MxCC Information

As you prepare for the new semester, some helpful tips & tools are below.

Copier, Mail & Supplies.

1. Printing card will be allotted at Wheaton Hall Room 306 A; Academic Dean’s Office.

2. Photo copiers and mail collection available on campus as follows:

<table>
<thead>
<tr>
<th>Wheaton Hall</th>
<th>Dean’s office 306A</th>
<th>Faculty of Mathematics Dept. B310</th>
<th>Business Office – Copier &amp; Fax and Mail only in here B313</th>
<th>Biology Office B209 in there in Biology Storage-B207</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Hall</td>
<td>English Dept. is Room C518 &amp; in there, Room C520</td>
<td>Social Services Dept. Room 508</td>
<td>Printer in Room 416</td>
<td></td>
</tr>
<tr>
<td>Founders Hall</td>
<td>Mail Room Location Room 147A</td>
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</table>

1. Mail boxes are available in Founders Hall for full-time faculty. Part-time adjunct mail is available in their respective departments.

2. For those teaching at **Platt in Meriden**, there are supplies, mailboxes, copier/printer and fax in the Evening Coordinator’s office space. There are computers that faculty can use.

3. Copy Services will be available on the Middletown Campus (Chapman Hall) if they are needed.

4. Check with your Program/Discipline Coordinators for mailbox locations. Some are noted below.

5. Computers Labs are available in Wheaton Hall Room 305 and the Library.

Blackboard

- Please acclimate your students to use Blackboard as a central communication tool. All courses are required to have a syllabus uploaded at the start of the term. If you need assistance, visit [Distance Learning](#).

- Please also identify the modality of your course and any expectations that you have, especially for classes that are traditional and hybrid in the event that we need to shift online.

- If you are teaching synchronously, please let the students know the platform, such as Blackboard Collaborate, Teams….that you will be using.
• In addition, college wide or system wide emails with Blackboard updates may be going into your Clutter Box in email. Please check your Junk Mail Boxes when checking email.

• Please include in your syllabus calendars with due dates. If you have a campus requirement (hybrids, OLCR…), please also post the schedule of dates/locations for these required days.

Faculty Self Service – emails and grading policy.

• Faculty Technology Resources

• Please use and check your college email regularly, as this is the official way the students and the college community can reach you. All college business needs to be conducted through the community college email.

    First letter of first name, last name@mxcc.edu

    Linda Anssara    lanssara@mxcc.edu

• Blackboard Messages can also be used to communicate between instructors and students. This is encouraged to help organize and track correspondence for record keeping.

• Midterm grades are required. Info from Registrar will be emailed. Due dates are in the academic calendar on home page. This is only for 15-week and 12-week sessions. Please know that Blackboard Gradebook can be helpful in determining grades to report in Banner. Please contact Distance Learning for assistance.

    mxccdistance@mxcc.commnet.edu

• Final Grade Options (appears in the final grade drop down menu.)

    • A through F
    • I: Incomplete. This is given only under extenuating circumstances and specific guidelines. Paperwork needs to be filled out by you and submitted to Enrollment Services. You must follow up by deadline with a grade change form to be obtained at the Enrollment Services. If you have any questions, please ask. The registrar will note an “I” in banner.
    • M: Maintaining Progress. This is for developmental courses only. It means that the student completed the course but did not pass it. Course needs to be retaken.
    • W: Withdrawal. This means that your student submitted the paperwork to withdraw. The Records Office would enter the official withdrawal for you. The “W” will appear if your student withdrew, and the deadline date is in the Academic Calendar.

• H/NP notations. The due dates for academic engagement notations are in the Academic Calendar on the home page for all sessions. The registrar will email information. https://mxcc.edu/catalog/academic-policies/academic-engagement/
Links

Academic Success Center (tutoring support for students and other valuable pieces of information)
http://mxcc.edu/studentservices/

Directory of faculty and staff
http://mxcc.edu/directory/

Faculty Resources
https://mxcc.edu/faculty-staff/

Library Resources
http://mxcc.edu/library/

MxCC at Platt
http://mxcc.edu/meriden/

Distance Learning.

Faculty Technology Resources

Academic-Calendar-Fall-2022-23

Faculty Absences

- If you will be out for a class, please let your Program/Discipline coordinators know. If you don’t have a PC/DC, send the completed form to dbontatibus@mxcc.edu or sperez@mxcc.edu or rparicharak@mxcc.edu

- For those teaching at Platt in Meriden, please contact Carolyn Innocenzi, Evening Coordinator & Administrator at Platt by phone at 203-235-0774 and/or by email at cinnocenzi@mxcc.edu if you are going to be absent.

- Please email your students. Blackboard Messages or Announcements are very helpful to update your class and identify an alternative assignment if you are absent.

- Please realize that we don’t have a central system to cover classes. However, an effort will be made to post a cancellation notice on the classroom door during regular business hours.

Overloads

- If a student presents (email or in person) you with an “overload form,” the course has reached its max # of students. The Interim Dean of Academic Affairs Donna Bontatibus can only approve overloads. Please note that if a student does not show the first day or week but is on your roster, the student technically still has a seat in your class until the student has initiated a withdrawal or has been formally removed due to lack of academic engagement (N, HP policy).

Rosters

- Rosters can be accessed from my.commnet.edu.

- If a student shows and the name is not on the roster, please go to my.commnet.edu for an updated roster and see if the student has been recently added. If the name is still not on the roster, please refer the student to Enrollment Services. Movement does happen on the rosters with Add/Drop at the start of the term.

  - Faculty Online Teaching
Student Follow Up

- If you have any questions about how to assist a student or concerns regarding a student’s behavior, contact your Program Coordinator, Donna Bontatibus, Interim Dean of Academic Affairs, or Sara Hanson, Dean of Student Affairs. It’s also a good practice to jot down a few notes (date them) for tracking and save emails.

- **BOR Student Code of Conduct**

  Behavioral Intervention Team | Middlesex Community College, CT (mxcc.edu)

Supplies

- Meriden Platt: Check with Carolyn Innocenzi, Meriden Platt Coordinator.

- Middletown: Please check with your Program/Discipline Coordinator.

Syllabi

- The students receive the syllabus preferably on the first day of the course. The syllabi can be posted on the Blackboard for the students. Please make every to provide the syllabi for your students.

- Please note that syllabi are required to be on file with the college. Please email copies of your syllabi by the end of the second week of classes to the following: Mx-Syllabi@mxcc.edu

- Please be very clear on your syllabi, regarding required info, your own policies, due dates, required assignments, dates for major assignments, calendar, etc.

- **Syllabus requirements are as follows.**

  1. Semester and year (ex. Spring 2022)
  2. Course number, title, modality, and number of credits.
  3. Faculty member’s name, office location (if applicable), contact information (college email).
  4. Course meeting time and place (if applicable, building room number, Teams, Blackboard Collaborate…)
  5. Course Description – Check with Program-Discipline Coordinators or visit the college catalog.
  6. Learning Outcomes
  7. General Education Designated Core Course Competency/TAP (if applicable)
  8. Program/discipline learning outcomes contained in the course.
  9. Course calendar of due dates and, if applicable, schedule of required days/locations (i.e., hybrids and/or on campus requirements)
  10. Course required materials if any.
  11. Evaluation methods
  12. Grading policies and grading scale (i.e., points system, the numerical/letter range for an A, A-, etc.)
  13. Special information if any unique to your class.
  14. MxCC policies: please copy and paste the following link:

    http://mxcc.edu/catalog/academic-policies
    
    https://mxcc.edu/catalog/academic-policies/syllabus/

Attendance Policy

- We are unable to deduct points directly for lack of attendance.

- Please do keep track of your students’ attendance and/or online presence for record keeping.

6.14.22