



MOTLOW STATE

COMMUNITY COLLEGE



*The mission of Motlow State Community College is to enrich
and empower its students and the community it serves.*

ADJUNCT FACULTY HANDBOOK

2016-2017

This Handbook is designed to be a searchable document. Users looking at the PDF version available on the MSCC web page can access the search tool by right-clicking and then selecting “Find.” The search box will appear in the upper-right hand corner of the screen. Users looking at the Word version should be able to click on “Find” (near “Select All” on the Home Tab Toolbar). Then, users may type a word or phrase such as “plagiarism” or “travel pay” or “payroll” and use the search tool’s features to find all references to that word or phrase.

Motlow continually seeks qualified adjuncts. If you know of other possible candidates with a master’s degree in a subject area taught at Motlow or a master’s degree in another area but with 18 graduate hours in a Motlow subject area, please encourage them to contact the appropriate Dean.

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Personnel Policies and Information

Adjunct Services

To be considered for Adjunct Teaching positions, applicants should first complete the online application at <http://jobs.tbr.edu> and include the official transcripts. Files are kept for three years. Other questions may be directed to the appropriate Dean.

Contracts and Teaching Load

Beginning Spring semester 2015, there are no longer any paper contracts.

Faculty must acknowledge an electronic contract each semester via their MyMotlow account. Faculty will be notified via Motlow email when contracts are ready to be acknowledged in MyMotlow.

Because acknowledging contracted assignments in MyMotlow each semester triggers the Banner FLAC process to send payroll information to the Business Office, faculty who do not acknowledge their contracts within 15 days after receiving the email may not receive pay for all assignments. Although an email reminder will always be sent, best practice would be for faculty members to mark their calendars as a reminder to acknowledge their contracts each semester.

To acknowledge contracts, faculty should log into MyMotlow, click on Faculty and Staff Entry, and log in. Under the Employee tab, click on "Faculty Load and Compensation" and click on "Compensation and Acknowledgement." Scroll down to the bottom of the page, select the current term (i.e., Spring 2016) and click "Go." Scroll down to see faculty assignments and pay. Click on "Contract Note," and then acknowledge faculty assignments by clicking in the box beside "Faculty Acknowledgement." At the bottom of the page, click on "Acknowledge Selected Positions."

For assistance, contact your Dean's Administrative Secretary.

Adjunct Instructors are eligible to teach a maximum of 12 hours of course load in one semester and 9 hours of load in the other for the Fall and Spring semesters. If you are teaching at multiple colleges in the same semester, please alert your Dean.

Please remember that an adjunct's projected teaching load is contingent upon sufficient number of students being enrolled in the course and full-time faculty not needing that class for load requirements. Unfortunately, an adjunct's schedule is only tentative until the first day of class.

Payroll Information

The adjunct faculty salary is contingent upon successful completion of service for the full term of the agreement. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Motlow College. The current (2016-2017) base rate of

compensation per equated load hour is contingent upon qualifications and experience. There are four pay-levels for faculty who teach at Motlow College on a continuing basis:

- \$450/credit hour for faculty who have 0 – 29 credit hours of collegiate teaching experience
- \$500/credit hour for faculty who have 30 – 59 credit hours of collegiate teaching experience
- \$590/credit hour for faculty who have 60 – 89 credit hours of collegiate teaching experience
- \$650/credit hour for faculty who have 90 or more credit hours of collegiate teaching experience

In order to advance through the levels of compensation, faculty are also expected to maintain satisfactory student evaluations, to complete administrative requirements, and to participate in orientation and faculty development activities.

Payroll information (pay stubs) will be emailed to instructors when each check is cut by the Business Office. Instructors may also access their payroll information by clicking on the Employee tab in their MyMotlow account.

Direct Deposit

Upon employment, each adjunct faculty member is required to file a W-4 form with the MSCC Human Resources Office to determine the amount of Federal Income Tax Withholding and an Authorization Agreement for Direct Deposit form. All adjunct faculty are also subject to a 7.65% FICA Tax. The salary earned by adjunct faculty is paid by direct deposit in four installments. Direct deposit will occur on the last day of the month. Adjunct faculty will receive direct deposit e-stubs via their MyMotlow email account. No stubs will be printed! Stubs will be sent through e-mail only! Adjuncts can also find this information under the employee tab in their MyMotlow account.

Parking

Parking in the faculty/staff parking area requires a faculty/staff hang tag. These are available from the business office at each location.

Inclement Weather Policy and RAVE Alerts

Please familiarize yourself with the Inclement Weather Policy available here: [Inclement Weather Policy](#)

In order to receive text messages regarding the most up-to-date information about campus closings and class cancellations, sign up for Motlow alerts by clicking on the Motlow Alert icon on the MSCC Homepage. Please encourage all of your students to sign up for the Motlow Alert service as well.

Emergency Preparedness Plan

Your safety is important to us. An Emergency Preparedness Plan is in place for each campus, and instructions relative to your campus are available in each classroom in a wall-mounted document holder near the classroom door. Please pay extra attention to the plan for your campus. Emergency drills will be scheduled for each semester, and each instructor is expected to follow the emergency plan procedures as outlined.

FERPA

FERPA is an acronym for the Federal Education Right to Privacy Act. This act requires us to keep students' educational records confidential. You may not speak with anyone other than the student or an academic official in a need-to-know position regarding the student's performance in the class (grades, attendance, progress, etc.) unless the student has completed a FERPA form giving this right to someone other than him or herself. To determine if an academic official is in a need-to-know position regarding a discussion of your student's educational records, contact your Dean. If someone in law enforcement approaches you, please send him or her to the appropriate Dean as well.

The party requesting information regarding your student's course activity or performance must have the student's name, the student's ID number, and the student's FERPA code before receiving confidential information. To determine if a student has a FERPA form on file or to verify that the FERPA code you have been given is accurate, go to the A to Z Index and locate and click on "Intranet." Then, click on "FERPA Release Search." You will then be able to access any relevant FERPA code information.

Please contact your Dean for more information on this policy. Violation of FERPA laws is a serious offense.

Disability Services/Accommodations

The President of Motlow State Community College is fully committed to providing equal employment opportunities to all persons as provided in the equal employment opportunity and affirmative action plan. Furthermore, the President reaffirms the college's commitment to equal employment opportunities for disabled applicants and employees, including disabled veterans and Vietnam Era Veterans.

It is the policy of Motlow State Community College to make reasonable accommodations for disabled applicants and employees. Reasonable accommodations will be determined by the need of the disabled, the efficient operation of the institution, and feasibility of the costs associated with the accommodations.

Decisions to recruit, hire, train, and promote persons in all job classifications will be made without regard to disability or veteran status.

Personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, institutional sponsored training, education, tuition assistance, social and recreation programs will be administered without regard to disability or veteran status.

Furthermore, Motlow State Community College's policy requires the appropriate dissemination of the President's declaration so that it will be widely known that the institution subscribes to a policy of equal employment opportunity for persons with disabilities, disabled veterans, and Vietnam Era Veterans.

Moreover, Motlow College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the College's obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities. To this end, the Director of Disability Services for Motlow College coordinates services and serves as an advocate and liaison for students with disabilities attending Motlow College. Contact the Director of Disability Services here: [Student Disability Services](#)

Students with disabilities who would need assistance in an emergency evacuation should self-disclose that need to the instructor no later than the second day of class or second group meeting.

Sexual Harassment and Title VI Training

All employees must complete mandatory Human Resources training each year. A link to this training will be provided to you via MyMotlow email by Workplace Answers. This training must be completed by September 1.

Tobacco Free/Smoke Free Campus Policy

Tobacco use is not permitted in any Motlow State Community College (MSCC) owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by MSCC. Tobacco use is permitted in private vehicles. This policy is effective July 1, 2014.

The policy applies to all faculty, staff, contractors and visitors of MSCC and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as, smokeless electronic cigarettes and other similar devices.

Penalties for violating this policy are as follows:

Students—violations should be reported to the Assistant Vice President for Student Affairs

1. First offense—verbal warning
2. Second offense—probation
3. Third offense—suspension
4. Fourth offense—expulsion

Employees—violations should be reported to immediate supervisor

1. First offense—verbal warning
2. Second offense—first written warning
3. Third offense—written warning/probation
4. Fourth offense—termination

Hiring for Full Time Faculty Positions

Periodically, full time faculty positions are available. Open positions are posted on the Motlow College Human Resources webpage. Current adjunct instructors wishing to apply should follow the formal application procedures available on the Human Resources page.

Evaluation

All adjunct faculty are evaluated by students in the Fall semester. Adjuncts who did not teach in the Fall are evaluated in the Spring semester. Once the evaluation period has begun, students will see a link to faculty evaluations when they log into D2L. Instructors will be able to see how many of their students have completed the evaluations, though they will not see which students have done so nor will they see evaluation results before the end of the semester.

Instructions will be emailed to you prior to the evaluation period. Please encourage your students to complete the evaluation so that the results are not skewed by low participation. Your evaluation scores can be very useful to you in that they provide evidence of good teaching practices for Motlow or any other school where you may seek employment.

The results of your evaluations will be available approximately two weeks after the semester ends via your D2L page under the Reports tab.

Intellectual property

Please refer to Policy No. 5:01:06:00 of the TBR policy guidelines available here:

<https://policies.tbr.edu/policies/intellectual-property>

Recognition

Students, faculty, and staff are asked each Fall to nominate faculty and adjunct faculty members for the Faculty Excellence Award sponsored by the Motlow College Foundation. If you have been nominated, you will be contacted in the Spring semester and given the opportunity to submit a portfolio for consideration by an appointed awards committee.

Address Change

Immediately alert your Dean's Administrative Secretary if your address and/or telephone number(s) change.

Directories (Contact Numbers)

The complete MSCC Faculty and Staff Directory is available here:

<http://www.msc.edu/humanresources/directories.aspx>

Academic Policies and Procedures

Accessing Campus Computers or the MSCC Library from off Campus

Faculty may access any Motlow computer using their username and password. For additional help, contact the Help Desk at (931) 393-1510 or helpdesk@mscc.edu.

The student's username format is the student's first Initial, last name, and month and day birthday in the format of MMDD. Example: The Username for Marcia Smith, who was born on April 11, 1992, will be [msmith0411](#). The student's PIN will be the numeric PIN created when the student initially applied to Motlow State Community College.

Using D2L

D2L shells for each faculty member's courses are available on the member's D2L homepage even if the faculty member is not using D2L. To access their courses in D2L, faculty should choose the MSCC Online/D2L link from the Quicklinks drop-down menu on the college's homepage. Once the faculty member has logged into D2L, the Username and Password will be the same as those used to access any college computer.

For assistance with D2L, contact the Center for Academic Technologies (<http://www.mscc.edu/cat/index.aspx>) or email d2lhelp@mscc.edu. In D2L email, users may only send email to other D2L users. Students can find help with D2L at either the bottom of the My Home screen or the bottom of the Course Home screen once logged into D2L.

Several YouTube videos have been created for help with D2L, including how students will submit materials to a Dropbox.

Using the Turnitin Plagiarism Detection Program

Turnitin is a user-friendly plagiarism detection program that compares the wording in any student essay to documents generally found on the Internet as well as to the countless essays in Turnitin's databank. By using Turnitin, faculty in all disciplines have their students' written work examined for plagiarism without faculty having to search the Internet for evidence of plagiarism.

To use the program, faculty must create a Dropbox in D2L for each assigned essay in the course and then click on the "Plagiarism Detection" option for that Dropbox. Students will submit their work via that Dropbox much like attaching a document to an email, and any material submitted to that Dropbox will automatically be sent to Turnitin. A Turnitin report will then be visible for all materials in the Dropbox.

Motlow State Community College administration strongly encourages all faculty to use this service, if for no other reason than because it allows Turnitin to store all student essays in one place for future plagiarism detection. Turnitin will flag an essay submitted in one Motlow course if it is submitted in another course. For more help, contact the curriculum chair or appropriate dean or see the tutorials available at Turnitin.

Your Teaching Discipline

To find information specific to the course(s) you are teaching, go to the MSCC Homepage, click on Administration, and choose your department. Among other items, you will find Standard Syllabi, Curriculum Chair contact information, and other departmental information on the department's homepage.

Adjunct Office Space

Please see the Administrative Secretary for the location of adjunct office space and to obtain an access code if needed.

MSCC ID

Please have your ID made in the library.

Email

Motlow Administration use your Motlow email account as the primary means of communicating with you. Please check your Motlow email daily.

You may access your email account by clicking on the MyMotlow icon on the college's homepage. See Computer Help Desk below if you experience any problems with your Motlow email.

Computer Help Desk

For assistance with computer or classroom technology issues, please call ext. 1510 from any campus phone. You may also reach the Help Desk from an outside line by dialing (931) 393- 1510 or (800) 654-4877 ext. 1510. Please report any computer problems to this number or email helpdesk@mscc.edu.

Mail

Please check your Adjunct mailbox and your Motlow email account DAILY to ensure timely receipt of information. Check with the Dean's Administrative Secretary for the mailbox location.

Motlow Calendars

Instructors may access MSCC Events and Academic Calendars and Schedules by clicking on the Calendars link on the MSCC Homepage available here: <http://www.mscc.edu/calendar.aspx>

Course Outlines

The Course Outline is your personalized version of your department's Standard Syllabus for the course. To find these Standard Syllabi, go to the MSCC Homepage, click on Administration, choose the appropriate Department, and click Course Syllabi.

To ensure that your Course Outline is in keeping with MSCC policy regarding format and content, please see the MSCC Course Syllabus and Outline Policy.

If you have any question regarding the development of your Course Outline, please contact the Curriculum Chair in your area.

Before the end of the first week of class, email a Course Outline for each course you are teaching to your Dean's Administrative Secretary.

Class Rolls

Class rolls are available via MyMotlow (see MyMotlow Access above for log-in instructions). In MyMotlow under the Faculty Services tab, select "Class List Summary." Choose the course and print the class roll or simply access it via the instructional computer in the classroom.

If a student's name is not on the class roll, send the student immediately to Admissions and Records on the Moore County campus or to the Dean's office at Fayetteville, McMinnville, or Smyrna. Students should not be allowed to attend class if they are not on the roll. See "Reporting Student Attendance" below.

Reporting Student Attendance

Because Instructors are often asked to provide attendance records for MSCC administrative purposes, it is extremely important that attendance be taken each class meeting even if the student's grade will not be affected directly due to absence. The majority of our students receive some form of Financial Aid. However, students will be unable to receive their Financial Aid checks if their instructors have not verified that the students have attended class. This is a federal requirement.

To record attendance, select the MyMotlow icon from the MSCC homepage. After login, select "Faculty and Advisors" and then select "Attendance Reporting." Mark each student's attendance using the pull-down menu in the student's record. Select "Y" if the student is attending or "N" if the student has never attended.

Remember to change the student's record to "Y" if she or he attends after your initial "N" record. However, once you have marked a student as Attending ("Y") during the first two calendar weeks of the semester, do not change the record to "Stopped Attending" ("S") status if they miss a class, as this may complicate their Financial Aid status. Instead, wait until later in the semester when you are sure the student is no longer attending the course to change the student's record to "S," Stopped Attending.

Additionally, online courses should include a means of determining if a student is progressing in the course or "attending" electronically. For example, online instructors might require their students to pass a quiz over the Course Outline during the first week of class in order to verify active "attendance" ("Y") in the course.

Student Early Alert System

Faculty and completion coaches are asked to work together with the Early Alert System, especially during the first six weeks of classes. Each day during the first six weeks of classes, faculty should post to the Early Alert System, even if all students have attended. A box is to be checked if faculty have no early alerts to report for the day.

Faculty should initiate an Early Alert (1) for students who miss the first scheduled class meeting and (2) for students who miss two or more classes during that six-week period. Faculty can also initiate an Early Alert for poor performance and other concerns. Faculty should provide details in the Comments box regarding the reason for initiating the alert to help the Completion Coaches when they reach out to the students.

Once an Early Alert is initiated, completion coaches will contact the student to determine the circumstances and possibly provide the student additional help or guidance. Early Alerts are not punitive to students, but are initiated to help students succeed.

Faculty will initiate early alert procedures with the Student Success Center by following the instructions provided on the Intranet at Faculty Guide to Attendance Early Alert System. Faculty must log into the Intranet using their MyMotlow username and password.

Recording Final Grades

Final grades are submitted via the MyMotlow system (see MyMotlow Access above). For most classes, the grade choices are A (Outstanding), B (Above Average), C (Average), D (Passing), F (Failing), FA (Failure with Absences), I (Incomplete), and P (Passed). Refer to Grading System in the college catalog.

The "FA" grade indicates that the student earned a grade of F and accumulated excessive absences (non-school-related) totaling more than fifteen percent (15%) of the total number of times a class meets during the semester.

The “I” grade indicates that a student has not completed all course requirements because of illness or other circumstances beyond his or her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the “I” unless extenuating circumstances noted above exist.

The “P” grade is used when a student receives credit for a course with the Pass/Fail grading option.

A final grade must be recorded for each student on the roll. To submit final grades, choose the “Faculty and Advisors” link in MyMotlow and click on “Final Grades.” Use the drop-down menu located within each student’s record to assign the final grade for the course. Faculty must give the last dates of attendance for all assigned “F” grades regardless of the circumstance for the grade.

Be certain students are aware that final grades will not be available immediately after faculty record them, but only when released by Admissions.

If special circumstances arise that may interfere with the ability to turn in grades on time (illness, family emergency, etc.), contact the appropriate dean immediately so that steps can be taken to assist in getting grades turned in by the due date.

If final grades are not submitted by the administrative due date, a grade of NR (Not Reported) will be assigned to each student. In consultation with the appropriate dean, faculty will then be required to complete a Change of Grade form for every student on the class rolls. As this process will create serious inconveniences for students and administrators, failure to turn in grades by the assigned date, except for extreme and extenuating circumstances, could seriously jeopardize future employment with the college.

Final Exam Schedules

Schedules for Final Exams are available from the MSCC Homepage by clicking on Calendar. Instructors may not deviate from the established Final Exam Schedule, though a Final Exam is not required in all courses. Finals are allotted 2 hours for exam completion.

General Education Assessment

Participation in General Education Assessment is mandatory for all Instructors teaching a course scheduled for assessment by the Assessment Specialist.

Because assessments involve specific assignments or exams that must be completed by the students in the course, Instructors teaching a course scheduled to be assessed should review the assessment materials and procedures when finalizing their Course Outlines before the semester begins. Specific assessment procedures and materials are available from your Curriculum Chair.

Plagiarism and Other Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, Instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures.

Before assigning the student an F in the course due to academic misconduct, notify your Department Chair to ensure that your interpretation of policy and procedure is correct.

Chairs may not be able to support instructors in Grade Appeals when academic Misconduct is alleged if the instructor does not include a clear Academic Misconduct Policy on his or her Course Outline.

For more information see the following: Policy 3:02:00:03

Grade Changes

To change a final course grade, faculty must complete a Change of Grade form in MyMotlow under the Faculty Services tab. After selecting the appropriate term and CRN, select the student whose grade will be changed and complete the required information. When submitted, the appropriate dean will be notified. The appropriate dean will log in to approve the change.

Class Cancellation

Classes are expected to follow the appropriate MSCC academic calendar. Class should meet each scheduled day on that calendar and should begin and end on time. Class cancellation should occur only in the event of an emergency or illness.

If you find you cannot meet your class at the scheduled time, immediately contact your students (via D2L or MyMotlow email), your Dean, and the office at your teaching location. Please, ensure that your email to the students explains how your daily schedule of assignments will be affected and what they should do to prepare for the next class meeting.

Office Hours

Adjunct Instructors are not required to hold formal office hours. However, all Instructors are expected to make themselves available to students upon request and to respond in a timely manner to student emails. Adjunct faculty are asked to be available to their students 15 minutes before and after each class. If your classroom is not available to meet with students due to another class ending or beginning in the same space, please speak to the Dean about a usable space or office availability. Please advertise this time and location to your students on your class outline.

Student Withdrawal from a Course

Please encourage students to speak with you and/or an advisor/completion coach before withdrawing from a course. Often, simply discussing their options with their instructor can alleviate a student's anxiety or concerns regarding an academic situation. Altering the number of schedule hours attempted or completed can have a major impact on the student's Financial Aid and/or his or her GPS graduation plan and anticipated graduation date. As such, please announce to your class that students need to speak with a Financial Aid advisor prior to making any change in their total semester hours.

Reporting Student Behavioral Incidents

If a Faculty member observes student behavior that interferes with a safe, productive learning environment, the Faculty member is encouraged to complete the Student Behavioral Report form by logging into MyMotlow and using the search engine at the top of the Faculty and Advisors page to search for "Behavioral Referral Form."

The Student Behavioral Intervention Committee (SBIC) maintains a database and tracks behavioral issues regarding students who have been identified by faculty or staff; offers professional development for the college, as needed; recommends policies and procedures that encourage intervention, if needed, in order to maintain a safe learning environment; and establishes communication for all campuses while maintaining sensitivity to responses of troubled students.

Faculty and staff are encouraged to submit a Student Behavioral Report with specific concerns relative to certain behaviors, including those regarding the safety of Motlow students and/or unprofessional, excessively disruptive, or threatening behavior toward MSCC personnel or students. This form should be completed even if the Faculty member feels the incident is an "it may be nothing, but . . ." situation. Although the information may seem trivial by itself, it may help in understanding a broader range of the student's behavior.

Classroom Observations

Your Dean may ask to observe your class and may place an evaluation of your performance in your file in Adjunct Services.

Professional Courtesy

Please leave your classroom and/or your workspace in good order by making sure chairs/desks/tables are straightened, board erased of material, trash thrown away, etc.

Field Trips, Guest Speakers, etc.

Notify the appropriate dean(s) well in advance if planning to incorporate field trips, guest speakers, and/or other curricular activities into a class plan. School vehicles should be reserved early. Refer to

Motlow Policy No. 4:03:03:50 Athletic and Other Group Travel for procedures to follow when planning field trips. Students participating in a field trip or other student group activity must complete a Hold Harmless Agreement. Deans must have a completed TR-1 from the faculty member, a class roster, and all completed hold harmless agreements before he or she will approve the trip.

Testing Services (Make-up Exam Proctoring)

As part of their services, the Testing Center will administer and proctor make-up exams for all faculty. However, students are required to have prior approval from the faculty member and must schedule an appointment for makeup exams. Test dates are available Monday through Friday during normal business hours. The Testing Center is closed for all major holidays and weekends.

Location of the testing center on each campus is as follows:

Moore County: Crouch Center

Fayetteville: FC103

McMinnville: Library Computer Lab

Smyrna: Location varies. Check with the main administrative office.

To schedule an exam time with the Testing Center, students will follow these steps:

Log in to MyMotlow and click the Student tab.

Click Testing/Proctoring Services.

Click Makeup Test Registration.

Select a campus for the test.

Complete the online registration form. The list of test dates may not be listed in chronological order; students will need to search the listing for available dates.

Students will receive an email confirmation notice with test date, test location, and room number. Students must present a photo ID at the Testing Center.

To have a test administered by the Testing Center, faculty will follow these steps:

Complete a separate cover sheet for each test, noting the faculty's preference for test pickup.

Email the Testing Center at tcenter@mscc.edu or call 931-393-1763 to give specific instructions or requirements for the test.

Faculty will receive an email after the student schedules an appointment with the Testing Center. If the makeup test is not approved, notify the Testing Center. The test will be returned to the faculty according to the preference for test pickup noted on the cover sheet.

Faculty must be specific with test instructions. (Examples: closed-book test, open-book test, no notes, time limit, students may use one sheet of handwritten notes, etc.) Include a contact number or email in

case the Testing Center has questions. Tests should be submitted to the Testing Center by faculty at least 48 hours prior to the scheduled test time.

More information is available at <http://www.msc.edu/testing/index.aspx>. Contact the Testing Center at (931) 393-1763 or by email at tcenter@mscc.edu.

Emergency Preparedness Plan

Safety is very important to us at Motlow State Community College. Please familiarize yourself with our emergency plan procedures by reading the emergency procedures contained in the clear, wall-mounted plastic holders located in each classroom near the door.

We will be doing hands-on drills with Emergency Management periodically. Remember! Never assume anything is a drill. Drills MUST be practiced as real events. The “all clear” signal will NOT be given until everyone is in the properly designated area. Absolutely NO one may leave the campus until the all clear is given. A mass exodus of people and automobiles will interfere with emergency vehicles arriving on the scene.

Absolutely ALL cell phones must be turned OFF during evacuations for fire or bomb threat.

ALL classroom doors will remain in a locked position at ALL times for quick lockdown. Keys will be available in the nearest departmental or site secretary offices to gain entrance if the door is closed between classes. Please check out and return promptly.

Please note the emergency warning sounds listed on the orange first page of the Emergency Procedures reference guide displayed in in each classroom. Fire alarms will be pulled to evacuate the building in case of fire or bomb.

Please, familiarize yourself with the map of the campus layout: evacuation routes, severe weather shelters, and assembly areas.

Class Calendars and Meeting Times

All Motlow College classes follow the Motlow College calendar published on the MSCC home page. Classes meeting on individual high school campuses will also follow the calendar for that school system regarding in-term holidays and breaks. When creating your MSCC course outline, please refer to the web page for the high school location where you are teaching.

Instructor Textbooks and Course Materials

Instructors should contact their Curriculum Chair for desk copies of course materials. The Chair will forward these materials to the closest MSCC Campus location. To obtain the materials, please see the main office of that campus location and/or email you Curriculum Chair.

If an instructor or his or her students encounters any problem with textbooks, the instructor should contact his or her Curriculum Chair. Instructors should not contact the MSCC Bookstore directly.

Student Textbooks and Course Materials

Instructors should contact their High School Principal and their MSCC dual enrollment liaison to determine how student textbooks are handled at their particular schools. Some schools require students to purchase their own textbooks via the MSCC Bookstore. Others provide textbooks for their students.

Motlow's Campuses and Teaching Locations

Moore County Campus

Location and Hours of Operation

The Moore County campus is located at 6015 Ledford Mill Road, Tullahoma, TN 37388.

When classes are in session, the Moore County campus is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. Friday. When classes are not in session, the campus is open from 8 a.m. until 4:30 p.m. Monday through Friday.

Clerical and Technical Support

For clerical support or help with office equipment, contact the following:

Fayetteville Campus: Michelle Bisby, mbisby@mscc.edu; (931) 438-0028

Career Readiness: Ingrid Williams, iwilliams@mscc.edu; (931) 668-7010

McMinnville Campus: Virginia Cunningham, vcunningham@mscc.edu; (931) 668-7010

Moore County Campus: Bobbie Underwood, bunderwood@mscc.edu; (931) 393-1700

Nursing and Allied Health: Nancy Irby, nirby@mscc.edu; (931) 393-1628

Smyrna Campus: Michelle McEwen, mmcewen@mscc.edu; (615) 220-7878

For daytime technical support, contact the Help Desk at (931) 393-1510 or helpdesk@mscc.edu.

For evening technical support, contact Paula Standridge at (931) 393-1510 or pstandridge@mscc.edu.

For ITV technical support, contact Mark Landrum at (931) 393-1804 or mlandrum@mscc.edu.

Fayetteville Campus

Location and Hours of Operation

The Fayetteville Campus is located at 1802 Winchester Highway, Fayetteville, TN 37334.

When classes are in session, the Fayetteville Campus is open from 8 a.m. until 9:15 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. Friday. When classes are not in session, the Fayetteville Campus Center is open from 8 a.m. until 4:30 p.m. Monday through Friday.

Contact Information

The following people are the contact persons at the Fayetteville Campus:

Lisa Smith, Assistant Dean, lsmith@mscc.edu

Michelle Bisby, Administrative Secretary, mbisby@mscc.edu

Sharon Bell, Secretary II, sbell@mscc.edu

McMinnville Campus

Location and Hours of Operation

The McMinnville Campus is located at 225 Cadillac Lane, McMinnville, TN 37110.

When classes are in session, the McMinnville Campus is open from 8 a.m. until 9:15 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. Friday. When classes are not in session or during the summer semester, the McMinnville Campus is open from 8 a.m. until 4:30 p.m. Monday through Friday.

Contact Information

The following people are the contact persons at the McMinnville Campus:

David Palmer, Interim Dean, dpalmer@mscc.edu

Virginia Cunningham, Administrative Secretary, vcunningham@mscc.edu

Katlin Slatton, Secretary II, kslatton@mscc.edu

Smyrna Campus

Location and Hours of Operation

The Smyrna Campus is located at 5002 Motlow College Boulevard, Smyrna, TN 37167.

When classes are in session, the Smyrna Campus is open from 8 a.m. until 9 p.m. Monday through Thursday and from 8 a.m. until 4:30 p.m. Friday. On Saturdays, the Campus is open from 8 a.m. until 4 p.m. When classes are not in session, the campus hours are from 8 a.m. until 4:30 p.m. Monday through Friday. Any change to these hours will be posted.

The Smyrna Campus offers both day and evening classes Monday through Saturday. Contact the front office at (615) 220-7805 for any other questions related to hours of operation.

Contact Information

The following people are the contact persons at the Smyrna Campus:

Elizabeth Fitch, Academic Campus Dean, efitch@mscc.edu; (615) 220-7805

Elizabeth White, Assistant Dean, ewhite@mscc.edu; (615) 220-7805

Estelle Davis, Administrative Secretary, edavis@mscc.edu, (615) 220-7805

Carol Rachel, Secretary II, crachel@mscc.edu; (615) 220-7805

Middle Tennessee Education Center

Location

The Middle Tennessee Education Center is located at 200 Dover Street, Suite J, Shelbyville, TN 37160.

Contact Information

Motlow's contact person at the Middle Tennessee Education Center is J.T. Burton, Coordinator, (931) 685-4444, jtburton@mscc.edu.

Sparta Location

Location and Hours of Operation

The Sparta location is 603 Roosevelt Drive, Sparta, TN 38583.

The Sparta location is open from 9:30 a.m. to 11:30 a.m. Tuesday and Thursday and from 1 p.m. to 6 p.m. on Monday through Thursday.

Contact Information

The contact person at the Sparta location is Linda Mackie, Coordinator, (931) 837-3341.

Area High Schools

Contact Information

Faculty teaching Motlow State Community College courses at area high schools should contact Lori Mevis, High School Partnership Program Specialist, with any questions relating to high school policies, contact persons, etc., at lmevis@mscc.edu or (931) 393-1823.

Contact the counseling office at the high school for campus-specific instructions and logistical information.

Middle Tennessee Education Center Location

Contact Information

Mr. J.T. Burton, (931) 685-4444 or jtburton@mscc.edu

Should you require assistance on any matter, please make contact by phone, email, or by leaving a note under the office door.

Safety and Security

The Shelbyville Police Department patrols the grounds nightly. Sometimes, when feasible, a patrol car will be parked at the corner to enable view of both entrances. Should you feel concerned at all, or wish to have an escort to your car, please contact them at (931) 684-5811.

In case of emergency: 911

Doors will be opened daily unless you are meeting weekends. Instructors will have a key. Please take great care not to lose it. Extra personnel to open doors on weekends are NOT available.

Evening Faculty: Before you leave each night, please insure that your classroom door(s) is/are locked. No one comes in behind you to lock internal doors. Someone locks external doors, but it's always a good idea to insure that is done if your classroom has one.

If you have arranged to have the computer lab kept open for your class, you are responsible for insuring that the door is closed and locked. This is most important due to the equipment security. The computer lab is normally closed at 4:30/5:00 unless requested otherwise. If teaching Friday evening and want the computer lab open Saturday, simply close the door and turn off the lights. Please lock the doors on Saturday evening.

Video Conferencing Classes

Please assign an individual in your class to be responsible for contacting equipment resources should a problem exist and for locking the doors upon departure. Each day the equipment will be tested but should a problem arise, contact information for help is located on the wall at the front of the room.

If for some reason you and/or your student are unable to find help with the equipment, please email one of us with a description of the problem. We will follow up on the issue, and send a reply to you as to the resolution.

Student Support Services

Information for both MTSU and Motlow students is available in the various display cases in the front of the administration area. Copies may also be left in the classrooms for you to distribute to them. It is important that students be notified of what support services are available to them.

Please also let students know that should they have any problems specific to their experience at the Education Center, they should contact one of us for help in resolving issues. All conversations will be kept confidential to the extent possible.

Housekeeping Notes

There is paper located in the computer lab at the printer. Should the supply be depleted, please leave a note under the door of the administrative area.

If you have materials for the students to use during class (tests, visual aids, etc.) and are not on site, please let us know ahead of time that materials are coming our direction. There is a courier for Motlow. Arrangements for student materials to be returned will need to be made prior to due dates.

Cancelling Classes

PLEASE let us know if/when you decide to cancel classes. We can lock classrooms that have been opened for you. Also, please insure that you notify students with sufficient time for them to avoid the drive. We have students as far as Lawrence County, which is 90 minutes away. Students can have buddies to text/call in the event of cancelled classes as a means of insuring no wasted drives.