# Faculty Handbook

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INTRODUCTION

Preface

This faculty handbook is intended to provide Board policy and information about Moberly Area Community College. Policies and procedures contained in this handbook pertain to all personnel unless otherwise designated by job description, classification, or other Moberly Area Community College employment responsibilities. Additional information regarding MACC policies and procedures may be found in the MACC Policy Manual available at www.macc.edu/index.php/employment/college-handbooks and the MACC Student Handbook at http://www.macc.edu/index.php/student-handbooks.

Employees and students should feel free to consult with division chairs, department chairs, deans, and/or supervisors regarding matters about the policy handbook or other areas in relation to the College.

Overview of the College

Serving sixteen counties in northeastern Missouri, Moberly Area Community College is a co-educational, two-year community college with an open-door policy and a philosophy that every individual deserves the opportunity to succeed. In addition to its home campus in Moberly, the College also has sites located in Kirksville, Hannibal, Columbia, Mexico, Macon, and Edina. MACC provides dual credit courses, distance learning, business and industry training, and community education opportunities as well. Last year, the College served over 5,700 students in credit-bearing classes.

The College offers educational programs in Business Administration, Business Office Administration, Early Childhood, Computer Information Technology, Drafting Design Technology, Graphic Arts Technology, Industrial Technology, Law Enforcement, Liberal Arts, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Pre-Engineering, Pre-Professional Teacher Education, and Welding and Metals Technology.

Moberly Area Community College is accredited by the Higher Learning Commission of the North Central Association. All MACC degree and certificate programs are approved by the Missouri Coordinating Board for Higher Education. Specific programs are approved by the Missouri Department of Elementary and Secondary Education, the Missouri State Nursing Board, and the Missouri Department of Public Safety.

Mission

Moberly Area Community College, a public institution of higher education, provides open admission to students and fosters excellence in learning through innovative educational programs and services that are geographically and financially accessible throughout our service region.

Institutional Purposes

In order to anticipate and respond to the changing educational needs of the various communities the College serves, MACC will pursue this mission by providing:
Educational Programs and Services including college transfer, academic, and career/technical programs, as well as developmental education, continuing education, and other services that prepare students to be successful in the global community. Key to MACC degree programs is a general education component that ensures breadth of knowledge and promotes intellectual inquiry.

Support Services for Students to facilitate the development of skills needed to achieve their educational, professional, and personal goals. These services include but are not limited to academic advisement, assessment, articulation, career planning and placement, library and learning resources, and financial aid.

Open Admissions to ensure access to learning opportunities for students regardless of their diverse cultural, socio-economic, or academic background.

Commitment to Excellence in instruction and service by recruiting and retaining professional faculty and support staff and by providing appropriate facilities, equipment and technology.

A Collegiate Environment that creates opportunities for student engagement by offering co-curricular activities that enable learning and encourage student success in a safe atmosphere.

Community Partnerships and Cooperative Efforts with other educational institutions, business and industry, labor, governmental entities, private agencies, civic groups and organizations for educational and cultural development in the College service region. MACC provides opportunities for community participation in social, cultural and intellectual activities.

Support of Economic Development by offering innovative degree programs, credit and non-credit courses, entrepreneurial and small business services, workforce development activities, funding and partnership options, and the evaluation of opportunities to enhance the economic climate of our region.

Vision Statement

MACC will be a dynamic institution noted for academic excellence, accessibility, innovation, and service to students and the community.

Institutional Values

We value learning.
We emphasize a supportive learning environment that fosters student success. Student learning and development are central to our mission. Quality instruction and innovative instructional approaches allow all students not only to prepare for careers but also to embrace learning as a lifelong process. We recognize that learning is a holistic process involving all members of the campus community. We participate in a culture of assessment to improve the effectiveness of teaching and learning.

We value people.
We respect our students, faculty, staff, alumni, and other supporters for their personal and professional worth and dignity. We honor academic freedom and encourage professional
growth, individual development, and personal initiative. We protect individual privacy and safety.

**We value our reputation for excellence.**
We operate with and expect academic, personal, and professional integrity and are guided by high standards. Coalescing from leadership across all levels, this excellence focuses on honesty, respect, and dedication to the quality of our service to the students, our fellow employees, and the community. We solicit regular feedback to ensure that we are maintaining our reputation for excellence.

**We value accessibility.**
We provide affordable, convenient, and flexible educational opportunities for all learners. An open admissions philosophy is the foundation of accessibility.

**We value diversity.**
We encourage respect for individual differences in cultural, academic, and socioeconomic backgrounds. We strive to create global awareness by bringing global experiences to our students, faculty, staff, and community.

**We value community outreach.**
We are responsive to the needs of our constituents and are committed to the development and posterity of our service region. Seamlessly linked to institutions, businesses, and other stakeholders, we work collaboratively with these entities to satisfy the educational and training needs of our service region and to improve the quality of life for the citizens we serve.

**We value participatory decision-making.**
We emphasize a team approach as we work to achieve our educational mission. Communication and shared governance are central to building mutual trust and respect across all levels within the institution.

**We value forward thinking.**
We are prepared to meet the future. Innovative thinking and state of the art technology allow us to embrace growth and change.

**We value our heritage.**
As one of the oldest community colleges in the state, we respect the traditions and customs of our campus community.

**We value stewardship.**
We embrace sound management policy and practice responsible and efficient use of federal, state, and local resources.
Cafeteria

Area 27 Food Service is located on the lower level of the Main Building on the Moberly campus. Breakfast and lunch are provided in the cafeteria five days per week (7:30 a.m. to 1:45 p.m.) during fall and spring semesters. Hot entrées, grill items and salad bar items are available for purchase for faculty, staff and students. Area 27 is open during the summer but with no food service available.

Central Processing Center

The Central Processing Center on the Moberly campus is open to faculty and staff from 7:30 a.m. to 4:30 p.m. Monday through Friday.

The Central Processing Center is designed for the following:
• Handle all incoming and outgoing mail.
• Process all copying for faculty and staff.
• Process desktop publishing requests as approved by dean or supervisor.
• Supply all college forms.

Central Processing Center guidelines:
• One week should be allowed for copying of course outlines.
• Three days should be allowed for large copy runs.
• Request forms available in the CPC must be completed for all services.
• Originals for copying should be typewritten or computer generated.

Evening instructors may take advantage of the Central Processing Center’s services by leaving materials to be copied, along with a request form, in Student Services. The completed material will be returned to instructors’ mailboxes at the specified time.

Day instructors who need one to ten copies quickly may take them to CPC or use the copy machine in the mailroom in the Main Building (Room 234) or the machine in the student lounge area of the Career Center. Evening instructors may use the copy machine in Student Services.

To enable CPC staff to better meet customer needs, request forms must be legibly written and accurately completed for all services. Forms are available in the faculty work/mailrooms of each building. Faculty may obtain codes for copiers and account numbers for copies from their respective dean’s office.

Faculty/Staff Lounges

The faculty/staff lounges are located in the Main Building (Room 044) and the Career Center (Room 03). They are for faculty/staff use only. Lounges contain a microwave and refrigerator. Site-specific information regarding lounges/faculty workrooms is located in the addendum to this handbook.
Inclement Weather

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes on KRES-FM (104.7), KWIX-AM (1230), KZZT-FM (105.5), KWWR-FM (95.7), KFMZ-FM (98.3), KLTI-AM (1560), KFRU-AM (1400), KTUF-FM (93.7), KRXL-FM (94.5), KIRX-AM (1450), KLTE-FM (107.9), KZBK-AM (1470), KCLR-FM (99.3), KOMU-TV (NBC), and KMIZ-TV (ABC). Class cancellations will also be posted on my.macc.edu.

Campus closings will be posted on the MACC website and will be sent via Hound Alert. Faculty and staff can sign up for MACC Hound Alerts in the Security Office on the Moberly campus or online at my.macc.edu by clicking on “Subscribe” at the bottom of the page and following the instructions for e2campus registration.

Grievance Procedure

The procedure for employee and student due process will be according to the procedures approved by the Board of Trustees. This procedure is located in the MACC Policy Manual, Tab 1, available online at www.macc.edu/index.php/employment/college-handbooks.

Mail and Mailboxes

Mail is collected/delivered twice daily on the Moberly campus. A courier service is provided between campuses on Mondays, Tuesdays, and Thursdays. The courier leaves from the Moberly campus at 8:00 a.m. on these days. Outgoing mail to off-campus sites needs to be to CPC or the off-campus office by 5:00 p.m. the preceding day.

On the Moberly campus, mailboxes for adjunct instructors are typically located in the building in which they teach. Mailboxes in the Career Center are located in the Career Center faculty workroom (C03). Mailboxes in the Main Building are in Room 234. Mailboxes in Komar Hall are located in Student Services. Site-specific information about mailboxes is located in the addendum to this handbook. Faculty should check mailboxes regularly.

Maintenance Services

Any faculty or staff member who desires the services of the custodial or maintenance staff should complete a work order. These forms are available in Plant Operations and are also available on my.macc.edu.

Faculty Identification Cards

All faculty are issued MACC identification cards. They can be obtained from the Director of Security (in Student Services in Komar Hall) on the Moberly campus or from site directors. MACC staff will take faculty ID pictures during dual credit enrollment at the high school.
Supplies

Office and classroom supplies may be obtained through the Bookstore. Employees should complete a Bookstore Supply form. This form must include the appropriate account number(s) and supervisor’s signature. Adjunct faculty should contact their site office or the appropriate dean’s office for forms and account numbers.

Technology

Logins and Passwords

Logins and passwords are consistently used across all campuses. Faculty login/password information is available through Computer Services after all new employee paperwork has been submitted to Human Resources. Faculty should refer students to Student Services or their off-campus site office if students indicate that they do not have login or password information.

Email

Computer Services assigns all College employees an MACC email address and temporary password. Email addresses are posted on the College website at www.macc.edu/index.php/directory/employee-directory. Faculty are able to access their email by clicking on Employee Email at the bottom of the MACC website. Adjunct faculty are expected to use, regularly check, and provide their MACC email addresses to their students as a means of communication. Faculty email addresses should also be listed on course syllabi. Faculty are responsible for regularly maintaining and cleaning out their email files.

myMACC

The myMACC portal (my.macc.edu) allows students, faculty, and staff secure web access to pertinent information, including College calendars, announcements, class lists/rosters, online registration, grade entry/grades, financial information, and online resources.

Internet

Employees are provided Internet access on their workstation computers. All computer usage must be in compliance with the College’s computing resources policy located in section L.075 of the MACC Policy Manual. Employees may access the Policy Manual online at www.macc.edu/index.php/employment/college-handbooks.

MACC Online

MACC Online (eCollege/TriState) is the learning management system utilized by MACC. Faculty will be issued a course shell for each course they are teaching. MACC Online allows instructors the capability to post online assignments/announcements, upload course documents, utilize an online grade book, retrieve student assignments through the online drop box, and maintain accurate attendance records. The Instructional Technology office will issue each instructor a user ID and password. Training can be scheduled by contacting int@macc.edu or ext. 11303. Group training sessions will be held on a continuing basis.
**Blackboard Collaborate**

Blackboard Collaborate is an Internet-based tool that allows instructors a virtual, synchronous classroom for their students. Students are given access to this virtual classroom via a link with their MACC Online course. This technology allows internet tools (desktop applications, web pages, whiteboard, audio, video, etc.) to be shared among participants. This tool is useful to enhance office hours and to communicate with students who are unable to attend class or require additional instruction or mentoring. Courses can be taught exclusively via Blackboard Collaborate (virtually) with dean approval. Individual class and/or tutoring sessions can be recorded and made available to students using Blackboard Collaborate. Instructors interested in using Blackboard Collaborate should contact Instructional Technology at int@macc.edu or 660-263-4110 ext. 11374.

**Video Conferencing/Interactive Television (ITV) Courses**

MACC has a number of rooms at each campus that are equipped with video conferencing (Polycom) units. Many meetings and numerous courses use this technology to enhance communication and reduce the need for travel between sites. Those who desire to hold a meeting via video conferencing should contact the appropriate person(s) for scheduling. (Plant Operations and/or Instructional Technology can assist in the scheduling process.) Contact information, as well as instructions for the use of the unit, is located online at www.macc.edu/index.php/services/help-desk. Instructors teaching ITV courses can get assistance with technology from off-campus site staff and through the Instructional Technology office.

**Classroom Technology**

**Smart Classrooms**

Smart classroom equipment includes a ceiling-mounted video projector, projection screen, VCR/DVD player, surround sound system, and instructional computer station including access to the College network and Internet. Some of the smart classrooms also have a Ken-a-vision (USB computer connected video camera—a digital overhead), an Elmo video presenter (i.e., document camera), and a Promethean board. Please contact the AA or CTE office if you are interested in teaching in a classroom equipped with specific technology.

**Audio-Visual Equipment**

Additional audio-visual equipment, including TVs, VCR/DVD players, overhead projectors, slide projectors, audio tape players, portable projection screens, and a few other older equipment items, as well as portable A/V carts, are available for check-out from the Moberly campus library or through other site offices.

**Technology Assistance**

An instruction sheet providing immediate assistance should be located near the digital equipment in a smart classroom. Online user resource assistance is also located on the MACC “Help Desk” pages at www.macc.edu/index.php/services/help-desk. If problems cannot be solved using printed materials or MACC web site resources, faculty may contact MACC staff members for assistance. MACC staff assistance is available through Instructional Technology (ext. 11302) and Computer Services (ext. 11555)
for the Moberly campus and through Computer Services staff at Columbia, Kirksville, Hannibal and Mexico. Technology equipment that is in need of repair or maintenance should be reported by submitting a ticket in the Computer Service Request System on my.macc.edu.

**Use of Computing Resources**

Computing resources are available to all members of the campus community for the purpose of supporting the educational mission of the College. Access to and use of MACC computing resources must accord with all local, state, federal, and international laws and with College policies and procedures. The Use of Computing Resources policy may be viewed in section L.075 of the MACC Policy Manual, available online at www.macc.edu/index.php/employment/college-handbooks.

**Social Media Policy**

Social media communications on behalf of MACC must be professional, open, transparent, and readily acknowledge connection to Moberly Area Community College. MACC faculty, staff, and students must follow MACC’s “Best Practices of Use of Social Media” in their work or educational capacity. Faculty, staff, and students are also encouraged to adhere to these guidelines in their personal capacity as well.

**Best Practices of Use of Social Media**

1. **Use of College Resources**: Respect College time and property. For employees, College computers and time on the job are reserved for college-related business as approved by supervisors. For students, College computers are provided for instructional use. All usage of College computers must be in accordance with the Computer Resources policy of Moberly Area Community College. (Policy Handbook L.075)

2. **Confidential and Proprietary Information**: Do not post confidential or proprietary information about Moberly Area Community College, students, employees, or alumni. Employees shall follow applicable federal requirements such as FERPA and HIPAA, as well as NJCAA regulations. Employees must adhere to all College privacy and confidentiality policies. Employees and students who share confidential information do so at the risk of disciplinary action or termination/expulsion.

3. **Copyright and Fair Use**: Respect and follow all policies regarding the use of copyrighted material and the intellectual property rights of others and of the College. For guidance, contact the Director of Library Services.

4. **Use of College Logo or Name**: Do not use the MACC logo or any other College images or iconography on personal social media sites. Do not use MACC’s name to promote a product, cause, or political party or candidate. Policies regarding use of Moberly Area Community College images apply online as well as in print. For guidance, contact the Director of Marketing and Public Relations.

5. **College Social Media Sites**: The College encourages MACC clubs, organizations, departments and classes to use the official MACC Facebook site for any social media activities. For guidance, contact the Director of Marketing and Public Relations.

6. **Content of Posting**: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College. Privacy does not exist in the world of social media. Postings may be permanent and found through search engines far into the future. Posts on social media sites should protect the College’s institutional voice by remaining professional in tone and in good taste. If you are
unsure about posting something or responding to a comment, ask your supervisor or a College administrator for input. Don’t make a post unless you are comfortable with it being viewed widely.

7. **Terms of Service**: Obey the Terms of Service of any social media platform employed.

8. **Personal Social Media Sites**: On personal sites, identify your views as your own. If you identify yourself online as a Moberly Area Community College faculty or staff member or student, it should be clear that the views expressed are not necessarily those of the institution.

### Telephone Service

Telephone service is available in faculty offices, the adjunct faculty office, faculty/staff lounge, and mailroom of the Main Building. It is also available in the faculty lounge in the Career Center and in Student Services in Komar Hall. A list of departmental and employee phone extensions is located on the MACC website at [www.macc.edu/index.php/directory/employee-directory](http://www.macc.edu/index.php/directory/employee-directory).

Intercampus calls should be placed using phone extensions, not dialing long distance numbers. Instructions for using other phone features (e.g., voicemail, directory, conference calls, call forwarding, etc.) may be accessed on the MACC website at [www.macc.edu/index.php/voip-phone-instructions](http://www.macc.edu/index.php/voip-phone-instructions).
Academic Dishonesty

Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. Forms for reporting Academic Dishonesty may be obtained in the dean’s office or site office and are also available online through my.macc.edu.

Academic Dishonesty Procedure

Instructors will, within reason, resolve alleged offenses of academic dishonesty at their professional discretion (such as requiring a paper to be rewritten or a quiz to be taken orally). Instructors are encouraged to apply logical academic consequences appropriate to the violation, such as a grade reduction on a plagiarized paper. Disciplinary sanctions, when deemed necessary, will be administered through the appropriate dean’s office.

In situations regarding suspected academic dishonesty, instructors will follow the procedure below:

1. The instructor will discuss the situation with the student and provide the student with the opportunity to explain the alleged infraction. In cases where the student is unavailable, such as after a class has concluded for the semester, the instructor may proceed to step #3.

2. If the infraction was minor or unintentional, in the instructor’s opinion, the instructor may consider the situation resolved after discussing the infraction with the student.

3. In all other cases of academic dishonesty, the instructor will complete the Academic Dishonesty Incident Form (ADIF), which provides the following information:
   a. Name of the student accused of the alleged infraction
   b. Alleged infraction
   c. Date of alleged occurrence
   d. Action taken as a result of the alleged occurrence

   The instructor will also attach relevant support documentation as well as names of people, if applicable, who witnessed the event.

   The instructor should then submit the form within ten class days following the meeting with the student to the appropriate dean’s office with all relevant documentation. (In situations where the instructor is unable to meet with the student, the instructor should submit the form to the dean’s office within ten days of the discovery of the incident.)

4. The dean’s office will send the accused student a letter indicating that academic dishonesty will not be tolerated and that future offenses may result in disciplinary sanctions, up to and including expulsion from the college. This letter will also include the appeal process. The dean’s office may request a meeting with the student charged with academic dishonesty in lieu of or in addition to a letter. In cases of flagrantly immoral or illegal behavior, the dean’s office may impose disciplinary sanctions upon the first offense involving academic dishonesty.
5. If the student contests the academic dishonesty charge or disagrees with the resulting academic or disciplinary sanction, the student may appeal the resulting sanction by following the Academic Dishonesty Appeal Procedure (see below). Failure to respond to the letter or failure to begin the appeal procedure within the designated time frame will be construed as not contesting the accusation and resulting sanction.

The dean’s office will forward all Academic Dishonesty Incident Forms to the Vice President for Instruction’s Office. Should additional violations of academic dishonesty occur, the dean’s office will request a meeting with the student to discuss the occurrences and resulting disciplinary sanctions.

Academic Dishonesty Appeal Procedure

The Academic Dishonesty Appeal Procedure is as follows:

1. If the student does not accept the action taken (item “d” above) or wishes to contest the charge of academic dishonesty, he/she may appeal the action to the appropriate dean within ten scheduled class days of receipt of the Academic Dishonesty Incident Form from the dean’s office. This appeal will be in the form of a typed letter in which the student explains why he/she disagrees with the charge and/or sanction.

   The letter of appeal may include documentation of support and names of witnesses to the alleged incident. The letter must include the date, the student's mailing address, e-mail address, phone number, and student ID. The student must sign the letter.

   A copy of the appeal letter and support documents will be sent to the faculty member who filed the Academic Dishonesty Incident Form.

2. The dean will forward the appeal to the Academic Dishonesty Appeals Committee (to be comprised of three of the following: Vice President for Instruction, Dean of Academic Affairs, Dean of Career and Technical Education, Dean of Off-Campus Programs and Instructional Technology, Off-Campus Director, Faculty) within 10 class days of receiving the appeal. If deemed necessary or appropriate, the dean may schedule a conference with the student and/or the instructor in an effort to resolve the appeal prior to the appeal going to the Appeals Committee for consideration.

Within 10 class days of receipt of the written appeal, the Academic Dishonesty Appeals Committee will review and render a decision regarding the appeal. The Academic Dishonesty Appeals Committee’s decision will be communicated to the student by the appropriate dean within 10 class days of the decision. The decision of the Academic Dishonesty Appeals Committee is final.

Americans with Disabilities Act

Students with documentable disabilities as addressed by the Americans with Disabilities Act may register proper documentation with the Office of Access and ADA Services. Staff will then notify appropriate instructors of suggested official accommodations and procedures. Students may also wish to personally inform their instructors of their particular disabilities.
Attendance, Schedule Change, and Disruptive Behavior Policies

Attendance Policy

Any student who misses two consecutive weeks of class during a regular sixteen-week semester or the equivalent proportion of class time during a shorter session will be dropped from the class by the instructor unless acceptable justification is supplied. Additionally, any student who misses more than one-fourth of the entire number of in-seat class meetings in a regular 16-week semester or the equivalent proportion of class time during a shorter session, may be dropped from that class by the instructor if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class. A student’s attendance rate will be calculated based upon the first day of the semester (not the student’s date of enrollment in the course).

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

- Completion of quizzes or exams
- Submission of assignments
- Participation in threaded discussions
- Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student’s attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as “never attended.” Simply logging into an online class does not constitute active participation. Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

Adding Classes

Students may register for and add classes through the first week of a 16-week semester or the equivalent proportion of class time during a shorter session. Students who register for classes on or after the first day of the semester will be charged a late fee.

Dropping Classes

Students may drop classes until two weeks prior to the last scheduled day of classes in a regular 16-week semester, or the equivalent proportion of class time in a shorter session, by picking up a schedule change form in the Office of Student Services, taking it to the instructor for his or her signature, and returning it to the Office of Student Services. A student may also drop classes by sending a letter, which clearly states the course(s) to be dropped and the date the student last attended the course(s), to the Dean of Student Services. Phone calls will not be accepted in lieu of the written letter. The student’s official transcript will reflect the dropped course as a “W.”
Other Drop Policies

Students may drop classes, or be administratively dropped, during the last two weeks of classes or the equivalent of class time in a shorter session only due to extenuating circumstances as approved by the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Off-Campus Programs and Instructional Technology, or the Dean of Student Services.

Students will be dropped from the next class in a course sequence if they fail to earn the required grade in the prerequisite course.

Students who wish to appeal a drop must first contact their instructor to discuss reinstatement into the course. All reinstatements must be approved by one of the following: the Vice President for Instruction, Dean of Student Services, Dean of Academic Affairs, Dean of Career and Technical Education, Dean of Off-Campus Programs and Instructional Technology, or an appropriate designee to discuss being readmitted to the class.

Student Conduct Policy

MACC expects student conduct to be appropriate, ethical, and legal at all times. Students who exhibit rude or disruptive behavior may be dropped from one or all of their classes, placed on probation, or suspended for a period of time determined by the Vice President for Instruction, Dean of Student Services, Dean of Academic Affairs, Dean of Career and Technical Education, or the Dean of Off-Campus Programs and Instructional Technology. The following steps will be taken when students exhibit inappropriate behavior:

1. The instructor/staff member will attempt to discuss the behavior with the student and will provide documentation of the incident to the appropriate dean. (Forms for reporting inappropriate student conduct are available through the dean’s office, site office, or my.macc.edu). In cases of extremely disruptive or flagrantly disrespectful student conduct, the instructor/staff member may immediately dismiss the student from the current setting and will provide documentation of the incident to the appropriate dean.

2. The dean’s office will send the student a letter indicating that disruptive behavior will not be tolerated and that future offenses may result in disciplinary sanctions, up to and including expulsion from the college. The dean’s office may request a meeting with the student accused of inappropriate conduct in lieu of or in addition to a letter. In cases of flagrantly unethical, illegal, or threatening behavior, the dean’s office may impose disciplinary sanctions upon the first offense involving this behavior.

3. If another offense occurs in any campus setting, the instructor/staff member may dismiss the student for that day and notify the appropriate dean. The dean will send the student a letter indicating disciplinary sanctions to be imposed for his or her inappropriate conduct, up to and including probation, suspension, or expulsion from one or more classes or campus settings.

4. The student has the right of appeal through the Student Due Process Grievance Procedure.

5. If the instructor/staff member perceives that a student poses a physical threat to himself or herself or others in the class or on campus, the instructor/staff member may take immediate action and notify the dean and/or the appropriate authorities.
6. The dean’s office will forward copies of all documentation regarding student conduct to the Vice President for Instruction’s office. Should a pattern of disruptive behavior become evident, the Vice President for Instruction will request a meeting with the student to discuss his or her conduct and resulting disciplinary sanctions.

Behavior Intervention Team

The Behavior Intervention Team (BIT) is in place to identify and address student behavior that is of concern and that may impact the health, safety, and welfare of other students and members of the MACC community. Committee membership consists of Vice President for Instruction (co-chair), Director of Security (co-chair), Dean of Student Services, Dean of Off-Campus Programs and Instructional Technology, Dean of Academic Affairs, Dean of Career and Technical Education, and a full-time faculty member. Instructors may contact any member of the committee to make a BIT referral.

Student Financial Obligations

Students who fail to “officially withdraw” from class within the add/drop period specific to their class or who are administratively dropped for any reason will still have financial obligation to Moberly Area Community College for reserving class space. Failing to attend a class, ceasing to attend a class, or calling the College does not constitute an “official withdrawal.” Failing to meet financial responsibility could result in an additional late payment fee and collection costs.

Audit

Students may be admitted to most courses as auditors. Requests to audit classes will be considered on an individual basis and must be approved by an advisor. These requests will only be considered during the normal schedule-change period. Allied Health classes may not be audited. Auditors must be registered and must pay fees but are not required to take examinations. Auditors receive no college credit, but the fact of attendance will be entered on the student’s permanent record.
# ENGLISH AND MATH PLACEMENT GUIDELINES

## MATHEMATICS SKILLS

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>ACT Math</th>
<th>COMPASS Pre-Algebra</th>
<th>COMPASS Algebra</th>
<th>COMPASS Coll Algebra</th>
<th>ASSET Num Skills</th>
<th>ASSET Int Alg</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH010* Fund of Math</td>
<td>0-18</td>
<td>0-46</td>
<td>0-45</td>
<td></td>
<td>0-19</td>
<td></td>
</tr>
<tr>
<td>MTH016* Fund Ast Pre-Alg I</td>
<td>19-20</td>
<td>47-100</td>
<td>0-45</td>
<td>20 &amp; above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOA152** Bus Math/El Calcula</td>
<td>19-20</td>
<td>47-100</td>
<td>20 &amp; above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH100 Intermediate Alg</td>
<td>21-22</td>
<td>46-65</td>
<td></td>
<td>0-12</td>
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<tr>
<td>MTH130 Tech Math</td>
<td>23-24</td>
<td>66-100</td>
<td>0-54</td>
<td>13 &amp; above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH140 College Algebra</td>
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<td></td>
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<tr>
<td>MTH145 Trigonometry</td>
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<tr>
<td>MTH150 Precalculus</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MTH160 Elem Statistics</td>
<td>25 &amp; above</td>
<td></td>
<td></td>
<td>55 &amp; above</td>
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<td></td>
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<tr>
<td>MTH201 An Geom &amp; Calc I</td>
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</tr>
</tbody>
</table>

## WRITING SKILLS

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>ACT English</th>
<th>COMPASS Writing</th>
<th>ASSET Writing Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL022* Fund of Writing</td>
<td>0-17</td>
<td>0-69</td>
<td>0-26</td>
</tr>
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<td>LAL023* Tech Enh Fund Wrt I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAL101 Composition I</td>
<td>18 &amp; above</td>
<td>70 &amp; above</td>
<td>27 &amp; above</td>
</tr>
<tr>
<td>IND120 Tech Report Writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS150 ** Bus English/Comm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## READING SKILLS

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>ACT Reading</th>
<th>COMPASS Reading</th>
<th>ASSET Reading Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAL031* Fund of Critical Rdg</td>
<td>0-17</td>
<td>0-80</td>
<td>0-16</td>
</tr>
<tr>
<td>LAL032* Rdg in Content Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAL101 Composition I</td>
<td>18 &amp; above</td>
<td>81 &amp; above</td>
<td>17 &amp; above</td>
</tr>
<tr>
<td>IND120 Tech Report Writing</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BUS150** Bus English/Comm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SU14 * Prefix DEV
SU14 ** Prefix BOE
ACADEMIC SUPPORT SERVICES

Kate Stamper Wilhite Library and Learning Center

The physical location of the Kate Stamper Wilhite Library and the Learning Center were joined in the summer of 2012. The combined facility creates a student-centered space to serve the learning needs of students at Moberly Area Community College. The Library resources are located just inside the doors of the combined facility with circulation services, two computer labs, reference services and small group student rooms being available in the Library space. The Learning Center provides a large computer lab area with both PC’s and Macs available. Tutors are available to assist students with their coursework needs both in person and online. The computer area can be reserved for classroom needs. The Library book collection is located in the rear of the combined facility.

Learning Center

The Learning Center offers resources to support students’ academic achievement. These resources include tutoring, supplemental texts, and tutorial software. The Learning Center also houses computers for both the developmental and regular academic programs of the College. Tutoring is available in both developmental and college-level courses.

The Learning Center is a particularly valuable resource for students enrolled in developmental courses, which are designed to build the basic skills necessary to succeed in college-level courses. Students whose scores fall within the range for developmental classes are required to take developmental classes before qualifying to register for college-level English and math courses. Placement into these classes is based upon results of the ASSET, COMPASS, or ACT test. Developmental courses are for credit; however, credit hours earned will not apply toward degree programs for graduation and are not calculated in the student’s grade point average.

Library

The Kate Stamper Wilhite Library of Moberly Area Community College primarily supports the curriculum and research needs of students, faculty, and staff. Materials for the library will be selected by the library staff based upon both faculty/staff recommendations and adherence to the American Library Association’s selection standard, "Policy for Materials Selection," which is on file in the office of the Director of Library Services. A Library Committee assists the Director of Library Services in selecting materials and electronic databases.

The Library is a member of the MOBIUS Library Consortium, providing students, faculty, and staff access to over 18 million books in Missouri academic libraries. Interlibrary loan services are available to faculty, staff, and students to supplement the resources of the MACC library. Interlibrary loan information is available at the circulation desk in the library. In addition, a reciprocity agreement with the Little Dixie Regional Libraries increases the number of resources available to faculty and staff.

The hours for the library during the fall and spring semesters are 7:00 a.m. - 8:30 p.m. Monday through Thursday and 7:00 a.m. - 4:00 p.m. on Friday. Additional information regarding the MACC library is available at www.macc.edu/index.php/services/libraries.
Circulation Policy and Overdue Materials Guidelines

It is the responsibility of the Director of Library Services to develop and recommend for approval policies, rules and regulations for circulation of library books and materials and guidelines for overdue materials. Recommendations for changes and/or additions to the circulation policy or overdue guidelines will be made by the Director of Library Services to the Vice President for Instruction and will be on file in the offices of both individuals.

Circulation Policy

Library services and resources are provided to students, faculty, and staff of Moberly Area Community College through the Kate Stamper Wilhite Library. District residents may utilize library resources within the Kate Stamper Wilhite Library on an availability basis. Requests may be made through the Office of the Vice President for Instruction by a district organization to use library resources outside the Library. Usage by students, faculty, and staff of MACC will have priority status over usage by district organizations and/or residents.

The following circulation guidelines will be observed for the utilization of MACC Library resources:

- Reference books are available for in-library use only.
- Reserve books are available for in-library use only for one hour at a time; students checking out reserve materials will be required to leave a student identification card at the Circulation Desk.
- Books are circulated to students for a 21-day loan period. Serials (periodicals) and vertical file materials are available to students for a three-day loan period. A total of ten material items may be checked out by a student. Two renewal periods are allowed provided the material has not been requested by another library patron. A current MACC student ID card is required for circulation privileges.
- Students not returning library materials on time are subject to loss of library privileges until reinstated by the Vice President for Instruction. A hold is placed on the student's record until overdue materials are returned to the Library.
- Audiovisual material and equipment are available for in-library use only for students. Faculty may check out audiovisual materials and equipment for use in the classroom.
- MACC students, faculty, and staff have additional access to books via the LANCE cluster libraries and the statewide MOBIUS Library Consortium. Remote access to online periodical databases is available through the Library.
- MACC students, faculty, and staff have access to ebooks through the MACC Library website [www.macc.edu/index.php/services/libraries](http://www.macc.edu/index.php/services/libraries).
Overdue Guidelines

These guidelines may be adjusted upon the recommendation of the Director of Library Services and approval by the Vice President for Instruction. To provide optimum availability of library resources, the following overdue guidelines have been established:

- A hold will be put on record for those students who have overdue materials. Transcripts will be withheld until materials are returned or cost of materials has been received.

- The cost of replacing materials will be charged for unreturned items. A book will be considered lost if it is not returned during the semester in which it is checked out.

- Six weeks prior to the end of each semester a master list of patrons with overdue library materials will be submitted to the faculty for assistance in getting the material returned.

- Library privileges will be stopped for any person whose name is on the overdue list. Persons having overdue materials will be notified in writing when their name is added to the list.

- Students will be contacted personally if their overdue materials have been requested by another student and will be removed from class until the materials are returned.

- Students will be charged $120 for unreturned MOBIUS/LANCE and other interlibrary loan materials. Owning libraries will bill persons who have checked out materials, and MACC will put a "hold" on students’ records.

Faculty who wish to visit the Learning Center/Resource Center with their classes should contact the Learning Center Coordinator (ext. 11310). The hours for the Learning Center are 7:30 a.m. - 8:30 p.m. Monday through Thursday, 7:30 a.m. - 4:00 p.m. on Friday, and 9:00 a.m. - 2:00 p.m. on Saturday (fall and spring). Additional information may be found at www.macc.edu/index.php/services/learningcenter. For Off-Campus locations, please contact the following individuals.

- Mexico Advanced Technology Center: Rhonda Curtis  573-582-0817, ext.13629
- Kirksville Higher Education Center: Nicole Morgenstern  660-665-0345, ext. 15011
- Hannibal Higher Education Center: Amy See  573-231-0941, ext. 14012
- Columbia Higher Education Center: Andrew Kropf  573-234-1067, ext. 12113
- Jim Sears Northeast Technical Center: Artie Fowler  660-665-0345, ext. 15013

Office of Access and ADA Services

The Office of Access and ADA Services provides services for MACC students who have disabilities in order to ensure that they have access to educational programs. Eligible students may become registered with the office and receive services. The staff will develop individual Accommodation Plans with students to provide appropriate and reasonable accommodations based on the specifics of their disabilities and needs.
Types of Services

Services and academic accommodations are based on individual requirements and are guided by the documentation from medical and psychological professionals. Accommodations might include, but are not limited to, classroom adaptations, print magnifiers, enlargement of tests and printed materials, extended time on testing, out-of-class testing, peer note-takers, permission to audio record lectures, test scribes, test readers, computer screen readers, alternate textbook formats, interpreting services for students with hearing impairments, special assistance with advising, and liaison with community agencies such as Vocational Rehabilitation.

Eligibility

Students who have a documented disability are eligible to register with the Office of Access and ADA Services and receive services. Disabilities could be related to physical or mobility impairments, vision or hearing impairments, psychological diagnoses, learning disabilities, or other diagnosed conditions. The type of documentation needed varies depending on the disability.

General Guidelines for Disability Documentation

- Report or evaluation should be relatively recent to reflect current condition and limitations
- Report or evaluation should be on official letterhead of medical, psychiatric, or psychological professional qualified in the particular area of disability
- Report or evaluation should include the following:
  - Statement of Diagnosis
  - Description of current functional limitations pertaining to the educational environment
  - Recommended accommodations to compensate for the disability

Additional documentation may be required. Individual Education Plans (IEPs) or 504 Plans from high school can provide helpful information, but may not be sufficient documentation. Office staff can discuss documentation needs with students further. All disability documentation and information is regarded as private and handled confidentially.

Contact Information

Students may contact the Office of Access and ADA Services to inquire about services, eligibility, and to set up appointments.

Moberly Phone: 660-263-4110 ext. 11240
Columbia Phone: 573-234-1067 ext. 12120
Email: ada@macc.edu
The Student Assistance Program is a confidential service designed to help students and families with personal or student/life balance issues. Some of the services available through this program include: stress reduction, crisis counseling, short-term counseling, child care resources, elder care resources, legal assistance, financial assistance, work/life resources, online resources, and health coaching. Interested students can contact H & H Health Associates by phone at 314-845-8302 or 800-832-8302 or email at info@hhhealthassociates.com. Counselors are available 24/7 to help.
Course Management

**Classrooms**

**Changing Classrooms and Schedules**

Faculty members should not change classrooms or class meeting times without the knowledge and approval of the appropriate dean or site director. When a class is changed for a Library, Learning Center, or Multimedia Center visit, etc., the instructor should write the location of the class session on the board as well as notify the appropriate office, such as the site office, dean’s office, or Student Services for on-campus evening courses.

To permanently change a meeting time, the instructor must have a signature of approval to do so from all students enrolled in that class. This approval, as well as identification of the new meeting time, must be filed with the appropriate dean. If the meeting time change involves an evening class, faculty must first check with the appropriate dean’s office or site director to determine if the classroom is available. Faculty must also notify Student Services or the Assistant Director of the site.

**Tobacco Free Policy**

Moberly Area Community College prohibits the use of all tobacco products on all grounds and parking areas (i.e., traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or waterpipe smoking, snus, snuff, etc.).

**Refreshments in Classrooms**

Bottled water and light snacks are permitted in classrooms and labs except for computer labs, Resource Centers, and the Learning Center where no food or beverages are allowed.

**Common Syllabus**

The common syllabus is the generic document that sets the standard by which each individual instructor’s course syllabus will be developed. The grey highlighted sections of the common syllabus, which faculty may obtain from the office of the Dean of Academic Affairs, from the office of the Dean of Career and Technical Education, or under the “Programs” link on the College’s website at www.macc.edu/index.php/programs/common-syllabi, indicate items that should be customized and may be worded at the instructor’s prerogative on the course syllabus.

MACC full-time faculty have developed common syllabi for every course. The individual instructor’s course syllabus, developed from the common syllabus for that subject area, should be distributed to students at the first meeting session of the class. Faculty should provide a copy of the course syllabus they have developed modeled from the common syllabus to the appropriate dean prior to the end of the first full week of class.
Faculty Tutoring

A faculty member should not accept payment for tutoring an enrolled student. Faculty office hours are for students to receive class-related assistance. On the other hand, the faculty member is not expected to give burdensome individual assistance over long periods of time.

Field Trips and Other College Travel

Permission for off-campus field trips or other College travel must be obtained from the appropriate dean prior to the trip. Release of liability forms are to be signed by all students and filed in the appropriate dean’s office prior to these activities. Field trip release forms are available through the dean’s office, site office, or my.macc.edu.

Unless otherwise agreed upon in advance by the appropriate dean, the cost of the activity will be borne by students involved.

If a field trip involves a class from an off-campus site, faculty should notify their director. A completed release of liability form must be given to the site director.

Final Examinations

All instructors must give comprehensive final examinations. Final examinations are usually given during the last session for evening and other classes outside the regular day schedule. For day classes, a final examination schedule will be published by the deans. Instructors should not deviate from the published schedule.

Grades

Assessment of Student Learning and Grades

Faculty issue final course grades at the end of each semester which indicate the level of student mastery of the course objectives. The grade points earned for each final grade are then used to compute cumulative grade point averages. Faculty are expected to evaluate students through frequent and varied measures to obtain a sound appraisal of the quality of students' work and to give students ample opportunity to improve their grades.

Assessment involves both teachers and students in the continuous monitoring of students’ learning. Individual classroom assessments can provide faculty with useful information on what, how much, and how well students are learning throughout the semester. Instructors are encouraged to allow for daily or weekly input from students concerning their learning progress. Learning progress reports, “one-minute” assessments, and journaling are some examples of the ways MACC instructors have encouraged feedback from students. Course portfolios, student exhibits, and other authentic assessments may also provide instructors with additional measures of student progress. Additionally, several MACC faculty have explored classroom assessment techniques (CATs) and may serve as resources for those faculty who wish more information in this area.

Should faculty encounter problems in assessing student learning or assigning grades, they should consult with their dean, director, or appropriate supervisor. The deans will also consult with faculty members
Faculty Handbook

Course Management

when analysis shows that grades awarded in particular courses or by particular instructors are consistently at variance from those found in most other courses.

Grades are issued at the close of each semester on a letter basis indicating quality of academic work. Information concerning the grading scale is located in section I.170 of the MACC Policy Manual, available online at www.macc.edu/index.php/employment/college-handbooks.

Grade Appeal

The primary responsibility for determining grades in a course belongs to the instructor of record assigned to that course. Students have the right to appeal grades that they consider incorrect or improper. Students who believe that an incorrect or improper grade has been assigned should first speak with the course instructor to resolve the dispute. If the dispute is not resolved, students may follow the grade appeal procedure that is outlined in the Student Handbook, available online at www.macc.edu/index.php/services/student-services.

Grade Change

To change a student’s grade, instructors must complete a Grade Change form. This form may be obtained through the dean’s office, site office, Student Services, or my.macc.edu. The instructor must submit the completed form to the appropriate dean’s office for approval. Upon approval, the dean will forward the form to the Registrar, who will then make the grade change in the computing system.

Grade Entry and Grade Reports

1. Semester grades are to be entered into the computer system by the instructors on the Moberly campus by the dates announced. Training will be provided. After entering grades, adjunct faculty at the Moberly campus should turn in grades and attendance rosters to the appropriate dean’s office. Adjuncts at off-campus sites are to submit grades to the site director. The director and off-campus staff will then enter grades in the system.

2. All grade changes must be submitted to the office of the appropriate dean on the forms provided by that office. Incomplete grades are to be finalized by the end of the following regular semester. It is the responsibility of the student to take the necessary steps to insure removal of the incomplete grade status.

Incomplete Grades

"Incomplete" means that a student has been unable to complete the required work by the close of the semester for approved extenuating circumstances by the Dean of Academic Affairs or Dean of Career and Technical Education. Incomplete is permissible only when the student, prior to his/her incompletion, has maintained a passing grade as revealed by the class record. In no instance will a student be awarded an incomplete who has not completed work through three-fourths of a session. All incomplete grades must be completed within the next semester of the regular academic year. After this time if the incomplete grade has not been completed, it will automatically become a grade of “F.” It is the responsibility of the student to take appropriate steps to complete the course. A contract for an Incomplete (I) must be completed and signed by the student, instructor, and dean. These forms are available through the dean’s office, site office, or my.macc.edu.
Make-Up Sessions

Each college class must meet the required number of minutes each session in order for credit to be granted. The typical semester hour equates to 750 minutes of instructional time. If a class session is canceled due to inclement weather or any other reason, faculty should consult the appropriate dean to determine if the class must be made up. At off-campus sites, faculty should consult with the site director. Faculty members are responsible for filing an Adjunct Faculty Absence Notification form and for scheduling make-up sessions as needed. Additionally, classes must meet the entire scheduled time each session.

Make-Up Tests

If grading procedures utilized by the instructor include the allowance of make-up tests, the instructor will be responsible for administering such.

Recordkeeping

Census

The date for Census is one quarter of the way through the semester, and the Census rosters are distributed to each instructor with explicit directions for completion. The corrected enrollment figures established at Census are audited annually; therefore, their accuracy is critical.

Class Rosters/Grade Book Inserts

The Registrar will distribute class rosters/grade book inserts prior to the first day of classes and immediately following the Census date.

Upon receiving the post-Census attendance rosters, faculty should duplicate as needed for the remainder of the semester. Some faculty members maintain grades on the computer-generated grade book inserts; however, if faculty prefer a different format, they should consult with the Registrar or their site director. If another format is used, it must list the semester/session, course information (i.e., number, section, title), name of the instructor, and student names on each page. Faculty are expected to check the rosters that are sent to them to ensure their accuracy. Grade records submitted to the appropriate dean at the end of the semester/session should include the following: assignments (e.g., Essay #1), assignment dates, total points earned and total possible points of each assignment, total course points earned and total possible course points, final student percentages, and final letter grades. Attendance must be turned in on every student, including any who withdrew from class, along with grades at the end of the semester.

Due to institutional accountability and federal financial aid guidelines, accurate records of attendance and grades for all students are critical. All faculty will record attendance through an online attendance module beginning fall 2014.
Special Funding Attendance Verification

Students whose educational programs are funded by outside resource agencies may present attendance forms for instructor signature. Students are instructed to approach instructors for signature either before or after class to complete this requirement. Faculty should validate the dates of attendance claimed by the student by using instructor attendance records, initial or sign the form (as appropriate), and complete the evaluative information.

Sample Recordkeeping

At a minimum, all grade book records must include: assignments (e.g., Essay #1), assignment dates, total points earned and total possible points of each assignment, total course points earned and total possible course points, final student percentages, and final letter grades. The following recordkeeping system for grades is provided as an example:

<table>
<thead>
<tr>
<th>GT</th>
<th>NAME</th>
<th>ID</th>
<th>8/30</th>
<th>9/8</th>
<th>9/25</th>
<th>10/18</th>
<th>11/1</th>
<th>11/22</th>
<th>12/1</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LT Susie Student</td>
<td>1111</td>
<td>10</td>
<td>46</td>
<td>43</td>
<td>88</td>
<td>47</td>
<td>20</td>
<td>175</td>
<td>88% B</td>
</tr>
<tr>
<td>2</td>
<td>LT Billy Student</td>
<td>2222</td>
<td>10</td>
<td>41</td>
<td>48</td>
<td>90</td>
<td>45</td>
<td>15</td>
<td>160</td>
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</tr>
<tr>
<td>3</td>
<td>LT Mary Student</td>
<td>3333</td>
<td>10</td>
<td>28</td>
<td>38</td>
<td>75</td>
<td>39</td>
<td>18</td>
<td>162</td>
<td>76% C</td>
</tr>
<tr>
<td>4</td>
<td>LT Danny Student</td>
<td>4444</td>
<td>9</td>
<td>39</td>
<td>45</td>
<td>83</td>
<td>40</td>
<td>22</td>
<td>178</td>
<td>86% B</td>
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<tr>
<td>5</td>
<td>LT Julie Student</td>
<td>5555</td>
<td>5</td>
<td>35</td>
<td>66</td>
<td>28</td>
<td>137</td>
<td>56% F</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>LT Joey Student</td>
<td>6666</td>
<td>8</td>
<td>48</td>
<td>42</td>
<td>79</td>
<td>23</td>
<td>180</td>
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<td></td>
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<tr>
<td>7</td>
<td>LT Shelly Student</td>
<td>7777</td>
<td>10</td>
<td>44</td>
<td>49</td>
<td>82</td>
<td>40</td>
<td>25</td>
<td>189</td>
<td>91% A</td>
</tr>
</tbody>
</table>

Assignment | Quiz | Essay | Essay | Test | Essay | Essay | Portfolio |
<table>
<thead>
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<th></th>
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</thead>
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<td>50</td>
<td>25</td>
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</table>

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%
Security

The office of the Director of Security is located on the Moberly campus in Komar Hall, Room H12 (Student Services). The phone extension for the office is ext. 11247. The Security cell phone is 660-651-9011.

Hound Alerts (Emergency Alert System)

MACC has purchased the e2campus Emergency Alert System, which will alert any student, faculty or staff member by text, phone, and email when an emergency condition exists. The service is free, with an enrollment link on http://www.macc.edu and myMACC. The state has also developed a website which gives updated information regarding the Governor’s Campus Security Task Force. The website can be found at www.dps.mo.gov/campussafety/index.htm, and provides task force meeting minutes and recommendations, as well as resources and publications.

Security Report

All security/safety incidents on any campus site are to be reported to the Director of Security. Completion of a Moberly Area Community College Security Report Form is required. A copy of this form, listing types of incidents, is located on https://my.macc.edu under the “Employee” tab and “Employee Resources” link. If an incident occurs on the Moberly campus, faculty should contact the Security Office at ext. 11247 as soon as possible thereafter to provide this office with information to complete this report. If an incident occurs at an off-campus site, faculty should complete the form themselves and contact the site director with the information as soon as possible thereafter. All incidents should be reported as soon as possible after occurrence.

In accordance with the Jeanne Clery Act, crime statistics for all campuses of MACC for the past three calendar years are available on the MACC website at http://www.macc.edu/index.php/crime-stats. The specific types of incidents listed are required to be reported by law.

Crisis Management Plan

MACC has in place a Crisis Management Plan for the Moberly campus and site-specific plans for each of the off-campus locations with the exception of Macon. Copies of this plan are located in all offices and classrooms at each location, and are updated as needed. It is recommended that adjunct faculty review the plan for each site at which they teach. It is further recommended that faculty determine the evacuation routes from their classrooms based on direction given in the Plan. If a copy of the Crisis Management Plan is not available in the classroom, faculty should contact the Director of Security in Student Services on the Moberly campus or the director of the off-campus site.
Campus Disturbance or Demonstration

► SECURITY - EXT. 11247 OR 660-651-9011 ● AFTER HOURS - POLICE – 660-263-0346
EMERGENCIES - 911 ◄

Most demonstrations will be peaceful in nature and will not disrupt the daily operations of the campus. A demonstration should not be disrupted unless one or more of the following conditions exists:

- INTERFERENCE with normal operations
- PREVENTION of access to college facilities
- THREAT of harm to persons or damage to college facilities

Should any of these conditions exist, the Security Director will be notified and will be responsible for notifying the Dean of Student Services and the President regarding the nature of the incident. If contact is not made with the Security Director, contact should be made with the Dean of Student Services directly at ext. 11235.

Dangerous Intruder

► SECURITY - EXT. 11247 OR 660-651-9011 ● AFTER HOURS - POLICE – 660-263-0346
EMERGENCIES - 911 ◄

A dangerous intruder would be defined as someone who is on campus, inside or outside, and who poses an immediate, deadly threat to an individual or individuals on campus. In the event there is a dangerous intruder on campus, notification will be made to the Crisis Management Team. The team, particularly the building coordinators, will then begin to make notification to staff in the building that "we are observing the closed door policy." Staff should close and lock doors if possible, close windows and pull blinds, and keep everyone present inside the office or classroom until official notification is made that the threat is over. Staff should check e-mail (if this can be done from the room they are in) for further information. If a person has information regarding a dangerous intruder and can safely make a call, he/she should contact the Moberly Police Department at 911 or 660-263-0346.

If the intruder is inside the office or classroom, and it is not possible to send someone for help, the incident should be considered a hostage situation. Those involved in this situation should not close doors or windows unless the intruder instructs them to do so (refer to hostage situation policy).

Disruptive Telephone Call/Bomb Threat

► SECURITY - EXT. 11247 OR 660-651-9011 ● AFTER HOURS - POLICE – 660-263-0346
EMERGENCIES - 911 ◄

Disruptive Telephone Call

On occasion, employees or those associated with the College may receive threatening or harassing telephone calls on their campus phones. These calls may form a pattern; therefore, it is important to make note of certain information. Employees receiving threatening or harassing telephone calls (not bomb threats) will take the following steps:

- Note the date and specific time of each call received on the form provided.
• Listen for background noises.
• Try to determine the age, race, and sex of the caller based on the voice.
• If the receiver thinks he/she knows the caller, note this information.
• Note the exact words as accurately as possible.
• Notify the area supervisor and the Security Director (ext. 11247) following the call.

Bomb Threat

All bomb threats should be taken seriously regardless of their frequency or subsequent outcome. Threats of this nature will most likely be made by telephone, and an effort should be made on the part of the receiver to remain as calm and professional as possible. The following procedures will be followed if a bomb threat is received.

• Always take the call seriously and act professionally.
• Attempt to get someone else’s attention without alerting the caller. Try to advise him/her of the situation so he/she has information to relay to the police (911) and the Security Director (ext. 11247).
• Keep the caller on the line as long as possible with non-threatening communications, which indicates you want to be a good listener.
• Refer to the "Bomb Threat - Call Check List" and attempt to get all the information you can based on the prepared questions.

After a Threat Has Been Received

• Do not disconnect the line, either by hanging up or putting the line on hold. Quickly take measures to ensure no one else disturbs the phone.
• Go to a different phone and call the police (911) and the Security Director (ext. 11247) if they have not yet been contacted.
• Contact the President's Office and Plant Operations if you have not reached the Security Director. Otherwise, the Security Director will contact the President's Office and Plant Operations.

The President's Office or the Security Director will contact the department deans and the building directors. College officials will work with the police and fire departments to determine if buildings should be evacuated. If evacuation is ordered, deans and directors will be verbally instructed to begin evacuation.

Evacuation Procedures

• Walk quickly to the nearest exit and alert others along the way to do the same.
• Assist the handicapped. Reserve elevators for the handicapped, unless there is a fire. Elevators should not be used when there is a fire involved.
• While evacuating, look for suspicious objects. Report anything suspicious to the first official you see, who will in turn contact security, police or fire departments. Do not touch anything suspicious.
• Go directly outside and assemble in the Reed Street Parking Lot. Remain in this area until college officials indicate it is approved to leave or safe to return to campus.

Refer to the "Bomb Threat Checklist."
Earthquake

▶SECURITY - EXT. 11247 OR 660-651-9011 ● AFTER HOURS - POLICE – 660-263-0346
EMERGENCIES - 911 ◄

There will be no advance warning for an earthquake. An individual’s concern should be for his/her own safety. Damage may include:

- broken windows, falling ceilings, and light fixtures;
- overturning of cabinets and racks, shifting of furniture;
- complete disruption of electric, gas, water, sewage, and fuel; and
- disruption of communication systems.

When an earthquake initially occurs, people may protect themselves by:

- getting under desks and counters;
- getting on the floor next to a couch or chair back;
- moving to an interior wall;
- staying away from windows;
- kneeling alongside the wall, bending head close to knees; and
- covering side of head with elbows, clasping hands firmly behind neck.

People should evacuate as soon as the first tremor is over and report to the courtyard area. The Security Director at should be notified at ext. 11247 or at 660-651-9011 as soon as possible after the earthquake.

Fire or Explosion

▶SECURITY - EXT. 11247 OR 660-651-9011 ● AFTER HOURS - POLICE – 660-263-0346
EMERGENCIES - 911 ◄

1. Notify the Moberly Fire Department by dialing 911. Pull the nearest fire alarm on your way out of the building. Alert others along the way. Proceed to the courtyard area and remain there unless directed otherwise.

2. Remember the following:

- The fire alarm signal includes loud horns and flashing lights. **DO NOT IGNORE A FIRE ALARM!**
- Do not try to fight fire alone. Call for help.
- In smoky conditions, crawl, staying near the floor.
- Touch closed doors before opening them to see if they are heated from fire on the other side.
- See that all windows and doors are closed on your way out.
- See that lights, electrical circuits, and gas jets are turned off on your way out.
- Instructors moving to a place of safety should have their class roster in their possession.

3. Remain evacuated until an official "all clear" has been given.
Hostage Situation

- Be patient. Don't make mistakes that could hazard your well-being or the well-being of others. Avoid drastic or heroic actions.
- Be alert. Follow instructions. Attempt to establish a rapport with the hostage taker(s).
- Don't speak unless spoken to, and then only say what is necessary. Don't talk down to the hostage taker(s) and avoid appearing hostile.
- Maintain eye contact with the hostage taker(s) at all times but do not stare.
- Comply with instructions the best you can and avoid arguments.
- Expect the unexpected.
- Be observant. You may be released or escape, and the personal safety of others may depend on your memory.
- If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, don't want to harm the hostages. Such action further implicates the captor in additional offenses.
- Be prepared to answer the police on the phone.
- In the event you should escape or hostages are freed, do not scatter or leave the campus. If law enforcement is on the scene, a command post will be set up for you to report to immediately. Otherwise, report directly to the nearest campus official at the scene.

Serious Illness or Injury

- Do not attempt to move the injured or ill person unless necessary for immediate safety.
- Notify the Randolph Co. Ambulance by calling 911. Do not leave the person unattended if possible.
- Contact the Security Department at ext. 11247 or 660-651-9011 as soon as possible.
- The Dean of Student Services, ext. 11235, or designee will notify the person(s) designated as emergency contacts on a student's application form. The Director of Human Resources, ext. 11272, will make contacts for employees.
- College personnel or students caring for injured or ill persons should avoid exposure to blood and other body fluids unless wearing protective latex gloves.
- Security should complete an accident/injury report and submit a copy to the Vice President for Finance.

Suicide Attempt/Threat

- Take suicide threats seriously.
- Do not leave the person unattended or allow the person to leave the building.
Locate an individual to contact the Dean of Student Services at ext. 11235 or the Receptionist at ext. 11270.

The Dean or designee will make every effort to reach the emergency contact on the person's application form. In the case of an employee, the Director of Human Resources, ext. 11272, will make the contact.

If it is necessary, the Dean or designee will contact an ambulance to transport the person to the hospital.

Tornado

When a tornado signal is sounded or when it is obvious that a tornado is approaching, all students and personnel should take cover. The best sources of cover or shelter are found on the lowest level of the building, away from windows, and under desks or other study furniture. Avoid auditoriums and other spaces with wide, free-span roofs. City sirens are utilized as MACC’s warning signal for a tornado. The Security Director or designee will activate the Crisis Management Team for building notifications.

DO NOT IGNORE A WARNING SIGNAL!

All should be aware of the following procedures in case of a tornado or tornado warning:

- Doors should be closed but not locked.
- Lights and all electrical equipment should be turned off.
- Individuals taking cover in hallways should assume a squatting position facing the walls with their hands covering their heads.
- Instructors moving to a place of safety should have possession of class rosters.
- If an injury occurs, it should be reported to the Security Office as soon as the "all clear" has been given.
- All should remain under cover or shelter until a college office or rescue personnel has given a verbal "all clear."
**Full-time General Information**

**Benefits**


**Parking**

A parking space on the Moberly campus will be assigned for all full-time employees and on a space-available basis for continuing part-time employees. There are no reserved parking spaces for faculty and staff at MACC’s off-campus sites. Parking assignments on the Moberly campus are made by Plant Operations and may change each academic year. Employees should not park in visitor spaces. A parking map will be disseminated at the beginning of each academic year.

Moberly and Columbia campus faculty and staff must register their vehicles and display a parking permit in the vehicle while it is parked on these campuses. Parking registration is completed via myMACC. One parking permit will be issued to each eligible employee and may be transferred to any vehicle registered under that individual’s name with the Director of Security. Campus parking permits are valid for one college year (August 15 – August 15).

The registered holder of a parking permit is responsible for that motor vehicle at all times. The owner and operator of any vehicle that will be operated or parked on the campus or in parking areas provided by the College will assume all the risks of loss or damage to such vehicle and its contents. The College is not responsible for the safety, care, and protection of vehicles or their contents.

**College Vehicles**

College vehicles are available on the Moberly, Mexico, and Columbia campuses for College-related travel. Employees should request usage of vehicles from the Moberly campus through Plant Operations (x11206) and from the Mexico and Columbia campuses through the site offices. Keys may be obtained from the respective office. Gas cards will be located inside the college vehicle and will require the driver to enter both the mileage and his/her “employee identification number,” which is the employee’s MACC ID number. Vehicle reservations should also be noted on the Professional Absence Request form completed for each trip.

Vehicle gas tanks should be filled upon the vehicle’s return if the tank is less than three-quarters full. Drivers should also complete the chart in the vehicle noting their mileage, destination, purpose, and appropriate account number(s).

When personal vehicles are used for College-related travel due to the unavailability of a College vehicle, reimbursement will be at the personal vehicle rate. When personal vehicles are used for College-related travel as a matter of personal choice, the College vehicle rate of reimbursement will apply.
Absences

All absences shall be reported to the appropriate administrative supervisor/dean. Absence notifications must be submitted prior to each absence, or, if the absence is unanticipated, the notification should be made as soon as possible after the absence. Notification of an absence may be made through the online ezLabor Manager system or by completing and submitting an absence notification form. These forms may be obtained in the dean’s office and are also available online through my.macc.edu under the “Employee” tab and “Employee Resources” link.

Employment Policies

A full description of employment policies and procedures is located in section L of the MACC Policy Manual, available online at www.macc.edu/index.php/employment/college-handbooks.

Faculty Evaluation

The primary roles of faculty members at MACC are teaching/instruction, service and leadership to the college community, and professional development. Full-time faculty are required to attend a minimum of three professional development sessions each academic year.

The evaluation process provides feedback to faculty members regarding their performance in these primary roles. The process serves as a means for reflection to identify strengths and/or possible areas of improvement as well as to facilitate ongoing growth and development.

During the first five years of employment, full-time faculty will be required to complete all parts of the evaluation process. If the faculty members achieve ratings of five, four, or three for five consecutive years, they will then move to a three-year evaluation cycle. A minimum of five evaluations with no ratings of one is always necessary before entering the three-year cycle. Student evaluations and the peer process will continue each academic year.

In order to ensure fairness and consistency in the evaluation process, multiple sources of data are incorporated. The evaluation process consists of a faculty portfolio, a peer observation process, student course evaluations, and administrative classroom observations and evaluations.

Faculty Portfolio

The portfolio provides a more holistic view of a faculty member’s progress and performance. Faculty who are undergoing the full-evaluation process are required to submit to the appropriate dean’s office a portfolio to include the following items:

1. Curriculum Vitae/Resume
2. Philosophy of Teaching
3. Professional Goals
4. Progress toward Professional Goals
5. Self-Evaluation of Teaching/Instruction
6. Professional Development Activities
Additionally, the administration will provide the following items for the portfolio: student evaluations of instruction, administrative evaluation, and classroom observation. The evaluator and faculty member will review and discuss the portfolio during the summative evaluation conference.

**Peer Observation**

The Peer Observation process is intended as a developmental tool and growth opportunity. With this process, the focus is not directed at the individual teaching as with traditional observation/evaluation, but rather what the observer can learn from watching the teaching process of a peer. The peer observation is intended to produce only informal feedback between faculty members. The process is in no way intended to be evaluative between faculty members.

Each academic year, a faculty member will select a peer’s class and obtain permission to attend and observe at least once. It is suggested that faculty members choose different peers to observe from one year to the next to broaden experiences and to develop additional collegial contacts. However, faculty members are free to select whom they wish to observe. A peer observation form is available for use as a general guideline to help in this process if desired.

Faculty members will complete the Peer Observation Verification form to be included in portfolios. Other than this form indicating completion of a peer observation, no documentation will be included in evaluation materials.

**Summative Conference**

The evaluation process culminates in a summative conference between the faculty member and his/her dean or the Vice President for Instruction. The Vice President for Instruction or the dean will provide the faculty member with performance ratings from a five-point Likert scale in each of the following roles: instruction/teaching, service and leadership to the college community, and professional development. Any ratings of a one or two require a written plan to be completed by the faculty member, the Vice President for Instruction, and the appropriate dean to address and improve areas of concern. Ratings of one or failure to show improvement in an identified area of concern during consecutive evaluations may result in the instructor’s failure to receive a subsequent contract.

**Online Course Evaluation**

The evaluation process for online instruction consists of a course audit and/or an online course evaluation. The purpose of the audit process is to provide opportunity for guidance, feedback, and reflection regarding classroom practices. The evaluation process is meant to be a positive experience focused upon professional growth.

Online course audits occur each semester and are conducted by the Director of Instructional Technology on random dates. An evaluation form is utilized that addresses content, structure, student assessment, and instructor availability. The Director of Instructional Technology or the Dean of Off-Campus Programs
and Instructional Technology will contact the instructor to discuss the results of the audit, which will also be shared with the appropriate dean.

Online course evaluations are conducted by lead instructors. In addition to items covered during the course audit process, this evaluation also includes knowledge of content, instructional strategies, and student rapport. The lead instructor will discuss the results of the online course evaluations with the instructor. The appropriate dean as well as the Director of Instructional Technology will receive a copy of the results.

**Office Hours**

All full-time faculty are required to keep 10 office hours. Two office hours may be held virtually each week. Office hours should be scheduled in increments of at least 1/2 hour and provide maximum access for students. Office hour time and location should be identified on the course syllabus.
Parking

Adjunct faculty on the Moberly campus must use the faculty/staff reserved parking spaces on the northwest side of lot C. These are the non-numbered spaces west of the MACC fleet vehicles. Faculty/staff should not park in visitor or student spaces. If all designated spaces are filled, parking in student spaces will be permitted. There are no reserved parking spaces for faculty at MACC’s off-campus sites.

Moberly campus faculty must register their vehicles and display a parking permit in the vehicle while it is parked on the Moberly campus. Parking registration is completed via myMACC. Upon registration of the employee’s vehicle(s), a parking permit will be issued and is to be attached to the rearview mirror. One parking permit will be issued to each eligible employee and may be transferred to any vehicle registered under that individual’s name with the Director of Security. Campus parking permits are valid for one college year (fall through summer). The registered holder of a parking permit is responsible for that motor vehicle at all times. The owner and operator of any vehicle that will be operated or parked on the campus or in parking areas provided by the College will assume all the risks of loss or damage to such vehicle and its contents. The College is not responsible for the safety, care, and protection of vehicles or their contents.

Adjunct Absences

All absences shall be reported to the appropriate administrative supervisor/dean. An absence notification form for adjunct faculty must be completed and submitted prior to each absence, or, if the absence is unanticipated, the form should be submitted as soon as possible after the absence. Absences must be made up in a manner approved by the appropriate dean. Salaries will be adjusted for faculty who fail to make up absences. Absence forms may be obtained in the dean’s office and are also available online through my.macc.edu under the “Employee” tab and “Employee Resources” link.

Adjunct Office

The adjunct faculty office is in Room 233A of the Main Building. Adjunct faculty have access to the computer/Internet and phone (ext. 11363) in this office. Adjunct faculty can request their own extensions for voicemail from the appropriate dean or site director. Each off-campus site also has a faculty office/workroom. Site-specific information is located in the addendum to this handbook.

Adjunct Employment Policies and Procedures

Adjunct Selection and Employment

Adjunct faculty are employed to teach on a course-by-course basis. Selection of adjunct faculty may be made by the Vice President for Instruction, Dean of Academic Affairs, Dean of Career and Technical Education, Dean of Off-Campus Programs and Instructional Technology, Director of Academic Services, Director of Career and Technical Programs, or Site Directors.
Adjunct Faculty Information

Employment Contingencies

Until a class has sufficient enrollment, adjunct employment will be tentative. One week prior to the start of the session, adjuncts will be informed if their classes have less than six students enrolled. Upon the approval of the appropriate dean or site director, adjuncts may elect to teach a course with less than six students on a graduated pay scale. The pay rate will be “locked in” based upon the current enrollment. Enrollment will be reviewed again on the first day of the session and the last day to add/drop classes. If enrollment in a class has increased by either of these two dates, the instructor will be paid based on the higher enrollment. Otherwise, the instructor will be paid at the rate determined at “lock in.” The graduated pay scale is as follows:

<table>
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<th>Number of Students</th>
<th>Less than 60</th>
<th>60+</th>
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<td>6 or more</td>
<td>$575</td>
<td>$600</td>
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<td>5 students</td>
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<td>$325</td>
</tr>
<tr>
<td>4 students</td>
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<td>$260</td>
</tr>
<tr>
<td>3 students</td>
<td>$195</td>
<td>$195</td>
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<tr>
<td>2 students</td>
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<td>$130</td>
</tr>
<tr>
<td>1 student</td>
<td>$65</td>
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</tr>
</tbody>
</table>

Pay determined by hours taught since June 1, 1998

Adjunct employment is contingent upon student enrollment. A class may be moved from an adjunct faculty member to a full-time instructor in order to fill a full-time instructor’s required load.

Employment Paperwork

The following forms must be completed/updated and on file in Human Resources prior to the first day of employment:

- Application for Employment (www.macc.edu/index.php/employment/employment-opportunities)
- IRS Form W-4
- IRS Form MO W-4
- Form I-9 Employment Eligibility Verification
- Sexual Harassment Signature Statement
- Drug and Alcohol Signature Statement
- Employee Confidentiality Statement

Additionally, official transcripts (not photocopies) must be on file in Human Resources.

Job Responsibilities

Adjunct faculty will have the following duties and responsibilities:

1. Teach classes assigned by the administration which could include but are not restricted to day, evening, on-campus, off-campus, ITV, online, hybrid, and virtual;
2. Develop course syllabi using the format of the Common Syllabus that will be provided by the appropriate dean. (The Common Syllabus has been developed by discipline-specific full-time
Adjunct Faculty Information

1. Submit syllabus to the appropriate dean by the end of the first full week of class or the equivalent period of time in a shorter session;
2. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration;
3. Prepare and submit at dates and times designated all records and reports as required by the administration;
4. Keep accurate and sufficient records of student grades and attendance. Submit the Census Rosters, grades, and attendance records to the Registrar by the requested due date;
5. Maintain the required number of office hours and provide a copy of office hours to the appropriate dean;
6. Keep current undergraduate and graduate college transcripts on file in Human Resources. These transcripts must show all college work earned—both graduate and undergraduate—along with all degrees granted;
7. Participate in the development/revision and implementation of assessment plan as appropriate;
8. Attend faculty meetings if requested by their dean;
9. Participate on committee assignments and professional growth activities as approved by their dean;
10. Perform other duties as assigned by the appropriate dean or the President.

Adjunct Teaching Load

The maximum teaching load for adjunct faculty is 11 credit hours for each fall or spring semester. The maximum teaching load for adjunct faculty is 7 credit hours in the summer semester which includes intersession courses. Exceptions to this policy must have prior approval from the College President. Adjunct faculty may be assigned additional duties such as tutoring, advising, or course development in addition to their teaching load. Such duties must have prior approval from the Vice President for Instruction.

Office Hours

Adjunct faculty who teach nine or more credit hours in a given semester are required to hold at least three office hours per week. Adjunct instructors required to hold office hours are paid $450 per semester for these hours. Office hours should be identified on the course syllabus and should be scheduled with student accessibility in mind. Faculty should see the Dean of Academic Affairs or the Dean of Career and Technical Education for office hour location and further instruction regarding this subject. Off-campus instructors should consult with their site director.

Retirement Issues

MACC is a district of the Public School Retirement System of Missouri (PSRS) and Public Education Employee Retirement System (PEERS). Adjunct faculty who are retired under the Missouri PSRS are limited to teaching no more than 17 credit hours in an academic year (summer, fall, and spring semesters). If the retiree teaches at least one semester in which he or she is also required to hold office hours, then the maximum hours per year will be capped at 15.

Salary and Contracts

Adjunct faculty are paid at a rate of $575 per credit hour. Adjuncts who have taught 60 credit hours or more for MACC since June 1, 1998, are paid at a rate of $600 per credit hour. Contracts are issued soon
Adjunct Faculty Information

after the first two weeks of classes. Adjunct faculty are responsible for reviewing their contract(s) for accuracy. If the contracts are accurate, faculty should sign both copies and return them to the issuing office immediately. Contracts must be signed and returned before the first payment of the contract can be released.

Adjunct faculty teaching during the fall, spring, or eight-week summer session, with the exception of faculty teaching dual credit courses, business and industry courses, and continuing education courses are paid semi-monthly. Short-term classes are paid on the pay period after the class ends.

All grades, grade books, attendance records, etc., must be turned in to the appropriate dean’s office. Off-campus instructors must contact the appropriate site director before turning in their grades.

Adjunct Faculty Evaluation

The purpose of the faculty evaluation process is to provide opportunity for guidance, feedback, and reflection regarding classroom practices. The evaluation process is meant to be a positive experience focused upon professional growth. The adjunct faculty evaluation process consists of three primary components:

- In-Class Observation
- Student Evaluation
- Conference

In-Class Observation

All new adjunct instructors will receive a formal in-class observation during their first semester of employment with Moberly Area Community College. Continuing adjuncts will receive a formal in-class observation at least once every two years, regardless of whether they were continuously under contract during the two-year time span or not.

In-class observations will be conducted by the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Off-Campus Programs, the Director of Academic Services, the Director of Career and Technical Programs, the Site Director, or a Lead Instructor. Prior to the formal observation, adjunct faculty who are scheduled for an observation will be contacted by their observer in order to arrange a date for the formal observation. This date will generally be early enough in the semester to provide formative feedback. Additionally, the Vice President for Instruction, the Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Off-Campus Programs, the Director of Academic Services, the Director of Career and Technical Programs, or the Site Director may occasionally conduct informal unscheduled observations.

On the day of the scheduled observation or before, the instructor must provide the observer with copies of student attendance records, grade book records, and information regarding student assessment or samples of assessment measures used within the course. During the formal observation, the observer will use a five-point Likert scale to assess the following areas of instructional performance: knowledge of subject, organization of class, classroom management, instructional techniques, and student rapport. A rating of "5" indicates outstanding performance while a rating of "1" indicates unsatisfactory performance.
Student Evaluation of Instruction

Student evaluations will be conducted for each class in each semester, including summer session. Prior to administration of this assessment tool, instructors will receive a Student Evaluation Packet with instructions. Instructors will select a day during the designated time frame to conduct the Student Evaluation of Instruction. The evaluation instrument allows the student to rate the instructor’s performance as well as other aspects of the course on a four-point scale. Students will also complete a demographic section which assists with further statistical analysis of the results.

The instructor will designate a student to distribute the evaluation forms, collect the forms when completed, and return the forms to the Office of Academic Affairs, the Office of Career and Technical Education, or the site office, as appropriate. The Office of Academic Affairs or the Office of Career and Technical Education will compile results as well as type any written comments and distribute these results to the instructor at the beginning of the next semester.

Follow-Up Conference

The evaluation process culminates in a conference between the instructor and his/her observer in which they will review and discuss all materials related to the evaluation. Any ratings of “1” or “2” on the Faculty Classroom Observation Form may require a written plan to be completed by the instructor and Vice President for Instruction, the Dean, or the Dean’s designee to address areas of concern. Ratings of "1" or failure to show improvement in an identified area of concern during consecutive evaluations may result in the instructor’s failure to receive a subsequent contract.

Online Course Evaluation

The evaluation process for online instruction consists of a course audit and/or an online course evaluation. The purpose of the audit process is to provide opportunity for guidance, feedback, and reflection regarding classroom practices. The evaluation process is meant to be a positive experience focused upon professional growth.

Online course audits occur each semester and are conducted by the Director of Instructional Technology on random dates. An evaluation form is utilized that addresses content, structure, student assessment, and instructor availability. The Director of Instructional Technology or the Dean of Off-Campus Programs and Instructional Technology will contact the instructor to discuss the results of the audit, which will also be shared with the appropriate dean.

Online course evaluations are conducted by lead instructors. In addition to items covered during the course audit process, this evaluation also includes knowledge of content, instructional strategies, and student rapport. The lead instructor will discuss the results of the online course evaluations with the instructor. The appropriate dean as well as the Director of Instructional Technology will receive a copy of the results.

Adjunct Faculty Professional Development Stipend

MACC values effective teaching and provides support for the instructional process through a variety of avenues, including in-service workshops and training sessions offered throughout the year. The purpose of the Adjunct Faculty Professional Development Stipend is to encourage and support the participation of adjunct faculty in these professional growth opportunities.
Adjunct Faculty Information

Adjunct faculty who complete fifteen professional development credits offered through MACC will earn a $250 stipend. Credit value for professional development is assigned by the appropriate dean’s office and will be denoted when professional development opportunities are advertised. Typically, professional development opportunities will range from one to four credits per event. Progress toward the fifteen credits must be approved by the appropriate dean and is monitored by Human Resources. These credits are cumulative in nature and will carry over from semester to semester. When a faculty member reaches fifteen credits, his or her credits will start over so that another stipend may be earned upon completion of the next fifteen credits.

Credits will be earned only from designated training, workshops, orientations, and other like opportunities offered in-house through MACC. Professional development credits will not be earned through completion of college coursework, attendance of workshops and conferences outside of MACC, or other non-MACC sponsored events.

This stipend is available only to adjunct faculty. Adjunct faculty who are full-time MACC staff are eligible for the stipend as long as they complete professional development credits outside of their regular MACC duties or they make up their normal work hours that were given up for professional development activities. Credits earned toward the professional development stipend must be in addition to the three staff development sessions required of full-time employees.

Adjunct faculty must complete the “Adjunct Faculty Professional Development In-Service Credit” form and submit to the appropriate dean’s office within thirty days upon completion of professional development. Faculty teaching general education and developmental courses should return their form to the Dean of Academic Affairs. Faculty teaching career and technical education courses should return their form to the Dean of Career and Technical Education. If training was completed online or virtually, forms should be returned to the Dean of Off-Campus Programs and Instructional Technology.
MACC Dual Credit

Dual credit is an option offered by Moberly Area Community College that allows eligible high school juniors and seniors to take MACC classes taught in the high school for college credit as well as for high school credit.

According to Dual Credit Policy Guidelines adopted by the Missouri Coordinating Board for Higher Education, students receiving dual credit from MACC can expect to transfer credit up to the equivalent of five courses to other Missouri colleges and universities. Students who wish to transfer more than five dual credit courses should consult the college/university to which they intend to transfer in order to determine if the institution has a policy regarding the acceptance of dual credit courses used for the completion of a college degree.

MACC does not limit the number of dual credit courses that may be used for the completion of a certificate or associate degree.

Dual credit academic and technical courses are of the same rigor and quality as all other College courses. Instructors of dual credit courses meet the same standards required of MACC instructors. College texts and syllabi are followed for dual credit courses.

Dual Credit Enrollment

Responsibilities for enrolling students shall be shared by the Public School District and MACC as follows:

1. The high school will complete a pre-enrollment of high school classes, identify students interested in MACC’s Dual Credit program, and set a schedule with MACC.
2. MACC advisors will advise, screen, test, and enroll students in appropriate dual credit classes.
3. Dual credit students must follow the same academic and registration policies as all other students at MACC.

Student Requirements for Dual Credit Admission

1. All applicants must submit an Application for Admission. Students can complete an online application at www.macc.edu.
2. Must have a cumulative grade point average of 3.0 or equivalent on a 4.0 scale.
3. Satisfactory completion of course prerequisites.
4. Completion of enrollment form with MACC Advisor.
5. Transcript and ACT information must accompany enrollment form.
6. Full payment or payment plans in place prior to enrollment.
7. 9th and 10th grade students are eligible for dual credit classes if they demonstrate competency by scoring at the 90th percentile or above on the ACT or equivalent, meet CBHE (Coordinating Board for Higher Education) requirements for juniors and seniors, and the high school principal and teacher agree and state in writing that the younger student can benefit from a dual credit course. (Letter and ACT scores must accompany admissions form).
Dual Credit Tuition:

In-district: $44.00
Out-of-district: $75.00
Online dual credit: $87.00
Out-of-state: $125.00

Tuition is due and payable with enrollment form on the day we enroll. If full payment is not included a payment plan can be set up through the Off-Campus Programs office.

Payments will be accepted by MACC advisors the day of enrollment at high school. Checks should be payable to Moberly Area Community College or MACC, and addressed to: MACC, Attn. Shannon Crist, 101 College Avenue, Moberly, MO 65270. VISA, Mastercard, and Discover accepted.

Outstanding Accounts: Students that have outstanding accounts will not be permitted to register for the next semester until appropriate financial arrangements have been made.

Refund Policy

Tuition and fees may be refunded according to the following policy based on a 16-week semester. Refunds for other course offerings will be prorated accordingly:

- 100% refund: Official withdrawal initiated by the student through the Off-Campus Programs office within the first week of enrollment for regular fall and spring 16-week semesters
- No refund: Withdrawals after the first two weeks of enrollment for regular fall and spring 16-week semesters
- Students unable to begin classes after they have enrolled must officially withdraw from class to be eligible for a reduction of tuition and fees charged. In the event of extreme extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student beyond the standard refund terms such refund requests will be reviewed by the President of the College and a determination made on a case-by-case basis.

Official Withdrawal From Class(es)

Obtain a drop form from an Off-Campus Programs representative/advisor. Present the completed form to an Off-Campus Programs representative/advisor. The Off-Campus Programs representative/advisor will review, process and initial the form. Dual credit students are strongly encouraged to maintain the gold copy of the form for their records.

Students may also drop by sending a letter to the Off-Campus Programs office of Moberly Area Community College. The official date of withdrawal will be the date the letter is postmarked. The student's signature must be included in the letter of withdrawal. Mail the withdrawal letter to: Off-Campus Programs, Moberly Area Community College, 101 College Avenue, Moberly, MO 65270.

Transcripts

1. All applicants must contact the high school from which they graduated and request that an official copy of their high school transcripts be sent to the Office of the Registrar at MACC.
Dual Credit Faculty Information

2. If you are transferring to MACC from another institution, submit transcripts from EACH college/university previously attended. An official copy of your high school transcript or of your G.E.D. scores must also be submitted.

3. The Office of Student Services will release an official transcript only on written authorization of the student. Financial obligations to the College must be met before a transcript is released. Written requests for transcripts shall be filed with the Registrar in the Office of Student Services. There is no charge for the regular processing and mailing of transcripts up to 5 copies. Requests for a transcript to be faxed must be accompanied by a $5 payment.

Transfer Credit

Educational requirements vary from one institution to another. For this reason, it is extremely important that students who plan to transfer to another institution work closely with the Off-Campus Programs office in planning their course schedule. Individual contact with college representatives from the receiving institution and campus visits are important to prepare for a smooth transition. Transfer problems can be minimized if special consideration is given when preparing a class schedule.

Adjunct Faculty Qualifications

MACC and the Department of Higher Education requires all dual credit instructors to meet the following guidelines:

- Master’s degree in the subject area they wish to teach or
- Master’s degree in any other subject area, with a minimum of 18 hours of graduate coursework in the subject they wish to teach.

Potential dual credit faculty must send a current resume and official transcripts to the Off-Campus Programs Office.

Calendar

Students enrolled in a dual credit class at their high school will follow the individual high school academic calendar. Students enrolled in a dual credit class at MACC will follow the MACC academic calendar.

Transportation

The student is responsible for transportation between schools if applicable. Neither the Public School District or MACC assume liability in this matter.

Textbooks and Other Materials

The high school is responsible for all lab equipment, textbooks, and other materials for students enrolled in dual credit classes. It is the responsibility of the high school to provide MACC approved textbooks and lab supplies to high school students enrolled in MACC courses. MACC will provide desk copies and publisher supplemental materials for dual credit courses. Please contact Shannon Crist, Coordinator of Off-Campus Programs, at 660-263-4100 ext. 11331 or shannonc@macc.edu.
Dual Credit Accreditation

NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation:
MACC is a member of NACEP and has submitted its application for NACEP accreditation. Accreditation is awarded to programs after a comprehensive peer review by a team of experienced representatives of NACEP-accredited concurrent enrollment partnerships. Applicants conduct a self-study and prepare an accreditation application with evidence documenting how the college or university implements NACEP’s 17 national standards for program quality in the areas of: curriculum, faculty, students, assessment, and program evaluation. NACEP Accreditation:

- Serves as a guarantee to students, policy-makers, and other post-secondary institutions that the accredited partnership meets rigorous national standards;
- Distinguishes a concurrent enrollment partnership, thereby enhancing its ability to recruit new partners and students;
- Aids students and families when they seek credit recognition for their college credits earned through concurrent enrollment;
- Allows programs to display the NACEP logo on their websites and in other publications
- Offers national leadership opportunities to concurrent enrollment professionals. Staff from NACEP-accredited concurrent enrollment programs may hold an elected position on the NACEP Board of Directors or be appointed as a Committee Chair to help shape the future of concurrent enrollment around the country.

Dual Credit Contact Information

Dean of Off-Campus Programs & Instructional Technology
Michele McCall 660-263-4100, ext. 11215 michelem@macc.edu

Coordinator of Off-Campus Programs
Shannon Crist 660-263-4100, ext. 11331 shannonc@macc.edu

Coordinator of Off-Campus Programs
Julie Perkins 660-263-4100, ext. 11291 juliep@macc.edu

Administrative Assistant to the Dean of Off-Campus Programs & Instructional Technology
Ann Ostermann 660-263-4100, ext. 11212 anno@macc.edu

Director of Instructional Technology
Amy Johns 660-263-4100 ext. 11303 amyj@macc.edu

Instructional Technology Technician (Compass Installation)
Justin Forte 660-263-4100, ext. 11374 justinf@macc.edu

Dean of Academic Affairs
Jackie Fischer 660-263-4100, ext. 11236 jackief@macc.edu

Dean of Career & Technical Education
Jo Fey 660-263-4100, ext. 11252 jof@macc.edu
Dual Credit Faculty Information

**Dual Credit Professional Development**

Dual credit faculty MUST attend one workshop or instructor meeting each year. Faculty not attending a meeting will not be able to teach dual credit the following year. In extenuating circumstances, a special meeting may be scheduled to make up for a missed meeting.

**Recordkeeping**

**Class Rosters/Attendance/Grade Book Inserts**

The Off-Campus Programs office will distribute class rosters/grade book inserts prior to the first day of classes and immediately following the Census date.

Upon receiving the attendance rosters, faculty should duplicate as needed for the remainder of the semester. Some faculty members maintain attendance records and grades on the computer-generated grade book inserts; however, if faculty prefer a different format, they should consult with the Off-Campus Programs staff. If another format is used, it must list the semester/session, course information (i.e., number, section, title), name of the instructor, and student names on each page. Faculty are expected to check the rosters that are sent to them to ensure their accuracy. Grade records submitted at the end of the semester/session should include the following: assignments (e.g., Essay #1), assignment dates, total points earned and total possible points of each assignment, total course points earned and total possible course points, final student percentages, and final letter grades. Attendance must be turned in on every student, including any who withdrew from class, along with grades at the end of the semester.

Students enrolled in a dual credit class at their high school will be subject to the attendance policy of their high school district. Students enrolled in a dual credit class at MACC will be subject to the attendance policy of MACC.

Once dual credit at your high school is complete, rosters will be mailed. Due to institutional accountability, accurate records of attendance and grades for all students are critical.

**Dual Credit Grade Entry and Grade Reports**

1. Semester grades are to be entered into the computer system by the Off-Campus Programs staff. After entering grades, adjunct faculty will turn in grades and attendance rosters to the Off-Campus Programs office.

2. All grade changes must be submitted to the office of the appropriate dean on the forms provided by that office. Incomplete grades are to be finalized by the end of the following regular semester. It is the responsibility of the student to take the necessary steps to insure removal of the incomplete grade status.
Dual Credit Pay

A minimum enrollment of 10 students is required for the class to be offered at the full part-time/overload instruction rate. The rate of pay will be $575 per credit hour ($600 for faculty who have taught 60 credit hours for MACC since June 1, 1998). The President of Moberly Area Community College may approve classes with fewer than 10 students and set the instructor’s salary at an amount lower than $575 per credit hour according to the scale below. Classes with fewer than ten students may be approved by the President at full part-time/overload pay on a case-by-case basis.

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Less than 60</th>
<th>60+</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or more</td>
<td>$575</td>
<td>$600</td>
</tr>
<tr>
<td>8-9 students</td>
<td>$510</td>
<td>$535</td>
</tr>
<tr>
<td>7 students</td>
<td>$450</td>
<td>$475</td>
</tr>
<tr>
<td>6 students</td>
<td>$390</td>
<td>$415</td>
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<td>5 students</td>
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<tr>
<td>3 students</td>
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<td>$195</td>
</tr>
<tr>
<td>2 students</td>
<td>$130</td>
<td>$130</td>
</tr>
<tr>
<td>1 student</td>
<td>$65</td>
<td>$65</td>
</tr>
</tbody>
</table>

Pay determined by hours taught since June 1, 1998

MACC Dual Credit Offerings

MACC offers a variety of college-level courses as dual credit intended for transfer:

**ACC110 Personal Finance**: This is an introductory course to acquaint students with the basic terms and concepts of financial planning and investment management.

**ART100 Color Theory**: This course is a foundational core course including studio projects and lectures to explore individual scholarly research in color aesthetics, science and psychology, and design principles. Supplies required for this course are the responsibility of the student.

**ART101 Art Survey & Appreciation I**: ART 101 is a slide/lecture course examining the visual arts from prehistoric times through the 17th century. Content includes a study of style, design, technique, iconography, and function of art in Western and non-Western culture.

**ART102 Art Survey & Appreciation II**: ART 102 is a slide/lecture course examining the visual arts from the 18th century to the present. Content includes a study of style, design, technique, Iconography and function of art in Western and non-Western culture.

**ART105 2-Dimensional Design**: This is a basic art course concerned with the study and use of elements and principles of 2-dimensional design. Students will be involved with design projects that will help them appreciate and understand the organization of lines, shapes, forms, spaces, color and textures. Supplies required for this course are the responsibility of the student.
BIO101 Biology: This course is designed to provide each student with an understanding and appreciation of the diversity of living things and their cell structure, chemistry, genetics, evolution, and ecological relationships.

BIO105 Introductory Conservation Biology: This course involves a study of the earth’s ecosystems and biodiversity as well as historical and current human impacts on these systems. The importance of conserving the earth’s biodiversity is also discussed.

BIO105 General Zoology: This course involves a comparative study of animal life and the anatomical adaptations that enable animals to inhabit nearly all ecological niches. Extensive lab work and some field trips are required.

BIO151 Introductory Plant Biology: This course examines general biological principles with emphasis on the structures, reproduction, and ecology of seed plants. Course includes lab work and field trips.

BIO205 Human Anatomy: Human Anatomy is a general study of the structure and function of the human body and considers all major organ systems. Significant laboratory work is required to identify various systems of the human body by flag-spotting. Dissection is included in this course.

BIO209 Physiology: This course studies metabolic functions of the cell; diffusion physiology; and the nervous, muscular, respiratory, digestive, excretory, reproductive, and endocrine systems. Physiology lab is a very important part of this course. Prerequisite: BIO 205 or instructor approval.

CIT101 Computer Essentials: This computer literacy course, intended for non-CIS majors, is designed as a computer user’s guide to familiarize students with fundamental computer concepts including computer terminology, hardware, and software. Internet usage for research and online education will be explored as well as the ethical use of computers and the impact computers and associated technologies have on individuals and society. Hands-on experiences with word processing, spreadsheet, presentation, and operating system software provide the student with a practical exposure to computer usage in an educational context. Touch keyboarding skills are required.

CIT105 Programming I: This course involves problem solving on the introductory level. Structured and object-oriented programming methodologies are introduced. The student is exposed to sequence, selection, repetition and subprograms forming a strong foundation in Dykstra’s constructs for later course work. A modern high-level language is used as a vehicle for mastering these concepts. Prerequisite: intermediate algebra skills recommended.

CIT106 IT Essentials I: Students learn the functionality of hardware and operating systems components. Through hands-on activities and labs, students learn how to assemble and configure a computer; install operating systems, software, and printers; and troubleshoot hardware and software problems. After completion, students will develop the necessary skills to build a computer. Successful completion of both CIT 106 and CIT 107 prepares students to take the A+ industry certification exam.

CIT107 IT Essentials II: This course is an intensive introduction to the multi-user, multi-tasking networking operating systems. Characteristics of the Linux, Windows 2000, NT, XP and Vista network operating systems will be discussed. Students will explore a variety of topics including installation procedures, security issues, back up procedures and remote access. Successful completion of both CIT 106 and CIT 107 prepares students to take the A+ industry certification exam.
Dual Credit Faculty Information

**DDT101 Engineering Drawing**: Sketching, geometric shapes and construction detail, use of drafting equipment, lettering, orthographic projections, dimensioning and notes, sectional views, auxiliary views, manufacturing processes, drafting conventions and standards, tracing, and reproductions are included in this course. Instruction includes both mechanical and architectural standards and reproductions.

**DDT112 Computer Aided Design I**: CAD I is an introductory computerized drafting course using CAD software. Software is used to create, modify, store, and manage drawings and related files. Students will have extensive hands-on instruction using microcomputers, printers, plotters, and CAD software.

**DDT211 Computer Aided Design II**: DDT 211 is a continuation of computerized drafting using CAD software. The course includes advanced features of software and an introduction to 3D drawings. Students will have extensive hands-on instruction using microcomputers, printers, plotters, and CAD software. Prerequisite: DDT 112.

**DDT223 Civil Engineering Design**: This course is an introduction to civil drafting technology in order to provide the student with theories, concepts, and skills that form the foundation work done by civil engineering companies. Prerequisite: DDT 112 or instructor approval.

**DDT225 Architectural Design I**: This course will build on skills acquired in beginning drafting classes. The student will utilize CAD equipment and software in a thorough study of all aspects of residential construction: space requirements, materials and methods of construction, ecotecture, mechanical and electrical, non-conventional construction, building codes, and cost estimating. Prerequisite: DDT 112 or instructor approval.

**HST101 Western Civilization I**: This introductory course acquaints students with Western heritage, beginning with a study of the early Middle Eastern civilizations of Mesopotamia and progressing through the civilizations of Egypt, Greece, Rome, and Europe of the Middle Ages, Renaissance, and Reformation. The political, economic, social, cultural, and religious aspects of each of these cultures are examined.

**HST102 Western Civilization II**: Students are introduced to Western culture beginning with the Renaissance and Reformation and progressing through the Scientific Revolution, the Enlightenment, the Age of Revolution, the Industrial Revolution, and the major events of the nineteenth and twentieth centuries. Humanism, secularism, human rights, the doctrine of progress, liberalism, conservatism, totalitarianism, socialism, Darwinism, and many other ideological concepts are examined.

**HST105 American History to 1865**: This course is a survey of the economic, social, and diplomatic aspects of the United States from 1492 to the Civil War. A study of the federal and Missouri constitutions is included.

**HST106 American History from 1865**: This course is a survey of the economic, social, and diplomatic aspects of the United States from 1865 to the present. Special attention is given to the period after 1945.

**LAL101 Composition I**: This course teaches the process of writing, from prewriting to revision. Focus is on reading and critical thinking, essay writing, and literary analysis. Course provides practice in computer-assisted writing and oral communication. Prerequisite: Eligible placement score or satisfactory completion of developmental sequence.
LAL102 Composition II: Students are introduced to research writing through originality, organization, and persuasion. Focus is on critical thinking when conducting research, considering sources, and synthesizing information. Prerequisites: LAL 101 or instructor approval.

LAL120 American Literature Survey to 1870: This course is a study of American literature from the colonial period to the late 19th century, emphasizing reading, interpretation, and criticism of works by major authors.

LAL121 American Literature Survey from 1870 to Present: This course is a study of American literature from the late 19th century to the present, emphasizing reading, interpretation, and criticism of works by major authors.

LAL150 English Literature Survey to 1750: This course surveys English literature from the Anglo-Saxon to the Neoclassical period, emphasizing reading, interpretation, and criticism of works by major authors.

LAL151 English Literature Survey from 1750 to Present: This course surveys English literature from the Romantic, Victorian, Modernist, and Postmodern periods.

MTH140 College Algebra: Topics include a review of basic algebra; various functions and their graphs, including polynomial and rational functions and exponential and logarithmic functions; and an introduction to analytic geometry. The course includes systems of equations and inequalities. Prerequisite: Eligible placement score or grade of “C” or higher in MTH 100.

MTH145 College Trigonometry: This course includes angle-based trigonometric functions and their inverses, multiple angle formulas, identities, trigonometric equations, radian measure, arc length, angular velocity, graphs of trigonometric functions, and solution of right triangles. This course does not meet the math requirement for the AA degree. Prerequisite: Eligible placement score, or MTH 100, or MTH 140, or MTH 141.

MTH160 Elementary Statistics: MTH 160 includes elementary probability and statistical inference, descriptive statistics, testing hypotheses and estimation, t-distribution, chi-square distribution, correlation, and significance. This course does not meet the math requirement for the AA degree. Prerequisite: Eligible placement score, or MTH 140, or MTH 141.

MTH201 Analytic Geometry & Calculus I: Students are introduced to plane analytic geometry, including limits, continuity, derivative for functions of a single variable, differentials, indefinite and definite integrals, and applications of the derivative and integral. Prerequisites: Eligible placement score, or MTH 140 (required) with a grade of C or higher and MTH 145 (strongly recommended), or instructor approval.

MUS102 Music Appreciation: This course is an introduction to music, emphasizing the various phases of musical beauty, designed to furnish a rational basis for intelligent listening to music. Focus is on basic elements of music and listening techniques; representational Renaissance, Classicism, Romanticist, and Post-Romanticist composers and their music; and discussion of extra-musical factors that bear upon lives and works.
Faculty Handbook

Dual Credit Faculty Information

**PHY120 Foundations of Chemistry:** Foundations of Chemistry is an introduction to the principles of chemistry: measurement, atomic theory, periodic relations, chemical formulas, chemical equations, and calculations based on chemical equations, atomic and molecular structure, and the gas laws. Prerequisite: MTH 011, MTH 130, eligible placement scores for MTH 100, or successful completion of Module 16 in Computer-Assisted Pre-Algebra courses.

**PHY121 General Chemistry I:** This course is an introductory course dealing with the fundamental principles of chemistry. Topics include classification of matter and lab measurements, atomic composition of elements, molecular and ionic compounds, chemical reactions, and the manifestation of intermolecular forces in the gaseous, liquid, and solid states of matter. In comparison to Foundations of Chemistry, Chemistry I places greater emphasis upon heat transfer and quantum chemistry. This course is designed for pre-med, science, and engineering majors but is open to all students who have met the prerequisite. Prerequisite: Two years of high school algebra or must be enrolled in or have completed MTH 140.

**PHY125 Foundations of Physics:** This course is designed for liberal arts students and emphasizes mechanics, heat, light, sound, electricity, magnetism, and some modern developments. Lecture/demonstration methods and labs to be performed by students are used in teaching the class. Pre- or Co-requisite: MTH100, MTH130, or eligible placement score for MTH140.

**PSC103 American Government:** This course deals with fundamental principles of political science and the organization, principles, and functions of American Government in all of its divisions: national, state, and local. A study of the federal and Missouri constitutions is included in this course.

**PSY101 General Psychology:** This course is an introduction to the nature and scope of the field of psychology as a scientific and human endeavor. Focus is on the historic development of the field; biological and developmental processes; consciousness and perceptions; learning, remembering, and thinking; motivation and emotion; personality and individuality; social behavior; stress and coping; and psychopathology and psychotherapy.

**PSY205 Human Lifespan Development:** This course is designed to present the study of human development throughout the life span. Study includes the three domains of development: physical, cognitive, and psychosocial. Major theories, the influence of genetics, and prenatal development will be examined. The framework of the course is chronological, dividing the life span into seven parts: infancy, early childhood, middle childhood, adolescence, young adulthood, middle adulthood, late adulthood, and the end of life. Prerequisite: PSY 101.

**SOC101 Sociology:** Sociology is a scientific study of society and the interaction between society and its human environment. Emphasis is on an explanation of the importance of values and norms and their significance in the development of attitudes and resulting social behavior. Course includes such concepts as social organization and culture, socialization, institutions, and collective behavior.

**SPK101 Public Speaking:** This course studies the role of speaking in communication in both formal and informal situations. The course includes a study of the communication process, the role of the listener, methods of speech organization, informative and persuasive techniques, and effective delivery.

**WLD101 Welding I:** This beginning level welding course involves instruction and practice in the safe operation of Oxy-acetylene welding and cutting, Shielded Metal Arc Welding (SMAW), AC/DC, and an
Dual Credit Faculty Information

Overview of welding methods. This class utilizes certified American Welding Society (AWS) curriculum. Successful completion of WLD 101, WLD 102, WLD 201, and WLD 202 prepares students to take WLD 280 and the AWS certification exam.

Dual credit students are responsible for conferring with both their high school counselor and a counselor from the college in question to confirm credit transfer. MACC advisors will assist in the process.
Site Specific Information

SITE-SPECIFIC INFORMATION

Mexico

MACC Advanced Technology Center (Mexico)

2900 Doreli Lane  
Mexico, MO 65265  
Phone: 573-582-0817  
Fax: 573-582-0824

Building Hours of Operation

Monday through Thursday: 7:30 a.m. to 9:00 p.m.  
Friday: 7:30 a.m. to 5:00 p.m.

Classroom Lock Policy

All classroom doors will be kept locked except when in use. It will be necessary for faculty to stop by the front office and sign out a key for their classroom. Faculty will be responsible for locking the room, turning off lights and equipment, and returning the key to the front office on the same day.

MACC realizes this will be an inconvenience to all, but due to the theft of some expensive equipment, as well as some abuse in rooms by unsupervised students, it is necessary to institute this policy.

Courier

The off-campus courier runs every Monday, Tuesday, and Thursday. The route runs from Moberly to Kirksville, Edina, Hannibal, Mexico, Columbia, and back to Moberly. The Mexico stop is typically around 1:30 p.m.

Copying

A copy machine is available at all times in the faculty workroom (Room 114) for instructors. Instructors are assigned copy codes. Work study students are not permitted to make copies for classes they are currently enrolled in or handle grades for any class.

Large copy runs should be done through the Central Processing Center on campus. Request forms may be found in the front office. Faculty should allow one week for copying of course outlines and three days for large copy runs. Faculty should also allow the courier travel time between the Moberly campus and Mexico.

Mailboxes

Mailboxes are located in the faculty/staff workroom (114). Mailboxes should be checked prior to each class session.
Telephone Service

Phones for faculty use are in Room 114. This room is for faculty/staff use only.

Adjunct Faculty Office and Faculty Lounge

All adjunct faculty may use the faculty/staff workroom (Room 114). Two computers and telephones are located there. Faculty are also welcome to use the computers in the Resource Center Room (Room 144). If a grading program is needed, faculty should contact the Coordinator of Computer Services.

Parking

There are no reserved parking spaces at the MACC Advanced Technology Center in Mexico. Overflow parking is allowed on the east and west side of Doreli Lane except where posted or near the fire hydrant.

Resource Center and Equipment

The Resource Center is located in Room 144. All reference books MUST be left in the Resource Center. All other books MUST be checked out through the Resource Center. Student and faculty tutors are available to assist students.

Each classroom is equipped with a TV/VCR. Computer Labs have computer projectors, portable computer projectors, and overhead projectors available. The front desk has sign-up sheets for equipment and computer labs. Equipment includes computer carts (2), portable computer projector/screen, digital camera, video camera, CD player, digital video camera, slide projector, zip drive, lap tops (2), DVD player, and portable Elmo.

Vending

Vending machines are available in the Student Commons Area (Room 137). Food and drinks are allowed in the Commons area. Bottled water and light snacks are permitted in classrooms and labs except for computer labs and the Resource Room where no food or beverages are allowed.

Inclement Weather

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes on television stations KOMU (NBC/Channel 8-Columbia), KRCG (CBS/Channel 13-Jefferson City) and KMIZ (ABC/Channel 17-Columbia). The cancellations will also be announced on radio stations KBIA-FM (91.3-Columbia), KCMQ-FM (96.7-Columbia), KSSZ-FM (93.9-Columbia), KTXY-FM (107-Columbia), KTGR-AM (1580-Columbia), KKCA-FM (100.5-Fulton), KFAL-AM (900-Fulton), KWWR-FM (95.7-Mexico), KXEO-AM (1340-Mexico), and KJAB-FM (88.3-Mexico). Class cancellations are also posted on my.macc.edu and send out via Hound Alert. The announcement will state “ADVANCED TECHNOLOGY CENTER, MEXICO”. Closing of Moberly Area Community College does not necessarily affect the Advanced Technology Center.
MACC Columbia Higher Education Center

601 Business Loop 70 West
Suite 216
Columbia, MO 65203
Phone: 573-234-1067
Fax: 573-234-2068

Hours of Operation

Monday through Thursday: 7:00 a.m. to 9:00 p.m.
Friday: 7:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 2:00 p.m. (Resource Center) Fall and spring only.

Copying

Faculty copy machines are located in the Adjunct Faculty Offices (Room 123) at the Columbia Higher Education Center.

The staff and work-study students are available for assistance, but faculty should make their own copies. Work-study students are not permitted to make copies for classes in which they are currently enrolled or handle grades for any class.

Large copy runs should be done through the Central Processing Center on the Moberly campus. Request forms may be found in the office. Faculty should allow one week for copying of course outlines and three days for large copy runs. Faculty should also allow the courier travel time between the Moberly campus and Columbia.

Courier

The off-campus courier runs every Monday, Tuesday, and Thursday. The route runs from Moberly to Kirksville, Edina, Hannibal, Mexico, Columbia, and back to Moberly. The Columbia stop is typically around 3:00 p.m.

Mailboxes

Mailboxes should be checked prior to each class session. Faculty mailboxes are located in Room 123.

Telephone Service

Instructors may use the phones in the adjunct faculty offices (Rooms 121 and 122).

Parking

There are no reserved parking spaces at the MACC Columbia Higher Education Center.
Site Specific Information

Resource Center and Equipment

Resource books and tapes are available to instructors and students. All reference books MUST be left in the Bookstore. All books MUST be checked out through the Resource Specialist. Student and faculty tutors are available to assist students.

The classrooms at the Columbia Higher Education Center are all equipped with a DVD player, computer, and ceiling-mounted projector. If you are in need of additional equipment, please contact Amy Frey (ext. 12104) or Marcus Perkins (ext. 12118).

Adjunct Offices and Faculty Lounge

The faculty offices are located in Room 121 and Room 122 at the Columbia Higher Education Center. The faculty and staff lounge is located in Room 149. Students are not allowed in the lounge, so faculty should use the workrooms to assist students during lunch breaks.

Vending

Vending machines are available in the Commons area. Food and drinks are allowed in the Commons area of the campus. Bottled water and light snacks are permitted in classrooms and labs except for computer labs and the Resource Room where no food or beverages are allowed.

Inclement Weather

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes on KRES-FM (104.7-Moberly), KWIX-AM (1230-Moberly), KZZT-FM (105.5-Moberly), KCLR-FM (99.3-Columbia), KOMU-TV (NBC-Columbia), and KMIZ-TV (ABC-Columbia). Class cancellations are also posted on my.macc.edu and sent out via Hound Alert.
MACC Jim Sears Northeast Technical Center (Edina)

Highway 6 East
Edina, MO 63537
Phone: 660-397-2522
Fax: 660-397-3433

Hours of Operation

Monday - Thursday: 8:00 a.m. to 12:00 p.m.
Friday: Closed, please contact Kirksville campus at 660-665-0345

Copying

There is a copier for faculty use in the main office. Large copy runs should be done through the Central Processing Center on campus. Request forms may be found in the office. Faculty should allow one week for copying of course outlines and three days for large copy runs. Faculty should also allow the courier travel time between the Moberly campus and Edina.

Courier

The off-campus courier runs every Monday, Tuesday, and Thursday. The route runs from Moberly to Kirksville, Edina, Hannibal, Mexico, Columbia, and back to Moberly. The Edina stop is typically around 10:30 a.m.

Mailboxes

Faculty should see the site director concerning distribution of mail.

Telephone Service

A phone is available in the main office for faculty use.

Parking

There is no reserved parking. Parking is available on the north and south sides of the building.

Resource Center and Equipment

The Resource Center is located in Room 118. All reference books MUST be left in the Resource Center. All other books MUST be checked out through the site director.

A TV-VCR-DVD is available, please see site director. The campus computer lab has 16 computers, a smart board, and Internet access. The campus also has a computer projector available for instructor use. Instructors need to reserve equipment with the site director. Equipment should be returned to Room 115 after each use.
**Site Specific Information**

**Vending**

Vending machines are available in the Commons area. Food and drinks are allowed in the Commons area of the campus. Bottled water and light snacks are permitted in classrooms and labs except for computer labs and the Resource Room where no food or beverages are allowed.

**Inclement Weather**

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. Class cancellations are also posted on my.macc.edu and send out via Hound Alert.
**MACC Hannibal Area Higher Education Center**

190 Shinn Lane  
Hannibal, MO  63401  
Phone: 573-231-0941  
Fax:  573-231-0944  

**Hours of Operation**

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<tr>
<th>Days</th>
<th>Hours</th>
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<tr>
<td>Monday through Thursday</td>
<td>8:00 a.m. to 7:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. to 5:00 p.m.</td>
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**Copying**

There is a copier for faculty use located in the workroom/lounge. The staff are available for assistance, but faculty should make their own copies. Work study students are not permitted to make copies for classes they are currently enrolled in or handle grades for any class. Faculty must tally copies made on the clipboard located beside the copy machine.

Large copy runs should be done through the Central Processing Center on campus. Request forms may be found in the office. Faculty should allow one week for copying of course outlines and three days for large copy runs.

**Courier**

The off-campus courier runs every Monday, Tuesday, and Thursday. The route runs from Moberly to Kirksville, Edina, Hannibal, Mexico, Columbia, and back to Moberly. The Hannibal stop is typically around 11:00 a.m.

**Mailboxes**

Mailboxes for instructors are located in the adjunct faculty office.

**Telephone Service**

Two phones are available to instructors in the adjunct faculty office.

**Adjunct Faculty Office and Faculty Lounge**

The faculty office is a location to hold office hours and the workroom/lounge is available for any instructor’s use.

**Parking**

MACC does not have any designated parking. Faculty must not park in restricted areas.
Resource Center and Equipment

All reference books MUST be left in the Resource Center. All other books MUST be checked out at the front desk. Student and faculty tutors are available to assist students.

Faculty should see staff to reserve books or equipment. TV/VCR/DVDs, overhead projectors, a computer projector cart, and a slide projector are available for instructor use.

Vending

Vending machines are available in the Commons area. Food and drinks are allowed in the Commons area of the campus. Bottled water is permitted in classrooms. No food or beverages are allowed in the computer labs or in the Resource Center.

Inclement Weather

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes on the following stations: KHMO-AM (1070), KICK-FM (97.7), WTAD-AM (930), KGRC-FM (92.9), WGEM-TV (NBC-Quincy), and KHQA-TV (CBS-Hannibal/Quincy). Class cancellations are also posted on my.macc.edu and send out via Hound Alert.
MACC Kirksville Higher Education Center

2105 East Normal Street
Kirksville, MO  63501
Phone: 660-665-0345
Fax: 660-665-2786

Hours of Operation

Monday through Thursday: 7:00 a.m. to 9:00 p.m.
Friday: 7:00 a.m. to 5:00 p.m.

Copying

There is a copier for faculty use in the main office, to which all faculty have been given a code. Work study students are not permitted to make copies for classes they are currently enrolled in or handle grades for any class.

Large copy runs should be done through the Central Processing Center on the Moberly campus. Request forms may be found in the office. Faculty should allow one week for copying of course outlines and three days for large copy runs. Faculty should also allow the courier travel time between the Moberly campus and Kirksville.

Courier

The off-campus courier runs every Monday, Tuesday, and Thursday. The route runs from Moberly to Kirksville, Edina, Hannibal, Mexico, Columbia, and back to Moberly. The Kirksville stop is typically around 9:30 a.m.

Mailboxes

Mailboxes are located in the faculty/staff workroom (Room 106) and should be checked prior to each class session.

Telephone Service

There is a telephone for faculty use in each faculty office (including the adjunct offices). This phone is for faculty/staff use only.

Adjunct Faculty Offices

All adjunct faculty may use the faculty office located in Room 110. Please see Diane Tigner for a key. Faculty are also welcome to use the computers located in the Resource Room 109. If a grading program is needed, faculty should contact Nicole Morgenstern (Coordinator of Computer Services/Resource/Advisor).
Faculty Handbook

Site Specific Information

The faculty workroom is located in Room 106. Instructors have use of work tables, refrigerator, microwave, coffee pot, and sink. **Students are not allowed in this area.**

**Parking**

There are no reserved parking spaces at the MACC Kirksville Higher Education Center. Parking is available on the east, west, and north sides of the building.

**Resource Center and Equipment**

The Resource Center is located in Room 109. It houses study tables, computers, printers, and a reference collection. Student and faculty tutors are available to assist students. All reference books MUST be left in the Resource Center. All other books MUST be checked out through the Coordinator of Computer Services.

Computer labs must be reserved in the office. For training on equipment or smart classrooms, faculty should see the Coordinator of Computer Services. Faculty should contact the Instructional Technology Director or Instructional Technology Specialist (1-660-263-4110 ext. 11303/ ext. 11525 or int@macc.edu) to schedule eCompanion/eBook training. Videos may be checked out through the Administrative Assistant, Tasha Shoemaker. All classrooms are smart rooms with the exception of Room 119.

**Vending**

Vending machines are available in the Student Commons area. Food and drinks are allowed in the Commons area. Bottled water and light snacks are permitted in classrooms and labs except for computer labs and the Resource Room where no food or beverages are allowed.

**Inclement Weather**

In the event of inclement weather, cancellations will be announced by 6:00 a.m. for day classes and 4:00 p.m. for evening classes on KRES-FM (104.7), KTUF-FM (93.7), KRXL-FM (94.5), KIRX-AM (1450) and KTVO-TV. Class cancellations are also posted on my.macc.edu and send out via Hound Alert.
MACC Macon Area Education Center

408 Blees Industrial Drive
Macon, MO 63552
Phone: 660-395-8060 or 660-263-4100 ext. 11291
Fax: 660-395-8059

Hours of Operation

Monday through Thursday: The facility opens at 8:30 a.m.
An MACC employee will be available 4-9 p.m.
Friday: 8:30 a.m. to 3 p.m.

Copying

A copy machine is available for faculty use. Please see the MACC staff regarding the copy code.

Large copy runs should be done through the Central Processing Center on the Moberly Campus. Request forms may be found in the office. Faculty should allow one week for copying of course outlines and three days for large copy runs. Faculty should also allow travel time between the Moberly and Macon campus.

Courier

If documents need to be transported from Macon to Moberly, please leave paperwork with MACC staff. If you request a larger item to be sent from Moberly, please allow sufficient time for your item(s) to be delivered.

Mailboxes

Please check with MACC staff regarding any mail you may have received prior to the start of class.

Telephone Service

Instructors may use the phone in the Macon office. Please ask staff for a code regarding long distance calls.

Parking

There are no reserved parking spaces at the Macon Area Education Center.

Resource Center and Equipment

Resource books and DVD’s are available to instructors and students upon request. These items will be sent from the Moberly campus. The classrooms at the Macon Area Education Center are equipped with a computer and ceiling-mounted projector. To reserve a TV or DVD player, please contact the Macon staff.
Faculty Handbook

Site Specific Information

Adjunct Offices

Faculty may use available classrooms to meet with students.

Inclement Weather

In the event of inclement weather, class cancellations will be posted on myMACC, Facebook, local radio stations, and sent out via Hound Alert. An MACC representative will typically contact the Macon instructor and students via phone and/or e-mail regarding class cancellations.

Additional Information

For further questions, please contact the Off-Campus Programs office at 660-263-4100 ext. 11291.