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# FACULTY HANDBOOK

Gateway Technical College

2007- 08

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**Bryan Albrecht**  
**President**

## Gateway Technical College Board 2007- 08

Ram Bhatia • Fred D. Burkhardt • Suzanne Henkel Deans • Ron Frederick • Ron Jandura  
Patricia Johnson • Rebecca Vail • Roger Zacharias • Pamela Zenner-Richards

### ADMINISTRATION CENTER

3520 - 30th Avenue  
Kenosha, WI 53144-1690  
262-564-3300

### KENOSHA CAMPUS

3520 - 30th Avenue  
Kenosha, WI 53144-1690  
262-564-2200

### RACINE CAMPUS

1001 South Main Street  
Racine, WI 53403-1582  
262-619-6200

### ELKHORN CAMPUS

400 County Road H  
Elkhorn, WI 53121-2020  
262-741-8200

### BURLINGTON CAMPUS

496 McCanna Parkway  
Burlington, WI 53105  
262-767-5200

### WGTD-FM/91.1

3520 30<sup>th</sup> Avenue  
Kenosha, WI 53144-1690  
262-564-3800

### HORIZON CENTER for TRANSPORTATION & TECHNOLOGY

4940 88<sup>th</sup> Avenue  
Kenosha, WI 53144-7467  
262-564-3900

### LAKEVIEW ADVANCED TECHNOLOGY CENTER

9449 - 88th Ave  
Pleasant Prairie WI 53158  
262-564-3400

### CENTER for ADVANCED TECHNOLOGY & INNOVATION

Renaissance Business Park  
2320 Renaissance Blvd.  
Sturtevant, WI 53177  
262-898-7500

### CENTER for BIOSCIENCE & INFORMATION TECHNOLOGY

3520 30<sup>th</sup> Avenue  
Kenosha, WI 53144-1690  
262-564-3600

### RACINE COUNTY WORKFORCE DEVELOPMENT CENTER

1717 Taylor Avenue  
Racine, WI 53403-2405  
262-638-6640

### KENOSHA COUNTY JOB CENTER

8600 Sheridan Road  
Kenosha, WI 54143-6505  
262-697-4500

### WALWORTH COUNTY JOB CENTER

1000 E. Centralia Street  
Elkhorn, WI 53121-2032  
262-741-5180

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## INTRODUCTION

Greetings! We are proud to have you as a member of the Gateway Technical College instructional team. Approximately 900 full and part-time instructors will provide learning opportunities for more than 25,000 individuals in this year at Gateway.

Our philosophy is to serve the community. The material in this handbook will help you to serve your students better, so that as a team we can all serve our community better.

Please take the time to examine the materials in this handbook. We have tried to keep the information up to date, relevant, and as simple as possible. Even if you have been a Gateway instructor before, please review the handbook for new and revised information.

Best wishes for a successful academic year,  
Zina R. Haywood,  
Executive Vice President/Provost

## MISSION STATEMENT

We collaborate to ensure economic growth and viability by providing education, training, leadership, and technological resources to meet the changing needs of students, employers, and communities.

## COLLEGE STRATEGIC DIRECTIONS/ENDS STATEMENTS

Gateway Technical College is a key academic enterprise that serves Southeastern Wisconsin. By engaging in state of the art technical training programs, as well as a variety of other initiatives and partnerships, our community will utilize Gateway as a premiere technical resource.

1. **Gateway provides** academic programs and services that meet the current and future postsecondary technical education needs of our community and assists in the preparation and transition of all learners.
2. **Gateway provides** innovative and entrepreneurial programs and services that align with the educational, economic, and community needs for students' regional and global competitiveness.
3. **Gateway participates** in community and workforce development through partnerships and collaboration with business, industry, labor, and community organizations to support economic development.
4. **Gateway models** integrity, social responsibility, and continuous improvement in its internal and external processes and relationships.
5. **Gateway provides** a positive return on taxpayer, student and community investment through financial and social integrity.

## EMPLOYEE CODE OF CONDUCT

### Policy I - 110

In order for Gateway employees to maintain a professional working environment, it is imperative that a certain Code of Conduct be observed. It is the policy of the College to implement and monitor a Code of Conduct with regard to employee relationships.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## GATEWAY ID CARDS

### Policy H - 200

The Gateway photo ID card or Gateway Card is the property of Gateway Technical College, serving as the official form of College identification. The following applies:

- All students and staff are required to have a Gateway Card.
- It must be carried at all times and presented to Gateway staff and/or security personnel upon request.
- Gateway staff members are required to wear their Gateway Card photo ID, Gateway name badge, or Gateway supplied uniforms; i.e. embroidered Gateway shirt with name, at all times while on campus, or otherwise conducting College business.
- Failure to present a valid Gateway Card may result in a request to leave the premises.
- The Gateway Card is nontransferable.
- The Gateway Card may be confiscated and/or disciplinary action taken if presented by someone else for use or altered in any way.
- All permanent part-time and adjunct staff members are required to have a Gateway Card.
- All students in courses more than four (4) weeks in length must have a Gateway Card.
- Students in courses off-campus are not required to have a Gateway Card.

To report a lost or stolen Gateway Card, contact Student Services immediately. Gateway Cards that are damaged or defaced are no longer valid and must be replaced. There is no charge for your initial card. To replace a lost or stolen card, there is a charge of \$5.00. Each year students are required to update their card by obtaining a new sticker from Student Services.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

# Gateway Technical College Directory

**Bryan Albrecht, President** Office: 564-3610 Julie Whyte, Administrative Assistant, 564-3014  
**Zina Haywood, Executive Vice President/Provost** Office: 564-3104 Patricia Repka, Administrative Assistant, 564-3040

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## DEANS OF CAMPUS AFFAIRS

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### **Ann Henderson, Racine** Office: 619-6712

Adult Basic Education/English as a Second Language  
Academic Success Center  
Adult High School  
Adult Learning Center  
Facilities & Computer Technicians  
Special Needs  
Staff Development Center  
Student Services  
Vicki Adams, Campus Affairs Associate 619-6444  
Roxie Hickman, Campus Program Associate 619-6668  
Jackie Schildhouse, Campus Program Associate 619-6706  
Karen Simpson, Divisional Associate 619-6628

### **Ron Sellnau, Elkhorn** Office: 741-8538

Adult Basic Education/English as a Second Language  
Academic Success Center  
Adult High School  
Adult Learning Center  
Facilities & Computer Technicians  
Interpreter Technician  
Special Needs  
Staff Development Center  
Student Services  
Barbara Janaszek, Campus Affairs Associate 741-8514  
Pat Jansky, Campus Program Associate 741-8526  
Cheryl Brummel, Campus Affairs Aide 741-8156  
Julie Berndt, Campus Affairs Aide 741-8196

### **Dennis Sherwood, Kenosha** Office: 564-3218

Adult Basic Education/English as a Second Language  
Academic Success Center  
Adult High School  
Adult Learning Center  
Facilities & Computer Technicians  
Special Needs  
Staff Development Center  
Student Services  
Aeronautics-Pilot Training  
Automotive  
Motorcycle  
Small Engine  
Judy Obermeyer, Campus Affairs Associate 564-3082  
Pat Calvert, Campus Program Associate 564-2372  
Pat VanStrien, Campus Program Associate 564-2740  
Jodie Carstens, Campus Program Associate 564-3904  
Bonnie Weise, Room Scheduling Representative 564-2618

### **Dr. Jacqueline Love, Burlington** Office: 767-5338

Adult Basic Education/English as a Second Language  
Academic Success Center  
Adult Learning Center

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## DEANS OF CAMPUS AFFAIRS (Burlington cont.)

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Student Services  
Criminal Justice  
Fire Science  
EVOC (Non-Credit)  
Hotel/Hospitality Management  
Instructional Assistant  
Responsible Beverage Service  
Traffic Safety  
Youth Alcohol & Other Drugs  
EMS  
Paramedic  
Stephanie Slater, Campus Affairs Associate 767-5306  
Shirley Schreiner, Campus Program Associate 767-5314  
Brenda Graff, Divisional Associate 767-5310

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## DIVISIONAL DEANS

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### **Kirby Anderson, Dean** Office: 741-8522

Air Conditioning, Heating, & Refrigeration Technology  
Automated Manufacturing Systems Technician  
Carpentry  
Civil Engineering Technology  
Electrical Engineering Technology  
Electricity  
Electromechanical Technician  
Electronic Servicing  
Electronic Technician  
Facilities Maintenance  
Individualized Technical Studies  
Industrial Mechanical Technician  
Logistics  
Machine Tool Tech/CNC Operator  
Mechanical Design Technician  
Metallurgy  
Plastics  
Quality Interdisciplinary  
Welding  
Welding Maintenance & Fabrication  
Debbie Rush, Divisional Associate 741-8362

### **Grace Kragness, Dean** Office: 619-6716

Accounting  
Administrative Assistant  
Alcohol & Other Drug Abuse (AODA)  
Barber/Cosmetology  
Computer Software  
Culinary Arts  
Early Childhood Education & Lab  
Financial Planning  
Graphic Communications  
Human Services  
IT - Computer Support Specialist

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## DIVISIONAL DEANS (cont.)

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IT - E-Business Programming  
 IT - Network Specialist  
 IT - Programmer Analyst  
 IT - Web Developer  
 Marketing  
 Supervisory Management  
 Technical Communications  
 Molly Meagher, Divisional Associate 619-6616  
 Bonnie Hansen, Divisional Associate 619-6718

**Dr. Bernard O'Connell, Dean** Office: 564-3066  
 General College  
 General Studies  
 Horticulture  
 Interior Design  
 Judicial Reporting  
 Radio Broadcasting  
 Reyna Ibarra, Divisional Associate 564-3114  
 Vacant Position, Divisional Associate

**Kathleen Russ, Dean** Office: 564-3074  
 Bio-Science Technician  
 Clinical Lab Technician  
 Dental Assistant  
 Dental Hygiene  
 Health Information Technology  
 Health Unit Coordinator  
 Medical Assistant  
 Medical Transcription  
 Nursing  
 Nursing Assistant  
 Occupational Therapy Assistant  
 Pharmacy Technician  
 Phlebotomy  
 Physical Therapy Assistant  
 Radiography  
 Renal Dialysis Technician  
 Respiratory Care  
 Surgical Technology  
 Cheri Gianakas, Divisional Associate 564-3076  
 Sue Pascucci, Divisional Associate 564-2618

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**CAMPUS CLERICAL SUPPORT**

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**Bioscience Center**

Judy Wilson,  
 Foundation/Bioscience/Information Associate 564-3422  
 Vacant Position, Campus Program Associate  
 Bio-Science

**Burlington**

Stephanie Slater, Divisional Associate 767-5306  
 EMS  
 Fire Science  
 Paramedic  
 Shirley Schreiner, Campus Program Associate 767-5314  
 Adult Basic Education

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**CAMPUS CLERICAL SUPPORT (cont.)**

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English as a Second Language

Instructional Assistant  
 Nursing  
 Radiography  
 Brenda Graff, Divisional Associate 767-5310  
 Criminal Justice  
 Hotel/Hospitality Management  
 Traffic Safety

**CATI**

Joyce Peterson, Campus Program Associate 898-7514  
 Applied Engineering  
 Civil Engineering  
 Electrical Engineering  
 Electronics Technician

**Elkhorn**

Barb Janaszek, Campus Affairs Associate 741-8514  
 Adult Learning Center  
 Academic Success Center  
 Adult High School  
 Adult Basic Education  
 English as a Second Language  
 Interpreter Technician  
 Special Needs  
 Patricia Jansky, Campus Program Associate 741-8526  
 Accounting  
 Administrative Assistant  
 CNA  
 Criminal Justice  
 General Studies  
 Graphic Communications  
 Health Information Technology  
 Hotel/Hospitality Management  
 Instructional Assistant  
 Interpreter Tech  
 IT - Computer Support Specialist  
 IT - Network Specialist  
 Marketing  
 Medical Assistant  
 Office Assistant  
 Supervisory Management  
 Jeanne Owen, Facilities Management Representative 741-8434  
 Cheryl Brummel, Campus Affairs Aide 741-8156  
 Julie Berndt, Campus Affairs Aide 741-8196

**Kenosha**

Reyna Ibarra, Divisional Associate 564-3114  
 General Studies - Communications & Social Science  
 Vacant Position, Divisional Associate  
 General Studies - Science & Math  
 Horticulture  
 Interior Design  
 Radio Broadcasting  
 Patricia Calvert, Campus Program Associate 564-2372  
 Accounting  
 Administrative Assistant

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**CAMPUS CLERICAL SUPPORT (cont.)**

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IT - Computer Support Specialist  
 IT - E-Business Programming

IT - Programmer Analyst	
Marketing	
Cheri Gianakos, Divisional Associate	564-3076
Physical Therapist Assistant	
Surgical Technology	
Dental Assistant	
Sue Pascucci, Divisional Associate	564-2618
Nursing	
CNA	
Judy Obermeyer, Campus Affairs Associate	564-3082
HVAC	
Criminal Justice	
Facilities Maintenance	
Welding	
Pat Van Strien, Campus Program Associate	564-2740
AHS	
ABE/ESL	
Academic Support Center	
Special Needs	

Automotive Maintenance  
Automotive Technician  
Motorcycle

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**LEARNING INNOVATION**

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<b>Jeff Robshaw, Vice President/CIO</b>	<b>564-3676</b>
Mary Meyer, Administrative Assistant	564-2994
<b>Dan Gross, Director-SWING</b>	<b>767-5312</b>
Mary Blue, Secretary	767-5970

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**RESEARCH & PLANNING**

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<b>Ann Whyntott, Associate Vice President</b>	<b>564-2758</b>
Jean Grevenow, Institutional Effectiveness Associate	564-2442

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**STUDENT LEARNING**

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<b>John Thibodeau, Associate Vice President</b>	<b>564-3050</b>
Marilyn Wikner, Institutional Effectiveness Associate	564-2996

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**GOVERNMENT & COMMUNITY RELATIONS**

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<b>Stephanie Sklba, Associate Vice President</b>	<b>619-6726</b>
Sandra Thurmond, PK-16 Relations Associate	619-6728
<b>Jayne Herring, Director –Marketing</b>	<b>564-3092</b>
Kelly Bartlett, Marketing & Communication Associate	564-3222

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**ADVANCED TECHNOLOGY CENTERS**

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**Deborah Davidson, Executive Director Office: 564-3422**

**Lakeview Advanced Technology Center**

Lakeview Advanced Technology Center is a public/private partnership in Pleasant Prairie that consists of a high school academy specializing in Robotics, Manufacturing, Engineering, and Information Technology. It also serves as a Gateway Technical College campus with credit and non-credit courses, contract business training, assessment and online offerings and corporate partnerships.

**Center for Bioscience & Information Technology**

Judy Wilson,  
Foundation/Bioscience/Information Associate 564-3422

The Center for Bioscience & Information Technology focuses on preparing students for careers in the biomedical/  
pharmaceutical production industry utilizing state-of-the-art

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**ADVANCED TECHNOLOGY CENTERS (cont)**

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lab facilities. The Center is also home to the IBM academic initiative at Gateway including IBM’s System “i” and Advanced Career Education Curriculum. Relevant and responsive educational and training services in support of

**Racine**

Bonnie Hansen, Divisional Associate	619-6718
Accounting	
Administrative Assistant	
Computer Software	
Financial Planning	
Graphic Communications	
Office Assistant	
Supervisory Management	
Molly Meagher, Divisional Associate	619-6616
Barber/Cosmetology	
Culinary Arts	
Early Childhood Education	
Human Services/AODA	
IT - Computer Support Specialist	
IT - E-Business Programming	
IT - Network Specialist	
IT - Programmer Analyst	
IT - Web Developer	
Marketing	
Technical Communications	
Department of Corrections Courses	
Jacqueline Schildhouse,	619-6706
Automotive	
Machine Tool	
Mechanical Design/Drafting	
General Studies, Communication & Social Science	
Karen Simpson, Divisional Associate	619-6628
AHS/Pre Tech	
ABE/ESL	
Roxie Hickman, Campus Program Associate	619-6412
Health Careers	
General Studies, Math & Science	

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**CAMPUS CLERICAL SUPPORT (cont.)**

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**Horizon Transportation Center**

Jodie Carstens, Campus Program Associate	564-3904
Aeronautics-Pilot Training	

these two academic areas are the hallmark of the Bioscience Center and the facility serves as the location for numerous training workshops, seminars, and conferences.

**Center for Advanced Technology & Innovation**  
Joyce Peterson, Campus Program Associate 898-7514

The Center for Advanced Technology & Innovation was formed to promote business development and technology innovation in Southeast Wisconsin. CATI is a partnership among local and regional educational institutions, business development organizations, and local industries. This partnership allows CATI to bring all of the necessary skills, capabilities, and resources to develop new products, services, and business, while simultaneously creating the future technology workforce.

**Horizon Center for Transportation & Technology**  
Jodie Carstens, Divisional Associate 564-3904

The Horizon Center for Transportation & Technology is a world-class, state-of-the-art facility that jointly serves high schools, colleges, and career professionals. It is the home of Snap-on, Inc.'s Regional Diagnostic Technician Certification Center. It also offers the highest value, most versatile aeronautic-pilot training in the Midwest.

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## **WORKFORCE & ECONOMIC DEVELOPMENT DIVISION**

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**Edward Knudson, Executive Director Office: 564-2990**  
Lisa Kober, Divisional WEDD Associate 564-2498  
Beth Tilley, Divisional WEDD Associate 741-8518  
Donna Mews,  
Divisional Apprenticeship Associate 564-2954

The Workforce & Economic Development Division of Gateway Technical College is dedicated to serving the business community by providing customized training and technical assistance that responds to the workforce's changing and emerging training needs. Experienced, industry savvy trainers provide comprehensive, high-value training and technical services that can be specifically designed to address unique training requirements. An official Gateway campus is located at S. C. Johnson, A Family Company, located in Racine County and falls under the Workforce & Economic Development Division to manage.

The Apprenticeship Department serves the needs of local employers through a structured, formalized training program sanctioned by the Bureau of Apprenticeship Standards in Wisconsin. Students "earn while they learn" offering on the job training combined with related classroom instruction.

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## **WORKFORCE & ECONOMIC DEVELOPMENT DIVISION (cont.)**

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An apprentice is a person bound by a legal contract whereby he/she is to learn a skilled craft or trade in exchange for his/her services. Trades areas available are: Service, Construction and Industrial.

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## **STUDENT SUCCESS**

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**Terry Simmons, Vice President 564-3108**  
Sue Walther, Administrative Assistant 564-3090

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## **STUDENT SUCCESS (cont.)**

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**Chrystal Moez, Registrar 619-6360**  
Kim Bremer, District Records Associate 619-6832

**Janice Riutta, Director Financial Aid 564-3072**  
Judy Smith, District Financial Aid Secretary 564-2704

**Susan Roberts, Director-Admissions & Testing 564-3056**  
Dawn Beth, Student Program Information Rep. 564-2704

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## **EVENING CONTACTS**

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The evening secretary is a representative of the Gateway Technical College administration and should be able to assist you if you have questions concerning your class.

### **Campus Evening Secretaries**

Burlington Campus (located in Student Services)  
Susan Berris 767-5110  
Elkhorn Campus (located in Building Support Office 111)  
Julie Berndt 741-8200  
Kenosha Campus (located in Student Services)  
Dawn Williams 564-2788  
Racine Campus (located in Student Services)  
Sandra Juarez 619-6562

### **Center Evening Contacts**

Center for Advanced Technology & Innovation 898-7514  
Center for Bioscience & Information Technology 564-3600  
Horizon Center for Transportation & Technology 564-3900  
Lakeview Advanced Technology Center 564-3444

### **High School Evening Contacts**

Burlington High School 763-0200  
Union Grove High School 878-2434

*A complete alphabetical staff directory can be found under "Faculty/Staff" on Gateway's web page [www.gtc.edu](http://www.gtc.edu).*

## Gateway Technical College Academic Calendar 2007-08

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<b>2007</b>	
June 1 – August 17	Summer Session
July 4	Holiday
August 20	Fall In-service – No Classes
August 21	Fall Session – First Day of School
September 3	Labor Day – No Classes
October 23	All Staff In-Service – No Classes
November 21	No Evening Classes-Campuses Closed
November 22-November 23	Thanksgiving Recess
December 17	Last Day of Fall Session Day/Evening Classes
December 18	Faculty In-service
<b>2008</b>	
January 15	Spring In-service
January 16	Spring Session – First Day of School
January 21	Martin Luther King, Jr. Day
March 17-20	Spring Break
March 21-24	Holiday
April 3	Spring Faculty In-Service – No Classes
May 19	Last Day Of Spring Session Day/Evening Classes
May 20	Faculty In-Service/Graduation
May 26	Memorial Day

## Payroll Information

Payroll checks are mailed on a bi-weekly basis and Direct Deposit is encouraged. Instructors cannot be paid until the following forms (with copies of appropriate identification) have been submitted to Human Resources:

1. Gateway Technical College Application Form - This form must be submitted by all instructors.
2. Withholding Form (W-4) - Instructors who want to make changes in deductions should complete a new form.
3. I-9 Form (Immigration & Naturalization Services)

Instructors who require certification must also submit the following to the Certification Office before the date of hire:

1. Transcripts
2. Work Verification

**Instructors with questions about their employment status should contact their deans.**

PAY PERIOD DATES			PAY TYPES							
Start	End	Check	FAFY FNFY PRNF Others		FA26 FN26		FA20 FN20 G20S			
6/24/2007	7/7/2007	7/6/2007	1	26	24	3				First pay in Fiscal Year Cycle
7/8/2007	7/21/2007	7/20/2007	2	25	25	2				
7/22/2007	8/4/2007	8/3/2007	3	24	26	1				
8/5/2007	8/18/2007	8/17/2007	4	23	1	26				First pay in 26-Pay Academic Year Cycle
8/19/2007	9/1/2007	8/31/2007	5	22	2	25	1	20		First pay in 20-Pay Academic Year Cycle
9/2/2007	9/15/2007	9/14/2007	6	21	3	24	2	19		
9/16/2007	9/29/2007	9/28/2007	7	20	4	23	3	18		
9/30/2007	10/13/2007	10/12/2007	8	19	5	22	4	17		
10/14/2007	10/27/2007	10/26/2007	9	18	6	21	5	16		
10/28/2007	11/10/2007	11/9/2007	10	17	7	20	6	15		
11/11/2007	11/24/2007	11/23/2007	11	16	8	19	7	14		
11/25/2007	12/8/2007	12/7/2007	12	15	9	18	8	13		
12/9/2007	12/22/2007	12/21/2007	13	14	10	17	9	12		
12/23/2007	1/5/2008	1/4/2008	14	13	11	16	10	11		
1/6/2008	1/19/2008	1/18/2008	15	12	12	15	11	10		
1/20/2008	2/2/2008	2/1/2008	16	11	13	14	12	9		
2/3/2008	2/16/2008	2/15/2008	17	10	14	13	13	8		
2/17/2008	3/1/2008	2/29/2008	18	9	15	12	14	7		
3/2/2008	3/15/2008	3/14/2008	19	8	16	11	15	6		
3/16/2008	3/29/2008	3/28/2008	20	7	17	10	16	5		
3/30/2008	4/12/2008	4/11/2008	21	6	18	9	17	4		
4/13/2008	4/26/2008	4/25/2008	22	5	19	8	18	3		
4/27/2008	5/10/2008	5/9/2008	23	4	20	7	19	2		
5/11/2008	5/24/2008	5/23/2008	24	3	21	6	20	1		Last Pay in 20-Pay Academic Year Cycle
5/25/2008	6/7/2008	6/6/2008	25	2	22	5				
6/8/2008	6/21/2008	6/20/2008	26	1	23	4				Last Pay in Fiscal Year Cycle
6/22/2008	7/5/2008	7/4/2008			24	3				
7/6/2008	7/19/2008	7/18/2008			25	2				
7/20/2008	8/2/2008	8/1/2008			26	1				Last Pay in 26-Pay Academic Year Cycle

# Classroom Management

## INSTRUCTOR RESPONSIBILITIES

All instructors are expected to be at their teaching stations at least 10 minutes before class convenes. Every class should begin and end on time. Students must not be left unattended in the classroom, especially in laboratories where equipment and machines are used. In an emergency, if an instructor must leave the class, he or she should make sure that all machinery is shut off at the power supply. An instructor must notify the dean or evening secretary of emergency situations that arise.

It is the instructor's responsibility to provide meaningful instruction for the entire class period (except for a brief break period). State board approval of courses is based on the required number of potential hours of instruction (PHI). Meeting times may not be shortened except for an emergency.

## INSTRUCTOR ABSENCE

1. Prior to the semester start, the dean will communicate in writing to his/her divisional and campus program associate(s) specific information requirements for processing instructor absences, which may include but is not limited to:
  - a. Posting signs
  - b. Calling subs
  - c. Calling students
2. Faculty will call the absence reporting phone number to report an absence two hours or more before the start of the earliest class meeting on the day of absence.

### KENOSHA 564-2102

- Press 1 for Kenosha campus & Bioscience Center
- Press 2 for Horizon Center
- Press for LakeView

### RACINE 619-6102

- Press 1 for the Racine campus
- Press 2 for CATI

### ELKHORN 741-8102

- Press 1 for faculty member
- Press 2 for all other staff

### BURLINGTON 767-5102

3. The faculty member will leave a message that includes the following:
  - a. Name
  - b. Date of absence(s)
  - c. Class(es) missed
  - d. Time class meets
  - e. Room numbers for each of the classes that absence applies

- f. Dean's name
- g. Name of your clerical support person

Campus program associates retrieve messages and send an email to the faculty member's dean identifying the instructor. They will also complete an absence form, obtain faculty signature, and forward to the dean.

## CLOSING FACILITIES/CANCELLATION OF CLASSES & EMERGENCY CLOSING Policy E – 130

In case of bad weather, do not assume that classes are canceled. More than likely, Gateway classes will be held as scheduled. Each campus is closed on an individual basis depending on each county's weather and road conditions.

Information on campus closings is available on Gateway's web page [www.gtc.edu](http://www.gtc.edu), via recording by calling 1-800-353-3152, or on Gateway's radio station WGTD-FM 91.1. Other local radio stations as well as WTMJ and WISN are also notified. However, due to the volume of closings, Gateway announcements are given infrequently.

During bad weather conditions, students are encouraged to use their own judgment in regard to distance, safety, and road conditions.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## PRE-SEMESTER ESSENTIALS

Each adjunct instructor should contact the divisional associate or campus program associate for information on course paperwork, location of mail box, keys, etc. prior to the start of the semester.

## TEXTBOOK AND STUDENT MATERIALS

Textbooks are sold through the campus bookstore. The designated textbook and/or workbook must be used by each instructor.

## CHANGING CLASS MEETINGS

No class meeting shall change day, time, or location without prior approval from the dean. Such changes are made rarely and only for very compelling reasons. Making up classes missed because of inclement weather or unavoidable absences should be arranged with the dean. It is recommended that a make-up period be scheduled during the regular term or, alternately, that each of the remaining class sessions be lengthened. Make-up classes cannot be held after the term ending date on the class roster.

## MINIMUM CLASS SIZE

Gateway policy normally requires minimum enrollments for all classes. Minimum enrollments will be determined by the executive vice president/provost. Classes not meeting the minimum enrollment may be cancelled.

### COURSE PLANNING/CONTENT

Please discuss course content with your lead instructor, divisional chairperson or dean before the beginning of the semester. He or she can recommend materials that will improve your course and make it more meaningful to the students. Take some time during the first class session to discuss course content with your students; ask them what they expect from the class. A course syllabus and a list of course competencies should be given to students at the first session and a copy forwarded to the dean's office. All credit courses at Gateway are competency-based.

Course outlines, based on identified competencies, have been prepared for credit courses. Follow the outlines. The methodology will and should vary from instructor to instructor. The course syllabus format guide is shown below. All instructors are required to include the following 15 items in their syllabus.

#### Syllabus Format Guide

1. Course Title, Number, Credits
2. Semester Year
3. Gateway Technical College, Campus Address
4. Instructor's Name
5. Office Number and Phone Number
6. Office Hours
7. Textbook/Required Materials/Equipment
8. Course Description
9. Course Competencies
10. Core Ability Statement and List: \*
  - a. Act responsibly
  - b. Communicate clearly and effectively
  - c. Demonstrate essential computer skills
  - d. Demonstrate essential mathematical skills
  - e. Develop job-seeking skills
  - f. Respect self and others as members of a diverse society
  - g. Think critically and creatively
  - h. Work cooperatively
  - i. Value learning
11. Class Procedure/Requirements
12. Attendance Policy
13. Evaluation: Grading Scales/Weight Percentages
14. Course Outline Calendar
15. Special Needs Statement: If you have any special education needs or concerns, please contact your classroom instructor or the special needs instructor on your campus.

### Kenosha & Bioscience/Horizon/LakeView Centers

Dawn Kaiser [kaiserd@gtc.edu](mailto:kaiserd@gtc.edu) or 564-2500  
Tammi Summers [summerst@gtc.edu](mailto:summerst@gtc.edu) or 564-2500  
Leslie Utech (Deaf/Hard of Hearing Services)  
[utechl@gtc.edu](mailto:utechl@gtc.edu) or 564-2564 Voice / 564.2206 TTY

### Racine & CATI

Peggy Jude [judep@gtc.edu](mailto:judep@gtc.edu) or 619-6500  
Linda Mahoney [mahoneyl@gtc.edu](mailto:mahoneyl@gtc.edu) or 619-6500  
Leslie Utech (Deaf/Hard of Hearing Services)  
[utechl@gtc.edu](mailto:utechl@gtc.edu) or 564-2564 Voice / 564.2206 TTY

### Elkhorn

Pat Harkness [harknessp@gtc.edu](mailto:harknessp@gtc.edu) or 741-8348  
Sue Stokes-Nelson  
[stokes-nelsons@gtc.edu](mailto:stokes-nelsons@gtc.edu) or 741-8420  
Alyson EU Sanchez (Deaf/Hard of Hearing Services)  
[sancheza@gtc.edu](mailto:sancheza@gtc.edu) or 741-8492 TTY/VP

### Burlington

Trina Barry [barryp@gtc.edu](mailto:barryp@gtc.edu) or 767-5342

*\*Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed in all Gateway programs; those followed by an asterisk are promoted and assessed in this course.*

### INTERACTIVE TELEVISION

ITV is an instructional mode that provides instruction, through interactive television connectivity, to Burlington, Elkhorn, Kenosha, and Racine campus students in one class. Each campus has an ITV classroom and the instructor and students can see and talk with each other. There are several cameras and monitors located in each ITV classroom positioned in strategic locations to view participants, the instructor, and written work with ease. ITV allows students to remain at their base campus and attend a course that may not have been normally scheduled on their campus. ITV saves travel time and aids students with their scheduling. Through the Wisconsin Technical College Network, Gateway Technical College students have access to fully-accredited degree programs at technical colleges across our state. For example, our local students can participate in the Renal program offered by MATC Milwaukee or the Pharmacy Technician and Judicial Reporting programs offered by Lakeshore Technical College. Gateway offers students from around the state the option to participate in our Health Information Technology program the same way. Students living in the Gateway district can take their core program classes via ITV and take their general studies courses from Gateway. These general studies credits will transfer back to the degree-granting college who is sharing their program.

A copy of the ITV Instruction Guide on using the equipment is available in each ITV room. Other pertinent information including the contact information below for each campus is also located in each ITV room:

	Elkhorn	Kenosha	Racine	Burlington
ITV Room	E236	A102	R212	110
ITV Contact Person	8600	2800	<b>Monday – Friday:</b> 8:00-4:30 - Ricky Jones x64756 2:00-10:30 - Scott Gehrig x6476 <b>Tuesday – Thursdays</b> 2:00-10:30- Damon Menzie x6506 <b>Saturdays</b> Damon Menzie x 6506	5700
ITV Room Phone #	8016	2784	7040	5096
ITV Room Fax #	8017	2785	7041	5097

### NEWS MEDIA/PUBLIC INFORMATION

All requests for news media coverage or releases should be forwarded to Jayne Herring, Director of Marketing and Communications. Send an email to [herringj@gtc.edu](mailto:herringj@gtc.edu) or a written request via intercampus mail clearly stating "Request for News Release".

### LABORATORY PROCEDURES

Gateway Technical College's laboratories contain complicated precision equipment. This equipment is expensive and requires a competent person who understands its use and can operate it properly. The primary purpose of the laboratories is to provide a learning environment in which registered students may become occupationally competent. With this in mind, the following rules have been adopted:

1. No outside work shall be done in the laboratories by anyone unless it is of instructional value within the program being pursued (see code of ethics).
2. Equipment is to be used only by people who have been trained in their operation.
3. Only staff members will be allowed access to the industrial storage areas.
4. Instructors should be notified in advance of tour groups visiting industrial laboratories. These groups should remain out of the laboratory if class is in session. Eye protection is always required when laboratory classes are in session and equipment is in operation. (NO EXCEPTIONS)
5. No person shall enter a classroom or lab to use tools or equipment while a class is in session except by prior arrangement with the instructor.
6. Specialized equipment shall be serviced by professional maintenance personnel or by the installer of the equipment.
7. Equipment or tools needed for instructional purposes at another location may be checked out of the laboratory with the consent of the dean. Such equipment or tools are to be returned promptly to their proper location. Missing or non-functioning items should be reported to the dean.
8. Material Safety Data Sheets should be on file for every material that is inherently dangerous.

Any questions or exceptions to the above rules are the responsibility of the department.

### FIELD TRIPS

Field trip requests follow the general procedures for other off-campus activities with several important exceptions:

1. Since field trips are an important aspect of student instruction, they should be planned well in advance, preferably on a semester basis, and should be included in the course syllabus.
2. An activity request form should be used for all field trip requests. Send the form to your supervising dean.
3. When other classes are affected, it is the responsibility of the instructor to contact other instructor(s) involved and work out an acceptable solution.
4. Whenever classes must be covered for an instructor who is participating in a field trip, arrangements must be made with the dean before the activity is approved.
5. Classes will not be canceled or rescheduled without the approval of the dean.
6. The request is not to be considered approved until the approval is in writing and a signed copy has been returned to the initiator.

### VISITORS / GUEST SPEAKERS IN CLASSROOMS Policy J-160

Visitors and guest speakers shall be permitted to visit classes offered by the Gateway District with prior consent of the instructor. Consent and permission for visitors will be granted only for the purpose of becoming knowledgeable about a course or oriented to the educational mission of the Gateway District.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

### STUDENT CODE OF CONDUCT Policy J-300

#### POLICY

The Gateway District recognizes that in order to operate a meaningful educational program and a safe environment for students and staff, the Student Code of Conduct will be followed. The Gateway District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats, or danger. The District further believes that academic honesty and integrity are fundamental to the educational mission of this College. Every student is expected to comply with the standards set and to be familiar with all the rules and regulations of Gateway Technical College. Any student or group of students may be denied access to the classroom upon the instructor's determination that the behavior impedes student learning, the health and safety of peers, self, or the staff. The instructor will notify the

student(s) of their denied access. The dean of campus affairs will also be notified by the end of the working day.

### **PROCEDURE - STANDARDS**

1. Students are expected to comply with all institutional, federal, state, county, and municipal policies, statutes and ordinances.
2. At all times, students are expected to conduct themselves in such a manner as not to interfere with the educational process at Gateway Technical College.
3. Students will conduct themselves in such a manner as not to endanger the safety or welfare of their fellow students.
4. Students must comply with the following College rules and may be subject to discipline, including suspension or expulsion, for the following offenses:
  - a) Obstruction or disruption of the normal operations of the College or activities authorized by the College.
  - b) Physical or verbal abuse, harassment, or detention of any person(s) on College property or at College activities when such endangers the health, safety, or rights of such persons.
  - c) Theft or damage to property of the College or property of any visitor or member of the Gateway Technical College community.
  - d) Unauthorized entry to or use of Gateway Technical College property or facilities.
  - e) Dishonesty, which includes but is not limited to, knowingly furnishing false information to the College, plagiarism, or any form of cheating.
  - f) Use, under the influence of, possession, sale or distribution of narcotic or illegal drugs, firearms, explosives, dangerous chemicals, alcoholic beverages, etc. on Gateway owned or leased property, or at Gateway sponsored activities.
  - g) Possession of a dangerous weapon on College premises or at College-related events.

### **NONACADEMIC DISCIPLINE, SUSPENSION, OR DISMISSAL**

The following procedures have been developed to deal with a student who has failed to comply with this policy. Any violation of a Gateway Technical College standard or policy may serve as a basis for one of the following actions.

Step 1. A violation will be reported to the dean of campus affairs or designee, who will determine what, if any, disciplinary action is appropriate. Action may be taken to temporarily suspend a student pending an investigation when the student's continued presence might endanger the student or others.

Step 2. In the event that the administration has reasonable cause to believe that a student has pursued a course of conduct which is contrary to Gateway policy and should require suspension or dismissal, the dean of campus affairs or designee may take appropriate action. Within two (2) days from the action, the student shall be given notice in writing by certified mail or personal delivery regarding the charges and

grounds which, if proven, would justify suspension or dismissal within two (2) working days. The notice will also offer the student the opportunity to have a hearing.

Step 3. If the student requests a hearing, he/she must notify the dean of campus affairs or designee in writing within three (3) working days of receipt of the letter. The student will be notified in writing, by certified mail or personal delivery, of the time and place of a hearing before a disciplinary committee composed of the dean of campus affairs or designee, a staff member, and a student. Said hearing shall be held no less than two (2) working days nor more than seven (7) calendar days from the date the student receives the above notice of hearing. The student shall be provided the name(s) of the witness (es) testifying against him/her and an oral or written report on the facts to which each witness testifies.

Step 4. At any hearing before the disciplinary committee, the student shall have the right to present testimony on his/her own behalf, call witnesses, and be represented by legal counsel of his/her choosing.

Step 5. The committee shall issue a dated, written order (to the student) informing the student of the decision. The order may be personally delivered or sent certified mail. The decision of the committee is final.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

### **STUDENT ATTENDANCE Policy J-111**

Gateway Technical College recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning. Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter, delivery methods, learning activities, student audience, external regulations, and employer expectations in their field of instruction. Each instructor's class policy will follow college and departmental guidelines.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

### **STUDENT RELIGIOUS ACCOMMODATIONS Policy J-170**

In compliance with Wisconsin Administrative Code, Gateway Technical College will make reasonable accommodation of a student's religious beliefs.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

### **FERPA (PRIVACY ACT)**

Gateway Technical College complies with the provisions of FERPA. Prior written consent from a student must be obtained before information may be disclosed by Gateway Technical College to third parties, unless the information or the individual or group making the request is exempted by the policy and the Family Educational Rights and Privacy Act of 1974. All third-party requests for information about a student's academic record should be referred to the Records Office on the Racine campus.

## WEB ADVISOR, REGISTRATION AND RECORDS

Web Advisor is a web interface that allows access to information in the Student Information System (Colleague). Instructors use Web Advisor to 1) view and print real-time class enrollment information, 2) process instructor drops, and 3) enter grades. Web Advisor is accessed at [www.gtc.edu](http://www.gtc.edu) by clicking on the icon:



Or directly at: <https://admin2.gtc.edu/openweb/>

Instructions for using Web Advisor for roster management and grading are at <http://intranet.gtc.edu/>. Click "Student Services", then the Web Advisor folder.

## STUDENT REGISTRATION AND ROSTER INFORMATION

### Section Rosters and Student Enrollment

Monitor the enrollments in your classes. Your roster lists each student enrolled in your class. Students may not sit in class and will not receive credit if they are not registered for the class. Admit only students whose names appear on the class roster. Students not registered in classes are not covered by our insurance. If you are an adjunct faculty member who does not have access to Web Advisor, please see the campus program associate to inquire about receiving paper copies of your rosters.

### "Is the Student Registered?"

The name of a student who has added the class will immediately be displayed on your Web Advisor roster. Students also will receive a printed schedule from Registration or may print one from Web Advisor to verify enrollment in the section. Students whose names are not on the roster must contact Registration prior to being admitted to the classroom.

### Late Registration-Adding a Class Late

A student may add a class through the third class hour of the course without instructor approval, provided the class capacity has not been reached and all registration requirements have been followed.\* After the third class hour of the course has elapsed, the student must obtain a student petition form from the Registration Office. After obtaining the required signature, the student must officially change his or her schedule at the

Registration Office. The student is responsible for any and all missed course work, materials, and assignments. Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. A student who does not register for a class is not eligible to receive credit for the class. *\*Accelerated classes require instructor approval once the class has begun. Internet classes require instructor approval when adding a class on or after the start date.*

### Drops-Student Initiated During the Refund Period (during the first 20% of the class)

A drop is student-initiated. A student may drop a class without a grade until 20% of the class meeting times have elapsed. In order to drop a class, a student must submit a completed Drop Form to the Registration Office or complete a drop via Web Advisor. The drop process is not complete until the Drop Form is received and processed by the Registration staff, or until the Web Advisor system processes the drop. If a student initiates a drop during the refund period he will no longer appear on your Web Advisor roster. You may find a computer-assigned "NG" (no grade given) on a new paper roster.

### Instructor Drops (for Poor or Non-attendance)

The last date of the Refund Period displays on your Web Advisor roster. You may also contact Registration for this date. After the refund period is over **instructors should drop students from their roster who never attended, or who stopped attending.** The instructor drop period starts the day after the "Last Drop Date" and lasts for 7 days. Instructions for using Web Advisor to process Instructor Drops are at <http://intranet.gtc.edu/>. Click "Student Services", then the Web Advisor folder. For instructors using paper rosters, record a final grade of "NG", and the last date attended, and submit the roster to the dean's office.

### Students Who Stop Attending After the Refund Period Has Ended

Students who were attending through the drop period, but who stop attending at some point after the refund period is over receive an "F" grade.

### Non-payment Drops

Students who do not pay the 1<sup>st</sup> installment on their payment plan will be dropped from classes. Students may not attend your class if they don't appear on your roster on Web Advisor, or have a "Drop" status on your paper roster. They must contact Registration to pay and get reinstated before being re-admitted to your class.

### Audits

At times a student may wish to attend a class without receiving a grade or credits. To do so, the student must register to audit the course. The fees are the same, whether the student is auditing the course or taking it for credit. A student must notify registration of his or her audit status within the first four weeks of class. A student who is auditing a course may not change his or her enrollment in the class to credit seeking or vice versa after the first four weeks or 20%

of the class has passed. At the completion of the course, the student will receive a grade of AU (audit).

Senior Citizen Audits of Post-Secondary Classes

Wisconsin residents, 60 years or older on the start date of the class, may audit a technical diploma or associate degree course without paying the tuition portion of the class fee, provided space is available. This is a significantly reduced rate. Material, activity, and other miscellaneous fees will be charged. Forms for requesting a senior citizen audit are available at registration. If a senior citizen wants credit for the course, regular registration procedures and charges apply. The regular audit rules apply to changing status from credit-seeking to audit and vice versa.

Senior Citizens and Adult Continuing Education Courses

Wisconsin citizens 62 years of age or older can attend Adult Continuing Education classes at Gateway, tuition free. Materials and miscellaneous fees will be charged. Please contact registration for information.

Withdrawing From Class

If a student is considering withdrawing from a class or classes for the semester, the first step should be a meeting with a student services counselor. Many times problems that a student is experiencing may be resolved by seeking assistance.

Withdrawals occur after the refund period; there are no refunds for withdrawn classes. A student may withdraw from a course without an academic penalty until 80% of class time has elapsed. A student withdraws from classes by completing a withdrawal form for each class and meeting with a counselor. A grade of "W" will be recorded on the student academic record. Withdrawal forms are available in your student services office. **A student who stops attending a class after the refund period without withdrawing receives an "F" grade.**

Note: Withdrawing from courses does not imply withdrawal from a program. See student services staff for further information.

**GRADES**

Grades are to be submitted within 48 hours of the last class meeting of your course. Grades are entered via Web Advisor. Instructions for using Web Advisor are at <http://intranet.gtc.edu/>. Click "Student Services", then the Web Advisor folder. Grades must be submitted in a timely manner, as student transcripts are dependent on your submission of the grades.

Final Grades

Associate degree, technical diploma, academic prep, or adult high school credit courses will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned. Some instructors may not use plus (+) or minus (-) grades.

<u>Grades</u>	<u>Description</u>	<u>Grade Points</u>
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00

AU	Audit (student initiated)
I*	Incomplete

*\*The I (Incomplete) Grade is assigned when the course requirements have not been completed. This usually involves a test, a project, a report, a term paper, etc. The instructor completes an I grade form which explains what needs to be completed. Upon completion of the work, a grade change is processed. I grades not changed by the deadline set by the instructor, or not changed within one year, automatically change to an F.*

Adult Basic Education and Adult Continuing Education Post Secondary (College credit) classes:

<u>Grades</u>	<u>Description</u>
S	Satisfactory
U	Unsatisfactory

NOTE: Adult Basic Education and Adult High School classes require hours of attendance.

## Facilities & Services

### STAFF DEVELOPMENT CENTERS

Each campus maintains a staff development center that offers workshops of benefit to all employees. The centers also house computers, software, and equipment for instructors to use in preparing and delivering instruction. Campus computer lab technicians maintain the staff development centers. Feedback on the staff development centers should be addressed to the dean of campus affairs.

### AUDIOVISUAL MATERIALS AND EQUIPMENT

If instructional software or media must be ordered from an off-campus supplier, the instructor should contact the dean as early as possible to make arrangements.

#### Kenosha Campus

Instructors needing AV equipment should contact Wayne Kalis (2480) at least 24 hours in advance and leave a message. Laptop computers are available for instructional purposes. Check with the Library for reservations and checkout. Computer Data Shows are checked out through the Staff Development Center and should be reserved as far in advanced as possible.

#### Racine Campus

AV equipment is available in most classrooms (overhead, VCR/TV.) Additional requests for equipment should be forwarded to Mark Stevens, 619-6404. Laptop computers are available for instructional purposes. Contact Damon Menzie for reservations, 619-6506. Computers/projectors are located in the computer open lab, T204.

#### Elkhorn Campus

Instructors wanting to use laptops, projectors, portable SmartBoard or mobile computer lab (18 laptops in a cart w/printer) should sign up in the open computer lab (room N208) one week prior to use. TV's with DVD and/or VCR's are available in several classrooms and instructors are free to locate one when needed.

In addition, the Library has camcorders, digital and video cameras, a camera using DVDs to record, tripods, and laptop computers (1 pc and 1 mac) that can be checked out.

#### Burlington Campus

Instructors needing AV material or equipment should call 767-5162 at least 24 hours in advance and leave a voice mail message.

#### Bioscience Center, Horizon Center & CATI

Instructors needing AV equipment should contact Larry Miletta (3796 or miletta@gtc.edu) at least 24 hours in advance and leave message.

The mentoring program at Gateway Technical College is designed to support all new full-time faculty through orientation, modeling, and coaching by experienced faculty. Existing faculty may avail themselves of the support/assistance of the mentoring program on a voluntary basis. Faculty includes instructors, counselors, advisors, and librarians.

In a confidential environment, experienced faculty share their knowledge and provide companionship, feedback, support and assistance for the purpose of refining present skills, learning new skills, and solving classroom and student-related problems.

The primary goals of the mentoring program are to build a sense of community and to speed assimilation into the college environment. The ultimate goals are to provide improvement in instruction and services to students of the college and to develop professional, competent faculty. For more information about the Faculty Mentoring Program, please contact your Gateway Campus Mentoring Chair:

#### Burlington & Elkhorn Campus

Paul Nelson (262) 741-8406 nelsonp@gtc.edu

#### Kenosha Campus

Linda Spaulding (262) 564-3120 spauldingl@gtc.edu

#### Racine Campus

Valerie Hennen (262) 619-6452 hennenv@gtc.edu

### LIBRARY / LEARNING RESOURCE CENTERS

Instructors and students are encouraged to take advantage of the many services provided by the Library/Learning Resource Centers on all campuses. Regular semester hours are:

Elkhorn (741-8042)  
Monday - Thursday 8:00 a.m.-8:00 p.m.  
Friday 8:00 a.m.-4:00 p.m.

Kenosha (564-2786)  
Monday - Thursday 7:45 a.m.-8:30 p.m.  
Friday 7:45 a.m.-4:00 p.m.  
Saturday 9:00 a.m.-12:00 noon

Racine (619-6220)  
Monday - Thursday 7:45 a.m.-8:30 p.m.  
Friday 7:45 a.m.-4:30 p.m.

Copies of "Library Services for Instructors" are available at the circulation desk.

### FACULTY MENTORING PROGRAM

## DUPLICATING PROCEDURES

### Kenosha Campus

All duplicating is self-service.

### Racine Campus

Full-time faculty should contact Diana Carbajal (619-6342) for a copier code number. Adjunct faculty should contact the divisional associate for a copier code number. Copiers are located in R221, T209, M206 and duplicating. Larger orders of 100 or more copies should be left with duplicating.

### Elkhorn Campus

Materials to be duplicated should be left in Office 111, 100 building, or with the evening secretary. Allow 1-2 days for completion.

### Burlington Campus

Materials to be duplicated should be left with the evening secretary or divisional associate. Allow 3-5 days for completion. Large copy jobs will require two weeks for completion.

### Advanced Technology Centers

Materials to be duplicated should be left with the evening secretary. Allow three to five days for completion.

## COPYRIGHTABLE MATERIALS Policy A-120

This policy applies to all copyrightable material developed by faculty or staff of the College.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## COMPUTER, NETWORKING & INFORMATION RESOURCES Policy H-190

This document constitutes Gateway Technical College's policy for the management of the College's computing, networking, and information resources. These resources include, but are not limited to, the central computing facilities, district-wide network, campus local-area networks, electronic mail, the ITV system, access to the Internet, voice mail, departmental and public computing facilities, scanners, printers, software, data, and related equipment and services.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## PARKING

All cars parked in a Gateway school parking lot are required to have a parking permit clearly posted in the designated position on the vehicle. Student permits are free and can be obtained from Student Services. All full-time employees are distributed parking stickers from human relations. Adjunct parking permits are available in the dean of campus affairs or divisional dean's offices on each campus. Lighted parking is available on all campuses. Vehicles should be locked and students should avoid keeping valuables in unattended cars. Students are cautioned against parking in unauthorized areas as their cars will be ticketed or towed. Specifically designated parking areas have been reserved for disabled individuals. Only those with a special permit available from the Wisconsin Motor Vehicle Department are allowed to park in these areas. All others will be ticketed and fined by the local police department.

### Enforcement

1. Campus Security shall enforce all College parking regulations and applicable state parking regulations and laws.
2. Parking fines shall be assessed for each violation as follows:
  - a. Handicapped space use violation: \$100 (issued by the city police department)
  - b. Improper parking: \$10
3. Parking ticket fines shall be paid at the Registration /Cashier's window. Outstanding student parking fines will be assessed to the student's account. (Students may owe debts to Gateway which are related to Registration, Financial Aid, Library/Learning Resource Center, due to bad checks, and other miscellaneous reasons. A student's debts are retained on his/her record until cleared. Students are not allowed to register for classes or receive transcripts or diplomas until all debts are cleared).
4. Names of College employees who violate the parking policy will be submitted to their supervisor for counseling.
5. Vehicles may be towed at the owner's expense for the following reasons:
  - a. Abandoned/disabled vehicles
  - b. Illegal parking including unauthorized use of a handicapped space or reserved space.

### Appeal Process

Student and staff may appeal a citation through the student due process or staff grievance procedures.

### Public Streets & Crosswalks

Parking on public thoroughfares is subject to the local municipal regulations. Citations for violations are issued by local municipality and handled through regular traffic court channels. Parking is prohibited in pedestrian crosswalks.

## **Staff and Visitor Parking**

**Burlington Campus** - Staff parking is provided at the east end of the building in designated spaces. General student and staff parking is available in surrounding lots and in front of Burlington High School. Visitor parking is adjacent to the main entrance at the west end of the building.

**Elkhorn Campus** - Student and staff parking is available in Lots A, B, or C. Visitor parking is in front of the 200 building.

**Kenosha Campus** - Staff parking is provided in Lot B. A visitor parking lot is provided just off 30th Avenue, east of the Academic Building. Visitors may also park in any non-staff area.

**Racine Campus** - Staff parking is provided in Lot B off of 11th Street, southeast of the Main Building. Visitors may park in Lot C next to the lake.

## **SECURITY**

As part of our effort to increase safety and security, we ask that you do the following:

1. Report any individual(s) who acts suspiciously or who appears out of place to security or the evening secretary.
2. Cars in the parking lot should be locked. It is not wise to keep valuables in your car while at school.
3. Staff and students should not leave purses, calculators, expensive coats, etc., unattended at break times.
4. Contact the dean of campus affairs or campus program associate for the key policy on your campus. If you are issued a key:
  - Keep your key secure - do not lend it to others or write the room number on it.
  - Keep doors secured according to campus policy.
  - Report lost keys immediately.
  - Return keys at end of employment or when responsibilities change. (Adjunct instructors are expected to return keys at the end of each semester.)
5. Contact security to escort you to your vehicle if you are uncomfortable leaving campus at night.

## **EATING & DRINKING IN CLASSROOMS**

1. All instructors and administrative personnel share the responsibility for keeping district facilities clean and attractive. Staff members have a duty to remind others who ignore or are unaware of restrictions on eating and drinking in classrooms, labs, and corridors.
2. Instructors will be held accountable for allowing students to eat or drink in the classroom. This applies to all classes - day, evening, and Saturday.
3. NO EATING OR DRINKING IN ANY LABORATORY SETTING.

## **TOBACCO-FREE/SMOKE-FREE POLICY**

### **Policy E - 155**

### **SCOPE**

This policy is applicable and extends coverage to all Gateway Technical College Campuses, Centers, and grounds with no exceptions at any time (24/7). A tobacco-free/smoke-free workplace will increase quality of life for employees, decrease absenteeism, and saves on other health-related personnel costs.

### **PURPOSE**

To provide a tobacco-free/smoke-free environment for our staff, customers, and the general public, thereby fostering our wellness image. To communicate Gateway's commitment to providing a healthy tobacco-free/smoke-free work environment for current employees and to establish parameters for those employees who choose to continue to smoke. Tobacco/smoking use is the major preventable cause of premature death today, killing one-third to one-half million Americans annually. Nonsmokers can also be harmed by the hazards of second-hand smoke. These adverse effects range from immediate reactions (eye irritation, headaches, and allergies) to long-term serious illness. Nonsmokers exposed to environmental tobacco smoke include an elevated risk of lung cancer or other disabling respiratory disease, and they also face a higher incidence of cardiovascular disease. Stringent workplace smoking restrictions are rapidly gaining favor in both the public and private sectors.

### **POLICY**

Gateway Technical College is strongly committed to maintaining and improving the health and well-being of all employees and customers. It is, therefore, Gateway's policy that employees have the right to work in an environment free of the hazards of tobacco smoke.

To protect the health of our employees and customers, the following policy will be in effect as of August 1, 2007. This will eliminate an unnecessary potential hazard from our workplace and we will support all employees in choosing a healthful, non-tobacco use/non-smoking way of life.

- A. Use of tobacco and smoking is prohibited on all Gateway Campuses, which includes but is not limited to the following:
  1. All buildings, grounds, sidewalks, streets, parking lots, and structures.
  2. All Gateway owned and leased vehicles.
  3. All personal vehicles on Gateway property

### **PROVISION**

This policy is one of the most important steps that Gateway Technical College can take to safeguard the health of our employees and customers, for health-related issues and the escalating cost of health care remain a key priority on Gateway's agenda.



## **ENFORCEMENT**

Failure to comply with this policy will be dealt with through the college's disciplinary procedures. Students, staff, visitors, and tenants who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing.

Adopted: June 25, 2007

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## **DRUG FREE WORKPLACE Policy H-160**

The Drug Free Workplace Act of 1988 and Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, requires Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## Services for Students

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### CAREER PLANNING

Free career and educational counseling services are available at Student Services. The career counseling process stresses personal assessment of interests, abilities, and experience through interest inventories and goal setting. A wide variety of tests are available for assessing aptitudes, abilities, career interests, and personalities. Information about educational and training opportunities, including Gateway programs and support services, is provided. Group career counseling situations utilizing a workshop format are regularly scheduled to provide career exploration.

### STUDENT EMPLOYMENT SERVICES (SES)

SES is dedicated to teaching the skills necessary to find employment during the academic year and after graduation. This office has access to a wide variety of job opportunities from local and nationwide employers. Notices of job openings are posted on TechConnect, an Internet-accessible database specially developed for the Wisconsin Technical College System. This database is accessible at the College's website, [www.gtc.edu](http://www.gtc.edu), through the "Employment" link, or at the URL address: <http://vorlon.gtc.edu/TechConnect>. Job openings are categorized by Gateway academic program, by an alphabetized employer listing, and by a miscellaneous nonprogram section. Upcoming job related events and activities are also posted. Additionally, notices can be found on bulletin boards near the student lounge on the Racine and Elkhorn campuses and near the testing center on the Kenosha campus. Within six (6) months of graduation, students may sign up to have notices sent directly to them by e-mail or U.S. mail. Please see the "special services" link found in the SES homepage. Various job seeking skills workshops are scheduled throughout the academic year to help students with resume writing, interviewing skills, and techniques for obtaining labor market information. There is a SES counselor available on each campus to assist students, one-on-one, with job search activities. For more information or an appointment, please contact your campus Student Services office.

### SERVICES TO STUDENTS WITH SPECIAL NEEDS

Gateway is responsible for providing reasonable accommodation to students who request specific accommodations and who provide documentation of disability. The special needs statement, "If you have any special education needs or concerns, please contact your classroom instructor or the special needs instructor on your campus," required on the syllabus (see Syllabus Format Guide #15) should be given attention at the beginning of the course. Students who are referred or self-identified meet with Special Needs staff to clarify needs, document disabilities, and arrange accommodations. Communication throughout the

semester between the instructor, the student and Special Needs staff is essential.

Gateway students with disabilities are not unlike other students. They have the same need to be challenged, to be part of a group, to be accepted, and to succeed. Students should be treated as individuals and not stereotyped. Confidentiality is an important consideration and must be carefully observed. The student's accommodations or the reasons for them should not be discussed with anyone other than the student and special needs staff.

### ACADEMIC SUPPORT CENTER

The tutoring services are designed to give individualized attention to students who are experiencing difficulty in specific course work. Additional help on a one-to-one basis is provided to enable you to better understand the topics presented in class. Study skills assistance is available in many areas: time management, memory and concentration, taking notes, using a textbook, test taking, etc. Computers are also available for student use.

Elkhorn Campus Academic Support Center, Room N211	741-8020
Kenosha Campus Academic Support Center Room A128	564-2006
Racine Campus Academic Support Center Room L214	619-6216
Burlington Campus Academic Support Center Room 123	767-5090

### STUDENT DUE PROCESS RIGHTS ACADEMIC CONCERNS Policy J-290

#### POLICY

The Gateway District believes that students need a process to bring their concerns to the administration's attention. The student shall use the following procedures when presenting their grievances. The student may consult with the vice president of Student Success.

#### PROCEDURE

Step 1: The student must first address a concern to the appropriate staff member. The student may consult with a Student Services counselor who will assist the student in understanding the process and direct the student to the appropriate person.

Step 2: If after discussing the concern with the appropriate staff member, the concern has not been resolved, the student should prepare a written document which identifies the specific concerns and desired outcomes. This document

should be presented to the person with whom the student discussed the concern. A written response must be given to the student within seven (7) working days.

Step 3: If the concern remains unresolved, the student will be directed to send a copy of the written document and response to the program dean. (If for some reason the program dean has a conflict of interest, another program dean should be appointed by the dean of campus affairs to review the matter.) The program dean will meet with the student and the staff member and respond, in writing, within seven (7) working days.

Step 4: The program dean's decision is final unless the student is able to present facts which show new evidence or a cause for error in the program dean's decision. These facts must be presented in writing to the appropriate dean of campus affairs within fourteen (14) working days of the program dean's decision. If the new facts are determined to be appropriate, an appeals committee will be assigned to hear the concern within seven (7) working days of the request.

The appeals committee selection will be made as follows:

- dean of campus affairs selects the following four (4) people:
  - one (1) chairperson, who will be a staff administrator
  - three (3) staff members
- The campus Student Government Association will select two (2) students from programs other than that of the individual filing the grievance.
- The individual filing the grievance will select one (1) peer from his/her program area.

The committee will make a recommendation to the dean of campus affairs who will make a decision within five (5) working days of the committee hearing.

Adopted: May 15, 2006

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

## **STUDENT ACCOUNT APPEALS**

Students are responsible for payment of tuition and fees for classes for which they register. However, if a student encounters extenuating circumstances which have unexpectedly affected the student's enrollment in the class, the student may appeal to have tuition and fees reduced. Bookstore charges cannot be reduced, as those charges are incurred with Follett Bookstore, not with Gateway Technical College.

A student who wishes to submit an appeal should obtain a Student Account Appeal Form from Student Services. The completed form, with required supporting documentation, is returned to the Registrar's Office. The request must be submitted within 12 months of the end of the semester for which charges are being appealed. The Student Account Appeals Committee reviews the request and notifies the student of its decision in

writing. Each appeal will be reviewed only once, and the decision of the committee is final.

# Affirmative Action/Equal Opportunity, Discrimination & Harassment Policies

## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY Policy H - 110

### POLICY

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

### COMPLIANCE

The Gateway District is committed to:

- Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
- Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
- Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
- Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege a violation of this Act must file written complaint within 300 days to the day the incident took place.

### EQUAL EMPLOYMENT

Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

### AFFIRMATIVE ACTION

The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)
- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized. Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our

recruitment efforts for minority, persons with disabilities, and female applicants.

- Providing students with all educational and support services in a nondiscriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

### HARASSMENT

Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. For incidents related to sexual harassment, refer to policy H-140, Sexual Harassment.

### POLICY DISSEMINATION

The District Affirmative Action Office shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:<sup>1</sup>

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin."

### AFFIRMATIVE ACTION PLAN

The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

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<sup>1</sup>Or one deemed appropriate by the Officer, e.g., "Gateway is an Equal Opportunity/Access Educator/Employer."

**CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT**

Any employee or student who believes an act of discrimination /harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:

- 1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
- 2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
- 3) otherwise adversely affects an individual's employment/learning opportunity.

**COMPLAINT PROCEDURE**

A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Affirmative Action Formal Complaint Procedure H-120.

**AFFIRMATIVE ACTION COMMUNITY BASED COMMITTEE**

The Officer will, with the approval of the president or designee, appoint an Affirmative Action Advisory Committee. The committee will have broad representation, and it will also have representation from minority, female, and disabled groups. The committee will provide advice to the president or designee.

**INTERNAL MONITORING**

The Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The Human Resources department shall submit data for employee reports to the Officer. The Officer will report data/information updates every sixty (60) days to the president or designee regarding the Affirmative Action efforts. These reports shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

**AFFIRMATIVE ACTION OFFICER, TITLES VI, VII & IX REPORTING/RESPONSIBILITIES**

The Officer and the Human Resources department will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

**EQUAL EDUCATION**

The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

**CONTACT PERSON**

Coordination of Section 504 of the 1973 Rehabilitation Act has been assigned to the Director - Payroll/Benefits, Section 504/ADA Coordinator and Title IX of the 1972 Education Amendments has been assigned to the Officer. Officer responsibilities are mandated through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action or Equal Opportunity should be directed to:

Debbie Miller, Director Human Resources - Employment,  
Compensation & Benefits  
District Affirmative Action Officer, Titles VI, VII & IX  
3520 30th Avenue, Kenosha, WI 53144  
(262) 564-3220 • (262) 564-2816 TTY • (262) 564-2161 FAX

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

Adopted: April 7, 2003

Revised: August 2005

**AFFIRMATIVE ACTION FORMAL  
COMPLAINT PROCEDURE  
Policy H - 120**

**PROCEDURE**

The following steps will be followed by the District Affirmative Action Officer in conducting a formal investigation of a complaint.

- I. The District Affirmative Action Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation. Copies of the formal complaint will be shared with all parties.
- II. At the initial meeting, the District Affirmative Action Officer will:
  - A. Explain the process by which a complaint is handled.
  - B. Explain how the investigation will be conducted.

1. Explain what will happen at the hearing if one is necessary
  2. Inform the parties that they can have witnesses present at the meeting.
  3. Explain that any decision made by the District Affirmative Action Officer can be appealed to the president or designee of Gateway Technical College.
- III. The District Affirmative Action Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.
- IV. The District Affirmative Action Officer shall share with all parties copies of witness statements.
- V. The District Affirmative Action Officer is responsible to insure that the complaint is handled in a timely manner.
- VI. The District Affirmative Action Officer will, after the conclusion of his/her investigation, request that the parties complete an evaluation form. The Affirmative Action Policy Review Committee shall compile an annual report for the president or designee summarizing the contents of the evaluation forms along with any recommendations for changes in the Affirmative Action policies and procedures.

Adopted: August 24, 2005

**GATEWAY TECHNICAL COLLEGE AFFIRMATIVE ACTION COMPLAINT EVALUATION**

The evaluation form can be found in Policy H-120 of the Administrative Procedures and College Practices Manual.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

**HARASSMENT & DISCRIMINATION  
Policy H - 130**

**POLICY**

Gateway Technical College is committed to providing all employees with a work environment that is free from harassment or any other form of harassing conduct. Gateway Technical College expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. This policy applies to all employees. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

**PROCEDURE**

1. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) is responsible for coordinating federal regulations concerning discrimination or harassment.

2. Should the matter not be resolved informally, the complaint shall be presented in writing to the Officer. The complaint should include the specific nature of the discrimination or harassment and corresponding dates and also include the name, address, and phone number of the complainant.
3. The Officer shall thoroughly investigate the complaint, notify the person(s) who has been accused of discriminating and/or harassing, and permit that person to respond to the allegation. If deemed necessary, a meeting will be arranged to discuss the complaint with all concerned parties within thirty (30) working days after receipt of the written complaint. The Officer shall give a written answer to the complainant within forty-five (45) working days after receipt of the written complaint.
4. If either party is not satisfied with the answer of the Officer, he or she may submit a written appeal to the president or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Officer's answer. The president or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The president or designee shall give a written answer to the complainant's appeal within ten (10) working days.

Adopted: November 2002

**SEXUAL HARASSMENT POLICY STATEMENT  
Policy H - 140**

**POLICY**

The Gateway Technical College District, through its commitment to Affirmative Action, will attempt to provide an environment free of sexual harassment for all employees and students in accordance with the law of the United States and the State of Wisconsin.

Sexual harassment of employees and students of the Gateway District is unacceptable and impermissible conduct which will not be tolerated. The institution deprecates such conduct as an abuse of authority. Whenever knowledge is received that a sexual harassment condition is being imposed, prompt and remedial action will be taken. Any student or employee may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

**DEFINITION**

Harassment on the basis of gender is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;

2. submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
4. such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

**PROCEDURE**

In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Affirmative Action Officer.

Adopted: April 7, 2004

**REASONABLE ACCOMMODATIONS  
Equal Opportunities for Americans with Disabilities  
Policy H - 150**

**POLICY**

Gateway Technical College is committed to providing equal employment opportunities as well as professional, courteous service for persons with disabilities, through reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations shall be provided in a timely and cost-effective manner upon self identification, verification and an analysis of solutions.

**PROCEDURE**

1. Gateway Technical College does not discriminate against qualified individuals with disabilities in job application procedures, hiring, separation, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
2. To assist Human Resources personnel and hiring supervisors in the compliance of this policy, ADA definitions include:
  - a. An individual with a disability is a person who:
    - 1) Has a physical or mental impairment that substantially limits one or more of major life activities, or
    - 2) Has a record of such an impairment, or
    - 3) Is regarded as having such an impairment, or
    - 4) Who has a known association or relationship with a disabled person
  - b. A physical or mental impairment is any physiological disorder, disfigurement, or anatomical loss or limitation, or any mental or psychological disorder acquired as a result of illness, accident or birth.
  - c. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

- d. Reasonable Accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.
- e. Reasonable Accommodations Committee, although not expressly required in regulations, is the committee established to review and monitor provision of reasonable accommodations to students, potential students, employees and applicants in an effective and equitable manner. The committee shall be composed of representatives from the Human Resources department, Affirmative Action Officer, vice presidents/provosts, counselor - Learning Skills, and Special Needs instructional specialist, campus nurse and facilities managers. The campus nurse and facility managers shall serve in an ex-officio or advisory capacity.
- f. The committee shall review all accommodations possibly involving an undue hardship for the District and, promptly obtain all information necessary to review such proposed accommodations and alternatives thereto. The committee shall consult with the individual who is disabled and immediate supervisor involved where necessary. It shall act in a timely manner that will enable personnel actions to proceed to their regular course.
- g. Gateway Technical College will make a reasonable accommodation to the known disability of a qualified applicant or employee as long as it does not place "undue hardship".
- h. undue hardship is an action requiring significant difficulty or expense when considered in light of factors such as Gateway Technical College's size, financial resources, and the nature and structure of its operation.
- i. Gateway Technical College will not lower quality standards to make an accommodation.
3. Gateway Technical College personnel involved in any aspect of the employment process will not ask applicants for employment if they are disabled or about the nature or severity of a disability before making a job offer.
  - a. Applicants may be asked about abilities they may possess to perform job related functions but applicants may not be asked if they have a physical or mental disability. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodations to the individual's disabling condition.
4. Supervisors shall prepare an analysis of jobs within their units, which shall include defining the essential functional elements or tasks as well as the environment in which such activities occur. Such documentation shall be developed with the assistance of the vice president, Human Resources and shall be reviewed periodically. Documents prepared or utilized for this purpose may be used for other personnel

actions. The employee and his/her supervisor should periodically monitor the effectiveness of the accommodation.

5. In considering a person with a disability, it is appropriate to determine the ability of the person to perform the essential functions as a student or employee with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate. It is also appropriate to consider whether the providing of the accommodation would be an undue hardship.
6. When an applicant, student or employee self-identify and requests an accommodation, it is necessary to request accommodation on the attached Staff/Student Accommodation Request form. The completed form will then be submitted to the chairperson of the Reasonable Accommodation Committee (vice president, Human Resources). The request shall be reviewed with a proposed accommodation.
7. Immediate supervisors, in conjunction with the facilities managers shall have the authority to make reasonable accommodations for applicants or employees which do not exceed \$250 or are totally within the work station or work site of the individual.
8. In the event of a possible policy violation, supervisors should consult with an Human Resources director for resolution of the situation.

Adopted: December 16, 1993

Reviewed: January 2001

#### **STAFF/STUDENT ACCOMMODATION REFERRAL FORM**

The referral form can be found in Policy H-150 of the Administrative Procedures and College Practices Manual.

*The complete policy can be found in the Administrative Procedures and College Practices Manual. Reference Policy and Procedures on the intranet at <http://intranet.gtc.edu>*

# Health & Safety

## **SAFETY PROCEDURES**

At Gateway Technical College, safety is our number one priority and it is our goal to provide the safest environment possible for both employees and students. Safety education and accident prevention are important to everyone connected with the college, not only as a protective measure, but also as an instructional means of developing appropriate behavior to minimize accidents. Instructors are responsible for ensuring that safety policies are followed.

1. Eating and drinking in classrooms, labs, and corridors is prohibited. Instructors will be held accountable for allowing students to eat or drink in the classroom. **NO EATING OR DRINKING IN ANY LABORATORY SETTING.**
2. Instructors will give thorough safety instructions to all students before allowing them to operate any equipment or machinery.
3. Instructors will require students to conduct themselves in an orderly manner to avoid creating hazards for themselves or others in the classroom or laboratory. Students who create unsafe conditions or hazards should be dismissed from class or lab.
4. Instructors should warn students of the probable physical consequences of unsafe acts while operating machinery and equipment.
5. Horseplay, fighting, striking another person, or harassment of any kind is prohibited on the campus. Prompt disciplinary action will be taken against the offender.
6. The instructor or other qualified instructional person must be in the classroom or laboratory to supervise students who are operating equipment or machinery.
7. No one, including staff, shall operate any potentially hazardous equipment in the college unless at least one other responsible person is physically present in the room.
8. No student shall be asked to run errands or perform work for the college.
9. Where appropriate, protective clothing and safety equipment will be used at all times. Approved eye protection for all persons in laboratories where possible injuries to the eyes may occur is required at all times. Loose clothing must not be worn near moving machinery. Hair protection devices must be worn where entanglement, fire hazards, and health considerations exist. Instructors are expected to set the example at all times.
10. Good housekeeping and proper storage of supplies, projects, and materials is required at all times. This

applies to all classrooms, laboratories, shops, offices, and storage areas.

11. Any defective equipment shall be immediately locked out of use and clearly marked, and no one shall be permitted to operate such defective equipment until it has been properly repaired. Instructors shall notify the appropriate dean in writing about defective equipment and state the nature of the defect.
12. The grounding connection on all power equipment shall be used. All power equipment that has the grounding connection altered or removed should be considered defective. U.L.-approved, double-insulated electrical tools are an exception.
13. Instruction shall be given in each class about the location of fire-fighting and first aid equipment. Campus fire drills require everyone to evacuate the building.
14. Use of tobacco and smoking is prohibited on all Gateway Campuses, which includes all buildings, grounds, sidewalks, streets, parking lots, and structures.
15. Instructors are responsible for and should be familiar with procedures used in the case of accident.
16. Visitors, tours, and unescorted persons shall not be allowed in any laboratories where potential hazards may exist. If a visitor must enter a laboratory, proper safety equipment must be worn. Instructors are expected to enforce this policy.
17. Bare feet are a health hazard. Footwear is required in all district buildings. Instructors shall refuse admittance to persons not wearing appropriate foot protection.
18. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. Any suspected activity involving controlled substances on campus shall be reported to campus security or to the local police department.
19. Drunkenness or disorderly conduct of any kind is prohibited. The dispensing, sale and use of alcoholic beverages at activities on or within District property is prohibited except by approval of the president or designee. Students and staff who report to class or work smelling of alcohol are subject to suspension.

## **LAB SAFETY**

### **General Safety Precautions**

1. Students must wear protective eye ware at all times when using machines that require their use as a safety measure.
2. Be sure that all machines have effective working guards before operating.
3. Do not oil, clean, adjust, or repair any machine while it is running.

- Students should not operate any machine unless authorized to do so by the instructor and under his/her supervision.
- Students should not operate machinery when the instructor is not in the lab.
- Do not run in the lab. There should be no horseplay in the shop at any time.
- Do not talk to others when you are operating a machine.
- Get first aid immediately for any injury.
- If scene is safe, proceed to the victim(s) and *utilize blood borne pathogen procedure*, if appropriate. Always avoid contact with blood or other bodily fluids.
- Stabilize the victim(s) until emergency personnel arrive on the scene. *Provide whatever assistance to victim(s) you are qualified to give.*
- Document the accident and make a formal report as soon as practical in order to provide an accurate and complete record of the incident/accident. Incident/Accident Report forms should be submitted to Building Services Manager or the evening secretary.

### **Clothing and Safety Equipment**

- Always wear safety glasses, goggles, or face shields designed for the type of work you are doing.
- Wear clothing suited to the job.
- Do not wear rings, watches, bracelets, etc.
- Do not wear neckties or loose or torn clothing of any kind.
- Always remove gloves before turning on or operating any machine except when welding.
- Long hair should be contained so that it does not create a hazard.

### **Housekeeping**

- Keep floors free of oil, grease or any other liquid.
- Aisles should be clear at all times to avoid tripping or other accidents.
- Store materials in such a way that they cannot become tripping hazards.
- Do not leave tools or work on the table of a machine. Put them in their proper place when you are through with them.
- Place all scrap in appropriate containers.

## **EMERGENCY RESPONSE**

Gateway employees must take the initiative necessary to deal with emergency situations. Employees should use their discretion and common sense to protect themselves and respect the privacy of all parties involved. Faculty should request a campus specific Emergency Response Plan from the campus Building Services Manager.

During an emergency, it is important to provide prompt, accurate information to all Gateway staff, students, emergency responders, the community, and the media. Official statements will come only from the Gateway media liaison or other spokesperson designated by the Vice President / Provost.

*Refer to Media/Public Relations Response policy E - 140 in the Administrative Procedures and College Practices Manual.*

*Reference Policy and Procedures on the intranet at*

<http://intranet.gtc.edu>

### **Accidents / Medical Emergency**

- Evaluate the accident scene. Call 911 if necessary.
- Be sure that someone is assigned to meet emergency response personnel.

If the injury is minor but still requires medical attention:

- Provide first aid supplies as available
- Complete an Incident/Accident Report and submit it to the building Services Manager or evening secretary.
- What might appear as insignificant at the time could result in something more serious later. Always inform students of the advisability of seeing a doctor.
- Students are responsible for arranging for his/her own transportation home or to the hospital or doctor's office.

Gateway Technical College does not assume the responsibility for the cost of treatment or use of the Emergency Room or other facilities. Injured students should never be denied medical attention even if they are not covered by any health insurance.

### **Fire**

Upon activation of the fire alarm, the alarm monitoring company dispatcher will automatically call the fire department.

Safety of students and staff is the first priority. We are not trained nor equipped for fighting fires. Use fire extinguishers only when doing so will not put yourself or others in danger, or to aid your escape.

- If you discover a fire in a campus building, activate the fire alarm by operating any fire alarm pull station.
- Upon hearing the fire alarm all staff and students shall proceed to the nearest exit and leave the building. Close all doors and windows as you exit.
- Staff and students should assemble at a safe distance from the building until told it is safe to reenter.
- After a fire evacuation, staff and students should try to account for all members of classes or office groups. Notify fire department immediately if anyone is missing.

### **Bomb Threat**

- Engage the caller; and fill out Bomb Threat form kept at phone. (*Reference Emergency Response Plan*).
- If possible, alert other staff that a bomb threat is being received.
- Call 911 and notify administration, security, maintenance, and local Police Department.

**Weapons On Campus / Shooting**

1. Assess the situation and determine the level of assistance needed.
2. Call 911 if there is imminent danger.
3. Notify the Dean of Campus Affairs immediately.

**Chemical Spill / Gas Leak**

1. Call 911 if imminent danger exists.
2. Avoid direct contact with chemical.
3. Identify spilled substance, if possible.
4. Isolate area of spill.
5. Contact the maintenance department.
6. If situation warrants, evacuate staff and students from the area to a safe area away from the site of the spill.
7. Do not attempt to clean up the spill without reviewing the MSDS and obtaining proper protective equipment in accordance with OSHA standards.

**Severe Weather Situation**

**Tornado warning** means that a funnel cloud has been sighted. Take cover immediately.

1. The warning will be received on the emergency radio in the main office.
2. Take shelter.
3. Encourage students to take cover in the shelter areas (we cannot force them to do so).

**Building Evacuation**

1. Faculty should familiarize themselves with campus buildings so that they can lead students to an exit in case of an evacuation.
2. Remain calm
3. Do not use elevators if evacuating due to fire
4. Assist disabled persons\*
  - a. Do not move a person with a disability without first asking.
  - b. Assist a visually impaired person by allowing them to take your elbow. The visually impaired person will be responsible for guide dogs.
  - c. Alert a Deaf/Hard of Hearing person that an emergency exists. Use gestures/notes to indicate the type of emergency.
  - d. Wheel chairs are not designed to handle the stress of lifting while someone is sitting in the chair. If necessary abandon the wheelchair and carry the person in a sturdy desk chair. Check for life support equipment prior to moving the person.
  - e. Don't carry a person up/down stairs unless it can be done safely. Position the person in the safest place possible and alert emergency personnel of the person's location.
5. Assemble students a safe distance from the building and notify emergency personnel or building supervisor if anyone is missing.
6. Do not reenter the building until told it is safe to return.

*\*See Guidelines for Assisting Disabled Persons in Building Evacuation brochure available from the Special Needs department.*

**EMERGENCY RESPONSE TELEPHONE NUMBERS**

<b>In An Emergency:</b>		
Emergency Fire Police Rescue Squad Sheriff's Department	<b>All Campuses &amp; Centers</b>	<b>911</b>

**Non-Emergency:**

<b>Fire (non-emergency)</b>	
Burlington	763-2920
CATI	886-7213
Elkhorn	723-2277
Kenosha/Bioscience/Horizon	653-4100
LakeView	694-8027
Racine	635-7900

<b>Police (non-emergency)</b>	
Burlington	763-2920
Elkhorn	723-2277
Kenosha/Bioscience/Horizon	653-4100
LakeView	694-8027
CATI	886-7213
Racine	635-7900

<b>Sheriff's Department (non-emergency)</b>	
Burlington	763-9558
Elkhorn	741-4400
Kenosha	605-5100
Racine	636-3213
CATI	886-9465

If it is necessary to have police and/or ambulance personnel respond to an incident at Gateway Technical College:

- Call the required service immediately.
- Notify Building Services, the evening secretary, and/or campus administration of the type of incident, who is responding, and the location.

# Certification Renewal

The Wisconsin Administrative Code TCS 3, more commonly known as the Wisconsin Technical College Certification Code, calls for a district plan of recertification activities. The Gateway Technical College plan for certification renewals applies to full-time and part-time staff in the renewal of five-year certificates. In compliance with the code, the above-referenced plan was approved by the Gateway President November 11, 2004. The specific renewal requirements of the plan apply to the following certified district personnel:

Instructional Staff  
Instructional Administrators  
Instructional Related Administrators  
Instructional Supervisors  
Instructional Related Supervisors  
Counselors  
Librarians  
Instructional Specialists

## Definitions

**Professional Growth:** Any activity of specific relevance to the staff members' responsibilities in which the participating persons gain professionally either by attendance or participation and which has direct or potential value to Gateway Technical College or the Wisconsin Technical College System. The activity must be outside of assigned work responsibilities.

## Scope

This policy applies only to activities required for the renewal of the five-year certificate for full-time and part-time staff.

## Objectives

The objectives of this recertification plan are:

1. To stimulate professional growth of the staff.
2. To enhance the image of the college and district by encouraging staff to further extend their service to the community.
3. To ensure that staff members keep pace with ever-changing concepts, procedures, and practices in education and in their field of technical specialty.
4. To meet the requirements of Wisconsin Administrative Code TCS 3.

## POLICY

### Requirements

All individuals holding five-year certificates are required to renew their certification through one or a combination of the following:

- a) Complete six (6) approved semester credits of coursework.

- b) Complete the equivalent of two (2) months of appropriate occupational experience.
- c) Complete the equivalent of six (6) credits of professional growth activities.

### Prior Approval

Requests shall be approved prior to participating in the recertification activity, except as listed below. All renewal activities must be related to the 4 objectives of the Five-Year Certification Renewal Plan.

- GTC sponsored activities (i.e., in-service, committee work, etc)
- WTCS sponsored activities (i.e., state-called meetings, committee work, etc)
- GTEA members performing functions on behalf of the Union.

### Credit Limits

Credits may be accumulated from any or all categories up to the maximum credit limit established for each category.

### Time Limits

All activities completed toward recertification will be creditable only in the applicable five-year (5-year) period recognized for achieving certification renewal. Carryover of credits into a new certification period will be limited to credits earned after May 1 and before August 31 of the expiration year. These credits may be applied to the next certification period.

### Approved Recertification Activities

To qualify for certification purposes, the proposed professional growth activity shall be within the guidelines described in the section titled, "Approved Certification Activities."

### Recertification Activities Pre-Approval Procedure

Requestor (staff member seeking recertification) completes "Request for Pre-Approval of Certification Renewal Activity" prior to participation in activity and forwards to immediate supervisor.

Immediate Supervisor reviews request, comments, approves or disapproves, signs, and forwards to district certification officer.

District Certification Officer reviews, approves or disapproves, signs, and distributes copies.

### **AFTER YOU HAVE COMPLETED THE APPROVED ACTIVITY YOU MUST DO THE FOLLOWING:**

Requestor forwards documentation of completion to district certification officer. Required documentation:

- Transcript - academic coursework
- Certificate of Completion - continuing education
- Work Verification Form - occupational experience

- Professional Growth Record - professional growth activities

All documentation is the responsibility of the individual submitting the activity for recertification.

District Certification Officer matches file copy of request with documentation of completion, updates certification records, and files documents in requestor's certification file.

## APPROVED RECERTIFICATION ACTIVITIES

### I. Academic Coursework

Completion of a graduate, undergraduate, associate degree or vocational diploma course in a subject area related to the individual's current role is acceptable as an approved recertification activity on a credit-for-credit basis up to the maximum of six (6) credits. Courses are not required to be part of a structured program leading to the awarding of a degree to be acceptable.

Evidence of auditing a course is acceptable for credit equal to one-half the number of course credits. Credits earned through audit are limited to a maximum of three (3) credits.

### II. Continuing Education

Completion of a manufacturer's school or adult continuing education course in a subject area related to the individual's current role is acceptable as a recertification activity up to the maximum of six (6) credits. Forty (40) hours of continuing education equals one (1) credit.

### III. Work Experience

Two (2) months of paid appropriate occupational experience that updates or increases skills or knowledge applicable to the instructor's job will qualify as a recertification activity up to the maximum of six (6) credits. Occupational experience will be equated to credits using the following formula:

1 Credit = 55 Hours	4 Credits = 220 Hours
2 Credits = 110 Hours	5 Credits = 275 Hours
3 Credits = 165 Hours	6 Credits = 330 Hours

Hours of occupational experience must be documented on a non-teaching occupational experience form.

### IV. Approved Professional Growth Activities

Except where otherwise noted, hours of professional growth activities will be equated to credits using the following formula:

Continuing Education Credits (CEC's) are assigned to all adult continuing education courses. A CEC is a method of accountability used primarily for record-keeping and state aid. One (1) CEC represents 40 hours of adult education. Four (4) CEU's (40 hours) equal one (1) Continuing Education Credit (CEC) or one (1) semester credit for recertification purposes.

Approved professional growth activities may include, but are not limited to:

#### A. Workshop, Conference, Seminar

Attendance at a workshop, conference, or seminar where the subject is related to the district's purpose and/or the individual's current role or performance in the district is an acceptable renewal activity. This item qualifies as a recertification activity up to a maximum of six (6) credits each recertification period.

#### B. Teaching

Teaching a graduate, undergraduate, associate degree, or vocational-diploma course will be an accepted recertification activity for non-instructional personnel, based upon the same number of credits as earned by the student.

Teaching a graduate or junior/senior level undergraduate course will be recognized as an accepted recertification activity for instructional personnel, based upon the same number of credits as earned by the student. Information from the college including course number, course title, number of credits, and academic level must be provided to the Certification Office.

Teaching a certification course or equivalent in-service activity will be recognized as an accepted recertification activity for non-instructional and instructional personnel, based upon the same number of credits or credit equivalents as earned by the student.

The experience of teaching at the indicated levels is the basis for recognition of the activity for recertification purposes. This item is limited to three (3) credits each recertification period.

#### C. Professional Service

Performance as a chairperson, officer, committee chairperson, or planning committee member of a recognized national, state, regional, or local professional work-related association or committee is an approved recertification activity. Service on in-house committees designated as approved for recertification by the District Certification Committee may be accepted. This item is limited to two (2) credits (80 hours) each recertification period.

#### D. Professional Speaking

Responsibility for making a formal presentation at a professional conference, workshop, or seminar may be recognized as an approved recertification activity with both the presentation and preparation time used to calculate professional growth. Credit awarded in this category is based on preparation and presentation time. Documentation of preparation, attendance and presentation time is required. This is limited to two (2) credits (80 hours) each recertification period.

#### E. Cross-Training

A formal cross-training effort or program in which a staff member interns, substitutes, or otherwise formally receives training or experience in a role other than his/her primary assignment within the Gateway District or the Wisconsin Technical College System is recognized for recertification credit. Appropriate cross-training work experience that updates or increases skills or knowledge applicable to the employee's job may be recognized for professional growth credit. Each credit must demonstrate at least 40 hours of work. A cross-training program must serve the district's purposes and/or the individual's current role with the district.

This item is limited to a maximum of two (2) credits (80 hours) for each recertification period.

#### **F. Alternate Assignment**

An alternate job assignment that is not related to the job or primary job assignment and/or which contributes to the professional growth of the staff member, such as an instructor who performs management-related responsibilities or a manager who performs in a faculty role may be recognized as an approved recertification activity. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

#### **G. Literary Accomplishment**

Researching, writing, and having published occupationally oriented materials related to the staff member's role or to the purposes of education in general may be approved for professional growth credit.

The completion of a textbook may be considered for additional professional growth credits based on one credit for every fifty (50) pages up to a maximum of six (6) credits (300 pages). A manuscript must be submitted for review.

The revision of a textbook may be considered for additional professional growth credits based on one-half (½) credit up to a maximum of three (3) credits (.5-3 cr.). **A revised manuscript must be submitted for review.**

#### **H. Leadership Role**

A leadership role as an officer, member, or part of the governing body of a professional (non-work-related) or community service (non-sectarian, non-political) organization may be approved as a professional growth activity. Such leadership activity is considered because of its personal development potential and its public relations impact on the school, the community, and the individual. This item is limited to two (2) credits (80 hours) each recertification period.

#### **I. Educational Innovation**

The development of unique and innovative methods in teaching and learning may be recognized as an approved recertification activity. A proposal describing the project, objectives, and final product must be submitted for approval, and the project must have an outcome that can be implemented. This item is limited to a maximum of three

(3) credits (120 hours) in each recertification period.

#### **J. Consultant/Evaluator**

Non-paid service as a consultant/evaluator in the public or private sector may be recognized as an approved recertification activity. The activity must culminate in a written report provided to the client. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

#### **K. Research and Development**

Conducting community studies, needs surveys, or evaluation studies not currently being conducted by the research department may be recognized as an approved recertification activity. A written proposal detailing the project, objectives, and desired outcome must be submitted for approval. The project must be conducted in collaboration with an established research department and must culminate in a written report and dissemination of information throughout the district. This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

#### **L. Technical Updating**

Participation in the Educational/Industrial Exchange Program or any formally approved program designed to enhance technical expertise in the individual's area of assignment through a variety of on-the-job experiences is an approved recertification activity. This item is limited to a maximum of three (3) credits (120 hours) in each recertification period.

#### **M. Professional Exchange Program**

Participation in a formalized exchange program is an approved recertification activity. This activity will be evaluated according to the following formula:

$$\begin{aligned} \frac{1}{4} \text{ semester} &= 2 \text{ credits} \\ 1 \text{ semester} &= 3 \text{ credits} \end{aligned}$$

This item is limited to a maximum of three (3) credits in each recertification period.

#### **N. Mentor/Professional Development Team Member**

Service as a mentor in Gateway's formalized mentoring program, or service as supervisor of a formalized practicum experience will be recognized as an approved recertification activity. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period.

#### **O. Community Service**

Community service activities (non-sectarian, non-political), including volunteer work, may be accepted as a professional growth activity. Such service is considered because of its personal development potential and its public relations impact on the school, the community, and the individual. This item is limited to a maximum of one (1) credit (40 hours) each recertification period.

**P. Occupational Certification/Licensure**

Successful completion of exams to attain occupational certification or licensure which is directly related to the individual's current role and/or the district's purpose may be accepted as a professional growth activity. Six (6) hours of preparation time will be accepted for each required hour of testing. This item is limited to a maximum of two (2) credits (80 hours) each recertification period.

**Q. Grant Writing**

Pre-approved grant writing proposals may be recognized as an approved recertification activity. The amount of time devoted to preparation, research, and/or writing may be evaluated. This item is limited to a maximum of two (2) credits (80 hours) in each recertification period

**RECERTIFICATION ACTIVITIES - SUMMARY**

ACTIVITY	VALUE	MAXIMUM	DOCUMENTATION REQUIRED
<b>I. Academic Coursework</b> Completion of graduate, under-graduate, associate degree, or vocational diploma course  Audit of course	Course credits  2 Course credits	6 credits  3 credits	Official Transcripts  Official Transcripts
<b>II. Continuing Education</b> Completion of a manufacturer's school or adult continuing education course.	40 hrs = 1 credit	6 credits	Certificate of completion
<b>III. Work Experience</b> Job-related occupational experience	55 hrs work = 1 credit	330 hrs/6 credits	Verification of Non-teaching occupational experience form
<b>IV. Professional Growth Activity (documented on Professional Growth Record form)</b>			
<b>A. Workshops, Conferences, Seminars</b>	40 hrs = 1 credit	6 credits	Professional Growth Record
<b>B. Teaching experience</b> Non-instructional staff teaching a graduate, associate degree, vocational diploma, or certification course/in-service activity or instructional staff teaching a graduate, upper division undergraduate, or certification course/in-service activity.	Course credits or credit equivalents	3 credits	Professional Growth Record with course information from college
<b>C. Professional Service</b> Performance as chairperson or other officer, of a recognized national, state, regional, or local committee in professional, work-related association.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>D. Professional Speaking</b> Formal presentation at professional conference, workshop or seminar.	40 hrs prep/presentation time = 1 credit	2 credits	Professional Growth Record with documentation of preparation, attendance and presentation time
<b>E. Cross-training</b> Formal program in which an individual interns, substitutes, or otherwise formally receives training or experience in a role other than his/her primary teaching assignment.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>F. Alternate Assignment</b> Assignment that is not related to job assignment and contributes to professional growth.	40 hrs = 1 credit	2 credits	Professional Growth Record

**RECERTIFICATION ACTIVITIES - SUMMARY**

ACTIVITY	VALUE	MAXIMUM	DOCUMENTATION REQUIRED
<b>G. Literary Accomplishment</b> Publication related to an individual's role or to the purpose of education in general.  Completion of textbook  Revision of textbook	50 pages = 1 credit	6 credits  .5-3 credits	Manuscript  Revised manuscript
<b>H. Leadership Role</b> Service as an officer or member of a governing board in a professional or community service organization.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>I. Educational Innovation</b> Development of unique and innovative methods in teaching/learning.	40 hrs = 1 credit	3 credits	Professional Growth Record
<b>J. Consultant/Evaluator</b> Non-paid service as a consultant/evaluator to the public or private sector.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>K. Research and Development</b> Conducting community studies, needs surveys, or evaluation studies.	40 hrs = 1 credit	3 credits	Professional Growth Record
<b>L. Technical Updating</b> Participation in the Educational/Industrial Exchange Program or other formally approved program.	40 hrs = 1 credit	3 credits	Professional Growth Record
<b>M. Professional Exchange Program</b> Participation in formalized exchange program.	1/4 semester = 2 credits; 1 semester = 3 credits	3 credits	Professional Growth Record
<b>N. Mentor/Professional Development Team Member</b> Service as mentor in formalized mentoring program.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>O. Community Service</b> Community service activities including v volunteer work.	40 hrs = 1 credit	1 credit	Professional Growth Record
<b>P. Occupational Certification/Licensure</b> Attainment of occupational certification or licensure.	40 hrs = 1 credit	2 credits	Professional Growth Record
<b>Q. Grant Writing</b>	40 hrs = 1 credit	2 credits	Professional Growth Record

## GUIDELINES:

1. All credits must be earned within certification period with one exception: **Credits earned after May 1 and before August 31 of the expiration year may be applied to the next certification period.**
2. Credits will apply toward renewal of Wisconsin Technical College System five-year certificates.
3. All requests must be approved in advance.
4. All requests will be filed in the individual's certification file.

CODE: 1 Continuing Education Unit = 10 hours of effort  
1 Continuing Education Credit = 40 hours of effort

## CERTIFICATION APPEALS PROCESS

### Step 1: A Request for Appeal to the District Certification Officer

1. The requestor sends to the district certification officer a written statement supporting the professional value of the activity.
2. The district certification officer, within fifteen working days after the receipt of the appeal, makes a second decision and returns the decision to the requestor.

### Step 2: A Request for Appeal to the District Certification Committee

If an activity for recertification is disapproved by the District Certification Officer, the decision may be appealed to the District Certification Committee. The procedure is as follows:

1. The requestor sends to the chairperson of the District Certification Committee or Certification Officer, a request to convene the District Certification Committee to review the request.
2. The District Certification Committee chairperson or Certification Officer acknowledges receipt of the request within 15 days and convenes a meeting of the District Certification Committee.
3. The District Certification Committee meets and makes a decision within 45 days of receipt of the request.
4. Chairperson of the District Certification Committee informs the requestor of the decision.
5. Chairperson of the District Certification Committee informs the requestor of the right to appeal the decision to the State Certification Committee.

### Step 3: A Request for Appeal to the State Certification Committee

If an activity for recertification credit is disapproved by the District Certification Committee, the decision may be appealed to the State Certification Committee. The procedure is as follows:

1. The staff member seeking recertification (requestor) shall send a written request to the State Certification

Committee, in care of the State Certification Officer, asking that the decision be reviewed.

2. Upon receipt of the request, the State Certification Officer will solicit written statements from all involved parties. The written material will include only information that has been shared with all parties.
3. The State Certification Committee will consider the appeal at the next scheduled meeting after all written material has been submitted.

All disapproval of recertification activities can be appealed directly to the State Certification Committee as provided for under provisions of the code contained in TCS 3.16.

See Certification under Training Updates & Manuals at <http://intranet.gtc.edu/>

**GATEWAY TECHNICAL COLLEGE  
FIVE-YEAR CERTIFICATION  
ANNUAL PROFESSIONAL GROWTH RECORD**

September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_ (To be submitted to the Certification Office annually.)

<b>Name</b>	<b>Certification Expiration Date</b>
<b>Colleague ID #</b>	

<b>PROFESSIONAL GROWTH ACTIVITIES</b>		
A = Workshop, Conference, Seminar (6 Cr. Max)	G = Literary Accomplishment (2-6 Cr. Max)	N = Mentor/Professional Development Team Member (2 Cr. Max)
B = Teaching (3 Cr. Max)	H = Leadership Role (2 Cr. Max)	O = Community Service (1 Cr. Max)
C = Professional Service (2 Cr. Max)	I = Curriculum/Instruction Innovation (3 Cr. Max)	P = Occupational Certification/Licensure (2 Cr. Max)
D = Professional Speaking (2 Cr. Max)	J = Consultant/Evaluator (2 Cr. Max)	Q = Grant Writing (2 Cr. Max)
E = Cross-Training (2 Cr. Max)	K = Research and Development (3 Cr. Max)	
F = Alternate Assignment (2 Cr. Max)	L = Technical Updating (3 Cr. Max)	
	M = Professional Exchange Program (3 Cr. Max)	

**Group activities by category; indicate category letter and title in space provided.**

**Category** \_\_\_\_\_

<u>Beg/End Date(s)</u>	<u>Activity</u>	<u>Hours</u>	<u>(Office Use Only)</u> <u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL</b>		_____	_____

**Category** \_\_\_\_\_

<u>Beg/End Date(s)</u>	<u>Activity</u>	<u>Hours</u>	<u>(Office Use Only)</u> <u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL</b>		_____	_____

I attest that I was a participant in the above activities.

I have reviewed the documentation verifying participation in the above activities.

\_\_\_\_\_  
**Requestor**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Certification Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

Documentation must accompany form.

**Routing: ORIGINAL - Certification Office / COPY - Requestor / COPY – Supervisor**

**Rev. 11/04**