Bates Technical College

FACULTY RESOURCE HANDBOOK

BATES TECHNICAL COLLEGE
EST. 1940

Bates Technical College
Revised for 2025-2026

www.batestech.edu
253.680.7000

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"A good education can change anyone; a good teacher can change everyone." – Dr. Sudhir S. Balerao

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Welcome and Orientation

Welcome to Bates Technical College! The best way to get started is to visit your division office. Contact information as well as a description of the services division offices can provide is located in this handbook. It is recommended that you introduce yourself to the office staff and check your campus mailbox frequently for information.

Contact your division office to find out where the faculty mailboxes are located. At the division office, you will be able to garner information, have your questions answered, and the friendly staff is there to assist and support you. You can fill out paperwork for keys, get your e-mail set up, as well as pick up any additional materials you may need.

For assistance with personnel, payroll, and benefits please visit the Office of Human Resources located in the Downtown Campus- 3rd floor. While copies of the Collective Bargaining Agreement are no longer distributed by HR, a copy may be obtained by accessing the following link: Collective Bargaining Agreements.

In order to familiarize yourself with the services available to students, visit the Student Services offices located on the first floor of the Downtown Campus. Your next stop should be our Library Resource Center.

Finally, visit your classroom(s). Best wishes for a rewarding classroom experience!

Downtown Campus

1101 S. Yakima Ave.
Tacoma, WA 98405
253.680.7000
Map and Parking

Central Campus

2320 S. 19th St.
Tacoma, WA 98405
253.680.7603
Map and Parking

South Campus

2201 S. 78th St.
Tacoma, WA 98409
253.680.7400
Map and Parking

Academic Issues, Instructional Policies, and Instructional Procedures

Academic Integrity

As an institute of higher education, it is important that the highest academic standards are maintained. Policies and procedures governing academic dishonesty can be found in the college's policy on academic standards, Student Code of Conduct, instructor's course syllabus, and any applicable program handbook. The Bates Student Code of Conduct linked on the Student Conduct website states that the college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct. Academic Dishonesty can be handled directly by faculty and instructors and/or academic administrators are able to impose academic sanctions up to and including a failing grade in an academic course.

Any alleged incidents of Academic Dishonesty can be reported online Student Code of Conduct. Any act of academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Once the form is electronically submitted, the Student Conduct officer may contact you to be part of a meeting and/or for additional information as needed.

The Alleged Student Code of Conduct Incident Form is used by faculty to report potential violations of academic dishonesty (cheating and plagiarism), as stipulated in the Student Code of Conduct under WAC 495A-119 prohibited conduct. It is recommended you consult with your Dean first before submitting this report form to the Student Conduct Officer. You may submit this report as informational or for follow up on a student violation, as indicated in the Student Code of Conduct. Please indicate whether this submission is informational only at the end of this report. A separate form must be filled out for each student involved in the incident. Please attached a copy of your syllabus, the assignment, and what action you have already taken in this incident form.

a) Cheating includes using or any attempt to use, give, or obtain unauthorized assistance related to the completion of an academic assignment.
b) Plagiarism includes taking and using as one's own without proper attribution the ideas, writings, or work of another person in completing an academic assignment. Plagiarism also may include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
d) Deliberate damage - Taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.

We recommend that all of your course syllabi state that all forms of academic dishonesty as outlined in the student conduct code may be reported and that a range of disciplinary sanctions may result. If you suspect a student has committed academic dishonesty, meet with the student to share concerns and get more information and contact your Dean.

Add, Drop, Complete Withdrawal, Late Starting Classes

Before courses start: Students may add (providing prerequisites/requirements have been met) using this online form: Add/Drop Form, or completely withdraw via Student Self-Withdrawal or in person at the Registrar's office at the Downtown or South campuses.

No grade will be given in a dropped class, and a refund will be issued to the student, if appropriate. However, students are not to assume that they have been administratively withdrawn and need to check with the Registration and Records Office to verify their status.

Student tuition and fees are due two weeks before the first day of each quarter. Students registering after the first day of the quarter must pay within two calendar days of registration. Students with outstanding balances as of the quarterly drop date will be administratively withdrawn and notified. Exceptions for extenuating circumstances require approval by the Executive Director of Finance.

Current, definitive guidance regarding drop dates and administrative withdrawal dates are updated through the College Calendar/Academic Registration Calendar.

Attendance Policy for Career Training Students

The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for each course and the program. It is the responsibility of the student to know and comply with the attendance policy. Programs having established attendance policies will include relevant information in the course syllabi.

Financial aid recipients are subject to the Student Financial Aid Satisfactory Academic Progress Policy. A student who does not attend the first three class sessions (includes career training or general education courses) and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal. Student attendance is gathered to demonstrate the same requirements that are necessary on the job and to satisfy reporting requirements for financial aid, funding agencies, and state funding.

Administrative Withdrawal

Instructors or program advisors may request that a student be administratively dropped from a course. Faculty, use the Administrative Withdrawal Form to drop a student from a course course for the following reasons:

- A student fails to attend the first three class sessions of a daily class or the first class session of a twice weekly class; or
- The student has not met the required prerequisite.

Please note: This procedure often causes confusion for the students as they expect to be administratively dropped if they do not attend. Students must submit a formal withdrawal from classes to the Registration Office (any campus). Encourage students to use this Add/Drop Form for course and college withdrawal.

Tuition Refund Policy

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:

If the college cancels the class – 100%
If by the close of the fifth calendar day of the quarter – 100%
If by the close of the 20th calendar day of the quarter – 50%
After the 20th instructional day of the quarter – 0%

The tuition refund policy applies to all students in state-supported programs. It is the student's responsibility to complete a withdrawal form and submit it to the registration office. The date the withdrawal is received will be used for calculating refunds.

Class Cancellation

Occasionally, a class will not have the required minimum number of students enrolled prior to or at its first class meeting. In this event, the appropriate division administrator will consult with the instructor regarding a possible cancellation. Under no circumstances should an instructor cancel a class. Specific authorization to cancel a class is made only by the appropriate Division Administrator or by the Vice President of Instruction. If an instructor has reason to believe that a class might not have the required minimum enrollment, the instructor should contact their division administrator.

Class Place/Time Changes

An instructor cannot change the time or place of a class without specific authorization by the program dean/director, or the Vice President of Instruction. The appropriate program dean/director should be notified in advance if an instructor plans to take a field trip or to change the normal classroom meeting time and/or place. All classes should meet at the scheduled time and place unless otherwise authorized.

Classrooms

General purpose classrooms should be open prior to class meeting time. Laboratory classrooms, computer rooms, rooms containing instructional equipment, and off-campus or weekend classrooms may need to be unlocked by the instructor or by Security (253.680.7111) Refer any problems or facility needs to the appropriate division administrator.

Financial Aid Satisfactory Academic Progress

The Financial Aid Satisfactory Academic Progress policy is designed to help students who experience academic difficulty. The purpose is to identify students whose quarterly or cumulative grade point average (GPA) falls below 2.0, and to direct students to assistance to improve their academic standing.

This policy determines academic suspension in cases where students are unable to achieve satisfactory academic performance. The standards are a framework to help identify students who may need additional support. Satisfactory Academic Progress Handbook

Retention of Student Work

Coursework grades should be kept for 2 years after end of academic quarter according to WA record retention schedule DAN 20-02-69438.
Grade input and grade changes for final coursework grades should be retained for 6 years then destroyed DAN 20-02-69452.
When a student drops a course and is dropped from Canvas, all records of their work and

participation are purged. It is a good idea to back up records from Canvas frequently because if a student is dropped from Canvas administratively, but then appeals or has questions, the Canvas record would no longer be available.

Course Information and Resources for Instruction

Instructors should check with their division office regarding assistance with class materials, including class textbooks and desk copies. Class materials may also be available for students, free of charge, from the Library offices at the Downtown, Central or South Campuses.

Class Rosters

Class rosters are available in ctcLink. Rosters should be verified on the first day of class and each day through the tenth day of instruction. Discrepancies and corrections should be sent to the Registration Office via email registration@batestech.edu. Instructions for accessing class rosters can be found here: ctcLink Reference Center.

Canvas course rosters are correct, however, sometimes there is lag between when a student adds/drops, and then when the Canvas course roster updates.

**Students may not attend or participate in a class without completion of formal registration and payment. Students entering a class late and not appearing on the roster should not be admitted to class without presenting a copy of their class schedule showing payment. If such proof of registration is not present, please refer the student to the Registration and Records Office at any campus location to clarify their registration status.

First Day Rosters and Attendance

Full-time and adjunct faculty members are to print or copy over their first-day rosters. For instructors who are unable to print the rosters, please call 253.680.7016 for assistance.

1. Instructors take attendance starting on 1st day of the quarter and compare to their class roster.
2. Attendance is to be taken for days 1-10.
   a. Attendance should include virtual access and in person labs.
   b. If a student does not attend on day 1, instructors will contact the student to engage.

First 3-5 Days of the Quarter

Bates Technical College has a policy to drop students for no attendance and allows instructors to drop students that don't attend within the first 3-5 days of the quarter. We request that instructors check both virtual attendance as well as in person labs. If the student has accessed their online Canvas account, do not process a request for an administrative drop. The expectation is that all instructors will attempt to contact the student to engage the student before dropping.

To drop a student from a course, instructors must complete the Administrative Withdrawal Form that is posted on the employee Tools Menu, on the intranet. No other form will be accepted and must be submitted no later than the end of business on 5th day of the quarter.

1. Attendance is to be taken for days 1-10.
2. Days 4-5 of the quarter, instructors can submit the Administrative Withdrawal Form for students that have not attended/accessed class and that the instructors have made

attempts to contact and engage.

3. Administrative Withdrawal Forms must be submitted no later than the end of business on Day 5 of the quarter.

   *All Administrative Withdrawal Forms received for high school students will be forwarded by the Registration Office to the high school dean. The high school dean and the high school staff will follow up with the high school students and determine if they should be dropped. The high school dean will then notify the office of instruction.

Tenth Day Rosters

Tenth day paper copy rosters are not printed by the college. Please review the tenth day rosters and take attendance.

Classroom Discipline/Management, Conduct, and Retention

Disruptive behavior in the classroom can be one way students act out their emotional stress and academic problems. Classroom disruption refers to behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of the class. Disruptive behaviors can range from an isolated incident of mildly annoying or irritating behavior to more aggressive or dangerous behaviors.

Some disruptive behaviors may be due to a change in a medical or psychiatric condition. If the instructor knows or suspects that a student has a medical reason or disability that is affecting their behavior, it may be beneficial to include a counselor or Disability Support Services (DSS) staff person when meeting with the student to address the behavior.

Identify issues that may arise and address them in the syllabus and on the first day of class.
For example:

- Proper way to address faculty (e.g., Dr. Mr., Ms.)
- Rules regarding attendance, punctuality, late assignments, make-up exams, etc.
- Expectations for how to be recognized in class (e.g., raising a hand to be recognized)
- How to engage in civil classroom discussion
- Standards of academic integrity and use of AI (e.g., cheating and plagiarism)
- Cell phone and computer usage
- Decorum (sleeping, eating, guests, inappropriate language, public displays of affection, vaping, etc.)
- Let students know that they will be held accountable to the information provided on the syllabus
- Establish and share student/instructor boundaries (office hours, appropriate and inappropriate times to contact)

According to College Policy: Standards for Classroom Behavior Standards for Classroom Behavior, the instructor must clearly articulate expectations for classroom behavior to the students. The course syllabus is a good place to communicate this information. Sometimes student behavior is connected to a specific student need or concern. Bates is committed to student success and supporting our students to be successful in their academics. Additionally, the college partners with community resources to provide resources (including bus passes, addressing food insecurity, hygiene products, etc.) as needed.

Depending on the circumstances, each instructor is expected to manage the climate of the classroom, within reason. Disorderly or abusive behaviors that interfere with the rights of others or which obstruct or disrupt teaching, research, and classroom function are not permitted.

Addressing student disruption should begin with the following and progress depending on the student's response and future behavior.

- **Verbal Request**. Inform the student, in a calm, respectful and non-threatening manner, to refrain from the behavior because it impedes your ability to teach and their fellow students' ability to learn.
- **Verbal Reprimand**. Remind a disruptive student of the agreed upon rules defined in the syllabus and hold violators accountable for their actions. (i.e. consequences versus punishment).
- **Meet with the student outside of class**. Attempt to diffuse the situation by having the student meet with you outside of class time to discuss appropriate behaviors and review the syllabus expectations.
- **Suspension/Dismissal from the class**.
  If the situation does not immediately de-escalate, you may need to dismiss the student from the class environment for 1-3 instruction days. If the student is so disorderly or disruptive that it is difficult to impossible to maintain classroom decorum, an instructor has the authority to exclude the student from any single class or program session for up to three days. (If you remove a student from class follow up and submit "Alleged Student Code of Conduct Incident Form", located on the Student Conduct website.
- **Dismiss the Class**. In situations when an out-of-control student refuses to leave, it may be better to dismiss the class and to call Campus Security and submit "Alleged Student Code of Conduct Incident Form".

More information on Classroom conduct can be found in the Student Handbook WAC 495A-119-180.

Bates Technical College strives to create an inclusive and supportive learning environment for all students. This checklist is designed to assist instructors in developing inclusive classrooms.

- Discuss concepts of diversity, equity, and inclusion with students and how it impacts their future profession.
- Actively care for the whole human being in syllabi/classroom policies.
- Reframe practices and policies to serve as a co-learner and engage in a partnership with students.
- Consult with industry partners on current anti-racist initiatives and incorporate these discussions in class.
- Incorporate critical perspectives and voices of marginalized groups into course materials.
- Explore global and cultural contexts in teaching materials to promote diversity and inclusion.
- Consider the use of multimedia platforms to create more dynamic and interactive learning experiences.
- Identify culturally responsive pedagogical practices that can be used in the classroom.

Student Conduct

At Bates Technical College, we strive to create productive learning communities that enable all students to reach their maximum potential. You can find the principles that guide the learning

community in the Student Code of Conduct and Student Handbook, which is located on the Student Conduct site. Additional information can be found on the Student Conduct Intranet.
All students who have allegedly violated the Student Code of Conduct are entitled to due process. Please note that conduct documents are not part of a student's academic file and can only be made available via public information request.

Reporting Alleged Student Code of Conduct Violations

Any alleged student violations of the Student Code of Conduct should be reported using the Alleged Student Code of Conduct Incident Report Form on our Student Conduct website. Please complete this form to report any events or activities on campus that require attention from the Student Conduct Officer regarding violation of the Student Code of Conduct.

In the event of an emergency (immediate risk of harm to self or others, threats, etc.) call 911 and Campus Public Safety at 253.680.7111.

To keep Bates Technical College safe and to create an inclusive campus, we ask students, staff, and faculty to share any alleged violations to the Student Code of Conduct online. Please note that reports will only be reviewed during normal business hours, Monday – Friday, 8am-4pm and may not be immediately reviewed.
If you have questions or need immediate assistance, please contact Steve Ashpole, sashpole@batestech.edu or Campus Public Safety at 253.680.7111.

CARE Student Alerts & Retention Resources

CARE Retention Student Alert Concerns: Student Alerts are a retention and success initiative that aims to support students and provide services that can assist students in continuing their education. This initiative strives to connect students to integral campus resources, services, and staff who will help them navigate Bates and empower them to define their educational journey. Faculty or staff identify students who are struggling in their class or office and make a CARE referral. These can also be submitted through ctcLink through the Student Alert process.
Examples: behaviors of concern (nervous, sad, inability to concentrate, spaced-out, depressed), academic support, tutoring, transportation challenges, pattern of unexcused absences, alcohol/drug education/support, hygiene concerns, navigating the college experience, understanding funding resources, accessing resources off campus, and more.

If faculty have a concern about a student, they are encouraged to submit a Student Alert within ctcLink. For more information on how and when to submit an alert, please review CARE Student Retention.

In the event of any problems that warrant additional intervention, division deans should be consulted.

Course Catalog of Curriculum

The annual catalog describes all classes offered at BTC along with the policies governing admission, registration, grades, and degree requirements. It is published annually by the Office of Instruction in coordination with the Communications Office.

Course Outlines (Master Course Outline)

Every course has an approved master course outline with goals, objectives, student learning

outcomes and assessment methods. All instructors are expected to fulfill the approved goals and objectives and to meet the desired student learning outcomes. MCO's are written by program faculty.

Course outlines are available online in Tableau.

Course Syllabus and Template

Instructors should review course objectives and expectations with their students. A written copy of the course syllabus should be provided to the students as well as to the appropriate division administrator. Examples of course syllabi developed by Bates Technical College faculty are on file in the division offices. Instructors who need assistance with developing a course syllabus should contact their division office. However, always use the following template in developing a course syllabus. Faculty have the Academic Freedom to edit the syllabus quarterly.

Syllabus Template

Enrollment Information

It's vitally important that all faculty have access to program student headcount and student full-time equivalency data. This data is available in an enrollment report. This report can be accessed in Tableau.

Textbook Adoption

All faculty currently submit their textbook adoptions when prompted by email via the virtual bookstore. These are requested quarterly in advance. Consult with your dean/director and bookstore@batestech.edu if you are hired after the textbook cutoff date to request a late submission.

Grading

Grading Procedures

Grades must be submitted in Faculty Center by the published deadline which is found on the College Calendar.

The following grading practices support academic freedom and provide a uniform and fair grading system for students and faculty.

1. Instructors select the criteria used to grade the courses they teach, and how those criteria will be weighted. Elements that contribute to grades can be as broad as needed and may include various methods of measuring student learning and achievement. For example: a possible combination of test scores, assignments, evaluation of lab/shop work, attendance, workplace behaviors evaluation, and other elements may be used.
2. At the beginning of each course students will be provided with a syllabus detailing what will be learned in the course and how outcomes will be measured and graded. Grading information will explain how the various factors will be weighted and how they contribute to the final grade.
3. Reporting:
    - Numerical grades earned by students will be reported for each course at the end of the quarter, and will apply to grade point average (GPA) calculations.
    - Numerical grades may be considered equivalent to letter grades as follows:

Numerical Grades	Letter
4.0	A
3.9-3.7	A-
3.6-3.3	B+
3.2-3.0	B
2.9-2.7	B-
2.6-2.3	C+
2.2-2.0	C
1.9-1.7	C-
1.6-1.3	D+
1.2-1.0	D
Below 1.0 / NC	F

S- Satisfactory completion of a pass/fail Course (not factored in GPA) with a student performance level of at least 2.0.
U- Unsatisfactory completion of a pass/fail course (not factored in GPA) with a student performance level below a 2.0.
W- Withdrawal – not counted in GPA
I- Incomplete
* Assigned when grades are not submitted by the instructor in time to be processed. After the grades are submitted, the earned grade will be recorded on the student's record. Some courses are graded as Satisfactory/Unsatisfactory and are not included in a student's grade point average (GPA) calculation.

4. Withdrawals (W) Students will be allowed to self-withdraw from courses within 45 calendar days of the start date and receive a "W" grade.
5. Incomplete grades (I)
    a. An incomplete (I) may be granted for a course in which the student enrolled, but did not complete all work required to earn a grade due to unusual or emergency circumstances beyond the student's control.
    b. An I is not a student right, but is an instructor-granted extension of the time needed to finish and submit required work the student was unable to complete during the regular course timeframe.
    c. The student need not re-register nor pay additional tuition in the following quarter for the individual course in which an I is granted.
    d. An instructor may give an I to a student provided there is a written contract in place between the student and the instructor specifying:
        i. what work must be completed
        ii. by what date the work will be completed
        iii. what the final grade for the course will be if the student does not complete all required work by the required date
    e. If the student fails to complete the required work by the deadline set by the instructor (in no case beyond the end of the subsequent quarter), the I will default a failing grade unless otherwise designated by the instructor.

Change a Student's Grade

The instructor of the course may make a grade change within one year after a grade has been given. In cases of extenuating circumstances, the Chief Academic Officer/Vice President of Instruction may

make a grade change after consultation with the President. The procedure does not apply to "I" grades. The grade change form may be submitted electronically using the Grade Change Form.

Grade and Academic Dismissal Complaint Policy Procedures

Academic Dismissal Policy

The college reserves the right to place a student on academic probation or dismiss a student who violates the college's criteria regarding academic performance. These general criteria are listed in the Rights and Responsibilities section of this handbook. Additional specific criteria are written in individual career training program expectations and/or written course syllabi, which each student receives at the beginning of their classes.

Grade and Academic Dismissal Complaint Purpose

The purpose of the Bates Technical College Grade and Academic Dismissal Complaint Policy is to provide a process by which students may address concerns related to prejudicial, arbitrary and/or capricious academic evaluation and/or grading or dismissal from a career training program or general education course. This process is facilitated by Instruction. Excluded from this process are those complaints for which other specific remedies are provided, such as Title IX discrimination claims.

Graded Assignment or Academic Dismissal Appeal

A student shall appeal a grade, competency rating, or dismissal from a program within 10 instructional days of receipt of the grade report or notice of dismissal. You can review more information on Grade Appeals at Reporting Concerns page.

Final Course Grade Appeal

The student must file a complaint about a final grade for a course or program within 10 instructional days upon receiving the final grade

Appeal Process

Step One. Student will attempt to informally resolve the issue by meeting and/or communicating with instructor about their concern. Both parties should document the discussion. If the student is not satisfied with the result they will move onto step two.
Step Two. The student will initiate a formal concern on the appropriate (Grade Appeal or Academic Concern) form and submit the form to the Dean of Instruction within 10 instructional days.
Step Three. The Dean of Instruction will provide the employee a copy of the form within 5 business days. The employee has 5 instructional days to respond in writing to their supervisor.
Step Four. The Dean of Instruction will convene a meeting of both parties within 5 business days. In the event that both parties do not agree to a meeting, the Dean of Instruction will investigate and reach a decision in writing and communicate to both parties within 5 business days. In the event that the student is not satisfied with the result, proceed to Step Five.
Step Five. Within 5 instructional days after the decision, the student will notify the Vice President of Instruction in writing to request a second level appeal.
Step Six. Within 10 instructional days the Vice President of Instruction will convene the Appeal Review Committee to meet the student, instructor and Dean of Instruction to hear the points of the issue in appeal. The Committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

Reinstatement after Academic Dismissal

If a student is issued an academic dismissal from a career training program or general education course for a stated period of time, the student must meet with the appropriate dean or designee before re-enrolling at the college. The conditions for reinstatement will be reviewed to determine eligibility to return.

Student Services

Advising and Retention

Career Advisors

Career Advisors are here to advise new students and support ongoing students through the lifecycle of their education. Existing students who need support in planning an educational pathway will be directed to their Career Advisor to support their pathway to graduation. All degree-seeking students who enroll at Bates for the first time must meet with a Career Advisor before they can select courses.

Career Advisors can assist students with:

- Check out placement results and assist with appropriate placement in general education courses
- Inform of college resources and support services
- Understanding degree or certificate requirements
- Understanding college policies, procedures
- Educational planning

New students seeking guidance on enrolling at Bates are directed to visit our Get Started webpage.

Retention Specialists

Student Retention Specialists work closely with Advisors to support student success and remove barriers to education. Each campus has a designated Student Retention Specialist to help students succeed Student Retention Specialists help students identify academic and non-academic needs and connect students with appropriate on-campus and community resources.

Counseling Services

While some people who see a counselor have chronic emotional difficulties, most are dealing with typical life changes. Some of the reasons people seek counseling include stress, anxiety, depression, grief and loss, anger, abuse, relationship issues, handling a crisis, substance abuse, and self-esteem. Bates is committed to supporting all students in reaching their academic and personal goals and recognizes that counseling may be helpful in the process. Sessions are provided by a Master's level licensed mental health professional. The counselor's role is to listen without judgment, to guide and to assist with exploring available options. Confidentiality is an important part of counseling and personal information will not be disclosed without a written consent signed by the student. By law there are safety limitations that may warrant disclosure without consent which will be explained during the initial intake process.

Students interested in making an appointment with a counselor should submit a Counseling Referral Form located on the Counseling Center website.

Disability Support Services

The primary focus of the Disability Support Services (DSS) office is to assure nondiscrimination on the basis of disability. Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. We will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. This governed by Introduction to the Americans with Disabilities Act | ADA.gov.

All employees are required to share with students' information about Disability Support Services. Faculty cannot legally make accommodations on their own – all students must be referred to the office of Disability Support Services for accommodations and services. For more information, email us at dss@batestech.edu or refer to the DSS intranet.

Eligibility

It is the student's responsibility to identify themselves as having a documented disability and seek assistance from the Disability Support Services office. Bates Technical College recognizes that traditional methods, programs, and services may need to be altered to assure full accessibility to qualified persons with disabilities.

How do students obtain services?

We are committed to helping students succeed. In order to receive and retain reasonable accommodations, a student must:

- Make an appointment with the Disability Support Services office at 253.680.7013
- Bring formal written documentation of disability(s) to the first meeting with the Disability Support Services office. Documentation must be from a licensed professional;
- Request the desired accommodations;
    - Request services early for timely accommodations (preferably six weeks before starting classes, however, students reserve the right to request accommodations at any time).

When eligibility is established, it is the student's responsibility to present the Letter of Accommodation to all instructors at the beginning of each quarter. Students should discuss accommodations with their instructors at the beginning of the class or program to ensure successful program completion.

Confidentiality

Information regarding a student's disability is considered confidential. Information will not be released to anyone outside of the college without the written permission of the student. Information may be shared within the college with appropriate faculty and staff to facilitate services and reasonable accommodations.

Accommodations

Accommodations are made on an individual basis. Services and reasonable accommodations available may include, but are not limited to: admission assistance, accessible facilities, alternate testing, alternative media, disability parking, ASL interpreters, mobility assistance, note taking, reading services, scribes, specialized equipment and audiotaping services. Adaptive equipment available for immediate use includes:

- Assistive listening and visual devices

- Ergonomic, Dvorak and BAT keyboards
- Ergonomic chairs, tables and footrests
- Screen reader, and scan and read software
- Recorders
- Voice recognition software

Students who wish to obtain support and services should contact the Disability Support Services Office as early as possible so that individual needs can be determined, and timely accommodations made. All documentation provided to Disability Support Services is secured and considered confidential. The specific disability is not disclosed to anyone without the written permission of the student. Any student with a documented disability qualifies for reasonable accommodations.

Attendance

Students are expected to attend all of their scheduled classes. It is the instructor who determines the number of absences that are allowed in their class. If a student with a disability has an absence from class due to a disability-related circumstance, they should contact the DSS Office. Documentation must support disability-related circumstances. The absence does not excuse the student from the obligation of any assignments, homework, tests/exams, and obtaining material missed during the absence. Students are responsible for contacting their instructor.

Campus Life and Activities

Bates Campus Life and Activities is the hub for all the great things that happen on campus. The Campus Life and Activity (CLA) Centers are located on Downtown Campus, room C301; the Bobcat Den, room A 105 of the South Campus and the eSports Lounge, room A 134 of the Central Campus. They support a student lounge, vending machines, ping pong, a bay of computers, microwaves, fridge, prayer and meditation space, and a lunch and study area.

Here you can find info on the following:

Associated Student Government

The Associated Student Government (ASG), empowers students by creating opportunities to become involved and become a leader. They collaborate with the college and community in order to provide a supportive environment for our diverse students so that they can become personally enriched.

- The Associated Student Government of Bates Technical College – Meet your ASG find out how they are working for you.
- Food pantries staffed by student work studies with hours of operation at all three campuses
- Clubs – Find students who share similar interests as you by joining or starting a club
- Student Bus Passes – Technical High School and Career Training students get a free unlimited pass on Pierce Transit.
- Campus Life and Activities Canvas Page – We're always up to something! Join us to stay updated on all upcoming events and activities, both online and in person.
- Student Job Board – We're here for you even after graduation! Check out the student job board for jobs current jobs in your field.
- Phi Theta Kappa – Phi Theta Kappa (International Honor Society)
- **The Veterans Resource Center**

The Center is open to all community veterans, military personnel and their families. The Center was developed to provide fellowship and activities, a calm environment to study or take a break, as well as provide information and referrals specific to our veteran and military population. The Center may be reached at Veterans Resource Center, or visit our Veterans Affairs Benefits page to learn about VA Benefits.
Email vabenefits@batestech.edu. Our Student Veterans Center is located: South Campus, Room B512, and is staff by student workers.

- By September 30 annually, Services and Activities Expenditure Summary information is required to be posted on the college's website. [RCW 28B.15.045(11)].
- HIV/AIDS information is required to be posted to college website. [RCW 28C.04.600]

Enrollment and Registration

Admissions

Students start here for a new career. Over 800 students graduate from Bates each year and with over 50 programs offering short-term certificate, Associate of Applied Science, and Bachelor of Applied Science degree options, students are sure to find the right program that will help them reinvent themselves. The application process is housed in Registration and Enrollment.

Registration

The Registration Office maintains student records for the college across all programs. Whether students need to register for classes, request a transcript, or register for testing, the Registration Office is here for student success. Commonly requested forms, tuition refund policy dates, tuition and fees, etc. can be accessed on our website or contact us if you have questions or need more information.

We grant priority enrollment for all currently enrolled veterans, active service members, and Veterans Affairs beneficiaries. Eligible students can register one day before all other currently enrolled students. Please see the college calendar for specific dates. Additionally, Bates forms can be located at Bates Forms | MyBates (batestech.edu).

Important registration dates and college calendar

Transfer Credits

Transfer students are those who have attended another college or already earned a degree. Credits obtained at another college may transfer to Bates. Bates will evaluate each student's records to determine transferability. Students should request an official transcript be sent to Bates Technical College. Students will also still need to apply to the college for admission.

- Send a copy of your official transcripts to Bates Technical College, Attn: Transcript and Credential Evaluator, 1101 S. Yakima Ave., Tacoma, WA 98405. Or order online official transcripts through Parchment which accepts electronic or printed transcript orders. New users need to create an account prior to making a request.
- Submit a Request for Credit Evaluation Form.
- Allow up to four weeks for the evaluation process after all transcripts listed on the form have been received.

Financial Aid

For many students, making the decision to attend college is an easy one. However, some might

worry about how to pay for education, from tuition to books and supplies. The Financial Aid office is the go-to resource for learning about the various types of financial assistance available.

Eligibility for Financial Aid: A student may be eligible for financial aid if they are:

- Attending Bates to obtain a degree or certificate
- A U.S. citizen or eligible non-citizen
- Making satisfactory progress in a program of study, as defined by the Financial Aid Office satisfactory academic progress criteria.
- Not in default on any previous student loans or owing a refund on any grant
- A high school graduate or a GED® completer

Students are encouraged to apply for financial aid as early as possible since eligibility review may take up to eight weeks from the application submission date. Students and their families do not necessarily need to be considered low-income to qualify for some kinds of financial aid, but students must demonstrate financial need to be eligible for most federal assistance.
Phone: 253.680.7020
Email: FinancialAid@BatesTech.edu

Opportunity Grant (for Low-Income Students)

The Opportunity Grant can help low-income adults train for one of the 28 high-wage/high-demand job fields for which Bates offers training. The grant can help pay some of your tuition, books, and other college costs.

Students may be eligible for Opportunity Grant funding if they:

- Have been a Washington state resident for at least a year.
- Have a family income that is at or below 200 percent of the federal poverty level: 2025-2026 Federal Poverty Guidelines.
- Demonstrated financial need, based on the FAFSA (Free Application for Federal Student Aid)

For more information about the Opportunity Grant program, please refer students to 253.680.7244 or email opportunitygrant@batestech.edu

Basic Food & Training (BFET)

The Basic Food & Training (BFET) is a funding program for low-income students who receive federal food assistance. The program is designed to help low-income students overcome financial barriers while they pursue an education. The program is voluntary and allows participants to keep their food benefits while they attend college.

BFET can provide financial support for:

- Tuition
- Books
- Tools
- Transportation
- Emergency costs
- Uniforms

BFET participants are also eligible for childcare assistance through DSHS Working Connections. For

more information about the BFET program, please contact Steve Wood, Administrative Compliance Specialist, 253.680.7286 or bfet@batestech.edu.

Worker Retraining

Bates Technical College offers several programs that may be able to provide you with the financial assistance you need to attend college. In addition to the financial aid packages and scholarships for which all students may apply, there are some programs designed to provide aid to individuals in specific circumstances.

The Worker Retraining program was established to provide financial support, under specific circumstances, to cover tuition, books, childcare and transportation for those who are unemployed and pursuing an education to improve their employability. Funds, if awarded, can provide assistance to individuals in training for a new career or upgrading skills to regain employment in a professional technical field.

Contact Information:
For more information about the Worker Retraining program, contact Shondea Chapman, Worker Retraining Specialist, 253.680.7127 or workerretraining@batestech.edu.

WorkFirst

Parents enrolled in the WorkFirst TANF Program who currently receive cash benefits may be eligible for assistance in participating in any of the Professional-Technical Certificate programs offered at Bates Technical College through the WorkFirst program.

Family Educational Rights and Privacy Act (FERPA):

Confidentiality of Student Records
In compliance with the Family Educational Rights and Privacy Act (FERPA) and the Bates Washington Administrative Code, the following information is designated as directory information: student's name; program in which the student is registered; dates of attendance; date and place of birth; degrees and awards received; and most recent previous education agency or institution attended. Only designated members of the registration staff may disclose directory information. Directory information may be released by Bates Technical College without parental or student consent unless parents or adult students 18 years of age or older specifically request that such information not be released. Bates Technical College will not release directory information for commercial purposes. Parents of students under age 18 or adult students currently attending Bates should complete a form in the Registration Office if they do not wish directory information released.

The FERPA affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access;
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent;
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Tutoring Services

All registered students have access to eTutoring services. Services are free of charge to BTC students, staff, and faculty.

eTutoring is an online tutoring app that provides currently enrolled students with live tutor services in a wide variety of subjects, including Math, Intro to Engineering, Microsoft, Writing and more. Tutors are students tutors from member institutions. Live tutors are available from 5am to 11:59pm, except July 4, Thanksgiving, and Winter breaks.

Students can access eTutoring services from here.

Username: ctcLink ID number
Password: ctcLink ID number for initial log in. (students will be asked to update password after initial log in)

If students have trouble logging in or forgot your password, please click on "Forgot Password" and follow the instructions, including entering your email address. After they've completed the "Forgot Password" form, they should check their inbox for an email from eTutoringOnline.

Trouble logging in? Please contact: tutor@batestech.edu

High School Outreach

Students can earn a high school diploma and an associate degree in a world-class career-training program at the same time, tuition free at Bates Technical High School

Students at Tech High have their own high school advisors who guide them through orientation sessions and career planning. For more information contact a high school advisor.

Library

Instructors and students can find a quiet place to work and study, get answers from knowledgeable and helpful library faculty and staff, or utilize an array of library services:

- 112 computer workstations
- 12,000 books in print format
- 60,000 eBooks (can be 'zero cost' textbooks)
- Academic databases
- Study tables, carrels, and study rooms
- Printer/Copier/Scanner/Fax
- Overhead book scanner (to digitize print text)
- Anatomical and mechanical study models
- Laptops
- Hotspots
- Calculators
- Web Cams

- Headsets

Information Literacy Instruction

A faculty librarian can deliver course-integrated information literacy instruction on-demand at an instructor's request. Options for librarian support include basic library orientations and Information Literacy instruction sessions for classes. These sessions can be scheduled for delivery in a campus library, in the instructor's classroom, or on Zoom. At the direction of instructors, librarian faculty can create custom sessions that help students to complete specific assignments and achieve higher grades. Instructors using Canvas may import Bates librarian designed Canvas modules into their online courses that provide students with the fundamentals of finding, using, and citing information sources.

Chat Service

Research assistance is available 24/7 using the Bates Librarian Chat service, which is monitored by a Bates librarian from 2 to 4pm, Monday-Friday, when classes are in session. Outside of these hours, an academic librarian from another institution will assist Bates Librarian Chat users. Partner librarians on this national chat service have access to Bates Library's databases and information about our libraries' policies and services so that they can effectively assist our students.

Access to Databases and Online Tools

The Library provides a selection of major academic databases that include millions of factually reliable information sources suitable for research on any subject, at a cost that accounts for half of the library's annual budget. These information sources come from journals, magazines, newspapers, and trade publications that are not available on the internet. All of these materials can be accessed by students, faculty and staff on campus, or off-campus. Off-campus database access requires users to login with their Bates username and password.

Interlibrary Loan

Library staff can request the loan of materials that are not available in the Bates collection. Requests for materials from other libraries is a service called Interlibrary loan. Interlibrary loan requests may require ten days to two weeks for delivery. No fee is required for the service. Contact any of the three campus libraries for assistance.

Library Hours and Contact Information

All three campus libraries are open when classes are in session. Check the Library Spaces webpage for updates to hours and contact information.

Downtown Campus Library
A126
253.680.7220
M-F: 8:30 am – 4:30 pm

South Campus Library
E201
Phone: 253.680.7550
M-F: 9:30 am – 5:30 pm

Student Academic Concern and Grievance Procedure

The purpose of the Student Academic Concern and Grievance Procedure is to respond to a student's dissatisfaction with the performance or action of a College employee or with a process that the student believes to be unfair or inconsistent with College policy or usual practices. The procedure may be used when other appeal procedures are inappropriate or insufficient. The Student Complaint Procedure is outlined in the Student Handbook and the Student Grievance Procedure form.

Faculty Employees

Duties for Faculty

The duties of Faculty are outlined in the Collective Bargaining Agreement.

Job descriptions shall contain employees' duties and responsibilities. A copy of job descriptions for employees is available from the Office of Human Resources. A copy of the Organizational Charts indicating the line and staff relationships in the administrative structure of the College are available on the college website. Before changes that affect employees' working conditions are made to existing job descriptions, the recommendations of the Union are to be considered.

The generic job descriptions shall be reviewed by the College and the Union before implementation. Qualifications specific to each program area shall be determined by the College.

ctcLink training

All Washington state colleges have implemented ctcLink. To access go to:
ctcLink access
For ctcLink training links, go to the training registration page
SBCTC ctclink-training

Bates Technical College AFT Local #4184

AFT Washington is a state federation affiliated with the 1.6 million American Federation of Teachers, AFL-CIO. We represent about 6,500 members including Faculty from Community and Technical Colleges and pre-K through 12 classified employees. We also jointly represent professors at Eastern, Central, and Western Washington universities and The Evergreen College with the Washington Education Association.

For membership information, contact any of the Union officers. For Academic Year 2024- 2025 the officers are:

President: Jim Androy
jandroy@batestech.edu

Vice President: Amy Mackey
amackey@batestech.edu

New Employees

All new faculty and staff are required to successfully complete training in the Family Education Rights and Privacy Act (FERPA).

Also, new employees are required to participate in the sexual harassment training. Sexual harassment is any unwelcome sexual advance or conduct in the workplace that creates an intimidating, hostile, or offensive working environment. Under Title VII of the Civil Rights Act, all sexual harassment in the workplace is prohibited.

All new employees are required to attend New Employee Orientation (NEO). The Office of Human Resources will contact you with more information about your NEO date.

Faculty Salary/ Bargaining/Legislative Issues

The following are concepts related to faculty salary discussions.

COLA - Cost of Living Adjustment

Initiative 732 stipulates that the state provide a COLA for all community and technical college faculty. The amount of COLA varies per year and is indexed to the Seattle/Tacoma/Bremerton Consumer Price Index. COLAs are controlled by the legislature, and may be suspended by legislative decision.

Absence/Illness/Leave Reporting

If an illness or an emergency causes an instructor to be absent, that instructor must notify their dean, administrative assistant, and co-instructors. Faculty must post information in the course Canvas shell for students. The division administrator will either arrange for an approved substitute or postpone or cancel a class meeting. The respective division office will post an appropriate notice in the classroom. Cancelled classes should be made up during the course of the quarter. In cases of illness, sick leave should be submitted through ctcLink for the payroll period in which the absence occurred.

Employment Benefits

Medical, Dental, Life and Disability Insurance

Bates offers an array of benefits including medical, dental, life insurance and long-term disability insurance to eligible employees and their family members. Visit the Washington state Health Care Authority to learn more.

Retirement Plans

Listed below are retirement plans available for eligible employees:

- TRS – Washington State Teacher's Retirement
- SBRP – State Board Retirement Plan

Higher education employees also have the option of contributing additional funds via payroll deduction into a supplemental retirement account through TIAA - VIP 403(b) or through the Department of Retirement Systems - Deferred Compensation 457(b) plan, or both in the same year, at the same time.

Employee Assistance Program

Our Employee Assistance Program (EAP), Fully Effective Employees, helps our employees and their family members resolve personal or work-related problems. Using your EAP does not cost you anything. Call 800.648.5834 for a username and password.

Credit Unions

As a Bates employee, you may join one of two credit unions: Washington School Employees Credit

Union and Gesa Credit Union. Both services include automatic bill pay, savings and checking accounts, overdraft protection, personal lines of credit and low interest loans.

Washington Wellness
The goal of Washington Wellness is to make healthy choices easier for state employees and retirees. SmartHealth is a voluntary wellness program that rewards employees and retirees for making time to take simple steps to be your best. Eligible employees and retirees can qualify for a $125 incentive for participating in the wellness program.

Flexible Spending Account
The PEBB Program offers a medical flexible spending account (FSA) program that allows you to set aside money from each paycheck – before taxes – to pay for out-of-pocket health expenses. The FSA is only offered to PEBB benefits-eligible state and higher education employees.

Auto and Home Insurance
As a higher education employee, you may receive a discount of up to 12 percent off Liberty Mutual's auto insurance rates and up to 5 percent off Liberty Mutual's home insurance rates. You can learn more about Liberty Mutual on the PEBB website.

Guaranteed Education Tuition
The GET program is Washington's 529 prepaid college tuition plan that helps families save for future higher education expenses. The State of Washington guarantees that the value of the account will keep pace with the cost of college tuition at the highest priced public university in Washington State, no matter how much it changes in the future. You can visit GET for more information.

Eligible employees may qualify for discounts on services and/or products at various businesses and organizations (e.g. Verizon, YMCA). Employees need to contact the individual business or organization to determine if they offer any type of discounts to state employees.

Employment Conditions
Faculty must have a signed contract, a current application, a completed I-9 (required by federal law to be received within three days of employment), and official transcripts on file. It is the employee's responsibility to ensure that official transcripts are on file. A W- 4 is collected as part of the hiring documents.

All adjunct faculty members are contracted on a quarter-to-quarter basis as needed depending on the need as determined by Bates Technical College. Contracts are issued for each period of employment with the beginning and ending date of the contracted period. Employment paperwork must be completed and contracts generated to activate payroll records. For more detailed and specific terms of employment, refer to the BTC Collective Bargaining Agreement.

Quarterly contracted faculty members are normally paid a set fee for a course. Course pay is determined by how the course's classroom hours/week relate to full-time teaching load in the discipline. Faculty members are normally paid on the 10th and 25th of each month.

Hiring Requirements
An instructor is not authorized to work until they have completed and submitted all hiring

paperwork to Human Resources. The following must be on file before any faculty member may begin teaching:

- Completed I-9 Form, including copy of verification documents (within three days of employment)
- Contract
- Bates Technical College Application
- Criminal background check

Additional forms that will be completed and collected at Onboarding will be:

- Emergency Contact Information Form
- Employee Information Form
- W-4
- Retirement Status Form
- Authorization for Electronic Funds Transfer of Wages
- PEBB Benefit Eligibility Worksheet

If future documentation or signature is needed to verify dates of insurance coverage, past employment, or plan separation, please contact Human Resources at hr@batestech.edu.

Whether you are starting your career at Bates Technical College or separating from us, Human Resource Services should be one of your main stops.

Payroll

The Payroll Office is housed in the Business & Finance office at the Downtown Campus and processes payroll for college employees. Contact payroll staff at payroll@batestech.edu

ctcLink Payroll directions

Extra Pay for Extra Work (EPEW) Procedures (Full-Time Faculty Only)

- The EPEW form has instructions directly out of the Faculty CBA. Faculty should read the instructions carefully.
- The application and all documentation for EPEW must be submitted by the last day of the academic quarter in which the work was completed.
- Faculty may submit EPEW once per quarter.
- EPEW may not be submitted in the month of June.

Reasons for denial:

1) Faculty has already filled out a form for the quarter.
   a) Please note the form allows for three (3) requests. Faculty may fill out additional forms if the work completed will not fit within the three (3) allotted request spaces on the form.
   b) One request may cover multiple days (e.g. a 3-day seminar would be logged as one request of 24 EPEW hours)
2) Faculty submitted more than the 70 (or 80) hour limit for the year.
3) Work documented took place during regularly contracted work hours.

Faculty Evaluation

Faculty members are required to participate in the Bates Technical College faculty evaluation process as outlined in the Collective Bargaining Agreement (Article X). The evaluation process includes student evaluations, reflection on student evaluations, peer observations, and optional dean observations. Frequency and timing of assessments is the same for all faculty. Faculty are processed within the hiring division, and more in-depth information about them can be obtained from the dean or division office.

Filing for Unemployment between Quarters

BTC adjunct faculty are employed on a quarter-by-quarter basis; when the quarter ends, faculty are no longer employed, which means that most faculty are eligible to file for unemployment between quarters, including summer. For detailed information about applying for unemployment, contact Human Resources, at hr@batestech.edu.

Professional Training and Development

The professional development of faculty and staff is very important to the overall success of Bates and essential to the application of our vision, philosophy, mission, and goals.

At Bates, we understand the value of our faculty and staff, and we are committed to offering opportunities that prepare our employees for future roles and responsibilities. Employee groups may receive some compensation for participating in staff development classes. For additional information, please consult your Collective Bargaining Agreement.

Career Technical Education

If you have business and industry experience and want to make the transition to the teaching profession, individuals often consider pursuing a CTE certification at the secondary level, grades 7-12. The Bates CTE Teacher Preparation Program is approved by the Professional Educator Standards Board (PESB) for the Plan 2 Business and Industry Route.

Classes may be taken in any order, with the exception of the CTE teaching practicum. Registration is on a first-come, first-served basis and classes do fill up! We encourage you to register early to ensure a seat in the class. For questions on any aspect of the program, contact CTETeacher@batestech.edu or call 253.680.7467.

Computers, Software, and Technology

Information Technology's SharePoint site offers a wealth of training and tutorials. Check out the site at https://batesctc.sharepoint.com/sites/IT.

Professional Development Tuition Waiver

According to RCW 28B.15.558,"colleges may waive all or a portion of the tuition and services and activities fees for state employees." Each College has their own policies and processes, so Bates employees will need to contact the College they hope to attend with a tuition waiver for more details.

Limited list of College and University pages about tuition waivers:
UW Tacoma
UW Seattle Campus
UW Bothell
Evergreen State College
TCC

CPTC
Green River CC
Olympic college - form

Online Learning Center

eLearning and Instructional Support provide support resources and opportunities for professional development to all Bates Technical College faculty. Check our OLC SharePoint website for additional information on these and other opportunities.

These include:

- Professional Development courses covering the basics of Canvas, effective online instruction, and Competency Based Education
- Micro courses (shorter courses) on individual topics.
- Stand-alone trainings on PD days and during the quarter
- Instructional cohorts, allowing you to pair up with other instructors at every station of Bates
- Resources to import directly into your canvas shells, such as course templates, ModZero, and student resources
- Individual assistance on designing, creating, and refining your classes
- Promotion of state-wide PD opportunities from the State Board and individual CTC's
- Technical support for you and your students with basic troubleshooting issues

You can email the OLC olc@batestech.edu, call at 253-680-7233, or stop by the Instruction Office at Downtown Campus Suite A323.

Colin Dory, eLearning Program Assistant
cdory@batestech.edu
253.680.7233

Wen Zhao-Pliske, Instructional Designer
wen.zhao-pliske@batestech.edu
253.680.7748

Peter Speelmon, Curriculum and Assessment Coordinator
pspeelmon@batestech.edu
253.680.7023

Updates on Annual Events

Annual events and quarterly workshops are posted on the College Calendar.

Encourage your students to participate in career, employment, and internship activities that can assist with furthering their career development or employment seeking strategies.

Administrative and College Support Services

Campus Public Safety

The mission of Campus Public Safety is to provide a safe environment for the college community

and visitors. Campus Public Safety is a service-oriented department which strives to accomplish this mission through visibility, education, and promoting personal responsibility.

Below are just some of the services offered.

- Campus Patrol
- Parking/Traffic Enforcement
- Issue Parking Permits
- Resolve Conflict
- Emergency Response
- Accident Investigation
- Lost and Found Management
- Safety Training
- Compliance and Security Reporting
- Courtesy Services
- Daily Crime Log

To contact any Campus Public Safety Officer, dial 253.680.7111.

If you are in need of immediate medical, fire or police assistance, call 911 (9-911 from any on-campus phone). Be sure to contact us so we can assist the emergency responders who arrive on campus.

Reporting Concerns

This website has links to Student Conduct (Student Services), Academic Student Concern and Grade Appeal Process (Instruction), Campus Safety, and Student Grievance Process (to office complaint references).

Lost and Found

Lost items should be reported to Campus Public Safety. Found items, per policy, are required to be turned in to the Campus Public Safety Department at the downtown or south campuses. When reporting a lost or found item, an instructor should include their name, a description of the item, and the time and location in which it was lost or found. Lost items may be claimed from Campus Public Safety during staffed hours.

Items may be picked up between 8:00am through 4:00pm at the front desk at downtown campus.

Parking

Students, staff and faculty must have a valid parking permit to park on campus. Once you apply, you may pick up your permit at:

- Campus Public Safety offices at the Downtown or South Campus
- Call 253.680.7111 and arrange a convenient pickup

Apply here for a parking permit

Once you have your permit, you may park in designated areas on campus. If you are parked in an area not authorized by your permit, you may be cited or have your vehicle impounded. If you have

questions on where to park, please call Campus Public Safety at 253.680.7111.

Each of our three campuses have some reserved parking for visitors. Please refer to the campus maps for designated visitor parking.

Facilities and Operations

The Facilities and Operations department maintains and oversees the college's three campuses, consisting of more than 600,000 square feet of classrooms, shops, meeting rooms and offices.

How to reserve a classroom other than one assigned to your course or lab instruction:

To start the reservation process or if you need additional information, please contact your Dean. If you need to reserve a room for one-time use, you may log into 25Live using OKTA.

Program and Course Marketing

Faculty members may want to share information about the course(s) that they teach with prospective students and the community. With the approval of the appropriate division administrator, the first opportunity is through the Communications and Marketing department's digital marketing efforts. Additionally, the department, in collaboration with Outreach and Recruitment, provides program support through the development of marketing and outreach materials such as trifolds, flyers, banners and more.

To begin any communications and marketing project, you must complete a Communications Project Request Form, which you can find on the intranet. Twice a year, the Communications and Marketing department produces a class schedule, in which career education programs are featured, along with select articles showcasing students or other college initiatives. Because of publications deadlines, this information is due well in advance. Contact Communications and Marketing for dates.

Other promotional assistance is available for new or infrequently occurring courses and/or programs in the form of a news release, KBTC or PCTV outlets, website feature and social media announcements. While the interest of reporters working directly with any communication medium in the form of a "feature" is encouraged, the issue of news releases, biographies, and press packets by instructors (including advertising paid directly by individual instructors) is not appropriate. You must consult the Communications and Marketing department for guidance 253.680.7106 or by accessing the Communications intranet site whenever a member of the media approaches you.

General Services

The functions administered through this office include purchasing, bookstore operations, shipping and receiving, surplus, equipment inventory, and fleet management. Visit any of the following links for more information.

Website Quick Links:

Purchasing
Shipping & Receiving
Surplus, Inventory and Fleet

Contact General Services:
Purchasing: purchasing@batestech.edu
Surplus and all other services: generalservices@batestech.edu

(253) 680-7155

Instructional Technology

Support personnel for all equipment found in classrooms can be contacted via the Information Technology (IT) Helpdesk (253.680.7070) or by email at it@batestech.edu. If you need help with ITV equipment, teaching workstations, overhead projectors, circulating media equipment, please contact the Helpdesk. In addition, the following services may be requested through the Helpdesk: equipment reminders, media equipment repair and replacement and classroom equipment distribution.

Requests for Instructional Technology are made via the Information Technology Helpdesk, 253.680.7070, by email it@batestech.edu or place a service request using this form.
https://batesctc.sharepoint.com/sites/IT
Hours of Operation
7:30am to 5pm Monday – Friday

Equipment Reminders

Please remember to turn off the equipment when not in use. Also, do not use permanent markers on the whiteboards.

Media Equipment Repair/Replacement

Information Technology will repair its inventoried equipment, both assigned to facilities and circulating from its pool. Users are asked to alert Information Technology when they encounter problems with any media equipment.

Classroom Equipment Distribution

Instructional Technology equipment for instructional and presentation uses are assigned to facilities and scheduled on a first-come, first-served basis. Some facilities are specially equipped; instructors should contact the Helpdesk to determine if the equipment they need is in the room they have scheduled. If it is not, Information Technology can meet most needs through the equipment pool maintained at the Downtown Campus and can answer your questions about what equipment suits a particular need, about how to operate equipment, or about how to enhance instruction by using relevant technology.

Classroom Computer Labs

Instructors that require assistance with issues relating to the use of computers and other technology in classrooms, including specialized hardware or application software used in conjunction with the delivery of instruction, should contact the IT Employee Desk.

For more information on using computer labs and instructional network resources, instructors may also read the Guides and tutorials located on the SharePoint IT Training and Tutorials page.

New users of computer labs and other technology are encouraged to contact IT for more detailed instructions about lab resources, including sharing documents on the network's Common directory saving files, setting up voice mail, archiving e-mail, using teaching computer workstations, and other tools available for use.

Information Technology

Information Technology's Help Desk is located in the Downtown Campus. IT supports computers, BTC-owned peripherals, network connections, media equipment and telephones for all employees and students. These include e-mail, data storage, cloud services, wireless, Internet connectivity, voice-mail, and applications such as Microsoft products, Adobe products, etc. IT is also responsible for ITV, media classroom equipment and mobile teaching workstations.

Obtaining or Purchasing IT Equipment

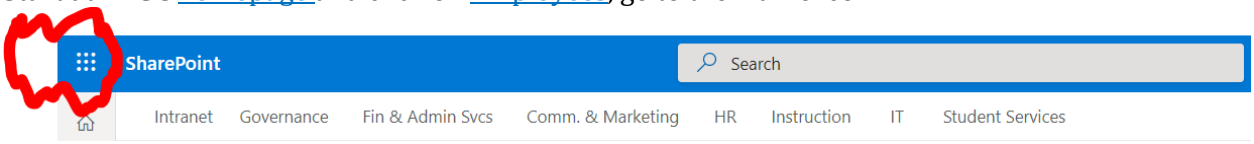
All BTC-IT related equipment must be purchased through IT. If you need cost analysis for equipment, please contact the IT Help Desk it@batestech.edu and webpage to submit requests. After checking with your division administrator, IT staff can help you identify your needs and give you the appropriate cost for your proposal. All state-owned equipment has to be inventoried and is subject to state audit.

Cloud Services Available to Employees and Students

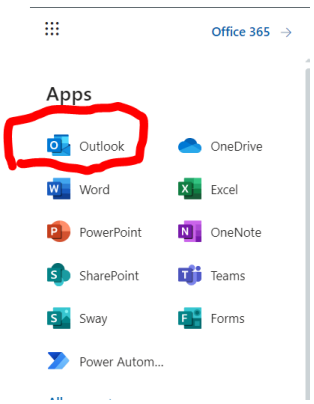
Accessing Email via Outlook Web Access: Outlook Web Access (OWA) is an application interface that allows you to access your Bates Technical College email virtually anywhere in the world. It is Internet-based and has many helpful tools, such as spell-check and calendaring. You can also reset your password using OWA. To use OWA:

Accessing Email via Outlook Web Access (OWA):

Start at BTC's homepage and click on Employees, go to the waffle icon



and then click BTC Outlook



Instructions for logons and mobile device setting can be found on the IT SharePoint site.

Technology Practices

While working on any computers at BTC, please follow these guidelines.

Good Account Practices

- Keep passwords private.

- Change passwords when prompted.
- Don't post passwords.

Good File Management Practices

- Use network home directories to save and organize files.
- Delete unnecessary files.
- Back up critical data to three separate locations (flash drive or cloud, hard-drive and network).
- If you need more storage space, please contact IT and they will try to accommodate your needs.

Good Software Practices

- Contact the Help Desk for all software installations.
- Do not install software without IT assistance.
- Do not download software from the Internet.

Good Hardware Practices

- Always ask IT for help moving computing equipment.
- Always ask IT for help attaching equipment to wall jacks.
- Contact the Help Desk 253.680.7074 for all computer-related repairs.

Good E-Mail Practices

- Read mail often. Delete unimportant emails and empty your deleted items folder.
- Archive messages regularly to avoid filling up your mailbox on the server.
- Limit file attachments to under 10 megabytes in size.
- Don't click on links on email from people you don't know or look suspicious. Phishing is getting more sophisticated so if you are not sure of the integrity of the e-mail please contact IT.

Good Virus Protection Practices

- Call the Help Desk if you suspect your computer or any file is infected with a virus.
- Don't cancel automatic virus signature updates.

Please don't:

- Share surge protectors with non-computer equipment, such as radios, fans, space heaters.
- Repair or have your brother, friend, etc. repair the computing equipment in your office or lab.

Use of Technological Resources

Use of Bates Technical College technological resources, including electronic messaging and Websites, is limited to educational purposes. The following actions are in violation of this policy and may result in disciplinary action:

- Harassing others by sending or posting threatening, libelous, fraudulent, or sexually, racially, or religiously offensive materials. Use that creates or contributes to a hostile work and/or learning environment.
- Transmission of commercial or personal advertisements, solicitations, promotions, or use of the resources for personal business interests.

- Waste, misuse, or abuse of technological resources. An individual's use should not interfere with the operation of the networks, computers, or with the work of others. Examples of prohibited activity include (but are not limited to): flooding systems, networks, or user

accounts with e-mail; forging e-mail, etc.
- Promotion of political beliefs or unlawful activities.
- Use of state resources to benefit nonprofit organizations shall be consistent with the Executive Ethics Board Advisory Opinions; specifically, any use should be of minimal cost, should not interfere with any employee's official duties, and should be officially sanctioned by Bates Technical College.

Telephone/Voicemail System

Administrative responsibility for the telephone system is assigned to Information Technology. All faculty members are encouraged to make arrangements through their division office for the assignment of a telephone voice mailbox. This number should be printed on each class syllabi to provide for more direct communication with students. Faculty members may access their voicemail and voicemail settings by logging into Microsoft Teams.

You can access the phone directory through the Microsoft Outlook address book or by searching in Microsoft Teams.

Hazardous Materials Inventory and Material Safety Data Sheets (MSDS)

Know the location of department/division MSDS binder(s). Be familiar with the MSDS's and the potentially hazardous materials inventory contained in the binder(s).

Before handling any potentially hazardous material, read and understand the MSDS and product label and follow special handling instructions to prevent chemical exposure and accidents.

After office hours always contact Campus Public Safety for technical assistance regarding hazardous materials. To contact any Campus Public Safety officer using a campus phone, you can dial x7111. From an off-campus phone, dial 253.680.7111.

Off-campus Spill or Release Procedure in the event of a hazardous material spill or release off-campus:

This section refers to an airborne chemical release caused by a natural disaster or an industrial, railway or freeway accident occurring near College property.

- Seek shelter inside a building.
- Stay inside; do not evacuate buildings or "peek" outside buildings.
- Close all building doors and windows.
- Notify Campus Public Safety at 253.680.7111 to shut-off building ventilation.
- Wait for instructions from College President or designee.

Inclement Weather

Not sure if school is in session because of poor weather? The college will make a decision about changes to on-campus activities, delaying or canceling classes based on weather forecasts, campus conditions and the conditions of the roads around our campuses.

If the college announces "On-campus activities are canceled," students will not be attending on-campus labs, classes or services. Students need to check with their instructors, via their preferred

method, to obtain information about the online learning opportunity that will replace the on-campus learning for the day. Unless otherwise notified by your instructor, it is expected that you will attend online at the same time you normally would on-campus.

Communication

Once a decision has been made, the college community will be notified as quickly as possible, likely before 5:30 a.m.

Safety is important during inclement weather conditions. If employees or students determine that it is not safe for them to travel while the college is open, please notify your instructor or supervisor as soon as feasible to make arrangements and/or for proper approvals.

The most reliable source of information, the **Weather Information Hotline** (253.680.7060) is the first source that is updated any time a closure or delay happens. Whenever possible, the weather hotline is updated by 5:30 a.m. with current information and by 4 p.m. for evening classes.

Rave Emergency Alert System

Rave Alert is Bates Technical College's official emergency notification system used to communicate with students and employees during events that affect college operations, including campus emergencies and inclement weather.

Students and staff with Bates-issued email addresses are automatically enrolled. Log in to sign up for text messages sent to your mobile phone.

Internet

- Bates homepage
- BTC's Facebook page
- Check FlashAlert

Pierce Transit Snow Routes

If you take public transit to school, be sure to check the Pierce Transit website to see if they are operating on snow routes.

Student Safety

Instructors are asked to assist with promoting the message, "Don't Walk Alone!" Please encourage students to "buddy up," especially when walking to parking lots.

Bates Technical College Policies and Procedures

Please visit https://apps.batestech.edu/policy-library/ for the Bates Technical College policy library.

Useful Websites and Resources

By clicking on Google or Yahoo and running a search for "Teaching Tips" there are several excellent websites that appear and worth perusal. Listed under the Distance Learning header in this section are several websites that are recommended by our Distance Learning staff.

Merlot

https://www.merlot.org/merlot/index.htm

This site allows you to find learning objects. Learning objects are bits of instructional material that are reusable and generally free. Here you can find illustrations, simulations, animated explanations and more. These things would be really hard to create on your own and they are generally free for the taking. Merlot is good because it is searchable by discipline and content is reviewed by other faculty.

Suggestions for Successful Teaching

McKeachie's Teaching Tips, Strategies, Research, and Theory for College and University Teachers
Authors: Wilbert James McKeachie and Barbara K. Hofer

Successful Teaching Strategies Excerpted from Between a Rock and a Hard Place by John E. and Suanne D. Roueche (Community College Press of the American Association of Community Colleges, 1993).

Successful Teachers Demonstrate the Following Characteristics and Behaviors:

- Commitment to the profession of teaching their students, high expectations of students, and teaching responsible behavior;
- Goal orientation in their own lives and a record of achievement;
- Integrated perception to show how what they are teaching connects with the larger world and the students' interests;
- Objectivity and patience when facing a disruptive student who might have challenges outside the classroom;
- Active listening to encourage students to speak up;
- A rapport between the teacher and student fostered by humor, flexibility, fun and the teacher's sharing of some personal observations and experiences;
- Empathy for students in their learning challenges and life struggles;
- Perception of students as individuals with support for each other's talents;
- Teaching strategies which make students active partners in the teaching and learning "adventure;"
- Knowledge gained through lifelong learning and their own professional growth and development; and innovation in their methods

Academic Terminology

Accreditation:
The process whereby a recognized agency or organization grants public recognition (such as a school, institute, college, university, or specialized program of study) indicating that it meets established standards of quality, as determined through initial and periodic self-study and evaluation by peers. The essential purpose of the accreditation process is to provide a professional determination regarding the quality of the educational institution or programs offered.

Add/Drop Course:
Upon completion of the registration process, a student may wish to add or drop a course to or from their schedule.

Advisor:
A staff or faculty member who, along with teaching or other duties, assists students with registration, course selection, and educational planning.

Assessment of Student Learning Outcomes:
At Bates Technical College, our Assessment Committee will coordinate the review of student learning outcomes. Each year, we will use one of the college's Institutional Student Learning Outcomes as a theme.

Associate Degree:
The designation granted upon completion of an educational program of generally two but less than four years of college work. Bates Technical College offers the Associate in Applied Science, Associate in Applied Science-Transfer, and Direct Transfer Business/Major Related Program.

Audit:
Registration for informal instruction only. Regular attendance in a course or courses is customary without other participation and without credit.

Certification:
The authorization given by a professional or governmental agency or both to practice a particular vocation after completion of required training, and/or testing.

Continuous Enrollment:
Courses that a student may enter beyond the fifth day of the quarter (at Bates Technical College). The dates vary and are published in the quarterly schedule of courses.

Counselor:
A part-time, professionally-trained, faculty member who works with students who need assistance with career decision- making as well as personal issues.

Direct Transfer:
The associate degree that a two-year college has created to meet the Washington Intercollegiate Relations Commission (ICRC) Guidelines, that enables a student to transfer to a college or a university with all or most of the basic requirements (general education or "core" courses) completed.

Distance Learning:
Any number of alternative courses to typical classroom instruction that use communication technology exclusively, or in part, to provide information, research, and other resources.

Distribution Requirements:
Courses numbered 100 or above that meet specific requirements for the degree and certificate programs.

Elective course:
A subject or course which is not required for a major or general education requirement.

English Language Learner (ELL formerly ESL):

Courses offered for students who do not speak English or who do not use English as their native language.

Financial Aid (Student Aid):
Money made available to a student who can demonstrate financial need. The term covers grants, gifts, loans, scholarships, and jobs that are assigned to a student to balance his or her budget. Amounts and types of aid vary and are dependent upon the amount of funds available for distribution.

General Education Requirements (GER):
Generally, 15 credits of 100-level courses or above that require students to take courses in a variety of disciplines or subjects which apply to programs that culminate in an Associate Degree.

Human Relations/Humanities:
An area of academic study that examines and celebrates the human experience. Courses in the humanities include human relations, art, language, literature, music, and philosophy.

Independent Study:
A course of study with topics or problems chosen by the student with the approval of the college and the supervision of an instructor.

Guided Practice Course:
A course that provides a student an opportunity to perform experiments and determine results. Typically, laboratory courses are used for exposure to materials that illustrate principles taught in a lecture course.

Theory Course:
A course that familiarizes a student with the principles of a subject area. Lecture courses typically involve note-taking by the student and allow for limited discussion.

Lower Division:
Generally freshman and sophomore courses (100-200 level)

Pre-registration:
The plan by which students select courses for the succeeding term well in advance of the official opening date of the term.

Prerequisite:
If a specific course has a prerequisite, this means another course, or courses, must have been successfully completed before beginning a course. Students may enroll in a course for which they are currently enrolled in the pre- requisites.

Quarter:
A time period of 10 weeks constitutes a complete academic term under the quarter calendar. Bates Technical College offers four quarters per year including summer. A school year may consist of four quarters or two semesters at some colleges or universities.

Recommended Course:
A course that is not required but strongly advised to better prepare a student for a particular

program.

Required Course:
A course that is needed to fulfill a college major, degree requirement or certification.

Scholastic Aptitude Test (SAT):
A widely used test used by colleges to determine a student's ability to succeed in college-level courses. The SAT may be required for students entering some four-year schools.

Transfer Student:
A student who transfers credits earned at one college or university to another college or university.

Career/Technical Programs:
At Bates Technical College, programs designed to provide entry into technical or semi-professional occupations, or provide additional training for those already working in a field who seek advancement.

Withdrawal:
The dropping of a course from the institution, either voluntarily or required, which may be initiated by a student or by a faculty member for class absences or lack of a prerequisite course.

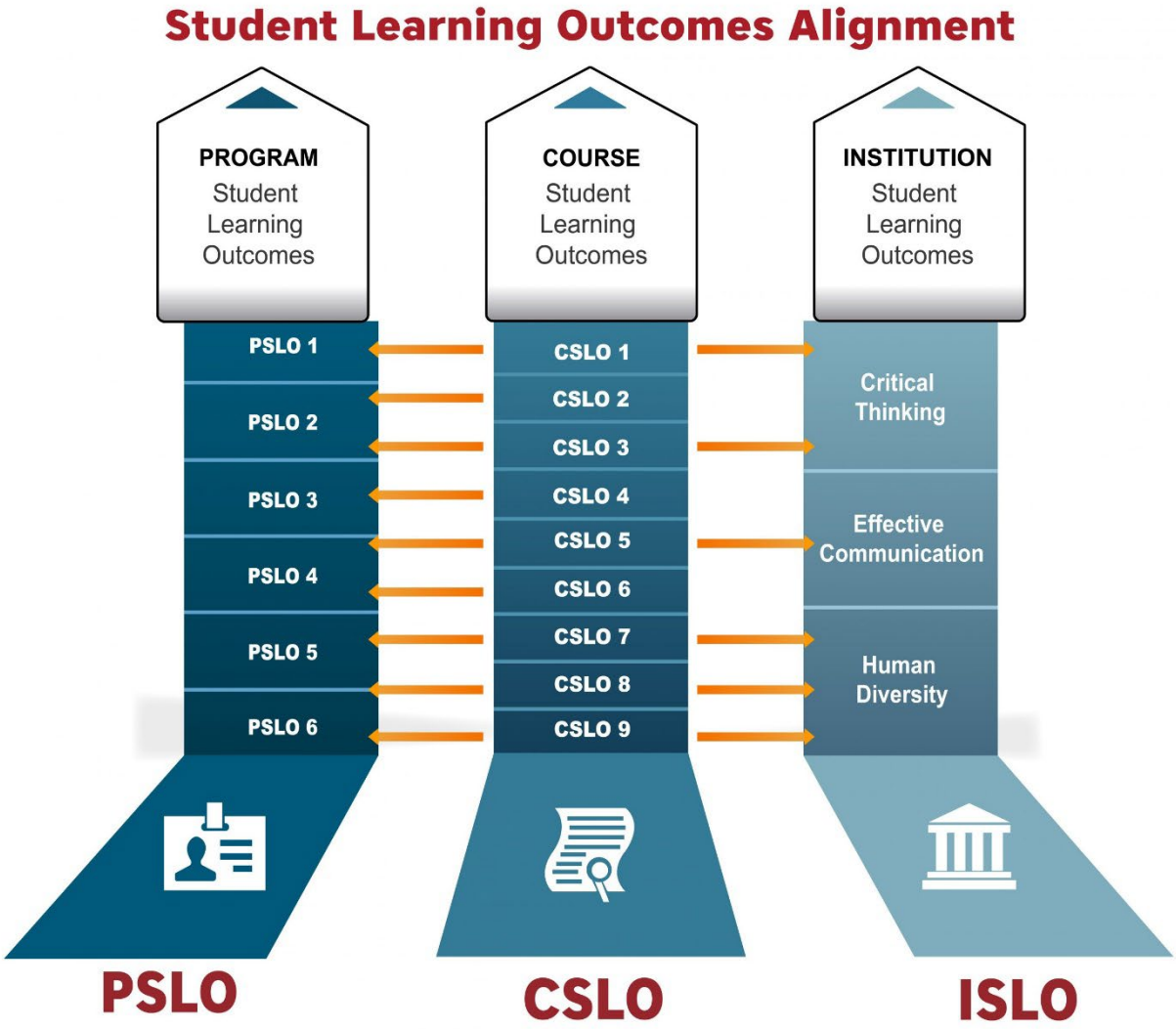
Curriculum & Assessment Resources

A wide variety of resources are housed in the Curriculum & Assessment Resources Canvas Shell including the following:

- Program Effectiveness Review
- Outcomes Review
- Program Handbook
- Course Syllabus
- Institutional Learning Outcomes
- Write/Revise Student Learning Outcomes
- Assessment Informed Teaching

Assessing Student Learning Outcomes: Course, Program and Institution

Course Student Learning Outcomes (CSLOs) serve as the basis for all learning assessments at Bates. It is only at the course level that instructors directly observe student learning. Hence, it is at the course level that instructors can assess the extent to which students are meeting learning outcomes.
Every CSLO must be aligned with at least one Program Student Learning Outcome (PSLO). Every PSLO and Institutional Student Learning Outcome (ISLO) must be addressed by at least one CLSO and most will be addressed by several CLSOs.
To help faculty assess the ISLO areas in their program, the Assessment Committee developed several resources. The graphic below shows the relationship among course student learning outcomes (CSLOs), program student learning outcomes (PSLOs) and institution student learning outcomes (ISLOs):



Glossary of Terms

Bloom's Taxonomy: This learning taxonomy provides action verbs based on each level of understanding. This assists instructors when creating lesson and course objectives. Levels of the taxonomy are Remember/understand (R/U), Apply/Analyze (A/A), Evaluate/Create (E/C). Bloom's Taxonomy – BatesTech – BatesTech

Formative Assessment: The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning.

ISLO: Institutional Student Learning Outcomes are expected of all graduates. They are Human Diversity, Effective Communication, and Critical Thinking. These SLOs should be built into the curriculum of each program and course. The Assessing College-wide Learning Outcomes web page

defines the indicators for each outcome. Teaching and Learning – BatesTech – BatesTech
CSLO: Course Student Learning Outcomes are a formal statement of what students are expected to learn in a course. Course learning outcome statements refer to specific knowledge, practical skills, areas of professional development, attitudes, higher-order thinking skills, etc.
PSLO: Program Student Learning Outcomes are defined as the knowledge, skills, abilities, or attitudes that students have at the completion of a degree or certificate. This level of outcomes assessment has the greatest potential to improve student pathways and overall achievement.
Summative Assessment: The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

For more information about assessment of learning outcomes, use the following links:
Assessing Program Student Learning Outcomes
Assessing Institutional Student Learning Outcomes

Program Effectiveness Review

Program Effectiveness Review (PER) is a systematic way to assess the quality of instructional programs and determine ways to improve the quality of education, scholarship and service. The purpose of program review is threefold:

1. To assure that the faculty and administration provide high-quality career training and academic programs for students.
2. To identify opportunities for improvement in each program.
3. To determine the strengths and challenges of the existing program and to set strategies and plans of continuous improvement in order to provide future learners with more competitive skills, viable knowledge and quality education.

All these will ensure the college is meeting business and industry needs by supplying a trained workforce.

Program Effectiveness Review Process

Per Article 8.21 of the Faculty Collective Bargaining Agreement, all instructional programs will be reviewed over a three-year cycle.

Quarter One:

During the first quarter of review, program faculty will work collaboratively with their instructional dean and program advisory committee to complete the Program Effectiveness Report. The Institutional Research Office, Curriculum and Assessment Coordinator, Curriculum and Assessment Committees, Online Learning Center, and other groups will provide additional support. The report is due to the Office of Instruction by the last day of the quarter.

Quarter Two:

During the second quarter of review, the program faculty members and instructional dean will present their findings in a joint meeting with members of the Assessment Task Force/Committee, Vice President of Instruction, and college leadership (as necessary). Collective feedback will be shared with the program faculty and dean with recommendations on program improvements and next steps. The results of the PER will also be shared at the following program's advisory committee meeting.
View Program Effectiveness Review Form