



Andrea C. Wade, Ph.D.
Provost and Vice President, Academic Services

DATE: July 12, 2016
TO: Department Chairs
FROM: Andrea C. Wade, Provost and Vice President, Academic Services
RE: Course Information Sheets

Colleagues,

This semester is well underway and I wanted to take a moment to look ahead to the next academic semester and send a reminder about the importance of reviewing and updating Course Information Sheets (CIS).

Please remind faculty that each Course Information Sheet at MCC must carry departmentally approved Course Learning Outcomes (CLOs) submitted via the Curriculum Database. In addition, the Emergency Closing Information and, if appropriate, the Learning Center Referral **must be** included on course information sheets or as addendums. The details of these two pieces are attached.

In order to enhance student success, it is important that all faculty members adhere to the College policy of distributing Course Information Sheets to students in each section as early in the first week of classes as possible. The distribution of the CIS can be in electronic form sent to students as an e-mail attachment or link. The CIS can be considered a contract between the faculty members and the students in the class. As a result, this information is especially critical in student grievance situations. A sample CIS can be found in the Faculty Resource Handbook. **All faculties are required to submit each CIS to their departments to be archived each semester.**

Please remind faculty that each CIS should include the following information:

- 1) Course Title: Course abbreviation and title
- 2) Instructor Information: Name, Room Number, Departmental Extension Number, and Office Hours
- 3) Required Course Materials: Textbooks, materials, instruments, special fees, and expenses
- 4) Email Address: May include indication as to whether you will accept messages from non-monroecc.edu accounts and/or assignments via email
- 5) Course Description **and course learning outcomes**: Description of course and course prerequisites (as they appear in the current Catalog and Student Handbook) and course Learning Outcomes: List course learning outcomes (as approved by the department; copies are on file in the Curriculum Office)
- 6) Attendance and Withdrawal Policies: Description of attendance and withdrawal policies (in accordance with the current Catalog and Student Handbook; be sure to advise all students to consult with a financial aid advisor before withdrawing from a class)

- 7) Academic Honesty: Highlight policy or refer students to the current Catalog and Student Handbook for complete description of policy
- 8) Course Requirements: Classroom participation, projects, class work, readings, and outside assignments
- 9) Examinations: Comprehensive or not, number and type of tests
- 10) Make-up Policy: Exams, assignments, classes
- 11) Grading: Percentage or emphasis placed on exams, quizzes, etc.
- 12) Learning Center Referral (see page 3)
- 13) Emergency Information Closings (see page 3)
- 14) Notice of Non-Discrimination (see page 4)

The following information is strongly encouraged:

- 1) Cell Phones/Pagers: Instructions and or/class policy
- 2) Course Outline and Schedule: Approximate dates of exams and major assignments (precise clarification a minimum of one (1) week in advance)
- 3) Instructional Methods: Lectures, movies, class discussions, field trips, overhead projectors, and handouts
- 4) Student Responsibilities
- 5) Instructor Responsibilities
- 6) Services for Students with Disabilities: Monroe Community College is committed to upholding and maintaining all aspects of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act. If you are a student with a disability and wish to request accommodations, please contact the Services for Students with Disabilities office located in Building 1 – Room 231 to schedule an appointment (292-2140) on the Brighton campus or on the 5th floor – Room 252 (262-1740) on the Damon City campus. Please note that many accommodations require early planning, therefore requests should be made as early as possible.
- 7) Civility, Honor Code, and Grievance Procedures: Provide statement referring student to the current Catalog and Student Handbook for policies
- 8) The Faculty Senate suggests you consider adding the following statement: Neither audio nor video recordings of the instructor or the class can be made without the explicit prior written permission of the instructor.
- 9) The library can help with your research in this class. You can drop by the library's Reference desk to ask any question you have, whether you're just getting started or are stuck. MCC's librarians can help students find and evaluate all types of information and resources including: articles, books, websites, statistics, data, government documents, and more. For more information on hours and librarians, visit the library's website: <http://www.monroecc.edu/depts/library>.
- 10) MCC's new tobacco-free policy prohibits the use, distribution or sale of tobacco in all college owned, leased or controlled buildings, property and vehicles and at all MCC-sponsored events. This policy applies to everyone on campus. We appreciate your cooperation in MCC's commitment to being a tobacco-free campus.

Thank you for your assistance and cooperation in this important matter.

ACW:sn

cc: Division Deans

Learning Center Referrals

Determine whether students in the course you are teaching are likely to use the Learning Center system at MCC in order to accomplish course objectives. Please consider both Learning Centers specific to your discipline (for example, the Psychology Learning Center) and general support Learning Centers (for example, the Electronic, Writing, and Interdisciplinary Learning Centers). If your students may need assistance from a Learning Center, please insert the following statement in your Course Information Sheet. The instructions are also available on the M-Drive at MCC/Forms/Learning Center/Learning Center referral banner self-serve.pdf to facilitate electronic completion of the form.

Insert this Statement:

Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning Centers are staffed with instructional personnel and may be equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework. Please refer to your MCC student email to review your referral and objectives for your use of the Learning Center(s).

Emergency Closings

If the College is **closed** or classes are cancelled due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 a.m. or in the case of a mid-day decision, no later than 3:00 p.m. In addition, the home page on the MCC website (www.monroecc.edu) will display a message indicating the College is closed or classes are cancelled. Please do not call the College to avoid overloading the telephone lines.

In the event of an **emergency**, such as a campus evacuation or closure, severe weather alert, fire in a building, hazardous material incident, etc., where time-sensitive, proactive actions need to be communicated, the **SUNY NY-Alert** system will be utilized to provide immediate notification to all MCC students and employees who have opted to receive such alerts. Those who sign up for SUNY NY-Alert can choose to receive emergency messages via a variety of communication technologies, such as e-mail (college and/or personal accounts), and audio and/or text message to a campus, home or cell phone, fax, etc. For more information on SUNY NY-Alert, including how to sign up, please visit <http://www.monroecc.edu/depts/pstd/NYAlert.htm>.

Information regarding **class cancellation** is available daily on the web or through the telephone. Simply go to the MCC website (www.monroecc.edu) and select the link in the second heading menu labeled "Current Students", and then select the "Class Cancellations" link along the left column under the "Academics at MCC" section. Additionally, class cancellation information is available by dialing 292-2066, press "1" for the Brighton campus and "2" for the Damon City campus. If possible, please use the web, as there could be delays in the voice recordings based on the number of cancellations.

Notice of Non-Discrimination

Monroe Community College prohibits discrimination based on race, color, religion, sex, sexual orientation, pregnancy, familial status, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital status, veteran status, domestic violence victim status, socioeconomic status, criminal conviction, or any other characteristic or status protected by state or federal laws or College policy in admissions, employment, and treatment of students and employees, or in any aspect of the business of the College.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Kristin Lowe, Esq., Title IX Coordinator, (585) 292-2108 or klowe5@monroecc.edu OR Melissa Fingar, Esq., Assistant Title IX Coordinator, (585) 292-2117 or mfingar@monroecc.edu.