Welcome to Fall 2019 semester! This marks the beginning of our 20th year in Hyattsville, and the 6th year in our beautifully expanded space. Thanks for being here.

We expect to run about 185 credit and 60 Adult and Continuing Education sections here for the fall, so it is going to be another busy season at UTC!

This newsletter presents the basic information you will need to teach at UTC, but please reach out to me or a member of the staff if you have questions. We’re all looking forward to working with you.

FROM DENNIS HUFFMAN, PROGRAM DIRECTOR

Our students: UTC students, as compared to the college’s overall student body, are more likely to be experiencing college for the first time, more likely to be part-time students, and more likely to be learning in a second language. Our students are also somewhat older on average (nearly half are 25 or older). All of this means that our work here has some unique challenges, but it is also particularly rewarding.

FACULTY WORK ROOM: There are two faculty work rooms. The main one is 253, and there is a smaller one on the first floor, room 150. Both provide telephones, computers, printing, and copying. Room 253 also has the Benchmark scanner for test scoring, as well as lockers and the faculty mailboxes. Both rooms are always locked, and you will need the code to the cipher lock (for 253) or a key (for 150). If you want to use one of the lockers in 253, please fill out a label and tape it to the locker. You must provide your own padlock (which should be removed at the end of the semester).

To reach any college extension, here or on another campus, simply dial the last four digits. However, to make an outside call from a UTC phone, dial *9 first.

All of us on the staff want to make your teaching experience here as satisfying and effective as possible. Please do not hesitate to contact any of us with questions or suggestions.

CLOSING POLICY: Please remind your students that the College’s closing policy is not related to that of the public schools. Note that in case of a late opening, e.g., a two-hour delay, the policy states: "When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30 - 10:45 a.m. class will be held." Certification classes which meet all day, e.g., 9 a.m. – 4 p.m. would commence at the opening time. And, if you haven’t signed up for Owl Alert, you should do so via the link at the bottom right of the main Owl Link menu.

EXPECTED LATENESS OR ABSENCE:
Please notify the staff if you are going to be late or absent, so that we can inform your students.

- Main number 301-546-8000 (select option 1 and then option 9)
- Adult education 301-546-8350

Credit faculty should also contact the department secretary. If you know about changes to class schedules or locations in advance, e-mail the information to the supervisor on duty.

HOURS AND ACCESS: Our entrance doors lock and unlock automatically. You and your students will have access beginning at 7:45 a.m. Monday through Friday and 8:00 a.m. Saturdays. The doors lock at 9:00 p.m. Monday through Thursday, 4:30 p.m. Friday (except for the second floor, which remains open for Friday night classes) and 2:00 p.m. on Saturdays.

NOTE: For Friday evening classes, access is via the second floor.

Hours for student services

- Monday – Thursday: 8:30 a.m. – 7:30 p.m.
- *Fridays: 8:30 a.m. – 4:30 p.m.

*Student Services opens at 1:00 p.m. on the first and the third Fridays of each month to allow for staff development.

Bookstore Hours: The UTC bookstore is located on the ground floor. Hours are posted on their door. With the exception August 19 to September 9 (the week before and after the start of the semester, when they are open every day) the hours are generally limited to Tuesdays and Wednesdays from 11:00 a.m. – 7:00 p.m. Their UTC phone number is 301-546-8150.

Library Services: The library offers a variety of resources that can be accessed remotely by all College students, faculty, staff and administrators. To familiarize yourself with the library’s resources and services visit the website: http://library.pgccc.edu.

Collection highlights:
• **60+ Research databases** that provide access to articles from peer-reviewed journals, newspapers, and many other publications.

• **200,000+ E-book titles** from trusted publishers in all academic subject areas. Titles can be read on a desktop or mobile device and include options, such as highlighting and note-taking.

• **20,000+ streaming videos from four collections** across multiple disciplines. Videos can be viewed anytime or anywhere and the majority of videos can be embedded into online courses.

• Librarians are available to provide information literacy instruction. These sessions help students develop a set of information collecting and synthesizing skills inside and outside the library, whether it be academically, professionally, or personally. Sessions are available for all subject areas, both face-to-face and online (via Blackboard). Request a session here: [https://docs.google.com/forms/d/e/1FAIpQLSeps4PhNj5pVxfJX0jRdiBZ459nkJaPADIxLAVU7nZgvbXA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeps4PhNj5pVxfJX0jRdiBZ459nkJaPADIxLAVU7nZgvbXA/viewform)

• Librarians can also assist students via chat during library hours: [http://pgcc.libanswers.com/](http://pgcc.libanswers.com/)

• The library hosts instructional workshops, book clubs, and other programs. For more about library programming, visit: [http://pgcc.libguides.com/events](http://pgcc.libguides.com/events)

• Finally, there is a great new set of short videos for those in need of research and critical thinking skills. You can refer your students here: [http://pgcc.libguides.com/researchtutorial](http://pgcc.libguides.com/researchtutorial)

**COMPUTERS and E-MAIL:** It is critically important that you have working PGCC email and Owl Link accounts. If you do not already have a username and password for access to the College’s network, contact us at the front counter and we’ll be glad to help. If you don’t plan to check your PGCC email regularly, please ensure that you have forwarded that account to another account that you do use. Note that Federal privacy laws require that all communication with students be via a College email account.

When you sign onto a PC in the faculty work room, you should use your personal username and password to access your documents on the H: drive. However, on the instructor PCs in the classrooms, use the generic username (UTC) and password (pgcc2019) so that you have full access to the instructional software while you are teaching.

**Important technology notes:**

There is always someone from Technology Services on duty at UTC, and urgent technical problems or questions should be brought to his or her attention. Each classroom now has a telephone, so you can reach them by phone, and if you leave a voicemail they will also receive an email notification. (Note the highlighted names on the staff list at the end of this document.) “Tickets” for repairs are generated via the askPGCC link on the desktop. Please report any malfunctioning technology through that system so that there is a record of the concerns.

Please do not attempt to load any software onto the system. This is both for reasons of copyright law and to protect the integrity of our network. If there is a piece of software that you believe should be available, you should submit a request.

Finally, do not save documents to the hard (C:\) drive of any computer at the Center. Individual PCs can be moved, and the machines are “re-imaged” fairly often, meaning data saved to a specific machine can be easily lost. By logging in as yourself and saving to the H:\ drive, data is permanently saved on the college server.

**CAMPUS MAIL:** Credit faculty mailboxes are located in room 253. (Be sure to check your mailbox whenever you are here, even if you have a mailbox at Largo.) The campus mail “pony” comes here on Tuesdays and Thursdays, typically around 2:00 PM. Leave outgoing mail in the black cabinet behind the front desk on the 2nd floor. (Mail can also be left with the staff at the main counter on the 1st floor.)

Any items you wish to leave for students to pick up must be clearly labeled and brought to the first floor front desk.

**PHOTOCOPIES:** We have two large black Toshiba copiers for faculty and staff use, one in 253 and the other in 150. That should mean at least one of them is working at any given time, but if you absolutely must have copies for a given class, you are well advised to make them in advance. Please note that large copy jobs should be processed by the Duplicating Center at the main campus, x-3082.

**AV EQUIPMENT:** UTC is equipped with wonderful instructional technology. Each classroom has an instructor station, ceiling projector, and document camera. There is also wireless access to both PGCC-AIR (public) and PGCC-WLAN (Owl Link password required). If you have other AV requirements, just ask. However, we would appreciate your coming early to ensure that any technology you need for class is available, and that you know how to use it. You can reserve equipment in advance, but you are ultimately responsible for ensuring that everything is ready to go at the beginning of class.

**WHITE BOARDS, MARKERS, & CLASSROOM ETIQUETTE:** Please be certain that the marker you are using is a DRY ERASE marker; other markers permanently damage white boards.

Also, please replace the cap on the marker whenever it is not in use, and throw away unusable markers. Extra markers are available in the faculty workrooms as well as at the first and second floor front desks.
You are responsible for leaving the room the way you found it, including, among other things, putting furniture back in the normal configuration and erasing the board before leaving the classroom. (College policy prohibits custodial staff from erasing content from boards, which means another faculty member will have to erase what you leave behind.) The large blue Expo erasers have eight peel-off layers. If the eraser pad is too dirty to be effective, carefully remove that layer (but not more than one layer!) Let someone at the front desk know when we need to provide a refill pad. If you need other supplies, the staff at the front desk can help you. Please DO NOT remove or use the office supplies on the front counter without asking. Finally, per PGCC policy, food and beverages are prohibited in the classrooms.

PARKING: All PGCC employees should park in Garage B. Plastic access cards are available to faculty upon completion of the proper forms. The Permit Form requires your signature acknowledging that there is a $20 replacement fee for lost or stolen cards. You must return the access card on the day that grades are due each semester. Key cards not returned on time may be deactivated, in which case, the cardholder will be charged a $20 replacement fee.

Students at UTC must now park in Garage A (the above ground garage on the other side of the movie theater). When they validate their Garage A tickets, they receive 3 ½ hours free. Validation also provides a 50% discount off the posted rates after that. There are two validation devices, one in the Student Lounge (room 201) and the other at the Adult Education counter on the first floor. While we make every effort to provide students with parking information, your assistance in reminding them to check out the fliers about parking would be very much appreciated.

CAMPUS POLICE: Any security issues or concerns should be reported immediately to the supervisor on duty. At UTC, security is provided by officers from Metropolitan Protective Service, Inc. They are on duty from 7:00 AM to 10:30 PM. They will also be providing coverage on Saturdays. The officers carry a cell phone and may be reached on: 301-979-1290. Note that outside calls are blocked on classroom phones, so you should use extension 8666 to reach them.

INTERNAL SECURITY PROCEDURES: We ask for your vigilance and cooperation in maintaining a safe and secure learning environment at UTC. Unless you know that there is a class immediately following yours, please clear the classroom and lock the door when you leave. The Faculty Work Room doors should be closed at all times; unaccompanied students are not permitted.

Please be aware that documents containing personally identifiable information must be kept secure or shredded. The Shred-it company provides secure document disposal for the College, and there is a large gray Shred-it box located in the first floor work room (150), and a large blue Shred-it box in the main Faculty Work Room (253).

Finally, there is a short (four minutes) safety video for UTC. You will find a fire truck icon on the instructor desktop in each classroom, and we are asking that you play this clip as part of your first-day activities. I’d appreciate your feedback on this trial run.

Please also take note of this information regarding the alarm system in our building. Our building follows the guidelines from the National Fire Protection Association (NFPA). Educational materials provided by NFPA read, in part:

The fire and life safety systems installed in high-rise buildings today, including automatic fire sprinkler protection, are designed to control a fire and therefore lessen the need to evacuate all occupants. In a typical scenario, the occupants of the fire floor and the floors immediately above and below it should immediately use the exit stairs to descend to a floor level that is at least several floors below the fire floor, and await further instruction from safety officials.

Over the years, there have been several incidents in our building in which an alarm has been generated on the ground floor (often because a child in the Social Services offices has pulled an alarm). In such a case, the alarms automatically sound on the ground and first floors, but not above the first floor. That creates an odd situation within the college space, as the ground and first floors would be required to evacuate, while the second floor would await further instructions.

PHOTO IDs: Employees are required to wear their PGCC ID at all times. If you don’t have one, the staff at the front desk can assist you. It is very important that we be able to identify employees.

STUDENT DISCIPLINARY ACTION: Student behavior problems have been rare here, but it’s important that you familiarize yourself with Chapter 5 (pp. 107 - 144) of the Student Handbook. It’s available online at: http://www.pgcc.edu/student_life/student_handbook.aspx . The handbook covers the code of conduct, grievance procedures, and other policies.

Any serious incident must be reported to the supervisor on duty immediately. Depending on the situation, the coordinator may recommend that you complete an Incident Report Form. That form may be accessed via the icon found on the desktop of...
Finally, a word about some energy-saving measures implemented by our landlord. UTC's classrooms and offices now have motion-activated lighting. This is saving the college money by turning off the lights in empty rooms. Even more significantly, the system is also tied to the heating and cooling in each room so that unoccupied spaces will use significantly less energy. You and your students may need to be patient for a few minutes while the temperature adjusts if there was no class in the room immediately prior to your arrival. Thanks for helping us conserve energy.

RESOURCES FOR STUDENTS: We are working hard to ensure that each semester sees an increase in instructional services at UTC. By the end of the first week of the semester, you will receive a document entitled, "Get Help!" which will help you direct students to the appropriate resources.

LIGHTING AND TEMPERATURE: For internal calls, simply dial the last four digits. To reach an outside line, please dial *9.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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Have a great semester. Thanks for being here.