

From: JANET SEXTON
To: All At Fayetteville
CC: ncccpolicies@aol.com
Date: 9/17/2009 10:20 AM
Subject: Handbook and Manual Changes as of 9/17/09
Attachments: JANET SEXTON.vcf

Listed below are the Official Manual and Handbook changes that have been approved during the period September 1-17, 2009. All changes have been incorporated to the Official Handbooks and Manuals located on the Office of IEA website. The links correlated to each of the changes are best viewed in the HTML format. To change your group wise message to HTML format, please click on View tab in the GroupWise menu bar, then click on HTML and the message will be in a much better format for your review.

If you have any questions, related to one or more of the changes, please contact Janet Sexton in the Office of Institutional Effectiveness and Assessment, by calling extension 88248 or send a reply email message.

Thank you,
Janet Sexton

HANDBOOKS/MANUALS REVISIONS

The following revisions, corrections, deletions, or additions were made to the handbooks and manuals:
September 1-17, 2009

I

Administrative Procedures Manual

I-4

Board of Trustees (revised, 9/15/09) (
http://www.faytechcc.edu/inst_effect/documents/AdministrativeProceduresManual_012.pdf#page=27)
I-23.10.4

Laptop Loan Guidelines (revised, 9/15/09) (
http://www.faytechcc.edu/inst_effect/documents/AdministrativeProceduresManual_012.pdf#page=212)

IV

Organizational Handbook:

Organizational Charts:

IV-3.3.2

Curriculum Programs (revised, 9/15/09) (
http://www.faytechcc.edu/inst_effect/documents/OrganizationalHandbook_007.pdf#page=24)
IV-3.3.2.3

Early Childhood Education Center (revised, 9/15/09) (
http://www.faytechcc.edu/inst_effect/documents/OrganizationalHandbook_007.pdf#page=27)
IV-3.3.3

Student Services (revised, 9/2/09) (

http://www.faytechcc.edu/inst_effect/documents/OrganizationalHandbook_005.pdf#page=31)

VII

Academic Advisors Handbook:

VII-3.9

Prerequisites and Corequisites (revised, 9/3/09) (

http://www.faytechcc.edu/inst_effect/documents/AcademicAdvisorHandbook.pdf#page=20)

Fill-In Forms:

(http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#E)

Daily Log for Local Travel (State Funds) (revised, 9/4/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#T)

Educational Degree & Work Experience Evaluation Form (revised, 9/1/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#E)

Estimated Travel Advance Worksheet (revised, 9/4/09 (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#T)

Full-Time Employment (revised, 9/1/09) (http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#E)

Lockout/Tagout Periodic Inspection (added, 9/1/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#L)

Online-Blackboard Course Development Proposal (added, 9/15/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#O)

Part-Time Employee Key/Access Card Approval Form (added, 9/15/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#K)

Part-Time/Temporary Employment (revised, 9/1/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#E)

Professional Development Roster (revised, 9/1/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#P)

Prerequisite Waiver Approval - Curriculum Programs (corrected, 9/1/09) (

http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#P)

Request for Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty – Including per Diem (revised, 9/4/09) (http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#T)

Request for Travel (revised, 9/4/09 (http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#T)

Syllabus (revised, 9/1/09) (http://www.faytechcc.edu/inst_effect/fill_in_forms.asp#S)

Janet Sexton

Data Management Technician

Office of Institutional Effectiveness and Assessment

Fayetteville Technical Community College

sextonj@faytechcc.edu

910-678-8248