



East Central University

Adjunct Faculty Handbook

August 2011

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Introduction

This publication has been prepared to disseminate policy information to Adjunct Faculty. Qualifications for adjunct appointments are based upon academic background and experience but generally require the same qualifications as regular faculty. Documentation supporting academic or professional qualifications for Adjunct Faculty includes a current résumé and official transcript issued by the institution from which the faculty earned his/her highest degree. Additional documentation may be requested by the department or school.

Adjunct Faculty Contracts

Contracts are generated by the chair of the department offering the course or by the Distance Education Office. The contract must be signed and returned to the department chair before the end of the second week in the semester. Contracts are contingent upon the class having an adequate enrollment. The Center for Continuing Education/Community Services generates contracts for workshops/seminars.

Adjunct Faculty Salaries

During the fall and spring semesters, salary payments are normally divided into four equal parts. Adjunct faculty should complete direct deposit forms in the payroll office. Payroll deposits are made on the last working day of the first full month of the semester. During the summer semester direct deposits or checks are issued on the last working day of July.

Faculty I.D.'s, Library Privileges, and Audio Visual

Adjunct Faculty I.D.'s are made in the University Center by the staff in the Information Booth. This I.D. permits the faculty member to use the Linscheid Library and to have other faculty privileges. To obtain audio-visual services on campus, contact the audio-visual department at 580-559-5490. At Ardmore, McAlester, and Shawnee, contact the ECU program coordinator/Academic Advisor. This request should be made at least 2 days in advance.

Jenzabar Faculty Tools – Logins and Passwords

The following website is the new central distribution point for the retrieval of all logins and passwords for Jenzabar Faculty Tools:

<https://www.ecok.edu/passreset/passreset.html>

Logins and passwords can only be obtained by entering your social-security number and date of birth. (This information will not go beyond the password reset.) This reset will create the first and change existing Blackboard, E-mail, and Jenzabar Faculty Tools (Campus) passwords to one randomly generated password. Your Campus User ID and a new Campus password will be shown when you enter your information and press the “Reset Pass” button.

Postage and Duplicating

Adjunct Faculty may send and receive items through on-campus faculty mail or through the Distance Education office. Adjunct Faculty are encouraged to use the duplicating services on campus when making copies for classroom use. Off-campus instructors may use the copy machines at the centers. Instructors are asked to comply with copyright laws (Appendix A). If any Internet and/or web research activity is involved in classwork, East Central University recommends that faculty follow the guidelines of the Digital Millennium Copyright Act of 1998 (DMCA). The DMCA is not reproduced in this document, but generally faculty should follow the guidelines in Appendix A and contact the Linscheid Library staff person responsible for the DMCA when a specific need arises (see page 9).

Office Hours

All faculty members should establish a time for conferring with students before or after class. In addition, Adjunct Faculty may want to communicate with their students via e-mail.

Receiving/Sending Mail

Contact the appropriate departmental secretary to receive mail at ECU. On-campus Adjunct Faculty will receive mail in their departments. Off-campus Adjunct Faculty will receive mail in designated locations at the sites.

Teaching Responsibilities and Absences

Faculty members are expected to meet their classes at all scheduled times and places and to be prompt in beginning and dismissing classes. In the event a faculty member must be absent from a scheduled class meeting, he/she has the responsibility to make arrangements for the class and to notify the chair of the department of the arrangements.

Pre-arranged absences. Absences such as school visitations, professional meetings, etc., should be arranged well in advance of the absence. The chair of the appropriate department must be informed of all absences of this nature and the arrangements that have been made to cover the classes prior to the day of departure. Faculty at off-campus locations should notify the Academic Program Coordinator/Academic Advisor.

Emergency/illnesses. Faculty should notify the chair of the appropriate department if he/she is unable to attend classes because of illness or emergency.

Canceling classes at the centers. If it is necessary to cancel a class at the Ardmore Higher Education Center, Eastern Oklahoma State College Branch Campus at McAlester, or Gordon Cooper Technical Center, the Academic Program Coordinator/Academic Advisor should be notified as soon as possible. If it is necessary

to cancel a class at any other site, notify the Director of Off-Campus Education on the East Central University campus.

Syllabi

Copies of the course syllabus should be obtained through the department which offers the course. Instructors are asked to provide a syllabus for the particular course and submit it to the chair of the department for approval. The syllabi used by Adjunct Faculty must follow the format of the approved syllabus and be approved by the department chairs. All requirements of the classes should be included in the syllabi (i.e., attendance requirements, deadlines, information regarding field trips.) Syllabi should be submitted to the office of the dean of the appropriate school on computer disk in Word Perfect or Word and are due before the end of the first week of the semester. **All** students must receive a copy of the syllabus for each class.

Textbooks

Textbooks are adopted by the department for each course. Contact the department chair for information regarding the procuring of a textbook.

Campus Class Rosters

All instructors are asked to print their class lists, using Jenzabar Faculty Tools, immediately prior to the first class meeting. If a student is attending but is not listed on the class list, the instructor should notify the student that they must process an enrollment immediately. Students are not to attend classes if they are not properly enrolled.

Instructors should also check the class list for accuracy of the grading type. LT symbolizes that a course will be graded using letter grades, PF is used for pass/fail grades, and PN is used by Kinesiology activity courses which are mandatory pass/no pass grades. Any irregularities should be reported to the Registrar via e-mail immediately.

During the second week of the semester, instructors will be asked to notify the Admissions and Records Office of any students who have not attended classes or who ceased attendance after the first class meeting. The reporting of these students will begin a possible cancellation of a student's enrollment.

Instructors may print updated class lists at any time prior to or during a semester.

Off-campus Adjunct Faculty should contact the ECU Academic Program Coordinator/Academic Advisor to obtain paperwork for students who want to drop a class or withdraw from school. On-Campus Adjunct Faculty should contact the academic department for information regarding these procedures.

Mid-Term Grade Reporting

All faculty teaching **undergraduate** courses will enter mid-term grades. The Office of Admissions and Records will notify faculty by email when mid-term grade entry opens. No final grades should be entered at this time. If you taught an intersession course and have already entered the grades for that course, please enter the same grade for the mid-term. Mid-term grades **do not** apply to graduate courses, 2nd 8-wk courses or any lab classes. Also, incomplete (“I”) grades cannot be assigned as a mid-term grade. Grade entry works best with Internet Explorer, so if you have problems, it may be your browser. If you do not know your password, or forget your password, you can reset it through MyECU.

Final Grade Reporting

All instructors will report their final grades electronically using Jenzabar Faculty Tools. Grade reporting will open on the first day of final exams and will remain available through 10 AM on the second working day following the last day of final exams.

After the submission of grades, instructors are asked to print their class lists (not the grade entry screen) which will now show the grades submitted. All grades should be verified as correct by the instructor. This printout should be maintained by the instructor for official record of grades entered. For the grading system see Appendix B.

Posting of Grades

According to the Family Education Rights and Privacy Act, grades may not be posted. Final exams are to be given at the scheduled times. Classes must meet during the scheduled final exam time.

Evaluations

During the twelfth or thirteenth week of class, a member of ECU’s staff will distribute student evaluations of teaching performance to the students in every ECU course taught by Adjunct Faculty. The Adjunct Faculty will be informed concerning the date and time of the evaluations. The brief evaluation will be completed during class time. Instructors must not be present during the evaluation. Results of evaluations for faculty of graduate classes will be available in the office of the School of Graduate Studies, and results for faculty of undergraduate classes will be available in the office of the department chair after final grades have been turned in for the course.

Academic Integrity

Academic Integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and

misrepresentations are incompatible with the fundamental activity of East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct. In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. These actions include, but are not limited to: cheating, plagiarism and misrepresentation or falsification. Adjunct Faculty who encounter violations of the academic integrity policy should refer to the complete policy and incident report form on the ECU website:
http://www.ecok.edu/repository/unmanaged_content/pdf/academic_affairs/AcademicIntegrityPolicy.pdf.

Closing the Campus or the Higher Education Centers

The decision to close the ECU campus due to inclement weather or other emergency is made by the President of the University. Most major media outlets in the ECU commuting area and in Oklahoma City are notified as early as possible. Notices will also be posted on the ECU website. The decision to close the higher education centers will be made by the directors of those centers. Adjunct Faculty at the centers will be notified of closings as early as possible by the East Central University Director of Distance Education or Program Coordinator.

Building Use Policies

1. All buildings are smoke free environments.
2. Students and instructors are not to bring children to class.
3. Problems with the classroom facilities should be reported to the appropriate staff.

Filing Mileage

Adjunct Faculty who qualify for travel reimbursement should file their mileage with the Distance Education staff, located in the Linscheid Library. Travel will be paid from either the Outreach Budget or the Ardmore budget.

Risk Management

Adjunct Faculty traveling on official business i.e. going to a site to teach a class (not commuting from their home to the campus) are covered by the State of Oklahoma Risk Management Plan.

Long Distance Phone Calls

Adjunct Faculty who need to make long distance telephone calls as part of their University assignments may utilize a code number issued by the department; that number will allow them to place appropriate business calls through the University switchboard.

Supplies and Secretarial Assistance

Supplies routinely used in instruction may be obtained from the department. If an instructor needs instructional supplies which are beyond those routinely needed, the requests for such items should be directed to the department chair.

Equal Opportunity & Affirmative Action Policy

Pursuant to the Equal Opportunity Statement on file with the Office of Civil Rights, East Central University is an Equal Opportunity Employer. East Central University, in compliance with Title VI of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

East Central University also complies with provisions of Section 504 of the Rehabilitation Act of 1973 which insures that no individual shall be subject to discrimination solely by reason of disability.

ADA Statement

East Central University is committed to providing equal access to University programs and services for all students. Under university policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodations, he or she must report to Office of Disability Services, Room 159 Administration Building on the ECU campus, as soon as possible. Reasonable accommodations may be arranged only after the Office of Disability Services has verified the situation. As a faculty member you are not authorized to make accommodations without prior determination by the Office of Disability Services. NO accommodations may be made after the fact. Contact the Office of Academic Affairs if any assistance is needed in this process.

Communicable Diseases Policy

East Central University is committed to providing a working and learning environment free of health hazards for its students and employees. Students and employees who have a communicable disease shall be required to inform their immediate supervisors. Failure to do so may lead to employee suspension or student withdrawal from classes. The University will comply with all federal and state laws applicable to employees, students and communicable diseases.

Political Activities

An employee of the Regional University System of Oklahoma (RUSO) who participates in political activities, must do so in a manner that does not imply directly or indirectly that the Board or any of its universities endorse such activities, in no way interferes with the right and privileges of other employees of this Board or of students attending any university, in no way interrupts the normal routine operation of any university, or in no way interferes with the assigned duties of the employee. Violations of these principles may be considered cause for dismissal.

Drug-Free Workplace Policy

East Central University, in compliance with the Drug Free Work Place Act of 1988, hereby gives notice to all University employees that it is the formal policy of the Board of Regents of Oklahoma Colleges and East Central University that it is in the best interest of both the University and its employees to provide education, awareness and assistance where appropriate relative to the dangers inherent in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. The special consequences of drug abuse in the workplace includes the threatened safety to co-workers by those who are impaired by drugs, the increased danger of defective or substandard services being provided to the public and diminished productivity.

In order to combat this problem area, the University will provide to all employees ongoing materials and information concerning these dangers and available avenues of assistance. The University further gives notice that:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in any University work area is prohibited.
2. As a condition of employment, employees must abide by the terms of this policy.
3. Any University employee who is convicted of any state or federal criminal drug statute for drug-related misconduct in the workplace must report the conviction within five (5) days thereafter to the Personnel Office at the University.
4. Violations of this prohibition will result in administrative sanctions, ranging in severity from formal counseling to termination from employment, immediately or within 30 days, whether or not the violation results in conviction under state or federal criminal drug statutes for misconduct in the workplace. Satisfactory participation in a university approved drug abuse assistance or rehabilitation program may be required as a condition of continued employment by the University of all employees who violate this prohibition and are not terminated from employment.
5. Information about the dangers of drug abuse in the workplace and the availability of drug abuse assistance and rehabilitation programs may be obtained from the Personnel Office at the University.
6. Where necessary because of conviction and incarceration, decisions relative to

suspension of termination or the granting leave for treatment will be determined individually.

7. All University employees are required to acknowledge by written signature that they have been made aware of this policy, understand same, will abide by the policy, and must return a signed copy of this policy to the Personnel Office.

Sexual Harassment

Sexual harassment is recognized as a barrier to the educational, scholarly and research purpose of the universities governed by the Board, and will not be tolerated. Such conduct threatens the mission of the universities governed by the Board, and threatens the careers, educational experience, and well-being of students, faculty and staff. The Board will not tolerate behavior between or among members of the university community which creates an unacceptable working or education environment.

Appendix A

AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATION INSTITUTIONS WITH RESPECT TO BOOKS AND PERIODICALS

The purpose of the following guidelines is to state the minimum and not the maximum standards of education fair use under Section 107 H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

GUIDELINES

I. Single Copying for Teachers.

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. a chapter from a book;
- B. an article from a periodical or newspaper;
- C. a short story, short essay or short poem, whether or not from a collective work;
- D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. the copying meets the test of brevity and spontaneity as defined below; and,
- B. meets the cumulative effect test as defined below; and,
- C. each copy includes a notice of copyright.

III. Definitions

A. Brevity

(I) Poetry:

- (a) A complete poem if less than 250 words and if printed on not more than two pages or,
- (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose:

- (a) Either a complete article, story or essay of less than 2,500 words, or,
- (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in “I” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.]

(iii) Illustration:

One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) “Special” works:

Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 20% of the words found in the text thereof, may be reproduced.

B. Spontaneity

(I) The copying is at the instances and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect

(I) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work

or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in “ii” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

IV. Prohibitions as to guidelines above:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separated.

B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:

(a) substitute for the purchases of books, publishers’ reprints or periodicals;

(b) be directed by higher authority;

(c) be repeated with respect to the same item by the same teacher from term to term.

V. No charge shall be made to the student beyond the actual cost of the photocopying.

Appendix B

3.2 Grading System

3.2.1 Definition of Grading Terms

A. Grades Used in the Calculation of Grade Point Average (GPA)

| <u>Grade</u> | <u>Note</u> | <u>Grade Point Per Hour</u> |
|--------------|---------------|-----------------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Failure | 0 |

B. Other Symbols

I Incomplete. An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades must be changed by the instructor within one year from the end of the semester in which the "I" was assigned or they will remain as a permanent "I" and not contribute to the student's GPA.. Prior to fall 1993, an "I" grade became an "F" if the work was not completed in the required time frame.

AU Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. The allowable time to change an enrollment status from audit to credit will be established by each institution but may not exceed the institution's add period and must be consistent with the State Regents' add period defined as the first two weeks of a regular semester/term and the first week of a summer semester/term. Students changing their enrollment status from audit to credit must meet institutional admission/retention standards as set by the State Regents. The allowable time to change an enrollment status from credit to audit will be established by each institution but will not exceed the institution's last date for withdrawal from classes. AU will not contribute to the student's GPA.

W An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed 12 weeks of a 16 week semester

or, in general, not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after this deadline, a “W” or “F” will be assigned depending upon the student’s standing in the class and the institution’s stated withdrawal policy. If an “F” grade is assigned, it is calculated in the student’s GPA; the “W” grade is GPA neutral.

- AW** Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been “involuntarily” withdrawn from class(es) after the institution’s drop and add period for disciplinary or financial reasons or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral.
- S-U-P-NP** An institution may elect to use the grades “S” or “P” and “U” or “NP” for specified courses or may allow students to elect an “S/U” or “P/NP” option under circumstances specified by the institution. The “S” and “P” grades are neutral indicating minimal course requirements have been met and credit has been earned. The “S” and “P” grades may also be used to indicate credit earned through advanced standing examinations. The grades of “U” and “NP” indicate that a student did not meet minimum requirements in a course designated for “S/U” or “P/N/P” grading. While all four grades, “S, U, P, N/P” are GPA neutral, they are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.
- P or F** Pass/Fail. An institution may elect to use Pass/Fail as an option for students in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an “F” and is calculated into the GPA.
- N** An “N” grade may be used by an institution to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is GPA neutral.
- C.** Remedial Courses
- Remedial courses are pre-college courses designed to prepare students for collegiate-level course work. Thus, remedial courses are to be coded as zero-level and collegiate-level credit may not be awarded for the completion of such courses. Remedial courses may be grades “S-U” or “P-NP” or letter graded at the discretion of the institution. Regardless of the grades awarded, remedial courses are not calculated in the retention, graduation, or cumulative grade-point averages.

Appendix C

EAST CENTRAL UNIVERSITY

ADMINISTRATION

| | |
|---|-------------------------------|
| Provost and Vice President for Academic Affairs | Dr. Duane C. Anderson |
| Danley Hall 208 ECU Phone 559-5204 e-mail dandersn@ecok.edu | |
| Assistant Vice President for Academic Affairs | Dr. Katricia Pierson |
| Danley Hall 208 ECU Phone 559-5486 e-mail kpierson@ecok.edu | |
| Director, Sponsored Programs and Research | Ms. Nancy Thomason |
| Danley Hall 208 ECU Phone 559-5259 e-mail nthmsn@ecok.edu | |
| Dean, School of Graduate Studies | Dr. Richard Wetherill |
| Fentem Hall 103 ECU Phone 559-5709 e-mail rwethrll@ecok.edu | |
| Director - Continuing Education | Dr. Richard Wetherill |
| Fentem Hall 114 ECU Phone 559-5455 e-mail rwethrll@ecok.edu | |
| Director of Linscheid Library and Distance Education | Dr. Adrianna Lancaster |
| Linscheid Library ECU Phone 559-5368 e-mail alancaster@ecok.edu | |
| Director of Information Technology | Mr. Frank Williams |
| Danley Hall 139 ECU Phone 559-5256 e-mail fwilliams@ecok.edu | |
| Coordinator of ITV | Dr. Stan Nnochirionye |
| Administration 215A ECU Phone 559-5622 e-mail snnoch@ecok.edu | |
| Office of Admissions and Records/Director and Registrar | Ms. Pamla Armstrong |
| Administration 111 ECU Phone 559-5239 e-mail parmstro@ecok.edu | |
| Director, Student Financial Aid | Ms. Becky Isaacs |
| Administration 113 ECU Phone 559-5242 e-mail bisaacs@ecok.edu | |
| Coordinator, Office of Disability Services | Ms. Teresa Fisher |
| Administration 159 ECU Phone 559-5297 e-mail twalker@ecok.edu | |
| Manager, Bookstore | Ms. Nickey McEwen |
| Memorial Student Union ECU Phone 559-5508 e-mail nmcewen@ecok.edu | |

DEANS AND DEPARTMENT CHAIRS

| | |
|---|------------------------------|
| Dean, College of Education & Psychology | Dr. Brenda Walling |
| Education 214 ECU Phone 559-5350 e-mail bwalling@ecok.edu | |
| Interim Chair, Education | Dr. Martha Pennington |
| Education 204a ECU Phone 559-5322 e-mail mpedersn@ecok.edu | |

Chair, KinesiologyMr. Jeff Williams
Kerr Athletic Center 303 ECU Phone 559-5521 e-mail jwillims@ecok.edu

Chair, PsychologyDr. Joanna Harris-Young
Education 200b ECU Phone 559-5318 e-mail jharris@ecok.edu

Dean, College of Health & SciencesDr. Bruce Weems
P & ES 101a ECU Phone 559-5549 e-mail BWeems@ecok.edu

Chair, BiologyDr. Nicholas Cheper
Physical&Env Sci Bldg ECU Phone 559-5500 e-mail ncheper@ecok.edu

Chair, Cartography and GeographyDr. Greg Plumb
Horace Mann 127b ECU Phone 559-5630 e-mail gplumb@ecok.edu

Co-Chair, Chemistry/PhysicsDr. Dwight Myers
Physical&Env Sci Bldg ECU Phone 559-5447 e-mail dmyers@ecok.edu

Co-Chair, Physics/ChemistryDr. Carl Rutledge
Physical&Env Sci Bldg ECU Phone 559-5392 e-mail crutledg@ecok.edu

Chair, Environmental Health ScienceDr. Doug Weirick
Physical&Env Sci Bldg ECU Phone 559-5658 e-mail dweirick@ecok.edu

Chair, Family & Consumer SciencesDr. Diana Watson-Maile
Faust Hall 218 ECU Phone 559-5475 e-mail dwatson@ecok.edu

Acting Director, Health Information ManagementMs. Jean Thompson
Horace Mann 105 ECU Phone 559-5406 e-mail jthompsn@ecok.edu

Acting Chair, Mathematics and Computer ScienceDr. Robert Ferdinand
Science Hall 207 ECU Phone 559-5285 e-mail rferdand@ecok.edu

Chair, NursingDr. Anne Davis
Science Hall 302b ECU Phone 559-5427 e-mail adavis@ecok.edu

Dean, College of Liberal Arts and Social SciencesDr. Mark Hollingsworth
Faust Hall 141 ECU Phone 559-5424 e-mail mholling@ecok.edu

Director, School of Fine Arts and Chair, ArtDr. Brad Jessop
Ford Fine Arts Center 134 ECU Phone 559-5353 e-mail bjessop@ecok.edu

Program Coordinator, CommunicationDr. Richard Groetzinger
Ford Fine Arts Center 111 ECU Phone 559-5600 e-mail rgroetzi@ecok.edu

Chair, English/LanguagesDr. Jennifer McMahon
Horace Mann 301 ECU Phone 559-5452 e-mail jmcmahon@ecok.edu

Acting Chair, History and Native American StudiesDr. Scott Barton
Horace Mann 323a ECU Phone 559-5563 e-mail sbarton@ecok.edu

Program Coordinator, Political Science and Legal Studies.....Dr. Christine Pappas
Horace Mann 239b ECU Phone 559-5640 e-mail cpappas@ecok.edu

Chair, Human Resources..... Dr. James Burke
Faust Hall 148 ECU Phone 559-5589 e-mail jburke@ecok.edu

Program Coordinator, Mass CommunicationsMr. Chris Shofner
Ford Fine Arts Center 136 ECU Phone 559-5598 e-mail cshofner@ecok.edu

Program Coordinator, Music..... Dr. Kelley Alig
Faust Hall 210 ECU Phone 559-5726 e-mail kalig@ecok.edu

Chair, Sociology.....Dr. Rich Alford
Horace Mann 237c ECU Phone 559-5414 e-mail ralford@ecok.edu

Dean, School of Business.....Mr. Wendell Godwin
Administration 212 ECU Phone 559-5649 e-mail wgodwin@ecok.edu

Chair, AccountingMr. Christopher Browning
Administration 213a ECU Phone 559-5527 e-mail browning@ecok.edu

Chair, Business Administration..... Dr. Charlie Jones
Administration 262a ECU Phone 559-5269 e-mail cjones@ecok.edu

Resource for the Digital Millennium Copyright Act of 1998

Audio-Visual/Electronic Media Librarian.....Mr. Patrick Baumann
Linscheid Library, Annex 215 ECU Phone 559-5373 e-mail pbauman@ecok.edu

HIGHER EDUCATION CENTERS

Director, Ardmore Higher Education Center..... Dr. Steve Mills
Ardmore Higher Education Center 580-223-1441 e-mail smills@ahec.osrhe.edu

Academic Program Coordinator/Academic Advisor - Ardmore Higher Education Center..... Ms. Andrea Bryant
Ardmore Higher Education Center 580-220-2866 e-mail abryant@ecok.edu

Dean, McAlester Higher Education Center..... Dr. Janet Wansick
McAlester Higher Education Center 918-302-3614 e-mail jwansick@eosc.edu

Program Coordinator/Academic Advisor - McAlester Higher Education CenterMs. Angela Price
McAlester Higher Education Center 918-302-3614 e-mail angkpri@ecok.edu

Superintendent, Gordon Cooper Technology Center..... Mr. Martin Lewis
Gordon Cooper Technology Center 405-273-7493 Ext 201 e-mail martyl@gctech.org

Academic Program Coordinator/Academic Advisor - Gordon Cooper Tech. Center Ms. Sharon Bryant
Gordon Cooper Technology Center 405-273-7493 Ext 296 e-mail shakbry@ecok.edu