

B E R G E N C O M M U N I T Y C O L L E G E

Faculty Handbook

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Employment Information

Absences

Full-time Faculty

Faculty who will be absent from classes, divisional meetings, faculty conferences, or other contractual assignments are expected to notify the Divisional Dean prior to the absence or, if that is impossible, as soon after the absence as possible. In the case of missed classes, faculty should call their department office so that a class cancellation notice can be posted for the students. If the missed class begins before 8 a.m., or if someone teaching evening classes finds that he or she cannot get to class and the appropriate department office is closed, that faculty member should call the Adjunct Administration Office at (201) 447-7172 so that a class cancellation notice can be posted for the students. In certain cases, reciprocal coverage can be arranged with a faculty member who has the appropriate credentials and is a current full-time or adjunct member of the Bergen Community College faculty. Reciprocal coverage forms must be filled out, signed by both faculty members, and submitted to the appropriate Divisional Dean for approval. The faculty member asking for reciprocal coverage is obliged to repay an equal amount of reciprocal coverage at another time.

Adjunct Faculty

Each adjunct faculty member is permitted one excused absence for each course taught in each semester. This absence does not require substitute coverage. Any subsequent absence will entail a negative salary adjustment for each contact hour, and substitution is permissible. Adjunct faculty members are required to attend the Adjunct Conference at the beginning of each semester.

Academic Freedom

All members of the faculty, whether tenured or not, are entitled to academic freedom, as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors:

- a. Professors are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Professors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- c. College and university professors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

Advisory Committees

There are several advisory committees at Bergen Community College, which function as liaisons between the college and the community to advise the college's career programs on keeping current with the changing needs of the job market. For specific details, see the Bergen Community College Catalog.

Affirmative Action

Bergen Community College "is dedicated to offering equal educational access and the equitable representation of minorities among faculty, staff, and administrators." (Bergen Community College Policy Manual; Section B:BM/BMC).

Age

Bergen Community College “fully supports the provisions of The Age Discrimination in Employment Act of 1967 in all respects, and the policy of the College regarding the hiring and employment of individuals” will be in compliance with this Act. (Bergen Community College Policy Manual; Section B:BM/BMD).

Benefits

The College provides options for 1) full-family health coverage, 2) two-party dental coverage and 3) full-family vision coverage. For domestic partners, the College provides only health coverage for the partner [no dental or vision coverage.] Lecturers are provided with single coverage health benefits for themselves with an option to purchase family coverage.

By New Jersey statute, all medical insurance options require employee contribution. The College also provides dental and vision coverage. The Department of Human Resources, located in Room A-316, administers these programs for the College community and is available for more detailed information.

Commencement

There is a commencement ceremony after the closure of each spring term. While all faculty members are invited to attend each year, full-time faculty members are required to attend this ceremony every other year and will receive a memo during the spring term indicating those faculty members contractually obligated to attend that year. Faculty will also receive instructions about how to procure a cap and gown for the ceremony. If a faculty member already owns a cap and gown, he or she may wear them at graduation.

Faculty Evaluation

Tenured

Each faculty member completes an annual record of activities, which lists contributions in teaching effectiveness, scholarship and professional growth, and contributions to the Division, College, and Community. The Divisional Dean completes a performance evaluation based on this record. Electronic student evaluation forms are administered for the purpose of ongoing improvement in the delivery of instruction and support services. Student evaluations are sent only to the tenured faculty member, who should keep the evaluations for at least seven years.

Non-tenured

The Divisional Dean and appropriate elected tenured faculty observe non-tenured faculty in the classroom each year. The Divisional Dean completes semiannual overall evaluations, and student evaluations are completed each semester. Non-tenured faculty members apply for reappointment annually. After five years of continuous full-time service, the faculty member is eligible for tenure. If the faculty member is granted a fifth reappointment, tenure is granted at the beginning of the sixth year of service. Non-teaching non-tenured faculty are evaluated by the appropriate dean or director, and annual performance reports, based on criteria of effectiveness, are completed and reviewed with individual faculty.

Lecturers

The Department Chair observes or assigns tenured faculty to observe lecturers each semester. Student evaluations are completed each semester.

Adjunct

The Department Chair assigns annual classroom observation by appropriate tenured faculty. Student evaluations are completed each semester.

Faculty Records

Each faculty member has two files, an administrative and a divisional file, which are maintained in accordance with the procedures set forth in the BCCFA/BCC agreement.

Rank/Promotion/Reappointment/Tenure

Faculty members are hired into a particular rank. For minimum requirements for consideration for appointment or promotion to a particular rank or for details on the reappointment/tenure process, see BCCFA/BCC.

Schedules

Full-time

Teaching assignments follow the policies and procedures as set forth in BCCFA/BCC. The required base workload for fall and spring semesters is 15 contact hours. Overload and summer schedules vary.

Adjunct

Divisional Deans or Department Heads or designees assign schedules on a term by term basis. There is no presumption of ongoing employment. Assignments are contingent on overall student registration. Adjunct faculty receive a contract signed by the President of the College, distributed after the official 10th day of the semester with the first paycheck and must be signed and returned (a copy to be retained by the adjunct faculty member) at that time.

Terms & Conditions

Full-time faculty members have a certified majority representative: the Bergen Community College Faculty Association, which is affiliated with the New Jersey Education Association (NJEA) and the National Education Association (NEA). All full-time faculty members are subject to the negotiated terms and conditions. See the current Bergen Community College Faculty Association and Bergen Community College Collective Negotiations Agreement (cited in this handbook as BCCFA/BCC) for matters concerning the bargaining unit, negotiations, Board rights and responsibilities, Association rights and responsibilities, individual contracts, salary, load, schedules for fall and spring semesters, lecture modes and class overload compensation, fringe benefits, leaves of absence, consideration for appointment, reappointment, tenure and promotion, personnel files, grievance procedures, engagement of new faculty, and lecturer classification, among other topics.

College Policies

Acceptable Use

The use of Bergen Community College information technologies is governed by the Acceptable Use Policy. For details, please visit:

<http://www.bergen.edu/Portals/0/Docs/Info%20Techn/IT%20Forms/Acceptable%20Use%20Policy.pdf>

Americans with Disabilities

"It is the policy of Bergen Community College to provide equal access to employment and educational programs, benefits, and services to any qualified individual, without regard to disability." (Bergen Community College Policy Manual; Section B:BM:BMB).

Attendance and Absence Policy for Students

Students are expected to attend all class meetings punctually. However, no uniform college-wide policy on student attendance exists. All instructors must have a clearly stated absence and lateness policy (whether departmental or individual) on their course guides/syllabi, including how attendance will affect final grades. In several cases (e.g., mathematics), a department policy is in place, which instructors in these areas should follow.

Auditing a Course

Students who audit a course do so with the understanding that they will not receive a grade or credit for the course. Students must file an audit form with the Registration Office prior to the end of the third week of instruction. Auditors are subject to the same tuition and fee structure as credit students. Once enrolled as an auditor, a student may not change to credit status after the third week of classes. The "AU" grade will be recorded on college transcripts for an audited course. This is an administratively assigned grade, which does not denote mastery of subject material. Audited courses do not satisfy prerequisites, or count toward the student's load for financial aid or sports eligibility purposes.

Cheating/Plagiarism

"In cases when students are charged with academic irregularities, such as dishonest conduct during an examination or plagiarism in the preparation of an essay, laboratory report, or oral presentation, the instructor has the authority to:

1. Give the student a failing grade for the assignment if, within the course's total requirements, non-completion of that assignment would not constitute sufficient ground for failing the course; or,
2. Give the student a failing grade for the course if, within the course's total requirements, non-completion of that assignment would preclude the student's passing the course.

The instructor must make a written report to the Vice President of Student Services of whatever action he or she has taken and its justification. In turn, the Vice President of Student Services must send a copy of the instructor's report to the student. Within ten days of receipt of such notification, the student may appeal the decision in writing to the Vice President of Student Services. The Vice President of Student Services shall be responsible for maintaining a cumulative file of all infractions of academic honesty.

Two such offenses shall be sufficient grounds to suspend a student from the College. Thus, should it be verified that a student has committed a second such offense, the Vice President of Student Services will report the matter to the Committee on Academic Standing and recommend an appropriate action." (See Bergen Community College Catalog for more information.)

Children on Campus

"Bergen Community College students are not to bring their children on campus and leave them without supervision by a responsible adult while they attend classes. Supervision cannot and will not be provided by staff in the Library, Student Center, Gymnasium, Cafeteria, Office, or any other facility.

The administration, faculty, and staff of the College are concerned about the safety and well-being of

unsupervised children. Because of disruption of the teaching and learning process, the College discourages students from bringing children to classes.” (Bergen Community College Policy Manual; Section F:FA)

Code of Professional Ethics

Bergen Community College has an Institutional Code of Ethics, which establishes guidelines and standards of ethical behavior for the officers and employees of Bergen Community College to “ensure the public’s confidence in the conduct of the business and operations of the College.” (Bergen Community College Policy Manual: Section B; BD and BDD). Such codes are required by state statute. See the Bergen Community College Policy Manual for further enumeration of specific guidelines of professional ethics.

Copyright

What Is Copyright?

Simply put, “copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used.” Stephen Fishman, Ed., *The Copyright Handbook: What Every Writer Needs to Know*, 11th ed., Berkeley, CA: NOLO, 1996.

The intent of copyright is to advance the progress of knowledge by giving an author of a work an economic incentive to create new works.

What Does Copyright Protect?

Copyright provides authors fairly substantial control over their work. The four basic protections are:

- The right to make copies of the work.
- The right to sell or otherwise distribute copies of the work.
- The right to prepare new works based on the protected work.
- The right to perform the protected work (such as a stage play or painting) in public.

What is Fair Use?

Fair use is the most significant limitation on the copyright holder's exclusive rights. There are no set guidelines that are universally accepted. Instead, the individual who wants to use a copyrighted work must weigh four factors:

The purpose and character of the use:

- Is the new work merely a copy of the original? If it is simply a copy, it is not as likely to be considered fair use.
- Does the new work offer something above and beyond the original? Does it transform the original work in some way? If the work is altered significantly, used for another purpose, appeals to a different audience, it is more likely to be considered fair use.
- Is the use of the copyrighted work for nonprofit or educational purposes? The use of copyrighted works for nonprofit or educational purposes is more likely to be considered fair use.

The nature of the copyrighted work:

- Is the copyrighted work a published or unpublished work? Unpublished works are less likely to be considered fair use.
- Is the copyrighted work out of print? If it is, it is more likely to be considered fair use.
- Is the work factual or artistic? The more a work tends toward artistic expression, the less likely it will be considered fair use.

The amount and substantiality of the portion used:

- The more you use, the less likely it will be considered fair use.
- Does the amount you use exceed a reasonable expectation? If it approaches 50percent of the entire work, it is likely to be considered an unfair use of the copyrighted work.
- Is the particular portion used likely to adversely affect the author's economic gain? If you use the "heart" or "essence" of a work, it is less likely your use will be considered fair.

The effect of use on the potential market for the copyrighted work:

- The more the new work differs from the original, the less likely it will be considered an infringement.
- Does the work appeal to the same audience as the original? If the answer is yes, it will likely be considered an infringement.
- Does the new work contain anything original? If it does, it is more likely the use of the copyrighted material will be seen as fair use.

What Are the Rules for Fair Use for Instructors?

Copying by teachers must meet the tests of brevity and spontaneity:

- Brevity refers to how much of the work you can copy.
- Spontaneity refers to how many times you can copy.

According to the rule, the need to copy should occur closely in time to the need to use the copies. This is called the "one semester rule." If you use something for one semester it is likely to be seen as fair use. If you use something repeatedly, it's less likely to be considered fair use. The expectation is that you will obtain permission as soon as it is feasible. Using something over a period of years is not within the spirit of the guidelines.

Special works:

- "Works that combine language and illustrations and which are intended sometimes for children and at other times for a general audience." A child's book is an example.
- Special works should never be copied in their entirety.
- An excerpt of no more than two pages or 10 percent, whichever is less, is the rule for special works. The use of the copies should be for one course at one school. The copies should include a notice of copyright acknowledging the author of the work.

NOTE: It is recommended that teachers, faculty, or instructors consider both the special guidelines for instructors and take into account the four factors that are used to evaluate fair use when they are deciding what and how much of a copyrighted work to use.

What Can Be Copied?

- A chapter from a book (never the entire book).
- An article from a periodical or newspaper.
- A short story, essay, or poem. One work is the norm whether it comes from an individual work or an anthology.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- Multiple copies of a poem of 250 words or less that exist on two pages or less or 250 words from a longer poem.
- Multiple copies of an article, story, or essay that are 2,500 words or less or excerpts up to 1,000 words or 10 percent of the total work, whichever is less.
- Multiple copies of a chart, graph, diagram, drawing, cartoon, or picture contained in a book or periodical issue.

What Should Be Avoided?

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying the same works from semester to semester.
- Copying the same material for several different courses at the same or different institutions.
- Copying more than nine separate times in a single semester.

When is Permission Required?

- When you intend to use the materials for commercial purposes.
- When you want to use the materials repeatedly.
- When you want to use a work in its entirety and it is longer than 2,500 words.

How Do I Get Permission?

- For materials to be used for Bergen Community College courses, you must obtain permission yourself. If you would like to request permission yourself, we include the following sample letter you may use as a guide:

Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601

Dear Sir or Madam,

I would like permission to copy the following for continued use in my classes in future semesters:

Title: Knowledge is Good, Second Edition, Hypothetical Book Co
Copyright: 1965, 1971
Author: Frances Jones
Material to be duplicated: Chapter 10 (photocopy enclosed).
Number of copies: Distribution: 20
Type of reprint: Use:

The material will be distributed to the students in my class and they will pay only the cost of the photocopying.

Photocopy of the chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,
Faculty Member

Copyright and Electronic Publishing

- The same copyright protections exist for the author of a work regardless of whether the work is in a database, CD-ROM, bulletin board, or on the Internet.
- If you make a copy from an electronic source, such as the Internet, for your personal use, it is likely to be seen as fair use. However, if you make a copy and put it on your personal Web site, it is less likely to be considered fair use.
- The Internet IS NOT the public domain. There are both uncopyrighted and copyrighted materials available. Assume a work is copyrighted.

Tips for the Internet

- Always credit the source of your information.
- Find out if the author of a work (e.g., video, audio, graphic, icon) provides information on how to use his or her work. If explicit guidelines exist, follow them.
- Whenever feasible, ask the owner of the copyright for permission. Keep a copy of your request for permission and the permission received.

The Educational Multimedia Guidelines

The guidelines provide guidance for the use, without permission, of portions of lawfully acquired copyrighted works.

Definitions

- The guidelines are intended to apply to educational multimedia projects that incorporate educators' original material, such as course notes or commentary, together with various copyrighted media formats, including motion media, music, text material, and graphics illustrations.
- The guidelines are voluntary and do not have the force of law.
- If you follow the guidelines, it is highly likely that your use is fair use.

- The guidelines are safe minimums.
- The newly created work that includes copyrighted material may only be used for learning activities. Other uses, such as selling the work commercially, require permission.

Time Restrictions

The fair use of copyrighted material in multimedia projects lasts for two years only. After two years, obtain permission before using the project again.

Types of Media and Permissible Amounts

- Motion media: Up to 10 percent of the total or three minutes, whichever is less.
- Text material: Up to 10 percent of the total or 1,000 words, whichever is less. An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.
- Music, lyrics, and music video: Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- Illustrations or photographs: No more than five images from one artist or photographer. No more than 10% or 15 images, whichever is less, from a collection.
- Numerical data sets: Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- Copying of a multimedia project: No more than two copies may be made of a project.

When Should You Get Permission?

- When you intend to use the project for commercial or non-educational purposes.
- When you intend to duplicate the project beyond the two copies allowed by the guidelines.
- When you plan to distribute the project beyond the scope of the guidelines.

Course and Curriculum Development Procedures

New courses and programs typically begin with a faculty member bringing a proposal before the discipline/department through which the curriculum will be offered. After being approved by the discipline/department, the proposal moves through a process of review and approval by the divisional dean, the Curriculum Committee, the Faculty Senate and finally President of the College. For a course to be added to the College's list of general education courses, it must be developed in accordance with guidelines set by the Bergen Community College Committee on General Education, and it must receive approval from the General Education Committee before proceeding to the Curriculum Committee. For a detailed overview of the process and required approvals, see the BCC Curriculum Handbook.

End of Semester Procedures

Full-time

Approximately a week before the end of semester, you will receive an email with instructions for electronically submitting grades. Final grades must be submitted no later than 48 hours after the final class session.

Adjunct

No later than 48 hours after the final class session, the following clearances must be met:

- a. Final grade roster – Registrar's office
- b. Semester grade rosters – Department office
- c. Roll book copies of attendance rosters—Department office
- d. Graded final exams—Department office
- e. Office and faculty room keys—Public Safety (L-154) or Department office
- f. Library books—Library
- g. Parking violations—Public Safety (L-154)
- f. Desk copies of textbooks—Department office
- g. Audio-visual equipment—Audio-Visual office

You will receive a form for the appropriate written sign-offs (a through g, above). This form must be submitted when grades are turned in and you pick up your paycheck.

Final Exams

In some disciplines, a copy of the final comprehensive exam must be filed in the relevant department office a week prior to its administration. A last-unit test is not considered a final exam, and a copy of it does not typically need be filed. Some departments require final exams whereas others consider them optional. It is best to check with your department chair regarding departmental policy.

Food in the Classrooms

College policy prohibits food in classrooms, as it can lead to insect or rodent infestation or other problematic health conditions.

Grades

The following are grades that may be assigned by the instructor:

<i>Grade</i>	<i>Description</i>
A	Excellent
B+	Very Good
B	Good
C+	Above Average
C	Average
D	Below Average
E	Unofficial Withdrawal
N	Incomplete
F	Course must be repeated to earn credit

Incomplete grades indicate that a portion of required course work has not been completed and evaluated by the end of the semester due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor may not issue the "INC" grade unless it is requested by the student and the conditions for resolving the incomplete are agreed upon in a contract (which is available in the Registration Office) with the exception of missing the final exam due to an emergency. All grades of "INC" that are not resolved by the deadline in the academic calendar will be converted to grades of "F."

F: Course Failure: Course requirements have not been satisfactorily met. The student should be assigned a grade of "F" if she/he has not earned the grades of A, B+, B, C+, D or INC. The grade will be reflected in the student's GPA.

E: Enrolled But Neglected to Officially Withdraw Prior to the Deadline: The "E" grade is intended to designate an unearned failure and should not be issued to a student whose performance while attending the course would ordinarily have resulted in an "F" grade.

Late Withdrawals

Students who wish to withdraw from a course past the withdrawal deadline are required to write an appeal. Appeals are filed in the Registration Office. Students are not encouraged to appeal unless they have written support from the instructor or medical documentation.

Legal Matters

A written or verbal request for information concerning a student or employee that is received from an attorney, outside agency, law enforcement entity, or a private individual must be reviewed with the Director of Human Resources. The same process is to be followed if a subpoena is mailed or delivered to a faculty member. In every instance, contact should be made with the Director of Human Resources as soon as possible since there are often deadlines for response that must be adhered to. There are federal laws that protect the privacy/confidentiality of information. Failure to follow College procedures could expose the faculty member and the College to legal and financial impacts. The Human Resources Office is located in A-316; the telephone extension is 7442.

Limited English Students

LEP students are defined as those who do not possess sufficient English language proficiency to participate fully in college-level courses. These students may have attended high school in the United States and thus may not have gone through the American Language Program. Increasing numbers of LEP students are occurring in all classes, creating a challenge for instructors. Faculty concerned about such students should refer them to the Dean of Humanities.

Memberships/Professional

Professional memberships can be considered part of professional growth and therefore listed on the Annual Record of Activities or as part of a reappointment or promotion application. In some cases, departments have funds allocated in their budgets to pay for all or part of a faculty members dues to a professional organization.

Office Hours

Faculty members will post one office hour, scheduled on each of three different teaching days; a fourth office hour will be made available each week on an appointment basis. Faculty will note office hours in their student course outline/syllabi.

Outside Employment

It is the policy at Bergen Community College that “no full-time officers or employees of the College shall engage in any employment outside of the College that (i) constitutes a conflict of interest, (ii) occurs at a time when said officers or employees are expected to perform their assigned duties at the College, or (iii) diminishes the efficiency of said officers or employees in performing their primary work obligations at the College” (Bergen Community College Policy Manual, Exhibit A to Code of Ethics.)

Parking

Excluding visitors, all staff, faculty members, and students who drive on campus are required to have a parking decal affixed to their car when it is parked on campus. If an individual drives more than one car, each car must have a decal. Should a staff or faculty member’s child drive the car to attend classes, he or she should park in a student parking area and notify Public Safety that the car is in the student parking area. Should a staff or faculty member bring a car onto campus without a decal, he or she should notify Public Safety immediately. Decals are issued through Public Safety.

Paychecks

Adjunct

- Generally issued four times in the fall and spring, and twice each in summer one and two.
 End of Sept., Oct 15, Nov. 15, End of Semester
 Feb. 15, Mar. 15, April 15, End of Semester
 June 15, End of Semester
 July 15 or July 31 and End of Semester (depends on 10th day date).
- The amount of each check is prorated to the time taught. The percentage changes each semester.
- Checks are available after issue on payday in the Adjunct Administration Office (Room C-107) from 8:00 am to 7:00 pm.
- Direct deposit is available to adjunct faculty.
- All other payment requests must come to Payroll on the correct form. The forms must be approved and signed by the Department Head and a Vice President. Forms for each type of work that is performed are available from the appropriate academic department. Due dates for payment requests are available in the Payroll office. They change each year.
- Substitutions and docks are entered by the appropriate department. The payments are semi-monthly and one payroll behind.

Full-Time Faculty

- 10-month faculty members are paid semi-monthly from September through June.
- 11-month faculty members are paid semi-monthly from July through June.
- Checks are picked up by each department on payday and distributed to the faculty member.
- Overload payments follow the schedule of adjunct paychecks. However, the checks are picked up by the department.

- Direct deposit is required (with very limited exceptions). Direct deposit can be divided into four different bank accounts (e.g. two savings and two checking accounts) for each employee.
- All other payment requests must come to Payroll on the correct form. The forms must be approved and signed by the appropriate department head and a Vice President. Forms for each type of work that is performed are available from the appropriate academic department. Due dates for payment requests are available in the payroll office. They change each year.
- Stipends are paid on the 15th of each month. They are paid July through June.
- Substitutions and docks are entered by the appropriate department. A report runs semi-monthly for payment. The payments are semi-monthly and one payroll in arrears.
- Actual calendar pay dates and periods are established by the Executive Director of Finance in December for the next calendar year and distributed by the Office of Human Resources.

Payroll Questions

- Questions on taxes and deductions should be directed to the Payroll office (A-228), (201) 447-7106.
- Questions on base salary and overload payment amounts should be directed to the Department of Human Resources (A-316) at (201) 447-7442.
- All inquiries on other payments should start with the person entering payment data in one's home department.

Reaccreditation

Many programs, including Nursing, the Allied Health Programs, and the Legal Assistant Program, are accredited by specialized accrediting agencies. The program review process for these areas is mandated by the appropriate accrediting agency.

Right to Know

All public employers in the state of New Jersey are under the requirements of "The New Jersey Worker and Community Right to Know Act," which became law in 1983. This law requires the following:

- Provide its employees with information about the hazardous substances at their workplaces.
- Monitor and track hazardous substances in the workplace and the environment.
- Complete an annual survey which lists the names and quantities of all regulated chemicals stored or utilized at the College.
- Label all containers containing regulated chemicals as required by the Right to Know Act.
- Train any employee who is exposed or potentially exposed to a hazardous chemical as required by The Right to Know Act.
- Maintain a "Central File" that contains all the "State of New Jersey Department of Health Hazardous Substance Fact Sheets" and the "Material Safety Data Sheets" of all hazardous chemicals at the workplace.

Room Assignments and Changes

The Permanent Room Reassignment Request Form is used to change the meeting place of a particular section for the semester. Please include the semester, class number, class section number, day, start/end time, current location, class size, and a reason for requesting a new room. Include any special criteria for the new room that you would like to use. To access the form with instructions for submitting a request, see the Office of Curriculum and Scheduling section of the college website, which is listed under the Faculty and Staff heading.

Room Reservations

Temporary room requests are used for special events, examinations, and meetings. All temporary room requests should be made using the Ad Astra scheduling system, which can be accessed at <http://astracalendar.bergen.edu/Astra7> and selecting Events Internal Facility Use Request or the Meeting Room Request form from the dropdown menu, then complete all required fields. Ad Astra room requests must be made from a campus computer.

Sexual Harassment

Bergen Community College "is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination." For more details, see Bergen Community College Policy Manual; BM:BMA.

Smoking

Bergen Community College is a smoke-free campus. Smoking is prohibited on all BCC campuses.

Student Admission

Students who wish to be considered degree-seeking must file an application with the Admissions Office. Most programs except Allied Health are on a rolling-admission basis. Allied Health Programs have specific deadline dates and are on a seat-availability basis. Applicants to the Allied Health Programs must meet specific entrance requirements prior to submitting an application. Students who wish to attend Bergen Community College as non-degree seeking students do not need to submit an application to the Admissions Office.

Student Records

Please note all information in student records is confidential. For further information on confidentiality on records refer to the Family Education Rights and Privacy Act (FERPA) of 1974 or contact the Office of Registration and Student Information Services or the Vice President of Student Affairs. Most full-time faculty members have user names and passwords to the Colleague system and access to student records and roster information. Full-time faculty members who do not have access can request it from their department chair.

Textbook Selection

Members of a program, discipline, or department sometimes collaborate to select texts and/or course materials for courses with more than one section. In some areas, publishers are invited to hold on-campus book fairs in order to bring the most current selections to the attention of the faculty. Faculty members should consult with their department chair regarding departmental policies and conventions.

Travel Reimbursement

Each division has a travel budget. Requests for travel reimbursement go to the appropriate department chair and are sent on to the divisional dean, then to the Office of the Vice President of Academic Affairs for appropriate approvals and signatures. Additional monies may be available through Faculty Development.

Tuition Reimbursement

Faculty members receive Tuition Reimbursement up to a specified amount per semester. For details, see BCCFA/BCC.

Use of College Name

Neither the College name nor the College seal may be used without specific permission.

Withdrawal

A student is not officially withdrawn from the College or from any individual course unless the appropriate form has been filed, or the student has dropped the course via WebAdvisor. Students who are on Financial Aid are advised to check with the Financial Aid Office prior to dropping to ensure that they will not jeopardize their aid. Educational Opportunity Fund (EOF) students must drop their courses with their EOF counselor. International (F-1 visa) and Allied Health students must drop their courses with their counselor in A-118. A student placed in the Academic Intervention and Monitoring System (AIMS) must obtain approval from the Testing Center prior to dropping. Students may not drop English Basic Skills (EBS) courses. If they wish to drop EBS courses, they will be required to withdraw from the entire semester. Refunds are based on the date that the drop is processed. Deadline dates are published in the academic calendar.

Emergency and Public Safety Information

Introduction: Public Safety Office

Public Safety is located in Room L-154. The telephone number is (201) 447-9200 or (201) 447- 7116. In the event of an emergency, dial 6 on any internal phone. The campus is patrolled by uniformed Public Safety Officers seven days a week during the entire year. In addition, Bergen County police officers are on duty at the Paramus Campus with an office on the first floor of the Pitkin Education Center.

Accessing Campus

To access classrooms and offices during non-working hours, contact the Public Safety Office at the respective campus or location.

Accidents

Automobile Accidents

Public Safety responds to all reports of automobile accidents on campus. A report is taken. The parties involved are asked if they want the local police to be called. If there is an injury, the local police and ambulance are called.

Other Accidents

If an individual reports that he or she was injured on campus, a report is taken. A photograph is taken of the injury and the area where the injury occurred. First aid is administered, the nurse is called if on duty, and a decision is made whether to call the police and an ambulance.

Classroom Emergency Procedure

If a student appears extremely ill or in a life threatening condition, go to the nearest college telephone and dial 6; if no college telephone is available, dial 911.

For example, in the case of a medical emergency in which someone is unconscious, gasping for air or not breathing, experiencing a serious allergic reaction, having chest pain, bleeding uncontrollably, or experiencing any other symptoms that require immediate medical attention, one should not hesitate to dial 6 or 911.

However, if the individual does not appear to be in a life threatening condition, the College asks that one dial the number 6 and alert the Public Safety Department to the issue. Upon arrival, the public safety officer will assess the situation and decide if outside intervention is necessary.

There are two other situations when one should dial 6 or 911 immediately: if there is a fire and/or smoke, or if there is a criminal act, especially one in progress.

Faculty members should rely their good judgment; however, following this procedure will generally save precious time in getting the necessary assistance.

Emergency Evacuation Response

If a building is to be evacuated, an alarm will sound. Faculty members should lead their class out through the nearest exit (make yourself familiar with the nearest exit and inform your students where they are located). Faculty members should also lead their class 50 yards away from the building. A representative of the College will inform you when you may reenter. Under no circumstances should you use the elevators during an emergency evacuation.

If you have any students who are non-ambulatory, there are areas of safe refuge at each campus location. Faculty members should familiarize themselves and their students with them. These areas are posted. A representative of the College will check these areas when the building is evacuated. If your class is on the first floor, non-ambulatory students should exit the building with you and your class.

Fire Drills

Fire drills may occur during each semester. Alarms will be sounded throughout the buildings. You are instructed to take your personal belongings with you and immediately leave the building by the nearest exit. Do not use the elevators. See also "Emergency Evacuation Response."

First Aid

In Paramus, the Registered Nursing staff of the Center for Health Wellness and Personal Counseling provides first-aid, emergency medical response, and healthcare maintenance to all members of the campus community. All of our personalized medical services are offered free-of-charge in a fully accessible setting. For more information, contact:

Office of Health Services, HS-100 Pitkin Education Center Phone: (201) 447-9257, Fax: (201) 447-0327

Email: healthservices@bergen.edu

Office Hours: 8:30 a.m. – 6:00 p.m., Monday - Thursday, 8:30 a.m. - 3 p.m., Friday

At the Hackensack and Meadowlands locations, please see Public Safety immediately.

Inclement Weather/School Closings

In the event of inclement weather or other unexpected emergency, the College may decide to cancel classes or close campus buildings. Because it is impossible to contact all students, announcements of the College closing will be made on radio stations WOR 710, WNBC 660, WMCA 57, WCBS 88, and on Cablevision Channel 25. Also, the Bergen Community College website at www.bergen.edu and the College's Facebook page will post regular weather updates during inclement weather.

Lost and Found

The Lost and Found is handled by the Public Safety Office. Many items are turned into Public Safety and never claimed. Check with Public Safety at the location where the loss occurred. Please be prepared to properly identify any lost item in an effort to claim the missing item.

Substance Abuse

Should an individual be found with a controlled or dangerous substance, the police will be notified. Should any individual be found on campus possessing alcohol, a Public Safety report is made and the supervisor or Vice President of Student Affairs is notified.

Visitors

Visitors should be directed to park in a student parking area and report first to Public Safety. At Public Safety, they can register their cars for one-day parking. Public Safety will also gladly assist them with anything they may need.

Organization of the College

Introduction: Bergen Community College

Founded in 1965, Bergen Community College enrolls nearly 17,000 students in Associate in Arts, Associate in Science, Associate in Fine Art and Associate in Applied Science degree programs, and certificate programs. More than 10,000 students are enrolled in non-credit, professional development courses through the Division of Continuing Education. In addition to the main campus, which is located at 400 Paramus Road in Paramus, Bergen Community College offers classes at other locations in the county. Bergen Community College at the Meadowlands is located at 1280 Wall Street West in Lyndhurst, and the Ciarco Learning Center is located at 355 Main Street in Hackensack. Bergen Community College programs prepare students for transfer to four-year colleges and universities, or for immediate entry into a career. Since its inception, Bergen has offered open admissions, small classes, affordable tuition, dedicated faculty, outstanding student services, flexible scheduling, and a student-centered campus.

Academic Divisions and Departments

The College has the following academic divisions and departments:

- ◆ Division of Business, Arts and Social Sciences
 - Business and Hotel/Restaurant Management
 - Criminal Justice and Legal Studies
 - Social Sciences
 - Visual and Performing Arts

- ◆ Division of Health Professions
 - Dental Hygiene
 - Health Professions (includes programs listed below)
 - Diagnostic Medical Sonography
 - Health Science
 - Medical Office Assistant
 - Paramedic Science
 - Radiation Therapy
 - Radiography
 - Respiratory Care
 - Surgical Technology
 - Veterinary Technology
 - Nursing
 - Wellness and Exercise Science

- ◆ Division of Humanities
 - Communication
 - English
 - History
 - ESL and World Languages
 - Philosophy and Religion

- ◆ Division of Mathematics, Science & Technology
 - Biology and Horticulture
 - Computer Science, Engineering and Information Technologies
 - Mathematics
 - Physical Science

Accreditation

Bergen Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Certain programs have special accreditations. Information can be found in the Bergen Community College Catalog.

Adjunct Administration Office

Room C-107 in the Main Building is the home base for supervision of all evening and weekend services. Some of the teaching tools available are supplies, copying equipment, a Scantron machine, a transparency maker, and a typewriter. Adjunct faculty members may have their mail delivered to C-107. Hours are 8-9 a.m., 2:30-10:30 p.m., Monday through Friday and 8 a.m.-4 p.m. on Saturday. E-123 is a complementary Adjunct Administration office in Ender Hall. Hours are 3-10:30 p.m., Monday through Friday. A friendly, service-oriented staff is available in both locations. There is also an adjunct faculty lounge (C-107), which has two computers and a faculty lounge (E-166) for the use of all faculty members. It has a computer, a printer, and a copying machine.

Bergen Community College at the Meadowlands

The five-story building in Lyndhurst includes 2 fully equipped faculty rooms (427 and 221), library, tutoring/testing center, computer labs, IT and Media services and support, Business Accelerator/FUSE, bookstore, cafeteria, conference center, fitness room, administrative offices and other amenities. Classrooms have either SMART technology or an internet-connected computer with projection capability. Wireless technology is available throughout the building. The Office of Student Affairs has an active presence at the Meadowlands location. It provides assistance to students in admissions, registration, academic and personal counseling, financial aid and other important services for student success. Bergen Community College at the Meadowlands is located at 1280 Wall Street West, Lyndhurst, NJ 07071. The main number is (201) 447-7290. For more information, please visit the website at www.bergen.edu/meadowlands.

Bergen Community College Foundation

Established in 1982, the Bergen Community College Foundation is a separate 501(c) 3 non-profit corporation whose purpose is to raise, invest, and administer private monies restricted for a variety of initiatives at Bergen Community College, including but not limited to scholarships and program support. A Board of Directors comprised of individuals from throughout the community governs the Bergen Community College Foundation.

Board of Trustees

The Board's objective is "to do all things necessary and proper to advance the interests of the College and to enhance the process and atmosphere of education. This is to include but not be limited to the powers of oversight, management, control, and approval or disapproval of all things related to or affecting Bergen Community College" (Bergen Community College Policy Manual; Section A:AA). The Board currently meets on the first Tuesday of each calendar month. The Board's annual schedule is established by the Board each November. Board of Trustees of New Jersey community colleges are established by state statute, including appointments and terms.

Ciarco Learning Center

Founded by Bergen Community College in 1970, the Philip Ciarco, Jr. Learning Center provides educational and counseling services for adults who have not completed a formal high-school education, who wish to study English as a Second Language or prepare for the HSE test (High School Equivalency). Serving as both a community literacy center and the College's urban downtown location, the Center's mission is to enable adult learners an opportunity to transition to college and succeed in the 21st century workplace. College credit courses and non-credit continuing education courses are also offered. The Ciarco Center is located at 355 Main St. Hackensack, NJ 07601. For more information go to our website www.bergen.edu/Ciarco, visit the Bergen Community College Catalog or call the Center at (201) 489 1551.

Continuing Education

The Division of Continuing Education, Corporate and Public Sector Training is the entrepreneurial arm of Bergen Community College. The emphasis of CE resolves around economic development through job training, career enhancement, and enrichment programming leading to lifelong learning. The CE serves as a testing ground for new programs, many in partnership with associate degree programs. It also serves as a pathway for adults who

seek to pursue higher learning within the institution and beyond. CE welcomes your involvement. If you are interested in teaching for CE, please call the Dean at (201) 447-7488.

Developmental Programs

All students who take a Basic Skills Assessment and Placement Test in English and mathematics may, unless they qualify for a waiver, have to take a sequence of non-degree credit developmental courses in English and/or mathematics. For more information, see Bergen Community College Catalog, and contact the Testing Center (S-127).

Distance Learning

Distance Learning is an integral part of the Bergen Community College's program offerings. All Distance Learning courses are the equivalent of their traditional on-campus counterparts. They cover the same subject matter, carry the same credit, and are available for the fall, spring, and summer semesters.

Distance Learning provides the faculty member as well as the student with a more flexible way of participating at Bergen. Distance learning courses are offered via two different delivery modes:

- Online courses via the Internet
- Hybrid courses – partially online courses that include traditional classroom meetings.

Each delivery style offers its own distinct advantages and is designed to meet different needs. Regardless of the delivery type, online courses allow the faculty member to communicate by telephone, email, and through scheduled office hours with students.

Ender Hall

Ender Hall is home to several unique programs: Hotel/Restaurant Management, Horticulture, Applied Music, and Theater. It also has more than 30 general use classrooms seating from 20 to 60 students. The building is also home of the English Language Resource Center and the Child Development Center, which provides daycare for children of faculty and staff, as well as the community at large. Students and faculty are invited to visit the landscaped courtyard, which is equipped with a gazebo and benches. The following information is provided for new faculty and staff who use the College's original facility, Ender Hall:

- All rooms in Ender Hall are on one floor. They begin with E-100 and end up with E- 199.
- Parking for faculty and staff is reserved in 'F' Lot.
- The Administrative offices for both day and evening sessions are in E-123.
- Copy machines, Scantrons, a thermafax overhead duplicator, faculty and staff mailboxes, and adjunct faculty folders are in E-125.
- The English Language Resource Center is in E-156.
- The Child Development Center is located in a restricted access area off a corridor at the back of the building.
- A faculty lounge, E-166, has restrooms, a copy machine, a computer and printer, and a microwave oven.
- The cafeteria is in E-188 and vending machines are in the corridor leading to the courtyard.
- A copy machine for student use is in the hallway outside E-126.

English as a Second Language Program

ESL is a non-degree program in English for International students for whom English is not their first language. Students are placed into the program based on their scores on the Levels of English Proficiency (LOEP). ESL is comprised of four levels: Foundations, and Level I, II, and III. Each level consists of a complete program of study in grammar, reading, writing, and speech. Students placed in ESL cannot take college-level courses until they have successfully completed Level III courses. For more information about ESL placement, contact the Testing Center (S-127). For more information about the program, contact the department chair in A-333.

Faculty Senate

The Faculty Senate is the chief representative governing body of the Bergen Community College faculty. The Senate formulates resolutions and recommendations, advises the president of the College, and participates in decision-making on all matters related to the academic operation of the College, including but not limited to the following: standards of admission and retention of students; requirements for granting degrees and certificates; curricula of the College; educational standards and policies; academic freedom and tenure; development and

maintenance of student life; composition and function of College committees; and current or projected budget allocations. See the BCC Faculty Constitution for more details.

Forms

Division, Department, and Program Offices keep relevant forms on file. In addition, many current forms are available on the College Web site. It is best to inquire in the relevant office about when and how to submit any required forms.

General Education

The Bergen Community College General Education Program requires students to take an array of courses in (1) Computer Science, (2) Communications, (3) Humanities, (4) Technological and Information Competency, (5) Mathematics, (6) Natural Sciences, (7) Social Sciences, and (8) Diversity. Through an integrated program of study in the foregoing academic areas, students learn (1) to communicate effectively in both speech and writing; (2) to use critical thinking and problem solving skills in analyzing information gathered through various media and from a variety of sources; (3) to recognize, analyze, and assess ethical issues and situations; (4) to apply appropriate mathematical and statistical concepts and operations to interpret data and to solve problems; (5) to understand the nature of science and the scientific method and to distinguish science from other fields of study; (6) to use social and behavioral science theories and concepts to analyze human behavior and social and political institutions; (7) to analyze and evaluate works of the literary, visual, or performing arts; (8) to analyze historical events and movements in Western and/or non-Western societies and to assess their subsequent significance; (9) to analyze the implications of commonalities and differences among culturally diverse peoples; and (10) to develop computer technology skills needed to access, process and present information.

Bergen Community College's general education courses are intended to contribute to a well-rounded student education and to facilitate student transfer to other colleges and universities. The College advises students who plan to transfer into bachelor's degree programs to consult with a transfer counselor at Bergen Community College to determine which Bergen Community College general education courses meet general education requirements at various four-year colleges and universities. For a full statement of the goals and objectives of the Bergen Community College General Education Program and for other information on the Program, see the Faculty Constitution or contact the Faculty Senate Vice-Chair.

Grants

The Grants Office works with Bergen Community College faculty, administration, and staff to assist in design, development, and acquisition of discretionary and entitlement grants that further the mission and goals of Bergen Community College. It also assists in the management of those projects that are awarded grant funding. Specifically, the Office:

- Provides information on upcoming grant opportunities and identifies appropriate funding sources.
- Facilitates planning and budgeting of proposed projects and activities.
- Assists in writing and editing and provides other technical assistance and support in development of proposals.
- Helps ensure project consistency with Bergen's mission and priorities, with funding agency requirements, and with applicable state and federal guidelines.
- Coordinates preparation and submission of all proposals for grant funding.
- Monitors progress and assists in implementation and evaluation of funded projects.

For further information, please contact <http://www.bergen.edu/grants>.

New Jersey Distance Education Affinity Group (NJDEAG)

Bergen Community College is a founding member of the NJDEAG, formerly known as the New Jersey Virtual Community College Consortium. In order to increase the access to education for those with time and/or place constraints, the community colleges in New Jersey formed a consortium to share courses. This means that students can take courses from one of the community colleges around the state and have the credits count towards a degree or certificate.

Many of the online courses that are offered at Bergen are offered in cooperation with the NJDEAG. The instructor may be affiliated with any one of the 19 community colleges in the state of New Jersey.

Registrations are conducted at each of the colleges. When a semester is over, grades are sent and processed through the NJDEAG and sent to the student's home school.

Office Space

Divisional Deans assign office space to faculty members.

Online Certificates/Degrees

Bergen now offers a wide array of Distance Learning courses. A student may complete all of his or her general education requirements and all the requirements for fifteen certificate and degree options online. Courses may be applied to a Bergen Community College degree, certificate, as an elective, for general interest, or for professional development. For more information and a current listing of Distance Learning courses, go to: www.bergen.edu/dlearning.

Online Courses

When enrolled in an online course, a student does not attend classes but participates in an online learning community. All online courses are indicated by a suffix of WB (for "web-based") in WebAdvisor (e.g., SOC-101-099WB). These courses are open to enrolled Bergen Community College students and to the general public.

All course information and materials are online. Some courses have only online or proctored tests. Students participate in course discussions and interact with the instructor and other students. Most faculty and students participate in their course at least once a day throughout the semester, using the time to contribute to the continuing class discussion. Office hours are arranged by the instructor.

Bergen also offers hybrid courses, which are partially online and generally meet face to face once per week. Hybrid courses are indicated by a suffix of HY in WebAdvisor (e.g. SOC-101-099HY).

Bergen provides training for faculty members who want to teach an online course. The program is called The Online Professor Program (TOPP).

Organizational Chart

A summary version of the College's organization chart may be found in the Fact Book. Anyone wishing to see more detail may contact to the Center for Institutional Effectiveness.

Public Relations

As the chief ambassadors of Bergen Community College, the Office of Public Relations supports most facets of the College's internal and external promotion and communication – including generating publicity in local media, reporting news, placing advertisements, maintaining the College's presence in social and electronic media, producing collateral to support programs, events and initiatives and disseminating information regarding faculty, staff and student accomplishments through printed, electronic and video mediums. To request the department's assistance with a project, please fill out the project initiation form or call extension 7120.

Some of their featured work includes:

- *The Bergen Daily (daily email calendar of events/information)
- *Inside Bergen (tri-annual printed newsletter)
- *Studio Bergen (monthly television news magazine)
- *Inside Studio Bergen (monthly email companion to Studio Bergen)
- *The Buzz About Bergen (monthly email clip-book)

Research and Planning

The Center for Institutional Effectiveness (CIE) is a resource center for information about the College community including data on students, graduates, faculty, administration, programs, facilities, and more. If the staff of the office does not have the information you want, they will most likely know where to get it or how to collect it. The staff is available to help faculty who wish to find out the demographics of the College, learn about student outcomes including graduation or transfer, conduct educational research such as studying the effects of different instructional techniques, or administer surveys to their classes as part of that research. In addition to

being a resource for faculty, CIE is responsible for state and federal reporting, providing information for internal decision-making and for outside agencies, and conducting college-wide surveys. Among its many projects are the annual publication of the Fact Book and the Graduate Follow-Up Report.

Small Business Development Center (SBDC)

The Small Business Development Center is located at the Ciarco Learning Center, 355 Main Street in Hackensack and maintains an office on the 3rd floor at Bergen Community College at the Meadowlands in Lyndhurst. The SBDC is a private organization of professional management consultants, partially funded by the US Small Business Administration, the NJ Economic Growth Commission and community based organizations. The SBDC utilizes best practices and provides technical assistance to existing and start-up businesses in the form of confidential consultations and training workshops. The SBDC assists small businesses with the formulation of strategies to meet challenges, provides resources to achieve objectives, and acts in a mentoring capacity. The SBDC saves time, money, and effort in finding the best solutions for business problems. SBDC's have been in existence for over 22 years and currently have 1,000 locations throughout the United States. New Jersey has twelve regional centers. The state's SBDC headquarters is at Rutgers University in Newark. Due to organizational limitations, SBDC can only guide a project, not implement it. For information, call (201) 489-8630; fax (201) 489-8673.

Telephone Operators

A telephone operator is on duty Monday through Friday when the school is open during business hours from 8 a.m.-7 p.m. The number is (201) 447-7100. On an internal phone, dial 7100 or 0.

College Resources and Services

Academic Learning Centers

Bergen Community College has a wide range of academic learning centers, including the Sidney Silverman Library and Learning Resource Center, the Academic Advising Center, the Adaptive Technology Laboratory, Allied Health Facilities, Art Facilities, the Center for Collegiate Deaf Education, the Child Development Center, Computer Facilities, Computer Graphics Lab, the Cooperative Education and Career Development Center, the Dental Hygiene Clinic, Educational Broadcast Center, English Language Resource Center, Fine Arts Studio, Greenhouse, Hotel/Restaurant Labs, ITV, Laboratory Theatre, Math Center, Manufacturing Lab, Multimedia Lab, the Online Writing Lab, Photography Studio and Darkroom, Piano Laboratories, X-Ray Facility, Technology Assisted Learning Lab, Tutoring Center, and Writing Center. (See Bergen Community College Catalog.)

Academic Advising

Located in A-118, the Academic Advising Center assists students with information about Basic Skills Test results and required courses, degree program requirements, selecting courses, developing a schedule of classes, and other important information regarding academic progress and College policies and procedures. Faculty advisors are available on a drop-in basis and help students interpret their Program Evaluation, which is available on WebAdvisor.

Academic Intervention Monitoring System (AIMS)

AIMS is an academic and instructional support program designed for students who are most at risk in a college environment because of their deficiencies in reading, writing, critical thinking, and mathematical skills. AIMS exists to help these students achieve academic success, remain in school, and develop a greater sense of independence and self-esteem. If a student is placed in AIMS, it is mandatory that he or she register for this pattern of courses before taking any college level courses.

Alumni Affairs

The mission of the Office of Alumni Affairs is to serve the BCC Alumni Network (ANET) by helping members take advantage of the diverse activities, events and other opportunities of the BCC community. The purpose of the Alumni Network is to advance the mission of the College by promoting ideas, leadership, and personal relationships among alumni, current students, faculty, staff, and administration. Through their Alumni Network membership, Bergen Community College graduates are linked to a myriad of College benefits and services as well as a variety of social activities including informal get-togethers and planned activities.

Athletics

Bergen Community College has a gymnasium, pool, six outdoor tennis courts, weight rooms, an eight-lane track, soccer, baseball and softball field, and access to the nine-hole county golf course adjacent to the College. In addition, BCC's Fitness Center is located in S-138.

Bookstore

The Bookstore is located on the first floor of the Main Building (C-108). All required textbooks, as well as notebooks and other supplies, are available in the Bergen Community College Bookstore. The current hours (subject to change) are: Fall and Spring: Monday- Thursday from 8 a.m.-6 p.m.; Friday from 8 a.m.-4:30 p.m. Summer hours are Monday- Thursday 9 a.m.-6 p.m. during summer sessions, and 9 a.m.-5 p.m. when no classes are in session. (See Bergen Community College Catalog for more information.)

Department Chairs or Program Coordinators notify faculty by memo when book orders are due. In certain areas, the Department Head orders books for all sections of a course. Full-time faculty members should notify Department Chairs or Coordinators of programs if they need a desk copy of the text. Chairs or Coordinators order desk typically copies of texts for adjunct faculty members.

Cafeteria

The cafeteria is located on the second floor of the Pitkin Building in the C-wing. It is open Monday through Friday for breakfast, lunch, and dinner and on Saturday for breakfast and lunch during the fall and spring semesters.

Hours are more limited during the summer. Vending machines are located throughout the campus. In Ender Hall, there is a small cafeteria run by the Hotel/Restaurant/Hospitality Program. (See Bergen Community College Catalog for more information.)

Career and Workforce Development Center

The mission of this office is to offer students programs and services that will promote success in their academic and professional careers. Located in Room A-123, this office offers programs, courses, or services in cooperative education, service learning, career counseling, part-time and full-time job placement, workshops, special events, computerized career guidance, on campus recruitment, and resume critique.

The Center for Innovation in Teaching and Learning (CITL)

The mission of the CITL is to empower faculty to continuously improve student learning outcomes through the appropriate and productive use of best practices in teaching with technology. CITL engages faculty as leaders, mentors, teachers, support teams, and participants in professional development programs. These professional opportunities help with integrating innovative strategies and techniques for both online and face-to-face classes. CITL provides formal training programs, individual consultation and when workshops are not in session, a place for faculty and staff to work. All training programs are guided by outstanding faculty leaders and support staff to promote excellence in classroom and online instruction.

Instructional Projects/Consultation

Any faculty member can get help designing instructional materials for their face-to-face, online, hybrid or web enhanced courses. The Center also supports one-on-one consultation for Moodle, Turnitin and other applications. CITL funds special projects that enhance teaching and learning and will harness technology in the process, whether in the physical or virtual classroom. These projects can be designed for an individual discipline, can be cross-discipline and even across departments. CITL would especially like to see proposals that utilize a faculty team approach to development and implementation. Each proposal goes through a formal evaluation process to ensure they are tied to appropriate goals, objectives and outcomes. A project proposal form is available on the CITL website.

Training Workshops/Webinars

CITL offers training workshops on College supported software such as Microsoft Office and Datatel Colleague, and on the use of technologies including Tablet PC's, clickers and classroom capture systems. The CITL newsletter which is published twice a year, details the upcoming workshops. CITL also offers live webinars on topics related to teaching and learning. Notification of upcoming webinars is listed on the CITL website under —News and Events.||

The Web Enhanced Program (TWEP)

TWEP is a self-paced online program designed to teach faculty how to use the College's learning management system, Moodle, to enhance face-to-face courses. Faculty learn online class fundamentals, such as creating web friendly documents and making them available to their students, providing students with links to important websites in their courses and using e-mail in Moodle. Web enhancing a course eliminates paper handouts and is the first step to prepare faculty for The Online Professor Program (TOPP), where faculty creates a completely online course.

To get started, fill out a course shell request form at www.bergen.edu/courseshell. You may request access to the self-paced online training program the Web Enhanced Program (TWEP) from the course shell request form. Once the course is initialized, an e-mail will be sent with details about how to log-in. TWEP also is offered as an in-person workshop several times a year. Dates and times can be seen at www.bergen.edu/citlworkshops.

The Online Professor Program (TOPP)

TOPP provides pedagogical and technological support for instructors endeavoring to design, develop, teach, or revise online and partially online (hybrid) courses. TOPP is taught completely online with optional face-to-face meetings. The TOPP coordinator will provide instructions on how to enroll in the TOPP program at the start of every semester. TOPPI participants are required to complete TWEP before they take the TOPP training.

Faculty and Staff Resource Center

CITL's Resource Room C-326 is open to full-time and part-time faculty and staff to work on their projects when workshops are not in session. The room has smart classroom capabilities including a document camera, scanners, printers and DVD/VCR playback equipment. It has state-of-the-art personal computers for designing multimedia projects and has full Internet connectivity. In addition to Microsoft Office, the computers are equipped with software such as the Adobe Suite (Dreamweaver, Photoshop, Photoshop Elements), Windows Movie Maker, Turning Point for clicker slide creation, Camtasia to record presentations, Snagit for screen captures, Respondus for batch uploading of exams, as well as other software.

Professional Development Grant

CITL has limited budget to support faculty who wish to attend instructional technology-related conferences, workshops, seminars, etc. To receive a travel grant, faculty must provide CITL with a summary of materials after attending a training session and commit to teaching a CITL workshop, or submit the material for sharing with other faculty members. To apply for this grant, see the process and deadline for submission listed on the CITL web site.

Child Development Center

The Child Development Center is located in Ender Hall and is available to Bergen Community College students, employees, and residents of Bergen County. The CDC, designed for children 2 1/2-6 years, is open from 7:30 a.m. to 5:30 p.m. daily. Licensed by the State of New Jersey, the CDC is staffed by full-time teachers and interns from the College's Early Childhood Education Program. Children may be enrolled on a full-time, part-time, or drop-in basis.

Community Services / Institute for Learning in Retirement (ILR)

Courses covering everything from Ancient History to the Theory of Relativity are offered each semester by the Institute for Learning in Retirement, an affiliate of the Elderhostel Institute Network. Bergen Community College's ILR is one of 250 institutes throughout the country established to meet the needs and interests of adults over 55 years of age. It is a non-profit membership organization of retirement age people who share a love of learning. Members pay an annual fee. Included in membership are pool and library course participation privileges, and other benefits. There are no prerequisites, no examinations, and no grades for participants. For further information or to be placed on the mailing list, call (201) 447-7156 and leave name, address, and phone number.

Computer Labs

Bergen Community College offers faculty and students access to computers in classrooms, general purpose labs, departmental labs, and free-time labs. Classrooms and general purpose labs have 24 student stations and one instructor station. All classroom computers are Bergen Community College standard computers. Departmental facilities are designed for use by a single department with specialized hardware and software appropriate to the curriculum being taught. Free-time labs are Bergen Community College standard computers, primarily for use by students completing any assignments. The Faculty Development Lab, C-328, is under the supervision of the Center for Instructional Technology and open to faculty as a curriculum development facility. Adjunct faculty have access to computers in the Adjunct Faculty Lounge, C-107, under the supervision of the Adjunct Administration Office.

Computer Services

All computer services used by faculty, staff, and students are subject to the Bergen Acceptable Use Policy. Office computers are provided by application to the appropriate department office or Academic Dean's Office. Virus defense is provided by Norton Antivirus Enterprise. Please do not disable the antivirus program or attempt to defeat its function. Live updates are conducted automatically. Bergen Community College provides hosting for a Web site to any faculty member who wants it for Bergen Community College business. To begin the process of establishing a Web presence, contact the Center for Innovation in Teaching and Learning.

Copy Center

The Bergen Community College Copy Center is ready to serve faculty members with new equipment, convenient hours, and excellent service. All standard black and white copying will be done at no charge to your department. The Copy Center is open Monday through Friday, between 8 a.m. and 7 p.m. (Hours of operation are subject to change.)

Pick-up/Drop-off Times and Locations

Times: 8:30 a.m. and 2:30 p.m.

Locations:

- A-307
- B-305
- L-125 (Media Center)
- E-123 (Ender Hall)

Turnaround Time

- Course syllabi and other requests that require no binding or folding: next-day service if the request is received before 11 a.m.
- Copy requests that require binding or folding: two business days if the request is received before 11 a.m.
- Color copying requests: maximum impressions of 2,000 per job: requires 2-3 business days if the request is received before 11 a.m.
- Emergencies or same-day service (may not always be guaranteed): requires a meeting between the requisitioner and the Copy Center Supervisor, or his/her designee, to review the project.

Required Forms

To serve you better, it is imperative that the request forms, available at drop-off locations, be filled out completely and accurately for each job. A sign off is required, and for quality control, the Copy Center staff may request a meeting with you to review a sample of the final product before completing the requested job.

Counseling

Located in A-118, the Counseling Center has a staff of professional counselors who offer a wide variety of services for students.

Academic Counselors

Academic counselors assist students in selecting programs of study that are appropriate for their personal and professional goals. Students and counselors work together to choose a program of study that is suitable to the student's needs based on factors such as academic status and history, professional goals and educational backgrounds. Workshops and literature are provided in the areas of study skills, time management, and test taking. Faculty advisors should feel free to consult with Academic Counselors regarding any student- advising situation. Students should be referred to an Academic Counselor, preferably by appointment, if the student is on academic probation or seeking reinstatement from suspension or dismissal, if the student wishes to formally change his or her degree program, or if the student is interested in applying to change his or her degree program to a program in the Health Professions.

Personal Counselors

Certified personal counselors provide students with a safe and confidential atmosphere where they have an opportunity to talk about their individual concerns. The Personal Counselors will help students understand themselves, explore alternatives, reach a decision, or feel better about coping with problems. When appropriate, a student may be referred to outside agencies.

International Counselors

International counselors provide services and programs to international students. Following international student admissions to BCC, International Counselors are available to help students with adjustments to life in the United States and to help students take part fully in student life. International Counselors also assist international students with immigration issues following their admission to the College.

Transfer Counselors

Transfer counselors assist students with information and resources for transferring to four-year colleges and universities. They are available by appointment when appropriate, and through transfer information sessions to meet students' needs in a variety of ways. Other transfer resources include Transfer Express, Transfer Day, Transfer

Evening, Transfer Guides, Transfer Connection (a brochure), and “Best Bets” course equivalents for specific colleges.

Course Syllabi

There are standardized course syllabi that establish course content for all courses taught at Bergen Community College. These syllabi are available in the relevant department and/or division offices, and they are posted on the Syllabi Central page of the College website. Using the syllabus as a guide, faculty members produce student course outlines which include the faculty’s name, telephone extension, office location, and office hours, as well as a course description based on the catalog description, course requirements and prerequisites, required texts and supplies, course learning outcomes, grading procedures (including the weight given to each graded component in the course), attendance policies, and a list of topics covered in the course.

Datatel Colleague System

Bergen Community College uses Colleague, an Enterprise Management System, provided by Datatel, Inc. for all “back office” functions (admissions, registration, financial aid, financials, purchasing, etc.). All faculty members are provided a Colleague user account when first hired. The most convenient method for accessing this account is through WebAdvisor. To access WebAdvisor, log into the BCC Portal, which can be found at <https://my.bergen.edu>. Use WebAdvisor for up-to-date information about your schedule and class rosters and to submit final course grades.

To access your Colleague account when you are in your office at Bergen Community College, use WebAdvisor. All office computers at Bergen Community College have the Colleague Client installed, whether in a Windows desktop icon or in the Start menu. Use this for functions not available in WebAdvisor. As a first time Colleague user, you will need assistance from your department office or the Help Desk for an introduction to Colleague. For complete information visit <http://www.datatel.com/> and register as a Datatel client.

Dental Hygiene Services

The Dental Hygiene Clinic is located on the third floor in the Science wing of the Main Building. There are 22 dental units and each has state-of-the-art equipment and facilities. Dental hygiene students are supervised by faculty members who are licensed dental hygienists; there is also a dentist in every clinic session. Preventive dental hygiene services are offered to the public at a nominal fee. These services include scaling, polishing, X-rays, fluoride treatments, sealants, and athletic mouth guards. Oral cancer exams, oral hygiene instruction, and nutritional counseling are also provided. Clinic hours are 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to 5:00 p.m. on Monday, Wednesday, and Friday in the fall semester and Monday through Friday in the spring semester.

Email

A BCCNET e-mail account is provided to all full-time faculty members and staff, at the time of first hire. The default user name and password is the same as one’s BCCNET user name and password (see Computer Services). A BCCNET e-mail account provides communication to all Bergen Community College users as well as all Internet e-mail users. Bergen Community College e-mail service is not intended to be a private, secure communication method. The recommended Bergen Community College e-mail reader is Microsoft Outlook. Bergen Community College e-mail is accessible through any POP3, Imap, or internet browser application. Faculty members should consult with Information Technology to discover which browser application and which version work best with the BCC email system. Bergen Community College e-mail is subject to the Acceptable Use Policy (see above).

Employee Assistance Program

Through Magellan Healthcare, Bergen Community College has a “confidential counseling and referral service that can help you, your household members, and dependents develop” life management skills (Living Healthy, Working Well: Magellan Behavioral Health available through the Department of Human Resources). It offers face-to-face evaluations with counselors who can help with such issues as anger management, alcohol or drug dependencies, and work stress, among other things. Contact the Department of Human Resources (A-316) for further details.

Enrollment Statistics

The Fact Book contains information on overall enrollment, enrollment by degree and program, student demographics, number of graduates, faculty, and budget. Copies of the Fact Book are routinely distributed to the Board of Trustees, President, Vice Presidents, Deans, Directors, Department Chairs, Academic Coordinators, the Library, and to several other areas of the College. Anyone else who is interested in the Fact Book is welcome to request one from the Center for Institutional Effectiveness.

Faculty Development

The College encourages professional development by supporting travel reimbursement for faculty members who present papers or attend professional conferences; by a tuition reimbursement plan; and by sponsoring workshops, discussions, and seminars on campus. The Faculty Development Committee sends regular email announcements about upcoming faculty development workshops and events.

Gifts to the College

The Bergen Community College Foundation holds major fundraising events per year and solicits individual and corporate scholarship contributions throughout the year. Donors may make gifts of cash, multi-year pledges, and may donate appreciated securities, insurance, personal property or real estate, and equipment. Donors may also remember the Bergen Community College Foundation in a will, an annuity or another planned giving vehicle. All gifts made payable to the Bergen Community College Foundation are tax deductible to the extent allowed by federal, state and local laws.

Health Services

The Health Services Office, located in HS-100, is staffed during certain hours by registered nurses for the purpose of rendering first aid, emergency care, health information, and health counseling. In addition, neighboring hospitals provide emergency medical service for more critical needs. The telephone number is (201) 447-9257.

Henry and Edith Cerullo Learning Assistance Center

The Tutoring Center, English Language Resource Center, and Writing Center are collectively known as the Henry and Edith Cerullo Learning Assistance Center, which was awarded the Frank L. Crist Outstanding Learning Center Award from the National College Learning Association in 2014.

English Language Resource Center

The English Language Resource Center, located in Ender Hall Room E-156, provides help to students whose native language is not English. The center assists students to become proficient in English through multimedia computer programs, cassettes, video tapes, and books as well as individual tutoring. The English Language Resource Center also offers ESL conversation groups and specialized language skill workshops. The Center is open when classes are in session for day and evening hours.

Tutoring Center

The Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at Bergen Community College. The Tutoring Center provides alternative approaches to problem solving and organizational skills. Tutors help clarify classroom lectures and textbook materials and help students prepare for examinations. Often, these services build student self-confidence and reduce fear of failure. The Tutoring Center is equipped with the latest technology and software, including tapes, books, review sheets, exercises, and software programs. Also Smarthinking, an online tutoring program, is currently available free for all Bergen Community College students.

The Tutoring Center success is due to the team collaboration, which consists of Tutoring Center staff members, tutors, faculty, counselors, and administrators. The Tutoring Center is located in room L-125, and may be reached at (201) 447-7489.

Math Walk-In

The Math Walk-In provides students with an opportunity to receive quick assistance with assignments on MyMathLab, homework, or studying for an exam. Students can also obtain practice worksheets or cumulative reviews for finals and proficiency tests and reinforce learned concepts and apply them to solve problems. The Math Walk-In offers tutorial assistance from Basic Mathematics to Calculus I and, upon tutor availability, Contemporary Mathematics, Statistics, and Finite Mathematics as well as Chemistry, Physics, Biology, and Computer Science.

Writing Center

The Writing Center, located in the Learning Assistance Center L-125, is designed to help students improve their writing. Individualized tutorials in all facets of the writing process including development of ideas, organization, editing, and proofreading are available to all students enrolled in college-level courses. The center also offers computer-assisted instruction in grammar, study skills, and writing. Students receive assistance in written assignments, including research papers, in all content areas. Additionally, faculty can receive assistance in developing writing assignments for their classes or professional projects, such as grant proposals, dissertations, or publications.

Hotel/Restaurant/Hospitality

In the Pitkin Center at the Paramus Campus, the Hotel/Restaurant/Hospitality Program boasts a fine dining experience in the Bergen Room, the table-service restaurant in C-210. The commercial kitchen and dining room is open in the spring semester. It is student-operated and staffed, and offers complete meals at affordable prices. Reservations are required. From the new fully equipped laboratory kitchen in Ender Hall, the Ender Hall Cafeteria in E-188 is a self-service restaurant open in the fall semester and is also operated and staffed by students. It offers a complete meal, a sandwich, or a snack. No reservations are necessary. It is best to call ahead for take-out orders.

ID Cards / Keys

All staff, faculty, and students are required to obtain an ID card from the Public Safety Office. Students, faculty members and staff members are also required to have the card in their possession while on campus and to produce it on demand. This card also serves as a library card for checking out books.

The issuance of keys and key cards is under the auspices of the Department of Public Safety. Keys and key cards are issued to staff/faculty through a work order approved by the head of the area, which has authority over that area.

Information Technology

The IT Help Desk provides end user technology support onsite at our walk-in location on campus, via phone, and online. The IT Help Desk provides support for:

- Portal Access, Bergen E-mail, Moodle and WebAdvisor on Portal
- Password resets
- Software and Hardware issues
- Smart Classroom equipment
- Wireless and Internet access

The Help Desk can be reached is located in the L-Wing across from the Office of Public Safety and can be reached by phone at (201) 447-7109 or e-mail: helpdesk@bergen.edu.

Office of Specialized Services (OSS)***Statistics***

National statistics show that approximately 10 percent of the college population consists of students with disabilities, with the highest numbers being found in public two-year institutions. In Bergen County, increased numbers of students have been classified as having a disability at the elementary or high school level. Approximately 10-15% of the student population at Bergen Community College consists of students with

disabilities. As an open- admissions college there are a variety of students with physical, mental, or emotional disabilities attending, the largest numbers being students with learning disabilities, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), dyscalculia, and more. Some students cope well with devastating conditions, yet other students do not cope well with relatively minor issues or need assistance with low self-esteem, parental pressure, dependency, or stigmas.

Mission

The purpose of the Office of Specialized Services (OSS) is to assist students with disabilities to make progress toward achieving their educational goals and to work as a team with teaching faculty to address problems or answer questions that may be identified during this process.

Accommodations Process

A student with a disability must disclose this information to OSS and present documentation of disability. A confidential file is set up, but the student must initiate the process. Individual accommodation forms are developed each semester the student requests services. Students then present the completed forms to the instructor. If students indicate that they have a disability but do not have the accompanying forms, please refer them to the OSS.

Types of Accommodations

The accommodation form details the individualized services allowed for each student. These services are not optional, but required by two federal laws, the Americans with Disabilities Act (1990), and the Rehabilitation Act (1974). Therefore, it is critical that faculty contact the OSS if there are problems or questions concerning the accommodations. Student's rights are detailed in Bergen Community College Catalog, which includes a complaint process to the College Compliance Officer. For more information on this process, see the OSS section of the College Web site.

Testing Center

Accommodations may include extended time for tests, use of adaptive equipment, use of a reader or scribe, or tests in Braille or other formats, depending on each student's functional limitations. Faculty members submit their tests to the Testing Center so that these services can be provided.

Academic Support Services

New students with disabilities arrive at BCC from a variety of educational settings. Some may have been allowed calculator use, lowered academic expectations, small class size or class aides. Different laws (IDEA) govern the provision of services in high school. Students entering Bergen Community College must make the transition to college and the first semester is crucial. One of the most critical supports in making that transition successfully is use of tutors. It is highly recommended that all new OSS students use tutoring supports from the beginning of the semester. If you notice that a student is experiencing difficulty, please emphasize the importance of this or call the OSS.

Specialized Classes

Bergen Community College is a mainstreamed environment but each semester there may be several specialized classes. In the past, they have included an adapted physical education class, special mathematics classes, student success classes, or remedial language classes for students who are deaf. The College catalog will list these.

Web Site

Current staff and their specialty areas are listed under the OSS/CCDE section of the College Web site.

Adaptive Technology Center

In the Main Building, adaptive equipment is available in the library and in the OSS student lab (S-131). The array of equipment includes a Braille machine, print enhancement, large screens, and software programs that reads aloud textbooks and Internet webpage text. In West Hall, adaptive equipment will be available in all computer labs and classrooms. The Resource Accommodation Specialist can demonstrate what is available and provide training on effective classroom tools.

Center for Collegiate Deaf Education (CCDE)

There are eight campuses in the state of New Jersey presently receiving designation as a special needs campus. Bergen Community College is currently one of two deafness centers, as assigned by the NJ Commission on Higher Education. Colleges that receive this designation are responsible for community education projects and other public awareness activities as well as direct student service. Students who are deaf or hard of hearing communicate in a variety of fashions including sign language or speech reading. Sign language instructors may be assigned to classes or note-taker services may be requested. Effective communication tips for instructors can include facing the student, speaking slowly and clearly, not chewing gum or turning away. For more information, please contact the CCDE staff.

New Diagnostic Referrals

There are a variety of mental health conditions or other health or learning issues that develop in young adulthood. OSS can assist students in obtaining a referral to an appropriate off-campus facility for diagnosis.

Student Conduct

Accommodations and/or the presence of a disability are not a license for inappropriate student conduct. Meetings with OSS staff, the student, and the instructor are recommended if problem behavior is observed. Behavior problems do not necessarily mean the student has a disability. In addition, parents may be more overprotective and attempt to intercede by contacting you. OSS encourages the student to take responsibility for communication and limits interaction with parents.

Emergencies

If one notices a dramatic change in a student's behavior, expressions of intense frustration or depression, or actual verbalization of thoughts of harm to self or others, he or she should contact the OSS for emergency service.

Office of Testing Services

Upon receipt of an application to the College, the Office of Testing Services sends out testing invitations. Degree-seeking students are required to take the Accuplacer [ETS] Placement Test. The result of this test determines a student's required entry-level courses in mathematics, algebra, and English.

Under specific conditions, students may have their placement test requirement waived. Contact the Testing Center (S-127) for these specific conditions. The Testing Center also administers the Levels of English Proficiency Test (LOEP) as well as challenge, proficiency, and credit-by-examination tests in a number of subject areas.

Faculty members may occasionally arrange that classroom make-up tests be administered by the Testing Center with the advance approval of the Coordinator of Testing. Make-up test services are provided only on an as-needed basis for students who have been granted permission by their professor. For further information, please contact the Coordinator of Testing in Room S-127.

Sidney Silverman Library and Learning Resource Center

The Library has over 140,000 items in its collection. These include circulating books, reference books, audio books, videotapes, DVD, CD-ROM, and microfilm. The collection reflects the curriculum taught and the instructional needs of our students. Faculty members are encouraged to recommend additional items for inclusion in the Library's holdings. Be sure to check the Library's holdings before making course assignments.

Desktop Library and Electronic Resources

The Library homepage -- <http://www.bergen.edu/library> -- is the gateway to library information and services. The Library catalog is freely available to anyone with Internet access. The Library's electronic resources -- full-text newspaper, journal, magazine articles, and reference resources -- are available off-campus to Bergen Community College students, faculty, and staff. Instructions for off-campus access are on the library Web site.

Library Instruction

Library instruction classes are available during all regularly scheduled class hours. A member of the Library faculty will work with you to construct a library instruction class relevant to the needs of your students. Requests

for Library Instruction must be made at least two weeks in advance. The Instruction Request form is available online from the Library home page or in print form at the Library Reference desk and the Adjunct Administration. Please supply a copy of your assignment or course syllabus. Also, be sure to include three preferred dates and your correct campus mailbox, e-mail address, and phone number so we may contact you to confirm the class date and time. Note: No Library instruction will be given without the instructor or a substitute instructor present.

Reserve Materials

Textbooks and Print Materials: The Library maintains a copy of most course materials in the reserve collection at the circulation desk. Faculty members should check with the Circulation Desk one month in advance of the semester to ensure that their textbooks and other materials are included in the reserve collection. Supplemental class materials (e.g. books, articles, etc.) may also be placed on reserve. To place items on reserve, please visit the circulation desk or call the Head of Access Services or the Evening Circulation Coordinator. The reserve material can be searched through the Library Catalog by course number or faculty member's name. Print materials are available for use in the Library for two hours.

Reserve Articles – Copyright Law: In order to comply with the law, the library will not accept any copied materials for reserve unless you include a letter of permission from the copyright holder. According to "fair use," copied materials can only be used for one semester.

Electronic Reserves: Print material and items in digital format may be placed on electronic reserve. E-reserve items are available through the Library catalog seven days per week, all hours of the day. For further information, please contact the E-Reserve Coordinator at ereserve@bergen.edu or (201)-447-7982.

Media Reserves: Media Reserves are media materials used in the classroom or for student assignments. These items are restricted to in-classroom use or to viewing in the Media Center. To place an item on media reserve, please contact the Media Center at (201) 447-7972.

Borrowing Privileges and Circulation Policies

- Your Bergen Community College ID is your library card.
- All faculty members may borrow circulating books for the full semester.
- Video tapes in the circulating collection may be borrowed for 3 days.
- Reserve materials circulate within the Library for a 2-hour loan period.
- Reference books and periodicals circulate with special permission.
- Adjunct faculty must return all library materials by the end of the semester.
- Full-time Bergen Community College faculty members may request borrowing privileges at most academic libraries in NJ. An authorization form is available at the Bergen Community College Library's Circulation Desk.

Media Center

The Library Media Center provides material, equipment, and expert assistance for all your multimedia needs. Equipment available includes: PETS (Portable Electronic Teaching Stations), VCR, TV, Projectors; audio equipment.

Materials: Videos on all subjects (many closed captioned); CD's and computer-based programs in ESL, career guidance, and American Sign Language. **Services:** Audio tape duplication; training in the use of multimedia equipment

To obtain audio-visual equipment/material for classroom use, please visit or contact: The Media Center, Room L-226 at (201) 447-7132 at least 24 hours in advance. Equipment must be picked up from and returned to the Media Center.

For Media in Ender Hall, visit or contact E-154 (201) 447-7438 at least 48 hours in advance. All equipment must be picked up from E-154 and returned promptly after class to Room E-154.

A faculty member's request must include: title of media, call number, class hour, and room number.

Interlibrary Loan Service

Books and articles not available at Bergen Community College may be borrowed through interlibrary loan. Requests must include complete bibliographic information. Because interlibrary loans may take two to three weeks to fill, it is important that you and your students plan ahead. Request forms are available in the Library at the Reference Desk or at the Circulation Desk. For interlibrary loan information, contact (201) 447-7982.

Collaboration between Faculty Members and the Library

Bergen Community College Librarians act as liaisons to all academic departments and programs. The liaison solicits faculty input in selecting library materials and planning library services. Librarians will be happy to provide you with a brief individual orientation to library resources or to assist you in your research projects. To find the liaison to your department, call the Reference Desk (201) 447-7436 or visit our web page: <http://www.bergen.edu/current-students/library/library-contacts>.

Important Things to Tell Your Students

- Library catalog and electronic resources are available off-campus to students and faculty seven days per week, all hours of the day.
- Reference Librarians are available to answer questions and provide guidance on research projects.
- Students should go to the library often to study, to read, to learn, to grow.
- The Library has workstations with adaptive equipment for students with limited vision.
- A TTY phone (201) 447-7436 is available at the Reference Desk for incoming calls from deaf or hard of hearing students.
- A Librarian is available to work with special needs students.

The Online Professor Program (TOPP)

TOPP is a program that prepares faculty to develop and teach web-enhanced, partially online (hybrid), or fully online courses. Teaching online requires that faculty members surmount two significant learning curves; learning the technological skills involved in building and managing a course in the online learning environment and developing some specific pedagogical skills. TOPP has been successful in assisting faculty with both of these skills.

Faculty members must have the approval of their department chair and dean for developing an online or partially online course and for participation in TOPP. No approval is needed for web-enhancing a course or use of the course management system.

Web-Enhanced Courses

A "Web-enhanced course" is a traditional face-to-face class that has a Web site to accompany and support the class materials. A course Web site can provide additional time on task and involvement in course materials. It can also enhance communication and provide alternative supplemental materials. Faculty who wish to web-enhance their courses may attend a coordinated program or arrange a series of appointments for individualized training depending on their needs.

TOPP Curriculum

Faculty members who are planning to teach online or partially online are encouraged to enroll in the web-enhanced program first so that they may become familiar with some of the basic concepts and tools of Bergen Community College's course management system. The formal TOPP program has three levels. Level 1 is for faculty who are creating/teaching their first online or partially online course. Level 2 is for faculty members in their first semester of teaching their online or partially courses. Level 3 is for experienced online professors. .

- Level 1 is required for the faculty member who has never taught online or partially online before.
- Level 2 is strongly advised for faculty in their first semester of teaching online or partially online.
- Level 1 and 2 workshops provide instruction in various Moodle tools, each of which is correlated with one or more of the "Seven Principles of Good Practice," (Chickering and Gamson, 1987).
- Level 3 is for the faculty member with at least three semesters of teaching online or partially online with the goal of revising their course to reflect exemplary course practices.

TOPP courses vary in format and may be online, partially online, or face-to-face workshops depending on skills required and scheduling needs.

Voicemail

All full-time faculty members are provided a voice mail box at first hire. Please contact the Help Desk at helpdesk@bergen.edu if you have difficulty. Please set up an appropriate greeting, using your office telephone as soon as possible.

Wellness Center

The Wellness Center exists to promote total "wellness," which is defined as the physical, emotional, social, psychological, and spiritual state of one's health. The activities of the Center include the Health Fair, the Great American Smoke-out, meditation sessions, anti-violence events, Peer Support, workshops on body image and self-esteem, referrals on wellness issues, and many more areas. For more information, see Bergen Community College Catalog.