



2018-2019

# Faculty Handbook

# Faculty Handbook

2018-2019



This Faculty Handbook has been developed to provide information regarding procedures and available services related to teaching and student learning for ICC faculty. This Faculty Handbook should be used in conjunction with the ICC Employee Handbook and the ICC Student Handbook. All of the ICC handbooks are available online on the ICC website <http://www.icc.edu> on the Faculty & Staff page within Human Resources and also found on ICCNET. The content of this handbook is subject to change throughout the year; therefore, updated information is available on the website and/or upon request. Every effort has been made for an accurate representation of information. Please report inconsistencies or inaccuracies to Organizational Learning at (309) 694-5442. Full-time faculty should refer to the current contract for contract-related concerns.

If you have questions not answered by this handbook, please contact Organizational Learning at (309) 694-5442 or the office of the Vice President of Academic Affairs at (309) 694-8584.

# Table of Contents

<b>Especially for Faculty .....</b>	<b>1</b>
OUR CORE VALUES.....	1
OUR MISSION.....	1
OUR VISION.....	2
INSTITUTIONAL LEARNING OUTCOMES.....	2
INSTRUCTIONAL VALUES AND BELIEFS .....	3
STUDENT RIGHTS AND RESPONSIBILITIES.....	3
COLLEGE RESPONSIBILITIES.....	3
FACULTY RESPONSIBILITIES AND EXPECTATIONS .....	3
<b>College Information.....</b>	<b>5</b>
ACCREDITATION and AQIP .....	5
ADMINISTRATIVE DIRECTORY AND CONTACT INFORMATION .....	5
ALUMNI .....	5
BOARD OF TRUSTEES .....	5
BUILDING ACCESS .....	5
CAMPUS DINING .....	6
CAMPUS LOCATIONS .....	6
CAMPUS POLICE.....	7
CHANGE OF ADDRESS, NAME, EDUCATIONAL DEGREE .....	8
CHILDREN IN THE WORKPLACE .....	9
CHILDREN'S CENTER.....	9
CURRICULUM AND SCHEDULING SERVICES .....	9
DIRECTORY INFORMATION .....	9
DIVERSITY .....	10
FACILITIES SERVICES.....	10
ILLINOIS ARTICULATION INITIATIVE (IAI).....	10
JOINT COLLEGE ADVISORY COMMITTEES .....	11
LIBRARY SERVICES.....	11
MY ALERT EMERGENCY NOTIFICATIONS.....	11
ONLINE LEARNING .....	12
PAYROLL QUESTIONS.....	12
WEBSITE AND ICCNET .....	12
<b>Faculty Resources .....</b>	<b>13</b>
AFTER HOURS ASSISTANCE .....	13
CLASSROOM FURNITURE & TECHNOLOGY EQUIPMENT NEEDS.....	13
CLASSROOM SUPPLIES.....	13
DOCUMENT SERVICES .....	13

FACULTY AWARDS .....	15
HUMAN RESOURCES .....	15
ID BADGES AND KEYS.....	16
INSTITUTIONAL RESEARCH & INSTITUTIONAL REVIEW BOARD .....	16
MAIL SERVICES .....	17
MINI-GRANT OPPORTUNITIES.....	17
ORGANIZATIONAL LEARNING .....	18
ORIENTATIONS .....	18
PURCHASING GUIDELINES.....	19
TEST SCORING (SCANTRON).....	19
TEACHING & LEARNING CENTER / INSTRUCTIONAL TECHNOLOGY .....	19
TECHNOLOGY SERVICES .....	20
TELEPHONE COMMUNICATION.....	22
TEST PROCTORING OPTIONS.....	22
TESTING CENTER.....	23
TRAVEL PROCEDURES .....	23
UNDERSTUDY PROGRAM.....	24
<b>Student Resources.....</b>	<b>25</b>
ACADEMIC ADVISEMENT .....	25
ACCESS SERVICES .....	25
ACADEMIC SUPPORT .....	26
AUDITING A CLASS.....	26
BOOKSTORE .....	26
CAREER SERVICES .....	27
COUNSELING SERVICES .....	28
DENTAL HYGIENE CLINIC .....	28
ENROLLMENT SERVICES.....	28
FINANCIAL ASSISTANCE.....	29
STUDENT LIFE .....	29
TESTING CENTER.....	29
TRANSFER CENTER .....	29
TRiO STUDENT SUPPORT SERVICES.....	29
VETERANS AFFAIRS.....	30
<b>Assumed Instructional Practices.....</b>	<b>31</b>
ABSENCES .....	31
ACADEMIC FREEDOM .....	31
ACADEMIC WARNING ATTENDANCE REPORTING (AWARe) .....	32
ASSESSMENT OF STUDENT LEARNING .....	32
CLASSROOM PROCEDURES .....	33
CONFLICT OF INTEREST.....	34
COPYRIGHT COMPLIANCE .....	34
CREDIT HOUR POLICY .....	34

DISCIPLINE AND STUDENT CONDUCT OF CONCERN.....	34
EMAIL.....	35
EMERGENCY PROCEDURES/EMERGENCY RESPONSE GUIDE .....	35
EVALUATION PROCEDURES .....	36
FERPA/CONFIDENTIALITY OF STUDENT RECORDS .....	36
FIELD TRIPS .....	37
FINAL EXAMINATIONS.....	37
GRADE EXCLUSION POLICY.....	38
GRADE POSTING/RECORDING.....	38
GRADUATION COMMENCEMENT .....	42
INDEPENDENT STUDY .....	42
LATE ENROLLMENT.....	43
LEAD ADJUNCT FACULTY.....	43
OFFICE HOURS.....	44
SERVICE LEARNING .....	44
STUDENT ATTENDANCE AND ROSTERS.....	45
STUDENT BEHAVIOR.....	46
SUSTAINABILITY .....	46
SYLLABI AND COURSE POLICY INFORMATION .....	46
TEXTBOOK POLICIES.....	47
<b>Appendices .....</b>	<b>49</b>

## Especially for Faculty

### OUR CORE VALUES

Illinois Central College is committed to its Core Values:



***Learning, Community, Integrity,  
Responsibility, and Excellence.***

Refer to the **ICC BlueBook** for a full description of our Core Values, Mission, Vision, Diversity Pledge, Motto, Service Principles, Organizational Tools, and more. All employees receive a **BlueBook** during New Employee Orientation. Stop by the Information Desk in the East Peoria Campus Student Services lobby or the Teaching and Learning Center (TLC), Room 240A, to pick up a copy or call (309) 694-5442 and Organizational Learning staff will see that you receive one. The **BlueBook** is available on the Faculty & Staff page of the ICC website: <http://icc.edu/faculty-staff/useful-documents/>

### OUR MISSION

***Through learning, minds change.  
We believe by changing minds, we can change the world.***



## OUR VISION

Our Vision expresses what we want to accomplish. The Board-approved vision for the College is:

*We, the people of ICC, are dedicated to becoming an institution that delights our students with relevant and up-to-date classes, exemplary services, and an enriching campus life, all at an affordable cost. We know what it takes for our students to succeed, and we make it happen. Education at ICC leads to successful careers, transfers to baccalaureate programs, and life-long experiences to improve our students' lives and opportunities.*

The short version of the Vision is:

*We provide an **Exceptional Educational Experience** that delights our students and stakeholders.*

Sometimes the vision is referred to as the three Es:

### ***Exceptional Educational Experience***

## INSTITUTIONAL LEARNING OUTCOMES

Developed with input from faculty, staff, and community stakeholders, the following Institutional Learning Outcomes (ILOs) reflect the broad-level knowledge, skills, behaviors, and attitudes that graduates should demonstrate as a result of their experiences at Illinois Central College. Such experiences may include general education courses, program courses, developmental courses, co-curricular activities, and extra-curricular activities, among others. ILOs help prepare our graduates to become productive members of society and life-long learners.

### COMMUNICATION

Statement of Intent: Associate degree graduates have the ability to transfer information, concepts, or emotions to an audience through written, oral, symbolic, aesthetic, and/or nonverbal communication methods that successfully align with their purpose.

### REASONING

Statement of Intent: Associate degree graduates identify and solve problems, analyze new information, synthesize and evaluate ideas, and transform ideas into a course of action by using critical, creative, and/or analytical skills.

### RESPONSIBILITY

Statement of Intent: Associate degree graduates understand the implications of choices and actions, demonstrate appropriate behaviors in academic/ professional contexts, and contribute constructively within the context of community.

## INSTRUCTIONAL VALUES AND BELIEFS

Illinois Central College was formed on the belief that individuals have worth and dignity in their own right and should be educated to the fullest extent of their abilities and motivation. Education of each citizen creates a better community for all. We strive to provide quality education appropriate to each individual's needs.

Illinois Central College is a teaching and learning institution where the student is the center of all that is done. To educate is the reason for our existence. A successful education means the purposeful discovery, evocation, and transmission of knowledge, skills, and values. Faculty, students, and the College must maintain close communication to achieve these goals. The successful outcome for the student will be a satisfying career, responsible participation in and preservation of a democratic society, a higher sense of cultural and aesthetic values, and a pursuit of lifelong learning.

## STUDENT RIGHTS AND RESPONSIBILITIES

Refer to the **ICC Student Handbook** for explanations of conduct and discipline and to the **Student Conduct of Concern** document found on the Faculty and Staff page of the ICC website: <http://icc.edu>

## COLLEGE RESPONSIBILITIES

The College has a responsibility for providing a safe academic environment conducive to learning and the exchange of ideas which promote participation in curricular and extracurricular activities leading to greater understanding, mutual respect, and learning.

The College accepts responsibility for providing a safe academic environment which will:

- Encourage the exchange of ideas and the participation of faculty and students in curricular and extracurricular activities.
- Support the basic needs for a stable and stimulating learning environment, including facilities and equipment.

## FACULTY RESPONSIBILITIES AND EXPECTATIONS

*(2014-2018 full-time faculty contract)*

In the interest of quality instruction, the professional responsibilities and expectations are for all faculty to perform in accordance with the College's philosophy and mission as a teaching and learning institution and to reflect the institution's core values and beliefs.

### Responsibility to the Student

Faculty are expected to:

- Plan, organize, improve and teach the courses that are his/her assignment. In doing so, he/she should work in collaboration with colleagues to assist with the development or revision of course objectives and syllabi consistent with the College's philosophy and objectives.
- Create a classroom situation oriented toward meeting course objectives and ensure that students are aware of course objectives.



- Use evaluation instruments and assessment techniques designed to measure course objectives and goals.
- Develop and revise course materials to keep them current with classroom presentations, activities, and assignments in keeping with course objectives.
- Manifest genuine concern for students by attempting to be helpful to students who need guidance and who seek his/her advice.
- Realize the limits of his/her professional competence by utilizing the channels of referral available at the College in those cases where the need arises. For more information, refer to Counseling Services.
- Be available to assist students during office hours and through appropriately scheduled appointments.
- Keep his/her students informed about their academic progress as needed or requested throughout the semester.
- Record and post grades within the required time frame as identified by the College.
- Accept the obligation of providing students with academic advisement in accordance with the guidelines of the unit definition and/or the College release time templates.

### **Responsibilities of the Profession**

Faculty are expected to:

- Display a depth of understanding of the subjects that are his/her primary assignment, and keep abreast of developments within his/her field.
- Maintain accepted and recognized standards of professional conduct and ethics appropriate to his/her professional position.
- Display personal and professional integrity by dealing honestly and fairly with respect for all students, other College staff members, and the community.

### **Responsibilities to the Department and College**

Faculty are expected to:

- Teach a total of 30 equated credit hours per academic year, not including overload assignments, or assume other responsibilities requiring essentially the same commitment of time (for full-time faculty).
- Adjunct faculty are expected to teach their assigned classes with office hours.
- Participate on instructional and academic committees within the discipline as the need arises.

Faculty are encouraged to:

- Help meet emergency situations that may develop within the department.
- Contribute to the development and growth of the College.
- Improve instruction by understanding the student group to be served, and adopt methods of teaching to meet the diverse needs of the students.
- Participate on committees within the department as the need arises.

## College Information

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### ACCREDITATION and AQIP

<http://icc.edu/about-icc/quality-initiatives/>

ICC gained membership to the Higher Learning Commission's Academic Quality Improvement Program (AQIP) in 2006. AQIP, as stated on the Commission's website, "infuses the principles and benefits of continuous improvement into the culture of colleges and universities by providing an alternative process through which an already-accredited institution can maintain its accreditation. An institution in AQIP demonstrates how it meets accreditation standards and expectations through a sequence of events that align with the ongoing activities of an institution striving to improve its performance."

Continuous quality improvement principles are followed by AQIP institutions like ICC in the description and assessment of its systems and processes for meeting their stated missions, and in the deployment of Action Project teams to carry out targeted improvements.

### ADMINISTRATIVE DIRECTORY AND CONTACT INFORMATION

Refer to ICC's website for an Administrative Directory. The Address Book director in Microsoft Outlook is also helpful and a complete Employee Directory (with photos) is available on ICCNET.

### ALUMNI

Alumni Relations Office  
East Peoria Campus, L427, (309) 694-5317  
[icc.edu/alumni](http://icc.edu/alumni)

ICC has an Alumni Association. Graduates of a certificate or degree program or any student who has completed a minimum of 30 hours may join the ICC Alumni Association. ICC faculty and staff who do not meet the criteria of alumni may join as a "Friend" of the ICC Alumni Association.

### BOARD OF TRUSTEES

<http://icc.edu/about-icc/board-trustees/>

You are invited to attend Board of Trustees meetings regularly scheduled at 5:00 p.m. the third Thursday of each month. Please check with the Board Secretary, (309) 694-5731, to confirm date and time or if you need specific information. Meetings are usually held on the East Peoria Campus in the Founders Room, Room 211A.

### BUILDING ACCESS

Campus hours of operation are located on the ICC website on the Campus Maps, Hours, & Parking page at: <http://icc.edu/directory/campus-maps-hours-parking/> Most campus facilities are open during weekday business hours, with many closing by 10:00 p.m. Some campus buildings are open for a limited number of hours on the weekends. All College employees wishing to enter the East Peoria Campus outside of normal

business hours must sign in and out at the Campus Police Department office in room 103A. This is done to ensure that in the event of an emergency there will be an accurate record of who may need assistance. Employees requesting access to the Peoria and Pekin campuses outside of normal hours must contact the Campus Police Department in advance at 694-5223. Unsupervised students will not be allowed into locked classrooms or campus buildings after hours without prior written authorization from an instructor or teaching chair/Dean and approved by the ICC Police Chief.

## CAMPUS DINING

<http://icc.edu/around-campus/campus-dining/>

Refer to the Campus Dining website for all campus dining hours, menus, CaféCash purchasing, and catering services provided for the college. Note hours may vary during holidays or shutdown; check the ICC Campus Dining website for updated information.

## CAMPUS LOCATIONS

<http://icc.edu/directory/campus-maps-hours-parking/>

**The ICC East Peoria Campus** is the original campus, located on 432 acres at 1 College Drive, East Peoria off Routes 24/150. ICC began offering classes in 1967 as a public two-year community college. Site amenities include wooded areas, agricultural fields, arboretum, and facilities with 808,925 square feet of space.

**The ICC Peoria Campus** is located at 5407 N. University St., Peoria. The campus houses Health Careers, Public Services, Culinary Arts, Human Services, Massage Therapy and Dental Hygiene programs and facilities. Workshops and seminars offered through Corporate and Community Education and Professional Development Institute (PDI) are housed in Hickory Hall. In addition to classroom space, the campus has a new Student Center, which includes a Library with Academic Support Center, student commons, food service, and bookstore. In Arbor, students can register for classes, pay tuition, meet with an advisor, and take the academic placement test. In addition, the campus is home to Weekend College courses. For more information regarding programs and services at the ICC Peoria Campus, call (309) 690-6800.

**ICC Pekin** is located at 225 Hanna Dr., Pekin. GED Preparation, general education, and nursing assistant (CNA) classes are offered at this site. For more information, call (309) 642-6601.

**Virtual Campus** - Online classes at ICC started in 1998. ICC offers more than 200 sections of online classes every summer, fall, and spring term. In 2003, ICC received distance learning accreditation from the Higher Learning Commission. In 2010, ICC established a “Virtual Campus” to offer comprehensive online teaching and learning services and support for students and faculty. Students may earn an Associate in Arts, Associate in Science, or Associate in General Studies completely online from ICC. ICC has been approved by Illinois to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. (Out of state enrollment limitations may apply to some students.) ICC maintains active associations with state-

level colleagues through two organizations, Illinois Community Colleges Online (ILCCO) and the Illinois Online Network (ION).

More information about ICC's virtual campus can be found at:

<http://icc.edu/students/virtual-campus/>

Maps for all campus locations are found on the ICC website at:

<http://icc.edu/directory/campus-maps-hours-parking/>

## **CAMPUS POLICE**

<http://icc.edu/around-campus/campus-police/>

- **For emergencies on any ICC campus contact the Campus Police Department Dispatch Center 24/7/365 at (309) 694-5111 or 5111 from any campus extension.**
- East Peoria Campus - Academic Building, Room 105A  
(309) 694-5223
- Peoria Campus - Student Center, Room S140 and Arbor Hall, Room 02L  
(309) 690-6899
- Pekin Campus - Room 1  
(309) 635-8804

Contact the Campus Police Department for:

- Incident and crime reporting
- Emergency medical assistance
- Security related issues
- Vehicle assistance
- Lost and found (Room 103A-Dispatch Center)
- Personal safety escorts
- Staff parking tags

**New to ICC** in 2018 is "ICC Guardian," a free mobile safety app for your cell phone. ICC Guardian is a direct phone or text connection to the ICC Police Department Emergency Dispatch Center. The app also contains a direct-dial ICC phone directory and an ICC webpage link directory. If you wish to enter any personal information into ICC Guardian, such as any medical condition information, it will automatically be available to the police dispatcher when you call or text the ICC Guardian emergency line. Download the free app from the App Store or Google Play by searching for "Rave Guardian," Faculty members are encouraged to have their students download the Guardian app.

There are Campus Police Department officers and dispatchers on duty 24 hours a day. In case of an emergency on any ICC campus, the quickest and best way to call for help

is to use the ICC Guardian mobile app on your cell phone. If you don't yet have the ICC Guardian app, call the ICC Police Dispatch Center at extension 5111 or 309-694-5111. Emergency blue light call-box phones on the East Peoria and Peoria campuses also offer direct communication with the Dispatch Center.

The ICC Emergency Response Guide contains information that will be helpful in the event of an emergency on campus. Copies are distributed to offices and classrooms throughout the college. Additional copies can be requested by calling 694-5223. The information is also linked at the bottom of most ICC web pages or available at: <http://icc.edu/emergency-guide/>

ICC officers provide assistance to stranded motorists. Use your ICC Guardian mobile app on your cell phone to call for assistance. If you don't yet have the ICC Guardian app, call (309) 694-5111 or use a nearby blue light emergency call-box phone. Officers will attempt to jumpstart dead batteries, attempt to open vehicles with keys locked inside, or provide transportation to the nearest gas station. However, officers do not change tires or do mechanical work.

Weapons (as defined by state statutes) are not permitted on ICC campuses or property except as detailed in the ICC Concealed Carry Policy. For details on the ICC Concealed Carry Policy, go to the Campus Police page of the college website at <http://icc.edu/around-campus/campus-police/policies/>

A "Green Button" desktop emergency icon is available for installation on your computer.

It is used to silently summon police department assistance when phones or other communication modes are unavailable or inadvisable due to the circumstances of an incident. You may request the Green Button for your computer. It will show up on your desktop wherever you log into a campus network computer. The Green Button is also present on the general Instructor login as well. See information and instructions on Green Button usage on the ICC Intranet under "Miscellaneous."

For information on ICC campus hours, maps, and parking, go to <http://icc.edu/directory/campus-maps-hours-parking/>

If you have questions or need additional information about any safety or security related issue, call the Campus Police non-emergency line at 694-5223.

## **CHANGE OF ADDRESS, NAME, EDUCATIONAL DEGREE**

Please promptly notify Human Resources and your Dean/Associate Dean if any change occurs in your address, name, marital status, home or office telephone number, place of employment, education, etc. Some of your personal information may also be updated through the PeopleSoft system. In addition, if you earn a new degree after being hired, it is your responsibility to have an official transcript sent to Human Resources. Note that graduation caps and gowns are ordered for faculty attending graduation based on the degree on file with Human Resources.

## CHILDREN IN THE WORKPLACE

Both for learning and safety purposes, children should not be allowed in the classroom and laboratories. Remind students of their responsibility to the class and to learning. Remind students of Children's Center or other alternatives for childcare. Refer to ICC Employee Handbook for employee policies.

## CHILDREN'S CENTER

<http://icc.edu/around-campus/child-care/>

East Peoria Campus, Rooms 128A, 128B, and 129B, (309) 694-5116

The College offers a child care and preschool program licensed by Department of Children and Family Services and accredited by the National Association for the Education of Young Children. The Children's Center is supervised by professional staff, assisted by students in the Early Childhood Program. It is open Monday through Friday, providing a developmentally appropriate program for children two through five years of age. A summer camp (Summer Explorer Camp) is offered for 6-12 year olds for 10 weeks in the summer. For further details, refer to the website listed above.

## CURRICULUM AND SCHEDULING SERVICES

[www.icc.edu/curriculum](http://www.icc.edu/curriculum)

East Peoria Campus, Rooms 238D & 240B, (309) 694-5745

[cds@icc.edu](mailto:cds@icc.edu) or [academicscheduling@icc.edu](mailto:academicscheduling@icc.edu)

The staff of Curriculum and Scheduling Services provides guidance and assistance to faculty and staff concerning academic scheduling using PeopleSoft and 25Live; curriculum development using the CDS 2.0 (Curriculum Development System > [icc.edu/curriculum](http://icc.edu/curriculum) ) following ICC Curriculum Committee procedures housed within the CDS; Illinois Community College Board (ICCB) curricular approvals; academic calendar; and the college catalog content and revisions. Use [academicscheduling@icc.edu](mailto:academicscheduling@icc.edu) or [cds@icc.edu](mailto:cds@icc.edu) for a timely response to your questions. All curricular materials, procedures, syllabi, and programs are found within the CDS 2.0 at: [www.icc.edu/curriculum](http://www.icc.edu/curriculum)

## DIRECTORY INFORMATION

[infodesk@icc.edu](mailto:infodesk@icc.edu)

(309) 694-5422

The Information Center in the Student Services Lobby of the East Peoria Campus assists students and visitors by informing them of campus events, giving directions, or determining which office can best help them. Brochures, catalogs, schedules, and other College information is available.

A telephone directory of faculty, staff, and departments is maintained in Microsoft Outlook in the Address Book. To access this directory while in your email go to the 'Home' tab, then select the 'Address Book' button in the 'Find' section of your toolbar. If you cannot find the listing needed, please contact the Help Desk at (309) 694-5457 or notify your Dean/Associate Dean.

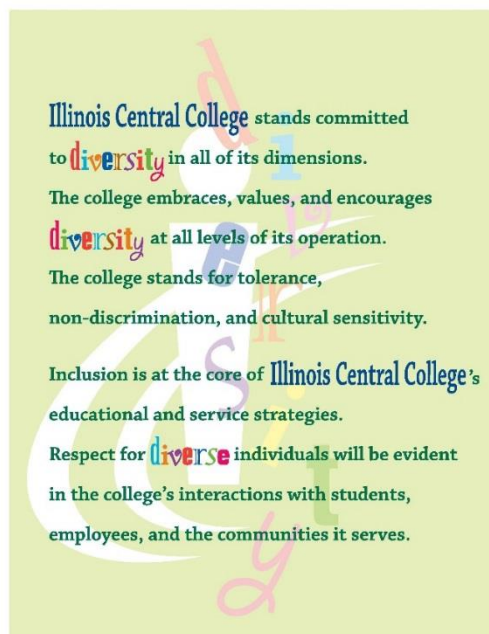


Campus and faculty directories may be found on the ICC website in the Directory and Maps tab: <http://icc.edu/directory/> A complete Employee Directory is found on ICCNET in the Calendar/Directory section. Assistance with using the various directories can be found in the Teaching and Learning Center, (TLC), Room 240A, or by calling (309) 694-8908.

## DIVERSITY

<http://icc.edu/about-icc/diversity-icc/>

In its strategic initiative to reach out to, attract, and retain a diverse student body and employee group and play a leadership role in community diversification initiatives, the College established a Diversity Department and adopted a Diversity Pledge. The Diversity Department is located on the East Peoria Campus, Room L434, or by calling (309) 694-5515. The Diversity Pledge is shown to the right.



## FACILITIES SERVICES

<http://icc.edu/faculty-staff/facilities-services/>  
(309) 694-5120

Facilities Services consists of custodial, set-up, maintenance, grounds, recycling, mailroom, general operations, pest control, vehicle maintenance, and Facility Planning and Design. Call (309) 694-5120 for assistance 7 a.m. – 4:30 p.m. and (309) 694-5223 (Campus Police) after 4:30 p.m.

## ILLINOIS ARTICULATION INITIATIVE (IAI)

<http://www.itransfer.org/>

Illinois Central College participates in the Illinois Articulation Initiative (IAI) and has general education requirements for the Associate of Arts and Associate of Science degrees to model the IAI. In most circumstances, a student who fulfills the general education requirements for the above stated degrees at ICC has automatically fulfilled the lower divisional general education requirements at most colleges and universities within the State of Illinois, both private and public. This benefit is intended to make the transition to a four-year college or university easier. For more information about these requirements and the benefits of IAI, students should contact their advisor and the Transfer Center, (309) 694-5330, East Peoria Campus, Room 303B. Visit the Illinois Articulation Initiative website: <http://www.itransfer.org>

The IAI Coordinator for the College is the Dean of Math, Science, and Engineering at (309) 694-5367, Room 320B.

## JOINT COLLEGE ADVISORY COMMITTEES

In an effort to emphasize shared decision-making, the college invites faculty participation on college-wide committees and teams engaged in governance. The President of Faculty Forum shall be responsible for appointing full-time faculty members to serve; adjunct faculty may express an interest to serve to their Deans and/or the chair of the committee on which they would like to serve. Refer to the appendices of this handbook for a list of committees, their purpose, and meeting details.

## LIBRARY SERVICES

<http://icc.edu/library/>

East Peoria Campus

Room L312, (309) 694-5461

Peoria Campus

Student Center, S111, (309) 690-6837

Library Services collects and distributes materials to faculty and students in support of their involvement with the various curricula. See the library webpage for detailed information on the following services provided to faculty and students:

- Online catalog, databases & streaming media, available on and off campus.
- Interlibrary loan and universal borrowing from other institutions. Call the Interlibrary loan assistant (309) 694-5620 or email [lib\\_ill@icc.edu](mailto:lib_ill@icc.edu) for additional information.
- 24/7 librarian support is available through our email, chat, and text messaging services. Please see the library webpage for more information.
- Current hours for both campus locations, including special hours during finals week and interim periods, can be found on the library webpage.

Please see the Library webpage for specific information regarding the following services:

- Instruction on the use of library resources is available for individuals and groups. Call (309) 694-5355 or use the form on the website for assistance.
- Liaison librarians to academic departments for materials selection, deselection, instruction, and special projects.
- Scantron service is provided at both campus libraries.

## MY ALERT EMERGENCY NOTIFICATIONS

<http://my.icc.edu>

ICC's MyAlert system allows you to receive emergency (weather closings, for example) and other notifications through emails, text messages, and voice messaging. You automatically will receive these notifications at your official ICC email. Please make sure you are familiar with the email address that has been assigned to you.

To make changes to your MyAlert account, please see the instructions included on <http://my.icc.edu> or ICCNET. You will be able to add or delete texting options, home phone numbers, and other emails by following these instructions. Each semester on the



Friday after census day (the twelfth day of the semester), ICC will test the MyAlert system at 2 p.m.

We encourage you to reinforce the importance of MyAlert to your students. If you don't allow cell phones in your classroom or require students to turn off cell phones, you might want to appoint one person as the emergency contact or keep your cell phone on. If an active shooter or other emergency occurs during the school day, we will use the MyAlert system to notify the College community. MyAlert also will be the first notification of school closings due to weather or other emergencies. For questions about the system, contact the Help Desk at (309) 694-5457.

## **ONLINE LEARNING**

Service and support for online teaching and learning is provided by the Virtual Campus and Teaching and Learning Center staff. The Online Learning Committee, a joint advisory committee, provides information and recommendations for online teaching and learning and instructional technology at ICC. Visit the Teaching Online at ICC web page for more information about online teaching strategies, course development tools, and professional development opportunities.

More information about Online Learning can be found at:  
<http://icc.edu/faculty-staff/teaching-learning-center/teaching-online-at-icc/>

## **PAYROLL QUESTIONS**

Earning statements for each pay period are available electronically through eServices, which can be accessed on the ICC website. Questions regarding paychecks, including any adjustments or changes, should be referred to your Dean/Associate Dean. All faculty are required to participate in the State Universities Retirement System, if eligible. Those who are not eligible, as determined by the Human Resources Office, are required to have Social Security deductions withheld.

## **WEBSITE AND ICCNET**

<http://icc.edu/> and ICCNET

The ICC website contains College and event information. Of special interest to faculty and staff is the “Faculty and Staff” pages of the website with news of: Employment Policies and Benefits, Employee News and Events, Library Information, Teaching and Learning Center and Organizational Learning Assistance, Quality Initiatives, Useful Documents, and much more. Contact the webmaster with any website questions and revisions to the website, or to report a link that does not work. The webmaster can be contacted at (309) 694-8532, Room CC110, or [WebServices@icc.edu](mailto:WebServices@icc.edu)

The Intranet at ICCNET offers in-house information including many forms needed by faculty; however, ICCNET is only accessible on campus. The “Useful Documents” and Human Resources webpages of the Faculty and Staff page include many of those same documents. Contact the TLC for assistance: [tlc@icc.edu](mailto:tlc@icc.edu) or (309) 694-8908.

## Faculty Resources

### AFTER HOURS ASSISTANCE

- For emergencies on any ICC campus contact the Campus Police Department Dispatch Center 24/7/365 at (309) 694-5111 or dial 5111 from an on-campus phone.
- For non-emergencies, on any ICC campus contact Campus Police Department Dispatch Center 24/7/365: (309) 694-5223 or 5223 from an on-campus phone.
- For technical assistance with telephones and computers, you can contact the Technology Help Desk at (309) 694-5457 until 6:30pm on Monday-Thursday evenings, and on Sundays from 4pm-8:30pm.
- For assistance with student services, the Office of Enrollment Services is open until 6:00pm at the Peoria Campus on Monday evenings, (309) 690-6800, and until 6:00pm at the East Peoria Campus on Tuesday evenings, (309) 694-5600.

### CLASSROOM FURNITURE & TECHNOLOGY EQUIPMENT NEEDS

Furniture should not be moved from classrooms. If you move furniture around within the room, please be sure to reset the room to its original layout before you leave. If additional furniture or technology is needed in the room you are assigned to, please consult with your Dean. Contact (309) 694-5120 for classroom furniture maintenance needs and the Help Desk at (309) 694-5457 for classroom technology equipment assistance, malfunctions, or requests.

### CLASSROOM SUPPLIES

Classroom related materials and supplies are available through your department office. Contact your department administrative assistant, who will assist you in obtaining the needed materials.

### DOCUMENT SERVICES

<http://icc.edu/faculty-staff/document-services/>  
 East Peoria Campus, Room CC107, (309) 694-5244  
 Monday – Thursday: 7:00 a.m. – 5:00 p.m.  
 Friday: 7:00 a.m. – 4:30 p.m.

Document Services offers support to you as a faculty member. Assistance is available to you in the preparation and printing of high-quality educational materials to improve our students' learning and college experience. A variety of services are offered, such as:

- Typing and formatting exams, quizzes, handouts, syllabi, and other instructional materials
- Preparing reports, handbooks, manuals, booklets, and other classroom and college publications
- Printing course packets to be sold in the bookstore
- Merging names for personalized target marketing letters, postcards, flyers, etc.
- Color and black/white copying

- Designing flyers, brochures, certificates, newsletters, programs, posters, and other promotional materials for courses and programs
- Designing logos and graphics
- Designing and printing envelopes up to 9 x 12
- Printing labels in sizes 1 x 2 5/8, 2 x 4, and full sheet 8 1/2 x 11, plus CD labels
- Printing multi-part carbonless forms
- Printing adhesive ICC-branded nametags
- Printing roadway and hallway directional signs
- Enlarging 8 1/2 x 11 materials to poster size (22 x 28)
- Creating transparencies
- Scanning materials to PDF or JPG files
- Burning CDs/DVDs
- Archiving electronic files for reference
- Stapling, collating, tabbing, three-hole punching, spiral binding, tape binding, perfect binding, cutting, laminating, padding, folding, shrink wrapping

### **Job Request Procedures**

To expedite your request and ensure that Document Services has all the information to accurately complete your order, please use our convenient online web submission tool. A link may be found on our website: <http://icc.edu/faculty-staff/document-services/>

If you have questions, or need help, don't hesitate to call Document Services at (309) 694-5244.

Your electronic documents are securely and confidentially stored on Document Services' network drive. When you need to revise a document, simply mark the revisions on the original document in red ink and send it to Document Services. Revisions will be made, copies made if needed, and the document will be sent back electronically and/or by hard copy.

Faculty who distribute multiple handouts during a semester may wish to consider having them bound into a packet that is sold to the students in the Bookstore. Call for further information.

### **Copying**

Because of the large volume of copies produced in the department, Document Services is able to contract for a much lower cost-per-copy than the cost of copies made on the departmental unit copiers. Therefore, it is more economical for the College and your department to request both black-and-white and color copies in quantities over 20 from Document Services. We will be happy to print smaller quantities for you also, if it is more convenient.

## FACULTY AWARDS

<http://icc.edu/faculty-staff/organizational-learning/grants-awards/>

### **Gallion Award for Full-Time Faculty**

The Gallion Award was established in 1969 in honor of Gene Gallion, a beloved instructor of geology and geography, to recognize teaching excellence. The College invites students to nominate outstanding instructors from mid-October through early March each year.

### **Teaching Excellence Award for Adjunct Faculty**

Nominations of adjunct faculty for the Teaching Excellence Award are made by students and collected from mid-October through early March.

Selection for these awards is made by the Awards committee, and the recipient is honored at the May graduation, ICC Employee Recognition Banquet, and at a national teaching conference.

### **Endowed Teaching Chair**

The Dr. Thomas K. Thomas Endowed Teaching Chair Award at Illinois Central College recognizes teaching excellence and innovation. Specifically, the program looks for tenure track or tenured faculty who exhibit distinction in these areas:

- Student-centered instructional philosophy
- Commitment to teaching
- Contribution to Illinois Central College's mission and values
- Classroom innovation
- Impact on community

The award is based 50% on the faculty applicant using the listed criteria and 50% on the proposed instructional project and its impact on the community. The Dr. Thomas K. Thomas Endowed Teaching Chair awards a stipend of \$3,500 or equivalent in release time. The stipend award is made possible through the ICC Educational Foundation and supports faculty plans to improve instruction or enhance professional development. Full-time tenured and tenure-track faculty are eligible to complete an application. Recipients must maintain continuous full-time employment at ICC. Applications are due March 1. Complete information is available at: <http://icc.edu/faculty-staff/organizational-learning/awards/> and/or contact Organizational Learning at (309) 694-5442.

## HUMAN RESOURCES

<http://icc.edu/faculty-staff/human-resources/>

ICCNET > Human Resources

East Peoria Campus, Room 339G, (309) 694-5720

The Human Resources office is available to answer questions regarding current vacancies, employment procedures, the retirement system, and other personnel-related matters. Current employee and faculty handbooks are located on the Human Resources web page: <http://icc.edu/faculty-staff/human-resources/>

## ID BADGES AND KEYS

In 2014 Illinois Central College introduced photo ID badges. These badges are issued to all employees (including student workers). As an ICC employee, you are expected to:

- Wear your ICC ID badge whenever you are on any ICC campus
- Know, understand, and follow the rules and guidelines associated with the badge
- The badge may be worn using a lanyard, clip, or plastic holder and should be visible at all times

All new employees will be provided an ID badge through Human Resources. Report any lost or stolen ID badges to Campus Police immediately at (309) 694-5223. Replacement ID badges will be issued by Human Resources. Report any technical problems with ID badges or door locks to the Help Desk at (309) 694-5457.

Purposes of the ICC ID badge:

1. Serves as the identification badge and verifies the wearer is a legitimate ICC employee.
2. Allows funds to be allocated to the user's "Café Cash" account for purchases in ICC's food service facilities.
3. Provides proof of employment for employee discounts in the bookstore.
4. It is the employee's library card for checking out materials at ICC's library.
5. It is used as the time clock "swipe card" for classified (hourly) employees.
6. For many, especially faculty, the badge also is a "key card" for classrooms. It is used instead of a key to open doors. Campus Police will not open classrooms ahead of time for students to enter without faculty present. The key card may be used to unlock rooms for College authorized purposes, such as conducting classes, holding college related meetings, etc. Rooms may not be accessed for unauthorized outside purposes. "Unauthorized outside purposes" include using rooms for private business, political, religious, social, or other non-college activities. Employees may request to schedule outside activities in classrooms by using 25Live at <https://25live.icc.edu/25live> or by contacting Stephanie Farquer, Coordinator of Special Events at (309) 694-5717. Unauthorized use of College rooms and other resources may result in a disciplinary referral, including and up to termination. All employees should complete a 25Live room reservation to use a room, even if a room appears unoccupied.

## INSTITUTIONAL RESEARCH & INSTITUTIONAL REVIEW BOARD

<http://icc.edu/about-icc/institutional-research/>

East Peoria Campus, Room L429, (309) 694-8551

The Office of Institutional Research (IR) provides accurate and timely data and information in support of the College's mission, vision, and institutional effectiveness efforts. IR works collaboratively with administration, faculty, and staff to plan and implement institution-wide research and assessment projects related to enrollment and retention, student expectations, satisfaction, and performance outcomes to measure institutional effectiveness. Among other services, IR provides data and reports for

operational and academic program planning, community and employer demographics and expectations, community workforce needs, and feedback reports to area high schools. Additionally, IR is responsible for the External Environmental Scan which includes detailed information about the area labor market, demographic characteristics, K-12 education, technology, legislative and policy issues, and competitors. IR ensures that ICC presents consistent, accurate, and reliable information to its governing agencies and the community by coordinating compliance with state and federal reporting mandates.

The Illinois Central College Institutional Review Board (IRB) is responsible for reviewing and approving research proposals which utilize ICC students, faculty and/or staff. The practical and ethical qualities of all proposals are examined against IRB guidelines, which are governed by federal regulations. The IRB supports the mission of the College while ensuring the safety and integrity of the ICC community.

Proposals may be submitted by ICC instructors and/or off-campus educational researchers. Researchers submit proposals that have appropriate ICC departmental sponsorship to the Chair of the IRB. After verifying the accuracy and completeness of the proposal, the IRB meets and makes recommendations including approving, rejecting, or returning the application for further action. Researchers will be notified of the action taken by the IRB and provided information on how to proceed. Notes and records will be the property of the Office of Institutional Research at Illinois Central College.

## **MAIL SERVICES**

<http://icc.edu/faculty-staff/facilities-services/mailroom/>

A mailbox is provided for faculty use near your teaching area or in the academic department office. Outgoing mail should be placed in the appropriate collection box. Mail is delivered and picked up once per day on all campuses. Please check your mailbox frequently. Please arrange for personal mail to be delivered to your home address. Stamps are available for purchase from Mail Services or in the bookstore for your outgoing personal mail. Large outgoing mailings should be discussed with your Dean/Associate Dean first and then with Mail Services, (309) 694-5135, to determine proper design and the most economical method of mailing.

## **MINI-GRANT OPPORTUNITIES**

<http://icc.edu/faculty-staff/organizational-learning/grants-awards/>

Funds for instructional projects are available from Organizational Learning and/or the ICC Educational Foundation. Faculty are invited to submit proposals for mini-grant projects and activities designed to provide faculty development and/or improve teaching and learning. Applications are available from the Organizational Learning website <http://icc.edu/faculty-staff/organizational-learning/current-employees>

Applications may be submitted to Organizational Learning at 340E or [OrganizationalLearning@icc.edu](mailto:OrganizationalLearning@icc.edu) throughout the year. The Mini-Grant Review



Committee tries to review within two months from the time of the submission of the grant application. Proposals may address, but are not restricted to the following areas:

- Development of innovative teaching techniques and instructional materials
- Assessment of student learning
- Development of a new course or program (must first be approved through the ICC Curriculum Committee)
- Enhancement of learning through the use of instructional technology
- Development of career exploration for students
- Development of online courses and other formats that expand accessibility
- Improvement of the learning environment

## ORGANIZATIONAL LEARNING

<http://icc.edu/faculty-staff/organizational-learning/>

East Peoria Campus, Room 340E

(309) 694-5442

Human Resources Division

Organizational Learning provides professional development to all employees designed to promote and support Illinois Central College's mission, vision, core values and strategic goals; all to provide an "Exceptional Educational Experience" for our students. The professional development opportunities include: new employee orientations; new faculty orientations; employee mentoring programs; compliance training; diverse hiring training; service excellence; teaching and learning strategies; manager training; Teaching Academy; book discussions and more. Activities are announced in the College-wide weekly emails, eNews, and the Employee Calendar located in the center of the Faculty and Staff main page of the ICC website: <http://icc.edu/faculty-staff/>

To encourage participation in professional development, full-time faculty have the opportunity to earn units toward additional compensation as described in the full-time faculty contract. Adjunct faculty have the opportunity to increase their ECH base compensation after completing 48 hours of professional development or service outlined in the Blueprint for Success. Both programs are found on ICCNET and in the Useful Documents section of the ICC website on the Faculty and Staff page. Staff participate during their normal work hours.

The Professional Development Institute (PDI) workshops are also available to ICC employees at reduced rates funded by Organizational Learning. After supervisory approval, contact Organizational Learning at [OrganizationalLearning@icc.edu](mailto:OrganizationalLearning@icc.edu) or (309) 694-5442 to register.

## ORIENTATIONS

Organizational Learning/Human Resources invites all new employees (faculty and staff, full-time and part-time) to the required New Employee Orientation (NEO) held regularly throughout the year. The NEO covers information regarding the mission, vision, values, and practices of working at ICC pertinent to all employees. All new employees are also responsible for completing online compliance training in Workplace Diversity, Ethics and

Compliance Essentials, Reporting Child Abuse on Campus, Mandated Reporting, and Preventing Discrimination and Harassment to comply with federal and state regulations.

New faculty are assigned mentors to help in their assimilation to the college and to teaching. Contact your Dean/Associate Dean or Teaching Chair if you do not know your assigned mentor/s. The Teaching and Learning Center, Room 240A, at [TLC@icc.edu](mailto:TLC@icc.edu) and Organizational Learning, 340E, at [OrganizationalLearning@icc.edu](mailto:OrganizationalLearning@icc.edu) are available for support, information, and assistance.

## **PURCHASING GUIDELINES**

All purchase requests must be initiated through your Dean/Associate Dean; therefore, do not initiate the purchase of major items/capital or services for the College without obtaining the approval of the appropriate Dean/Associate Dean and the Purchasing Office. Invoices received from companies for unauthorized purchases will not be approved for payment from College funds.

The College name may not be used for the purchase of any goods or services except those which are approved by the appropriate administrative officer for the operation of the College. Please refer to ICCNET for additional information under the Accounts Payable section.

## **TEST SCORING (SCANTRON)**

The College provides test scoring and item analysis as a service to faculty. Test scoring forms, available in each department office, permit the grading of a maximum of 200 objective true/false or multiple-choice questions (maximum of five choices). Tests should be sent or taken directly to either campus library. Faculty are responsible for ensuring student ID numbers are on each test form. Tests cannot be graded without ID numbers. The test results will be emailed to you. The master sheet, graded tests, and test analysis will be returned via campus mail to you after grading has been completed, or you may pick them up at the campus library responsible for scoring the tests.

## **TEACHING & LEARNING CENTER / INSTRUCTIONAL TECHNOLOGY**

<http://icc.edu/tlc>

[tlc@icc.edu](mailto:tlc@icc.edu)

East Peoria Campus, Room 240A, (309) 694-8908

The mission of the Teaching and Learning Center is to provide learning opportunities to enhance the ability of faculty and staff to help students succeed. The Teaching and Learning Center staff provide instructional technology information, resources, training, and support to faculty, staff, and students. TLC staff consult with faculty and staff on instructional design, instructional technology, and instructional media. TLC personnel maintain the day-to-day operations (phone, email, in-person, and scheduled events) of the Teaching and Learning Center. TLC personnel administer and maintain the Blackboard Learn course management system, including information, resources, training, and support for all users. TLC personnel provide information, resources, training, and support to faculty using eServices for class rosters, warnings, attendance, and grades. The TLC personnel support faculty teaching online classes. TLC personnel



maintain and provide training and support for various technology tools such as webcams, video cameras, and tablets. TLC personnel provide information, resources, training, and support for software applications. TLC personnel engage in ongoing personal skill development as well as research and development in technology trends.

## **TECHNOLOGY SERVICES**

East Peoria Campus, Room L144, (309) 694-8855

### **Email**

The College provides email accounts for all faculty, staff, and students. Faculty and staff should use your ICC email account for all college communications. Refer to the EMAIL section in Assumed Instructional Practices.

### **Computers for Students**

Campus libraries and Academic Support Centers have computers for student use and printing. Additional open computers are available for student access in the East Peoria cafeteria and Café Brevé, ICC Peoria Campus student areas, and ICC Pekin.

### **Technology Services Help Desk**

<https://icc.edu/faculty-staff/technology-help-desk/>

East Peoria Campus, Room L122, (309) 694-5457

The Technology Services Help Desk is the primary point of contact for password resets and for online resources (such as eServices, student email, Blackboard, and network access). Issues concerning all College-managed equipment such as computers, printers, smart room, and AV equipment should be reported to the Technology Services Help Desk for service repair.

If a student is in need of assistance with the use of Blackboard (other than password resets) go to an Academic Support Center or call (309) 694-5768. Students needing assistance with eServices or online registration (other than Password Resets) should call Enrollment Services at (309) 694-5600.

If there is a problem with these systems after Technology Services Help Desk closes, notify Campus Police at (309) 694-5223.

### **Enterprise Systems**

Enterprise Systems is a division of Technology Services that supports the PeopleSoft system, Resource 25, TimeLink, and other administrative support systems for the College. PeopleSoft is the online system used to manage student records and accounts. A detailed class roster or file can be obtained for an individual class, instructor, or department by using your PeopleSoft login ID and password. For assistance with PeopleSoft functions, contact the Teaching and Learning Center, Room 240A, (309) 694-8908, or the Help Desk, (309) 694-5457.

### **Smart Printing**

ICC implemented “Smart Printing” guidelines for students to conserve paper consumption and reduce the costs associated with printing unwanted pages from

College printers. Students are allocated 300 free pages of printing per semester. The procedure limits individual student print request.

Faculty can help with reducing the amount of printing students do by identifying materials in their course that may be packaged and sold in the bookstore as materials for a class. This reduces the cost of printing on campus and provides a great service to the students, who may purchase these materials as part of their financial aid package. To learn more, contact Document Services at (309) 694-5244.

### **Desktop and Media Services**

Desktop and Media Services is a division of Technology Services that maintains and repairs all College-owned computers, printers, instructional technology, and over 64 student-access computer labs. Full-time faculty will be provided with a computer system and adjunct faculty will be provided with a shared office space with computers. The Teaching and Learning Center, 240A, also has computers available for faculty and staff to use.

Before the start of each fall semester, the computer labs are updated with the latest software for the coming academic year. Faculty that need additional software loaded onto computer labs should contact their Dean/Associate Dean. Software to be installed on computers used by students must be requested in Program Plans for the next academic year. In the case of software provided by a textbook publisher, the faculty member is responsible for ensuring the publisher of the software provides written permission and instructions on the installation of the software to Technology Services. The faculty member must also provide the software to Technology Services prior to the end of spring semester.

For more information on standards governing the use of ICC computers, please see Technology Policies at: <http://icc.edu/faculty-staff/employee-policies/technology-policies/>

### **Media Production**

East Peoria Campus, Room L114, (309) 694-8833

Media Production is a division of Desktop and Media Services within Technology Services. Their services include original audio and video recording, audio duplication, sound mixing and editing, tape and CD dubbing, satellite recording, downloads, off air recording, and student class recordings. Also included:

- Consulting, planning, specifications for meetings, and special facilities
- Smart classroom training and support
- Videoconferencing and satellite recording
- AV equipment delivery

The process for checking out AV equipment is as follows:

To reserve AV equipment for classroom use on the East Peoria Campus, please call Audio Visual at (309) 694-5246, email at [AVEP@icc.edu](mailto:AVEP@icc.edu) or make requests through 25Live.

To report a problem with AV equipment at the East Peoria Campus, call the Help Desk (309) 694-5457.

## **TELEPHONE COMMUNICATION**

Faculty and staff are expected to communicate with students via their assigned ICC telephone number.

Dial 9 for an outside line then dial the number. Local calls are billed by the minute. It is not necessary to dial 1 to call anywhere in the 309 area code, but calls to locations outside the Peoria area, such as to Galesburg or Moline, are billed at long-distance rates. When calling other area codes, dial 9 plus 1, the area code, plus the number being called. Direct-dialed toll calls are the least expensive and should always be used when conducting College business.

### **Calling Between Campuses**

Calls to anyone on campus can be placed by dialing the extension number (the last four digits of the telephone number).

### **Personal Calls**

Personal calls should be charged to a personal calling card, credit card, or use your cell phone.

### **Telephone Directories**

A telephone directory of faculty, staff, and departments is maintained on Microsoft Outlook in the Address Book. To access this directory while in your email, go to the 'Home' tab, then select the 'Address Book' button in the 'Find' section of your toolbar.

Campus and faculty directories may be found on the ICC website:  
<http://icc.edu/directory/> and on ICCNET in the Calendar/Directory section.

Due to increases in rates for calling directory assistance, 4-1-1 and 555-1212 can no longer be dialed from campus. If a number is not listed in the telephone directory or in one of the online directories, employees may call (800) 373-3411.

If you need additional assistance with our phone system, please contact Technology Services at (309) 694-5457. Refer to Directory Information and the ICC Employee Handbook for further information.

## **TEST PROCTORING OPTIONS**

For nontraditional classes (Internet or any class not meeting in a scheduled lab or classroom), faculty are responsible for scheduling an appropriate and convenient time for the majority of students to take the exam. The faculty must proctor the exam for these students. Students who cannot be tested during this time can be referred to the services below. Please consider nondaytime hours when scheduling exams for nontraditional classes. To schedule a room for the faculty-proctored exam, call (309) 694-5745, email [academicscheduling@icc.edu](mailto:academicscheduling@icc.edu), or contact your department's administrative assistant with date and time of test, or follow already established department protocol for administering exams.

In both nontraditional and traditional classes, for students who are unable to attend the scheduled exam, faculty may bring the exam to the Testing Center to be proctored. Please contact the Testing Center, Room L220, (309) 694-5234 or Arbor Hall, Room 103, (309) 690-6990, with questions. Hours are posted below for each center.

## TESTING CENTER

<http://icc.edu/around-campus/testing-center/>

### East Peoria Campus

Room L220, (309) 694-5234

Hours: Monday, Wednesday, Thursday, and Friday – 8:00 a.m. – 4:30 p.m.

Tuesday – 8:00 a.m. – 7:00 p.m.

### Peoria Campus

Arbor Hall, Room 103, (309) 690-6990

Hours: Monday – 8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Thursday, and Friday – 8:00 a.m. – 4:30 p.m.

To assist students in assessing their current academic abilities and to assess knowledge based on previous educational or work experiences, the following services are available:

- Academic Placement Testing  
(*Students must have an ICC application on file in order to take the Placement Test.*)
- Professional Certification Testing
- CLEP and/or Departmental Proficiency Examinations
- ESL Testing
- Test proctoring by appointment

For more information, contact the Testing Center, Room L220, (309) 694-5234 or Arbor Hall, Room 103, (309) 690-6990. Academic Placement Testing is available at the Pekin campus as well. An appointment is required and can be made online at: <http://icc.edu/around-campus/testing-center/>

## TRAVEL PROCEDURES

The College supports professional development through funding participation at selected professional conferences with appropriate approvals, based on available funding. For information regarding travel, please refer to the faculty contract, ICCNET in the Accounts Payable section, and your departmental office. Additional information regarding rental of vehicles, meal allowances, student expenses, etc., is also available through your department.

Please submit all travel requests and justification paperwork to your Dean/Associate Dean as soon as you are aware of the conference to allow for timely approvals and processing.

## UNDERSTUDY PROGRAM

<http://icc.edu/faculty-staff/files/2014/05/The-UnderStudy-Program-at-Illinois-Central-College-8-2014.pdf>

The UnderStudy Program offers a menu of “packaged lessons” that can be facilitated by other faculty or staff when called upon by a faculty member or Dean/Associate Dean. This convenient “packaged” program can increase the visibility of college services, promote student success, and reduce the cancellation of classes due to planned absences and travel. The program offers a “menu” of lesson topics from which faculty can select the best for their class when the faculty member has an upcoming planned conference. If an UnderStudy facilitator is willing, Deans/Associate Deans or department personnel may call upon someone at the last minute, in the case of an unexpected absence or illness. Generally, the faculty member contacts the UnderStudy facilitator listed to make all the arrangements and confer on the lesson plan. Complete details are found linked to the Organizational Learning website on the Faculty and Staff page: <http://icc.edu/faculty-staff/files/2014/05/The-UnderStudy-Program-at-Illinois-Central-College-8-2014.pdf>

## Student Resources

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### ACADEMIC ADVISEMENT

<http://icc.edu/academics/academic-advisement/>

Full-time and part-time students in a specific Associate in Applied Science (AAS), Associate in Engineering Science (AES), and Certificate curriculum are assigned to an advisor in their curriculum area. Associate in Arts (AA), Associate in Science (AS), and Associate in General Studies (AGS) students are assigned to Advisement and Counseling Services for academic advisement.

Students have the responsibility to initiate contact with their advisor; however, faculty are encouraged to contact advisees who fail to contact you. Please ensure that your advisees are in the appropriate curriculum. Faculty and staff advisors are encouraged to document advising sessions in order to assist with possible questions students may have in the future. Students may obtain their advisor's name from their grade reports, their eServices Student Center, the department offices, or from Advisement and Counseling Services, Room CC200, (309) 694-5281.

Faculty and staff advisors are encouraged to attend the monthly advisement meetings offered by the Director of Advisement. Advisement retreats are held each semester for additional training.

### ACCESS SERVICES

Peoria Campus, Arbor A02D, (309) 690-6945  
East Peoria Campus, Room L220, (309) 694-5749  
<https://icc.edu/around-campus/access-services/>

If you have students in your class with disabilities and need assistance to facilitate their success in the classroom, please contact the Access Services office. The Coordinator of Access Services assists students with sensory, physical, learning, and temporary disabilities. In order for students to receive academic accommodations related to their disability, the student must be registered with the Access Services office. Students receiving services through the office will either bring an accommodation form to the faculty member explaining their needs such as special testing arrangements or faculty will receive an email notification describing the need for accommodations. Email is used mostly for online courses or when the student has significant accommodative needs that faculty need to consider when preparing the course. The college is required by law to provide accommodations listed on a student's blue accommodation form, or accommodations sent to faculty via e-mail from the Office of Access Services. Faculty may not deny or hinder a student in receiving accommodations listed on an accommodation form. The student, faculty, and Coordinator of Access Services work as a team in providing needed accommodations.

The network server has been adapted to provide individual preferences in font size, color combinations, etc., no matter from which computer on campus the student accesses the system. Please contact the Help Desk, (309) 694-5457, for assistance.

Faculty who need reasonable accommodations for any disability-related issues need to make contact with Human Resources for review and coordination of services.

## **ACADEMIC SUPPORT**

<http://icc.edu/academics/academic-support/>

### **Academic Support Centers**

East Peoria Campus

Library Balcony, (309) 694-5768

Peoria Campus

Student Center S210, (309) 690-6833

The Academic Support Centers offer free tutoring services to ICC enrolled students. Services include one-on-one assistance, space for study groups, computer tutorials, supplemental course materials, assistance with use of Blackboard and Internet research, use of Microsoft Office basic applications, and study skills. Instructors can place materials in the Labs for student use. View the website for further information.

### **The Studio @ Academic Support Center**

East Peoria Campus

Library Balcony, (309) 694-5292

Peoria Campus

Student Center S212, (309) 690-6809

The Studio offers ICC students free one-on-one help with papers at any level for any class. View the website for further information.

### **Supplemental Instruction**

Supplemental Instruction (SI) provides regularly scheduled, out-of-class, peer-facilitated review sessions for classes of high enrollment, high attrition. Faculty and student SI Leaders work together to increase student success. Contact the SI Coordinator for more information at (309) 694-5569.

## **AUDITING A CLASS**

Many but not all courses at ICC may be audited. A student who audits a course is a non-participating listener who is not required to take tests or submit reports. The auditing student will not receive a grade or notation on a transcript relative to the audited course. The student's name will not appear on the class roster, but he/she should give you a copy of the class admission form as verification of enrollment. A student may not change class registration status from audit to credit or from credit to audit.

## **BOOKSTORE**

<https://bookstore.icc.edu/>

The bookstores on the East Peoria and Peoria campuses offer complete textbook services and supplies for use in the classroom. Book rental options and digital textbooks



are also available through the bookstore; information is found on the bookstore website: [bookstore.icc.edu/](http://bookstore.icc.edu/)

Desk copies of texts may be obtained from publishers. Check with your departmental administrative assistant for the specific department ordering process.

Classroom-related materials and supplies not available from your department may be charged against your department budget at the register at all locations with your departmental bookstore charge card. Check with your department administrative assistant for allowable charges.

Faculty will receive a 10% discount on personal items that exceed one dollar (excluding sale items and textbooks). In order to receive your discount, you must present a staff ID.

## **CAREER SERVICES**

East Peoria Campus, Room CC207, (309) 694-5153  
<http://icc.edu/around-campus/career-services/>

### **Career Center**

The Career Center is open to students and community members who are interested in career exploration and educational planning. Individuals may walk in anytime to do research. They may also register for ICC 111, a self-paced career development course, or sign up for free monthly workshops. Workshop topics include career planning and resumes/interviewing. There are a wide variety of career-building activities, computer software programs, and career assessments.

Additionally, the Career Center may assist with customizing presentations to meet classroom needs. Visit the ICC website: <http://icc.edu/around-campus/career-services/> to view the different areas within the department, or you may contact the Career Center at (309) 694-5272 for a complete list of resources, access codes, training, and information on class presentations.

### **Job Placement**

The Career Center Job Placement component provides students with many services.

- Resume critique service
- Information on cover letters or interviewing
- Computer database system exclusive to ICC students and alumni used by local and national companies
- Computer access
- On-campus recruiting for employers
- Spring career/job fair (Career Works)

The database consists of full-time and part-time jobs, both entry level and professional. Please notify the office when you hear about a job opening and also refer your students to the office when they are looking for work. For more information, contact the Career Services office at (309) 694-5321.



## **COUNSELING SERVICES**

<http://icc.edu/students/student-services/>

East Peoria Campus, Room CC200, (309) 694-5281

Monday-Friday, 8:00 am – 4:30 pm

Peoria Campus, Arbor, A2

Monday, 8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Thursday, 8:00 a.m. – 4:30 p.m.

Friday, 8:00 a.m. – 2:00 p.m.

Faculty are expected to realize the limits of their professional competence by utilizing the channels of referral and resources available at the College in those cases where need arises. Faculty are expected to refer students who may be confronted with social and personal concerns to professionally qualified counseling personnel available in the Counseling Office. Faculty who have a student needing immediate counseling assistance can call the Counseling Office (694-5281) or bring the student down, or if there is a concern for the safety of the student or others, call Campus Police immediately. If a student indicates harm to themselves in a general manner, contact the Counseling Office (694-5281) for assistance in determining what action to take. A Student Conduct of Concern form may need to be completed. These services are completely confidential and there is no charge to currently enrolled students. Students should call the Counseling Office at (309) 694-5281 to schedule an appointment.

## **DENTAL HYGIENE CLINIC**

Peoria Campus – Arbor South, AS110, (309) 690-6999

Dental Hygiene services are provided for a nominal fee at the Dental Hygiene Clinic Peoria Campus. Services include X-rays, dental prophylaxis (cleaning), fluoride treatments, sealants and instruction in dental hygiene care. X-rays will be forwarded to your personal dentist. Appointments may be made for anyone age five and older.

## **ENROLLMENT SERVICES**

<http://icc.edu/admissions/enrollment/>

East Peoria Campus

Room L211, (309) 694-5600

Peoria Campus

Arbor Hall 002, (309) 694-5600

Pekin

Room 1, (309) 642-6601

Aspects of admission, enrollment, records, and graduation may be completed in Enrollment Services.

## FINANCIAL ASSISTANCE

<http://icc.edu/students/financial-aid/>

East Peoria Campus, L209, (309) 694-5311

Refer to *ICC Student Handbook* and/or the website.

## STUDENT LIFE

<http://icc.edu/students/student-life/>

East Peoria Campus, Room 303A, (309) 694-5201

Services provided by Student Life include New Student Orientation, bulletin board posting, scheduling of Student Center facilities, and leadership development workshops open not only to all students but also to faculty, staff, and the general public. Student Life also assists with offering student volunteer opportunities for campus and community events through the Student Education and Service Ambassadors (SESA) program and provides a co-curricular development transcript called DETAILS that allows students to maintain a validated record of all non-academic activities and campus involvement while attending ICC.

Student-run organizations operate on campus and provide membership opportunities for students to share common interests, expand educational experiences, and enhance career and leadership development. Refer to the website or *ICC Student Handbook* for further information.

## TESTING CENTER

Refer to Faculty Resources section in this handbook.

## TRANSFER CENTER

<http://icc.edu/students/transfer-assistance/>

East Peoria Campus, Room 303B, (309) 694-5330

The Transfer Center provides students with direction and support for their college transfer experience. The Transfer Center works to ensure the success of ICC transfer students, helping them to graduate and seamlessly transfer to four-year institutions throughout the state and country. Refer to the website or the *ICC Student Handbook* for further information.

## TRiO STUDENT SUPPORT SERVICES

<http://icc.edu/students/student-life/trio/>

East Peoria Campus, Room 308B • (309) 694-8940

TRiO is an academic achievement organization for students serious about completing an associate degree or certificate. TRiO also assists students planning to transfer to a four-year college or university after graduating from ICC. TRiO's mission is to enhance the personal and professional development of students by improving academic skills and increasing retention, graduation, and transfer rates through successful completion of courses. View the website or *ICC Student Handbook* for additional information.

## VETERANS AFFAIRS

<http://icc.edu/admissions/veteran-information/>

East Peoria Campus, Room 305B, (309) 694-5562

ICC will assist veterans and eligible dependents of veterans as they navigate the college enrollment process and complete the proper forms required for monthly education benefits and will serve as a liaison between the student and the US Department of Veterans Affairs. Certification requests must be submitted by the veteran or their eligible dependent(s) each semester to the ICC Veterans Affairs office to ensure timely and proper enrolment certification through the US Department of Veterans Affairs. The ICC Veterans Affairs Coordinator is available to answer questions about Veteran benefits and to monitor student degree plans and academic progress.

## Assumed Instructional Practices

### ABSENCES

**Adjunct Faculty**, in case illness or other personal circumstances necessitate absence, notify your Dean/Associate Dean or Teaching/Program Chair immediately. Adjunct faculty are granted one hour of sick/personal leave for each ECH per semester. Adjunct faculty who have taught 12 or more semesters are granted one additional sick/personal day per semester. Under no circumstances should a substitute be obtained for your class without prior permission from your Dean/Associate Dean or Teaching/Program Chair.

At the discretion of the Dean/Associate Dean, one day per year may be granted for extreme emergency situations. Emergency is defined as an unavoidable circumstance which requires the faculty member to be away from campus, e.g., extended health problems, etc. Advance request must be made to the appropriate Dean/Associate Dean.

**Full-Time Faculty**, in case illness or other personal circumstances necessitate absence, you must notify your Dean/Associate Dean immediately. Other instructional personnel may be asked by the Dean/Associate Dean to serve as a substitute for an absent faculty member for one or more classes. If a faculty member must be absent for an extended period of time, the Dean/Associate Dean may employ either full-time or adjunct faculty to fill the position. See additional details in the full-time faculty contract.

Instead of cancelling class, the UnderStudy Program may be used to offer a class session on student resources and/or study skills, time management, technology, etc. by knowledgeable staff to promote student success while a faculty member is unable to make the class. Again, notify your Dean/Associate Dean, if you are unable to make your class but offering an UnderStudy session may be an alternative to help your students. Refer to the UnderStudy section in the Faculty Resources section of this handbook or further details are found linked to the Organizational Learning website on the Faculty and Staff page: <http://icc.edu/faculty-staff/files/2014/05/The-UnderStudy-Program-at-Illinois-Central-College-8-2014.pdf>

### ACADEMIC FREEDOM

(2014-2018 Full-time Faculty Contract)

Faculty members are entitled to full academic freedom in research and publication of the results of such research, subject to the adequate performance of their duties. Faculty members are entitled to meaningful participation in making decisions that affect academic practices and curricula.

Faculty members are entitled to freedom in the classroom to discuss the course subject matter, but they should be careful not to introduce topics that have no relation to the subject.

When faculty members speak or write as citizens, they are free from institutional censorship or discipline. When speaking or writing as a private citizen, faculty members

should not represent themselves as an official representative for the College or the faculty as a whole.

## **ACADEMIC WARNING ATTENDANCE REPORTING (AWARe)**

<http://icc.edu/faculty-staff/files/2014/12/ICC-TLC-Basic-Roster-Management.pdf>

Academic warning and attendance reporting are documented and reported in the AWARe environment of eServices (People Soft). Never Attended, Non-Attendees and Academic Warning are all documented within the AWARe environment of eServices. The AWARe environment is available at the beginning of the course and will be updated as students are enrolled in and withdrawn from courses. Completing Never Attended and Non-Attending verification accurately and in a timely manner is required by the Illinois Community College Board (ICCB).

- Never Attendees are reported at the beginning of the term and this reporting is utilized for financial aid disbursement, among other purposes.
- Non-Attendee verification is used for state funding and apportionment claims, among other purposes.

Placing a student on academic warning should occur only after direct faculty intervention has not corrected the issue. Academic warning may include lack of basic skills, lack of academic progress and/or poor attendance. Faculty can place students on academic warning up to 8 days following the midpoint of the class. Once a student is reported for academic warning, a letter signed by the Vice President of Student Services is mailed to the student's home with the class and reason for the warning along with a list of student support resources. If the academic warning is resolved the faculty should return to AWARe to remove the warning. The process can be completed as often as needed for students up to 8 days following the midpoint of the class.

For further attendance descriptions refer to STUDENT ATTENDANCE AND ROSTERS in the Assumed Instructional Practices section of this handbook. For assistance with using AWARe or other functions in eServices/PeopleSoft such as class rosters and grades, contact the TLC at (309) 694-8908, email [tlc@icc.edu](mailto:tlc@icc.edu) or stop by Room 240A on the East Peoria Campus. Helpful resources are linked on the Teaching and Learning Center website: <https://icc.edu/faculty-staff/teaching-learning-center/instructional-technology/>

## **ASSESSMENT OF STUDENT LEARNING**

<http://icc.edu/faculty-staff/assessment/>

The administration and faculty/staff of Illinois Central College are committed to excellence in teaching and learning and to professional enhancement through a comprehensive assessment program. Integrating assessment activities throughout the College will strengthen teaching, improve student learning, promote effective strategic planning, demonstrate institutional effectiveness, and allow for effective and efficient resource allocation. In essence, we utilize assessment techniques in order to answer the question: How do we know that students are learning what we expected them to learn?

The model for assessment emphasizes that:

- Assessment improves student learning.
- Assessment occurs periodically during a student's academic progress at the College.
- Assessment occurs at all levels of the institution: in the classroom, at the course level, in the program/department, overall general education, and within the overall institution.
- Assessment occurs in both direct and indirect measures.
- Assessment focuses on student learning/achievement as opposed to student participation, student satisfaction, student retention, or student success.

To enhance assessment, each department has an assessment advocate who encourages and supports assessment activities. The assessment advocate serves on the Assessment of Student Learning Committee. For the complete Assessment of Student Learning plan and more information, view the Assessment page on the Teaching and Learning Center website: <http://icc.edu/faculty-staff/teaching-learning-center/>

## CLASSROOM PROCEDURES

Refer to the appendices of this handbook for What Faculty Should Know About Syllabi, Teaching for Student Learning and Timeline of a Term.

1. Classes must meet at the scheduled times and places. In the event of a necessary change in the time or place of a class meeting, you must notify your Dean/Associate Dean.
2. Classes are to begin promptly and are to meet for the entire scheduled time periods. This includes the class meeting scheduled for the final exam session. Even if an examination is not given in the course, the class hour should be held unless other arrangements have been approved by the Dean/Associate Dean.
3. Field trips, make-up classes, or any class meetings scheduled at other than the officially published dates and times may be held only if all class members are informed in advance and are able to attend, and the Dean/Associate Dean has approved the change. Consideration should be given to students who may be enrolled in more than one class or may be employed during periods when they are not in class.
4. Document Services is available for the duplication of class materials and examinations. Contact your department administrative assistant or refer to the section on Document Services for further information.
5. The Academic Warning Attendance Reporting (AWARe) process should be used to notify students of excessive absences or other instructional concerns. See Academic Warning Attendance Reporting section.
6. Information regarding attendance rosters for financial aid implications and for state apportionment is available in the eServices Guide found on the Teaching and Learning Center website: <http://icc.edu/faculty-staff/teaching-learning-center/eservices-guides/> **Posting of rosters and grades in eServices (PeopleSoft) and timelines must be followed explicitly. Be sure to meet all**

**deadlines.** If problems develop or are anticipated, contact your Dean/Associate Dean/Teaching Chair immediately as this could delay rosters.

## CONFLICT OF INTEREST

*“It is recognized that conflicts of interest may occur when faculty, staff, or administrators are engaged in formal decision-making processes. Professional behavior dictates the reporting of potential conflicts of interest. The committee chairperson should be consulted in the event of any conflict or potential conflict. If the conflict includes the chairperson, then the Provost, as well as the whole committee, should be consulted.”* This statement of practice was passed by the Professional Standards Committee and approved by the Provost in the spring of 2014.

## COPYRIGHT COMPLIANCE

<http://icc.edu/faculty-staff/organizational-learning/current-employees/copyright-services/>

The Library of Congress defines copyright as “a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of original works of authorship, including literary, dramatic, musical, artistic, and certain other intellectual works.” ICC respects the rights of authors and publishers under this law. Copyright law is particularly important within an academic community.

Document Services cannot legally copy material that is copyrighted. “Fair Use” may be used or permission may be sought in order to print the material. For more information regarding copyright law and ICC’s copyright policy, refer to the copyright information provided through Document Services at: <http://icc.edu/faculty-staff/organizational-learning/current-employees/copyright-services/>

## CREDIT HOUR POLICY

Illinois Central College defines a credit hour as an amount of work represented in goals or intended learning outcomes, and verified by evidence of student achievement, that reasonably approximates not less than fifty minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit. This policy was adopted by the Board of Trustees in January 2012.

## DISCIPLINE AND STUDENT CONDUCT OF CONCERN

<https://icc.edu/students/student-services/>

Conduct of concern is behavior that is disturbing, alarming, disruptive, or distressing that may interfere with the learning and work environment at ICC. In most cases you may be able to manage the conduct; however, there may be times you will need the assistance of the Dean of Students or Campus Police. Both areas are addressed in the Student Conduct of Concern form, found on the Faculty & Staff page of the ICC website in Useful Documents: <http://icc.edu/faculty-staff/useful-documents/>

In addition, the form addresses disciplinary situations which cannot be settled with the student. Disciplinary sanctions may be administered by the Dean of Students depending on the nature of the offense and the student’s previous conduct record. Procedures for



disciplinary sanctions are contained in the *ICC Student Code of Conduct*, which is available in your departmental office, the Information Desk, or online in the Students section of the ICC website.

## EMAIL

The College provides email accounts for all personnel to use for all college communication. For assistance with Outlook functionality, contact the TLC, Room 240A, (309) 694-8908 or the Help Desk at (309) 694-5457. Tips for using an ICC email account:

- Email usernames are generated by the PeopleSoft computer system. The username will also be used for logging onto the campus network. If you prefer to use an alias the only acceptable alternative is: `firstname.lastname@icc.edu`.
- When communicating with others, as a representative of Illinois Central College it is required that you use the ICC email account, not an alternate email account. All faculty and staff are expected to communicate with students and college colleagues using their ICC email address.
- The standard expectation for all employees according to ICC Service Principles is to respond to an email within one business day.
- Please manage your email account, read your messages, file appropriately in Personal Outlook Folders, and delete old messages, etc. There is a size limit of 500 megabytes in mail system. The size limit for attachments is 10 mb.
- Faculty/Staff are encouraged to keep their Outlook Calendar updated for ease of scheduling meetings.
- Personal or confidential data (ex. social security numbers, date of birth, passwords, credit card information) are not to be sent via email.
- ICC email cannot automatically be forwarded to a faculty/staff member's alternate account.
- Use your web browser to access email off campus through the ICC website. Navigate to the Faculty/Staff web page, and select the Web Mail icon. Or, access the web mail directly at [wm.icc.edu](http://wm.icc.edu).
- ICC email is not to be used for financial gain or commercial or political purposes. Remember when using ICC email you are a representative of the College.
- If information in the Outlook address book is not accurate, your supervisor must request that a correction in PeopleSoft be made by Human Resources.
- All information sent, received, or stored in ICC's email system is considered public domain and may be subject to the Freedom of Information Act (FOIA).

## EMERGENCY PROCEDURES/EMERGENCY RESPONSE GUIDE

<http://icc.edu/emergency-guide/>

Call Campus Police (309) 694-5111 or 5111 from any on-campus phone in any situation which requires an immediate police, fire, or medical care response. This includes injury, illness, or mental health issue which may pose a danger to any person.



Other safety guidelines are listed in the Employee Handbook and in the Emergency Response Guide (<http://icc.edu/emergency-guide/>) which is linked at the bottom of most ICC website main pages.

## **EVALUATION PROCEDURES**

### **Classroom Observation**

New adjunct faculty are observed in the classroom for their first three terms of teaching by a Teaching Chair or Dean/Associate Dean. The criteria and basic form are the same as used for the full-time faculty. After the completion of the first three satisfactory observations, adjunct faculty are observed at least once every third year by a Teaching Chair or Dean/Associate Dean. At the completion of three satisfactory terms of teaching and completion of the Blueprint for Success, an adjunct faculty member will receive an increase per ECH (amounts established annually) to take effect the subsequent teaching semester. Full-time faculty are observed following the faculty contract guidelines. Refer to ICCNET for forms (Samples also provided in appendices of this handbook.)

### **Self-Assessment/Self-Evaluation**

An annual self-assessment is to be completed by the adjunct faculty prior to the last week of classes before final exams during the fall semester or similar time frame if only teaching in the spring or summer. The completed form is provided to the Teaching Chair or Dean/Associate Dean as required by your department. Full-time faculty also complete a self-evaluation due December 15 per the faculty contract. The forms are found on ICCNET.

### **Student Assessment of Faculty**

Student assessments of faculty are completed each fall and spring semester. Implementation of the assessment instrument for all faculty will follow the guidelines in the faculty contract. The student assessment instrument utilized for all faculty is found in the appendices of this handbook.

## **FERPA/CONFIDENTIALITY OF STUDENT RECORDS**

Students have the right to review their educational records and to limit the release of information under the College policy on the confidentiality of student records. The College policy on disclosure of student records information is available in the Enrollment Services office, Room L211. Only the following information may be made public and released from the Enrollment Services office:

- Student's full name
- Affirmation of the student's enrollment (full-time or part-time) and class level  
The student's class schedule may not be released
- Dates of attendance, graduation, degree(s) or certificate(s) earned, and honors received
- Pertinent information relating to participation in officially recognized activities and sports (e.g., debate tournaments, basketball games, etc.)

Because of the Family Educational Rights and Privacy Act (FERPA) of 1974: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and the potential effects of any future amendments on traditionally confidential documents, you should use prudence in writing references, recommendations, evaluations and other documents which contain subjective judgments about individual students. Such documents in the future may not be considered confidential parts of a student's record. If you receive any request for student information and have questions or concerns, please contact the Registrar at (309) 694-5581 or L211A.

## **FIELD TRIPS**

Off-campus trips with students may be made with the approval of your Dean/Associate Dean. If a college vehicle is necessary, please make arrangements through your department administrative assistant at least 2-3 weeks in advance of the trip. Notify Campus Police if student or faculty/staff vehicles will be left on campus for an extended period, if late hours necessitate campus lighting, or if entry is required into the building. Building access between 10:30 p.m. and 7:00 a.m. requires all entering individuals to sign in with the Campus Police. Drivers must meet college requirements in order to operate rental vehicles. Insurance agreements require that persons operating rental vehicles during such field trips be at least 25 years of age without exception.

A Student Release Form must be signed by each student prior to participation in the scheduled activity. Release forms are available from the Risk and Benefits Management office, Room 338C, or (309) 694-5398. Complete details and assistance may be obtained from your Dean/Associate Dean.

## **FINAL EXAMINATIONS**

A tentative final examination schedule is released on the ICC website when the schedule of classes for the semester is released (October and March). Plans for travel should not be scheduled until after the full final exam week is completed. Final examination date, time, and room assignments are released in eServices in mid-September, mid-February and mid-June for the current term. Students and Faculty can log in to their eServices account and access this information through the My Final Exam Schedule link.

All instructors are expected to give their final exams during the assigned examination period. Even if an exam is not given in the course, the class should still meet at its assigned time unless other arrangements are approved by the Dean of the department and the request processed in the Curriculum and Scheduling office. Any exceptions must be approved in advance.

### **Conflicting Exam Times**

If a student has more than one exam scheduled for the same time, the student should contact their instructors to arrange an alternate exam time for one of the courses. Students scheduled for more than two exams on any one day may contact their instructors to facilitate an alternate exam time.

### **Final Examination Cancellation by the College**

In case of emergency cancellations, faculty should contact their department to confirm cancellation plans. An alternative schedule for examinations in case of inclement weather or other closing of the College will be made available to the departments. Plans for travel should not be scheduled until after the full final exam week is completed.

### **GRADE EXCLUSION POLICY**

The Grade Exclusion Policy at ICC provides a second chance for academic success to students who have failed courses that otherwise may make it difficult or impossible for them to pursue a degree or certificate. Qualifications for grade exclusion are detailed in the *ICC Student Handbook* found on the Students page of the ICC website. Petition forms for Grade Exclusion may be obtained from Enrollment Services at all campuses. Completed forms and/or questions should be directed to the Peoria Enrollment Services Office, Arbor 002, (309) 690-6803.

### **GRADE POSTING/RECORDING**

#### **Academic Progress**

Note that midterm grades are not formally reported by the College; however, the state REQUIRES completion of midterm attendance rosters. Completing Never Attended and Non-Attending verification accurately and in a timely manner is required by the Illinois Community College Board (ICCB). Never Attenders are reported at the beginning of the term, and this information is utilized for financial aid disbursement, among other purposes. Non-Attender verification is used for state funding and apportionment claims, among other purposes.

Faculty members are encouraged to inform students of their progress throughout the semester. Contact your department or the Teaching and Learning Center, Room 240A, (309) 694-8908 for suggestions and strategies for keeping students informed of their progress. See the Attendance Rosters section.

#### **Final Grades**

A final grade for each student listed on the official class roster must be submitted and posted. Failure to post student grades accurately will affect grade processing and may hinder the student's opportunity to transfer, achieve a degree, and/or achieve academic distinction. All eServices/PeopleSoft materials for faculty are located in the Teaching and Learning Center website on the Faculty & Staff page: <https://icc.edu/faculty-staff/teaching-learning-center/eservices-guides/>

For further assistance with PeopleSoft functions for faculty, contact the TLC, Room 240A, on the East Peoria Campus, [tlc@icc.edu](mailto:tlc@icc.edu) or (309) 694-8908.

In those instances where the grade roster is incomplete, the grade of "NR" (not recorded) will be assigned automatically to all students where grades have not been entered. When an NR grade is assigned, it becomes the responsibility of the instructor to initiate a grade change form to change the NR to a letter grade. See your department administrative assistant for grade change forms.

At the conclusion of the grade processing function, you will be able to print a final grade verification that will include the grade recorded on the transcript. This document will serve as the validation of assigned grades. Final grades will not be accepted or released over the phone.

Students who have been administratively withdrawn at midterm may petition to re-enroll by completing an add/drop card; obtaining approval signatures from the instructor and Dean/Associate Dean and presenting the card to the Enrollment Services office for processing. Students who stop attending a course after the midterm but do not formally withdraw from it may receive an “F” or “FA” grade for the course.

### **Grading System**

At the conclusion of each semester, a student’s GPA will be calculated according to the following grading system:

A	Superior	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failing	0.00
FA*	Attendance Failing	0.00
WF	Withdrawal Failing	0.00
FX	Grade Excluded	0.00
I	Incomplete	no grade point
S	Successful	no grade point
U	Unsuccessful	no grade point
W	Withdrawal	no grade point
NG	No Grade	no grade point
NR	Not Reported	no grade point by Instructor

For more information on the grading system refer to the *ICC Student Handbook*:  
<http://icc.edu/students/files/2014/05/ICC-Student-Handbook.pdf>

#### **\*When an FA grade can be awarded:**

- 16-week classes: student ceased attending after week 8 (not dropped at mid-point) but before week 10
- 12-week classes: student ceased attending after week 6 (not dropped at mid-point) but before week 8
- 8-week classes: student ceased attending week 5

For any other duration or with questions, call Financial Assistance, (309) 694-8556.

### **Grade Appeal Process (Approved May, 2015)**

The Grade Appeal Process is designed to provide students and faculty with a fair and structured process to review a grade issue or discrepancy. Only final course grades may be appealed through this process.

The process, in brief, is explained in these steps:

### **Informal Appeal**

1. The student must identify a grade issue/discrepancy and contact the instructor (in person or by email) to discuss this issue and a possible resolution. The contact must be within 15 business days from the scheduled course final exam date.
2. If the student does not receive a response from the faculty member within 10 business days, the student should contact the Department Dean/Associate Dean. The Dean/Associate Dean will notify the instructor of the grade issue.
3. The student and instructor may schedule a time to meet to discuss the grade issue or correspond by email or phone to determine if the issue can be resolved informally.

If the issue is not resolved through this process, the student can request a formal review. A student must complete the informal appeal process before moving to the formal process.

If an extenuating circumstance exists that prevents this informal process, the student must contact the Department Dean/Associate Dean or the Vice President of Student Services.

### **Formal Appeal**

A student must complete the informal appeal process before moving to the formal process.

4. The student must request a Grade Appeal from the Vice President of Student Services (VPSS) office at the East Peoria Campus, L220. The student must submit the Grade Appeal form, along with supplemental evidence to support the appeal. The form and supporting documents must be submitted to the Academic Department Office within 5 business days (except in extraordinary circumstances) of the completion of the informal process.
  - Upon receipt of the completed Grade Appeal form and supporting evidence, the academic department will schedule a meeting between the student, the course instructor, and the Department Dean/Associate Dean. The Dean/Associate Dean will serve as the mediator for the meeting.
  - In situations involving an objection to a face-to-face meeting, the student or instructor can request to meet separately with the Department Dean/Associate Dean.
  - The Department Dean/Associate Dean will provide written notice of the resolution to both the student and instructor, via ICC email, within 3 business days of the meeting.
5. If the issue is not resolved through step 4, the student may request a formal review by the Grade Appeal Committee.
  - a. Within 5 business days of receipt of the emailed resolution from Department Dean/Associate Dean, the request for the grade appeal review must be made through the VPSS.

- b. The VPSS will notify the co-chairs of the Academic Standards Committee to convene the formal review by the Grade Appeal Committee.
  - c. The student and the faculty member are encouraged to provide a written summary and documented evidence supporting his or her position to the contact person above a minimum of 2 business days in advance of the scheduled date of the Grade Appeal Committee. Only written materials submitted in advance will be considered by the Grade Appeal Committee.
6. The Grade Appeal Committee is comprised of a subset of members from the Academic Standards Committee. The Grade Appeal Committee will include a minimum of one (1) administrator and two (2) faculty members, with at least one faculty from the academic department from which the appeal originated. In the event an available academic department representative is not available, a designee from the Faculty Senate can be appointed.
  7. The Grade Appeal Committee will review the documentation and make a determination regarding the appeal. The Grade Appeal Committee may request additional information as needed. The decision of this committee is final.

### **Grade Changes**

1. Faculty should obtain Authorization for Grade Change forms from their department's administrative assistant or from Enrollment Services, Room L211.
2. No grade changes may be completed by telephone.
3. Incomplete grades (I) are changed to a grade by the instructor who originally assigned the incomplete. Incompletes must be changed within 90 days from the end of the term or an "F" grade will be automatically assigned. If an extension of time is granted by the instructor, the instructor must notify the Enrollment Services office in writing or by phone before the 90-day period has elapsed. A grade change form must be signed by the instructor and submitted to the Enrollment Services office for processing.
4. Not Recorded or "NR" grades are changed to a grade by the instructor of the class. The "NR" will be treated in the same manner as the incomplete (I) grade (see # 3).
5. Changing one letter grade to another requires the signature of the instructor and the Dean/Associate Dean on the grade change form.
6. Grades changed to "W" or withdrawals see Withdrawal Procedures below.

Grade change forms should be delivered to the Enrollment Services office by a departmental representative. Failure to report grades or change incomplete grades may affect state apportionment funding and a student's graduation, probation, suspension, financial assistance, etc.

### **Withdrawal Procedures**

When a course withdrawal is necessary, the procedure is as follows:

- Until 75% of the class has elapsed, the student may withdraw online, mail a signed letter requesting the drop, or complete an add/drop card and present the form in person or by mail to the Enrollment Services office, Room L211. Forms are available at all Enrollment Services offices.



- After 75% of the class has elapsed and prior to the last day of the class, the student must have the consent of the instructor of the course in order to be withdrawn. The appropriate signatures of the instructor(s) and Dean/Associate Dean on the add/drop form must be acquired by the student. There is no guarantee the instructor or Dean will sign the withdrawal request. If a student is unable to obtain the approval, the student may still drop the course, but a grade of “WF” (Withdrawal Failing) will be assigned. The grade will factor into the student’s GPA as a grade of “F”.

Refer to the Class Schedule for Withdraw Dates on the college website:  
<http://icc.edu/academics/class-schedule/>

### **Late Withdrawal Procedures**

After the end of the semester withdrawals are considered late withdrawals. If more than one semester has elapsed late withdrawals may be allowed when justified by serious and extenuating circumstances outside the student’s control. These may include documented severe illness or accident to the individual or a member of their immediate family. The following issues are not considered justifiable:

- (a) the desire to improve grade point average,
- (b) unawareness of withdrawal procedures, and/or
- (c) personal choices that prohibited course completion.

Petitions for a “W” grade can be obtained from Enrollment Services, East Peoria Campus, L211, and submitted to the Dean of Enrollment Management, L211. The Dean of Enrollment Management may deny the request if there is no justification or documentation for requesting the withdrawal.

Petitions are forwarded to the appropriate department to secure the recommendations of the instructor and the Dean/Associate Dean. If the Dean of Enrollment Management’s decision differs from the recommendation of either the Dean/Associate Dean or that of the instructor, the Dean of Enrollment Management will inform the appropriate party of that decision and the rationale for it. If approved, a grade change will be processed. Students receive either notification of the grade change or a denial letter.

## **GRADUATION COMMENCEMENT**

Faculty are encouraged to participate in the spring commencement ceremony. Academic dress is supplied and ordered by the college’s Marketing Department, L410 at least six weeks prior to commencement.

## **INDEPENDENT STUDY**

ICC 220 Independent Study is primarily designed for transfer disciplines. Occupational students should ordinarily be registered in the appropriate 255 course. A standardized agreement form is available in your department office for either ICC 220 or 255. Both ICC 220 and 255 courses have restrictions on the total number of hours of credit that can be earned. There is a four-credit hour limit for ICC 220 and a five-credit hour limit for 255.



If you are approached by a student wishing to enroll in ICC 220, confer with the student to determine whether the proposed project is a legitimate area for independent study. If so, the appropriate form is to be completed, signed by the student and the instructor, and submitted to the Dean/Associate Dean for approval. After an ICC 220 has been approved, a copy of the form and a registration card (or an Application for Admission and a registration card if the individual is not currently a student) are to be sent to Curriculum and Scheduling Services, Room 240B. The section will be assigned to the class, the ICC 220 agreement will be kept on file, and the registration materials will be forwarded to the Enrollment Services office. Tuition charges will be billed to the student.

The Dean/Associate Dean assumes the responsibility for maintaining a permanent record of 255 agreements and adds a 255 section to the schedule by the usual procedure. The student may take the approved registration card directly to Enrollment Services for 255 courses. These forms may be found in the Faculty section on ICCNET.

## **LATE ENROLLMENT**

Students should register for classes prior to the start of the semester. However, students may also enroll during the first week of class.

- Students may register for a class through the business day prior to the first class meeting. Online registration may be completed in eServices until 11:59 p.m. prior to the first class meeting.
- If the class is meeting for the first time that day or has already met, then students must go to the class and get the instructor's signature of approval on the registration card. The signed registration card must then be submitted to the Enrollment Services office.
- Students may register for online classes the day before the first day of class in the semester in which the course is offered.

After the first week of classes, students may not enroll in any course unless they receive signatures from the instructor and departmental Dean. For a 12-week or second 8-week class, the late enrollment procedure for these courses is similar, but registration may occur only if the class has not yet met. Questions should be directed to Enrollment Services at (309) 694-5600.

## **LEAD ADJUNCT FACULTY**

Adjunct faculty may be designated as Lead Adjunct Faculty by their Dean/Associate Dean to complete additional tasks. This is a semester appointment based on department need for fall and/or spring semesters. The Lead Adjunct Faculty receives additional compensation for completing their assigned duties, trainings, and required meetings with expectations of 2 hours/week on the average or 32 hours/semester. Adjunct faculty will teach assigned classes as well as carry out additional responsibilities, which could include one or more of the following duties:

- Serve as mentor to new adjunct faculty as assigned by Dean/Associate Dean/Teaching Chair
- Contact assigned adjunct faculty to offer assistance
- Provide support and information during the semester as needed

- Invite newer faculty to observe their own classes
- Facilitate communication between department and adjunct faculty
- Assist with the recruitment of additional adjunct faculty
- Assist with the planning of additional departmental adjunct faculty orientations and/or development programs
- Assist department with curriculum development and/or textbook selection
- Assist with student advisement
- Assist with departmental recruiting activities
- Assist with the operation of off-campus instruction sites
- Serve on various college committees or teams

## OFFICE HOURS

The purpose of office hours is to ensure that students have reasonable access to their instructors, whether in the context of a physical meeting in an office or through electronic contact.

**Full-time faculty** members shall maintain regular, posted office hours adequate for the needs of students according to the faculty contract. Hours by appointment may be arranged by the faculty member for students whose schedules do not allow use of posted hours. Each faculty member shall maintain posted office hours equal to one contact hour, i.e., fifty minutes per week, scheduled during two or more days during the week, for each full three equated credit hours of teaching assigned, including summer session. Office hours shall not be prorated for increments of less than three equated credit hours. Faculty teaching classes where there is no expectation of regular face-to-face meetings between the faculty member and student may hold their office hours associated with those courses off campus or online. Faculty should schedule, post, and keep these office hours according to the same formula used for conventional face-to-face courses.

**Adjunct faculty** teaching one class will be accessible to students for one hour per week at regularly-scheduled times outside of class; adjunct faculty teaching two or more classes will be accessible to students at regularly-scheduled times for two hours per week outside of class. These office hours may be scheduled on the day of the class either before or after class and should be clearly communicated to students in course syllabi.

## SERVICE LEARNING

<http://icc.edu/faculty-staff/organizational-learning/service-learning/>

Service learning is defined as meaningful community volunteerism (outside the classroom) incorporating learning goals of the course and includes reflective assignments. As a faculty member interested in incorporating service learning into your coursework, please work with your Dean/Associate Dean. The website above includes additional information and contacts. Contact the Risk & Benefit Management Office at (309) 694-5398 or Room 338C to obtain the required release forms to be signed by all parties involved in any service learning projects.

## STUDENT ATTENDANCE AND ROSTERS

Students must **be officially enrolled** prior to attendance in any class. Regular attendance at all class and laboratory sessions is expected of all students. Faculty members may establish attendance policies and/or make-up procedures for their classes. Faculty will ordinarily permit students to make up work missed due to College-sponsored activities if prior notification of absence is given. Some programs have established rigid attendance policies. For example, most health career programs have exacting attendance policies, especially for clinical assignments. These are explained in materials distributed to program enrollees. It is the student's responsibility to be aware of attendance policies and make-up procedures.

Since students **must be registered to attend** your class, it is critical for faculty to closely check rosters at the end of the first week of class. Students whose names do not appear on the roster should be directed to Enrollment Services for verification of enrollment. Your class roster in eServices will reflect changes in students that drop and add. NOTE: Students who "audit" a course will not appear on your roster. See **Auditing a Class** for more information.

**The Illinois Community College Board (ICCB) requires accurate and timely reporting of never attenders and non-attenders.** Faculty should monitor attendance in all classes. Regular attendance at all class and laboratory sessions is expected of all students. As a faculty member, you are responsible to report never attenders within the first week to 10 days of class. A never attender student is a student who is listed on your class roster but has never attended a class meeting. Note: For non-classroom sections, never attender students are students who have not turned in any assignments or have not logged into the Blackboard course site and substantively participated in class activities, discussions, or assignments.

Faculty must also report midterm attendance for each class. Students who stop attending a course should be recorded as non-attenders at the midterm of the class on the state attendance roster. A non-attender is defined by the individual instructor. It is your responsibility to provide a written definition of a non-attender (typically identified in the class syllabus) to each student.

Refer to the *ICC Student Handbook* found on the Useful Documents page of the Faculty and Staff page of the ICC website to learn more about the classroom attendance policy as explained to students.

**Failure to properly report non-attenders may result in financial liability to students and ICC.**

All students who are recorded as non-attenders or never attenders on the roster will be automatically withdrawn from the class. Please use extra care when determining whether students are non-attenders. Students who have been recorded as non-attenders will be notified by mail that they have been administratively withdrawn (dropped) from the class.

Please cooperate by making it possible for a student who has been absent because of illness or participation in college-sponsored activities to make up work. The student must initiate this procedure. You determine when students' absences have reached the point where they jeopardize their potential for success in the course. In cases where illness, accident or family problems are the cause for prolonged absence, the student has the responsibility to notify each instructor regarding their absence status.

Assistance with recording attendance rosters can be received from the Teaching and Learning Center, Room 240A, on the East Peoria Campus, or by contacting the Help Desk at (309) 694-5457. Instructions are located on the Teaching and Learning Center section of the Faculty and Staff page of the ICC website:  
<http://icc.edu/faculty-staff/teaching-learning-center/eservices-guides/>

## **STUDENT BEHAVIOR**

Refer to Discipline and Student Conduct of Concern earlier in this section.

## **SUSTAINABILITY**

<http://icc.edu/about-icc/sustainability/>  
(309) 694-8454

Illinois Central College is committed to fostering a sustainable future for our students and community through education and the example we set. Illinois Central College defines sustainability as an attempt to meet present needs, avoid human actions that threaten the natural environment, and conserve resources without compromising future generations' ability to meet their needs.

The Sustainability and Greening Committee works to provide sustainability initiatives on campus. ICC participated in AASHE's STARS and the Illinois Campus Sustainability Compact to measure the College's sustainability performance. The Sustainability Contest is held each semester and encourages students to research and present on a sustainability topic. Sustainability teaching series opportunities are offered each semester for faculty to learn more about sustainability concepts and how to incorporate sustainability into their curriculum. ICC is also a member of the Illinois Green Economy Network (IGEN).

You are encouraged to conserve energy by following basic conservation measures whenever necessary. Some examples include turning off lights in classrooms and offices when not in use, recycling paper and using less paper, keeping windows closed during heating and air conditioning seasons, etc. Recycling of paper, glass, and cans is strongly encouraged throughout the College campuses. Suggestions for other energy conservation measures should be directed to the Executive Vice President of Administration and Finance, (309) 694-5522.

## **SYLLABI AND COURSE POLICY INFORMATION**

[www.icc.edu/curriculum](http://www.icc.edu/curriculum)

**CURRICULUM AND SCHEDULING SERVICES**

East Peoria Campus, Rooms 238D & 240B, (309) 694-5745

[cds@icc.edu](mailto:cds@icc.edu) or [academicscheduling@icc.edu](mailto:academicscheduling@icc.edu)

Deans/Associate Deans and the Vice President of Academic Affairs have the responsibility of ensuring that all faculty members follow these syllabi guidelines.

Master course syllabi are developed within each department on the online Curriculum Development System 2.0 (CDS). Master course syllabi are to be reviewed on a regular basis, according to the 3-4 year course review plan in their department, and submitted for review. These syllabi are the source of course information included in the College catalog. Changes of master course syllabi including rewording of course descriptions and/or prerequisites, credit hour and type of credit changes, and any title changes in section A must be submitted to the Curriculum Committee as a modification through the online CDS.

Other master course syllabi changes that are necessary for keeping up-to-date (such as the addition of the Institutional Learning Outcomes and Methods of Assessment of Student Learning sections or updates to sections B through H) must be submitted to the Curriculum Committee subcommittee through the online CDS. Upon the completion of the review, the subcommittee will recommend syllabi to the Curriculum Committee for approval or return syllabi to the originators for correction and subsequent resubmission. The processing of syllabi is complete when the syllabi statuses have been changed by the Secretary of the Curriculum Committee to either approved, modified, revised, or inactive. Approved master course syllabi will then be officially archived by the Office of Curriculum and Scheduling Services, Room 240B.

Each instructor should develop the policies and calendar pertaining to his/her specific section of the course. Deans/Associate Deans may require a copy of this information so that it is available if students come to them with questions or concerns. Your policies and class procedures should be clearly stated and distributed to all your students at the beginning of the course.

**When the information is clear, complete, reasonable, distributed to all registered students, and applied equitably, class time can be used more productively.**

Deans/Associate Deans and other administrators can more easily support instructors when students convey concerns. As a further effort to reduce misunderstandings, some instructors require students to sign statements indicating they have reviewed the course information and policies.

Requests from other colleges and universities for ICC syllabi are handled by Curriculum and Scheduling Services, East Peoria Campus, Room 240B, (309) 694-5726. For tips and additional information on syllabi refer to the appendices of this handbook.

## TEXTBOOK POLICIES

Policy statement of the ICC Board of Trustees:

The selection of textbooks shall be the right and the duty of the faculty of the College. Textbooks for each course shall be selected by the instructor or instructors in consultation with the Dean in accordance with the criteria and procedures of the College.

*“Faculty members and administrators should conduct their business with textbook publishers in accordance with the Board of Trustees policy. The intent is to remain independent and impartial when making decisions on textbook adoption. Textbook selection should be in accordance with the approved textbook selection rubric found on ICCNET. The textbook selection process is separate from conference travel, gift acceptance, etc.”* This statement and the textbook rubric were approved by the Professional Standards Committee during the summer of 2013.

Textbooks for each course are approved by the Dean/Associate Dean and made available for purchase in the College bookstores. See your Dean/Associate Dean, Teaching/Program Chair, or department administrative assistant to obtain a desk copy of the text(s) to be used in the course(s) you are teaching. Faculty should assign readings in any text that the student is asked to purchase.

### **Textbook Requisitions**

[http://bookstore.icc.edu/site\\_Textbook\\_requ.asp](http://bookstore.icc.edu/site_Textbook_requ.asp)

The Textbook Coordinator, located in Room L201, (309) 694-8484, sets up the term in the TextReq website (this website holds previous text information). Available status information for each text listed will be included. The Dean/Associate Dean decides who will be responsible for entering textbook information into the TextReq website. The term will be set up and ready for requisitions when schedules are sent to the Dean/Associate Dean for revisions and are due to the Textbook Coordinator at least two weeks prior to the schedule being posted for viewing online.

1. It is of the utmost importance that the bookstore has correct and current text information recommended by each instructor. The bookstore wants to give correct information to our students.
2. If a new text is being requested, all information about the text including ISBN# is to be filled in on the requisition to ensure the correct text is ordered.
3. Textbook requisitions are to be submitted to the Textbook Coordinator at least two weeks prior to the schedule being posted for students to view online. With current legislation (Higher Education Opportunity Act) textbook information must be available for students when they are deciding in which course to enroll.
4. If the instructor cannot reach a decision on the textbook by the return date, the Textbook Coordinator must be emailed by the department and a “to be announced” will be posted until the decision is made. A decision should be made as soon as possible and submitted on the TextReq website with the Dean/Associate Dean’s approval.



## Appendices

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**Note:** Forms are available electronically through the intranet, ICCNET, which can be accessed only on campus; many faculty forms have been made available within the **Useful Documents** section on the bottom right of the **Faculty and Staff** webpage. Contact the Teaching and Learning Center (TLC) at (309) 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu) for assistance.

### **Appendix A**

What ICC faculty should know about course syllabi, calendars, and course-specific expectations/procedures

### **Appendix B**

Classroom Observation Forms

### **Appendix C**

Student Assessment of Faculty

### **Appendix D**

A Guide to Assisting ICC Students in Need

### **Appendix E**

The Timeline of an ICC Academic Term and What's Happening at ICC?

### **Appendix F**

Joint College Advisory Committees: Committee Descriptions and Committee Recommendation Form

### **Appendix G**

Glossary of Terms and Abbreviations

### **Current Maps of ICC**

Additional maps are available on ICC's website



## What ICC faculty should know about course syllabi, calendars, and course-specific expectations and procedures

Every course taught at ICC must have a syllabus that includes the official guidelines of the course goals/student learning outcomes, how the course works, and what the course will cover. Students should be encouraged to keep a copy of the course syllabus with their course materials.

### Syllabi – three “typical” options:

1. Official or Master ICC Course Syllabus (the official approved document found in the Curriculum Development System. CDS 2.0 located at: [www.icc.edu/curriculum](http://www.icc.edu/curriculum) )
2. Customized Instructor Syllabus (one document with all information)
  - a. All required Official or Master ICC course syllabus information that comes from CDS 2.0, plus
  - b. Added instructor-specific information such as calendar information, expectations/procedures specific for the class, assignments, etc.
3. Official ICC Course Syllabus and Instructor-specific information in two separate documents

**RECOMMENDED:** Option 2 or 3 -- provide students with the official or master course syllabus AND documented instructor-specific information, such as calendar information, expectations and procedures. Refer to the *Teaching for Student Learning at ICC* site for building a course syllabus, instructional design and more: <https://sites.google.com/a/lab.icc.edu/teaching-for-student-learning/>

### What is a syllabus?

The course syllabus is the official course document as approved by the ICC Curriculum Committee and Vice President of Academic Affairs. The instructor should provide students with a copy of the syllabus at the start of the semester. The official course syllabus includes the following:

- DESCRIPTION – course prefix, number, title, prerequisites, course description from the catalog, Lecture and/or lab hours, credit hours.
- INSTITUTIONAL LEARNING OUTCOMES – course may address one or more of the Institutional Learning Outcomes. All courses approved as General Education courses must have at least one ILO marked on the syllabus.
- COURSE-LEVEL GOALS/STUDENT LEARNING OUTCOMES – what the student should be able to do as a result of taking this course.
- MATERIALS OF INSTRUCTION – textbook information plus any other materials or resources necessary for the course.
- METHODS OF PRESENTATION – various ways that course information may be presented
- METHODS OF ASSESSMENT OF STUDENT LEARNING – how the instructor will have students engage in self-assessment, as well as assess whether or not students are learning.
- EVALUATION OF STUDENT ACHIEVEMENT – how the student will earn a grade including but not limited to the completion of assignments, projects, attendance, participation, groups projects and papers.
- COURSE CONTENT – what the course will cover including the major topics or themes.

### What other instructor-specific course specific information should be added to or provided with the official course syllabus information?

- Faculty name, telephone number, email address (use ICC e-mail only) and office location
- Office hours
- Course calendar, assignments, expectations, class procedures, etc. as described further below

### Why is a calendar important?

The calendar is a representation of how time will be used in the course. An instructor may integrate the course calendar into the syllabus or provide it in a different format or separate document. Students

should use the course calendar or have a calendar of their own with the important course dates marked. A calendar may include any or all of the following:

- Beginning and ending dates of the course
- For a traditional course, the days the course meets
- For an online or hybrid course, a listing of required face-to-face meetings and/or proctored exams
- A listing of tasks, activities, projects or assignments and their due dates
- A reference of time for how long a student should take to complete a task or assignment
- A listing of dates for quizzes, exams, midterm and final
- A reminder of important dates on the academic calendar, such as withdrawal dates (with and without refunds) and school holidays when classes are not in session

### **What other policies and procedures could exist?**

Course-specific expectations and procedures include the guidelines and rules specific to a class and/or the instructor. An instructor may integrate the course expectations and procedures into the syllabus as described above. Expectations and procedures may address any or all of the following:

- Attendance expectations
- Absence and withdrawal practices
- Definition of Non-Attender (need for communication if absent, etc.)
- Grading Scale
- General explanation of course format or “how this course works”
  - ☐ Expected study time outside of class is 2 hours per hour of lecture
- Use of cell phones, pagers, iPads, tablets, etc.
- Wearing of hats, caps or sunglasses (prevents instructor viewing eyes)
- Food and drink
- Sleeping/laying heads on desks
- Presence of children, family, friends or pets
 

*(Bringing children into the workplace/classroom creates a distraction, both for the parent or custodian and for faculty and students, impeding the performance of all and could be a safety hazard in certain classes/labs. The College does not condone bringing children into the workplace, except under extenuating circumstances and with prior approval.)*
- Talking: when the instructor is talking; when a classmate is talking; sidebar conversations
- Expectations for attendance and participation; examples:
  - ☐ Absences “in excess of 5% of total number of scheduled class meetings are considered excessive.” From ICC Catalog
  - ☐ Tardiness: Are late students allowed into class? Does tardiness affect attendance grade?
  - ☐ “Did I miss anything?” How students get information or missed classes and makeup work.
  - ☐ Offer “bonus” quizzes for students who are in attendance. Absent students earn no points.
  - ☐ Use “Admission Tickets”, a task the student must complete or an assignment the student must turn in prior to or as the next class session begins. Students not completing the admission ticket assignment will not be allowed into the class.
- Incompletes: Can an incomplete grade be earned? What circumstances qualify for an incomplete? On what terms is the incomplete changed to a letter grade?
- Expectations of how frequently a student should check the course Website for announcements/updates (if applicable)

- Acceptance of late work: What is the general policy? Can all or some work be turned in late? Examples:
  - ☐ Drop a grade letter each day the assignment is late
  - ☐ Drop the earned grade 10% for each day the assignment is late
  - ☐ Do not allow late participation in timely online discussions
- Expectations on classroom conduct and/or online conduct or “netiquette”
- Academic misconduct
  - ☐ Cheating
  - ☐ Plagiarism
  - ☐ Obtaining a test prior to its administration
  - ☐ Unauthorized use of aides
- Assignment submission instructions
  - ☐ Required or preferred submission method: in class, email attachment, Assignment feature in Blackboard
  - ☐ Addressing plagiarism: use of SafeAssign
  - ☐ Milestone or benchmark class activities; examples:
    - English 110 course requires 6 major papers. No student may pass the course without completing all six papers.
    - Course Portfolio is the major capstone project; students not completing the portfolio will not pass the course.
- Testing procedures
  - ☐ Missed/makeup tests
  - ☐ Online test technical problems; examples:
    - Allow students one-time reset per term on online testing
    - Require students to take proctored exam for makeup
- Preferred communication methods: how and when to contact the instructor via email, telephone, online discussion board, online chat or face-to-face meetings (NOTE: faculty should use ICC e-mail and ICC phone numbers for all student communication)
- References to departmental or program handbooks, policies and procedures, such as:
  - ☐ English student handbook
  - ☐ Health career program handbook
  - ☐ Education program handbook
  - ☐ Frequently asked questions and answers regarding the course
- Student support resources: Refer to Student page of website for more information and links:
  - ☐ Help Desk [helpdesk@icc.edu](mailto:helpdesk@icc.edu) or 694-5457
  - ☐ Library: EP & Peoria
    - Academic Support Center: EP & Peoria
    - The Studio at Academic Support Center
  - ☐ Campus Police: EP, Peoria & Pekin
  - ☐ Advisement & Counseling Services: EP & Peoria
  - ☐ Career Services
  - ☐ Testing Center: EP & Peoria

**ILLINOIS CENTRAL COLLEGE****FULL-TIME FACULTY****CLASSROOM OBSERVATION CONFERENCE**

Faculty Member \_\_\_\_\_

Course \_\_\_\_\_

Dean/Associate Dean \_\_\_\_\_

Observation Date \_\_\_\_\_

**1. Class Organization**☐

No opportunity to observe

Comments:

**2. Effectiveness of Presentation/Teaching Methods**☐

No opportunity to observe

Comments:

**3. Effectiveness of Content Presentation**☐

No opportunity to observe

Comments:

**4. Interaction with Students**☐

No opportunity to observe

Comments:

**5. Observation Summary**☐

I have had a conference with my Dean / Associate Dean concerning this observation and have been informed it will be placed in my personnel file.

\*Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dean/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

\* Signature of the faculty member is an indication that this written observation has been received and discussed with his/her Dean/ Associate Dean and not that the faculty member agrees or disagrees with the evaluation.

**ILLINOIS CENTRAL COLLEGE****ADJUNCT FACULTY****CLASSROOM OBSERVATION FORM**

Faculty Member \_\_\_\_\_ Course \_\_\_\_\_

Dean/Associate Dean/Teaching Chair \_\_\_\_\_ Date \_\_\_\_\_

**1. Class Organization**☐

No opportunity to observe

Comments:

**2. Effectiveness of Presentation/Teaching Methods**☐

No opportunity to observe

Comments:

**3. Effectiveness of Content Presentation**☐

No opportunity to observe

Comments:

**4. Interaction with Students**☐

No opportunity to observe

Comments:

**5. Observation Summary**☐

I have received this completed classroom observation form and have been informed it will be placed in my personnel file. It is my option to meet with the Associate Dean/Teaching Chair to discuss this classroom observation report.

\_\_\_\_\_  
\*Signature of Faculty Member\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Dean /Associate Dean / Teaching Chair\_\_\_\_\_  
Date

\*Signature of the faculty member is an indication that this written observation has been received.

«Student\_ID»

**Student Assessment of Faculty**

Please do not write on this form, record all your responses on the Answer Sheet. Please enter the number at the top of this form in the Identification Number field on the Answer Sheet and your instructor name in the Name field. The number will not be tied to you as an individual; it will only be used to compile the results for this class.

<b>PART A</b>	<b>Yes</b>	<b>No</b>	<b>Don't Know</b>
1. Was the course outline/syllabus distributed at the beginning of the semester?	①	②	③
2. Did the instructor explain the course outline/syllabus?	①	②	③
3. Did the instructor have an attendance policy?	①	②	③
4. Was the attendance policy stated in the course syllabus?	①	②	③
5. Did the course syllabus state the goals/objectives for the course?	①	②	③
6. Did the instructor inform you of his/her office hours?	①	②	③
7. Did the instructor provide his/her name, office room number, and office phone number or email address?	①	②	③
8. Did you ever consult with the instructor during office hours or make an appointment with your instructor?	①	②	③
9. If you answered "yes" to the preceding question, was the instructor available?	①	②	③
10. Did you contact (phone, email, etc.) your instructor outside of class for any reason?	①	②	③
11. If yes, did the instructor respond to your contact?	①	②	③
12. Over the semester, did the instructor cover the content and objectives of the course as stated in the syllabus?	①	②	③
13. Did the instructor explain the overall course requirements?	①	②	③
14. Did the instructor explain how the course grade would be calculated?	①	②	③

**OVER →**

«Student\_ID»

<b>PART B</b>		<b>Almost Always</b>	<b>Usually</b>	<b>Occasionally</b>	<b>Never/No</b>	<b>Not Sure</b>
15.	Did the instructor make comments on papers, coursework, and/or essay tests?	①	②	③	④	⑤
16.	Did the instructor begin and end daily classes at designated times?	①	②	③	④	⑤
17.	Did the instructor provide an opportunity for questions and class discussion?	①	②	③	④	⑤
18.	Did the instructor respond to questions asked in class?	①	②	③	④	⑤
19.	Did the instructor use examples or otherwise clarify difficult concepts?	①	②	③	④	⑤
20.	Did the instructor follow his/her attendance policies?	①	②	③	④	⑤
21.	Did the instructor remain in control of the classroom?	①	②	③	④	⑤
22.	In the classroom discussion, did the instructor focus on course-related material?	①	②	③	④	⑤
23.	Did the instructor seem prepared for class?	①	②	③	④	⑤
24.	Were the directions for the individual assignments throughout the course clear?	①	②	③	④	⑤
25.	Were assignments related to the content of the course?	①	②	③	④	⑤
26.	Did the instructor explain how each of the individual assignments and tests would be graded?	①	②	③	④	⑤
27.	Did the instructor allot sufficient time for most of the students to complete tests and quizzes?	①	②	③	④	⑤
28.	Did the instructor return assignments and/or grades within a reasonable time?	①	②	③	④	⑤
29.	Did the instructor treat students with respect and courtesy?	①	②	③	④	⑤



«Student\_ID»

<b>PART C</b>
30. What aspects of the course did you like the most?
31. What aspects of the course did you like the least?
32. What aspects of the instructor's teaching did you like the most?
33. What aspects of the instructor's teaching did you like the least?
34. In what ways were you encouraged or required to read or write outside of class?
35. In what ways did you feel challenged by this course?
36. What specific changes would you make to the course?
37. Other comments.



## *A Guide to Assisting ICC Students in Need*

*Nearly every person working at ICC has encountered the situation... a student is missing class, performing poorly, or dropping out due to financial concerns. Don't let this happen – in most cases help is available.*

### **Purchasing Books with Financial Aid**

For many students, financial worries are due to timing. For example, a student must wait for Financial Aid to pay for his/her books. Students who are eligible for the Pell Grant and/or have completed paperwork for student loans, are provided with bookstore charge privileges. Bookstore charges are available to students approximately two weeks prior to the Fall and Spring semesters. The College will deduct book charges from the financial aid once it is disbursed to the student's account.

Refer students to: Financial Assistance  
694-5311

### **Financial Aid – Special Circumstances**

Sometimes a student that did not initially qualify for Financial Aid has a change in circumstances that could make him/her eligible, such as losing a job or encountering serious medical problems. Any student who has had such a change can request a review of their financial aid application anytime during the year.

Refer students to: Financial Assistance  
694-5311

### **Fresh Start Scholarship**

Some returning students cannot receive Financial Aid due to poor past performance. In 2000, the ICC Educational Foundation began a program to provide scholarship assistance while these students raise their GPA to qualify for Financial Aid. Students must have been out of school two or more years, and meet strict criteria.

Refer students to: Ellen Tabor  
Financial Assistance  
694-5324

### **Student Emergency Fund**

Emergencies can happen at any time and can interfere with a student's academic progress. If circumstances are such that a student may have to withdraw from school, the ICC Educational Foundation may provide a modest one-time grant to help with the emergency. Please keep in mind; the circumstances should be based on an emergent need....not a chronic problem.

<b><u>Employee</u></b> should contact:	Ellen Tabor	Or	Stephanie Holmes
	Financial Assistance		Interim Executive Director,
			Educational Foundation
	694-5324		694-8420

### **General Scholarship**

Emergencies can happen at any time and can interfere with a student's academic progress. If circumstances are such that a student may have to withdraw from school, the ICC Educational Foundation may provide a modest one-time scholarship for tuition or books to help during the emergency. Please keep in mind; the circumstances should be based on an emergent need....not a chronic problem.

<b><u>Employee</u></b> should contact:	Ellen Tabor	Or	Stephanie Holmes
	Financial Assistance		Interim Executive Director,
			Educational Foundation
	694-5324		694-8420

## The Timeline of an Illinois Central College Academic Term

*Keep on track with teaching, learning, assessment, evaluation and record keeping*

General Timeline of an Academic Term :: Reporting Requirements, Teaching and Learning Activities					
<b>Day 1/ Week 1 Classes begin</b>	Verify your <b>class roster*</b> ; get to know your students & facilitate activities for them to get to know each other	Set clear expectations for communication, class procedures & assignments; ask students for their expectations	Pre-test students' current knowledge of the discipline or subject	Teach from the discipline or subject; <i>do not dismiss early!</i>	Give an assignment using the course syllabus/course information as the "text"
<b>Weekly</b>	Assess student learning, determining if they are grasping the course content	Provide students with feedback on their learning	Evaluate/grade & return assignments with meaningful feedback	Teach from the discipline or subject	Post grades and/or running averages in a timely manner
<b>Within the first week</b>	Mark <b>never-attenders*</b> (students on your roster who have not attended/participated in the class) who will be dropped from the class. Attendance rosters must be approved by the calculated deadline. Early in the term, check your <b>AWAre<sup>+</sup></b> roster for specific deadlines.				
<b>Mid-point</b>	Post <b>attendance*</b> , marking <i>non-attenders</i> who will be dropped from the class. You will be prompted to enter the last date of attendance for each non-attender. Attendance rosters are due within 8 days of the class midpoint. Check your AWAre roster for specific dates.			Remind students to be responsible for their grades & course averages	
<b>Post mid-point (50%+) to 60% of the term</b>	Federal regulations for financial assistance require ICC to report last day of attendance for students using federal financial aid who cease attending/participating in a course past mid-point but before 60% of the term has passed. Students who cease attendance/participation in this limited timeframe should be awarded a grade of <b>FA*</b> , failure as a result of attendance. At the end of the semester, you will receive an email asking for the last date of attendance for each FA student. Check your AWAre roster for specific deadlines.				
<b>Ongoing</b>	Familiarize students with academic & personal support resources, student life opportunities & ways to get involved on campus	Ask for student feedback about the class, class materials, assignments, pacing, etc.		Post <b>academic warnings*</b> , marking students who are lacking basic skills or not making sufficient academic progress; students will be sent letters in US mail from Advisement & Counseling. Academic warning begins the first day of a term and ends 8 days after the midpoint. Check your AWAre roster for specific dates.	
<b>End</b>	Post-test students' knowledge of the discipline or subject	Administer student assessment of faculty		Post <b>final grades*</b> in eServices/ PeopleSoft. Grade rosters are generated on the final day of class. The grade rosters are due within 5 days of the final exam day. Check your AWAre roster for specific dates.	

**Course Withdrawal** :: Withdrawal dates vary and are listed in the printed and the online class schedules. Withdrawals are accepted online, by mail, fax or in person at the East Peoria Campus (L211) and the North Campus (Arbor Hall). Students may withdraw from a class until the date listed on the class schedule. If the withdrawal occurs on or before the listed refund date, the student may be entitled to a refund of tuition. A student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date. *Faculty will be required to post the last date of attendance for students earning a W or WF.*

**\*Class rosters, attendance, FA grades, academic warnings, and final grades** are managed through **eServices/PeopleSoft**. For more information and for step-by-step instructions, locate the eServices Guides, at: <http://icc.edu/faculty-staff/teaching-learning-center/eservices-guides/> Called Faculty Center: Class Rosters, Grade Rosters, **AWARe** (Academic Warning, Attendance) or [www.icc.edu](http://www.icc.edu) > Faculty and Staff > Teaching and Learning Center. Visit, call or email the Teaching and Learning Center staff for assistance; 240A on the East Peoria Campus, 694-8908 or [tlc@icc.edu](mailto:tlc@icc.edu)

**<sup>+</sup>AWARe** :: Academic Warning Attendance Roster environment. **AWARe** rosters are accessed through eServices/PeopleSoft. Rev July, 2016

# What's Happening at ICC?

Employee events and activities can be found online at

**[icc.edu/faculty-staff](http://icc.edu/faculty-staff)**

The screenshot shows the ICC Faculty & Staff website. At the top is a navigation bar with links: STUDENTS | VIRTUAL CAMPUS | CORPORATE & COMMUNITY EDUCATION | ALUMNI | ABOUT ICC | FACULTY & STAFF. Below this is a secondary navigation bar with dropdown menus: ADMISSIONS, ACADEMICS, AROUND CAMPUS, ARTS, ATHLETICS, and DIRECTORY & MAPS. The main heading is "Faculty & Staff" with a search bar to the right.

On the left is a sidebar titled "ONLINE RESOURCES" containing icons and links for: BLACKBOARD, WEBMAIL, MYCC (ESERVICES), MYHR ESS, INTRANET, ZSLIVE, MAINTENANCE CONNECTION, EQUIPMENT SURPLUS, CURRICULUM DEVELOPMENT, and TECHNOLOGY HELP DESK.

The main content area features a large banner for the "August Celebration of Learning 2016: Persistence and Completion, Monday, August 8 – Friday, August 12." The banner includes text about connecting with ICC faculty and staff to strengthen teaching and learning, and mentions that the August 2016 COL Schedule is available for all employees. A yellow callout box points to the banner with the text "Special Events Displayed here."

Below the banner are three sections: "Employee & College News", "Employee Calendar", and a section for "View upcoming Organizational Learning, Teaching and Learning, and Wellness Works events here." The "Employee & College News" section includes social media icons and links to "August Celebration of Learning 2016: Persistence and Completion", "ICC in the News :: Parenting Workshops", and "ICC in the News :: Volleyball team preps for fall in the summer sand". A yellow callout box points to the top of this section with the text "Check out the top College news of the day here." The "Employee Calendar" section shows an event for "Tue, Jul 26 @ 1 pm 'Getting to Yes' for Everyday Conflict: Using Principles of Interest-Based Bargaining Every Day". A yellow callout box points to this section with the text "View upcoming Organizational Learning, Teaching and Learning, and Wellness Works events here." The bottom of the page has three buttons: "ALL COLLEGE & EMPLOYEE NEWS", "VIEW FULL CALENDAR", and "VIEW FULL CALENDAR".

**JOINT COLLEGE ADVISORY COMMITTEES**  
**(\*And Other College-Wide Committees and Teams)**  
**Committee Descriptions**

Purpose: To provide direction from a systems perspective, in the quality improvement projects at the college, that are integral to accreditation maintenance and the overall shared governance of the College.

The following is a compilation of the descriptions of the committees including membership, frequency/time of meetings, and purpose. Review of the information will occur by the committees every two years. Members for the committees are appointed or elected by the respective groups on an annual basis. Appointments to the committees typically occur in the spring semester for the fall of the following academic year with a few vacancies reserved for fall appointments. These committees are advisory in nature only. Some of the committees (\*) are listed for informational purposes only. Not all groups are necessarily represented in this list.

**Academic Standards**

Size: 14 members (6 management with a minimum of two deans, one faculty from each department)  
 Frequency: Second Monday each month, 3:00 pm during academic year.  
 Purpose: To maintain and promote academic standards including issues affecting student learning and academic quality.  
 Cabinet Oversight: Academic Affairs

**Adjunct Faculty Advisory**

Size: 20 members (7 management, 3 FT faculty, 10 adjunct faculty)  
 Frequency: Minimum of two meetings per year (one in Fall semester & one in Spring semester with additional scheduled as needed; meetings typically occur after 2:00pm)  
 Purpose: To serve as a vehicle for communication on all aspects of employment relations of adjunct faculty including representing adjunct faculty at the college, reviewing adjunct faculty compensation, serving as a liaison with college personnel, assisting with faculty development, enhancing the teaching experiences of faculty and consequently, the learning experiences of students.  
 Committee website: <https://sites.google.com/site/adjunctfacultyadvisory/>  
 Cabinet Oversight: Human Resources & Academic Affairs

**AQIP Steering**

Size: 2 faculty and cabinet/division representatives  
 Frequency: Third Wednesday each month, 10 – 11 am  
 Purpose: To guide the college in decisions regarding AQIP action projects and general oversight of Higher Learning Commission accreditation process at the College.  
 Cabinet Oversight: Academic Affairs

**Assessment of Student Learning**

Size: 24 members (12 management, 12 faculty [at least one faculty representative from each academic department; two are preferred])  
 Frequency: Third Wednesday each month, 3:00-4:30 pm during academic year.  
 Purpose: To facilitate a collaborative culture of assessment by engaging students, faculty, staff, and administration in assessment activities across the institution at the general education, program, course and co-curricular levels; by analyzing and articulating trends revealed in student learning; and by making data-driven recommendations for continuous quality improvement.  
 Cabinet Oversight: Academic Affairs

**Awards**

Size: 13 members (4 management, up to 12 faculty with at least one faculty representative from each academic department is desired, staff and students added as needed)

Frequency: Once per year

Purpose: To determine award winners from existing faculty and staff awards (including the Gallion Award and the Teaching Excellence award) and to make recommendations for additional awards of recognition for outstanding faculty and staff.

Cabinet Oversight: Human Resources

**Calendar**

Size: 15 members (7 management, 7 faculty, 1 classified)

Frequency: As needed (one or two in the fall, as needed in the spring)

Purpose: To develop, review, and recommend the academic calendar for the college.

Cabinet Oversight: Academic Affairs

**Career and Technical Education (CTE)**

Size: 26 members (representatives from faculty and management)

Frequency: Third week of the month, alternating Wednesday and Thursday afternoon

Purpose: To aid students in the transition from education to careers and provide continual educational opportunities for subsequent career enhancements; to provide awareness of Career and Technical Education to the College and the community.

Cabinet Oversight: Academic Affairs

**\*Chautauqua**

Size: 5 members appointed through AAWCC

Frequency: No regular meetings -- meet to plan an event

Purpose: To provide support for women at ICC (staff and students)

**College Regulation and Appeals (formerly Traffic)**

Size: 6 members (4 management, 1 faculty, 1 classified)

Frequency: As needed

Purpose: To conduct hearings of traffic violation appeals, discuss and recommend changes related to parking and traffic safety, review policies and procedures governing vehicular use on campus.

Cabinet Oversight: Administration & Finance

**Curriculum**

Size: 19 members (6 management, 12 faculty, 1 classified)

Frequency: Monthly (meetings to be determined each academic year) 2:30 pm

Purpose: To participate in the development and evaluation of the instructional programs, review recommendations for changes and additions to the college curriculum prior to presentation to the Chief Academic Officer.

Cabinet Oversight: Academic Affairs

**Endowed Chair and Mini-Grant Review**

Size: 10 members (6 faculty, 4 management)

Frequency: One face-to-face meeting and review work through Blackboard discussions

Purpose: To establish guidelines, review applications, and select a recipient (a faculty member who exhibits distinction in one or more of five specific areas) to receive a \$3000 stipend award or release time equivalent (endowed chair). To review applications and offer mini-grants to encourage faculty innovation and creative teaching and learning.

Cabinet Oversight: Human Resources & Foundation

**\*Faculty Forum Elections**

Size: Varies (full-time faculty only)  
 Frequency: As needed  
 Purpose: To conduct the annual elections of the Faculty Forum, and other elections as called for by the Faculty Senate and/or the Forum, including election of Forum officers and Senators, recall elections, constitution and bylaw elections, and salary and welfare package elections.

**\*Faculty Forum Scholarship**

Size: 4 full-time faculty  
 Frequency: Once per year  
 Purpose: To review applications and select recipients for the Faculty Forum Scholarship.

**Faculty Travel**

Size: 7 members (4 faculty, 3 management)  
 Frequency: Once per semester  
 Purpose: To recommend travel funding, procedures, and allowance guidelines for full-time faculty.  
 Cabinet Oversight: Academic Affairs

**Foundation Scholarship**

Size: 100 members (faculty, management, community representatives, foundation board representatives)  
 Frequency: Once per year  
 Purpose: To review applications and select recipients of Foundation scholarships  
 Cabinet Oversight: Foundation

**General Education**

Size: 24 members (up to 12 faculty, 12 management, optional student)  
 Frequency: Second Wednesday each month at 3:00 during academic year.  
 Purpose: To determine general education goals, evaluate proposed courses, review the catalog, monitor Illinois Articulation Initiative submissions and transfer courses.  
 Cabinet Oversight: Academic Affairs

**Honors Program**

Size: 10 members (8 faculty, 2 administrators)  
 Frequency: As needed -- 1-2 times per year  
 Purpose: To provide input, feedback and direction to the program coordinator and Department Dean/Associate Dean.  
 Cabinet Oversight: Academic Affairs

**IBB/Contract Interpretation**

Size: 5 full-time faculty & 5 administrators  
 Frequency: As needed  
 Purpose: To propose and negotiate all matters relating to the salaries, fringe benefits, working conditions, and professional growth of the members of the faculty at Illinois Central College.

**Insurance**

Size: 12 members (4 management, 2 faculty, 2 classified, 2 carpenters, and 2 retirees)  
 Frequency: Monthly (First Monday of Sept-May) at 2:30pm  
 Purpose: To recommend changes and/or clarifications to the ICC Health Benefits Plan.  
 Cabinet Oversight: Human Resources



**Insurance Appeals**

Size: 3 members (1 management, 1 faculty, 1 classified)  
 Frequency: As needed  
 Purpose: To review insurance appeals and recommend decision to Administration.  
 Cabinet Oversight: Human Resources

**Intercultural Diversity**

Size: Not to exceed 25 (2 faculty from each department desired, 8 management, 1 carpenter rep.)  
 Frequency: First Thursday of each month at 2:15 pm.  
 Purpose: To work to increase cultural awareness and enhance cultural sensitivity at ICC.  
 Cabinet Oversight: Diversity

**Lecture Arts Series**

Size: 7 members (4 faculty, 3 management)  
 Frequency: 2-3 planning meetings each year.  
 Purpose: To select the topics and panels for the Lecture Arts Series.  
 Cabinet Oversight: Academic Affairs

**Online Learning**

Size: 23 members (minimum of 10 faculty with at least one representative from each department, 8 management)  
 Frequency: Meets 6 times per academic year, generally September, October, November, February, March, and April for 90 minutes. Online collaboration also occurs.  
 Purpose: Serves in advisory capacity for the Virtual Campus, online teaching and learning, and online student services and support.  
 Committee website: <https://sites.google.com/site/icconlinelearning/>  
 Cabinet Oversight: Academic Affairs

**Organizational Learning**

Size: 21 members (minimum of 10 faculty with representation from each department desired, 8 management, and 3 classified)  
 Frequency: Last Monday in September, October, November, February, March, April at 2:30 p.m. plus email and subcommittee work, as needed.  
 Purpose: To design, develop, promote, deliver, assess, and continuously improve organizational learning experiences for college personnel.  
 Committee website: <https://sites.google.com/site/iccorganizationallearn201516/>  
 Cabinet Oversight: Human Resources

**Professional Standards Committee**

Size: 12 members (8-10 faculty, 3 management)  
 Frequency: Third Monday @ 3 pm during the fall and spring semesters  
 Purpose: To establish and promote professional standards including ethical issues for faculty and academic administrators.  
 Cabinet Oversight: Academic Affairs

**Safety Committee**

Size: 19 members (minimum of 10 faculty with at least one representative from each department, 3 management)  
 Frequency: Minimum of two times per semester, not including summers.  
 Purpose: To give input and feedback regarding issues of safety to the overall campus safety and security and facility support areas of the college. The primary focus of this committee is to keep the campus classrooms and academic teaching/learning areas safe for all.  
 Cabinet Oversight: Administration & Finance

**Student Persistence & Completion**

Size:	16 members (8 management with a minimum of two deans/associate deans, one faculty from each department)
Frequency:	Monthly
Purpose:	To improve persistence & completion of students focusing on effective collection of data, evaluation & improvement of current strategies, and development of new strategies.
Cabinet Oversight:	Student Services & Academic Affairs

**Sustainability and Greening the Curriculum**

Size:	No more than 25 members, including at least 4 faculty, 6 management and a student representative
Frequency:	Monthly
Purpose:	To assist departments and faculty in the implementation of sustainability per the Article XVI of the ICC Board Policy on sustainability and other College commitments to sustainability. Identify and facilitate the implementation of sustainability initiatives on campus.
Cabinet Oversight:	Administration & Finance and Academic Affairs

**Technology Advisory**

Size:	30 - 35 members (representative from faculty and management)
Frequency:	Approximately six times during the academic year. (Second Tuesday of Sept, Oct, Feb, Mar, Apr, 3-4:15 pm)
Purpose:	To act as an advisory committee for information technologies, enrich the communication processes of the college, provide leadership in the efficient and effective use of the college's information resources.
Cabinet Oversight:	Administration & Finance and Academic Affairs

**Textbook**

Size:	5 (3 faculty, 2 management)
Frequency:	Two times per year
Purpose:	To assist in finding and encouraging the movement of texts into the rental environment.
Cabinet Oversight:	Administration & Finance and Academic Affairs

**Wellness**

Size:	11 members (3 management, 4 faculty, 1 classified, 2 union, 1 retiree)
Frequency:	3-4 times a year as needed
Purpose:	To review and discuss new ideas and programs for Wellness Works Program.
Cabinet Oversight:	Human Resources

## Joint College Advisory Committee Recommendation Form

Purpose of the Form: to present recommendations from college joint committees to the Cabinet oversight member(s) for next step approval and communication processes.

Recommendation:

Committee Co-Chair(s):

Date of Recommendation from Committee:

Date Submitted to Cabinet oversight member(s):

Date of Presidential review/discussion:

Decision: ☐yes ☐no ☐further review

**Who does this change need to be communicated to?** *Committee &/or Cabinet oversight member to check all that apply:*

☐ Sending Committee ☐ Academic Deans ☐ Advising Services ☐ Curriculum Services  
☐ Enterprise Systems ☐ Enrollment Services ☐ Executive Cabinet ☐ Facilities ☐ Financial Aid  
☐ Help Desk ☐ Information Desk ☐ Marketing ☐ Strategic Forum ☐ Testing Services ☐ Other

*\*Cabinet oversight member(s) will be responsible for communicating the approved changes.*

*Current list of Cabinet oversight members:*

*Academic Affairs: Dr. Emmanuel Awuah*

*Administration & Finance: Bruce Budde*

*Diversity: Dr. Rita Ali*

*Foundation: Stephanie Holmes*

*Human Resources: Marti Bloodsaw*

*Student Services: Dr. Tracy Morris*

## ILLINOIS CENTRAL COLLEGE

## Glossary of Terms and Abbreviations

**Accreditation:** Certification that programs or institutions have appropriate infrastructure, policies, and services to support their operations and that they are accomplishing their mission

**Accuplacer** – A computer-adaptive college placement test published by the College Board. and used by ICC's Testing Center for determining course placement

**ACT, Inc.:** American College Testing, Inc. A standardized achievement examination used for college admissions

**Adult Community Programs:** Provides leisure, recreational, and intellectual programs for adults

**ALEKS** - A computer-adaptive college placement test published by McGraw Hill. and used by ICC's Testing Center for determining course placement

**Alignment:** How well two systems converge for a common purpose; for example, how well the curriculum corresponds with program learning outcomes

**Assessment:** An activity that considers the effectiveness of a lesson, goal, or curriculum. To this end, the result of the activity could drive changes for improvement or validate the activity as a working method for achieving goals and/or objectives. Assessment is done as an aggregate of the class. Refer to the Assessment Webpage for additional definitions related to assessment and a bibliography found at: <http://icc.edu/faculty-staff/assessment/>

- **Classroom Assessment Techniques:** Assessment techniques used to improve the teaching of specific courses and/or segments of courses
- **Course/Class-Level Assessment:** Conducting assessment within a specific course to monitor and improve learning in this course
- **Formative Assessment:** Assessment designed to give feedback to improve what is being assessed, or assessment of students at an intermediate stage of learning
- **Program-Level Assessment:** The academic program student learning outcomes are assessed within the program of study to monitor and improve student learning
- **Summative Assessment:** Assessment designed to provide an evaluative summary, or assessment that occurs as students are about to complete the program being assessed

**Associate Dean:** Person responsible for the administration of an academic department or academic support department. Includes the Associate Deans for: Organizational Learning and Online Learning.

**AWARE:** Academic Warning Attendance Reporting environment – area in PeopleSoft/eServices for faculty to document never attenders, non-attenders and academic warning.

**Black Belt:** Full-time Six Sigma leaders selected by the College and trained in Six Sigma methodology to lead teams that improve key business processes

**Blackboard:** Enterprise-based academic course management system

**BlueBook:** A brochure distributed throughout the College that describes the mission, vision, diversity pledge, motto, strategic priorities, core values, organizational tools, service principles, general education goals, and school songs

**Board of Trustees (Board):** Seven-member governing board of the college elected by the residents of District 514

**Business Intelligence Center (BI Center):** a repository of an organization's electronically stored data, designed to facilitate reporting and analysis

**Business Outreach Representative:** An employee within the College's Professional Development Institute who is responsible for systematically calling on businesses to determine their needs and share information relative to ICC's programs and services

**Cabinet or Executive Cabinet:** Includes the President; Provost; Executive Vice President of Administration and Finance; Vice President of Marketing and Communications; Vice President of Student Affairs; Vice President of Human Resources; Vice President of Diversity, International and Adult Education; Vice President of Institutional Advancement; President of the Faculty Senate; and the Executive Director of Institutional Research

**CAPS:** Career Ability Placement Survey

**CCSSE:** Community College Survey of Student Engagement

**Celebration of Learning:** A week-long college sponsored event scheduled the week before classes begin in August to communicate and connect with all employees and to provide professional development for faculty and staff; a shortened event is scheduled in January, the Wednesday before classes begin

**CIP:** Classification of Instructional Programs

**Cohesive Curriculum:** A curriculum that systematically provides students with opportunities to synthesize, practice, and develop increasingly complex ideas, skills, and values

**College for Kids:** A two-week summer program offering fun and educational opportunities for youth in grades 4-12

**Community Education:** Non-credit classes and workshops that are designed to provide training in areas of interest for the general public. Includes Adult Community Programs, College for Kids, and ACT review

**COMPASS:** A computer-adaptive college placement test published by ACT, Inc. and used by ICC's Testing Center for determining course placement. Has been replaced with Accuplacer.

**Compliance Training:** Required training for all employees offered through Organizational Learning/Human Resources

**COPES:** Career Orientation and Placement Evaluation Survey

## ILLINOIS CENTRAL COLLEGE

## Glossary of Terms and Abbreviations

**COPS:** Career Occupational Preference System

**Core Competencies:** Those factors which provide the College with a strategic advantage: quality education, a wide variety of courses, and affordability

**Core Values:** learning, community, integrity, responsibility and excellence

**Corporate Training:** Non-credit professional development training created for businesses to meet a particular training need

**Cougar:** ICC's mascot Cosmo

**CTE:** Career & Technical Education

**Dean:** Person responsible for the administration of an academic department or unit consisting of several areas. Includes the Deans for: Agriculture and Industrial Technologies (AIT); Arts and Communication; Business, Hospitality and Information Systems (BHIS); Corporate and Community Education; Health Careers and Peoria Downtown Campus; Math, Science and Engineering (MSE); College and Career Readiness and North Campus; English, Humanities and Language Studies; Social Sciences and Public Services. Student Services Deans include: Dean of Students, Dean of Student Success, and Dean of Enrollment Management.

**Developmental/Remedial Courses:** College readiness classes that are required for students in reading, math, and/or English that score below the college ready threshold on established placement criteria

**Developmental Education (or Remedial Education):** Programs designed to assist students who upon entrance to college, test below the threshold in reading and/or mathematics as a prerequisite to enter gateway courses into the general requirements for participation in college level classes

**District 514:** Illinois Community College District official designation for Illinois Central College

**Diversity Awards:** The Awards Committee requests nominations and selects awardees annually to recognize a faculty member and a staff member who exemplify inclusion and model ICC's Diversity Pledge; announced in April

**Diversity Pledge:** Statement of ICC's commitment to diversity in all its dimensions

**Diversity Study Circle:** Vehicle to give voice to the campus community with regard to specific diversity issues, create a collaborative process for solving campus and community problems, provide a focus group type assessment of campus climate, and serves to inform the college's comprehensive diversity plan

**Early College:** College credit courses offered to high school juniors and seniors by instructors meeting both secondary and college-level qualifications, as determined by HLC Faculty Criteria. Also referred to as Dual Credit Classes.

**Educational Foundation:** ICC's non-profit Educational Foundation manages donations, endowments and gifts

**ESL:** English as a Second Language

**Ethics Commission:** A commission established by board policy and led by the Ethics Advisor (Board's attorney) to consider all matters of ethics violations related to personnel

**Evaluation:** Scoring assigned work according to a defined criteria or rubric. An evaluation reports success in terms of a grading scale and is reported for individual students.

**Executive Cabinet:** See "Cabinet"

**External Environmental Scan and Internal Assessment:** The annual systematic process that the college uses to gather data needed to complete a comprehensive SWOT analysis

**Faculty Awards:** The Awards Committee requests student nominations for outstanding faculty mid-October through mid-March and selects faculty awards announced each April: Gallion (full-time faculty highest honor), Teaching Excellence (adjunct faculty highest honor) and the Faculty Who Make a Difference Award (next top eight faculty nominees form full-time and adjunct)

**Faculty Forum:** A locally formed organization that represents all full-time faculty members. This organization functions as an independent bargaining unit with no state or national affiliation. The Forum elects the Faculty Senate members

**Faculty Senate:** Acts as a liaison between administration and full-time faculty members. Senate is elected by Faculty Forum members.

**Feedback Spiral:** Professionals discuss assessment results, reach conclusions about their meaning, determine implications for change, implement changes, and review and restart the process continuously improving

**General Educational Assessment:** The process of measuring outcomes of activities as a means of monitoring student achievement of the Institutional Learning Outcomes (see page 2)

**General Educational Goals:** General statements about knowledge, skills, attitudes, and behaviors expected in graduates, also referred to as institutional learning outcomes

**Goals:** An *instructional goal* is a statement of performance expected of each student in a class, program, or general education, phrased in general terms without criteria of achievement. It indicates the performance expected of the learner, but the performance is not stated in such a fashion that its attainment can be readily measured.

- **Example of a course-level goal:** "The student will show an understanding of the stock market." (Business)
- **Example of a program-level goal:** "Practice personal, patient, and scene safety while in a field or clinical setting." (EMS)
- **Example of a general education goal:** "All graduates of this institution will demonstrate competency in written communication."

## ILLINOIS CENTRAL COLLEGE

## Glossary of Terms and Abbreviations

**Great Colleges to Work For:** Climate survey utilized by the College from Modern Think Higher Education Insight Survey (HEIS)

**Green Belt:** Available to Yellow Belt completers to teach more in-depth application of Six Sigma tools for ICC

**Hybrid Classes:** Classes delivered through a combination of face-to-face instruction and the internet. Time required in the classroom is reduced but not eliminated.

**IAC (Instructional Administrators Circle):** Advisory committee made up of the Provost, Deans, Associate Deans and a Student Services Dean/Director

**IAI (Illinois Articulation Initiative):** A statewide transfer program consisting of a package of core general education courses that will transfer from one school to another and will count towards a degree at the new institution. Successful completion of these core courses, composed of five categories, can mean a smoother transition to any associate or bachelor's degree program at participating schools.

**IBHE:** Illinois Board of Higher Education

**ICC:** Illinois Central College

**ICCB:** Illinois Community College Board

**Institutional Indicators of Effectiveness:** A comprehensive set of measures that are used by the Cabinet to monitor the College's performance as it relates to its mission and vision. The strategic objectives are included in these measures and goals are set for each of the metrics associated with the objectives.

**IPEDS:** Integrated Postsecondary Education Data System administered by the National Center for Educational Statistics to provide comparative data with similar colleges and universities

**IR:** Institutional Research Office

**ISBE:** Illinois State Board of Education

**Manager's Retreat:** Retreat for senior leaders and managers designed for organizational learning, reinforcement of best practices, professional development, change management with a focus on the strategic initiatives of the College.

**Measures of Student Learning:** Students demonstrate that they have achieved a learning outcome.

- **Direct Measures of Student Learning:** Direct measures of student learning include, but are not limited to standardized tests, locally-developed tests, papers, portfolios, juried reviews, and capstone courses.
- **Indirect Measures of Student Learning:** Indirect measures of student learning include, but are not limited to alumni, employer, and student surveys; exit interviews and focus groups; graduate follow-up studies; transfer success studies; and job placement data.

**NCCBP:** National Community College Benchmark Project, a consortium of more than 200 community colleges, which facilitates the collection and reporting of comparative data on a defined set of institutional metrics.

**NCES:** National Education Data Systems acts as a single comprehensive system designed to encompass all institutional organizations whose primary purpose is to provide postsecondary education.

**Noel Levitz/Ruffalo Noel Levitz, LLC:** The research organization that scores and interprets the results of the Student Satisfaction Inventory (SSI); offers other student success/student services consulting

**Objectives:** An instructional objective is a statement of performance to be demonstrated by each student in the class, derived from an instructional goal and phrased in measurable and observable terms. Instructional objectives are also known as behavioral objectives, performance objectives, or competencies.

**On-Campus Housing:** Student housing community on ICC's campus

**Online Classes:** Classes delivered entirely online through the internet

**Outcomes:** Goals and objectives for learning are established by the instructor. They are desired or intended outcomes. Outcomes are created by the students. They are actual results. Outcomes may or may not meet the instructor's goals and objectives. Learning Outcomes Assessment is an attempt to determine whether or not actual learning outcomes meet the instructor's goals and objectives.

**PDI:** Professional Development Institute

**PeopleSoft:** An Oracle Corporation software solutions system used by ICC to manage financial, student, customer relations, and human resource systems; called e-Services also

**Peoria MSA:** Peoria Metropolitan Statistical Area made up of the counties of Marshall, Peoria, Stark, Tazewell, and Woodford in Central Illinois

**Portfolio:** A collection of artifacts that shows skill development over a period of time

**Rubric:** A set of scoring guidelines that can be used by instructors and/or students to assess and/or evaluate work

**Senior Leaders:** See Cabinet

**Service Principles:** A set of principles based upon the belief that students are our top priority. We show that we care by exhibiting these behaviors in how we act toward our students and toward each other. The principles include: 1) connect first; 2) own the situation; 3) use opportunities to build relationships; 4) go above and beyond; 5) act promptly and professionally; and 6) remember to work as a team

**Six Sigma:** Approach used by the college to improve business processes.

**SkillsUSA:** A national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

**Staff Who Make a Difference Awards:** The Awards Committee requests nominations and selects awardees annually to recognize staff that model the core values, provide an exceptional educational experience, and exemplify teamwork; announced in April

**Strategic Forum:** Employee group consisting of management staff and faculty leadership with a focus on strategic planning, organizational learning, effective organizational communication, and collaboration

**Student Engagement:** Active, rather than passive involvement in learning

**Student Government Association (SGA):** Student body representatives that make recommendations to the administration regarding student concerns; conducts polls regarding needs, opinions and attitudes of students; provides student representation on College committees; assists with charitable and civic activities; and with College events and activities

**Student Satisfaction Inventory (SSI):** This inventory published by Ruffalo Noel-Levitz, LLC provides data on perceived student satisfaction in comparison to participating institutions of higher education. The SSI uses a Likert scale of 1 through 7, with 7 being high. The performance gap is determined by subtracting the satisfaction score from the importance score. The larger the performance gap, the greater the discrepancy between what students expect and their level of satisfaction with the current situation.

**Student Trustee:** Student representative on the Board of Trustees elected by the student body

**SWOT:** Assessment for the Strengths, Weaknesses, Opportunities and Threats

**TLC:** Teaching and Learning Center

**TouchNet:** Credit card tuition payment system

**TRiO:** Refers to a number of U. S. Department of Education programs; TRiO Student Support Programs at ICC

**Validity:** How well a procedure assesses what it is supposed to be assessing

**Web-based Classes:** Refer to Online Classes

**WIOA:** Workforce Innovation and Opportunity Act

**Yellow Belt:** First level of training that provides the background and basics of Six Sigma and its application at ICC.





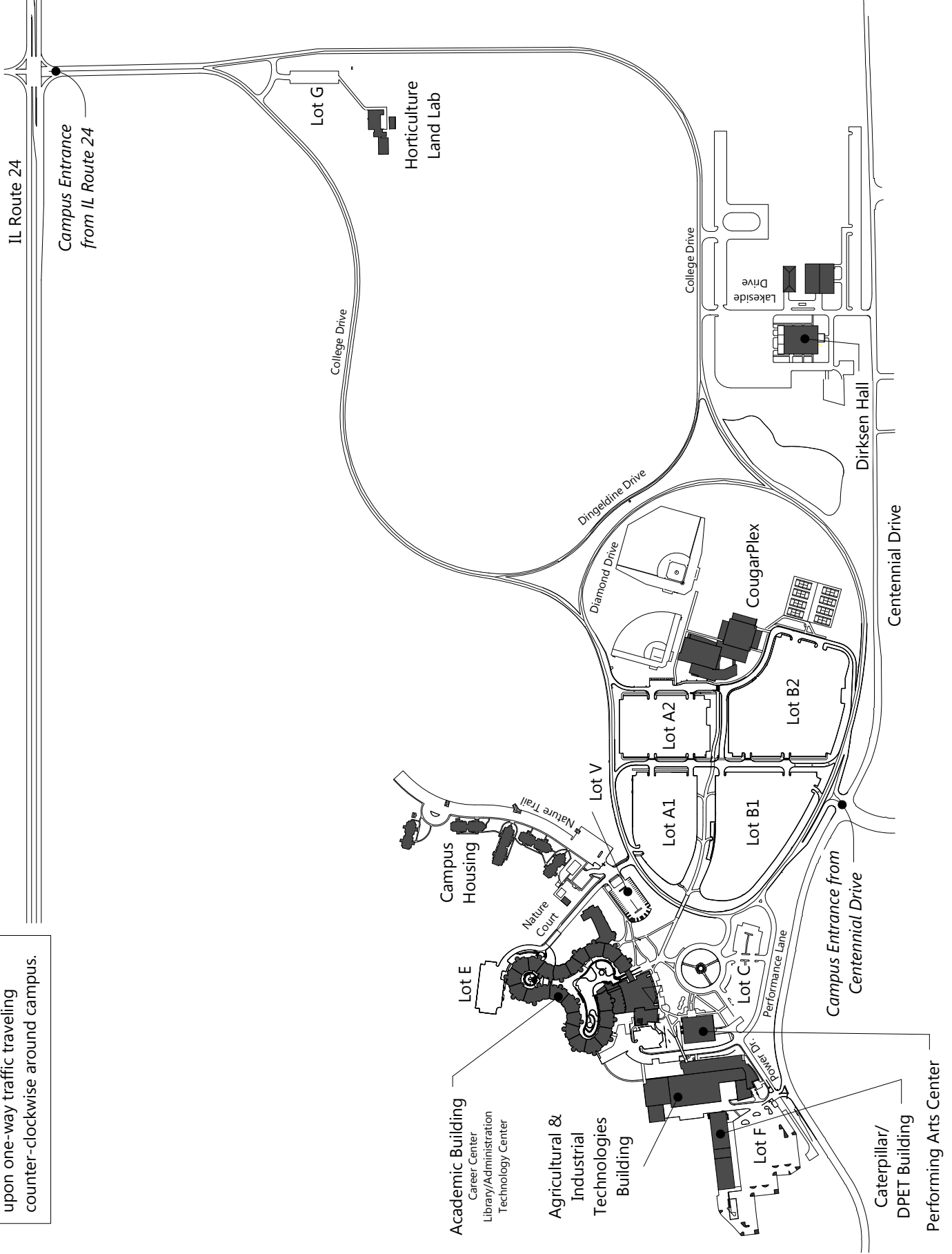
East Peoria Campus  
1 College Drive  
East Peoria, IL 61635

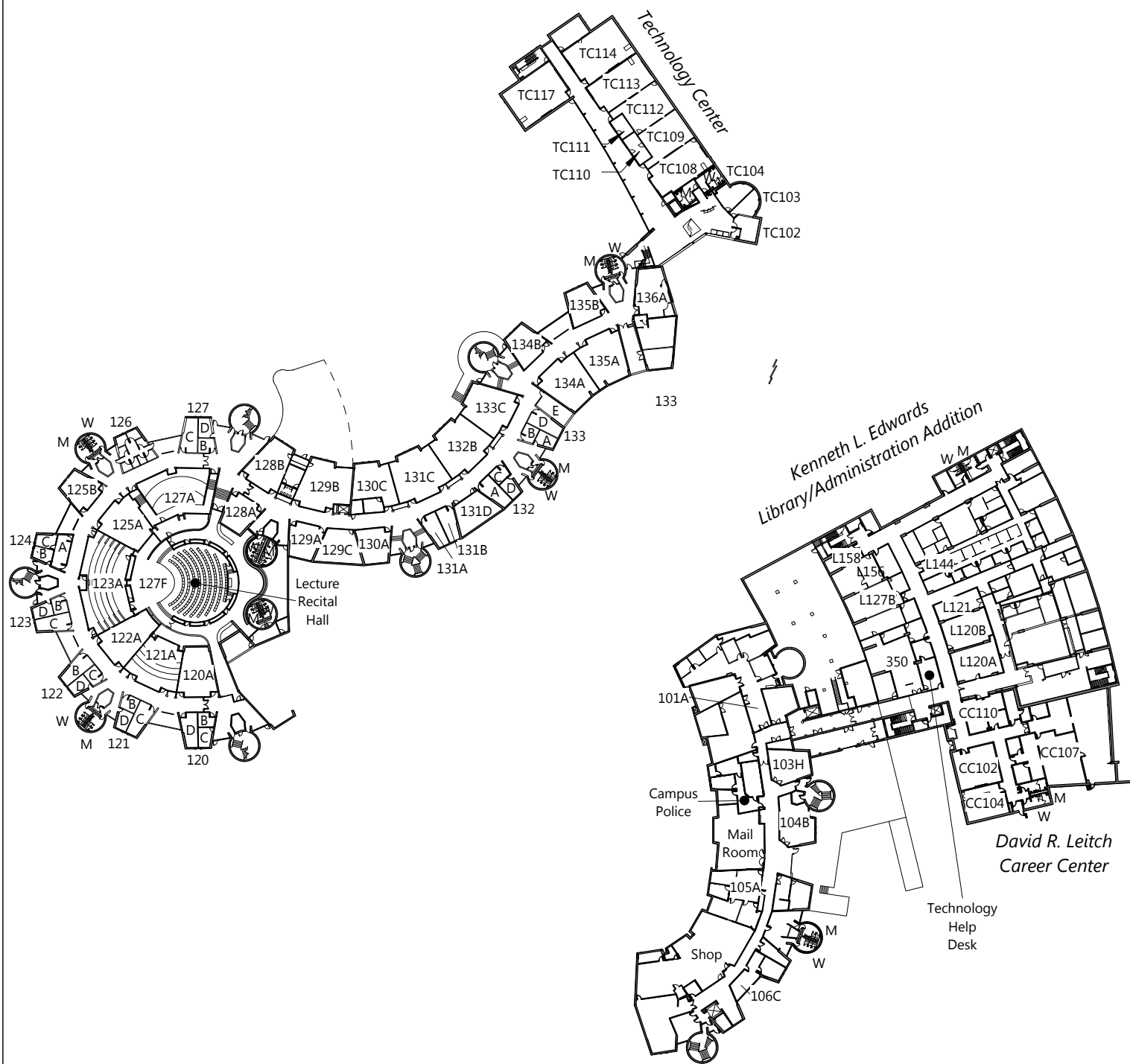
# East Peoria Campus Illinois Central College

07/07/16



NOTE: ICC Road system is based upon one-way traffic traveling counter-clockwise around campus.





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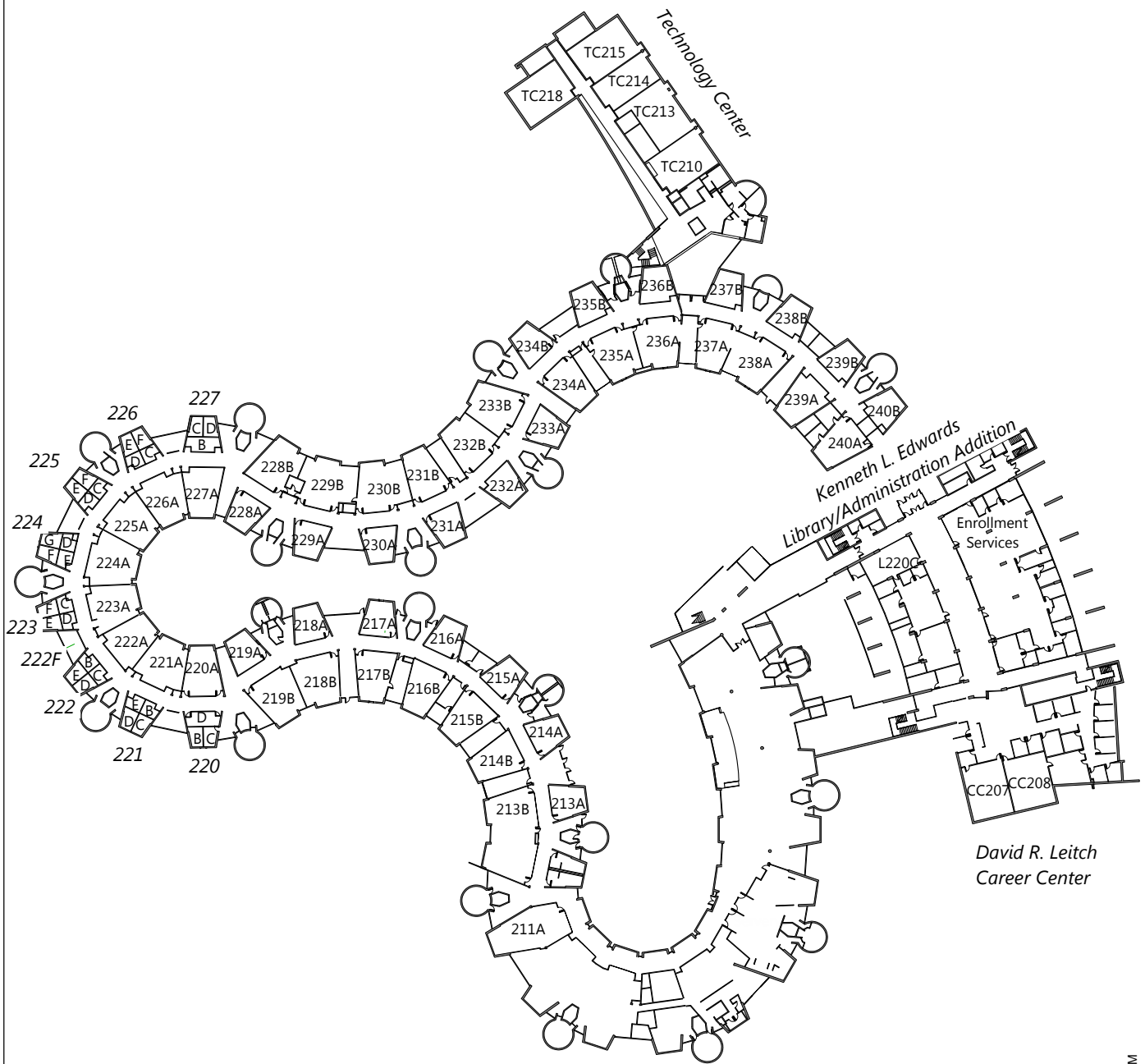


# Academic Building First Floor Plan

Illinois Central College  
East Peoria Campus  
1 College Drive  
East Peoria, IL 61635



1" = 100'-0"



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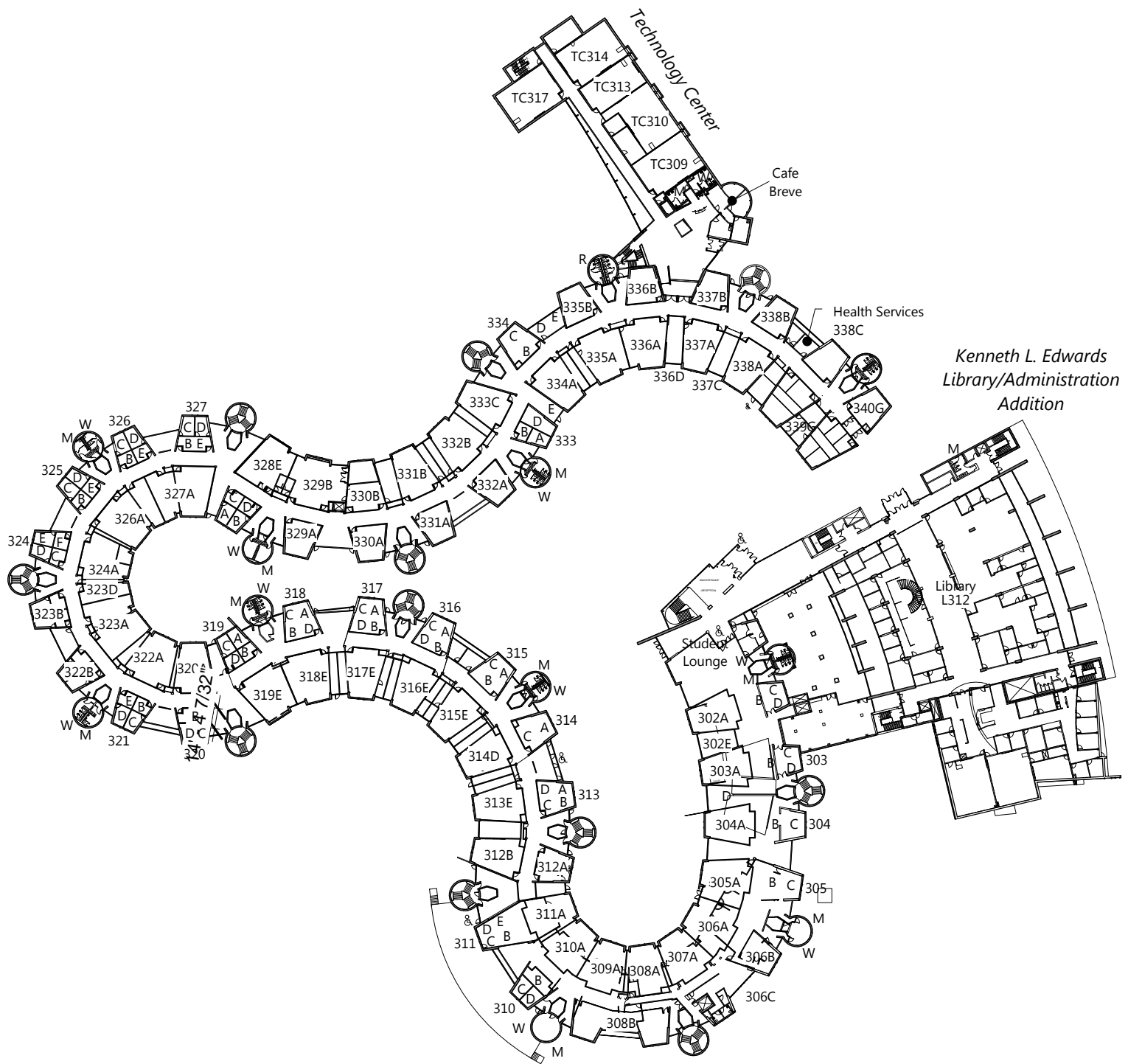


## Academic Building Second Floor Plan

Illinois Central College  
East Peoria Campus  
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East Peoria, IL 61635



1" = 100'-0"



*Kenneth L. Edwards  
Library/Administration  
Addition*

7/20/2016 3:00:23 PM



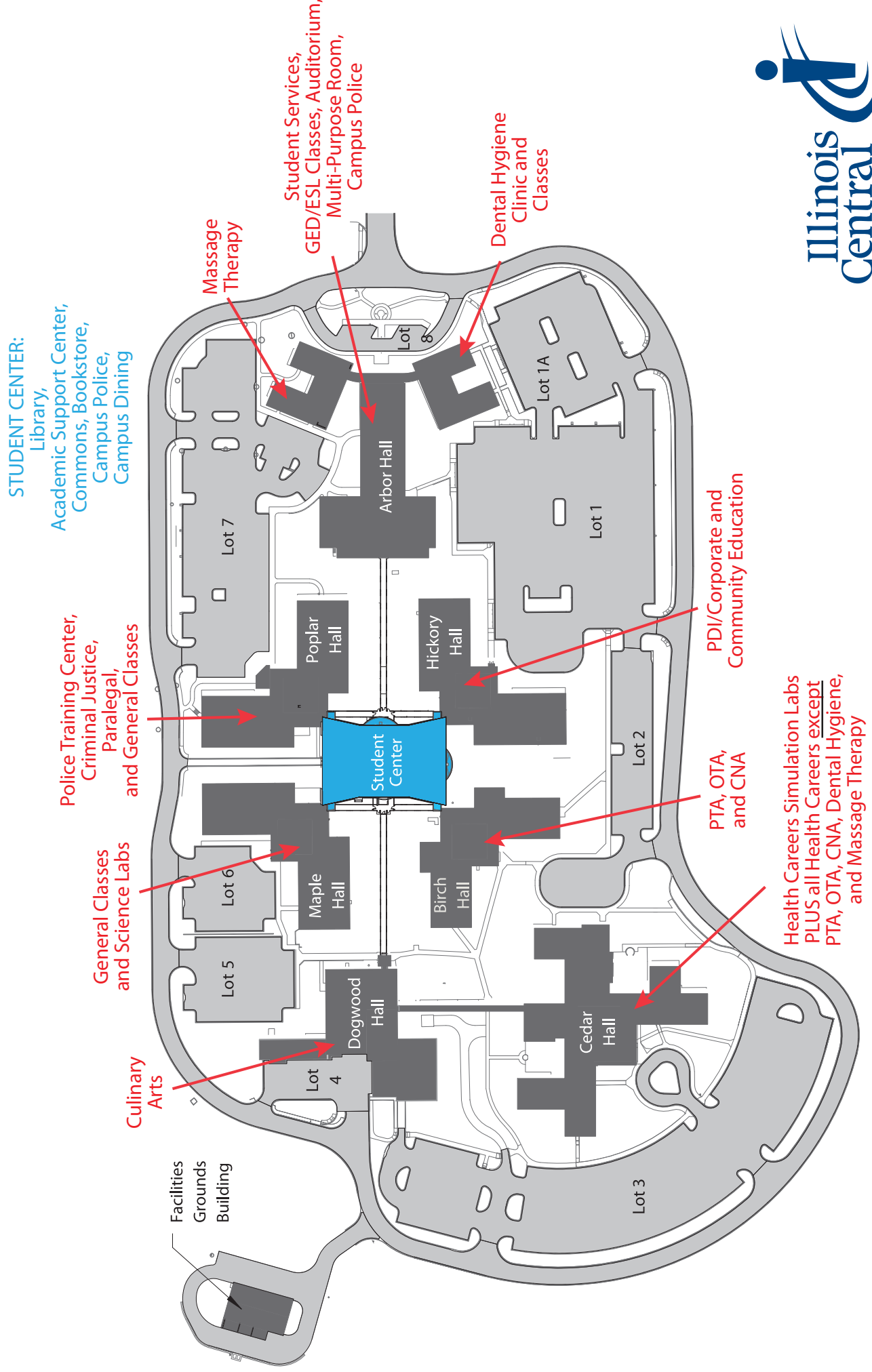
# Academic Building Third Floor Plan

Illinois Central College  
East Peoria Campus  
1 College Drive  
East Peoria, IL 61635



1" = 100'-0"

# PROGRAM LOCATIONS AT PEORIA CAMPUS - July 2017



EXIT  
To Main Parking Lot



1/9/2015 10:20:30 PM



**Pekin**

## Floor Plan

Illinois Central College  
Pekin Campus  
225 Hanna Drive  
Pekin, Illinois 61635



1" = 20'-0"