PCC Community Ed

Instructor Guide

2024-2025

Requirements and resources for part-time, non-credit PCC Community Ed instructors.

Revised 09/2024

Portland Community College ®

Contents

Welcome to PCC Community Ed

PCC Community Education enrolls more than 20,000 non-credit students each year in quality personal enrichment educational experiences. As an instructor, you play an essential role in the lifelong learning goals of students and the mission of PCC. This guide provides the information you need to work with us to serve our students and our community.

In addition to this Instructor Guide, we maintain an Instructor Website (pcc.edu/community/instructor-resources) with videos, tips, and term-based information. Some of the many items you can find in the Instructor Website are how to look up your classes, class rosters and payroll date information. The password for that site is: communityed.

We also send out emails throughout the term that contain reminders and new updates so be on the lookout for those.

Vision, Mission, and Values

PCC Community Ed Vision Statement
Enriching Lives Through Lifelong Learning

PCC Community Ed Mission Statements
• Provide student-centered, quality, non-credit classes that promote personal exploration and development.
• Create and support communities of learners.
• Connect people to PCC resources, campuses, and learning opportunities.
• Enhance communities by providing accessible, innovative, and diverse educational experiences.

PCC Community Ed Values
PCC's Community Education program is committed to being a place where we learn from each other and all voices, backgrounds and perspectives are welcomed and respected. We recognize the constant need to evolve in both our understanding and response as we address the needs and interests of our communities. This work of creating an inclusive learning environment belongs to every member of our community. Community Education is a key collaborator in integrating equity, inclusion, and diversity into all aspects of our programming and instruction.

Please keep in mind that we each come to class with our own background, life experiences and political/cultural views. Ensuring our conversations are respectful will make this a welcoming and inclusive space for everyone's learning

We Are Self-Sustaining

Community Education is a self-sustaining department, which means that we rely on tuition and fees to cover the costs for each class.

What does that mean for you?
• Tuition prices are based on our costs (administration, promotion, marketing, operations, and instruction).
• Any additional costs that your class incurs (materials, facility rental, etc.) are considered "pass-through" costs. We pass those costs on to the student in the form of fees. Keeping those costs down keeps your class affordable.
• While we want your class to run, we may need to cancel it if enrollment is not high enough. Class enrollment needs to cover costs and it does not serve students to run classes that do not have enough attendees to keep the class lively. Your PC will be able to tell you the minimum number of students required to run your class.

Department Admin

Director for Community Education
Leslie Mestman
971-722-6613   leslie.mestman15@pcc.edu

Program Coordinators (PCs)

Subject-area PCs are your link to the College. They are expert programming professionals in Arts; Home, Garden and Self; Language and Culture; Recreation and Wellness; and Careers, Technology and Finance. Please watch for crucial information from your PC regarding your employment by the college and development of your class content, as well as course details such as class titles, descriptions, pricing, enrollment

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minimums and maximums, scheduling, location, etc. Feel free to contact your PC with questions regarding your courses and employment, any classroom management issues, and your teaching interests. Please contact Lindsay Johnson if you are interested in teaching for the Summer Teen Program.

Arts / American Sign Language & French / Careers and Technology
Miriam Budner
971-722-6643   miriam.budner@pcc.edu

Home, Garden and Self / Teen / Finance
Lindsay Johnson
971-722-5082   lindsay.johnson3@pcc.edu

Recreation and Wellness / Language and Culture
David Glass
971-722-7307   david.glass1@pcc.edu

Instructor Responsibilities

As a Community Education instructor, you are expected to follow all of the policies and guidelines set forth in this Instructor Guide. In addition, as a PCC employee you are also responsible for the policies and guidelines set forth by the College that may not be fully covered in this guide. To review these policies and guidelines, please visit: pcc.edu/about/policy/

Guarantee of Work

Community Education instructors work on a class-by-class basis. Scheduling decisions are made based on the PC's assessment of community needs and interests, as well as a variety of other factors. Coordinators may rotate instructors for a different approach on a subject, and some courses are only offered during certain terms. In other words, once an instructor is hired, there is no guarantee that the instructor will teach each term.

Upon hire, instructors sign a Conditions of Employment document which states: "Employment does not commit either instructor or college to any present or future employment."

Important Policies

Conflict of Interest
It is a violation of Oregon ethics law and PCC policy for a public employee to use their position for personal financial gain. Community Education is not a forum for selling products

or services, promoting businesses, or making solicitations. Any instructor soliciting students or using PCC email, facilities or off-site classrooms for those purposes may be terminated. For more information, see PCC's Ethics Guide intranet.pcc.edu/finance/purchasing/resources/pcc-ethics-guide/ (You must be logged into your MyPCC account to reference that document).

Confidentiality of Student Information
Class rosters (including student contact info and PCC ID numbers) are confidential information and may not be used for any function outside of class. Information on a student's academic progress, attendance, and grades is confidential and protected under the Family Education Rights and Privacy Act of 1974 (FERPA). This information cannot be released without written consent. For more information, visit: ed.gov/ferpa

Copyright Law
PCC follows the provisions of the U.S. Copyright Law (17 U.S.C. § 101, et. seq.). Faculty, staff, and students who willfully disregard the copyright law do so at their own risk and assume all liability. For more information guides.pcc.edu/copyright

Underage Student Guidelines
Unless they are part of the official Summer Teen Program, PCC Community Ed classes are geared toward an adult audience. However, younger students may be permitted in some adult classes. Students over the age of 16 are permitted to enroll in Community Ed classes except for classes with stated older age minimums.

Students 13-15 Years Old:
• Parents of students 13-15 years of age should follow the steps at pcc.edu/community/about/age-policy/ to request approval for their student to join an adult course. This request will be shared with the appropriate PC. Your PC will contact you if a 13-15 year old would like to register for your class to discuss whether it would be a good fit.
• An administrative staff member will notify the parent regarding whether their student's request to register has been approved. If the student has been approved to register, the administrative staff member will request additional information, facilitate registration, and email the parent and student once the registration is complete.

Note: Some classes require a parent/guardian of students aged 13-15 to be present. This requirement will be specified by the PC. The parent/guardian will need to register and pay for such classes.

Students Younger than 13 Years Old:
• Students younger than age 13 are not permitted to enroll in an adult Community Ed class.

Classes Involving Alcohol
No alcohol is to be served without prior consent from your PC. If alcohol is served in your class, you will be asked to review the document "Guidelines for PCC Classes that Include Alcohol." Students must be at least 21 years of age. You are required to check ID's of ALL students at each class and have them sign an alcohol waiver. The alcohol waivers are to be returned to us immediately after the class via the business-reply envelope provided.

Course Scheduling

In order to create our print catalog and allow enough time for it to be distributed throughout the community, we gather course details five months in advance of each term. You are required to meet quarterly deadlines set by your PC for submitting course details.

Please keep your PC current on your contact preferences (PCC or personal email or phone), your most current contact info (including mailing address). Occasionally students have questions about course content and materials. To answer those questions, we may request copies of your course syllabus, handouts and supply lists if applicable. Many students have questions about course content and materials fees. To answer those questions, we may request copies of your course syllabus, handouts and supply lists if applicable.

New Course Ideas
We are always looking for new class ideas. You are the reason for our success, and we value your input. Feel free to be creative! We can host classes that run weekly throughout the term, one-time workshops, and anything in between. You might try looking around at what other instructors in your field are offering.

Is there a new spin you can put on your content to attract new learners to your subject area? Please share ideas with your PC.

Course Materials, Supplies and Reimbursement
Discuss course supply needs with your PC when scheduling your class. Being a self-sustaining department, our expenses must be covered by tuition and fees. Instructor expenses are reimbursed according to the amount of the supply fee multiplied by the number of students registered in the class. Course materials include copies. Together you can decide whether you'll provide students with a supply list, or they'll pay PCC a fee for supplies that you'll purchase and for which you'll get reimbursed, or a combination.

Receipts for supplies instructors purchase for class to be reimbursed must be submitted within two weeks of purchase

and have the correct CRN written on the top of the receipt. Buying in bulk or for future classes is only permitted under special circumstances with PC approval. No personal items can be included on the receipt. The receipts must detail the items and show proof of payment (shows a balance of 0.00), and method of payment (cash, or Visa xxx1234 [a receipt listing credit card without the type of credit card is insufficient]). It may take up to 30 business days after processing for you to receive your reimbursement. All receipts must be uploaded through Chrome River. A video and instructions on how to submit receipts to Chrome River are available on our instructor website (PW: communityed). Please notify your PC once your receipts have been uploaded into Chrome River.

Printing
If you do not have a materials fee on your class, and need minimal copies for your class, discuss photocopy needs with your PC at the time of scheduling. Each course is allowed $2.00/student for photocopies if needed. This amounts to about 14 double-sided black and white copies per student per course (based on current PCC Print Center costs), without a fee being added to the course. This allowance is only for these minimal printing costs, not other materials. A separate materials fee must be added to the class if additional copies are required.

Use the PCC Print Center to Make Copies:
• Start a print order by filling out the print center form
• Plan ahead- the Print Center requests at least five business days on basic orders. The start of the term is always busier.
• Print orders are picked up at the Sylvania print center or at campus bookstores only. (Although the order form says otherwise, currently orders can only be delivered to campus bookstores.) See bookstore hours. Instructors should not wait until the day they need the print order to pick it up in case they run into any issues.
• Projects that are multi-page booklets or require color printing, lamination, binding or anything outside standard copying should request a price quote so that we can make sure it is within the class fees. Otherwise, prints should be done in black and white.
• Instructors should share any receipts or price estimates with their Program Coordinator.
• Using design services and rush fees (unless approved by your PC) are not permitted.

Get Reimbursed for Copies:
We understand that sometimes it isn't feasible to submit your photocopy request two weeks in advance. If this is the case, you can make the photocopies yourself at FedEx, Staples, the library, etc., and submit the original receipts to us for reimbursement within 10 business days of the end of your course (see "Course Materials, Supplies and

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Reimbursements" on page 5).

Copyrighted materials must have permission attached if the content is in excess of the Fair Use Act: (guides.pcc.edu/copyright).

Textbooks
If your class requires textbooks, let your PC know when scheduling your class. Please provide the following information: title, author, edition and date, ISBN, and publisher.

If a textbook is provided to you as an instructional tool and reference, then you must return the book to the PC at the completion of your assignment. All instructional tools or reference materials issued to you are PCC property.

Audio/Visual Equipment
Depending on where your class is held, you may have access to a variety of audio visual equipment, including overhead projectors, DVD players, and digital LCD projectors. Many off-site locations are limited in the equipment they offer. To determine which facility would best fit your class needs, discuss your options with your PC at the time of scheduling. We will do our best to meet your needs.

Most PCC classrooms have a podium that controls the audio visual equipment. This page (pcc.edu/media-services) has a short video that will give you step-by-step instructions on how to use the podium.

If your class is located at a PCC campus or center, PCC Media Services (pcc.edu/media-services) will answer questions about the technology available at PCC.

The college has a limited technology loan program: pcc.edu/media-services/equipment-available-for-faculty-and-staff-checkout/ but it is best to have a low-tech back-up plan for each class meeting.

Course Promotion

We promote Community Education offerings through various methods. We print 300,000 copies of our print catalog each term. 300,000 copies are mailed to past students and metro households, which is our most powerful promotional tool. We also promote using our online catalog, flyers, pay-per-click advertising, and social media websites (Facebook, Instagram, and Threads—@PCCcommunityed). Please help promote your class by word-of-mouth and by the following methods.

We have an Instructor Marketing Guide that contains additional information to help you promote your class.

Instructor Spotlights
Each term we highlight instructors per subject area in our print catalog. We include the instructor's photo and class name, as well as a brief quote. This is a great way to draw attention to your class. Your PC will reach out to request photos and quotes from you.

PCC WebEasy: Your Own Instructional Website
As a PCC employee, you can create a free instructional website (called WebEasy) that is hosted on the PCC server. You can include your academic credentials, professional experience, course outline, supply list, important class updates, directions to class, photos of student work, etc. Your name in our online staff directory will link to this website. This is a great way to appeal to potential students, but don't forget the Conflict of Interest rules mentioned previously ("Conflict of Interest" on page 4).

To get started, visit: pcc.edu/staff.

Photos of Students
If you have photos or videos of PCC students (or work that they've produced in your class), we can use those in our promotional efforts (catalog, flyers, website, etc.) as long as the student has signed a PCC appearance release. This page (pcc.edu/marketing-communications/communication-guidelines/media-release/) has options for the student to sign the release online, as well as a pdf you can print to have signed. You should not publish images of students without the consent of PCC. Photos of students in a real class or working on real projects are a great marketing tool; however, publishing an identifiable photo of a person without a signed appearance release can result in civil liability for whoever publishes the photograph.

Preparing for Class

Proofing the Class Schedule
Just before we send the class schedule to the printer, we will send you an email with a PDF of the final draft. It is your responsibility to read it carefully and let your PC know of errors immediately. Also, keep the email for future reference, as it will contain important pre-term information (pay schedule, college holiday information, etc).

Class Syllabus
A syllabus is not required for non-credit classes, but it is recommended to create one in the event a student has a question about course content and it helps you develop your class material. Submit this outline when your class is scheduled so that it's available when students inquire about your class.

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Cancellations Due to Low Enrollment
Classes are canceled if there is insufficient enrollment. These decisions are made no later than 1-2 business days prior to the start of the class. Discuss enrollment numbers with your PC.

Class Roster
Prior to the first class, login to MyPCC (my.pcc.edu) to view and print your class roster (instructions below). Discuss low and high enrollment concerns with your PC. Take an updated class roster to class. Remember that rosters are confidential and may not be used outside class for any reason.

Class Roster Instructions
• Log into MyPCC and click on the "Faculty" tab near the top of the page.
• Locate the "Faculty tools" box, click "Summary Class List" (under the Banner/Banweb heading), select the current term, and click "Submit."
• Choose your class from the drop-down menu and click "Submit." You will see the list of student names.

To print the roster, click the "Download Roster" link near the bottom of the page. This will give you the roster in Microsoft Excel format. You may have to adjust the column width in order to see everything.

Emailing Students
Instructors should email students at both their preferred/personal emails and their PCC emails. Even if you don't anticipate having to email students, make sure that you are comfortable getting the emails in case there is an emergency after office hours that impacts your ability to hold class.

To obtain your students' email addresses:
• Log into MyPCC and click on the "Employee" tab
• Under "Banner and Related Tools", click on "PCC Reporting"
• Click on "Run Argos Reports"
• Click on the "Banner" folder; then "Student" folder; then "Community Education" folder
• Click on "Community Ed Roster"
• Select your term, enter your class CRN, unclick the "Preferred Emails Only" box and hit the "Run" button.

This will provide you with a list of students' personal and PCC email addresses that you can copy and paste into an email. Please be sure to put students' emails into the Bcc email line to respect the students' privacy. A video detailing how to use the Argos system is on the Instructor Website.

Emails to students should only be related to your class.

Check Your MyPCC Email
To access your email, login to MyPCC and click the "Email"

icon in the upper right corner. You can also access it directly by going to google.pcc.edu and using your MyPCC username and password to login. Students and potential students will use this email account to contact you. Check your PCC email at least once a week from the time you receive the schedule proof email through the end of your course.

As an instructor, you are expected to use the college's email. For this reason the college provides an email address to conduct college-related business. While you may choose to redirect messages sent to your official PCC email address to another address, those who redirect their email do so at their own risk. The account holder is not absolved from the responsibilities associated with communications sent to their official email address if the email is lost as a result of redirection. The College is not responsible for the handling of email by outside vendors or unofficial servers.

PCC Information Technology (IT)
For issues with PCC classroom technology and MyPCC (email, rosters, etc), you can reach the PCC IT Help Desk at 971-722-4400 or helpdesk@pcc.edu. They are generally available for supporting your on-campus technology needs during these times: Monday-Thursday: 7am-8pm | Friday-Saturday: 8am-5pm

Teaching Your Class

If you are teaching in-person, you are expected to:
1 Arrive at least 10 minutes early to prepare your room and greet students
2 Start and finish class on time
3 Instruct and manage your class in a professional manner. For more information, visit: pcc.edu/hr/contracts/behavior
4 Leave the classroom tidy with any moved furniture returned to the original position. If you use the board, do not erase anything that is already there. If you need supplies, bring them or let us know in advance.

If your on-campus PCC classroom has not been unlocked, call Public Safety at 971-722-4902 at least 10 minutes prior to class to request that your room be unlocked.

If you are teaching your class remotely:
We have a document that outlines expectations for teaching classes online. Please familiarize yourself with the timelines and technology expectations if you will be teaching online.

If you are teaching 1:1 classes:
We also have a document on the Instructor Website that covers the expectations for those providing 1:1 instruction.

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Classroom Location

To view your class location, access your class roster (see Class Roster on page 7). Once you've accessed the "Summary Class List," you can click on the class title to access course info such as time, date, location, etc. You can also find the classroom number in our online schedule (pcc.edu/schedule). Use the Advanced Search link to locate your class for the appropriate term.

For classes scheduled at a PCC campus or center, go to pcc.edu/locations, select the site, and open the map of accessible building features to find exactly where your classroom is situated.

Facilities

Community Ed only has a handful of dedicated classrooms yet offers hundreds of classes each term. We schedule classes on campus, and we also rent classrooms in many public and private schools, community centers, and businesses. Because of limited space availability, it is important to give your PC a few possible locations where you could teach.

All facility-related logistics are handled by Community Ed. If you have any questions or concerns regarding your facility, including last-minute changes, contact your PC. Do not make any substitutions of rooms or locations without prior approval.

Attendance and Liability

Take attendance at the first class and each class thereafter until you know your students' names. Your roster may change from day-to-day as students add or drop the class, so update your roster just before each class session to reflect any changes. Students may attend only if they are registered. There are significant liability issues when non-registered students are present in our classes.

PCC does not provide completion certificates for those classes that are non-credit (not graded). This is due to state, federal and accreditation regulations concerning certificates and completion letters. Students are able to access billing, payment, class schedule and registration status for their classes in MyPCC.

No Show Students and Drops

Sometimes students believe that emailing an instructor to let them know they cannot attend a class will drop them from the class and relieve them of the obligation to pay. This is not the case. Students must drop their class online prior to the listed drop date. If they are having trouble dropping their class, they can contact communityed@pcc.edu. If a student emails you, please direct them to the community education email. Please be aware that a student can only be dropped with a full refund if they drop before the class deadline through the proper

channels online. Students are not automatically dropped or relieved of their obligation to pay if:

- They do not pay for the class
- They tell the instructor they wish to drop the class but do not properly complete the drop process
- They do not attend the class

Students wishing to appeal their tuition and registration will need to fill out the appeal form on the Community Ed website.

Unregistered Students in Class

Having unregistered students in class is an insurance liability. It can also be very difficult to track students down to get them to register after the class. If a student is in your class that is not on your roster, there are a few steps you can take to try and mitigate the situation.

- Make sure to print the latest version of your roster the day of the class and bring it to class.
- Determine if the student is actually registered in the class
  - Have the student log into MyPCC and go to the "My Courses" tab on the homepage. This is where they can find all the courses they are registered in.
- If the student is not able to show they are registered and you have room in the class, you can direct them to pcc.edu/community where they can find the class online and quickly register. Do not accept payment in class.
- If the student is not able to show they are registered and your class is full, politely let the student know that they cannot stay. Students should not be permitted to stay in the hopes that someone will not show up. The class is full unless someone officially drops.

Above all, do your best to rectify the situation quickly and without arguing with the student so that you can move on to teaching your class.

Student Accommodations

PCC is committed to creating a learning environment that meets the needs of its diverse population. If students anticipate or experience any barriers to learning, they may discuss their concerns with you. Accessible Ed & Disability Resources coordinates disability related accommodations. To make a request, students must contact Accessible Ed & Disability Resources in advance. Students should click "Log in or get started" at pcc.edu/disability or call 971-722-4341 or email disability.services@pcc.edu. Students will also need to complete this process if they plan on having a personal attendant join the class with them.

Email and Cyber Security

Because of its size and scope, PCC is a prime target for cyber criminals. The threat is constantly evolving, presenting new

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challenges every day. PCC urges everyone to pay special attention to your email and online activities.

While the PCC IT team continues to prioritize the protection of staff, faculty, and students, we all play an important part.

- Please stay alert to any suspicious email or strange behavior on your computer.
- Do not download attachments or programs from unknown sources.
- Do not click on anything that looks suspicious.
- Do not engage messages that involve financial transactions or sharing of personal information, regardless of the source, unless you are 100% sure of their validity.

Field Trips
You may take your class on a field trip if it's set up in advance. If a class includes a field trip it should be explained in the course description so that students know to expect it.

If the field trip is not normally a part of the class and you want to add it after the class has begun, you must a) talk to your PC about your field trip idea before discussing it with the class, b) get your students to agree to go and transport themselves.

Campus WiFi 📶
Access your WiFi settings. Join "PCCWiFi." It will ask you to enter your MyPCC username and password to connect.

Parking
There is a fee to park in most PCC parking lots Monday-Friday; cars parked in the surrounding neighborhood will be ticketed. Weekends are free. You can purchase a staff parking permit from the Business Office for the term. Day and hourly permits can be purchased at the dispensers located in the campus parking lots. You can also login to MyPCC to order a permit online, and it will be mailed to your home. Most off-campus locations, the PCC Willow Creek Center, and the Portland Metropolitan Workforce Training Center do not require permits. Check lot signage for site-specific information. More info: pcc.edu/parking

Unscheduled Closures
At times, inclement weather or infrastructure failures may necessitate delayed opening or closure of PCC locations and off-campus sites. Depending on the nature of the closure, online/remote classes and classes off-site may be held as normal. It is important to sign up for the campus alert system (and encourage your students to do the same!) so that you receive timely notification or any unscheduled closures or delays. In these instances, you will not receive an email or phone call from our department.

Canceling Class
If you need to miss class due to illness or a personal emergency, email and call your PC immediately regardless of the time of day. If it's after regular business hours, leave a message and if possible, notify your students. The more warning you can give us the better, as we need plenty of time to contact students. If possible, two business days notice is preferred. Discuss make-up date options with your PC but do not reschedule with students without confirming with your PC. If you do not receive a confirmation from your PC, contact the info-line at 971-722-6266, option 0.

Substitute Instructors
Contact your PC immediately if you cannot attend class. Another instructor may substitute teach for you as long as the instructor is an employee of PCC and your PC has approved of the substitution prior to class. PCC will deduct the instructional hours from your paycheck and pay the substitute instructor.

Behavioral Standards
We want everyone to have fun and stay safe. It's important that all instructors and students follow the guidelines outlined in the PCC Student Rights and Responsibilities document, which can be found at: pcc.edu/about/policy/student-rights. If there is a behavioral incident during class, carefully document the date, time, names and information of those involved, names of witnesses, details of the incident, and impact of the disruption on those present. Document the incident immediately so that you don't forget it, and contact your PC as soon as possible. For more resources and for the PCC policy regarding student care and concerns, visit: pcc.edu/incident

If you have a student who is exhibiting not-constructive behavior in class and your efforts to clarify expectations aren't working, please:

- Connect with your Program Coordinator to discuss your concerns
- Refer a student to the CARE team for additional support and connection to resources. This page (pcc.edu/incident) has information regarding how to submit a CARE report.

Title IX Responsibilities
Portland Community College seeks to provide an environment that is safe and welcoming for all of us: an environment that is free of bias, discrimination, and harassment. Instructors are committed to supporting students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in an instructor regarding an issue of sexual harassment/misconduct/assault, that instructor is obligated to tell PCC's Title IX coordinator. For additional information and a resource guide, visit: pcc.edu/about/equity-inclusion

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Student Questions
If students have questions about PCC or Community Ed, you can refer them to the Community Ed Info Line, which is 971-722-6266 or communityed@pcc.edu.

Evaluations
We gather feedback from students so we can build on successes and address concerns. Evaluations are emailed to students after the class has ended. We are unable to evaluate each class every term. If you would like to have your class evaluated, please let your PC know. Your PC will share any pertinent information from evaluations with you via email.

Class Observations
We will conduct occasional classroom observations. This allows us to see you in action, as well as to connect with students, get feedback, and brainstorm ideas to improve our department. Your PC will contact you to schedule these observations or you can contact your PC to schedule an observation.

After Your Class

Instructor Pay
Instructor payroll begins four weeks after the start of term and operates on a biweekly payment schedule. The Payroll Department divides your total pay hours by the number of pay periods into which your class falls. Your paychecks will be distributed based on that number. **This means that the number of hours taught during a two-week period may not be reflected on an individual check.** Your total pay for the term will cover all hours taught. Log on to MyPCC (my.pcc.edu) to view your pay stub and additional payroll information.

If you change your address, phone number, or email address, you must update the information in MyPCC. Go to the Home tab and select My Records and then Personal Information. Choose the appropriate link to update your address, phone, email address, emergency contacts and more. Please also let your PC know so that we can ensure that you continue to receive important communications.

Tuition Benefit

Active Community Education instructors may receive up to $200 towards the tuition of up to two Community Education classes per fiscal year (July 1 - June 30). Active instructors are defined as instructors who have taught a class(es) within the fiscal year. Any tuition beyond $200 is your responsibility. Additionally, the benefit can only be used across two classes; if tuition for those classes is under $200 the remaining

amount is not available for another class. You will need to pay any fees associated with the class. Contracted instructors are not eligible.

To use your benefit, register for the class via MyPCC within the first week of term, then send the class CRN # to your PC with a request to apply the benefit.

Instructor Development

Along with posting resources to the Instructor webpage, we regularly send emails that list tips, resources and best practices, in addition to deadline and policy information. You may also utilize the PCC Teaching and Learning Centers (pcc.edu/resources/tlc) for additional instructor development resources. Please note that trainings hosted by PCC credit-side departments do not offer stipends to our instructors.

Emergencies

Emergency Contacts
Off-Campus
If an emergency occurs at an off-campus location or facility, call **911**. Then call us at 971-722-6266, option 0.

On-Campus
If an emergency occurs at a PCC campus or center, call PCC Emergency Public Safety at **971-722-4444**. Then call us at 971-722-6266, option 0.

If there is a non-emergency situation and you require assistance with PCC facilities, call the PCC Public Safety Non-Emergency line at **971-722-4902**.

It's important that you inform your Program Coordinator of any accident or emergency situation as soon as possible to ensure that proper paperwork is completed.

Alarms, Drills, and Preparedness
PCC takes safety and these drills very seriously. We need to be prepared. You must participate in the emergency drills that take place at all on- and off-campus locations. These include fire, lock-down, and earthquake drills. If on-campus, the alarm will indicate verbally if it's an evacuation or lock-down situation.

Fire or Evacuation Alarm
If an evacuation alarm sounds, you and all of your students must evacuate and go to a marked safe assembly area. Do not use elevators. Stay at the safe assembly area until instructed by safety personnel.

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Community Ed Info-Line: 971-722-6266
Computer Help Desk: 971-722-4400
PCC Public Safety non-emergency: 971-722-4902 / emergency: 971-722-4444

Earthquake
If you feel an earthquake or if the earthquake alarm sounds, *Drop - Cover - Hold*. Get under a table or stand in a corner and hold onto the desk or table leg until the shaking has stopped. Stay away from windows/outside walls.

Lockdown
If a lockdown alarm sounds, remain in your classroom, close the door, turn off all lights, lock the windows and doors, close the blinds, barricade the door with furniture, stay away from windows and doors, get low to the ground, spread out, and keep quiet. An "all clear" message will broadcast through the loudspeakers once it's safe to come out.

Active Threat
An active threat is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community. In addition to an individual using a firearm, it includes other weapons or instruments that are capable of causing serious physical injury. If there is an active threat, PCC recommends the following actions to improve
your chances of survival:

RUN! If you can do so safely, flee the scene and go to a place of safety far from the Active Threat and call 911 or Public Safety at 971-722-4444.

HIDE! If unable to flee an Active Threat, find a place to seek refuge or LOCKDOWN. Secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (e.g., table, chairs, filing cabinet, desk). The goal is to seal off the area to prevent an armed intruder's access.
- Silence cell phones but do not turn them off.
- Close blinds and turn off lights.
- If outside, seek "Cover and Concealment" using whatever is available: walls, trees, poles, buildings, etc. Try to hide behind something capable of stopping a bullet.

FIGHT! If unable to leave an area, then your choices are Passive or Active Resistance.
- Passive Resistance is the act of succumbing to the wishes of an armed intruder and will place you under their control.
- Active Resistance may increase the likelihood of survival for yourself and others. The following are guidelines for active resistance:
  - Look for objects that can be used as self defense weapons (or thrown as distractions) against an armed intruder or provide protection from an armed intruder.
  - A group of individuals significantly outnumbering an armed intruder can assist in overpowering him or her. If this is possible, it is important to communicate your intentions to the group so the group can act together in a coordinated manner.

When the Police Arrive: When the police arrive, remain calm and follow officers' instructions.
- Keep your hands visible at all times and avoid quick movements toward the officers.
- Do not point at the police or the shooter.
- Do not run toward the police or attempt to hug them.
- Do not scream or yell.
- Do not stop to ask officers for help or direction when evacuating.

More information about PCC Public Safety and campus-specific emergency procedures can be found at pcc.edu/about/public-safety. If you're off-campus, be sure to familiarize yourself with the facility's emergency procedures.

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