

BELLEVUE COLLEGE
CONTINUING EDUCATION
FACULTY HANDBOOK

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WELCOME TO BELLEVUE COLLEGE CONTINUING EDUCATION

We are pleased that you have chosen to teach at Bellevue College, and we know you will enjoy your partnership with us.

As you begin your employment at the college and learn more about your department and the service we provide within the college system, we hope you will share your ideas for improvements with us. Your ideas are valuable, and we are always seeking new and better methods of providing effective service and education to the community.

This handbook is intended to acquaint you with how things work in Bellevue College's Continuing Education Program and to be a guide/resource to help you in your day-to-day activities.

Sincerely,

Bruce Riveland

Dean of Continuing Education

CONTINUING EDUCATION BACKGROUND INFORMATION

Continuing Education Customers

- Bellevue College's Continuing Education customer base is diverse in age, ethnicity, and educational background.
- Students' mean age is 42, with 75% falling between the ages of 35 to 54.
- Approximately 26,000 students enroll in continuing education classes annually.
- 65% of our students attend Bellevue College for career advancement and 35% attend for personal enrichment.

Instructional Model

- We embrace a hands-on, student-centered approach to adult learning.
- Your faculty peers are mostly professionals in the field in which they're teaching, rather than professional trainers/teachers.
- New faculty often observe more seasoned instructors to enhance their teaching skills.

EMPLOYMENT INFORMATION

All employees must submit the following information:

- Bellevue College faculty and administrative application and a copy of your resume.
- Income tax withholding form (W-4), unless you are an independent contractor.
- Employment eligibility form (I-9) accompanied by the appropriate identifying documents.
- Copy of your social security card.
- State retirement form.
- Employee information sheet that indicates how you want to receive your paycheck.
- Completed faculty handbook acknowledgement statement and related questions.

Please note: Payroll will not be able to issue your paycheck until you have returned all necessary forms. Paychecks are issued on the 10th and 25th of the month.

CLASSROOMS AND TEACHING INFORMATION

Books

If a textbook is required or recommended, you must let your faculty support person know at the time you schedule your class for the next quarter. You may submit the request or order by telephone, but you must place the order **at least two months prior** to your class.

If the book is required for the first class, make a note on your course description so that the information appears in the class schedule.

Rosters and Class Materials

Rosters are created for each class and are a vital piece of our audit trail as well as a tool to follow up with non-registered attendees. They also serve to verify attendance for those who do attend for the purpose of creating an accurate student transcript.

If the class is at the North Campus, the roster will be picked up within the first hour of class and a copy returned. To avoid interruption to your class, place the roster in the plastic wall bin near the door. If your roster or materials aren't there when you arrive, contact the front desk at (425) 564-4000.

1. On the first day of class, instructors will have all students sign the roster and place it in the bin by the door within 30 minutes of the start of class. Any students who are not listed on the roster must sign in on the bottom of the roster in the space provided. Make certain that the printed name and contact information is completed. Ask non-registered students to register during the first break. Registration can take place at customer service, the front desk, or online at www.gotobcc.com.
2. Approximately 45 minutes after the start of class (20 minutes on Sunday), the site coordinator will collect the rosters from the bin by the door. They will try not to disturb the instructor, but if the roster isn't in the bin (or if there isn't a bin), they'll ask the instructor for the roster.
3. The site coordinator will check any students who have added their name to the roster against current registrations in Bellevue College's two registration systems, HP and At-Campus. They will mark them as "OK" (if students are registered) or "unregistered" (if students are not registered). If students are making up a class, they will need to sign the roster and write "make up" next to their name. There will be no follow up on entries marked "registered" or "make up."
4. For any students who are not registered, the site coordinator will make a note on the roster ("unregistered," along with the date and time, and their initials). They will make every effort to complete and return rosters within 30 minutes of the roster being collected.
5. The site coordinator will return a copy of the roster to the bin or instructor. If there are any attendees marked as unregistered, the instructor needs to send that student to customer service (or the front desk when customer service is closed) during the first break to register. They should not be allowed back to class without a copy of their registration.
6. Any rosters left in classrooms after the class will be collected by the site coordinators and returned to the program manager/coordinator.

For classes held at the Main Campus and other satellite locations, rosters, and class materials are to be picked up or mailed to you. Consult with your program staff for arrangements. For classes at other locations, notify program staff of any students attending that are not on the roster.

After the last class, check the completion box if a student has attended approximately 70% of the time then return the roster to the North Campus front desk or mail to:

Bellevue College Continuing Education
3000 Landerholm Circle SE
Bellevue, WA 98007

Please note: The information on the student roster is confidential and is only for the purpose of teaching your course or workshop at Bellevue College. The information may not be shared with anyone, added to personal or professional mailing lists, or used for personal gain.

Instructor Absence

If you are unable to meet with your class, please call your program support staff so that they can notify students. Give them as much notice as possible. Before you arrange for a substitute, talk to your program support staff; they will help you coordinate a make-up session. If you can't reach anyone in your program support office, call the North Campus front desk at (425) 564-4000.

Instructor Late/No Show

For evening and weekend classes, CE Support Staff (Front Desk/Site Coordinator) will visit each class starting within 15 minutes prior to class start to ensure that Instructor is on-site. If an Instructor is not on-site by class start time, Support Staff will inform students with regular updates and will dismiss students if there has been no contact 20 minutes after the scheduled class start time.

Copying Materials for Class

To aid in keeping our operating costs down and to maintain a high quality of copied materials, we send all class materials to the Print Center. Materials to be duplicated must be given to the program staff **at least two weeks prior** to the date needed.

Incidental copies can be made at most classroom sites; consult with your program staff for details.

Evaluations

Students complete evaluation forms for all classes and instructors. The comments from the evaluations provide Bellevue College with information vital to the program's success, its instructional quality, and continued improvement. Course evaluations are completed by students and stored electronically. Department managers review course evaluations to ensure excellence for our customers. Hard copy evaluations can be accessed online within 3 days of course completion.

Institutional Success Indicator

Bellevue College executives and board of trustees' monitor key indicators in Continuing Education. One indicator is question number six, '**Overall rating of class: the course met my needs or goals**'. The target response rates are as follows.

- 65% will rate the courses excellent
- 90% will rate the course good or excellent

Evaluation Procedure for Classrooms without Internet Access

- Evaluation forms will be included with your roster packet.
- Pass out evaluation forms near the end of class.
- Ask participants to place their evaluation in the envelope provided. If the class is at North Campus, indicate the last person to complete the evaluation should return the envelope to the front desk. If the class is offsite, ask that the envelope be dropped in a mailbox.
- Leave the classroom while students complete the evaluation form.

Evaluation Procedure for Classrooms with Internet Access

- In computer classrooms the course evaluations are completed on-line instead of on hard copy.
- Instruct students to log into <http://bellevuecollege.edu/CEeval/>
- Provide students with correct quarter and item numbers for each course you teach.
- Thank the students and leave the room while students complete the evaluation form.

HOW TO ACCESS ELECTRONIC INFORMATION

Your program support person can provide you with a Bellevue College ID (SID) and PIN number, which will enable you to access the following items:

1. Your Course Evaluations

To access your course evaluations:

- a) Log on to the following website:
<http://www.bellevuecollege.edu/CEeval/Instructor/>
- b) Click on “Instructor.”
- c) Enter your employee SID and PIN.
- d) Set the range of quarter you’d like to view.
- e) Click on “Search.”

2. A Website for Your Course(s)

To post materials for your students to access:

- a) Log onto the following website: <http://mybcc.net/>
- b) Enter your full Bellevue College e-mail user name:
(jsmith@bellevuecollege.edu) and password.
- c) Scroll down to the bottom of the page and you should see a list of your classes.

3. Bellevue College E-mail

To access your Bellevue College e-mail:

- a) Log into the following website: <https://mail.bellevuecollege.edu>
- b) Enter your user name ([jsmith](#)) and password.

Please note: You need to log into your Bellevue College e-mail account twice per quarter to keep it active.

4. Bellevue College Library and Large Periodicals Database

To access periodicals:

- a) Log on to the following website:
<http://www.bellevuecollege.edu/lmc/periodicals.html>
- b) Select the periodicals database you’d like to access.
- c) Enter your employee SID and last name.

5. Other Helpful Links

- a) Bellevue College Continuing Education: www.gotobcc.com
- b) Bellevue College Main Campus: www.bellevuecollege.edu
- c) Emergency School Closure Information: www.schoolreport.org

Audiovisual Equipment

All North Campus classrooms are electronically equipped with computers and ceiling mounted projectors. If you need help having your materials converted to use this equipment, contact your program support staff at least three weeks before the start of your class.

Contact your program support staff **at least one week prior** to your class start date to order audiovisual equipment for off campus sites.

CANCELLATION OF CLASSES

If enrollment for your class is insufficient, your class may be cancelled. Cancellation decisions are usually made 48–60 hours before your class is scheduled to start. Your program support person is responsible for monitoring enrollment and making the cancellation decision. (S)he will contact you and the registrants if the class is cancelled.

If you have an unexpected emergency and are unable to attend class, please contact the front desk at (425) 564-4000 right away.

FACULTY CODE OF CONDUCT

1. Arrive 15 minutes before class begins to set up and familiarize yourself with the closest restrooms and emergency exits.
2. Greet the students as they arrive.
3. Begin class on time.
4. Maintain a professional appearance (i.e., well-groomed, no shorts, tennis shoes or t-shirts).
5. Treat students with respect and kindness.
6. Use language that's inclusive (refer to page 11, "Affirmation of Inclusion").
7. Refrain from sharing personal political views.
8. Leave your classroom neat and clean.
9. Arrange chairs and tables as you found them.
10. Clean the whiteboard and remove debris from the instructor podium.
11. Turn off computers and projectors.

Direct any complaints or concerns you have about Bellevue College (materials, facilities, other instructors, administration) to Bellevue College staff, rather than to students. If you have concerns, complaints, or suggestions for improvement, please contact your departmental program director/manager. If your concerns are about your department's management, contact the Dean of Continuing Education.

SATELLITE LOCATION ETIQUETTE

Please keep in mind that Bellevue College is a guest at all satellite locations. Be sensitive about following the rules and procedures of the off-campus sites. Leave facilities neat and clean with desks or tables arranged as you found them.

If you are having difficulty of any kind while teaching off-campus, please bring it to our attention immediately. We will do our best to solve the problem. Contact the Continuing Education North Campus front desk at (425) 564-4000 or your program support staff.

PARKING

Main Campus: Parking permits are not required after 3:00 P.M. for parking within student lots. Faculty and staff lots require a permit at all times. If you need a parking permit, contact your program support person.

North Campus: Parking is available around and under the building. Overflow parking is available at the Liberty I building which is just north east of North Campus.

Satellite Sites: At satellite sites, please follow the posted signage for appropriate parking.

FACULTY ETHICS

General Provisions

The basic ethical principle of the law is that public employment may not be used for personal gain or private advantage. The state constitution prohibits private businesses from using state resources to gain competitive advantage. Clearly, the role of the state is to *not* promote one business at the expense of another. It also prohibits the use of state resources for personal gain. This applies to state-operated classes and state-operated facilities. A college president has been jailed, and fines up to \$50,000 have been levied against other violators. Bellevue College is very serious about avoiding ethics violations and will not tolerate the overt solicitation of clients during class time. The list below is a brief summary of what is permitted and what is prohibited:

- State employees are prohibited from benefiting financially from their position as a state employee. You are a state employee while you are teaching.
- Instructors may not promote their businesses during class hours.
- Instructors may not promote their business on state property.
- Instructors may not distribute business cards, brochures, flyers, or other sales materials to students during the period they are employed by the state.
- Instructors may not solicit business cards from students.
- Instructors may not add company logos and business information to class handouts or PowerPoint presentations.
- Instructors may include copyright information that includes company name and logo on the information they own.
- Instructors may include examples from their own business experiences to illustrate a teaching point.
- If students specifically ask you about your business, you may give them information outside of class hours.
- If students specifically ask for your business card, you may give one to them.

Student Requests for Classes

The students who attend Continuing Education classes are the *customers* of Bellevue College. They come to us as private citizens wanting to increase their knowledge for personal reasons; or, in many cases, they are sent by their employers to take the classes for professional or work-related reasons. We want to do everything we can to increase business with these customers, and it is our goal that the open enrollment classes be just the first of a continuing relationship with that customer or the business that they work for. We hire great instructors with the expectation that the classes they teach will be the first step toward *developing that relationship* between the customers and Bellevue College.

To that end, if a student approaches you and requests information on your class or asks how it or something related might be offered at their place of work or organization, as an employee of the State of Washington, we expect you to refer those requests to Bellevue College's Business Training Institute (BTI). The BTI is the arm of Bellevue College that sells training and training-related services to the local business community. The BTI will contact the student who has made the request and take the appropriate action. If the request is viable, the instructor who made the referral will be contacted to determine if they would have an interest in teaching the class. Please contact Dennis Phillips, the Director of the BTI, if you have any referrals at (425) 564-3163 or dennis.phillip@bellevuecollege.edu.

Books

Faculty members frequently receive complimentary materials from publishers in the form of textbooks and software. Since these materials are sent to faculty because of their employment at Bellevue College, faculty may not profit from receiving such material. Sale of these materials would constitute a violation of the law. Faculty may donate these materials to students, libraries, or college foundations.

Royalties from Authored Materials

Under Washington State law, faculty members who receive royalties from published materials that they personally assign students to use in class may not profit by such use. Requiring your students to purchase something from which you gain financially violates Bellevue College's basic ethical principles of Washington State law. Therefore, it is recommended that such royalties be assigned to a charitable organization of their choice. **Exception:** If materials have been selected at the department level for department-wide use and the author did not participate in the selection, the author may keep any ensuing royalties.

Sale of Duplicated Materials

Occasionally, faculty will duplicate materials to be purchased by students for classroom use. Sale of such materials must occur through the college bookstore or through the department. Faculty members can be reimbursed for out-of-pocket production costs.

Honoraria

Washington State Ethics in Public Service Act RCW 42.52 (ethics law) contains one exception to the prohibition against personal gain from state employment relating to honoraria. An **honorarium** is defined as money or anything of economic value offered in connection with a state employee's official duties. Faculty must request prior authorization from the college before they may receive honoraria for things such as making a presentation or writing an article. Request forms are available at division offices.

Political Campaigns

The ethics law prohibits the use of state resources for political campaigning. This is intended to prevent the state from using tax dollars to run political campaigns. At the local level this means campaign signs, and buttons should not be displayed on college property. Faculty may not wear political buttons.

Personal Promotion and Selling in Class

While at Bellevue College for the express purpose of teaching a specific class or workshop, do not promote your own business, display private brochures, or hand out your business card in class. Selling products in class is prohibited unless you have a written agreement to do so from the Dean of Continuing Education.

Faculty who have specific questions regarding the ethics law are encouraged to contact the Vice President of Human Resources for assistance.

MARKETING COLLATERAL STANDARDS AND RESOURCES

Production Standards

The Continuing Education Department has an active marketing campaign and encourages most marketing efforts as long as they preserve Bellevue College's image quality and brand. We have developed templates for this purpose and are happy to help develop new strategies.

Some guidelines should be kept in mind. All collateral should include the visual elements listed below. (**Collateral** includes but is not limited to: signage, posters, flyers, brochures, pamphlets, booklets, course material, postcards, non-standard size mailers and electronic marketing.)

- Bellevue College logo in the most design friendly format. You can view samples at M:\Marketing_1H04\Images\Logos.
- Use of the CE variation of the logo or the words "Continuing Education" in Trajan Pro font. If you do not have this font installed on your computer, it can be obtained from the shared drive. (M:\Marketing_1H04\Images\Logos)
- Use of the www.gotobcc.com address or a specific aliased address. (**Note:** aliased pages will help you track return rates on a specific piece of direct mail and are useful in sending your audience directly where you want them to go.) To set up an aliased address for your direct mail, submit an e-mail request to the Marketing Manager.
- Use of the North Campus physical address: 14673 NE 29th Place, Bellevue WA 98007
- Use of general customer service phone: (425) 564-2263 (or program-specific contact number).
- Copy should be composed on a word processor and be free from spelling and grammatical errors. All content should be carefully reviewed for errors and inaccuracies.
- Graphics, color schemes, and copy should reflect the needs of your intended audience (for questions, feel free to consult the marketing manager).
- All distributed material must include the college's equal opportunity statement: Bellevue College reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam War veteran. Please visit www.bellevuecollege.edu/equal.asp for more information.

Collateral Review

Bellevue College requires all reviews to take place prior to final printing and distribution. In any of the following scenarios, if the piece includes a registration form or reference to the registration process, the piece must also be submitted to the Director of Support Services for approval.

- In order to maintain branding standards and ensure a consistently positive image across all CE

programs, your final draft of every direct mail piece or event handout produced by CE program staff must be submitted to the Marketing Manager or designee for review. (Expect 24- to 48-hour turnaround time, unless otherwise notified.)

- All collateral produced independently by instructors which reference Bellevue College or specifically CE, must be submitted to their respective Program Manager for review. The piece must be inspected using the criteria in the above section, “Production Standards.” If there are questionable items, the Program Manager may consult the Marketing Manager for clarification. Program Directors and Program Managers assume responsibility for making instructors aware of the review standard.
- All collateral produced by CE partners that make any reference to Bellevue College/CE, must be sent to the Marketing Manager for review and approval. Program Directors and Program Managers assume responsibility for making CE partners follow the production and collateral review standards.

BELLEVUE COLLEGE REGULATORY POLICIES

Disability Access

Visitors and General Public

Bellevue College facilities are barrier-free. If visitors need reasonable accommodation, please contact [Disability Support Services](#) at (425) 564-2498 (TTY line (425) 564-4110) at least four weeks before the anticipated need or four weeks before your class is scheduled to start.

Accommodations and Support Services for Students with Disabilities; Nondiscrimination

Bellevue College’s Disability Resource Center (DRC) provides classroom accommodations and advocacy for eligible students who have disabilities. Appropriate accommodations are authorized when a student requests them and completes the mandated intake procedures. As a part of the process, students must submit documentation of the disabling conditions before DRC can authorize and arrange auxiliary aids or academic adjustments for classes. For more information, visit DRC in room B132, call (425) 564-2498 (TTY line (425) 564-4110), or go to <http://www.bellevuecollege.edu/dss> or to our [Disability Resources information page](#).

If a student in your class requires accommodation, refer him or her to any of the services listed above.

Equal Opportunity in Education and Employment

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; the presence of any sensory, mental, or physical disability; or veteran status in the educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with which the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Reasonable Accommodation for Employees

An employee or faculty member with a disability has the right to request and receive reasonable accommodation in all aspects of employment at Bellevue College. The college's responsibility to provide reasonable accommodation is ongoing, and may arise at any time that a person's disability or job changes.

It is the responsibility of the individual with a disability to request reasonable accommodation. Requests must be made to the Vice President of Human Resources. The college may request that the employee or faculty member provide verification of the disability and the need for accommodation from a health care professional.

AFFIRMATION OF INCLUSION

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: The inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power and contains elements of coercion—as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading opportunities. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting.

For general policy purposes, the term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile, or demeaning employment or educational environment.

It shall be the policy of Bellevue College, consistent with efforts to respect the dignity and integrity of both employees and students, to provide an environment free of sexual harassment.

The college recognizes its moral, ethical, and legal responsibilities regarding sexual harassment and will take appropriate action to rid the institution of such conduct.

BELLEVUE COLLEGE DEPARTMENT CONTACT INFORMATION

Administrative Staff

Dean of Continuing Education	Bruce Riveland	(425) 564-2732
Administrative Services Manager	Jennifer Werry	(425) 564-3165
Director of Support Services	Denise Wockner	(425) 564-3127
Continuing Education Customer Service		(425) 564-2263

Programs

Arts & Design	Gabrielle Bachmeier	(425) 564-2954
Business Training Institute	Keiko Matter	(425) 564-2892
Computer Programs	Robin Ballard	(425) 564-4013
Computer Programs	Keiko Matter	(425)564-2892
Personal Enrichment	Jerrie Gotz	(425) 564-3145
Real Estate	Shara Tscheulin	(425) 564-2267
Real Estate	Kristen McConaha	(425) 5643172
Telos	William Stevens	(425) 564-4400
Translation & Interpretation	Jamie Lucero	(425) 564-3177
Business & Professional Programs	Kristen McConaha	(425) 564-3172
World Language Institute	Jerrie Gotz	(425) 564-3145

Services and Other Contacts

Bellevue College Inclement Weather and Emergency Closure Information	www.schoolreport.org	(425) 401-6680
Bookstore, Main Campus		(425) 564-2285
Bookstore, North Campus		(425) 564-5711
Cafeteria, Main Campus (C Building)		(425) 564-2292
Library, Main Campus (D124)		(425) 564-2252
North Campus Front Desk		(425) 564-4000
Public Safety, Main Campus		(425) 564-2400

Please note: For emergency situations at North Campus, *dial 9-1-1*.

Bellevue College's North Campus Address: 14673 NE 29th Place, Bellevue WA 98007

BELLEVUE COLLEGE EMERGENCY CONTACT INFORMATION

Before you teach a class, familiarize yourself with the closest emergency exits.

Classroom/Building Fire

If you hear a fire alarm, evacuate the building immediately. If you see fire or smoke, pull the nearest fire alarm and evacuate immediately. Contact the front desk at (425) 564-4000 as soon as possible.

Earthquake

Remember to duck and cover, under tables or desks. Do not stand in doorways. Remain in your sheltered area until the shaking stops, then evacuate if there is power loss or serious damage.

North Campus Classroom Medical Emergencies

Call 9-1-1 and/or contact the front desk at (425) 564-4000.

Our address is:

14673 NE 29th Place, Bellevue WA 98007

Main Campus Classroom Medical Emergencies

Call public safety at (425) 564-2400.