FACULTY GUIDE

This Faculty Guide is meant as a service to help you navigate through some of the policies and processes at MCAD that most directly pertain to your classroom experience.

THIS GUIDE DOES NOT REPLACE THE STUDENT OR FACULTY HANDBOOK.

ACADEMIC AFFAIRS INTRANET PAGE
> Please visit the Academic Affairs Intranet Page for resources pertaining to each academic semester and other faculty resources, including the Faculty Handbook and MCAD payment request form and other important resources. Among other resources, there is also information about how to use the MCAD syllabi template, posting grades, a link to MyMCAD, and a link to the Faculty Senate Blackboard page. https://intranet.mcad.edu/department/academic-affairs

ARCHIVING STUDENT WORK AT THE END OF THE SEMESTER
> At the end of every semester faculty are required to save representative examples of student work to the CourseWork Server for each class they teach. MCAD requires this work for accreditation, assessment, institutional research and college communications.

> - Coursework Server (afp://coursework.mcad.edu): The Coursework Server is MCAD's permanent archive of student work. Faculty have access to their class folder(s) and department chairs have access to all class folders in their departments.
> - MCAD policy requires that work submitted to the Coursework Server follow a specific file naming convention.
> - Faculty determine what representative means on a class-by-class basis, but are encouraged to archive work that reflects one or more of the course outcomes. For some classes a half-dozen examples of a final assignment might be representative; another class may include subfolders for two or more assignments.
> - Department chairs can answer specific questions about saved work and they may offer more specific guidelines for their departments.
> - Representative Student Work should be submitted to CourseWork Server by the Final Grade submission deadline (see Academic Calendar).
> - PLEASE NOTE: Three weeks after the start of the next semester, the previous semester's folder is locked and additions are no longer permitted.
> - More info: http://intranet.mcad.edu/kb/coursework-server or contact the MCAD Help Desk if you need assistance.

> **Optional Temporary Storage for Collecting Student Assignments/Projects**
> MCAD provides a variety of temporary file sharing and storage solutions to help you and your students collect and share work during the semester, including studio.mcad.edu, Class Server, Blackboard, and Google Drive.

> Contact Online Learning <online@mcad.edu> for assistance to determine which resource is best for you and your class. In addition, the Computer Support Help Desk <helpdesk@mcad.edu> can help with troubleshooting and basic training as well.

ATTENDANCE POLICY
> Attendance: MCAD students are expected to attend and participate in all enrolled courses in order to complete the courses successfully. To uphold this expectation, there are no unexcused absences. Students have a responsibility to the group and for their own learning. Participation and performance are factored into the course grade. Absences and repeated tardiness have consequences that will result in lowered or failing grades. Students are responsible for obtaining class materials. Faculty are not obligated to reteach a class a student has missed. Faculty may drop a student from a course who does not attend the first class meeting. Therefore, students risk losing their spot to another student. In the case of extended illness or other legitimate absences that may keep the student from attending class, students must contact their faculty member. Faculty members will alert their department chair.

CLASS WAITLISTS
To view your class list, go to:
- MyMCAD
    - Faculty Info tab
        - Faculty Course Center
In the Menu next to each course, Course Details will show the course enrollment cap, the number enrolled, and the number of students waitlisted.

Go back to the Menu for the class to show the Class List of names of those enrolled. Waitlisted students are shown at the bottom of the list. The waitlist will also show the date and time of addition to the waitlist.

Faculty can choose to have waitlisted students displayed on their MyMCAD roster:
In Faculty Course Center, when viewing the Class List, there is a "Set Options" box in a blue bar at the upper left of the screen. Click "Set Options," and you will see a list of checkboxes. Under "Search Options," click "Show Waitlisted" and click "Save." This box stays checked unless you actively come in and un-check it.

How waitlists are created: When a course reaches the enrollment limit during the registration period, students may have the option to be placed on a waitlist. Records will notify students if a space becomes available in the class. If, at the beginning of the semester, a course still appears on a student's schedule as waitlisted status, the student may try to add the class during the official Add/Drop period. Faculty may refer to the process outlined in the "Adding or Dropping a Class" section. [Per MCAD Student Handbook]

How students add a class: During the first five days of a semester, students may add or drop classes. No classes may be added after the first five days.

If adding a class, a student must get the faculty's signature at the first class meeting, then bring the form directly to the Records Office. If a student needs to add a class after the first day, and if there's room in the class, a department chair may add the student to the class.

A class is officially added to the student's schedule only if the Add/Drop form is returned to the Records Office by the stated deadline. Students who miss the deadline will not be allowed to attend or receive credit for the class.

Faculty note: If a registered student does not attend the first class meeting, the faculty can drop them from the class. While faculty should accept requests to add if there is class capacity, accepting additional students beyond that is discretionary. If there are multiple students requesting to add, it may be helpful to refer to the date and time stamp for when they were placed on the waitlist.

See [MCAD Student Handbook here: https://intranet.mcad.edu/department/student-affairs]

Family Educational Rights and Privacy Act (FERPA)
It is a federal requirement to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal law requires colleges and universities to maintain the privacy of student educational records. Maintaining confidentiality of student records is everyone's responsibility at MCAD, whether you are faculty, staff, or a student. To be allowed access to student records, you must carefully review the resources, available on the Records Department intranet page (please see links below). Please contact the Registrar with any questions.

FERPA at MCAD Training video: https://intranet.mcad.edu/resources/ferpa-mcad-training-video
FERPA Facts:
https://intranet.mcad.edu/sites/default/files/docs/FERPA%20Facts%2008312016.pdf

FERPA Directory and Non-Directory Information at MCAD:
https://intranet.mcad.edu/sites/default/files/docs/ferpa_directory_information_list_aug_2018.pdf
2018-19 MCAD Notification of Rights under FERPA:
https://intranet.mcad.edu/sites/default/files/docs/2018-
19_mcad_notification_of_rights_under_ferpa.pdf

INCOMPLETES

To receive a grade of Incomplete for a class a student must first meet with the department chair of their major or their program director, or if they have not yet declared a major the chair of the department of the class to discuss the request for an incomplete grade. If the chair or program director agrees that an incomplete may be appropriate they will sign an incomplete form, available on the Records Intranet Page, that the student must take to their faculty for final approval; at their discretion chairs may confer with faculty. Return the completed and signed form to the Records Office.

Incompletes may only be assigned as a result of events beyond the student's control, like medical or family emergencies, which occur during the final third of the semester and interfere with a student's ability to complete assigned coursework. If an incomplete is related to a disability, faculty should confer their chair and with the appropriate campus professionals (The Learning Center, Dean of Students or Academic Affairs) to assist in making a determination.

Faculty may set the due date for the submission of incomplete work prior to the end of the fifth week of the next semester (fall or spring), but all incompletes must be fulfilled by that date. Any incompletes for which no additional work is submitted by the deadline set by the faculty will lapse to an F.

Students must make appropriate arrangements with supporting departments (3D Shop, Print Shop, Media Services, Academic Services) if they intend to complete their work over the summer.

Note: Students who are on academic probation may not request Incompletes during their probationary semester.

MIDTERM AND FINAL GRADES, MyMCAD AND BLACKBOARD

Mid-term grades and final grades are required to be posted on MyMCAD by the deadlines furnished each semester. For 15-week courses in fall and spring semesters, the midterm grade period is between weeks 7 through 9, with a fixed final due date the Tuesday of week 10.

Final grades for all terms are due at noon on the Tuesday following the last day of classes. A fixed date is provided each year, and is listed on the academic calendar.

For 5-week classes, the midterm grade period begins week 2, with a fixed final due date of the Tuesday of week 3.

For 10-week classes, including summer term courses, the midterm grade period between weeks 4 to 6, with a fixed final date of the Tuesday of week 7.

As a courtesy, you may post the final grades on your Blackboard site, but are not required to do so. Students are able to access the grades on Blackboard prior to MyMCAD.

PREFERRED NAMES AND PERSONAL PRONOUNS

It is MCAD policy to recognize self-identification within our population and it strives to accommodate.

To view your main class roster, go to:
- MyMCAD
- Faculty Info tab

- Faculty Course Center
  - o "Class List" shows the legal name

Students' preferred names are added to the custom class list on MyMCAD.

To see your class lists with preferred names, go to:
- MyMCAD
  - o Faculty Info tab
    - ▪ "Student List with Preferred Names."

Blackboard will always use preferred names.

Names are updated by request of the student.
Faculty should address this every semester, with each class, as status individual status changes.

The mcad.edu website includes these pertinent pages:
https://mcad.edu/student-life/equity-inclusivity
https://mcad.edu/about-us/policies/nondiscrimination-policy
https://mcad.edu/student-life/nonbinary-pronouns-guide

Faculty should consider amending their official MCAD email signature to include their preferred pronouns:
    Name:
    Title:
    Phone:
    Pronouns:

First Day of Class Models Addressing Preferred Names and Pronouns

1. The faculty emails the class ahead of time through Blackboard to ask for preferred names and pronouns. During the first day of class, the faculty clarifies pronunciations and distributes name cards for students to write their name and pronouns. The name cards are used during the entire semester. (LA Department supplies Sharpie markers, 8.5x11 card stock, and preferred pronoun stickers for folded tent name cards.)

2. When reading the roster aloud, the faculty uses last names and has the students specify their preferred names and pronouns. The faculty notes changes on the roster. The students are referred to by the names they use to introduce themselves for the rest of the semester.

3. The faculty does not read the roster but has the students introduce themselves by names and pronouns, including last names. The faculty reconciles the roster with the students' self-identifications and identifies students by their preferred names and pronouns for the rest of the semester.

4. Prepare a ½ page form for students to fill out the first class:
    • Name / Preferred name / Pronouns
    • Class Year
    • Major
    • Expertise (related to class info?)
    • What are your expectations for this class?
    Students use forms to introduce themselves to the class; give sheet to the faculty member. Or share with another student and they introduce each other

STUDENT ALERT NOTICE
    The Student Alert Notice allows chairs and the dean of students to a wide range of concerns about a student at the first signs of concerns about a student. The Student Alert Notice helps

the college mobilize appropriate support as quickly as possible. Faculty concerns about a student can include, but are not limited to:

- Learning/classroom difficulties
- Substandard performance in course or assignments
- Difficult interactions with other students or faculty
- Mental health concerns
- Physical health concerns
- General well-being (food, housing, or transportation issues)
- or any other reason

MCAD strongly encourages faculty to use the form anytime in the semester. The Student Alert Google form is available on the intranet, under Records, Academic Affairs, and Student Affairs. https://docs.google.com/forms/d/e/1FAIpQLSeEIIa6LlI6_FiucJXYpNzMID3LEKEKnyJwqIKGQwsMMaEr6g/viewform

The alert form is sent to Records, who notifies the student and Student Affairs. If a student receives two or more alert notices the student will be contacted by the Dean of Student Affairs. A subsequent meeting will be scheduled to help the student analyze the problem and make realistic plans to remedy the situation and succeed at the college.

TITLE IX MANDATORY REPORTING

All employees, including full and adjunct faculty, are required by Federal law to complete Title IX training. MCAD provides an online, interactive training for this purpose. Human Resources provides a link to the training and tracks completion.

As noted in the training, faculty are mandatory reporters of sexual harassment or sexual violence. Faculty are not confidential resources for students and must report any knowledge of sexual violence to the Title IX coordinator.

If you have questions or concerns about the policy contact the dean of students.

The policy:

Federal Law and MCAD Policy requires that all College employees with teaching or supervisory authority are obligated to report incidents of sexual harassment and sexual violence of which they become aware to the Title IX Coordinator.

This means all disclosures of sexual misconduct shared by students to a faculty member must be reported to the Title IX Coordinator (Dean of Students Jen Zuccola). If you believe a student is going to disclose an incident of sexual misconduct with you, tell the student you are not a confidential resource and that you will need to report any alleged violation to the Title IX coordinator. Disclosures of sexual misconduct disclosed in class in any way (i.e. discussion, critique, assignments) must also be reported to the Title IX Coordinator.

Promptly notify the Title IX Coordinator via email, phone, or in person of any misconduct you become aware of. If you need to make an emergency report during non-office hours, contact Public Safety.

The only confidential resource available to students are the mental health counselors.