

# FACULTY RESOURCES

## Break Room

There are a number of faculty “break rooms” located around the campus. Typically these rooms have tables and chairs, a refrigerator, and a microwave. This is a good place to go if you are on campus before class.

## Testing Center

The testing center is located in Building 7 on the 2<sup>nd</sup> floor, in the right corner. They will administer a test for students who have missed a scheduled classroom test or a student who needs extra time to take a test due to a documented disability.

To use these services contact the Testing Center by phone or in person. Complete the “Testing Center Referral Card.” Attach a card to each test, and deliver this to the Testing Center or place it in an interoffice mail envelope addressed to the Testing Center. In addition to completing the form, please indicate on the individual tests whether you will pick up the test in the testing center or would you prefer that the test be mailed to your mailbox.

The testing center can provide any of the following services:

1. Assistance in testing of students for programs using self-paced modes of instruction.
2. Alternative times for testing which will enable an instructor to accommodate a student’s personal or professional commitments which may conflict with a class exam. However, the Testing Center **may not** be used to test an entire class at one time.
3. Monitoring assistance for the administration of diagnostic placement tests.
4. Special accommodations for disabled students (quiet room)

In addition, there is now a new computerized testing center available that provides a secure location to have your students take tests or quizzes on the computer. The purpose of the Computerized Testing Center is to proctor electronic exams for Valencia students and faculty. Please note that this is purely computerized testing, no paper testing. All paper testing will still be handled by the Testing Center located in Bldg. 4.

## Word Processing

Word Processing is located in Building 1-251. They provide a number of services to adjuncts. Some of the services are listed below.

- On-line info (email in document, have copies delivered to mail box or pickup)
- Special Hours for adjuncts (5-7pm, emergency copying for adjuncts)
- Mail back feature (tests should be picked up)
- Scantrons
- Typing from handwritten notes
- Web Site

### **Scantron Grading**

Scantrons can be graded in the Word Processing Center from 7am to 7pm (Monday through Thursday); 7am-5pm (Friday) or in the Library (3<sup>rd</sup> floor) from 8am-7pm.

### **Audio/Visual Services**

Available in the Library.

### **Faculty Resource Center**

This area is located in the Library, 3<sup>rd</sup> floor and is designed to provide training and assistance for faculty members. Hardware available in this area includes: Windows-based PC's, color flat bed scanners, a slide scanner, a color printer, and laser printers. Access to the Internet is also available. Software is available for word processing, spreadsheets, databases, newsletters, and handouts. Software support is also available for authoring, multimedia development, web page development, and online course development. Lab technicians are available to help train faculty and tutorials, books, and handouts are available for many computer applications.

### **Faculty Web Site**

Faculty web sites are available in Atlas. See the Atlas home page for details and instructions.