THOMAS NELSON

Full-Time Faculty Handbook 2016-2017

ADDENDUM

The complete *2015-2016 Faculty Handbook* can be accessed online, via MyTNCC. To view, click on the Faculty and Staff page on the Thomas Nelson website, select "MyTNCC" and log on using your faculty credentials. Once you have logged on, you will find a link to the Faculty Handbook under "Faculty Resources". This document serves as an addendum to the 2015-2106 handbook and contains information on important policy updates for the 2016-2017 academic year, as well as additional resources for faculty (see Appendices). All referenced policies can be found in the Administrative Procedures Manual (APM), accessed via GatorNet (Sharepoint).

The 2016-2017 College Governances Committees document can be found in the APM, section 3.24.

Addendum: Some faculty and departments choose to reduce or eliminate textbook cost to students by using Open Educational Resources, either in place of traditional textbooks, or as a supplement to other course materials.

At Thomas Nelson, we use the Hewlett Foundation's definition of Open Educational Resources:
> "Open educational resources are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge" (Hewlett Foundation).

If you are interested in learning more about OER or about reducing or eliminating textbook cost to your students, please get in touch with your department chair or division dean.

Addendum: Faculty Advising/Mentoring

Faculty advising is a collaborative relationship between the advisor and a student. Faculty advisors assist students with understanding the certificate and/or degree requirements for graduation. The role of the faculty advisors is to assist their advisees in designing a program of study that supports the student's interests, academic and professional goals. Continuing/returning students who are assigned to a faculty member are encouraged to meet with their assigned faculty advisor during their scheduled office hours each semester until completion of their program of study. Faculty advising is being phased out at the College as a result of the QEP: Advising: Plan Now. Succeed Now. Faculty members will transition from advisors to mentors.

All full-time faculty at the College are expected to participate in mentoring activities. Faculty mentors will choose to participate in one or more student engagement activity, to include, but not limited to (a) serving as a sponsor to a discipline –related club/organization, (b) providing tutoring through TutorZone, (c) conducting presentations for students in related career fields, (d) assisting in general career exploration for specific fields, (e) facilitating research opportunities and (f) working with one of the College retention initiatives (Honors Program, Men Engaging Real Issues Together Program, TRiO, and National Society of Leadership and Success).

Addendum: Please consult the APM for updates on the following policies not contained in the 2015-2016

Faculty Handbook:
Involuntary Withdrawal (2016), APM 6.18

Addendum: Academic advising is a program designed to enable students to develop and attain their academic, personal, and career goals. The advising program focuses on the development of a continuous relationship between academic advisors, faculty mentors, support staff, and administrators to support each student's growth in these areas. Students should meet with an academic advisor or their assigned faculty advisor to obtain information and assistance with academic planning. Academic advising assists students with a wide range of services as it relates to programs of study, curricula planning, transfer, college and career resources, and support services.

New students at Thomas Nelson are required to meet with an academic advisor to explore program options that meet their educational and career objectives. Continuing and/or returning students should meet with their assigned faculty advisor or visit the advising center for their academic division. All students should meet with their advisor each semester to discuss academic progress and get support. New students are advised by professional academic advisors within their Academic Division. To locate an academic advisor, please visit one of the following advising locations:

Business, Public Services, Information Systems, and Mathematics
Hampton Campus, Diggs Hall, room 122, (757) 825-2883
Historic Triangle Campus, room 117, (757) 253-4755

Communications, Humanities, and Social Sciences
Hampton Campus, Griffin Hall, room 222, (757) 825-3896
Historic Triangle Campus, room 117, (757) 253-4755

Health Professions
Hampton Campus, Hastings Hall, room 323, (757) 825-2993
Historic Triangle Campus, room 117, (757) 253-4755

Science, Engineering, and Technology
Hampton Campus, Hastings Hall, room 323, (757) 825-2950
Historic Triangle Campus, room 117, (757) 253-4755

Students who are undecided about their program of study you may visit The New Student Success Center, Griffin Hall, room 221S or Room 117 on the Historic Triangle campus to explore possible career pathways and programs offered at Thomas Nelson.

6.0000   Personnel Policies and Procedures

Addendum: Please consult the APM for updates on the following policies not contained in the 2015-2016
Faculty Handbook:
Teaching and Administrative/Professional Faculty Emeritus (2015), APM 3.28
Evaluation of Adjunct and Associate Instructor Faculty (2015), APM 3.30
Lactation Policy (2015), APM 3.31
Consensual and Familial Relationships (2015), APM 3.32

Appendix 1-A: Classroom Success Tips and Resources for Faculty

QUICK TIPS

Assignments/Tests Due Dates – At the beginning of each class, show the syllabus timeline with emphasis on the next assignment/test due date. The day before the due date, send a friendly reminder via Blackboard.

Blackboard – Make available on Blackboard the following: a welcome, faculty contact information, class presentations, handouts, web links, assignments, tests and grades.

Student Resources – Become familiar with key TNCC student college resources and refer students to these as needed.

ViewPure – If showing videos during class, consider using ViewPure, an online tool that removes ads, related videos and/or comments. To purify a video, go to viewpure.com, paste your video URL into the area that says "Enter YouTube URL or search term" and click on 'Purify.'

College Success Seminars at TNCC are intended to provide learning opportunities outside of the classroom for students to improve and enhance their academic and personal development. For more information, call (757) 825-2827 (Hampton). (757) 285-6527 (Williamsburg)

Disability Support Services at TNCC complies with the requirements of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to its employees and those persons receiving services from the College who are entitled to such accommodations by law. (757) 825-2827 (Hampton), (757) 253-4755 (Williamsburg)

The College Math Center at TNCC is an important resource for students in math and other related curriculum. Math Instructional Assistants offer individual math help to all Thomas Nelson students. Inside of the Library in Wythe Hall, (757) 825-2884 (Hampton). (757) 258-6515 (Williamsburg).

The College Writing Center at TNCC is a walk-in service that helps students with writing assignments for any Thomas Nelson class. They provide: Help with any stage of the writing process; Help writing argumentative, narrative, descriptive, and research essays or papers; Grammar tutorials. The Writing Center does not proofread papers. Inside of the Library in **Wythe Hall, (757) 825-2940 (Hampton).** (757) 258-6516 (Williamsburg)**.**

The Computer Lab inside of the Library at TNCC provides computer access and assistance to students, faculty and staff. Staff is knowledgeable and available to assist with issues related to information technology and computing, including using software, formatting papers, printing and accessing MyTNCC and Blackboard. **Wythe** Hall, (757) 825-2877 (Hampton). (757) 258-6500 (Williamsburg).

The Peer Tutoring Center at TNCC provides free tutoring services for currently enrolled students. Students must be enrolled in the Thomas Nelson credit class for which they are seeking assistance. Inside of the Library in Wythe Hall, 825-2804 (Hampton).

SmartThinking is an online tutoring service that can provide you with tutoring assistance whenever and wherever you need it. (757) 825-2940. http://www.pearsoned.com/higher-education/products-and-services/smarthinking/resources-support/students/

SAILS is an early alert system, which allows instructors to identify early in the term students who are having issues with attendance, behavior, participation, and low quiz/test scores. *See Appendix 1-B for more information on SAILS*

RESOURCES

Reading and Writing:

The National Writing Project offers ideas, books, and research on reading and writing in the classroom: http://www.nwp.org/cs/public/print/doc/resources/topics.csp;

The OWL at Purdue contains helpful information for proper email etiquette as well as information on using MLA and APA style documentation: http://owl.english.purdue.edu

Teaching Students with Disabilities: A new feature of Google-docs is dictation to text: http://www.mnn.com/green-tech/computers/blogs/look-ma-no-hands-you-can-now-speak-type-google-docs

Encouraging Student Engagement:

Sharon Bowman's Six Principles of Learning: https://www.youtube.com/watch?v=DAiXOgFu8Wc
Dr. Chews How-to-Study Videos: http://www.samford.edu/departments/academic-success-center/how-to-study
Dartmouth Success Skills: http://www.dartmouth.edu/~acskills/success/notes.html

Using Technology:
Animoto.com
Studyblue.com
Quizlet.com

Faculty Development at Honolulu Community College - "THE MOST COLORFUL, COMPREHENSIVE, EXCITING, AND AWARD WINNING FACULTY DEVELOPMENT SITE ON THE INTERNET": http://www.honolulu.hawaii.edu/facdev/

National School Reform Faculty organization has always focused on increasing student achievement**:** http://www.nsrfharmony.org/

Appendix 1-B: **Student Assistance and Intervention for Learning Success (SAILS)**

The Virginia Community College System and Thomas Nelson Community College launched an email early alert system in the fall of 2013 in order to help identify students who are in need of support, resources, or information. Thomas Nelson students may not be aware of all of the resources available to them, which can help them be more successful in their classes.

To access SAILS:
> Go to: https://my.vccs.edu
> Login using your MyVCCS credentials (same credentials used to log into Blackboard).
> Click on the SAILS link to access the system.
> You will see a link(s) to your Outstanding Surveys at the top of your SAILS homepage.
> Once you reach the survey, simply check the box next to the particular student's name for whom you would like to report progress. You may also add comments that will appear on the notification to the student. (See below.)
> Click Submit. (It is important to click Submit even if you don't have any alerts to turn in. This confirms you reviewed the survey.) You will receive a confirmation email.
> Items you raise will generate an email to the student notifying the student of your concern(s). Additional support may be provided to some students and other students may contact you directly. If you raise a General Concern, an email will not be sent to the student; however, it will be addressed by a Student Affairs staff member.

There are three components to this early alert system, which has been named SAILS—Student Assistance and Intervention for Learning Success.

1.   At key points in the semester, all instructors are provided progress surveys to complete which serve to alert students and student services staff that they are concerned about their likelihood of success in the course. These reasons include nonattendance, low participation, low quiz/test scores, and behavior. These alerts come to students in the form of emails, which request that the student go to see the instructor.
2. All instructors have access to the SAILS early alert system; therefore, all instructors can identify students who can benefit from seeing the instructor or seeking out student services.
3. In addition, the College has purchased another piece of this program called *Connect,* which facilitates appointment making, note taking, and resource listing. All College personnel who have a role in SAILS have access to these functions.

The resources below help faculty to better understand and utilize the components of the SAILS system. Short videos offer instruction on a variety of features of SAILS. The list includes:
> How to update your Profile
> How to create office hours
> How to take attendance
> How to respond to a progress survey
> Alert and referral notifications
> Appointment notifications
> How to close the loop
> How to take attendance

All of these videos can be found at:
https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx

Whether the faculty member notifies a student of a concern via a progress survey or by manually "raising a flag", an email goes to the student, which requests that the student comes to see the faculty member. (The only exception to this is in the case of a General Concern flag. General concern flags go directly to the Student Services staff for their resolution and a copy does not go to the student.) If the faculty member meets with the student and comes to some resolution, then the faculty member should take a moment and close the loop and clear the flag. Faculty members are responsible for clearing the flags that they raise for:

     Assignment concerns
     Participation concerns
     Low quiz/test scores
     Behavior

The Student Services staff is responsible for following up on General Concerns, Attendance Concerns, In Danger of Failing, and 3 or 5 flags. They will email and telephone the student. After they have made at least two attempts to get in touch with the student, they will send the faculty member an email, which will inform the faculty member that they have not been successful in reaching out to the student. If they are able to contact the student and can provide a meaningful intervention, then the Student Service staff member will update the faculty member via email and close the loop. If the concern persists, then the faculty member may raise the flag again.

If you have questions, please email harrisonb@tncc.edu, Dr. Betsy Harrison.

Appendix 1-C: Learning Resources

Library and Tutoring
http://tncc.edu/library
Learning Resources at Thomas Nelson encompasses services on both the Hampton and Historic Triangle campuses and includes the Library and Tutor Zone.

Tutor Zone
The Tutor Zone offers free walk-in and/or appointment-based tutoring for Thomas Nelson students. Peer tutors provide help in a variety of subjects in which they have successfully earned credit. Professional tutors are also available for help in all areas of math and for writing in any discipline. The Tutor Zone is located in the library.
Information about tutoring services and hours are located at http://libguides.tncc.edu/tutoring.

Library Services for Faculty
The following serves to outline services for faculty, but in most cases, these services also extend to students and staff. We encourage you (and your students) to visit the library to meet your librarians.
http://libguides.tncc.edu/facultyservices

Checking Out Materials
Thomas Nelson Faculty must present a current Thomas Nelson ID to receive a Thomas Nelson library barcode. Up to 15 items can be checked out a time. Items circulated by the library include books, DVDs, audiobooks, CDs, Kindles, graphing calculators, and media equipment.

Online/Off-Campus Access to Library Resources
The library has an extensive online collection that is available to the Thomas Nelson Community. The library website provides access to all of the library's online resources and the online library catalog. A full list of online resources can be found in the "Databases" list on the library website.
Off-campus use of library resources requires authentication. Users will be prompted to log in using their MyTNCC username and password.

Information Literacy Instruction
Thomas Nelson Librarians conduct information literacy instruction sessions both on campus and at dual enrollment sites. Sessions cover evaluating sources, utilizing online library resources, and citations and be tailored to meet the needs of your course. Sessions should be requested at least 7 days in advance by completing library instruction request forms available at http://libguides.tncc.edu/infolit.

Research Assistance
Faculty, staff, and students can work with librarians for assistance in researching topics. Help is available in person, via telephone or email, and 24-7 online chat. More information is available at http://libanswers.tncc.edu/.

Research Guides
Research guides are available for many subjects and courses at Thomas Nelson. These guides contain listings of recommended resources related to a specific subject area, subtopic area, a specific class, or even a specific class assignment and can be embedded and linked in Blackboard. A full list of Research Guides is available at http://libguides.tncc.edu. Please contact librarians to inquire about creating a guide for your class.

Computer Access and Technology Assistance
The library provides computer access and assistance to students and community members. Staff are available to assist with issues related to information technology and computing, including using software, formatting papers, printing and accessing Blackboard and SIS.

LRC Seminars
The library offers seminars through out the semester covering various topics including Blackboard, Microsoft Office products, and EasyBib/Citations. Seminars are open to all.

OER
Librarians are available to provide support for using and implementing open educational resources. Librarians can assist with finding open content and answer questions about copyright and content licensing. If you are interested in OER training, contact the OER Librarian. For more information on OER and links to other useful websites, see the OER guide on the library website at http://libguides.tncc.edu/OER.

Course Reserves
Course Reserves are course-related materials made available to students in the Library. These materials are located behind the Check Out Desk and are limited to in-library use only. More information, forms, and policies can be found at http://libguides.tncc.edu/about/reserves.

Virginia Tidewater Consortium Reciprocal Borrowing Cards
Faculty and students may obtain borrowing privileges at Peninsula area college and university libraries through the VTC Reciprocal Borrowing Program. Users must have a TNCC photo ID and visit the Thomas Nelson library to obtain a VTC card prior to visiting another college library. Cards must be renewed each semester.

Appendix 1-D: TNCC Quick Facts

TNCC was founded in Fall 1968.

The first class was on Monday Sep. 30th 1968.

A Thomas Nelson portrait was donated by Yancy, a local real estate developer, to the College. Its current location is unknown.

PORTRAIT OF GOVERNOR NELSON AT THE AGE OF FIFTEEN.

The school newspaper was originally called "Nelsonite". Later students voted and changed the name to "The Nelsonite".
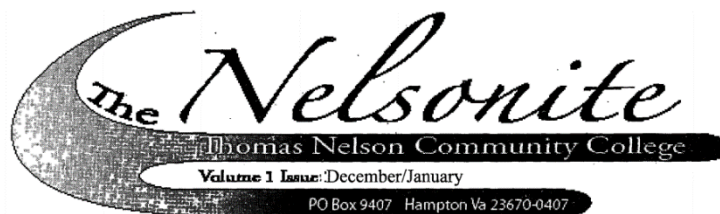
TNCC seal was drawn by John Moore, a commercial art student at TNCC.

The original mascot was the "Swamp Stomper". Students were dissatisfied with the choice. They changed the mascot to the "Gator". The colors green and gold were chosen to symbolize the predominant colors of the foliage in the area during fall.

SWAMP STOMPER
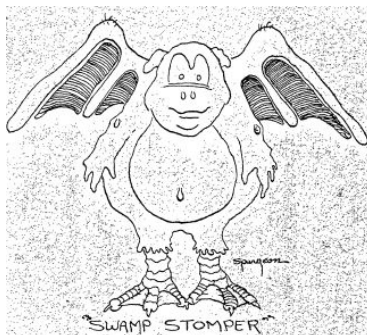
Four women became the   first
students to complete a   course

study at TNCC in January 1969. It was a three month course in key-punch operation.
 "TN for TEN", the 15 foot high steel sculpture located in between Diggs Hall and Templin Hall, marked the 10th anniversary of the College in October 1978. It was created by Dr. Charles Bush, professor of architecture.

Hastings Hall was named after Charles and Mary Hastings. The Hastings founded an instrument company that manufactured radio navigational systems and other precisions devices. The company is still in business at Hampton. It is known as Teledyne Hastings-Raydist.

The Circle of Flags was built in 1977 as a celebration of the bicentennial anniversary of the American Revolution. Initially, the flags displayed were the current flags of the original 13 colonies. In 1998 the flags were replaced with flags of the world in recognition of globalization.
A time capsule donated by NASA will be placed in the ground for 100 years. It will be dig up in November 2076.
TNCC has had 10 presidents.
There are 120 full time faculty members.
47% of our students were enrolled in a university-transfer program, 33.3% were enrolled in an occupational/technical program and 19.7% were non-curricular.
You can find a year round art displays in both floors of Templin Hall.