

Visual Arts Program

Faculty Guide

This guide is designed to provide useful information for faculty teaching Visual Arts courses at Westchester Community College. If you teach off-campus you should also visit the Extension Center webpages for information specific to your site:

- Center for the Arts, White Plains: <http://blog.sunywcc.edu:8080/arts/>
- Center for the Digital Arts, Peekskill: <http://www.sunywcc.edu/peekskill>

General Information

Associate Dean	Jianping Wang	AAB 503	914-606-6285	Jianping.Wang@sunywcc.edu
Department Chair Arts Department	Craig Padawer	AAB 115	914-606-6286	Craig.Padawer@sunywcc.edu
Curriculum Chair Film + Photography	Craig Padawer	AAB 115	914-606-6286	Craig.Padawer@sunywcc.edu
Assistant Chair Arts Department	Melissa Hall	AAB 403D	914-606-6835	Melissa.Hall@sunywcc.edu
Visual Arts Curriculum Chair	Melissa Hall	AAB 403D	914-606-6835	Melissa.Hall@sunywcc.edu
Site Director, Center for the Arts	Abre Chen	White Plains	914-606-7500	Abre.Chen@sunywcc.edu
Site director, Center for the digital Arts	Sherry Mayo	Peekskill	914-606-7300	Sherry.Mayo@sunywcc.edu
Drawing/3D	Carla Rae Johnson	AAB 402	914-606-6836	CarlaRae.Johnson@sunywcc.edu
2D Design/Drawing/Printmaking	Bobbe Perry	AAB 406	914-606-6807	Roberta.Perry@sunywcc.edu
Graphic Design/Digital Art	Matt Ferranto	AAB 405	914-606-6621	Matt.Ferranto@sunywcc.edu
Animation, Web Design, Digital Art	Debbie Krikun	Peekskill	914-606-7359	Debbie.Krikun@sunywcc.edu
Art History	Melissa Hall	AAB 403D	914-606-6835	Melissa.Hall@sunywcc.edu
Film/Photography	Craig Padawer	AAB 115	914-606-6286	Craig.Padawer@sunywcc.edu

Directions and Maps:

- You can find directions and campus maps on the college website: http://www.sunywcc.edu/aboutwcc/maps_directions/maps_directions.htm
- Directions to extension center campuses can also be found on the college website: http://www.sunywcc.edu/extension_sites/locations/locations.htm

Parking:

- For parking on the main campus you must obtain a parking decal and faculty ID from the Security Office in the Student Center (STC 113)
- Please see extension center staff for information on parking at off-campus locations

Academic Calendar:

- For academic dates and deadlines see the college website: http://www.sunywcc.edu/academics/academic_calendar/academic_calendar.htm
- This page includes dates for the start and end of classes, final exams, and holidays

Events Calendars:

- WCC Fine Arts Gallery: <http://www.sunywcc.edu/gallery>
- Center for the Arts Events: http://blog.sunywcc.edu:8080/arts/?page_id=18
- Center for the Digital Arts Events: <http://westchestergallery.wordpress.com/>
- SmartArts Cultural Events: http://www.sunywcc.edu/events/smart_arts/smart_arts_events.htm

Weather Announcements:

- Weather alerts and cancellations are posted on the College homepage: <http://www.sunywcc.edu/home.htm>
- Announcements of College closings and delays can also be heard on WHUD (100.7 FM), WOR (710 AM), WFAS (103.9 FM/1230 AM), WCBS (880 AM), watch News 12, or visit: <http://www.wfasfm.com/>

PeopleSoft/MyWCC

- People Soft is the college's new web-based information management system that handles everything from registration to attendance, rosters, and grades
- New instructors will receive information about activating their "MyWCC" account from the Human Resources Office
- When your account is activated you will be able to access your "Faculty Center" by logging on to "MyWCC": <https://mywcc.sunywcc.edu>
- You will use the "Faculty Center" to do the following:
 1. Access class rosters for the first class meeting, and updated class rosters until the registration period ends
 2. Report attendance (4th-5th week of the semester)
 3. Submit final grades
- For help with PeopleSoft related problems, contact Paul Wray: 914-606-7888
Paul.Wray@sunywcc.edu

Email:

- You will be provided with a College email account when you activate your "MyWCC" account
- To access OWA (Outlook Web Access) from the college or from anywhere that you have Internet access go to: <https://sunywccmail.sunywcc.edu>

Mailbox:

- Valhalla instructors will be given a faculty mailbox on the 5th floor of the Academic Arts Building
- Extension center instructors will be given a mailbox at their individual sites
- Please check your mailbox regularly for important college news and announcements

Photocopying:

- Large copy jobs should be dropped off at the Reproduction Center (see campus map); you should allow about one week for large copy jobs
- There is a self-serve photocopy machine for faculty use on the 5th floor of the Academic Arts Building. See Katie Casey to set up an account.
- There is a small copy machine for Arts Department use in AAB 403. This machine should be used for smaller jobs only.
- Please see extension center staff for photocopying at extension sites

Paychecks

- To receive electronic payment and statements, you must set up a WCC iPay account in the Human Resources Office.
- Note: ***If you do not complete this process you will have to go to the Payroll Office to pick up your check in person.***
- Once your iPay account is activated you will be able to access pay statements online: <https://ipay.adp.com/iPay/index.jsf>.
- Pay schedules will be published in the Adjunct News and Views Bulletin which will be distributed through campus mail

Benefits

- Adjunct faculty may join the New York State Teachers' Retirement System (NYSTRS). After you have earned two years of service credit you may be eligible to purchase credit for prior service. Please contact Human Resources for additional information, or go to www.NYSTRS.org.

Compensation

- "Credit" adjuncts have two salary steps based on the number of semesters taught. A credit adjunct may move to the second step after completing 12 semesters. After completing 21 semesters, the credit adjunct becomes a "senior" adjunct and moves to the top of the adjunct rate scale. Rates are determined by the active collective bargaining agreement.

Unplanned Absence (Sick Day):

- Adjunct faculty are entitled to one "emergency sick day" per course per semester
- Please note that this applies to illness only, and cannot be taken as a personal day
- If you must cancel class due to illness, please notify the appropriate contact person immediately so that a class cancellation notice can be posted:
 - Valhalla: Katie Casey, Division Office
 - Extension Sites: please notify site directors or extension center staff
- In order to be eligible for compensation for the missed class you must complete an "Adjunct Overload/Sick Leave Form. See Katie Casey or extension site staff for details.
- You will also be required to submit a plan for how you intend to make up the missed course content. If you need assistance developing a make-up plan, please contact your Curriculum Chair.

Planned Absence

- If you know in advance that you must miss a class due to an unavoidable commitment, you must contact the Department Chair to arrange for a substitute. Please note that the substitute instructor will be paid for the class, not you.

Course Evaluations:

- All adjunct faculty are required to conduct Student Course Evaluations in every section they teach
- The College will be piloting a new online evaluation system in Fall 2011 – please watch your mailbox for announcements

College Policies:

- For information on college policies regarding academic honesty, student conduct, and other related topics visit the college website: http://www.sunywcc.edu/student_services/student_affairs/policies_procedures.htm

Human Resources FAQs:

- http://www.sunywcc.edu/aboutwcc/jobs_hr/hr_faq.htm#part

Academic Support and Counseling Services:

- Information about Academic Support and Counseling Services can be found on the college website: http://www.sunywcc.edu/student_services/student_services_index.htm
- Adjunct faculty are expected to become familiar with these resources in order to provide informed guidance to students

Academic Advisement

- All Visual Arts majors should be directed to the Visual Arts Curriculum Chair, or Visual Arts full-time faculty for Academic Advisement. Non-majors should be advised to contact the Curriculum Chair of their academic program.

Syllabi

- Visual Arts faculty should develop their course syllabus using models provided by the Curriculum Chair
- Please note that the Course Description and Course Learning Objectives should appear on your class syllabus exactly as they do on the Departmental Syllabus
- The Syllabus Template provides guidance about what the class syllabus should contain. If you have questions, contact the Curriculum Chair
- All faculty are required to forward a copy of their class syllabus to the Curriculum Chair by the end of the first week of classes

Grading

- The College’s grading system is as follows (please note that we do not have any “minus” grades):

Grade	Numerical Equivalent	Quality Points Per Credit Hours
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	60-69	1.0
F	Below 60	0.0

Incompletes

- Incomplete grades should only be awarded to students who have satisfied all course requirements, but were prevented from completing a final project, assignment, or exam due to circumstances beyond their control. **Please note that Dean Wang will NOT approve an Incomplete that was awarded because a student needed “extra time.”**
- In order to be sure that the Dean will approve your grade change, **faculty should seek approval from the Department Chair prior to awarding an Incomplete**
- Students must submit incomplete by the next semester, and the faculty member must file a “Change of Grade Form” (requiring approval from the Dean), or the grade will automatically revert to an “F”

Early Referral

- Faculty are encouraged to give students early warning about class grades so they can seek out assistance, and/or make an informed decision about whether to withdraw from the class (see College Calendar for the withdrawal deadline)
- Faculty are also encouraged to make use of the College’s online “Early Referral” form available on the MyWCC Portal. This online form will enable you to identify at-risk students for intervention from the College Counseling Department.
- Visual Arts Faculty are encouraged to refer under-performing Visual Arts Majors to the Curriculum Chair, Prof. Melissa Hall