Talking Points

Getting Started with your academic appointment

➢ NNMC Academic Policies
➢ Student Services
➢ Get Involved!
Getting Started
with your academic appointment

If you are a returning faculty, either regular or adjunct faculty, we appreciate your service to Northern!

If you are a new faculty member, welcome to Northern!
An Eagle ID (former Banner account ID) is required for all faculty and staff

If you have previously taught at Northern, your Eagle ID is the same as in past semesters.

A PIN is also required to login to SSB (if you forget your PIN contact the Office of the Registrar @ 747-2138 or registrar@nnmc.edu).

SSB access is via NNMC’s internet home page: www.nnmc.edu
Understanding Banner
(COLLEGE-WIDE INFORMATION SYSTEM FOR FACULTY/STUDENTS, HUMAN RESOURCES AND FINANCE)

An Eagle ID allows you to:

a. Gain entry to mynnmc.edu
b. Obtain your class rosters
c. Enter midterm and final grades
d. Log into Blackboard to access your courses
e. Have faculty library privileges
f. Be officially employed at Northern
g. Last but not least: Get paid!
Understanding Banner

Where can I go to receive assistance with Banner?
Your supervisor (Director/Chair/Dean) or the Registrar’s Office can assist you or direct you to the appropriate person with questions concerning our Banner System.
Complete Employment Forms

**Human Resource (HR) File**

An Eagle ID # is assigned upon approval of our HR department:

Employees submit to HR the following information:
- Resume
- Cover Letter
- Official Transcripts
- Proof of Identify/Employment Eligibility Verification (I-9 Form)
- W-2 form
- Fill out employment forms

For questions, please contact Mr. Ken Lucero (HR Director) at [kenneth.lucero@nnmc.edu](mailto:kenneth.lucero@nnmc.edu) or (505) 747-5034
Conditions of Employment

Adjunct Faculty are covered by Collective Bargaining Agreement (CBA).

All conditions of employment for adjunct faculty are described in the CBA. The CBA is posted online at https://nnmc.edu/home/facultystaff-gateway/faculty-resources/ under Links.

This document discusses salary, benefits, rights, duties, and obligations for adjunct faculty members.

For questions, please contact Mr. Ken Lucero (HR Director) at kenneth.lucero@nnmc.edu or (505) 747-5034
Requirements for Employment

**Letter of Appointment**

Adjunct faculty letters of appointment (LOAs) may be cancelled, at any time, at the discretion of the supervisor. The CBA includes a pro-rated scale for low enrolled courses which will help to minimize course cancellations. Please review this scale carefully.

Adjunct Faculty may also be re-assigned sections of course(s) by decision of the supervisor.

Remember: all HR items must be on file in the HR department before you can be issued an Eagle ID # and classified as an employee of NNMC.
Tuition Waivers

Adjunct faculty may obtain a tuition waiver for up to twelve (12) credit hours per calendar year while they are in contract, i.e., while they teach. This waiver is only for the adjunct faculty member and cannot be used for immediate family members.

An adjunct faculty Tuition Waiver Request form may be obtained from the Website and the supervisor needs to sign it. A signed approval from should accompany registration forms. Failure to get all signatures may delay your registration. The chairperson will verify with HR that the adjunct faculty member has not exceeded their 12 credits per year.
Payroll: Human Resources & Business Office

Payroll checks

**Human Resources**
Determine compensation & benefits eligibility

**Business Office**
Validate benefits and time in iSolve (payroll system)
Bi-weekly payrolls except for special dates (i.e. holidays)
Direct deposit is available for all adjunct faculty and we strongly encourage adjunct faculty to use it.

For questions, please contact Mr. Ken Lucero (Interim HR Director) at kenneth.lucero@nnmc.edu or (505) 747-5034
Academic Policies

Credit Limits and Overloads

Adjunct faculty may normally teach up to a total of 9 credit hours in any given semester. Exceptions to this number is possible and requires Provost’s approval.

Requests for overloads must be forwarded to the Provost by the supervisor before the start of the semester in which the instructor will teach.
Supplies and Textbooks

• Supplies: Request for supplies and services must be processed through your supervisor. In other words, you cannot buy supplies on your own and expect to be reimbursed.

• Textbook: Copies of textbooks for classes are made available to all faculty. Ask your supervisor how to obtain a copy. You may also inquire with our bookstore (auxiliary@nnmc.edu) for assistance with complimentary desk copies from publishers.
NNMC Email Policy

Email Accounts

• Use of NNMC email account is REQUIRED for all adjunct faculty: this is not negotiable.

• Your supervisor will assist you in obtaining an email account.

• You can contact Deborah Trujillo for assistance with email accounts: debra@nnmc.edu

• Homework # 1 for students: Ask your students to send you a “Hello” email from their college email accounts as Hwk # 1 (be proactive). You MUST not accept and exchange course related information coming from a non-college email account.
NNMC Smart Phone App: **NNMC GO**

This app is available for Android and Apple smartphones and can be downloaded from Google Play or Apple Store. It is a great free resource to have. The app provides access to Blackboard, to your courses, Campus Maps, Academic Catalog, Academic Calendar, etc.
Intra-campus mail

Your Mail

Ask your supervisor or administrative assistant for the specific location of your campus mailbox. Check your mailbox often since you may receive important information from the Registrar, Payroll, etc., along with campus newsletters, flyers, and messages from students.

During the Fall 2021 semester, since the college is working remotely, we discourage the use of regular mail.
FERPA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of all student educational records. The law applies to all schools that receive funds under applicable programs of the U.S. Department of Education.

FERPA generally precludes sharing student information with anyone else without student permission; exceptions exist for minors.
FERPA also:

Establishes rights of students to inspect their records and provides guidelines for correcting inaccurate data; for more detail go to:

Important FERPA notes:

**Do Not:**

- **Use**, or post, **Eagle IDs or SS#** in any public listing of **grades**
- **Link** the names of students with their IDs in any public manner
- Send massive emails sharing the emails of students (use **bcc** for emails to your classroom)
- **Leave graded tests or papers** for others to view
- **Circulate a printed class roll** with student names and IDs or grades as an attendance roster
- **Post** individual student record information on a public website
Important FERPA notes:

**Do Not:**

- **Discuss the progress or grades** of any student with anyone (this includes parents, guardians, best friends, spouses!) other than the student without written consent of the student except when other person has “legitimate educational need to know”

- **Provide anyone with lists of students** enrolled in your classes for any commercial purpose

- **Provide anyone with a student schedule** or academic history or assist anyone other than NNMC employees in finding a student on campus

- **Leave** student information on computer screens

- **When in doubt, don’t give out and contact the Registrar for clarification.**

**Do:**

Faculty should only communicate with students using their NNMC email address (xxxx@nnmc.edu)
Class Rosters

Class Rosters are available on Banner:

http://nnmc.edu/home/mynnmc/

- All students attending class must be on the roster – there are no exceptions! If they are not enrolled within the first 2 weeks of the semester, send them to the Registrar’s Office for registration assistance.
- All students on the roster should be in your class – inform the registrar if a student does not show up for three consecutive class sessions so the student can be dropped.

Contact Registrar Robert Palko or Associate Registrar Janice Baca, if you have any questions about your rosters; robert.palko@nnmc.edu, janice.baca@nnmc.edu, (505) 747-2148. You can also call the main line (505) 747-2138 and be transferred to the Registrar’s Office.
Class Rosters

Students listed but not attending?
If a student has not contacted or made arrangements with the instructor, you have the right to execute an Instructor Initiated Withdrawal. Make sure your course syllabi has your attendance policy outlined in it.

Students attending but not listed?
Let students know that they are not listed and **tell** them to check with the registrar and business offices ASAP on their status.

Discrepancies with Blackboard?
Please compare your roster in SSB and the one in Blackboard. If there are discrepancies, please submit a ticket to Distance Ed at https://nnmcdistanceed.on.spiceworks.com/portal_registrations

Students not listed should not attend class!
A syllabus is required for each section assigned to an instructor. This syllabus should be reviewed and approved by your supervisor.

Faculty are required to distribute a syllabus (hardcopy or electronically by email or through Blackboard) and any other course summary materials at the first class meeting. The syllabus should include details on attendance policy, a statement on academic honesty, details on assessment criteria/exams/grading scale, and the following statement on Special Accommodations.

Syllabi
Syllabus

Accessibility Services Statement

Northern New Mexico College recognizes its responsibility for creating an institutional climate in which all students can succeed. Northern is committed to providing equitable access to all learning opportunities. The Accessibility and Resource Center (ARC) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in all classroom settings. Please contact the Coordinator of Accessibility and Resource Center to inquire about appropriate accommodations. Contact Verna A. Trujillo either via email; v.trujillo@nnmc.edu or by phone; (505) 747-2152. After your eligibility is determined, you will be given a letter, which when presented to instructors, will help us know best how to assist you.
Syllabus
Counseling Services Statement

Mental Health and Substance Abuse Counseling services are available on-campus, or virtually (as needed) for NNMC students, including during the summer session. Counseling services are provided by an independent licensed therapist. All services are free for students, and are confidential. No record of counseling is contained in any academic, educational, or job placement file. Counseling is an opportunity to solve problems and learn new skills. Students can utilize counseling services to address issues such as depression, anxiety, stress, PTSD, anger management and alcohol and drug concerns. Students may also meet with the counselor if they are interested in off-campus resources and referrals.

Our office is located in Teacher Education Building #213, on the 2nd floor. Students may refer themselves for counseling. Referrals can be made by contacting Adam Baca, MA, LPCC, Behavioral Health Counselor, directly at 505-747-5064 or adam.baca@nnmc.edu.
As a recipient of Federal financial assistance for educational activities, Northern New Mexico College, is required by Title IX of the Educational Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, Title IX Coordinator at title9@nnmc.edu. Please note: as employees of Northern New Mexico College, we are all required by law to report any incidents of sexual misconduct to the Title IX Coordinator.
SSB (Banner) Login

To start, link from the “My NNMC” Tab
SSB (Banner) Login

Welcome to myNNMC!

- Login to BANNER
- Login to EMAIL
- Login to BLACKBOARD

Website gateways
- Student Gateway
- Faculty & Staff Gateway
- Login to Blackboard

Bill+Payment Information Sheet for Fall 2016 coming soon
SSB (Banner) Login

If you are attempting to access the secure portion of our webpage and have difficulty getting past step one, the problem may very well be because you are using a firewalled local area network (LAN). If this happens, check with the IT manager of your LAN or attempt accessing our site from a non-firewalled-LAN.

**View your Official NNMC Email Address--click on Personal Information on the Main Menu then View Email Address.**

*Tuition and fees due by: fall: August 19, 2016.*

*Payment Plans available starting: fall: August 1*

*Dis-enrollment begins after 5 PM on: fall: August 19 and every Friday thereafter until end of add/drop period each semester.*

*READ: Payment Deadline Information*

Login here with your “Eagle ID”
PIN: the first time it will be your birthday mm/dd/yy and it will ask you change it.
SSB (Banner) Logic
Faculty Services

Main Menu

Welcome, Ivan Lopez Hurtado, to the WWW Information System! Last web access on Jul 28, 2016 at 10:56 am

- **Personal Information**: Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- **Faculty & Advisors**: Enter Grades and Registration Overrides, View Class Lists and Student Information.
- **Employee**: Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.
- **NNMC Distance Education**: Access to online courses at NNMC -- Blackboard.
- **Link to Student Email**: Student Email login window.
- **Bill+Payment Center**: View statement, Make payment, or Enroll in a Payment Plan (a $25 non-refundable service fee is assessed to participate in a Payment Plan; a $10 late fee is assessed for late payment).
- **NNMC Degree Audit System link**: NNMC Degree Audit System link for use by students and advisors for degree audit.

Two ways to access faculty services
SSB (Banner) Logic
Faculty Services

Midterm and Final Grades
Grade Reporting

Mid-term and Final Grades
Submission of grades on or before the deadline for each semester is critical and is among the most important responsibilities of faculty.

Failure to submit final grades by the published deadline has consequences, including negative impact on students, and possible loss of teaching approval from the College. Check with your supervisor if you have questions on submission of grades on a timely basis.

Reminder
For a regular 16-week course, final grades are due no later than the date published in the prevailing semester’s schedule. Last paycheck will be retained if final grades are not submitted on time.

For all short term courses, grades are due at the end of the second work day after the scheduled end of the particular course.
Dropping or Adding Students

**Adds and Drops**

Check with your supervisor for procedures on adding students to your class.

Review and familiarize yourself with the College’s add/drop policy.

All adds and drops require official documentation.

**Final Exams:**

Instructors are expected to meet and give a final exam, as scheduled, during finals week. For those classes where a final exam is replaced with an assignment (project, paper, etc.) the instructor MUST meet with students during the week of final exams so that the contact hours are met. The final exam schedule is published in the schedule of classes and is available online at www.nnmc.edu.
Evaluations

Northern New Mexico College requires evaluation of all classes at least once a semester. These may include supervisor, peer, or student evaluations.

Short classes meeting three weeks or less do not require evaluations. Your department chair can provide you with more information.
Assistance from Student Services

You are not in it alone!

Please reach out to your supervisor and peers if you need directions or information about different services.

Your supervisor will assist you to develop a network of support with the goal of better serving our students.
Student Learning Outcomes

Utilize master syllabi.
Include in your syllabus common-statewide outcomes, college-wide outcomes, department’s outcomes, and program outcomes.
Assess the outcomes required by your supervisor.
Get your student learning assessment data to your supervisor and work with our assessment team in a timely way.
Support on assessment processes is available from your supervisor.
You may be contacted by our Assessment Coordinator:
   Courtney Bruch, courtney.bruch@nnmc.edu, (505) 747-2244
Advisement Center

The Advisement Center:

• Helps students create academic plans that keep them on-track to completion (and to recover from setbacks).

• Provides personal and academic support.

• Provides assistance and referrals to other student support services.

• Provides a safe place for students to get their questions answered for all manners of campus business.

• The Advisement Center is here to help: (505) 747-2150 or advisement@nnmc.edu
Early Alert Referrals

A formal and proactive approach to engaging campus-wide resources to support students at-risk of academic failure

*Reasons for Referral include:*

- Frequent class absences;
- Chronic class tardiness or leaving class early;
- Missing, late, or weak effort on assignments;
- Missing or poor performance on exams/quizzes;
- Not acquiring textbook or other course materials;
- Disengaged or disruptive behavior in class
- Failure to log-in to Blackboard (For Online Courses)
- Other

*Most effective while there is still time to address the issue(s)*
Early Alert Referrals

Faculty & Staff Gateway

IT Services
Report a Problem (web form)

Staff Handbook (2006)
Resource Guide for Adjunct Faculty (rev. 1.22.14)

Early Alert Form

Quick Links
Administration
Business Office
Facilities & Services
Faculty Resources

Student Consumer Information/Title IV Compliance
What happens to an Early Alert?

It is assigned an institutional advisor who will:

a. Follow up with you as needed (sometimes FERPA precludes sharing additional information)

b. Reach out to the student to provide support for him/her

c. Work with others to address the issue including:

i. Referring the concern to CARE Team

ii. Making Referrals and Providing Follow-Up

iii. Meeting directly the student

iv. Contacting the student’s faculty advisor and other faculty/staff

Please contact Advisement@nnmc.edu or Don Appiarius at Don.Appiarius@nnmc.edu with any questions or concerns.
The Writing Center

**The Writing Center is available to all students.**

The goal of the Writing Center is to help students become strong, independent writers. Tutors provide students support at any stage of the writing process to develop essential writing skills.

Free remote tutoring is available for students. Instructions will be sent in a broadcast email. Students may email writingcenter@nnmc.edu or leave a message at (505) 747-2215 to make an appointment.

Faculty and staff may contact JB Moore, Director of the Writing Center, at jbmoore@nnmc.edu for more information.
The Math Center

**The Math Center is available to all students**

The Math Center is dedicated to helping students strengthen their math and science skills so that they gain confidence and independence in math and science learning.

The Math Center welcomes all students as valued mathematicians and critical thinkers. Tutoring will be conducted through Zoom in Fall 2021.

Contact Ana Vasilic, [ana.vasilic@nnmc.edu](mailto:ana.vasilic@nnmc.edu) or Dr. David Torres, [davytorres@nnmc.edu](mailto:davytorres@nnmc.edu)
Northern's Peer Tutoring Services are online. Students can drop in to our Peer Tutoring Zoom Room for online peer tutoring (via Zoom, Google Hangouts, or Video), and we will assign them a tutor.

Tutoring sessions are offered for the following courses or programs:

- Accounting I & II
- Business Administration
- Business Management
- Business Math
- Biology
- Chemistry
- E-Commerce
- Human Anatomy and Physiology I & II
- Macroeconomics
- Math
- Microeconomics
- Physics
- Statistics & Probability
- Spanish

**Online Hours:** M-Th: 8-6 / F: 8-2

**Contact us:** eagles.tutoring@nnmc.edu  505 423-2321
Center for Distance Education

The Center for Distance Education (DE) supports the college’s mission and its strategic plan by enhancing the design, development, and delivery of online and hybrid distance learning courses to meet the educational needs of our students and faculty in innovative and supportive ways.

- Instructional Design Assistance: Henry Moon, hyunchang.moon@nnmc.edu
- Quality Assurance Assistance: Candy Pugh, candy.pugh@nnmc.edu
- Bb Technical Assistance: James McKeough, james.mckeough@nnmc.edu
- Faculty & Student Assistance: Eagle Techs, eagle.tech@nnmc.edu
- All Other DE Issues: DE Help Desk Ticket
- DE Website: https://nnmc.libguides.com/de

Ken Dvorak, PhD
Director, Center for Distance Education
krdvorak@nnmc.edu
505-692-0187
The library’s mission is to support the information needs of students and faculty at Northern.

We provide:

• Databases, streaming media, physical collections (curbside pickup available in Fall 2021), course reserves (this service will not be available in Fall 2021), and interlibrary loan
• Library-related instruction, guides, and BlackBoard integration
• One-on-one research consultations
• Reference via Zoom, email or chat (in-person services will resume when the campus reopens)

https://nnmc.libguides.com/home

Courtney Bruch, MLIS
Library Director
Courtney.bruch@nnmc.edu
(505) 747-2244
Assistant Provost for Student Affairs

The College has numerous policies regarding faculty and student conduct and expectations.

If a classroom situation occurs between students or between students and faculty that go against the grain of our “respectful campus” philosophy, the Assistant Provost for Students Affairs is our on campus resource to help students and faculty negotiate through communications and resolution of situations.

Please refer to the Student Handbook available at http://nnmc.edu/home/student-gateway/campus-life/student-handbooks/ for more information or contact Dr. Don Appiarius, Assistant Provost for Student Affairs at 505-747-2255 or don.appiarius@nnmc.edu
Safety and Security

Northern is committed to providing a safe and secure environment for learning and teaching.

Emergency flip guides are posted in classroom, labs and hallways, and are also available from supervisors. Familiarize yourself with your building. Evacuation Plan and Muster Area.

NNMC Security Number: (505) 747-2158 (dial 2158 from any campus phone).
Counseling Services

Working with students with personal issues that impact their academic success?

Mental Health and Substance Abuse Counseling services are available for NNMC students, including during the summer session. All services are free for students and are confidential.

Counseling is an opportunity to solve problems and learn new skills. Students can utilize counseling services to address issues such as depression, anxiety, stress, PTSD, anger management and alcohol and drug concerns. Students may also meet with the counselor if they are interested in off-campus resources and referrals.

Located in TEC #213, on the 2nd floor. Students may refer themselves for counseling. Referrals can be made by contacting Adam Baca, MA, LPCC, Behavioral Health Counselor, directly at 505-747-5064 or adam.baca@nnmc.edu.
Cheating and Plagiarism Prevention

● Prevention is the best practice.
● Provide basic definitions and citation standards before assignments are due.
● Be clear on the syllabus on how these cases are going to affect their grade.
● For remote exams that require some type of proctoring, consult with Distance Ed for options.
Cheating and Plagiarism Incident Documentation

- Use the Plagiarism and Cheating Incident form. [Plagiarism form](https://docs.google.com/document/d/1atlxMBFvz75wmMbHMDQmaPmn9r5u0qEZtbIXnE8hXZk/edit)
- First incident: Make sure you let the student know of the fact and save email threads.
- Second incident: Provide a written notice of the incident and explain the consequences for a third offense.
- Third incident: Meet with the chair/program director and Dean of students to have a discussion of disciplinary actions, as stated in the Student Handbook.
Continuing Education

• If you want to teach non-credit courses, contact your supervisor with your ideas.

• Be part of providing lifelong learning opportunities for our community.

• Advantages: flexible schedule, flexible pay rate, work with the community at large.

• For information regarding NNMC’s Continuing Education program contact Cecilia Romero, coordinator, (505) 747-5477, email: cromero@nnmc.edu.
Get involved!

Northern is your HOME!

Attend co-curricular events:
  - Humanities speakers series
  - Biology speakers series
  - Heritage Month Celebrations
  - Arts festivals

Join a committee to help plan an event! Share your ideas for events.

Learn more at www.nnmc.edu

You are welcomed here!