



# Faculty Employment Handbook

*Prepared by  
Human Resources and Instructional Staff  
Revised September 2021*

## Introduction

### Welcome to Edmonds College

We're pleased that you have accepted a teaching, counseling, or library assignment here at Edmonds College. We hope that this is the beginning of a long and satisfying professional relationship.

Learning the procedures and policies of a college can be a daunting task. Fortunately, we have anticipated some questions and provided guidance for you in this handbook. Please feel invited to ask questions of your dean, division staff, colleagues, and the Human Resources staff. You make a difference for our students, and we are committed to supporting your work!

### Equity & Inclusion

At Edmonds College, we are committed to having a diverse, equitable, and inclusive campus community. As an institution, we are intentionally working to create an educational environment that embodies institutional transformation while actively advancing success for all students. We endorse the SBCTC Equity/Diversity vision statement that calls for us to lead with racial equity to “maximize student potential and transform lives with a culture of belonging that advances racial, social, and economic justice in service to our diverse communities.” As we move forward on this equity journey that includes our commitment to becoming an anti-racist institution, we acknowledge that as a community, we must come together to provide comprehensive learning opportunities, inclusive strategies and services that support our diverse students' educational goals, career aspirations, and success.

### About This Handbook

The information contained in this handbook is provided as a general resource and is not intended to create any contractual right, obligation, or covenant with Edmonds College. The College makes every effort to ensure the information is accurate and current, and is updated annually by the Edmonds College Human Resources staff with help from many other offices across the College. The handbook is not a substitute for the official policies and procedures of the College, and the College reserves the right to change its programs or policies at any time. Visit the [college's website](#) for the most current information regarding college policies and programs.

You may also visit the [Edmonds College Human Resources web page](#) for helpful information for all college employees.

[The Faculty Negotiated Agreement](#) is another important source of information regarding your working conditions.

We hope you will find this handbook a useful tool and a good starting place for obtaining information to assist you with your work assignment.

*To report inaccurate information, incorrect or non-working links, or to add/delete information to this handbook, email [hr@edmonds.edu](mailto:hr@edmonds.edu) or call the Human Resources Office at 425.640.1400.*

## TABLE OF CONTENTS

<b>Introduction</b>	<b>2</b>
<a href="#">Welcome to Edmonds College</a>	<a href="#">2</a>
<a href="#">Equity &amp; Inclusion</a>	<a href="#">2</a>
<a href="#">About This Handbook</a>	<a href="#">2</a>
<b>I. General Employment Information</b>	<b>8</b>
<a href="#">Accidents and Emergencies</a>	<a href="#">8</a>
<a href="#">Benefits</a>	<a href="#">8</a>
<a href="#">Compliance Training Requirement</a>	<a href="#">9</a>
<a href="#">Conflict of Interest/Ethics</a>	<a href="#">10</a>
<a href="#">Degrees and Certificates</a>	<a href="#">10</a>
<a href="#">EdPass</a>	<a href="#">10</a>
<a href="#">Family Medical Leave (FML)</a>	<a href="#">11</a>
<a href="#">Paid Family Medical Leave (PFML)</a>	<a href="#">11</a>
<a href="#">Human Resources Employee Links</a>	<a href="#">11</a>
<a href="#">Organizational Development and Employee Training (ODET)</a>	<a href="#">12</a>
<a href="#">Payroll/Paychecks</a>	<a href="#">12</a>
<a href="#">Personnel Records</a>	<a href="#">12</a>
<a href="#">Print and Mail Center</a>	<a href="#">12</a>
<a href="#">Travel and Off-Campus Activities</a>	<a href="#">13</a>
<b>II. Instructional Resources for Faculty</b>	<b>13</b>
<a href="#">Academic Calendar</a>	<a href="#">13</a>
<a href="#">Academic Integrity (Academic Dishonesty)</a>	<a href="#">13</a>
<a href="#">Announcements</a>	<a href="#">14</a>
<a href="#">Arts, Culture and Civic Engagement (ACCE) Program</a>	<a href="#">14</a>
<a href="#">Assurance of Employment Contracts (AEC) for Associate Faculty</a>	<a href="#">14</a>
<a href="#">Attendance Policy - See Instructor/Institution-Initiated Withdrawal Policy</a>	<a href="#">14</a>
<a href="#">Attendance Record Keeping</a>	<a href="#">14</a>
<a href="#">Bookstore - See also Textbooks</a>	<a href="#">15</a>
<a href="#">Campus Art Committee</a>	<a href="#">15</a>
<a href="#">Canvas Classroom</a>	<a href="#">15</a>
<a href="#">Care Team</a>	<a href="#">17</a>
<a href="#">Cheating - See Academic Integrity (Academic Dishonesty)</a>	<a href="#">17</a>
<a href="#">Class Cancellation and Contracts</a>	<a href="#">17</a>
<a href="#">Class Rosters</a>	<a href="#">17</a>

<a href="#">Class Schedule</a>	<a href="#">17</a>
<a href="#">Class Syllabus</a>	<a href="#">17</a>
<a href="#">College Committees/Participation for Full-time and Associate Faculty</a>	<a href="#">18</a>
<a href="#">Computer Resources</a>	<a href="#">18</a>
<a href="#">Contracts and Personnel Action Forms (PAF)</a>	<a href="#">18</a>
<a href="#">Copyright Policies</a>	<a href="#">19</a>
<a href="#">Counseling and Resource Center - Faculty and Staff</a>	<a href="#">19</a>
<a href="#">Dean's Role in Working with Associate Faculty</a>	<a href="#">20</a>
<a href="#">Assistant Dean for Instruction</a>	<a href="#">20</a>
<a href="#">Department Head's Role in Working with Associate Faculty</a>	<a href="#">20</a>
<a href="#">Desk Copies/Textbooks</a>	<a href="#">20</a>
<a href="#">Division Office Support Services - See also Email and Voicemail</a>	<a href="#">20</a>
<a href="#">Dropping No-Show Students</a>	<a href="#">21</a>
<a href="#">Duplicating Class Materials - See Print and Mail Center</a>	<a href="#">21</a>
<a href="#">eLearning - Online, Hybrid, and Enhanced Classes</a>	<a href="#">21</a>
<a href="#">Email and Voicemail</a>	<a href="#">22</a>
<a href="#">Emergencies - See Security and/or Accidents and Emergencies</a>	<a href="#">22</a>
<a href="#">Emergency Preparedness</a>	<a href="#">22</a>
<a href="#">Evaluation of Instructor/Course</a>	<a href="#">23</a>
<a href="#">Faculty Development</a>	<a href="#">23</a>
<a href="#">FERPA (Family Educational Rights and Privacy Act)</a>	<a href="#">23</a>
<a href="#">Final Exam Schedule</a>	<a href="#">23</a>
<a href="#">Food Services</a>	<a href="#">24</a>
<a href="#">General Education Learning Outcomes</a>	<a href="#">24</a>
<a href="#">Grade Submission</a>	<a href="#">25</a>
<a href="#">Electronic Grading</a>	<a href="#">26</a>
<a href="#">Decimal Grading</a>	<a href="#">26</a>
<a href="#">Audits and Satisfactory/Unsatisfactory (S/U) Grades</a>	<a href="#">26</a>
<a href="#">Incompletes</a>	<a href="#">26</a>
<a href="#">Retention of Grading Records</a>	<a href="#">27</a>
<a href="#">Grade Changes</a>	<a href="#">28</a>
<a href="#">Grading Information</a>	<a href="#">28</a>
<a href="#">Guest Speakers</a>	<a href="#">28</a>
<a href="#">Service Desk</a>	<a href="#">28</a>
<a href="#">Instructor Absence from a Class/Leave</a>	<a href="#">28</a>
<a href="#">Leave for Suspended Operations</a>	<a href="#">29</a>
<a href="#">Instructor/Institution-Initiated Withdrawal Policy (Formerly Attendance Policy)</a>	<a href="#">29</a>

<a href="#">Refund of Tuition and Fees</a>	<a href="#">30</a>
<a href="#">Institution-Initiated Withdrawal</a>	<a href="#">30</a>
<a href="#">Steps to Publish a Canvas Course to make it accessible for students</a>	<a href="#">31</a>
<a href="#">Keys/Access</a>	<a href="#">32</a>
<a href="#">Learning Resources Division</a>	<a href="#">32</a>
<a href="#">Library Services</a>	<a href="#">32</a>
<a href="#">Visual Media Services</a>	<a href="#">32</a>
<a href="#">Mail Pick-Up (See also Print and Mail Center)</a>	<a href="#">33</a>
<a href="#">Mediated Classroom Design and Support</a>	<a href="#">33</a>
<a href="#">Meeting Attendance for Associate Faculty</a>	<a href="#">33</a>
<a href="#">Office Space for Associate Faculty</a>	<a href="#">33</a>
<a href="#">Assistant Dean for Instruction</a>	<a href="#">34</a>
<a href="#">Ownership of Materials and Intellectual Property</a>	<a href="#">34</a>
<a href="#">Overload of Class</a>	<a href="#">34</a>
<a href="#">Parking/Parking Permits</a>	<a href="#">34</a>
<a href="#">Plagiarism - See Academic Integrity (Academic Dishonesty)</a>	<a href="#">35</a>
<a href="#">Professional Development Funds for Faculty</a>	<a href="#">35</a>
<a href="#">Professional/Technical Certification</a>	<a href="#">35</a>
<a href="#">Registration/Rosters – See Class Rosters</a>	<a href="#">35</a>
<a href="#">Requests for Leave</a>	<a href="#">35</a>
<a href="#">Room Scheduling</a>	<a href="#">35</a>
<a href="#">Sale of Reproduced Material</a>	<a href="#">36</a>
<a href="#">SCANTRON Machine for Faculty Use</a>	<a href="#">36</a>
<a href="#">Security (Accidents and Emergencies &amp; Triton Alert Emergency Notification System)</a>	<a href="#">36</a>
<a href="#">SGID: Small Group Instructional Diagnosis</a>	<a href="#">36</a>
<a href="#">Student Code of Conduct/Student Discipline</a>	<a href="#">36</a>
<a href="#">Student Complaints</a>	<a href="#">37</a>
<a href="#">Student Discipline – Emergency</a>	<a href="#">37</a>
<a href="#">Syllabus/Course Outlines – See Class Syllabus</a>	<a href="#">38</a>
<a href="#">Technology Resource Center (TRC)</a>	<a href="#">38</a>
<a href="#">Testing and Assessment Services (TAS)</a>	<a href="#">38</a>
<a href="#">Textbooks</a>	<a href="#">38</a>
<a href="#">Textbooks - Placing Your Textbook(s) on Reserve in the Library</a>	<a href="#">39</a>
<a href="#">Title IX Responsibilities</a>	<a href="#">39</a>
<a href="#">Training and Development – See Professional Development</a>	<a href="#">39</a>
<a href="#">Triton Alert Emergency Notification System - Emergency Communications</a>	<a href="#">39</a>
<a href="#">Veterans Resource Center</a>	<a href="#">39</a>

<a href="#">Video Production – See Visual Media Services</a>	40
<a href="#">Waitlisted Classes</a>	40
<a href="#">Weather and Other Emergency Class Cancellations</a>	40
<a href="#">Workforce Development</a>	41
<a href="#">Workplace Civility and Respect Policy</a>	41
<b>III. Student Resources</b>	<b>42</b>
<a href="#">Advising</a>	42
<a href="#">Basic Food Employment Training (BFET)</a>	42
<a href="#">Career Action Center</a>	42
<a href="#">Center for Student Engagement and Leadership</a>	42
<a href="#">Computer Resources</a>	43
<a href="#">Counseling and Resource Center</a>	43
<a href="#">Center for Student Cultural Diversity &amp; Inclusion</a>	43
<a href="#">Office of International Programs</a>	43
<a href="#">Learning Resources Division/Library Services</a>	43
<a href="#">Learning Support Center - Tutoring and Writing Center</a>	43
<a href="#">Math, Engineering, Science Achievement (MESA)</a>	44
<a href="#">Services for Students with Disabilities</a>	44
<a href="#">STEM Study Room</a>	44
<a href="#">Student Housing and Residence Life–Residence Halls and Homestay</a>	44
<a href="#">Student Privacy Issues</a>	45
<a href="#">Student Rights</a>	45
<a href="#">START (Student Technology Advice and Resource Team)</a>	45
<a href="#">Veterans Resource Center</a>	46
<a href="#">Welcome Back Center</a>	46
<a href="#">Wellness Center</a>	46
<a href="#">WorkFirst</a>	46
<b>IV. Federation (AFT) Information</b>	<b>47</b>
<a href="#">Faculty Bargaining Agent – Edmonds College Federation of Teachers</a>	47
<b>APPENDIX A: College Policies and Regulations/Procedures Referenced</b>	<b>49</b>
<b>APPENDIX B: Addresses for Edmonds College Facilities (Owned and Leased)</b>	<b>50</b>

## I. General Employment Information

### Accidents and Emergencies

Any accident involving a student or employee that occurs in a class or is witnessed by an instructor or other employee outside of class must be reported on an [Injury and Illness Incident Report](#). The instructor should call, or immediately direct someone to call Safety, Security, and Emergency Preparedness (SSEP) at 425-754-0154, and if they believe the situation is life threatening, call 911.

Employees are covered under the Department of Labor and Industries State Fund for any on-the-job injury or occupational disease. When seeking treatment, it is very important that the accident report form that your doctor or office staff fills out clearly indicates that the injury occurred as part of your work assignment.

### **Security Contact Hours and Phone Numbers:**

The [SSEP Office](#) is located in WWY 214. SSEP response is available 24 hours a day, 7 days a week including holidays.

- The cell phone number for officers on duty is: 425.754.0154.
- Extreme or life threatening emergency: dial 911 then call Security.

Please use the [Addresses for Edmonds College Facilities \(Owned and Leased\)](#) table in Appendix B to refer to exact building addresses when calling.

**Emergency Telephones** (yellow boxes) are a direct line to SSEP and are located outside of the following buildings: Seaview Gym, Lynnwood, Snohomish, Meadowdale, Brier, Clearview, Monroe, Mill Creek, Gateway, and the Center for Families. Talk-A-Phone towers, commonly called "Blue Phones" are located across campus as well. By pressing the "Info" button you will be calling security directly 24/7. By pressing the emergency button you will be dialing 911 for Fire, Ambulance, and Police assistance.

### **Automated External Defibrillator Machines (AEDs) and Naloxone for drug overdose**

The college has nineteen AEDs throughout the campus. Please familiarize yourself with the AED location closest to your office area or in buildings where you teach. Many of these also contain Naloxone - commonly known as Narcanthese can typically be found next to your first floor elevators. For more information, or training in the use of Naloxone contact Security at [Security24.7@edcc.edu](mailto:Security24.7@edcc.edu).

### Benefits

Full-time and associate faculty are eligible for medical, dental, and retirement benefits. Associate faculty, who are employed at least half time, as defined in [the Faculty Negotiated Agreement](#), on a quarter-to-quarter basis, are eligible for insurance benefits beginning with their second consecutive quarter of employment. Retirement plan eligibility will be established for faculty who are employed for at least 50% of the full-time faculty equivalent



for two consecutive quarters, beginning with the second quarter of eligibility. Eligibility for insurance and retirement benefits may also be established through combining employment at multiple institutions of higher education. Associate faculty must notify all employers, in writing, of multiple employment status to qualify for these benefits. The Edmonds College notification form is sent out quarterly with the associate faculty contract and is also available from the Human Resources Office at 425.640.1400.

Insurance benefits include medical, dental, basic long-term disability, and basic and optional life insurance. More in-depth information about insurance and retirement benefits for faculty can be found on the [Edmonds College HR website](#).

More information about employee benefits and retirement options can be found at the following links:

[182-12-114 WAC - How do employees establish eligibility for public employees benefits board \(PEBB\) benefits?](#) AND [State Board for Community and Technical Colleges - Retirement](#).

### **[Compliance Training Requirement](#)**

College employees must complete five of the six [compliance training](#) sessions listed below at a minimum of every three years. The Drug and Alcohol Abuse Prevention Program is an annual training.

- [Title IX Training](#)
- [Diversity Basics](#)
- [State Ethics](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Workplace Civility and Respect](#)
- [Alcohol and Drug-Free Work Policy](#)

CTCLink Canvas Training

- [ctcLink Canvas Training](#)

Every Edmonds College employee, with the exception of those employees who have client privileges protected by law, is a Responsible Official. A Responsible Official is required to notify the college any time they witness or receive a report of gender discrimination, harassment, or misconduct.

Don't forget! Hit the submit button at the end of the training to record your training in the Training Tracker. If you receive an error message when trying to submit, take a screenshot of the message and email to your supervisor and Chris Hudyma.

To access training please visit [Compliance Training](#).

The screenshot shows the Edmonds College website's 'COMPLIANCE TRAINING' page. The main content area includes the following text:

To help employees understand the federal, state, and/or college policies they are held accountable for, Edmonds College has designated several trainings as mandatory for all college employees.

Every employee is required by the college to complete compliance training consisting of six courses: Diversity Basics, State Ethics, Family Educational Rights and Privacy Act (FERPA), Workplace Civility and Respect Policy, the Alcohol and Drug-Free Policy and Title IX.

Please see our site on [incident reporting](#) for additional reporting resources.

**Instructions for Compliance Training**

1. Follow the steps to review the material and then take the quiz following each course (The Workplace Civility and Respect Policy is read only).
2. When submitting your completion, the link will take you to the Training Tracker where you will login with the same username and password that you use for accessing campus email.
3. If you encounter problems logging in, contact the Helpdesk at x1234.
4. The completion will automatically be added to your **employee training record**.

The sidebar on the right, titled 'Compliance Training', lists the following courses:

- Diversity Basics Training
- Drug and Alcohol Abuse Prevention Program
- FERPA Training
- State Ethics
- Title IX
- Workplace Civility and Respect Policy

For more information, please contact the Organizational Development and Employee Training Office (ODET) at 425.640.1085 or check the [ODET Google Site](#).

Each student club on campus has a faculty advisor, and every club advisor must complete Clery Compliance training. Contact the Director of SSEP and Clery Compliance Officer, [Jade Jeter-Hill](#), at 425.971.8887 to arrange for training.

### Conflict of Interest/Ethics

College employees are subject to the Washington State Ethics in Public Service Act. The essence of that law is that public employees may not use their employment for personal gain. For example, state property such as telephones and computers should be used for personal needs only on a **very limited and infrequent basis (*de minimis use*)**. **The use of state resources to support or oppose political candidates or ballot measures or to operate a personal business are strictly forbidden.** In addition to the state law, the college has specific ethics provisions for employees. Please see the policy and regulations on Ethics and Conflict of Interest in [Appendix A](#) or [Conflict of Interest and Standards of Ethical Conduct Policy](#), and [Conflict of Interest and Standards of Ethical Conduct Regulation](#). For ethics questions, contact Mushka Rohani, the college's Ethics Officer at 425.640.1647.

### Degrees and Certificates

The Edmonds College [catalog](#) and [website](#) are the best sources of information regarding degrees and certificates that are offered at Edmonds College. If you have specific questions, call the department or division which houses that program or contact the [Advising Center](#) at 425.640.1458.

### EdPass

All college personnel are required to have an identification card. A college photo ID (EdPass) is

available through the EdPass Office located in LYN 214, across from the Technology Resource Center (TRC) in LYN 207. All faculty and staff must have an employee EdPass to have an employee Parking Permit issued to them. The first EdPass is free and replacements are \$30. The EdPass is used for entry into buildings on weekends (when authorized); entry into many of the classrooms and offices; entry to available facilities and use of equipment in Seaview Gymnasium; to check out materials from the Edmonds College Library; to obtain a reduced bus fare pass on Community Transit; and as a FLEX debit account card that may be used at the bookstore, cafeteria, and espresso stands once money has been credited to it by the employee. The EdPass is also used for printing in the computer labs or the library. Don't miss out on FREE printing in the labs--please see full url: (<http://www.edcc.edu/acs/>) for free printing information for students. Faculty may also use their EdPass to print in campus computer labs and get 25 free pages before paying to print. Visit [Faculty and Printing/Academic Computer Services](#) for more information, including tips to help students print less. We're working to reduce the number of pages printed on campus as part of the college's sustainability initiative. If employees need to gain access to a computer lab, additional paperwork may be needed, so please see your division administrative support staff. After initial paperwork is completed for special access, employees will need to have their EdPass re-encoded annually every fall quarter in the Security Office, WWY 214.

### **Family Medical Leave (FML)**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees and /or covered employers with unpaid, job protected leave for up to 12 weeks of leave in a 12 month period for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to work.
- For any qualifying emergency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

### **Paid Family Medical Leave (PFML)**

PFML is a new statewide insurance program and is authorized per [RCW 50A.04.005](#). The PFML insurance program as codified in [Title 50A RCW](#) became effective on October 19, 2017. It was established to provide reasonable paid family leave for the birth or placement of a child, for the care of a family member with a serious health condition or for other qualifying events under the federal family and medical leave program, or for an employee's own serious health condition. The program is funded by premiums paid by both employees and employers, and is administered by the [Employment Security Department \(ESD\)](#).

### **Human Resources Employee Links**

The Human Resources [website](#) offers helpful information for all employees. The site includes information on benefits, compensation, recruitment, forms and processes, and more. For additional resources visit the [HR Google Site](#) for frequently used links and toolboxes.

## [Organizational Development and Employee Training \(ODET\)](#)

ODET is a department in the Human Resources Division and offers in-house, custom training and facilitation solutions for teams across the campus. The department supports employee recognition, compliance training, the Equity and Inclusion Division, and training initiatives across the college. ODET is located in the Clear View Building, Room 120.

## [Parking – See Parking/Parking Permits](#)

### **Payroll/Paychecks**

All state employees are on a "lagged" payroll, which means that employees are paid after the work is done. An associate faculty instructor teaching a typical full academic quarter will generally receive 6 paychecks for fall quarter, 6 paychecks for winter quarter, 5 paychecks for spring quarter, and 4 paychecks for summer quarter (please note due to calendar payroll dates these numbers may vary, see the [Payroll Contract Submittal Calendar](#) for more details). Special assignments are paid after the work is completed.

*Full-time faculty elect either a 19 or 24 paycheck schedule (with balloon payment in June) when signing a yearly contract.*

Employees have the option of either direct deposit or a debit Focus Card. However, the initial check is mailed to the employee's home address. Contact the HR office at 425.640.1400 for more information or visit our website to learn more about [payment options](#).

On November 6, 1986, the Immigration Reform and Control Act of 1986 went into effect. This federal statute requires all employers to identify and verify employment eligibility for all new employees hired after November 6, 1986. **Providing identity and employment eligibility documentation is a condition of employment** for every employee at the college, and must be brought to the Human Resources Office as soon as possible after an employee's hire date, but **no later than three days after the employee's hire date**. (NOTE: For associate faculty, in order to gain timely access to Canvas, Earnings History, and other sites, you must provide all documentation to the Human Resources Office **no later than one week BEFORE the quarter begins**. Getting documentation turned in early prevents delays in accessing these sites as associate faculty prepare to start the quarter.) Additional details can be obtained by contacting your dean, division support staff, or the Human Resources Office at 425.640.1400.

### **Personnel Records**

Under state and federal regulations, the college is required to keep and report certain pertinent information about its faculty. A college application and other documents related to your employment will be kept in a personnel file. You may examine your personnel file, but it cannot be taken from the Human Resources Office. You may contact the Human Resources Office at 425.640.1400 to make an appointment to review your file with a Human Resources representative.

## [Print and Mail Center](#)

The Print and Mail Center is located in MLT 118. Current office hours are Monday-Thursday

from 8:00 am - 4:00 p.m. For office hours please see full url: ([About Our College - Hours of Operation](#)).

### **Mailroom:**

Please check your mailbox regularly for mail, messages, and any duplicated materials you have requested for your classes. Materials can be accessed by combination lock on evenings and weekends when the building is open for classes. Contact the Print and Mail Center at 425.640.1587 for a combination number if you will need access during these times.

### **Duplicating:**

Our purpose is to provide quality printing and duplicating services for college administration, faculty, and staff at the lowest possible cost with the quickest turnaround. We offer black and white or full-color copies on a wide array of paper stock, as well as a variety of other binding and finishing services

You can submit your job to [Digital Store Front](#), or email your request as an attachment to [duplicatingoffice@email.edcc.edu](mailto:duplicatingoffice@email.edcc.edu). Please clear large copy requests with your dean prior to submitting the request. Typical duplication requests will be ready in 24 hours with larger jobs requiring extra time. We invite you to utilize our services and experience what our customer commitment can do for you.

### **Travel and Off-Campus Activities**

All travel is subject to Washington State law and (the Washington) Office of Financial Management regulations in addition to college procedures. The college will reimburse expenses where pre-approved and applicable for travel, only as provided in those laws and regulations.

Converting to ctcLink is requiring a review of internal processes for travel and off-campus activities. This section will be revamped throughout the year as we learn more. In the interim, please check with your division office prior to any travel or attendance at an off campus activity.

## **II. Instructional Resources for Faculty**

### **[Academic Calendar](#)**

The [academic calendar](#) provides you with quarterly information about holidays, advising, registration, grading deadlines, etc.

### **Academic Integrity (Academic Dishonesty)**

The Academic Integrity (Academic Dishonesty) Guidelines for students are included in the [Student Code of Conduct](#), which specifies cheating and plagiarism as grounds for disciplinary action. Some departments also have specific policies about how cheating and plagiarism are to be handled. The practice of the college is that a student who is responsible for cheating or plagiarism fails that test or assignment. If another incident occurs, the student may fail the

class.

*If You See Something, Say Something.* The college has implemented an [incident reporting process](#) for student conduct violations, and academic integrity violations. In every case of academic dishonesty, cheating, plagiarism, or unauthorized collaboration, faculty are asked to report the details using the [Academic Integrity Incident Reporting Form](#). In every case of student conduct violations, faculty are asked to report the details using the [Incident Reporting Form](#). Complete the form online, entering the details of the case as you know them, and follow the directions to submit the form. Your report will begin the process of formal review of the case. Student discipline records will be checked to verify if the student is responsible for similar infractions in other classes. If so, the student may receive a sanction ranging from a warning to a suspension and/or dismissal from the college. For more information, contact the Director of Student Conduct and the Care Team at 425.640.1125.

### **Announcements**

Please read announcements that are in your mailbox and email regarding advising, registration, and program information/deadlines to your students. Faculty are required to have a college email and to check it regularly. Making these timely announcements to students, especially evening students, is often the only way they have of getting important information. Be aware that the information itself may not say "please announce to students." However, if it relates to advising, registration, or program information, please announce it to your students. If students have questions about procedures you cannot answer, have them contact your department head or the division office for clarification.

### **[Arts, Culture and Civic Engagement \(ACCE\) Program](#)**

[The Arts, Culture, and Civic Engagement \(ACCE\) program](#) at Edmonds College offers enriching programs aimed at enhancing community involvement, cultural development, and personal development to support the college's commitment to equity, inclusion and becoming an anti-racist institution.

### **Assurance of Employment Contracts (AEC) for Associate Faculty**

Departments may apply annually to the Vice President for Instruction to have one or more of their associate faculty granted contracts that assure them a specific minimum amount of employment through a school year. Associate faculty who are granted these contracts receive certain benefits that are spelled out in the contract. Associate faculty may wish to discuss this with their department head or dean.

### **[Attendance Policy - See Instructor/Institution-Initiated Withdrawal Policy](#)**

### **Attendance Record Keeping**

You have the option of making student attendance a part of assigning grades. Regardless of your choice about whether or not attendance will affect students' grades, you must keep attendance records for all of your classes. Those records can be very important in student matters such as eligibility for financial aid, veterans benefits, Running Start and other specialized programs. Attendance records may also be needed in case of emergencies, and the

need to account for students, staff, and faculty on campus as well as any visitors to the classroom.

### **[Bookstore](#) - See also [Textbooks](#)**

The full service bookstore, the College Store, has a spacious, attractive home in BRI 160. Visit the [website](#) for The College Store hours at the bottom of the home page, as well as information on textbooks, gifts, clothing, and other merchandise for sale.

The College Store is operated by Barnes and Noble College Booksellers LLC, providing retail services for the Edmonds College students, faculty, and staff. Its mission is to support the educational experience of its customers by providing all the course materials and related resources necessary in a financially responsible manner by offering a variety of textbook options including new and used books, rental and digital titles, and price matching with select online competitors.

In addition to college textbooks and course materials, it offers:

- Computer Supplies
- School and Office Supplies
- Edmonds College Clothing and Spirit Gifts
- Backpacks
- Calculators
- Art, Nursing, and Culinary Supplies
- Assorted Candy and Snacks
- Greeting Cards
- General Reading, Reference, and Bargain Books
- Staff and Faculty Discounts of 10% on personal purchases and 20% on Department Purchases

The College Store's professional staff is committed to customer satisfaction and welcomes faculty, staff, and students. You may reach [College Store](#) staff at 425.640.1575 or any of the following emails - [sm8070@bncollege.com](mailto:sm8070@bncollege.com) or [bkstr.accounts@email.edcc.edu](mailto:bkstr.accounts@email.edcc.edu).

### **Campus Art Committee**

Edmonds College collects and displays art from a variety of sources including commissions, purchases, and donations. The Campus Art Committee advises the college president on potential acquisitions and their display in accordance with [College policy](#) IN 4.0 and procedure IN 4.01pr, which set the parameters for the establishment of the Committee and the structure and governance for the acquisition, installation, maintenance, and disposition of all works of art, including relevance to the college's mission and instructional program goals. Relationship to the existing collection, exhibit and maintenance requirements, and available funding and costs. For more information contact the Interim Dean for Humanities and Social Sciences ([robin.datta@edmonds.edu](mailto:robin.datta@edmonds.edu) / 425-640-1590).

### **Canvas Classroom**

Publishing your course in Canvas by 8:00 a.m. on the first day of the quarter is helpful to

students. Students get worried when they don't see their course in Canvas and wonder if they are actually registered for the course. Students call the Service Desk and the Service Desk can only ask the student to email their instructor to ask about the course.

Please publish your course in Canvas based on the teaching modalities below.

- **Online** (arranged) courses need to be published in Canvas by 8:00 a.m. on the first day of the quarter.
- **Hybrid** courses need to be published no later than the day and time your course is scheduled to meet. However, students would benefit from these hybrid courses being published by 8:00 a.m. on the first day of the quarter with at minimum a home/front page explaining, "Come to class to learn more."
- **On-Ground (Face to Face)** courses are not required to be published in Canvas unless the instructor has chosen to use Canvas to enhance the course. However, students would benefit if all on-ground courses were published by the first day of the quarter with at minimum a home/front page explaining how Canvas will or will not be used for the course and how to contact the instructor.

Here is [How do I set a Home/Front Page in a Canvas course?](#)

#### Steps to Publish a Canvas Course to make it accessible for students.

1. Log into Canvas at full url: (<https://edcc.instructure.com>) using your regular college login credentials.
2. Open your Canvas course.
3. Locate the Course Status area in the right hand sidebar. The Unpublished button will be in red.
4. Click the Publish button. Publish will then be green. This completes the process and the course is published and visible to all students.

There is no need to unpublish your course at the end of the quarter. If you are interested in viewing the default access (and participation) dates for each role in Canvas this term (quarter) please see the [Canvas Supporting Information Page](#), under term dates.

#### Student Communications within Canvas

1. All new students registered after March 2021 will have a new Edmonds College student email created 24-48 hours after they register. This is the Triton Email account.  
**Note:** Students with non-credit (0.0) bearing courses will need to submit a request for manual creation. Otherwise, students registered for at least 1 credit will have their email account created automatically. To request a Triton Email account, please [submit a service request](#).
2. Students manage their own Triton Email accounts. If students need assistance they can contact [START](#) (Student Technology Advice and Resource Team) at [itsupport.edmonds.edu](https://itsupport.edmonds.edu) or go to the START office located in LYN 305 for drop-in support.
3. Students manage their own communications and notifications settings in Canvas; help is available in the Canvas Guides or from START. Communications regarding registration, tuition, financial aid, etc. will be directed to the student's [preferred email in ctcLink](#).



## [Care Team](#)

The [Care Team](#) (formerly the Behavioral Intervention Team/BIT) is a team of administrators from student services, instruction and safety and security that receive incident reports of students that may be experiencing difficult situations or displaying concerning behavior.

The goal of the Care Team is to coordinate support, resources, and advocacy for our students to promote student success and retention. Additionally, the Care Team supports staff and faculty by mediating conflict involving students that occurs on campus, in connection with college sponsored activities or in the classroom.

**Cheating - See [Academic Integrity \(Academic Dishonesty\)](#)**

## **Class Cancellation and Contracts**

Decisions about class cancellations are made by the division dean based on student enrollments.

## **Class Rosters**

Your first day roster is available via ctcLink. Click on the Faculty Center, select the term, scroll down, and click on the icon for the roster.

Faculty members are responsible for checking rosters to ensure students attending class are officially registered. If a student's name is not on a roster by the 10th day, he/she/they will not be counted in state MIS reporting for reimbursement purposes, and will not be on the grade sheet at the end of the quarter – CHECK ROSTERS ON A DAILY BASIS through the 10th day of quarter. If a student's name isn't there or it disappears, tell him/her to contact Enrollment Services. **NOTE: The people link in Canvas is not your official roster.**

[Enrollment Services](#) is located on the 1st floor of Lynnwood Hall. Please see the Enrollment Services website for [office hours](#). Students can also contact Enrollment Services by calling 425-640-1000 or emailing [registration@edmonds.edu](mailto:registration@edmonds.edu).

Questions or issues, submit an IT Ticket to [Edmonds College IT Help Center | Help Center](#) or call 425.640.1234 (voicemail only).

## [Class Schedule](#)

The class schedule contains a wealth of information about college procedures, contacts, deadlines, services, and classes, and is available [online](#).

## [Class Syllabus](#)

Faculty are required to provide a written syllabus to their students at the first meeting of their class and to post a copy to the [syllabus upload website](#).

- A [syllabus template](#) is available for faculty reference, listing required elements. Class syllabi should include all required elements: course objectives as identified in the Official Course Syllabi (Official Syllabi) expectations, grading, and policies. You can also post your syllabus

to a class website or class Canvas site.

- There is a standard process to submit your syllabus. First, create your syllabus and save it as a .pdf file. Go to the [syllabus upload website](#). Log in to the website using your usual college username and password and then upload your syllabus. Syllabi must be submitted by the third day of the quarter or by the first day of a late start class.

### **College Committees/Participation for Full-time and Associate Faculty**

Faculty have numerous opportunities to participate in college-wide and division committees. Full-time tenured faculty serve on contractual committees, such as Curriculum Committee, Academic Standards, and tenure committees. Associate faculty are welcome and encouraged to serve on college committees, though it is not an expectation of the position. For example, campus emergency preparedness planning and campus emergency response and recovery operations need faculty involvement and provide several training opportunities, including First Aid and Community Emergency Response Team training for Citizen Corps. Consult with your dean about committee work. Service may be voluntary or paid, depending upon the work and by arrangement with your dean.

### **Computer Resources**

Computers and technology resources are available for all faculty.

- For associate faculty, computers are available in the associate faculty offices and the Technology Resource Center (TRC), LYN 207. Your division office can tell you where the associate faculty office spaces are located. (See also [Office Space for Associate Faculty](#).)
- **Citrix** is a web-based program that allows access to applications and resources normally available on campus servers. Through Citrix you can access the Microsoft Office applications and your campus My Documents folder. Please submit a service request to the [Edmonds College IT Help Center](#) to request access to Citrix.
- The campus uses Google Drive and its associated applications for storage, sharing documents, email, and creating sites to store and share information. After logging into Gmail, those applications and storage locations can be accessed through the web-browser.

### **Contracts and Personnel Action Forms (PAF)**

#### **Associate Faculty:**

Moonlight, special assignments, and associate faculty contracts will be processed through Faculty Workload and accepted using the Faculty Center-->Contract Info. Here is a link to the [ctcLink Reference Guide to accept contracts](#).

Provisions relating to associate faculty may also be found in the Faculty Negotiated Agreement between the Federation of Teachers and the Board of Trustees.

**Full-time Faculty:** Newly hired full-time faculty will receive an appointment letter, which includes a start date and salary placement, as well as a contract. Returning full-time faculty will receive a contract and their projected salary for the upcoming academic year by May 15th

of each year.

The Human Resources Consultant for Compensation and the Faculty Workload Manager ([faculty\\_contracts@edcc.edu](mailto:faculty_contracts@edcc.edu)) work with full-time and associate faculty contracts and PAFs and can answer questions about how pay is calculated. A copy of the most recent [Faculty Collective Bargaining Agreement \(CBA\)](#) is available on the HR website.

### **Copyright Policies**

Edmonds College has a copyright policy ([IN 9.0 - Copyright Policy](#)) that faculty are expected to follow when using copyrighted materials in their classroom. All published materials submitted for printing at the Print and Mail Center must include the copyright stamp with the request form. Without the copyright stamp, your duplicating request could be delayed. The copyright stamp is located in your division office.

When scanning, copying, and posting published material, it is important to comply with copyright legislation. The following are general guidelines to follow when duplicating and posting copyrighted materials for classroom use:

- Always include a notice that the materials are protected by copyright.
- Copy, scan, and post only the portions needed for the particular instructional session or assignment; a general guideline is no more than one article from a journal or one chapter from a book. The scanned materials should be available on your password protected Canvas class site, accessible only to students registered in your class.
- The scanned materials should be made available only for the period of time that is relevant to the context of the class session.
- Post a limited portion of an electronic textbook to your Canvas classroom. Consult with the textbook publisher's License or Terms of Use Agreement to ensure compliance. Always include a notice to your students that the posted material is protected by copyright.
- Duplicating works intended to be "consumable" does not meet copyright fair use criteria and these materials should not be copied or scanned. Consumable materials include workbooks, exercises, standardized tests, test booklets and answer sheets, and similar consumable material.
- Whenever possible, provide links to articles or electronic resources available on the internet or from a library database rather than copying, scanning, or posting the full article to your Canvas class site.

Additional information about copyright and fair use is available on the [Library's copyright webpage](#).

### **Counseling and Resource Center - Faculty and Staff**

The Counseling and Resource Center is available for faculty and staff to discuss, guide, and support you in assisting students in distress. We also provide referrals to mental health providers for staff and faculty. We are happy to stop by your classroom and share information about our resources or present on a special topic in your classroom related to wellness and health promotion. For more information please feel free to contact the Director of Counseling and Wellness Services, Jessica Burwell, at 425.640.1654, or [jessica.e.burwell@edcc.edu](mailto:jessica.e.burwell@edcc.edu). You

can also stop by the Counseling and Resource Center located in MLT 145.

### **Dean's Role in Working with Associate Faculty**

The dean of the division is the direct supervisor of all associate faculty. The dean officially hires associate faculty, based on faculty expertise, past teaching experience, and the input of the Department Head. If you have questions or concerns about employment status, personnel matters, disruptive or problematic students, or anything else that calls for you to speak directly with your supervisor, please contact your dean through the division office, by email, or leave a voice message. For additional support in your teaching practice, contact the Assistant Dean for Instruction, or visit the Faculty Teaching and Learning Center in SNH 103. ([Associate Faculty Position Description](#))

### **Assistant Dean for Instruction**

The Assistant Dean for Instruction ( Katrina Lefrancois-Hanson ) plays a primary role in supporting associate faculty and providing leadership for faculty professional development. They serve as a point of contact for new associate faculty and provide resources, coaching, and mentorship. The office of the Assistant Dean for Instruction is located in the [Faculty Teaching and Learning Center](#) in SNH 103.

### **Department Head's Role in Working with Associate Faculty**

Department Heads play an important role in the instructional program of Edmonds College. They are faculty members, not administrators, who take on defined responsibilities in department leadership, class scheduling, budget management, and recommendations regarding hiring of associate faculty. Department Heads have no supervisory responsibilities or authority, although they are very important in the scheduling of classes and the assistance that they provide for associate instructors. ([Department Head Core Responsibilities](#))

### **[Desk Copies/Textbooks](#)**

A desk copy of your textbook may be requested through your Department Head or the division office. Check with your Department Head for the procedure to follow when ordering textbooks for your classes. Please review the college regulation ([C 6.3.104.R102](#)) on Resale of Desk Copy Textbooks. Faculty may accept complimentary textbooks and other publications from publishers and use these items to conduct official business. However, this policy prohibits giving away these textbooks, or selling such textbooks and other publications for personal gain. Check with your division office about disposal of textbooks. Desk copies are **NOT** available through the College Store.

### **Division Office Support Services – See also [Email and Voicemail](#)**

Please contact your division staff about any assistance you might need. The division staff, including the division dean and support staff, are available to answer any questions.

**Supplies:** Office and instructional supplies are available for you in the division office. Please stop by to get the supplies you need. Keys to the supply room and associate faculty offices may be provided for those instructors who must access at times other than 7:30 a.m. - 5:00 p.m. Please contact the division office for issuance of office keys.

**Communicating:** For new associate and full-time faculty, the division office will work with you to set up the following:

- **Email:** You will be issued an Edmonds College email account which you'll use for conducting official communications with students and your division office.
  - [See a quick tutorial](#) on the difference between @email.edcc.edu and @edcc.edu, and when to use each one.
  - You'll use your ctcLink ID number to log in to Canvas to manage web grading. **DO NOT** use a personal email account. **NOTE: The College uses Google mail. Assistance with and training in basic Google based applications is available through the [Technology Resource Center \(TRC\)](#).**
- **Mailbox:** Once you have been hired, a mailbox will be set up for you in the Print and Mail Center. Instructors that teach only online classes may choose not to have a mailbox; please contact your division office.
- **Voicemail:** Please contact your division support staff about setting up your college telephone number and voicemail account. **DO NOT** use a personal phone number.
- Please be sure to set up your out of office greeting (email and voicemail) and provide an alternative contact within the division if you will be gone for an extended period of time.

**Calendars, Room Assignments, Forms, etc.:** The best source for general information about the [quarterly academic calendar](#), forms, room assignments, and general information will be the division office staff, the division dean, or department head. Many commonly-used employment forms may be found on the [Human Resources website](#).

### **Dropping No-Show Students**

See [Instructor/Institution-Initiated Withdrawal Policy](#) and [the Financial Aid Services Web Site](#) for more information.

**Duplicating Class Materials – See [Print and Mail Center](#)**

### **eLearning - Online, Hybrid, and Enhanced Classes**

Information about online, hybrid, enhanced courses and student resources is available on the eLearning website ([Online Support - Types of eLearning Classes](#)) and ([Edmonds College: Get One-on-One Support, Know Your Resources](#)).

The Technology Resource Center (TRC) provides training and support for faculty, and staff in the use of Canvas (Learning Management System), Google Apps for Education, MS Office, Adobe Acrobat, Panopto (Lecture Capture), and Zoom (Web Conferencing) and Accessible eContent. You can find a list of and sign up for the quarterly training offerings at the Technology Resource Center website under [Education and Training for Employees](#). Canvas tutorials are available online and can be accessed at any time at the [Canvas guides](#). For instructional technology support contact the TRC, submit a request via the IT Ticketing System [Edmonds College IT Help Center | Help Center](#) or stop by Lynnwood Hall Room 207.

## Email and Voicemail

In order for students and staff to contact faculty quickly, it is mandatory that faculty have and use an Edmonds College email account. Voicemail may be required, and can be linked to your college email account. Human Resources initiates the creation of an email and the division supervisor submits a request to the Service Desk for voicemail. The information/confirmation is emailed back to the supervisor/requestor. Please check email and voicemail daily—voicemail will be automatically cleared every 30 days. Delete unnecessary voicemail message(s) to keep the lines of communication open.

Questions about your account or other technology issues can be discussed by submitting a request via the [IT Ticketing System](#).

**Emergencies - See [Security](#) and/or [Accidents and Emergencies](#)**

### [Emergency Preparedness](#)

Edmonds College continues to refine procedures and planning to address emergencies that may arise on campus. Employees also need to attend to some basic preparations to assist students and colleagues in the event of a natural disaster or an act of violence on campus. Following are some steps that you can take:

1. Sign up for emergency notifications through the [Triton Alert - Emergency Notification System](#). You will automatically receive emails in your campus email box; however, you must opt in to receive text messages on your personal devices and accounts.
2. Review and practice taking different exits from your office and the room(s) and building(s) where you teach.
3. Review the [campus map](#) to see Evacuation Assembly Points (EAPs) to direct others if clearing the building is necessary. Maps showing designated EAPs are posted in every classroom, major office area, and public areas.
4. Consider carrying a flashlight with classroom supplies; even in daylight hours corridors and stairways may be dimly lit if there is a power outage.
5. Review the location of telephones and/or carry a charged cell phone (in some instances cell phones will not be effective).
6. Consider storing food, water and any necessary medications for three days in case you are unable to leave campus. A survival kit can be placed in your office area and/or your vehicle.
7. Discuss division planning with your dean.
8. Have home and family plans for emergency communications and survival supplies for 10-14 days.
9. Speak to your students about their preparedness at school, work, and home.
10. Show the presentation "[Emergency Incidents on Campus](#)" during your syllabus review on the first day of class.
11. If you [See Something, Say Something](#) to report behaviors of concern through our reporting system.

## **Evaluation of Instructor/Course**

The Division Administrator will arrange for student evaluations of your courses at least once per year. Evaluations are administered online in Canvas and through the default email account listed in the student's Canvas settings with [EvaluationKIT](#). Instructions, survey samples, response rate tips, and more can be found on the [Student Evaluations Google Site](#). Evaluations are normally done during the ninth through eleventh weeks of the quarter. *You may access the results in Canvas after grades are posted for that quarter.* [The Faculty Negotiated Agreement](#) outlines this process in greater detail.

All associate faculty have [job descriptions](#) for their teaching, library or counseling assignment. In their first quarter of teaching, new associate faculty will have student comment forms completed during their fifth week, will be observed by their administrator, and will meet with their administrator for review of the evaluation checklist. Normative and comment forms will be administered the second quarter of teaching. Continuing associate faculty will have student evaluations completed annually per the current process and will meet with the dean to review the evaluation checklist once every ninth quarter of teaching.

## **[Faculty Development](#)**

The [faculty development program](#) provides opportunities and support for faculty in their pursuit to increase student learning. The mission of the Faculty Professional Development Committee is to advance student learning and strengthen teaching and assessment by providing professional development opportunities and support for faculty to collaborate, innovate, and adopt pedagogical practices that support student success.

## **[FERPA \(Family Educational Rights and Privacy Act\)](#)**

Student privacy rights prevent the posting of grades by name, social security numbers, or student ID numbers. Faculty are required to complete the FERPA training available online before having access to student information. Take online training at full url: ([Edmonds College: Compliance Training](#)). For more information about FERPA in general, please see the [FERPA website](#).

## **[Final Exam Schedule](#)**

The final exam schedule is posted on the college's calendar [website](#). Summer quarter classes, which begin at other times, will hold exams on the last scheduled class meeting. Faculty must meet with their classes on the scheduled final exam date.

It is expected that all exams will be held according to this schedule. Requests for exceptions must be in writing and approved in advance by the Vice President for Instruction (VPI). No regular day classes are held during the final exam period. Some final exams may be scheduled for a weekday on which the class does not normally meet. For more information about requesting an exception see the [VPI Google Site](#).

The final exam days are contract work days for faculty and are considered instructional days during which teaching and learning activities continue to take place. Faculty should be available to confer with students as appropriate. It is suggested that faculty who are assigning

final papers or projects may choose to collect them at the time of the scheduled final exam. If not, be clear with your students (and any college staff involved) as to exactly where and when any such final assignments are to be submitted.

If students request their finals be returned to them, please ask them to provide a self-addressed, stamped envelope. Intensive ESL and ELA programs have a modified exam week schedule; please check with the department head or division office.

### [Food Services](#)

There are currently two restaurants open on the Edmonds College campus, and one espresso location:

- **The College Cafe** is located in BRI 105; hours are most Tuesday through Thursdays from 11:45 a.m. to 1:00 p.m. The Cafe has both full-service and grab and go items. Menus, cooking, and service are all provided by students in the Culinary Arts program.
- **The Pastry Corner**, located in the College Cafe offers baked goods and pastries from our Baking Students. Operating hours are the same as the College Cafe (see above).
- **Triton Espresso** is in the lobby of MLT Hall. Please see the [Food Services](#) website for hours of operation.

### [General Education Learning Outcomes](#)

Edmonds College offers multiple opportunities to integrate knowledge and skills throughout its degrees and certificates. Specifically, the college emphasizes this integration through its General Education Learning Outcomes:

- **Communication Skills: *Communicate*** and interact effectively through a variety of methods appropriate to audience, context, purpose, and field/discipline.
- **Quantitative Analysis/Symbolic Reasoning Skills: *Reason*** clearly using academic or professional modes of inquiry; using quantitative or symbolic reasoning; and/or using other discipline/field specific methods to explore and create ideas; identify information needs; process, evaluate, and use information; and recognize, analyze, and solve problems.
- **Cultural Diversity Skills: *Explore*** and apply multiple perspectives in order to examine cultural differences and influences; maintain effective professional/working relationships; and/or interact effectively in multicultural settings.

Additionally, students in professional-technical programs will have opportunities to gain skills in:

- **Human Relations Skills: *Act*** responsibly in applying professional and academic standards associated with success in educational, workplace, community, and group settings.

Students who earn any of our degrees or certificates of 45 or more credits have opportunities to develop and apply these General Education Learning Outcomes, along with discipline specific learning Program-level Learning Outcomes (PLOs) and Course-level Learning



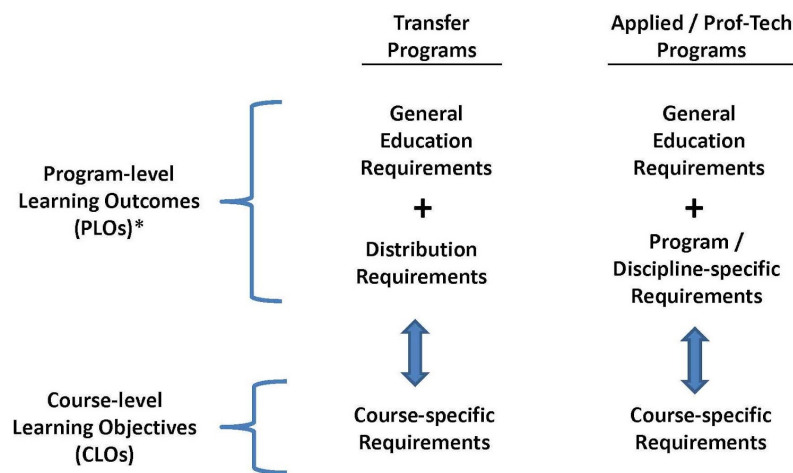
Objectives (CLOs). For more information about the college's PLOs and CLOs, please refer to [this page](#).

The college's General Education component serves a number of purposes, including the following:

- Encouraging students to develop knowledge, habits, and skills for lifelong learning, productive work, and citizenship.
- Demonstrating, for students who intend to transfer, basic knowledge that helps prepare them to develop breadth and depth in the areas of humanities, mathematical and natural sciences, social sciences, human relations, cultural diversity, and/or discipline-specific requirements.
- Providing professional-technical students with a recognizable core of related instruction including identified outcomes in the areas of communication, computation, and human relations that align with and support program goals and outcomes.
- Representing identifiable and assessable student learning outcomes that support the college's educational mission.

Please be prepared to discuss and explain to students the General Education outcomes and identify how these skills are being addressed and assessed in their programs of study. See the college's [Teaching and Learning Assessment Plan](#) and the diagram below for more details.

Diagram of Edmonds CC's Student Learning Outcomes



\*Edmonds CC defines programs as degrees and certificates. This diagram refers to programs of 45 or more credits.

### Grade Submission

Please review the [What Faculty Need to Know](#) document for directions on submitting grades via ctcLink. Click on the Faculty Center in ctcLink, select the term, scroll down, and click on the icon for the class roster. The Faculty Center contains the official class roster.

Faculty members are responsible for checking rosters to ensure students attending class are

officially registered. If a student's name is not on a roster by the 10th day, he/she will not be counted in state reporting for reimbursement purposes, and will not be on the grade sheet at the end of the quarter – CHECK ROSTERS ON A DAILY BASIS. If a student's name isn't there or it disappears, tell him/her to go to Enrollment Services. NOTE: The people link in Canvas is not your official roster.

Instructors access class rosters and submit grades electronically via the Faculty Center in ctcLink. Electronic grading is mandatory at Edmonds College. If you have any questions, contact [IT Support](#) during regular business hours.

### Electronic Grading

Please review the [What Faculty Need to Know](#) document for directions on submitting grades via ctcLink. See [Faculty Grading Guidelines Google site](#) for complete instructions.

Students may access final grade information through ctcLink. If students request assignments to be returned to them, please ask them to leave a stamped, self-addressed envelope with you for this purpose. Division staff do not give out grades and they are not posted in the division office, faculty offices, or classrooms, per FERPA requirements.

### Decimal Grading

Edmonds College assigns decimal grades. The following scale to establish equivalence between decimal and letter grades has been adopted as a standard.

A	4.0 - 3.9	B-	2.8 - 2.5	D+	1.4 - 1.2
A-	3.8 - 3.5	C+	2.4 - 2.2	D	1.1 - 1.0
B+	3.4 - 3.2	C	2.1 - 1.9	E	0.0
B	3.1 - 2.9	C-	1.8 - 1.5		

This scale is one option faculty can use. Check with your department head for the grading scale used in your department.

### Audits and Satisfactory/Unsatisfactory (S/U) Grades

Students may audit classes. Changes to or from audit status must be processed by Enrollment Services by the date noted in the quarterly [Academic Calendar](#). Satisfactory/Unsatisfactory grades are not allowed in all courses. Check with your Department Head or the division office to determine if your course has this option before informing your students of the possibility.

### Incompletes

If you assign a grade of incomplete (I) to a student, make sure that you have completed a [contract](#) with the student that stipulates what work must be completed and the date for completion. This form is available in the division office. Please submit a copy of the completed form to your division office support staff. If the contract is not completed, the grade will change to the one listed on the contract.

- An "I" grade may be given only at the instructor's discretion when "the student has

done satisfactory work but could not, for some unavoidable reason, complete part of the course work or take the final examination". To receive an incomplete, the student must develop a contract with the instructor that sets deadlines and quality standards for the work that needs to be completed. Students must complete the work by the deadline set by the instructor. This deadline is not to exceed one year. If the contract is not satisfactorily completed by the deadline established by the instructor, the "I" grade will be changed to the grade listed on the contract.

- **Please do not** give a student an "I" and suggest he/she take the same course again in a future quarter. The "I" sits on the transcript and some transferring institutions now transfer it as a 0.0. You could do more harm than good.
- **Please do** use a contract if a student is receiving financial aid--not having an "I" contract could jeopardize the aid. A contract also makes clear to both parties what the expectations are and avoids disputes in the future.
- **"I" Grade Contracts are available in the division offices. Do not use "V" (instructor initiated withdrawal) and "I" grades interchangeably.**
- **Do not use** the "I" grade if the student stopped attending but did not withdraw, or never attended your class. Use a "V", 0.0, or whatever grade he/she earned prior to disappearing.
- **Do not** request that a student's grade be changed from an "I" to a "V" or from "V" to "I" as they have very different meanings. An "I" needs to be agreed upon and a contract written.
- "I" grades not completed/cleared within one year will be converted to 0.0 through a process called "Grade Lapse" in ctcLink. Both student and faculty will be notified before the I grade is converted.

### **Retention of Grading Records**

Per [College Policy IN 2.0](#) the college's faculty members will maintain student grade records for 1 (one) year from the end of each class section. Records documenting the basis for the individual student's final grades must be available for explanation, justification, or review by appropriate college officials and, when necessary, by the Grade Change Committee as provided for in the negotiated contract.

### **The following provisions apply to all college instructors:**

1. Grading records must be retained for one full year (four quarters).
2. Records will be kept in such a way that college officials can determine from the class syllabus, the grade record, and other pertinent information the process used in assigning the final grade.
3. Associate faculty members who are not returning the following quarter to teach at the college are required to submit necessary grading records to the Division Administrator at the end of the quarter in which they are employed.
4. Continuing associate faculty members are encouraged, though not required, to submit records quarterly for maintenance by the college. However, upon leaving the college they shall submit records for the prior four quarters.
5. Full-time instructors shall maintain grading records in their offices and, upon

resignation or retirement, shall submit the past four quarters' grade records to the division administrator for maintenance by the college.

## Grade Changes

After the grading deadline, grade rosters will be closed and grades will be posted to students' transcripts. Once grades are posted for the quarter, faculty must make grade changes or submit late/missing grades by contacting the registrar ([christina.russ@edcc.edu](mailto:christina.russ@edcc.edu)).

## Grading Information

Grading practices are contained in college [Procedure IN 1.01 pr Grades: Grading Practices](#). Copies are also available:

- in the college catalog ([Student Grades](#))

## Guest Speakers

Limited funds are available to pay guest speakers for your classes. Please contact the division office for deadlines and the guest speaker request form. **Prior approval by your dean is required.**

## Service Desk

The Service Desk is your single point of contact for requesting a service, or asking for advice or assistance from the IT and eLearning division. The [Service Desk](#) can provide quick resolution with logging in, password reset or unlocks, advice and/or tips in using different applications, assistance with printing or connecting to network resources, and other hardware or software questions. Staff and faculty can contact the Service Desk by emailing [Edmonds College IT Help Center | Help Center](#) or calling 425.640.1234 (voicemail only) during [Service Desk hours](#) or submitting a [Service Request](#).

## Instructor Absence from a Class/Leave

**If you have to miss class FOR ANY REASON, it is imperative that you call your division office (specific offices may have different procedures - please check in with your division office).**

An official notice will be posted to alert students of your absence, give special instructions, and date of return. If you know you are going to be absent for a planned reason, please discuss coverage of your class with your department head and dean. Submit absence requests through ctcLink <https://employees.edmonds.edu/ctcLink/default.html> All leave requests are logged by division staff and need to be signed by the division dean.

- Given sufficient time and availability of funds (subject to the pre-approval of your division dean), it may be possible to arrange for a substitute for your class. On very short notice, it probably will be necessary to cancel the class meeting.
- When you know that you will miss a class for illness, inclement weather, or other reason, please leave a message for your students on your voicemail and/or on whatever electronic announcement means (website, Canvas, etc.) you normally use for class communications. Tell your students how they can check to find out if your class will be meeting. This is recommended even when you realize only a short time before the start of the class that you will be absent. Students can often be saved from the inconvenience and expense of a

- trip to campus if they know that your class will not meet.
- If you realize that you must cancel an evening or weekend class and the division office has closed for the day, leave a message about your absence on the office telephone and/or email according to your division procedure, then notify the Campus Security Office at 425.640.1501, or the cell phone for the officer on duty at 425.754.0154 and ask them to post a cancellation notice on the door of your classroom. They may also be available to meet with your class to discuss safety issues.

For information on sick leave accrual please refer to the [Faculty Collective Bargaining Agreement \(CBA\)](#) sections 6.13.3. Part-Time Academic Employee Sick Leave Accrual and 6.13.2 Full-Time Faculty Sick Leave Accrual.

Permission for any leaves, other than Sick Leave/Emergency Leave or Personal Leave (available to associate faculty with Annual Assurance of Employment Guarantees), must be granted by the dean prior to the leave.

### Leave for Suspended Operations

See “*Emergency Communications—How we decide*” | [www.edcc.edu/alert](http://www.edcc.edu/alert)

In emergency conditions, notices will be posted as soon as possible to the [college website](#), the college’s [Facebook](#) and [Twitter](#) pages, sent to local media outlets, and at full url: <http://flashalert.net/id/EdmondsCC>.

The [Triton Alert - Emergency Notification System](#) is also used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds College students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. In addition, **sign up** to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.

In inclement weather, Edmonds College typically makes decisions regarding emergency closures or class cancellations by 5:00 a.m. for day classes, and 3:00 p.m. for evening classes (or as early as circumstances allow). The college seeks to stay open to fulfill its mission whenever possible; however, individuals should protect their own health and safety. Work with your supervisor if you need to make other arrangements in an emergency. Students are to work with their instructors if they need to make other arrangements. **Take care of yourself and be safe!**

Refer to college procedure [HR 5.07pr, Suspended Operations](#), for information on reporting to work in different suspended operations situations.

**PLEASE NOTE: WE ARE NOT PART OF THE EDMONDS SCHOOL DISTRICT, AND OUR CLOSURES MAY DIFFER.**

### [Instructor/Institution-Initiated Withdrawal Policy \(Formerly Attendance Policy\)](#)

Instructors may initiate a withdrawal for students who do not attend 60% (three days) of on-ground classes, or participate in 60% of online classes during the first five instructional

days of the quarter. Instructors may extend this option through the tenth day of the quarter (eight days for summer) for students who initially attended/participated in class, but by the tenth day have achieved less than 60% attendance/participation.

Please note that this is done at the discretion of individual instructors. Students cannot rely on instructors to initiate a withdrawal, nor can they expect automatic withdrawal because they fail to attend or participate in a class.

### **Refund of Tuition and Fees**

Students enrolled in state-support classes who are withdrawn during the first five days of the quarter receive a full refund of tuition and fees. Students who are withdrawn between the sixth day and the tenth day of the quarter receive a 50% refund of tuition and fees.

Self-support classes have different refund policies: No refund is given for online self-support classes after the first day of the quarter, and no refund is given for all other self-support classes after the first day of class. The class schedule indicates which classes are designated as self-support.

Because instructor-initiated withdrawals are discretionary, students remain responsible for officially withdrawing from classes within the specified deadlines published in the official academic calendar to be eligible for a refund.

### **Institution-Initiated Withdrawal**

The college may withdraw a student from a class or classes if the student has been suspended for lack of academic achievement, has not paid tuition, or whose conduct has resulted in a disciplinary suspension/termination. A tuition refund may not be provided under these circumstances.

### **Please follow the procedures listed below:**

- Faculty are not required to drop students from their classes for non-attendance/participation. These types of drops are discretionary.
- To drop a student from your class(es) for non-attendance/participation or for failing to meet prerequisite requirements, email [Faculty Drops](#) in Enrollment Services. **On the subject line put "Instructor Withdrawal."** In the body of the email include the name and number of the course (Example: ENGL 101), the Class Nbr (4 or 5 digit number identifying the specific class) and the student's full name and ctcLink ID number. More than one student may be included in the email.
- For students who did not attend/participate in at least 60% of the first week of the quarter, the drop list must be received by [Faculty Drops](#) **no later than 3:00 p.m. on the fifth instructional day of the quarter.** This is the last day we can give students a 100% refund (see the academic calendar).
- For faculty who wish to extend the drop period through the second week, email [Faculty Drops](#) **no later than 3:00 p.m. on the tenth instructional day of the quarter (eighth day for summer).** This is the last day we can drop a student without a transcript entry (see the academic calendar). Please also follow the email instructions given above. Please

note students receive a 50% refund after the 5th day and no refund after the 10th day.

### **Withdrawals and accommodations for Washington National Guard and Reserve Military Students called to Active Duty**

- Students serving in the Washington National Guard or a reserve component of the Armed Forces who are called to Active Service during an academic term are entitled to accommodations under the RCW. These accommodations may differ according to the duration of the recall. For a summary of RCW 28.B.10.270 please refer to the [RCW 28b.10.270: Rights of Washington national guard and other military reserve students called to service.](#) The Veterans Resource Center Staff is also available to help with any questions or concerns you may have regarding application of the law or any other resources for Military Connected Students and their families.

### **Online Classes:**

Instructors determine what constitutes 60% participation in online classes, and are responsible for making sure students are given this information.

All canvas courses are published after 8 a.m. on the first day of the quarter.

Based on the teaching modalities below, please publish your course in Canvas.

- **Online** (arranged) courses will be published in Canvas by 8:00 a.m. on the first day of the quarter.
- **Hybrid** courses need to be published no later than the day and time your course is scheduled to meet. *However*, students would be grateful if these hybrid courses were published by 8:00 a.m. on the first day of the quarter with at minimum a home/front page explaining, "Come to class to learn more."
- **On-Ground (Face to Face)** courses are not required to be published in Canvas unless the instructor has chosen to use Canvas to enhance the course. *However*, once again, students would be grateful if all on-ground courses were published by the first day of the quarter with at minimum a home/front page explaining how Canvas will or will not be used for the course and how to contact the instructor.

### **Steps to Publish a Canvas Course to make it accessible for students**

- Log into Canvas at full url: (<https://edcc.instructure.com>) using your regular college login credentials.
- Open your Canvas course
- Locate the Course Status area in the right-hand sidebar. The Unpublished button will be in red.
- Click the Publish button. Publish will then be green. This completes the process and the course is published and visible to students.

There is no need to unpublish your course at the end of the quarter. If you are interested in viewing the default access (and participation) dates for each role in Canvas this term (quarter) please see the [Canvas Supporting Information Page](#), under Term Dates.

### **Classes that meet less than daily:**

The attendance standard does not specifically address the many variables of when and how often classes meet. However, we no longer count the number of days students attend class before dropping them, rather the new standard looks at the percentage of attendance/participation. If your class meets anytime during the first week of the quarter, use the 60% standard and follow the process listed above for drops during the first five days of the quarter, and for extending drops through the tenth day of the quarter.

- **Saturday Classes:** If your class meets on Saturdays, please follow the process listed above, but email no later than 10:00 AM on the Monday following your Saturday class.
- **Late Start Classes:** Please email directly regarding drops for non-attendance/participation for any class that starts after the tenth day of classes. Approval of drops is based on the established "tenth day" of your class, and state requirements regarding transcript entries and refunds.

The attendance standard is found at [Enrollment Services - Drop Policy](#)

### **Keys/Access**

If you have a need for a key, please work with your division support staff to complete the appropriate forms. If you need access to a room for some reason other than your regular class meeting time, request this from your division office. Security can also unlock rooms when needed. [Your EdPass is your key](#) to many/most classrooms or associate offices.

### **[Learning Resources Division](#) [Library Services](#)**

The Edmonds College Library is a valuable resource for faculty and students. The Library has excellent print and electronic resources to support instruction and student learning. The [Library's website](#) provides access to over thirty-five research databases with full-text journal articles, e-books, and images; the Library catalog containing a description and location for all library print and audio-visual materials; links to selected academic resources that support information research; and information about Library hours, services, and contacts.

The Library also provides an active instructional program, a learning commons with 150+ computers, and reference and research assistance. Faculty may schedule customized instructional sessions for their classes, and an [Information Literacy resource guide](#) is also available through the Library's website. To help faculty receive the best service possible, each academic division has been assigned a [librarian liaison](#) who works with instructors to make sure appropriate library materials are purchased to support their classes. For questions or suggestions regarding the Library, please contact the reference desk at 425.640.1472. Further information about Library Services for Faculty is available at [Faculty Services](#).

### **[Visual Media Services](#)**

The Visual Media Services Department provides full service multimedia production services, dedicated to professionally producing and delivering content to support teaching, learning,



and community. If you are interested in producing multimedia content for your classes please contact the Director of Marketing and Public Information Karen Magarelli at [karen.magarelli@edmonds.edu](mailto:karen.magarelli@edmonds.edu).

Visual Media Services operates and maintains Comcast (South Snohomish County) Ch. 21/26 and Frontier Ch. 38, running 150 hours of programming per week. In addition, we offer online on-demand and live streaming programming through our Vimeo and YouTube Channels - please visit our [web page](#) for more information.

### **Mail Pick-Up (See also [Print and Mail Center](#))**

Each instructor is assigned a mailbox, located in MLT 118. Instructors are expected to pick up their mail regularly because important communications from the Office of the Vice President for Instruction and the registrar are distributed through the campus mail service. Full-time and associate faculty should check their mailboxes each day they are on campus. Associate faculty members teaching off campus should make arrangements with their division office to obtain mail on a regular basis. Your mailbox has a combination lock for after-hours access (evening/weekend) contact Print and Mail Center staff to receive your combination.

### **Mediated Classroom Design and Support**

I.T. Service Management provides support for all mediated classrooms. If you need assistance in your classroom, and there is a phone in the classroom, call ext. 1234 (Service Desk) before 5:00 p.m. or ext. 1446 after 5:00 p.m. or 425.640.1446 to schedule an appointment.

### **Meeting Attendance for Associate Faculty**

Associate faculty members are encouraged, but not required, to attend department and division meetings. In some cases, your dean may be able to authorize additional pay for attendance. Associate faculty should contact their department head for details and meeting times for departmental meetings. Division meetings are usually scheduled the first and third Fridays of the month.

### **Office Space for Associate Faculty**

Please consult with division staff for more information, and to locate associate faculty office space and available computers and telephones. Each division is responsible for assigning and keeping track of the space assigned to the associate faculty teaching in their division.

Associate faculty office spaces are currently coordinated by the following divisions, and are designated in the following locations until further notice:

- STEM and Humanities and Social Sciences Divisions:
  - SQL 301
  - MDL 234
  - MLT 107 (has two private consultation areas)
  - BRI 206 (Science faculty)
  - MIC 203 (Music faculty)
- Business and Health and Human Services Divisions:

- SNH 252 (all associate faculty welcome)
- FIR 101 (Horticulture faculty)
- BRI 112 (Culinary faculty)
- SEA 103 (PE faculty)
- Pre-College Division:
  - MUK 414
- International Education Division:
  - MUK 314-315 (shared space)

Department heads and deans should work with division staff to make sure that every associate faculty member knows that desk space, computers, and file space are available in their appropriate areas. Division staff will assign file space to an associate faculty member and help locate desk space, if they so desire, in one of the areas coordinated by that division. If another division needs to find file or desk space in an area not coordinated by that division, the staff should work with the appropriate division staff in another area to help locate available space.

### **Private Consultation Areas**

Please note that MLT 107 and MUK 414 have some unreserved areas that can be used for private consultation with students. Other campus rooms may also be occasionally available to consult with students privately. Associate faculty should contact their division staff for more information.

### **Assistant Dean for Instruction**

The Assistant Dean for Instruction plays a primary role in supporting associate faculty and providing leadership for faculty professional development. They serve as a point of contact for new associate faculty and provide resources, coaching, and mentorship. The office of the Assistant Dean for Instruction is located in the Faculty Teaching and Learning Center in SNH 103.

### **Ownership of Materials and Intellectual Property**

This policy is part of the negotiated agreement between the college and the faculty. [The Faculty Negotiated Agreement](#) (sections 3.5.1, 3.5.2, and 3.5.3) has very specific provisions regarding the ownership of material you prepare for your contract assignment. If you need further information about materials and ownership, contact the Vice President of Human Resources and Operations, at 425.640.1647.

### **Overload of Class**

If a class reaches its capacity (ranging from 10-50 students), and additional students ask to enroll, please consult your department head regarding the department's class overload policy. Students need a signature to register after the third day of the quarter with the exception of late start classes.

### **[Parking/Parking Permits](#)**

Faculty/staff parking permits are free for the first permit issued, and can be obtained from the

Security Office (WWY 214), Cashier's Office (LYN 1st floor), or the EdPASS Office (LYN 214). The second permit or any other additional/lost permits are \$15, and can be obtained at the Cashier's Office. Employee parking permits are issued to permanent faculty and staff annually. Permits are valid from the beginning of fall quarter through the end of the following summer quarter, and must be adhered to the lower corner of the driver's side windshield.

To obtain a parking permit please bring your current employee ID (EdPass/CWU Connections Card) to the Safety, Security, and Emergency Preparedness Office in WWY 214.

See the [parking page](#) to keep updated. For a more complete look at the rules governing parking on campus, please see the [security website](#).

**Plagiarism - See [Academic Integrity \(Academic Dishonesty\)](#) and [IN 9.0 - Copyright Policy](#)**

### **Professional Development Funds for Faculty**

Professional development funding is available for both full-time and associate faculty. Application forms are available through division offices and requests for funds to attend conferences or workshops must be submitted to your department head and approved by your dean, in advance. See [the Faculty Negotiated Agreement](#) for a description of how this funding can be used. Associate faculty interested in receiving staff development funds may contact their department head or division office.

### **Professional/Technical Certification**

The [Washington Administrative Code](#) (WAC) requires certification for full-time and associate professional-technical instructors who teach  $\frac{2}{3}$  load or .666 FTEF for more than three consecutive quarters. An online certification process is used. The Workforce Development and Training (WDT) Office establishes instructor accounts and is in charge of ensuring compliance with the WAC. If you have questions about certification, call Kristi Lagrutta, Director of Workforce Development and Training (WDT), at 425.640.1115.

**Registration/Rosters - See [Class Rosters](#)**

### **Requests for Leave**

Any non-emergency leave, including professional development leave, must be approved by your division dean prior to the leave. See [Instructor Absence from a Class/Leave](#) for more information.

### **[Room Scheduling](#)**

Generally, our facilities are fully scheduled; thus, any change in time or location of a class must be coordinated through the faculty member's division. As a reminder any change of classroom furniture during a class needs to be reset at the end of the same class.

To schedule a meeting or special event, see the [campus scheduling website](#). Go to "[Reserve Space On Campus](#)" to check out the online schedule process.

See also the reference to the online Google site for more information. To request space, go to: [25Live](#).

### **Sale of Reproduced Material**

To assist the college in providing adequate instructional materials, the Edmonds College Bookstore sells duplicates of needed information not available in textbooks. These materials are printed at the Print and Mail Center on campus, then sold to the students at the Bookstore. Please review college regulation, [C 5.5.100 R102](#), for details about this process.

### **SCANTRON Machine for Faculty Use**

SCANTRON machines are available outside SNH 239 and on the 1<sup>st</sup> floor of MLT outside the Print and Mail Center. See your division staff for technical issues.

### **[Security \(Accidents and Emergencies & Triton Alert Emergency Notification System\)](#)**

The Safety, Security, and Emergency Preparedness (SSEP) Office is located in WWY 214 (see the [Edmonds College campus map](#)). Personnel are on duty to provide services related to safety and security for all campus users, including the following: medical and other emergency response needs, escorts to an on campus vehicle or from vehicle to on campus location, vehicle battery assists, building patrol, door unlocks, traffic enforcement, emergency preparedness, and safety and crime prevention training.

Please see Appendix B for Edmonds College addresses and refer to exact building addresses when calling.

### **[SGID: Small Group Instructional Diagnosis](#)**

Faculty who wish to get detailed input from their students about any classes they teach may arrange to have a trained facilitator come to the classroom to meet with the students. Students work in small groups and full class configurations to provide feedback to the facilitator. This process usually gives much more diagnostic feedback to the instructor than the pencil and paper student evaluations that are used as part of the administrative review of faculty performance.

Following the classroom visit, the facilitator provides the information that was collected from the students to the instructor in a private, confidential meeting. The information gleaned from the SGID is not intended for administrative use; it is for the instructor's use only.

To arrange for an SGID, contact your Faculty Professional Development Coordinators at [sharon.reitman@email.edcc.edu](mailto:sharon.reitman@email.edcc.edu) and [timothy.burdick@email.edcc.edu](mailto:timothy.burdick@email.edcc.edu). Interested faculty will be matched with a trained facilitator who will coordinate the process. No record of the SGID is kept by anyone other than the instructor.

### **[Student Code of Conduct/Student Discipline](#)**

Enrollment in Edmonds College carries with it the obligation that the student will be a responsible citizen of the college. At the same time, the college has the responsibility of

informing students of their rights and responsibilities, defining reasonable standards of behavior, and ensuring substantive procedural due process. Please see the [Student Code of Conduct](#) and the [Student Code of Conduct hearing procedures](#).

***If You See Something, Say Something.*** The college has implemented an [incident reporting process](#) for student conduct violations, and for academic integrity violations (see also [Academic Integrity/Academic Dishonesty](#)). If you are having difficulty with a student because of a potential student misconduct issue or you become aware of a potentially troublesome situation involving a student or students, you are asked to report the details using the student conduct [Incident Reporting Form](#). This form should be used to report any issues related to the following:

- any situations of concern
- threat and suicide assessment
- behavior intervention
- [bias-related incidents and responses](#)
- student conduct
- Use this [form to report any Title IX](#) issues

Complete the forms online, entering the details of the situation as you know them, and following the directions to submit the form. Your report will begin the process of a formal review of the case. Student discipline records will be checked to verify if the student is guilty of similar infractions in other classes. If so, the student may be put on probation or suspended from the college. For more information, contact the Director of Student Conduct Officer and the Care Team [Jorge de la Torre](#) at 425.640.1233.

### **Student Complaints**

A complaint is any expression of dissatisfaction with the performance of a college employee or procedure. Students who have a complaint are advised to consult with the Office of the Vice President for Student Services for advice in proceeding with the complaint process. The Director of the Center for Student Engagement and Leadership (CSEL) or designee or a person that the student chooses will act as an advocate who can assist the student in the completion of the complaint process. The student may waive the right to an advocate. The college regulation covering [Student General and Grade Complaint Procedures](#) explains this process. Complaints of discrimination or harassment, including sexual harassment, should be filed with the Title IX Coordinator, Edmonds College, 20000 68th Ave. W., Clearview Building, Room 122, Lynnwood, WA 98036, as per the college's [Nondiscrimination and Harassment Policy](#). The college takes all discrimination complaints seriously and in compliance with state and federal laws, and has a process for investigation and resolution of all types of complaints. Classroom/instructional complaints involving the teacher and instruction are first directed to the appropriate dean, and that the dean will communicate with the faculty member.

### **Student Discipline – Emergency**

Faculty members or administrators may take reasonable summary action necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student or the safety and protection of other students or of

college property or where the student's conduct materially and substantially disrupts the educational process. Faculty members can ask a student to leave class for the day. The student will be able to return the following day unless they have been placed on summary suspension by the student conduct officer. For an emergency situation, call 425.754.0154 for immediate contact with an on duty security officer. Follow up with your division dean and the Director of Student Conduct and the Care Team [Jorge de la Torre](#) for appropriate action.

In addition, the college has developed a comprehensive behavior intervention process, identifying key resources and people trained to assist in handling potential crisis situations, known as the Care Team. For more information, contact the Director of Student Conduct and the Care Team [Jorge de la Torre](#) at 425.640.1233.

**Syllabus/Course Outlines – See [Class Syllabus](#)**

### **[Technology Resource Center \(TRC\)](#)**

The TRC offers technology education and training for employees working with Canvas. Faculty and staff can contact the TRC staff for one-on-one training. The TRC has an instructional designer that can assist you in designing your Canvas course. Please click on the [Edmonds College: Technology Resource Center](#) to view scheduled workshops, contact information, and hours for the TRC.

### **[Testing and Assessment Services \(TAS\)](#)**

TAS is located in MLT 152 and offers a variety of placement and testing services that include but may not be limited to: Accuplacer for English, EdC Math Placement Test for Math; correspondence; placement tests for non-native English speakers; TOEFL; GED; make-up exams (for **extenuating** circumstances only). If you have a student who needs to take a make-up test, fill out the [appropriate form](#) and submit it to TAS for approval (please allow for one business day). For online courses: before arranging times for tests with students, please call the office to make sure there is not a group test being conducted at that time. Please do not send students to TAS unannounced. Students must bring a photo ID to take a test. GED testing occurs on Monday, Wednesday and Fridays, from 9:00 a.m. to 4:30 p.m. There is no GED testing on Tuesdays, Thursdays.

You may call TAS at 425.640.1546, OR visit the [TAS website](#) for more information. TAS hours may be found at full url: (<http://www.edcc.edu/testing/schedule.php>).

### **Textbooks**

In July 2010, Congress enacted a new law called “The Higher Education Opportunity Act.” One of the provisions of this Act requires that “institutions of higher education, to the maximum extent possible, make accurate required and recommended textbook information including ISBN and retail price available on its internet course schedule used for pre-registration and registration purposes.” In plain English, students need to be able to determine the price of their course materials when they register for class. This necessitates that our instructors submit their textbook adoptions in a timely manner. For the 2021-2022 school year, the dates

associated with these deadlines are:

Winter 2022	*October 15, 2021
Spring 2022	*February 4, 2022
Summer 2022	*April 29, 2022
Fall 2022	*April 29, 2022

***\*Approximate—Dates Subject to Change***

For questions about textbooks or suggestions that could improve how the College Store supports the educational experience, contact:

[Bookstore](#)  
425.640.1575

[Director of Auxiliary Services](#)  
425.640.1586

### **[Textbooks - Placing Your Textbook\(s\) on Reserve in the Library](#)**

#### **Title IX Responsibilities**

Title IX responsibilities, definitions and procedures are covered under the college Nondiscrimination and Harassment Policy ([WAC 132Y-300](#)). All faculty members are “Responsible Officials”, which means they have a duty to report any violations of Title IX or the Nondiscrimination and Harassment Policy. Alleged violations should be reported through a [Title IX incident report form](#). For additional information, consult the college’s [Title IX website](#).

**Training and Development – See [Professional Development](#)**

#### **[Triton Alert Emergency Notification System](#) - Emergency Communications**

The Triton Alert system will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on any of your mobile or home phones and/or additional email notifications to personal email addresses. Visit [Triton Alert Emergency Notification System](#) for information on how to set up text and voice notifications, and add additional email addresses to your contact information.

#### **[Veterans Resource Center](#)**

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the [Veterans Resource Center](#) (VRC) is to support veterans in their journey from boots to books. Students may contact the VRC for assistance in accessing their VA Education Benefits or to learn about the many resources available to them and their family as they work toward their academic and professional goals. Visit the [Veterans Resource Center](#) in LYNI 215 or call 425.640.1175.

**Video Production – See [Visual Media Services](#)**

### **[Waitlisted Classes](#)**

The college has implemented a campus-wide waitlist system for classes that reach capacity during the enrollment period.

Please note the following in regards to managing waitlisted courses:

- Students add and drop classes throughout the registration period. Classes that reach capacity (meaning they have filled) are closed to enrollment.
- Students who wish to register for a class that has reached capacity are given the option of placing their names on the waitlist for that class.
- As spots become available, students are moved from the waitlist into the class.
- An email notification is sent to students using the email address on file letting them know that they were successfully enrolled for the waitlisted class.
- Students can view their waitlist status, or remove themselves from a waitlist, within the **ctcLink Portal**.
- If a student has a hold on their account that prevents registration, and if they move to the top of a waitlist for a reopened class, Enrollment Services will send them an email notifying them of the hold. Note that until the hold is removed, the system will automatically ignore the student and enroll other waitlisted students instead.
- At their discretion, instructors may give permission to overload a waitlisted class, provided that students are given permission in the order they appear on the waitlist.
- Students are not to contact the instructor prior to the start of the quarter to inquire about registering as an overload for a class that has a waitlist.
- Not all campus courses have a waitlist option.

After the third day of the quarter, waitlists are shut down and students are no longer moved into open slots. If a student was on a waitlist, and was not successfully moved into the class they wanted, they can take the following steps:

- The student **must** go to the first class meeting or, for online classes, contact the instructor via email on the first day of the quarter if you still want to register for the class.
- The instructor will use the waitlist to prioritize students who want to register. If the student fails to show up for class or fails to contact the instructor, the next person on the waitlist may take the spot if an opening or overload occurs.

### **Weather and Other Emergency Class Cancellations**

If weather or other short term hazardous conditions prevent an academic employee from coming to work, the faculty member is granted the right to work at home if classes are canceled. They may take Emergency Leave if classes are not canceled. See also [Instructor Absence from a Class/Leave](#), [Leave for Suspended Operations](#).



### [Workforce Development](#)

Many students in your classes are receiving funding either directly or indirectly through the numerous worker retraining programs we have on campus. [Workforce Development](#) provides information and resources.

### [Workplace Civility and Respect Policy](#)

Edmonds College is committed to providing a friendly and supportive environment characterized by civility, mutual respect, and inclusiveness where students, faculty, and staff are helped to achieve their goals. Please review our policy [HR 6.0 - Workplace Civility and Respect](#).

### III. Student Resources

#### [Advising](#)

[Academic Advising](#) educates students as they navigate the world of higher education; providing support for articulation and achievement of their educational and career goals, and by creating an environment for personal transformation, lifelong learning, and success. The Advising Resource Center (ARC) is located on the first floor of Lynnwood Hall. For hours and contact information visit the [ARC website](#).

Faculty advisors bring valuable expertise related to programs of study, courses, university programs, and the job market. They are invaluable as mentors for students and they can provide insight into course content and course selection.

New students are welcomed to Edmonds College with a [New Student Advising \(NSA\)](#) session. During NSA, an advisor will help students to understand placements, connect strengths and goals with Edmonds College programs of study, and teach students how to register for classes online.

Out of an abundance of caution, you can expect NSA to be virtual until further notice.

#### [Basic Food Employment Training \(BFET\)](#)

If a student is receiving federal basic food benefits (SNAP/EBT), they may also get help with tuition, books, and childcare (through Working Connection Child Care) while attending Edmonds College. Tuition assistance is available if a student is not currently receiving any financial aid to cover the cost of tuition. In addition, a student will receive job search assistance while completing their program. [See the FAQ](#) for more information.

The BFET office is located in GWY 106. Office hours are weekdays from 8:00 a.m. - 5:00 p.m. Please call the BFET information line at 425.640.1727 for inquiries or visit the BFET webpage at <https://www.edmonds.edu/paying-for-college/bfet/>.

#### [Career Action Center](#)

The [Career Action Center](#) is located in MLT 130 and may be reached at 425.640.1256 or by email at [careeractioncenter@edcc.edu](mailto:careeractioncenter@edcc.edu). Students can access information about jobs and internships, get help determining a career direction and match that with training options. Staff offer help with job searches, resumes, and interviewing skills.

#### [Center for Student Engagement and Leadership](#)

The Center for Student Engagement and Leadership (CSEL), located in the student center in Brier Hall offers a wide range of student activities. Brier Hall is often the starting point for events, trips, [lectures](#), [intramurals](#), concerts, Student Organizations, multicultural programs, service learning, [leadership opportunities](#) and more. The Associated Students of Edmonds College (ASEC) funds over 60 programs and services across campus. A list of these programs

and services is found in the [Student Handbook](#). Staff members encourage students to have a voice in how their Services and Activities (S&A) Fees are spent. Currently, ASEC funding supports the Center for Student Cultural Diversity and Inclusion, Food Pantry, [child care](#), performing arts, clubs, lectures, trips, athletics, Triton Talk Lectures, [Services for Students with Disabilities](#), and many other programs and services. For a complete listing, visit the [website](#).

### **Computer Resources**

Open computer labs are available in Alderwood Hall and Lynnwood Hall. Wireless access is available in most areas of campus. Students must set up their Triton ID in order to access these resources. For additional computer help available to students, see the link to the Edmonds College website for [Campus Technology Resources](#).

### **[Counseling and Resource Center](#)**

The [Counseling and Resource Center](#) provides free, confidential, and professional counseling services, resources and referral to support the academic and personal success, health, and well-being of our students. For more information and/or to schedule an appointment with a professional counselor, contact us at 425.640.1358 or at [counselin@edmonds.edu](mailto:counselin@edmonds.edu).

### **[Center for Student Cultural Diversity & Inclusion](#)**

The Center for Student Cultural Diversity & Inclusion, located in BRI 154, serves all students, with a focus on ethnically diverse, homeless, female, gay, lesbian, and gender-diverse students. In addition to promoting diverse events, it also provides resource assistance to help students understand college life; connections to a conversation partner program to help second-language speakers with English (in a friendly, conversational setting); a resource library with items for loan for a full quarter; assistance to club members; and a computer lab with internet access for students.

### **[Office of International Programs](#)**

The Office of International Programs, located in SNH 301, is committed to the academic success of students in Edmonds College's international program. OIP provides comprehensive information, services, advising, and programs for current international students, as well as prospective students, their families, and agencies. Detailed information is available at the [Office of International Programs website](#).

### **[Learning Resources Division/Library Services](#)**

#### **[Learning Support Center](#) - Tutoring and Writing Center**

The Learning Support Center (LSC) provides free one-on-one academic support for students currently enrolled at Edmonds College in most all subject areas. In addition to free drop-in tutoring and study skills support, students may visit Grammar Corner to work with faculty for support in grammar, and sign up for Write 095/101, a supplemental support course for students with heavy writing loads. Faculty members play a key role in helping the LSC assist over 2,400 students each year. The LSC is located in Mukilteo Hall, 1st floor, Room 113. It provides academic support for students in writing and tutorial services, as well as student support for Canvas. Schedules are normally available by the second week of the quarter. For

more information, call 425.640.1750 or email [tutoring@edcc.edu](mailto:tutoring@edcc.edu).

### [Math, Engineering, Science Achievement \(MESA\)](#)

The Mathematics, Engineering, Science Achievement (MESA) Program focuses on initiatives to improve diversity and retention of historically underrepresented students in the STEM fields, including African American, Latinx/Hispanic, American Indian/Alaska Native, Native Hawaiian/Pacific Islander and women students.

MESA Students have a number of resources such as:

- Professional development, internship, scholarship, and fellowship opportunities.
- Academic advising, transfer assistance, and mentorship.
- Exposure to a wide variety of STEM careers and role models.
- Field trips to universities, research centers, and companies.
- Access to the MESA Student Center in HZL 206 and specialized STEM tutoring.
  - We have moved the MESA Student Center (MSC) to a virtual platform. Students can access the virtual MSC through the Canvas group and access tutoring, advising, and other resources provided through the MSC.

Email: [mesa@edmonds.edu](mailto:mesa@edmonds.edu)

[Edmonds College MESA Website](#)

### [Services for Students with Disabilities](#)

The college provides assistance to students and instructors through the [Services for Students with Disabilities](#) (SSD) center located in the MLT 159. SSD ensures that all educational experiences at Edmonds College are accessible and usable by students with disabilities.

SSD supports students with a variety of conditions:

- Deaf or Hard of Hearing, Blind or Visually impaired
- Learning, Mobility, or Physical Disability
- Chronic Health, Neurological, or Mental Health Condition
- Injured students who are returning to school for retraining

The SSD staff works with each student individually to determine reasonable [accommodations](#). SSD can be reached at 425.640.1320.

### [STEM Study Room](#)

The STEM Study Room is a place for Edmonds College students to get free, drop-in academic support from tutors and STEM faculty. In addition to free tutoring, the study room provides whiteboard tables, textbooks and study guides, headphones, Chromebooks for in-room use, and free snacks to students. For more information and to see a detailed tutoring schedule, see the [STEM Study Room page](#).

### [Student Housing and Residence Life—Residence Halls and Homestay](#)

We serve a diverse community of more than 800 domestic and international students each year in residence halls and home stays, which provides educational experiences for both Edmonds College students, Central Washington University students, and families in our community. Rainier Place and Triton Court are our two on-campus residence halls to choose

from. The Residential Life program facilitates a living/learning community, which promotes the holistic growth and development of Edmonds College's resident students. For more information about all student housing options, please visit our website at [www.edcc.edu/housing](http://www.edcc.edu/housing) or email [housing@edcc.edu](mailto:housing@edcc.edu).

### **Student Privacy Issues**

The college has established and enforces guidelines which are in accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment or FERPA) for release of information about students. These guidelines delineate the information which becomes a part of a student's permanent educational records and govern the condition of its disclosure. In general, information about student educational records may not be released without express permission of the student. You may review the [Student Records-FERPA Policy - SS 4.0](#) and the [Student Records-FERPA : Release of Student Information Procedures SS 4.01pr](#) for the exact language.

### **Student Rights**

**Protection Against Improper Disclosure and of Confidentiality of Teacher-Student Relationships:** Information about student views, beliefs, and political associations that instructors acquire in the course of their work as advisors, teachers, and counselors is confidential, and protection against improper disclosure is a serious obligation. Judgments of ability and character may be provided only under appropriate circumstances, with the knowledge and consent of the student. Complaints should be filed with the Office of the Vice President for Student Services.

**Academic Regulation Appeals:** Students shall be provided an impartial hearing regarding requests to waive specific academic regulations. To initiate the process, students should request a petition to waive from the Enrollment Services Office and complete the process delineated on the form. If a student wishes to challenge the decision, the student must direct the request to the Academic Standards Committee.

### **START (Student Technology Advice and Resource Team)**

START (Student Technology Advice and Resource Team), is a student-led resource focused on helping students understand and use available Edmonds College technologies. These technologies include, but are not limited to, Canvas (Learning Management System), ctcLink, Triton ID, Triton Email, Windows and Mac Operating Systems, and Google Apps. START hosts workshops, develops online tutorials, and provides phone, email, video conference or drop-in support for students. START staff are available to provide individual classroom workshops. The START team is staffed by students from the Computer Science and Computer Information Systems programs. START staff are available for one-on-one basic technology support in Lynnwood Hall 305, the Library Learning Commons area. **Please note** that LYN 305 is housed within the Library - this means that when the Library is closed, LYN 305 is also closed. During these closures, a student can get help from the Service Desk in LYN 212.

**Edmonds College IT Support - <https://itsupport.edmonds.edu/>**

**Virtual Assistance via Zoom -**

<https://sites.google.com/email.edcc.edu/edcc-virtual-assistance-page/home>

**Phone Support - 425.640.1101 (same hours as drop-in support)**

**Website and Hours - [www.edmonds.edu/online/start](http://www.edmonds.edu/online/start)**

**Location - LYN 305 (Library Learning Commons Area)**

### **Veterans Resource Center**

Reintegration from military to civilian life and the transition to college is an adjustment and can be a challenge for veterans. The goal of the Veterans Resource Center (VRC) is to support veterans in their journey from boots to books. Students may contact the VRC to learn about the many resources available to them and their family members as they work toward their academic and professional goals. The VRC offers VA Benefits certification and counseling, academic advising, campus and community resource referrals and information, a computer lab, quiet study spaces, and a lounge where Veterans can meet other Veterans. Visit the [Veterans Resource Center](#) in LYN 215 or call 425.640.1175.

### **Welcome Back Center**

The [Welcome Back Center](#) offers targeted services to those who have been trained as a doctor, nurse, dentist, or other health care professional before coming to the US, and who need assistance pursuing their career. The Welcome Back Center provides information for obtaining their Washington State license, seeking guidance in reaching their health care career goals, or exploring other options in health care. Services provided include:

- Individual assessments
- Workshops
- Networking opportunities
- Resources
- Referrals

For more information or to refer someone, please contact Elizabeth Patterson by email [elizabeth.patterson@edmonds.edu](mailto:elizabeth.patterson@edmonds.edu) or telephone 425.640.1061.

### **Wellness Center**

The [Wellness Center](#) is a safe space for students and the entire campus community. Visitors to the center can enjoy a cup of tea/water/cider/hot chocolate, a quiet space to study or nap or relax, a cell phone charging station, a light therapy box, access to printed materials or resources, personal health items such as condoms or sanitary napkins, a microwave, and more! Please stop by to visit us in LYN 236, or call 425.640.1986 for more information.

### **WorkFirst**

[WorkFirst](#) financial aid is designed to help income-eligible students train for a specific career, gain better skills, and move into higher wage jobs. WorkFirst offers a variety of training programs. If eligible, a student may qualify for college classes or for short intensive vocational training at the Business Training Center. WorkFirst pays for tuition, books, and fees for classes. To qualify, a student must be receiving Temporary Assistance for Needy Families (TANF). Students may call 425.640.1686 to see if they qualify.

## IV. Federation (AFT) Information

### Faculty Bargaining Agent – Edmonds College Federation of Teachers

The [Faculty Collective Bargaining Agreement](#), which covers working conditions, salary, hiring, tenure, and other matters affecting the working lives of faculty, is negotiated between the District 23 Board of Trustees (Edmonds College) and the Edmonds College Federation of Teachers, Local 4254 (American Federation of Teachers, AFL-CIO). This bargaining agent has been elected by the faculty in accordance with Washington law and the regulations of the Public Employee Relations Commission.

The Federation is governed by elected officers from the college; some positions are shared. Members for 2020-2021 are:

Title	Name	Email
President	Kay Latimer	<a href="mailto:klatimer@email.edcc.edu">klatimer@email.edcc.edu</a>
Vice President for Membership	Claudia Levi	<a href="mailto:claudia.levi@edcc.edu">claudia.levi@edcc.edu</a>
Vice President for Communication	Jeremy Matthews	<a href="mailto:jeremy.matthews@edcc.edu">jeremy.matthews@edcc.edu</a>
Vice President for Associate Faculty	Shari Arnesen Kristin Hughes	<a href="mailto:shari.arnesen@edcc.edu">shari.arnesen@edcc.edu</a> <a href="mailto:kristin.hughes@edcc.edu">kristin.hughes@edcc.edu</a>
Vice President for Faculty Outreach	Jeannie Nieman Chuck Mueller	<a href="mailto:jeannie.nieman@edcc.edu">jeannie.nieman@edcc.edu</a> <a href="mailto:charles.mueller@edcc.edu">charles.mueller@edcc.edu</a>
Vice President for Grievance	Linda Carlson Margaret West	<a href="mailto:linda.carlson@edcc.edu">linda.carlson@edcc.edu</a> <a href="mailto:mwest@edcc.edu">mwest@edcc.edu</a>
Vice President for Contracted Programs	DawnMoon Jaques Ted Rice	<a href="mailto:dawnmoon.jaques@edcc.edu">dawnmoon.jaques@edcc.edu</a> <a href="mailto:ted.rice@edcc.edu">ted.rice@edcc.edu</a>
Vice President for Finance and Operations	Peter VanderWeyst	<a href="mailto:pvanderw@edcc.edu">pvanderw@edcc.edu</a>
Vice President for Technology	Steve Hailey Louis Ho	<a href="mailto:shailey@edcc.edu">shailey@edcc.edu</a> <a href="mailto:louis.ho@edcc.edu">louis.ho@edcc.edu</a>
At Large Member	Gabrielle McIntosh Tiffany Ledford	<a href="mailto:gmcintos@edcc.edu">gmcintos@edcc.edu</a> <a href="mailto:tiffany.ledford@edcc.edu">tiffany.ledford@edcc.edu</a>

Meetings of the Federation Executive Council are held once a month. Full membership meetings and meetings for all faculty are held throughout the year as issues and needs dictate.

The Contract Administration Committee (CAC), composed of up to five Federation representatives and up to five administrators, deals primarily with contract compliance and interpretation, generally, and meets once a month.

The Federation works hard to be aware of and responsive to the needs of all full-time and associate faculty. Faculty are urged to communicate their questions and concerns to any member of the Executive Council.



## APPENDIX A: College Policies and Regulations/Procedures Referenced

The college is guided by policies and regulations/procedures adopted by the President's Cabinet. The Board of Trustees has also adopted a set of policies related to the policy responsibilities specific to the Board. Below is a list of key policies and regulations/procedures referenced in this handbook and/or related to your employment. See the [online catalog](#).

<a href="#">Absence for Reasons of Faith or Conscience</a>	SS 8.0
<a href="#">Absence for Reasons of Faith or Conscience : Student Requests for : Procedures</a>	SS 8.01pr
<a href="#">Alcohol and Drug-Free Policy</a>	HR 2.0
<a href="#">Alcohol and Drug-Free Campus : Procedures</a>	HR 2.01pr
<a href="#">Appropriate Use of College Information Technology Resources</a>	C 6.3.900 R102
<a href="#">Building Access</a>	C 6.4.100 R103
<a href="#">Conflict of Interest and Standards of Ethical Conduct Policy</a>	C 6.3.104
<a href="#">Conflict of Interest and Standards of Ethical Conflict Regulation</a>	C 6.3.104 R101
<a href="#">Consumer Information and Student Right to Know Act</a>	SS 2.0
<a href="#">Copyright Policy</a>	IN 9.0 Copyright Policy
<a href="#">Equal Opportunity and Access for Persons with Disabilities</a>	HR 1.0
<a href="#">Reasonable Accommodations for Students with Disabilities : Procedures</a>	HR1.01pr
<a href="#">Grades</a>	IN 1.0
<a href="#">Grades : Grading Practices : Procedures</a>	IN 1.01pr
<a href="#">Grade Records (Policy)</a>	IN 2.0
<a href="#">Guidelines and Procedures for Conflict of Interest and Standards of Ethical Conduct</a>	C 6.3.104 R101
<a href="#">Minor Children on Campus</a>	C 6.5.300
<a href="#">Nondiscrimination and Harassment Policy</a>	132Y-300 WAC
<a href="#">Notification of Death/Missing Student</a>	SS 9.0
<a href="#">Death/Missing Student : Procedures and Guidelines</a>	SS 9.01pr
<a href="#">Procedures for Reporting State Employee Misconduct (Whistleblowers)</a>	C 6.3.107
<a href="#">Promotional Material Posting and Distribution</a>	C 6.3.800 R102
<a href="#">Reasonable Accommodations for Students with Disabilities</a>	HR 1.01pr
<a href="#">Resale of Desk Copy Textbooks</a>	C 6.3.104 R102
<a href="#">Sale of Reproduced Materials</a>	C 5.5.100 R102
<a href="#">Software Usage Security Policy</a>	IT 2.0
<a href="#">Software Usage Security: Procedural Standard for Acquisition, Registration, and Installation</a>	IT 2.01pr
<a href="#">Student Code of Conduct (132Y-125 WAC)</a>	SS 1.0
<a href="#">Student Records-FERPA</a>	SS 4.0
<a href="#">Student Records-FERPA : Release of Student Information : Procedures</a>	SS 4.01pr
<a href="#">Student Grade and General Complaints</a>	SS 5.0
<a href="#">Student Grade and General Complaints : Procedures</a>	SS 5.01pr
<a href="#">Traffic Rules</a>	132Y-100 WAC
<a href="#">Use of Electronic Messaging Systems</a>	C 6.3.900
<a href="#">Workplace Civility and Respect</a>	HR 6.0

## APPENDIX B: Addresses for Edmonds College Facilities (Owned and Leased)

• Alderwood Hall (ALD)	20210 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Batting Cage	19828 196 <sup>th</sup> St. SW, Lynnwood, WA 98036-5999
• Black Box Theatre	20310 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Boiler Room	20020 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Brier Hall (BRI)	20122 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Business Training Center (BTC)	3008 100 <sup>th</sup> St. SW, Everett, WA 98204
• Cedar Building (Warehouse)	7014 196 <sup>th</sup> St. SW, Lynnwood, WA 98036-5999
• Center for Families (CFF)	20400 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Clearview Building (CLA)	7030 196 <sup>th</sup> St. SW, Lynnwood, WA 98036-5999
• Firdale Hall (Horticulture) (FIR)	19810 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Gateway Building (GWY)	6600 196 <sup>th</sup> St. SW, Lynnwood, WA 98036
• Hazel Miller Building (HZL)	20020 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Horticulture Greenhouse	19806 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Lynnwood Hall (LYN)	20212 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Maltby Building (MAB)	7020 196 <sup>th</sup> St. SW, Lynnwood, WA 98036-5999
• Meadowdale Hall (MDL)	20128 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Mill Creek Hall (MIC)	20130 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Monroe Hall (MON)	6606 196 <sup>th</sup> St. SW, Lynnwood, WA 98036-5999
• Mountlake Terrace Hall (MLT)	20124 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Mukilteo Hall (MUK)	2031 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Olympic Building (OLY)	7010 196 <sup>th</sup> St. S.W., Lynnwood, WA 98036-5999
• Rainier Place (Student Housing)	19920 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Seaview Gymnasium (SEA)	19906 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Small Business Development Center	808 134 <sup>th</sup> St. SW, Suite 101, Everett, WA 98204
• Snohomish Hall (SNH)	20226 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Snoqualmie Hall (SQL)	20022 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999
• Triton Court (Student Housing)	19921 68 <sup>th</sup> Ave. West, Lynnwood WA 98036
• Washington Aerospace Training and Research Center (WATR)	3008 100 <sup>th</sup> St. SW, Everett, WA 98204
• Woodway Hall (WWY)	20200 68 <sup>th</sup> Ave. West, Lynnwood, WA 98036-5999

[CAMPUS MAP](#)