

SERIES 4000: GENERAL OPERATING POLICIES

4010 INCLEMENT WEATHER POLICY, SAFETY, SECURITY, HANDLING EMERGENCIES

4010.1 Inclement Weather Policy

Purpose: The President or his designee will make decisions on delaying or closing the College based on safe access to the campus for a majority of students and employees and communicate the decision to employees and students.

Process: When the weather creates hazardous operating and/or travel conditions, the Vice President of Financial and Administrative Services and the Vice President of Academic and Student Services will confer and come to a decision on a delayed opening or cancellation of classes. This decision will be based on the general travel conditions across the service region as well as current and anticipated inclement weather. Every effort will be made to reach this decision prior to 6:00 AM for day classes and prior to 2:00 p.m. for evening classes. Evening classes are defined as those classes starting at 4:00 p.m. and later. Alerts, social media, designated broadcast stations will be notified.

4010.1.1 Other Employee Information

Maintenance and Buildings and Grounds staff will need to report to work immediately when notified by their supervisor.

The decision to open the Learning Resources Center (*LRC*) on weekends will be made by the President (*or in his absence, one of the two vice presidents*) upon request from the LRC Director. Notification will be made through text messaging (*DCC Alert*).

Under State personnel regulations, as well as VCCS regulations, employees may be excused for tardiness for up to two (2) hours assuming other employees in the same housing location are also experiencing difficulty in arriving at work on time.

When inclement weather develops during the work day, employees cannot cancel classes, office hours, nor leave their customary duties until the College has been officially closed or the employee has made arrangements with their immediate supervisor to take annual leave, compensatory leave, or personal leave.

Until the College is officially closed, all offices must remain open.

4010.1.2 Inclement Weather Schedule

Every effort will be made to keep the College open during inclement weather. However, when conditions dictate, this delayed class schedule may be implemented. Each student and employee is expected, in the final analysis, to decide whether it is possible or safe to come to the College. Every attempt will be made to work with students/employees who are forced to be absent because of the weather.

A delayed schedule may be implemented and can be found on the College's website.

4010.2 Safety *(Also see 4010.4 Campus Security)*

Faculty members should instruct students in the proper and safe use of all equipment. Faculty members should also be aware of and conform to directives regarding safety which may be issued periodically by the College or State. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment.

Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor. Even though students should be encouraged to practice and experiment when classes are not in session, such activities should not be permitted unless there is a responsible instructor or laboratory assistant to be responsible for the safety of the students and the security of the equipment involved.

4010.3 Emergencies

Emergencies should be handled in accordance with the Crisis Management Guide that is posted in each classroom. It is also available on the DCC website. Note that each building has a unique 911 address that must be used when communicating with emergency responders.

4010.3.1 Emergency Closings

The following provides guidelines for compensating full-time employees for absences during **emergency** closings, including inclement weather, utility failure, fire, or other forced evacuations from the agency or work site.

Full-time employees will be paid for the hours that he/she was scheduled to work during an authorized closing, either a partial shift closing or a full shift closing, if he/she worked or took paid leave the work day before and the work day after the authorized closing.

An employee who is on **pre-approved leave with pay** when an authorized emergency closing occurs will have the time charged to the authorized closing and not to personal leave balances. Pre-approved leave with pay is defined as leave that has been requested in advance by the employee and approved by the supervisor, the proper paperwork has been completed and signed by both the employee and the supervisor, and has been submitted to the payroll office.

It will be the employee's responsibility to submit a corrected leave form to the payroll office. The employee should submit the form to his/her supervisor for approval and then forward to payroll. A notation should be made on the leave form indicating this is a revised leave form to reflect time charged to an authorized closing.

4010.3.2 Emergency Plan

4010.3.2.1 INTRODUCTION

Danville Community College maintains and annually updates a comprehensive Continuity Plan and Emergency Operations Plan. This plan is available on the DCC website. The purpose of the Continuity Plan (*including Appendix G, the Emergency Operations Plan, and Appendix H, the IT Contingency and Disaster Recovery Plan*) is to provide the framework for Danville Community College to restore mission essential functions in the event of an emergency that affects operations.

4010.3.2.2 COMMUNICATION

The initial response should be made by anyone who recognizes an emergency; the person recognizing the emergency is authorized to call 911 immediately if life or property is in danger. If life or property is not in danger, the person recognizing the emergency should contact a College administrator in charge, as appropriate, as quickly as possible. Information should be transmitted quickly through the normal chain of command; the Vice Presidents will advise the President of the emergency as quickly as possible at any time of the day or night. There is a unique 911 address on the 911 guide located in each classroom and in public areas.

If an emergency occurs during non-school hours and necessitates the closing of the College, the Vice President of Financial and Administrative Services shall take appropriate steps to inform students, faculty, and staff of the time that the College will reopen.

4010.3.2.3 EVACUATION OF BUILDING

Evacuations should be handled in accordance with the Crisis Management Guide. If it is necessary to evacuate campus buildings, the instructor or, if applicable, the staff person will assist with the planned and orderly egress of all students. He/She will ask one or more students to assist any physically disabled individuals in evacuating the building. When exiting the building, **the route indicated in red on the floor plan posted beside the classroom or laboratory door should be followed.** When the situation dictates, the faculty member will ask someone to pull the fire alarm located in the hallways when exiting the building. These alarms are designed to notify only building occupants of the need to evacuate. Once the evacuation begins, a College employee with knowledge of the situation will call 911 and/or an administrator. Information will be transmitted quickly through the normal chain of command to the President.

4010.3.2.4 COMMUNICATING AN EMERGENCY TO THE PUBLIC

Upon learning of a crisis or emergency situation, the President will inform the Director of Public Relations. In the absence of the President, the appropriate Vice President will inform the Director of Public Relations. It is the responsibility of the Director of Public Relations, in consultation with the President and/or appropriate Vice President, to assess potential media involvement.

Internal audiences (*faculty, staff, students, Chancellor's Office, and College Board members*) are addressed first; then external audiences (*any specific external groups with vested interests; i.e., parents, community groups, etc.*) are addressed.

News media will be alerted through an "official" College statement(s). If appropriate, a news conference will be planned to respond to wide-ranging media requests. Faculty and staff who are not designated as spokespersons normally shall not issue statements regarding the emergency.

4010.3.3 Procedure for Handling Emergency Calls for Students and Visitors Requesting Information on Students

ALL visitors on campus looking for a student should be directed to the office of the Vice President of Academic and Student Services. The visitor will be advised that classes cannot be interrupted and he/she is welcome to wait until classes are over and the student can be contacted.

After 5:00 p.m., campus visitors and telephone calls should be directed to Security on duty at Extension 8533. Classes should not be interrupted for non-emergencies.

Information about a student's schedule should never be given to a visitor or caller without the specific permission of the student.

4010.4 Campus Security

Students are encouraged and are responsible for reporting actual and suspected criminal acts they witness on the campus. This can be done by immediately notifying any College office or by calling the College switchboard (*dial 0 from the RED phones*). To call College security from the RED phones, dial 8533. Security services for the College are provided by an outside firm. The institution, being a commuter school, does not maintain its own police force, but does refer all matters of crime to the Danville Police Department. DCC security personnel have no power of arrest. The Police Department conducts investigations of all criminal offenses that occur on the College campus.

Campus security opens and locks all College buildings in accordance with the schedule of College classes and operating hours of the various administrative offices. On weekends, buildings are available for scheduled classes, but locked during non-use times. Evening classes are not scheduled after 10:00 p.m., and the campus is closed at 11:00 p.m.

4010.4.1 Emergency Response Procedures

The DCC Campus Security web page at <http://www.dcc.vccs.edu/AboutDCC/security/security.htm> has information to ensure that students and employees are prepared to respond to accidents, emergencies, and weather-related events.

4010.4.1.1 The Campus Security and Crime Awareness Annual Report

This report includes statistics for the previous three years on reported crimes on and adjacent to the campus. It also contains institutional policies concerning campus security, alcohol and illegal drugs, sexual misconduct, weapons, emergency notification, and other matters. It is available on the DCC Campus Security web page listed above.

4010.4.1.2 Emergency Operations Plan

This document contains information on DCC's organizational response to accidents, emergencies, and other events and procedures for handling them. The Emergency Operations Plan is Appendix G of the DCC Continuity Plan.

4010.4.1.3 DCC Alert

Information on the DCC Alert emergency notification system is available on the DCC Campus Security web page listed above.

4010.4.1.4 Student Emergency Planning Guide

This contains safety information for students. It is available on the DCC Campus Security web page listed above and in the *Student Handbook*.

4010.4.1.5 Crisis Management Guide

This is emergency information that is displayed in classrooms and public areas and should be reviewed during the first class each semester. It is available on the DCC Campus Security web page listed above and on the DCC portal.

4010.4.1.6 Sex Offender Registry

There is a link to the Commonwealth's Sex Offender Registry on the DCC Campus Security web page listed above.

4010.4.1.7 Threat Assessment

This area contains information on the College's Threat Assessment Program and procedures for submitting concerns to the Threat Assessment Team and can be found on the College's website at

<http://www.dcc.vccs.edu/AboutDCC/security/ThreatAssessment.htm>

4020 PURCHASING POLICIES

4020.1 Budget Managers' Purchasing Authority

The following procedure will be used for purchasing supplies from division/department accounts without the permission of the Vice President for Academic and Student Services:

1. The Business Manager at DCC provides the budget managers with the budgeted amount allocated in each instructional area. The budget manager will be asked to manage these accounts assigned to him/her.
2. Each budget manager reporting to the Vice President of Academic and Student Services is allowed to purchase supplies from the instructional program accounts assigned to him/her in the M & O budget up to \$5,000 without the Vice President's approval and with a copy of the purchase order sent to the Vice President of Academic and Student Services.
3. Each budget manager will follow State purchasing guidelines.
4. Each budget manager will be responsible for reviewing his/her instructional accounts to ensure that the accounts are balanced according to items ordered, received, and paid for.

4020.2 College Purchasing and Procurement Policies <http://www.dcc.vccs.edu/AboutDCC/Business/Business.htm>

See the above web site for detailed information on Procurement of Goods and Services, Small Purchase Charge Card, Electronic Procurement (eVa), and Small, Women-Owned and Minority Suppliers (SWAM).

4030 BOOKSTORE

The College operates a student bookstore according to the methods and procedures established by the State Board for Community Colleges. Bookstore hours will be posted at the beginning of each semester and the summer session.

4030.1 Bookstore Employee Discount Policy

A twenty (20) percent discount is given to all DCC employees on items purchased from the Bookstore excluding academically priced software and sale items.

4040 BREAKAGE OF EQUIPMENT

Breakage or loss of any major equipment should be reported to the appropriate dean, who will then report the same to the Vice President of Financial and Administrative Services to facilitate repairs or replacement. Certain laboratory courses may require student reimbursement for breakage.

4050 BULLETINS AND BULLETIN BOARDS

Bulletin boards are placed throughout the College. Lost and found items and items for sale or rent may be reported on bulletin boards in certain areas when approved. Information regarding administrative policies, rules, and regulations, opportunities, scholarships, work-study plans, educational and cultural opportunities will be posted on bulletin boards. Bulletin items other than academic matters must be forwarded to the office of the Lead Counselor or the office of the Vice President of Academic and Student Services where the items are dated to include removal date.

4060 CAMPUS CONDUCT

Campus and college activities by students and/or college employees are under the jurisdiction of the community college and must conform to College rules and regulations as approved by the Sate Board for Community Colleges and as set forth in the catalogs, student handbooks, and/or bulletins of the College.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense. A student who is dismissed must reapply to the College and will normally be required to appear before a special committee before admission can be granted.

4060.1 Regulations for Students and College Employees

Any student or college employee on campus found guilty of participating in or inciting a riot or disorderly assembly is subject to suspension or dismissal. The following guidelines apply:

1. When an assembly on campus of students and/or college has been requested to disband by the president or other designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. Any unauthorized occupation of buildings and/or college property constitutes reason for immediate suspension and/or dismissal from the institution of students or college employees who may be involved. Legal action may be brought against any student or college employee involved in acts on community college property that are prohibited by law.
3. Any person currently not a student, college employee, or sponsored guest (*see Section 4400*) is not allowed to participate in demonstrations on the campus.

4070 CUSTODIAL SERVICE

Custodial service is under the supervision of the Vice President of Financial and Administrative Services. Each faculty member should assume a degree of responsibility for the appearance and orderliness of his/her classroom, laboratory, and office.

4080 DUPLICATION CENTER

The College operates a Copy Center to provide duplication for both academic and administrative needs. Duplication request forms are available in all College Buildings for daily pick-up and delivery. Special red envelopes are to be used for mailing materials.

College users of the duplicating service need to plan in advance and allow for possible machine downtime.

Copy volume has grown considerably each year, and now requires a schedule to assure that the work can be completed. The following is the schedule for copies and completion time:

Pick-up time at all buildings - 10:00 A.M.

SCHEDULE FOR FINISHED COPIES PER JOB

1 - 500 copies	Delivery by 8:00 a.m. next morning
500-1,000 copies	Delivery by 8:00 a.m. second morning
1,000 copies and above	Delivery by 8:00 a.m. third morning

(Formula: Multiply originals by number of sets requested)

Advance notice of large duplication needs is very helpful.

4090 COPYRIGHT LAW FOR EDUCATORS

See <http://www.dcc.vccs.edu/lrc/LRC/copyright.htm>

Danville Community College is committed to promoting an environment of respect for and responsible use of the intellectual property of others. It is the intent of Danville Community College that all members of the College community adhere to the provisions of the United States Copyright Law Title 17, United States Code, Sect. 101, et seq. The full text of the United States Copyright Law, Title 17, United States Code, Sect. 101, et seq. can be found at <http://www.copyright.gov/title17/>.

The Copyright Act of 1976 and its subsequent amendments form the framework for current copyright law in the United States. Of particular importance to educators are Section 107, Limitations on exclusive rights: fair use; Section 110(2), Limitations on exclusive rights: Exemption of certain performances and displays; and Section 112, Limitations on exclusive rights: Ephemeral recordings. "Fair use" is the doctrine which allows limited reproduction and use of copyrighted material without permission from the copyright holder. The TEACH Act (sections 110(2) and 112) provides greater clarification of the acceptable use of copyrighted material when used in distance learning and instruction over digital networks. Specific guidance in the acceptable use of copyrighted materials can be found at <http://www.dcc.vccs.edu/lrc/LRC/copyright.htm>

4100 FIRE DRILLS AND FIRE EVACUATION PROCEDURES

Fire drills are required by law for the safety of the total college family. All students, faculty, and staff are to observe **fire** alarms regardless of the time initiated. Evacuations should be handled in accordance with the Crisis Management Guide that is posted in each classroom.

To ensure that all students are made aware of the importance of these fire alarms, each instructor receives the **Fire Safety and Emergency Plan** to be read to each class, signed, and returned to the Vice President of Financial and Administrative Services. Copies of this form may be obtained from the office of the Vice President of Financial and Administrative Services.

4110 INVENTORY

A complete inventory of college property is maintained by the Vice President of Financial and Administrative Services. Any damage or destruction of college property should be reported to the appropriate dean, who in turn must report the same to the Vice President of Financial and Administrative Services. No College property is to be moved from its designated room in a building without notifying the appropriate dean, who in turn will notify the Vice President of Financial and Administrative Services of such removals.

Instructors desiring the use of equipment normally in use by another instructor should notify said instructor and the Vice President of Financial and Administrative Services prior to removal of the equipment to another area.

4120 KEYS

Keys will be issued and controlled by the Vice President of Financial and Administrative Services (*or his designee*). A faculty member may be issued keys to the building to which he/she is normally assigned when there is a need. Employees will be responsible for returning the keys to the office of the Vice President of Financial and Administrative Services at the completion of their employment at the College.

Employees who utilize a building when the College offices are closed and classes are not in session are required to ensure that the doors are secured before their departure.

4130 LENDING AND BORROWING EQUIPMENT

College equipment is for the purpose of instruction or to support instruction at the College. The use of **ALL** College equipment for other than its normal purpose at the College is prohibited.

4140 LOST AND FOUND

All personal articles found about the College should be turned in to the office of the Vice President of Academic and Student Services. Articles may be claimed upon appropriate demonstration of ownership.

4150 MAINTENANCE ACTIVITIES/MONETARY RESOURCES

In order to streamline requests for maintenance type activities which will require time and/or monetary resources from the budget of the Vice President for Financial and Administrative Services, members of the Vice President's Council should forward his/her request in writing to the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will review, approve, and forward the request to the Vice President for Financial and Administrative Services if the budget can accommodate the expense required. See Maintenance Department Work Order form at <http://www.dcc.vccs.edu/forms/Forms.htm>

4160 OFFICE ASSIGNMENT

Office space for each division is assigned by the Vice President of Academic and Student Services in consultation with the division deans and the Vice President for FINANCIAL AND ADMINISTRATIVE Services.

4170 MEDIA CONTACTS AND PUBLICATIONS

The Public Relations Office is charged with coordinating news releases to media; the design, development, placement and purchase of advertising and printing; release of information on College Board or major administrative actions; and scheduled TV or radio coverage of college events. It is imperative that the College have consistent messaging and branding.

The Public Relations Office is the official media relations point-of-contact for information about Danville Community College, and all media inquiries should be directed to that office. The President, Vice Presidents, and the Director of Public Relations are the official spokespeople for the College.

When contacted by a media representative seeking information about the College, please refer the person to the Public Relations Office. If it is not possible to do so, provide the information, but then immediately advise the Director of Public Relations of the contact

and the subject. Any reporter seeking information regarding enrollment statistics, legal matters, or budget-related matters, including grants, must be referred to the Director of Public Relations or the President.

All advertising, publications or print projects for public distribution are to be coordinated by or through the Director of Public Relations.

4180 RECEIPT OF MONEY

All money will be received in the Business Office unless otherwise directed by the Vice President of Financial and Administrative Services.

4190 REQUISITION OF SUPPLIES AND EQUIPMENT

All items purchased for the College normally must be covered by official purchase orders through the office of the Vice President of Financial and Administrative Services.

Faculty purchases, no matter how small, must be cleared prior to purchase with the appropriate dean. Any exceptions to this procedure must have the approval of the Vice President of Financial and Administrative Services. Any official of the College purchasing an item without the proper clearance will be financially responsible for the purchase.

Faculty having emergency need of minor items which must be purchased locally should clear such purchases through the appropriate dean and request same from the Vice President of Financial and Administrative Services.

4200 RECEIPT OF SUPPLIES AND EQUIPMENT

When any supplies or equipment are sent to the College, the instructors to whom the supplies, etc., are designated should check to determine if the shipment is correct. A copy of the bill of lading should be signed by the instructor or authorized personnel to confirm delivery and then immediately be sent to the Business Office for payment.

4210 REMOVAL AND RETURN OF VCCS EQUIPMENT

When college equipment is moved off site, the Form for Removal of VCCS Equipment Off State Premises (*on College's web site*) should be completed with a copy maintained by the

supervisor with a copy to the Maintenance Department. The Maintenance Department should be notified when the equipment is returned.

4220 SMOKING

ALL buildings on the DCC campus are tobacco and smoke free, and smoking, including e-cigarettes, is prohibited within 25 feet of all building entrances.

4230 STUDENT EMPLOYMENT

See http://www.dcc.vccs.edu/CareerCenter/career_center.htm

Danville Community College maintains a Career Center in the Admissions/Counseling Office area for students who desire to secure part-time or full-time employment during college, during vacation, or after graduation. Occupational information on job requirements and opportunities is also provided.

DCC's Career Center provides placement and job readiness services to students and alumni. Services are also provided to employers seeking to recruit DCC students and alumni. A web site has been developed that provides students the opportunity to post resumes for employers to review.

4240 SUPERVISION OF STUDENT ORGANIZATIONS

Any full-time employee or faculty member can be an advisor for student organizations and are chosen on a voluntary basis, usually at the request of the students themselves. Part-time faculty can co-advise. Advisors must coordinate the activities of their particular organization through the Office of the Student Activities Coordinator (*Counselor*) who shall maintain a current list of all organizations and advisors.

4250 TELEPHONES

College telephones are provided for business use only. Red phones are located in the hallways of buildings to allow students to contact areas on campus at no cost.

4260 USE OF COLLEGE FACILITIES

Students, student organizations, college employees, non-profit community groups and organizations, and four-year colleges and universities may request use of college facilities on a space-available basis and on a first-come, first-served basis. In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern:

- (1) official college-sponsored activities and events;
- (2) recognized student organization activities and events;
- (3) student activities and events; and,
- (4) all other activities and events.

Use of college facilities is limited to non-competing training, business meetings, performances, and expressive activity.

These requests may be denied for the following reasons only:

- a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under Section 4400.2 of this policy;
- b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to Section 4400.2 of this policy;
- c. The venue is already reserved for another event.
- d. The activity will attract a crowd larger than the venue can safely contain;
- e. The activity will substantially disrupt another event being held at a neighboring venue;
- f. The activity will substantially disrupt college operations (*including classes*);
- g. The activity is a clear and present threat to public safety, according to the college's police or security department;
- h. The activity will occur during college examination periods; or
- i. The activity is unlawful.

Facilities are available Monday through Saturday from 8:00 a.m. to 10:00 p.m. Permission to use facilities includes use of campus parking lots, but does not guarantee that adequate parking will be available at the time of the event. Facilities will not be available, even if previously reserved, if the college is closed due to weather events or an emergency situation. Should the college be closed, it is the responsibility of the individual or group that reserved the facility to notify participants.

Audio-visual and IT support are not normally available during facility usage. College-approved training on a room's computer, sound, and projection systems is the responsibility of the user and must be completed prior to the use of the facility. Training by college personnel is based on the availability of those personnel and is not guaranteed prior to the event.

Requests for use of facilities should be made at least two business days in advance of the intended date of usage. A Use of College Facilities Form should be completed, delivered to the Vice President of Financial and Administrative Services (located in Wyatt 103) and approved prior to the scheduled time of the activity.

Rooms which may be reserved are listed below. Please be aware that some of these facilities are used for instruction and may not be available at all times.

1. Temple Building—Oliver Hall (*Room 110*)
2. Student Center—Common Room (*Room 105*)
3. Student Center—Meeting room (*Room 104*)
4. Learning Resources Center—McGovern Room (*Upper level, Room 104*)
5. Learning Resources Center—Pittsylvania Room (*Lower level, Room 15*)
6. Wyatt Building—Classroom (*Room 113*)
7. Wyatt Building—Board Room (*Room 208*)
8. Foundation Hall—Silverman Auditorium (*Room 109*)
9. RCATT—Auditorium (*Room 132*)

Note:

- Furniture arrangements (*tables, desks, chairs, podiums*) must be left as found or returned to their original positions at the end of the event;
- All waste must be placed in trash cans;
- Whiteboards must be cleaned if used;
- Users must supply flip charts and erasable markers (*use of permanent markers is prohibited*).

Failure to comply with terms of use may result in the loss of future use privileges.

The Use of College Facilities Form can be found on the College's website at <http://www.dcc.vccs.edu/forms/Forms.htm>

4270 COLLEGE HOUR—REGULAR ACADEMIC YEAR ONLY

College Hour is defined as 11:00 a.m.-12:15 p.m. on Tuesdays and Thursdays. The first Tuesday of each month is reserved for general faculty meetings. The Faculty Steering Committee will meet during College Hour on the second Tuesday of each month with the option to use the fourth Tuesday as well. The third Tuesday of each month is reserved for division faculty meetings. This does not mean that division faculty meetings are required each month—it is simply reserving the opportunity.

Co-curricular activities for students, faculty committees or division meetings may be held on Tuesdays or Thursdays; however, these activities should not cause a faculty member to miss other professional activities.

4280 COLLEGE PROCEDURE FOR ACCEPTING GIFTS

All gifts, regardless of the amount, must have approval from a Director, Division Dean, or Vice President before acceptance by the College. The approval shall be on the College form provided for this purpose and must be signed and dated by the approving person prior to the equipment being accepted or delivered to the campus. All information on the form must be completed before signatures are provided. At the time of approval, a copy of the signed form will be forwarded to the Vice President of Academic and Student Services, the Vice President of Financial and Administrative Services, and the College inventory officer. *(See following page for form.)*

Attached to the approval form must be a list of all items to be transferred with the following information:

1. A list of each individual item.
2. Quantity of each item.
3. Brief description of each item.
4. Serial number and model number of each item if applicable.
5. Value of each item extended to show total of all like items.
6. Total value of all items.

4280.1

DONATIONS/GIFTS

TO: Danville Community College
1008 South Main Street
Danville VA 24541

FROM: Name _____

Company Title _____

Company Name _____

Address _____

Telephone _____

It is my intention to donate the items described below to Danville Community College

<u>Number</u>	<u>Description</u>	<u>Unit Value</u>	<u>Total</u>
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Signature of Donor _____ **Date:** _____

FOR COLLEGE USE ONLY

Signature of authorized
College representative _____ Date _____

Anticipated use: Salvage _____ Supplies _____

Equipment (inventoried) _____

c: Vice President of Academic and Student Services
Vice President of Financial and Administrative Services
College Inventory Officer

8/7/89

4290.1 Statement of Purpose

Danville Community College has ongoing programs that address the various aspects of fulfilling the mission of the College. These programs have financial requirements that cannot always be met with support from state and local funding sources.

A non-profit Foundation that operates in support of educational institutions, such as this College, is the entity most frequently used to meet these needs. This policy sets forth the role of the Danville Community College Educational Foundation, Inc. and its responsibility in supporting the College's mission and specific recognized activities through various levels and types of fundraising.

4290.2 Goals and Objectives

The Danville Community College Board established the Danville Community College Educational Foundation, Inc. in 1982. This corporation is organized and shall be operated only for the following non-profit educational and charitable purposes:

- A. To foster and promote growth, progress, and general welfare of the Danville Community College and particularly, but without limitation, to:
 - 1. Provide money, personnel, or other aids for the strengthening, development, and enlargement of the College and its programs now in existence or here-after created;
 - 2. Make donations or contributions to, or assist in the support of, current College activities and undertakings or the establishment and support of any new function and/or objectives;
 - 3. Purchase or make contributions toward the acquisition of books, materials, and equipment or the erection and construction of buildings and facilities, which will contribute to the educational and administration resources of the College;
 - 4. Provide educational loans, scholarships, or grants in aid for students of the College;
 - 5. Contribute to and make donations for any and all proper objects, projects, functions, services, and activities now or hereafter carried on or sponsored by the College.

- B. To do all things which a corporation of like character is, or may be authorized or permitted to do by the laws of the United States or the Commonwealth of Virginia, provided such things are in accord with the general educational and charitable purpose of this corporation as described above, or by the policies, procedures, and regulations of the Virginia State Board for Community Colleges.

The formation of this foundation is for the solicitation and acceptance of funds from private and corporate sources. Such funds will provide support of the College's mission and its programs of which appropriate and/or adequate resources are not available through state, federal, or local funding agencies.

4300 LEARNING RESOURCES CENTER

4310.1 Policies

Policy statements for the department of Learning Resources and Distance Learning are formulated to serve a number of basic needs: offering guidance to the LRC staff for consistency in daily operational procedures and services; setting standards for excellence in the choice of materials; and promoting the standards, services, and procedures to LRC users.

4310 Library

4310.1 Selection Responsibility

Selection of material for the Mary M. Barksdale Library is accomplished as a cooperative effort on the part of the library professional staff, classified staff, faculty, administration, and students. Because of their expertise in specific subject areas, faculty members are encouraged to make requests for materials. Faculty, administrators, and students may request specific titles or materials needed for their field of study, general use, material considered necessary for investigation or research and that which is considered to be necessary in keeping up to date in the areas of community college curriculum and administration. The library's professional staff utilizes their knowledge of the collection, competencies they may have in various disciplines, and the sources available for reviewing current literature to assure balanced collection development in a variety of print and non-print formats. The library reserves the right to not fill any request which does not meet the established standards for selection. The responsibility for acquisition of materials for inclusion in the library collection lies with the Director of Learning Resources and Distance Learning.

4310.2 Selection Policy

The primary function of the Whittington W. Clement Learning Resources Center is to support, enrich, and implement the curriculum of the College. The Mary M. Barksdale Library's collection reflects the academic programs of the College and the curricular and

extra-curricular interests of its service area. The library is firmly committed to upholding the principles of intellectual freedom as defined in the American Library Association's "Library Bill of Rights" and the "Freedom to Read" statements. Selection is approached from a positive point of view in terms of a work's total merit, rather than in a negative, piecemeal fashion. Neither the author's race or nationality, nor his/her social, political, or religious views are used to justify exclusion or inclusion of his/her work. Censorship, whether internal or external, has no place in an institution dedicated to the pursuit of knowledge. Those works which give evidence of factual content and/or literary worth will be considered for inclusion despite controversial subject matter or frank language if they meet the library's selection criteria.

The following criteria and general considerations are applied in selecting both print and electronic materials:

- Does the content support the College's curriculum?
- Is the content valid, current, and credible?
- Are format and subject content appropriate to the undergraduate level?
- Has it dual or multi-purpose coverage for faculty, courses, or departments?
- Is there potential for use or a known need?
- Does the work help provide the user with all sides of an issue, either benign or controversial.
- Has it literary merit?
- Is the translation the best available?
- Is the item a faculty recommendation? Each semester the librarian will solicit faculty requests for items to be added to the collection;
- Is the work in a subject area of high use? Each semester a circulation report is generated and used to identify usage patterns.
- Is it a professional resource that will help faculty and administrators with their responsibilities both current and anticipated?
- Does its value to the collection justify its cost?
- Has it received favorable reviews in critical reviewing sources?
- Does the item have lasting value for an academic collection?
- Should the material be purchased, or can the need for it be met adequately through loan, lease or rental from other sources in the community, within the community college system, or elsewhere within the state or nation?

4310.3 Gifts

The library is pleased to accept gifts and/or memorials from its patrons. Gifts are accepted with the understanding of the donor that each item will be considered by established criteria before it is added to the collection. The library reserves the right to dispose of any gift which fails to meet the criteria for selection. The library makes an effort to dispose carefully and thoughtfully of all gift material which it does not add to its own collection.

4310.4 De-selection and Discards

De-selection is the removal of an item from the library collection for the purpose of discarding it. De-selection is essential for ensuring an active, academically useful library collection. The library staff is responsible for on-going de-selection. The primary benefits of weeding include:

- Maintenance of a quality, academically relevant collection.
- Improved use of limited shelving space.
- Improved access to the collection.
- Greater availability to up-to-date materials.
- A neater, more visually appealing collection.

De-selection requires judgment (as did the original selection of a title) and knowledge of the entire collection and its users. The faculty is encouraged to review holdings in their respective disciplines and to make recommendations for withdrawal. The final decision for removal of an item from the collection will rest with the librarians.

4310.5 Library Circulation and User Policy

The Mary M. Barksdale Library may be used by DCC students, faculty and staff, as well as community patrons. Minor children (*under age 16*) should not be brought to the library unless closely supervised by their parent or guardian.

The library will loan materials to the following patrons;

1. DCC students, faculty, and staff;
2. Residents living within the DCC service district including Danville, South Boston, Pittsylvania and Halifax Counties who are sixteen years of age or older.

4310.5.1 DCC Student Borrowers

The following schedule will be used when lending materials.

- Students may borrow up to 10 items.
- Books - 14-day loan period, one renewal, 10 books maximum - five on same subject.
- Periodicals and newspapers - Do not circulate.
- DVDs in the circulating collection- two-day loan period, one DVD (*two or more DVDs if one episode or program is on multiple discs – multi-disc checkout will be indicated on each DVD*), no renewals. DVDs checked out on Thursdays will be due the following Monday.

- Compact discs - two-week loan period, two CD's maximum, no renewals. NOTE: *A set of two compact discs is considered two CD's.*

4310.5.2 Community and High School Borrowers

The following schedule will be used when lending materials.

- Community and high school students may borrow up to five items total.
- Books - 14-day loan period, one renewal, five books maximum - five on same subject.
- Periodicals and newspapers – Do not circulate.
- Videotapes in the circulating collection - two-day loan period, one videocassette (*two or more videocassettes if one episode or program is on multiple tapes – multi-tape checkout will be indicated on videos*), no renewals. Videos checked out on Thursdays will be due the following Monday.
- DVDs in the circulating collection- two-day loan period, one DVD (*two or more DVDs if one episode or program is on multiple discs – multi-disc checkout will be indicated on each DVD*), no renewals. DVDs checked out on Thursdays will be due the following Monday.
- Compact discs - two-week loan period, two CD's maximum, no renewals. NOTE: *A set of two compact discs is considered two CD's.*

4310.5.3 DCC Employee Borrowers

The following schedule will be used when lending materials.

- There is no limit on the number of items DCC faculty and staff may borrow.
- Materials are due at the end of the fall, spring, and summer semesters and may be renewed.
- Materials checked out to adjunct instructors are due at the end of the fall, spring, and summer semesters and may not be renewed with adjunct status if the adjunct instructor is not returning to teach the following semester.
- As part of the annual inventory, the faculty and staff are asked to bring all items which they wish to renew to the circulation desk at the end of the spring semester.
- Because of the limited number of compact disks, faculty and staff may check out a maximum of two CDs and the CDs circulate for two weeks. Faculty and staff may not renew CDs.
- Due to limited number of circulating DVDs, faculty and staff may check out a maximum of one DVD (*two or more DVDs if one episode or program is on multiple DVDs – multi-tape checkout will be indicated on videotape*). DVDs circulate for two days. Faculty and staff may not renew videos.

4310.5.4 Restricted Materials

The following materials do not circulate:

- Reference books,
- Archival materials,
- Periodicals,
- Newspapers,
- DVDs designated “Danville Video Collection” do not circulate to DCC students or to community borrowers. Patrons may view videos in the 2 small viewing rooms located at the back of the library or in the viewing area located behind the circulation desk. Only DCC faculty and staff can borrow these videos, and they are encouraged to return these materials as soon as they have finished using them. A large number of videos are checked out to the various departments on a permanent basis for instructional purposes.

4310.6 Fines

Exercising its discretion (*VCCS Policy Manual* 4.4.0), Danville Community College has chosen not to charge fines. However, materials not returned by the last week of classes may be the cause for blocking student records and/or loss of borrowing privileges. Patrons with overdue materials will not be allowed to check out additional items until all late materials are returned.

4310.7 Overdue Notices

Overdue notices for student and community borrowers are generated on a fixed schedule -- 8, 22, and 52 days after the due date. Each delinquent borrower receives three overdue notices. Patrons are blocked from checking out additional materials if they have any items overdue.

Faculty and staff may check out materials for a semester. A courtesy notice is sent two weeks prior to the due date. Overdue notices are sent 14 days, 28 days, and 58 days after the due date. The final notice is sent 72 days after the due date. Adjunct faculty who are not returning to DCC as staff the following semester will immediately be reclassified as the community borrower at the end of the current semester. A request for materials that are past due will be sent to the borrower.

4310.8 Archives

All materials relating to the history, development, and character of the College are sought for preservation. Faculty and staff contributions to the Archives are requested. Crucial to

the ongoing operations of the Archives collection is the preservation of research materials. The collection is preserved using established archival techniques and materials. Archival collections are housed in the Regional Room and in the archives depository in the DCC library. These areas feature temperature-and-humidity-controlled environments and fire-detection suppression systems. The archival collection is a non-circulating collection and is maintained in closed stacks. Security measures include security personnel, an alarm system, and user registration.

4310.9 Reserve Materials

The faculty may place materials on reserve for their classes by completing a Library Reserves Request Form (*see the following page*). Loan periods for reserve items are set by the faculty. Most items are placed on “*desk*” reserve (*in-library use*) or one-day reserve. Books which are part of the LRC collection are placed on reserve by using the Aleph cataloging module. In the item record, select RESV in the Collection box and then select Temporary Location. Then select Update. The item is displayed as being “*on reserve*” in the online catalog. Faculty reserve items are kept on shelves behind the circulation desk.

The faculty may place an item on reserve for up to one semester at a time. At the end of each semester, the librarian will contact the faculty member to determine the status of the reserved materials. Items that are no longer to be placed in class reserve will be sent back to the appropriate faculty member or returned to the library’s collection.

The LRC adheres to the copyright laws governing the placement of reserve items in the library. A copyright notice will be placed on all reserve items. Duplication of reserve items must be undertaken by the faculty member placing the item on reserve or by the student borrowing the item.

4310.9.1

REQUEST TO PLACE MATERIAL ON RESERVE

PLEASE ALLOW 48 HOURS BEFORE ANNOUNCING RESERVE MATERIALS TO STUDENTS.

FACULTY MEMBER'S NAME _____

COURSE TITLE AND NUMBER _____

TITLE _____

AUTHOR _____

Number of items in set or group: _____

PLEASE CHECK:

- Place LRC copy on reserve
Call number _____ Barcode _____
- My personal copy supplied

PLACE THIS ITEM ON RESERVE FOR:

- Two-hour LRC use only
- One-day reserve
- If you are placing multiple titles on reserve, what is the
maximum number of items a student may check out? _____
- Other: Please explain under "Special Instructions."

EFFECTIVE DATE FOR THIS REQUEST _____

TERMINATION DATE FOR THIS REQUEST _____

SPECIAL INSTRUCTIONS _____

All materials placed on reserve must follow copyright laws as outlined in Title 17 of the U. S. Code. Your signature verifies compliance.

Date: _____ Signature: _____

4310.10 Policy for Checkout of Portable Computer and LCD Projector

The portable PC and LCD projector will be available for checkout through the circulation desk of the Learning Resource Center. The following procedures are provided to regulate its circulation:

1. The computer and LCD projector will be available only to DCC employees.
2. Employees are requested to reserve the computer and LCD projector at least two (2) working days before checkout by calling the LRC. Checkout will be for overnight use unless the user is going to take the computer out of town. When being checked out for overnight use, it should be returned to the LRC no later than 10:00 a.m. the following day.
3. If a user needs to check out the computer for more than one day for in-town use, he/she should let the circulation personnel know what his/her needs are and request an extended checkout period. In this case, the user will check with the circulation desk by 10:00 a.m. each day to find out if someone has requested the computer. If it has been requested, the person making the request for the extended checkout will return it so that it can be available to the next user. The computer may not be checked out for more than five (5) consecutive days, including weekends, by the same individual without the permission of the Vice President of Academic and Student Services.
4. Each person requesting to check out the computer will be required to complete an **Equipment Use Request Form** (*see next page for form*).
5. The software installed on the computer at the time of checkout will be the only software authorized to be loaded. Under no circumstances should a user load additional software to the computer. Requests for installing software should be made **in writing** to the LRC Director who will determine if the College owns an unassigned license for the software. If additional software is loaded on the computer, it will be done under the direction of the LRC Director.
6. Any exceptions to these procedures must be approved by the Vice President of Academic and Student Services and conveyed to the Director of Learning Resources and Distance Learning.

4310.10.1 COMPUTER AND PROJECTOR REQUEST FORM
Short-Term Equipment Use Request Form

DANVILLE COMMUNITY COLLEGE
WHITTINGTON W. CLEMENT LEARNING RESOURCES CENTER

AGENCY NUMBER 279 EQUIPMENT ID NUMBER _____

DESCRIPTION _____

SERIAL NUMBER 19147575601 MODEL NUMBER E5530

DATE TO BE REMOVED FROM STATE PREMISES:

DATE TO BE RETURNED TO STATE PREMISES BY: 10:00 a.m.

REASON FOR REMOVAL FROM STATE PREMISES AND DESTINATION:

TO BE USED ON CAMPUS ONLY

ACCESSORIES

- VGA Cable AC Power Adapter & Power Cord
 Other _____

I have read the check-out procedure on the back of this form and agree to abide by it.

I have visually inspected the computer and agree to return it in the same condition that I received it. It is agreed that the computer will be inspected upon its return, and any damages that are caused by me will be repaired at my expense.

EMPLOYEE RESPONSIBLE FOR EQUIPMENT

EMPLOYEE'S SIGNATURE DATE: _____

SUPERVISOR'S APPROVAL DATE: _____

RETURN OF VCCS EQUIPMENT TO STATE PREMISES

THE EQUIPMENT ITEM IDENTIFIED ABOVE WAS RETURNED TO STATE PREMISES ON
_____ IN SATISFACTORY CONDITION.

SUPERVISOR'S SIGNATURE DATE: _____

4310.11 Policy for Long-Term Checkout of Portable Computers

Portable PCs will be available for long-term checkout through the circulation desk of the Learning Resource Center. Long-term checkout of portable PCs is for the expressed purpose of the development and administration of distance learning courses. The following procedures regulate their circulation:

1. The computer will be available only to DCC employees. Computers are made available for the development and administration of distance learning courses. Requests for the long-term checkout of these computers should be made to the Vice President of Academic and Student Services. Only those computers specifically designated for this purpose will be available for long-term checkout under this policy.
2. Checkout will be for up to one semester at a time. If the computer is to be checked out for the duration of the semester, it will be due back by the last day of final exams.
3. If a user needs to checkout the computer for more than one semester, he/she should make a request to the Vice President of Academic and Student Services.
4. Each person requesting to checkout the computer will be required to complete a Long-Term Equipment Use Request Form (*see following page*). The computer will be returned in the same condition as it was received. It is agreed that the computer will be inspected upon its return, and any damages caused by the negligence of the user will be repaired at the user's expense.
5. The software installed on the computer at the time of checkout will be the only software authorized to be loaded. Under no circumstances should a user load additional software to the computer. Requests for installing software should be made **in writing** to the Director of Learning Resources and Distance Learning who will determine if the College owns an unassigned license for the software. If additional software is loaded on the computer, it will be done under the direction of the Learning Resources and Distance Learning Director.
6. Any exceptions to these procedures must be approved by the Vice President of Academic and Student Services and conveyed to the Director of Learning Resources and Distance Learning.

Long-Term Equipment Use Request Form

DANVILLE COMMUNITY COLLEGE WHITTINGTON W. CLEMENT LEARNING RESOURCES CENTER REMOVAL OF VCCS EQUIPMENT OFF STATE PREMISES

AGENCY NUMBER 279 _____ EQUIPMENT ID NUMBER _____

DESCRIPTION _____

SERIAL NUMBER _____ MODEL NUMBER _____

ANTICIPATED DATE TO BE REMOVED FROM STATE PREMISES _____

ANTICIPATED DATE TO BE RETURNED TO STATE PREMISES _____

REASON FOR REMOVAL FROM STATE PREMISES _____

TO BE USED ON CAMPUS ONLY

ACCESSORIES

- VGA Cable
- AC Power Adapter & Power Cord
- Other _____

I have read the checkout procedure on the back of this form and agree to abide by it.

I have visually inspected the computer and agree to return it in the same condition that I received it. It is agreed that the computer will be inspected upon its return, and any damages that are caused by me will be repaired at my expense.

EMPLOYEE RESPONSIBLE FOR EQUIPMENT _____

EMPLOYEE SIGNATURE _____ DATE _____

Vice President of Academic and Student Services _____ DATE _____

RETURN OF VCCS EQUIPMENT TO STATE PREMISES

The equipment item identified above was returned to state premises on _____
in satisfactory condition.

SUPERVISOR'S SIGNATURE _____ DATE _____

4310.12 Interlibrary Loan

Interlibrary loan service is extended to faculty and students who are engaged in research and unable to obtain the material in the local area. A maximum of five interlibrary loan requests may be made during any one semester. Students, staff, and faculty who are conducting extensive research may request an exemption from this limitation.

4320 LEARNING ASSISTANCE CENTER

The Learning Assistance Center (LAC) includes both a testing center and an open computer lab. The LAC may be used by both DCC students and community patrons. Patrons must be sixteen (16) years of age or older to enter the LAC.

4320.1 Testing Service

The LAC testing center administers makeup and distance learning testing for DCC and non-DCC students.

- Make-up testing for the College's academic programs is conducted in the LAC. The LAC testing service was not designed nor equipped to handle testing for entire classes. The LAC does not administer tests in lieu of classroom testing.
- Monitored testing for VCCS students taking distance learning classes is also available on request. Additionally, the LAC proctors tests for community patrons involved in correspondence or distance learning courses from other colleges. A testing fee may be charged for non-VCCS testing.

4320.1.1 Testing Center Regulations

In order to ensure the integrity of testing in the LAC Testing Center, the following guidelines were implemented effective February 23, 1999:

1. Tests left in the LAC should be different from the tests administered in the classroom.
2. Tests should have the testing center's Test Slip attached, listing any special instructions (*Testing Slip are online under faculty and staff, COLLEGE documents.*) The student's name should be written on the test itself as well as the instruction slip.

3. No unauthorized items will be allowed into the testing area including books, book bags, purses, scratch paper, etc.. All required test taking materials must be noted on the Testing Slip that is completed by the instructor. The LAC staff will provide scratch paper upon request.
4. Students will be asked to show a picture ID (*preferably driver's license*) before they are given a test. All books, book bags, purses, etc. must be placed in the locker that corresponds to the student's cubicle (*oversized book bags are to be placed on top of lockers*). Cell phones must be turned off completely and placed in locker.
5. Tests must be delivered to the Testing Center and returned to the instructor in a secure manner. (*Adopted by VP Council on September 25, 2012*)

4320.2 Computer Lab Regulations

The LAC computer lab may be used by both DCC students and community patrons. The lab is provided for students to have access to the software and equipment needed for instruction and to complete assignments made by their instructors. Computer use must fall within the guidelines outlined in the VCCS Computer Ethics Guidelines as stated in the college catalog and student handbook. This lab is not available for scheduled classes. Services for the visually and hearing impaired are available. Inappropriate use of the LAC computers is prohibited.

Inappropriate use includes:

- Playing games
- Making banners
- Designing and printing flyers, booklets, bulletins, and brochures other than those required by a VCCS instructor.
- Making copies of software products, regardless of who owns them; or any other such activities.
- Food and drinks (including those with screw caps) are not allowed in the labs.
- Community patrons may use designated computers for up to 30 minutes per day.
- Community patrons may print up to 15 sheets of paper per day.
- An individual patron may use only one computer terminal at a time.
- Children under the age of 16 should not be brought into the LAC.
- Cell phones should be turned off or placed on silent alert before entering the LAC or library. Please do not talk on a cell phone in the LAC or library. Calls may be received or sent in the foyer of the LRC.

Anyone who disregards or willfully violates this policy will be asked to leave the LRC and may be subject to disciplinary action as outlined by the College's Student Code of Conduct.

4320.2.1 Computer and Internet Guidelines

The computer terminals in the Library and LAC are to be used for research and educational purposes only. Computer use must fall within the guidelines outlined in the VCCS Computer Ethics Guidelines as stated in the college catalog and student handbook. Inappropriate use of these computers or the Internet in the Library and LAC is prohibited.

Inappropriate Usage:

Adult Sites:

Use of LRC computers to access, download, or display data of an adult nature (pictures, text, animations, etc.) is prohibited.

Chat:

Internet access is limited to research purposes only. Chat lines and chat rooms are prohibited except where necessary to fulfill course requirements.

Illegal File Usage/Access:

Unauthorized users are not permitted to alter the configuration of LRC computers or access certain files or alter files necessary for terminal, server, and program operation. Any attempt to access or alter said files or programs is prohibited.

Games

The unauthorized use of LRC computers to access, download, or play games is prohibited.

LRC Computer and Internet Guidelines for Community Users

Community patrons are welcome to use designated LRC computer terminals. However, because of the heavy demand on these resources, the following provisions do apply:

- Community computer users must sign in at the circulation desk in library or the sign-in station in LAC. A valid I.D. must be presented on request.
- Users must be 16 years of age or older.
- Six computers in the LAC and three computers in the library will be designated for community use; however, DCC students will have priority use of these computers. Terminals for community use will be clearly identified.
- Community patrons may use the designated computers for up to 30 minutes per day. An individual patron may use only one computer terminal at a time.
- Community patrons may print up to 15 sheets per day from LRC printers.
- Since DCC students take priority at all times, community users may be asked to sign off the computers.
- Internet usage is limited to serious research purposes only. No chat, on-line games,

adult sites, etc.

- The LRC reserves the right to deny or limit its use and services to groups or individuals making excessive demands.
- Community cooperation is essential if all LRC patrons are to be adequately served. Refusal to cooperate with college personnel enforcing the above policy may result in an immediate loss of LRC privileges.
- Two violations of the above policy may result in the loss of LRC privileges.

4330 TUTORING CENTER

4330.1 Services

Tutoring Center personnel maintain timesheets and schedule appointments for all tutoring as well as keeping statistical records and advertising the program to the student body.

4330.2 General Guidelines

The DCC Peer Tutoring program operates under the following general guidelines:

- Only currently enrolled DCC students will be tutored after completing an Application for Peer Tutoring form. (*The application is online under faculty and staff, COLLEGE documents*).
- Students must be currently enrolled in the DCC course for which they are requesting tutoring.
- Tutees agree at the time they make an appointment to make every effort to keep it. If they cannot, they are requested to call ahead and cancel.
- Attendance policy: Two absences without notice or three absences overall constitute voluntary withdrawal from tutorial services. Any tutee that arrives ten minutes after the appointment time is considered late. Two late arrivals constitute one absence. ***Note: Attendance policies will be strictly enforced.**
- Appointments will be given on the basis of availability. There may be certain times or days in which tutoring for a particular subject is unavailable. For example, very little tutoring is done at night or on weekends.
- Anyone may apply to be a tutor; however, in order to tutor, one must have a “B” average and a faculty recommendation for the subject(s) one wishes to tutor. Tutors will be hired on the basis of demand for the subject they can tutor and must apply to be a tutor by completing a Peer Tutor Application form and a Faculty Recommendation Form. (*Forms are online under Faculty/Staff, College Documents.*)

4330.3 Tutoring Center Computer Use Policy

The Tutoring Center computers are for tutoring, providing tutors access to the software necessary to assist tutees in acquiring skills and competencies necessary to become successful. Computer use must fall within the guidelines outlined in the VCCS Computer Ethics Guidelines as stated in the college catalog and student handbook. Inappropriate use of the TC computers is prohibited.

Cell phones should be turned off or placed on silent alert before entering the LAC or library. Please do not talk on a cell phone in the LAC or library. Calls may be received or sent in the foyer of the LRC.

Anyone who disregards or willfully violates this policy will be asked to leave the LRC and may be subject to disciplinary action as outlined by the College's Student Code of Conduct.

4340 MULTIMEDIA SERVICES

4340.1 Services

College multimedia and audiovisual services are provided by the Audiovisual (AV) Services Department. Services include the following:

- AV/Multimedia equipment checkout for instruction and college activities;
- Installation and maintenance of the College's instructional technology;
- Training;
- Distance learning support;
- Set-up of AV equipment and technical support for group presentations.

Supplies must be provided by the requesting department. Requests to reserve and checkout AV equipment must be made 48 hours in advance of pickup. Requests for AV and multimedia services, other than checkout of AV equipment, must be made at least five days in advance and are on a first come, first serve basis. Production requests are subject to the limitations of staffing and require the full participation of individuals making the request.

4340.2 Audiovisual Equipment and Materials

The Director of Learning Resources and Distance Learning is responsible for the inventory and direct control of all audiovisual materials. Faculty, staff, and state agencies may sign out AV equipment through AV Services. Advance notice of 48 hours is needed for checkout of AV equipment. *“College equipment is for the purpose of instruction or to support instruction at the College. The use of ALL College equipment for other than its normal*

purpose at the College is prohibited.” The College does not lease nor loan audiovisual equipment to person, groups, or organizations not affiliated with Danville Community College.

The AV Services Department provides equipment for classroom use in each building on campus. This equipment must not be removed from the assigned area without the approval of the Director of Learning Resources and Distance Learning. Any needed equipment that is not in classrooms may be requested by contacting the division secretary or calling AV Services at extensions 8453 or 8454. Request for the purchase of audiovisual materials should be submitted through the appropriate Division Dean or the Director of Learning Resources and Distance Learning.

4350 DISTANCE LEARNING

Coordinated through the department of Learning Resources and Distance Learning, the College's distance learning program gives students the opportunity to attend accredited college classes in a flexible way. The college employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. Distance learning students use a variety of learning resources including videos, textbooks, study guides, Interactive Television, and the Internet to complete their coursework and earn college credits at home or at convenient off-campus locations. Distance learning courses are designed to be comparable to traditional on-campus courses. All distance learning courses have an assigned instructor. In addition, distance learning students have access to appropriate learning resources and student-support services.

4350.1 General Guidelines and Policies

Distance learning courses follow comparable policies and guidelines as used for traditional on-campus courses. These include policies related to admissions, placement testing, pre-requisites, and policies related to faculty. All distance learning courses have been assigned an instructor. In addition, distance learning students have access to appropriate learning resources and student-support services.

4350.1.1 Quality Assurance Plan

4350.1.1.1 Asynchronous Distance Learning

To ensure the quality of its distance learning courses, Danville Community College has adopted a Quality Assurance Plan for Asynchronous Distance Learning which outlines the necessary documentation required to ensure the quality of asynchronous courses delivered by the College.

Quality Assurance Plan for Distance Learning Asynchronous Courses

The distance learning program at Danville Community College (DCC) enables students to achieve their educational goals through the electronic delivery of academically sound courses and educational support services. The Southern Association of Colleges and Schools defines distance education as the following:

Distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmission through open broadcast, closed circuit, cable microwave, broadband lined, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.

Danville Community College's distance learning courses and programs provide the same academic standards, rigor, quality, and content as traditional on-campus courses. Danville Community College has implemented the Quality Assurance Plan for Distance Learning to ensure the quality and effectiveness of its distance learning courses. The College embraces the standards established by the Southern Regional Education Board in the Standards for Online Courses as part of its quality assurance efforts. As a member of the Virginia Community College System (VCCS), DCC uses the eLearning Best Practices and Guidelines to facilitate cooperation among the colleges of the VCCS.

Danville Community College employs the categories and instruments listed below to evaluate and document the quality and effectiveness of its distance learning courses and programs. The results of evaluation will be reported in Step 9 of the College's annual review of its strategic plan.

- **Peer Review** - a Peer Review Committee composed of at least three persons, the instructor(s) developing the course, a faculty member(s) chosen from within the academic discipline of the proposed course (or as an alternative, a member of the program's advisory committee), and the College's instructional designer, will review the course prior to delivery. Reviewers will use the criteria established in the Standards for Online Courses and the DCC Review Checklist for Distance Learning Courses to evaluate the quality and effectiveness of the proposed course. An asynchronous course must meet 100% of the criteria outlined in the Checklist or make note of non-applicable criterion.
- **Administrative Review** – prior to course delivery, the dean of the division in which the course is to be offered will review the course using the criteria established in the Standards for Online Courses and the DCC Review Checklist for Distance

Learning Courses, Administrator. An asynchronous course must meet 100% of the criteria outlined in the Checklist or make note of non-applicable criterion.

- **Master Syllabi** – in order to foster consistency and quality in college programs, all distance learning courses must utilize the Master Syllabus as the basis for the design and development of the course.
- **Technology and Technical Support Services** – the appropriateness of the technology used for course delivery and the adequacy of technical support services will be evaluated each semester by the Director of Learning Resources and Distance Learning using the Distance Learning Course Evaluation, Student Survey and the Distance Learning Course Evaluation, Faculty Survey. Results of the surveys will be reported to the Director of Learning Resources and Distance Learning.
- **Academic and Student Support Services** – the adequacy of academic and student support services will be evaluated each semester by the Director of Learning Resources and Distance Learning using the Distance Learning Course Evaluation, Student Survey and the Distance Learning Course Evaluation, Faculty Survey. Results of the surveys will be reported to the Dean of Student Success and Academic Advancement and the Director of Learning Resources and Distance Learning.
- **Outcomes assessment** – the following outcomes will be collected by the Office of Institutional Planning, Effectiveness, and Research:
 - **Student Achievement and Learning** - grades in distance learning courses will be compared with comparable sections of the same or related course offered in traditional formats.
 - **Student Retention and Completion Rates** - retention and completion rates in distance learning courses will be compared with comparable sections of the same or related course offered in traditional formats.
 - **Student Outcomes** – Student Learning Outcomes (SLOs) are identified and assessed at the division level. Course SLOs are the same regardless of the mode of delivery.
- **Student Satisfaction Survey** – student satisfaction with their distance learning experience will be evaluated each semester by the Director of Learning Resources and Distance Learning using the Distance Learning Course Evaluation, Student Survey. Results of the survey will be reported to the appropriate division dean.
- **Faculty Satisfaction Survey** – faculty satisfaction with their distance learning experience will be evaluated each semester by the Director of Learning Resources

and Distance Learning using the Distance Learning Course Evaluation, Faculty Survey. Results of the survey will be reported to the appropriate division dean.

- **Faculty Evaluation** – All instructional faculty, regardless of the mode of instruction, will be evaluated using the College’s established evaluation procedures as outlined in the DCC Policy Manual. The Distance Learning Course Evaluation, Student Survey will be utilized as part of the faculty evaluation process.

Approved by Vice President’s Council, March 22, 2011

Approved by the College Management Team, May 4, 2011

4325.1.1.2 Synchronous Distance Learning

To ensure the quality of its distance learning courses, Danville Community College has adopted a Quality Assurance Plan for Synchronous Distance Learning which outlines the necessary documentation required to ensure the quality of asynchronous courses delivered by the College.

Quality Assurance Plan for Distance Learning Synchronous Courses

The distance learning program at Danville Community College (DCC) enables students to achieve their educational goals through the electronic delivery of academically sound courses and educational support services. The Southern Association of Colleges and Schools defines distance education as the following:

Distance education is a formal educational process in which the majority of the instruction (*interaction between students and instructors and among students*) in a course occurs when students and instructors are not in the same place.

Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmission through open broadcast, closed circuit, cable microwave, broadband lined, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD’s, and CD-ROMs if used as part of the distance learning course or program.

Danville Community College’s distance learning courses and programs provide the same academic standards, rigor, quality, and content as traditional on-campus courses. Danville Community College has implemented the Quality Assurance Plan for Distance Learning to ensure the quality and effectiveness of its distance learning courses. The College embraces the standards established by the Southern Regional Education Board in the *Standards for Online Courses* as part of its quality assurance efforts. As a member of the Virginia Community College System (VCCS), DCC uses the *eLearning Best Practices and Guidelines* to facilitate cooperation among the colleges of the VCCS.

Danville Community College employs the categories and instruments listed below to evaluate and document the quality and effectiveness of its synchronous distance learning courses and programs. The results of evaluation will be reported in Step 9 of the College's annual review of its strategic plan.

- **Course Design** – the instructor(s) developing the synchronous course will utilize the Checklist for Synchronous Courses Design and Development: Faculty when designing and developing the course. A synchronous course must meet 100% of the criteria outlined in the Checklist or make note of non-applicable criterion.
- **Administrative Review** – prior to course delivery, the dean of the division in which the course is to be offered will review the course using the criteria established in the Standards for Online Courses and the DCC Checklist for Synchronous Courses Design and Development: Administrator. A synchronous course must meet 100% of the criteria outlined in the Checklist or make note of non-applicable criterion.
- **Master Syllabi** – in order to foster consistency and quality in college programs, all distance learning courses must utilize the Master Syllabus as the basis for the design and development of the course.
- **Technology and Technical Support Services** – the appropriateness of the technology used for course delivery and the adequacy of technical support services will be evaluated each semester by the Director of Learning Resources and Distance Learning using the *Distance Learning Synchronous Course Evaluation, Student Survey* and the *Distance Learning Synchronous Course Evaluation, Faculty Survey*. Results of the surveys will be reported to the Director of Learning Resources and Distance Learning.
- **Academic and Student Support Services** – the adequacy of academic and student support services will be evaluated each semester by the Director of Learning Resources and Distance Learning using the *Distance Learning Synchronous Course Evaluation, Student Survey* and the *Distance Learning Synchronous Course Evaluation, Faculty Survey*. Results of the surveys will be reported to the Dean of Student Success and Academic Advancement and the Director of Learning Resources and Distance Learning.
- **Outcomes assessment** – the following outcomes will be collected by the Office of Institutional Planning, Effectiveness, and Research:
 - **Student Achievement and Learning** - grades in remote sections of the synchronous distance learning course will be compared with the on-campus section of the same course.

- **Student Retention and Completion Rates** - retention and completion rates in remote sections of the synchronous distance learning course will be compared with the on-campus section of the same course.
- **Student Outcomes** – Student Learning Outcomes (SLOs) are identified and assessed at the division level. Course SLOs are the same regardless of the mode of delivery.
- **Student Satisfaction Survey** – student satisfaction with their distance learning experience will be evaluated each semester by the Director of Learning Resources and Distance Learning using the *Distance Learning Synchronous Course Evaluation, Student Survey*. Results of the survey will be reported to the appropriate division dean.
- **Faculty Satisfaction Survey** – faculty satisfaction with their distance learning experience will be evaluated each semester by the Director of Learning Resources and Distance Learning using the *Distance Learning Synchronous Course Evaluation, Faculty Survey*. Results of the survey will be reported to the appropriate division dean.
- **Faculty Evaluation** – All instructional faculty, regardless of the mode of instruction, will be evaluated using the College’s established evaluation procedures as outlined in the *DCC Policy Manual*. The *Distance Learning Synchronous Course Evaluation, Student Survey* will be utilized as part of the faculty evaluation process.

Approved by Vice President’s Council, March 22, 2011

Approved by the College Management Team, May 4, 2011

4350.2 Distance Learning Oversight and Implementation

The Vice President of Academic and Student Services is accountable for the leadership and the development of the College’s academic policies and programs including distance learning.

The Director of Learning Resources and Distance Learning reports to the Vice President of Academic and Student Services and is responsible for academic support services including the following:

- Technology infrastructure necessary to reliably support and expand distance learning opportunities;
- Blackboard administration;
- Web conferencing;

- Distance learning “Help Desk” to provide assistance for students and the faculty with technical questions related to distance learning technology and software applications;
- Professional development and training opportunities for the faculty and staff teaching and supporting distance learning activities;
- Technical and design assistance for the faculty to assist with course development;
- Design and maintenance of distance learning web pages (institutional level);
- Library services;
- Testing services (not including placement testing);
- Tutoring services;
- Conducting surveys of the faculty and students on the effectiveness of the delivery of distance learning;
- Representing the College on the VCCS Distributed and Distance Learning Committee.

The Dean of **Student Success and Academic Advancement** reports to the Vice President of Academic and Student Services and is responsible for student support services including the following:

- Admissions;
- Placement testing;
- Counseling;
- Financial aid;
- Maintaining student records;
- Student clubs and activities;
- College Catalog;
- Career Center;
- Student orientation.

The Office of Institutional Planning, Effectiveness, and Research is responsible for distance learning outcomes assessment including the following:

- Student Achievement and Learning - grades in distance learning courses will be compared with comparable sections of the same course offered in traditional formats;
- Student Retention and Completion Rates - retention and completion rates in distance learning courses will be compared with comparable sections of the same course offered in traditional formats;
- Student Satisfaction Surveys;
- Faculty Satisfaction Surveys.

In all other aspects, the academic division deans and the Vice President of Workforce Services are responsible for the support and management of the distance learning curriculum, faculty, and students including the following:

- Development and delivery of distance learning degrees, diplomas, certificates, and courses;

- Partnership agreements with other colleges and organizations;
- Marketing and promotion of distance learning programs and courses;
- Assessment of distance learning programs and courses;
- Ensuring that distance learning programs and courses meet all program and accreditation requirements;
- Faculty policies and procedures;
- Appropriate student records;
- Ensuring that distance learning programs and courses meet the same academic standards, criteria, quality, and content as traditional on-campus courses.

The Distance Learning Committee (DLC) was established in 2008 and reports to the Vice President of Academic and Student Services. The DLC has the following responsibilities:

- To promote the College as a center for excellence in distance learning;
- To promote distance learning in the Divisions and Departments;
- To promote distance learning as a means to further the College's commitment to access;
- To recommend policies to coordinate and integrate the distance learning initiative throughout the College;
- To recommend guidelines and provide advice on academic issues to those responsible for the administration and technological support of distance learning;
- To assist with quality assurance issues;
- To consider any other matters relating to distance learning and teaching that might be referred to it by the Vice President of Academic and Student Services.

Approved by the College Management Team, May 4, 2011

4350.3 Commonwealth Classroom

Commonwealth Classrooms are designated to provide interactivity between and among VCCS colleges and campuses. The DCC Commonwealth Classroom provides classroom-size facilities for two-way video conferencing for large groups. First priority for using the videoconferencing system will be given to DCC for instructional uses. A request made for non-instructional use of the videoconferencing system will only be fulfilled if the request does not conflict with a scheduled instructional use. If a request for a non-instructional use of the videoconferencing system is made prior to the development of the College's course schedule, permission to use the videoconferencing system will not be granted until all potential DCC instructional uses of the videoconferencing system have been scheduled. Revenues generated by the College for the use of the Commonwealth Classroom will adhere to the guidelines established in the VCCS Policy Manual, Section 4, Administration and Finance (4.3.1.3).

4360 TRAVEL

Any college employee who travels on College business must have the approval of his/her supervisor. Prior to overnight travel, the employee must complete a Travel Estimate Worksheet and forward it to the Business Office. (*The worksheet is located on the College website under Faculty and Staff, College Documents.*) This form must be signed by the immediate supervisor and the Vice President of Academic and Student Services. If the estimate is \$500 or more, the President's approval is required.

Meals are not reimbursable for same day travel and return. On travel days, the per diem for meals is 75 percent of the allowable rate.

The College has the use of several State vehicles to be used primarily for in-state travel. It is possible to obtain permission to use these vehicles for out-of-state travel. Using a State vehicle for out-of-state travel requires the President's approval prior to the date of travel.

The College has a limited petty cash fund for advancing money for travel advances. These advances must be paid back in thirty (30) days from the date issued.

4360.1 REIMBURSEMENT

Traveling employees are to keep lodging and meal costs as low as possible. The Department of Accounts in the Virginia Community College System has set guidelines for the reimbursement of meal and lodging expenses per location. For **maximum** allowances per location, contact the Business Office. Also, for assistance or more information to make flight reservations, contact the Business Office.

In no case should a reimbursement voucher be submitted later than thirty (30) days after travel. The reimbursement voucher is complex and must be completed in a particular way. Please check with a division/department secretary before attempting to complete the form. You will be required to have receipts for lodging and registration fees. Receipts are not required for meals; however, it is expected that good judgment and prudence will be used in claiming these costs. Any transportation tickets must be attached to the reimbursement voucher.

Processing of travel requests and reimbursements are in accordance with the *CAAP Manual*, Section 20335.

4360.2 LOCAL TRAVEL FOR ADJUNCT INSTRUCTIONAL PURPOSES

When adjunct lecturers are required to teach credit/non-credit classes at locations other than their assigned home base, the following procedure will be followed:

1. The number of trips made to the teaching site is multiplied by the number of miles traveled. Then the normal commute miles are determined for the number of trips (total miles traveled – normal commute miles = compensated mileage). The compensated mileage is then multiplied by the current POV rate to get the travel stipend.
2. This amount is added to the instructor's current rate of pay and is referred to as a travel stipend.
3. Using the adjunct lecturer rate table, the rate of pay + travel stipend is rounded to the next nearest rate of pay.
4. A request for approval form should be completed for the adjustment in the payroll rate (*follows on next page*).



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WORKFORCE SERVICES

Request for Approval Adjustment in Lecturer Rate

This is to request approval to adjust the rate of pay for the following adjunct lecturer(s) because of the demand in the field.

_____ SEMESTER 20 _____

Name and Social Security No.	Course(s)	Dates	Amount of Travel Stipend	Current Rate of Pay	Rate of Pay plus Travel Stipend*

*Rate adjusted to next step

Requested by: _____ Date: _____

Approved by: _____ Date: _____
Vice President, Workforce Services

4370 POLICY FOR ANIMALS (PETS) ON CAMPUS

No pets or other animals are permitted on campus except for service animals used by persons with disabilities and animals used by the College for educational purposes. No animals may be left unattended on campus in parked vehicles.

4380 CHILDREN ON CAMPUS

Minor children (under age 16) should not be brought to the college campus or its facilities unless closely supervised by their parent or guardian. Minor children should never be brought into laboratories, shops, or the Learning Assistance Center. Some of these environments can be hazardous for children, and children may also be disruptive to the learning process. Supervised children who are participating in college-sponsored events are welcome on campus.

For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the college campus. Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security and are subject to student discipline.

4390 EXPRESSIVE ACTIVITY

This policy, in combination with VCCS Policy 6.5, applies to all buildings, grounds, and other spaces owned or controlled by Danville Community College. The term “*expressive activity*” includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distribution of literature, such as leafleting and pamphleting; and,
- Any other expression protected by the First Amendment to the U. S. Constitution.

4390.1 Policy

College property is primarily dedicated to academic, student life, and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities.

Indoors or outdoors, Danville Community College shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

4390.2 Reserving Campus Facilities

1. If students, student organizations, or college employees desire to reserve campus facilities for expressive activities or events, they shall submit their requests per Section 4280 of the *DCC Policy Manual*.
2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.
3. Facilities available for reservation are listed in Section 4280 of the *DCC Policy Manual*. Note that some of these facilities are used for instruction and may not be available at all times.
4. Facilities listed in Section 4280, when not being used for instruction, will be made available on a first-come, first-served basis. Areas within indoor facilities not listed in Section 4280, to include, but not limited to administration offices, libraries, and classrooms during instructional hours, are not available for expressive activities at any time.
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
6. Facilities will be made available without regard to the content or viewpoint of the expression or the possible reaction to that expression.

4390.3 Spontaneous Expressive Activity

Students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities outdoors throughout the campus as long as they do not

- a. block access to campus buildings;
- b. obstruct vehicular or pedestrian traffic;
- c. substantially disrupt previously scheduled campus events;
- d. substantially disrupt college operations;
- e. constitute unlawful activity; or,
- f. create a clear and present threat to public safety.

Section updated October 2014