# Brookdale Community College

# 2019

# Adjunct Faculty Handbook

**BROOKDALE**

Lincroft Main Campus
765 Newman Springs Road, Lincroft
732-224-2345

Freehold Campus
3680 Route 9 South, Freehold
732-780-0020

Brookdale at Hazlet
One Crown Plaza, Hazlet
732-739-6010

Brookdale at Long Branch
213 Broadway, Long Branch
732-229-8440

Brookdale at Neptune
60 Neptune Boulevard, Neptune
732-774-3363

Wall Campus
800 Monmouth Boulevard, Wall
732-280-7090

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## About Brookdale

Brookdale Community College, located in the Lincroft section of Middletown Township, New Jersey, is an excellent resource for residents of Monmouth County. The College offers (2-year) associate degrees and certificates, plus noncredit classes in many areas of personal and professional interest.

Brookdale is an open admission, comprehensive community college. The College was founded in 1967 and is sponsored by the citizens of Monmouth County through the Board of Chosen Freeholders.

The College dedicates itself to equal opportunity for all and does not discriminate against anyone on any basis, either in education or in employment practices. An appointed Board of Trustees sets policies, fixes tuition and fees and continually monitors education programs.

Most Brookdale students are eligible for various forms of Financial Aid.  This includes federal and state grants and loans as well as private scholarships offered through the Brookdale Foundation.

Brookdale provides a wide range of student services including Counseling and Advising, an Honors Program, Veterans Services, services for International Students, Academic Tutoring, Disability Services, Transfer Resources, Career and Leadership Development, and Testing Services. All students are encouraged to participate in the many campus events, clubs, guest lectures, and athletic programs offered through the office of Student Life & Activities.

The five Regional Locations in Freehold, Hazlet, Long Branch, Neptune and Wall and the Culinary Education Center in Asbury Park offer local access to Brookdale's credit and non-credit programs and services, as well as contribute to the economic growth of Monmouth County by hosting and/or sponsoring community events and programs.  University Partnerships with three baccalaureate granting colleges provide local access to post-associate degree education offering excellent transfer opportunities for Brookdale graduates.

In the 52 years since Brookdale opened its doors, both the College and the County have grown tremendously. The 220-acre main campus today comprises 22 buildings totaling 731,353 square feet, including a Fitness Center, Conference and Events Center, Performing Arts Center, and Bankier Library.  The Lincroft campus also includes athletic fields, the Monmouth Museum and the High Technology High School and is the location for the Brookdale-Rutgers Partnership.

## Student Consumer Information

One of the important principles of higher education is promoting access to information that will allow consumers to make informed decisions about postsecondary education.  Our "consumers" include students, parents, high school counselors, legislators, researchers, and business people. The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, includes many disclosure and reporting requirements for colleges such as Brookdale.

Student Consumer Information available on the College website includes such information as the availability of institutional and financial aid information: student financial assistance, student loan information, and information on student outcomes such as retention, graduation rates, and transfer rates.

## Vision, Mission, Values, and Philosophy

**Vision**
Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale Community College plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire community members to achieve their aspirations to the best of their abilities.

**Mission**
Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

**Values**
These Values guide the Brookdale community in the fulfillment of our Mission: each being of equal weight and importance.

- **Students and Student Success**
  Brookdale Community College values our students and their academic and personal success; their learning and achievement are the hallmarks of our mission.

- **One Brookdale**
  Brookdale Community College values the philosophy of One Brookdale. One Brookdale represents a collective commitment by all employees to demonstrate a consistent, appropriate and comparable level of teaching and service excellence throughout the entire College, across all locations, creating and communicating a dynamic synergy of intent and action focused on student success.

- **Excellence in Teaching and Support Services**
  Brookdale Community College values teaching and service excellence and prepares learners with a broad range of knowledge, skills and experiences through open access to a wide variety of diverse programs, services and experiences.

- **Diversity and Global Perspectives**
  Brookdale Community College values the diversity among the members of our community and chooses to build an inclusive, innovative and creative environment representative of a successful multicultural and globally interdependent society.

- **Integrity and Accountability**
  Brookdale Community College values our good name; placing fairness and honesty at the forefront as we assess and implement our policies, practices and plans. Operating within our culture of assessment, accreditation processes are embraced as a learning experience supporting the College's ability to sustain excellence and demonstrate accountability.

- **Academic Freedom**
  Brookdale Community College values the principles of academic freedom and freedom of speech for all members of the College community.

- **Our Employees**
  Brookdale Community College values our employees and their commitment to providing excellent service; they are enthusiastic, innovative and responsive to students and the institutional needs and interests of our community.

- **Commitment to Collegial Governance**
  Brookdale Community College values the transparent decision-making, collaboration and collegiality fostered by College Governance which demonstrates an environment of mutual respect.

- **Lessons from the Past**
  Brookdale Community College values our legacy and history, alumni and the greater community; learning from our past as we expand and respond to challenges inherent in our future.

- **Our Role in Our Community**
  Brookdale Community College values our unique role in our community and commits to working with students, employees and our community to achieve common goals in education, diversity, cultural enrichment, economic development, strategic planning, stewardship, and sustainability.

**Philosophy**

Brookdale Community College values most, the individual learner. The College respects the differences in needs, strengths, and weaknesses in each person. We respect the right of each individual to strive, to struggle to succeed. We respect the right to be unique.

We further value the experience of learning and count it among the most satisfying of human activities. We believe all education is a life-long activity, one that enhances every aspect of human existence. We see that developing career skills and developing individual human potential are equally valuable. Each makes its contribution to the fullness of life.

We recognize the interrelatedness of all learning and the benefit gained by freedom of thought and expression. Effective education promotes awareness of the intricate relationships that exist among people and between individuals and their environment. The development of individual potential is inevitably related to what society permits, encourages, or maintains.


## Non-Discrimination Policy

Brookdale Community College is an Equal Opportunity/Affirmative Action institution. No person, in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status, civil union status, domestic partner status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected categories or activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

All persons have the right and are encouraged to report immediately regarding suspected violations of the College's Nondiscrimination Policy to the Manager – Diversity, Inclusion, and Compliance/Equal Employment Opportunity/Affirmative Action Officer/Title IX Coordinator (732-224-2695) located in the Human Resources Office, first floor of the Brookdale Administrative Center (BAC).

Additionally, complaints may be reported to the Vice President-Student Success located in MAC 106 (732-224-2215), who is the Section 504/ADA and Title IX Coordinator for all student matters or to the Associate Vice President, Human Resources & Organizational Safety (732-224-2234), who is the Section 504/ADA Coordinator and Title IX Coordinator for employment matters.

## Getting Started at Brookdale

Information on academic policies and procedures, the College Catalog, emergency and security procedures and technology assistance are available on the College website www.brookdalecc.edu and the Vice President for Learning's web page.

The Faculty Resource Guide provides information for faculty on available support services to help students navigate challenges and manage responsibilities. The Guide is designed to give links to the information faculty may need to assist students in areas such as counseling, emergencies, and student conduct.

Your Institute Office will provide instructions on accessing email, your phone extension, setting up your NETID, WebAdvisor information, and securing your Brookdale OneCard. These applications as well as Library account services, and Canvas (online course access) are available by selecting MyBrookdale from the home page.
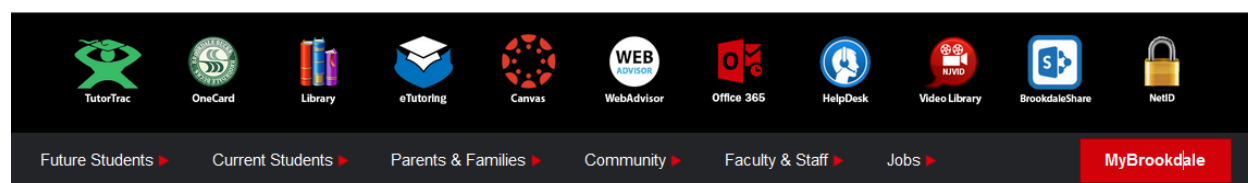


**Before your first class**
Review the syllabus and other course materials. If you have an assigned mentor, review these materials with him/her. See Mentoring.

Using the campus map, locate your classroom. It is good to visit and check that it has items you will need for class. It is wise to bring markers and an eraser to class. If you have technology requests, check with your mentor or Institute Office.

**Academic Schedule**
Take note of the Academic Calendar and Important Term Dates noting the total number of class sessions, add/drop dates, last day to withdraw, etc. Plan class activities for all class sessions.

All classes should meet for the entire scheduled time. Students should not be dismissed early from class.

Importance of the first class: The first class in a course sets the tone for the semester. While it is important to take care of course management such as reviewing the syllabus and instructor addendum, it is also important to engage the students with course material and provide for student-to-student and student-to-instructor interaction.

**BUSINESS AND SOCIAL SCIENCE** -     **Patricia Gallo x2220, Dean**
                                                        **Joan Rudinski x2335, Administrator**

Applied Social Science Department
  ➢ Criminal Justice – Anthony Pellicane **x2105**, Dept. Co-Chair
  ➢ Education – Ave Latte **x2543**, Dept. Co-Chair
  ➢ Paralegal – Mike Sullivan **x2200**, Dept. Co-Chair

Business Department
  ➢ Business
      o Accounting/Economics Sarah Leahy **x1927**, Dept. Co-Chair
      o Business/Fashion Design & Merchandising
        - Business – Phyllis Shafer, **x2018**, Dept. Co-Chair
        - Fashion Design & Merchandising – Annmarie Hughes, **x2920**, Dept. Co-Chair
  ➢ Culinary Arts/Hospitality Management – Michelle Zuppe **x6593**, Dept. Co-Chair

History & Philosophy Department
  ➢ History – David Bassano **x2410**, Dept. Co-Chair
  ➢ Philosophy – Carl Thomas **x1818**, Dept. Co-Chair

Social Science Department
  ➢ Anthropology, Human Geography & Sociology – Joseph Boyle **x2540**, Dept. Co-Chair
  ➢ Political Science – Jonathan Moschberger **x2321**, Dept. Co-Chair
  ➢ Psychology – Brent Costleigh **x1974** Dept. Co-Chair


**HEALTH SCIENCE** – **Jayne Edman x2415, Dean**
                              **Mary Ehret x2185, Director of Nursing**
                              **Susan Scarangella x1981, Administrator**

Allied Health Department
  ➢ Carol Schedel **x2692**, Dept. Chair

Nursing Department
  ➢ Joan Santa Croce **x1976**, Dept. Chair


**HUMANITIES** –     **Meg Natter x1972, Interim Dean**
                              **Carol DiBuccio x2487, Administrator**

Communications, Speech & Language Department
  ➢ Communications & Media/Journalism – Chad Anderson **x2763**, Dept. Co-Chair
  ➢ Languages & ESL – Debbie DeBlasio **x2762**, Dept. Co-Chair
  ➢ Speech – Barbara Baron **x2211**, Dept. Co-Chair

English Department
  ➢ Bettejane Bolan-Kenney **x2686** & Christine Vasquez **x2495**, Dept. Co-Chairs
    Donna Flinn **x2582**, Marcia Krefetz-Levine **x2682** & Carmen Mount **x2670**
    Dept. Asst. Chairs

Reading & Learning Disabilities Department
 ➢ Barbara Barrella **x2676**, Dept. Chair

Visual & Performing Arts Department
 ➢ Art – Claire Smuga **x1932**, Dept. Co-Chair
 ➢ Design – Celeste Chirichello **x2621**, Dept. Co-Chair
 ➢ Performing Arts – John Bukovec **x2605**, Dept. Co-Chair


**INNOVATION & LEARNING RESOURCES – William Burns x2426, Dean**
**John Popovich x2817, Administrator**

Bankier Library  - **Steve Chudnick x2482, Director**
 ➢ Library – Amy Clark **x2483**, Dept. Chair

Student Success Department
 ➢ College Success – Sabrina Mathues **x2030**, Dept. Chair


**STEM –** **Anoop Ahluwalia x1987, Dean**
**Anita Molski x1977, Administrator**

Applied Science & Technology Department
 ➢ Automotive Technology – Paul Tucker **x2878**, Dept. Co-Chair
 ➢ Computer Science – Peter Geiselman **x2856**, Dept. Co-Chair
 ➢ Engineering & Technology – Mike Qaissaunee **x2879**, Dept. Co-Chair

Biology Department
 ➢ Rob Martens **x2908**, Dept. Chair

Mathematics Department
 ➢ Brian McKeon **x2868**, Dept. Chair
 Nathalie Darden **x1855**, Hanli Huang **x1906**, Rebecca Rozario **x1842**,
 & Spyro Roubos **x2300** Dept. Asst. Chairs

Physical Science Department
 ➢ Chemistry – William Boyke, **x2433**, Dept. Co-Chair
 ➢ Environmental Science & Physics
   o Environmental Science - Juliette Goulet **x2250**, Dept. Co-Chair
   o Physics - Nancy Liu **x2884**, Dept. Co-Chair

## Teaching and the Classroom

### WebAdvisor for Faculty
- **Class Schedules and Rosters** are accessible through WebAdvisor.

- **Monitoring System**
  Faculty are required to use the Monitoring System. Monitoring schedules and code entry instructions are distributed to faculty at the beginning of each term.  Monitoring system code entry may take place by accessing WebAdvisor for Faculty during the dates specified for each term.  The Teaching and Learning Center 732-224-2089 is available to assist in monitoring code entry.

- **Grading**
  The college Grading System is available in the College Catalog.  Follow the course grading in the syllabus.  See your mentor or department for more information on course grading.
    - **Examinations and Deadline Dates –** check with your department regarding exams.  Instructors should observe examination deadline dates.  Security of exams is essential before, during and after the exam.  Check if your department utilizes the Testing Center for makeup or retesting.  See Testing Center for information.

- **Final Grading**
  Final grades are due five days after the end of the term.  The Registrar distributes final grading due dates via email each term. Final grades are input through WebAdvisor.  See Final Grading.

### Academic Integrity
College Regulation 6.3000R Academic Integrity Code provides for the maintenance of academic integrity for the College community.  The Academic Integrity Code is adopted for the purpose of providing a set of expectations and at the same time offering the assurance that all students will be accorded fair and objective treatment when violations occur.

The College ensures that every individual has the right to a fair and equal process in academic disciplinary matters.  When an alleged violation of the academic integrity code occurs, an Academic Integrity Code Report is generated by staff or faculty observing the incident. For questions, contact the office of the Vice President for Learning, 732-224-2196.

- **Plagiarism** is a violation of the Academic Integrity Code.  The Bankier Library and the English Department are important resources for students seeking assistance to properly document sources.  NoodleTools, the Internet bibliography software, is available from the Bankier Library web page.  Brookdale subscribes to Turnitin.com an online service that allows instructors and students to submit papers for an "originality check" to determine if the content already exists.  See Library Services for Faculty for more information.

### Course Syllabus
The course syllabus is a contract with students and describes the course's content.  Instructor addendums provide specific course section information.   Your department/mentor will provide the syllabus for your course section. Syllabi are accessible to students through *Search for Classes (www.brookdalecc.edu)* by clicking the course section or by opening the course description in the College catalog.

### Disability Services – ALERT Forms
The Disability Services office, in compliance with federal and state laws, ensures that no qualified student with a disability be excluded from participating in, or is denied the benefits of, the services, programs, and activities at Brookdale. We offer individualized and reasonable

accommodations and/or services to qualified persons to ensure complete access and full participation in the educational process.

Students in need of services must contact the Director's office and schedule an appointment at 732-224-2730. Students registered for services are asked to present an Alert Form at the beginning of each term.

Contact the Director, **Ernest Oversen**, with questions or concerns by calling 732-224-2729 or email eoversen@brookdalecc.edu. Hearing impaired students can call 732-842-4211 (TTY).

The Disability Services office is located on the Lincroft campus in the Main Academic Complex, MAC 111.

College Students with Disabilities: A Resource Guide for Faculty and Staff

***NOTE: NEVER ask any student to self-disclose if they have a disability, publicly or privately.  If you suspect the presence of a disability, please call Director Oversen for guidance****.*

### Student Conduct
The Office of Student Conduct & Compliance at Brookdale Community College seeks to provide a safe and effective learning environment for students, faculty, and staff. The office works collaboratively to teach students how to be respectful and responsible members of the campus community.  For questions or concerns, contact Director of Student Conduct & Compliance, Christopher Jeune, 732-224-2096, located in MAC 106, email cjeune@brookdalecc.edu.

Brookdale has many different resources to support out students and the employees who interact with them.  For information on submitting reports concerning student behavior or code of conduct violations see Reporting Student Incidents.

If you believe a student or community is in immediate danger, please immediately contact the Brookdale Police at 732-224-2222.

Students at all Brookdale sites are expected to be familiar with and abide by the Student Code of Conduct.  These rules and regulations exist to guide students' behaviors when on campus (including the Regional Locations), whether they are attending classes or co-curricular events. The Office also serves as the administrative lead for the College's Behavioral Review Team, which is a collaborative group of Brookdale administrators and faculty who assist "students of concern" identified by the College community. The Director also serves as the Deputy Title IX Coordinator for student matters.  Visit the Stay Safe website for more information about the College's initiatives to combat sex-based discrimination.

### Technology Assistance
The Office of Information Technology provides assistance for all technology services.  For immediate assistance call Ext. 2829 or email helpdesk@brookdalecc.edu.  See Office of Information Technology webpage for services and support information.

### Printing
Brookdale's Pay-for-Print services allows students, faculty, staff and community guests to pay for printing and copying using their Brookdale OneCard or BrookdaleGuest Card.  For classroom/work-related printing and copying, instructors should contact their Institute Office for a cost center code.

## Services for Students and Faculty

### Academic Information Online and Student Email
All students are assigned a Brookdale email address upon admission to the College.  For complete details, review the Student Office 365 website. Students receive critical information such as grade, graduation notices and registration announcements.   In addition, faculty will communicate with students through the official Brookdale student email system.  Students are required to have a MyBrookdale NETID for access to email, online courses, schedules, grades and more.  Instructions are available for faculty on how to send email to students through WebAdvisor.

### Academic Advisement, Personal and Psychological Counseling

### Academic Advising
Academic Advisors offer advisement services to all Brookdale students. These services include academic advising and transfer planning.  Some services are also available online through our Distance Advising Program. The Advising Department is located on the 2nd floor of the CAR building (Center for Admissions, Registration and Records) on the main Lincroft campus. Advisors are also available at both the Wall and Freehold campuses and at the Brookdale locations at Hazlet, Long Branch, and Neptune. For more information, students can call 732-224-2555.

### Personal & Psychological Counseling Services
Brookdale has professionally trained and NJ licensed counselors ready to assist students adjust to the demands of college as well as with difficult personal issues including relationship problems, anxiety, depression, substance abuse, and serious personal issues such as grief and loss.  Students may schedule an appointment by calling 732-224-2986.

### Bankier Library Learning Commons – Tutoring Center
The Tutoring Center located on the first floor of the Bankier Library provides tutoring services to all students. The Learning Commons Assistants are professional tutors who work with students individually or in small groups on general topics and specific subject areas.  Students may make appointments by calling 732-224-2999 or emailing tutoring@brookdalecc.edu. Walk-ins are welcome.

Online tutoring is also available. **eTutoring Live tutoring** allow students to meet with a live tutor one-on-one via a fully interactive, virtual online environment.  **Offline questions** allow students to leave a specific question for a tutor who will respond within 48 hours. **Online writing lab** allows students to submit a paper to a tutor and ask for specific feedback.  The tutor will respond within 24 to 48 hours.  Students may submit a draft up to three times.  [Note: The tutor will not edit, correct or rewrite the paper, but will help students improve their work and writing skills.] eTutoring provides assistance in Accounting, Anatomy & Physiology I, Biology, Calculus I and II, Chemistry, Math, Research Methods and Information Literacy, Statistics, and Writing. For more information, or to begin a tutoring session, students can visit https://www.etutoring.org.

### Bankier Library
The Bankier Library supports the curricula by providing resources, for students as well as faculty, both in the library and online. The Information Commons is an open computer lab where students can research, email, and access software applications.  As a facility, there is opportunity for both individual and group study. As a classroom, the library faculty teach how effectively to find credible, authoritative, appropriate resources.

### Career and Leadership Development
Career and Leadership Development offers a variety of programs and services including intern and externships, student work-study, online job/employer information, resume writing and skill building workshops to complement academic study and to assist students in reaching career goals. The office is located in MAC 105. Faculty and students can call the office at 732-224-2792 or email questions to career@brookdalecc.edu.

### Computer Science Lab
The Computer Science lab is located in LAH 103. Visit the website for hours.

### Educational Opportunity Fund (EOF)
The Educational Opportunity Fund, (EOF) is a state-funded college access and student support service program, hosted and financially supported by New Jersey's colleges and universities. All program students are low-income and often the first in their families to attend college and referred to as first generation.

Students admitted to the EOF program must meet both academic and financial eligibility requirements.

Direct questions to Richard Morales-Wright, Director. Call 732-224-2512 or email questions to rmwright@brookdalecc.edu.

### Governance
Brookdale's Governance system is a unique participatory decision-making body, which brings students, faculty and staff together to influence all aspects of College life. Governance forums for the entire College to discuss and/or resolve campus issues are held across the Fall and Spring Terms. All are encouraged to join Governance to be involved in discussions and suggestions for growth and management. For information on Governance Committees, meeting dates and discussion agendas, visit Governance SharePoint site. Your username and password is required to access the SharePoint site.

### International Education Center (IEC)
The IEC program offerings include services for international students, study-abroad programs for current Brookdale students, curriculum resources and professional development opportunities for faculty and staff, and multicultural campus events. Through the global perspectives provided by the IEC, members of the Brookdale community will gain invaluable preparation for future interactions in a global workplace and diverse society.

Located in MAC 114; faculty and students can email international@brookdalecc.edu with questions or call 732-224-2799 directly.

### Math Lab
The Math Lab located in MAS 204 is an area where students may study, do homework, obtain assistance, and meet with a study group. Students do not need an appointment to work in the Math Lab. For Math Lab hours, workshops, information, call 732-224-1808 or access the website.

### Reading and Writing Centers
The **Reading Center** offers academic support for Brookdale students enrolled in any Brookdale course who need assistance in applying reading strategies in their coursework. Weekly assigned lab times are provided for READ 091 and 092 students; individual 45-minute appointments are offered for READ 095 students. Students can schedule appointment online through tutortrac.brookdalecc.edu.

The **Writing Center** offers academic support to any Brookdale student enrolled in any Brookdale course that requires writing.  It is staffed by professional writing consultants, many of whom teach English classes.  The Writing Center helps with essays and research papers from every academic discipline, including business, communications, history, nursing, and political science. The Writing Center is located in LAH 118; there are also Writing Centers at the Regional Locations.  Students can schedule appointments.  Instructions on scheduling appointments are available through the Writing Center web site.

### STEM Lounge
The STEM Lounge in MAS 107 is available for STEM majors needing extra help from peer tutors. STEM majors may stop by during the hours posted.

### Student Handbook
The Student Handbook is available online.  Students and staff should familiarize themselves with general information about College policies, procedures, academic resources, campus life, student services and behavioral expectations at the College. Faculty, staff and students should review this information annually for updates and changes.

### Student Life & Activities
The office of Student Life & Activities is dedicated to enhancing the College experience through a comprehensive campus life program. Students can connect to any one of over 50 clubs and organizations to enhance their Brookdale experience.  The office is located on the lower lever of the Student Life Center, Room 101 and is an integral part of Brookdale Community College, working to complement the College's mission through student centered programming and services. Call 732-224-2390 for information.

### Student Services Center – Lincroft's One Stop Center
Brookdale's One Stop Center is a central location on the main campus where students can take care of all of their enrollment needs. Located in the CAR Building, Center staff can answer many student questions related to enrolling, getting transcripts, or paying for college.  Center staff will show students how to access and use the self-service modules – like Student Planning and WebAdvisor. Students are able to check Financial Aid status, add/drop or register online among other things without having to drive to campus or a regional location. Call the Student Services Center at 732-224-2020 with questions.

### Student Success Centers
The Student Success Centers are the one-stop for academic and student support services at the Regional Locations.  Open computer labs are available for student use during all general open hours at the Regional Locations.

### Teaching and Learning Center
The Teaching and Learning Center (TLC) promotes interdisciplinary interaction, pedagogical innovation, and the implementation of best practices for the design and delivery of instructional content. The TLC administers the Learning Management System and oversees the operations for online courses.

The TLC offers an online certification course for faculty seeking to teach fully online courses.  Topics range from active learning theories to Universal Design for Learning.  The TLC also offers workshops on the college's learning management system and other technology tools to promote student success.

The Teaching and Learning Center is located next to the Bankier Library.  Reach us at 732-224-2089 or innovations@brookdalecc.edu.

## Testing Services

Testing Services provides professionally proctored exams to students and community members, with a commitment to diversity and meeting individual's needs. Testing Services is committed to maintaining academic integrity in the testing environment while adhering to the guidelines that are consistent with the National College Testing Association Standards and Guidelines.

- The Center is located in the Bankier Library. For information related to hours of operations and specialized testing, call the Center directly at 732-224-2584 or email questions to testing@brookdalecc.edu.  If you are teaching at a regional Higher Education Center, check with the Student Success Center staff for availability of test proctoring services at that location as well.

## Transfer Resources/Articulation

Brookdale maintains transfer agreements with upper level institutions through the Transfer Resources/Articulation Office.  Important information for students on transfer, college admission deadlines, transfer scholarships and the list of articulation and dual admissions agreements are available on the Transfer Resources web page.  Additionally, students can view New Jersey Transfer Law information as well as see which colleges/universities will be recruiting on the Lincroft campus.  Should you have any questions about this information, please contact the Director for Transfer Resources/Articulation at 732-224-2015.

## Veteran's Center

Veteran's Center is dedicated to providing support services to veterans and active duty military personnel. In addition to being a service and information hub, the Center is a focal point for our veterans to gather and interact informally. It also provides a dedicated location for Veteran Club meetings. The Center is located in MAC 112. To schedule an appointment or for additional information on services and resources, faculty and students can call 732-224-2106.

## College Policies

### Acceptable Use of College Computer Resources, Networks and Facilities

College Regulation 2.9000R entitled *Computer Resources, Network and Facilities Use* establishes rules, procedures and guidelines for using College computer resources, network and facilities.

Unauthorized use include, but are not limited to:

1. Using computer resources for personal or financial gain;
2. Using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations;
3. Frivolous disruptive or inconsiderate conduct in the computer labs or terminal areas;
4. Engaging in activity that might be harmful to system performance or access such as flooding the system with email traffic or intentionally introducing a virus to the system or making unauthorized changes to system settings;
5. Using computer resources such as social networks, email, YouTube, Portal instant messaging with the intent of harassing an individual or entity;
6. Attempting to circumvent resource limits or security measures;
7. Engaging in illegal activities, such as attempting to gain unauthorized access to computing resources at another site.
8. Violating license agreements or copyright laws, such as transferring copyrighted materials to/from a College computer;
9. Allowing unauthorized users to access a Brookdale account, the Internet, or other computer resources. Accounts and passwords may not under any circumstances be shared with or used by persons other than those to whom they have been assigned by the College.
10. Misusing shared resources, which can include but is not limited to actions such as artificially maintaining a modem connection when not in use, clogging the server with too many files, and excessive printing from shared printers.
11. Violating College policies, regulations, rules and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment; and
12. Using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, permit members of the College to use the College's trademarks and logos without prior approval by designated College officials.

The Regulation also identifies criminal/illegal acts associated with violations of federal, state, or local laws and regulations. The full regulation is available on the Brookdale website.

### Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student records.

Brookdale Community College reserves the right to release, or not release, directory Information at the discretion of appropriate officials. Directory Information may include a student's name, address, telephone number, field of study, participation in activities, weight and height of athletic team members, dates of attendance, degrees, awards, most recent educational institution attended, e-mail address, class schedule, class roster and photographs.

As a member of the Brookdale Community College community (student, parent, faculty, and staff), FERPA will also designate the types of information you can access, and how you can obtain information. PDF of the Family Educational Rights and Privacy Act of 1974

See FERPA for Faculty for more specific information on posting grades, student records, information requests from parents, and answers to some specific instructional situations.

### Grade Appeal Process

The Student Grade Appeal Process provides the student with an opportunity to appeal a final course grade. Although the instructor of the course is the only individual who can change the final grade, this process provides an unbiased forum to discuss and dispute the final course grade. The student must initiate the process and be prepared to present supporting documentation. No adverse action will be taken against a student who chooses to utilize this process. THE GRADE APPEAL PROCESS MUST BE STARTED BEFORE THE END OF THE NEXT LONG (FIFTEEN-WEEK) TERM. See Grading System 5.0013R.

### Mentoring

Article 23 of the Faculty Contract states that the purpose of the mentoring program is to pair new full-time and new adjunct faculty with full-time experienced faculty. Mentors are responsible to the Institute Dean, Director and/or other appropriate supervisor for providing guidance and support to new full-time faculty and adjunct faculty during the initial adjustment time at the College. Mentors will foster good teaching, counseling, and library practices through frequent personal contact, effective communication of ideas and suggestions, and sharing of professional materials and techniques. Department Chairs will assign mentors and provide their Institute Dean, Director and/or other appropriate supervisor with this information at the start of each semester.

### Parking

Open parking is available on the Lincroft campus and Regional Locations. See the Lincroft campus map for parking lots. As Brookdale is in a residential neighborhood, there are local traffic laws enforced by both Brookdale and Middletown Police.

### Payroll Schedule 2019-2020 Academic Year

### Smoke Free College Environment

In compliance with federal, state, county and local laws concerning a smoke free environment, Brookdale enforces a tobacco-free environment at its main Campus and all Regional Locations. In accordance with Brookdale College Regulation 2.6000R, use of tobacco products is prohibited on College property and campus(es), except for inside personal vehicles. The prohibition includes, but is not limited to, smoking on walkways, parking lots, grounds, gardens, playing fields, and the perimeter of any building. Prohibited products include but are not limited to, cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco and/or snuff, and vaping or similar devices.

### Student Opinion Reports (SORs)

SORs will be administered in one or more sections taught by new part-time faculty in their first semester of teaching. SORs will be done in at least one section in each different course taught by returning adjunct faculty within a calendar year. All SORs will be administered *electronically*. See Student Opinion Report Process.

Additional information about the Student Opinion Reports, including Survey Request Deadlines, Survey Administration Timelines, Step-by-Step In-Class Administration Instructions, Frequently Asked Questions, and Proctor Observation Forms can be found on the Planning & Institutional Effectiveness Student Opinion Report web page.

## Emergencies and College Closings

### Police Department
In an emergency, dial **911 or 2222** from any on-campus phone. 911 calls go directly to the Monmouth County's 911 Call Center and they will dispatch Brookdale police officers and emergency vehicles to the scene, as needed.

Regional location security desks can be reached at the following numbers:
**Freehold** 732-780-0020 ext. #1  **Hazlet** 732-739-6012  **Long Branch** 732-229-8440 ext. #1
**Neptune** 732-774-3363 ext. #1  **Wall** 732-280-7090 ext. #1

There are 17 yellow emergency phones identified by blue lights located throughout the campus.

For non-emergencies, dial 2352. For non-service call questions, dial 2350.

For contact information and additional resources see Contact Numbers.

### Emergency Notification
Emergency notification procedures are available on the Brookdale website. The Brookdale Police Department works closely with the Office of College Relations to relay vital information to the college community in an event of an emergency or the risk of an emergency.

All current students and employees are automatically enrolled in the RAVE Alert System and will only receive an emergency notification (labeled "Bdale Alert") in the event of an emergency or a weather-related school closing.

Students, faculty and staff should update their information in WebAdvisor to ensure the RAVE system communication is current. View the PDF with updating instructions.

Emergency Notification Procedures:
Whenever possible, the College will communicate during each stage of an emergency situation: pre-emergency, at the onset, during and post-emergency.

Notification channels: RAVE Text Alert System; Cisco Phone System; Employee Voicemail; Recorded Message on the College's Main Number; email; Brookdale website; Social Media (Facebook, Twitter); Local Media – WBJB 90.5, News12NJ, WCBS – TV Channel 2, Brookdale Public Radio WBJB 90.5 FM

### College Closing
For cancellation due to inclement weather, see the notification channels identified above.

### Delayed Openings
In the event of an emergency or delayed opening, the President or designee will declare a time for access to the campus and regional locations, and then a subsequent time for the start of classes and programs. Only classes scheduled to start after the opening of the College will be held that day. Exceptions to the above must be approved at the beginning of each term by the President. These are for extraordinary circumstances only. The Office of the President and College Relations will be responsible for notifying the public, students and the College community. See Emergency Notification for notification channels.

### Employee Protocols for Air Quality Issues or Work Related Injuries/Illness

➢ Work Related Air Quality Issues or Illness:
   1. Notify your supervisor and call Facilities (4444) to examine the area.

   If an Employee becomes ill from air quality issue:

2. Notify your supervisor and  HR and report the illness due to air quality
   a. HR will set up an appointment for you to be examined by the college workers' compensation carrier.
   b. If determined by the workers' compensation doctor that the illness may be a direct result of air quality issue at work, the Fire & Safety Manager will schedule an air quality test.
   c.

➢ Work Related Injuries:  You Must Inform Your Supervisor and Human Resources within 24 hours:

1. If you have been injured as a direct result of your employment at Brookdale, you may be eligible to receive benefits under our worker's compensation policy through *Qual-Lynx*.  Coverage may include medical treatment and pay for lost wages.  PLEASE make sure you follow the instructions outlined on the "Employee Benefits" page located on SharePoint to ensure that you will be considered for coverage for a job-related injury or illness under workers' compensation.

2. Please keep in mind that your personal medical plan **will not** cover work-related injuries or illnesses.  In order to have medical costs covered, you must follow the instructions listed on the "Employee Benefits" page located on SharePoint. **(You cannot go to your personal physician.**  Any non-emergency medical treatment must be approved by the workers' compensation insurance provider for the college).

More detailed information also can be found on the "Employee Benefits" page located on SharePoint.

**BROOKDALE COMMUNITY COLLEGE**
**PAYROLL SCHEDULE**
**2019-2020 ACADEMIC YEAR**

| PAY DATE | DAY OF PAY | TYPE OF PAY/TERM | PAPERWORK DUE DATE |
|----------|------------|------------------|--------------------|
| 9/13/2019 | FRIDAY | REGULAR PAY | 9/5/2019 |
| 9/30/2019 | MONDAY | REGULAR PAY | 9/19/2019 |
| 10/15/2019 | TUESDAY | REGULAR PAY<br>15 WEEK & 7A WEEK FALL ADJUNCT PAY | 10/4/2019 |
| 10/31/2019 | THURSDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7A WEEK FALL ADJUNCT PAY | 10/18/2019 |
| 11/15/2019 | FRIDAY | REGULAR PAY<br>15 WEEK & 11 WEEK FALL ADJUNCT PAY | 11/5/2019 |
| 11/27/2019 | WEDNESDAY | REGULAR PAY<br>15 WEEK & 11 WEEK FALL ADJUNCT PAY | 11/19/2019 |
| 12/13/2019 | FRIDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7B WEEK FALL ADJUNCT PAY | 12/5/2019 |
| 12/20/2019 | FRIDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7B WEEK FALL ADJUNCT PAY | 12/10/2019 |
| 1/15/2020 | WEDNESDAY | REGULAR PAY | 1/3/2020 |
| 1/31/2020 | FRIDAY | REGULAR PAY<br>WINTERIM 2020 | 1/17/2020 |
| 2/14/2020 | FRIDAY | REGULAR PAY | 2/5/2020 |
| 2/28/2020 | FRIDAY | REGULAR PAY | 2/19/2020 |
| 3/13/2020 | FRIDAY | REGULAR PAY<br>15 WEEK & 7A WEEK SPRING ADJUNCT PAY | 3/5/2020 |
| 3/31/2020 | TUESDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7A WEEK SPRING ADJUNCT PAY | 3/19/2020 |
| 4/15/2020 | WEDNESDAY | REGULAR PAY<br>15 WEEK & 11 WEEK SPRING ADJUNCT PAY | 4/3/2020 |
| 4/30/2020 | THURSDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7B WEEK SPRING ADJUNCT PAY | 4/17/2020 |
| 5/15/2020 | FRIDAY | REGULAR PAY<br>15 WEEK, 11 WEEK & 7B WEEK SPRING ADJUNCT PAY | 5/5/2020 |
| 5/29/2020 | FRIDAY | REGULAR PAY | 5/19/2020 |
| 6/15/2020 | MONDAY | REGULAR PAY<br>SUMMER 1 ADJUNCT PAY | 6/5/2020 |

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