

Chapter 10

Academic Support and Safety

10.1 LIBRARY (formerly 3.1)

10.1.1 MISSION¹ (formerly 3.1.1)

The mission of the Houston Cole Library is to provide information services and bibliographic resources to support the scholarly and informational needs of the university community. In doing so, the library strives to reflect the curriculum first, with secondary emphasis on faculty research and statewide resource sharing. The library serves students, faculty, administration, and staff of the university. It also makes its resources available to the local community, businesses, schools, and Alabama libraries, thereby contributing to the educational, cultural, and economic well-being of the area. It is an integral part of the division of academic and student affairs and reports to the provost and senior vice president for academic and student affairs. Librarians work in partnership with the academic departments to enhance the learning experience outside the classroom. Library instruction, reference, database searching, circulation of books and reserve materials, interlibrary borrowing, and audio-visual services contribute directly to the faculty's pedagogic success.

Materials acquisitions and cataloging build the library's collections and make them accessible to its clientele.

10.1.2 COLLECTION² (formerly 3.1.2)

The library collection is intended to support the curriculum of the university and to reflect the pedagogical and scholarly informational needs of the academic community. The collection contains books, periodicals, electronic resources, microforms, films, filmstrips, videos, CDs, DVDs, slides, transparencies, records, tapes, and maps. Audiovisual equipment is available for non-print media. Faculty are encouraged to review the collection in their subject specialties and recommend materials to support their teaching, scholarly activities, and service. As the curriculum changes, faculty suggestions are vital to maintaining a relevant and current collection. Suggestions should be submitted to the acquisitions librarian or subject specialist.

10.1.3 HOURS³ (formerly 3.1.3)

The Library is open as posted during all academic terms. Holiday and intersession hours are posted in advance in the lobby and on the web.

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² Revised 06/2023

³ Revised 06/2023

10.1.4 SERVICES⁴ (formerly 3.1.4)

Subject librarians are assigned to each floor of the library. They provide reference service, reader advice, bibliographic instruction, and general supervision of their floor's collection. All librarians can provide basic instruction in library use and instruction in the resources special to each subject. Teaching faculty are encouraged to schedule with the library faculty a meeting of their classes in the library for instruction. The library provides access to numerous commercial databases for students, staff, and faculty. These can be accessed anywhere via the Internet. Faculty may borrow circulating books for a period of up to one year. Each year during the May Term, library staff remind faculty of the books charged to them and require that the books be returned or rechecked for the purpose of inventory control. If requested, books checked out to a faculty member may be recalled after two weeks. Reference materials and periodicals do not circulate except with the permission of the subject specialist librarian.

Materials not in the library can usually be obtained through interlibrary loan for faculty and graduate students or through universal borrowing agreements with other state institutions. Contact the interlibrary loan clerk, circulation desk, or reference desk for more information. Faculty may place library materials or other assigned readings on reserve or electronic reserves. Reserve arrangements should be made with the circulation assistant and should specify the number of copies to be reserved and the length of the loan period. Library materials placed on reserve must follow proper copyright procedures.

Faculty may request media production services in the Audio-Visual Center. Faculty may also request that Audio-Visual Center personnel deliver the equipment or audio-visual materials to the classroom.

The Conference Center on the eleventh floor is available for academic activities and personal use by faculty. A small fee is charged for personal use. For additional information, contact the Dean of Library Services' office.

10.2 ACADEMIC SUPPORT SERVICES (formerly 3.2)

10.2.1 ACADEMIC COMPUTING RESOURCES⁵ (formerly 3.2.1)

The university provides a variety of computer facilities and services to the faculty, staff, and students. A range of modern equipment and software is available in the computer laboratories on campus. Either through hard-wired or Wi-Fi, Internet connectivity is available in computer labs, faculty offices, dormitories, and campus classrooms. The use of the facilities for research and teaching is strongly encouraged.

The chief information officer is responsible for the management of all centralized computing resources and for the administration of computer-related activities on campus. The academic

⁴ Revised 06/2023

⁵ Revised 06/2023

computing and network support group is responsible for providing computing and data processing facilities for academic purposes throughout the main campus and its satellite facilities. Requests for the use of computer facilities and services are submitted through academic channels to the Division of Information Technology.

10.2.2 LEARNING SERVICES⁶ (formerly 3.2.2)

The Department of Learning Services (LS), located on the ground floor of the Houston Cole Library, is an academic support center offering learning assistance to all university students. The Department of Learning Services, which is under the Division of Student Success, offers courses in reinforcing basic skills in reading, writing, quantifying, and academic-performance management. All learning-skills courses are designed to develop the academic skills necessary for college success.

LS courses numbered "developmental" (09 level) receive institutional credit, counting for class load and full-time eligibility requirements, but not credit toward graduation. Developmental courses, numbered 100 and above, receive elective credit and count toward graduation.

10.2.3 INSTRUCTIONAL SERVICES UNIT⁷ (formerly 3.2.3)

The Instructional Services Unit (ISU) is a division within the School of Education that provides a variety of support services. It consists of the Teaching/Learning Center (T/LC), Learning Resource Center (LRC), and the Multimedia Instructional Laboratory (MIL).

The T/LC is an on-campus, free tutorial service to city and county school students in grades K-12. The ISU offers teachers-in-training an opportunity to gain practicum experience through the T/LC in-house laboratory tutoring program. Pre-service teachers and children use the latest technology and strategies, including the Internet.

The LRC provides educational materials and equipment to teachers currently employed in the public schools, undergraduate and graduate students in education, and university faculty. The materials include instructional games, kits, books, computer programs, and audiovisuals. A wide variety of subjects are represented in the center, including reading, language, mathematics, social studies, science, health, perceptual motor, special education, and social-emotional development. Most of the items are available for short-term checkout. Additionally, the center offers media preparation services, such as laminating, copying, duplicating, letter cutting, and transparency making.

The MIL is also associated with the ISU. The MIL supports technology-equipped classrooms in the School of Education. The technology resources help to ensure that students are exposed to the latest technologies available.

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⁷ Revised 06/2023

The ISU reflects goals and objectives that maximize the effective use of facilities, staff, and resources in the School of Education.

10.2.4 CENTER FOR ECONOMIC DEVELOPMENT⁸ (formerly 3.2.4)

The Center for Economic Development and Business Research (CED) provides applied research in economic development to state and local governmental agencies and conducts business research for private commercial enterprises on a contractual basis. The Center for Economic Development is a unit of the School of Business and Industry.

Faculty and students are encouraged to participate in the activities of the center. As an integral part of the university's outreach program, the CED comprises several different departments – Government Services, Business Services, Small Business Development Center, Small Business Procurement System, and the Alabama Center for Retiree Research and Recruitment. The CED is an Alabama State Data Center affiliate as well.

The center's departments share the common goal of promoting economic growth and development. The professional staffs of these departments, in addition to utilizing faculty experience and expertise, provide assistance to government, industry, and business.

10.2.5 CENTER FOR ECONOMIC EDUCATION⁹ (formerly 3.2.5)

The National Council on Economic Education designated Jacksonville State University as a Center for Economic Education (CEE) in 1988. Primarily funded by the university, the CEE provides in-service and pre-service teacher-training workshops on the application of economic concepts in curriculum and instruction in grades K-12. The CEE also maintains a teacher resource center. The coordinator of the CEE reports to the dean of the School of Business and Industry.

10.2.6 OFFICE OF COMMUNITY ENGAGEMENT AND OUTREACH¹⁰ (formerly 3.2.7)

As a learning-centered unit, the Office of Community Engagement and Outreach (CEO) is committed to the view that learning is a life-long process. We support the Jacksonville State University mission by providing continuous learning opportunities to enhance community ethical, social, intellectual, and leadership qualities by extending knowledge, skills, and educational resources to our region, throughout the State, and beyond. Our region includes the following counties: Blount, Calhoun, Cherokee, Clay, Cleburne, DeKalb, Etowah, Marshall, Randolph, St. Clair, and Talladega.

Through a variety of programs and technologies, the Office of Community Engagement and Outreach provides individuals, professionals, faculty, and businesses access to high-impact and innovative professional development programs, conferences, and training including: certificate

⁸ Revised 06/2023

⁹ Revised 06/2023

¹⁰ Revised 06/2023

programs, customized business training, workforce development courses, community education, and miscellaneous non-credit short courses, as the need arises.

10.2.7 ONLINE@JSU¹¹ (formerly 3.2.8)

Online@JSU serves as the hub for online teaching and learning at JSU. The staff of instructional designers and technical specialists support all aspects of online education. Services range from providing around-the-clock technical assistance to online students to helping instructors develop and deliver high- quality, engaging, and effective online and blended classes.

10.2.8 IN-SERVICE EDUCATION CENTER¹² (formerly 3.2.9)

The Jacksonville State University In-Service Education Center is one of eleven regional centers created by the 1984 Alabama legislature to “provide rigorous in-service training in critical needs areas for the state’s school personnel.” The non-credit professional development programs are based on the needs of the fifteen school systems in the center’s service area. The center is funded by an appropriation from the state and is governed by an eighteen member board. The In-Service Center is also responsible for the administration of the Alabama Math, Science, Technology Initiative; Alabama Science in Motion; Alabama Technology in Motion; and the Alabama Reading Initiative projects for the 11-county system JSU region. The director of the In-Service Education Center reports to the dean of the School of Education.

10.2.9 ENVIRONMENTAL POLICY AND INFORMATION CENTER¹³ (formerly 3.9.10)

The mission of the center is to work closely with organizations, government, business, and the public to guide and provide sound programs, policies, and practices that encourage economic development while protecting both natural and cultural resources. Created in 1995, EPIC programs include the development, coordination, and operation of JSU Field Schools, the Canyon Center, and the Talladega Mountains Natural Resource Center (aka “Mountain Center”). The director of EPIC reports to the dean of the School of Business and Industry.

10.2.10 JACKSONVILLE STATE UNIVERSITY – McCLELLAN CAMPUS¹⁴ (formerly 3.2.6)

The Jacksonville State University campus at the former Fort McClellan includes Community Engagement and Outreach; Department of Emergency Management; In-Service Education Center; Alabama Math, Science; Technology Initiative; Center for Applied Forensics; Environmental Policy and Information Center; JSU Field Schools; and the Northeast Alabama Police Academy.

10.2.11 JACKSONVILLE STATE UNIVERSITY – CANYON CENTER¹⁵ (formerly 3.2.11)

The Jacksonville State University Canyon Center is located on a campus of approximately 60 acres that adjoins the Little River Canyon National Preserve in DeKalb County. Its serves as a facility to support JSU classes and services focused around environmental sciences, arts, and

¹¹ Revised 06/2023

¹² Revised 06/2023

¹³ Revised 06/2023

¹⁴ Revised 06/2023

¹⁵ Revised 06/2023

recreation. It consists of conference facilities and includes classrooms, an education store, library, hiking trails, museum exhibits and offices for the National Park Service. The Canyon Center is a function of JSU's EPIC and its director reports to the dean of the School of Business and Industry.

10.2.12 JACKSONVILLE STATE UNIVERSITY – MOUNTAIN CENTER¹⁶ (formerly 3.2.12)

The Jacksonville State University Mountain Center houses the JSU Field Schools and the Cleburne County EMA and acts as a visitor center to “the highest concentration of nationally protected natural areas” in the country.

10.2.13 PARKING DECAL¹⁷ (formerly 4.3.3)

Vehicles used by faculty on campus must be registered and have current color-coded parking decals, which are available from the UPD. The registration fee may be paid by payroll deduction. The Jacksonville State University traffic and parking regulations are available at www.jsu.edu/police/parking.

10.2.14 OFFICE AND BUILDING KEYS¹⁸ (formerly 4.3.4)

Faculty are issued office and building keys/cards, at no charge, by their dean and/or department head, who, in turn, requests keys/cards from the building manager. (A list of building managers is available in the Jacksonville State University Manual of Policies and Procedures.) Keys may not be duplicated, and any lost keys must be reported to the building manager. Faculty are responsible for replacement fees.

10.2.15 ATHLETIC EVENTS AND DRAMA SEASON TICKET DISCOUNTS¹⁹ (formerly 4.3.5)

Faculty are eligible to purchase season tickets to all regular season athletic and drama events at a considerable discount. Payment for these events may be made by payroll deduction.

10.2.16 FUND RAISING, ENDOWMENTS, AND GIFTS²⁰ (formerly 6.6)

The coordination of these activities and plans for solicitation is the responsibility of the Division of University Advancement. Its primary purpose is to coordinate fund-raising activities and to ensure that each development activity is consistent with the long-range missions of the university.

The Jacksonville State University Foundation receives private gifts of money, securities, land, personal property, and any other assets for the benefit of Jacksonville State University in a manner that may be designated by the donor. These gifts may be used to create endowment accounts or may be provided for immediate use as restricted or unrestricted funds. Prior to any development activities on behalf of any unit at Jacksonville State University, faculty members

¹⁶ Revised 06/2023

¹⁷ Revised 06/2023

¹⁸ Revised 06/2023

¹⁹ Revised 06/2023

²⁰ Revised 06/2023

should consult the Vice President for University Advancement or the Jacksonville State University Manual of Policies and Procedures.²¹

10.2.17 PUBLICITY AND PROMOTION²² (formerly 6.12)

The Office of Public Relations is the official channel for university publicity. All publicity releases shall be coordinated through this office. See the Jacksonville State University Manual of Policies and Procedures for additional details. All official university publications, prepared for public distribution, must meet certain standards with regard to the quality of the writing, printing quality, and overall impression. In addition, any administrative office, department, or individual desiring to distribute printed materials that advertise, solicit, or inform on behalf of the university must obtain prior approval from the vice president for university advancement. The university's name, logo, and seal are the exclusive property of the university. Use of the university seal and the university logo is determined by the executive director of marketing and communications or the vice president for university advancement. See the Jacksonville State University Manual of Policies and Procedures for additional details.²³

10.2.18 FACULTY MAIL²⁴ (formerly 4.5.2)

The mail center is located on the fourth floor of the Theron E. Montgomery Building. Both U.S. mail and campus mail are distributed to individual boxes, located either in the mail center or in the building where the faculty member's office is located.

Faculty members may have professional and business mail metered and charged to the departments²⁵. Personal mail must be stamped by the sender. Departments and faculty may also ship professional and business parcels through a parcel service, such as the United Parcel Service, from the mail center.

10.2.19 PRINT SHOP AND PRINTING POLICY²⁶ (formerly 4.5.3)

The print shop has a wide range of capabilities to meet administrative, academic, and other university printing requirements. All official university publications prepared for public distribution must meet certain standards with regard to composition, printing quality, and overall impression. Faculty should refer questions to the executive director of marketing and communications for procedures regarding university stationery, promotional and informational brochures, and use of the university seal and/or logo. See Jacksonville State University Manual of Policies and Procedures.

10.2.20 FACULTY WELLNESS²⁷ (formerly 4.5.4)

²¹ <https://public.powerdms.com/JSUAL/documents/1291602>

²² Revised 06/2023

²³ <https://public.powerdms.com/JSUAL/documents/1291605>

²⁴ Revised 06/2023; 11/2024

²⁵ <https://public.powerdms.com/JSUAL/documents/1291662>

²⁶ Revised 06/2023

²⁷ Revised 06/2023

The 101,000 square foot Recreation and Fitness Center provides a full range of services and activities. All current & retired JSU employees are eligible to purchase memberships. As an added benefit, employees will have the ability to choose payroll deduction as a method of payment. Proof of employment will be verified at time of purchase by presenting a valid JSU employee or retiree ID.²⁸

10.2.21 BUILDING MAINTENANCE AND CLEANING SERVICES²⁹ (formerly 4.5.5)

Minor maintenance tasks, such as repairs to windows and woodwork, replacement of light bulbs, adjustments of heating equipment, and cleaning, should be requested through the designated building manager.

Faculty and staff may bring personal items to the university to decorate their offices, to assist in performing their jobs, or to fill other needs. The university supports the use of these items, so long as these personal items do not interfere with the mission of the university or the performance of duties by any employee. However, these items are not covered by insurance of any kind, and the university assumes no liability for damage or theft of personal items.

10.2.22 CAMPUS FOOD SERVICE³⁰ (formerly 4.5.6)

Sodexo currently operates all campus food services. Use of the President's Dining Room for university- related groups is scheduled through the president's office and arranged through the university's contracted food service vendor. On-campus catering service is required through Sodexo for university events. Sodexo offers meals at a reduced rate for Jacksonville State University employees at the Jack Hopper Dining Hall. Contact Sodexo for current rates for discounted meal plans.

10.2.23 CHILD DEVELOPMENT FACILITY³¹ (formerly 4.5.7)

The Department of Family and Consumer Sciences operates a child-development facility for children aged 3 and 4. The facility provides students enrolled in university courses opportunities to work with children and to provide children enrolled in the facility an environment conducive to optimum development. Application forms may be obtained from the Department of Family and Consumer Sciences.

10.2.24 BOOKSTORE³² (formerly 4.5.8)

The bookstore stocks textbooks used by the academic departments. In addition to textbooks (new and used), the store handles school supplies and personal items for students and faculty. Academic apparel may be rented or purchased through the bookstore.

²⁸²⁸ <https://www.jsu.edu/urec/>

²⁹ Revised 06/2023

³⁰ Revised 06/2023

³¹ Revised 06/2023

³² Revised 06/2023

10.3 SAFETY

10.3.1 INJURY, ILLNESS, INCIDENTS, AND ACCIDENTS³³ (formerly 6.11)

Injuries, illnesses, and incidents, other than traffic-related accidents that occur on university property or affect university personnel or equipment, must be reported on the OSHA Form 101 (available in the Office of Human Resources). Traffic-related accidents should be reported to the Jacksonville State University Police Department or an appropriate law enforcement agency. Additionally, incidents that resulted in no loss or injury but had significant accidental-loss potential should also be reported through this system. See the Jacksonville State University Manual of Policies and Procedures for additional details.

10.3.2 CAMPUS SECURITY³⁴ (formerly 4.3.2)

The Jacksonville State University Police Department (UPD) is staffed 24 hours a day, and police may be contacted at any time. After the switchboard closes, the main university telephone number is answered in the UPD. This office maintains radio contact with campus police. As required by the Campus Security Act, campus crime statistics are available at www.jsu.edu/police/crimestats.

10.3.3 HAZARDOUS WASTE³⁵ (formerly 6.10)

The university makes every effort to comply with state and federal laws pertaining to hazardous waste disposal. The university safety officer is charged with this responsibility. For additional information, contact the safety officer, listed in the JSU phone directory under departments and offices.

³³ Revised 06/2023

³⁴ Revised 06/2023

³⁵ Revised 06/2023