

# Niagara County Community College

## Faculty Guide 2021-2022



## Information for the Prepared Instructor

*Compiled by the  
V. James Renda Faculty Resource Center for Academic Excellence*

*"Committed to quality programs to enhance teaching and learning at NCCC"*

NCCC is an AA/EEO Institution

## TABLE OF CONTENTS

<b>Who's Who at NCCC</b>	1-2
<b>NCCC Help Guide</b>	3-6
<b>Academic Affairs, Lydia Ulatowski, Vice President</b>	7-14
Academic Affairs Staff	7
Faculty Evaluation Process	7-8
Important Campus Links	7-8
Essential Information for New Faculty	9
Suggested Course Outline	10-11
Preparing Your Course Syllabus	12-14
<b>Faculty Resource Center for Academic Excellence</b>	15-17
Welcome	15
FRCAE Staff	15
Mission of the Center	15
FRCAE Advisory Board Members	15
Faculty Advisory Board	15
History	16
What Does the Center Have to Offer?	16
Faculty Resources Available	16
Technology Located in the Center	17
Equipment Available to Borrow	17
Professional Development Opportunities	17
Grants and Awards Available	17
<b>Lewis Library, Jean Linn, Librarian &amp; Archivist, Library Director</b>	18-19
Library Phone Directory	18
Library Staff	18
The Library's Catalog (Primo)	18
Library Instruction Classes	18
Study Rooms for Students	19
Faculty Services in the Lewis Library	19
Inter Library Loans	19
Course Reserves	19
NCCC Archives	19
<b>Registration and Records Office Information, Julie Schucker, Registrar</b>	20-25
Registration and Records Contacts	20
Mission Statement	20
Locating Records & Registration Information	20
Overview of Faculty Requirements and Banner Web Information	20-23
Confidentiality of Student Records/Privacy Rights (FERPA)	24
Online FERPA Training	24-25
What is Considered Directory Information	25
Parents' Rights	25
Deceased Students	25
<b>Online Learning and Blackboard, Lisa Dubuc, Online Learning</b>	26-27
Online Learning Staff	
What is Online Learning at NCCC?	
Interested in Teaching Online or Hybrid Courses?	
Getting Assistance:	
How to Log into Blackboard	
Learn Can't Log into Outlook/Blackboard Student	

Login Issues with T-Wolves/Blackboard Learn  
How to Use Blackboard

<b>Human Resources</b> , Catherine Brown, Assistant VP of Human Resources	28-30
Human Resources Staff	28
Goal of Human Resources	28
Workforce Demographics	28
Employee Benefits	29
Compliance	30
<b>Office of Diversity and Equity</b> , John D Strong, Chief Diversity and Equity Officer	30
<b>Career &amp; Transitional Services</b> , Alissa Shugats-Cummings, AVP of Student Services	31-34
Student Success Center	31
Curriculum Change	32
New Student Advisement	32
Career and Transfer Services	33
Withdrawal Exit Counseling	33
Accessibility Services	33-34
<b>Veteran Services</b>	34-35
<b>Office of Information Technology</b> , Jesse Goldberg, Chief Information Officer	36-40
OITS Staff	36
OIT Help Desk Services	36
How to Submit a Help Desk Ticket	37
OIT Policies	37
Class Room Equipment Instructions	37
General PC Tips and Tricks	38
Banner Web & Banner Production	38
Email	39
Blackboard	39-40
Administrative Operations	40
Computer Upgrade Program	40
<b>Public Safety</b> , W. Ross Annable, Chief of Campus Public Safety/Peace Officer	41-42
Public Safety Information	41
How to Contact the NCCC Public Safety Department	41
Public Safety Services	41
Crime Statistics	41
Emergency Procedures	41-42
Evacuation Procedures	42
Code Red Lockdown Response Procedures	42
<b>NCCC Academic Center for Excellence</b> , Madison Ebsary, Coordinator	43-44
Mission	43
How ACE can Help Students	43
Academic Coaches	30
Online Tutoring	43
Student Support Staff	43-44
Student Tutors	44
Workshops	44
<b>Student Life Wellness Center</b> , Cheri Yager, MSN, RN, Supervisor of College Nursing Services	45-48
Wellness Center Staff	45
General Information	45

Health Services and Personal Counseling on Campus	45-46
Handicapped Parking	46
Scenarios which meet the criteria for personal counseling referral	46
Deciding whether a situation requires a personal counseling referral	46-47
How to Refer Students for Personal Counseling	47-48
<b>Arts, Humanities &amp; Social Sciences Division</b> , Robert Morris, Division Chair	49
<b>Baking &amp; Culinary Arts Division</b> , Josh Blumberg, Assistant Vice President	50
<b>Business &amp; STEM</b> , Sal Sciandra, Division Chair	51
<b>Nursing &amp; Allied Health Division</b> , Diane Pytlik-Flammia, DHA, MSN, RN, Assistant Vice President	52-53

We look forward to your presence and participation!

# WHO'S WHO AT NIAGARA COUNTY COMMUNITY COLLEGE

## OFFICE OF THE PRESIDENT

**President**, A277, Ext. 5901

**Assistant to the President**, A272, Ext. 5902

**Part Time Typist**, A272, Ext. 5908

**William Murabito, Ph.D.**, [wmurabito@niagaracc.suny.edu](mailto:wmurabito@niagaracc.suny.edu)

**Barbara Walck**, [bwalck@niagaracc.suny.edu](mailto:bwalck@niagaracc.suny.edu)

**Pamela Nimetz**, [pnimetz@niagaracc.suny.edu](mailto:pnimetz@niagaracc.suny.edu)

## ACADEMIC AFFAIRS and SUPPORT STAFF

**Vice President of Academic Affairs (VPAA)**, A241, Ext. 6451

**Assistant VPAA**, A243, Ext. 5965

**Assistant to the VPAA Special Programs**, A242, Ext. 6452

**Administrative Assistant to VPAA**, A244, Ext. 6454

**Senior Typist**, A241, Ext. 6450/4046

**Typist**, A241, Ext. 6450/4045

**Lydia Ulatowski**, [ulatowsk@niagaracc.suny.edu](mailto:ulatowsk@niagaracc.suny.edu)

**TBD**

**Monica Lopoyda**, [mlopoyda@niagaracc.suny.edu](mailto:mlopoyda@niagaracc.suny.edu)

**Wendy Warchocki**, [warchock@niagaracc.suny.edu](mailto:warchock@niagaracc.suny.edu)

**Patricia Daboll**, [pdaboll@niagaracc.suny.edu](mailto:pdaboll@niagaracc.suny.edu)

**Shirley Campbell**, [scampbell@niagaracc.suny.edu](mailto:scampbell@niagaracc.suny.edu)

## OFFICE OF STUDENT SERVICES/ and SUPPORT STAFF

**Vice President of Student Services**, A204, Ext. 6241

**Stenographer**, A201, Ext. 6240

**Assistant Vice President of Enrollment Services**, A149, Ext. 6201

**Career and Transitional Services**, D102, Ext. 6293

**Principal Clerk**, D102A, Ext. 4016

**Typist**, D102A, Ext. 6232

**Veteran Services**, D102/B103, Ext. 6283

**Educational Opportunity Program**, A161, Ext. 5979

**Academic Support Specialist**, A161, Ext. 4073

**Senior Typist**, G223, Ext. 4003

**Julia Pitman**, [jpitman@niagaracc.suny.edu](mailto:jpitman@niagaracc.suny.edu)

**Gretchen Mittelstaedt**, [gmittels@niagaracc.suny.edu](mailto:gmittels@niagaracc.suny.edu)

**Robert McKeown**, [McKeown@niagaracc.suny.edu](mailto:McKeown@niagaracc.suny.edu)

**Alissa Shugats-Cummings**, [acummings@niagaracc.suny.edu](mailto:acummings@niagaracc.suny.edu)

**Elizabeth Kline**, [ekline@niagaracc.suny.edu](mailto:ekline@niagaracc.suny.edu)

**Liz Meacham**, [emeacham@niagaracc.suny.edu](mailto:emeacham@niagaracc.suny.edu)

**Joseph Potalivo**, [jpotalivo@niagaracc.suny.edu](mailto:jpotalivo@niagaracc.suny.edu)

**Angela, Jackson**, [ajackson@niagaracc.suny.edu](mailto:ajackson@niagaracc.suny.edu)

**Ted Mallwitz**, [tmallwitz@niagaracc.suny.edu](mailto:tmallwitz@niagaracc.suny.edu)

**Amanda Beach**, [abeach@niagaracc.suny.edu](mailto:abeach@niagaracc.suny.edu)

## DIVISION CHAIRS and SUPPORT STAFF

**Academic Center for Excellence**, D201B, Ext. 6453

**Madison Ebsary**, [mackerman@niagaracc.suny.edu](mailto:mackerman@niagaracc.suny.edu)

**Arts, Humanities and Social Sciences**, E246, Ext. 6720

**Senior Typist**, E233, Ext. 4057

**Typist**, B238, Ext. 6460/4048

**Robert Morris**, [morris@niagaracc.suny.edu](mailto:morris@niagaracc.suny.edu)

**Diane Bonura**, [bonura@niagaracc.suny.edu](mailto:bonura@niagaracc.suny.edu)

**Lisa Poole**, [poole@niagaracc.suny.edu](mailto:poole@niagaracc.suny.edu)

**Baking and Culinary Arts**, NFCI, Ext. 6456

**Typist**, NFCI, Ext. 2542

**Josh Blumberg**, [jblumberg@niagaracc.suny.edu](mailto:jblumberg@niagaracc.suny.edu)

**Kelli Lonneville**, [klonneville@niagaracc.suny.edu](mailto:klonneville@niagaracc.suny.edu)

**Business & STEM**, C236/C238, Ext. 6867

**Typist**, B138, Ext. 6460/4048

**Typist**, C238, Ext. 6410/4095

**Sal Sciandra**, [ssciandr@niagaracc.suny.edu](mailto:ssciandr@niagaracc.suny.edu)

**Lisa Poole**, [poole@niagaracc.suny.edu](mailto:poole@niagaracc.suny.edu)

**Amber Plail**, [aplail@niagaracc.suny.edu](mailto:aplail@niagaracc.suny.edu)

**Faculty Resource Center**, D106F, Ext. 6790

**Typist**, D106 Suite, Ext. 6790/4075

**Pamela Lange, Christina Taylor, Jean Linn**, Co-Coordinators

**Maren Smith**, [marensmith@niagaracc.suny.edu](mailto:marensmith@niagaracc.suny.edu)

**Grants Office**, A235, Ext. 5928  
**Grant Writer**, A233, Ext. 5914  
**Senior Typist**, A206, Ext. 5927

**Brian Michel**, [bmichel@niagaracc.suny.edu](mailto:bmichel@niagaracc.suny.edu)  
**Christopher Herbeck**, [cherbeck@niagaracc.suny.edu](mailto:cherbeck@niagaracc.suny.edu)  
**Monica Kanouff**, [ekline@niagaracc.suny.edu](mailto:ekline@niagaracc.suny.edu)

**Henrietta G. Lewis Library**, D311, Ext. 6787  
**Senior Typist**, D301, Ext. 6796

**Jean Linn**, [jlinn@niagaracc.suny.edu](mailto:jlinn@niagaracc.suny.edu)  
**Barb Ruppel**, [rupple@niagaracc.suny.edu](mailto:rupple@niagaracc.suny.edu)

**Nursing & Allied Health**, C167, Ext. 5941  
  
**Senior Typist**, C166, Ext. 5940/4068  
**Senior Typist**, C155, Ext. 5960/4059

**Diane Pytlik-Flammia**, Assistant VPAA, DHA, MSN, RN,  
[dpytlik-flammia@niagaracc.suny.edu](mailto:dpytlik-flammia@niagaracc.suny.edu)  
**Leslie Saunders**, [lsaunders@niagaracc.suny.edu](mailto:lsaunders@niagaracc.suny.edu)  
**Alicia Vieaux**, [avieux@niagaracc.suny.edu](mailto:avieux@niagaracc.suny.edu)

**Online Learning**, D106 Suite, Ext. 6798  
**Technical Support Coordinator**, D106C, Ext. 6487  
**Student Support Specialist**, D106D, Ext. 6488

**Lisa Dubuc**, [ldubuc@niagaracc.suny.edu](mailto:ldubuc@niagaracc.suny.edu)  
**Donna Simiele**, [dsimiele@niagaracc.suny.edu](mailto:dsimiele@niagaracc.suny.edu)  
**Glory Fox**, [gfox@niagaracc.suny.edu](mailto:gfox@niagaracc.suny.edu)

**Small Business Development Center**, CA117, Ext. 2516  
**Typist**, CA117, Ext. 2519

**TBD**  
**Kelly Walck**, [kwalck@niagaracc.suny.edu](mailto:kwalck@niagaracc.suny.edu)

**Workforce Development**, A231, Ext. 6472  
**Grant Director**, A236, Ext. 6284  
**Community Education Director**, NFCL, 210-2550  
**Senior Typist**, A246, Ext. 6298  
**Typist**, A231, Ext. 5924/6236

**TBD**  
**Emily Lonigan**, [elonigan@niagaracc.suny.edu](mailto:elonigan@niagaracc.suny.edu)  
**Diane Mis**, [mis@niagaracc.suny.edu](mailto:mis@niagaracc.suny.edu)  
**Cheri Dunn**, [cdunn@niagaracc.suny.edu](mailto:cdunn@niagaracc.suny.edu)

# NIAGARA COUNTY COMMUNITY COLLEGE FALL 2021 HELP GUIDE

<b>Academic Center for Excellence (ACE)/Student Tutoring</b>	ACE provides academic support to NCCC students. The ACE has Academic Coaches (professional tutors) in writing, math, accounting, and science and staff to answer campus-related questions, and Office of Information Technology Support Staff.	D-201 (within the Library)	614-6724
<b>Academic Concerns</b>	Speak with your instructor, advisor, or contact the Student Success Center.	D102	614-6290
<b>Academic Areas/ Divisions</b>	Business, Technology, and the Arts Hospitality, Tourism, and the Culinary Arts Humanities and Social Sciences Nursing and Allied Health Science, Health, and Math	B138 /F153 NFCI E238 C166 C238/H167	614-6460 210-2540 614-6710 614-5940 614-6410
<b>Activities &amp; Student Clubs</b>	Student Life – Clubs, activities, leadership development, co-curricular transcript, orientation, Student Senate, food pantry and more!	G243	614-6255
<b>Address Changes</b>	Registration & Records Office or online through Banner Web.	A105	614-6250
<b>Advisement</b>	Student Success Center – Academic advisement/advisor concerns.	D102	614-6290
<b>Attendance/Absences</b>	Absences may affect final grades and/or financial aid. It is the student's responsibility to notify instructors of long absences. The Office of the Vice President of Student Services should be contacted when it is not possible to reach instructors.	A161	614-6240
<b>Blackboard Learn</b>	Assistance: <a href="https://online.suny.edu/help/">https://online.suny.edu/help/</a>  1-844-673-6786  Log in Help: <a href="https://nccc-manage.niagaracc.suny.edu/PM/">https://nccc-manage.niagaracc.suny.edu/PM/</a>	D106-D   D102-A	614-6488   210-2505
<b>Books / Texts</b>	Sanborn Barnes & Noble Bookstore <a href="http://www.niagaracc.bncollege.com">www.niagaracc.bncollege.com</a> NFCI Barnes & Noble <a href="https://niagaraculinaryinstitute.bncollege.com/">https://niagaraculinaryinstitute.bncollege.com/</a>	G109 NFCI	614-6840 210-2592
<b>Car Trouble</b>	Public Safety Office – For accidents on campus, keys locked in car, booster pack.	G106	614-6400

<b>Career Planning/Employment</b>	<b>Student Success Center</b>	<b>G244</b>	<b>614-6292</b>
<b>Cashier's Office</b>	<b>Payment Processing, Payment Plan Enrollment, assistance with Financial Obligation E-sign and E-billing processes, assistance with Certificates of Residency.</b>	<b>A205</b>	<b>614-6443</b>
<b>Changing Major</b>	<b>Student Success Center or file online through Banner Web.</b>	<b>D102</b>	<b>614-6290</b>
<b>Class Schedule</b>	<b>Registration &amp; Records Office – Get a copy here or through Banner Web. Questions about classes? See your Success Coach or advisor.</b>	<b>A201</b>	<b>614-6250</b>
<b>Applied Learning</b>	<b>Student Success Center: Internships, Study Abroad, Disney College Program</b>	<b>D201</b>	<b>614-6290</b>
<b>Copies</b>	<b>Library – Computers, DVD players, &amp; color printer available.</b>	<b>D Bldg.</b>	<b>614-6705</b>
<b>Credit for Prior Learning</b>	<b>Academic Affairs – Have you earned credits from life experiences?</b>	<b>A241</b>	<b>614-6450</b>
<b>Cross Registration</b>	<b>Registration &amp; Records – See if you qualify for a tuition-free course at another participating school (course fees may apply).</b>	<b>A105</b>	<b>614-6250</b>
<b>Day Care</b>	<b>Child Development Center</b>	<b>D118</b>	<b>614-6245</b>
<b>Disability Support</b>	<b>Accessibility Services Testing Accommodations</b>	<b>A167 A167</b>	<b>614-6285 614-6728</b>
<b>Dropping a Course</b>	<b>Student Success Center: Talk to a Success Coach about dropping a course and how it impacts Financial Aid .</b>	<b>D102</b>	<b>614-6290</b>
<b>Educational Opportunity Program (EOP)</b>	<b>EOP provides assistance for students who are first-generation college students, and/or from low-income and educationally disadvantaged backgrounds.</b>	<b>G223</b>	<b>614-5977</b>
<b>Email</b>	<b>Office of Information Technology – T-Wolves Assistance accessing student email.</b>	<b>A131</b>	<b>210-2505</b>



<b>Financial Aid</b>	<b>Financial Aid Office – Grants, loans, and scholarships.</b>	<b>A114</b>	<b>614-6266</b>
<b>First Aid / Health</b>	<b>Wellness Center – Illness/injury, health/wellness, referrals. Public Safety Office – Medical emergencies after hours.</b>	<b>C122 G106</b>	<b>614-6275 614-6400</b>
<b>Graduation</b>	<b>Complete the online graduation application through Banner Web during the last semester. If earning more than one degree/certificate, an application should be submitted for each. Contact the Registration &amp; Records Office for assistance.</b>	<b>A105</b>	<b>614-6250</b>
<b>Housing</b>	<b>Student Housing Village – NCCC on-campus housing.</b>		<b>731-8850</b>
	<b>Student Life – List of off-campus apartments.</b>	<b>G243</b>	<b>614-6255</b>
<b>I.D. Card</b>	<b>Public Safety Office – NCCC Sanborn Campus</b>	<b>G106</b>	<b>614-6400</b>
	<b>Public Safety Office – Niagara Falls Culinary Institute</b>	<b>NFCI</b>	<b>210-2555</b>
<b>International Students</b>	<b>Student Success Center</b>	<b>D102</b>	<b>614-6290</b>
<b>Lost &amp; Found</b>	<b>Lost &amp; Found is located in the Public Safety Office</b>	<b>G106</b>	<b>614-6400</b>
<b>Online / Hybrid/Blended Classes</b>	<b>Office of Online Learning Assistance with taking online and hybrid classes.</b>	<b>D106-Suite</b>	<b>614-6488</b>
<b>Parking</b>	<b>Public Safety Office (parking tickets) Obtain handicapped parking permit from your town.</b>	<b>G106</b>	<b>614-6400</b>
<b>Personal Counseling</b>	<b>Wellness Center – Confidential personal counseling for mental health and emotional concerns.</b>	<b>C122</b>	<b>614-6275</b>
<b>Campus Public Safety</b>	<b>Public Safety Office – NCCC Sanborn Campus</b>	<b>G106</b>	<b>614-6400</b>
	<b>Public Safety Office – Niagara Falls Culinary Institute</b>	<b>NFCI</b>	<b>210-2555</b>

<b>Registration</b>	Online through Banner Web. Contact the Student Success Center for help.	D102	614-6250 614-6884
<b>Scholarships</b>	Financial Aid Office - Instructions on how to apply for scholarships are on the webpage: <a href="http://www.niagaracc.suny.edu/scholarships">www.niagaracc.suny.edu/scholarships</a>	A114	614-6205
<b>Transcripts</b>	Official transcripts ordered online through Banner Web. Unofficial available at no charge in Banner Web. Registration & Records Office for questions.	A201	614-6250
<b>Transfer Credit Evaluations</b>	Registration & Records Office to check which credits transfer to NCCC.	A105	614-6253
<b>Transfer / Dual Admission</b>	Student Success Center: Transfer to another college after NCCC.	D102	614-6290
<b>Transportation</b>	Bus Stop – Maps and schedules for Rural Niagara Bus & NFTA. Check online for more information. College Shuttle - <a href="https://www.niagaracc.suny.edu/shuttle/">https://www.niagaracc.suny.edu/shuttle/</a>	1st Floor	A Bldg.
<b>Veteran Services</b>	Student Success Center or Veteran Services Office	B103 or D102	614-6290
<b>Withdrawing from Course(s)</b>	Student Success Center to speak with a Success Coach	D102	614-6290
<b>“W” or “X” Grades</b>	Withdraw from the college through the Registration & Records Office online form or submit questions. You may meet with a Success Coach in the Student Success Center (D102) to help with the decision.	A105	614-6250
<b>Work Study</b>	Financial Aid Office - On-campus jobs.	A114	614-6205

# Office of Academic Affairs

## Academic Affairs Staff

Lydia Ulatowski, Vice President of Academic Affairs	614-6474 <a href="mailto:ulatowski@niagaracc.suny.edu">ulatowski@niagaracc.suny.edu</a> , A243
TBD – Assistant Vice President of Academic Affairs	
Monica Lopoyda, Assistant to the Vice President of Academic Affairs	614-6452 <a href="mailto:mlopoyda@niagaracc.suny.edu">mlopoyda@niagaracc.suny.edu</a> , A242
Wendy Warchocki, Administrative Assistant	614-6454 <a href="mailto:warchock@niagaracc.suny.edu">warchock@niagaracc.suny.edu</a> , A244
Patricia Daboll, Senior Typist	614-6222, 4046, <a href="mailto:pdaboll@niagaracc.suny.edu">pdaboll@niagaracc.suny.edu</a> , A241
Shirley Campbell, Typist	614-6450 <a href="mailto:scampbell@niagaracc.suny.edu">scampbell@niagaracc.suny.edu</a> , A241

## Academics

At NCCC, students get high quality programs at a price they can afford. Our tuition is lower than any other college in the area, and many of our programs hold specialized accreditations. So employers and four-year schools know these are programs they can trust. Students here are supported in every way, and they have a wide range of programs to choose from that fit their specific goals.

- [Academic Center for Excellence](#)
- [Academic Dismissal Appeals](#)
- [Advanced Placement](#)
- [Blackboard Learn](#)
- [Calculate Your GPA](#)
- [Career & Technical Education \(CTE\)](#)
- [Advanced Credits for HS Students](#)
- [College Courses in HS \(CAP\)](#)
- [Computer Labs](#)
- [Credit for Prior Learning](#)
- [Degree Evaluation](#)
- [Disney College Program](#)
- [Electives Listing](#)
- [Faculty Resource Center](#)
- [Faculty Senate](#)
- [Future Leaders Liberty Partnerships Program](#)
- [Fresh Start Policy](#)
- [Future Leaders Liberty Partnerships Program](#)
- [Good Academic Standing](#)
- [Honors Institute](#)
- [Licensure/Certification Pass Rates](#)
- [Math course sequencing](#)
- [Online Military Classes \(GEM\)](#)
- [Phi Theta Kappa](#)
- [Poets SeriesStarfish Success Network](#)
- [Student Success FAQs](#)
- [Study Abroad Information](#)
- [Student Tutoring](#)

## Important Campus Links

Links listed below can be located and accessed *on campus only* through the College's FYI page:

[2020-2021 Student Catalog](#)

**Calendars --**

[Academic Calendar 2020-2021](#)

[College Calendar 2020-2021](#)

[Per Diem Calendar 2020-2021](#)

[2016-2018 Faculty Handbook](#) is located on the FYI page or on Blackboard under the Faculty Resources & Policies tab, Academic Affairs section.

[Student Rights & Responsibilities \(Code of Conduct\)](#)

[Student Guide](#)

**Printing for Class--**Under the **Public Relations** link on the FYI page is where forms and instructions for putting a print request in--[Print Shop Job Ticket Instructions](#) or [Print Shop Job Ticket PDF](#) (get print code from division secretary)

**Faculty/Staff Email Info** All faculty and staff are entitled to an NCCC email account. NCCC email is to be used for communicating with members of the College community, not personal email. An account is created at the time of hire. For assistance accessing your account contact the Help Desk at 716-614-6730. You can access your email in two ways:

**On Campus:** You can set up Microsoft Outlook to access email. Please call the OIT Help Desk at 614-6730 if you need assistance in setting up your account.

**On or Off Campus:** We have set up web access to email accounts. You can access the page by going to the footer at the bottom of any NCCC Web page. There is a heading called "Resources". Under the Resources heading is a link titled "Outlook Web Login".

**Contents of a Suggested Course Outline** consult with full-time faculty in your discipline to review your course outline. Be sure to follow the Course Master Syllabi by your discipline coordinator or Academic Affairs.

## **SUNY General Education Requirements (SUNY-GER)**

If you entered SUNY in Fall 2015 or later, to earn a SUNY associate's degree, you must earn 30 credits selected from SUNY approved general education courses. These courses are posted on the College website: [SUNY Approved NCCC General Education Courses](#)

In addition, the 30 credit hours must include courses selected from the following **Knowledge and Skills Areas**:

Basic Communication (required)

[Mathematics](#) (required)

Courses in 5 of the following 8 Knowledge and Skills areas

American History

Foreign Language

Humanities

Natural Sciences

Other World Civilizations

Social Sciences

The Arts

Western Civilization

Students will meet the **two** SUNY **Competencies** of Critical Thinking and Information Management by completing courses embedded throughout their curriculum.

## **SUNY General Education Student Learning Outcomes**

Please click here for the Student Learning Outcomes in each of the Knowledge and Skills areas and Competencies: [SUNY General Education Student Learning Outcomes](#).

Note: **If you entered SUNY between Fall 2010 and Fall 2014, you may need to complete a course in each of the ten areas and if you entered SUNY before Fall 1998, the SUNY-GER may not apply.**

## **Transfer**

Students interested in transferring to a SUNY school can find out more about the SUNY General Education requirements at the following link: [You and the SUNY General Education Requirement](#).

**Students transferring to the University of Buffalo** will be required to complete the UB Curriculum (which includes SUNY-GER) to obtain their Bachelor's degree. Students planning to attend UB should refer to the following document when choosing their General Education electives at NCCC: [UB Curriculum for NCCC Transfer Students](#).

Once a student has completed a SUNY General Education requirement at NCCC, that requirement will be accepted as complete at any SUNY college. Students must understand that the transfer college may have additional graduation minimum degree requirements that are also labeled as General Education. Please refer to the College catalog of the transfer college. Students, who have transferred to NCCC from another college or university, should submit their transcript(s) to the College for evaluation. Part of that evaluation will include an analysis of courses for the General Education requirement.

## **Additional General Education Information**

Additional information on waiver criteria, courses that count in more than one area, and the differences between SUNY-GER and NCCC Curriculum Requirements is located at the following link: [Additional General Education Information](#)

# ESSENTIAL INFORMATION FOR NEW FACULTY

**WELCOME!** Here is some information to help you know what is expected of you and to make you feel at home at NCCC. Help is always available in FRCAE (Faculty Resource Center for Academic Excellence) D106 Suite, or by phone to Co- Coordinators, Pamela Lange, Christina Taylor, Jean Linn or Maren Smith, secretary, Ext. 6790, and/or [marensmith@niagaracc.suny.edu](mailto:marensmith@niagaracc.suny.edu)

## Before Teaching

- Have official transcripts of your colleges and universities sent to Human Resources.
- Fill out necessary forms in Payroll Office, A205.
- Obtain ID card and parking hang tag from Public Safety, G126.

### Check with division office about:

- Obtaining your email address
- Information about using Blackboard Learning Management System for your course
- Obtain the Syllabi for courses you will be teaching
- Plan for required meetings
- Locate rooms where classes will be held
- Find where your mailbox is located
- Locate divisions part time office space (if available)
- Information regarding typing and duplication services (see division secretary)

## First Week of Semester

- Obtain class roster(s) from mailbox or division office.
- Take attendance in each class (this is mandatory); students should be allowed to attend a class only if they are on the roster or have the section listed on a printout of their schedule.
- Distribute a written copy of course requirements, course objectives, grading and attendance policies on course syllabus.
- Review emergency evacuation procedures and posted signs.
- Encourage students with disabilities to consult with you immediately if they need special accommodations.
- Inform students of your office hours.

## Third Week of Semester

- Follow **required** Registration and Records instructions for reporting student non-attendance. If necessary, refer the student to that office to withdraw from **a class** or to the Admissions Office to withdraw from the College for all classes.
- Refer Students who have concerns which you are not able to address in regards to attendance or withdrawing should be referred to the Office of the Vice President of Student Services (A161).

## Mid-semester Grade Report

- Follow required Registration and Records instructions for reporting a student in danger of failing. Refer student to appropriate Learning Commons for supplemental assistance.

## End of Semester

- Give final exam or notify division office what evaluative activity you intend to use during the designated final week of instruction. Some form of academic final activity is required.
- Record Grades online by due date provided by Registration and Records Office.
- Record Performance grades on Banner Web are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F.
- Report Student Learning Outcomes (SLO) Assessment on Jot.com.
- Filing the proper form if a student requests an I "Incomplete" grade, the form must be obtained in the Registration and Records Office and completed by the instructor. Refer to the College's webpage [Request for Incomplete Grade](#).

## All Semester

Ask questions, attend meetings and professional development, and/or visit with other faculty in offices, lounges, and eating areas to get acquainted.

# ***SUGGESTED COURSE OUTLINE***

## ***for distribution to students***

### **1. General Information**

Instructor's name

Office location and hours (if no office is assigned, explain how student/faculty meetings occur)

Phone number

Email address

Course information: name, number, number of credit hours, prerequisites Semester

Days & times, example: MWF 2:00

R 1:00

Classroom Location

### **2. Course Description**

In accordance with the college catalog

### **3. Student Learning Outcomes**

What will the student learn upon completion of the course in accordance with Master Syllabus? (Assessment strategies need to be tied to the stated Student Learning Outcomes – SLO's.)

### **4. Requirements**

Calendar of events—

Tests, papers, projects, labs, etc.

Papers/research projects --

Include the important aspects of assessing papers and research projects. (It is always helpful to attach or include a rubric that the instructor will be using to assess the quality of the student product.)

Tests—

Number of tests, units covered

Make-ups allowed? Or will the final count double?

Final—comprehensive or unit exam

Quizzes—

Announced or unannounced?

Used for a grade or as a learning experience?

Any quizzes dropped?

Labs—

Handed in and graded? How precise must the data be?

Attendance policy—

Number of absences allowable

Excused or unexcused--does it really matter—why?

Penalty for excessive absences--what if the student can learn the material without the instructor?

Tardiness policy—

Avoid disturbances to other students

Class participation—

Are you looking for quality or quantity?

Stress the student's responsibility to the group

Homework—

Part of the grade?

Collected all of the time, some of the time, never?

Answers distributed in writing, covered in class, or on reserve?

Disability disclosure—

Offer of confidentiality to students in need of special accommodations

### **Use of Cell Phones and Computers:**

Use of cell phones for voice or text messaging is not allowed during class time and cell phone should be turned off upon entering the class. If desk or laptop computers are used, they are to be used for class purposes only and not for personal use, such as web surfing, connecting to FaceBook, etc.

### **Academic Integrity:**

It is critical that students present their own work and not present the work of others as their own. Plagiarism is a serious offense at the college level and may result in a failing grade. (Add a statement of consequences in your class, e.g. The first offense will result in a grade of zero for the assignment; a second offense will result in a failing grade for the course. If you are not familiar with how to cite sources for a paper or project, visit the Learning Commons or the Lewis Library for assistance.)

### **DETERMINATION OF GRADE BY PERCENTAGE**

Example:	4 unit tests =	40%
	Final	20%
	10 quizzes	30%
	Participation	10%

### **GRADES**

EXACTLY what constitutes an A, A-, B+, B, B-, C+, C, C-, D+, D, D-, S/U and how can the student earn an F or I grade. Include how grades are weighted or how numbers equate to letter grade distribution.

### **I GRADE**

A student who requests an I grade (Incomplete) is required to arrange for completion of course work with his or her instructor. The maximum time for the change of an I grade to a performance grade is determined by the instructor, but shall not exceed one academic year. The Registration & Records Office will inform the instructor and student of the approach of the one year deadline. Students will be sent a letter at the address last known to the NCCC Registration & Records Office. If no change of grade is made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade. To request an Incomplete grade, the appropriate form titled "Request for Incomplete Grade" must be obtained in the Registration & Records Office.

### **Tone**

Keep it firm, but friendly.

### **Sign-Off**

Have the students sign a statement that they have read and understood the grading system. Problems can often be avoided if you can show that they had full knowledge of what would be required.

## Preparing Your Course Syllabus for the Semester

As you prepare your syllabus/first day handouts, be sure to include the following items:

- Course contact information (modality, location, days, times, etc.)
- Course description (taken from the master syllabus or college catalog)
- Student Learning Outcomes. Check with the master syllabus on file for accuracy and the most current version. (Include the General Education student learning outcome if your course is designated for a General Education area.)
- Attendance policy
- Grading policy (point system, percentage, weights, assignments, etc.). Include how the course grades will be converted to letter grade.
- Instructor contact, office hours and location. (Full-time faculty are required to have at least 5 office hours per week)
- Required materials and texts.
- Course requirements and expectations
- Detailed description of assignments and activities counted toward course grade and how they relate to student learning outcomes
- Information for students who may be eligible for accessibility services
- Information for the Academic Center for Excellence (ACE)
- Computer usage policy
- Course schedule, calendar or outline of topics
- Important dates
- Information regarding Zoom, audio and recording usage

**The following statements should be included:**

### Accessibility Services

Accessibility Services supports pregnant students and those with documented disability by providing reasonable academic adjustments and accommodations to remove barriers to academic success. If you would like to speak to the Accessibility Services Coordinator to determine eligibility, please call (716) 614-6285 or go to Accessibility Services, room A-167, to make an appointment.

### Computer Usage

NCCC courses may require students to use computers to access our campus wide Course Management System named Blackboard Learn and/or utilize course specific software. Computer use may be required at the discretion of the instructor to deliver course content, support assignments, administer tests, and enhance class communication. Students may use their home computers or the open access computers located in the Library. If a student requires support or training in the use of computers and/or the use of Blackboard Learn, please contact the instructor the first week of classes to obtain information regarding training sessions for students.

### Blackboard (edit as necessary for your course)

NCCC uses Blackboard Learn for our learning management system. For this course, I will use Blackboard (Bb) to provide... (e.g., course materials, tests or assignments). Blackboard uses the same username and password as your T-Wolves email. You must first [activate your email](#) account before you can access Bb. If you need assistance with Blackboard, please contact [onlinelearning@niagaracc.suny.edu](mailto:onlinelearning@niagaracc.suny.edu) or call SUNY Online at [1-844-673-6786](tel:1-844-673-6786).



## **Academic Integrity Policy (Cheating and Plagiarism)**

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the mission of NCCC. Academic misconduct is destructive to the spirit of an educational environment and, therefore, cannot be condoned. The following definitions will apply: (1) The term “cheating” includes, but is not limited to, use of any unauthorized assistance in taking quizzes, tests or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the college’s faculty. (2) The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials. (3) The term “academic misconduct” includes any or all forms of the above. Please refer to the “Student Code of Conduct” manual for additional information.

## **Starfish**

NCCC is part of a student success project between our institution and Starfish Retention Solutions. If you currently take a course at NCCC, you will have a Starfish account. Throughout the term, you may receive emails from Starfish® regarding your course grades or academic performance. Please pay attention to these emails and consider taking the recommended actions. A Starfish® Success Coach may also call you regarding these concerns. Both methods of communication are sent to help you be successful! In Starfish® you can view your success network including your academic advisor and course instructors. Here you will also see their office locations, office hours, and the campus resources available to you. In addition, your instructor may (1) request that you schedule an appointment by going to Starfish (the link can be found in Blackboard) or (2) recommend that you contact a specific campus resource, such as Tutoring through the Academic Center for Excellence (D-201), or Student Success Center (D-102A). You may also be contacted directly by one of these services.

## **Academic Center for Excellence (ACE)**

The Academic Center for Excellence is located on the Sanborn campus within the Henrietta G. Lewis Library (entrance on the 2<sup>nd</sup> floor of the Learning Commons). ACE provides in-person and online academic support services, such as academic coaching and student tutoring, free to all NCCC/NFCI students as well as computer and printing services. It is recommended to visit ACE for academic support services. Visit the [ACE web page](#) for more details and to access online tutoring services.

## **Health & Wellness**

NCCC policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students, and for the public we interact with.

The primary goals for NCCC response to the COVID-19 pandemic are to protect health and safety of all faculty, staff, and students.

NCCC’s plans will also be aligned and consistent with local orders and ordinances of Niagara County, SUNY, as well as the State of New York Phased Reopening Model. NCCC’s plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, NYS Department of Public Health, and NCCC’s Campus Safety Advisory Committee.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

## **Face masks/Cloth Face Coverings**

Face masks or face coverings **must** be worn by all staff and students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

[For more information.](#)

The Wellness Center, located in C-122 is comprised of Health Services and Personal Counseling Services.

The mission of the Wellness Center is to provide physical, intellectual, social, and emotional well-being that fosters academic and personal success within the context of a global and culturally diverse society.

### **Henrietta G. Lewis Library**

The entrance to the Lewis Library at NCCC is located on the 2nd floor of the Learning Commons. Through the library databases and catalog, you can access millions of scholarly sources for your research. On the website, you can [search all the library resources](#).

Librarians offer research assistance anytime the Library is open, as well as through 24/7 virtual chat. The Library has 3 floors of study spaces, including computer stations and bookable study rooms. [Visit our homepage for more information](#).

### **Zoom Audio and Recording Notice**

If Zoom is used in this class it may be recorded for use by enrolled students, including those who are unable to attend live. Students who participate in any session with their camera engaged or utilize a profile image are consenting to have their video or image displayed/recorded. If you are unwilling to consent to have your profile or video image displayed/recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are consenting to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. Visit our website for more information on [Zoom Etiquette for Students](#).

**V. James Renda**  
**Faculty Resource Center for Academic Excellence**

*"Committed to quality programs to enhance teaching and learning at N.C.C.C."*

***Welcome***

Important information and resources for faculty are on our website [FRCAE](#) and also located on your Blackboard page under **"My Organizations"** when you log into Blackboard. We hope you find it useful and informative. Please explore these Blackboard resources and make suggestions for other topics which you may find helpful. Your feedback is welcome.

***Staff***

**Pamela Lange, Co-Coordinator**, [plange@niagaracc.suny.edu](mailto:plange@niagaracc.suny.edu)

**Christina Taylor, Co-Coordinator**, [ctaylor@niagaracc.suny.edu](mailto:ctaylor@niagaracc.suny.edu)

**Jean Linn, Co-Coordinator**, [jlinn@niagaracc.suny.edu](mailto:jlinn@niagaracc.suny.edu)

**Maren Smith, Typist**, Ext. 6790, [marensmith@niagaracc.suny.edu](mailto:marensmith@niagaracc.suny.edu), D106 Suite

***Advisory Board 2021-2022 Academic Year***

The Center has an Advisory Board of Faculty Members who guide the FRCAE staff in programming and policy decisions **under the Direction of Our 3 Co-Coordinator!**

***Membership*** consists of representatives from each academic division, Division of Student Services, Office of Academic Affairs, chairs of the Instructional Resources and Professional Development committees of the NCCC Faculty Senate.

The ***Mission*** of the advisory board is to assist the Coordinator in meeting the needs of the faculty in their pursuit of excellence in the teaching and learning process at Niagara County Community College.

The ***Role*** of the advisory board member is to represent the faculty needs of their division or the committee they chair, to promote participation in activities and use of the services and resources offered by the Center, and to assist in decision making regarding policies, procedures and focus of the Center.

- |   |   |  |
|---|---|--|
| ● <b>Elaine Beaudoin</b><br>Science, Health and Mathematics   | ● <b>Madison Ebsary, M.S.Ed</b><br>Academic Center for Excellence | ● <b>Lydia Ulatowski</b><br>Assistant VP Academic Affairs          |
| ● <b>Lynn Brochu</b><br>Science, Health and Mathematics       | ● <b>Paul Ratka</b><br>Humanities and Social Sciences             | ● <b>Alissa Shugats-Cummings</b><br>Career & Transitional Services |
| ● <b>Suzanne Buffamanti</b><br>Humanities and Social Sciences | ● <b>Lindsay Rose</b><br>Science, Health and Mathematics          | ● <b>James Murphy</b><br>Humanities and Social Sciences            |
| ● <b>Matthew Clarcq</b><br>Humanities and Social Sciences     | ● <b>Donna Simiele</b><br>Online Learning Representative          | ● <b>Jean Linn</b><br>H. G. Lewis Library                          |
| ● <b>Caitlin Wetherwax</b><br>Student Services Representative | ● <b>Brenda Simonson</b><br>Science, Health and Mathematics       | ● <b>Barbara Rowe</b><br>Retiree/Emeritus                          |
| ● <b>Rebekah Keaton</b><br>Humanities and Social Sciences     | ● <b>Ian Stapley</b><br>Humanities and Social Sciences            | ● <b>Karen Kwandrans</b><br>Continuing Ed/Workforce Development    |
| ● <b>Daniel Miller</b><br>Science, Health and Mathematics     | ● <b>Babette Strasburg</b><br>Nursing & Allied Health             | ● <b>Laurie Ryan</b><br>Business, Technology and the Arts          |
| ● <b>Michele Hamilton</b><br>Humanities and Social Sciences   | ● <b>Yvonne Szymanski</b><br>Nursing & Allied Health              | ● <b>Pamela Lange</b><br>Humanities and Social Sciences            |
| ● <b>Robert Morris</b><br>Humanities and Social Sciences      | ● <b>Christina Taylor</b><br>Humanities and Social Sciences       | ● <b>Kathy Gerbasi</b><br>Retiree/Emeritus                         |
| ● <b>Marc Pietrzykowski</b><br>Humanities and Social Sciences | ● <b>Christine Tirella</b><br>Science, Health and Mathematics     | ● <b>William Murabito</b><br>President                             |

## ***Mission of the Center***

Our Mission is to be a comprehensive instructional resource center that provides focus, coordination, equipment, and human resources necessary to develop excellence in the teaching and learning process at NCCC. The Center strives to maintain a balance among three main strands of emphasis. Those emphases are pedagogy, scholarship of teaching and learning, and effective technology use in the classroom.

## ***History***

Founded in 1989 under a Title III Strengthening Institutions Grant, the FRCAE funded projects that involved 250 faculty members. In 1993 when the grant ended, the College funded the Center and its present location is in the new Learning Commons D106 Suite. The Center is staffed with a half-time Coordinator and a secretary. The Center's Advisory Board has faculty members from each division and advises the Center staff on issues and activities.

## ***What Does the Center Have to Offer?***

FRCAE is a resource that faculty are invited to utilize through visiting the Center, Blackboard and/or this website. Should you discover a resource that you believe would be beneficial to the faculty, contact us so that we may add it.

The Center provides access to software applications and office equipment such as printers, scanners, audio video recording and editing. Additionally, faculty members are able to borrow equipment on a daily/weekly basis.

The Center provides support to faculty and provides opportunities for faculty to grow through the provision of:

- Workshops throughout the academic year
- Presentations by consultants
- Instruction in the use of new instructional technologies
- Discussion and brainstorming with the coordinator
- Assistance in locating resources on teaching and learning conference information

The Center sponsors activities to encourage professional exchange by supporting:

- Special interest groups
- Teaching circles
- Academic round-table
- Sharing innovations in the classroom
- Topics include strategies for teaching, writing, research, assessment, mentoring, etc...

The Center provides a convenient location to host celebrations to honor the achievements of our faculty.

- Publicizing accomplishments
- Receptions honoring faculty

## ***FRCAE Resource Links***

**[Academic Advisor Manual 2019-2020](#) including:**

**[Academic Faculty Handbook](#)**

**[Banner Web Faculty Guidebook](#)**

**[Degree Works Advisor Guide](#)**

**[FERPA for NCCC Employees and Student Workers](#)**

**[Student Code of Conduct Handbook](#)**

**[2020-2021 IMPORTANT DATES](#)**

## ***Professional Online Resources***

**[Assessment](#)**

**[Case Study](#)**

**[Classroom](#)**

**[Management Copyright](#)**

**[Critical Thinking](#)**

**[Faculty Evaluation](#)**

**[Learning Styles](#)**

**[Multimedia Reference Sources](#)**

**[NCCC Faculty Assessment](#)**

**[Resource Center](#)**

**[Student Retention](#)**

**[Teaching Materials](#)**

**[Online Teaching & Technology](#)**

**[Teaching Tips](#)**

## ***Technology Available from the Center to Use or Borrow***

***Borrowing Equipment***--The Center provides faculty with equipment loans for course preparation, for those wishing to do presentations in the classroom or off campus, or work on research projects

***Computer Technologies Available***--The Center has a wide array of computer programs available **in the Center** that individuals may not have access to in their office or home.

Available Equipment in Center	Available Equipment to Borrow
PC Workstations Projection/Teacher Station DVD/VCR Combo Adobe Acrobat Professional Adobe Captivate Impatica for PowerPoint Camtasia Studio 8 Laminator (letter and legal size) Flatbed Scanner (books, etc.) 1 ScanSnap Multifunction/Multi Page Scanner (translates from word to pdf and vice versa) 1 Brother Multifunction/Multi Page Scanner	PC Laptops Cannon Digital Camera Panasonic Digital Video/Still Camera Portable Projector Student Response Systems Headset w/Microphone

## ***Professional Development Opportunities***

### **On Campus Professional Development Opportunities**

The center offers a variety of workshops and presentations for professional development and personal growth. As a faculty member you will receive alerts through campus email regarding upcoming opportunities. Topics vary from semester to semester.

### **Off Campus Professional Development Opportunities**

The center provides information on upcoming professional development opportunities, these opportunities are listed on the following pages. Topics vary from semester to semester

**SUNY Professional Development Opportunities – Watch for NCCC Today for Detail**

## ***Grants and Awards***

### **Jamieson Award**

This award will be presented to a current or past NCCC faculty member who best exemplifies those traits exhibited by Dr. Jamieson. Other colleagues described Carol as: a veteran academician with in-depth historical perspective and acute foresight. Faculty from the Humanities Division complimented Carol's commitment, availability, loyalty, and advocacy. Peers outside the Division praised Carol's breadth of interest in the College-wide issues, her can-do attitude, her ever-present resilience, and her willingness to serve as a mentor to many. The Advisory Board for the V. James Renda Faculty Resource Center for Academic Excellence will review nominations and select a faculty member who best represents the commitment to education that Carol personified during her tenure at NCCC.

### **Resource Development Grants**

Do you have an idea for improving your instructional materials? Would you like to receive financial support while developing your materials this summer? The IRC and FRCAE are sponsoring instructional grant proposals. Grants must support research and/or development of instructional resources that impact the NCCC student body in accredited NCCC courses. The money is used to cover the cost of implementation of an idea or project that is beyond your current, normal job responsibilities. Generally this project should be completed in the summer.

### **SUNY Tuition Reimbursements**

**\*\*SPECIAL NOTE: ONLY FULL-TIME, COLLEGE-PAID EMPLOYEES ARE ELIGIBLE\*\***

The State University of New York (University) Board of Trustees has established a policy of tuition assistance for eligible employees of the University, the Community Colleges and the Research Foundation of the State University of New York. This policy provides reimbursement of tuition and fees charged for eligible courses of instruction taken at SUNY institutions. For more information, visit the web page.





## Henrietta G. Lewis Library

The entrance to the Henrietta G. Lewis Library is located on the second floor of the Learning Commons. The Library includes three floors of study areas and scholarly resources. We offer a range of services to enhance the teaching and scholarship of faculty, such as research guides, online tutorials, programs, and individual research assistance.

### Librarians

**Andrew Aquino, Public Services Librarian**, 614-6791, [aaquino@niagaracc.suny.edu](mailto:aaquino@niagaracc.suny.edu), D205

**Jean Linn, Chair, Technical Services Librarian and College Archivist**, 614-6787, [jlinn@niagaracc.suny.edu](mailto:jlinn@niagaracc.suny.edu), D311

**David Odum, Part-Time Librarian**, 614-6786, [dodum@niagaracc.suny.edu](mailto:dodum@niagaracc.suny.edu)

**Laurie Sandretto, Part-Time Librarian**, 614-6786, [lsandretto@niagaracc.suny.edu](mailto:lsandretto@niagaracc.suny.edu)

**Adam Widera, Part-Time Librarian**, 614-6786, [awidera@niagaracc.suny.edu](mailto:awidera@niagaracc.suny.edu)

### Library Staff

**Barb Ruppel, Division Secretary/Senior Typist**, 614-6796, [rupple@niagaracc.suny.edu](mailto:rupple@niagaracc.suny.edu), D301

**Shelly Archie, Senior Library Clerk**, 614-6785, [sarchie@niagaracc.suny.edu](mailto:sarchie@niagaracc.suny.edu), D309

**Jennifer Crandall, Senior Library Clerk**, 614-6797, [jcrandall@niagaracc.suny.edu](mailto:jcrandall@niagaracc.suny.edu)

**Laurie Schmidt, Senior Library Clerk**, 614-6404, [lschmidt@niagaracc.suny.edu](mailto:lschmidt@niagaracc.suny.edu), D309

### Search the Library

The Henrietta G. Lewis Library has an online catalog and discovery tool, Primo, to search the Library's comprehensive collection of print and digital resources. Through Primo, you can search for books, articles, videos, and much more.

### Databases

Search individual databases to find articles, reports, videos, and more. You can view them all in alphabetical order, as well as organized into subjects here: <https://libguides.niagaracc.suny.edu/databases>

### Research Services

We provide research assistance to NCCC students, faculty, and staff, as well as Niagara County residents. Anytime the Library is open, there is a librarian at the Reference Desk on the second floor of D Building. You can also set-up a research appointment by calling the Reference Desk at 614-6786, or by sending us an email at [refdesk@niagaracc.suny.edu](mailto:refdesk@niagaracc.suny.edu).

There is a library chat service, which is staffed 24 hours a day, every day. Chat with a Librarian anytime:

<https://libguides.niagaracc.suny.edu/Ask>

### Library Instruction

The Librarians at NCCC teach students across all disciplines and at all levels how to use an academic library effectively. Our formal, course-integrated library instruction program gives you the opportunity to ensure that your students know how to search for information that they need for assignments, how to retrieve that information, and how to evaluate it. We ask that you schedule at least two weeks in advance.

Request instruction here: <https://libguides.niagaracc.suny.edu/welcome/instruction>

Our lessons are tailored to your classes. We can present for a full class period or 10-15 minute sessions.

Librarians are happy to work with you to develop assignments that are successful library experiences for your students.

You can also request to have a Librarian embedded into your class: <https://libguides.niagaracc.suny.edu/BB/EmbeddedLib>

## Borrowing Materials

All you need is your NCCC ID card to borrow materials. This card also entitles you to borrowing privileges at other SUNY libraries. Cards may be obtained at the Security Office located in G Building. Learn more about circulation policies here: <https://libguides.niagaracc.suny.edu/welcome/circ>

## Interlibrary Loans

You can request materials through all SUNY Libraries, as well as through OCLC Worldshare. Learn more here: <https://libguides.niagaracc.suny.edu/welcome/ILL>

## Course Reserves

The Lewis Library provides a Course Reserves service to support instructional programs at NCCC. Faculty may place high demand class related materials on reserve with restricted loan periods. These materials may include:

- Textbooks and other course-related books
- Media such as DVDs
- Documents such as articles, sample exams, readings, lecture notes, etc.

Learn more here: <https://libguides.niagaracc.suny.edu/welcome/coursereserves>

## Study Rooms

The Lewis Library has quiet study rooms that can be reserved for specialized study or synchronous online classes. They can be booked online here: <https://libguides.niagaracc.suny.edu/welcome/studyrooms>

## Equipment

We have more than just books! Discover some of the equipment we have available for you and your students: <https://libguides.niagaracc.suny.edu/equipment>

## College Archives

The College Archives preserves and makes accessible materials documenting the history of Niagara County Community College, such as yearbooks, student newspapers, news clippings, photographs, programs, student and faculty publications, college catalogs, and commencement programs.

Learn more here: <https://libguides.niagaracc.suny.edu/archives>

## Library Hours

The Library's current schedule is:

Monday-Friday, 8am-4pm.

Hours may change. View the schedule here: <https://libguides.niagaracc.suny.edu/welcome/hours>

## FYI

If you find an item in the catalog you would like, contact the library at 716-614-6783 or email [circulation@niagaracc.suny.edu](mailto:circulation@niagaracc.suny.edu) to put the item on hold for you at the Circulation Desk.

If you want to suggest a title to be added to the collection, contact Jean Linn at 716-614-6787 or [jlinn@niagaracc.suny.edu](mailto:jlinn@niagaracc.suny.edu) or fill out this form: <https://niagaracc.libwizard.com/f/requests>. You can also identify a subject area in need of further collection development.

If you would like a report about library collections and services for your academic program, contact Jean Linn at 716-614-6787 or [jlinn@niagaracc.suny.edu](mailto:jlinn@niagaracc.suny.edu)

If you have questions about interlibrary loans, contact Andy Aquino at 716-614-6791 or [aaquino@niagaracc.suny.edu](mailto:aaquino@niagaracc.suny.edu)

If you want to book an instruction session, contact Barb Ruppel at 716-614-6796 or [ruppel@niagaracc.suny.edu](mailto:ruppel@niagaracc.suny.edu)

If you are not sure who to direct your inquiry to, contact Barb Ruppel at 716-614-6796 or [ruppel@niagaracc.suny.edu](mailto:ruppel@niagaracc.suny.edu) and she will direct you appropriately.

# Registration and Records Office

**Website:** [www.niagaracc.suny.edu/registration-records/](http://www.niagaracc.suny.edu/registration-records/)

**Office Hours:** Monday- Friday: 8 am–4 pm

**Records:** (716) 614-6250

**Registration Assistance:** (716) 614-6884

**Fax:** (716) 614-6821

## Registration and Records Office Staff

Julie L. Schucker, Registrar, 614-6251, [schucker@niagaracc.suny.edu](mailto:schucker@niagaracc.suny.edu), A105

Melissa Lock, Technical Assistant, 614-6206, [mlock@niagaracc.suny.edu](mailto:mlock@niagaracc.suny.edu), A105

Kristin Leszkowicz, Registration & Records Asst., 614-6493, [kleszkowicz@niagaracc.suny.edu](mailto:kleszkowicz@niagaracc.suny.edu), A105

Diane Sweet, Principal Clerk, 614-6878, [dsweet@niagaracc.suny.edu](mailto:dsweet@niagaracc.suny.edu), A105

Sharon Gaston, Senior Typist, 614-6481, [sgaston@niagaracc.suny.edu](mailto:sgaston@niagaracc.suny.edu), A105

Jillayne Yost, Typist, 614-6222, Ext. 4061, [jyost@niagaracc.suny.edu](mailto:jyost@niagaracc.suny.edu), A105

## Mission Statement

The Registration & Records Office shall provide personalized quality service which is accessible and responsive to a diverse community. The Office is charged with compliance to all federal, state, and institutional regulations and policies as applicable to the areas of registration and records. Services are designed to preserve the integrity, accuracy, and privacy of academic records while enabling students to obtain services in an efficient manner. In unison with other support areas of the Student Services unit, the office fulfills a role in facilitating and promoting the academic mission of the institution.

Registration & Records Electronic Forms Webpage: <https://www.niagaracc.suny.edu/registration-records/forms/>

Registration & Records Forms via FYI page: <http://fyi.niagara.suny.edu/newfyi/?pageid=46>

Student Calendar Webpage: <https://www.niagaracc.suny.edu/studentcalendar/>

For a list of Records & Registration Office FAQ's go to: <https://www.niagaracc.suny.edu/registration-records/faqs/>

## Advisement Kiosk Report

Advisors can access a student kiosk report through Banner Web under the Faculty & Advisors tab.

- Log into Banner Web
- Select "Faculty & Advisors" tab
- Select "Student Information Menu"
- Select "Advisement Kiosk Report"
- Enter in the student's ID(@) or Name
- Click "Submit"
- The student name will appear. If they correct student is listed, click "Submit" again.

The advisement kiosk report is a summation of the student's basic information as well as major, any holds on their account, transfer credits, previous course history with grades, high school information, test scores, Financial Aid, and RAP#. All this information should be considered when advising a student into courses for an upcoming semester.

## Banner Web- How to Access



Faculty can access Banner Web both on or off campus using the College homepage linked here: [www.niagaracc.suny.edu](http://www.niagaracc.suny.edu)

- Hover over **MYNCCC** in the top right corner
- Select **Banner Web**
- Sign-in using your **NCCC username & password** OR select the **Banner Home Page** link to enter in your **ID@ and Pin**
- Faculty can also access Banner Web (on-campus ONLY) from the FYI page: <http://fyi.niagaracc.suny.edu/newfyi/>

**\*\*Faculty can also access other commonly used portals from the College website under MYNCCC:**

- Degree Works
- Blackboard
- Starfish
- Faculty/Staff Email

## Class Roster- How to View

Your class roster can be accessed through Blackboard and Banner Web. You can use Blackboard to keep track of attendance. **It is important to make sure you have the most up to date roster once add/drop ends after the first week of classes.** You will be required to submit a copy of your roster and attendance to your division office at the end of the semester. Please check with your division office on retention of roster information.

## Census Reporting- How to Complete

Census reporting is the process of informing the College of students who have never attended a course during the first 3 weeks of classes. The deadline for submission of this information is always at the end of the first 3 weeks of classes. Modular classes have different Census deadlines. **Faculty MUST report students who have NEVER attended a class.** Census deadlines are announced in the NCCC System Message at the beginning of each semester and reminders are posted as each deadline approaches. You can also locate the Census and other important Faculty Deadlines on the FYI page under Academic Info-**Important Faculty Deadlines.**

Reporting for Census is completed through Starfish in the form of a progress survey. Faculty that are required to report for census will receive email notification a week prior to the deadline and follow-up reminders as the deadline approaches. These notifications will include the courses that require reporting and instructions on how to complete reporting in Starfish. The progress surveys that are due are located on your Starfish homepage when logged in.

If a student is marked as non-attending after Census has been processed, an email request from the instructor must be sent to the Vice President of Student Services with the student's information and a request for approval of reinstatement into the course. If approved, the request will be sent to the Registration & Records office for processing.

Student financial aid checks are NOT processed until ALL faculty have logged into Starfish and reported census data for every roster. Please adhere to these deadlines in order for checks to be distributed on a timely basis. Students will be notified of their attendance deficiencies by Academic Affairs. Please do not alter any Census information after submitting your attendance records. *Inadvertently reporting a student as non-attending when they actually are attending, or vice versa, can have significant consequences for both the student and college. There is no Census collection during the Summer or Winter terms.*

## Degree Works

Faculty can access Degree Works using the College homepage linked under **MYNCCC**. Degree Works is a tool for both faculty and students. Faculty use Degree Works for advisement purposes and to help track a student's progress towards completing their program.

- Once logged in, the user will need to input the student's **ID (@)** or search for the student using the **"Find"** feature.

If you are an advisor, you can pull up all advisees assigned to you by entering in your own **ID (@)** in the **Advisor ID** field under **Find**.

For more information on Degree Works, you can visit the College website or the FYI page under Registration & Records.  
[www.niagaracc.suny.edu/evaluation/](http://www.niagaracc.suny.edu/evaluation/)

**Degree Works Forms:** [fyi.niagara.suny.edu/newfyi/?pageid=46](http://fyi.niagara.suny.edu/newfyi/?pageid=46)

- **Degree Evaluation Discrepancy Form-** this form is used if you notice an error in Degree Works on a student's audit or an adjustment that needs to be made (i.e. Free elective credits, movement of a course, etc).
- **Waiver/Substitution Form-** this form is used to substitute one course requirement for another in Degree Works. The waiver must be initiated by the student's advisor and approved by the coordinator of the student's program and the division chair overseeing the course waived.

## SEP (Student Educational Planner) in Degree Works

Degree Works is used as an advisement tool by faculty to help students plan and register for courses each semester. Advisors create a plan for their students with a list of courses they should register for in the upcoming semester(s).

Advisors can also input overrides into the Notes tab of Degree Works so their students can register for a class they may not have the Preq/Coreq for. Instructions and a tutorial video for advisors on how to create SEP plans can be found on the FYI page (linked above) or in Blackboard under Faculty/Staff tab. You can also contact Registration & Records for training on Degree Works.

## Grade Explanation

Niagara County Community College uses the following letter grade and grade-point system. The following chart and a detailed explanation of grades can also be found on the College website: <https://www.niagaracc.suny.edu/registration-records/gradeexp/>

## Change of Grade

If a final grade has been submitted and needs to be changed, faculty will need to fill out the electronic **Change of Grade** form located on the FYI page or the Registration & Records page: [www.niagaracc.suny.edu/registration-records/forms/](http://www.niagaracc.suny.edu/registration-records/forms/). Changes to letter grades will require Division Chair approval. If a student has elected an **Incomplete Grade (I grade)**, the change of grade form will still need to be completed but Division Chair approval is not needed.

## Final Grade Submission

Final grades are required to be entered by faculty into Banner Web under Faculty and Advisor Services tab, Enter Final Grades. The deadline is always 48 hours AFTER the final activity/examination. **The delay of even ONE faculty member halts the entire end of term process** (academic standing, financial aid, etc.). Final grades can be input at any time prior to the deadline once the link in Banner Web is made available. Faculty will receive an email notification with the deadline and instructions on how to report final grades when the link in Banner Web is available. Instructors can only access their specific courses for grading. We have a plus/minus grading system; however, there is no A+. Grades are posted online through Banner Web for student viewing.

## Incomplete Grade

An Incomplete grade may be given under the following terms and conditions:

- Student requests the Incomplete grade
- A majority of the coursework has been completed
- Completion of course was not possible due to circumstances beyond the student's control
- The student can complete the work independently.

An Incomplete grade requires the approval of the instructor of the course and the student's advisor. It is initiated by the electronic form located on the FYI page or the Registration & Records page: [www.niagaracc.suny.edu/registration-records/forms/](http://www.niagaracc.suny.edu/registration-records/forms/). The form can be initiated by either the student or the instructor. Once all approvals have been received, the Records office will process. The instructor must detail the requirements for completing the course and also the last date that the student attended the course on the form.

A student who requests an Incomplete grade is required to arrange for completion of the coursework with the instructor of the course. The maximum time for the change of an I grade to a performance grade is determined by the instructor, but **shall not exceed one academic year**. The Registration & Records Office will inform the instructor and student of the approach of the one-year deadline. Students will be sent notification to the address last known on file. If a change of grade is not made by the instructor prior to the deadline, the I grade will automatically be converted to an F grade.

## Graduation Application

In order to receive their degree or certificate, students should notify the Registration & Records Office of their intent to graduate by filling out an online graduation application. The graduation application initiates the process of official validation and should be submitted in the student's final semester prior to graduation. Students will be notified of their eligibility to graduate by the Registration & Records Office during their anticipated final semester. **Students should submit a graduation application for each degree or certificate they intend to earn in the last semester of their programs.** Further information and instructions on how to apply for graduation can be found on the College website:

<https://www.niagaracc.suny.edu/registration-records/graduation/>

## Auto Conferral Policy

Any student who does not apply for graduation will have his/her degree or certificate automatically awarded upon successful completion of graduation requirements.

However, filing the online graduation application is preferred to automatic conferral, as it confirms the degree or certificate that a student is seeking; once a degree or certificate is conferred, it cannot be revoked without the approval of the president of the college. The graduation application also collects other important information, including the name a student wishes to have displayed on the diploma (which might differ from a student's legal name), updated address information, and whether a student wishes to participate in commencement.

Students who have completed graduation requirements but do not wish to have a degree automatically conferred must contact the Registration and Records office prior to the end of the semester to prevent issuance of the degree and/or certificate.

## Student Calendar

NCCC's Student Calendar can be accessed on the College website: <https://www.niagaracc.suny.edu/studentcalendar/>. It was created to give students and faculty one calendar that contained all important deadline dates and campus events. The calendar also provides a breakdown of modular class dates and important deadlines dates for those courses as they differ from full term classes. The student calendar is an important tool to reference when advising students on tuition deadlines, add/drop dates, and last day to withdrawal.

## Transfer Credit Evaluation Process

Student who complete coursework elsewhere can have their transcripts evaluated and receive credit to count towards program requirements. NCCC's transfer credit policy states that courses earning a C (2.0) or higher will be accepted. Student can be awarded a maximum of 50% of the total credits required for a certificate or degree program. Students should refer to the **NCCC Course Equivalency Guide** on the transfer credit webpage to view how courses taken at other colleges may transfer into NCCC. All official transcripts from other institutions should be sent directly to the Admissions office. It is the responsibility of

the student to notify Registration & Records when a new transcript has been sent in for evaluation of coursework that may apply to the program at NCCC.

To review NCCC's transfer credit policy, click here: <https://www.niagaracc.suny.edu/registration-records/transferpolicy/>.

To ask a general question or have an unofficial copy of a transcript reviewed, students can email [transfer@niagaracc.suny.edu](mailto:transfer@niagaracc.suny.edu)

## **FERPA- Confidentiality of Student Records/Privacy Rights**

### **Family Education Rights and Privacy Act (FERPA)**

*In accordance with the Family Policy Compliance Office of the U.S. Department of Education, it is mandated that each of our employees is aware of the Family Educational Rights and Privacy Act (FERPA) and knowledgeable about proper disclosure of student information.*

---

### **What is FERPA?**

FERPA protects the rights of students and ensures privacy and accuracy of education records. FERPA is enforced by the Family Policy Compliance Office of the U.S. Department of Education and allows the following:

### **Rights granted to students by FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

...**The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.**

...**The right to request the amendment of the student's education records that the student believes is inaccurate.**

...**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

### **ONLINE FERPA TRAINING**

All new employees are required to complete the online FERPA training using the "We Comply" software program distributed by HR through an email notification. Any questions in regard to "We Comply" should be directed to the Assistant Director of Human Resources for Compliance at 614-6295.

### **How does a student grant Proxy?**

Students are also able to grant proxy access to their records through Banner Web. Instructions for granting proxy access may be found here: <https://www.niagaracc.suny.edu/registration-records/proxy-access-instructions/>

Banner Web Proxy allows a student to authorize access to confidential information in Banner Web to a specific person. Students can authorize another person, like a parent or guardian, access to specifically chosen information (i.e. student schedule, pay bill, grades, etc). The authorized person is called a "Proxy". The student has the ability to end proxy at any time.

Additional FERPA information may be found on the College website: <https://www.niagaracc.suny.edu/registration-records/ferpa/>

If you have any questions or concerns, please email **Julie Schucker**, Registrar, 716-614-6251 or [jschucker@niagaracc.suny.edu](mailto:jschucker@niagaracc.suny.edu).

## Directory Information

Certain directory information may be released without the student's permission. Each college, to some extent, can determine what information is classified as directory information. "Directory information" is information not generally considered harmful or an invasion of privacy if disclosed.

Niagara County Community College has defined directory information to include: the student's name, address (including email), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. However, you may prevent the release of such information by completing the **Request for Non-Disclosure** electronic form available on the College website linked below: <https://www.niagaracc.suny.edu/registration-records/ferpa/>

Directory information **CANNOT** include student identification numbers or social security numbers, race, gender, grades, GPA, country of citizenship, or religion.

## Student Information Release Form- Letter of Recommendation

In compliance with the federal Family Education Rights and Privacy Act (FERPA) of 1974, Niagara County Community College will not release non-directory student information to a third party without written consent of the student. Non-directory student information includes grades, grade point average (GPA), class schedule, and degree progress.

Should you wish to release non-directory information personally identifiable information to an outside party (other than those exempted by law), the Student Information Release- Letter of Recommendation form must be completed by the student and submitted to the faculty member at NCCC. The form is available on the College website: [niagaracc.suny.edu/wp-content/uploads/2019/11/FERPA-Letter-of-Recommendation-Release-fillable.pdf](https://www.niagaracc.suny.edu/wp-content/uploads/2019/11/FERPA-Letter-of-Recommendation-Release-fillable.pdf)

## Parents' Rights

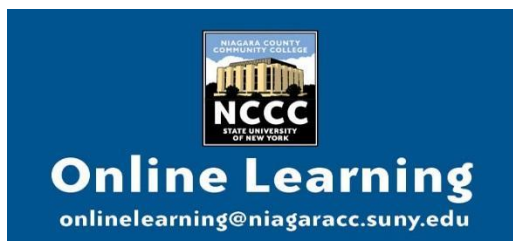
Parents may obtain DIRECTORY information IF the child is a legal dependent as claimed on the parental tax returns, parents may obtain non-directory information (grades, GPA, etc.), but only at the discretion of the institution. Parents may obtain non directory information by obtaining a signed, notarized consent from their child (forms available in the Records & Registration Office).

Please refer all parental requests for information through the Records & Registration Office (A-201).

## Deceased Students

Deceased students are not covered under FERPA; however, it is the college's policy not to release educational records of deceased students, unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children. The College may request proof of death.

Please refer ALL requests for non-directory/personally identifiable student information to the Registration & Records Office (A-201) or call (716) 614-6250.



# NCCC Online Learning Faculty Support Center



[Dubuc Bio](#)



[Simiele Bio](#)

## Contact Online Learning Staff

Lisa Dubuc, Coordinator, 614-6798, [dubuc@niagaracc.suny.edu](mailto:dubuc@niagaracc.suny.edu), D106A

Donna Simiele, Technology Support Coordinator, 614-6487, [dsimiele@niagaracc.suny.edu](mailto:dsimiele@niagaracc.suny.edu), D106C

Glory Fox, Student Support Specialist, 614-6488, [onlinelearning@niagaracc.suny.edu](mailto:onlinelearning@niagaracc.suny.edu), D106D

Welcome to the [NCCC Online Learning Faculty Support Center](#). This site is devoted to learning innovation and best practices for Teaching Well Online and to be a resource site to support Online Teaching faculty at Niagara County Community College. If you have any questions or suggestions for improvements, please feel free to [contact us](#).

## What is Online Learning at NCCC?

The Office of Online Learning supports faculty, staff and students in online, hybrid (blended) and web-enhanced teaching and learning. Incorporated in the Online Learning process is the use of BLACKBOARD, the campus learning management system. Through Open SUNY, NCCC offers 9 blended and complete online degree/certificate programs along with individual courses in 27 academic disciplines. Online & Hybrid courses follow the college academic calendar. All faculty, staff, and students have access to Blackboard. From the main college website ([niagaracc.suny.edu](http://www.niagaracc.suny.edu)) select the faculty/staff link (<http://www.niagaracc.suny.edu/faculty/>) under resources at the bottom of the webpage and then choose **Blackboard Learn** under the Online Services section.

## Interested in Teaching Online or Hybrid courses?

NCCC has a development cycle for teaching online or hybrid courses. Proposals are accepted in September and January. The call for proposals will come via college system message. Visit our faculty support center for information on the online or hybrid course proposal process. <https://nccconlinelearning.com/faculty-guidelines-for-teaching-online-or-hybrid-at-nccc/>

## Getting Assistance

**How to Log into Blackboard Learn:** The link to Blackboard is located at the bottom of the college's website. The username and password will be the same as your college outlook email username and password.

**Can't Log into Outlook/Blackboard:** Contact the Office of Information Technology (OIT) Main Campus D102 or call 716-614-6730.

**For Student Login Issues with T-Wolves/Blackboard:** Main Campus D102 or call 716-210-2505 or <https://www.niagaracc.suny.edu/oit/blackboard/>.



**Blackboard Help:** Call SUNY Online Help Desk at 1-844-673-6786 or visit <https://online.suny.edu/help>. Or, contact Online Learning at 716-614-6488.

**Learn How to Use Blackboard:** To learn how to use Blackboard, please visit the Bb Fac Group (login to Blackboard→Communities→Blackboard faculty user group. Here you will find a link to Blackboard training options. For More Information about Online Learning at NCCC visit the Online Learning college website at <http://www.niagaracc.suny.edu/OnlineLearning/> or visit the Online Learning Faculty Support Center at <https://ncccelearning.com>.

### Online Learning Resource Links:

[Bb Learn Resources](#)  
[Course Development](#)  
[Course Quality Review](#)  
[Creating Accessible Content](#)  
[Online Assessment \(OATS\)](#)  
[Open Ed Resources \(OER\)](#)  
[SUNY Online](#)

[Teaching Online](#)  
[Tech Tools](#)  
[Weekly Tips](#)  
[Events/Workshops](#)  
[Articles/Resources](#)  
[Previous Posts](#)

### Important Links:

[Faculty Workshop Schedule](#)  
[Past Presentation Recordings and Handouts](#)  
[ITC 2018 Presentation](#)  
[Announcing our new Technology Toolkit](#)  
[Good practice respects diverse talents and ways of learning](#)  
[Good Practice Communicates High Expectations](#)  
[Remind – Tool Tip of the Week](#)  
[Principle #3 Encourages Active Learning](#)

### Follow NCCC's Online Learning Faculty Resource Center

[Blackboard Ally \(Accessibility Tool\)](#)  
[Blackboard Attendance Feature](#)  
[Prep New Semester and Course Refresh](#)  
[MyNCCC Quickstart Guide Faculty/Staff](#)  
[MyNCCC Quickstart Guide Students](#)  
[Experiencing E-Learning:](#) Weekly links of technology-related articles.  
[Faculty Focus](#)  
[NCCC Online Learning](#)  
[The Rapid E-Learning Blog](#)

# Human Resources

## Human Resources Hours of Operation

Academic Year: Monday - Friday 8:00 AM – 4:00 PM

Summer Hours: Monday - Thursday 8:00 AM – 4:00 PM

## Human Resources Staff

**Catherine Brown**, Assistant Vice President of Human Resources, Title IX Coordinator 614-5951, [cbrown@niagaracc.suny.edu](mailto:cbrown@niagaracc.suny.edu), A264

**Erica Grande**, Assistant Director

614-5952, [egrande@niagaracc.suny.edu](mailto:egrande@niagaracc.suny.edu), A262

**Jonathan Bellomo**, Assistant Director

614-6295, [jbellomo@niagaracc.suny.edu](mailto:jbellomo@niagaracc.suny.edu), A263

**Katie Class**, Personnel Records Clerk

[kclass@niagaracc.suny.edu](mailto:kclass@niagaracc.suny.edu), A261

**Shannon Kalota**, Typist

[skalota@niagaracc.suny.edu](mailto:skalota@niagaracc.suny.edu), A261

## The Smart Place to Work

The Office of Human Resources provides high-quality service in a timely and personal manner, with total regard for confidentiality. Located on the second floor of the Ernest Notar Administration Building (A-Building), room A-261, the office serves approximately 600 employees (nearly 300 full-time and over 300 part-time).

Typical functions of HR range from benefits administration, employee relations, labor relations, training and professional development, employment services, position classification, and compensation management.

## Goal of Human Resources

The goal of the Office of Human Resources is to provide high-quality service in a timely and personal manner, with total regard for confidentiality for all employees.

## Workforce Demographics

NCCC is a workforce comprised of talented, dedicated professionals. We currently employ approximately 600 employees who are part of four distinct groups: Administration, Faculty, Support Staff, and Part-Time.

Administration consists of those designated as Administrators. Administrators are generally identified by titles such as President, Vice Presidents, Assistant Vice Presidents, Chief Information Officer, Directors, Assistant Directors, Grant Program Directors, Coaches, Assistant to the President, Assistant to the Vice President, Grant Writer. Administrators are non-unionized.

Faculty consists of persons classified as teaching faculty, counselors, librarians, non-credit instructors, non-ranked professionals, and para-professionals who have the title of Technical Assistants. Faculty are represented members of the NCCC Faculty Association.

Support staff are those who provide support services to the College. The clerical staff is composed of secretarial personnel, security, printing/duplicating, mail services, and various positions in information technology. The technical staff is composed of maintenance, custodians, cleaners, laborers, groundskeepers, and storekeeper. There are two unions that represent members of the support staff, both of which are affiliated with New York State United Teachers (NYSUT). The clerical staff union is known as the Educational Support Personnel Association (ESPA) and the technical staff is known as the Technical Support Personnel Association (TSPA).

Part-time employees provide various types of service to the College to include instruction of credit courses, instruction of non-credit courses, and various services that support the operation of the College. Part-time instructors who teach at least three (3) credits in a semester are members of the NCCC Adjunct Association also affiliated with NYSUT.



Demographics at NCCC are continuously changing. With approximately 20% of NCCC's workforce eligible to retire in the next five years, the Human Resources Department will play a critical role in determining the needs of the college. We will also continue to benchmark every 2 to 3 years benefits offerings, salary structures, talent acquisition efforts and onboarding strategies, succession planning, knowledge management, employee retention and a multitude of other facets of human resources management correlated with the micro and macro cultural changes as the workforce is an ever- changing environment.

## **Employee Benefits**

Niagara County Community College provides phenomenal benefits for our full-time as well as some part time employees and family members. These benefits are part of a total compensation package comprised of more than just a salary. At NCCC you will have access to benefits that not only cover you and your family's health but also your well-being, as we understand the importance of allowing our employees to have a healthy work life balance.

### **Insurance and Retirement**

- Choice of retirement plans:
- NYS ERS (Employees' Retirement System-defined benefit plan)
- NYS TRS (Teachers' Retirement System-defined benefit plan)
- NYS TRS (Teachers' Retirement System-defined benefit plan)
- Flexible Spending Accounts
- Health Insurance
- Health Reimbursement Account
- Life Insurance
- Long Term Disability Insurance
- Tuition Reimbursement Program
- Voluntary tax sheltered retirement savings accounts (403(b) or 457(b) plans)

### **Work-life Balance**

- Bereavement leave
- Child-rearing leave up to 10 months
- Employee Assistance Program
- Extended sick leave with half pay
- Four Day work week for 11 weeks in the Summer (May – July)
- Generous paid time off, such as sick, vacation, personal, and compensatory time
- Leave to pursue studies or professional activities
- Paid holidays including one paid week off in December between Christmas and New Years and one paid week off in the Spring for Spring Recess
- Sabbatical/Education Leave

# Compliance

Pursuant to Niagara County Community College (NCCC) policy, the College is fully committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, and other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, treated adversely, or retaliated against based upon a protected characteristic.

Niagara County Community College prohibits discrimination and harassment. and does not discriminate on the basis of race, color, national origin, disability, political belief, age, religion, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence status, or prior arrests and criminal convictions, in acceptance for or provision of services, employment or treatment, in its educational and other programs and activities. These laws include Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Under other provisions of applicable law, NCCC does not discriminate on the basis of sexual orientation.

## Office of Diversity and Equity (ODE)

**John D. Strong**, Chief Diversity and Equity Officer

Phone: 716-614-5900

Email: [jstrong@niagaracc.suny.edu](mailto:jstrong@niagaracc.suny.edu)

Location: H-162

The Office of Diversity and Equity (ODE), promotes, and integrates diversity and equity principles into policy and practice to assist the College in the advancement of the College's mission. The office maintains visibility and credibility throughout the campus community. It leads the development and implementation of proactive diversity, equity, and inclusion initiatives in support of the College's strategic plan, as well as the EDI Action Plan, to create a learning and working environment where all have an opportunity to succeed. The ODE champions the importance and value of a diverse and equitable college environment, partners with all stake-holders to optimize effective strategies to create a culture for equity, diversity, and inclusion within the NCCC community. Our CDEO actively engages administrators, community members, students, faculty, and staff to further behaviors, attitudes, and policies that support diversity, equity, and inclusion and collaborates with College stakeholders to assess potential barriers and develop strategies to recruit and retain a diverse workforce.

- **Mission** – The EDI Committee strives to ensure that underrepresented and economically disadvantaged populations will be recognized and connected to the NCCC community. Through intentionally designed strategies, academic offerings, policies, and practices, the College will work to empower these groups toward successful outcomes. The Committee supports the College in building a diverse and inclusive space where historically marginalized populations are valued.
- **Vision** – NCCC's Equity, Diversity, and Inclusion (EDI) Committee aspires to build lasting partnerships between students, employees, and the Niagara County community in the journey of education both inside and outside of the classroom. Through these efforts, our College will continually strive to support inclusiveness, celebrate diversity, and insist on equity for all.
- **Core Values** – Constancy, integrity, transparency, cultural fluency, student-centeredness, accessibility, collegiality, and lifelong learning inform our institution's work to ensure that NCCC graduates demonstrate global awareness, civic engagement, appreciation of differences, and diversity, civility, ethics, and aesthetics.

# Career & Transitional Services

*This department brings together multiple services that support students throughout their time at NCCC and beyond.*

## **What We Do:**

If you are looking for help with academic coaching, career or job information, internships, setting up course schedules, study abroad, transferring to a 4-year college, are a student with a disability, or have a random concern that needs attention, you are in the right place. See below a list of services available to students:

### **Student Success Center**

Career Counseling  
Employment Services  
Transfer to 4-Year College  
Academic Counseling  
New Student Registration  
Changing a Major  
Advisement Support  
Starfish  
Internships  
Study Abroad  
Disney Program  
International Student Services  
Veteran Services  
Withdrawal Counseling

### **Accessibility Services/Testing Center**

Academic Adjustments  
Adaptive Technology  
Test Accommodations  
Placement Testing

## **Locations & Contact:**

We have Student Success Center and Testing Center locations at both Sanborn and NFCI campuses and Accessibility Services at the Sanborn campus. We will do appointments by phone, Zoom, or in person. Please stop in to any of our spaces. We would like to meet you!

### **Student Success Centers**

Sanborn: D-102 (Learning Commons); 614-6290  
NFCI: 255; 210-2526

### **Accessibility Services & Testing Center**

Sanborn: A-167; 614-6728  
NFCI: 255; 210-2526 (Testing Center only)

## **Staff:**

**Alissa Shugats-Cummings**, Assistant Vice President of Student Services, D102

Accessibility Services/Testing Center, A-167

**Caitlin Wetherwax**, Program Administrator

Also: Electronic and Information Technology Accessibility Officer

**Kevin Beato**, Technical Assistant

**Vacant**, Typist

### Student Success Center. D-102

**Josephine Brevetti-Runkle**, Success Coach

Also: Change of major, academic advisor assignment

**Joseph Potalivo**, Success Coach

Also: Veterans Services

**Melissa Stolzenburg**, Success Coach

Also: International student services, Grad Fair

**Vacant**, Success Coach

Also: New student registration

**Vacant**, Success Coach

Also: Starfish administration

**Meghan Shields**, Career & Transfer Services Advisor

Also: internship and study abroad support, Disney

**Elizabeth Kline**, Principal Clerk

**Liz Meacham**, Typist

### Student Success Center, NFCI

**Hannah Barner**, Student Services Advisor

Also: Admissions and financial aid support

### Student Success Center Mission

The mission of the Student Success Center is to provide support and guidance to students as they engage with and execute their academic work. The Student Success Center tries to remove barriers for students when possible, while also preparing students to navigate other barriers on their own. The efforts of the staff promote the end goal for all students in employment upon graduation or transfer to further higher education.

### **Success Coach Role:**

Academic Counseling: Students often need lots of guidance and support throughout the semester when it comes to navigating their college experience. The Success Coaches are each responsible for a cohort of students sorted by degree program and act as the point of contact for students and faculty in resolving issues and redirecting to appropriate campus services.

New Student Registration: New Student Registration is coordinated and executed through the Student Success Center. Success Coaches meet with new students to provide guidance through all steps in the process including course selection, registration, completion of financial aid or payment planning, and other required processes for support enrollment.

Changing a Major: Students who want to change their major can do so online but it is suggested that they meet with a Success Coach to talk about new program requirements, career paths, possible transfer planning, how the change may impact financial aid, and re-advisement for the coming semester when necessary.

Advisement Support: Students who did not meet with their regular academic advisor during the semester can get advised by the Success Coach case-managing their certificate or degree program cohort or can seek help from them in determining whether or not to withdraw from a course and add a new course.

Starfish: Starfish is the early-alert system faculty use to let the Success Coaches know a student is having an issue that needs to be addressed. Faculty are also encouraged to send an email or call the Student Success Center any time they want to discuss a student who may need support.

International Student Services: Student records for international students (students in the US on an F-1 visa) are maintained by the DHS/USCIS SEVIS Designated School Official (DSO), including formal approval for paid off-campus internships and post-graduation employment in the US. Other services include social events and linkage to local services.

**Withdrawal Counseling:** Students who wish to withdraw from college can do so independently online but they are encouraged to meet with a Success Coach to discuss how withdrawal impacts financial aid and to make a plan to transfer or return. Often students find some of their courses are salvageable and full withdrawal is not necessary.

### **Career & Transfer Services Advisor Role:**

**Career Counseling:** Students undecided about their major or career path can meet with someone to get help using tools like Strengthsquest and mynextmove.org to identify strength and interest-based career options, and then look at degree programs and transfer paths to get them there.

**Employment Services:** Students looking for jobs on or off campus, cover letter or resume help, improving interview skills, and employment after graduation can meet with someone for one-on-one help. There are also job fairs and employers set up on campus throughout the semester.

**Transfer to 4-Year College:** NCCC has program-specific articulation agreements but students can also get individualized transfer plans to any college. Transfer planning should start as early as possible to ensure students are advised to take courses that will transfer to meet requirements at the 4-year college. Transfer Admission representatives from 4-year colleges take appointments on-campus and via zoom daily. There is a monthly schedule on our web page.

**Applied Learning:** Students can get help identifying an internship opportunity and faculty can get support building an internship for a student. Study Abroad is currently paused for SUNY. There is a toolbox of guidance documents for building study abroad, service learning, and internship experiences available for faculty in Blackboard. The Disney College Program is currently accepting students to work and learn at Disney in Florida; interested students should come to the Student Success Center for a consultation. .

### **Veteran Services Advisor Role:**

**Veteran Services:** Student veterans get support navigating the paperwork necessary to applying for GI Bill® benefits. In addition, the Student Veteran Association Club is very active on campus.

### **Accessibility Services Mission**

The mission of Accessibility Services is to provide reasonable academic adjustments and related services to students with disabilities in the most inclusive setting possible and to enhance student independence while promoting self-advocacy.

### **Accessibility Services/Testing Center**

**Environment and Academic Adjustments:** Students requesting environmental or academic adjustments should schedule an appointment with the Accessibility Services Program Administrator and bring documentation that supports their request. The Accessibility Services Program Administrator is a resource for you in supporting students with disabilities.

**Adaptive Technology:** Students registered with the office can borrow adaptive technology and equipment, including synthetic voice readers for students who need tests and books read to them, on-site and portable magnifiers for vision-impaired students, note-taking smart pens, and software that can be installed on students' personal computers that assists with reading and writing.

**Test Accommodations:** Students with test accommodations (ex. extra time, screen reader, distraction-reduced environment, etc.) will take their tests in the Testing Center by appointment. Students are informed on how to schedule a test reservation appointment.

**Placement Testing:** College entrance placement testing coordination (reading, writing, math) and service delivery is part of the Testing Center.

### **Student Process for Accessibility Services**

- Students come to Accessibility Services with medical and/or psychological evaluations supporting their request for environmental and/or academic adjustments.
- If students are granted environmental and/or academic adjustments/accommodations, they are provided with letters they may give to their professors to begin conversation on how some of the adjustments will be executed. Faculty get an excel spreadsheet that lists the students in their courses with the academic adjustments. Updated lists are sent to faculty as course rosters change or students request modification to academic adjustments/accommodations. Faculty are responsible

for participating in executing test accommodations by sending tests to the Testing Center without prompting from students.

- Students granted use of adaptive technology are encouraged to meet with a member of Accessibility Services to get training.
- If students are granted test accommodations, they are encouraged to use the online Test Reservation Form to reserve a spot in the Testing Center for each test. It is easiest for everyone if faculty send a test schedule for the semester and copies of all tests to the Testing Center at the beginning of the semester.

#### What Else Should Faculty Know?

- Under the law, faculty share responsibility for providing access to learning and course materials.
- Faculty cannot grant or alter academic adjustments/accommodations; this is done through Accessibility Services.
- Faculty cannot deny a student's academic adjustment; instead, concerns should be directed to Accessibility Services for review and consultation.
- Students with disabilities must meet the same academic standards as all other students.
- Students with disabilities must meet the same student code of conduct as all other students.
- Students are not responsible for formally informing faculty they will use academic adjustments/accommodations.
- **Faculty are responsible for participating in executing test accommodations by sending tests to the Testing Center without prompting from students.** Please refer to your excel spreadsheet for a list of students who require this and contact the Accessibility Services Program Administrator with questions.

## *Veteran Services*



**Joseph Potalivo**, Veteran Services/Success Coach, D102 Ext. 6283

Veteran Services is here to help students navigate the paperwork necessary to apply for GI Bill® benefits. NCCC is responsible for reporting accurate and timely enrollment information to the Buffalo VA Regional Processing Office. The Buffalo RPO

determines eligibility and processes payment based on this information. NCCC staff members assist with general College and GI Bill® benefit concerns and work with other college offices to expedite paperwork on behalf of our veteran population.

VA education benefits are authorized to veterans and qualified dependents under US Title 10 and 38. Each chapter has specific eligibility requirements that can be found on the [Department of Veterans Affairs \(VA\)](#) website. Eligibility for benefits is determined by the Department of Veterans Affairs.

**Active Duty Orders:** Students called to active duty should bring a copy of their orders to NCCC Veteran Services (B-103). We will work with you and other offices on campus to help you avoid academic and financial penalties. Please refer to [Important Information for Service Members Called to Active Duty](#) for more detailed information.

View [frequently asked questions](#) about Veteran Services.

Questions about your eligibility or the status of your benefits should be directed to the Department of Veterans Administration (through the [Ask a Question Page](#) on their website).

VA Regional Processing Office  
130 S. Elmwood Ave.  
P.O. Box 4616  
Buffalo, N.Y. 14240-4616  
1-888-442-4551  
Fax: 716- 551-3241  
Website: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)





# Niagara County Community College



## Office of Information Technology

Normal Hours of Operation: weekdays 8:00-4:00

**Jesse Goldberg**, Chief Information Officer

Telephone number: 716-614-6741

Email address: [jgoldberg@niagaracc.suny.edu](mailto:jgoldberg@niagaracc.suny.edu)

Office: A134

**Matt Mackey**, Director of User & Administrative Technology Services

Telephone number: 716-614-6733

Email address: [mmackey@niagaracc.suny.edu](mailto:mmackey@niagaracc.suny.edu)

Office: A136

The purpose of this document is to provide an overview of services & needs that are provided by the NCCC Office of Information Technology. Topics below pertain to various resources that are used by Faculty & Staff.

### Faculty/Staff IT Needs & Services

The [Office of Information Technology \(OIT\)](#) is a dedicated service desk for all college employees. OIT's experienced staff is responsible for supporting the following:

- Hardware issues related to assets owned by the college (NB: OIT **does not** support any hardware that is **not owned** by the college)
- Software troubleshooting & installation
- Account creation for Information System ID (e-mail, Blackboard, wireless access Banner)
- Password resets (e-mail, Blackboard, wireless access, Banner)
- Telephone related issues
- Banner programming, report & technical support requests

### OIT Help Desk Services

OIT Help Desk point-of-contact Staff provides telephone or on-site support for both technical & application related issues by directing calls & requests to the appropriate OIT support staff for analysis, definition, & resolution.

Telephone number: 716-614-6730

Email address: [helpcalls@niagaracc.suny.edu](mailto:helpcalls@niagaracc.suny.edu)

Office: A131

### How to Submit a Ticket for Service Request



There are two ways to access the [Issue Trak ticketing system](#):

1. From the FYI page (<http://fyi.niagaracc.suny.edu/newfyi/>), click on [OIT Help Desk](#). (For further instructions, click on [OIT](#) > Help Desk Information > [How to Submit](#).) The FYI page is accessible **only on campus**.
2. From any Internet access, go to <https://www.niagaracc.suny.edu>, scroll to the bottom of the page & under the Resources column click on [OIT Helpdesk](#).

Submit the username & password, which are exactly the same as those of your email & Windows network login account.

For the subject, please write a brief description of the issue, & be specific.

eg: Unable to get to niagaracounty.com

In the Full Description box, providing specific details, explain what the issue is.

eg: I am using Google Chrome & trying to get to niagaracounty.com & it is displaying a 505 error

To choose an Issue Type & Subtype, click on the Down Arrow to show the options & select the one that best defines the issue. Please note that there are subtypes to choose from. For additional information of subtypes, please see the additional documentation on the FYI page.

If you have a specific time frame in which you need the issue completed, then please enter a “Required by Date”. You can use the Calendar to the right of the field to select a date.

If you need to add an attachment, then check the box labeled “Include Attachment(s)? (upload screen will display on submit)” toward the bottom of the page & follow the instructions.

If you need further instructions, then see the documentation on the FYI page.

Once you feel you have described your issue satisfactorily, click on Submit Issue button. You will receive an email with the ticket information. You will also receive additional emails as the ticket gets processed.

Please note: Any questions or comments about the ticket will be located at the **BOTTOM** of the issue, not the top. Whenever you receive any emails regarding your issue, please scroll to the bottom to see if there is a question or comment for you to address which is found in the “Notes” section. If you need assistance, then please call the Help Desk on weekdays between 8:00 am & 4:00 pm.

## Help Desk Information

- [How to submit](#)
- [Issue Types](#)

## Policies

- [Information Security Policy](#)
- [NCCCNNet](#)
- [NCCC Tablet Policy](#)
- Portable Information Technology Equipment Policy
- [Student Email Policy](#)

## Class Room Equipment Instructions

- [Class Rooms with VCR/DVD Combos](#)
- [Class Rooms with Separate VCR & DVD Players](#)
- [Class Rooms with no Elmo \(Document Camera\)](#)
- [Lecture Halls](#)

## General PC Tips & Tricks:

- [Setting Your Home Page to FYI](#)
- [How to Lock/Unlock your Computer](#)
- [Creating a Desktop Shortcut](#)
- [How to Submit a Help Desk Ticket from On Campus](#)
- [How to Submit a Help Desk Ticket from OFF Campus](#)
- [How to Add Notes to a Help Desk Ticket](#)
- [How to Change Your Computer/Outlook Password](#)
- [How to Restore your Print Shop Drive](#)
- [How to Enable Disable Opening Links in Adobe with Firefox](#)
- [How to Enable Disable Opening Links in Adobe with Chrome](#)
- [How to Enable Disable Opening Links in Adobe with Apple Safari](#)
- [How to Enable Disable Opening Links in Adobe with Internet Explorer](#)

## Banner & Banner Web

All Faculty & Staff receive a [Banner Web \(Self Service Banner\)](#) account, which includes access to the following:

- Updating personal information
- Submitting final course grades
- Various advising functions, including accessing academic student transcripts & records of advisees
- Viewing class schedules & availability
- Submitting a timesheet (for those employees who submit time sheets)

Banner Web username & password are the same as those of your NCCC email account.

To log into Banner Web, follow these steps:

- 1) On campus: Go to the FYI page (<http://fyi.niagaracc.suny.edu/newfyi/>), click on [Banner SSB Production \(WEB\)](#)
- 2) On or off campus:
  - a) Go to the NCCC home page (<https://www.niagaracc.suny.edu>),
    - i) on a desktop or laptop PC, hover with your mouse pointer in the upper right-hand area over mynccc until a menu pops up
    - ii) on a tablet or smartphone, click on the square with 3 lines in the upper right-hand area to make a menu appear, click on mynccc & click on [Banner Web](#).
  - b) Or go directly to the login at <https://ncccbanner.itec.suny.edu/ssomanager/c/SSB>.

Additionally, there is the option to use alternate login information to log into Banner Web: a Banner ID number (or “at (number) for the username, consisting of a commercial at (@) followed by 8 digits; & 6 character (digits, uppercase letters, &/or lowercase letters) PIN number for the password. ‘These login credentials are submittable on the main login page by clicking on “[Banner Home Page](#)” under the password, then “[Enter secure area \(Banner ID & PIN\)](#)”. Please refer questions about login credentials to the [Office of Records & Registration](#):

Telephone number: 716-614-6250

Email address: [records@niagaracc.suny.edu](mailto:records@niagaracc.suny.edu)

Office: A201

In addition to a Banner Web account, you may also be given access to a [Banner](#) account. Regular Banner (Internet Native Banner) accesses the same database as Banner Web, but is typically used for queries & certain administrative tasks. Your

Supervisor or Director will evaluate the need for you to have a INB Banner account & arrange for you the access that is appropriate for the tasks of your job position.

To access INB Banner:

- 1) Go to the FYI page (<http://fyi.niagaracc.suny.edu/newfyi/>), click on [Banner INB Production \(PROD\)](#)
- 2) Or go directly to the login at <https://ncccbanner.itec.suny.edu:10000/applicationNavigator>.

Banner is accessible **only on campus**.

## Email

All Faculty & Staff receive a **NCCC email account**. Login credentials are typically sent to the user's mailing address, tho, in order to increase expediency, Administrators or Division Secretaries may ask to have such delivered directly to department or division offices.

To log into Faculty/Staff email, follow these steps:

- 1) On campus:
  - a) Log into a Windows PC using your login credentials & run Microsoft Outlook. Upon 1<sup>st</sup> running of Outlook on your PC, your email account information will be preconfigured to be consistent with your Windows network login. After running Outlook & seeing access to your emails, please turn off cached Exchange mode. Instructions are available on the [FYI page](#) > OIT > [Instructions to turn off cached Exchanged Mode under Microsoft Outlook](#). Please contact OIT as needed.  
Use of Microsoft Outlook to access NCCC Faculty/Staff email is available **only on campus**.
  - b) Go to the FYI page (<http://fyi.niagaracc.suny.edu/newfyi/>), click on [Outlook Exchange](#).
- 2) On or off campus:
  - a) Go to the NCCC home page (<https://www.niagaracc.suny.edu>),
    - i) on a desktop or laptop PC, hover with your mouse pointer in the upper right-hand area over mynccc until a menu pops up
    - ii) on a tablet or smartphone, click on the square with 3 lines in the upper right-hand area to make a menu appear, click on mynccc & click on "[Faculty/Staff email](#)".
  - b) Or go directly to the login at <https://owa2.niagaracc.suny.edu>.

Please note that your password **expires every 45 days**. If you attempt to log into anything other than a Windows PC on campus or email through the College's Web page when your password is expired, then your password will be considered incorrect. Only a Windows network or Web based email login will recognize a password as expired & allow you the access to update it.

## Blackboard Learn

[Blackboard Learn](#) is the College's [learning management system](#). Faculty have the option to use Blackboard to supplement on-campus instruction. Additionally, online courses are taught through Blackboard.

With Blackboard you can create quizzes, tests, & surveys; download course related materials; have assignments submitted electronically; display grades; & communicate with your students. You can also use Blackboard to store files, either through your Blackboard file manager or your personal Library Object Repository (LOR).

Since the Fall 2013 semester, we have moved Blackboard to a new platform that is hosted by Open SUNY. Blackboard can be accessed at the following URL <https://bbniagaracc.sln.suny.edu/>

For any user issues or how-tos (adding content, maintaining grades, etc.) contact [The Office of Online Learning](#):

Telephone number: 716-614-6798

Email address: [onlinelearning@niagaracc.suny.edu](mailto:onlinelearning@niagaracc.suny.edu)

Office: D106

For technical issues or assistance in logging into Blackboard, contact the OIT Help Desk.

To contact the SUNY Learning Network Help Desk:

Telephone number: 800-875-6269

Email address: [helpdesk@sln.suny.edu](mailto:helpdesk@sln.suny.edu)

## **Administrative Operations**

The Office of Information Technology provides staffing & support for all Staff & Faculty computers & student computer labs & classrooms. This comprises support services for the technology on campus including Help Desk, as well as the operation of the public computing labs & "Smart" classrooms.

## **Computer Upgrade Program**

The NCCC Information Steering Committee has developed a desktop upgrade plan to ensure that the computing equipment available to the NCCC community is up to date. OIT executes this plan by acquiring, configuring, & migrating the desktop computers.

# Public Safety

The NCCC Public Safety Department provides safety and security services on the Sanborn Campus including the Student Housing Village and at the Niagara Falls Culinary Institute Campus. This department consists of highly trained and licensed security professionals who assist and protect the College community.



The NCCC Public Safety Department is located in G106 on the Sanborn Campus. We are on the North side of G-building, near the G1 Snack bar and have a blue light at our building entrance located near the traffic circle between housing and the Sanborn Campus. NCCC Public Safety is located at the reception desk at the Niagara Falls Culinary Institute on the East side of the atrium.

## Report a Crime Today

Anonymous online form.  
It takes 80 seconds.

As a service-oriented group, the NCCC Public Safety Department is responsible for assisting in first aid, personal safety, CPR, AED, fire and traffic safety, crime prevention, emergency notification, lectures on various topics, and documenting incidents that occur on campus.

NCCC Public Safety Department officers have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Public Safety Officers may detain persons suspected of unlawful activity. They also have the authority to issue parking tickets, which are payable to the Town of Cambria. Criminal incidents are referred to the police agencies that have jurisdiction on campus.

## Services

The NCCC Public Safety Department works hard to provide a high level of protection for you and your property. We have a closed circuit television (CCTV) system with surveillance cameras in various locations throughout campus.

Our officers conduct inspections of fire extinguishers and safety equipment.  
We conduct light surveys for interior and exterior lighting.

The NCCC Public Safety Department also issues college ID cards to all students, faculty and staff. Your college IDs function as your library card and grants you access to the College computer labs, fitness center and NCCC sponsored events.  
We provide escorts upon request.

All NCCC students and employees must carry their college ID card with them on campus at all times. They are required to present this card upon the request of a campus public safety officer. But we are only as effective as you allow us to be. We need to work together to provide a safe place to study, work and live; therefore, it is important that you cooperate with our department and utilize our services at every opportunity.

<b>New York State Police</b>	<b>716-297-0755</b>
<b>Niagara County Sheriff's Office</b>	<b>716-438-3393 or 911</b>
<b>City of Niagara Falls Police Dept.</b>	<b>716-286-4711 or 911</b>

## Contact

We can be reached by calling: 614-6400 from an off campus line.  
Calling extension, 555 or 6400 from on-campus Sanborn phones or ext 2555 from NFCI phones.  
Blue phones on the Sanborn Campus by lifting receiver  
By reporting directly to our offices; Sanborn Campus - G106, NFCI Office - Reception

## CRIME STATISTICS

This information is provided in accordance with [the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#). All [statistics](#) can be found on the Public Safety webpage or by request at the NCCC Public Safety office located at G106.

## EMERGENCY PROCEDURES

In the event of fire, smoke, smoke odor, natural gas leak, biological hazard, or upon receiving a bomb or disaster threat, the recipient of such information will contact the Public Safety office by calling extension 555 or 614-6400. If Public Safety cannot

be contacted, call 911 then the Presidents complex at 614-5905. If there is an obvious fire, use the closest emergency pull station to sound the evacuation alarm.

The NCCC Public Safety Department will either evacuate the complex or follow the predetermined procedures for the specific type of emergency. The evacuation will take place by activating the fire alarm system. All occupants of the campus must evacuate when the alarm is sounding in the building they are in.

Evacuating personnel should leave all lights on and close – but – not lock doors.

Evacuated personnel will always move themselves 100 yards from the College buildings, taking care not to block entrance ways, driveways, or fire lanes.

Do not evacuate to the East side of campus, near the boiler room.

If an object is discovered, it's not to be removed or examined. Personnel making such a discovery should immediately contact Public Safety at 614-6400 or ext. 555 or by using the outside emergency phones. When the Public Safety Department and/or local law enforcement give the "all clear", an announcement will be made over the campus PA system. Public Safety and Operations personnel will assist in instructing students and employees to return.

## **Effective Evacuation**

Effective evacuation occurs when people know where they are to go upon leaving a building. "Assembly Point" signs are used to indicate places where people are to congregate after evacuating our facilities. Knowing where "Assembly Points" are located, and moving to those areas, helps to eliminate confusion during an emergency situation.

Please note that "Evacuation Assembly Area" signs are now posted in NCCC parking lots 1, 3, 4, 5, and 7. Upon hearing our alarm system activate, please evacuate the building and assemble near the closest "evacuation assembly area" designated in NCCC parking lots 1, 3, 4, 5, or 7.

NCCC "Evacuation Assembly Area" signs are red and white and are posted in elevated positions within the parking lots making them easy to locate in an emergency.

Your cooperation in evacuating properly is greatly appreciated.

## **[Emergency Procedures Flip Chart – Sanborn](#)**

## **[Emergency Procedures Flip Chart – NFCI](#)**

## ***Lock Down Procedures***

### **Notification**

1. A determination is made that a threat exists on campus and personal need to take immediate refuge
2. Public Safety will make a **CODE RED LOCKDOWN ANNOUNCEMENT: “May I have your attention please; there is a code red lockdown in the Facility. All building occupants are to report to the nearest securable area and lock down.” (Repeated)**
3. Public Safety will notify the NYSP and NCSO that the Campus has a Code Red Lockdown in progress.
4. Public Safety will notify Operations personnel.
5. Public Safety will notify Student Housing Village of the Code Red Lockdown.
6. Public Safety will notify and advise the College President and the VP of Operations.
7. Public Safety will assist Law Enforcement personnel with building layout and possible location of intruders.

### **Response**

1. All personnel should immediately and quickly move to a lockable room.
2. College personnel will close and lock doors to all class rooms, offices, and assembly halls. Once the door is secure no one is allowed into your locked area.
3. Room occupants are to move to the corner of the room least visible from the window and shades are to be closed as well.
4. When Public Safety and/or Law enforcement give the all clear, rooms may be unlocked and occupant's should follow the directions of Public Safety and/or Law enforcement.

# NCCC Academic Center for Excellence

## Fall 2021 Semester Hours

Monday - Friday: 8:00am – 4:00pm\*

\*Please check the ACE webpage for updated center hours.

Tutoring hours will be posted online.

## ACE Mission

The **mission** of the Academic Center for Excellence (ACE) at SUNY Niagara County Community College is to provide students with learning support services that serve as a foundation for academic success, retention, and completion of educational goals. To accomplish this mission, we:

- Implement diverse types of course-related academic support, such as student tutoring, academic coaching, and collaborative study groups
- Provide individuals and group-based workshops for ways to implement successful study skills and strategies
- Collaborate and partner with faculty, advisors, and administrators to coordinate a campus-wide network of academic support
- Foster a safe and collaborative student-centered environment through shared learning experiences

The **vision** of ACE is to provide NCCC students with the strategies and skills needed to assist them in becoming independent learners who rely upon their strengths and abilities.

## HOW ACE CAN HELP STUDENTS

As a first step we ask that you consult with your instructor(s) in regards to your coursework. Our instructors are committed to your success and know what is best for you to succeed. In addition, we encourage you to speak with your academic advisor. Advisors can provide you with academic advice particular to your degree or program throughout your career at NCCC.

## Academic Coaches

Academic coaches are professional tutors that have obtained a degree in content-specific areas such as accounting, math, writing, science, and more! Coaches are also available to help you with time management and/or metacognitive learning strategies. You can make an appointment with a coach online or see if someone is available for a walk-in!

## Online Tutoring

Through the use of STAR-NY Online Tutoring, NCCC students can access online tutoring from home or on campus Sunday – Thursday from 7p.m. – midnight.

## Student Support Staff





The support staff within ACE can help you with any questions or concerns you may have. Our support staff can be located within ACE at our front log in desk, in the back corner with academic support services, or within the office areas. Please do not hesitate to ask questions – we encourage it!

## **Student Tutors**

Student tutors provide one-on-one or group tutoring sessions based on specific course offerings here at NCCC. Head to the ACE webpage to view course offerings and the days/times that student tutors are available!

## **Workshops**

ACE currently offers one-on-one academic workshops for:

Creating an Academic Plan Specific to You!

Scheduling Your Semester for Success: Time Management

Student Guide to Academic Resources: Get to Know What Your Campus Has to Offer!

To schedule a one-on-one appointment for a workshop, call 716-614-6453 or email us at [ace@niagaracc.suny.edu](mailto:ace@niagaracc.suny.edu) with your request.



# WELLNESS CENTER

## Providing Health & Personal Counseling Services

### ALL SERVICES FREE OF CHARGE!

#### Staff

**Cheri Yager, MSN, RN - Supervisor of College Nursing Services/Wellness Center**

[yager@niagaracc.suny.edu](mailto:yager@niagaracc.suny.edu)

**Mary Insalaco-Tripiciano, BSN, RN - College Nurse**

[minsalaco-tripiciano@niagaracc.suny.edu](mailto:minsalaco-tripiciano@niagaracc.suny.edu)

**Angela Howarth RN - College Nurse**

[ahowarth@niagaracc.suny.edu](mailto:ahowarth@niagaracc.suny.edu)

**Colleen Mary Summerville, LMSW - Mental Health Counselor**

[csummerville@niagaracc.suny.edu](mailto:csummerville@niagaracc.suny.edu)

**Sheila Harris, AAS - Medical Administrative Associate**

[sharris@niagaracc.suny.edu](mailto:sharris@niagaracc.suny.edu)

#### Health Services & Personal Counseling Hours

Monday - Friday 8:00am - 4:00pm

Room C122

**Phone:** 716-614-6275

**Fax:** 716-614-6817

#### General Information

The Wellness Center, located in C122 is comprised of Health Services and Personal Counseling Services.

The mission of the Wellness Center is to provide physical, intellectual, social, spiritual, and emotional well-being that fosters academic and personal success within the context of a global and culturally diverse society.

The Wellness Center is a fundamental and integral part of the total educational process and supports the College's mission to provide a teaching and learning environment dedicated to excellence and a commitment to the hallmarks of student-centeredness, accessibility, comprehensiveness, collegiality, community partnerships and lifelong learning.

Recognizing that each student who comes to the College is unique, it is the belief of the Wellness Center personnel that their primary responsibility is to the student: to respect their needs and to foster a climate in which physical and emotional health issues can be addressed.

#### Health Services

A well-equipped Health Services Center, located in the Wellness Center, is available to provide services for the College community. Registered Nurses are available for emergency treatment of injuries, assessment and care of illness, referrals, and health/wellness counseling. A supply of "over-the-counter" medications is available in the Center for self-use.

Employees or students will be referred to an area hospital, their family physician or community health and/or social service agency when necessary and upon request.

A collection of current literature on health topics and social concerns is maintained in the Wellness Center. Health related programs are conducted and wellness clinics are available.

## **Handicapped Parking**

Handicapped parking permits must be obtained through your town.

This includes permanent and temporary permits.

# **Faculty with Students-In-Crisis Protocol**

**When in doubt or in need of guidance, DO NOT HESITATE to contact Personal Counseling Services at 614-6275 or Campus Security at 614-6400.**

**Refer to [Student-In-Crisis Protocol](#) for guidance.**

College is an exciting time for students with new adventures and challenges. While the majority of our students adjust well and have positive experiences, as a staff/faculty member you may encounter a student who appears distressed and may be in crisis.

As a Faculty member, your role may be a crucial one in identifying students in crisis and assisting them in finding resources available to them.

The NCCC Student-In-Crisis Protocol:

- Defines a student in crisis
- Outlines your appropriate role in helping a student in crisis
- Identifies the referral process to NCCC Personal Counseling Services
- Provides guidelines for responding to suicide/assault/self-harm threats

## **Scenarios Which Meet the Criteria for Personal Counseling Referral**

- A student reports or displays significant emotional distress (tears, anger, agitation, depression, disorientation, etc.), confides in and seeks advice from you. (i.e. in an academic advisement session)
- You observe significant emotional distress and/or behavior change in a student (dramatic change in class attendance or participation, grooming, weight, alertness, academic performance).
- A third-party reports a student in distress to you.
- A student reports a critical incident (rape, child abuse, assault, suicide attempt, declaration of suicidal or aggressive intention, etc.) involving another student (as victim or perpetrator) to you.
- A student confides in you that she is pregnant or the victim of domestic violence and directly asks you for referral to an outside agency.

## **Deciding whether a situation requires a Personal Counseling Referral**

It is appropriate and compassionate for a faculty or staff member to lend a sympathetic ear to a student who trusts him or her enough to seek advice. Students feeling overwhelmed by a heavy academic workload is an issue that is well within the role of academic advisement.

**The question is “at what point am I slipping into the mental health counseling role”?**

→ A key *subjective* indicator is your own feeling of whether the issue being discussed seems appropriate to your level of relationship with the student. If you are a student's advisor or coach and have had numerous close contacts over an extended period, it may be quite appropriate to confide about relationship or family problems. If you know them through teaching a class or two, such disclosure may indicate more emotional distress than you are comfortable dealing with.

→ *Objective* indicators include whether the student is seeking, covertly or overtly, multiple meetings, and whether emotional concerns become the main topic rather than in your area of expertise. ***In general, multiple sessions with primarily emotional themes are considered mental health counseling.***

***\*\*Whatever your decision process, when you conclude that mental health counseling is advisable; your first referral should be to the Wellness Center's Personal Counseling Services.***

## How to Refer Students for Personal Counseling



Once you've decided a student needs Personal Counseling, ***please refer them directly to the Wellness Center*** (please do not refer them off-campus services). This is important because it provides a collection point for the College to track campus mental health needs and coordinate our responses.

If a student asks you directly for a referral, please consider referring them to the Wellness Center to meet with a Counselor and a possible referral if warranted. If you have a particular off-campus resource in mind, feel free to share this information with the Counselor so that they may consider it in the assessment, and/or for future referrals.

If a student has not sought you out but has been observed in distress, the situation is more delicate (especially if the student is causing disruption in class). It is a good idea to consult with a Personal Counselor (ext. 6275), who can make an outreach if necessary. It is not a violation of confidentiality for you to discuss a student with a Counselor. In the case of a threat to self or others, safety of the student should be priority and reported to a Wellness Center Counselor immediately.

**Refer the student for Personal Counseling Services by directing them, or walking them in, to the Wellness Center, C122 using your discretion about whether personal accompaniment is needed.**

**Offer to meet the Counselor with the student if you feel this will make the student more comfortable. If the student is hesitant or confused, it is appropriate to call (ext.6275) and ask the Counselor to come to you and/or the student.**

## Personal Counseling

It is the mission of the NCCC Wellness Center Personal Counselors to provide free and confidential counseling services to students in a safe, friendly environment and to work towards improving the mental health of students with the overall goal of improving their personal, academic, and overall functioning. Counseling services include short-term individual therapy, educational workshops, consultation services, crisis intervention, and referral services. All aspects of counseling are strength based as Counselors work collaboratively with students, staff and community services to provide solution focused therapy to enhance the quality of student life. We are dedicated to empowering students to make informed, positive lifestyle choices, to take responsibility for self-care, and to achieve optimal levels of wellness in order to reach their full academic potential.

It is normal for college students to have some personal doubts and to experience personal problems and challenges. **Licensed Counselors in the NCCC Wellness Center provide confidential short-term personal counseling at no cost to NCCC students.** Counselors work with students to help them understand and explore how their feelings and thoughts influence their choices, decisions, and actions. Our Counselors help students to develop more effective coping and problem-solving skills and to help improve overall functioning. Personal Counseling at NCCC is designed to be short term, however if more intensive services are deemed necessary, a referral will be made to appropriate community agencies.

## **Counseling Services offered include:**

**Short-Term Individual Therapy:** Currently enrolled students (part or full time) are eligible for 4-5 sessions per semester. (Extension of the number of sessions is at the discretion of the Counselor). Sessions typically run 45-50 minutes.

**Crisis-Intervention/Emergency Sessions:** Offered on an as-needed basis throughout the academic year.

**Consultation Services:** Provided for NCCC faculty, staff, and students in regard to NCCC students.

**Educational Workshops:** Varied throughout the semester. Information can be found on the TV monitors, in the student T-Wolves email, and in the System Message. Please contact the Wellness Center for more information.

**Referral Services:** Appropriate referrals to community agencies will be made as necessary.

*\*\*Please note: The NCCC Wellness Center does not provide psychiatric services, but has an extensive referral list to assist students with services in the community\*\**

## **Scheduling an Appointment**

To schedule an appointment or for more information, please contact the Wellness Center at 614-6275 or stop by the office in Room C122.

In the event of an **emergency**, if you are on campus, you may call the **Wellness Center at 614-6275** or Campus **Security at 614-6400** (dial ext. 6400 from on campus phones). For emergencies **after business hours**, or an off-campus emergency, please call **911**.

# Arts, Humanities & Social Sciences

## Division Office/Chair

Robert Morris, Division Chair

## Discipline, Program and Certificate Coordinators

Animation, Bob Borgatti, [borgatti@niagaracc.suny.edu](mailto:borgatti@niagaracc.suny.edu)

Audio Recording and Production, Joseph Schmidt, [schmidt@niagaracc.suny.edu](mailto:schmidt@niagaracc.suny.edu)

Chemical Dependency Counseling, Dr. Mark Bonacci, [bonacci@niagaracc.suny.edu](mailto:bonacci@niagaracc.suny.edu)

Communication Studies, Marissa Surdyke, [mpytlak-surdyke@niagaracc.suny.edu](mailto:mpytlak-surdyke@niagaracc.suny.edu)

Criminal Justice, Ted Skotnicki, [skotnicki@niagaracc.suny.edu](mailto:skotnicki@niagaracc.suny.edu)

Digital Media, Bob Borgatti, [Borgatti@niagaracc.suny.edu](mailto:Borgatti@niagaracc.suny.edu)

Digital Media: Web Production, Bob Borgatti, [Borgatti@niagaracc.suny.edu](mailto:Borgatti@niagaracc.suny.edu)

Disability Studies, Dr. Mark Bonacci, [bonacci@niagaracc.suny.edu](mailto:bonacci@niagaracc.suny.edu)

Early Childhood Studies, Dr. Mark Bonacci, [bonacci@niagaracc.suny.edu](mailto:bonacci@niagaracc.suny.edu)

English, Dr. Marc Pietrzykowski, [mpietrzykowski@niagaracc.suny.edu](mailto:mpietrzykowski@niagaracc.suny.edu)

Fine Arts, Barbara Buckman, [bbuckman@niagaracc.suny.edu](mailto:bbuckman@niagaracc.suny.edu)

Human Services, Dr. Mark Bonacci, [bonacci@niagaracc.suny.edu](mailto:bonacci@niagaracc.suny.edu)

Individual Studies, 614-6460

Liberal Arts and Sciences, Pamela Lange, [plange@niagaracc.suny.edu](mailto:plange@niagaracc.suny.edu)

Liberal Arts and Sciences: Childhood Education 1-6 BS, Michele Hamilton, [mhamilton@niagaracc.suny.edu](mailto:mhamilton@niagaracc.suny.edu)

Liberal Arts and Sciences: (TESOL), Michele Hamilton, [mhamilton@niagaracc.suny.edu](mailto:mhamilton@niagaracc.suny.edu)

Liberal Arts & Sciences: Humanities & Social Sciences, Dr. Matthew Clarcq, [mclarcq@niagaracc.suny.edu](mailto:mclarcq@niagaracc.suny.edu)

Music, TBD

Psychology, Laura Scaletta, [scaletta@niagaracc.suny.edu](mailto:scaletta@niagaracc.suny.edu)

Sign Language

Teaching Assistant, Michele Hamilton, [mhamilton@niagaracc.suny.edu](mailto:mhamilton@niagaracc.suny.edu)

Theatre Arts, Don Topolski, [topolski@niagaracc.suny.edu](mailto:topolski@niagaracc.suny.edu)

## Additional Information Unique to This Division

On behalf of the Humanities and Social Sciences Division, I wish to extend my sincere welcome to Niagara County Community College. The Humanities and Social Sciences Division houses courses that examine the products of human intellect. In a complex world it is essential for educated individuals to understand the human footprint on our planet as mediated by the thought and actions of individuals, societies and cultures.

Typically, each semester, the Division offers over 200 course sections across 10 disciplines. The award-winning faculty in this division takes teaching seriously as they engage students in coursework that promotes excellence in student writing, reading, thinking and analysis of their intellectual legacy. The information, concepts and attitudes conveyed in these courses are easily applied to many career goals. These disciplines not only form the bedrock of numerous transfer and certificate programs, but they also meet the requirements of SUNY General Education goals.

Our faculty provides excellent teaching because of the dedication and interest that we have in each and every one of our students. If our students look at and pursue their education as an investment, an investment into their future, the faculty in the Humanities and Social Sciences Division will provide them with that investment. Your success is important to us and we look forward to sharing your journey towards achieving your goals.

## Resources

[About Place](#)

[Division Faculty](#)

[Honors Program](#)

[Phi Theta Kappa \(PTK\)](#)

[Internship Directory](#)

[Student Showcase](#)

# Baking and Culinary Arts

## Division Office/AVP

Josh Blumberg, Assistant Vice-President, Academic Affairs, NFCI Rm. 143, Ext. 6456 [jblumberg@niagaracc.suny.edu](mailto:jblumberg@niagaracc.suny.edu)

## Discipline, Program and Certificate Coordinators

Baking and Pastry Arts, NFCI 150, Ext. 2557, Cathy Barron, [cbarron@niagaracc.suny.edu](mailto:cbarron@niagaracc.suny.edu)

Culinary Arts, NFCI 157, Ext. 2558, Scott Steiner, [steiner@niagaracc.suny.edu](mailto:steiner@niagaracc.suny.edu)

Culinary Skills, NFCI 157, Ext. 2558, Scott Steiner, [steiner@niagaracc.suny.edu](mailto:steiner@niagaracc.suny.edu)

Hospitality Management, NFCI 148, Ext. 2565, Ben Loomis, [bloomis@niagaracc.suny.edu](mailto:bloomis@niagaracc.suny.edu)

Hospitality Operations, NFCI 148, Ext. 2565, Ben Loomis, [bloomis@niagaracc.suny.edu](mailto:bloomis@niagaracc.suny.edu)

Casino, TBD

Disney, TBD

Wine and Beverage, TBD

## Additional Information Unique to This Division

The Food and Beverage industry is one of the largest, with employment opportunities in every State in the U.S. contributing over 500 billion dollars into the economy nationwide.

The Hospitality, Tourism and Culinary Arts Division is home to our \$25 million Niagara Falls Culinary Institute (NFCI) in Niagara Falls, New York. The state of the art facility houses all the hospitality-related programs and offers a mix of traditional lectures, hands-on labs, and experiential learning all from experienced chef educators and industry leaders.

Our staff has a vast range of industry experiences from hotels, country clubs, restaurants, and wineries, along with Master's Degrees in Education. All of our faculty are certified chefs from the American Culinary Federation and our Baking & Pastry program, along with Culinary Arts, are accredited by the American Culinary Federation.

If you are completing any of these degree programs and wish to transfer to a four-year institution we offer articulation agreements and dual admission options with colleges such as; SUNY College at Buffalo, Niagara University, Empire State College, Paul Smith's College, and New England Culinary Institute.

We encourage you to continue exploring our website to learn about what we have to offer and are confident you will see that Niagara County Community College is the Smart Place to Start.

Visit our [Niagara Falls Culinary Institute](#).

## *Articulation Agreements*

SUNY Buffalo State

Paul Smiths College

New England Culinary

Empire State College

Niagara University

## *Resources*

[Academic Center for Excellence](#)

[Barnes & Noble at NFCI](#)

[Division Faculty](#)

[Programs](#)

[Student Tutoring](#)



# Business & STEM

## Division Office/Chair

Sal Sciandra, Division Chair

## Discipline, Program and Certificate Coordinators

Accounting, Audrey Agnello, [aagnello@niagaracc.suny.edu](mailto:aagnello@niagaracc.suny.edu)

Animal Management, Aaron Cough, [acough@niagaracc.suny.edu](mailto:acough@niagaracc.suny.edu)

Biology, TBD

Biotechnology, Dr. Estelle Steiner, [esteiner@niagaracc.suny.edu](mailto:esteiner@niagaracc.suny.edu)

Business Management, David Nemi, [nemi@niagaracc.suny.edu](mailto:nemi@niagaracc.suny.edu)

Business: Business Administration, David Nemi, [nemi@niagaracc.suny.edu](mailto:nemi@niagaracc.suny.edu)

Business: Business: Retail Business Management, David Nemi, [nemi@niagaracc.suny.edu](mailto:nemi@niagaracc.suny.edu)

Chemistry, Dr. Lindsay Rose, [lrose@niagaracc.suny.edu](mailto:lrose@niagaracc.suny.edu)

Computer Aided Drafting, Mark Voisin, [mvoisin@niagaracc.suny.edu](mailto:mvoisin@niagaracc.suny.edu)

Computer Aided Drafting & Design (CADD), Mark Voisin, [mvoisin@niagaracc.suny.edu](mailto:mvoisin@niagaracc.suny.edu)

Computer Information Systems, TBD

Computer Science, TBD

Engineering Studies, Dr. Demetrius Sarigiannis, [dsarigiannis@niagaracc.suny.edu](mailto:dsarigiannis@niagaracc.suny.edu)

Environmental Studies, Dr. Estelle Steiner, [esteiner@niagaracc.suny.edu](mailto:esteiner@niagaracc.suny.edu)

Horticulture, Carolyn A. Stanko, CNLP, [cstanko@niagaracc.suny.edu](mailto:cstanko@niagaracc.suny.edu)

Horticulture, Certificate, Carolyn A. Stanko, CNLP, [cstanko@niagaracc.suny.edu](mailto:cstanko@niagaracc.suny.edu)

Industrial Process Technology, TBD

Liberal Arts and Sciences: Mathematics and Science, Anne Jowsey, [ajowsey@niagaracc.suny.edu](mailto:ajowsey@niagaracc.suny.edu)

Mechanical Technology: Mechanical Design, TBD

Sport Management, Lori Townsend, [ltownsend@niagaracc.suny.edu](mailto:ltownsend@niagaracc.suny.edu)

Welding Technology, Mark Voisin, [mvoisin@niagaracc.suny.edu](mailto:mvoisin@niagaracc.suny.edu)

## *Additional Information Unique to This Division*

The NCCC Business, Technology & the Arts division is all about learning lifelong skill sets in a professional setting. With various programs from Accounting – Business – Computer Science to Mechanical Technology – Welding to Audio Recording – Communication – Fine Arts – and Theater Arts, the Business, Technology & the Arts division is comprised of dedicated, resourceful, motivated faculty who are strategic and have a solid commitment to the academic growth and success of each student.

With 19 degree and 5 certificate programs in the Business, Technology & the Arts division, we likely have the program that fits your educational or career goals. One of the best things about NCCC is that our mission is to help you reach those goals. We want you to be a member of our learning community which includes the very best students from NCCC.

## *Resources*

[Academic Center for Excellence](#)

[Division Faculty](#)

[Dolce Valvo Art Center](#)

[NCCC Film & Animation Festival](#)

[Performing Arts Event Schedule](#)

[Poets Series](#)

[Programs](#)

[Student Tutoring](#)

[Theatre Facilities](#)

# Nursing & Allied Health

## Division Office/Chair

**Division Chair/Assistant Vice President of Academic Affairs**, C167, Ext. 5940, **Diane Pytlik-Flammia, DHA, MSN, RN**, [dpytlik-flammia@niagaracc.suny.edu](mailto:dpytlik-flammia@niagaracc.suny.edu)

## Discipline, Program and Certificate Coordinators

**Dietetics Studies**, Lynn Brochu, [brochu@niagaracc.suny.edu](mailto:brochu@niagaracc.suny.edu)

**Health Studies**, TBD

**Massage Therapy**, Dr. Diane Pytlik-Flammia, DHA, MSN, RN, [dpytlik-flammia@niagaracc.suny.edu](mailto:dpytlik-flammia@niagaracc.suny.edu)

**Medical Assistant**, Lindsey Bax, MS, CMA (AAMA), [lbax@niagaracc.suny.edu](mailto:lbax@niagaracc.suny.edu)

**Nursing**, Gretchen Kaplan, [gkaplan@niagaracc.suny.edu](mailto:gkaplan@niagaracc.suny.edu)

**Nursing**, Cynthia O'Keefe-Allsop, [cokeefe@niagaracc.suny.edu](mailto:cokeefe@niagaracc.suny.edu)

**Nursing**, Anne Marie Holler, [aholler@niagaracc.suny.edu](mailto:aholler@niagaracc.suny.edu)

**Nursing**, Babette Strassburg, [bstrassburg@niagaracc.suny.edu](mailto:bstrassburg@niagaracc.suny.edu)

**Personal Training, Certificate**, John D. Strong, [jstrong@niagaracc.suny.edu](mailto:jstrong@niagaracc.suny.edu)

**Phlebotomist**, Lindsey Bax, MS, CMA (AAMA), [lbax@niagaracc.suny.edu](mailto:lbax@niagaracc.suny.edu)

**Physical Education Studies**, Lynn Brochu, [brochu@niagaracc.suny.edu](mailto:brochu@niagaracc.suny.edu)

**Physical Therapist Assistant**, Deborah G. Wyzykiewicz, MS, PT, DPT, [dwyzykiewicz@niagaracc.suny.edu](mailto:dwyzykiewicz@niagaracc.suny.edu)

**Practical Nursing**, Donna Sandretto, MS, RN, CNE, [dsandretto@niagaracc.suny.edu](mailto:dsandretto@niagaracc.suny.edu)

**Radiologic Technology**, Elaine Beaudoin, [ebeaudoin@niagaracc.suny.edu](mailto:ebeaudoin@niagaracc.suny.edu)

**Recreation Studies**, Brenda Simonson, [bsimonson@niagaracc.suny.edu](mailto:bsimonson@niagaracc.suny.edu)

**Surgical Technology**, Gemma Fournier CST, RN, MSN, FAST, [fournier@niagaracc.suny.edu](mailto:fournier@niagaracc.suny.edu)

## Additional Information Unique to This Division

The Nursing and Allied Health programs offer degrees in the fields of Registered Nurse, Licensed Practical Nurse, Radiologic Technology, Surgical Technology, Medical Assistant, Massage Therapy, Physical Therapist Assistant, and Phlebotomist. Our programs have highly qualified faculty with specific education and experience in the field they teach.

Many of our programs provide clinical experiences in hospitals, nursing homes, and community-based facilities. Our labs provide hands-on experience with the newest technology and medical equipment in the field. We also have a simulation lab that will emulate real-life scenarios in our nursing programs. We offer many options of transfer partnerships with other four year universities. We encourage you to stop in for a visit or call for further information!

### The articulations only apply to the RN program:

Grand Canyon University  
SUNY Upstate Medical

SUNY at DELHI  
SUNY Canton

### Dual Admissions:

SUNY Upstate Medical  
D'Youville  
Empire State College

Daemen  
Niagara University

**RN:** The NCCC Registered Nurse program is committed to the education of registered professional nurses and the promotion of wellness in the community. The Nursing program offers clinical experiences at hospitals, health care facilities and community agencies in Niagara, Erie and Orleans counties in order to provide students with important clinical experiences in all areas of health care. The Registered Nurse program is accredited by the Accreditation Commission for Education in Nursing and graduates of the program are eligible to take the National Council License Examination (NCLEX-RN) for registered nurses through the State Education Department.

**PN:** The NCCC Practical Nursing program prepares students for a critical role in providing health care to individuals in a variety of health care settings. The program offers clinical experiences at hospitals, health care facilities and community agencies in Niagara, Orleans and Erie counties. Graduates of the NCCC Practical Nursing program are eligible for advanced

standing in the Nursing (RN) program and successful completion of the one-year program allows students the option of completing their RN studies with one more year of study.

**PTA:** NCCC's Physical Therapist Assistant program is accredited by the Commission of Accreditation in Physical Therapy. The program includes both theory and practice as well as extensive clinical experience. Students in this program will gain a better understanding of the role played as a PTA and their help in executing the treatment plans designed by the physical therapist for the patient. Upon successful completion of the PTA program, students are eligible to take the National Physical Therapist Assistant Examination and be certified in New York State. Employment opportunities are available in a wide range of settings such as hospitals, clinics, rehabilitation centers, nursing homes and schools.

**MA:** The NCCC Medical Assistant program focuses on balance of the clinical and administrative duties medical assistants perform in the healthcare field. This versatility makes them employable and they are viewed by doctors as vital members of the healthcare delivery team. Graduates of the program are eligible to sit for the certification exam for Medical Assistant given by the AAMA (American Association of Medical Assistants) and passing of the exam provides the title of CMA (Certified Medical Assistant). The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs.

**Phlebotomy:** The NCCC Phlebotomy program provides the tools and experience required to execute the specialized role played by a phlebotomist in the healthcare field. The program focuses mainly on clinical procedures to collect blood from patients for laboratory testing. Employment opportunities are available in hospitals, commercial laboratories, private physician offices, public health departments, clinics and blood banks.

**Massage Therapy:** The NCCC Massage Therapy program allows new students, current health professionals, and paraprofessionals to further develop their skills and expand their scope of practice by learning the therapeutic benefits of massage while providing a foundation in general education. Graduates of the AAS degree will be eligible to take the New York State Massage Therapy Licensure Exam and the national licensure exam. Employment opportunities for graduates range from self-employment to various settings such as salons, gyms, rehabilitation centers, and hospitals.

**Surgical Tech:** The NCCC Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. The program provides students with the knowledge necessary to assist with every type of surgical procedure and familiarizes them with instruments and equipment used in surgery. The students have access and will use the on-campus lab which has a full array of surgical equipment and instruments to realistically simulate an operating room.

**Rad Tech:** The NCCC Radiological Technology program is designed to prepare students to possess entry-level skills required of the radiologic technologist. The program is accredited by the Joint Review Committee on Education in Radiologic Technology and upon completion, graduates are eligible to apply for the American Registry Examination for Radiologic Technologists. Students will learn the essentials to assist radiologists in determining diagnoses by performing radiologic procedures through lectures, laboratory, and their own clinical experiences.

## Resources

[Academic Center for Excellence](#)  
[Area Faculty](#)  
[Funding Your Nursing School](#)  
[Education - Accredited Schools](#)  
[Online](#)

[Nursing Career Network](#)  
[Nursing Information Center](#)  
[Programs](#)  
[Nursing Scholarships](#)  
[Nursing Updates](#)

[Program Updates](#)  
[Student Tutoring](#)

Complaints are submitted to the  
Department of Accreditation, APTA  
1111 North Fairfax Street  
Alexandria, VA 22314  
**703-706-3245**  
[accreditation@apta.org](mailto:accreditation@apta.org)

The Physical Therapist Assistant program at Niagara County Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.