The mission of Motlow State Community College is to enrich and empower its students and the community it serves.
This Handbook is designed to be a searchable document. Users looking at the PDF version available on the Natural Science 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 in a word or phrase such as “plagiarism” or “syllabus” or “1010” and use the search tool’s features to find all references to that word or phrase. The PDF version is the only version that will be online. If users would like a MS Word version of this Handbook to facilitate copying information (such as a Course Outline) into a new Word document for classroom or personal use, contact the Natural Sciences Department Chair at dpalmer@mscc.edu.

Note also that several topics of interest for Instructors may not appear in the Table of Contents below, but may appear on the sample course outlines. For these, the search tool may be more useful.

Also note that this handbook is now, and always will be, under construction. Any feedback will be most appreciated.

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General Help and Information

Accessing Campus Computers or the MSCC Library from off Campus

Instructors may access any MSCC computer using the username and password set up for them by Adjunct Services. For additional help, contact the Help Desk at (931) 393-1512.

The students’ username format is their First Initial, Last Name and Month and Day Birthday in the Format of MMDD. Example: Marcia Smith born on April 11, 1992 = Username: msmith0411. Their Pin will be the numeric pin they created when they initially applied to Motlow College.

Instructors and Students may access the MSCC Library by clicking the Library link located on the Quicklinks pull-down menu of the MSCC Homepage and then using the same Username and Password described above.

Using D2L

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

For assistance with D2L, the Center for Academic Technologies (http://www.msccc.edu/cat/index.aspx). Students and faculty log into D2L with the same user name and password they use for MyMotlow e-mail and to log onto campus computers. In D2L e-mail, 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 they are logged into D2L.

For help with D2L including how students will submit materials to a Dropbox, see this page: http://www.msccc.edu/techtube.aspx.

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, Instructors of all disciplines have their students’ written work examined for plagiarism without the Instructor having to search the internet for evidence of plagiarism.

To use the program, Instructors will need to set up a Dropbox in D2L for each assigned essay in their course and then click on the “Plagiarism Detection” option for that Dropbox. Students will then 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.
The Natural Science department strongly encourages all Instructors to use this service, if for no other reason than because it allows Turnitin to store all MSCC student essays in one place for future plagiarism detection. Turnitin will flag an essay submitted in one course if it is submitted in another course. Again, for more help, contact the department Chair or see the tutorials available at http://www.mssc.edu/techtube.aspx.

Directories (Contact Numbers)

Natural Science Department Chair  David Palmer  MC 168  (931) 668-7010  ext. 2134
Departmental Administrative Assistant  Dawn Anderson  Simon 215  931-393-1810

For general help, Instructors may always see their site directors. The complete MSCC Faculty and Staff Directory is available here: http://www.mssc.edu/humanresources/directories.aspx

Adjunct Services

To be considered for Adjunct Teaching positions, applicants should first contact Vickie Crews, Adjunct Coordinator, at (931) 393-1750 or vcrews@mssc.edu to complete the application packet. Other questions may be directed to the Natural Science Department Chair, David Palmer, at (931) 668-7010  ext. 2134 or dpalmer@mssc.edu.

General information for adjuncts is available via the Adjunct Faculty Guidelines document found here: http://www.mssc.edu/adjunct/AdjunctFacultyGuidelines.pdf

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.mssc.edu/calendar.aspx

Emergency Procedures Policy

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.

In case of a medical emergency, immediately dial 9-911 and report the nature of the medical emergency to emergency response personnel. Try to stay with the person(s) in need and maintain a calm atmosphere. Talk to the person as much as possible until response personnel arrive on campus, and have someone go outside to meet emergency personnel and direct them to the appropriate location.

In the event of an emergency (drill or actual), a signal will be sent. Based on that signal, follow the procedures below for that specific type of emergency:
Loud warbling sound throughout Building (FIRE)
Collect purses and coats and proceed immediately out of your room and exit through the closest emergency exit. Proceed to the Designated Assembly Area closing windows and doors as you exit. Remain there until the "All Clear" Signal is given by an Emergency Management Team member. (Instructors- Provide your Designated Assembly Area, and its location to students)

Tornado Siren (SEVERE WEATHER):
Proceed to the closest designated severe weather shelter on the 1st floor and proceed all the way into the shelter. Crouch down on the floor with your head between your knees facing away from the outside walls. Remain there until the "All Clear" Signal is given. (Instructors- Provide the recommended room number or hallway location to students)

Air Horn (1 Long Blast) and Face to Face All Clear (INTRUDER/HOSTAGE):
Ensure door is closed, locked and lights turned off. If your door will not lock, move some tables and chairs in front of the door quickly. Move immediately to the rear of the room away from the door and sit on the floor- out of sight if possible. Remain calm and quiet and do not respond to any inquiries at the door unless you have been given the "All Clear" and a member of law enforcement or your campus Emergency Management Team member makes face-to-face contact at your door.

Classroom Locked-door Policy

In order to adhere to MSCC Emergency Preparedness Policy as well as to facilitate effective classroom management, the classroom door will remain closed and locked for the duration of the class period.

Sexual Harassment and Title IX 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

**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

**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
## Natural Science Faculty Serving on Committees

Natural Science Faculty serve on a number of committees. The list below is provided to facilitate communication between the Natural Science Faculty as a whole and committee members. Please feel free to contact the appropriate committee member(s) with specific questions regarding their committee’s on-going work:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Janet Ford</td>
<td><a href="mailto:jford@mscc.edu">jford@mscc.edu</a></td>
</tr>
<tr>
<td>Access to Success</td>
<td>Janet Ford</td>
<td><a href="mailto:jford@mscc.edu">jford@mscc.edu</a></td>
</tr>
<tr>
<td>Access to Success</td>
<td>Rob Griswold</td>
<td><a href="mailto:rgriswold@mscc.edu">rgriswold@mscc.edu</a></td>
</tr>
<tr>
<td>Cultural Affairs</td>
<td>Kevin Fitch</td>
<td><a href="mailto:kfitch@mscc.edu">kfitch@mscc.edu</a></td>
</tr>
<tr>
<td>Distance Education</td>
<td>David Palmer</td>
<td><a href="mailto:dpalmer@mscc.edu">dpalmer@mscc.edu</a></td>
</tr>
<tr>
<td>Faculty Council</td>
<td>Kevin Fitch</td>
<td><a href="mailto:kfitch@mscc.edu">kfitch@mscc.edu</a></td>
</tr>
<tr>
<td>Faculty Council</td>
<td>Linda Harris-Young</td>
<td><a href="mailto:lyoung@mscc.edu">lyoung@mscc.edu</a></td>
</tr>
<tr>
<td>Faculty and Staff Development</td>
<td>Nicole Speelman</td>
<td><a href="mailto:nspeelman@mscc.edu">nspeelman@mscc.edu</a></td>
</tr>
<tr>
<td>Intellectual Property Award</td>
<td>Rob Griswold</td>
<td><a href="mailto:rgriswold@mscc.edu">rgriswold@mscc.edu</a></td>
</tr>
<tr>
<td>International Education</td>
<td>Lisa Mayo</td>
<td><a href="mailto:lmayo@mscc.edu">lmayo@mscc.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>Nicole Speelman</td>
<td><a href="mailto:nspeelman@mscc.edu">nspeelman@mscc.edu</a></td>
</tr>
<tr>
<td>Safety Committee</td>
<td>Cheri Gregory</td>
<td><a href="mailto:cgregory@mscc.edu">cgregory@mscc.edu</a></td>
</tr>
<tr>
<td>Student Success</td>
<td>Greg Garrison</td>
<td><a href="mailto:ggarrison@mscc.edu">ggarrison@mscc.edu</a></td>
</tr>
<tr>
<td>Substantive Change</td>
<td>David Palmer</td>
<td><a href="mailto:dpalmer@mscc.edu">dpalmer@mscc.edu</a></td>
</tr>
<tr>
<td>Technology Advisory</td>
<td>Cheri Gregory</td>
<td><a href="mailto:cgregory@mscc.edu">cgregory@mscc.edu</a></td>
</tr>
<tr>
<td>Program Review</td>
<td>Kevin Fitch</td>
<td><a href="mailto:kfitch@mscc.edu">kfitch@mscc.edu</a></td>
</tr>
<tr>
<td>Program Review</td>
<td>David Palmer</td>
<td><a href="mailto:dpalmer@mscc.edu">dpalmer@mscc.edu</a></td>
</tr>
<tr>
<td>Quality Enhancement Program (QEP)</td>
<td>Lisa Mayo</td>
<td><a href="mailto:lmayo@mscc.edu">lmayo@mscc.edu</a></td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>Rob Griswold</td>
<td><a href="mailto:rgriswold@mscc.edu">rgriswold@mscc.edu</a></td>
</tr>
</tbody>
</table>
**Testing Center Information**

Instructors may use the Testing Centers located on each campus to facilitate make-up exams for students. This will allow students to take exams at times when Instructors are not available and will ensure that the exam is proctored. The test Centers will require students to have prior approval from the instructor and to schedule an appointment. The following steps are provided by the Testing Center. Please contact them with any questions at tcnercer@mscc.edu or call 931-393-1763:

*Students will:*

- Log into the MyMotlow account
- Click on Student
- Click Testing/Proctoring Services
- Click Makeup Test Registration
- Select a Campus for the test
- Complete the online registration form
- Students will receive an e-mail confirmation notice with test date, test location, and room number
- Students should report to Crouch Center room 1043 (Moore County Campus)

**Fayetteville Campus** – Contact person Debra Smith

**McMinnville Campus** – Contact person Sally Pack or Toni Adkins

**Smyrna Campus** – Contact person Gary Winton

- Students must present photo ID

*Instructors will:*

- Complete a separate cover sheet for each test (see the example cover sheet below)
- If you have specific instructions or requirements for the test, please e-mail the testing center at tcnercer@mscc.edu or call 931-393-1763.
- Faculty will receive an e-mail when students schedule an appointment

(If you did not approve the makeup test, please notify the testing center.)

- After the test, please make notation on the cover sheet your preference for test pick-up.

Note: Instructors should be specific with test instructions (example – this is a closed book test, this
is an open book test, no notes, the test has a time limit of 30 minutes, students may use one sheet of handwritten notes, etc.). Please be sure to include a contact number or e-mail in case there are questions. It is recommended that all tests be submitted 24 hours prior to the test date.

Instructors may cut-and-paste the form below (next page) into a Word document below to set-up make-up exams:
Makeup Test Faculty Cover Form

- Place this form and all test materials in an envelope.
- Students must present picture ID for every test. NO EXCEPTIONS!
- Location: Moore County Campus – Crouch Center– room 1043
  Fayetteville Campus – Contact Debra Smith for more information
  McMinnville Campus – Contact Sally Pack or Toni Adkins for more information
  Smyrna Campus – Contact Gary Winton for more information

Course

Name/Number

Faculty

Name

Faculty Phone

Faculty E-mail

Check the Requested Location for Test Administration: [ ] Main Moore County [ ] myrna Campus
  [ ] McMinnville Campus [ ] Fayetteville

Campus

Test Administration: Amount of Time Alotted for test

Last Date for the Administration of this Test

Specific Instructions or Restrictions for Test (Continue on another reverse side or a blank sheet of paper if necessary)

[ ] Scan Form [ ] Exam [ ] Blue Book [ ] Computer

Other

Testing aids allowed: _______ none _______ calculator _______ notes _______ text ______ scratch paper

Other (specify)

Materials to be returned: [ ] I will pick-up [ ] Return via campus mail the day following the test
  Administration.

Other: ________________________________
  ________________________________
  ________________________________
  ________________________________
  ________________________________
Administrative Definitions, Duties, and Policies

Academic Freedom and Responsibility

The following policy of the Tennessee Board of Regents on academic freedom and responsibility is applicable to all universities/colleges within the System. The statement in Article II on academic freedom and responsibility may be adopted by each university/college, or a university/college may adopt an alternative statement, provided that the statement is consistent with the policies set forth herein.

University/college policies on academic freedom and responsibility must cite and specifically acknowledge compliance with the Board Policy on Academic Freedom and Responsibility (5:02:03:30). Likewise, university/college policies must embody and communicate clearly as a minimum all provisions, definitions, and stipulations of the Board policy.

Academic Freedom and Responsibility:
A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

B. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties, including appropriate institutional review boards (IRB) processes when applicable. Research for financial gain must be based upon an understanding with the authorities of the university, which is documented, reduced to writing, and signed by the faculty member and the appropriate academic officer(s).

C. The faculty member is a citizen, a member of a learned profession, and an officer of an educational university/college. When the faculty member speaks or writes as a citizen, he/she should be free from university/college censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should remember that the public may judge the profession and the university/college by the faculty member's utterances. Hence, a faculty member should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she does not speak for the university/college.

Academic freedom is essential to fulfill the ultimate objectives of an educational university/college - the free search for and exposition of truth - and applies to teaching, research, and faculty participation in institutional governance. Freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students. Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds as set forth in TBR Policy, "Policy on Academic Tenure at Tennessee Board of Regents’ Universities, "Section P., may
constitute adequate cause for dismissal or other disciplinary sanctions against faculty members subject to the provisions of Article III.

The right to academic freedom imposes upon the faculty an equal obligation to take appropriate professional action against faculty members who are derelict in discharging their professional responsibilities. The faculty member has an obligation to participate in tenure and promotion review of colleagues as specified in university policy. Thus, academic freedom and academic responsibility are interdependent, and academic tenure is adopted as a means to protect the former while promoting the latter. While academic tenure is essential for the protection of academic freedom, the full benefits and responsibilities of academic freedom extend to all individuals teaching in the TBR System, whether or not they are eligible for tenure.

**General Education Assessment**

Participation in General Education Assessment is mandatory for all Instructors teaching a course scheduled for assessment by the Director of Research, Planning, and Communication.

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 Department Chair.

**Maintaining Office Hours**

Full-time faculty are required to schedule fifteen hours per week when classes are in session for conducting on-campus and/or online office hours. Of the fifteen total hours for on-campus and/or online office hours, full-time faculty must designate two hours as on-ground Academic Advisement office hours during which they will be available to help specifically with Advisement. Of the fifteen total hours for online office hours, a minimum of five hours per week must be spent on campus. On campus office hours are expected to be scheduled and conducted at the same location where the Instructor is teaching an on-campus class. Online office hours shall be scheduled and conducted at any location for the convenience of the students. Faculty traveling between two teaching locations during the same workday will coordinate their office hours with the department Chair. Each Instructor’s schedule is to be posted on his/her door. The Instructor is expected to be available to students during all the hours noted as office hours; however, an Instructor may deny access to his/her office to any salesman. If an Instructor has to be away from the office during a time noted as on-campus office hours, the Instructor should leave a message posted to explain the absence.
Teaching an Overload

Occasionally, the opportunity to teach beyond the Instructor’s required fifteen hours per semester of teaching duties may arise. Eligibility for extra compensation for equated hours in excess of the average fifteen-hour load per semester does not begin until the Instructor’s equated load is at least thirty and one-half equated hours for the academic year, and then only in very unusual circumstances will an Instructor be paid extra compensation for excess equated hours. In no case may an Instructor exceed thirty-six semester hours in an academic year. At the time a decision is made to pay extra compensation, a written agreement showing the amount of compensation and projected date(s) of payment will be completed.

The rates for determining extra compensation amounts are as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor rank</td>
<td>$550 per semester hour</td>
</tr>
<tr>
<td>Assistant Professor rank</td>
<td>$600 per semester hour</td>
</tr>
<tr>
<td>Associate Professor rank</td>
<td>$650 per semester hour</td>
</tr>
<tr>
<td>Professor rank</td>
<td>$700 per semester hour</td>
</tr>
</tbody>
</table>

Summer Teaching Opportunities

Instructors are employed on an academic year basis without obligation for or guarantee of summer school employment. Faculty who wish to teach during the summer sessions of the college will be given an opportunity to request such employment during late Spring semester. Questions concerning summer assignments should be directed to the department Chair.

Once the summer schedule is formulated, the department Chair provides full-time faculty within the department the opportunity to request employment for the summer. Class assignments are made based on seniority of faculty within the discipline; however, individual department groups may devise a process that allows for rotation of class assignments within the department and/or for limits on the hours per faculty within the department. If no one from within the department can cover a scheduled class, it may be staffed by a qualified staff/Instructor from another department area or by a qualified adjunct Instructor.

Regular academic-year faculty personnel who serve the institution as teaching faculty during intersessions and summer school shall be compensated at the rate of 1/32 of their academic year salary per semester hour of teaching load. The maximum summer and intersession pay may not exceed 25 percent of the preceding year’s salary; however, except as needs are determined by the Vice President for Academic Affairs, an Instructor may teach and be compensated for nine semester hours for the summer term. Such need shall be based on curricular needs of students and appropriately documented.
**Topics Courses**

Occasionally, students may be in need of credit hours but may not be able to satisfy that need via current course offerings. In special circumstances, these students may be allowed to take an independent study, or Topics, course to earn the needed hours. A Topics course involves the student meeting with an Instructor outside a conventional class (at least in part) and working independently to satisfy the requirements for the course. In general, Instructors teaching the Topics course will determine the course requirements, but requirements should be commensurate with the traditional course that serves as a model for the Topics course. Topics courses must be approved before the start of the semester by the department Chair and the Vice President for Academic Affairs. The form needed to propose a Topics course is available here:

http://www.mssc.edu/FormBank/Students/Topics%20Course%20Proposal.pdf

Instructors will be compensated for teaching a Topics course according to the formula given on the Topics Course Proposal form referenced above.

**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.

1. 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.

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

3. 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.

**FERPA (Confidentiality of Student Records)**

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 persons, agencies, or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested available here:
   [http://www.mscc.edu/WebForms/ReleaseInformationForm.pdf](http://www.mscc.edu/WebForms/ReleaseInformationForm.pdf)

   OR

2. Such information is furnished in compliance with a judicial order or subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance, if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty who have legitimate educational interest.

In addition, such information may be released to the following described persons, agencies, and organizations:

1. MSCC officials — A college official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on staff at the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

2. Officials of other schools in which the student seeks or intends to enroll;

3. Auditors or evaluators of compliance with educational programs, including accrediting agencies;

4. Those involved in connection with a student’s application for receipt of financial aid;

5. Organizations conducting studies on behalf of the institution;
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person;

7. Law enforcement officials in compliance with a judicial order or subpoena;

8. Officials serving the student in the juvenile justice system.

To determine if someone has been granted permission to discuss a student’s educational records, follow these steps:

1. On the MSCC Homepage, select the “A-Z Index.”

2. Select “I”, and then click on “Intranet.”

3. Then, click on “FERPA Release Form.”

4. Then type the student’s “A number” into the search tool.

5. This will then give you the student’s FERPA Code. Any person authorized to discuss the student’s educational records will have this same Code.

For further information, see MSCC Policy No. 3:02:03:00.

**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 RAVE alerts by clicking on the RAVE icon on the MSCC Homepage. Please encourage all of your students to sign up for the Rave Alert service as well.

During inclement weather conditions when classes are cancelled or opening late, students, faculty and staff should use their discretion when snow and icing conditions prohibit safe travel. Because weather conditions may vary in the college’s 11-county service area, students will not be penalized for being unable to attend classes provided make-up work is completed. Students are asked to limit their phone calls to the campus for the purpose of obtaining information about inclement weather conditions. College officials recommend that students listen to radio and television stations in their immediate communities or consult the Motlow website for information regarding cancellation or delay of classes.

Information concerning day classes will be provided to radio stations in the service area as well as WSM Radio AM 650, Nashville, and WAHR, WJAB, and WZYP, Huntsville stations. Television stations broadcasting Motlow’s inclement weather reports will be Nashville’s WSMV- TV (Channel 4), WTVF-TV (Channel 5), and WKRN-TV (Channel 2). Huntsville television stations broadcasting for Motlow College are WAAY-TV (Channel 31), WHNT-TV (Channel 19) and WAFF-TV (Channel 48). The Chattanooga viewing market will be covered by WDEF-TV (Channel 12) and
WRCB (Channel 3). Information regarding class cancellation or delay is also listed on the Motlow web page, www.mscc.edu.

In the event conditions warrant canceling both day and evening classes, the announcement will indicate that both day and evening classes are cancelled. However, if a determination regarding evening classes cannot be made in the morning, an evening class announcement will be provided for broadcast to the same media between 4-4:30 p.m. and posted on the website.

The information reported will state whether all classes or only early morning classes are cancelled.

In the event that early morning classes are cancelled, subsequent classes will run on the regular schedule.

1. **MONDAY, WEDNESDAY, FRIDAY CLASSES**: Example: If the 8:00 a.m. classes are cancelled, classes begin with the regularly scheduled 9:00 a.m. classes.

2. **TUESDAY, THURSDAY CLASSES**: Example: If the 8:00 a.m. classes are cancelled, classes begin with the regularly scheduled 9:25 a.m. classes.

Please consult your local media or the Motlow website for the start time of classes.

Local conditions may affect opening at community-based teaching sites. Again, students should listen to local area radio stations or consult the Motlow website for information concerning these locations. TV monitors on the main campus will carry weather updates and class schedules.

**Tenure & Promotion**

Information regarding Faculty Promotion requirements and procedures can be found here: [http://www.mscc.edu/humanresources/policies/Personnel/5020230%20Faculty%20Promotion%206-27-2011.pdf](http://www.mscc.edu/humanresources/policies/Personnel/5020230%20Faculty%20Promotion%206-27-2011.pdf). Faculty may also request an electronic copy of the *MSCC Faculty Evaluation Procedures Handbook* from the Chair.

All non-tenured faculty will have a formal evaluation by their appropriate Chair annually. This may include both a written evaluation and an evaluation conference. Tenured faculty will have a formal evaluation once every three years. In the two off-years, the Dean will prepare a brief written evaluation to which the faculty member may add comments. Both the Chair and the faculty member will sign this document. If for any reason either the faculty member or the dean feel the need or desire to have a formal evaluation in the off-years, the formal evaluation process will be used.

Additionally, the current procedure and frequency of conducting student evaluations will be maintained, and all returning faculty will continue to submit to the Dean on an annual basis “at least two personal professional objectives for the academic year and steps to achieve them (Effective January 1, 2002)

**Areas of Evaluation.** Activities will be evaluated in the following categories: professional activities/professional development, instructional activities/instructional improvement, non-instructional college service activities, community service activities, research/publications, and
other activities reflecting professional involvement which were not included in the above categories. All full-time faculty will be evaluated in the areas of instructional activities and instructional improvement. Activities are not required in all of the remaining categories.

**Calendar for Activities and Evaluation.** Evaluation of returning faculty members is based on review of activities completed during the evaluation year November 1 through October 31. The evaluation is completed by the appropriate Dean by May 1 following the October 31 close of the evaluation year. Evaluation of first-year faculty members is based on review of activities completed during the period of time from the opening of the academic year through January 31 of the first year. The evaluation is completed by the appropriate Dean by April 30 of the faculty member’s first year.

**Documentation of Activities.** Documentation addressing the areas evaluated by the Dean must be submitted by returning faculty members by November 1 following the October 31 closing of the evaluation year for returning faculty members and by first-year faculty members by February 1 following the January 31 closing of the evaluation year for the first-year faculty members. Documentation is submitted for the categories outlined on the “Activity Summary for Dean’s Evaluation (Appendix F). Examples given do not represent all possible activities which may be included in documentation. A summary of activities related to instruction and instructional improvement must be included, but activities are not required in all of the remaining categories. Faculty are encouraged to include a listing and description of every professional activity related to promoting instructional effectiveness and college and community service.

**Individual Professional Objectives.** As a part of the evaluation process each returning full-time faculty member will identify at least two personal professional objectives for the academic year and steps to achieve them. As part of the activity summary submitted to the Chair, the faculty member will (1) write a brief self evaluation with regard to the accomplishment of the personal professional objectives identified for that year and (2) state at least two them.

**Evaluation Conference.** Returning Faculty Members. Evaluation of the returning non-tenured faculty members will be completed by the Chair by May 1 following the October 31 closing of the evaluation year. The Chair will hold a conference with each of the returning non-tenured faculty members during the spring semester, but no later than April 30. At this conference, the Chair’s evaluation, self evaluation of personal professional objectives, and student evaluation will be discussed. At the discretion of the Chair, a conference may be held before January 1. Formal evaluation conferences for tenured faculty will be held once every three years. In the two off-years, a conference may be held at the request of either the faculty member or the appropriate Chair.

**Evaluation Conference.** First-Year Faculty Members. Evaluation of first-year faculty members will be completed by the Chair by March 1 of the first year. The Chair will hold a conference with each of the first-year faculty members by April 30. At this conference, the Chair’s evaluation and student evaluation will be discussed.

**Design and Use of Results.** The results of the Chair’s Evaluation will be measured in terms of an overall “satisfactory” or “needs improvement” and will be reported on the faculty Evaluation Summary Report”. In the event that any area(s) are identified as needing improvement, the area(s) will be noted on the “Faculty Evaluation Summary Report” and activities for improvement will be
mutually developed by the appropriate Dean and faculty member. The summary of activities and evaluation results will be used for contract renewal decisions and for promotion and tenure purposes.

**Faculty Evaluation Summary Report.** Results of both components of the comprehensive faculty evaluation system will be reported on the “Faculty Evaluation Summary Report.” The overall result of student evaluation for the evaluation year will be recorded in terms of “satisfactory” or “needs improvement.” Items identified as needing improvement and activities identified to improve the areas will be described on the summary report form. The overall result for the Chair’s evaluation will be recorded in terms of “satisfactory” or “needs improvement.” Areas identified as needing improvement and activities identified to improve the areas will be described on the summary report form. In addition, if activities were identified from the previous evaluation year to address improvement, the status of these activities will be described on the summary report form. Following the evaluation conference, a copy of the “faculty Evaluation Summary Report” signed by both the Chair and the faculty member will be given to the faculty member, a copy will be kept by the evaluating Chair, and a copy will be sent to the office of the Vice President for Academic Affairs for inclusion in the faculty members personnel file.

**Course Materials/Policies**

**Beginning of the Semester Responsibilities**

At the beginning of each semester, Instructors are responsible for the following:

1. Sending electronic copies of all Course Outlines to the Department Chair (David Palmer dpalmer@mscc.edu).

2. Reporting Attendance

3. Including any appropriate General Education Assessment Assignments in the Course Outline for that course (see this Handbook under the appropriate course for Assessment materials).

**Course Outline Requirements**

Each science course has an official syllabus (see this Handbook under “Courses” for specific syllabi). At the beginning of the term, Instructors will create course outlines based on the official syllabi and submit these outlines (either electronically or via hardcopy) to their students. Ideally, Instructors will copy and paste the official syllabus into their specific course outline. However, Instructors are allowed to deviate from the official syllabi in order to teach to their strengths, but they should not deviate from the spirit of the official syllabi as suggested by the SLO’s for the course. The completed course outline will then be submitted electronically to the department Chair via email (David Palmer dpalmer@mscc.edu). Before submitting, Instructors should ensure that any policy they intend to enforce in the course is explained on the course outline. Should a student submit a grade appeal concerning an Instructor’s policy, the Chair of the department may not be able to support the Instructor’s stance on the policy if the policy was not submitted to the student in writing (preferably, on the Course Outline).
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](#).

**Ordering and Procuring Textbooks**

Textbooks will be ordered in mid-semester for the up-coming semester. Full-time faculty will be asked to submit their preferences to the Chair via email at that time. In the spirit of professional development, all MSCC Instructors are encouraged to also contact the appropriate book representatives whenever they wish to obtain an examination copy of a textbook not currently in use at MSCC and are encouraged to submit new textbooks for approval for specific classes. Such decisions will typically be made in the spring semester of each year.

**Grading Scale**

Final grades for Natural Science Department courses are letter-based, with a range of A, B, C, D, and F. These grades are represented numerically on a ten-point scale in accordance with college policy:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: Below 60

Rounding of grades is left to the discretion of the instructor.

**Field Trips, Guest Speakers, etc.**

Please notify your Department Chair and Site Director well in advance if you plan to incorporate field trips and/or guest speakers into your class plan.

**Plagiarism (Academic Misconduct)**

The MSCC Catalog and Student Handbook defines plagiarism as the adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution. 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. In addition to other possible disciplinary sanctions that may be imposed through the regular institutional procedures as a result of academic misconduct, the Instructor has the authority to assign an appropriate grade proportional to the nature and extent of academic misconduct, including an F or zero for the exercise or examination, or F in the course. When a Instructor discovers an incident of academic misconduct and the student’s grade is lowered or the student is assigned an F in the course, the Instructor will notify the department chair/director. The chair/director will notify the student in writing within five (5) working days and provide a summary of the details of the incident and the penalty along with an explanation of the student’s right to due process and the college’s appeal process. The chair/director will also notify the Assistant Vice President for Student Affairs.
A student may not drop or withdraw from a course when he or she is suspected of academic misconduct to avoid a penalty for academic misconduct. If the Instructor determines before the “last day to drop a class” that a grade of F for Academic Misconduct in the course is warranted, the Instructor should contact Greer Alsup (galsup@mscc.edu 931-393-1530) before informing the student of the decision to assign the F. This will prevent the student from dropping the course before the F can be assigned.

When a student receives more than one F as a result of academic misconduct, the Assistant Vice President for Student Affairs will summon the student and begin proceedings for additional disciplinary actions, subject to the process for disciplinary procedures.

**Classroom Misconduct**

The Instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

**Reporting Student Attendance**

**Student Absences:**
Each faculty member is responsible for explaining, in writing, at the beginning of each course his/her practice in the treatment of absences. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course. Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.

**Reporting Student Attendance in Banner:**
The attendance reporting process is very important to our students, our institution, and overall program integrity. The Instructor’s attention to detail is very important for the following reasons:

- Federal Reporting Requirements – failure to properly and timely report this data can ultimately cause the institution to pay fines and possibly lose all Federal Funding.

- Financial Aid Refund Check Releases – this process signifies to the business office that a student
has been attending your class and is eligible to receive their financial aid refund.

Student Loan Repayment Status – by properly and timely reporting of this data you are allowing our students to maintain the proper enrollment status thus keeping their student loans in deferment/forbearance or placing them into a repayment status. This is directly impacting the student and the institution’s default rate.

After the first class meeting and by midnight of that night, Instructors will enter MyMoltow/Banner, select Faculty and Advisors, select Attendance Reporting, use the pull-down menu to select the term of the course, and then use the next pull-down menu to select the course for which they are reporting attendance. Then, select Y if the student attended class or N if they did not report.

If a student attends class after having been marked as not attending during the first 14 calendar days of the semester, the Instructor will go back into Banner and change the N to a Y. Do not use the S attendance code until after the first 14 calendar days of the semester unless the student has officially dropped the class. The Instructor will continue to monitor attendance on their own for the remainder of the first six weeks of class, but, after the first 14 days, there is no other need to update banner unless the student stops attending.

Note: If a student is marked N or Not Reported on the first day of class but attends the second class meeting, LAD (Last Attend Date) must be removed (if populated) before the system will accept the recording of a Y for the student.

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.

On calendar day 14 of the semester, Instructors should double-check all their rolls to ensure that student attendance is correctly represented and has been correctly reported. After this date, Instructors will not need to report attendance again other than in the case of students who fail the course and for whom a Last Day of Attendance must be recorded along with the F in the course.

Early Alert: To enable better communication in regard to class attendance, we ask that students be warned about the importance of class attendance and make every effort to assure good attendance. After the first absence of the first six weeks of the course, the Instructor will contact the student before the next class period to impress upon the student the importance of attending class. After the second absence of the first six weeks of the course, the Instructor will initiate Early Alert procedures with the Student Success Center by filling out the following the instructions provided here (this form is on the Intranet, so Instructors will need to log-in to view it): http://intranet.mscc.edu/FacultyGuidetoEarlyAlertSystem.pdf
**Student Withdrawal from a Course**

Please encourage students to speak with you and/or an advisor 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 an Instructor observes student behavior that interferes with a safe, productive learning environment, the Instructor is encouraged to report that behavior to The Student Behavioral Intervention Committee (SBIC). The purpose of this committee is to:

- Maintain a database and track behavioral issues of students that have been identified by faculty or staff.
- Offer professional development for the college, as needed.
- Recommend policies and procedures that encourage intervention, if needed, in order to maintain a safe learning environment.
- Establish communication for all campuses that maintains 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 Instructor 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 person’s behavior.

The form can be found by logging into MyMotlow/Banner under Faculty and Staff Entry and searching for the phrase, “Behavioral Referral Form”.

**The Use of Electronic Devices in the Classroom**

Technology in the classroom is intended to enhance instruction and the learning environment. Use of technology that disrupts the learning environment and promotes dishonesty or illegal activities will be prohibited by the Instructor.

**Classroom disruptions:** Appropriate use of electronic devices in the classroom is to be determined by the individual Instructor. Disruptions caused by the use of electronic devices will be dealt with by the Instructor in compliance with Motlow Policy 3:02:00:03—Student Disciplinary Policy-Part 3 Academic and Classroom Misconduct.

**Cellular Telephones:** Ringtones should be turned off in class. If there is a need to check for and/or receive a call (parent with a sick child, for example), the student will inform the Instructor in advance and keep the phone on vibrate or silent to receive the call. The student must excuse himself/herself to take the important call. Students are not to engage in texting in the classroom and texting or ringing cell phones
could result in the student’s dismissal from the class session.

**Laptop computers:** Laptop computers may be used in the classroom to take notes or for other uses authorized by the Instructor. The use of the laptop may be restricted to these purposes. Instant messaging, game playing, and internet surfing will be prohibited by the Instructor. The Instructor will make the expectations concerning laptop use clear in the classroom policies at the beginning of the semester. In addition, the policy may be modified at any point in the semester if misuse of the devices becomes a problem.

**Electronic devices and academic dishonesty:** The potential for academic dishonesty with various devices will be evaluated by the Instructor. As a result, the use of electronic devices may be banned or limited as determined appropriate. Instances in which an electronic device is instrumental in an act of academic dishonesty will be handled with reference to Motlow Policy 3:02:00:03. For example, cell phones with text messaging or photo/video capabilities could be used for cheating on examinations. Students with cell phones or other electronic devices in hand or on the desk during an examination will bring suspicion and possible charges of violating Motlow policy.

**Electronic devices and illegal activities:** The Instructor will prohibit activities that violate laws, such as intellectual property rights or copyrights and invasions of privacy or sexual harassment. These activities may include taking inappropriate photos without the subject’s permission. These violations will be handled according to Motlow Policy 3:02:00:02—Student Disciplinary Policy-Part 2 Disciplinary Offenses.

**Providing notice to students:** In order to anticipate questionable issues with wireless communications and electronic devices, Instructors should publish any restrictions in their course syllabi.

**Class Cancelation Procedures**

Instructors are expected to meet all classes promptly as scheduled. Instructors who must be absent from the campus during scheduled office hours and classes should write a written request in advance, using the TR-1 form (found here: [http://www.mscc.edu/FormBank/Employees/TR-1F.pdf](http://www.mscc.edu/FormBank/Employees/TR-1F.pdf)), through the department Chair for approval of the absence. Additionally, provision for course content and for class coverage during an absence should be worked out with the department Chair.

For emergency sick leave and other emergency situations, the department Chair must be notified by the Instructor or a member of the family as soon as possible concerning the anticipated absence. If the department Chair or his/her designee in that department is unavailable, then the Office of the Vice President of Academic Affairs should be notified. Failure to give notice of an impending class absence is a serious breach of duty. Moreover, if the situation continues, the department Chair should be given periodic reports as to the expected return, so that provision can be made for classes on a day-to-day basis. At his or her discretion, the department Chair will notify the Vice President of Academic Affairs whenever Instructors are not in attendance according to their teaching and office schedules.

A Request for Leave Form is to be completed requesting sick leave the first work day after absence. This form is available here: [http://www.mscc.edu/humanresources/LeaveRequestForm.pdf](http://www.mscc.edu/humanresources/LeaveRequestForm.pdf).

However, when an Instructor needs to cancel a single-class due to illness or other unforeseen difficulties,
the Instructor may instead inform the students via either the email link available on the class roll found via
the Faculty Detail Schedule link in Banner or by posting a News Item and then emailing the students via
the class D2L page. The Instructor’s preference for how class cancelation will be handled should be
explained in writing on the Course Outline. Additionally, the Instructor should inform the department
Chair and the pertinent campus Administrative Assistant for the department. Students should be told in
the email when class will resume and how the Schedule of Daily Assignments on the Course Outline will
be affected.

**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.

**Submitting Final Grades**

To submit final grades, click on the Banner link in the Quicklinks pull-down menu on the MSCC
Homepage. Then

- Click on Faculty and Staff Entry.
- Enter your User ID and PIN.
- Click on Login.
- Click on Faculty and Advisors.
- Click on Final Grades.
- Select a Term: select grading term. Then click submit.
- Select the course you will be grading. Then click submit.
- Under the “grade” column, enter the grade selected from the drop down box.

If a grade of “W” is already assigned to a student, the student has dropped your class or withdrawn from
school. If a student is receiving an “F” or “FA” in the class, a last date of attendance must be entered after
the grade is entered. The format for entering the last dates of attendance is MM/DD/YYYY.

If you have entered a stop attending date on the attendance reporting roster, “Stopped” or “Never” will
show under the Reported Attend column. If there is no grade of “W,” you must enter a grade of “F” or
“FA.”

Once all grades are entered, click Submit.

If an error occurs, you will see a red stop sign with an X in the middle. This symbol indicates at least one
student record is in error. The error message will be below the student with the error. Once this is
corrected, “submit” again. Once grades are entered correctly, the message “The changes you made were
saved successfully” will appear.

Please remember when entering grades that if you leave your computer inactive for 30 minutes, you will
be logged out. Save often to keep from losing any grades that have been entered.
If you have questions about the status of a student, please call the Admissions Office at extension 1529. The Admissions and Records staff will be checking for missing grades and for the last dates of attendance for students. If this information is missing, the office of the Interim Vice President of Academic Affairs will be in contact.

Please make sure students are aware that final grades will not be available to students immediately after instructors record them--only when released by Admissions.

If special circumstance arise that you feel may interfere with your ability to turn in grades on time (illness, family emergency, etc.), you should contact your Department Chair immediately so that steps can be taken to assist you to get grades turned in by the due date.

Be aware that if you do not submit your final grades by the administrative due date, a grade of NR (not reported) will be assigned to each of your students. In consultation with your Department Chair, you will then be required to manually complete a Grade Change form for every student on your class rolls. This process will create a serious inconveniences for students and administrators.

**Grade Change Procedures**

If there is ever a need to change a previously submitted, Instructor’s will fill out a Change of Grade form found here: [http://www.mscc.edu/FormBank/Faculty/Change%20of%20Grade%20form-REVISED.pdf](http://www.mscc.edu/FormBank/Faculty/Change%20of%20Grade%20form-REVISED.pdf). Completed forms should then be printed, signed, and submitted it to the appropriate administrative assistant for the Chair’s signature.

**Smarthinking**

Students may receive online tutorials for select Natural Science courses via Smarthinking. Students may access Smarthinking here: [http://www.mscc.edu/smarthinking.aspx](http://www.mscc.edu/smarthinking.aspx)

**Policy Statement Regarding Syllabi and Course Outlines**

Official course syllabi may be found on the Natural Science Department website. Ideally, an Instructor will copy and paste the official course syllabus as a whole into a new Word document. Then, in the new document, the Instructor will erase information under specific Headings (such as Instructor Information) and type in their pertinent information to create their personal Course Outline for the course. For help creating a Course Outline, contact the Chair at dpalmer@mscc.edu.

Faculty are permitted to change information in the official syllabus to suit their own professional character (such as Assignments and Course Policies), but it is imperative that the Instructor adhere to the Student Learning Outcomes for the course and that their teaching methods, policies, and practices reflect the best practices established for each discipline (see below). Faculty should include major MSCC policies from the official syllabus on their own Course Outline (such as the Academic Misconduct Policy, the Classroom Misconduct Policy, the Disability Services/Accommodations statement, the Confidentiality of Student Records statement, etc.).

Instructors should remember that they may not be able to enforce a policy (or receive support from the MSCC administration in a dispute with a student) if that policy has not been explicitly stated in writing (preferably, on the Course Outline).
**Best Practices for BIOL 1110 & 1120**

In order to create a list of Best Practices for our Biology courses, the Natural Science Faculty consulted other institutions such as MTSU, Auburn, and the University of Tennessee.

As the list of best practices below is eligible for continuous revision and improvement, it is not exhaustive and all-inclusive. While instructors have the academic freedom to implement these practices differently (and should implement them in ways that fall in line with their particular talents and strengths), instructors will carefully consider these best practices and be able to clearly articulate how their classroom instruction reflects the spirit – if not the letter – of the guidelines below:

1. Instructors should adhere to the MSCC Natural Science Department’s Handbook: (insert the URL for the handbook here)

2. Skill transfer to other courses, professional settings, and personal settings will be the end goal for all the students. In general, students should not be learning skills in MSCC Biology courses that are applicable only to or mostly only to other Biology courses.

3. Reading should be an integral part of any Biology course, and students should be reading and responding to readings in science and via class discussion throughout any Biology course.

4. All assignments and lab activities will lead to lecture. The lab portion of the class should equal 25% of the total grade.

5. Student writing, especially for formal lecture and laboratory assignments, should be both purpose and audience oriented. (Students should write for an audience beyond the instructor). Major writing assignments should require students to write with clear purpose to a narrow audience.

6. Instructors should provide grading rubrics when writing or presentation assignments are initially assigned to inform students of the criteria for evaluating the assignment. Grading rubrics should be designed not only to clarify expectations, but also to help students see exactly how they may improve their assignments.

7. Continuous feedback in the form of graded assignments and exams will keep students updated on their progress in the class and overall understanding of the course material.

8. Instructors should be able to provide students with a current course grade at any point in the semester when asked.

Returning major assignments in a timely manner (i.e. before the next major assignment is due) will ensure students are able to continuously improve their performance. Ideally, graded work should be returned within one week of submission in order for students to learn and then apply what they have learned to future assignments.
The mission of Motlow State Community College is to enrich and empower its students and the community it serves.

BIOLOGY 1110

revised Oct 2014; This Course Syllabus subject to change with notice.

Credit Hours:  4  Contact Hours:  3  Lab Hours:  2

Prerequisites: Exemption from or completion of ENGL 0810, READ 0810, and MATH 0810.

Catalog Description:
This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Eubacteria, Archaeabacteria, Protista, and Fungi introduces the student to four of the six kingdoms of living organisms.

Group for Whom the Class is Intended:
BIOL 1110 is generally appropriate for all students who require biology or a one-year science sequence. The alternate course, BIOL 1030, would be appropriate for the following emphases under the university parallel major: Accounting, Art, Business Administration, Business Education, Communications, Computer Science, Early Childhood Education, Economics, Elementary Education, English, History, Industrial Management, Math, Political Science, Psychology, Secondary Education, Social Science, Social Work, Sociology, and Undeclared.

Associate of Science, Tennessee Transfer Pathways, University Parallel: Biology; Pre-Occupational Therapy; Pre-Physical Therapy; Psychology; Social Work. A one-year Natural Science sequence option for Computer Science and Secondary Education. A Natural Science option for General Education curriculum core requirements.

Instructor Information will be provided. This information will include name, contact information, office location, and office hours.

Required Texts:


Supplemental Materials:
textbook website and photo atlas in lab (recommended)

Lab Requirements:
Lab Manual

Biological Program Learning Outcomes:
After completing the requirements of the Biology Tennessee Transfer Pathway outcomes, in the Natural Science Program, students will be able to . . .
1) Conduct a Biology experiment, collect and analyze data, and interpret results in a laboratory setting.
2) Analyze, evaluate and test a scientific hypothesis.
3) Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations.
4) Identify unifying principles and repeatable patterns in nature, the value of biological diversity, and apply them to problems or issues of a biological nature.
5) Analyze and discuss the impact of biological discovery on human thought and behavior.

**Intended Biological Student Learning Outcomes:**

By the end of the course, students should . . .

1) Understand the basic chemical makeup of living organisms.
2) Analyze the principal energy process of metabolism, including photosynthesis and cell respiration.
3) Comprehend and evaluate the significance of cell structure and function in life’s processes.
4) Identify and evaluate DNA’s significance to reproduction and heredity to living things.
5) Understand the principles of evolution
6) Classify and analyze the organizational structure of the major groups of microorganisms, including viruses, bacteria, protists, and fungi.
7) Identify and comprehend the basic steps of the Scientific Method.

**Course Objectives:**

Throughout the course, students will have the opportunity . . .

1) to examine the characteristics of life, the scientific method and the taxonomy related to biological organisms.
2) to examine the molecular building blocks of cellular structure and the processes related to these.
3) to examine the energy related processes of the cell. These processes of cellular metabolism include respiration and photosynthesis.
4) to examine the genetic material of the cell including DNA structure and the expression of the genetic codes in the evolutionary process and heredity.
5) to view diversity of organismal groups with the microscope in order to study the diversity of various kingdoms and the unique cellular structures of each group.
Major Assignments and Method for Calculating the Final Grade:

Each instructor will provide a listing of the major assignments. Final Grades will be determined as follows: Lecture = 75% of the final grade / Laboratory = 25% of the final grade. (The following is an example grading system demonstrating the 75% Lecture / 25% Lab grade determination.)

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<td>100 points</td>
<td>2</td>
</tr>
<tr>
<td>Lecture Exam 3</td>
<td>100 points</td>
<td>4,7</td>
</tr>
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<tr>
<th>Week</th>
<th>Student Learning Outcomes</th>
<th>Content to be Covered</th>
<th>Student Assignments/ Supplementary Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 6, 7</td>
<td>Characteristics of Life; Scientific Method</td>
<td>Chapter 1 Lab Exercise: Taxonomy</td>
</tr>
<tr>
<td>2</td>
<td>1, 7</td>
<td>Biochemistry; Properties of Water</td>
<td>Chapter 2 Lab Exercise: Microscopy / The Cell</td>
</tr>
<tr>
<td>3</td>
<td>1,3,.7</td>
<td>Nucleic Acids, Protein Production and Structure</td>
<td>Chapters 3-4 Lab Exercise: Diffusion / Osmosis</td>
</tr>
<tr>
<td>Chapter</td>
<td>Sections</td>
<td>Topic</td>
<td>Chapter(s)</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>4</td>
<td>1, 3, 7</td>
<td>Cell Structure; Membranes</td>
<td>Chapters 5</td>
</tr>
<tr>
<td>5</td>
<td>1, 2</td>
<td>Energy; Metabolism</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>6</td>
<td>1, 2, 3</td>
<td>Respiration</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>7</td>
<td>1, 2, 3</td>
<td>Photosynthesis</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>8</td>
<td>1, 4</td>
<td>Mitosis; Meiosis</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>9</td>
<td>1, 3, 4, 5</td>
<td>Genetics; DNA</td>
<td>Chapters 12, 16</td>
</tr>
<tr>
<td>10</td>
<td>1, 2, 4, 5, 6</td>
<td>Evolution</td>
<td>Chapter 21</td>
</tr>
<tr>
<td>11</td>
<td>1, 4, 5, 6</td>
<td>Population Genetics;Taxonomy; Classification</td>
<td>Chapters 22, 23</td>
</tr>
<tr>
<td>12</td>
<td>1, 3, 5, 6</td>
<td>Viruses</td>
<td>Chapters 13.5; 19.15-19.19</td>
</tr>
<tr>
<td>13</td>
<td>1, 3, 5, 6</td>
<td>Prokaryotes</td>
<td>Chapter 26</td>
</tr>
<tr>
<td>14</td>
<td>1, 3, 5, 6</td>
<td>Protists</td>
<td>Chapters 27-28</td>
</tr>
<tr>
<td>15</td>
<td>1, 3, 5, 6</td>
<td>Fungi</td>
<td>Chapter 34</td>
</tr>
</tbody>
</table>
The mission of Motlow State Community College is to enrich and empower its students and the community it serves.

BIOLOGY 1120

Credit Hours: 4  Contact Hours: 3  Lab Hours: 2

Prerequisites: Exemption from or completion of ENGL 0810, READ 0810, and MATH 0810.

Catalog Description: This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, ecology, and evolution of these two kingdoms.

Group for Whom the Class is Intended: BIOL 1120 is generally appropriate (as the second of a two-part science requirement) for all students who require biology or a one-year sequence. The alternate course, BIOL 1030, would be appropriate for the following emphases under the university parallel major: Accounting, Art, Business Administration, Business Education, Communications, Computer Science, Early Childhood Education, Economics, Elementary Education, English, History, Industrial Management, Math, Political Science, Psychology, Secondary Education, Social Science, Social Work, Sociology and Undeclared.

Associate of Science/Arts Degree, Tennessee Transfer Pathways, University Parallel: Biology, Pre-Occupational Therapy, Pre-Physical Therapy, Psychology, and Social Work.

A one-year Natural Science sequence option for Computer Science and Secondary Education.

A Natural Science option for General Education curriculum core requirements.

Instructor Information will be provided. This information will include name, contact information, office location, and office hours.


Supplemental Materials: textbook website and photo atlas in lab (recommended)

Lab Requirements: Lab Manual, Safety Glasses

Biological Program Learning Outcomes:
After completing the requirements of Biology Tennessee Transfer Pathway outcomes in the Natural Science Program, students will be able to . . .

1) Conduct a Biology experiment, collect and analyze data, and interpret results in a laboratory setting.
2) Analyze, evaluate and test a scientific hypothesis.
3) Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations.
4) Identify unifying principles and repeatable patterns in nature, the value of biological diversity, and apply them to problems or issues of a biological nature.
5) Analyze and discuss the impact of biological discovery on human thought and behavior.

**Intended Biological Student Learning Outcomes:**
By the end of the course, students should . . .

1) Examine the diversity in the animal kingdom.
2) Analyze human origins and evaluate the evolutionary process.
3) Evaluate and compare general animal body structures and their regulation as observed in body systems, emphasizing cardiovascular and respiratory systems including their development.
4) Analyze plant diversity through morphology, reproduction and development.
5) Examine ecology through analyzing the distribution, abundance and interactions of living organisms at the level of communities, populations, and ecosystems, as well as on the global scale.

**Course Objectives:**
Throughout the course, students will have the opportunity . . .

1) To utilize taxonomy in describing relationships between organisms.
2) To observe characteristics unique to each animal phyla.
3) To gain a detailed understanding of select human body systems.
4) To view plant anatomical structures and features showing plant division characteristics.
5) To gain understanding of ecological relationships.

**Major Assignments and Method for Calculating the Final Grade:**
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<td>1,2</td>
<td>Animal Diversity Quiz 1</td>
<td>Read Chapter 44 Lab Exercise: Intro, Animalia: Porifera and Cnidaria</td>
</tr>
<tr>
<td>2</td>
<td>1,2</td>
<td>Human Origins and</td>
<td>Read Chapter 24 Lab Exercise: Animalia:</td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td>Evolution</td>
<td>Lab Exercise: Lab Exam 1</td>
</tr>
<tr>
<td>---------</td>
<td>---</td>
<td>-----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>3</td>
<td>1,2</td>
<td>Lecture Exam 1</td>
<td>Lab Exercise: Lab Exam 1</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>Animal Body and Principles of Regulation</td>
<td>Read Supplement Lab Exercise: Animalia: Echinodermata; Amphibia</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Animal Cardiovascular and Respiratory Systems Quiz 2</td>
<td>Read Chapter 39 Lab Exercise: Animalia: Mammalia (Review)</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>Animal Reproduction and Development</td>
<td>Read Chapter 42 Lab Exercise: Lab Exam 2</td>
</tr>
<tr>
<td>7</td>
<td>1, 3, 4,</td>
<td>Lecture Exam 2</td>
<td>Lab Exercise: Plantae: Bryophyta</td>
</tr>
<tr>
<td>8</td>
<td>1, 4,</td>
<td>Plant Structure and Function</td>
<td>Read Chapter 29 Lab Exercise: Plantae: Pterophyta</td>
</tr>
<tr>
<td>9</td>
<td>1, 4,</td>
<td>Plant Reproduction Quiz 3</td>
<td>Read Chapter 30 Lab Exercise: Plantae: Coniferophyta</td>
</tr>
<tr>
<td>10</td>
<td>1,4,</td>
<td>Plant Growth and Development</td>
<td>Read Chapter 31 Lab Exercise: Plantae: Anthophyta</td>
</tr>
<tr>
<td>11</td>
<td>1, 4,</td>
<td>Plant Defense; Quiz 4 Plant Diversity</td>
<td>Read Chapters 32 and 33 Lab Exercise: Plantae: Roots, Stems, Leaves (Review)</td>
</tr>
<tr>
<td>12</td>
<td>1, 4,</td>
<td>Lecture Exam 3</td>
<td>Lab Exercise: Ecology</td>
</tr>
<tr>
<td>13</td>
<td>5</td>
<td>Population Ecology</td>
<td>Read Chapter 46 Lab Exercise: Lab Exam 3</td>
</tr>
<tr>
<td>14</td>
<td>5</td>
<td>Species Interactions, Communities, and Ecosystems Quiz 5</td>
<td>Read Chapter 47</td>
</tr>
<tr>
<td>15</td>
<td>5</td>
<td>The Anthropocene; Final Exam</td>
<td>Read Chapter 48</td>
</tr>
</tbody>
</table>
**Laboratory Materials/Policies**

**Laboratory Safety Rules**

Lab safety rules are to be distributed to all students and reviewed out loud with students during the first lab meeting of the semester. Students will then sign a form acknowledging that they have received a copy of and have understood the safety rules. The safety rules and acknowledgement form may be found on pages 31-41 of the [Environmental Health and Safety Program](#). A copy of the student safety acknowledgement form may be found on page of this handbook.

**Ordering Lab Supplies**

Orders, including item number, quantity, unit price, supplier, and supplier contact information are to be submitted to Dawn Anderson ([danderson@mscc.edu](mailto:danderson@mscc.edu)).

When ordering reactive chemicals that require special handling/storage conditions (e.g., concentrated hydrochloric acid, nitric acid, or sulfuric acid) try to limit the quantity to what would likely be used in a one to two year period. This will reduce the risk associated of storage of unnecessary quantities of reactive chemicals.

When ordering new chemicals (that have never previously been ordered at Motlow) it is necessary for the faculty member to follow the chemical approval procedure, which includes filling out the chemical approval review form (pages 17-20 of the [Environmental Health and Safety Program](#)). The completed approval review form is to be submitted to Dawn Anderson.

**Chemical Storage**

Currently, Motlow follows a chemical storage plan published by Finn Scientific. Posters depicting the storage plan are posted in the chemical storage room of the chemistry laboratories at the Moore County, Smyrna, and McMinnville campuses.

Copies of SDSs (Safety Data Sheets- formerly known as MSDSs) must be available for every chemical stored.

**Chemical Waste**

Chemical waste is to be labeled, stored, monitored, and disposed of in accordance with the Motlow’s Hazardous Waste Management Plan, a copy is in this handbook). Waste should be picked up on an annual basis at a minimum. To arrange for waste pick up fill out a waste log (a copy is available on the second to last page of the Hazardous Waste Management Plan) and contact [dbritton@mscc.edu](mailto:dbritton@mscc.edu), Motlow’s EHS officer.

Care must be taken to avoid mixing incompatible chemicals for storage as waste. A table of common incompatibilities is located in this handbook.
Safety Acknowledgment Form

I have read and understand the safety information presented in the Chemistry Laboratory Safety Rules document. I agree to follow all of the rules listed therein, as well as any instructions that my instructor may give me. I understand that violation of any of these rules may result in my being dismissed from lab or dropped from the course.

____________________________________________
Signature

____________________________________________
Print student name

____________________________________________
Student ID Number

Course ________________________ Date ____________________
# Table 1

**Chemical Incompatibilities**

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Is Incompatible With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetic acid</td>
<td>Chromic acid, nitric acid, hydroxyl compounds, ethylene glycol, perchloric acid, peroxides, permanganates</td>
</tr>
<tr>
<td>Acetylene</td>
<td>Chlorine, bromine, copper, fluorine, silver, mercury</td>
</tr>
<tr>
<td>Acetone</td>
<td>Concentrated nitric and sulfuric acid mixtures</td>
</tr>
<tr>
<td>Alkali and alkaline earth (e.g., powdered aluminum or magnesium, calcium, lithium, sodium, potassium)</td>
<td>Water, carbon tetrachloride or other chlorinated metals hydrocarbons, carbon dioxide, halogens</td>
</tr>
<tr>
<td>Ammonia (anhydrous)</td>
<td>Mercury (e.g., in manometers), chlorine, calcium hypochlorite, iodine, bromine, hydrofluoric acid (anhydrous)</td>
</tr>
<tr>
<td>Ammonium nitrate</td>
<td>Acids, powdered metals, flammable liquids, chlorates, nitrates, sulfur, finely divided organic or combustible materials</td>
</tr>
<tr>
<td>Aniline</td>
<td>Nitric acid, hydrogen peroxide</td>
</tr>
<tr>
<td>Arsenical materials</td>
<td>Any reducing agent</td>
</tr>
<tr>
<td>Azides</td>
<td>Acids</td>
</tr>
<tr>
<td>Bromine</td>
<td>See Chlorine</td>
</tr>
<tr>
<td>Calcium oxide</td>
<td>Water</td>
</tr>
<tr>
<td>Carbon (activated)</td>
<td>Calcium hypochlorite, all oxidizing agents</td>
</tr>
<tr>
<td>Carbon tetrachloride</td>
<td>Sodium</td>
</tr>
<tr>
<td>Chlorates</td>
<td>Ammonium salts, acids, powdered metals, sulfur, finely divided organic or combustible materials</td>
</tr>
<tr>
<td>Chromic acid and chromium trioxide</td>
<td>Acetic acid, naphthalene, camphor, glycerol, alcohol, flammable liquids in general</td>
</tr>
<tr>
<td>Chlorine</td>
<td>Ammonia, acetylene, butadiene, butane, methane, propane (or other petroleum gases), hydrogen, sodium carbide, benzene, finely divided metals turpentine</td>
</tr>
<tr>
<td>Chlorine dioxide</td>
<td>Ammonia, methane, phosphine, hydrogen sulfide</td>
</tr>
<tr>
<td>Copper</td>
<td>Acetylene, hydrogen peroxide</td>
</tr>
<tr>
<td>Cumene hydroperoxide</td>
<td>Acids (organic or inorganic)</td>
</tr>
<tr>
<td>Cyanides</td>
<td>Acids</td>
</tr>
<tr>
<td>Flammable liquids</td>
<td>Ammonium nitrate, chromatic acid, hydrogen peroxide, nitric acid, sodium peroxide, halogens</td>
</tr>
<tr>
<td>Fluorine</td>
<td>Everything</td>
</tr>
<tr>
<td>Hydrocarbons (e.g., butane, propane, benzene)</td>
<td>Fluorine, chlorine, bromine, chromic acid, sodium peroxide</td>
</tr>
<tr>
<td>Hydrocyanic acid</td>
<td>Nitric acid, alkali</td>
</tr>
<tr>
<td>Hydrofluoroic acid (anhydrous)</td>
<td>Ammonia (aqueous or anhydrous)</td>
</tr>
<tr>
<td>Chemical Incompatibilities</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Hydrogen peroxide</td>
<td>Copper, chromium, iron, most metals or their salts, alcohols, acetone, organic materials, aniline, nitromethane, combustible materials</td>
</tr>
<tr>
<td>Hydrogen sulfide</td>
<td>Fuming nitric acid, oxidizing gases</td>
</tr>
<tr>
<td>Hypochlorites</td>
<td>Acids, activated carbon</td>
</tr>
<tr>
<td>Iodine</td>
<td>Acetylene, ammonia (aqueous or anhydrous), hydrogen</td>
</tr>
<tr>
<td>Mercury</td>
<td>Acetylene, fulminic acid, ammonia</td>
</tr>
<tr>
<td>Nitrates</td>
<td>Sulfuric acid</td>
</tr>
<tr>
<td>Nitric acid (concentrated)</td>
<td>Acetic acid, aniline, chromic acid, hydrocyanic acid, hydrogen sulfide, flammable liquids, flammable gases, copper, brass, any heavy metals</td>
</tr>
<tr>
<td>Nitrates</td>
<td>Acids</td>
</tr>
<tr>
<td>Nitroparaffins</td>
<td>Inorganic bases, amines</td>
</tr>
<tr>
<td>Oxalic acid</td>
<td>Silver, mercury</td>
</tr>
<tr>
<td>Oxygen</td>
<td>Oils, grease, hydrogen, flammable liquids, solids, or gases</td>
</tr>
<tr>
<td>Perchloric acid</td>
<td>Acetic anhydride, bismuth and its alloys, alcohol, paper, wood, grease, oils</td>
</tr>
<tr>
<td>Peroxides, organic</td>
<td>Acids (organic or mineral), avoid friction, store cold</td>
</tr>
<tr>
<td>Phosphorus (white)</td>
<td>Air, oxygen, alkalis, reducing agents</td>
</tr>
<tr>
<td>Phosphorus pentoxide</td>
<td>Water</td>
</tr>
<tr>
<td>Potassium</td>
<td>Carbon tetrachloride, carbon dioxide, water</td>
</tr>
<tr>
<td>Potassium chloride</td>
<td>Sulfuric and other acids</td>
</tr>
<tr>
<td>Potassium perchlorate (see also chlorates)</td>
<td>Sulfuric and other acids</td>
</tr>
<tr>
<td>Potassium perchlorate (see also chlorates)</td>
<td>Sulfuric and other acids</td>
</tr>
<tr>
<td>Potassium permanganate</td>
<td>Glycerol, ethylene glycol, benzaldehyde, sulfuric acid</td>
</tr>
<tr>
<td>Selenides</td>
<td>Reducing agents</td>
</tr>
<tr>
<td>Silver</td>
<td>Acetylene, oxalic acid, tartaric acid, ammonium compounds, fulmunic acid</td>
</tr>
<tr>
<td>Sodium</td>
<td>Carbon tetrachloride, carbon dioxide, water</td>
</tr>
<tr>
<td>Sodium nitrate</td>
<td>Ammonium nitrate and other ammonium salts</td>
</tr>
<tr>
<td>Sodium peroxide</td>
<td>Ethyl or methyl alcohol, glacial acetic acid, acetic anhydride, benzaldehyde, carbon disulfide, glycerin, ethylene glycol, ethyl acetate, methyl acetate, furfural</td>
</tr>
<tr>
<td>Sulfides</td>
<td>Acids</td>
</tr>
<tr>
<td>Sulfuric acid</td>
<td>Potassium chlorate, potassium perchlorate, potassium permanganate (similar compounds of light metals, such as sodium, lithium)</td>
</tr>
<tr>
<td>Tellurides</td>
<td>Reducing agents</td>
</tr>
</tbody>
</table>
Hazardous Waste Management Plan

I. Purpose
Motlow State Community College (MSCC) is committed to operating its campus in the safest manner possible. MSCC pays particular attention to protecting the environment and its campus community in accordance with all federal and state statutes. The Hazardous Waste Management Plan, as outlined in the following sections, has been prepared to comply with applicable regulations promulgated by the United States Environmental Protection Agency (EPA) and the Tennessee Department of Environment & Conservation (TDEC).

II. Scope and Application
This Waste Management Plan establishes the requirements to ensure that hazardous wastes, non-hazardous wastes and special wastes are properly managed. This plan describes the requirements relating to the identification, management, labeling, disposal, and manifesting of special waste streams. It also outlines applicable emergency procedures, prevention, response requirements, training, and record keeping requirements.

The guidance that follows applies to all teaching, and/or support functions within MSCC that either generate waste as a product of its function; or dispose of excess, old or unknown hazardous chemicals found within the facilities owned or used by the College.

III. Hazardous Waste Determination
In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous wastes lists (F-list, K-list, P-list, or U-list) or exhibits at least one of four characteristics - toxicity, reactivity, ignitability, or corrosivity. Hazardous waste is regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle C.

Under RCRA, all hazardous materials destined for disposal must be considered hazardous wastes unless determined otherwise. Only individuals who are properly trained in the regulatory definitions of hazardous wastes may make waste determinations. When knowledge of the hazard characteristics cannot be determined, or are unknown, waste analysis is required to be completed. Once a waste determination is made, the waste is managed appropriately as a hazardous waste or discarded as a non-hazardous waste. All waste determinations must be maintained in writing and on file for a minimum of three years.

A chemical must never be placed in the building solid waste (trash) or poured down a drain unless it has been determined that the chemical is not a hazardous waste and is acceptable for disposal through such means. Liquids should never be placed in the building solid waste as liquids are not acceptable for landfill disposal because they can migrate or leach into the ground water.

Chemical wastes are classified as hazardous waste by being specifically listed as a hazardous waste in federal and/or state regulations, or based on characteristics of ignitability, reactivity, corrosivity or toxicity.
IV. Characteristics of a Hazardous Waste

- **Ignitability**
  A solid waste exhibits the characteristic of ignitability if a representative sample of the waste has any of the following properties:
  - It is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and has flash point less than 60 °C (140°F).
  - It is not a liquid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a hazard.
  - It is an ignitable compressed gas.
  - A solid waste that exhibits the characteristic of ignitability has the EPA Hazardous Waste Number of D001.

- **Corrosivity**
  A solid waste exhibits the characteristic of corrosivity if a representative sample of the waste has either of the following properties:
  - It is aqueous and has a pH less than or equal to 2 or greater than or equal to 12.5, as determined by a pH meter.
  - It is a liquid and corrodes steel (SAE 1020) at a rate greater than 6.35 mm (0.250 inch) per year at a test temperature of 55 °C (130°F).
  - A solid waste that exhibits the characteristic of corrosivity has the EPA Hazardous Waste Number of D002.

- **Reactivity**
  A solid waste exhibits the characteristic of reactivity if a representative sample of the waste has any of the following properties:
  - It is normally unstable and readily undergoes violent change without detonating.
  - It reacts violently with water.
  - It forms potentially explosive mixtures with water.
  - When mixed with water, it generates toxic gases, vapors or fumes in a quantity sufficient to present a danger to human health or the environment.
  - It is a cyanide or sulfide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors or fumes in a quantity sufficient to present a danger to human health or the environment.
• It is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement.

• It is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure.

• It is a forbidden explosive as defined in 49 CFR 173.54, or is a Division 1.1, 1.2 or 1.3 explosive as defined in 49 CFR 173.50 and 173.53.

• A solid waste that exhibits the characteristic of reactivity has the EPA Hazardous Waste Number of D003.

➢ **Toxicity**

A solid waste (except manufactured gas plant waste) exhibits the characteristic of toxicity if, using the Toxification Characteristic Leaching Procedure (TCLP test Method 1311)

• A solid waste that exhibits the characteristic of toxicity has the EPA Hazardous Waste Number specified in Table 1 which corresponds to the toxic contaminant causing it to be hazardous.

<table>
<thead>
<tr>
<th>EPA HW No.</th>
<th>Contaminant</th>
<th>CAS No.</th>
<th>Regulatory Level (mg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Arsenic</td>
<td>7440-38-2</td>
<td>5.0</td>
</tr>
<tr>
<td>5</td>
<td>Barium</td>
<td>7440-39-3</td>
<td>100.0</td>
</tr>
<tr>
<td>8</td>
<td>Benzene</td>
<td>71-43-2</td>
<td>0.5</td>
</tr>
<tr>
<td>6</td>
<td>Cadmium</td>
<td>7440-43-9</td>
<td>1.0</td>
</tr>
<tr>
<td>9</td>
<td>Carbon tetrachloride</td>
<td>56-23-5</td>
<td>0.5</td>
</tr>
<tr>
<td>0</td>
<td>Chlordane</td>
<td>57-74-9</td>
<td>0.03</td>
</tr>
<tr>
<td>1</td>
<td>Chlorobenzene</td>
<td>108-90-7</td>
<td>100.0</td>
</tr>
<tr>
<td>2</td>
<td>Chloroform</td>
<td>67-66-3</td>
<td>6.0</td>
</tr>
<tr>
<td>7</td>
<td>Chromium</td>
<td>7440-47-3</td>
<td>5.0</td>
</tr>
<tr>
<td>3</td>
<td>o-Cresol</td>
<td>95-48-7</td>
<td>(^4) 200.0</td>
</tr>
<tr>
<td>4</td>
<td>m-Cresol</td>
<td>108-39-4</td>
<td>(^4) 200.0</td>
</tr>
<tr>
<td>5</td>
<td>p-Cresol</td>
<td>106-44-5</td>
<td>(^4) 200.0</td>
</tr>
<tr>
<td>6</td>
<td>Cresol</td>
<td></td>
<td>(^4) 200.0</td>
</tr>
<tr>
<td>6</td>
<td>2,4-D</td>
<td>94-75-7</td>
<td>10.0</td>
</tr>
<tr>
<td>7</td>
<td>1,4-Dichlorobenzene</td>
<td>106-46-7</td>
<td>7.5</td>
</tr>
<tr>
<td>Index</td>
<td>Chemical Name</td>
<td>CAS Number</td>
<td>1989</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------</td>
<td>------------</td>
<td>------</td>
</tr>
<tr>
<td>0</td>
<td>1,2-Dichloroethane</td>
<td>107-06-2</td>
<td>0.5</td>
</tr>
<tr>
<td>1</td>
<td>1,1-Dichloroethylene</td>
<td>75-35-4</td>
<td>0.7</td>
</tr>
<tr>
<td>2</td>
<td>2,4-Dinitrotoluene</td>
<td>121-14-2</td>
<td>0.13</td>
</tr>
<tr>
<td>2</td>
<td>Endrin</td>
<td>72-20-8</td>
<td>0.02</td>
</tr>
<tr>
<td>1</td>
<td>Heptachlor (and its epoxide)</td>
<td>76-44-8</td>
<td>0.008</td>
</tr>
<tr>
<td>2</td>
<td>Hexachlorobenzene</td>
<td>118-74-1</td>
<td>0.13</td>
</tr>
<tr>
<td>3</td>
<td>Hexachlorobutadiene</td>
<td>87-68-3</td>
<td>0.5</td>
</tr>
<tr>
<td>4</td>
<td>Hexachloroethane</td>
<td>67-72-1</td>
<td>3.0</td>
</tr>
<tr>
<td>5</td>
<td>Hexachlorobutadiene</td>
<td>87-68-3</td>
<td>0.5</td>
</tr>
<tr>
<td>6</td>
<td>Hexachloroethane</td>
<td>67-72-1</td>
<td>3.0</td>
</tr>
<tr>
<td>8</td>
<td>Lead</td>
<td>7439-92-1</td>
<td>5.0</td>
</tr>
<tr>
<td>3</td>
<td>Lindane</td>
<td>58-89-9</td>
<td>0.4</td>
</tr>
<tr>
<td>9</td>
<td>Mercury</td>
<td>7439-97-6</td>
<td>0.2</td>
</tr>
<tr>
<td>4</td>
<td>Methoxychlor</td>
<td>72-43-5</td>
<td>10.0</td>
</tr>
<tr>
<td>5</td>
<td>Methyl ethyl ketone</td>
<td>78-93-3</td>
<td>200.0</td>
</tr>
<tr>
<td>6</td>
<td>Nitrobenzene</td>
<td>98-95-3</td>
<td>2.0</td>
</tr>
<tr>
<td>7</td>
<td>Pentachlorophenol</td>
<td>87-86-5</td>
<td>100.0</td>
</tr>
<tr>
<td>8</td>
<td>Pyridine</td>
<td>110-86-1</td>
<td>5.0</td>
</tr>
<tr>
<td>0</td>
<td>Selenium</td>
<td>7782-49-2</td>
<td>1.0</td>
</tr>
<tr>
<td>1</td>
<td>Silver</td>
<td>7440-22-4</td>
<td>5.0</td>
</tr>
<tr>
<td>9</td>
<td>Tetrachloroprophene</td>
<td>127-18-4</td>
<td>0.7</td>
</tr>
<tr>
<td>5</td>
<td>Toxaphene</td>
<td>8001-35-2</td>
<td>0.5</td>
</tr>
<tr>
<td>0</td>
<td>Trichloroethylene</td>
<td>79-01-6</td>
<td>0.5</td>
</tr>
<tr>
<td>1</td>
<td>2,4,5-Trichlorophenol</td>
<td>95-95-4</td>
<td>400.0</td>
</tr>
<tr>
<td>2</td>
<td>2,4,6-Trichlorophenol</td>
<td>88-06-2</td>
<td>2.0</td>
</tr>
<tr>
<td>7</td>
<td>2,4,5-TP (Silvex)</td>
<td>93-72-1</td>
<td>1.0</td>
</tr>
<tr>
<td>3</td>
<td>Vinyl chloride</td>
<td>75-01-4</td>
<td>0.2</td>
</tr>
</tbody>
</table>
V. **Basic Hazardous Waste Management Rules**
Once your department has determined that a waste is hazardous, it is important to do the following:

- Accumulate waste in containers that are clean, in good condition, chemically compatible, and appropriate for the quantity accumulated. (Smaller containers are preferred.)
- If small quantities are accumulated in larger containers, do not combine different kinds of waste unless you know that they are compatible and are acceptable for disposal in the combined form.
- Flammables must be stored away from oxidizers, water reactive chemicals away from moisture, acids away from bases, etc.
- Containers must be within a secure area where any leak will not cause harm to the environment.
- Containers must be closed at all times unless waste is being actively added to or removed from the container.
- **Label the waste container with the date accumulation started, identity of the contents with no abbreviations, quantity of each constituent, and the words “Hazardous Waste.”**
- Schedule removal of the waste in a timely fashion by contacting the Facilities Department.
- Use the MSCC Hazardous Waste tags provided by the Facilities Department to properly identify your hazardous waste.
- Install and maintain emergency equipment to be used in case of a spill.
- Keep the Emergency Contact signage that is located outside of every lab current and up to date order.
- Never accumulate over 55 gallons of hazardous waste in an individual lab.

VI. **Hazardous Waste Accumulation**
Two types of hazardous waste accumulation points are present at MSCC:

- Accumulation Points
- Satellite Accumulation Points

A hazardous waste accumulation point is a location on-site at which hazardous waste can be accumulated for up to 90 days without a permit. At an accumulation point, any amount of hazardous waste can be collected and stored providing no container remains in the accumulation point storage for over 90 days. If hazardous waste is added to a container at the accumulation point, the 90 day limit for that container begins as soon as the first waste is added to the container. For this reason, container size selection is very important in minimizing costs when accumulating in these areas. Estimate your waste volume carefully while allowing for extra time to arrange shipping. It is recommended that you chose a
container size that you can fill within a 30 or 60 day period in this situation. The hazardous waste accumulation point is in the Facilities Department and is labeled as such.

A satellite accumulation point is a location at or near the point of generation that is under the control of the operator of the process generating the waste. No more than 55 gallons of hazardous waste or one quart of acute hazardous waste can be accumulated at a satellite accumulation point.

The difference between a satellite accumulation point and an accumulation point are the volume and the length of time wastes may be accumulated. At a satellite accumulation point, up to 55 gallons of hazardous waste or up to one quart of acute hazardous waste may be accumulated for a reasonable amount of time. At an accumulation point, an unlimited volume of waste may be accumulated in containers for up to 90 days. If a facility has not been approved by the MSCC EHS Office to maintain a hazardous waste accumulation point, then they are, by default, satellite accumulation points and must stay in status with the volumes stated above.

Hazardous waste must be kept in designated areas at all times. Wastes that are accumulated in these areas must be managed in accordance with the procedures specified below. The generator is responsible for ensuring compliance with these procedures for his/her hazardous waste satellite accumulation point(s). The EHS Coordinator is responsible for managing the Hazardous Waste Accumulation Area in compliance with these procedures.

All hazardous waste Accumulation Points must meet the following requirements:
- A Hazardous Waste sign must be posted at each area.
- The name and phone number of the accumulation point supervisor and an alternate contact must be posted at each area.
- The area should be used for hazardous waste accumulation only. No raw materials or chemical stock should be stored in the same area with hazardous waste.
- The area must be located at or near the point of waste generation and must be under the control of the person responsible for the waste-generating process.
- All containers will be appropriately labeled and segregated for compatibility.

Access to the hazardous waste accumulation points must never be blocked. The area shall be quickly and easily accessible by emergency response personnel in the event of a spill, leak or fire. Appropriate emergency response equipment shall be maintained for each hazardous waste accumulation and satellite area. The accumulation point supervisor is responsible for ensuring the equipment is in good condition at each of his/her accumulation points. The EHS Coordinator is responsible for the Hazardous Waste Accumulation Areas. Emergency equipment shall include the following:
- Fire extinguisher, 20lb ABC type.
- Absorbent of the proper type and of sufficient amount to absorb the volume present.
- Broom, bucket and mop.
- Telephone or other communication device.
- First aid kit.
- Safety shower and eye wash station as applicable.
- Coveralls, eye protection and gloves compatible with wastes.
- Empty containers and bags compatible with cleanup characteristics.
VII. **Labeling and Marking**
An approved hazardous waste label shall be affixed to each hazardous waste container prior to receiving any waste material. The EHS Coordinator is responsible for ensuring each container is properly labeled before being picked up from a Satellite Accumulation Point or an Accumulation Point and moved to the Central Accumulation Point. However, the Generator or Accumulation Point Supervisor responsible for the waste is responsible for ensuring each container in his/her area is properly labeled before placing waste into the container or receiving any waste into an Accumulation Point.

The following information shall be provided on each hazardous waste label:
- The words **HAZARDOUS WASTE**.
- List of individual chemicals contained within the container and percentages or amount of each chemical.
- Hazard characteristics of the waste (e.g. flammable, corrosive, oxidizer).
- The accumulation start date.
- The labels shall be placed on the side of each container in such a manner that they are clearly visible for inspection.

**WASTE CONTAINERS ARE REQUIRED TO BE LABELED, BY THE GENERATOR, AS SOON AS THE FIRST DROP OF WASTE IS PLACED INTO THE CONTAINER!**

VIII. **Spill Response**
Make sure everyone knows where the spill response materials are for their work area and are familiar on how to use them. If there is a chemical spill within your respected area, the department personnel will be the first responder. Determine if the spill can be safely cleaned-up with existing personnel and resources. If you are ever uncertain to whether the spill can safely be cleaned up, contact the Facilities Services Department notifying them of the location and material spilled.

**The following are some general spill response guidelines:**
- Immediately alert area occupants and supervisor, and evacuate the area, if necessary
- If there is a fire or a medical emergency, call 911 and notify Facility Services Department at extension #1575.
- Attend to anyone who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than 15 minutes.
- If a flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
- Put on personal protective equipment appropriate for the hazard(s).
- If respiratory protection is needed immediately evacuate and restrict the area. (Notify Facility Services).
- Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.

- POWERSORB (by 3M) products or their equivalent will handle hydrofluoric acid. Specialized hydrofluoric acid kits also are available. Many neutralizers for acids or bases have a color change indicator to show when neutralization is complete.

- When spilled material has been absorbed, use a brush and scoop to place material in an appropriate container.

- Five gallon pails are the preferred containers for collecting the clean-up material.

IX. **Universal Waste**

Universal wastes are not hazardous wastes if properly recycled. Types of universal wastes consist of the following:

- Batteries (nickel cadmium and lead acid)
- Certain Pesticides
- Mercury containing thermostats
- Thermometers
- Fluorescent lamps/bulbs

All universal waste streams are to be segregated and stored in a designated satellite storage area. Each container must have a designated description label attached (“Used Fluorescent Bulbs” or “Waste Batteries”) and the accumulation start date written in the label or container. These labels are provided by Facility Services. Containers used to store universal waste must be structurally sound, adequate to prevent breakage and compatible with the contents. It is best to use the original package that the device or material was shipped in. All universal waste containers must remain closed, leak free and have the accumulation start date on them. Universal waste may be stored onsite for up to one year. For collection, please contact the Facility Services office at extension #1575.
Laboratory Glassware Disposal Policy

Summary

This policy details the minimum requirements for the safe packaging and disposal of laboratory glassware at Motlow State Community College. Laboratory glassware is any item that could puncture regular trash bags and potentially cause injury to Custodial staff members. Laboratory glassware includes clean and empty glassware, bottles, flasks, vials and glass Pasteur pipettes not used with bio-hazardous or infectious materials or highly hazardous chemicals. Intact glassware that could potentially break during waste handling activities and broken plastic-ware that has the potential to cause injury during handling is likewise included.

Requirements for Disposal of Laboratory Glassware

Glassware must NOT be disposed of in classroom common trash receptacles. The following are two examples of approved containers:

- Discarded glassware must be placed in a small puncture resistant and leak proof container such as a plastic bucket or a cardboard box.
- Any cardboard box may be used provided it is properly labeled, has a secure lid, is sturdy and of a size that will not weigh more than 20 pounds when full.
- Label the outside of the container “Broken Glass Only.” Ensure that the label is in a location that is readily visible to laboratory and custodial staff.
- Laboratory glassware cannot be contaminated with hazardous, radioactive, pathological, chemical or biological material.
- Laboratory glassware must be appropriately decontaminated prior to disposal. Triple rinse and deface labels before placing glassware into disposal container.
- The glassware must be substantially free of liquids.
- Once full, place the container next to the waste basket near door for custodial staff to pickup.
Never use laboratory glassware containers for the disposal of the following:

- Sharps/needles
- Syringes
- Razor blades
- Scalpels
- Biohazard materials
- Liquid wastes
- Chemically contaminated laboratory glassware
- Empty containers that contained an acutely hazardous waste

Broken Laboratory Glassware Cleanup

Broken glassware should immediately be cleaned up. Each laboratory should be equipped with a small brush or broom and dust pan to clean up after small accidents. If the glassware contains hazardous, biological or radiological contaminants, please contact the Facilities Department at extension 1575 for assistance.

Links of Interest

Fisher Scientific Glass Disposal Boxes

Scienceware Glass Disposal Boxes
X. **Waste Tracking Logs**

All shipments of waste must be recorded and those records must be maintained for three years. Use the following log to track ALL waste shipments:

<table>
<thead>
<tr>
<th>Date</th>
<th>Waste Type</th>
<th>Waste Description</th>
<th>Waste Company</th>
<th>Quantity</th>
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</table>

**Note:** You must maintain name of waste company, contact person, phone number and disposal site for each waste company utilized.
XII. Facility Personnel Training
There shall be at least two EHS employees at MSCC who receive DOT Hazardous Materials and RCRA annual training, to ensure that hazardous waste manifests are completed properly. Only those individuals who have completed this training requirement are to sign hazardous waste manifests on behalf of MSCC. Copies of the training certificates will be retained for at least a period of three years in the EHS Office.

XIII. Training
All MSCC faculty and staff who generate or handle hazardous wastes will be trained on this Waste Management Plan and/or the recommended training module on an annual basis.

Written documentation of each training session, including a signature and date of the person trained, will be maintained in the EHS Training files for a minimum of three years.
Departmental Meeting Minutes 2013-2014

Wednesday, August 21, 2013
11:30 AM, SH 232

The Natural Science Department met on August 21, 2013 at 11:30 following Fall Convocation. Mr. David Palmer was chair of the meeting and Camilla Daniel was secretary.

Department Members in attendance:

Kristin Bridge
Elizabeth Fitch
Kevin Fitch
Janet Forde
Greg Garrison
Cheri Gregory
Misty Griffith
Rob Griswold
Lisa Mayo
Nicole Speelman
Grady Wells

Department Members Absent:
Linda Harris-Young

- Mr. Palmer introduced Nicole Speelman, the new instructor in Smyrna.

- He thanked the faculty for promptly turning in their revised syllabi and reminded faculty to turn in their course outlines to their secretary and to Academic Affairs.
  - There will be new syllabi revisions for 2014-2105.
    - Policies regarding plagiarism and ?? will be required on all syllabi.

- Mr. Palmer reminded faculty of the importance of professional communication via email.
  - Reply promptly.
  - All CAPS are inappropriate.
  - Always include a subject line.
  - Proofread.

Use Natural Science Department Meeting
  - caution with humor.

- Mr. Palmer discussed “Early Alert” system for attendance. (Applies to full-time and adjunct faculty).
  - Report attendance for the first six weeks.
    - Y, N, or S
• Use “S” for students who have stopped attending and if their absence will affect their final grade.
  ▪ The “Early Alert” team will contact students.
  o He encouraged faculty to “keep up with their students”.

• Safety:
  o All classrooms doors must be closed and locked during class.
    ▪ The first two officers that respond to an incident on campus will enter the building and clear the halls.
    ▪ In drills, Moore County had a response time of twelve minutes; other campuses had response times of less than two minutes.
  o Rob Griswold will send an email with details for the required GHS training.
    ▪ There is a new version of chemical labeling.
    ▪ Training is required by December.

• Student retention:
  o Per Dr. Apple, each faculty member should submit to their department heads, two suggestions for retaining students.
  o Our goal is to have every student’s GPS completed (by the end of the semester).
  o The Student Success Center will maintain and improve student success rates and promote retention.

• Disability Services:
  o Faculty must sign and return the disability sheets that show students’ accommodations.
    ▪ Faculty should keep a copy of the accommodation sheet.
    ▪ Faculty may not refer students to Disability Services, nor ask if they need these services.

• FERPA Reminder:
  o Do not release student information unless the FERPA release form has been signed.
    ▪ Check with Mr. Palmer to see if the form has been signed.
    ▪ Do not provide grades via email or telephone.
    ▪ Dual-enrollment students have the same FERPA protection; information cannot be released.

• TITLE VI:
  o We do not discriminate based on age, race, gender, nor religion.

• Unlawful harassment:
  o Harassment must be reported.
  o Faculty are expected to maintain classroom management.

• Institutional Effectiveness:
  o Mr. Palmer did the Natural Science reports over the summer.
  o Assessment:
    ▪ CHEM 1110 and PSCI 1030 have online pre-tests and post-tests.
• These should be taken by students early in the semester and at the very end of the semester.

• Online course development:
  o Mr. Palmer discussed the need for online courses in the Natural Science Department. “Virtual campus should become a reality”.
  o There are currently only two online courses offered in the Natural Science Department. There are no online courses in Chemistry or Physical Sciences. He is currently developing a hybrid course and encourages faculty to investigate creating online courses too.
  o Dr. McCoy will offer training on online course development.

• Tennessee Academy of Science Program/ November 15, 2013
  o Ms. Mayo has reserved several rooms in Marcum, four rooms in Simon and the auditorium in Eoff for the program.
  o Volunteers are needed to assist in displaying signs and in directing students.
    ▪ This is a rare opportunity for Motlow and it is important that we support it.
  o There will be a poster contest in Marcum.
  o Ms. Mayo will check to see if faculty need to make presentations.

• Committees for 2013-2014:
  o Faculty Council – Kevin Fitch
  o Academic Affairs – Janet Forde & David Palmer
  o Faculty/Staff Development – Janet Forde
  o Promotion and Tenure – Lisa Mayo
  o Student Success – Greg Garrison
  o Intellectual Property – Rob Griswold
  o International Education – Lisa Mayo
  o Library Committee – Grady Wells
  o Distance Education - David Palmer

• Spring Schedules:
  o The due date has been moved to the middle of September (September 13). Mr. Palmer will send an email and needs input from faculty.

• Other discussions:
  o Mr. Palmer is checking into the possibility of charging lab fees ($12.00--$14.00).
  o Promotion and Tenure is coming up. Mr. Palmer offered his assistance in this process.
  o “Will Maymester” return? The advantages of Maymester were discussed.
    ▪ It helps in retention.
    ▪ It helps Motlow compete with other colleges who offer Maymester.
• Misty Griffith is the Natural Science Advisement Coordinator.
  o Please help her if she is on your campus.

• Mr. Palmer is available if faculty need his assistance. He encouraged the group to share their ideas and opinions with him and welcomes their input.
The meeting adjourned at 12:02.


Natural Sciences Department Meeting

Monday, January 13, 2014, SH232, 11:30am – 12:42pm

Dr. Rob Griswold, Hazardous Waste Training, 12:30pm – 1:30pm

The Natural Science Department met on January 13, 2014, following Spring Convocation. Mr. David Palmer chaired the meeting, and Misty Griffith served as secretary.

- Call to order

Department Members in attendance:

- Cheri Gregory, David Palmer, Elizabeth Fitch, Gregg Garrison, Grady Wells, Janet Forde, Kevin Fitch, Kristi Bridge, Linda Harris-Young, Misty Griffith, Nicole Speelman, Rob Griswold, Lisa Mayo, Tina Carter, and Cristopher Eisler

- Reading of the minutes:
  - Elizabeth Fitch made a motion to accept the minutes from the 2013 Fall meeting.
  - Janet Forde made the second motion to accept the minutes.

- Faculty Assignments / Student Advising
  - Gregg Garrison: Department Microscope Technician (Coordinator)
  - Misty Griffith: Microbiology Culture, Media Coordinator
  - Rob Griswold: Department Safety Coordinator
  - Mr. Palmer noted that all full time faculty at the Main campus had completed safety training
  - He also asked for everyone to work with advisement coordinators and site directors to aid with student advisement.

- Academic Audit
  - New Course Syllabi will need to be written for each course by Fall semester
  - Online courses will need separate syllabi.
  - Student outcomes (goals) should be offered by April
  - A template will be provided and a faculty member assigned to each course(s) to complete and review syllabus revision, syllabi uniformity should occur between departments.
  - The need for a Department handbook was mentioned by Mr. Palmer.
  - Several TBR policies will be included on the Fall syllabi (Plagiarism, Disabilities, Cheating, Disruptive students, etc.)
    - These changes will be made to both the department syllabi and class syllabi
    - Mr. Palmer will make these templates available soon.
  - Mr. Palmer also mentions the term “course outline” is defunct, please use the term “syllabus”.
  - Make sure to turn in syllabi to Dawn Anderson and satellite secretaries if applicable.
- **GPS**
  - Mr. Palmer suggested that all graduation plans be completed this week, and mentioned the usefulness as related to SAC’s accreditation and academic audit.
- **Disability Services**
  - Reminder: faculty must sign disability forms presented from the students.
- **Professional Communications**
  - Reply to e-mails promptly
  - Be brief and polite
  - Don’t use capital letters
  - Try to use the subject line
  - Proof read before sending
  - Be careful using humor
  - E-mails aren’t private and do not send if angry or tired
- **Attendance Reporting/ Early Alert**
  - Attendance reporting is mandatory and Early Alert reporting is highly recommended
  - (Y=present, N=absent, S=stopped attending)
  - Faculty are expected to take attendance every day for the first six weeks of the semester
  - Further, verify that the students in class are reflected in Banner and have not been dropped from the system
  - Report an “S” when a student’s absence begins to affect their final grade.
- **QEP**
  - This is still in the draft stage
  - Try to incorporate a QEP that is already somewhat being used
  - Try to keep it simple and get involved
  - Mr. Palmer will inform faculty as he is informed
- **Online Class Development**
  - Mr. Palmer conveyed the importance of developing online classes.
    - Training for D2L is required to develop and teach online classes.
    - If an instructor develops the class, they will initially teach that class.
    - Mr. Palmer is in favor of instructor’s developing classes in time to insert them into the Fall 2014 schedule.
  - Currently in development by Faculty:
    - Cheri Gregory: Hybrid BIOL 2010 and Hybrid BIOL 2020 will be ready by Summer or Fall.
    - Kristi Bridge: BIOL 1030 will be ready by mid-Summer
    - Nicole Speelman: Hybrid CHEM 1110 and online CHEM 1110 will be ready by Summer.
    - Elizabeth Fitch: BIOL 1110 and BIOL 1120 complete online by Summer or Fall
    - Kevin Fitch: BIOL 1330 Hybrid will be ready in the Fall
    - Janet Forde: BIOL 1110 Hybrid will be ready in the Fall
    - Lisa Mayo: GEOL not yet in development
- Grady Wells: BIOL 1120 Hybrid ready in Spring 2015
- Rob Griswold: Hybrid CHEM 1120 will develop over Spring/Summer
- Gregg Garrison: Genetics will develop in the Fall.
  - Please be on the lookout for qualified adjuncts.

- Student Retention
  - Mr. Palmer asked that everyone help with the retention of students.
  - All suggestions will be appreciated

- IE/GE Reports:
  - Institutional Effectiveness/General Assessments
    - Pre/Post-test to be administered for Spring 2014
      - BIOL 1120, 2020, and PHYS 2020
      - BIOL 1110, PSCI 1030, and BIOL 2010 to be administered for Fall 2014
      - Mr. Palmer recommended that a hard copy be available for a backup.
      - Cheri Gregory mentioned that the open and close times have been a problem in the past and reiterated the importance of a hard copy.
      - Lisa Mayo added that GEOL 1030 pre/post test is being given Spring 2014.

- Committee Assignments
  - David Palmer – Academic Affairs, Distance Education, Leadership Team,…
    - Mr. Palmer will be participating in the academic audit by evaluating other colleges next fall and invited any faculty member to join him.
  - Grady Wells – Library Committee, QEP, Strategic Planning
  - Gregg Garrison – Student Success, Phi Theta Kappa
  - Janet Forde – Academic Affairs and Development Committee, Faculty/Staff Development, Access to Success
  - Kevin Fitch – Faculty Council, Access to Success, Strategic Planning, Audit committee, Environmental Health and Safety
  - Lisa Mayo – International Committee, Promotion and Tenure, Secretary of AAUP, Institutional Representative of TAS
  - Rob Griswold-Intellectual Property Committee, Access to Success, Institutional Effectiveness (safety), Safety Coordinator and works with David Brittan

- Overrides & Overloads
  - A student should not be given an override without the instructor’s permission
  - Some individuals in Student Services have the ability to override classes and have overridden students without communication with or notifying the instructor.
  - Mr. Palmer mentioned, if this occurs to one of you, please notify him.
  - Mr. Palmer will not override without talking to the instructor.
  - This is especially problematic with adjuncts.
  - Too many students can violate state lab safety regulations.

- Bookstore issues:
  - Mr. Palmer asks everyone to be proactive, and check on orders especially before Fall semester.
- Linda Harris-Young mentioned that this has been a chronic problem and administration needs to help.

- Faculty Scheduling:
  - Please make sure to schedule 30 hours per academic year.

- TAS Meeting Update:
  - Mr. Palmer thanked Lisa Mayo for doing an amazing job as chair. He also thanked Janet Forde and others for their hard work. He said, this looked amazing for Motlow to host such an event.

- Fall Scheduling:
  - Mr. Palmer stated he is required to turn in a tentative Fall schedule on January 6, 2014.
  - Although it can be changed, he will need each faculty on main campus to review personal schedules and let him know of any errors or changes that would need to be made. He said he would work on and try to solve any problem.
  - Mr. Palmer said we need to have this completed by February as fall registration begins April 6th.
  - Elizabeth, Gregg, and Kristi were asked to please work with respective site directors to tweak the fall schedule by February.
  - Tina Carter mentioned she would like the minutes and to be kept up-to-date on changes on pre/post tests.
  - Grady Wells asked if there was anything being done about the past problems with the pre/post tests such as more students taking the post test than the pretest.

- Safety:
  - The “locked door policy” was restated
  - Please try to help David Brittan and Rob Griswold in their efforts to keep our department a safe environment.
  - New safety directives for each campus will be forthcoming during the Spring semester
  - Lisa, Linda, and Kristi mentioned that the locking of the doors can be disruptive with late students, bathroom visits, and temperature control. Mr. Palmer stated his faith in the faculty’s good judgment.

- Good of the Order (New Business)
  - Promotions
    - All tenured faculty are to review the tenure and promotion packets and have their recommendations turned in to Mr. Palmer by Tuesday, January 21, 2014.
    - He will submit his recommendations along with the faculty’s
    - Everyone should be aware, Tennessee was named one of only three states selected to receive a grant valued at $1 million to increase on-time college completion rates.
    - Janet Forde expressed the idea of “lead teachers” for Biology classes especially for adjuncts.
      - These individuals will be able to maintain consistency in syllabi, help with banner, and d2L.
- Elizabeth and Kevin Fitch have already implemented a similar set up in Smyrna.
- David Palmer, Misty Griffith and Gregg Garrison perform similar sessions in McMinnville.
- Mr. Palmer believes that a department handbook would be helpful for new instructors.
  - Janet is trying a trial run for a different Biology 1110 lab order. This should better tie lecture and lab.
  - Linda suggested meeting at main campus to look at future class schedules and try to communicate more. After discussing available times David, Linda, Janet, Grady, and Rob agreed on February 7th at 12:30 in SH 232. Adjuncts are welcome.
  - Nicole asked about the Chemistry summer schedule and thinks there will be a demand in Smyrna.
  - Kristi pointed out that there is a BIOL 1110 in the summer, but it is not helpful because BIOL 1120 is not offered until the Spring.
  - Mr. Palmer mentioned he is trying to get a new Biology and Physics position approved
  - He is also trying to get Astronomy offered to be competitive with other colleges.
- Adjournment:
  - Motion to adjourn was made by Lisa Mayo and seconded by Nicole Speelman.
  - Meeting was adjourned at 12:42 P.M.
- 12:30 – 1:30pm Hazardous Waste Training (Rob Griswold) after natural science meeting unless already completed training.