



EASTERN
GATEWAY
COMMUNITY
COLLEGE

FACULTY HANDBOOK

**Section 2 -
Choffin Career
and Technical Center**



CHOFFIN CAREER AND TECHNICAL CENTER

200 East Wood Street

Youngstown, Ohio 44503

<http://www.choffincareer.com/>

330-744-8723

Enter through front door and report to Adult Education reception area.

Choffin Adult Education Administrator, Joseph Meranto
Joseph.Meranto@Youngstown.k12.oh.us

You can direct your questions or needs while at Choffin to Joseph. Some of the items she can help you with are:

- 1) Your mailbox at Choffin
- 2) Process of getting copies made for handouts, etc.
- 3) Your computer login while at Choffin computers
- 4) Computer logins for your students, if necessary
- 5) Audio/visual equipment needs or service

EGCC - Choffin FACULTY CHECKLIST – PRIOR TO START OF SEMESTER

Communication is the key to a stress-free, quality relationship between faculty and their support team. Although the telephone is invaluable in some situations, **email is the standard form of communication for EGCC** and must be established and maintained. The **College email (Google)** is the preferred method of communication between faculty and staff. Please get in the habit of checking your College email multiple times per week for reminders and important announcements as well as communication with your Dean or program director. **Self-service** is a closed email system for faculty to communicate with students, financial aid and student records. Please utilize Self-Service when communicating with your students as well as reporting attendance and grades. These two (2) email systems are not interchangeable and both have to be utilized throughout any given semester or summer session.

1. Establish phone and email contact (**through Google – College Email**) with your respective Dean or program director and his/her secretary:

_____ **Robin Snider Flohr**, Dean of Health
rflohr@egcc.edu or 740-264-5591, ext. 1729

_____ **Donna Singh**, Secretary to Dean of Health
dsingh@egcc.edu or 740-264-5591, ext. 1728

_____ **Vacant**, Dean of Business, Engineering and Information Technologies, Humanities and Social Sciences, Biological Sciences, Public Services
[Vacant](#) or 740-264-5591, ext. 1688

_____ **Carol Vitlip**, Secretary to Dean of Business, Engineering and Information Technologies, Humanities and Social Sciences, Biological Sciences, Public Services
cvitlip@egcc.edu or 740-264-5591, ext. 1708

_____ Faculty Mentor (coordinated through Deans)

_____ Technical Support: email tshelp@egcc.edu or web access, swhelpdesk.egcc.edu/portal or call 740-264-5591, Ext. 1997.

_____ Needs or issues arising at the Choffin, including IVDL, classroom computers lab login instructions, etc.

Joseph Meranto, Choffin Career and Technical Center Adult Education Administrator
Joseph.Meranto@youngstown.K12.oh.us or 330 744-8723

2. Acquire the following items pertaining to your class from the **Dean or program director** or their **secretary**:

_____ Text and instructor support material (test bank, A/V, activities, etc.)

Adjunct Faculty must utilize the assigned textbook. Please see your dean, if you have any questions regarding this policy.

_____ Syllabus – general and extended, when applicable

_____ Lab procedures and supplies, if applicable

_____ Grade book, markers, etc., if necessary

_____ Google username and password

_____ Name of Faculty Mentor and their contact information

3. Call and/or visit **Choffin Coordinator** for EGCC classes for the following:

_____ Classroom/lab at Choffin

_____ Parking at Choffin

_____ Computer login for Choffin computers

_____ Mailbox, copying procedure, etc. at Choffin

_____ Clarification of Choffin policies and procedures

_____ Any classroom need associated with the Choffin physical facility

4. Work with **Faculty Mentor** for the following:

_____ Specific lab procedures, if applicable

_____ Specific classroom projects/assignments that must be conducted

_____ Anything related to course-specific questions

_____ Assessment activities

5. Attend Adjunct Faculty Orientation to:

_____ Access to EGCC email at www.egcc.edu → Faculty/Staff → Employee Email

_____ Training with email account used for all College communications - **username and password obtained from dean or dean of student learning**. Written instructions can be found at www.egcc.edu → Quick Links → Other Topics > Tech Services Help → Faculty and Staff Help → Creating Your Employee E-mail Account

_____ Access Self Service at www.egcc.edu → Faculty/Staff → Faculty Self Service

_____ Training with Self Service including instructions for reporting attendance, grades, setting up homepage and communicating with students. Instructions can be found online at www.egcc.edu → Quick Links → Other Topics > Faculty and Staff Help → Self Service Faculty Guide or Creating a Self-Service Account for Faculty or Self-Service Login (your username and password is emailed to you through College email).

_____ Review EGCC Policies and Procedures (also in your Adjunct Faculty Handbook) and Assessment Projects at www.egcc.edu → Quick Link → Other Topics

_____ In-service for a variety of topics

6. Familiarize yourself with the following in order to better service the students and help them throughout the semester:

_____ College Calendar – published on the website at www.egcc.edu → Academic Calendar

_____ **Effective January 12, 2016, every effort will be made to keep Eastern Gateway Community College open, but in the event of inclement weather, mechanical or power failure, or other emergencies, all EGCC locations will follow the general guidelines used by institutions of higher education for such closings and/or follow a government authority's alerts.**

***NOTE:** 2 hr. delay means the day starts with 10AM classes; **not all sites cancel at the same time** . Day and evening classes as well as EGCC sites can be canceled independently of each other.

_____ Policies for adding/dropping/withdrawing from classes (found in Adjunct Faculty Handbook)

_____ Location and contact information for EGCC Advisors/Counselors and Financial Aid at www.egcc.edu , → Faculty/Staff, → Directory

7. Using the syllabus guidelines provided by the dean, **edit your syllabus with your personal contact information and classroom policies and procedures** – the grading scale and some items cannot be changed (for clarification contact your respective Dean).
8. Using Google, **email your edited syllabus to the Dean or secretary by the end of the first week of class**.
9. **Post each syllabus on Self-Service** taking a printed version to each of your classes during the first week. Late registering students may not have a Self-Service account until sometime during the second week of the semester.
10. **Print roster for each class** through Self Service and take it to class. To view your roster go to www.egcc.edu → Quick Links → Other Topics > Tech Services Help → Faculty and Staff Help > Self Service Faculty Guide → Reviewing Your Student Lists

REVISED: 6-23-16

EGCC - Choffin - FACULTY CHECKLIST – FIRST DAY OF CLASS

2

_____ Introduce yourself, including your background, experience and teaching philosophy.

_____ Ask each student to introduce themselves and provide background information, such as major or reason for taking class, where they live, do they work, do they have a family, etc.

Check students attending against roster – report discrepancies **immediately** to Student Records personnel:

Amanda Coburn, Student Information Office
acoburn@egcc.edu or 740-264-5591, ext. 1740

Elizabeth Modlin, Student Records Clerk
emodlin@egcc.edu or 740-264-5591, ext. 1655

***NOTE:** Students are allowed to register, add or drop classes throughout the first week of any semester, so the class roster will change until the second week of any semester!

_____ Distribute your syllabus and explain what you expect from the students during your class. Explain your grading procedure, expectation for attendance, absentee protocol, etc.

***NOTE:** You should have uploaded your syllabus to Self Service for your students – for instructions go to www.egcc.edu → **Quick Links** → **Other Topics > Tech Services Help** → **Faculty and Staff Help** → **Self Service Faculty Guide**. Please encourage your students to Utilize Self Service and help them login in, if necessary.

_____ Explain the list of materials and supplies which students will need throughout the semester. Please encourage students to purchase textbooks if they are ordered for your class. If you do not intend to use the textbook, notify your dean or program director so textbooks won't be ordered for your class section the **NEXT** semester. If you are a last minute hire you **MUST** use the textbook provided because the Bookstore has already ordered the books for your class. Ask your dean about this if you have questions.

***NOTE:** Students can purchase texts, notebooks and other supplies through the EGCC bookstore. Online access to the Bookstore is available at www.egcc.edu → **Bookstore**.

_____ Help students login to their EGCC student email account at www.egcc.edu → **Current Students**, → **Student Email**. Student usernames and passwords are activated the Friday after registering for classes.

***NOTE:** The students' username and password is the first initial of the first name and then their last name, plus the last 4 digits of their student ID @student.egcc.edu
Ex: **JDoe0134@student.egcc.edu**

_____ Help students login to their Self Service account to receive your communications

on assignments, class cancellations, etc. Directions can be obtained at www.egcc.edu → **Quick Links** → **Other Topics** > **Tech Services Help** → **Student Help** > **Logging in to Self Service**

_____ Review the college calendar with your class, including beginning and ending dates of the class, holidays, etc. EGCC calendar can be found at www.egcc.edu → **Academic Calendar**.

NOTE: All EGCC classes follow the EGCC calendar. Arrangements have been made with the career center to be open for EGCC classes when their holidays and breaks do not coincide.

_____ Notify the students of the last day to drop and/or withdraw from your class. Explain to the students the difference between dropping and withdrawing from a class. These dates can also be found at www.egcc.edu → **Academic Calendar**.

NOTE: A college email is sent each semester with specific dates for dropping or withdrawing from all classes.

NOTE: Returning students wishing to drop/add/withdraw from classes can do so online through Self Service.

New students must contact the advisor at the Valley Center at 330-480-0726 to do so.

_____ If your class requires a computer lab for assignments, explain the computer login procedure with your students.

NOTE: If your students are working on CCTC computers, you must obtain for them computer logins through **Joseph Meranto** in addition to all EGCC user names and passwords.

_____ Direct your students to register for a library card at www.egcc.edu → **Quick Links** → **Library** → **Request An Account**.

_____ If you do not have access to a computer in your classroom, print off directions from website and distribute to those who need help. Technology Services works with Students and faculty having difficulties with their email and Self Service accounts.

_____ Utilize your entire class/laboratory time on the first day, particularly if your class only meets one day per week – begin teaching your course as soon as all of the above items have been addressed.

EGCC - Choffin - FACULTY CHECKLIST – DURING SEMESTER

3

_____ Check **Self Service** for updated rosters during the drop/add and payment period.

***NOTE:** Immediately **notify Student Information with any discrepancies.**

Amanda Coburn at acoburn@egcc.edu or 740-264-5591, ext. 1740.

Elizabeth Modlin at emodlin@egcc.edu or 740-264-5591, ext. 1655.

_____ Keep daily attendance and the submit **attendance summary reports** through **Self Service**

At the end of the **FIRST** week of class.

At final exam time, if an "F" is earned, **YOU WILL BE REQUIRED TO REPORT THE LAST DAY OF ATTENDANCE FOR FINANCIAL AID PURPOSES.**

When notified via college-assigned Google email to do so.

***NOTE:** All student grants and loans are contingent upon attendance reports so it is vital that you submit these attendance summaries. If a student's attendance changes or you have any questions immediately notify financial aid director, **Kelly Wilson** at kwilson@egcc.edu or 740-264-5591, ext. 1635.

_____ Submit each **class syllabus** with your edits to the dean or secretary via college-assigned Google email by the **end of the second week of class**.

_____ Submit your **first test** for each class to the dean or secretary via college-assigned Google email within **one week of giving the test**.

_____ Submit **midterm grades** via **Self Service** during timeframe allowed.

_____ Submit the **final exam** for each class to the dean or secretary via college-assigned Google email **prior to the end of the semester**.

_____ Schedule final exam following the final exam schedule found at www.egcc.edu → **Faculty and Staff → Final Exam Week Schedule**. Final exams for summer sessions are given on the last scheduled day of class.

_____ Submit **final grades** via **Self Service** during the timeframe allowed (by 9am of the due date).

_____ Check your **college-assigned Google email a minimum of twice per week** for important communications from the administration, your dean/instructional supervisor, their secretary, tech support, financial aid, student records or the academic supervisor.

_____ **Technical Support:** email tshelp@egcc.edu or web access, swhelpdesk.egcc.edu/portal or call 740-264-5591, Ext. 1997.

CHOFFIN CAREER & TECHNICAL CENTER

LOCK DOWN PROCEDURES

- 1. You will hear an announcement that states “Teachers we are in Lockdown”. (Stay calm; your attitude/actions will be mirrored by students.)**
- 2. All classroom doors and windows are to be closed and locked, lights turned off. Students are to be directed to go to a place in your room away from the door and windows. (Please find a secure place in your room and go over your directions with your students prior to any lockdown.)**
- 3. Care for emotionally, medically fragile students and allow no one to leave the room once it is secure.**
- 4. Take student attendance and (if possible) communicate to the Administrators (you should have their cell phone #s.) or office personnel the names of missing/or extra students.**
- 5. Remain in LOCKDOWN mode until a recognizable school staff person directs you to resume normal activities.**