

Faculty Handbook and Resources

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Navigating This Handbook

Option 1: [Start with the table of contents](#). At the top of the page, you can click on any heading in the table of contents and it will take you that section of the document

Option 2: Search. Use the search feature of your pdf viewer to search for a particular phrase. This is usually found under Edit > Find or with keyboard shortcut Ctrl/Command+F.

Option 3: Don't see what you're looking for? Link broken? Contact facultysenatepresident@rrcc.edu or your [faculty senator](#) to let us know so we can add information that is missing.

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Mission, Vision, Values and Other Statements

RRCC's Mission, Vision, and Values

[Red Rocks Community College's mission, vision and values statements](#)

Statement of Faculty Excellence

Excellent faculty create a dynamic learning environment that responds to the diverse needs of students. This learning environment challenges and empowers students to make informed decisions, to reach their highest potential, and to contribute to the communities in which they live and work.

The primary responsibility of all Red Rocks Community College faculty, both teaching and general, is education. Whether a faculty member is explaining a concept in a classroom, advising and counseling students, or providing library resources to students, faculty encourage students to achieve success. Excellent faculty understand the philosophy and the mission of the community college. They adapt their teaching and work to the needs of diverse students without compromising the high standards necessary to maintain the integrity of their discipline or work area. As life-long learners, excellent faculty demonstrate the love of learning. They are both mentors and models to their students and to colleagues in collaborative efforts, in the application of what they know to specific problems and issues, and in the critical thinking skills. Red Rocks Community College faculty possess the knowledge base, the personal qualities and skills, and the mastery of the teaching/learning process that exemplify faculty excellence. The full text of the Statement of Faculty Excellence follows.

KNOWLEDGE BASE

Excellent faculty at Red Rocks Community College maintain knowledge in the profession of teaching and in their discipline or work assignment. Faculty may do many things to demonstrate this knowledge base. For example, they may:

- Have the degrees, the certifications, the credentials, and/or the work experience necessary to perform their assigned duties and/or teach in their disciplines.
- Continually upgrade their knowledge of the teaching/learning process, of their discipline, and of their work areas.
- Actively communicate with professionals in education, in the field taught, and in the work areas.
- Maintain membership in professional organizations.
- Keep current with advances in education and in their field.
- Attend professional meetings, workshops, conferences and seminars.
- Achieve and maintain professional certifications and credentials.
- Achieve additional course hours and/or advanced degrees.
- Demonstrate presentation skills.
- Stay aware of the cultural, political, economic, and social environment.
- Conduct research and write for publication.

PERSONAL QUALITIES AND SKILLS

Excellent faculty at Red Rocks Community College have personal qualities that contribute to the success of their students, the college, and themselves. These personal qualities and skills vary with each faculty member. For example, Red Rocks Community College faculty:

- Are enthusiastic.
- Respect diversity and are sensitive to individual differences.
- Have effective communication skills.
- Are responsible.
- Exert a high level of effort.
- Set and work toward high personal performance goals.

- Are sensitive, supportive, and considerate of students and colleagues.
- Work collaboratively.
- Demonstrate integrity, honesty, and ethical behavior.
- Treat people with respect, dignity, and fairness.
- Have a sense of humor.
- Are flexible, innovative, creative, and willing to take risks.
- Listen attentively to others.
- Are dedicated to teaching and learning.
- Participate and contribute to the department, college, and community.
- Exhibit a professional demeanor.
- Respect and respond to constructive criticism from students, colleagues, and supervisors.
- Are visionary.

TEACHING and LEARNING PROCESS

Excellent faculty at Red Rocks Community College create a learning environment that empowers students to be successful. They create this environment in many ways. They may:

- Communicate clearly to students course standards, objectives, activities, and evaluation methods.
- Use a variety of appropriate and fair student assessment and evaluation methods.
- Design activities that help students to master objectives.
- Provide students with a syllabus that clearly defines course expectations.
- Support the development of higher thinking and problem solving skills.
- Recognize and accommodate diverse learning styles and student needs.
- Use a variety of methodologies, resources, and materials.
- Use collaborative learning.
- Integrate such things as service learning, cooperative education, team teaching, and interdisciplinary instruction into curriculum.
- Develop and teach new programs and courses that respond to the changing needs of the communities we serve.
- Create a learning environment that encourages students to take risks.
- Use technology appropriate to their discipline or work assignment.
- Stimulate curiosity and self-discovery.
- Set high yet realistic standards and communicate these standards to students.
- Provide diverse ways for students to achieve standards.
- Continually evaluate and upgrade curriculum.
- Make subject matter relevant to students, to society, and to the work force.
- Instill a love of learning in students.
- Encourage students to achieve their personal education and work goals.
- Reward achievement.
- Conduct class or work assignment in an organized, well-prepared manner.
- Develop and enhance presentation skills.
- Make themselves available to students and colleagues.
- Facilitate self-learning.

Non-Discrimination Statement

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Patty Davies Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email patty.davies@rrcc.edu.

Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224
deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

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Classes and Grades

How to Cancel a Class

[Class Cancellation Phone Numbers](#)

Whenever possible, arrange a substitute for your class. This should be coordinated with the department chair and dean. [The substitute form can be found here.](#)

Submitting Final Grades

Final class grades must be submitted in The Rock (they do not automatically transfer from D2L). Grades should always be submitted on The Rock by the grades deadline for the class as late grades can influence a student's graduation and enrollment in subsequent classes, among other issues. [Here are instructions.](#)

Grade Types

[The RRCC Catalog](#) has information on transcribed grades under Academic Matters -> Grading Symbols. For special grades like Incomplete (I) and Administrative Withdrawal (AW), see Faculty Tools & Forms on The Rock.

Grade Changes

If a final grade has already posted to Banner, a grade change form must be filled out to change the student's grade. The link to submit to the appropriate dean can be found in The Rock, Faculty Tab under Faculty Tools & Forms.

Reporting No-Shows

It is important to report any student that has not shown up for class (or completed an academically related assignment in an online class) by the census date for that class, at the latest. Students will be un-enrolled if reported as a no-show, preventing them from owing tuition on a class they have not attended. [Instructions for reporting no-shows](#)

Student Grade Appeals

The procedure for a student who wishes to appeal their final grade, or has some other formal complaint, is outlined in [the student handbook](#) under Student Grievance Procedure Flowchart. [Red Rocks Procedure RRPR 4-32](#) would also apply here.

Registration by Permission

The registration by permission process applies to students wishing to register for a class whose term has already begun. Students submit a request through the Registration by Permission form link on the Student tab of The Rock. This is sent to the department chair for approval if appropriate. Contact your department chair or dean for more details.

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Curriculum

All RRCC courses (besides special topics courses or independent studies) follow curriculum guides from the CCCS Common Course Numbering System (or CCNS). You can search the [database of all courses](#) with their course description, student learning outcomes, and topical outline. This information goes into each syllabus and is the guide for what needs to be covered, at minimum, in each class. “Recommended” topics are included at the instructor’s discretion. This database is managed by a state-level curriculum committee. See more information about curriculum procedures and materials at the [RRCC Curriculum Committee website](#).

[The RRCC Catalog](#) contains course descriptions as well as requirements for all of RRCC’s degrees and certificates.

Desire 2 Learn (D2L)

D2L is RRCC’s online course content management system. You can log on through The Rock (course access) or [directly here](#).

Training is available through the [Instructional Design](#) office.

The Faculty Tab of The Rock also contains links to request:

- Changing the starting or ending dates of a course on D2L
- Copying a course on D2L
- Cross-Listing multiple courses together on D2L

Textbooks

Faculty or department chairs submit a list of required textbooks for each class to the [RRCC bookstore](#) (operated by Barnes and Noble). Students are not required to purchase books through the bookstore, but their website shows required materials for students to access.

Teaching and Learning Center

The RRCC Teaching & Learning Center (TLC) was developed in the academic year 2021-2022. The mission of the TLC is to promote high-impact teaching practices that optimize and enrich student learning through collaborative partnerships, signature programs, and professional development resources and activities. The TLC collaborates with other departments and programs involved in professional growth in teaching & learning as well as offers signature programs such as Professional Learning Communities (PLCs), new faculty mentoring, instructional coaching, and various workshops and internal professional development opportunities for faculty and instructors.

To connect with the co-directors, Jenning Prevatte and Rebecca Smith please email us at tlc@rrcc.edu. Also, watch for our monthly newsletter that includes a professional development calendar of events and teaching and learning tips.

Service Learning

The [Service Learning Center](#) in the HUB offers resources to faculty to incorporate service learning into their courses and to get certain classes designated as service learning courses on students' transcripts.

Inclusion and Diversity

The [office of inclusion and diversity](#) offers programs for both faculty and students including professional development, events, and other resources.

Library Resources

The [RRCC Library](#) offers many resources for faculty and students including 24/7 chat assistance with a librarian, class presentations about the library and research help, access to books and many online databases, information about copyright use, course reserves, and video content.

Student Academic Travel

RRCC Procedures

See the [Faculty-Led Student Academic Travel Handbook](#) for information on creating and leading travel or All of RRCC's formal procedures can be found on the [Human Resources Website](#) "trip" based courses.

Some of particular note for faculty are:

Syllabi

- [RRPR3-35 Academic Rank and Titles](#) Explains how to apply for and qualify for rank changes
- [RRPR 3-45 Faculty Performance Plan](#) Detailing the annual review process and evaluation of faculty must be posted on D2L as well as within the syllabus repository on the S: drive. You can find the most current syllabus template as well as a syllabus checklist on the S: drive under Academic Standards.
- [RRPR 3-55 Faculty Compensation Guidelines and Plan](#) Explains how approved faculty pool raises are distributed to faculty, based on performance ratings

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- [Status](#) Explains how retiring faculty can apply for and qualify for Emeritus status, and the benefits thereof

- [RRPR 3-80 Full-Time Instructional Faculty Workload](#) Detailing workload requirements for faculty

Formal Policies and Procedures

In addition, Faculty Senate houses the procedures regarding [faculty office assignment and changes](#).

System and Board Policies

The Colorado Community College System state board has Board Policies (BP) and System Procedures (SP). All can be found at [the system website](#).

Some of particular note for faculty are:

- [BP 2-30 State Faculty Advisory Council and Faculty Shared Governance](#) Information on the SFAC advisory council

- [BP 3-20 Due Process for Faculty](#) Outlines faculty rights and procedures relating to appealing the dismissal of a non-provisional faculty member. The definition of academic freedom is also included in this policy. Related to this is [SP 3-20a Peer Review Committee Appeal Process](#) and [SP 3-20b Due Process Timelines](#)
- [SP 3-65 Sabbatical Plan & Report](#) System level policy on faculty sabbaticals
- [BP 3-70 Colorado Community College System Code of Ethics](#) This policy includes information about outside employment, employment of family members, and conflicts of interest. Also note that state employees should not accept gifts or gratuities worth more than \$50 by state law. Familial and amorous relationships in the workplace are also governed by [SP 3-70a](#)
- [BP 3-90 Copyrights and Patents](#) System policy on intellectual property. If you have work that may potentially result in patents or copyrightable content, contact your dean as well as the vice president of administrative services to discuss ownership and potential conflicts or impact on copyrights.
- [BP 3-125 Electronic Communication Policy](#) This policy deals with computer use, internet access and e-mail. Be aware that users have no expectation of privacy rights when using e-mail or other College or System technology tools and use of these tools must abide by system guidelines. E-mail may be a public record.

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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, governs what information can or cannot be given to any individual about a student's educational records or progress. In general, you may not divulge any information about a student to anyone other than that student, without the student's written consent. This includes graded papers, which should not be available to anyone other than the student. The following guidelines will assist in assuring RRCC compliance with the law:

- Do not give information over the phone regarding student records (e.g., grades, attendance, progress, financial aid, etc.)
- Do not discuss student records with parents either over the phone or in person, unless the student is present in your office, and gives permission for you to do so.
- Be very careful about information that is left on desks, tables or in unlocked areas. Do not leave tests or homework papers out in public view, or anything that shows S numbers, grades, or anything with personal information such as addresses or phone numbers.
- All items of this nature should be shredded when no longer in use (unless they are returned to the student).
- DO NOT post rosters by S number or special codes that show student grades.
- When working with student records on paper or a computer, be aware of what is visible when someone comes into your office. Cover it if it is confidential.
- Make sure computers that can access student records are logged off when you are not at your desk. NEVER give your password out to another individual.
- The College catalog has more information about access to student records.

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Benefits

RRCC faculty and staff are eligible for a number of benefits including tuition assistance. Visit [HR's website](#) to find out more

There are various software and computer based benefits both on campus and for home use available such as Adobe Creative Suite and Microsoft Office 365. See information about access to these resources in The Rock, Faculty Tab under Faculty Tools & Forms -> Resources: Instructional Technologies Available to Instructors.

In addition to tuition reimbursement for faculty (and their dependents), faculty can also apply for additional funds to pay for textbooks. [Application here](#)

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Faculty Awards

Faculty of the Year

Faculty senate administers the faculty of the year award each spring based on peer nominations and an election by full-time faculty colleagues. The faculty of the year gives a speech at graduation.

The department of student life also has a Part-time and Full-time instructor of the year award based on student votes.

Endowed Teaching Chair

The [Endowed Teaching Chair program \(ETC\)](#) is run by the Red Rocks Foundation. This is a peer-selected, multi-year professional development award recognizing outstanding faculty.

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Assessment and Accreditation

The RRCC continuous improvement assessment process is called ILEARN and encompasses institutional renewal projects, continuous improvement plans for individual programs and departments, and student learning assessment.

- [ILEARN Home page](#)
- [Student Learning Assessment](#)
- [HLC \(Higher Learning Commission\) Accreditation documentation](#)

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Accessibility

Students with accessibility needs can work with the [office of Accessibility Services](#) or accommodations for their classes and other events and resources on campus. They also have a [page for faculty resources](#) like accommodated testing and training resources for faculty.

Faculty are also expected to have all posted class materials in D2L meet web accessibility standards. [Read about best practices guidelines.](#) Contact learning@rrcc.edu with questions about accessibility of online content or for training opportunities.

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Work Orders and Events

There are several work order systems on campus to request setups, maintenance, or equipment.

- [Computer Services](#) – Call their help desk (303-914-6677) or submit a work order at the website if you need support on campus computers, printers, passwords, e-mail, phones, or purchasing software.
- [Audio-Visual](#)– Use their work order forms to order laptop carts, microphone or other audio equipment for an event, get help with classroom projectors, or other AV needs
- [Facilities](#) – Use the Maintenance Request link to request clean ups, repairs, furniture moved or setup for a room or event, keys, or other facilities related needs
- [Marketing](#) – Use the service request form for publicity help, website editing, photo/video services, etc.

For events, faculty can usually contact an instructional services program assistant to help set up an event, but some related links:

- [Reserving a Room](#) You will need a login for Ad Astra, but can then use the “Request Event” link at the top left to schedule your event on the calendar and reserve space. For more information or assistance, contact Jason.Hall@rrcc.edu.
- [Catering Requests](#) Submit to request food service provided by RRCC’s cafeteria

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Professional Travel

Both in-state and out-of-state travel for college purposes must be approved in advance and follow state procedures and regulations. Applications for overnight travel, mileage reimbursement, and more are found with [Business Services](#). Contact travel@rrcc.edu or your dean for more information.

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Resources Available to and for Students

Suicide and Crisis Resources

- [Suicide Prevention Handbook](#)
- [Suicide or Student Death Postvention Handbook](#)
- [Colorado Crisis Services](#) or hotline: 1-844-493-TALK

Mental Health Resources

Visit the [RRCC Behavioral Health Services page](#), which has information on many resources at RRCC and in the community for students. Students may also make a free appointment for short-term counseling services with the student health clinic (up to 6 sessions per semester).

Student Health Clinic

In addition to short-term counseling, the on-campus clinic (at both Lakewood and Arvada campuses) offers general medical care for all students. Visits are free with minimal fees for certain services. [Clinic information here](#)

Student Handbook

The student handbook has detailed information about resources available to students and policies and procedures that would pertain to students. [Access the student handbook.](#)

Academic Advising

Students are encouraged to meet with an academic advisor at least once a semester for information on choosing classes, degrees and certificates, and transferring credits to and from RRCC. They offer walk-in visits, appointments, and can assist via phone or e-mail. [Advising Webpage](#)

Testing Center/Assessment Center

The [RRCC assessment center](#) administers placement tests, credit for prior learning tests, and other official tests for things like certifications. They will also administer tests for academic classes on a student-by-student basis (like a makeup test). [Their policies and procedures for administering tests for classes are given here.](#)

Other Student Resources

- [Student Clubs](#)
- [Tutoring](#)
- [Writing Center](#)
- [Comm Lab](#)
- [LGBTQ Resource Center](#)
- [Military Veterans Student Center](#)
- [Honors Program](#)
- [IDEA Lab and Institute](#)
- [International Students Services](#)
- [Entrepreneur Center](#)
- [First Year Experience Resources](#)
- [Career Center and Internships](#)

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Faculty Sick and Personal Leave

Faculty earn sick and personal leave hours [according to HR policy](#). To submit leave for approval, log in to The Rock and look for the Time and Leave section on the Employee Tab. Remember to submit [paperwork for a substitute](#) when possible for any missed classes or to follow [class cancellation procedures](#) for last minute absences.

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RRCC Organizational Charts and Contact Information

A President, four vice presidents, and three executive directors lead Red Rocks as part of the leadership team. [Profiles are available here.](#) Faculty fall within the department of instruction and report to one of the academic deans in the instructional leadership team, see the instructional services organizational chart (currently under construction 10/7/19 but will be linked on Faculty Tab of the portal/The Rock).

The HR's website also hosts a [school directory](#) as well as a complete [employee directory](#).

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Faculty Calendars

The [academic calendar](#) contains important dates like drop, withdrawal, tuition deadlines, and holidays where there are no classes. A faculty calendar is put together by the instructional services staff.

Faculty Contract

The standard full-time faculty contract is 164 days per year. This includes "teaching days": 5 days per week (or 40 hours) for the full semester (fall and spring), minus college holidays like Spring Break and Labor Day which can be found on the academic calendar (above). It also includes 14 "non-teaching days" per year:

- 5 days for "work week", the week before each fall and spring semester begins
- All College Development Day (one Tuesday in October and one in April) (2 days)
- The Wednesday after classes end in fall (1 day)
- A half day the Wednesday after classes end in Spring (0.5 days)
- Graduation, typically the Saturday after classes end in Spring (0.5 days)

For faculty on a 180 or 220 day contract, contract days will be determined in advance with your supervisor.

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Glossary of Acronyms

AAS Degree or Associate of Applied Science Degree – A degree intended to prepare students for the workforce. Courses may be considered for transfer on a course-by-course basis. These degrees carry a designation of their major area of emphasis.

AA Degree or Associate of Arts Degree – A transferable degree intended for students who wish to major in the liberal arts. AA Degrees which have been articulated with the public colleges and universities in the state may carry a degree designation, e.g. AA-Business.

AGS Degree or Associate of General Studies – A degree that is customized for a specific purpose and may include an articulation agreement with one or more colleges and universities.

AS Degree or Associate of Science Degree – A transferable degree intended for students who wish to major in the sciences, medical fields and engineering. Like the AA Degree, those AS Degrees with articulation agreements with most four-year schools may carry a designation, e.g. AS –Biology.

Banner – The name of the computer system that tracks students, staff and all resources. It has two forms: SSB or “Self Service Banner” which at Red Rocks is called “The Rock” and INB or “Internet Native Banner”. INB is not typically used by faculty and requires additional access to be granted.

CCCS, The System, or Colorado Community College System – The state system of community colleges includes the thirteen community colleges in the state but excludes Aims Community College and Colorado Mountain College, which are separately governed and funded. Each college president reports to the system president.

CCHE or Colorado Commission on Higher Education – The Commission is the governing board that oversees all public higher education in Colorado.

CCNS or Common Course Numbering System – The system, with the faculty, has established common names, common course numbers and common outcomes for all courses offered by the colleges. New courses have to be approved and added to the CCNS.

CDHE or Colorado Department of Higher Education – The director and staff who perform the day-to-day activities authorized by the CCHE.

COF or College Opportunity Fund – The State of Colorado helps fund public higher education by paying a portion of each state resident’s tuition provided that they have enrolled in the COF program. This is the major source of state funding for the college.

CPL or Credit for Prior Learning – Students have various opportunities to gain college credit for learning outside the formal college setting, on the job, or through other life experiences. Options include portfolios demonstrating achievement of learning objectives, college level examinations, or challenge examinations. The assessment office administers these programs with help from departmental faculty.

CTE or Career and Technical Education – This is the name given to programs that are primarily designed to lead to jobs rather than to transfer to four-year colleges and universities. Some CTE programs have both job readiness and transfer roles such as the business programs. CTE programs and faculty are governed by additional requirements and certifications, which are necessary in order to obtain vocational education funding, both state and national.

D2L or Desire to Learn – This is the online classroom platform chosen by the Colorado Community College System for all online learning. Training is available through the [Instructional Design office](#).

FLAC or Faculty Load and Compensation– Software system for entering contracts for faculty and instructors and approvals for these contracts to be paid. This is mainly used by instructional services staff, human resources, and department chairs.

FTE or Full-time Equivalent – A measure of enrollment at the college. One annual FTE is equal to 30 credits while a semester FTE is equal to 15 credits. One student taking 15 credits in a semester is generating one semester FTE or one-half of an annual FTE. A three-credit course with 30 students enrolled is generating three FTE. State funding for the college is tied to FTE.

GTPathways – The courses that have been accepted for inclusion in the statewide guaranteed transfer program. These are denoted with a GTPathways statement in the Common Course Numbering Database.

HLC or Higher Learning Commission – Our regional accrediting body. [See more information about accreditation here](#).

SFAC or State Faculty Advisory Council – This group consists of one faculty member from each of the system colleges and is advisory to the System President and the State Board. Your representative can help carry state level concerns and questions to the monthly meetings.

SFCC or State Faculty Curriculum Council – This group is composed of two faculty members from each community college. Their role is to approve new courses for the Common Course Numbering System and recommend courses for inclusion in the GTPathways guaranteed transfer program.

State Board or SBCCOE – The governing board of the community colleges is the State Board for Community Colleges and Occupational Education. The Board is comprised of seven members appointed by the governor and representing the congressional districts in Colorado as well as a non-voting faculty member and student member. This board is responsible for governing the colleges, adopting policies and setting budgets.

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RRCC

Class Cancellation Procedures

Before 8:00 a.m. or after 6:00 p.m.

Call 303-914-6394

Between 8:00 a.m. – 6:00 p.m.

Call 303-914-6314

When you call, please provide the following:

Your name

Today's Date

Course number

Room Number

Time the class starts

REMEMBER to notify your department chair when cancelling your class



COLORADO
COMMUNITY COLLEGE SYSTEM

S Number

Password

SIGN IN

[Need help with your login?](#)

[Forgot your password?](#)

[Forgot your Username?](#)

Where opportunity