FACULTY HANDBOOK
Fall 2016
Academic Affairs

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About Hawkeye Community College

Brief History
In response to statewide interest and federal financial incentives, state legislations was passed in 1965 allowing the establishment of fifteen geographical areas to provide postsecondary education services to all of Iowa. As a result of this legislations, Merged Area VII was formed to serve all or parts of a ten county area in northeast Iowa and became active with the election of a Board of Directors in the summer of 1966. Subsequent to this action, Hawkeye Institute of Technology was the name selected by the Board of Directors for Merged Area VII, and Waterloo was the location chosen for the College.

For the first twenty-six years of its history, Hawkeye limited its programming to vocational-technical educational programs and adult and continuing education. In early 1991, the Department of Education provided Hawkeye with a $50,000 grant to fund an extensive research study to determine the future direction for the College regarding offering of an arts and sciences transfer program. The study of constituent interest and needs identified a substantial population of underserved individuals in Merged Area VII. Based on the research findings, the College's Board of Trustees petitioned the Iowa State Board of Education for the addition of an arts and sciences transfer program and the establishment of comprehensive community college status. Approval was granted by the State Board of Education in September 1991 making Hawkeye the last of the fifteen public two-year colleges in Iowa to become a comprehensive community college. The first arts and sciences courses were offered at Hawkeye in the spring semester of 1992. July 1, 1993, the College officially changed its name to Hawkeye Community College as its mission had become that of a comprehensive community college.

Accreditation
Hawkeye is accredited by the Higher Learning Commission of the North Central Association of Schools.

Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: equity-titleIX@hawkeyecollege.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.3

Service Area

All or part of the following counties:

Benton, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Fayette, Floyd, Grundy, Tama

All or part of the following school districts:

- Aplington-Parkersburg
- Cedar Falls
- Cedar Valley Catholic (Columbus
- Clarksville
- Denver
- Don Bosco
- Dunkerton
- Dike-New Hartford
- East Buchanan
- Grundy Center
- Hudson
- Independence
- Janesville
- Jesup
- Nashua-Plainfield
- North Tama County
- Reinbeck (Gladbrook-Reinbeck
- Sumner (Sumner-Fredericksburg
- Tripoli
- Union
- Valley Lutheran
- Wapsie Valley
- Waterloo
- Waterloo Christian
- Waverly-Shell Rock

HAWKEYE
COMMUNITY COLLEGE

MAIN CAMPUS

1501 East Orange Road
P.O. Box 8015
Waterloo, Iowa 50704-8015

319-296-HAWK (4295)
www.hawkeyecollege.edu

Published August 2015

FACILITIES

1. Hawkeye Center
2. Black Hawk Hall
    Child Development Center
3. Bremer Hall
4. Buchanan Hall
    *Advanced Technology and
    Business Center*
    *Dislocated Worker
    Transition Center*
5. Physical Plant
6. Butler Hall
7. Tama Hall
8. Grundy Hall
9. Chickasaw Hall
10. Fayette Hall
11. Library/Classroom Facility
12. Brock Student Center
13. Health Education and Services Center

Hawkeye Farm Lab
5503 Hammond Avenue, Waterloo, IA 50701
319-296-4251

Regional Transportation Training Center
6433 Hammond Avenue, Waterloo, IA 50701
319-296-4286

Facilities (Continued)

Hawkeye Center

Lower Level
- Academic Affairs
- Administration
- Admissions
- Board Room
- Business Services
- Financial Aid
- Foundation Conference Room
- Human Resource Services
  - Employment
  - Equal Opportunity / Affirmative Action
- Public Relations and Marketing
- Student Records and Registration

Upper Level
- Bookstore
- Foundation
- Hawkeye Center Conference Room
- Make Up Testing
- President's Office
- Public Safety
- Student Services
  - Academic Advising
  - Assessment and Testing
  - Student Disability Services

Black Hawk Hall
- Arts department and programs
- Business department and programs
- Human Services programs
- Information Technology department and programs
- Math Lab
- Social Sciences department
- Hawkeye Child Development Center

Bremer Hall
- Agriculture and Natural Resources programs
- Student Tutoring and Computer Lab
- Career Services Center
- Industrial & Engineering Technology programs
- Title III
- TRiO

Buchanan Hall
- Advanced Technology and Business Center
- Dislocated Worker Transition Center
- Industrial and Engineering Technology department and programs

Physical Plant
- Building and Ground Maintenance
- Central Receiving
- Environmental Health and Safety
- Printing Services

Butler Hall
- Agriculture and Natural Resources department
- Power Technology department and programs

Tama Hall
- Artists Series
- Brobst Center for Teaching and Learning Services
  - Digital Resource Lab/Media Services
  - Distance Learning
  - Learning Lab
  - Telecommunications - Hawkeye Television, ICN/EBS Classrooms, Satellite Services
- Conference Center
- Grants / Projects Management
- John Hawse Auditorium

Grundy Hall
- Arts & Sciences department
- Continuing and Community Education - Health
- Dental Clinic
- Health programs
- Science Labs
- Student Health Clinic

Chickasaw Hall
- Indoor and outdoor firing range
- Law Enforcement training
- Police Science program

Fayette Hall
- Greenhouse
- Horticulture Science Program

Library and Classroom Building
- Library
- Classrooms

Brock Student Center
- Clubs & Organizations Meeting Room
- Food Court
- Multi-Purpose Room
- Student Activities
- Student Learning Room
- Student Life office
- Student Lounge
- Student Senate

Health Education and Services Center
The Health Education and Services Center offers:
- Additional classroom space
- General physical education and health classes
- Gymnasium
- Law Enforcement Training
- Occupational Therapy Assistant program
- Physical Therapist Assistant program
- Police Science program

- Running/Walking track
- Student Health Clinic
- Weight Room

Recreational use of the facility is limited to approved members. Members must sign a Health Education and Services Center Waiver and Release of Liability Form.

Hawkeye Child Development Center

The Hawkeye Child Development Center staff teaches developmentally appropriate practice in classrooms to match the way children develop and learn.

The Child Development Center offers Hawkeye students and staff a safe, healthy, nurturing, and supportive environment with educational experiences for their children.

Children will experience positive interactions with other children and staff through experimentation, play, learning and exploration times through a variety of individual and group activities to stimulate social, emotional, intellectual, and physical development while guiding the children to self direction, independence, and self control.

Maintenance

The Maintenance department can be contacted at 319-296-4259. Faculty and students are urged to keep classrooms clean and free from liter. Trash receptacles are available in all classroom areas. The use of any tobacco products is prohibited in all Hawkeye facilities. Only service animals are allowed in campus buildings. Food and drink are forbidden in many areas. Please check signs for specific restrictions. Please return furniture to the original location and clean boards at the end of each class session. If you have an issue with a classroom, please notify your respective school support staff.

Parking

Operating and parking of vehicles used by employees, students and visitors is subject to regulations imposed by the college. It is the responsibility of all those who use motor vehicles to acquaint themselves with those regulations. Details can be found at http://www.hawkeyecollege.edu/about/public-safety/parking-and-traffic.aspx.

Tobacco Free Campus

Smoking and all forms of tobacco use is not allowed inside any Hawkeye owned or leased building, vehicle, or on any Hawkeye property. It is in the best interest of Hawkeye to provide a tobacco-free environment in public educational facilities for students, employees, and visitors.

Smoking is considered to be the inhaling, exhaling, burning, or carrying any lit cigar, cigarette, pipe, other tobacco product in any manner in any form, including chewing tobacco. The use of electronic cigarettes is also prohibited.

Hawkeye has had a long standing policy of being a tobacco-free campus. The use of any tobacco product is not allowed on Hawkeye property. You must completely leave Hawkeye property to smoke or use tobacco.

Cedar Falls Center

5330 Nordic Drive
Cedar Falls, IA 50613
319-277-2490

Farm Lab

5503 Hammond Avenue
Waterloo, IA 50701
319-296-4251

Cedar Valley East Center

Highways 150 & 20
2349 Jamestown Avenue
Independence, IA 50644
319-334-3131

IowaWORKS

3420 University Avenue
Waterloo, IA 50701
319-291-2546

Martin Luther King Jr. Center

515 Beech Street
Waterloo, IA 50703
319-296-4440

Metro Center

844 West 4th Street
Waterloo, IA 50702
319-234-5745

Regional Transportation Training Center

6433 Hammond Avenue
Waterloo, IA 50701
319-296-4286

Cedar Valley North Center

Willow Lawn Mall
215 20th Street NW
Waverly, IA 50677-2059
319-296-4288

Cedar Valley West Center

17040 Market Avenue
Holland, IA 50642
319-824-3085

Mission, Vision and Institutional Goals

Mission
The mission of Hawkeye Community College is a globally informed community of successful lifelong learners.

Vision
Hawkeye Community College will be recognized for educational excellence, exceptional student services, and responsiveness to diverse communities.

Institutional Goals
To effectively demonstrate our mission, we are committed to provide:
- Educational opportunities that are student centered, comprehensive, and responsive to the individual and society.
- Leadership activities that support a dynamic framework for students, faculty, staff and the community to reach their potential.
- Quality services to each qualified individual.
- Access sensitivity to diversity, support for equal opportunities for all qualified individuals.
- Cooperative community relationships which foster human, social, cultural, economic, and civic development.

Strategic Plan (2015 – 2018)

Hawkeye Community College's 2015-2018 Strategic Plan was developed in collaboration with College employees and key stakeholders. Every area of the College will develop three-year plans that align with each initiative and focuses on the College's vision for the future.

Initiative One: In a rapidly changing education environment, Hawkeye Community College must align curricular and co-curricular programs with budgeting and fiscal planning to ensure successful fulfillment of the institution's mission, vision, and goals.

Initiative Two: Promote an increased awareness of and a shared commitment to inclusiveness and diversity throughout the learning-centered environment at Hawkeye Community College.

Initiative Three: Hawkeye Community College will become a leader in exploring, adapting and implementing innovative technology solutions to serve the educational and training needs of students and support staff goals while positioning the College to remain competitive in an ever advancing technological environment.

General Education Philosophy

General Education at Hawkeye is intended to teach common knowledge, intellectual concepts, and attitudes enabling people to function effectively in a diverse and changing society.

Curricular offerings are designed to:
- Enhance technical skills and employability
- Facilitate pre-baccalaureate transfer
- Provide a foundation for continuing education by promoting:
    - Access to educational opportunities
    - Curiosity, intellectual inquiry, and creativity
    - Acceptance of social responsibilities
    - Sensitivity to cultural diversity

Programs, Degrees and Awards

AA Associate in Arts
AGS Associate in General Studies
AS Associate in Science
AAA Associate in Applied Arts
AAS Associate in Applied Science
Diploma
Certificate

Courses and instructional services leading to the Associate of Arts, Associate of Science, Associate in Applied Arts, Associate in Applied Science, and Associate of General Studies degrees, diplomas, and certificates are provided as appropriate through the following academic areas:

- Agriculture and Natural Resources
- Applied Arts
- Arts and Sciences
- Business
- Education
- Health
- Human Services
- Industrial and Engineering Technology
- Information Technology
- Power Technology
- Public Services

Academic Affairs

Academic Schools

School of Applied Science and Engineering Technology
Primarily located in Buchanan and Butler Halls
Programs include:

Agriculture and Natural Resources
- Agriculture Business Management
- Agriculture Sciences
- Animal Science
- Horticulture Science
- Natural Resource Management
- Veterinary Assisting

Industrial and Engineering Technology
- Alternative Energy Technology
- Civil & Construction Engineering Technology
- CNC Machining and Tool-Making Technology\
- Construction Equipment Operation
- Electronics Engineering Technology
- Heating and Air Conditioning
- Industrial Automation Technology
- Sustainable Construction and Design
- Welding

Power Technology
- Agriculture Power Technology
- Automotive Electronic Technology
- Automotive Technology
- Collision Repair and Refinishing
- Diesel Truck Technology
- Truck Driving and Transportation Training

School of Communications, Humanities, Education, Social Science and Arts
Primarily located throughout campus
Programs include:

Arts
- Digital Mass Media
- Graphic Communications
- Interior Design
- Professional Photography

Education
- Early Childhood Education
- Education Transfer
- Liberal Arts

School of Science, Technology, Engineering, Mathematics and Business
Primarily located throughout campus
Programs include:

Liberal Arts
Business
>   Accounting
>   Business Administration
>   Executive Assistant
>   Golf Course and Country Club Management
>   Human Resource Management
>   Legal Office Assistant
>   Marketing Management
>   Medical Administrative Assistant
Information Technology
>   Information Systems Management
>   Network Administration and Engineering
>   Web Programming and Development

School of Interprofessional Health and Safety Services
Primarily located in Grundy Hall and the Health Education Services Center
Programs include:
>   Associate Degree Nursing
>   Dental Assisting
>   Dental Hygiene
>   Medical Billing and Coding Associate
>   Medical Laboratory Technology
>   Occupational Therapy Assistant
>   Physical Therapy Assistant
>   Practical Nursing
>   Respiratory Care
Public Services
>   Criminal Justice
>   Emergency Medical Services
>   Police Science

Brobst Center for Teaching & Learning

The Brobst Center for Teaching and Learning is located in Tama Hall and be reached by calling 319-296-4291.

The mission of the Brobst Center for Teaching and Learning Services is to provide resources and on-going support for faculty development and innovation to enhance student learning.

The vision of the Brobst Center for Teaching and Learning Services is to engage faculty as full partners in the learning process. The Brobst Center provides learning opportunities based on faculty needs and student learning data. They believe good teachers are developed by design not default - faculty development, mentoring, and orientation are essential.

They strive to ...
- Shift focus from the process of teaching to the results of learning
- Understand the impact of teaching so that we get better results in the classroom
- Work in faculty learning communities to gain knowledge from research and each other's experiences
- Encourage faculty to assume responsibility for their professional development
- Have knowledgeable mentors available for advancing classroom technology and new faculty experiences

Center for Learning and Academic Success

The Center for Learning and Academic Success is located in Bremer Hall and can be reached by calling 319-296-4029.

The Student Tutoring and Computer lab offers current Hawkeye students access to computers, scanners, printers, and a wide variety of software applications used to support the many academic program areas across campus.

Computers are available on a first-come basis. Computer Lab Coordinators are available to assist with student computer software related questions. Workstations and study tables are also available for students who bring in laptops.

The Student Tutoring and Computer Lab is not always a quiet environment. Students are encouraged to use the Library if they need a quiet environment to work and study.

The computer lab is available for current Hawkeye students only. It is not open to the public. Children are not allowed into the Student Tutoring and Computer Lab.

Professional tutoring is available to students in the Student Tutoring and Computer Lab (STC Lab) located in 127 Bremer Hall. Students will find tutors for math, health sciences, business, and writing. Peer tutors may arrange to meet with their students in the STC Lab.

Library
The Library is attached to Hawkeye Center. The Library belongs to the Cedar Valley Library Consortium (CVLC).
The Consortium shares technology to produce a single online public access catalog of the libraries' holdings.
Holdings may be searched for each individual library or for the entire consortium.

Cedar Valley Library Consortium
- Hawkeye Community College Library
- University of Northern Iowa – Rod Library
- Cedar Falls Public Library
- Waterloo Public Library
- Allen College – Barrett Library (some borrowing restrictions apply)
- Wartburg College – Vogel Library

The Cedar Valley Library Consortium Allows You To ...
- Get a free library card at all participating libraries. Some borrowing restrictions apply.
- Return materials to any Cedar Valley Library Consortium library and the materials will be returned to the lending library for you.
- Check out popular fiction titles from satellite collections provided by the Waterloo Public Library at Hawkeye and the Cedar Falls Public Library at UNI.
- Enjoy area libraries and participate in their programs.

Hawkeye's Library collection contains:
- over 34,000 print volumes
- 120,000+ e-books
- over 1,800 videos
- 4 newspaper subscriptions
- over 180 magazine and journal subscriptions
- 42 online databases, many including full text for periodical articles and books over 170 films licensed for streaming on and off campus for students and faculty

Dr. Jane Bradley Vice President of Academic Affairs 319-296-4015 Email: jane.bradley@hawkeyecollege.edu	David Grunklee Dean, School of Applied Sciences & Engineering Technology 319-296-4042 Email: david.grunklee@hawkeyecollege.edu
Dr. Cynthia Bottrell Dean, School of Math, Natural & Social Sciences 319-296-4470 Email: cynthia.bottrell@hawkeyecollege.edu	Connie Buhr Director, Institutional Research 319-296-4281 Email: connie.buhr@hawkeyecolleg.edu
Ruben Carrion Project Director, TRIO 319-296-2320 ext. 1803 Email: ruben.carrion@hawkeyecollege.edu	Eugene Leutzinger Dean, School of Health Sciences 319-296-4432 Email: eugene.leutzinger@hawkeyecollege.edu
Robin Galloway Director, Brobst Center for Teaching & Learning 319-296-4292 Email: robin.galloway@hawkeyecollege.edu	Candace Havely Director, Library Services 319-296-4229 Email: candace.havely@hawkeyecollege.edu
Nancy Henderson Dean of Students 319-296-4448 Email: nancy.henderson@hawkeyecollege.edu	Sandy Jensen Director, Urban Center & Adult Literacy 319-296-2006 Email: sandra.jensen@hawkeyecollege.edu
Tom Mueller Dean, Transition Programs Center for Learning and Academic Success 319-296-4418 Email: thomas.mueller@hawkeyecollege.edu	Annette Staples Instructional Services Coordinator 319-296-2329 ext. 1733 Email: annette.staples@hawkeyecollege.edu

Offices and Administrators Guide – Other

Admissions Director, David Ball Hawkeye Center, Lower Level 319-296-4000	Business Office Director, Julie Thomas Hawkeye Center, Lower Level 319-296-4417
Financial Aid Director, Gisella Baker Hawkeye Center, Lower Level 319-296-4020	Hawkeye Bookstore Manager, Danette Priebe Hawkeye Center, Upper Level 319-296-3455
Diversity and Inclusion Director, Rhonda McRina Hawkeye Center, Upper Level 319-296-4463	Records & Registration Director, Pat East Hawkeye Center, Lower Level 319-296-2460
Student Life Associate Director, Stephanie Cherry 319-296-4027	

Atlas

Atlas is a program installed on your computer on campus containing faculty and staff information. Use this to find office, phone, department, duties and other information of other faculty and staff. Directory information is also available on the website at http://www.hawkeyecollege.edu/contact-us/default.aspx.

Standing Committees – Academic Affairs

Academic Standards & Issues

This committee acts on an advisory capacity is responsible for reviewing and evaluating proposals that impact academic standards and issues. The Academic Standards and Issues Committee will present to the Vice President of Academic Affairs recommendations on policies, regulations, and procedures that promote institutional scholarship.

Assessment Committee

The Assessment Committee regards assessment as a reflective process of asking meaningful questions about student learning, establishing multiple methods of data-gathering that will uncover the results of the educational process, and making careful and informed decisions on the basis of that information designed to improve the quality of student learning.

Curriculum Committee

This committee acts on an advisory capacity is responsible for reviewing and evaluating curriculum proposals to insure they are consistent with and complimentary to the mission of the college.

Retention Committee

The Retention Committee acts on an advisory capacity to research, review and recommend initiatives to enhance the retention of students.

Student Services

The Student Services office is located on the upper level of Hawkeye Center. There are a variety of services described below offered, and the Dean of Students is located in this office. You may reach the Student Services Office at 319-296-4014.

Student Services has advisors available to assist students. Advisors are available for individual appointments and walk-in appointments Monday thru Friday for the following services:

- Clarify academic/career goals
- Understand your degree requirements
- Review your academic progress
- Evaluate previous coursework
- Choose courses that will transfer to your next school
- Decide on a major
- Learn about careers in your major field
- Transfer information about four-year institutions
- Review your academic plan
- Discuss probation status with Liberal Arts and Pre-Technical students

Assessment and Testing

Hawkeye Community College is an official test site for several college entrance exams, professional certification exams, and a proctoring site.

Students are able to complete admission exams with the COMPASS assessment and the ACT and earn college credit with the CLEP.

We also offer professional certification exams including certification with the Federal Aviation Administration, Automotive Service Excellence, and Iowa Board of Dentistry.

Mental Health Services

Students occasionally you may encounter situations that affect their learning environment. When these situations arise, counseling is available to provide short-term assistance, and in some cases, referral to community resources for long-term help. The Student Health Clinic provides free counseling services with a licensed mental health practitioner. The clinic is located in the Health Education and Services Center – left hand door.

Hawkeye Student Information, Services and Resources

The Student Handbook can be found at
http://www.hawkeyecollege.edu/students/handbook/default.aspx

Table of contents for the Student Handbook are as follows:

Mission Statement
Accreditation
Consumer Information

Admission Policies
- Apply @ Hawkeye
- Changing Your Program of Study
- International Student Admissions
- Readmission After Suspension or Expulsion
- High School Students - CollegeNow!

Paying for College
- Student Accounts and Payments
- Costs per Credit Hour
- Residency Policy
- Tuition Refund for Credit Classes
- Tuition Refund for Non-Credit Classes
- Financial Aid Handbook

Registration
- Registering for Credit Classes
- Full-Time and Part-Time Status
- Academic Load

Changing Your Schedule
- Add a Course / Late Registration
- Drop/Withdraw From a Course

Course Policies
- Enrollment Policy
- Attendance
- Military Absence Policy
- Prerequisites and Course Regression
- Repeating Courses
- Course Substitution
- Cancelled Courses
- Audit a Course
- Finals Schedule
- Make-Up Testing

Your Grades / GPA
- Grades
- Calculating Your GPA
- Dean's List
- Academic Probation and Suspension
- Early Alert Grades
- Final Grades
- Failure to Withdraw/Grade Requital

Student Records
- Your Student Records
- Privacy of Your Records (FERPA)
- Fraudulent Academic Credentials
- Transcript Request
- Duplicate Diploma Request
- Change Your Name or Address

Applying Credits to Your Degree
- Transferring Credits to Hawkeye
- Credits by Examination
- Academic Integrity

Graduating Students
- Application and Checklist
- Graduation Requirements
- Degrees Awarded
- Graduating with Honors
- Commencement Ceremony

Student Rights
- Your Student Rights
- Equal Opportunity/Affirmative Action
  - Nondiscrimination Statement
  - Sexual Harassment
  - Complaint of Discrimination
  - Affirmative Action
  - Educational Equity Statement
- Disabilities and Vocational Rehabilitation Acts
- Crime Statistics and Report
- Complaint Policy
- Right to Assemble
- Start a Club or Organization
- Student Publications
- Posting Information on Campus
- Retention Rate
- Graduation Rate
- Student Body Diversity

Student Conduct
- Student Conduct
- Sexual Misconduct Policy
- Drug-Free Campus
- Tobacco-Free Campus
- Bicycles and Other Recreational Equipment
- Parking and Traffic Rules
- Animals on Campus
- Firearms on Campus
- Children on Campus
- Appropriate Clothing
- Access to Facilities and Programs
- Copyright Infringement and Peer-to-Peer File Sharing Policy

Computer Policies
- Computer Policies
- Computer Misconduct
- Hawkeye Email
- My Hawkeye
- PaperCut Printing
- Student Tutoring and Computer Lab Policies

Hawkeye Card Policies
- Hawkeye Card
- Fees
- Misuse
- Report a Lost or Stolen Card and Liability for Use
- Terms and Conditions

Student Health Policies
- Immunizations
- Accident and Health Insurance
- Chronic Communicable Disease Policy
- HIV and AIDS Policies

Weather and Emergency Information
- Weather and Emergency Information
- Emergency and Campus Closing Notification
- Hawkeye Alert
- Emergency and Safety Preparedness
- See Something. Say Something
- Missing Student

Additional Policies
- Dining Dollars Meal Plan
- Lost and Found
- Brock Student Center Services and Hours
- Library Services and Hours

Faculty Resources and Responsibilities

HPEA – Hawkeye Professional Educators Association
HPEA represents the interests of all full-time faculty whether you are dues paying member or not. The leadership provides counsel and support for faculty, and they ensure that the HPEA Agreement between administration and faculty is followed. A copy of the HPEA agreement can be found at https://my.hawkeyecollege.edu/dept/HRS/default.aspx.

Personnel Handbook
The Personnel Handbook can be found at:
https://my.hawkeyecollege.edu/dept/HRS/Personnel%20Handbook/Forms/AllItems.aspx

Table of contents for the Personnel Handbook are as follows:

About Hawkeye
      Institutional Goals
      Vision
      Mission Statement

Grievance Procedure
        Personal Handbook/Grievance Procedure
        Anonymous Complaint

Leaving the College
        Leaving the College

Safety
        Public Safety and Emergency Management
        Medical/Exposure Records
        Conduct of Visitors
        Dangerous Weapons
        Drones/Unmanned Aircraft
        Alcohol and Controlled Substance
        Drug Free Workplace
        Tobacco-Free Campus
        Thefts and Vandalism
        Parking and Traffic Rules

Benefits
        Insurance
        Retirement
        Voluntary Early Retirement Program
        College Services
        Credit Union
        Employee Assistance Program (EAP)
        Flexplus (IRS Section 125 Plan)
        Supplemental Retirement Options
        Tuition Reimbursement

Leaves of Absence
        Absences
        Personal Leave
        Temporary Disability (Sick) Leave
        Vacation Leave
        Bereavement Leave
        Critical Illness Leave
        Family and Medical Leave Act (FMLA)
        FMLA Military Family Leave
        Good Cause Leave
        Jury Duty Leave
        Subpoenas
        Military Leave
        Paid Holidays
        Extended Medical Leave Bank
        Compensatory Leave
        Regular, Emergency, and Severe Weather College Closings

Faculty Resources

Faculty Rank & Title

Faculty may pursue changes in ranks and titles; however, there will be no changes in faculty salary, nor will this process be used as an evaluative tool. Faculty interested in pursuing ranks and titles can find more information on the Academic Affairs site on My Hawkeye at
https://my.hawkeyecollege.edu/dept/AcademicAffairs/Shared%20Documents/Forms/AllItems.aspx

Guidebook

The Guidebook contains instructions and screenshots for:

How to log on to My Hawkeye
How to Access your Email
Attendance Reporting
Midterm/Early Alert Grades
Final Grades

The Guidebook can be found on My Hawkeye under Departments, Academic Affairs, Faculty Handbooks.

Hawkeye Alert

Hawkeye Alert is an emergency contact system. Should there be an emergency or should the HCC campus be closed, the Hawkeye Alert System will contact everyone that has registered. Hawkeye Alert will deliver the information you need to stay safe.

Please sign up for Hawkeye Alert by going to the HCC website and follow the direction below.

· HCC Website (www.hawkeyecollege.edu)
· Click on "MY HAWKEYE"
· Half way down the page Click on "HAWKEYE ALERT"
To log on to HAWKEYE ALERT your Username and
Password will be the same as your Hawkeye Network

This will bring up your information screen. All information on this screen is pulled from Datatel. (You will NOT be able to change any of your personal information from here.) You may add additional phone numbers and an additional e-mail address to be contacted in case of an emergency. If you would like to receive a text on your cell phone, this option is on the right hand side under the "Call Preference".

· Click on "update"

A notification screen will open up stating that your information has been updated and you are logged off the system.

NOTE:
To update or make changes to your information please submit the correct information in writing to Human Resource. Human Resource is located in Hawkeye Center.

Hawkeye Happenings

Hawkeye Happenings is the official college newsletter of Hawkeye. The Public Relations and Marketing office publishes the email newsletter weekly during the Fall and Spring semesters and bi-weekly during the Summer Term to keep the college community informed of relevant information. This newsletter is delivered to your Hawkeye email account.

Identification Cards/Keys

To obtain your HCC ID Card you will need to have your picture taken through the Brobst Center. If you were unable to attend the orientation, you will need to contact the Brobst Center or Business Services for an available date and time to have your photo taken. Your HCC ID will be delivered to the Administrative Secretary. She will let you know when to stop in and pick it up.

Your Hawkeye ID card will be needed for access to buildings after hours and some of the labs and offices.   This access is granted through the appropriate Administrative Secretary and Dean. So if you have trouble accessing a building please let the appropriate Administrative Secretary know.

Learning Management System (Canvas)

Canvas is what instructors use for their Anytime/Anywhere on-line courses, hybrid, and to support face-to-face blended instruction. The software tool is easy to use and provides opportunities to carry the learning beyond the classroom walls. Canvas support is available 24/7 to all faculty, staff, and students. Call the Canvas Support Hotline at 844-392-2803 or click the Help link in Canvas to find phone, chat, and email support options plus searchable guides and community forums.

Mailbox

You will have a mailbox in the building your office is located in. Please check your mailbox regularly as this is how you will receive your forms required by HCC and possibly student work.

Make-up Testing Services

Make-up Testing is located in Hawkeye Center on the upper level and can be reached by calling 319-296-2329 ext. 1098. Make-up testing is for Hawkeye students who have missed a test and have made arrangements with their instructor. Make up testing also provides testing assistance to students with special needs.

Technology Assistance

For computer or phone issues, please contact the Communication and Information Systems department at ext. 4415.

Missing Class

If for some reason you need to be absent or late to class, you must contact your respective school Administrative Secretary and if at all possible, your students. You may e-mail, but you MUST call the Administrative Secretary, otherwise your message may not be received. The Administrative Secretary will make sure a sign gets posted so that students are notified if they come to the classroom. Student telephone numbers are on your class list, but you may wish to post an announcement to your ANGEL shell or send a mass email.

If this is a planned absence, make sure the secretary and Dean knows as a sign needs to be posted if you do not have a substitute. Also tell the Administrative Secretary if another instructor will be substituting for you, so that your sub can get paid.

Whenever you cannot meet with your class (whether you cancel the class or have a substitute) you must notify the appropriate Administrative Secretary and Dean.

My Hawkeye

My Hawkeye is an online portal to college information. You use My Hawkeye to:

- report attendance
- report grading
- access your Canvas online courses
- access your Hawkeye email
- access My WebAdvisor

To log-in:

Username: Legal **firstname.lastname**

(Exceptions: may have a number at the end)

Initial Password: Six Digit Birth Date

Example: thomas.sandbar (username)

 010196 (Initial/1st time log-on password)

You will be prompted to change your password upon 1st time log-on.

Printing and Copying Services

Almost all your copy needs will be done by the Print Shop. Materials such as syllabi, class handouts, etc. all get sent to the campus print shop. This is the most cost effective way for the college to provide these materials to your students, so please be sure to utilize their services. You may email your print jobs to printshop@hawkeyecollege.edu as attachments. Let the print shop know how many copies and if there is any special handling. Also include the appropriate cost code. Please plan as far ahead as possible to ensure timely delivery of your materials as there are many times of the year the Print Shop is particularly busy.

If you have any questions about this process, please contact the Administrative Secretary in your department.

Weather and Emergency Information

How Will You be Notified?

Classes may be cancelled or delayed due to severe weather, emergency, or maintenance situations such as shutdown of electricity or water.

In the event of an emergency or severe weather, Hawkeye will communicate information using the following methods:

Web

- Emergency Website – www.hawkeyecollege.edu/emergency
- Hawkeye Community College Home Page – www.hawkeyecollege.edu
- MyHawkeye – my.hawkeyecollege.edu
- Facebook – www.facebook.com/HawkeyeCollege
- Twitter – www.twitter.com/HawkeyeCollege
-

Email and Text Messages

- Email to your Hawkeye email address.
- Email to the personal email address(es) you registered through your Hawkeye Alert account.
- Text message to the phone number you selected to receive text message notifications through your Hawkeye Alert account.

Phone
- Voice message to your primary phone number listed in your Hawkeye Alert account.
- Voice message to the additional phone number(s) you registered in your Hawkeye Alert account.
- Call the Hawkeye Alert and Information Line at 319-296-4444.
-

Local Newspaper
- Waterloo-Cedar Falls Courier website
-

Television Stations – On Air and Online
- KWWL - Channel 7 Waterloo (NBC)
- KCRG - Channel 9 Cedar Rapids (ABC)
- KGAN - Channel 2 Cedar Rapids (CBS)

Radio Stations – On Air and Online
- KFMW – 107.9 FM (Rock 108)
- KOKZ – 105.7 FM (Cool 105.7)
- KXEL – 1540 AM (News/Talk 1570)
- KWLO – 1330 AM (Star 1330)
- KCVM – 93.5 (The Mix)
- KCNZ – 1650 AM (1650 The Fan)
- KCRR – 97.7 FM (97.7 KCRR – The Classic Rock Station)
- KKHQ – 92.3 FM (Q92.3)
- KOEL – 98.5 FM (K-98.5)
- KOEL – 950 AM
- KZIA – 102.9 FM (Z102.9)
- KBBG – 88.1 FM
- KNWS – 101.9 FM (Life 101.9)
- KNWS – 1090 AM
- KFJB – 1230 AM
- KXIA - 101.1 FM (KIX 101.1)
  WMT - 96.5 FM (Mix 96.5)
- WMT – 600 AM
- KWAY – 99.3 FM (Y99.3)

Severe Weather Situations

During the winter season, please wear appropriate shoes or boots during snowy or icy conditions to avoid a slip or fall.

Delayed Starts

Faculty should plan to begin their schedule at the late-start time. Employees will have access to the campus starting at 9:15am by way of Arboretum Drive or the Southeast Main Entrance. If you arrive on campus prior to 9:30am, please park in either lot D west of Buchanan Hall or lot L directly north of the Library.

Severe Weather Procedures
> Each classroom contains a plastic folder with all emergency procedures. Please be sure to locate this folder before your first class.

Emergency Procedures Incident/Accident Report
> If an incident or accident occurs in your class, you will be asked to fill out an Incident/Accident form which can be obtained from your Dean. Please be sure to contact Public Safety immediately regarding an incident/accident. (Public Safety 493-1763) Emergency numbers may be called from the classroom using the phone that is located at the teacher station.

Student Advisory and Counseling Services

> See the Student Services section on page 18 for more information.

Supplies

> **Classroom/"Office" Supplies**
> White board markers, pens, paper clips, chalk, staples, and other "office" supplies are located in the department offices and through the Administrative Secretary. If you are unable to access these items, please send an e-mail to the appropriate Dean or Administrative Secretary.

> **Classroom Printers**
> Please notify an Administrative Secretary if the paper supply or toner cartridge is low in the classroom you are teaching in. Printer paper is sent through the inner campus mail and delivered at night by maintenance. Toner cartridges maybe picked up from the Administrative Secretary. ***NOTE: It is up to the instructors that use the classrooms to maintain supplies.***

> **Grade Book**
> Faculty are expected to use the gradebook in Canvas.
> Hard copy grade books are available through the department secretaries. NOTE: Grade books are to be turned back into the department secretary upon your departure from teaching at HCC. ***Grade books do NOT replace reporting and grading on MY HAWKEYE.***

Turnitin.com
Turnitin is a plagiarism prevention and education tool that is integrated into Canvas and available to all faculty through their courses. Turnitin checks documents for unoriginal content. The results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their writing.

Tutoring Services
> Tutoring Services are offering through the Center for Learning and Academic Success located in Bremer Hall, RM 127. We want to make sure that all Hawkeye students are successful in their courses. Getting the help they need can greatly improve their learning experience and performance in your classes.

> The Computer Lab Coordinators and student assistants at the Student Tutoring and Computer Lab are available to help your students with the following:
> * set-up and navigate My Hawkeye, Hawkeye email, and our course management system, ANGEL.
> * learn how to navigate the Internet.
> * learn the features of Microsoft Office software – Word, Excel, PowerPoint, and Access.
> * with other miscellaneous computer concepts and questions.

Students may stop by for help at any time or schedule an appointment with the secretary to meet one-on-one with a professional computer software tutor.

In addition, The Center for Learning and Academic Success offers free tutoring services through either peer or professional tutors in order to help students succeed in a variety of areas: computer skills, study skills, math, science, writing, and more!

Faculty Responsibilities

Family Educational Rights and Privacy Act (FERPA)
This act offers students certain rights with respect to their education records.

1. **Students have the right to inspect and review their education records within 45 days of the day Hawkeye Community College receives a request for access.** Students should submit to the Director of Student Records and Registration or to an academic dean, written requests that identify the record(s) they wish to inspect. A Hawkeye Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hawkeye Official to whom the request was submitted, that Official will advise the student of the correct Official to whom the request should be addressed.
2. **Students have the right to request the amendment of their education records that the student believes is inaccurate.** Students may ask Hawkeye to amend a record that they believe is inaccurate. They should write the Hawkeye Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Hawkeye decides not to amend the record as requested by the student, Hawkeye will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**

   One exception that permits disclosure without consent relates to directory information. Directory information is designated student information that is generally not considered harmful or an invasion of privacy if released. Directory information is designated to be used internally within Hawkeye but its purpose may also be to allow Hawkeye to include this type of information about a student in certain school publications including, but not limited to school directory, yearbook, honor roll or other recognition lists, and graduation programs.

   Hawkeye may designate the following information as directory information:
   - student's name
   - date of birth
   - grade level
   - enrollment status
   - major field of study
   - dates of attendance
   - degrees and awards received
   - photograph or other likeness
   - most recent previous educational agency or institution attended by the student
   - other similar information

Hawkeye may designate the following information as directory information which may be released with a signed request and photo ID of the requester:
- o student's address
- o telephone number
- o email address

Hawkeye will require a court-ordered subpoena to release any other information concerning a student's record.

Students who do not wish Hawkeye to release directory information should complete a Request to Prevent Disclosure of Directory Information form with the Student Records and Registration office. Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hawkeye in administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hawkeye has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional exceptions to the consent requirement are Hawkeye may forward educational record information to requesting institutions in which the student seeks or intends to enroll if the information is necessary to protect the health or safety of the student or other individuals.

4. Hawkeye Community College, according to FERPA-34 CFR 99.34, may also disclose educational records to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purpose of student's enrollment or transfer.
5. Solomon Amendment – Effective October 23, 1998, all colleges and Universities are required to comply with the final regulations of the Solomon Amendment. Information released is limited to military recruiting purposes only. Information released is limited to the current semester or the previous semester.
6. **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawkeye to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Americans with Disabilities Act (ADA)

The Special Needs Coordinator is located on the upper level of Hawkeye Center in Student Service or by calling 319-296-4014. Hawkeye is committed to helping all students be successful. We will make every effort to assure that qualified students with disabilities have equal access to education and services.

Eligibility for services is based on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. These regulations apply to students who have disabilities that substantially impair their ability to participate in college programs without accommodations.

To determine if a student is eligible for disability services, documentation including medical and / or psychological reports and other records are examined for evidence indicating whether or not a student is disabled as defined by federal statutes.

For more information students may be referred to the Student Services office.

Cheating/Plagiarism/Academic Integrity

The integrity of an academic program and degree rests on the principle that the grades awarded to students must reflect only their own individual efforts and achievement.

Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include various types of plagiarism and cheating.

Plagiarism

Plagiarism includes, but is not limited to:
- Using exact words from a source without appropriate crediting
- Cutting and pasting electronically from any source without appropriate crediting
- Using wording and/or sentence structure too close to the original in paraphrasing
- Using visual images in whole or in part created by someone else
- Buying a paper and presenting any part of it as your own
- Borrowing any part of a paper and presenting it as your own without appropriate crediting
- Falsifying or inventing any information or citation in an academic exercise

Cheating

Cheating includes, but is not limited to:
- Obtaining or giving assistance in any academic work such as on quizzes, tests, homework, etc., without instructor's consent
- Taking a test or course or turning in work for someone else
- Allowing someone to take a test or course or turn in work in your name
- Using crib notes or electronic devices to get unauthorized assistance on tests or other in-class work

Discipline for Violations of Academic Integrity

Any violations of academic integrity are addressed first by your instructor within the classroom. Your instructor has the discretion to determine the level of severity in setting the appropriate penalty.
- **First Offense:** Your instructor may reduce your grade in the assignment or test. Your instructor has the right to assign you a grade of F in the course as a result of cheating or plagiarism. Your instructor has the discretion to file a report. This will be reported to your Academic Dean and to the Dean of Students office.

- **Second Offense:** Your instructor has the right to assign you a grade of F in the course. This will be reported to your Academic Dean and the Dean of Students. You must meet with the Dean of Students.
- **Third Offense:** The Dean of Students will determine the appropriate penalty. Penalties can include, but is not limited to:
  - a grade of F in the course
  - recommendation of suspension from Hawkeye
    The penalty of a grade of F takes precedence over a course withdrawal received by the Student Records and Registration office on the same day or later than the incident of academic dishonesty.
    If you feel the penalty you received is unjust, you may request a review by the Academic Integrity Review Board. The board is composed of:
- Dean of Students (presiding)
- at least three faculty representatives selected from the Academic Standards and Issues Committee
- two Student Senate representatives
- Director of Student Records and Registration (serving ex officio)

  The board will meet with you and your instructor to review the case and make recommendations to the Vice President of Academic Affairs who will determine the appropriate penalty.

CurricUNET

All courses have an official course guide, available in CurricUNET. This guide contains a course outline and course performance objectives which have been approved by the college for your course. If you want to change your course, you need to get approval from the curriculum committee. CurricUNET is used to do this.

Early Alert

In an effort to help students be successful in achieving their academic goals, Hawkeye Community College has established a special program called "Early Alert." This program is designed to help students who are not making satisfactory progress prior to mid-term. You will received detailed instructions from the Records and Registration office to your Hawkeye email regarding grade reporting for Early Alert. Early Alert grades are collected in the fall and spring terms only.

Additional information may be found on the [MyHawkeye page for Records and Registration.](#)

Grades

There are three mandatory reporting dates; Attendance, Early-Alert/Midterm Grades, & Final Grades.

Final grades are reported via your SOAR account. Your will receive an e-mail from the registrar's office with the due date, but it is generally one or two days after the end of finals. Valid grade choices are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or I. You are not obligated to assign plus/minus grades. If you assign an F or I grade, you must also provide a last date of attendance.

Each semester the Records and Registration Department will e-mail detailed instructions for reporting Attendance, Early Alert/Midterm Grades, & Final Grades.

> **Due date and submission of grades**
> **Incomplete grades**
> **Grade changes**
> **Grade symbols on student transcripts**

Gradebook

Faculty are expected to use the gradebook in Canvas. Hard copy grade books are available through the department secretaries. NOTE: Grade books are to be turned back into the department secretary upon your departure from teaching at HCC. ***Grade books do NOT replace reporting and grading on MY HAWKEYE.***

Missing Classes

If it is an unplanned absence, such as when you're sick, call your Administrative Secretary. You can also e-mail but you MUST call them, otherwise your message may not be received. The Administrative Secretary will make sure a sign gets posted so that students are notified.

If this is a planned absence, make sure the Administrative Secretary and Dean knows as a sign needs to be posted if you do not have a substitute. Also tell the Administrative Secretary if another instructor will be substituting for you, so that your sub can get paid.

Whenever you cannot meet with your class (whether you cancel the class or have a substitute) you must notify the appropriate Administrative Secretary, Dean.

Office Hours

The need for faculty office hours is predicated on the belief that regularly scheduled availability of faculty facilitates communication and collaboration with staff, peers, and most importantly provides access for students. Office hours are posted on office doors along with teaching schedules. In addition, both full time and adjunct faculty should have times noted in the course syllabus when they will be available and where along with how they can be reached by phone and email.

Quality Faculty Plan and Professional Development

New Faculty Induction

New full time faculty must participate in a two year induction and mentoring program coordinated by the Brobst Center for Teaching and Learning Services. This two-year program is designed to provide a welcoming climate at Hawkeye Community College by:

- Building positive relationships through mentoring and by using faculty and administrators to facilitate learning.
- Strengthening teaching through learning, modeling, and application of research-based instructional practices.

The program includes the following:

- New Faculty Orientation
- Teaching for Learning at Hawkeye
- Strategies for Effective Online Learning
- Assessment of Student Learning
- History & Philosophy of the Community College
- Two Year Faculty Mentoring

Faculty Mentoring Program

The Faculty Mentoring program is managed through the Brobst Center for Teaching and Learning. Our mentors have at least three years of teaching experience and the respect of their colleagues and students. They apply instructional coaching strategies to guide their mentees in developing their unique talents and skills. The goal is to help new full-time faculty become consciously competent in the development of their teaching for learning practices.

Quality Faculty Plan Guidelines

In 2002 Iowa Code Section 260C.36 was revised to replace the process of permanent professional licensure with Quality Faculty Plans to guide the hiring and professional development of fulltime community college faculty. The Hawkeye Community College Quality Faculty Plan was implemented July 2003 as a collaborative effort by a committee consisting of faculty, staff and administration with the goal of assisting faculty in determining and attaining professional development to meet certification requirements.

All faculty will be invited to meet with their respective Dean for an informal conversation on an annual basis to discuss their plans/goals towards improving their teaching and learning. At that time, faculty will have an opportunity to voice their intentions about their professional development toward improving their teaching and learning. This time may also be used to review their progress on their certification. The Dean will have the opportunity to guide and support faculty with their plans/goals.

A copy of the Quality Faculty Plan can be found on My Hawkeye at
https://my.hawkeyecollege.edu/dept/AcademicAffairs/Shared%20Documents/Forms/AllItems.aspx

Professional Meetings and Conferences

To request travel to a professional development workshop, seminar, conference, convention, etc., a Professional Leave form is required and approval needed from your respective dean and the Vice President of Academic Affairs. Please see the Administrative Secretary in your respective school for more information.

Safety

Public Safety/ Security Services
Hawkeye Community College provides public safety coverage seven-days-a-week, 24-hours-a-day. Public Safety Officers are trained in basic first aid, emergency procedures, patrolling and C.P.R. Services performed include:
- locking and unlocking buildings
- random and preventive patrols of campus
- escorts
- enforcement of college regulations
- enforcing college parking regulations
- medical emergency response,
- emergency message delivery

You can reach Public Safety by calling 319-493-1763 or 319-493-1765. Metro Campus cell phone number is 319-429-1767, office phone 319-296-4235.