

TO: NEIU-El Centro Campus Faculty
FROM: María E. Luna-Duarte, Interim Director of NEIU-El Centro Campus
DATE: August 28, 2010
SUBJECT: Faculty Welcome- Fall 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. We have installed new classroom furniture, installed multimedia equipment in all the classrooms and multipurpose room and made the entire campus wireless. We also have parking spaces available for students, faculty and staff (see parking information fact sheet). In addition, faculty teaching at NEIU-El Centro Campus are now eligible to receive an NEIU laptop to use in the new technology classrooms and keep it while they are employed at NEIU (these notebooks must be returned by the end of the semester).

Please make sure you provide us with your personal information (see attached). Also, please submit a copy of your course syllabus by September 13, 2010, [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 Campus line]. In addition here are a few other reminders:

- **Office hours** - Monday-Friday 8:30am-9:30pm. Saturdays 8am-5pm.
- **Building hours** - Monday-Friday 7:15am-10:00pm.
- **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.*
- **Learning Common Hours** – The learning commons houses a virtual library and tutoring services to help students to conduct successful library research and receive academic tutoring/coaching in general education coursework. This space also provides additional study space and career resources for students. Monday-Friday 4:00pm-9:00pm. NOTE: A librarian will be available for students and staff four times a week, more information about the times will be forthcoming. In the mean time any questions can be directed to Dr. Elaine Gawrych, Assistant Professor, Ronald Williams Library, tel. 773-442-4527 or e-garwrych@neiu.edu.
- **Course permit overrides** - If you wish to add more students to your class please send them to the reception desk to obtain the permit override forms. Once students are given the override, they still need to register on-line utilizing the NEIUPort and confirm their courses before the drop date Sept. 14, 2010.
- **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 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 Campus 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-EI 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-EI Centro Campus staff.
- **Academic Support Programs**
 - Student Progress Reports - 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
María E. Luna Duarte, Interim Director	Room 104, Ext. 4081
Fausto Ortiz, Coordinator of Technology Resources	Room 115, Ext. 4083
Esmeralda Guerrero, Coordinator of Academic Support Services	Room 113, Ext. 4082
Rebeca Lamadrid-Quevedo, Coordinator of Student Retention and Community Outreach	Room 114, Ext. 4095
Juan B. Cortes, Coordinator of NEIU-EI Centro	Room 103, Ext. 4080
Alma Hernández, Office Support Associate	Room 103, Ext. 4080
Laura Castro De Cortes, Extra Help	Room 103, Ext. 4080
Security Officers: Reina Gallo, Hugo Feria, Pedro Velez	Room 103, Ext. 4080
Student Workers: Eddie Mendoza and Brenda Flores	

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