

TO: NEIU-El Centro Campus Faculty
FROM: Daniel López, Jr., Ph.D., Associate Dean of Academic Development and Director of El Centro
DATE: January 11, 2010
SUBJECT: Faculty Welcome- Spring 2010
CC: Lawrence P. Frank, Provost
Deans
Department Chairs

Welcome [Bienvenidos] to Northeastern Illinois University-El Centro campus. We are very glad that you have chosen to teach here and look forward to a productive semester. Over the summer, we have installed new classroom furniture, installed multimedia equipment in all the classrooms and multipurpose room and made the entire campus wireless. We have also secured 40 parking spaces for students, faculty and staff use (see below for details). In addition, faculty teaching at NEIU-El Centro are now eligible to receive an NEIU laptop to use in the new technology classrooms and keep while they are employed at NEIU.

In case of an emergency, please make sure you provide us with your personal information (see attached). Don't forget to provide us with a copy of your course syllabus [NOTE: syllabus should include your phone number or email address so that students can get in contact with you instead of calling the NEIU-El Centro line]. In addition here are a few other reminders:

- **Office hours** - Monday-Friday 8:30am-9:00pm and Saturdays 8:00am-4:00pm
- **Building hours** - Monday-Friday 8:00am-10:00pm and Saturdays 8:00am-5:00pm
- **Office space** - Faculty may use the office space located in room 116 to fulfill office hours obligations and to meet with students, prepare for class, check email or use the campus phone. *Please note this is a shared space therefore, we ask that you keep it organized. Also, do not leave valuables unattended.*
- **Course authorizations** - If you wish to add more students to your class please send them to the reception desk to obtain the authorization forms.
- **ID's** - For your personal safety, student, staff and visitors will be expected to show a form of identification as you enter the building. Please carry your ID's at all times. ID's pictures for NEW faculty will be taken at El Centro during the first two-week of classes.
- **Mailboxes** - You have a mailbox in the front desk, please check and empty frequently.
- **E-mail** - We will be communicating with you via email, therefore please make sure you have an active NEIU-email account—check your email frequently!
- **Technology in the classroom**- All classrooms at NEIU-El Centro have Internet connection and multimedia equipment. All faculty members who are using technology in the classroom will be given an NEIU laptop to keep while they remain teaching at NEIU. See Fausto Ortiz for details.
- **Blackboard** – All faculty are encouraged to use Blackboard. See Fausto Ortiz for assistance.
- **Photocopies** – Please keep photocopies to a minimum. Larger jobs should be copied at your academic department. Faculty are asked to please bring work to be copied at least a week in advance. You are also encouraged to post your handouts on Blackboard and/or create electronic files to avoid photocopying.
- **Board markers** - Please keep with you, leave in your mailbox or in the faculty office.
- **Academic, social, and cultural activities** are planned each semester and faculty and students are encouraged to attend. NEIU-El Centro staff will periodically put flyers in your mailboxes, please make announcements in your classroom.

- **Parking** – We have several parking lots available on a first-come first-serve basis at the see Parking Guide map. Students, faculty and staff will be expected have a valid level 2 parking decal to use this lot. You may also park in city streets around the campus but make sure you read parking restrictions and feed the meters. We recommend you plan to arrive early to find a spot.
- **Building Policy**
 - No smoking is allowed anywhere in the building (including the restrooms).
 - Children need to be supervised by an adult at all times to prevent them from disrupting in the classroom, study space and office space.
- **Classroom Policy (see Employment Obligations and Expectations)**
 - Please observe the maximum student classroom capacity guidelines. No exceptions will be allowed!
 - You may move the classroom furniture (except for the science and art rooms) but please return to its original location at the end of your class.
 - As a general courtesy, faculty are expected to erase the white boards at the end of each class.
 - Faculty are expected to remove and keep their markers.
 - Food is not allowed in any classroom.
 - Please keep rooms clean. Report any signs of vandalism and missing or faulty equipment immediately to the NEIU-El Centro staff.
- **Academic Support Programs**
 - Student Progress Reports/Academic support referrals - You may be asked to complete student (s) progress reports. This report will allow us to monitor student academic progress in your classroom and to identify student needs.
 - Tutoring is available for math, writing and other general education courses. Please encourage your students to utilize this FREE service. A tutoring schedule will be forthcoming.
- **Computer Room Policy**
 - Students, faculty, and staff, and faculty have priority for using computer labs.
 - Children are NOT allowed to use the computer room at any time.
 - Food or drinks are not permitted in the computer room.
 - As of any room students need to refrain from using inappropriate language and behavior.
 - Keep noise level to a minimum.
 - For computer labs open hours, please see the reception desk or see the hours posted on the doors.
- **Staff Assistance** – We have several staff members here to assist you with your classroom needs. Please do not hesitate to ask for assistance.

Staff	Room & Extension
Daniel López, Jr., Director	Room 104, Ext. 4081
Maria Luna Duarte, Assistant Director	Room 113, Ext. 4084
Fausto Ortiz, Coordinator of Technology Resources	Room 115, Ext. 4083
Silvia Romero, Coordinator of Academic Support Services	Room 114, Ext. 4082
Rebeca La Madrid-Quevedo, Coordinator of Student Retention and Community Outreach	Room 103, Ext. 4095
Alma Hernandez, Office Support Associate	Room 103, Ext. 4080
Laura Castro De Cortes, Extra Help	Room 103, Ext. 4080
Reina Gallo, Security Officer	Room 103, Ext. 4080
Student Workers: Eddie, Diana, Alejandra, Kristin, and Oscar	Room 103, Ext. 4080

We thank you in advance for your cooperation and wish you a successful academic year semester.