



Faculty Handbook

A Guide to Teaching at the Alpharetta Center

TABLE OF CONTENTS

Director's Welcome.....	3
Staff Directory.....	4
Facility Information.....	5-6
The Administrative Office, <i>Support Services to Enhance Your Teaching Experience</i>	7
Teaching & the Classroom, <i>Alpharetta Center Procedures & Policies</i>	7-9
Faculty Suites & Lounge, <i>Facilities to Support Productivity</i>	9
Information Systems & Technology	
<i>Open Access Computer Lab, Instructional Lab, & On-Site Support Technicians</i>	10-11
University Library @ Alpharetta, <i>Your Information & Reference Specialists</i>	11-12
Georgia Perimeter College Faculty.....	13-14
Alpharetta Center Final Exam Schedule, Georgia State University.....	15
Alpharetta Center Final Exam Schedule, Georgia Perimeter College.....	16-17

MEMORANDUM

TO: ALL FACULTY

FROM: YVONNE R. CHRIMES, DIRECTOR

On behalf of all center staff, I would like to welcome you to Georgia State University's North Fulton satellite facility, the Alpharetta Center. We have exciting times ahead of us in meeting the needs of the community. Our mutual goal is to provide an educational environment that is supportive of your instructional needs. With a focus on customer satisfaction, we strive to deliver our services with a professional, congenial and helpful attitude, and we hope that our efforts will ensure that you and your students have a productive semester at the Alpharetta Center.

The information on the following pages and on our website at www.robinson.gsu.edu/alpharetta has been prepared to answer the most often asked questions regarding teaching at the center. **Of special importance is the final exam schedule (please see [website](#)).** Please take a moment to review your assigned meeting dates, since the off-campus exam schedule does not always coincide with that of the main campus. **Also, included with this packet is our Faculty Contact Information form—please take a moment to complete the form and return it to the Administrative Office at your earliest convenience.**

Available in literature racks in the Faculty Lounge you will find:

- **An Audiovisual Request Form for equipment (a computer workstation, document camera, VCR, DVD, and universal ceiling mounted projector are standard in each room)**
- **A room reservation request form to request faculty offices, non-regularly scheduled rooms and computer labs**
- **An exam proctoring instruction sheet. (We are able to proctor exams for individual students in our conference room, when available.)**

Please submit forms in advance to ensure that the necessary equipment and space are available. ***Please observe the Alpharetta Center hours of operation. If your class ends at a time near the posted closing time, please arrange to exit the building promptly.***

If there is an issue not covered in this material, or if you need further information, please do not hesitate to ask any of the staff for assistance; or feel free to call us any time at 404.413.2200 and we will be more than happy to answer your questions or discuss your concerns. Again, welcome, and we hope you have a pleasurable teaching experience at the Alpharetta Center.

Yvonne R. Chrimes
Director

STAFF DIRECTORY
ADMINISTRATIVE STAFF

Yvonne Chrimes, Director, <i>Alpharetta Center & Brookhaven Center</i>	3-7742
Shanta Ghimire, Front Office Manager.....	3-7740
Kevin Boyce, Evening Manager/Scheduling & Reservations.....	3-7743
Lee Parsons, Building Manager.....	3-7744
Heather Phan, Business Manager.....	3-7741
Leslie Bishop, Catering.....	3-2200
Jaskirat Chahal, Catering Assistant.....	3-7783
ADMINISTRATIVE SUPPORT STAFF	3-7783
Pat Brown, Assistant (Day).....	3-7783
Kim Lewis, Assistant (Evening/Saturday).....	3-7783
Olga Shabalova (Seasonal).....	3-7783
Carol Sweet (Evening/Saturday).....	

SECURITY

Jeff Carroll, Security Guard (Day).....	3-2200
C.W. Perry, Security Guard (Evening/Saturday).....	3-2200

INFORMATION SYSTEMS & TECHNOLOGY (IS&T)

Jane Leonard, Technology Manager.....	3-7746
John Phan, Technology Consultant.....	3-7747

COMPUTER LAB TECHNICIANS

Stacy Brown, Jeff Chou, Chris Meadows, Nathan McRoberts, Elijah Ogle, Yaw Sarpong.....	3-7777
--	--------

LIBRARY SERVICES

Barbara Petersohn, Librarian.....	3-7764
Judy Reardon, Reference Specialist.....	3-7763
Amy Harris, Reference Specialist.....	3-7762
Zig Fortunka, Reference Specialist (Part-time).....	3-7762
Mica Maddry, Reference Specialist (Part-time).....	3-7762

LIBRARY SUPPORT STAFF

Karna Jariwala, Arielle Michel.....	3-7762
-------------------------------------	--------

GEORGIA PERIMETER COLLEGE

Frank Nash, Dean of Student Services & Interim Director.....	3-7879
Felicia Harbach, Registrar.....	3-7881
Amy Roberts, Office Manager.....	3-7878
	3-7757

NOTE: Within the center, dial 3-XXXX. To access an outside line, dial 9, and then the telephone number that you wish to call, e.g. 9.404.413.2000.

FACILITY INFORMATION**HOURS OF OPERATION**

Monday—Thursday: 7:30 a.m.—10:00 p.m.

Friday & Saturday: 7:30 a.m.—5:00 p.m.

Please Note: Building hours are extended during Maymester and Summer semester to accommodate late-meeting classes, and may be curtailed during or near holidays if no classes are scheduled to be in attendance. Any additional closings or early closings will be noted throughout the building.

MAILING ADDRESS

3705 Brookside Parkway

Alpharetta, Georgia 30022-4408

CONTACT/GENERAL

Telephone, Main Line: 404.413.2200

Fax, Administrative Office: 404.413.7745

DRIVING DIRECTIONS

From Georgia 400 North/South: Exit at Old Milton Parkway (Exit 10). Turn right if heading North or left if heading South. Proceed to the fourth (4th) traffic light beyond Georgia 400 (approximately one mile) and turn right onto Brookside Parkway. The center will be on the right at building number 3705.

PARKING

Free parking is available to Georgia State and Georgia Perimeter faculty and students. No pass is required. Overnight parking is not permitted.

MAIL SERVICES

The Alpharetta Center provides daily mail service via the US Postal service. Outgoing stamped, first-class mail can be placed directly in the center's mailbox conveniently located in front of the center. University mail requiring postage must be sent through your department. Any letters or packages sent to you at the center should bear your full name and your university affiliation (Georgia State, Georgia Perimeter College) and your department name.

HOLIDAYS

Please see Georgia State University's Academic Calendar at www.gsu.edu for closings.

INCLEMENT WEATHER

The Alpharetta Center will follow the same inclement weather schedule as the main campus. Please (first) visit the university's website at www.gsu.edu or listen to radio or television reports for informa-

tion regarding open, closed, or delayed opening status, or call the Georgia State Police at 404.413.2100. **This policy also pertains to Georgia Perimeter College staff and students.**

EMERGENCIES

Please contact the staff member(s) on duty in the administrative office, Room 150, for any emergency.

VENDING MACHINES

Vending machines are located in the Student & Visitor Lounge on the first floor. Should you experience any problems with these machines, please contact Front Office Manager Bob Dillon at 3-2200.

SMOKING

Smoking is not permitted at the Alpharetta Center. Smoking is permitted outside the building, twenty-five (25) feet away from any building entrance.

THE ADMINISTRATIVE OFFICE*SUPPORT SERVICES TO ENHANCE YOUR TEACHING EXPERIENCE***HOURS**

The Alpharetta Center's administrative office is open from 7:30 a.m. to 10:00 p.m., Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. Friday and Saturday.

SUPPORT SERVICES**Copy/Fax**

The administrative office staff is available to make copies in numbers up to 350; for larger jobs, please contact your department. Please submit requests for copies at least a day in advance and include the following information: name, course number, number of copies needed, and whether copies should be held in the office for pick-up or placed in your faculty mailbox. Charges for copies/faxes will be billed to your department at the end of each semester, at the faculty rate of \$.07 per page for copies (\$.10 for student copies), \$.50 per page for faxes sent and transparencies and \$1.00 per faxed page received. If you prefer to address the charges yourself, directly, please let the staff member assisting you know, and charges can be settled immediately. **Also, please note that the Risk Management and Insurance Department has imposed a limit of \$30 per instructor per semester for copy services at the Alpharetta Center.)**

A coin-operated copier is available to students in the library. The front office staff can make student copies when the Library is closed for the student rate of \$.10 per page copied.

Interoffice Mail/Courier Services

Daily courier service is available to and from the main campus downtown (items are routed through the J. Mack Robinson College of Business Dean's Office) and to and from Brookhaven Center for Georgia State faculty. Pick-up is generally between the hours of 8:30 a.m. and 11:30 a.m., Monday through Friday; drop-off is between noon and 4:00 p.m.

TEACHING & THE CLASSROOM*ALPHARETTA CENTER POLICIES AND PROCEDURES***Classroom Assignments**

Room assignments will be posted in the hallway just outside the main office, at other hallway entrances and outside each room during the first week of the semester. **Please note that final exams may be held in a room other than that used throughout the semester.**

Class Changes/Cancellations

Please inform an Alpharetta Center staff member whenever you change or cancel scheduled class meeting or exam days, dates or times (or A/V equipment). We can better respond to student inquiries

and ensure room availability when we have been apprised of these changes. **Georgia Perimeter College faculty must also inform their Department Chair of any change in class meetings.**

Classroom Use: Credit Classes

Please observe instructor “common courtesy” rules and leave the classroom in the same condition in which you would desire to find it. Do not rearrange classroom furniture, or remove tables, chairs or A/V equipment from the rooms. If you need a special set-up, please advise the office staff and we will make an effort to accommodate your needs. If you need a room at a time other than the regular class day/time please notify us in advance because your usual room may be reserved for other activities. **Please note that only faculty may reserve center space (for regular class or student use); students may not reserve rooms or place requests on behalf of instructors.**

Classroom Use: Departmental & Non-University Organizations

Space can be reserved at the Alpharetta Center for departmental functions, and for outside professional and civic groups. Please note that space is often available during the day, but is extremely limited in the evenings due to credit classes. Classrooms accommodate approximately 30-60 people. **Catering is permitted, and all catering services are provided by the Alpharetta Center’s Catering Services program. Please stop by the administrative office for pricing information and catering options, or contact catering manager Leslie Bishop at 404.413.2200.** Rental/pricing information and the build-out layout are also available on the web at www.robinson.gsu.edu/alpharetta.

Final Exams

Our exam schedule differs significantly from that of the main campus. Generally, exams at Alpharetta are given on the first regular class day within the exam period, at the regular class meeting time; **this does not apply to Georgia Perimeter College.** All RCB common exams will be held on the main campus in Atlanta. Please see the center’s final exam schedule or check with the administrative office to confirm the date and location (room number) of your exam(s).

Food/Beverages in the Classroom

Please encourage students to clean up after themselves should they elect to bring food/beverages to class. Please have student groups refrain from bringing in hot foods with lingering odors (e.g. pizza, casseroles etc.), as we tend to get complaints from subsequent users of the rooms. **All catering and refreshments for large groups must be coordinated by the center’s catering services; please email catering@gsu.edu for more information or visit our [website](#).** Vending machines and a (\$5) change machine are available in the Student & Visitor Lounge (Room 116), as are common tables for personal or group study, informal meetings, etc.

Exam Proctoring

When necessary the Alpharetta Center staff will assist in administering exams to students outside the classroom. However, it should be noted that continuous in-class monitoring is not possible due to limited space and staff. Typically students are sent to an available room to complete exams. Exam materials may be left with a staff member in the Administrative Office (Room 150).

Please include the following information (on the appropriate form): student's name(s), time allotted, whether open or closed book, whether notes or calculators (scientific, non-scientific) are allowed and whether completed exams are to be retained in the administrative office or placed in the corresponding faculty mailbox for pickup. A staff member will review instructions with the student(s) and collect the exam at the end of the allotted time.

Bookstore/Textbook Sales

There is no bookstore at the Alpharetta Center. Certain student items are available for purchase in the administrative office (room 150), such as scantrons, Blue Books, pens, pencils, floppy disks and mini-rewritable CD's. Textbooks may be purchased through the main campus bookstore.

FACULTY SUITES & LOUNGE *FACILITIES TO SUPPORT PRODUCTIVITY*

FACULTY OFFICES

Three faculty offices, three semi-private cubicles and two common-area workstations are available for use for short periods of time on a first-come, first-served basis, unless reserved in advance. Regular office hours can be **reserved for up to one hour per class day for one calendar month**, after which a new reservation can be placed and will be accommodated in the order in which it is received. Use the appropriate form (available in the Faculty Lounge) to reserve space. Professors with multiple classes may be granted more time. Reservations must be received at least one week in advance (or ASAP during the first week of classes). For availability, or for questions regarding use of faculty offices, please contact Kevin Boyce at kboyce@gsu.edu.

TECHNOLOGY/EQUIPMENT

Each faculty workstation is equipped with a computer and double-monitors. Print jobs are sent to the main Dell printer in the Faculty Lounge. One to two additional printers are available at the two workstations near the rear entrance for scanning and small-scale, low-volume color copy jobs. These printers are for limited use. For black and white printing, please use the main Dell printer in the Faculty Lounge. On all computers, store your files in the "My Documents" folder; **files stored elsewhere are automatically deleted with each restart**. Any questions, concerns or technical issues should be directed to the center's computer lab support technicians at 3-7777.

FACULTY LOUNGE

The Faculty Lounge is located inside the suite of faculty offices on the first floor, Room 145. Two common-area telephones, faculty mailboxes and coffee are available in this area. Please observe the rules of community when using the lounge and surrounding faculty workstations.

FACULTY MAILBOXES

All faculty teaching at the Alpharetta Center are assigned a mailbox, which may be used for materials drop-off and pick-up, etc. Please check your mailbox regularly for information, updates and messages.

INFORMATION SYSTEMS & TECHNOLOGY (IS&T)

OPEN ACCESS COMPUTER LAB, INSTRUCTIONAL LAB, & ON-SITE SUPPORT TECHNICIANS

[Information Systems & Technology's Satellite Campus Group](#) maintains and supports the technology environment at the Alpharetta Center. The on-site IS&T staff consists of Jane Leonard, Manager, John Phan, Technology Consultant, and several technicians that provide application assistance in the lab and classroom support. IS&T Alpharetta is a customer-focused team that seeks to support a positive and productive learning experience for faculty and students.

Classrooms are equipped with a computer workstation, a ceiling mounted projector and other audio-visual equipment designed to support and enhance learning. Included:

- **Instructor Workstation.** An instructor workstation equipped with wireless and hard-wired network connections, *Microsoft Office 2007, Internet Explorer, Adobe Acrobat Reader, and other specially assigned or requested software.* Contact **Technology Classroom Support at 404.413.7777** for additional software requests (please note that software requires approval and that the lab requires two weeks advance notice to process new software installation requests).
- **A/V.** The audiovisual equipment includes easy-to-use computer touch screen controls, VCR, DVD, document camera, a universal ceiling-mounted projector, laptop connections, cable television, wireless connectivity (for current Georgia State faculty, students and staff only), and a classroom phone to contact the **Technology Classroom Support at 404.413.7777** in case of system errors. Other standard audiovisual equipment can be reserved, if available; please submit the appropriate form at least two weeks in advance to request additional services. **Only faculty may submit equipment reservation requests.** Questions or problems regarding classroom technology equipment should be directed to the **Lab & Classroom Support Staff (404.413.7777)**.
- **Network/Connectivity.** Fourteen to twenty network connections in the classrooms, three network connections in each of the four library study rooms, and eleven network connections in the Student & Visitor Lounge. The network connections are connected to the main campus Georgia State network, and please note that access is restricted to current faculty and students only.
- **Training.** One-to-one training is available to acquaint new faculty with in-class technology and equipment. Give us a call and let us introduce you to what technology is available and how it might best meet your individual needs. Please call Jane Leonard at 404.413.7746, or contact Technology Classroom Support at: 404.413.7777. Also, the lab is available to assist in the setup of personal laptop computers **for use with related classroom activities**, e.g. PowerPoint presentations, network connectivity, etc.

Instructional Computer Lab (room 126)

The center's instructional lab is also available for scheduled use and consists of forty network-connected computers, scanner capabilities, and numerous software applications. The software applications consist of *Microsoft Office 2007, Internet Explorer, Adobe Acrobat Reader, and other network applications.* To request use of the center's instructional computer lab, please fill out the appropriate

form and return to Kevin Boyce (Administrative Office, Room 150).

Open-Access (Student) Lab

An open-access computer lab with 39 stations is located next to the library and is available for faculty and student use during the semester. A lab assistant must be in attendance for the lab to open. Software is available via the fileserver. Questions/Problems concerning the computer lab should be directed to the lab technician on duty at 404.413.7777, or to Jane Leonard at 404.413.7746. You may reserve time in the lab for your class. **However, due to heavy usage and limited space, it is imperative that you provide at least 48 hours advance notice when reserving workstations; we suggest you first look at the Instructional Lab (next door to the Open-Access Lab) for use with whole-class activities.** To reserve lab use, please use the appropriate form, available in the Faculty Lounge.

The Computer Lab is available to Georgia Perimeter College for faculty and student use. Georgia Perimeter faculty and students should see a lab technician to secure a password for access to the network. Access is granted for the current semester only.

The Satellite Campus Technology Support Group reports to Georgia State University's **Information Systems and Technology (IS&T)** department. **For any comments that should be addressed with the center's senior management please e-mail Jane Leonard at jleonard@gsu.edu .**

UNIVERSITY LIBRARY @ ALPHARETTA *YOUR INFORMATION & REFERENCE SPECIALISTS*

The Alpharetta Center Library is located at the end of the first floor entrance hallway (in Room 123), and offers complete access to the resources and services of the University Library. A limited number of print periodicals and books are housed at this location. Requested materials from the University Library can be delivered here throughout the semester (see Courier Services, above). Course reserves can be arranged with the library staff. The adjacent computer lab, classroom PC's, and any laptop or PC connected to the network can also be used to access electronic resources of the University Library collection, including GIL, the online catalog. Library materials can be returned at this location and an outdoor book drop is available for after-hours returns. Please contact the Alpharetta Center Library at 404.413.7762 for any special needs or requests.

Even in the extended campus environment, a wide range of library resources and services are available, including:

- Library instruction and orientation for classes.
- Intercampus delivery of books and journal articles from the University Library (most requests are received within 2 business days).
- Interlibrary loan borrowing.
- On-the-spot or in-depth reference assistance and instruction in the use of electronic resources.
- Four group study rooms.
- DVD and VHS players for in library use, as well as headphones.

Electronic Resources

- The University Library's online catalog (GIL), offers access to a collection of over 1.2 million volumes.
- Locally networked resources provide access to electronic databases, citation indexes, on-line journals, and full-text documents.
- GALILEO, a statewide collection of reference sources and databases.
- Twenty-four PC's equipped with lab software. Laptop computers and tablets are also available to check out for in-building use.

Off-campus access to library resources is available with a Campus ID and password.

Resource Books /Materials

Faculty may leave books, test answers, resource materials etc. in the administrative office to be checked out during the semester. Please leave items with a member of the staff and give specific instructions regarding student use (e.g. can't be copied, can't leave building etc.). The staff will prepare a checkout form and monitor use of the material according to your instructions. Also, please remember to pick up any reserve materials that have been left in the office at the end of the semester, or leave interoffice mailing instructions.

GEORGIA PERIMETER COLLEGE FACULTY

Georgia Perimeter College now has staff on-site at the Alpharetta Center.

ADMINISTRATIVE OFFICE (ROOM 112)

Frank Nash, Dean of Student Services, Interim Director for Georgia Perimeter College, 404-413-7879, fnash@gpc.edu

Frank is the Georgia Perimeter College liaison to Georgia State University at the Alpharetta Center. Working closely with Discipline Deans, he schedules center classes. Frank is also the budget manager. His responsibilities include GPC plant/operational needs, Student Activities and student judicial proceedings. Frank also participates in marketing efforts to promote educational opportunities at the Alpharetta Center and community outreach/support to increase awareness of Georgia Perimeter College as an active presence in the North Fulton area.

Felicia Harbach, Registrar, 404-413-7881, fharbach@gpc.edu

Felicia handles all aspects of enrollment and registration for GPC Online and Alpharetta Center students. Her responsibilities include both admissions counseling and data entry of immunizations, high school transcripts, SAT/ACT scores and applications along with providing enrollment services to students. She processes grade changes, "no shows," reinstatements and student withdrawals from classes. Felicia handles transient permission letters, petitions for instate tuition, enrollment verifications, and early grade letters. She also evaluates students for graduation and can reset PIN numbers for faculty and students who disable their PINs.

Amy Roberts, Office Manager, 404-413-7878, aroberts@gpc.edu

Amy handles all day-to-day Office Manager & Secretarial responsibilities at Alpharetta Center. She assists in managing and monitoring the budget. Amy processes all operational paperwork such as payment requests, purchase orders, payroll and travel forms, and more. She also assists the Registrar and Interim Director as needed.

The Georgia Perimeter College Administrative Office at the Alpharetta Center is located in room 112. Normal business hours are MTR, 7:30 a.m.-5:00 p.m., W, 7:30 a.m. - 7:00 p.m., and F, 7:30 a.m.-4:30 p.m. Office hours are subject to change with short notice. At these times signage will be posted on the office door of room 112 and Georgia State administration will be alerted.

Services Available to Georgia Perimeter faculty in Room 112 at Alpharetta Center:

- *GPC Courier Delivery and Pickup* occurs Monday through Friday usually by mid-morning. Anything that needs to go out the same day should be in the courier box no later than 9:30 a.m.
- *Fax Machine* – Faxes may be sent and received at 404.413.7883. After office hours this service can be handled by Georgia State University (room 150) for a fee that will be charged to the Administrative Office.
- *Photocopier* – The copier requires the use of your Campus Access/ID card. The office copier is for small projects **only**. Large print projects should be sent to your discipline department at Dunwoody or to GPC Printing Services at Clarkston. After

office hours small copier/print projects can be handled by Georgia State University (room 150) for a fee that will be charged to the Administrative Office. Alpharetta Center faculty workstations should never be used for large printing projects.

- *Scantron Machine* – is available to assist you with scoring Scantron exams you administer to your students. Scantron supplies are not available in room 112 at present and may be procured at the Dunwoody campus. Scantrons may also be purchased from the Georgia State administrative office in room 150.
- *Table/Chairs* – There is a small table with 4-6 chairs that can be used for open meetings. Space can be reserved through our office at 404-413-7878. Please keep in mind that room 112 is a multi-purpose area and that there are no privacy doors or walls and doors.
- *Workspace* – There is a small workspace available for your use if no other faculty work space is available. *Please remember to reserve faculty workspace at Alpharetta Center through the Georgia State Administrative Office (room 150) and to use the Georgia State space reservation form available there.*

Advising & Counseling Services

Limited Advising & Counseling services are available in room 128. Counselors may be reached at 404.413.7757. ACS Counselors are ordinarily available Tuesday and Thursday, times TBA.

ACS Counselors provide academic advisement for all majors. They act as a resource for learning support students regarding withdrawal policies, attendance policies, attempt issues, etc. They also provide the student with information and forms regarding admissions requirements, financial aid, scholarships, transfer requirements and withdrawal. They are a liaison for students to appropriate GPC Dunwoody departments who assist in resolving student questions/issues.

Learning and Tutoring Center Services

Limited Learning and Tutoring Center services are available in room 128. LTC representatives may be reached at 404.413.7757. LTC representatives are ordinarily available on Monday and Wednesday, times TBA.

In addition to assisting students with one-to-one tutoring for particular classes, LTC representatives also arrange for Learning Support tutoring at scheduled times in the Alpharetta Center's open-access computer lab (room 125). LTC representatives also assist students with admission and enrollment questions/issues and guide students to the appropriate office at Alpharetta Center or at Dunwoody campus.

Faculty

To help with your transition to the Alpharetta Site, please note the following:

The Alpharetta Center provides every GPC faculty member with a mailbox in the faculty work space area (room 140). Please check your mailbox regularly for information, updates and messages.

Large printing and copying projects are to be handled through your academic department at Dunwoody campus and/or GPC Printing Services.

Classroom supplies are provided through your academic department at the Dunwoody campus. The GPC Alpharetta Site Administrative Office can assist you in an emergency.

NOTES

Please direct comments, questions, suggestions, etc. to the Alpharetta Center's Administrative Office at 404.413.2200. All feedback is welcome and appreciated.