

Faculty Handbook
Seattle Central Community College

Spring 2005

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Seattle Central Community College

1701 Broadway
Seattle, WA 98122

Dear Faculty,

Welcome to Seattle Central Community College! We are honored to have you join us. As a member of our faculty, you are such a vital part of the educational transformation of our students and their success.

The *Faculty Handbook* was developed to assist you in your role as faculty, and to inform you regarding college policies, policies and resources. We hope you find it useful.

Sincerely,

Mildred Ollée
President

Ron Hamburg
Vice President, Instruction

And now, for the legalese ...

Disclaimer

We have taken every reasonable effort to ensure the accuracy of the information throughout the handbook. However, schedules and other facts may change without notice. We encourage readers to contact the appropriate office to get the most current information.

Should any language within this document conflict with language contained in the current SCCFT-SCCD VI Faculty Agreement, the language of the current SCCFT-SCCD VI Faculty Agreement shall prevail.

The language used in this guide is not intended to constitute a contract between the Seattle Central Community College District and any of its employees for either employment or the provision of any benefits.

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Introduction

Seattle Central Community College is one of the 34 publicly funded community and technical colleges in the state of Washington, and one of three colleges that together comprise the Seattle Community College district. We offer a comprehensive range of educational programs: academic transfer, workforce, basic skills, and continuing education.

Seattle Central Quick Facts: 2003-2004			
Annual Tuition & Fees	Resident		\$2,142.00
	Non-Resident		\$7,350.00
Enrollment	Total	18,763	100.0%
	State-supported	13,489	71.9%
	Contract-supported	2,179	11.6%
	Student-funded; non-degree	3,095	16.5%
Student Profile <i>State-supported students only</i>	Full-time	7,311	54.2%
	Of Color	5,843	50.4%
	African American	1,758	14.9%
	Asian/Pacific Islander	2,153	18.3%
	Latino/Hispanic	1,334	11.3%
	Native American	176	1.5%
	Other	519	4.4%
	Female	7,687	57.0%
	Disabled	356	2.6%
	Immigrant, Refugee, Temporary Legal Resident	1,164	12.5%
Receiving need-based Financial Aid	2,115	29.3%	
College-level Awards Conferred	Total	1,272	
	Associate of Arts	802	
	Associate of Science	38	
	Associate of Applied Science	302	
	Certificate	130	

Data Source: SBCTC Data Warehouse

History of the College

Although the official history of Seattle Central began in 1966, its main campus is the site of two important Seattle schools that preceded the present day college.

To accommodate the dramatic increase in Seattle's population caused by the Alaskan Gold rush of the 1890's, Broadway High School was built in Seattle's Capitol Hill District and opened in 1902. Broadway High graduated many of Seattle's outstanding and prominent citizens and cultivated a reputation that continued even though its educational focus changed. The Broadway High Alumni Association is extremely supportive of Seattle Central and annually contributes funds for scholarship programs at the college.

In 1946, the high school completed its gradual transition to vocational training and adult education and was named Edison Technical School. It began offering college courses in 1965 and in one year, evolved into the first community college in the city, Seattle Central Community College. North and South Seattle Community Colleges began operation in 1970.

In accordance with a 1969 master plan, extensive renovation and new construction at Seattle Central took place over a seven-year period. With the completion of the Broadway Performance Hall (built from the central section of the high school) in 1978, the college campus possesses a striking historic reminder of its past that augments the modern main building next to it. These two buildings are appropriate symbols of the school's long standing commitment to provide quality education to all who seek it. The college's Broadway campus also includes a complete Student Activity Center, Bookstore and Student Government buildings.

In 1995, Seattle Central began directing the operations of the Seattle Vocational Institute, which provides short-term job training programs. The SVI facility, located at 2120 South Jackson, was completely renovated between 1995-96 and re-opened that fall. It enrolls about 500 students each quarter.

The college operates two satellite branches, the Wood Construction Center and the Seattle Maritime Academy. The Wood Construction Program facility, located at 23rd Avenue and South Lane, offers instruction in carpentry, marine carpentry (boat building and repair) and cabinetmaking and mill-working. The Seattle Maritime Academy, located on the Lake Washington Ship Canal next to the Ballard Bridge, is located in an architecturally award winning facility. Its program offerings are marine deck and marine engineering technology.

Mission and Values

Seattle Central Community College promotes educational excellence in a multicultural urban environment. We ensure opportunities for academic achievement, workplace preparation and service to the community by creating a learning environment which is accessible, diverse, responsive and innovative.

Accessible – We provide:

- Learning opportunities to students from varied backgrounds and circumstances.
- Direct and developmental pathways to instructional programs.
- A safe, healthy and barrier-free learning environment.

Diverse – We value:

- Basic, general, professional-technical and continuing education.
- Different cultures, races, lifestyles and learning styles.
- Collaborative learning and decision-making.

Responsive – We promote:

- Programs to reflect and anticipate community needs.
- An international focus in curricula and services.
- Integration of general and professional-technical education.
- Assessment and continuous improvement.

Innovative – We practice:

- A holistic model of student growth and learning.
- Alternative teaching and learning methods.
- Technology-based instruction services.

Learning Outcomes

We, the faculty and staff of Seattle Central Community College, commit ourselves to helping students achieve these important learning outcomes:

Intra-personal learnings:

- Life-long learning
- Self-esteem
- Self-reflection
- Self-responsibility

Social behavior:

- Social interaction
- Social responsibility

Skill development:

- Computer Use
- Critical Thinking
- Information Literacy
- Language Proficiency
- Professional-technical skills
- Quantitative skills

Appreciation and expression through:

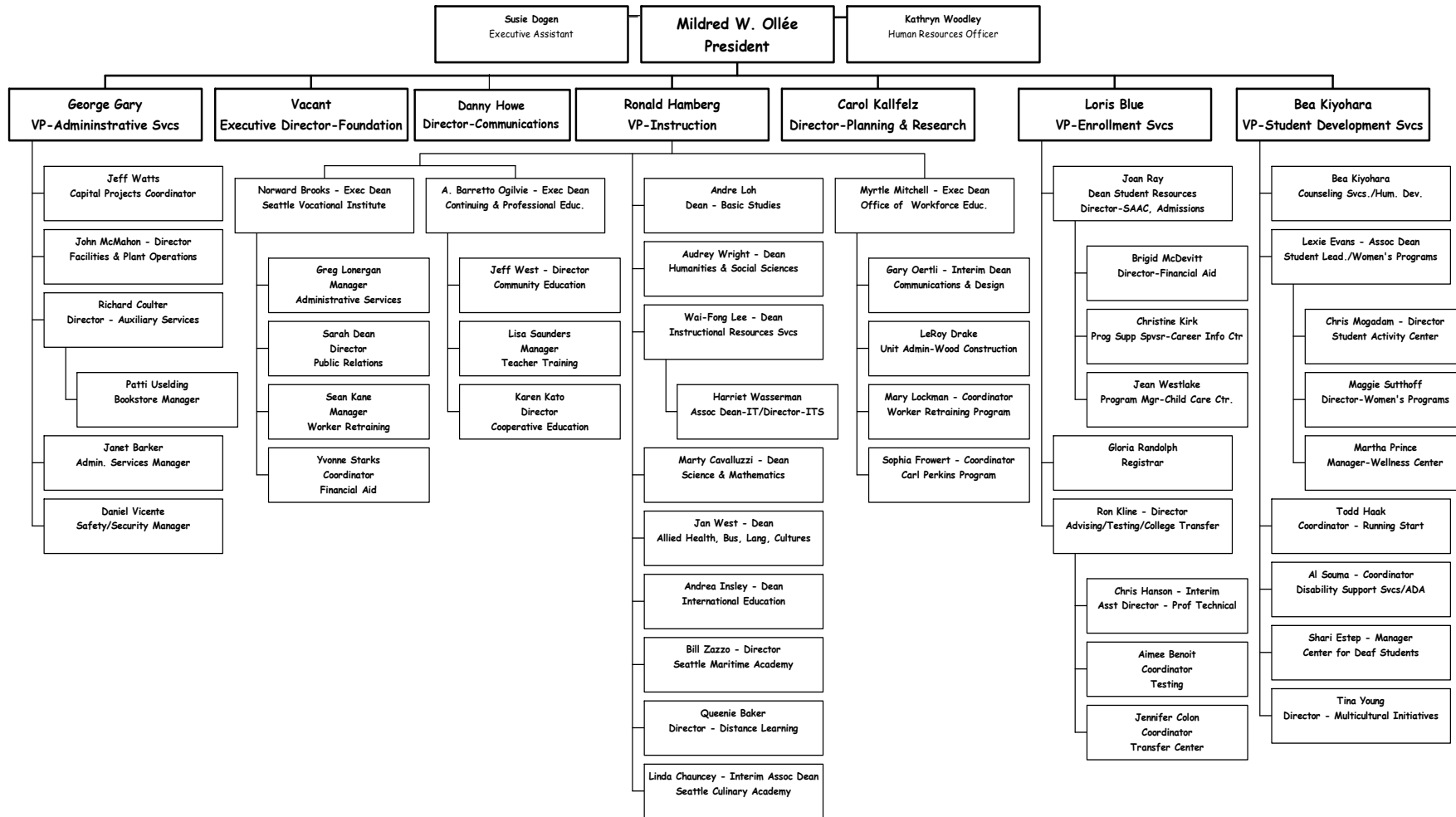
- Art
- Dance
- Drama
- Literature
- Music

Knowledge of ideas and issues shaping human history:

- Economic
- Environmental
- Ethical
- Media
- Multi-cultural
- Scientific
- Social systems

Organizational Chart

Seattle Central Community College 2005



Academic Divisions

Department	Phone	Mailstop	Dean/Director
Allied Health, Business, Languages and Cultures	(206) 344-4347	2BE3210	Jan West
Basic Studies	(206) 587-4180	2BE3122	Andre Loh
Office of Workforce Education	(206) 587-5482	2BE4180	Myrtle Mitchell
Communications and Design	(206) 587-3830	2BE3176	Gary Oertli (<i>interim</i>)
Wood Construction	(206) 587-5460	2WC326	LeRoy Drake
Continuing Education	(206) 587-5476	2BE4180	Tony Ogilvie
Humanities/Social Sciences	(206) 587-4164	2BE4128	Audrey Wright
Information Technology	(206) 587-6327	2BE3166	Harriet Wasserman
International Education Programs	(206) 587-3893	2SA102	Andreas Insley
Mathematics and Science	(206) 587-3858	2BE5104	Marty Cavalluzzi
Seattle Culinary Academy	(206) 587-5424	2BE2120	Linda Chauncey
Seattle Maritime Academy	(206) 782-2647	2TR334	Bill Zazzo

Authorization

As an entity of Seattle Central College District IV, Seattle Central is authorized by the state of Washington under the Community College Act of 1967; it is approved to grant associate degrees and program certificates by the Revised Code of Washington (RCW 28.B.50)

Seattle Community Colleges academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

Accreditation

The Seattle Community Colleges and the Seattle Vocational Institute are public, state-supported institutions. North Seattle Community College, South Seattle Community College, Seattle Central Community College and the Seattle Vocational Institute are accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Memberships

The Seattle Community College District is a member of several national organizations for higher education, including the American Association of Community Colleges (AACC), American Association for Women in Community Colleges (AAWCC), American Council on Education (ACE), American Governing Board (AGB), Association of Community and Technical Colleges (ACCT), Community Colleges in International Development (CCID), Council for Advancement and Support of Education (CASE), League for Innovation in the Community College, the National Institute for Staff and Organizational Development (NISOD), and the Presidents' Roundtable of the National Council for Black-American Affairs.

In Washington State, the District holds memberships in the College and University Professional Association (CUPA), Latino Educational Achievement Project (LEAP), Staff Training for Technical and Community Colleges, Trustees Association for Community and Technical Colleges (TACTC), and Washington Association of Community and Technical Colleges (WACTC).

Regionally, the District belongs to the Economic Development Council of Seattle and King County (EDC), Greater Seattle Chamber of Commerce, Trade Development Alliance of Greater Seattle, and the World Affairs Council.

Holiday Schedule

2004		
Jan. 1	Thur.	New Year's Day
Jan. 19	Mon.	Martin Luther King Day
Feb. 16	Mon.	Presidents' Day
May 31	Mon.	Memorial Day
July 5	Mon.	Independence Day Holiday
Sept. 6	Mon.	Labor Day
Nov. 11 †	Thur.	Veterans Day
Nov. 25	Thur.	Thanksgiving Day
Nov. 26	Fri.	Thanksgiving Holiday
Dec. 24	Fri.	Christmas Holiday
Dec. 27	Mon.	Christmas Holiday
Dec. 31, 2004	Fri.	New Year's Holiday 2005
2005		
Dec. 31, 2004	Fri.	New Year's Holiday 2005
Jan. 17	Mon.	Martin Luther King Day
Feb. 21	Mon.	Presidents' Day
May 30	Mon.	Memorial Day
July 4	Mon.	Independence Day
Sept. 5	Mon.	Labor Day
Nov. 11 †	Fri.	Veterans Day
Nov. 24	Thur.	Thanksgiving Day
Nov. 25	Fri.	Thanksgiving Holiday
Dec. 23	Fri.	Christmas Holiday
Dec. 26	Mon.	Christmas Day
2006		
Jan. 2	Mon.	New Year's Holiday
Jan. 16	Mon.	Martin Luther King Day
Feb. 20	Mon.	Presidents' Day
May 29	Mon.	Memorial Day
July 4	Tues.	Independence Day Holiday
Sept. 4	Mon.	Labor Day
Nov. 10 †	Fri.	Veterans Day
Nov. 23	Thur.	Thanksgiving Day
Nov. 24	Fri.	Thanksgiving Holiday
Dec. 25	Mon.	Christmas Day
Dec. 26	Tues.	Christmas Holiday

† *Classes not held; however Community College offices remain open*

Instructional Policies and Procedures

Policies governing the Seattle Community Colleges are set at the District level by the Board of Trustees. Policy implementation – i.e., procedure – is left to each individual college. In this section, only those policies and procedures that are relevant to faculty are described.



For a complete copy of District policies, please visit:
seattlecolleges.com/services

Grading and Attendance Policies

Traditional Grading Options

The Seattle Community Colleges use a numerical grading system. Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted. Numerical grades may be considered equivalent to letter grades as follows:

Numeric Grade	Letter Grade	
4.0 - 3.9	A	Excellent
3.8 - 3.5	A –	
3.4 - 3.2	B +	High
3.1 - 2.9	B	
2.8 - 2.5	B –	
2.4 - 2.2	C +	Average
2.1 - 1.9	C	
1.8 - 1.5	C –	
1.4 - 1.2	D +	Minimum
1.1 - 0.9	D	
0.8 - 0.7	D –	
0.0	E	Unsatisfactory

Non traditional Grading Options

The letter grades listed below may also be used. These grading options are not as universally accepted as the above numerical system and a student's total academic record may be reduced by the number of credit hours received for non-traditional grades if evaluated by another institution with a numerical system. Students may jeopardize future educational opportunities, particularly for graduate or post-baccalaureate study, when other systems of performance evaluation are used. Certain non-traditional grades may also jeopardize financial aid status.

I	Incomplete: Indicates that student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Coursework must be completed during the following quarter, excluding summer quarter. If the student fails to remove the "I" by completing the coursework in the specified time period, the "I" will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.
S	Satisfactory With Credit: Used for individual progress, clinical, and skill development courses. This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.
N	Audit: To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without the instructor's signature or the end of the eighth week (sixth week of summer quarter) with the instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated no more than two (2) more times. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol. Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.
NC	No Credit: Indicates that the student did not fulfill the requirements for receiving an "S" grade, an "N" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated no more than two (2) more times. An "NC" does not affect a student's GPA.
W	Official Withdrawal: This grade will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than two (2) more times. (See "Adding or Dropping Classes")
Y	Ongoing Course: Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter.

Credit by Examination

Colleges may award credit by examination to a student not formally enrolled in a class by requiring the student to pass a comprehensive examination on the subject matter of the courses. Students must have completed a minimum of 9 residence credits with a grade of 2.0 or better before applying for credit by examination. Credits earned by examination shall be graded and each division or department will determine the minimum grade standards for granting credit by examination.

The charge for taking an examination will be in addition to the tuition and fees paid for regular college enrollment. The charge may vary, but shall not exceed the standard resident tuition and operation fee charged for the number of credits earned, excluding the services and activity fee.

Credits earned by examination will be noted as such on the transcript. Credits by examination (as well as credits by experiential learning) may not exceed 25% of the necessary credits for a degree or certification. Credits earned by examination are not considered residence credits.

Repeating a Course

There are two situations in which you may repeat a course. Both the initial course and the repeated course must be taken at the same campus.

1. GPA Improvement. A credit course may be taken no more than three times total. Upon successful completion of a repeated course, the student can submit a formal request to the Registration office to have the highest grade used in the GPA computation. Unless specifically requested, the first grade and the repeat grade(s) will be averaged.

Note: The student will be credited only once for the class. It is the student's responsibility to notify the Registration Office when the repeated course is completed.

2. Multi-quarter continuous training courses. A continuous or ongoing program course that uses the same course number from quarter to quarter, for example, music performance classes and typing classes, is considered a repeat course. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

Note: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. It is recommended that students check with the Advising Office before repeating a class to determine potential course transfer difficulties.

Grade Errors or Changes

Grade errors or grade changes should be reported immediately to the Registration Office. **Grade errors reported after two consecutive quarters may not be changed.** Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure available through the Vice President for Student Services' Office at each college.

After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an "I" (incomplete) grade. *Note: Students must complete the course work as directed by the instructor during the following quarter (excluding summer quarter).*

Attendance Policy

Students may not attend any class unless they have been officially registered, paid fees and received a valid receipt from the college cashier. Instructors may not allow a student to attend their class if the student's name is not on the official class roster. Students who are officially enrolled in credit classes must be in attendance or communicate with the instructor no later than the first scheduled class. Students who are absent without prior approval of the instructor or the division/department chair may be withdrawn by the college.

Instructors have the **option** of dropping students who have not attended after the first two days of class. Students unable to attend the first two class sessions should make prior arrangements with their instructors. *Note: This procedure is usually implemented only when there are other students waiting for empty seats. It is the responsibility of the **student** to withdraw from courses.*

Academic Records

Confidentiality of Records/FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds from the U. S. Department of Education. Information about Seattle Central Community Colleges is collected, maintained and used to meet the colleges educational objectives. Students are protected against improper disclosure of their records. These rights begin with the first day of class and extend to all former students.

Ordering Transcripts

Official, sealed transcripts are required by other institutions when students transfer. Official transcripts (a copy of a student's permanent academic record) must be requested in writing from the Registration Office. Cost is \$3 per copy and requires two working days for processing. In compliance with the Family Educational Rights and Privacy Act of 1974, grade transcripts will be released only upon written request. Students can get an unofficial transcript at no cost, via Student Online Services at the college Web site. Transcripts will not be released if students have not fulfilled all financial obligations to the college.

GED transcripts (copy of test scores), must be requested in writing from the campus Testing Office, and include the student's social security number and signature. There is a \$3 charge per copy.

Academic Recognition

Dean's List and President's List

Students are recognized for outstanding academic achievements by making the Dean's List or President's List at the college they are currently attending.

- Dean's List: Student must have 10 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.
- President's List: Student must have accumulated 30 or more credits at the college they are currently attending and a 3.8 or higher cumulative GPA.

Phi Theta Kappa Honorary

Phi Theta Kappa International Honorary Society recognizes academically outstanding students at two-year public and private colleges, and is the largest honorary society in the world. Chapters at each of the Seattle Community Colleges offer students a variety of activities and benefits.

Student Progress

Students are expected to make satisfactory academic progress while enrolled at the Seattle Community College District. Academic progress is defined in terms of (1) a student's grade point average (GPA), (2) the ratio of credits (or clock hours) earned to credits (or clock hours) attempted, and (3) the number of credits (or clock hours) earned in excess of those required for a degree or certificate. Students who do not demonstrate satisfactory academic progress will be subject to corrective actions.

Minimum Grade Point Average

Students must maintain a grade point average (GPA) of 2.0. Students who do not meet this standard will be subject to corrective actions.

Credits Earned/Credits Attempted

Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75 percent of the credits or clock hours attempted when they reach a minimum of 30 attempted credits or equivalent clock hours. Students who do not achieve this completion rate will be subject to corrective actions.

Degree/Certificate Completion

Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit/clock hour program requirements. Students who do not meet this standard will be subject to corrective actions.

Transfer-In Credits

An Incoming Academic Transcript Evaluation application may be submitted as soon as application to a specific program in the college is made and transcripts from other institutions are received. Students will be sent a copy of their evaluated coursework.

Students must apply to have their transfer credits evaluated no later than one quarter prior to making application for graduation at Seattle Central and South Seattle, and two quarters prior at North Seattle.

Graduation

Graduation Requirements

To earn a degree within the Seattle Community College District, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle Community College granting the degree.

When to Apply

At Seattle Central and South Seattle, students apply during the quarter prior to the one in which the award requirements will be completed. At North Seattle, students apply by the end of the second week of the quarter in which they plan to graduate.

How to Apply

Students nearing graduation must review graduation requirements with an advisor. After it is determined that the student will complete the coursework required, it is the student's responsibility to apply for the award. Applications are available in the Registration Office, Advising Office and division offices. Upon approval, the award will be issued. (Students must refer to their program of study for requirements on specific certificates and degrees.) **Note:** With approval of the dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided that (a) not more than five years have elapsed since the student first enrolled under that earlier catalog and (b) that the courses required for completion are still offered. The dean may make suitable substitutions in cases where courses are no longer offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied. Students are advised to contact the transfer institution for current requirements.

2004-05 Instructional Calendar

Summer Quarter 2004 (8 weeks)	
May 17	Registration begins for returning students.
May 24	Registration begins for new students.
June 28	SUMMER QUARTER BEGINS
July 1	Last day to withdraw with 100% refund (less \$5).
July 8	Last day for late add/register; instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
July 13	Last day to withdraw with 50% refund. Instructor permission required
August 6	Last day to change audit/credit status; instructor permission required. Last day to withdraw (no refund); instructor permission required at all campuses except North.
August 20	SUMMER QUARTER ENDS
Fall Quarter 2004 (56 instructional days)	
May 17	Registration begins for returning students.
June 7	Registration begins for new students.
August 12	Fall Tuition Payment Deadline.
Sept. 27	FALL QUARTER BEGINS
Oct. 1	Last day to withdraw with 100% refund (less \$5).
Oct. 8	Last day to add/register; instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
Oct. 15	Last day to withdraw with 50% refund. Instructor permission required.
Nov. 19	Last day to change audit/credit status; instructor permission required. Last day to withdraw (no refund); instructor permission required at all campuses except North.
Dec. 16	FALL QUARTER ENDS
Winter Quarter 2005 (55 instructional days)	
Nov. 8	Registration begins for returning students.
Nov. 15	Registration begins for new students.
Jan. 4	WINTER QUARTER BEGINS
Jan. 10	Last day to withdraw with 100% refund (less \$5).
Jan. 18	Last day to add/register; instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
Jan. 24	Last day to withdraw with 50% refund; instructor permission required
Feb. 25	Last day to change audit/credit status; instructor permission required. Last day to withdraw (no refund); instructor permission required at all campuses except North.
March 23	WINTER QUARTER ENDS
Spring Quarter 2005 (54 instructional days)	
Feb. 14	Registration begins for returning students.
Feb. 22	Registration begins for new students.
April 4	SPRING QUARTER BEGINS
April 8	Last day to withdraw with 100% refund (less \$5).
April 15	Last day to add/register; instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
April 22	Last day to withdraw with 50% refund. Instructor permission required
May 27	Last day to change audit/credit status; instructor permission required. Last day to withdraw (no refund); instructor permission required at all campuses except North.
June 17	SPRING QUARTER ENDS

2005-06 Instructional Calendar

Summer Quarter 2005 (8 weeks)

May 16	Registration begins for returning students.
May 23	Registration begins for new students.
June 27	SUMMER QUARTER BEGINS
June 30	Last day to withdraw with 100% refund (less \$5).
July 7	Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
July 12	Last day to withdraw with 50% refund — instructor permission required (except at North).
Aug. 5	Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required (except at North).
Aug. 19	SUMMER QUARTER ENDS

Fall Quarter 2005 (56 instructional days)

May 16	Registration begins for returning students.
May 23	Registration begins for new students.
Aug. 11	Fall Tuition Payment Deadline for previously registered students.
Sept. 26	FALL QUARTER BEGINS
Sept. 30	Last day to withdraw with 100% refund (less \$5).
Oct. 7	Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
Oct. 14	Last day to withdraw with 50% refund — instructor permission required (except at North).
Nov. 18	Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required (except at North).
Dec. 15	FALL QUARTER ENDS

Winter Quarter 2006 (55 instructional days)

Nov. 7	Registration begins for returning students.
Nov. 14	Registration begins for new students.
Jan. 3	WINTER QUARTER BEGINS
Jan. 9	Last day to withdraw with 100% refund (less \$5).
Jan. 17	Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
Jan. 23	Last day to withdraw with 50% refund — instructor permission required (except at North).
Feb. 24	Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required (except at North).
March 22	WINTER QUARTER ENDS

Spring Quarter 2006 (54 instructional days)

Feb. 13	Registration begins for returning students.
Feb. 21	Registration begins for new students.
April 3	SPRING QUARTER BEGINS
April 7	Last day to withdraw with 100% refund (less \$5).
April 14	Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a "W" appearing on transcript and without instructor permission.
April 21	Last day to withdraw with 50% refund — instructor permission required (except at North).
May 26	Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required (except at North).
June 16	SPRING QUARTER ENDS

* Calendar subject to change - please verify dates.

Student Policies and Procedures

Student Rights

The federal law affords students certain rights with respect to their educational records:

1. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official. The college official will make arrangements for access and notify the student of the time and place that the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request amendment of the student education records that the student believes are inaccurate or misleading.** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of a right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student education records, except to the extent that FERPA authorizes disclosure with consent.** One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. School officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, national student loan clearinghouse, legal counsel, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

Student Responsibilities

Students are expected to comply with the policies, procedures and regulations established by the Board of Trustees. Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety, and welfare or property of others.

- The Seattle Community College District prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession, and use of illicit drugs. This policy applies to all employees and students of the Seattle Community Colleges while they are on District property or while they are conducting college business, regardless of location.
- State motor vehicle laws and the Seattle traffic code apply to campus traffic. The campus speed limit is 15 miles per hour.
- The possession of firearms on campus is illegal.

Disciplinary action will be taken against students who violate standards of conduct established by the college. If informal procedures do not resolve the issue, formal committee proceedings may be initiated.

Students with Disabilities

According to the American's with Disabilities Act, the Seattle Community College District is required to make reasonable efforts to accommodate persons with disabilities. These accommodations include, but are not limited to, physical access; printed material made available in accessible formats (for example, on tape, in large print, or in Braille); sign language interpreters; modifications to traditional standardized tests (for example, oral presentation rather than written, extra time, quiet place); and certain kinds of assistive technology should medical considerations merit.

It is recommended that each instructor include the following statement in his/her syllabus:

"The ADA is designed to ensure that students with disabilities have an equal opportunity to access academic programs and successfully complete their studies. Any student with special needs must bring documentation to the Disability Support Services office on the campus before any academic adjustments will be made. Any contacts and/or information will remain strictly confidential."

More complete information and answers to questions regarding accommodating students with disabilities can be obtained from the Faculty Guide for Assisting Students with Disabilities, available in the office of the Students with Disabilities Coordinator on your campus. Contact Al Souma at (206) 587-4169 for more information.

Student Identification Numbers

Students are assigned individual student identification numbers for use in college transactions such as Web-based services and other student services. Although the social security number is not used as a primary student identifier, the colleges will still need to record it for a number of uses, including financial aid, Hope Scholarship and Lifelong Learning tuition tax credits, employment verification, workforce or unemployment data and transcripts.

Student Directory Information

Students may request that the college **not** release directory information by notifying the Registration Office **each quarter**. The Seattle Community Colleges define student directory information as:

- student's name
- e-mail address
- enrollment status in the college
- date(s) of enrollment
- area of study
- awards granted by the college
- participation in official sports activities, and
- weight and height of athletic team members.

Exceptions to the directory-information-only restrictions are:

- Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of release of records.
- Emergency situations, if knowledge of personal information is necessary to protect the health or safety of a student or other person(s).

Student Complaints

The Seattle Community College District has established procedures to assist students who feel they have a complaint relating to grades or an action by a member of the college community. Each campus has a designated Complaints Officer.

North Seattle Community College	Vice President of Student Services	(206) 527-5668
Seattle Central Community College	Associate Dean of Student Leadership	(206) 587-3890
Seattle Vocational Institute	Manager of Student Services	(206) 587-2948
South Seattle Community College	Dean of Student Life	(206) 764-5332

Before pursuing formal action, students are encouraged to first pursue an informal resolution. Students have 15 calendar days from the end of the informal process or within 90 days of the cause of the complaint to submit a formal complaint. Contact the respective Complaints Officer at each campus for further information.

General Policies and Procedures

Equal Opportunity

Seattle Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, age, gender, sexual orientation, marital status, disability, or status as a veteran or Vietnam-era veteran. This holds true for all students who are interested in participating in education programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

Title IX/Chapter 28A.640 RCW Officer

North: Roy Flores (206) 527-5668
South: Kim Manderbach (206) 764-5378
Central & SVI: Ricardo Baldizan (206) 587-4152

Section 504/ADA Coordinator

North: Suzanne Sewell (206) 527-3697
South: Roxanne Tillman (206) 763-5137
Central & SVI: Al Souma (206) 587-4169

Transmission of HIV and Prevention of AIDS

To ensure the health and well-being of our college community, and in compliance with state codes, the Seattle Community College District provides the following resources for information about transmission of the Human Immunodeficiency Virus (HIV), the causative factor leading to Acquired Immune Deficiency Syndrome (AIDS). Complete and current information about specific risk factors for HIV/AIDS is available through the following sources at the Seattle/King County Department of Health.

- Phone (206) 205-7837 Monday-Friday, 8 a.m.-5 p.m.
- E-Mail: hivstd.info@metrokc.gov
- Website: "Questions and Answers about HIV and AIDS" at www.metrokc.gov/health/apu/basic/index.htm

Campus Safety and Security

Reducing opportunistic crime is a top priority at Seattle Central Community College. The partnership between students, faculty and staff will create and sustain an environment resistant to theft, property damage and disorder. Here is how you can become a partner in crime prevention.

- The safety of our campus depends on everyone. Please remember to safeguard your property and report all suspicious activity to the campus security office.
- Follow your intuition. Avoid trouble. When walking to and from the campus, please remain aware of your surroundings. Choose high traffic and well lit access and departure routes.
- Keep valuables like backpacks, purses and bags close to your body. Avoid carrying large quantities of cash.
- If you believe you are being followed, cross the street or change direction. Look back often so the person knows you are aware of their presence. Seek shelter in a well lit area. Call 911 and or campus security if necessary.

Emergency Procedures

Fire

- Upon discovering a fire, immediately sound the fire alarm. Pull stations are located near exits and stairwells. Exit immediately and via the stairwell closest to you. Please remember to assist physically challenged persons.
- Dial 911
- Call campus security at 587-5442
- **SPECIAL NOTE:** Do not use elevators. All elevators will return to the ground floor and will be inoperative. Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by public safety personnel. If you suspect someone may be trapped inside the building, immediately notify the closest firefighter.

Medical Emergencies

- Call Campus Security at 587-5442 to report minor injuries.
- Call 911 for major injuries. If not sure, call 911 as a precaution.
- Send a runner to meet and guide the emergency crew to the scene. Remember to provide the dispatcher with your name, location and telephone number. Give as much information as possible regarding the nature of the injury or illness.
- Administer first aid/CPR if qualified; keep the victim calm and comfortable. Remain with the victim until Campus Security or Emergency Crews arrive.

Criminal Activity

Any member of the college community who needs emergency help or medical assistance may contact security personnel by dialing 587-5442 (on campus).

- Remain calm and describe the incident as fully as possible.
- Provide your name, telephone number and campus location.

Contacting Seattle Police: Dial 9-911 (on campus) and 911 (off campus) to report incidents which threaten your safety or the safety of others.

Disturbance

Please report all disturbances to campus security by dialing 587-5442. Here are a few examples:

- A disruptive student or visitor
- A fight or struggle

- Physical intimidation and verbal aggression which causes you to perceive a threat to your personal safety
- Drug/alcohol activity
- Panhandling on campus

Bomb Threat

- Remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics.
- If possible, ask a nearby staff member to call 911 and/or campus security. While you have the caller on your line. Keep the caller on the phone as long as possible.
- Inform your supervisor or department head.
- Campus Authorities will be responsible for building evacuation.
- If you spot a suspicious object or package, immediately report the location to campus officials and police. Do not touch the item under any circumstances.
- If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards).

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call the Department of Campus Public Safety at 587-5442 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Department of Campus Services at 587-6930.
- If an emergency exists, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist those with disabilities in exiting the building! Remember that elevators are reserved for their use. Do not use elevators in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- Do not return to an evacuated building unless told to do so by a College official.

Hazardous Materials

In the event of a chemical spill, gas leak or other dangerous emission, please take the following steps to minimize the risk of serious injury.

- Confine the fumes or fire by shutting the room door.
- Sound the building fire alarm so evacuation can begin.
- Call 911 and Campus Security at 587-5442. Describe the incident as fully as possible.

Evacuate at least 500 feet away from the hazardous spill. Do not return to the affected area until you have been instructed to do so.

Crime Log

On Campus Incidents

Please visit the security office in room 1131 to view the year to date campus crime log. Also, a written annual crime report is available upon request.

Off Campus Incidents

For neighborhood (off campus) statistics, visit the Seattle Police site at:
<http://www.seattle.gov/police/crime/default.htm>

Sexual Harassment/Assault Reporting Guidelines

A Victim's Basic Rights:

- Accuser and accused must have the same opportunity to have others present when being interviewed.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

All members of our educational community have the right to study and work without fear. Seattle Central Community College strictly prohibits any form of sexual harassment. All recipients of uninvited and unwanted sexual advances should immediately inform the person making the advances that they are not interested. Also, inform the person that the behavior needs to stop. If this does not work, immediately report the incident to your supervisor and the Campus Human Resources Department. (206-587-4125)

Alcohol and Drug Guidelines

Seattle Central Community College policies prohibit the unlawful possession or use of alcoholic beverages as well as the manufacture, distribution, dispensation, possession or use of illicit drugs. These policies apply to all employees and students of Seattle Central Community College while in or on any owned or controlled property of the college, or while conducting college business, regardless of location. College sanctioned special events and culinary classes must obtain the necessary clearances to serve alcohol.

Violation of this policy by an employee will result in discipline up to and including termination of employment, depending upon the seriousness of the violation. Disciplinary action will be processed in accordance with federal and state regulations, union agreements and other College policies. In addition to discipline, an employee who has violated this policy may be required to participate in evaluation/treatment for substance abuse.

Students who violate the drug policy will be disciplined up to and including expulsion, depending on the seriousness of the violation. Disciplinary action will be processed by the Office of the Vice President for Student Development. Students may also lose federal funding and/or grants for their education. Students who need assistance in dealing with drug/alcohol abuse problems are encouraged to seek help through Student Development.

Nothing stated herein shall preclude Seattle Central Community College from referring violators of this policy for prosecution as required by law.

The Seattle Community Colleges Federation of Teachers (SCCFT)

Faculty at Seattle Central are represented by the Seattle Community Colleges Federation of Teachers, Local 1789.

SCCFT's Mission

- To represent faculty by upholding and negotiating the collective bargaining agreement.
- To take a proactive approach in improving working conditions through legislative action and state funding.
- To provide a mechanism for the informal mediation of conflicts between faculty.
- To promote solidarity among faculty.
- To promote a mutually supportive relationship with the labor community.
- To actively represent the SCCFT in the Washington Federation of Teachers, the American Federation of Teachers, and the Washington State and King County Labor Councils.
- To support high standards of teaching and an excellent learning environment by securing good working conditions for faculty.
- To promote professionalism and collegiality among faculty.

Name	Position	Mail Stop	Phone
Sandy Cioffi	Faculty Senate Interim Co-President	2BE 3176	587.6920
Karen Strickland	Faculty Senate Co-President	2BE3210	587.6911



More information regarding the SCCFT and a complete copy of the faculty contract can be found at <http://sccft1789.org>

Faculty Resources and Services

Teaching and Learning Center

Seattle Central's Teaching and Learning Center is located in Room 3111 of the Broadway Edison Building. It is a part of Information Technology Services. **Note:** This lab is exclusively for employee use only. Students must use *The Computer Center* in Room 3148.

Resources Available

Hardware	Software	
Pentium-class PCs and Mac G4s* B/W and color laser printers Scanners for PCs and Macintosh Zip drives, CD-R/W drives . . . and more! <i>*There is one PC that is networked to the student server for Faculty use.</i>	Adobe Illustrator CS Adobe InDesign CS Adobe Photoshop CS Adobe Photoshop Elements 2.0 Camtasia Studio 2 Impatica for Powerpoint 3.0.1 Macromedia Dreamweaver MX 2004 Macromedia Flash MX 2004 Math Type 5 MS Encarta Encyclopedia Deluxe 2004	MS FrontPage 2003 MS Internet Explorer 6.0.2 MS Office 2003, PE MS Outlook 2003 MS Producer for Powerpoint 2003 MS Project 2003 MS Publisher 2003 Mozilla Firefox 0.9 Nikon Cool Scan 3.1 . . . and more!

Personnel

The following personnel can answer your questions regarding use of the Teaching and Learning Center:

Judy Blair Faculty & Staff Support 587-6943	Harriet Wasserman IT Services Director 344-4344
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Lab Hours

<i>Fall, Winter, and Spring Quarters</i>		<i>Summer Quarters and Breaks</i>	
Mondays - Thursdays	8:00 a.m. to 6:00 p.m.	Mondays - Fridays	8:00 a.m. to 4:30 p.m.
Fridays	8:00 a.m. to 4:30 p.m.	Saturdays	Closed
Saturdays*	9:00 a.m. to 5:30 p.m.		

*Check-in at *The Computer Center* (Room 3148) and request a staff to let you in.

Library Services for Faculty

Library Faculty Contacts

Faculty librarians are assigned to each program and subject area to represent your interests. We are here to support class preparation and curriculum development, and to help with teaching your students about information and scholarship in your discipline. To consult with the librarian assigned to your area, see the [Find Your Librarian](http://dept.sccd.ctc.edu/cclib/For_Faculty/liaisons.asp) webpage at http://dept.sccd.ctc.edu/cclib/For_Faculty/liaisons.asp.

Student Workshops

Librarians are available to provide research and information literacy workshops geared toward your students' needs and assignments. Please contact the Library Reference Desk at 587-5421. If you would like to teach a library session on your own, please schedule your class on the Reference Desk calendar to prevent over-booking. Your library faculty representative is also available to consult with you about effective library assignments.

Reserves

College faculty may place readings and other materials on reserve in the library. If you would like to provide this service to your students, please call: 587-4051 for print materials and 587-4053 for AV media. See the [Place Materials on Reserve](http://dept.sccd.ctc.edu/cclib/For_Faculty/rsrvs-faculty.asp) webpage for details at http://dept.sccd.ctc.edu/cclib/For_Faculty/rsrvs-faculty.asp.

Online Databases

The Library Homepage provides links to a number of excellent online resources. The Library Catalog is a full-featured online database for searching and locating books, visual resources and other materials within the three campus library collections. ProQuest Direct is a comprehensive online periodical service with full-text coverage of numerous articles. The library catalog and a variety of periodical and reference databases are accessible from school networked computers and off-campus Internet connections. You must log in with your college ID number for remote access to our online databases.

AV Media Services

The library has an extensive collection of visual materials and sound recordings. You can find titles in the library catalog, which allows for searches by type of material, subject matter, and campus location. Media

Services staff can assist you in booking the delivery of audio-visual materials and equipment for your classes. Call 587-4053.

Interlibrary Loan

College faculty have access to library collections all over the Northwest. To help you with your research, the librarians at the Reference Desk can immediately search the holdings of books, multimedia, and serials in Northwest area libraries through the OCLC databases. For University of Washington holdings, please connect directly to the UW Libraries web site at <http://www.lib.washington.edu/>. To explore the collections of other Puget Sound area libraries, visit our Library Catalog, located on the web at library.sccd.ctc.edu/, and select the Search Other Libraries link. Seattle Public Library and the King County Library System will allow you to place a hold on a title and send it to a local branch within their library system.

Workshops

Each quarter, librarians present classes for faculty colleagues on information resources and technology to support your teaching. Watch for the library classes in the Faculty Development Calendar issued each quarter by the District Faculty Development office; it's posted as Calendar - Professional Development in the District Wide Information public folder in Exchange. If you need help learning a particular system or database, call the reference desk at 587-5421.

Information Age Teaching	It is challenging to teach students how to use Internet resources appropriately, when to use books or articles, and why to be critical of information they find. In this workshop faculty learn what resources are available in the library to support students in finding college level information to support their writing, to promote ethical information use (addressing issues such as copyright, plagiarism, and citing sources) and to develop effective library research assignments and workshops.
Globalization - Human Rights - Social Justice!	Current topics that touch us all. Locate information on these issues using hard to locate sources from independent and alternative publishers along with traditional library research tools. This hands-on workshop will be presented by librarians, Jane Shoop and Sharon Spence-Wilcox. Co-sponsored by the MLK Planning Committee and the SCCD Title VI grant
Library Orientation for all New Faculty	Need a quick-start on how to get the most from your campus library? This session will include an introduction to the support services we provide to you and your classes and a hands-on guided tour of the Library Web Page. Please call Karen Michaelsen, Ext. 4098 to register.
Plagiarism Workshop	The Plagiarism Workshop was developed to help faculty who have problems with students' mis-use of electronic information sources. The workshop recommends outcomes and assessments techniques to design effective assignments which help to prevent plagiarism and other forms of cheating. The Web site includes resources for faculty and suggests strategies to address common problems.
Research from Home or Office	Not finding all the information your heart desires on the Web? Online periodical databases are still one of the reliable ways to find organized, credible information. This session offers for an overview of valuable research databases that are at your fingertips through our Library, as well as from local public libraries. Search tips that work in many of these databases for effective searching will also be covered. Contact instructor to register: Lynn Kanne, x4072.
Rise and Shine Copyright for Educators	What materials can you copy? How many times can you use them? The answers to these questions and more will help you and your students use intellectual property legally and ethically. We'll discuss the basics of Copyright and Fair Use, as well as how to apply these concepts to the virtual environment. Coffee and pastry provided. Contact instructor to register: Lynn Kanne x4072.

Global Education Design Team

The Global Education Design Team sponsors forums and presentations on topics of current international interest and importance at Seattle Central Community College. We bring speakers to campus and provide support for events scheduled by faculty and students which relate to our Mission and Goals . If you would like our sponsorship for a speaker or event, contact the Committee Chairpersons. Event planners must attend a meeting in order to receive funding. All members of the campus community are welcome to attend meetings and participate in event planning.

Sponsorship Process

We can provide an honorarium and take care of room arrangements, AV equipment, publicity, and so on. There are only a few policies you must follow:

1. The event must be open to the campus community, which usually means that it needs to be in a larger room than your classroom.
2. You must attend a GEDT meeting to explain the event to the Global Education Design team (we cannot pay your speaker if no one attends a meeting).
3. We also need at least two weeks advanced notice to organize the event, so that we can publicize it.

Take advantage of this resource that the Division of Instruction makes available to the campus community. Call or e-mail us with your questions, suggestions, and feedback.

GEDT Goals and Objectives

Goal I.	A. Create a campus culture that values pluralism and international/multicultural relations
	B. Sponsor forums and presentations on topics of current international interest and importance.
	C. Sponsor activities that allow both students and employees to share cultural experiences, concerns, perspectives, and traditions.
Goal II.	A. Facilitate global awareness through the curriculum
	B. Invite outside speakers who can inspire faculty to look at their curricula from international perspectives.
	C. Sponsor faculty development workshops and seminars that are directly aimed at curriculum enhancement.
	D. Provide forums for faculty to share innovations with each other.
Goal III.	A. Involve students, faculty, staff, and administrators in planning and participating in educational activities that increase our understanding of international issues and global connectedness
	B. Plan educational activities in cooperation with staff, student, and community organizations that have a cultural and international emphasis.
	C. Through the use of the campus, district and community media, foster involvement in GEDT.
	D. Inform ourselves about curricular and community offerings so we can be aware of topics of interest to the Seattle Central community.
	E. Work with divisions and programs that offer international resources to plan activities.
	F. Maintain a file with contact information on international organizations, speakers, and other resources available in the Seattle area.
	G. Encourage faculty to share their guest speakers with the campus community by providing sponsorship.

GEDT Committee Chairpersons

Ann Levine
English as a Second Language
telephone: 206-587-6312
email: alevin@sccd.ctc.edu
Mailstop: 2BE3122

Yilin Sun
English as a Second Language
telephone: 206-587-5411
email: yilsun@sccd.ctc.edu
Mailstop: 2BE3122

Curriculum Review Committee

About CRC

The Curriculum Review Committee and the self-review process in its present form were instituted at Seattle Central Community College in 1979 by the Dean of Instruction (now the Vice President of Instruction). Since that time, virtually every curriculum has been reviewed at least two times. The goal is to review each program/course every four years. The purpose of the review process is to promote faculty examination and discussion of course curricula.

The Curriculum Review Committee is composed of faculty members from each division in the college. The role of the committee is to examine the curriculum in relation to the SCCC Mission Statement and Student Learning Outcomes, to facilitate the self-review process, to become familiar with the curricula in order to promote intra-campus communication about courses/programs and to offer feedback regarding the curricula to the faculty, the divisions and the Vice President of Instruction.

A review schedule for the next academic year is developed by the CRC chair with input from the Vice President of Instruction and the Associate Deans and is distributed to the college community during Spring Quarter. At least one quarter prior to the review date, the CRC chair meets with the instructors to assist them in completing the self-review report. All full-time and part-time faculty members teaching the courses are encouraged to participate in writing the report and in attending the oral review.

During the oral review meeting, the CRC members note the strengths of the curricula, any areas of concern the faculty and Associate Deans may have included in the report, and how the present curriculum addresses the learning needs of the students enrolled in the courses. Following the oral review, the CRC members compile a summary report based on their collective findings from the written document and an analysis of the oral review meeting.

The summary report includes specific feedback about the curriculum and is sent to the faculty members, the Associate Deans and the Vice President of Instruction. The Vice President of Instruction reviews the summary report, discusses the recommendations made by the committee with the CRC chair, the Associate Deans and other members of the college community.

The faculty members and the Associate Deans are asked to make a written response to the Vice President of Instruction within sixty days after receiving the summary report. This response should address the recommendations made by the committee, and when appropriate, action plans, goals, and timelines for each area are to be included in the summary report.

The self-review report, the summary report from the committee, and the written response to the findings are filed and kept as public documents in the library, the division office, and the Office of Instruction. These reports can be used to provide information about the curriculum to students, new faculty members, the college community or members of an Accreditation Evaluation Committee.

Committee Chair

Lynn Kanne, (206) 587-4072



For more information regarding the CRC, please visit
<http://seattlecentral.edu/users/crc/index.php>

Computing at Seattle Central

Computing Helpdesk

NEED help? Call NEED to report a problem with any hardware or software on Central Campus; call NEED (587-6333), or fill out an online problem report at <http://seattlecentral.edu/computing/need.php#onlinereq>. The helpdesk staff will record the problem; it will be assigned to a staff member. Please be ready to provide the CCS number (employee equipment) or SCS number (student equipment) of the computer or peripheral. We are unable to provide help or support for personally owned equipment.

Please also call NEED with requests for software or hardware installation, network wiring, and assistance in using Central Campus hardware or software. Helpdesk staff will also record your request for an employee e-mail or web page account.

Email Accounts

Seattle Community Colleges provide Exchange accounts to all employees. Departments should request accounts for new employees when the employee accepts a position by contacting Mike Lock mlock@sccd.ctc.edu at the Siegal Center. Mike will need the employee's name, department, title, Social Security number, room, and phone. For assistance contact Judy Blair at 587-6943 jblair@sccd.ctc.edu or call NEED.

You can login to your exchange account from the web <https://webmail.sccd.ctc.edu>.

Web Accounts

To build a webpage, please follow these steps:

- Request a Web Account: Please fill out an [Account Request Form](#), you can normally expect to have your account within 24 hours and you will be sent an email with your account information.
- Build Your Page: You can either design and build your own page or use our webpage generator tool, called [The Weberator](#).
- Upload Your Page: When you have finished building your page, you need to upload it to your web account. If you used The Weberator to build your page, you do not need to FTP because The Weberator has taken care of that for you. If you are unfamiliar with the FTP process, please read these [Basic FTP Instructions](#) at <http://seattlecentral.edu/computing/facftp.php>, if you need assistance with FTP, please go to the faculty lab.
- Get Linked: Once you have finished and uploaded your page, you can have it added to the faculty pages list. Contact the Webmaster to have your page added to the list.

The Faculty Staff Computer Lab is available to help you make your page, help you use SSH to change your password and walk you through the FTP (uploading) process. Training is also available on all aspects of creating web pages, from learning html, using web page creation software such as Dreamweaver, learning about web graphics and graphics editing software and learning Flash. Please check the Faculty Staff Lab Training Schedule to find out more about these classes.

Web Policy

If you will be creating or editing pages on the Seattle Central site, please read our web policy documentation which can be found in: Exchange Public Folders\All Public Folders\Central Campus\Website\Seattle Central Web Policy.

Faculty & Staff Computer Classes

Judy Blair, User Services and Training Coordinator, works with interested faculty and staff to schedule computer training each quarter. For current information, or to register online, visit the training website at <http://seattlecentral.edu/faclab/schedule.htm> or contact Judy at 587-6943.

Reserving Rooms

Most computer classrooms are reserved during the preparation of quarterly schedules. Division submit lists of computer-using classes and schedules are created. For occasional or one-time use, or to add a class which did not originally include use of a computer lab, contact Harriet Wasserman, 344-4344 hwasse@sccd.ctc.edu.
NOTE: Same day reservations need to be arranged by Doralinn Jung 287-5521 or you can check the schedule at the Front Desk of the Computer Lab in room 3148.

Instructor Briefcase

What is the Instructor Briefcase?

The Instructor Briefcase is a software application that allows instructors to:

- View and print "up-to-the-minute" class rosters including student email addresses.
- Submit grades on-line.
- Change your employee PINs.

Why should I use the Instructor Briefcase?

In many cases, class rosters produced by the Records Office are outdated the minute they are printed! By using Instructor Briefcase to view "up-to-the-minute" class rosters, you will have a more accurate record of who is enrolled in your class throughout the entire quarter!

What can I do with the Instructor Briefcase?

Web Grade Entry: By using the Web Grade Entry form, instructors can submit their class grades directly to the Student Management System (SMS) instead of using scanner sheets or grade marking forms. As a result, instructors save time and registration/records staff can eliminate many redundant tasks. It also gives instructors the freedom to work from home instead of having to turn grades in on campus.

Online Enrollment Report Tool: This is an application allowing faculty and staff to create and view custom ad hoc enrollment reports online. These reports are built on data which is being drawn every 20 minutes from our colleges' databases. A report is organized into three main parts:

1. Non-Clustered Classes: All courses that have an individual ID and end Enrollment Cap.
2. Clustered Classes: Classes that are grouped, in order to be taught by the same instructor(s) at the same time, and share a common Enrollment Cap.
3. Summary Information



For more information regarding the CRC, please visit
<http://seattlecentral.edu/users/crc/index.php>

College Newsletters

The Communiqué

The Communiqué is Seattle Central Community College's News Publication. The Communiqué is published biweekly and is not published during quarter breaks and summer quarter. Do you have information for the college community? To submit information for the Communiqué, send Rachel Seeley an e-mail message at RSeeley@sccd.ctc.edu. The deadline is 5 p.m. on Mondays for the following week's publication.

The City Collegian

The City Collegian is SCCC's student newspaper. Established in 1966, The City Collegian continues to be the written voice for the student body, staff, & faculty at Seattle Central. All students, faculty and staff are encouraged to write articles, contribute letters to the editor, pass along campus and staff related photos and provide leads for stories. Check out the City Collegian on-line at <http://www.thecitycollegian.com/>.

District Grants

The District provides several different grants for curriculum and professional development.

Faculty Development Grants

These grants can be used to cover the costs of attending a conference, taking a class or participating in workshop or symposium, etc. They can also be used to fund a division or department retreat, offer specialized training for a group of faculty, or put on a district-wide workshop.

Curriculum Grants

Individuals or groups may use these grants to develop and/or update curricula.

Online Course Development Grants

To increase the number of online courses offered by the Seattle Community Colleges, the District offers stipends to individuals or groups for their development.



For more information regarding these grants, please visit
<https://inside.seattlecolleges.com/> and select the **Instruction** tab