



# **Southeast Center**

## **FACULTY HANDBOOK**

SOUTHEAST CENTER  
2000 Elmwood Avenue  
Sharon Hill, PA 19079

[www.dccc.edu/sec](http://www.dccc.edu/sec)

Welcome to the Southeast Center community!

The Southeast Center is the largest center of the College and serves the neighboring communities including Collingdale, Darby, Glenolden, Lansdowne, Sharon Hill, Ridley, and Yeadon. More than 1100 students take courses each year here.

Our state of the art facility offers smart classrooms equipped with the latest technology, computer labs, a full service learning and testing center, faculty resource room and offices, cafeteria and study areas.

We offer a wide range of programs and services to assist and support students with their academic success.

I hope you enjoy teaching here.

Linda de Simone  
Director, Southeast Center

## **ADMINISTRATIVE PROCEDURES**

### HOURS OF OPERATION

During fall and spring semesters, the Southeast Center is open from 7:30 AM to 10:30 PM Monday through Thursday, 7:30 AM to 5:00 PM on Friday and from 8:00 AM to 1:00 PM on Saturdays. Summer hours are 7:30 AM to 10:00 PM Monday through Thursday. The Main Office, Room 100, is open Monday through Thursday from 8:00 AM until 9:00 PM and Friday from 8:00 AM to 5:00 PM.

### PARKING

There is no reserved parking but ample space is available. Do not park in the area marked for "Customers Only".

### POLICIES

- There is no eating or drinking in classrooms or labs. Smoking and cell phone use is prohibited throughout the building.
- Students are not permitted to bring anyone who is not enrolled to the class session without special instruction. Students are not permitted to bring children to class or leave them unattended in the building. Children may attend special events when invited or accompany students to advising/counseling appointments but must be supervised by an adult at all times.

## SUPPORT SERVICES

WELCOME DESK – A SEC receptionist and security officer are located at the welcome desk and will be happy to answer your questions or refer you to the appropriate person or office. You can contact security by using one of the two house phones in either hallway.

### FACULTY RESOURCE ROOM – SEC Room 107

This area is available for faculty use and features computers, printers and a scanner. Inter campus mail, which is delivered to the SEC daily, will be placed in your personal mailbox in this room. Please empty this box at least weekly. Also, feel free to use the mail envelopes located in the resource room to send items to any DCCC location.

Copying services are available at the SEC and duplicating request forms are located in the resource room or on the faculty section of the SEC web site. You can also send copy request to [sec@dccc.edu](mailto:sec@dccc.edu) . Please allow 24 to 48 hours to have your request processed. Complex copy requests or those over 500 copies should be sent to the main campus duplicating center. Use the orange envelopes that are marked “Copy Center” for these special requests. Allow extra time for these requests to be fulfilled.

The resource room also contains an Opticon Test Scanner and a small workspace for your use. The combination for entrance to the room is **215** and we ask that you use this code discreetly and not allow student access at any time.

### FACULTY WORKSPACE - SEC Room 103

Room 103 has work space for all faculty. There are cabinets (marked by division) should you wish to store materials for your class. An administrative computer is also available in this room.

Clerical services and instructional materials are not available off campus and can only be provided by your division secretary.

All faculty should set up a DCCC GroupWise system e-mail account. This account should be used for student and staff communication. You will receive communications from the College using only this e-mail.

### LEARNING RESOURCE CENTER – SEC Room 108

Services include open computer lab, ID processing, library resource and laptop lending, video viewing, video library tours, tutoring, make-up, distance learning, or extra credit testing, and distance learning video viewing. Check with LRC staff for service and operation hours. The LRC staff can also assist you with the use of technology in your classrooms.

TUTORING - Tutoring is available in many areas through the semester. This is a free service. Schedules can be obtained through the Learning Resource Center.

CENTER FOR CAREER ACHIEVEMENT – SEC Room 125

This center provides a wide range of goal planning, employment counseling, and transitional services, which encourage students to set and meet career and academic goals. A Southeast Center Counselor will coordinate services to students by accessing resources from the following DCCC partner areas: Learning Resource Center, Career & Counseling, Financial Aid, Assessment, Student Services, Student Employment, Workforce Entry and Campus Life and Credit for Prior Learning.

STUDENT SERVICES STAFF – SEC Rooms 113, 115, 117 and 119

Academic advising, transfer and financial aid counseling, personal/social counseling, and other student services are provided either by appointment or on a walk-in basis.

DISABILITY SERVICES – The College welcomes all qualified students with disabilities and provides accommodations to ensure equal educational opportunities. It is the responsibility of students seeking accommodations to conduct Ann Binder, Director of Special Needs Services (Main Campus 610-325-2748), and provide the appropriate documentation. Students may then pick up their accommodation letter in the SEC Learning Resource Center. Those students who have not yet contacted Ann Binder or for whom no letter is available should be referred to SEC Counselor, Ralph Marano.

WEB SITE SERVICES – The Southeast Center has a web presence on the DCCC web site, which can be accessed at [www.dccc.edu/sec](http://www.dccc.edu/sec). You can also access the special faculty part of this site by using ID=FACULTY; PASSWORD=DCCCSEC.

This section houses important forms, documents and resources and is updated on a regular basis.

FOOD SERVICE – SEC cafeteria's vending machines provide a wide array of food and drink options.

BOOKSTORE – SEC Room 123

The bookstore is open **only** during the first two weeks of each semester and sells **only** those textbooks approved for the courses that are being offered at the SEC. Notebooks, disks, pens, pencils and other various supplies are also sold.

HOUSEKEEPING – Areas are routinely cleaned and maintained so any problems/concerns should be reported to the SEC Director. As a matter of courtesy, at the end of each class meeting, see that your room is in order; seats returned to rows, boards erased, audio-visual equipment turned off, etc. Blue recycling baskets are in all offices and classrooms at the SEC and should be used for paper only.

# CLASSROOM PROCEDURES

All SEC classrooms are “smart classrooms” and designed with the technology available to support a variety of instructional designs, especially internet-based and web-enhanced activities. Each classroom has a ceiling mounted projector with a remote control unit, a standard viewing screen, a computer with disc and CD drives, and a VCR/DVD player. Whiteboards are in all classrooms and adjustable teacher desks provide flexibility for a variety of instructional approaches. If you need assistance with any of this equipment, see LRC staff. At no time should students operate the equipment at the teacher’s station. Rooms 147 and 137 are equipped with SMARTBOARDS. Training on use of this equipment will be held on an ongoing basis.

CLASS LISTS – A class list for each assigned section is accessible thru the college’s portal DelaGate. Attendance should be taken the first class meeting and students whose names do NOT appear on the list and who do not have a computer generated course schedule should be sent to Room 100. Please do not allow students to remain in your class who do not appear on your class list. A revised class list, which will reflect official additions and withdrawals, will be sent to you after the third week of class. Students whose names are on the class list but have NEVER appeared in your class should be dropped from your class at this time. This will appear as an Instructor Initiated Withdrawal (IW).

CHANGE IN STUDENT PLACEMENT – Students concerned about placement into Reading 050 can re-take the placement test in the Learning Resource Center during the **first 3 days of class only**. These students must obtain a signed form from their assigned Reading instructor in order to have this process initiated. If the new test results support a change, student services staff will complete this process with the student.

ASSIGNED CLASSROOM – Instructors are to use assigned classrooms **only**. Changes may be made only after consulting the SEC Director. These staff should also be contacted if you need a room other than your assigned room for a special event. You can also complete a room request form, which can be found in the faculty resource room or on the web site.

STUDENT ATTENDANCE – It is important, for both students and faculty, that an accurate record of attendance be maintained. Students who miss more than the number of meetings per week of a class may, on the recommendation of the instructor, be dropped from the class with a grade of “W”. This “W” grade should be submitted to the Records Office as soon as a student’s attendance becomes unsatisfactory. Forms to expedite this process are available in the faculty resource room. If you do not withdraw a student who has continual attendance problems, the following may occur:

- The student may continue to receive financial aid to which he/she is not entitled.
- You will have to award a letter grade.

Your attendance policy should be clearly stated in your syllabus and covered in your class orientation at the beginning of each semester.

**INSTRUCTOR ATTENDANCE** – It is expected that you begin all classes on time and not dismiss students before the end of the class period. If you will be late for class or need to cancel for any reason, please notify the Southeast Center and also your division dean. (If you have a research session or independent study and will not be using your classroom, please let site staff know so that they can address student questions and concerns).

Southeast Center – 610-957-5700 - [sec@dccc.edu](mailto:sec@dccc.edu)

Instructors are expected to be available to students for the purpose of answering questions either before or after class. Please inform site staff if you require a private area in which to meet with students.

## **STUDENT CONFIDENTIALITY**

Southeast Center Faculty

Delaware County Community College takes student confidentiality most seriously.

The Family Educational Rights and Privacy Act (Buckley Amendment) states that any college student over the age of 18, or attending a post-secondary institution, must give permission before any representative of an educational institution may share information about that student with anyone outside the educational institution. If you have questions about this law and its application, check with your dean or Tom Lugg, Registrar.

To ensure that we adhere to the highest standards of student confidentiality please do **not**:

- Post or create any lists that have student names and Social Security numbers.
- Share information regarding a student with a parent. We are not able to talk with any parent without the student's written permission.
- Provide a reference to an employer without the student's permission to facilitate this process; the Student Employment Services Office maintains credential files for any of our students who request this service. Students register with the service and sign a waiver permitting the College to share information in the file with employers. Students then ask the staff to write recommendations for them.
- Provide information to law enforcement officers regarding a student. Such requests should be referred to Tom Lugg, Registrar. The college cannot release information except in the case of a proper subpoena or judicial order, and then only after attempting to notify the student.
- Share concerns regarding a student's academic performance or behavioral issues with other faculty or support staff at the Southeast Center. Please contact Linda de Simone, Director or Ralph Marano, Counselor, at the Southeast Center or your appropriate dean as needed.

## FACULTY – STUDENT COMMUNICATION

Do not ask students to call the Southeast Center to reach you; we do not have the staff available to handle that volume of calls. You should provide students a method to contact you outside of class, and put that information on your syllabus. Staff will take phone messages for you only in case of an emergency and not simply to report that a student will miss a class.

**Staff cannot collect papers or any other student assignments.** Please do not advise students to drop off your papers.

STUDENT GRADES – You are expected to enter final student grades on line via the web site. You will NOT receive a paper class list for this purpose unless you request one. If you need assistance with entering on line, see an SEC support staff member.

MIDTERM WARNINGS – You may have a mid-term warning letter sent to a student who is in danger of failing your class by completing the appropriate form during the recommended time period and forwarding it to the main campus. Please carefully follow all instructions for this process.

## **EMERGENCY PROCEDURES**

ACCIDENTS, ILLNESSES, INCIDENTS – If you experience any of these events and feel that you need immediate assistance use the red phone in the hallway to contact security, call #5733 from any phone, or go to the security station at the welcome desk.

If it is not an emergency, please contact the Director of the Southeast Center and she will assist you in proceeding through the appropriate college processes.

EMERGENCY CLOSING INFORMATION – Decisions to close or delay opening of DCCC facilities for weather or other emergencies are communicated on the DCCC website ([www.dccc.edu](http://www.dccc.edu)), KYW 1060 AM radio, KYW channel 3 TV, and KYW 1060.com on line.

Closing codes are as follows:

Delaware County campuses and sites – Daytime # 470  
Evening # 2470

EMERGENCY EVACUATION – The Southeast Center has two exits; the main exit located in the front of the building and an emergency exit at the back of the building at the end of the main hallway. In the event of a fire or other unusual circumstance, contact security or go to the front of the building and pull the fire alarm. Proceed with your students in an orderly manner to the closest and most accessible exit and congregate away from the building. Emergency evacuation maps are posted in all classrooms. Evacuation drills are conducted on a regular basis.

## CONTACT INFORMATION

<u>LOCATION/STAFF OFFICE</u>	<u>EXT</u>	<u>E-MAIL</u>
<b>SOUTHEAST CENTER – MAIN PHONE –</b>	<b>610-957-5700</b>	<a href="mailto:sec@dccc.edu">sec@dccc.edu</a>
<b>FAX NUMBERS</b>		
MAIN OFFICE – 610-957-5787		LEARNING RESOURCE CENTER – 610-957-5785
<b>SOUTHEAST CENTER DIRECTOR</b>		
Linda de Simone	101	5707 <a href="mailto:ldesimon@dccc.edu">ldesimon@dccc.edu</a>
<u>Security</u>		
John MacFarland - Day	Welcome Desk	5733 – Emergency only
Austin Mulhern - Evening		5735 – Non-emergency
<u>Receptionist</u>		
Trudy Newberg	Welcome Desk	5700 <a href="mailto:tnewberg@dccc.edu">tnewberg@dccc.edu</a>
Dawn Snyder	Welcome Desk	5700 <a href="mailto:dsnyder@dccc.edu">dsnyder@dccc.edu</a>
Elena Harshaw-Durning	Welcome Desk	5700
<u>Support Staff</u>		
Roseanna LoCastro	100	5705 <a href="mailto:rlocastr@dccc.edu">rlocastr@dccc.edu</a>
Zita Buck	100	5706 <a href="mailto:zbuck@dccc.edu">zbuck@dccc.edu</a>
<u>Financial Aid</u>		
Angela Wallace	115	5714 <a href="mailto:awallace@dccc.edu">awallace@dccc.edu</a>
<u>Student Services Assistant</u>		
Dorothea Hayward	111	5720 <a href="mailto:dhayward@dccc.edu">dhayward@dccc.edu</a>
Lauren Hindley	117	5713 <a href="mailto:lhindley@dccc.edu">lhindley@dccc.edu</a>
<u>Counselors</u>		
Ralph Marano	119	5721 <a href="mailto:rmarano@dccc.edu">rmarano@dccc.edu</a>
Robin Brandberg-Schwartz	113	5713 <a href="mailto:rbrandbe@dccc.edu">rbrandbe@dccc.edu</a>
<u>Learning Resource Center</u>		
Bill Eichinger- Supervisor	108A	5726 <a href="mailto:weiching@dccc.edu">weiching@dccc.edu</a>
Sakinah Steed	109	5725 <a href="mailto:ssteed@dccc.edu">ssteed@dccc.edu</a>