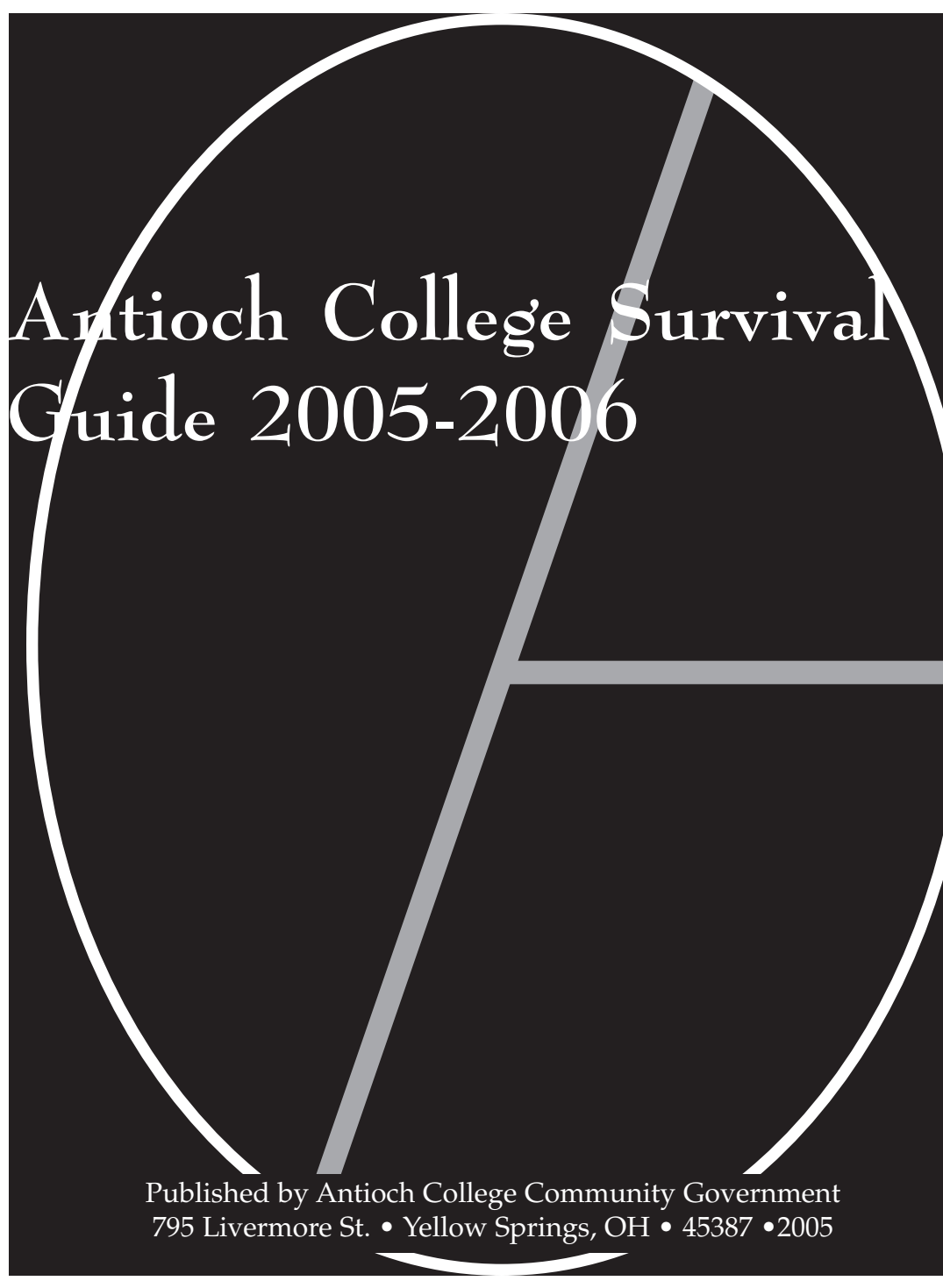




Antioch College Survival Guide 2005-2006

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ADCIL APPROVED 2005-2006 ACADEMIC CALENDAR

(REVISED 6/30/05)

Fall 2005

September 5 Mon Labor Day - Residence Halls Open for Returning Students 12pm

September 6 Tues New Student Arrival and Orientation

- Returning Students Registration/Advising

- Academic Open House 10-Noon

September 7 Wed New Student Orientation (continued)

- Returning Students Registration/Advising

September 8 Thu Classes Begin

September 15 Thu Last Day to Drop/Add

October 26 Wed Community Day - no classes

November 21-25 Mon-Fri Fall Break

December 15 Thu Last Day of Classes/Crediting and Evaluation Begins

December 17 Sat Residence Halls Close 12pm

Co-op Dates: August 29-December 16

Final Co-op Drop/Add: Friday, September 2

Spring 2006

January 13 Fri Residence Halls Open for New Students

January 13-15 Fri-Sun New Student Orientation

January 15 Sun Residence Halls Open for Returning Students 12pm

January 16 Mon Martin Luther King Day

January 17 Tues Advising/Registration/ Academic Open House

January 18 Wed Advising/Registration

January 19 Thu **Classes Begin**

January 26 Thu **Last Day to Drop/Add**

March 8 Wed Community Day- no classes

March 20-24 Mon-Fri Spring Break

April 14 Fri Senior Deadline

April 27 Thu Classes End/ Crediting and Evaluation Begins

April 29 Sat Commencement

May 1 Mon Residence Halls Close 12pm

Co-op Dates: January 2-April 28

Final Co-op Drop/Add: Friday, January 13

Summer 2006

May 29 Mon Memorial Day Holiday/ Residence Halls Open 12-5

May 30 Tues Advising/Registration/Academic Open House, 10-12

May 31 Wed Classes start: BLOCK I

June 2 Fri Last Day of Drop/Add

June 23 Fri Last Day of Classes

June 25 Sun Housing check-in for new students

June 26 Mon Registration

June 27 Tues Classes start: BLOCK II

June 28 Wed Last Day of Drop/Add

July 4 Tues Holiday-no classes

July 21 Fri Last Day of Classes

July 23 Sun Housing check-in for new students

July 24 Mon Registration

July 25 Tues Classes start: BLOCK III

July 26 Wed Last Day of Drop/Add

Aug 2 Wed Community Day- no classes

Aug 18 Fri Last Day of Classes

Aug 21 Mon Residence Halls Close 12pm

Co-op Dates: May 1-August 18

Final Co-op Drop/Add: Friday, May 5

telephone directory

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Antioch College Honor Code

Antioch College is a community dedicated to the search for truth, the development of individual potential, and the pursuit of social justice. In order to fulfill our objectives, freedom must be matched by responsibility. As a member of the Antioch Community, I affirm that I will be honest and respectful in all my relationships, and I will advance these standards of behavior in others.

Antioch College Mission Statement

Antioch College is a distinctive national liberal arts college which has recruited students from throughout the country since the 1920s and has played a major role in the development of cooperative education, community governance, and international education. The primary mission of Antioch College is to empower students: the academic curriculum provides students with a broad liberal education that challenges their values and perspectives as well as increases their knowledge, ability to question, and general intellectual consciousness about themselves and the society in which they live; the cooperative education program provides life and work experiences which develop independence, confidence, and self-motivation; and community structure offers significant responsibility for the social, cultural, financial, and policy issues that govern college life.

Students are expected to reach beyond conventional learning. With classroom and co-op faculty, and within the context of the curriculum, they plan their own education, reflect upon their experiences, and as a result, change their perspectives. The goal is for Antioch students to become intelligent experimenters, informed risk-takers, creative thinkers, and courageous practitioners.

Antioch College encourages its students to have a balanced respect for all of life—self, others, society, and the earth. Empowered by their education, students are encouraged to empower others.

Hello from Community Government

KEEP ALL HANDS AND FEET INSIDE THE CAR, HOLD ON TIGHT,
YOU'RE ABOUT TO ENTER THE ANTIOCH "BUBBLE"

Welcome to the wonderful and exciting place that is Antioch College! Seriously. To those of you that are braving the Antioch Experience for the first time, we tip our hats off to you. To those returning for their extended stay, welcome back. Undoubtedly, Antioch is undergoing one of the most profound transitions in its 150-year history. Learning Communities, CPU'S, ComCil, Faculty Senates; what does it all mean? Well, this book is your guide to navigating the intricate society we know and love: Antioch.

This new and improved Survival Guide contains all the policies, codes, agreements and regulations that you will need to successfully navigate Antioch. It also details all the new changes that the Antioch Plan has brought, like a restructured Community Government staff and the freshly minted First Year Learning Communities.

Community at Antioch can be an elusive and fuzzy concept; like breathing, you only realize you're doing it until you stop. Antioch can be an intimidating place, but in the end, it is a richly rewarding educational community to be a part of. Above all else, we wish you the best as a member of the Antioch community.

Yours in the Struggle,

Community Government 2005- 2006

Shelby P. Chestnut

Joshua A. Waller

Daniel E. Solis

Community Manager

Events Manager

Office Manager

Antioch Acronyms

AdCil - Administrative Council
AEA - Antioch Education Abroad
AEG - Antioch Environmental Group
AIMAC - Antioch Independent Media Arts Collective
Antiochian - Alumni newsletter/Antioch Community Member
Anti-Watt - a hypothetical microradio station (not 100.3 fm)
APC - Academic Program Committee
APRC - Academic Policy Review Committee
ASC - Academic Support Center
BAMN - By Any Means Necessary
Big Olive - Olive Kettering Library
C-Shop - Antioch's coffee shop
Caf - Cafeteria
CafCil/ C-Shop Committee - Cafeteria Council & C-Shop committee
HAB/CSC- Housing Advisory Board & Camous Safety Committee
CCL - Center for Community Learning
CG - Community Government
CM - Community Manager
ComCil - Community Council
Co-op - Cooperative Education
CSB - Community Standards Board
DIV - Division Break or end-of-term party
DOF - Dean of Faculty
DOS - Dean of Students
FAO - Financial Aid Office
FS- Faculty Senate
FEC - Faculty Executive Committee
Fishbowl - Space outside Bookstore and Caf in the Union Building
IWS - Institutional Work Study

FWSP - Federal Work Study Progra(pro-nounced "fwispee")
The Glen - 1000-acre nature preserve adjacent to campus
GreenCil - Green Council
G-Space - Gathering Space
RA - Resident Advisor
RAC - Resident Advisor Coordinator
Horseshoe - U-shaped driveway in front of Main Building
IG - Independent Group
Leg/Ledge Code - Antioch's Legislative Code
Livermore Street - Student-run literary magazine/the street between Main Building and Presidents residence halls
The Mound - Mound of earth outside Main Building and North Hall where Commencement is held and across which graduates walk
PBX - Phone branch exchange (or extension)
QOC - Queers of Color
RAB - Record Advisory Board
RDPP - Racial Discrimination Prevention Policy
The Record - Antioch's weekly newspaper
Red Square - Brick walkway between Main Building and North Hall
SEI - Student Evaluation of Instruction
SOPP - Sexual Offence Prevention Policy
The Stoop - Porch outside main entrance to Union Building
TWA - Third World Alliance
UIG - Union of Independent Groups
WYSO - Antioch University's radio station, NPR affiliate, 91.3 fm

Campus Governance

Constitution of Antioch College Community Government

ComCil

Leg Code

AdCil

AdCil Elections Code

GreenCil

Faculty Senate

Constitution of Antioch College Community Government

(accepted March 1975)

Preamble

Community Government at Antioch is designed to provide an operating structure of genuine self-government, based upon the widest achievable participation, for these inseparable purposes:

1. **Practically, to further the interests and meet the needs of the Community and its members as judiciously as possible; and**
2. **Educationally, to aid in the development of the individual as a citizen in a democratic society.**

Community Government, then, helps to maintain a context within which the individual learns both to make responsible use of those opportunities for self-expression and self-development that the Community provides, and to honor his/her consequent obligations to the Community and its members. So educated, s/he may be better motivated and equipped for effective membership in any other community of his/her subsequent choice.

Article One: Authority relationship of the Antioch College Community to its government

Section 1: The Antioch Community derives its authority for self-government from the Board of Trustees, through the President and Administrative Council, without in any way diminishing the Board's responsibility for the whole College.

Article Two: Membership and Fees

Section 1: The following persons are full members of the Antioch College Community and are entitled to all privileges thereof:

- (a) All registered students who are degree candidates certified by the Registrar, except as specified below.
- (b) All special students (full-time, non-degree candidates).
- (c) All persons having the rank of Faculty.
- (d) All other persons who work half-time or more as employees of the College who choose to become full members.
- (e) All spouses of the above persons.
- (f) Special cases not described by the above categories to be decided by the Community Manager(s) with consultations as seen fit.
- (g) Honorary membership may be granted at the discretion of the Community Government Community Manager(s) to individuals who offer services desired by the Community or any of its branches or who have rendered such services in the past as the Community desired to recognize.

- (h) Graduates, at a pro-rated fee, during the term following their graduation, who choose to become members.

Section 2: The following persons are sustaining members of the Antioch College Community and are entitled to all privileges thereof:

- (a) All registered students who are degree candidates certified by the Registrar, but who are engaged in College affiliated programs which require that they be absent from the Yellow Springs campus for a minimum of nine consecutive months in one academic year.
- (b) All persons having the rank of Faculty, but who are engaged in College affiliated programs which require that they be absent from the Yellow Springs campus for a minimum of nine months in one academic year.

Section 3: The following persons are associate members of the Antioch College Community and are entitled to all privileges thereof:

Section 3.1: Associate membership shall be granted with the approval of the Community Manager(s) upon payment of the associate membership fee.

Section 3.2: Associate members are entitled to make use of CG facilities and services as determined by Community Council.

Section 4: All non-faculty employees of the College who work half-time or more, other than those who choose to become full-members, are franchise members, with privileges and fees to be determined by Community Council.

Section 5: Termination of Community membership shall be handled by the Community Manager(s) in consultation with appropriate administrative agencies and other persons involved.

Section 6: The on-campus community consists of studying students, current employees of the College or its affiliated organizations and spouses as listed in Section 1.

Section 7: All members of Community Government shall pay a Community Government fee, appropriate to their respective category of membership. The amount and manner of payment of the fee shall be determined by Community Council.

Article Three: Elections

Section 1: An Elections Committee shall conduct all Community Government elections.

Section 2: Only full and franchise members shall be eligible to vote in Community Government elections.

Section 3: Each voter shall have one vote.

Article Four: Governmental Organization

Section 1: The Community shall elect a Community Council (hereafter referred to as Council) of ten members. The Community Manager(s) shall serve as an ex-officio, voting member.

Section 1.1: Council shall be the legislative body of Community Government.

Section 1.2: In matters of joint Community Council and Administrative Council con-

cern, common legislation or resolutions may be passed.

Section 2: Council shall arrange for the appointment and fix the term of office of a Community Manager(s), who shall be the chief executive of the Community and responsible to Council for her/his executive and administrative actions.

Section 3: A budget Committee shall annually submit to Council a budget for Community Government.

Article Five:Legislative Code

Section 1: All legislation enacted by Community Council shall be contained in the Legislative Code of Community Government of Antioch College.

Section 2: The Legislative Code shall make provisions for (a) the structure and functioning of Community Government and (b) Community Agreements.

Section 3: The Legislative Code may be altered by no fewer than five affirmative votes at each of two separate, but not necessarily successive, meetings of Council.

Section 4: In matters where Administrative Council and Community Council retain joint authority, legislation shall be passed by both Councils.

Section 5: Every three years, in the Fall term, Council shall review the Legislative Code and make any revisions necessary.

Article Six: Initiative, Referendum, and Recall

Section 1: Any new measure, or a measure to reverse an action of Council, or a measure to recall the entire Council may be initiated by a majority vote of Council or by a petition of at least 20 percent of the on campus Community members.

Section 2: Any new measure, or a measure to reverse an action of Council, or a measure to recall the entire Council may be effected by a simple majority of the on-campus Community members, or by a two-thirds majority of those voting, provided that at least 50 percent of the on-campus Community members have voted.

Section 3: Elections Committee shall supervise the voting.

Section 4: Any such proposed action must be publicly announced and posted at least one week before the vote is taken.

Section 5: In the event of the recall of Council, a new election is to be held within two weeks under the supervision of the Elections Committee.

Article Seven: Amendment, Revision, and Review of the Constitution

Section 1: This Constitution may be amended or revised by Council votes of at least six affirmative votes at each of two separate, but not necessarily successive, meetings. Between votes, the proposed revision shall be referred to the appropriate administrative agency to be indexed, edited, and made consistent with this Constitution and shall be publicly announced and posted for the information of the Community.

Section 2: This Constitution may be amended or revised at a referendum by a simple

Community Council (ComCil)

ComCil is the legislative body of Community Government responsible for the social, cultural, political and community life on campus. The Antioch College legislative code (Leg. Code) is the governing policy for the ComCil jurisdiction and decision-making process. ComCil is responsible for maintaining and amending the Leg. Code and the various committees, policies and procedures detailed in it. ComCil works with AdCil and is jointly responsible for various policies including the SOPP, the Civil Liberties Code, and Community Standards. ComCil approves the CG budget, helps decide on expenditures, approves CG hiring, and makes policy decisions regarding campus and community life.

ComCil is composed of 12 elected members, seven students, one Union member, and three non-students; one Community Manager as an ex-officio voting member, and the Dean of Students as an ex-officio nonvoting member.

Bringing an issue to ComCil

ComCil meets Thursdays at 3 p.m. during the spring and fall terms and 4 p.m. during the summer term. The meetings are held in the Main Building Conference Room. To add an item to the ComCil agenda, speak with the ComCil chair, the CM(s) or any other ComCil member. It is suggested to document your proposal on paper including the proposal, arguments for it and any necessary materials to support it. Putting this together several days before the meeting allows ComCil members plenty of time to read it. These committees report to ComCil regularly. Students participate in all committees.

Comcil Committes

CG Budget Committee monitors the CG budget and advises ComCil on budget and spending decisions. In the spring term, the committee develops the CG budget for the following academic year.

Cafeteria Council (CafCil)/C-shop hiring committee works with Caf personnel to develop and maintain a quality meal program. CafCil serves as the main channel for student compliments, complaints, suggestions and recommendations about food service.

Housing Advisory Board and Campus Safety Committee (HAB&CSC) provides students with a chance to express their opinions about and influence housing policies and procedures.

Community Activities Board (CAB) reviews and approves funding requests from the events, diversity, and conferences budget lines, as well as community owned funds.

Elections Committee conducts all

ComCil, AdCil, GreenCil, and CM elections. Members of this committee advertise elections, arrange candidate forums, staff polling stations, and count ballots.

Record Advisory Board (RAB) hires Record editors and acts as an advisory board for current Record editors. RAB is also responsible for evaluating editors in terms of their Co-op credit. Members should have previous journalism experience.

Joint AdCil/ComCil Committee:

Community Standards Board (CSB) hears complaints against individual community members for violations of the Antioch Honor Code and/or the Antioch Civil Liberties Code. If you are considering bringing a case before CSB, talk with the CMs or the CSB chair.

Antioch College Legislative Code

last revised by ComCil March & April 2005

I. STRUCTURE OF COMMUNITY GOVERNMENT

A. Community Council

1. Membership

- a. Community Council (ComCil) shall consist of seven students, three non-students (faculty, staff or non-senior administrators), one Union Representative and the Community Manager(s) [CM(s)] or CG representative as an ex-officio voting member. The CM(s)-elect and an employee of the Dean of Students Office will act as ex-officio non-voting members.
- b. Elected members shall run for ComCil when they are available to serve and sit on ComCil; a student must be a regularly enrolled student Community Member.
- c. Elected seats are yearlong; special elections will be held for term seats of members who can not attend.
- d. If any group of the community feels disenfranchised, or unrepresented, that group will be allowed to petition for a seat on ComCil via the CM(s) and the Elections Committee.
- e. No collectives will be allowed to run for or sit on ComCil
- f. Meetings open to the community will be held by members of ComCil as needed for feedback and information sharing.

2. Organization, Procedures and Duties

- a. The CM(s) shall be the Chair of ComCil until it is able to convene. At the end of the first meeting, nominations should be made for Chair and facilitation method.
- b. The Chair shall convene and preside over ComCil meetings, and shall serve as Chair of the CG Budget Committee (BC). The Chair shall formulate the agenda for ComCil meetings with the assistance of the Community Manager(s) and the ComCil Secretary, and announce summaries of the previous meeting and the agenda of the upcoming meetings at each Community Meeting. The ComCil Chair shall work with the Budget Manager (BM) in preparing term reviews of the CG budget for ComCil. The ComCil Chair shall initiate review of all ComCil subcommittees in the Spring term of each year.
- c. The quorum for business meetings of ComCil shall be a majority of the voting members.
- d. Enactments of ComCil shall be designated as either legislation or resolution.
 1. Legislation shall be included in the Legislative Code and shall be formalized in the following manner: the act shall be labeled with an index number and the date it was enacted by ComCil.
 2. Resolution shall be all enactments of ComCil not included in the Legislative Code but recorded in the minutes. A file of resolutions shall be kept in the CG office.
- e. All legislation of ComCil shall be passed by majority vote of ComCil at two separate, but not necessarily consecutive, meetings. Between votes, the proposed legislation shall be referred to the ComCil Secretary to be indexed, edited, and made consistent with this Legislative Code, and it shall be publicized to the Community through providing copies

around campus, publication of the legislation in the Antioch Record, announcement at Community Meeting, and/or publication on e-mail lists. The CM(s) are responsible for coordinating with the Record Editor(s) to get the legislation in by the Record's published deadline for submissions.

f. The Office Manager shall be responsible for compiling and maintaining the resolutions and minutes of ComCil.

g. A preliminary agenda shall be posted at least two days before a meeting of ComCil in the Union and by the Main Building Mailroom. Space shall be provided for comments, suggestions, and additional agenda items. The ComCil Secretary shall be responsible for this.

h. All ComCil meetings shall be open to all Community Members, except meetings addressing the hiring, appointment and evaluation of individuals, which shall be closed session.

i. ComCil shall hold no fewer than eight business meetings each term. Special meetings of ComCil can be called by the Chair on the initiative of any member of ComCil.

j. As elected Community Representatives, ComCil members are expected to attend all business and emergency meetings. Although there is no prescribed limit to the number of sessions a representative may miss, after three absences ComCil can review its fellow members. In closed session, the member will be invited to discuss their absences. Absences that fall under personal and family emergencies, work-related absences and absence due to excessive academic demands should be discussed with the member. After the above meeting with the individual and a closed session discussion without the member present, ComCil may upon a two-thirds majority of the total voting membership either request the representative step down or ComCil may decide to appoint the first runner-up to their seat, and beyond that conduct an election. ComCil may decide to leave the seat open.

k. ComCil shall have a Secretary. The Office Manager of Community Government will have this duty. The Secretary shall attend all meetings of ComCil, and keep minutes of the open proceedings on permanent file and disk in the CG office. This file shall be open to all Community Members and copies can be made available upon request. Two copies of the minutes shall be sent to Antiochiana. The Secretary shall assist the Chair in formulating ComCil agendas and distributing them to the Community.

l. ComCil shall affirm by a majority vote all appointees for salaried Community Government positions nominated by the Community Manager(s).

m. ComCil shall also select by majority vote any persons other than the CM(s) and their staff serving as salaried employees of ComCil itself. ComCil shall publish the criteria to be used in the selection of these individuals.

n. Chairs and members of Community Government committees and boards shall be nominated by the CM(s) and appointed with the advice and consent of ComCil. Members may also be nominated by the chairs of existing committees.

o. ComCil shall determine fees for Community Government Membership. This shall be done in coordination with the College budget timeline so as to allow any CG fee changes to be added to the College's full yearly fees to be given to the Board of Trustees at their regularly-

scheduled meeting in Spring Term.

p. ComCil shall give final approval to a CG budget for the following year in coordination with the College budget timeline.

q. ComCil has sole authority over changes in the current CG budget in excess of \$1000. Before any such changes, ComCil shall seek the recommendations of the CG Budget Manager, or the Budget Committee. The College Business Office will be immediately notified of any such changes after they are approved by ComCil.

r. ComCil, with Administrative Council (AdCil) either in joint or separate session shall enact matters pertaining to the political and social action of the Antioch College Community and its members.

s. ComCil shall provide for the maintenance of Community Standards and regulations.

t. Every three years in the Fall Term, ComCil shall review the Constitution and Legislative Code and make any amendment or revision necessary. ComCil shall consider such a review at any time if requested to do so by a Community Member.

u. ComCil shall, upon the recommendation of the CM(s), allocate available CG space.

v. ComCil shall review each committee and board, at least once per year.

w. ComCil shall, upon the request of any Community Member, review the decision of the CM(s) to issue or refuse to issue a CG card, visitors pass or events pass to a specific individual, or in cases of denial of permission to solicit or distribute on campus.

x. ComCil shall serve as an appeals body to the Community Standards Board (CSB).

y. Robert's Rules of Order shall be the recommended method of facilitation.

3. Fee Structure

a. There shall be yearly fees for Community Government membership. A fee shall be set for Community Government membership for students, and another fee shall be set for faculty and administrators. Students will pay the fee to the Business Office when they pay tuition. Administrators and faculty may have the annual fee deducted from their salaries, or may pay directly to, the Business Office. Staff and union employees of the College who choose to become Community Government members will follow the process as stated in the CG Constitution.

b. The fees for all categories of membership in CG shall be determined by ComCil at the time that it sets the yearly budget and the fee for each category of membership shall be published in the CG survival handbook.

c. Persons who are eligible for CG membership who enter during the fiscal year shall pay the appropriate fee on a prorated term basis including the term of entrance.

d. Special cases shall pay a fee determined by the CM(s).

e. Honorary membership may be granted at the discretion of the CM(s) to individuals who offer services desired by the Community or any of its branches, or who have rendered such services in the past which the Community desires to recognize.

B. Community Government Employees

1. Community Manager(s)

- a. The CM(s) shall serve a one-year term that shall commence at the beginning of Summer Term and terminate at the end of Spring Term.
- b. The CM(s) shall serve as an ex-officio voting member of ComCil (one vote).
- c. The CM(s) shall call the first meeting of ComCil each term and shall call special meetings of ComCil on their initiative or on the request of any member of ComCil.
- d. The CM(s) shall maintain true copies of the Constitution and Legislative Code.
- e. At the beginning of the fall term, the CM(s) shall publish the complete current Constitution, Legislative Code and Resolutions (see section o.)
- f. During the year, the CM(s) shall publish any changes or additions resulting from ComCil or Community Votes.
- g. The CM(s) in conjunction with Antiochiana shall maintain a file of all past editions of the Constitution and Legislative Code.
- h. The CM(s) shall ensure that the requirements of procedure and publication for proposed legislation are met.
- i. The CM(s) shall make appointments for members of Committees and Boards, subject to ComCil's approval.
- j. The CM(s) shall be responsible for running weekly Community Meetings. These meetings shall be used to present information, and discuss issues of concern. The Community Meetings shall also serve as candidates' forums for ComCil, GreenCil and AdCil elections, as well as the CM(s) election process.
- k. The CM(s) shall make recommendations to ComCil for the allocation of available CG space.
- l. The CM(s) shall be responsive to the needs of the second floor of the Union such as maintenance and renovation/rejuvenation.
- m. The CM(s) shall be responsible for working with AdCil, and the president to maintain and improve the dispersal of pertinent information to the Community.
- n. The CM(s) shall execute and administer ComCil resolutions and legislation.
- o. The CM(s) shall be responsible for recommending persons to ComCil to be hired for CG full time positions. The CM(s) shall be involved in supervision and evaluation of the CG staff.
- p. The CM(s) shall hire, supervise, evaluate and turn in time slips for FWSP students, as they are allocated by the Financial Aid Office to work for Community Government.
- q. The CM(s) are to make a serious effort to do community outreach, in order to best represent the needs of the community. This should include, but is not limited to, being in regular contact with students, staff, and faculty; the College president; the Dean of Students; Housing and the Hall Adviser program; the Wellness program; the Alumni Board; and the Board of Trustees.
- r. The CM(s) shall plan a Community Day, to be held once per term. The dates for Community Day shall first be approved through AdCil. Planning of activities will be the responsibility of

CG.

s. The "Survival Handbook" shall be revised and published by the CM(s) once per year, in time for that year's fall term entering class to receive an updated handbook. This handbook will include the current copy of the CG Legislative Code, Civil Liberties Code, Constitution, CG Budget, CSB Handbook, Budget Descriptions and other information deemed necessary by the CM(s) unless this information is included in another college publication.

t. The CM(s) shall be the general administrator of CG fund reserves, subject to the approval of ComCil.

u. The CM(s) shall assume whatever other duties are necessary for the effective administration of CG not provided for in the Legislative Code.

2. Part-Time FWSP staff

a. Part-Time FWSP staff openings will be advertised by the CM(s) and ACM(s). The CM(s) shall ensure that the largest possible pool of candidates was investigated, and that the eventual decision was made without bias along the lines of ethnicity, gender, or sexual orientation, in compliance with Affirmative Action guidelines of the College.

b. FWSP staff members shall be responsible to the CM(s).

c. FWSP staff members shall be responsible for maintaining the services provided by Community Government (see section D).

d. FWSP staff members shall also be responsible for assisting the CM(s) and ACM's in running the CG office, performing additional duties as deemed necessary by the CM(s) or ComCil.

3. Permanently Established Positions

a. To insure quality supervision, and to guarantee access to all facets of the Community, certain positions required for the administration of community services shall be established as permanent and shall be open to applications from all Community Members.

b. ComCil shall approve the job descriptions for permanently established positions. ComCil shall approve by majority vote in closed session the recommendations made by the CM(s), the C-Shop Committee, and the Diversity Coordinator Hiring Committee. ComCil shall hear the Record Advisory Board's hiring decision regarding the Record Editor(s).

c. All full-time employees of ComCil must meet one of the following minimum standards:

1. Be in good academic standing with the College.

2. Graduates of the College shall be eligible for CG employment until one year after graduation or their last term (study or coop), whichever comes last.

3. Exceptions to change either or both of these criteria requires a 2/3 affirmative vote of the voting members of ComCil.

d. The CM(s) and appropriate supervisory committee shall report to ComCil concerning the process followed in selecting the full-time CG employees. The CM(s) and appropriate supervisory committees shall ensure that the largest possible pool of candidates was investigated, and that the eventual decision was made without bias along the lines of ethnicity, gender, or sexual orientation, in compliance with the Affirmative Action guidelines of the College.

e. The CM(s) shall provide ComCil with a job description for each position and a summary of

all the qualifications of each nominee when presenting the nominations to ComCil.

f. All full-time employees of ComCil shall be responsible for maintaining a file documenting their job, responsibilities, time line, contacts and time management details.

g. The CM(s) shall be the immediate supervisor of all positions. The CM(s) shall approve time sheets, and administer the payroll for all positions. However, the employees in permanently established positions remain employees of ComCil and of the community. ComCil may, as it deems necessary, call in applicants or employees to review the responsibilities of the position to insure that the desired level of administration is maintained.

h. Like other College supervisors, ComCil reserves the right to discipline or dismiss employees in a manner consistent with College personnel policies and procedures.

i. Upon the return of all keys and documentation to the CM(s), students who worked as a co-op in positions supervised by the CM(s) shall have co-op evaluations written by the CM(s) or the appropriate supervisory committee.

4. Personnel Selection Process

a. Using the following process, the CM(s) shall select, and recommend to ComCil, persons to fill the established term-long positions in CG. The CM(s) shall be responsible for adhering strictly to the process and schedule detailed herein.

1. First week: Announcements shall be made of the availability of the positions. Information will be available at check-in, signs will be posted, and advertisements put in the Record. Applications shall be available in the CG office.

2. Fourth week: The publicity shall be repeated. Signs will be replaced if missing, and advertisements in the Record repeated.

3. Sixth week: The deadline for applications shall be Friday of Sixth week, at 5 p.m. Upon receiving all of the applications the CM(s) shall read them. This deadline may be extended one week upon ComCil's approval.

4. Seventh week: The CM(s) in conjunction with the appropriate supervisory committees shall conduct interviews with all of the applicants. After the interview, the CM(s) in conjunction with the supervisory committees shall decide upon one person for each job opening. They will also draft a list of qualifications for each person being recommended; this list will be presented to ComCil in closed session.

5. Eighth week: The CM(s) and appropriate supervisory committee will present the recommendations and the lists of qualifications to ComCil, in closed session, for their approval. The decisions will be announced to the community within twenty-four hours.

b. The completed applications must include the following:

1. The application form, which includes: positions open, the position being applied for, the applicant's full name, address and phone number, field, year in College, and number of terms at Antioch,

2. a resumé including a statement of background experience

3. a Statement of Intent,

4. certification by a Co-op advisor that the applicant has a proper sequence and is in good

standing with co-op, and

5. a minimum of three recommendations from Community Members (or two recommendations and one co-op evaluation), at least one of which must be from a non-student. Additional recommendations may be added if desired.

c. If a collective (two or more people for one position) has applied for any position, ComCil must have a written agreement addressing salaries and other compensation before the individuals are hired.

2. Budget/Office Manager

Consolidated Budget Manager / Office Manager Job Description

Approved by ComCil on 03/10/05

a. There shall be an Office Manager (OM) of CG. This position will be filled by a CM or a yearlong full-time staff person recommended by the CM(s) and hired by ComCil to work with the CM(s).

b. The OM shall track and maintain the CG budget, document all changes from the original budget, call all meetings of the CG Budget Committee, and process all departmental budget-related paperwork.

c. The OM shall submit a complete financial statement to the CG Budget Committee each term. When approved by the CG Budget Committee, this statement shall be distributed to each committee or group having an account in the CG Budget.

d. The OM shall inform the CM(s) and ComCil about any projected over-expenditures or other budgetary problems.

e. The OM may reallocate funds within the total budget if these changes do not exceed \$1,000.00. All changes must be clearly documented and submitted to ComCil to be included in the minutes.

f. The OM shall serve as Secretary to CAB and PAC in an ex-officio voting capacity.

g. The OM shall supervise and support the Community Center coordinators.

h. The OM shall order, keep inventory, and monitor usage of all supplies necessary for departmental operations.

i. The OM shall clean and organize the CG office.

j. The OM shall process all contracts associated with payments and/or benefits for full-time CG employees.

k. The OM shall maintain and supervise all office equipment.

l. The OM shall maintain and sign out the CG Vehicle(s).

m. The OM shall supervise CG Office FWSP workers and assist in time slip paperwork.

n. The OM shall organize and maintain the CG archives.

o. The OM shall keep files of all committee appointments.

p. The OM shall attend all CG staff meetings, Community Meetings, and other committee appointments.

q. The OM shall act as Secretary to ComCil. The responsibilities include: preparation of ComCil minutes and agenda, communication of agenda and minutes to Chair, and sending

copies of approved minutes to the Record and Antiochiana.

r. Other duties as necessary and appropriate.

MOVE "The OM shall prepare the weekly community meeting agenda." to the CM job.

MOVE All references to IGs to the Diversity Advocate? (What about the OM's responsibility for the keys to CG spaces...does this move make those rooms no longer CG spaces?)

3.Events Manager approved by ComCil March 2005

- a. The Events Manager is selected annually by a hiring committee and has a dual reporting relationship with the Community Manager and the Deans of Students Office.
- b. The EM shall coordinate all information and scheduling for community organized events and insure at least one social event each weekend and a Div Dance each term. This includes pricing, contracts, sound setup, lighting, advertising, housing, location scheduling, and other responsibilities as needed. In addition the EM will chair the monthly meeting with other college departments (including Wellness, CIF, etc) and halls and meet regularly with IG coordinators to coordinate campus-wide events planning and PR. The EM reach out to faculty and staff and plan events each term for whole community
- c. The EM shall chair CAB and PAC meetings, collaborate with safety initiatives, and attend HAB.
- d. The EM shall supervise FWSP and CWS students for event setup, front desk/door coverage for ID and visitors' pass checks, takedown and cleanup; document completion of work and timesheets; and facilitate training for FWSP and other CG employees regarding safety, fire, SOPP, and alcohol policy.
- e. The EM shall make sure all parties are registered and be present to ensure the respect and safety of those in attendance.
- f. The EM shall purchase, maintain and inventory all CG sound equipment and necessary cleaning supplies.
- g. The EM shall collaborate with the OM in maintaining the Smoker's Lounge and games.
- h. The EM shall attend all CG staff meetings, Community Meeting, and other committee appointments; attend student services meetings or Hall Advisor trainings when requested by DoS; and attend weekly meetings with the DoS
- i. The EM will maintain professional standards and College Standards while on the job and expect the same of FWSP workers.
- j. As with all CG and DoS positions, use good planning skills, keep within budget, meet deadlines, use good PR and communication skills, be a good steward in the use of college resources, etc.
- k. Other duties as assigned.

Qualifications: Demonstration of enthusiasm and skills for above-mentioned tasks. Skills in cross-department collaboration. Excellent planning and communication skills. Demonstrated mature level of responsibility. Full-time position with flexible hours on same annual schedule as CM.

4. C-Shop Manager

- a. Responsibility for the financial solvency of the C-Shop including bookkeeping and bi-weekly reports to the C-Shop Committee on the current budget status.
- b. Working with the CG Budget Manager to keep C-Shop financial books and Credit Union accounts balanced and organized.
- c. Working with the Greene County Board of Health to keep the C-shop up to current health codes. This includes scheduling in-service training for all C-Shop employees about food service health codes done by the Greene County Board of Health representative.
- d. Supervision, scheduling and training of the C-Shop staff.
- e. Keeping consistent inventory and organizing shopping runs with the CG van.
- f. Maintaining the C-Shop equipment and furniture.
- g. Providing comfortable and clean social space with events programmed for a diverse community.
- h. Attending all CG full-time staff meetings and working with the CG staff to help make the C-Shop a space for community events. Community events that occur in the C-Shop are at the discretion of the C-Shop Manager and/or the CSC.
- i. Other tasks or responsibilities as needed or by the request of ComCil or the CSC.
- j. The C-Shop Manager is directly responsible to the CSC and ComCil. In all other ways, the position of C-Shop Manager shall be treated as a Permanently Established Position.
- k. Students who co-op as C-Shop Manager shall have an evaluation written by the CG Budget Manager with input from the C-Shop committee.

5. Record Editor(s)

- a. The Record Editor(s) shall be a permanently established position. The editor(s) shall work with interested community members to produce a weekly newspaper reflecting current events of the Community. Editor(s) should attend Community Meeting, Administrative Council, Community Council and Faculty meetings.
- b. The Editor(s) shall assume responsibility for the financial solvency of the operation, including attendance at all CG Budget committee meetings, supervision of Record employee payment and supervision of the use and maintenance of all Record equipment.
- c. The Editor(s) shall ensure high standards of journalism, including supervision of the Record staff, making editorial decisions as necessary, preserving 25 copies of each issue in the Record Office archives, updating the Record webpage and ensuring adequate distribution of the paper.
- d. The Editor(s) shall maintain a clean and accessible office with regular, posted office hours.
- e. The Editor(s) shall take an active role in the training and orientation of the editor(s) hired for the following term.
- f. The Editor(s) shall convene the first meeting of the Record Advisory Board (RAB) by the third week of the term, actively solicit RAB members, and regularly attend RAB.

g. The Record Advisory Board shall inform ComCil of their decision regarding the Record Editor(s). The decision shall be final. In all other ways, the position of Record Editor shall be treated as a permanently established position.

h. Students who co-op as Record Editor shall be evaluated by RAB using the criteria set by RAB.

i. Record Editor(s) shall be allowed in closed session ComCil, AdCil, and Faculty meeting but may not report on the specifics.

11. Personnel Disciplinary Process

a. Consistent with College policy, ComCil will follow the steps delineated below when disciplining its employees. When ComCil determines that a problem, beyond the scope of the supervisor's ability to address, with its employees' ability or willingness to fulfill the duties assigned to them exists, these steps will be taken. There will be at least one week given between the use of each of these steps.

b. The first step to be taken is an oral warning given to the employee by ComCil and the appropriate supervisor in closed session. This warning will set forth the apparent problems so that the employee may work to address them.

c. If the oral warning is ineffective, then ComCil will issue a written reprimand to the employee stating the problem(s) ComCil wishes to address.

d. Should the written reprimand have no effect, ComCil may then suspend the employee, without pay, for a period of up to 3 days. In such a case, ComCil will issue a statement explaining the reason for the suspension.

e. In the case that the suspension does not provoke any improvement in the effectiveness of the employee, ComCil may then opt to terminate said employee's employment.

f. It is recognized that some cases are extreme and may warrant immediate termination. Any violation of the community standards set forth in the "Statement by CSB on Community Standards," (e.g. theft or fighting) may be viewed in this manner.

C. Community Council Committees

1. Structure of Committees

a. Closed Committees shall have a set membership as specified below. Committees should represent a diversity of viewpoints and identities that reflect a balance of gender, ethnicity, sexual orientation and interests that reflect the Antioch Community. Upon hearing recommendations from the CM(s), ComCil shall approve members of these committees.

b. Open committees shall have no set membership. ComCil shall appoint the members of these committees, but it may appoint any number that it sees fit. Individual sign-up sheets to determine interest for each committee will be made available during registration and will be available in the CG office.

c. The respective committee Chairs are responsible to ComCil, and shall be responsible for submitting written progress reports to the CM(s) at the end of each term. Reports shall include a concise summary of activities, financial conditions to date and suggestions for the future

direction of the committee.

d. Copies of minutes or summaries of committee meetings shall be submitted to the CM(s) to be passed on to the members of ComCil.

e. Meetings shall be publicized. All meetings, except those involving personnel decisions, shall be open to all Community Members.

f. Chairs, when not appointed by ComCil, shall be elected from the at-large membership.

g. Robert's Rules of Order shall be recommended to facilitate meetings

2. Budget Committee (BC)

a. BC shall consist of the Chair of ComCil as the Chair of the Budget Committee, the CG Budget Manager, the Community Manager, a CM-Elect, the College Controller or Director of Business Operations, three students, and two non-students.

b. BC shall meet no less than three times throughout each term.

c. Purposes and duties

1. To determine a reasonable level of support for ComCil approved programs.

2. To submit a balanced budget to ComCil.

3. To carry out research at ComCil's discretion.

4. It should be the responsibility of the Budget Manager (BM) to reallocate funds within their total budget if these changes do not exceed \$1000. All changes must be clearly documented and must be submitted to ComCil to be included in the minutes. The BM shall submit to the BC a term of financial statement for review. BC shall then submit the financial statement to ComCil.

d. BC shall, beginning during the middle of Fall Term, solicit requests for funds for the next fiscal year and submit a preliminary budget to ComCil by the thirteenth week of Fall Term. If program priority changes are made by ComCil, the budget will be returned to BC for monetary reallocations in accordance with such changes.

e. The BC, in preparing the budget, shall prepare a written statement of the criteria used in determining the budget allowances. This 'rationale' shall be kept up to date, along with the official budget. BC shall also prepare a budget narrative describing each line and its allocation procedures to be included in each years "Survival Handbook."

3. Cafeteria Council (CafCil)

a. Membership

1. CafCil will include 7 seats consisting of 3 students, 3 non-students, and a member of CG

2. The Director of Food Services and a UE representative will be ex-officio members.

b. Duties

1. Since CafCil does not address personnel matter, all meetings of CafCil will be open.

2. To advise the Director of Food Services and provide Community input into the management of the Cafeteria.

3. To communicate pertinent information concerning the Cafeteria to the larger Community.
4. To assist the Director of Food Services in considering requests and complaints of community members.

4. Community Activities Board (CAB)

- a. Membership (15 members)
 1. CG Events Manager (Chair).
 2. Five students recommended by the CM(s) and approved by ComCil.
 3. Five faculty members recommended by the Dean of Faculty and approved by ComCil. Faculty appointments will be notified of their membership by the CM(s) and the Dean of Faculty Office.
 4. Four staff members recommended by the CM(s) and approved by ComCil.
- b. Purposes and Duties
 1. The Community Activities Board is responsible for hearing activity proposals from the community and the selection of speakers, performers, and other activities or community requested purchases that represent a broad cross-section of the community. CAB is accountable to the community to responsibly manage community funds, assure that funds are not overspent or under spent, and consider year long, term long, and short term spending.
 2. CAB is responsible for educating the community about the process for obtaining funds, about the definition of the budget lines, and about the voting process by presenting at Faculty Meeting, Community Meeting, E-mail on student, faculty, and staff digests, and Information and Updates in the Record.
- c. Meetings and Attendance
 1. CAB will meet no later than the by fourth week of every term fourth week of every term; and will meet on a weekly basis.
 2. If any member of the Board fails to attend three or more meetings, they may be removed from the Board at the discretion of the Chair. Recommendations for replacement members shall be made to ComCil by the CM(s).
- d. Proposals
 1. Any community member may request money from the following lines; events fund, diversity fund, community-owned funds. Funds shall be utilized according to the following definitions:
 - a. Events - To be used for any events that community members wish to sponsor such as; bands, singer, songwriter, comedians, large gatherings sponsored by UIG groups, speakers, and other social events of any nature.
 - b. Diversity - To be used to support educational, cultural, and/or social events that heighten, support, and/or increase the diverse and multicultural climate of Antioch. Funds are designated to historically and socially underrepresented voic-

es and perspectives at Antioch and in general.

- c. Conference/Legal Demonstrations- To assist individuals or groups on campus in going to Conferences. Conference line funds may help pay for gas, lodging, conference registration, and meals while at the conference, etc. In order for a conference to qualify for CAB money the person/people proposing the event must have done the following PRIOR to the CAB meeting:
 1. Announce at community meeting what the conference is about, who may attend, when and where the conference will be held.
 2. An article must be written about the conference for the Record.
 3. An announcement must be made on the digest about the Conference.
 4. Upon returning from the conference the attendees are encouraged to report to the community via a presentation in Community meeting, a Record article, an informal discussion or a workshop.
 - d. Seed Money- To assist individuals or groups on campus to raise money for their group, a part of campus, a specific event, or a particular cause. Examples of Seed Money events include car washes, bake sales, other small fundraising events, etc. CAB disperses (and must deduct) Seed Money from the following established money lines: Events, Diversity, Community Owned Funds, and Conference/Legal Demonstration Line. If enough money is made to return money to CAB, arrangements will be made between the person who proposed the Seed Money event, and the CG Budget Manager, to return these funds. Any money returned from a Seed Money event will be credited back to the established money line it was first deducted from.
 - e. Community Owned Funds - To purchase equipment and items for continuous use in the community that are beneficial to the community at large and for materials, decorations, and refreshments at events.
2. Those receiving Seed Money are required to attend CAB the week after their event to report on the event and its financial outcome.
 3. Money distribution of CAB funds. There are two lines in the Community Government budget that are distributed to the community through CAB (5720- Miscellaneous Special Events & 5910- Purchased Services.) These two lines are to be added together for the CAB total annual budget. The CAB total annual budget will be divided approximately as follows: 30% Events, 25% Performing Arts Committee (PAC) allocated by PAC, 20% Diversity (DIV), 15% Community Owned Funds (COF), 10% Conference/Legal Demonstration (COLD)
 4. Any individual or group is eligible to receive funds unless they have outstanding receipts from a previous proposal. Receipts are due to the Community Government Budget Manager by Tuesday after the event. When full documentation of expenditures is not turned into the CG Budget Manager, the individual who proposed for the funds will be held personally responsible for repaying those funds to CG. Failure to

due so will be considered a violation of community standards.

5. An individual or group must fill out a Community Funds Request Form available through the CG Office.
 - a. The proposal must be announced at Community Meeting, and the form must be given to the Events Manager by that time. Any theme or name that will be attached to the activity must be included in the proposal.
 - b. A representative of the proposal must attend the CAB meeting following its announcement at Community Meeting in order for the proposal to be considered and to answer any questions that the board and interested community members may have.
 - c. If funding is approved by CAB, payment arrangements are made by the individual and/or group and the CG Budget Manager.
 6. CAB may fund events held off campus, though not a priority, and are limited to cultural and academic events promoting community building and educational growth for the community at large. A community wide presentation is required and must be announced at the Community Meeting following the event.
 7. Allocations of CAB funds over \$1,000 and/or activities planned for future terms must be approved by ComCil based on a recommendation from CAB. ComCil can accept CAB's recommendation or return it to the board and proposers with concerns. Upon ComCil's approval of a proposal, all contracts would be signed and promotion would begin. The Events Manager and the CM(s) are expected to assist with coordination and promotion of the event. No more than half of any budget line may be allocated in advance.
- e. Process
1. CAB must examine eligible proposals based on criteria agreed upon by the board. These criteria should include, but are not limited to, the following; the support and/or criticisms about the proposed activity, how well the proposal is thought out (i.e. if the costs are itemized, if the travel plans are included), if the activity itself is well-organized, location of activity, scheduling of activity in relation to other activities, whether or not activities of similar interest have already been scheduled, cost of activity in relation to the size of the expected audience, if other monetary resources are available, whether or not the proposal fits the definitions of the budget lines, and how much money is available. If any proposals are incomplete or inadequate, a one-week extension may be granted to gather additional information. Any contracts made should be included in the proposal.
 2. All of the proposals should then be considered, keeping in mind how much money is available in the appropriate lines.
 3. The CAB must then vote on the proposals. A majority vote of at least two-thirds is necessary for a decision to be made. Decisions include full approval of a proposal, denial of proposal, or approving a proposal with modifications (i.e. reducing or

enlarging funding from the original proposal, changing location, changing date or time).

4. If a CAB member brings forth a proposal, they shall abstain from voting, but may include themselves in discussion.
 5. The Events Manager is responsible for posting all proposals on the campus proposals board, and for giving the proposals and CAB decisions to the Record before its weekly deadline, where it will be published. The Events Manager is responsible for taking board minutes or delegating this task to a CAB member and/or CG staff member. All decisions should be documented fully in the minutes and kept on file in CG for two years.
- f. Documentation
1. The Events Manager must report to the CG Budget Manager after proposals have been approved in order to keep accurate records concerning how much money has been spent.
 2. Minutes of meetings should be recorded by a member of CAB, and should be kept by the Events Manager for the CG files.
- g. Publicity
1. All activities expecting an outside audience must be publicized off-campus where promotional posters are permitted. Other promotional tactics may include, but are not limited to, ticket sales at Yellow Springs and Dayton businesses and announcements on interested radio stations and newspapers.
 2. A press release summarizing the activity and stating all pertinent information including where tickets are sold and the CG phone number for additional information should be sent to all local papers and radio stations, possibly including papers and radio stations in Columbus and Cincinnati if the attraction of the activity is large enough to draw people from these locations. This press release will be prepared by CG or the Events proposer and distributed by the Public Relations Office.
 3. Ticket prices must be set and are non-negotiable. The CAB will take into consideration the total costs and expected popularity when setting ticket prices. Discount tickets for specific groups (other college students, Yellow Springs residents, Dayton gay, lesbian, and bisexual community) may be given at the discretion of the CM(s) and the events proposer.
 4. Complimentary tickets shall be at the discretion of the CM(s), Events Manager, or the community members proposing the activity. No more than ten percent of all tickets will be given out as complimentary.
 5. In the event of a "large" activity being scheduled less than four weeks in advance, promotion may begin before ComCil's approval at the discretion of the Community Manager(s) and the Events Manager.

5. C-Shop Committee

a. Membership

1. ComCil shall appoint 7 members to the C-Shop committee: the CG Budget Manager, 4 Students (at least one of which is a former C-Shop Manager), and 2 Staff members (faculty, admin. and/or union).
2. Members will be chosen in Fall and will serve for the full year with alternates being chosen during terms of absence.
3. The C-Shop Manager(s) will serve as ex-officio voting member(s).
4. The C-Shop Committee shall elect its own chair from among the student voting members.
5. The chair of CSC shall be able to appoint replacements, as necessary, subject to retroactive approval by ComCil.

b. Duties

1. The committee serves as the first resort for the C-Shop Manager(s) when they have concerns regarding the C-Shop. They will advise the Manager(s) on topics including revenue, repairment concerns, supplies, menu, new purchases, and overall quality of the C-Shop. The C-Shop Committee will meet per their request.
2. To advise ComCil on the appointment of future C-Shop Manager(s).
3. To be a resource for Community Members who have concerns involving the C-Shop, with unresolved concerns forwarded to ComCil.
4. The Committee will support the C-Shop Manager(s) in developing methods for evaluation at the end of the term (to be used for Co-op documentation, if applicable).
5. The CSC shall follow the application process as stated in Personnel Selection Process (C. 4. of Legislative Code.)

6. Community Standards Board (CSB) -see CSB Handbook

7. The Campus Greening Committee (CGC) approved by Comcil summer 2005- serves as replacement for Greencil.

a. Membership

1. The CGC shall consist of four students and two non-students appointed by ComCil and two faculty appointed by AdCil.
2. The Director of Auxiliary Services, the Executive Director the Glen Helen, groundskeeper or another physical staff member as appointed by physical plant and one rep sentative of Community Government as appointed by the Community Manager(s) shall all hold voting ex-officio seats.
3. The Director of Physical Plant, the Recycling Coordinator and the Garden Manager shall hold three ex-officio non-voting seats

b. Purpose and Duties

1. Education

- i. Educate the community about the progress and problems of greening the campus.

- ii. When appropriate, encourage Community awareness of the responsibility to serve as advocates in decision-making at the local, regional or national level
- iii. Provide a forum for sharing previous, current and upcoming senior/class projects relating to environmental issues.

2. Hiring and Supervision of Co-ops on campus

- i. CGC shall follow the application process as stated in the Community Government Personnel Selection Process (Section C4) for hiring the Recycling Coordinator and Garden Manager
- ii. CGC shall take responsibility for the programmatic direction, assistance and supervision of these individuals. Direct and immediate supervision of the Recycling Coordinator and Garden Manager will be provided by Physical Plant.

3. Greening Operations

- i. Research alternative, more environmentally-friendly products to be used at Antioch and methods to reduce waste and conserve energy
- ii. Advising Physical plant for construction and maintenance done on the Antioch campus by researching needed topics.

4. Overall Coordination of Greening Efforts on Campus

- i. Develop and recommend green policies that would work for the community.
- ii. Generate ideas for sustainability and environmentalism at Antioch.
- iii. Pro-actively address environmental concerns presented by Community Members.
- iv. Network with others to support the struggle against environmental racism by raising awareness and how we all participate in this pattern.
- v. Make written recommendation no less than once a term s to ComCil and AdCil regarding any issue that will enhance environmental awareness and responsibility at Antioch College. The Campus Greening Committee will attend all ComCil and Adcil meetings at which these reports are given.

c. Procedures

- 1. The Director of Auxiliary Services and Purchasing will be the Chair of CGC.
- 2. The Chair shall convene and preside over CGC meetings. The Chair shall formulate the agenda for the CGC meetings with the assistance of the CGC Secretary and input from other members.
- 3. The quorum for business meetings of CGC shall be a majority of the voting members
- 4. All CGC meetings shall be open to all Community Members; except meetings addressing the hiring, appointment and evaluation of individuals, which shall be in closed session.
- 5. CGC shall attempt to meet once a week with no fewer than eight business

meetings each term. Special meetings of CGC can be called by the Chair, on the initiative of any member of CGC.

6. CGC shall select a Secretary from the student membership. The secretary shall attend all meetings of CGC and keep the meeting minutes. The minutes are to be revised/approved by CGC during the following meeting. Copies of the minutes will be kept on file in the CG office, Antiochiana and published in the Record. The Secretary shall assist the Chair in preparing agendas and distributing them to other Community Members.

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CGC

8. Elections Committee (EC)

a. Composition

1. ComCil shall appoint five members to the EC, ensuring one is a member of ComCil, and one is a staff member.
2. A CM shall appoint a member of the CG staff who shall serve as chair.
3. The Dean of Faculty shall appoint one faculty member to EC.
4. No candidate for election can be a member of the current EC.
5. Members will be chosen in summer term and will serve for the full year with alternates being chosen during terms of absence.

b. Purposes and duties

1. To conduct all elections as specified below.
2. To conduct the balloting for referenda, recall, and other procedures requiring a vote as requested by ComCil or AdCil, including Community Votes.
3. To hear appeals of denial of candidacy for CM.
4. To submit to ComCil a full evaluation of election procedures at least once per year and to submit an evaluation to AdCil as requested.

c. Procedures

1. All elections shall be done using a graded point system.
2. Official results of all elections and balloting must be publicized within 24 hours of the time the ballots are counted. For election of candidates, winners' names are included in the official results. Upon request by a majority vote of ComCil, election ballot tally results shall be released to ComCil in closed session. Results shall be reported to the ComCil in writing within one week of the election. All election results are final upon being read and approved into the ComCil minutes.
3. All ballots and voter lists are to be preserved for at least three years, unless otherwise specified by ComCil, to be made available for research at the discretion of the CM.
4. EC shall develop, maintain, and publish clear explanations of its procedures, including descriptions of the graded point system of balloting.

9. Housing Advisory Board & Campus Safety Committee

a. Membership

1. This committee will consist of the housing director, director of physical plant, the dean of student life, a representative from the SOPP office, a community government representative, the MTR chief or a representative, and two students.

2. ComCil appoints the students members, the Community Manager will appoint the CG representative, and the SOPP advocate selects the SOPP representative.

3. The committee will select a chair from its members after appointment.

4. HACs and the Housing Co-op will be ex-officio members. Hall Advisors can not sit on this board.

b. Duties

1. To advise the housing director on the hiring of housing staff (Hall Advisors, Hall Advisor Coordinators)

2. To meet with hall advisors, hall advisor coordinators, and residence halls regarding hall conflicts and other campus life issues, if necessary.

3. To seek creative solutions in issues of campus safety, based on consensus.

4. To assist in educating the community about safety.

10. Performing Arts Committee (PAC)

a. Purpose Statement:

The purpose of the Performing Arts Committee is to generate artistic and scholarly activities for the Antioch Community. The funds are to be used to underwrite artists and scholars who are not members of the Antioch Community.

b. Structure

1. It is understood that the full time members of PAC often work on setting up events months before the actual event takes place, and full community input cannot be sought on a weekly basis. To this end, there shall be at least two main meetings of this committee per term. The purpose of these meetings is to seek full community input on upcoming events, and get feedback on previous events. Other meetings of the committee will occur as needed during the term. These meetings will consist of the full-time members of PAC and exist to provide a forum for the members to finalize and receive funding for their plans.

c. Composition

1. The full committee shall consist of the following:

a. One faculty member and one student from each of the following areas: Music Visual Arts, Dance, Communications, Literature, and Theater.

b. Four open voting seats are available for any community member and are to be approved by ComCil.

- c. The area student representatives will be suggested by the area faculty and they will be responsible for informing the Events Manager/coordinator of these students before the first meeting.
 - d. The Events Manager (chair).
 - e. Each of these members shall receive one vote each and shall be defined as "full time members."
 - f. Community Members from other areas shall be welcome as well.
- d. Duties
- 1. The Performing Arts Committee is responsible for the allocation of the PAC line of the CAB budget. The intention of this line is to underwrite activities of artists and scholars who are not members of the Antioch Community subject to the following criteria:
 - a. The artists must be people not easily accessible in the immediate area.
 - b. In addition to the social or entertainment value, the artists must relate to the educational mission of the College.
 - c. The activities must represent a wide variety of points of view over the course of time.
 - d. Activities funded by the Performing Arts line must be sponsored and/or co-sponsored by the appropriate Arts faculty as described above. The area Faculty include Communications, Dance, Humanities, Music, Theater, and Visual Arts.
 - e. No Performing Arts proposal without said sponsorship will be considered by the board.

11. Record Advisory Board (RAB)

- a. Membership
- 1. ComCil shall appoint seven voting members to the Record Advisory Board (RAB): five students, one of whom is a former Record Editor (if possible), and two non-student members. A Community Government representative shall be appointed as a non-voting member.
 - 2. The Record editor(s) shall serve as one ex-officio voting member.
 - 3. Members will be chosen in fall to serve for the full year with alternates being chosen during terms of absence.
 - 4. RAB shall elect its own Chair from among the voting members.
 - 5. The Chair of RAB shall be able to appoint replacements, as necessary, subject to retroactive approval by ComCil.
 - 6. A representative of ComCil shall notify RAB when a voting member of RAB officially resigns.
- b. Duties
- 1. To advise in matters concerning The Record's editorial policy.
 - 2. To inform ComCil of the Record editor(s), or collective of editors hired. This decision shall be final. The criteria used by RAB in its' selection processes are outlined in I.B4b of the leg. Code, where all references to ComCil shall be read as RAB.

3. To be the body of first resort for community members, who have concerns regarding The Record, with unresolved concerns forwarded to ComCil.
4. To submit a written evaluation of the editors(s) at the end of each term (to be used for Co-op documentation, if applicable.)
5. RAB shall advise ComCil on the use of Record funds and equipment.

D. Community Government Components and Services

1. Components

a. The Record

1. The Record shall be the name of the official newspaper of the Antioch Community.
2. The Record shall be published weekly when the College is in session with the provision that funds over and above twelve issues per term are not guaranteed.
3. The Editor(s) of The Record shall assume responsibility for the funds budgeted for the operation of The Record for that term.
4. The funds budgeted for the salaries of The Record staff shall be distributed at the discretion of the editor(s), and the staff shall be directly accountable to the Editor(s).
5. The Editor(s) of The Record shall ensure that sufficient revenue is raised through the sale of advertising.
6. The Record shall follow its mission statement:
 - a. To serve the information needs of the Community in a continuous fashion.
 - b. To provide all members of the Community with access to their newspaper.
 - c. To serve as a reliable instrument for recording the college's history.
 - d. To serve as an instrument for education in civic and journalistic responsibility.

b. The C-Shop

1. The C-Shop is the name of the community food service space run by CG that serves a variety of food and drink.
2. The C-Shop will be open from the second week of the term until at least the middle of the last week with consistent hours.
3. The C-Shop Manager shall assume responsibility for the funds budgeted for the operation of the C-Shop for that term. Larger expenses involving full year funds or savings must be approved by the C-Shop Committee.
4. The funds budgeted for the salaries of the C-Shop staff shall be distributed at the discretion of the C-Shop Manager, and the staff shall be directly accountable to the C-Shop Manager.
5. The purpose of the C-Shop shall be twofold:
 - a. To be a professionally run and financially stable food service business obeying all health code regulations.
 - b. To provide a comfortable and clean campus social space with community events programmed for a diverse community.

c. Union of Independent Groups

1. As stated in the Civil Liberties Code of Antioch College, members of the community shall have the right to associate freely with individuals and groups. Also, Community Members shall have the right to organize and conduct their own meetings.
2. Independent Groups (IGs) are those formed by Community members for political, social, recreational, or academic purposes. The Union of Independent Groups (UIG) shall consist of the coordinators of all registered IGs. The Diversity Coordinator, with support from the Office Manager, shall organize monthly UIG meetings.
3. Any member of the Antioch Community may start (or restart) an Independent Group.
4. Criteria for beginning an Independent Group
 - a. All IGs must register with Community Government by filling out an IG petition.
 - b. IG proposals shall include the name of the person(s) who will be the recognized coordinator for the term.
 - c. IG proposals must bear the signatures of 15 people who support the IG.
 - d. A statement of intent shall be included on the petition by the proposed IG. This statement shall include the purpose, goals, and intentions of the proposed IG.
 - e. All IG petitions shall be public documents.
 - f. All new IGs must follow this process for getting registered with CG. In addition, all continuing IGs must follow the same process at the beginning of every term, in order to maintain registration in the UIG.
5. The Community requires that there be no secret organizations on campus. Therefore, the coordinators of IGs shall make their role as such known to the Community, in order to maintain accountability for the actions of their IG.
6. IGs are not required to furnish their membership list to the community although they may.
7. Space for Independent Groups
 - a. All registered IGs shall be eligible for Community space, as it is available.
 - b. The CM(s) shall be responsible for allocating available space to registered IGs. This space will be assigned for a specific period of time, not to exceed the term of the CM(s) elected seat.
 - c. Establishing a "Permanent" Space - Independent groups that feel they have a need for continuous space from term to term may request that space be allocated to them "permanently." For the purposes of this policy, the word permanent shall be defined as "permanent" until overturned by ComCil following the guidelines stated below.
 1. An independent group shall be eligible to be classified as eligible for "permanent" space if they meet the following criteria
 - Have been an Independent Group for three or more consecutive terms.
 - Have items that need permanent storage space (supplies, books, files, etc.)
 2. Groups wishing to apply for permanent space should write a proposal to ComCil stating the reasons they feel their group is qualified, as well as provid-

- ing a petition of 25 or more signatures from community members who agree to provide ongoing support for this UIG.
3. ComCil must vote in order to accept a permanent space petition. If approved, the proposed space shall be granted to that IG until ComCil votes to remove that IG from that space and/or assign another IG to that space. This may only be done if that IG has been inactive for more than two quarters.
 4. IGs with permanent spaces must still register each quarter to be eligible to receive CG funds, but shall be considered IGs in all other ways.
8. Money for Independent Groups
- a. All registered IGs shall be eligible to apply for the funds through the Events Proposal Process.
 - b. CG funds may not be used to purchase alcohol. Receipts must be provided for all purchases on or before the end of the next to last week of a term or by special permission of the Budget Manager.
 - c. The CM(s) are responsible for designating funds for IGs.
9. Guidelines for Independent Groups
- a. All IGs shall abide by Antioch's Mission Statement, Honor Code, Civil Liberties Code, and any other Community Agreements.
 - b. All IGs shall be responsible for abiding by Community Standards.
 - c. All IGs shall be responsible for any damages that occur during, or as a result of, their meetings or events they have sponsored.
 - d. All IGs shall be responsible for cleaning up after themselves when they have sponsored an event in a community space.
 - e. If an IG is allocated space by CG, the IG is responsible for maintaining that space in a reasonable manner.
 - f. Damage caused by the members of an IG may result in a fine, assessed by the Community Standards Board, if a complaint is filed against the IG for the damages or cleaning costs.
 - g. ComCil reserves the right to revoke the registration of any IG if there has been a serious violation of community standards.
 - h. ComCil must notify the community if it has revoked the registration of an IG.

2. Services

- a. Anti-Watt Recording Studio: CG funds a small community recording studio that is organized and run by interested Community Members. The Anti-Watt shall be coordinated by a CG FWSP worker, supervised by an Events Manager, who shall be responsible for upkeep of the studio and the scheduling. Anti-Watt shall be working and running by third week of the term, until the end of the term.
- b. Community Bike Shop: Upon request CG bike tools will be made available for community use. Based on the CM(s)' discretion, a FWSP Bike Technician may be hired to assist Community Members in maintaining their bikes.

- c. Community Darkroom:
 - 1. Recognizing that use of the Darkroom is limited to those Community Members able to afford access to photographic equipment, and further recognizing that this includes only a limited segment of the Community, the Darkroom shall be operated on as nearly a self-sufficient basis as possible.
- d. CG Vehicle(s): Vehicles shall be provided by CG. These shall be available for community use, but shall not be made available for individual or academic use. A vehicle sign-out calendar shall be provided by the CG Office Manager; the vehicle(s) shall be supervised by the Office Manager and the CM(s).
- e. Dances: CG shall schedule dances at least once a week. The dances shall be open to all Community Members, who must show a valid CG identification at the door. Non-Community Members will be welcome if they are carrying an events pass issued by the Security Office. The dances will be coordinated by the CG Events Manager.
- f. Organic Garden: The Organic Garden shall be funded, in part, by CG. Since this is a yearlong project, its funds are reserved in a separate budget line. The Organic Garden is available to all Community Members and is organized by FWSP workers hired through the Science area board.
- g. Video Games: The CM(s) shall be responsible for working with video game suppliers and vendors to find the most profitable (and fun) vendor. The CM(s) may enter in a contract not to extend beyond the end of the current academic year with a vendor. Location and types of video games will be decided by the CM(s), who shall be responsible for soliciting community input about what types of games are wanted, if any. All income generated from video and pinball games on campus will be placed in the CG Contingency budget line until the funds are re-allocated by ComCil.

E. Elections

1. Elections Process

- a. The Elections Committee (EC) shall conduct all elections, except the Community Manager(s) election, according to the following policies:
 - 1. Regular Year Long Elections shall be held ninth week of fall term and in conjunction with the CM election during Sprinter term.
 - 2. Special (term long) elections shall take place by the third week of each study term.
 - 3. Community Votes and other special elections will be held as needed under the discretion of ComCil.
 - 4. All ballots will have a "no candidate" option, and that option may be selected. Any candidates receiving less than the number of vote points given to "no candidate" will not be elected and those seats will remain unfilled for the elected term.
 - 5. All representatives shall be elected by community wide referendum. In order to qualify for candidacy, students must be in good academic standing and must submit a petition in the form of a statement of intent, and a ComCil nomination form with at least 20 signatures before the published deadline.

6. All ballots shall have a "write-in candidate" option. To be considered a valid write-in candidate, each candidate must receive at least 20 write-in votes or 5% of the vote points, whichever is less. Write-in candidates must receive more vote points than "no candidate" and at least the number of the lowest scoring actual candidate's votes in order to be elected. In a case where there are more seats than actual candidates, any write-in candidate receiving the minimum amount of points may fill the uncontested seats.
 7. All ballots will be counted using a graded point scale (X's and checkmarks will be treated as a number one ranking. More than one X or checkmark will disqualify the ballot.)
- b. The Voting Process:
1. All ballots will include instructions on how to vote with at least the following text: "Please rank your choices in numerical order where a 1 is your first choice, 2 is your 2nd and so on up to N*. Do not rank beyond the number of candidates you feel comfortable voting for. Do not use X's or √'s. Please read the description of NO CANDIDATE and WRITE-IN provided at the elections table before voting."(* N= The total number of candidates running. (Example - If 6 students are running for 5 ComCil Seats, N will equal 6)).
 2. Clear and concise explanations of the voting and tallying process shall be provided at each voting table and the people working the tables shall have a clear understanding of the process.
 3. Before voting each voter must print and sign their name on a voter list. When more than one vote occurs during one election day, each voter must signify on this list which ballots they are requesting. Each voter may vote only once for each election; abuse of this is a violation of community standards.
 4. Vote tallying - All votes will be counted using the following process:
 - a. The total number of #1 rankings for each candidate will be counted and recorded.
 - b. Repeat this process for all #2 rankings, #3 and so on up to N.
 - c. Graded Scale Points - Before one can obtain the total number of vote points each candidate receives, a point value for each ranking must be generated using the following formula: $((N+1)-(the\ value\ of\ the\ ranking))$. This will generate a graded scale so that a #1 ranking is worth the highest amount of points (N) and the last ranking will be worth only 1 point.
- Examples: • All #1 votes (from the earlier example with five seats and six candidates (N=6) will be multiplied by:
- $$\begin{aligned}
 &= ((N+1)-(the\ value\ of\ the\ ranking)) \\
 &= ((6+1)-(1)) \\
 &= (7-1) \\
 &= 6
 \end{aligned}$$

- All #2 votes will be multiplied by
 $= ((N+1)-(the\ value\ of\ the\ ranking))$
 $= ((6+1)-(2))$
 $= 7-2$
 $= 5$

- All #3 votes will be multiplied by 4
- All #4 votes will be multiplied by 3
- All #5 votes will be multiplied by 2
- All #6 votes will be multiplied by 1

d. Vote points- To obtain the total vote points for each candidate, multiply each candidate's total number of votes for each ranking by that ranking's point value, and add these results.

Examples:

If Candidate A received 20 #1 votes, 10 #2 votes, 30 #3 votes, 33 #4 votes, 25 #5 votes and 23 #6 votes their total would be generated by:

Total number of #1 votes multiplied by point value for #1 votes = (20 #1 votes) * 6
 $= 20 * 6 = 120$ vote points from #1 votes.

Total number of #2 votes multiplied by point value for #2 votes = (10 #2 votes) * 5
 $= 10 * 5 = 50$ vote points from #2 votes.

120 vote points from #3 votes.

99 vote points from #4 votes.

50 vote points from #5 votes.

23 vote points from #6 votes.

342 vote points total for Candidate A.

After totaling points for all candidates, the names of the top N candidates and the name of the first runner up should be provided in case of a resignation by one of the elected members.

Each candidate shall receive a final total of vote points after all ballots and rankings are tallied. The candidates with the highest point values shall fill all available seats in order. For more information on this system, please consult the Elections committee chair or a CM.

- c. In the event of the resignation of a ComCil member, the first runner up from that term's elections will take the vacant seat.

2. Community Manager(s) Election Process

- a. The Community Manager(s) shall be elected each year during the fall and spring terms. ComCil shall interview applicants and determine the slate of eligible candidates. ComCil shall not determine a ranked order of candidates as a body. The Community shall vote on the slate determined by ComCil. Should any applicant be found ineligible, ComCil will provide them with a written statement explaining the reasons they were found ineligible and informing the candidate about the hearing process. This interview

will only examine the following criteria, and will be conducted in closed session, keeping in mind that this is an application process and that ComCil is recommending these applicants to the community for selection;

1. A review of Co-op and other job evaluations. Each applicant will be given a chance to respond to any evaluations they feel were unjust or incomplete.
 2. A review of community involvement/accountability. Each applicant will be given a chance to respond to any incidents or information that they feel is untrue or incomplete.
 3. Any community member may submit written comments, either in support of or against any or all applicants to be reviewed by ComCil at this time. These comments must be signed but the author's names will not be released beyond ComCil members.
 4. Answers to the interview questions concerning ability to fulfill CM job description as stated in the leg code.
- b. Criteria for candidates: Candidates for the position of CM must have been attending Antioch full time for at least one full year at the time of their candidacy. Exceptions to this rule may be made by ComCil for special circumstances. A collective must consist of at least two people running for Community Government. At least one of those persons must make a yearlong commitment and will be known as the collective's organizer. A clear distinction between members making a yearlong commitment and those unable to do so will be drawn for the community prior to the Fall election. Once the application process has begun, no new collective members may be considered on the application. A collective will no longer qualify as a valid candidate if one of the original persons making the yearlong commitment drops out of the election process after the interview with ComCil. Exceptions can be made by ComCil for health reasons or any other unforeseen circumstance. Elections Committee members applying for the position of CM must vacate their seat before the election procedure begins. Candidates for Community Manager(s) must be in good academic standing and must be up to date on their co-op crediting.
- c. The Elections Committee, in conjunction with ComCil and the CM(s), will be responsible for announcing and advertising the availability of this position. Announcements shall be made repeatedly, beginning during the second summer block until the third week of fall term. The Community Manager(s), in cooperation with ComCil, shall be responsible for insuring that the application and decision processes are well explained to all Community Members.
- d. Applications must be submitted by Friday of fifth week of fall term. ComCil may decide (by a two-thirds vote) to extend the deadline to get more applications. The extension shall be neither less than one week nor more than two weeks.
- e. Applications must include
1. The signatures of 25 community members, indicating that they support the candidate named on the application. No name may appear on more than one application.

ComCil members and Elections Committee members may not sign applicant petitions. The application must be accompanied by letters of recommendation from six of the 25 signers.

2. A statement of intent
 3. An Antioch co-op résumé
 4. A note from each individual's co-op advisor stating that their co-op crediting is up to date.
 5. The record of any punitive actions taken against each individual (excluding SOPP violations) including letters from the appropriate board explaining the violation that occurred. The candidates shall be allowed to view these records in closed session.
 6. Other documents an applicant wishes to include.
- f. If an applicant is approved by ComCil, the application and attendant documents will become public documents. These will be placed in files located in the library, cafeteria, CG office, staff lounge, faculty mailroom, and other locations at the discretion of the Elections Committee.
- g. If a collective is running, the statement of intent must be written and signed by the collective organizer(s). The application must include the co-op résumés of all collective members. However, only two recommendations for each member of the collective are necessary provided the total of at least six recommendations are included in the application.
- h. During sixth week of Fall term, ComCil shall interview each applicant, asking each to address the same questions, and giving the applicant an opportunity to ask questions of ComCil and address any information in their co-op evaluations, community involvement and accountability, and any other information that they feel may be incorrect or incomplete as stated in section (a) of the Community Managers Election process.
- i. ComCil will then determine the slate of eligible candidates reserving the right to deny eligibility based on the interviews. Noting the subjectivity of an interview process, ComCil shall prepare detailed and personalized explanations of denial of candidacy. Any candidate who has been determined ineligible may ask ComCil for an explanation, and a hearing that must be provided. The hearing must be conducted in an open session meeting of the Elections Committee.
- j. The candidates then interact with the Community for not less than three full weeks before the vote.
1. A candidates' forum shall be held during a regularly scheduled Community Meeting. Candidates shall answer questions asked by Community members at the forum.
 2. Statements of intent shall be published in the Record.
 3. Other forums deemed appropriate by the Elections Committee and/or the CM candidates will be held.
- k. After this interaction, a vote will be taken. The results of the Fall election shall not be tal-

lied until after the Spring balloting. A 'run-off' election will only take place between the top two candidates when:

1. The winning candidate has less than 33% of the total points AND
2. The margin between the winning candidate and the runner up is less than 5% of the total points.

This election will take place on campus within two weeks of the original vote but every reasonable effort will be made by the Elections committee and the CMs to contact co-opting students to obtain their vote.

- l. If a candidate withdraws after the first CM election, the remaining candidates will run in the Spring.
- m. Elections Committee will oversee time constraints and all other matters dealing with the CM election process.
- n. The process of community interaction with the candidates which took place in fall will be repeated in Spring. The Spring vote would take place no later than fifth week of Spring term.
- o. On every ballot, candidates' names will be listed in alphabetical order. On every ballot, "NONE OF THE ABOVE" will be present as an option. No "write-in" candidates will be allowed in the election.
- p. If "None of the Above" is elected (see above in section o), or if ComCil deems that an irreparable error has occurred in the election process, then ComCil shall publish a job description for the Community Manager(s) position and will interview and hire applicant(s). None of the "candidates" from the election will be eligible for this position. Note - A "collective" is one candidate and the individual members of a collective are still eligible to apply for this position.
- q. If a CM, including those individual members of a collective who have made a year-long commitment, resigns or is rendered otherwise incapable of performing the duties of the job, then the candidate who won the election is no longer filling the position, and ComCil shall publish a job description for the Community Manager position and will interview and hire applicant(s). Individual members of a collective are still eligible to apply for this position. Note: This paragraph is only enforced from the day of Spring election until the Community Manager(s) take(s) office.
- r. Proxy votes will be permitted if received by a CM or Elections chair before the day of the election in writing and signed by the voter.

3. The Elections Emergency Committee (EEC)

- a. The Elections Emergency Committee shall, with the final approval of ComCil, be empowered to solve problems that might arise.
- b. Its membership shall consist of the CM(s); the Chair of ComCil; the Elections Committee chair; a member of the Elections Committee; and a representative from the Dean of Students' Office, the Dean of Faculty's Office, or the UE 767 Union (representative) where appropriate.

- c. It shall be ad hoc in nature and convened upon the filing of a valid recall petition or when deemed necessary by the CM(s) or ComCil.
- d. Recall shall be overseen by the EEC. If an individual or group wants to recall a representative they must contact the CM(s) and circulate a petition. The petition in favor of a recall must be signed by a simple majority of Community Members or a two-thirds majority of those voting, provided at least fifty percent of the on-campus community members have voted in order for the petition to be valid. The petition should be filed with the EEC, ComCil chair or the CM(s). Upon receipt of such a petition a special election shall be scheduled.

F. Amendments and Revisions

1. This Legislative Code may be amended or revised by ComCil votes of at least a majority of the voting members of ComCil at each of two separate but not necessarily consecutive meetings. Between votes, the proposed amendment shall be referred to the ComCil secretary, to be indexed, edited, and made consistent with this Legislative Code, and shall be publicized and posted for the information of the Community and to solicit Community feedback.
2. No provision of this Legislative Code may be suspended except by affirmative vote of at least a majority of the voting members of ComCil at two separate and consecutive meetings, or in an emergency, an affirmative vote of at least 2/3 of the voting members of ComCil.
3. This Legislative Code may be amended or revised in a referendum by a simple majority of the on-campus Community Members, or by a 2/3 majority of those voting, providing that at least 50% of the on-campus Community members have voted.
4. Every three years, in the Fall Term, ComCil shall review this Legislative Code and make any revisions necessary.

G. Community Votes

A. Non-Legislative Code decision can be deferred to a direct democracy process by ComCil. If ComCil decides to open a decision to the Community, the following steps will be taken.

1. The proposal would be published in the Record without commentary for or against the issue to insure fair media.
2. The proposal would be posted in each residence hall, each academic building, and each major facility on campus.
3. The following week the Record would be open to commentary on the proposal by Community Members.
4. Ballots will be made available to the Community the day before the vote will take place.
5. At Community Meeting, the proposal would be presented to the meeting along with a quick explanation by author of the proposal.

6. The lesser of a half-hour or until no more Community Members have any comments will be devoted to discussion.
7. A binding vote will be taken and tallied by a closed ballot for one hour in the Community Meeting room after Community Meeting is over and then for two hours in the lobby of the Union building.
8. Absentee ballots will be accepted.

II. COMMUNITY AGREEMENTS

A. Residence Halls

1. College policy states that the halls, including the common rooms are the private residences of those students living in the halls at that time. As in any such situation, Community Members should respect that right of any other Community Member to a comfortable and compatible place to live. Use of common rooms or adjoining areas should be in consideration of other residents in the hall.
2. All on campus/non residence hall areas (i.e. outdoor spaces) are public and shared space within the restrictions of their designations.

B. Pet Policy

1. No pets are permitted to live on campus, or to be in any of the campus buildings.
2. Any other pet on the campus-proper must be on a physical leash held by the owner (or her/his designee who has accepted responsibility for the pet's actions), or on a leash attached to a fixed object and in the presence of the owner or her/his designee.

For this section of the legislative code, the campus-proper is defined as the property within the perimeter described as follows: beginning at the corner of Corry Street and E. Limestone Street, then west on E. Limestone, south on Presidents Street, west on E. Whiteman Street, south on Livermore Street, west on E. N. College Street, south on the alley adjacent to West Hall, east on E. Center College Street, south on Livermore Street, east on the driveway which serves the library parking lot, continuing east across the grass through the driveway of the theater building, north on Corry Street, returning to the corner of Corry Street and E. Limestone Street.

3. Pet owners must clean up after their animals.
4. Concerns and reports should be brought to the attention of any of the following agents as appropriate: HA/C, Security Office, Office of Housing and Residence Life, Dean of Students' Office, Community Standards Board, or CM(s).
5. Animals may be kept in the Science building for established educational programs, i.e. Project BIOS, and must be kept in the Science Building in accordance with the rules determined by and with the approval of the faculty of the Natural Sciences department.
6. Petitions for medically based exceptions can be submitted to the Office of Housing and Residence Life.

C. Policy on Soliciting and Distributing

1. Non-Community members may use College facilities or property for either soliciting, peti-

- tioning, or giving away materials only with prior written approval from the Community Manager(s) and the statement of approval shall be displayed while engaging in such activities. No fee shall be charged for soliciting, petitioning or giving away materials. A maximum of three tables can be used for these purposes.
2. Businesses, individuals, and groups comprised of non-Antioch Community Members may set up tables on campus at locations approved of by the CM(s). These tables may be used to sell items or to distribute information. Exhibitors who are working on a no-profit basis can set up as many as three tables free of charge. Vendors who set up for the purpose of selling items for individual or for-profit business profit must pay a fee set by the CM(s) per table, with a limit of three tables. Large clothes racks will incur an additional charge. All moneys generated from Vendors will be deposited into the ComCil Contingency fund to be allocated as necessary.
 3. All vendors, exhibitors and advertisers are expected to respect the Antioch Legislative Code, community standards, community agreements and Community Members. This may effect or limit the display of items of a vendor or exhibitor. If any Community Member requests the removal of an item from display, the vendor or exhibitor is expected to comply.
 4. Advertising- the guiding principle is that of community service. Today Boards and bulletin boards are available for use by Community Members, and may be used for outside announcements when the principle of community service is met. Ads for credit cards, travel agencies or other businesses may not be placed around campus. A bulletin board for outside ads will be designated by the CM(s).
 5. Publication of Notices
 - a. No notices should be posted on the moveable parts of doors.
 - b. Notices should be dated and have the name of a responsible party.
 - c. The person who puts up a notice should take it down the day after the event.
 - d. No notices will remain up after the term.
 - e. CG should provide a place for non-CG sponsored notices. Every Community Member is responsible for enforcing these rules.

D. Firearms

Possession of firearms or projectile weapons on campus or in Glen Helen is not permitted; this includes any projectile weapons such as air rifles, sling shots, bows, etc. In case of violations, the College may exercise its authority of summary dismissal. Violations of this regulation by visitors shall result in the immediate revocation of their guest privileges and expulsion from Campus. *see also Firearms and Dangerous Ordnance Policy*

E. Vehicle Ownership and Operation

The following standards and regulations apply to all Community Members who own and/or operate a motor vehicle on campus.

1. Vehicles owned by community members must be registered in the Security Office.
2. Vehicles may not be parked for extended periods in the College parking lots without the permission of the Securities Office. Cars left for more than eight months, without said permission, will be removed. Cars may not be left on jacks or blocks.

3. Motorcycles, motorbikes, and motor scooters must have gas tanks drained when stored in campus buildings.
4. Parking in restricted areas or marked no-parking areas is forbidden. Violators are subject to tickets, fines, and/or towing at the owner's expense.
5. Motor vehicles of any kind may be driven on roads or driveways only-not on the grass or sidewalks.
6. All vehicles will be kept in a condition that insures safe operation.

F. Alcoholic Beverages

1. Alcohol may be served in accordance with the guidelines as set in the Antioch College Alcohol and Drug policy.

G. Media Guidelines

1. All media representatives shall wear a press badge, which can easily be seen. Exceptions to this rule apply to media representatives attending a public arts event on campus (e.g. Theater, Dance, Music).
2. No media representatives shall be allowed to do interviews, photographs, or filming in the residence halls, common rooms, or bathrooms unless they are escorted to and from a location as a guest of a community member.
3. Community Standards apply to everyone on campus, including media representatives. These standards apply at all times, under every circumstance. It is expected that all interactions between media representatives and Community Members be conducted in a respectful manner.
4. In the event that a media representative has broken the Media Guidelines and/or has consistently made Community Members uncomfortable, they may be asked to leave campus immediately.
5. In the event of a High Profile situation, these additional guidelines will apply when time permits. A "High Profile" situation is one that, as in the case of the coverage of the Sexual Offense Policy in the fall of 1993, draws an inordinate and uncontrollable number of media on campus. A "High Profile" situation may also be declared when news media are researching a story that may interfere with a sensitive subject (examples; student's lawsuit, union negotiations, etc.) or researching a news story that would reach a considerably large audience (CNN, New York Times, NBC Nightly News, Front Line, Hard Copy, etc.). Any of the following can declare any situation a High Profile situation and enact these guidelines; The College President, The Public Relations office and the Community Managers. These decisions are subject to review by ComCil or AdCil. These guidelines will remain in effect until the Public Relations office and the Community Managers agree that it is no longer a "High Profile" situation. The following are the additional guidelines that should be followed during these situations:
 - a. All representatives must register with the Public Relations office.

- b. Twenty four-hour notice shall be given to the Community prior to media representatives arrival on campus.
 - c. Every effort will be made to find a host that will be assigned to each media visitor, and will accompany them at all times.
 - d. The Community will be invited to an open production meeting prior to any interviews, photographs, or filming on campus. This meeting will provide a forum for the Community to ask questions about the intentions and plans of the media representatives. Media representatives shall not be allowed in community spaces without prior publicity informing the Community to that effect.
6. Please note that in the Statement by Community Standards Board on Community Standards section of the Civil Liberties code, section seven covers News Releases.

H. Visitor Policy

1. All visitors to campus property must be registered with the college. Visitors can be registered with the Dean of Students office between 8:00 a.m. and 4:30p.m. on weekdays, with the Community Government office from 10:00 a.m. to 6:00 p.m. and with the Securities Office at all other times.
2. Antioch will only issue a Visitor Pass to a visitor with a community member sponsor that signs their Visitor Pass application form. The sponsor must be willing to take full responsibility for these guests and agree to be with these guests at all times. Visitors must present a valid photo identification card in order to receive a Visitor Pass.
3. Any visitor found without their sponsor may be asked to leave the campus by any community member. The sponsor will be taken to Community Standards Board if a community standard is violated.
4. Any community member may sponsor at most two visitors for Visitor Passes at any one time.
5. A Visitor pass is valid for three days at a time. Each visitor can receive a maximum of three Visitor Passes per month. To obtain a Visitors' Pass the guest must sign the SOPP.
6. Non-Community members whose behavior is found objectionable or whose presence is found threatening to any Community member should be asked to leave. Should they fail to do so, Community members should contact the Security office, the Dean of Students office, the Campus and Residence Life office or Community Government. These offices reserve the right to revoke Visitor Passes.
7. The CM(s) may issue invitations for specific events to groups, which then become guests of the community as a whole.
8. Exceptions to the Visitors Pass requirement apply to guests of WYSO, Rockford Chapel, Glen Helen, academic buildings, open offices and business spaces during hours they are open. These guests may only be on campus while traveling to or from these spaces but are not permitted in any other buildings.
9. Exceptions also apply to individuals who are on campus to perform a service that has been approved through the appropriate channels. This refers to laborers, performers, etc. If a

problem with these individuals arises, the coordinator of the event, the individuals' supervisor, the Security office, Dean of Students office or the Community Government office should be contacted immediately.

10. High School students who are not related to community members or are not prospective students registered with the Admissions office are not permitted in the dormitories or the Union building.
11. All visitors to Antioch College must read and sign the Sexual Offense Prevention Policy.
12. In events where a large outside audience is expected, the requirement of a Visitor pass may be negated. These attendees are only permitted in the area in which the event is being held, for the duration of the event.
13. The Dean of Students office may be contacted for exceptions to parts four, five and ten of this policy.

I. Key Policies & Procedures for Community Spaces

The following shall apply to all keys issued to UIG spaces and/or ComCil offices (including the Record & the C-Shop).

1. It is expected that all ComCil spaces &/or IG spaces will be left clean and undamaged when each term ends. For the purposes of this policy, the word "damage" is defined as any accidental or purposeful alteration made to any part of a room that hampers its purpose. (Example - Burning a hole in the carpet, ripping down light fixtures, painting the windows or the carpet and/or punching holes in the walls would be defined as "damage"). Community Members issued new keys who move into a space that is in poor condition should notify the CMs immediately. If damages are not reported immediately, the new occupant(s) of the room will be held responsible for the condition of the room.
2. Loss of keys will result in a charge of \$25 to replace the core, \$10 for the key replacement and a \$15 fine in accordance with the CG key policy. Keys should be returned either to the Physical Plant or to the Key Distribution person in CG. If for some reason a community member is not able to return keys at the end of the term, it is expected that they will mail the keys to either of these people as soon as possible.
3. Community Members are responsible for the use of any keys issued to them. If any community member lends their keys to anyone else and they lose the key, leave the door open or cause any damage, the person who had the key issued to them is still responsible for that space and that key and they will be charged. Any Community member that feels that someone else needs a key to a space should talk to the UIG coordinator and/or the key distribution person in CG.
4. In accordance with the Yellow Springs Noise Ordinance, after 10 PM windows must be closed in any space that will be generating any noise that may extend beyond the building.
5. At no time should any office or IG space be used as a temporary residence or guestroom.
6. Independent Groups in the Union Building are permitted to drink and smoke in their own spaces, providing all members of this group have voted in support of allowing this.

Administrative Council (AdCil)

AdCil is an advisory body for the President that deals with the College's budget, personnel, and program. It is composed of 13 members: the College President, the Dean of Faculty, the Community Manager(s) as ex-officio non-voting members, a union staff member elected by the union, four faculty members elected by the faculty, and two faculty members and three students elected by the Community.

AdCil works with the annual budget, hires head administrators, hires, promotes, and tenures faculty, makes recommendations to the President on personnel policies, and deals with issues like College policies and budgetary matters, the College calendar, and meal plan offerings. The faculty has final jurisdiction over any academic policy or plan, but proposals usually go through AdCil. The President has veto power over AdCil decisions. Meetings are open to non-members unless the Chair announces a closed session. Community members are encouraged to attend open meetings.

Bringing an issue to AdCil

AdCil meets Tuesdays at 8 a.m. in the Main Building Conference Room. (In the summer, one meeting per block is scheduled, generally on Mondays from 3-5 p.m. in the Main Building Conference Room.) To add an item to the AdCil agenda, speak with the AdCil secretary or any other AdCil member. It is suggested to document your proposal on paper including the proposal, arguments for it and any necessary materials to support it. Putting this together several days before the meeting allows AdCil members plenty of time to read it.

AdCil Committees

These committees report to AdCil regularly. Students participate in all committees.

Academic Policy and Review Committee (APRC) reviews requests to waive or change

any academic requirements, including petitions for over-crediting and requests to waive graduation. APRC is also responsible for reviewing the rate at which individual students are meeting various academic and co-op requirements and decides what to do with students who are not earning credits quickly enough.

Affirmative Action and ADA Committee ensures that the College uses affirmative action in its hiring and admissions procedures. Committee members serve on all college search committees as resources for targeting women and minority candidates. The Committee is also charged with developing non-discriminatory policies and procedures addressing the provision of reasonable accommodations for students and employees of the College with disabilities; and the College's provision of educational and campus services to students with disabilities.

College Budget Committee monitors the college budget.

Faculty Personnel Review Committee (FPRC) makes decisions about tenure and promotion of faculty members.

Self-Designed Major Committee reads proposals for self-designed majors and develops requirements for the self-designed majors it accepts.

Sexual Offense Policy Hearing Board investigates complaints and hears cases of policy violations.

Administrative Council [AdCil] Revised Election Code

*Revised Election Code is based on the
Election Code*

adopted by AdCil February 17, 1977.

1.00 Definitions

- a. Student shall mean any person whose

name is carried by the registrar as a full- or *half-time* student. (previously: "regular student")

b. Faculty Member shall mean any person who has been accorded full- or *half-time* faculty status by Administrative Council. (new language)

c. College Staff (Union and Non-Union) Member shall mean any member of the *United Electrical Radio and Machine Workers of America (UK 767)*, *United Plant Guard Workers of America (U P G WA)*, *International Union of Operating Engineers* and/or any College Staff member who is not a member of any of the previously noted Unions who is employed full- or part-time by Antioch College. (new language)

d. Community Member for the purpose of Adcil nominations and elections shall mean (a) all registered full- or half-time students who are degree candidates certified by the Registrar, (b) all persons having the rank of faculty or administrative associate and (c) all other persons who work halftime or more as employees of the College in Yellow Springs, Ohio.

e. Faculty-Elected Representative shall mean any faculty member, as defined above, elected to Administrative Council by vote of the faculty

f. Community-Elected Faculty Representative shall mean any faculty member as defined above, elected to Administrative Council by vote of community members.

g. Student Representative shall mean any student, as defined above, elected to Administrative Council by vote of community members.

h. College Staff (Union and Non-union) Representative shall mean any College Staff Union and Non-Union) member, as defined above, elected to Administrative Council by vote of the memberships of all three unions and all non-unionized College staff.

i. *Constituency shall mean the body of voters represented by an elected representative.* (new language)

2.00 Composition and Selection

2.10 Composition

a. *Administrative Council shall have twelve members: the President of the College, the Dean of Faculty, and the Chair of the Faculty as ex-officio voting members; three faculty-elected faculty representatives, two community-elected faculty representatives, one College Staff (Union and Non-Union) representative, and three student representatives.* (changes here have been made to reflect the composition approved by the faculty since 1977)

b. All members of Administrative Council shall be empowered to vote.

c. *The Community Manager, or one representative of a Collective, shall serve as an ex-officio nonvoting member.* (changed language: previously "the Community Manager shall be invited to attend meetings of Administrative Council but shall not have a vote.")

2.20 Selection

2.21 Faculty-Elected Faculty Representatives (3 members)

a. The term of office of faculty-elected faculty representatives to Administrative Council shall be two years, and *shall start with the Fall quarter following their election.* (previously: "and shall start with the summer quarter of the even numbered years")

b. Faculty-elected faculty representatives shall be nominated and elected by faculty members, one vote to a member.

c. Faculty-elected faculty representatives shall serve every quarter that they are assigned academic duties and shall have the option of serving on their quarter(s) off.

d. Service as a replacement for two quarters or more during an academic year shall count as a year of service.

e. The procedure for nomination, election, tabulation of votes, and filling of vacancies for faculty-elected faculty representatives is attached hereto as Appendix I.

2.22 Community-Elected Faculty Representatives (2 members)

a. The term of office of community-elected faculty representatives to Administrative Council shall be two years, and *shall start with the Fall quarter following their election.* (previously: "and shall start with the summer quarter of odd numbered years")

b. Community-elected faculty representatives shall be nominated and elected by community members.

c. Community-elected Faculty representatives shall serve every quarter that they are assigned academic duties and shall have the option of serving on their quarter(s) off.

d. Service as a replacement for two quarters or more during an academic year shall count as a year of service.

e. The procedure for nomination, election, tabulation of votes, and filling of vacancies for community-elected faculty representatives is attached hereto as Appendix II.

2.23 Student Representatives (3 members)

a. The term of office of student representatives to Administrative Council shall be their quarter or quarters in residence during one academic year. The sequence of seating of student representatives and alternates shall be as follows:

1. Regularly elected representatives who are:

(a). studying one-half time or more on campus *and who are in good academic standing as determined by the College Registrar.* (New language. Provides consistency with section 3.20)

(b). employed one-half time or more on campus *and who are in good academic standing as determined by the College Registrar.* (same as above)

2. Representatives elected in a Special Election from among those students studying or working one-half time or more on campus.

b. Student representatives shall be nominated and elected by community members.

c. The procedure for nomination, election, and tabulation of votes, and filling of vacancies for student representatives is attached hereto as Appendix III.

2.24 College Staff (Union and Non-Union) Representative (1 member) (Entirely New Section)

a. *The term of office of a College Staff (Union and Non-Union) representative shall be two year, and shall start with the Fall quarter following their election.*

b. *College Staff (Union and Non-Union) representatives shall be nominated and elected by the memberships of the United Electrical, Radio and Machine Workers of America (UE), the United Plant Guard Workers of America (UPGWA) and the International Union of Operating Engineers as well as employees carrying the classification of "staff" by the College but are not*

members of the Unions, who are employed by Antioch College.

c. Each Staff member shall have one vote.

d. College Staff (Union and Non-Union) representatives shall serve every quarter that they are available.

e. Service as a replacement for two quarters or more during an academic year shall count as a year of service.

f. The procedure for nomination, election, tabulation of votes, and filling of vacancies for College Staff (Union and Non-Union) representatives is attached hereto as Appendix IV.

3.00 Eligibility for election to and service on Administrative Council

3.10 Faculty Members

Any member of the faculty, as defined herein, shall be eligible for election to Administrative Council, either as a faculty-elected faculty representative, or as a community-elected faculty representative, subject to the following limitations:

a. Any faculty member who shall have been an employee of the College for less than *twenty-four months* at the time of the start of the term of office shall not be eligible for election. (previously: thirty months)

b. Emeritus faculty shall not be eligible for election or service.

c. Members of the faculty who will be unable to serve *five* or more quarters during the term of office shall not be eligible for election. (previously: six quarters)

d. Members of the faculty who, if elected, would thereby serve more than four consecutive years on Administrative Council shall not be eligible for election.

e. Members of Administrative Council who were elected as faculty-elected faculty representatives shall not be eligible for election as community-elected faculty representatives for the duration of the term for which elected, and vice-versa.

f. Ex-officio members of Administrative Council shall not be eligible for election or service as elected representatives.

g. Any faculty member employed less than halftime shall not be eligible for election or service: *including, but not limited to Adjunct and Visiting faculty.* (new language)

3.20 Students Members

Any student, as defined herein, shall be eligible for election to Administrative Council, subject to the following limitations:

a. To be eligible for nomination, a student must be in good academic standing with the College as determined by the College Registrar, *have at least 2nd year standing and have completed no less than two study quarters at the time that their term of office begins.* No ballot for an Adcil election shall contain the name of any student who fails to meet these standards at the time of balloting. In the case of any dispute about the standing of a candidate or member-elect, the Dean of Students, in consultation with the Academic Program Review Committee, shall determine whether the student meets the criteria. (new language)

b. A student who will be away from campus all *three* quarters of the term of office shall not be eligible for election. (previously: four quarters)

c. No student may serve more than four consecutive years on Administrative Council.

3.30 College Staff (Union and Non-Union) Members (New Section)

Any member of the United Electrical Radio and Machine Workers of America (UE 767), United Plant Guard Workers of America (UPGWA) or International Union of Operating Engineers, as defined herein, as well as all non-union staff, shall be eligible for election to Administrative Council, subject to the following limitations:

a. Any College Staff (Union and Non-Union) member who shall have been an employee of the College for less than twenty-four months at the time of the start of the term of office shall not be eligible for election.

b. Retired members shall not be eligible for election.

c. Members of the College Staff (Union and Non-Union) who, if elected, would thereby serve more than four consecutive years on Administrative Council shall not be eligible for election

d. Any College Staff (Union and Non-Union) member employed less than half-time shall not be eligible for election.

4.00 Adoption, Amendment, and Interpretation

4.10 Adoption and Amendment

Amendments to these by-laws shall be made by a process not yet designed.

4.20 Interpretation

Administrative Council is the ultimate interpreter of this code. Sections pertaining to Community elected members shall be interpreted by the Community Council Elections Committee. Sections pertaining to faculty-elected members shall be interpreted by the Dean of Faculty.

5.00 Recall of Adcil Representatives. (Entirely New Section: adapted from the "Initiative, Referendum and Recall" section of Community Government Constitution)

5.10 Announcement of Initiative to Recall

Any proposed action to Recall an Administrative Council Representative must be publicly announced, posted and announced in The Record at least one week before any referendum can take place.

5.20 Initiative to Recall

a. Any member of a constituency who is eligible to vote in an election may initiate the recall of an Adcil Representative elected by that constituency.

b. To initiate the recall of an Administrative Council representative, a petition stating the reasons for the recall must be supported by the signatures of at least twenty percent (20%) of the total on-campus membership of that constituency.

5.30 Referendum

a. In the event that an initiative to recall is successful, a referendum shall be organized.

b. The recall of an Adcil representative shall be effected by a simple majority of the total on-campus membership of the appropriate constituency, or by a two-thirds majority of those voting, provided that at least fifty percent (50%) of that membership has voted.

5.40 Supervision of Initiative and Referendum

a. The Community Government Elections Committee shall supervise all actions to recall an Administrative Council Representative.

1. In the event that actions are initiated to recall a faculty-elected faculty member, the secretary of the Faculty shall be appointed as a temporary member of the Elections Committee.

2. In the event that actions are initiated to recall a College Staff (Union and Non-Union) Representative, the Secretary of the UE 767 shall be appointed as a temporary member of the Elections Committee.

b. The Community Government Elections Committee shall determine a valid Initiative Petition and supervise the tabulation of votes from a referendum.

c. The results of an action to recall an Administrative Council Representative shall be made public and an announcement printed in The Record.

d. All ballots from a referendum shall be labeled and preserved according to the same process used to preserve regular election ballots.

5.50 New Election

In the event that a measure to recall an Administrative Council Representative is successful, a new election shall be held within two weeks, under the supervision of the Community Government Elections Committee.

a. A vacant Community Elected Seat shall be filled according to the procedures for filling of vacancies a detailed in Appendices II and III or according to special election process in Appendix VI.

b. A vacant Faculty-Elected Faculty Seat shall be filled according to the procedures for filling of vacancies described in Appendix I

c. A vacant College Staff (Union and Non-Union) Seat shall be filled according to the procedures for filling vacancies detailed in Appendix IV.

APPENDIX I: Procedure for Nomination , Election, and Tabulation of votes for Faculty-Elected Faculty Representatives to Administrative Council

The Election process shall be timed so that the results are known by the end of April of even-numbered years. (previously: January)

A. Nomination

Immediately prior to the start of the nomination procedure outlined herein, the faculty secretary shall notify the faculty, through Faculty-Focus, that an election is pending. Faculty members who will be unable to serve shall confer with the Dean of Faculty. The Dean shall report in Faculty Focus the names of all faculty members who have withdrawn from the election. The secretary of the faculty shall then distribute to all faculty members eligible to vote, whether or not they are in residence, a nominating ballot, which shall list thereon the names of all faculty members eligible for election, excepting those persons who have withdrawn. The electors shall be asked to mark the names of three persons whom they wish to nominate for Administrative Council. The secretary of the faculty shall tabulate the nominating ballots, and the twelve faculty members receiving the most votes shall be nominated. In the event of a tie for the twelfth place,

the names of all those tied may be added.

B. Election

The secretary of the faculty shall prepare and submit to all faculty members eligible to vote a final ballot, listing the names of the nominees. The electors shall be asked to vote for as many nominees as possible in order of preference.

C. Tabulation

Allowing reasonable time for the return of ballots from voters not in residence, the secretary of the faculty shall tabulate the final ballots using the Hare single-transferable vote system of proportional representation:

1. Establish the quota needed for election:

$$\frac{\text{Number of ballots}}{\text{Number of seats} + 1}$$

or + 1 if the result is a whole number

2. Sort all ballots by first choice. Re-sort by second choice the ballots of the candidate receiving least number of votes. Continue the process until all three candidates have reached the quota.

3. Official results of all elections shall be reported in writing to the President of the College and the Community Manager(s), announced in The Record and recorded in the minutes of Administrative Council.

D. Vacancies

Prior to the start of the new term of office, the secretary of the faculty shall recount the ballots to determine the names of those candidates who would succeed to the seats of elected candidates should they fall vacant. Ballots of the three original winning candidates shall be marked to identify original groupings; then, in succession, the ballots of each winning candidate shall be combined with the ungrouped ballots and recounted, using the original quota, to determine the first, second, and third choice replacements for each of the elected candidates. The secretary shall then submit to the Council a report of the results. The Council, after examining the faculty duty schedules for the next two years, shall prepare a list of successors that will reflect voter preference. Thereafter, whenever a temporary vacancy shall occur, the highest successor on the list shall serve if available; the second successor shall serve if the first is not available or if a second temporary vacancy shall occur, etc. In the event of a permanent vacancy, the highest ranking successor shall be named to fill the seat permanently, etc. If the number of vacancies at any time should exhaust the list of successors, the secretary shall conduct a recount of ballots and a new list of successors shall be prepared; but in no case shall a candidate seated by Council in accordance with these procedures be unseated by a subsequent recount.

E. Preservation of Ballots

All faculty ballots shall be preserved for at least three years in order to be available for research at the discretion of the Faculty secretary upon completion of the term of office. *These*

ballots shall also be made available in the event that a member of the Faculty as defined herein wishes to contest an election. If a member wishes to contest an election, the Secretary of the Faculty along with the elected members of the Faculty Executive Committee (FEC), who are not currently serving on Administrative Council, shall recount the ballots and determine if the election was valid. (New language)

APPENDIX II: Procedure for Nomination , Election, and Tabulation of Votes for Community-Elected Faculty Representatives to Administrative Council

A. Nomination

Nominations for Community-Elected Faculty representatives shall be made no later than *fifth* (changed from 8th week) week of odd numbered years. The Community Government Elections Committee shall call for nominating petitions, to be filled out by nominees and posted. Twenty signatures of community members shall be required to place a nominee's name on the ballot. No community member may endorse more than one faculty nominee. Candidate's nominating petitions shall be posted at the polling stations seven days in advance of the balloting. This petition should also include a photograph of the candidate.

B. Election

In the winter and spring quarters of odd-numbered years the Community Government Elections Committee shall conduct a community election.

1. In winter quarter each year the Community Government Elections Committee shall conduct a community election no later than *sixth* (changed from 10th week) week of the quarter. In Spring quarter each year the Community Government Elections Committee shall conduct a community election no later than *third* (changed from 10th week) week of the quarter. Community members may vote in only one of the two quarters. Polls shall be set up in the Union, in Main Building and at least one other place as specified by the Community Government Elections Committee.

2. Voters shall be asked to vote for as many nominees as possible and to rank them in order of preference using #1 as the highest ranking.

3. If the number of candidates equals the number of seats, no election need be held and Elections Committee shall declare those candidates having filed by the deadline ad having been elected.

Or

3. *All ballots shall include the following: an explanation of the ranking procedure, a 'no candidate'option, and a 'write in candidate'option.*

4. *At the end of the Winter quarter election, the Elections Committee shall verify that the election is valid and seal all ballots. No ballots shall be tabulated until the Spring election is complete. (new sections added from the Comcil Elections Code)*

C. Tabulation

1. After polling is completed, ballots shall be tabulated by the Community Government Elections Committee according to the Hare single-transferable vote system of proportional repre-

sentation as explained in Appendix V.

2. Official results of all elections shall be reported in writing to the President of the College and the Community Manager(s), recorded in the Administrative Council minutes, and posted in The Record.

D. Vacancies

1. After tabulating the ballots, the Community Government Election Committee shall recount the ballots to determine the names of those candidates who would succeed to the seats of elected candidates should they fall vacant. The Committee shall then submit to Administrative Council a report of the results. The Council, after examining the faculty duty schedules for the next two years, shall prepare a list of successors that will reflect voter preference. Thereafter, whenever a temporary vacancy shall occur, the highest successor on the list shall serve if available; the second successor shall serve if the first is not available or if a second temporary vacancy occurs, etc. In the event of a permanent vacancy the highest ranking successor shall be named to fill the seat permanently, etc. In no case shall a candidate seated by Council in accordance with these procedures be unseated by a subsequent recount or special election.

2. *If the number of vacancies at any time should exhaust the list of successors, or if no alternates are available to serve, the Elections Committee shall conduct a Special Election as explained in Appendix VI to fill the vacant seat.* (New Section)

E. Preservation of Ballots

All community ballots and voter lists shall be preserved for at least three years in order to be available for research at the discretion of the Community Manager(s) upon completion of the candidates' terms in office. *These ballots shall also be made available in the event that a member of the Community as defined herein wishes to contest an election. If a member wishes to contest an election, the Elections Emergency Committee, as described in the Antioch College Legislative Code, shall recount the ballots and determine if the election was valid.* (New language)

APPENDIX III: Procedure for Nomination, Election, and Tabulation of Votes for Student Representatives to Administrative Council

A. Nomination

Nominations for student representatives shall be made no later *than fifth* (changed from 8th week) week of the winter quarter of each year. The Community Government Elections Committee shall call for nominating petitions, to be filled out by nominees and posted. Twenty signatures of community members shall be required to place a nominee's name on the ballot. No community member may endorse more than one faculty nominee. Candidate's nominating petitions shall be posted at the polling stations seven days in advance of the balloting. This petition should also include a photograph of the candidate.

B. Election

In the winter and spring quarters of each year the Community Government Elections Committee shall conduct a community election.

1. In winter quarter each year the Community Government Elections Committee shall conduct a community election no later than *sixth* (changed from 10th week) week of the quarter. In

Spring quarter each year the Community Government Elections Committee shall conduct a community election no later than *third* (changed from 10th week) week of the quarter. Community members may vote in only one of the two quarters. Polls shall be set up in the Union, in Main Building and at least one other place as specified by the Community Government Elections Committee.

2. Voters shall be asked to vote for as many nominees as possible and to rank them in order of preference using #1 as the highest ranking.

3. If the number of candidates equals the number of seats, no election need be held and Elections Committee shall declare those candidates having filed by the deadline ad having been elected.

Or

3. *All ballots shall include the following: an explanation of the ranking procedure, a no candidate'option, and a 'write in candidate' option.*

4. *At the end of the Winter quarter election, the Elections Committee shall verify that he election is valid and seal all ballots. No ballots shall be tabulated until the Spring election is complete.* (new section added from the Comcil Elections Code)

C. Tabulation

1. After polling is completed spring quarter, ballots shall be tabulated by the Community Government Elections Committee according to Hare single-transferable vote system of proportional representation as explained in Appendix IV.

2. Official results of all elections shall be reported in writing to the President of the College and the Community Manager(s), announced in The Record and recorded in Community Council minutes.

D. Vacancies

1. After tabulating the ballots, the Community Government Election Committee shall recount the ballots to determine the names of those candidates who would succeed to the seats of elected candidates should they fall vacant. The Committee shall then submit to Administrative Council a report of the results. The Council, after examining the faculty duty schedules for the next two years, shall prepare a list of successors that will reflect voter preference. Thereafter, whenever a temporary vacancy shall occur, the highest successor on the list shall serve if available; the second successor shall serve if the first is not available or if a second temporary vacancy occurs, etc. In the event of a permanent vacancy the highest ranking successor shall be named to fill the seat permanently, etc. In no case shall a candidate seated by Council in accordance with these procedures be unseated by a subsequent recount or special election.

2. *If the number of vacancies at any time should exhaust the list of successors, or if no alternates are available to serve, the Elections Committee shall conduct a Special Election as explained in Appendix VI to fill the vacant seat.*

E. Preservation of Ballots

All community ballots and voter lists shall be preserved for at least three years in order to be available for research at the discretion of the Community Manager(s) upon completion of the candidates' terms in office. These ballots shall also be made available in the event that a member of the

Community as defined herein wishes to contest an election. If a member wishes to contest an election, the Elections Emergency Committee, as described in the Antioch College Legislative Code, shall recount the ballots and determine if the election was valid.

APPENDIX IV: Procedures for Nomination, Election and Tabulation of Votes for College Staff (Union and Non-Union) Representatives to Administrative Council.

(New Section: process is based on the Faculty-Elected Faculty election process in Appendix I)

The Election process shall be timed so that the results are known by the end of April of each year.

A. Nomination

Immediately prior to the start of the nomination procedure outlined herein, the secretary of UE 767 shall notify the memberships of the United Electrical Radio and Machine Workers of America (UE 767), United Plant Guard Workers of America (UPGWA) and International Union of Operating Engineers as well as all non-union staff who are employed by Antioch College that there is an election pending. College Staff (Union and Non-Union) members who will be unable to serve or who do not wish to serve shall notify the secretary of UE 767. The secretary of the UE 767 shall then distribute to all College Staff (Union and Non-Union) members eligible to vote a nominating ballot, which shall list thereon the names of all College Staff (Union and Non-Union) members eligible for election, excepting those persons who have withdrawn. The electors shall be asked to mark the name of one person whom they wish to nominate for Administrative Council. The secretary of UE 767 shall tabulate the nominating ballots, and the three College Staff (Union and Non-Union) members receiving the most votes shall be nominated. In the event of a tie for third place, the names of all those tied may be added.

B. Election

The secretary of the UE 767 shall prepare and submit to all members of the United Electrical Radio and Machine Workers of America (UE 767), United Plant Guard Workers of America (UPGWA), International Union of Operating Engineers and non-unionized staff as defined herein who are employed by Antioch College, and who are eligible to vote, a final ballot, listing the names of the top three nominees. The electors shall be asked to vote for only one nominee.

C. Tabulation

Allowing reasonable time for the return of ballots, the secretary of the UE 767 shall tabulate the final ballots. A winner of the election shall be determined by a plurality of votes. The nominee with the highest number of votes will serve the term of office as the College Staff (Union and Non-Union) representative.

1. All votes shall be tabulated to determine the second and third runners-up.

2. Official results of all elections shall be reported in writing to the President of the College, the Community Manager(s), printed in The Record, and recorded in the minutes of Administrative Council.

D. Vacancies

In the event that the elected candidate is unable to serve, the second runner-up will serve as

the College Staff (Union and Non-Union) representative in her/his place. If the second runner-up is unable to serve, then the third runner-up shall serve.

1. In the event that a temporary vacancy occurs, the next runner-up available to serve shall fill the vacancy.

2. If a vacancy occurs and there is no successor who is available to serve, a special election shall be called. This election will follow the same procedures outlined in this appendix to determine a new representative.

E. Preservation of Ballots

The ballots from all College Staff (Union and Non-Union) elections to Adcil shall be preserved for at least three years in order to be available for research at the discretion of the UE 767 secretary upon completion of the term of office. These ballots shall also be made available in the event that a member of the United Electrical Radio and Machine Workers of America (UE 767), United Plant Guard Workers of America (UPGWA) , International Union of Operating Engineers and/or any non-unionized staff as defined herein wishes to contest an election. If a member wishes to contest an election, the elected officers of the UE 767, who are not currently serving on Administrative Council, shall recount the ballots and determine if the election was valid.

APPENDIX V: Tabulation of Votes under the Hare Single-Transferable Vote System and Procedures for Special Election

A. Personnel

1. Ballots shall be counted by not less than a quorum of the Community Government Elections Committee.

B. Sorting and Quota

Ballots shall be counted by the Hare Single- Transferable Vote System.

1. Ballots shall be distributed into piles according to first choice. All ballots which cannot be absolutely interpreted are void and shall be counted separately as "Exhausted." The number of ballots in each pile shall then be counted.

2. Establish the quota as follows:

$$\frac{\text{Number of good ballots}}{\text{Number of seats} + 1} = X$$

If X is a fraction, it shall be raised to the next whole number. If X is a whole number, the quota is established by adding 1. Exhausted ballots shall not be included in the number of ballots for purposes of computing the quota. Candidates who reach the quota shall be declared elected.

3. If any candidate's ballots exceed the quota, the number of ballots in excess of the quota shall be drawn from their pile at random and redistributed according to second choice votes. If more than one candidate has passed the quota, the ballots of the candidate with the most votes shall be redistributed first.

4. The ballots of the candidates receiving the least number of votes shall then be redistributed according to second choice. If the second choice has already been elected or eliminated, pro-

ceed to the next valid choice on the ballot. When all choices have been eliminated, the ballot is declared exhausted. If two candidates tie at the lowest number of ballots, the Elections Committee shall determine how many of each pile would have gone to the other candidate and eliminate the candidate who would have received the fewest ballots from the other.

5. Steps #3 and #4 shall be repeated in that order until all candidates are either elected or eliminated.

6. The ballots shall be marked as to original grouping, including an X for those in the exhausted pile.

APPENDIX VI: Appointments of Alternate Representatives and Procedures for Special Elections for Community-Elected Faculty and Students.

(New Section: added to clarify the Special Elections process)

A. Appointments of Alternate Representatives

1. In the event of the resignation of an Adcil member, the first runner-up from the quarter's election will take the vacant seat.

2. In case of a vacancy, an alternate shall be chosen from the pool determined during the previous election.

B. Special Elections

1. When the list of alternates has been exhausted or no alternates are available to serve, Community Government Elections Committee shall conduct a Special Election under the procedures outlined in Appendix V.

2. Special Elections for student seats shall be held no later than third week of the quarter for which they are valid.

3. Special Elections for Community-Elected Faculty shall be held during Spring Quarter. An appointment by special election shall be for one year. Two special elections shall be held to fill the two year term of a regularly elected Community-Elected Faculty representative.

C. Term of office for Representatives seated by Special Election.

1. The term of office of a Community-Elected Faculty member shall be one year and should begin the Fall quarter following their election.

2. Students seated under Special Election shall serve only for the duration of the quarter in which they were elected.

Introduction to the Faculty Senate by Ann Filemyr

approved by Faculty members April 19th, 2005

The 2004-2005 elected Faculty Executive Committee (FEC members last year were: Ben Grossberg, David Kammler, Erin Davis, Judith Schimpf, me as Dean ex-officio member, and Pat Mische as faculty chair). They held a number of faculty meetings to discuss faculty governance at the college. The primary concern was whether or not the faculty governance structure could be improved so faculty felt they had more power and control over matters affecting their work lives. They wanted a governance structure in which they felt empowered. This emerged as a topic during the annual Faculty retreat held each year before school begins. FEC organized dinner meetings in the homes of individual faculty members to create a closer sense of colleagues across the faculty as a whole. They guided a number of discussions about the future as well as trying to understand the past and current faculty governance structure. They organized a forum on this topic on Community Day in March open to the entire community. It was discussed by some ComCil members with FEC members. Drafts were circulated among the faculty for feedback. The result for this year of work was a proposal for a new faculty governance structure. The faculty voted on it during their final meeting of Spring term on April 18.

The final vote was:

Yes 27

No 14

Abstain 4

In my opinion, it is not terribly different from the current structure.

Here is my overview: The former FEC will become the Faculty Steering Committee

The old APC will become the Curriculum Committee. The newest aspect is to add a Faculty Personnel Committee with oversight to faculty staffing and hiring. AdCil used to have this oversight in concert with the former APC. Students are members of these committees and their subcommittees except for the Steering Committee (students are not members of the current FEC either). Whether the faculty will feel more empowered by this structure is unclear. What is clear is that the faculty are seeking changes in an effort to reorganize themselves more effectively. I hope students will become more involved, especially in the Curriculum Committee. I have served on APC off and on for over a decade and only three times in that period were students actively engaged with faculty in this important work. APC (Academic Program Committee) now to be the Curriculum Committee makes major decisions on courses, curricu-

lum content, curriculum direction. If students care about these things, please join the faculty in their work. This new structure will begin Fall 2005.

The Faculty Senate at Antioch College

With humility, the Faculty Executive Committee submits the following proposal for a new Antioch College faculty organization and structure. In the process of assembling this document, we have done our best to hear you, the faculty—to be alive to the collective will and to incorporate your feedback. We have actively worked to avoid imposing an agenda regarding governance. In fact, this is a proposal that reflects the ideal vision of no single member of FEC.

We understand that this proposal will not answer all questions, meet all contingencies. It is not intended to answer all questions. We believe that the proposed structure can evolve and grow into existing Antioch College structures. The history of AdCil (or any other government) provides ample precedent that such bodies are not fixed entities. We believe that a Faculty Senate would evolve to answer questions and meet contingencies as they arise.

Lastly, to speak to anxieties that may attend implementing the new structure, we propose the following time-table, which includes a sunset clause.

Action Item (a single vote):

We, the faculty of Antioch College, charge that **during the 2005/2006 academic year**, FEC take on the role of the Steering Committee, with the primary task of transitioning the current faculty organization and structure into a functioning Faculty Senate, as outlined in the following pages. We charge that the 2005/2006 academic year be one in which new structures are put in place, a year during which questions arise and are brought to the faculty for further discussion and refinement.

We, the faculty of Antioch College, charge that **during the 2006/2007 academic year**, we experience a fully functional Faculty Senate and that we observe the successes and failures of that structure.

We, the faculty of Antioch College, charge that **during fall of 2007**, the existing Steering Committee undertake a review of the Faculty Senate and submit a report to the faculty by the end of term. We charge that a built-in “sunset clause” require the collective faculty actively to choose whether to continue with the Faculty Senate structure, to further amend that structure, or to take whatever other action is necessary in order to enact a more effective faculty organization and structure.

End of Action Item.

Addendum:

- 1) Rationale for a Faculty Senate
- 2) Preliminary Notes
- 3) Explanation of the three major committees:
 - Steering Committee
 - Personnel Committee

Curriculum Committee

Rationale: The Faculty Senate

1) A Renewed Antioch requires new faculty structures.

Antioch College is currently undergoing fundamental change that dramatically impacts faculty: the curriculum is being transformed, classroom and co-op delivery systems are being altered, and our departmental structure is being closely examined. These changes require updated and transformed faculty structures. Many of our current organizational structures are predicated on the eight interdisciplinary majors: APC is constituted by the chairs of those majors; FEC is built on representatives elected from those majors. *Since we will no longer have the eight interdisciplinary majors, we need to build new organizational structures around the learning community curriculum we will have.*

The Faculty Senate outlined below is designed to integrate more closely with the new curriculum. For example, the new Curriculum Committee is constituted by positions taken from the new curriculum. And given the lack of clarity about the number of Antioch faculty in the renewal plan and how the faculty may be constituted in the future, it is imperative that we maximize faculty oversight over future hiring. A last example: the chair-directed FEC is being transformed into a collectively-governed Steering Committee, reflecting the ethos of collaboration which informs learning communities.

2) The Faculty Senate proposal will serve to empower the faculty as a collective, decision-making body.

This proposal seeks to restore to faculty oversight to those matters that either most draw upon their expertise (the curriculum) or those that most directly effect their lives (faculty personnel issues). There is a collective sense of progressive disempowerment among the faculty with regard to these two issues. Many faculty perceive the history of AdCil as one of decreasing faculty influence evidenced by diminishment of faculty as a percentage of AdCil membership. *The proposed changes in faculty governance seek merely to reassert faculty's right to oversee those matters that have historically been under faculty purview.*

The new governance structure will address faculty disempowerment with regard to curriculum by moving curriculum oversight to The Curriculum Committee of the Faculty Senate. The Curriculum Committee expands faculty control over the curriculum by separating out the Dean's Council from the Committee. This separation leaves curriculum design decisions more fully under control of the faculty. This separation also detaches governance and administrative duties, thereby reasserting the administrations' accountability in implementing and administering curricular decisions. Unlike the current structure (APC), all but two of the voting members on the new Curriculum Committee will be faculty. (The other two members will be the Dean of Faculty and an Antioch College student.) The Curriculum Committee empowers faculty without cutting off community input, as students and staff will continue to serve on subcommittees, just as they do now.

The new governance structure will address faculty disempowerment with regard to faculty personnel issues by moving faculty personnel oversight to the Personnel Committee of the Faculty Senate. Contract renewal, tenure and promotion decisions will remain within the purview of the faculty, the Dean of Faculty and the President. The Personnel Committee will also provide faculty with a direct vehicle with which to recognize and address issues relevant

to faculty working conditions, such as salary and benefits, and managing our working hours.

3) The Faculty Senate proposal will continue and enhance Shared Governance

The Faculty Senate proposal will continue shared governance at Antioch College as it is not intended to address areas of campus-wide concern apart from faculty matters. The faculty as a whole believes that shared governance is important; thus, this proposal leaves matters of college-wide Governance under control of AdCil and ComCil, committees with community-wide representation.

In fact, the Faculty Senate proposal will enhance the values of Shared Governance. Under this proposal, The Steering Committee (with the approval of these governance bodies) will provide a liaison between the Faculty Senate structure and both ComCil and AdCil. There is currently no direct liaison between the Faculty as a body (FEC) and ComCil. *This direct communication, also enhanced by the role of the Dean of Faculty who will sit with both AdCil and the Faculty Senate, will facilitate greater communication and therefore coordination between the college organizational bodies.*

4) The Faculty Senate will Strengthen AdCil

AdCil and other shared governance bodies will continue to occupy a central place in Antioch's educational scheme. *While this proposal moves oversight of matters of curriculum and faculty life from AdCil to the Faculty Senate, it does not contain changes to any other aspects of AdCil. AdCil will still have considerable work to do: after all, it remains the advisory body to the President of the College; addresses major issues of campus policy such as SOPP and RDPP; supervises major committees such as the Budget Committee; and oversees important processes such as the recent evaluation of the Dean of Students' office. The Faculty Senate will make AdCil a stronger body by freeing up time for AdCil to focus on matters of shared governance which concern the entire campus. Additionally one member of the Steering Committee will be a standing member of AdCil.*

Preliminary Notes:

1) Definition: The Faculty Senate

The Faculty Senate model is a new organization of the faculty, which puts all matters of faculty life and curriculum directly under control of this body. The Faculty Senate will meet regularly and include reports, deliberation and decision-making, in much the same manner that faculty meetings do now; but this structure will represent the faculty as a self-determining body. Meetings of the Faculty Senate will also involve content not currently part of faculty meeting. For example, meetings of the Faculty Senate will likely be a reporting station for the work of its three major committees (the Steering, Curriculum, and Personnel Committees).

2) Staffing of the Major Committees

A faculty member may serve on only one of the three major committees (Steering, Curriculum, Personnel) at one time. In order to ensure the widest possible representation and participation, faculty members may not serve back-to-back terms on a single major committee (Steering, Personnel or Curriculum). This rule will create a rotational system of governance, promoting widespread participation among the faculty and a more equitable distribution of

the faculty workload.

The Steering Committee

Along with additional responsibilities, the Steering Committee will encompass the functions of the currently-existing FEC. The Steering Committee will coordinate the agenda of the Faculty Senate, organize Faculty Senate meetings and retreats, respond to the needs of the faculty as a whole, and bring action items to the faculty for discussion and vote. The Steering Committee will also facilitate communication between the Faculty Senate, the other two major committees (Personnel and Curriculum Committees), and the two campus-wide governance councils (ComCil and AdCil). Additionally, the Steering Committee will facilitate the reporting of major committee and sub-committee work to the entire faculty, as necessary.

The Steering Committee will consist of five faculty members and the Dean of Faculty (as a non-chairing member). The faculty members will be elected as follows: one elected from and by each primary faculty area (this could be the CCC/CCU structure or a more traditional 4 general discipline structure—whatever structure the faculty ultimately decides upon); one elected from and by co-op; and additional faculty members elected “at-large” (elected directly from the faculty), as necessary, in order to constitute a six-member body. The members of the Steering Committee will be elected in staggered two-year terms, in order to provide continuity.

The Steering Committee will have a collective leadership, rather than a formal Faculty Chair or a Chair of the Steering Committee. The five members of the Steering Committee will select a “Facilitator” for meetings of the Faculty Senate and for Steering Committee meetings. The organization of decision-making within the steering committee should be one that seeks consensus. However when consensus is not possible, the facilitator should attempt to discern the will of the group, and when the will is unclear or contested, final decisions should be determined by majority vote.

One member of the Steering Committee will also serve on AdCil as the Faculty Senate Representative, and a second member of the Steering Committee will also serve on ComCil as the Faculty Senate Representative. Naturally, these additional duties must be instituted in consultation with and with the consent of the relevant governing bodies.

The distribution of these and additional Steering Committee duties will be decided by Steering Committee members. Given the commitment involved, membership on the Steering Committee and either AdCil or ComCil ought to constitute a particular faculty member’s entire committee load for the given years.

This proposal is not intended to change the role of the Dean of Faculty as an advocate of the faculty and as a mediator between the president’s office and the Faculty. We recognize the tension the Dean of Faculty faces as accountable to the Board, the President, and the Faculty. In order to maintain a balance of power and to encourage the advocacy of the Dean of Faculty, the Dean is an active (although non-facilitating) member of the Steering Committee. In addition, the Steering Committee is charged with initiating and overseeing a triennial 360 review and reappointment of the Dean of Faculty in collaboration with the President’s Office.

With the exception of the three major Committees, the Dean of Faculty will appoint members of the subcommittees as now.

The Personnel Committee

The Personnel Committee will encompass the faculty personnel related duties that AdCil presently manages and will also appoint personnel to, and review the work of, faculty personnel related subcommittees. Students will be appointed to these subcommittees, but only tenured faculty and the Dean of Faculty will serve on the Personnel Committee in order to ensure faculty oversight of faculty life.

Currently, faculty personnel issues come before AdCil, which is chaired by the President. Under the revised proposal, faculty personal issues will come before a committee (The Personnel Committee) chaired by the Dean of Faculty, because, as the Chief Academic Officer, the Dean of Faculty has direct responsibility for the academic program of the college. The President, of course, retains final veto power as the Dean of Faculty serves at the pleasure of the President.

The Personnel Committee will oversee all cases of faculty tenure and review. But in the case of tenure review, we propose an exception: that the President be invited to sit with the Personnel Committee in order to review the recommendations of FPRC. The inclusion of the President is intended to enable him/her more effectively to bring tenure proposals before the Board.

Membership

- *Dean of Faculty, Chair

- *3 tenured faculty representatives, each elected from a primary faculty area (CCCs or whatever groupings we choose)

Community Government

OFFICES & SERVICES

Community Government Offices

2nd Floor, Union. PBX 1050

The CG office is located on the second floor of the Union Building. Office hours are posted. The office is open to all Community Members, who are encouraged to use the office resources and services.

In the office you can:

- Sign out the CG Van
- Plan/Propose an Event
- Get forms and applications for AdCil, ComCil, GreenCil, and others
- Access area phone books
- Post today board announcements
- Rent the community video camera or Polaroid camera
- Pick up safer sex supplies
- Make copies or phone calls for your IG (not for personal use)
- Add an item to the ComCil Community Meeting
- Join a committee
- Hang out with the CMs
- Find answers to just about any question you have

CG Card

Your CG card is your campus ID for the year. It must be shown for admittance to all CG events. The card is also used to track your meal plan. Every time you eat at the Caf with a 7 or 19-meal plan, your card will be swiped at the door and one meal will be deducted from your allotment.

Your CG card is effectively your student ID and can get you discounts at some area theaters (NOT the Little Art in town). You cannot buy alcohol with this ID card, no matter how old you are.

You will receive a CG card during fall orientation. Keep this card; it will be reauthorized every term. If you lose your CG card, you can get a replacement at the Caf. There is a \$15 replacement fee for lost cards. It's a wise idea to keep this card with you at all times, even while on Co-op, because you never know when you'll need it.

Community Meetings

Community Meetings are held on Tuesdays in McGregor 113 at 3 p.m. (4 p.m. during the summer). Free ice cream and fruit are served. This is a time for the Community to get together to hear important announcements, make proposals, share ideas, and discuss important community issues. To add an item to the Community Meeting agenda, contact the CMs. Everyone is encouraged to attend.

Community Van

Antioch College has vans that can be used for various purposes. To use the CG vehicle, you must be a certified driver, sign up on the van calendar, and sign out the keys through the CG Office Manager. You will be asked to leave your CG card or other "vital" form of ID in exchange for the keys. Priorities for the van are CG business, independent group use, or general community use. Groups using the vans must provide a list of all passengers before receiving the keys.

The van must be returned with a full gas tank. Anyone returning the van without filling the tank will be charged \$15 plus the cost of filling. Returning the van on time is the responsibility of the driver. CG has the right to fine anyone who does not return the keys on time. Fines are \$10 for the first four hours, \$25 within 12 hours and \$50 for more than 12 hours.

Fishbowl

The lounge outside the Caf and the Bookstore is a great place to hang out, or have performances and other social functions. Please keep it clean.

Keys

Anyone needing keys that are related to CG—such as keys to the musicians' practice rooms or independent groups' office spaces—should see the CG Office Manager. To receive the keys, fill out a key contract. If the keys are not returned, you will be charged \$15 for each key and \$25 to replace the lock.

Pennell House

Pennell House, next to Birch, is a space open to all Community members. It is a quiet, non-smoking space. It is designated "no preference." This means that the use of the space is

decided by the group using it at the time, as long as it does not effect others using the space. This means that you may drink in a room as long as you do not disturb someone trying to study in the next.

A student Resident, chosen by Community Government, lives on the first floor and is charged with basic house upkeep and programming. Pennell House is currently home to Freecycle (Antioch's new and largest free box), the Alternative Library and the Community Silk Screen Room.

Pool Room/Smokers' Lounge

The Pool Room/Smokers' Lounge is located across from the Dance Space on the 2nd floor of the Union. It has a pool table and equipment, and has posted open hours when it is staffed by FWSP or CRS students. This is also where you can check out equipment to play ping-pong, air hockey, or foosball in the Dance Space.

Ride Share

Ride Share is a service on campus where students with vehicles will drive other students to airports or train stations. CG holds a list of ride share members which is also located on Firstclass email under the icon Community Forum. The rate is roughly 26 cents a mile but some destinations have a fixed cost. Dayton Airport or Bus Station \$22 Springfield Bus Station \$15 Columbus Airport \$45 Cincinnati Airport \$55.

Video Camera

CG owns a Digital 8 video camera that can be rented for \$10 every 24 hours. Renters must sign a release form that holds them accountable for damage to or loss of the equipment. If the camera is returned late, the renter will be charged an extra \$5 per day, plus the regular

\$10 renting fee. The camera sign-up sheet will be available in the CG office.

Community Managers

Maybe there's no greater CG resource than your friendly, helpful Community Managers. The CG office is staffed by the Community Manager, Budget Manager, Events Manager, Office Manager, and Diversity Coordinator. (See full job descriptions in the Legislative Code.) The CG staff is available to help you accomplish your community-related goals. The CG office is located on the second floor of the Union- stop on by!

Other CG Resources

CG has other resources available for Community use. Some of these are spaces available in the Union Building. They are:

- The Community Darkroom for black and white photo developing and printing
- The C-Shop, downstairs in the Union: pizza bagels and cable TV.
- A tape-to-tape VHS editing system
- Anti-net internet radio
- The Dance Space, for dances, performances or concerts
- Independent Group and Community mural spaces
- Graffiti spaces

Please feel free to drop by the CG office to investigate any of these services and resources. CG is here for you.

Community Accessible Funds

The following budget lines are accessible by Community members. For current line amounts, check with the CG Budget Manager or attend Community Meeting.

- **Community Owned Funds** can be used for things valuable to the Community such as buying paint for mural projects, group publications, equipment for community use, etc.
- **Diversity Funds** support educational and cultural events dealing with aspects of race, gender, class, sexual orientation, and international diversity.
- **Events Funds** are used for events that Community members sponsor, such as bands, singers, poets, comedians, IG gatherings and other social events.
- **Conference Funds** are available to offset the cost of travel by Community members to and from conferences. Groups who use these funds are responsible for bringing information back to the Community. Groups must also do a Community presentation upon their return.

CG Events & Procedures

How to make an events proposal

To access funds from CG (the lines being Events, Diversity, Community Owned Funds, and Conference Funds), you must follow this process:

- Obtain a Community Funds Request form from Community Government and complete as much as possible. If you have questions about which budget lines are appropriate for your proposal, see the CMs or a member of the Community Activities Board.
- Make a copy of the proposal for your reference.
- Announce the proposal in Community Meeting (Tuesdays at 3 p.m. in McGregor 113) and answer any immediate questions about your proposal. Your announcement should include the amount you are requesting, which funds you are requesting money from, and the approximate date and time of the event.
- Turn in the completed form to the CG Events Manager. The form is due by noon on Wednesday.
- Attend the Community Activities Board meeting (Wednesdays at 4 p.m. in the Main Building Conference Room) to answer any further questions from the Board and Community members. You must be present to have your proposal heard.

The committee will meet and may:

- Approve the proposal as submitted
- Approve the proposal with revisions
- Deny the proposal altogether
- Table the decision

You will be notified of CAB's decision by no later than Friday.

If the proposal is approved, you will then need to discuss with the Events Manager and Budget Manager how to receive funds.

If a proposal is tabled, it will be heard again the next week.

Semi-regular events

Movies, films and videos are often shown in Kelly Hall. CG provides an AIMAC coordinator. There is a VCR and DVD player. Kelly Hall also has film projectors. If a group or person wants to schedule a special screening, arrangements can be made through the AIMAC coordinator. The coordinator facilitates the screening of movies and videos in Kelly Hall.

Dances are frequently held in the Dance Space on the second floor of the Union Building. They usually go from 10 p.m. to 2 a.m. DJs are mostly students, and interested people can sign up in CG. There are two regularly scheduled dances every term: DIV, an end of the term dance thrown by CG; and Genderfuck, organized through the Queer Center.

Because Antioch takes a proactive position discouraging alcohol abuse, many dances and social events will be alcohol free, but alcohol may be served at some events to members of the community who can show that they are 21 or older. Glass containers are not allowed in the Dance Space. Smoking is not permitted in the Dance Space, but is allowed in the Smoker's Lounge right across the hall.

Events and Visitors

Visitor passes are required at all events that are not open to the public. Please refer to the Visitor Policy in the Legislative Code.



The C-Shop pbx 1056 (**First floor of the Union Building**)

The C-Shop is the campus coffee shop. It is located in the first floor of the Union Building. The C-Shop is managed by a co-op student employed by Community Government, and is staffed by FWSP students. The C-Shop co-op is open to non-FWSP students. All profits return to the C-Shop for operation and supplies.

The C-Shop is a good place to hang out, meet friends, and study.

Hours and menu varies by term but often the C-Shop is open early in the morning and late into the evening. Bagels and coffee are frequent fare. Group meetings, classes, poetry readings, open mic nights, and forums are held there. Students also gather there to watch popular television shows.

The Antioch Record

Basement of Main Building, PBX 1051

What is The Record?

The Record is Antioch's student run newspaper and is the only official Community newspaper. The editorship changes every term and can range from a single editor to a collective process. The editorship usually includes two editors or an editor and layout coordinator. Over its 50-year history, The Record has been printed on a daily, weekly, or biweekly schedule. It is an integral part of the Antioch communications network.

The Record's Mission Statement:

1. To serve the information needs of the community in a continuous fashion;
2. To provide all members of the community with access to their newspaper;
3. To serve as a reliable instrument for recording the College's history;
4. To serve as an instrument for education in civic and journalistic responsibility

The *Record* is an autonomous entity from the special interests of the administration, faculty, Community Government and the Antioch clerical and maintenance staff union (UE 767).

Record editors are interviewed and hired by the *Record* Advisory Board (RAB). Editorships are term-long, full-time, on-campus co-op jobs. Students can also apply to edit the Record on a term-long, full-time basis up to a year after their graduation.

Getting The Record

The *Record* is distributed around campus and is free of charge. Copies are usually found outside the Caf, in the Library, near the Switchboard in Main Hall, in the Mailroom, and various other locales. Back issues are also available via the web at www.antioch-college.edu/community/record/home_page/home.html.

To subscribe to The *Record*, mail or hand-deliver a check to The *Record* office. Please include mailing address. Subscriptions are \$14 per term. The Record office is located in the basement of Main Building, 795 Livermore Street, Yellow Springs, OH 45387, PBX 1051.

Working for The Record:

Every term *Record* editors hire writers, photographers, layout assistants, artists, copy editors, advertising managers, office managers and more. Most positions are CRS and/or FWSP eligible, although you do not have to be hired as a FWSP worker to contribute to the newspaper. Editors and experienced staff are able to help inexperienced staff members learn necessary skills. Look for open positions on the FWSP job board in Weston Hall or go to The Record office.

If you are interested in editing The *Record*, contact the current editors, the Co-op office, the chair of RAB, or CG for directions and an application. No previous work for The *Record* is required, however applicants are encouraged to familiarize themselves with layout procedures and current operations of The Record to provide continuity.

The Union of Independent Groups (UIG's)

Any Community member can start or restart an Independent Group at Antioch. Some groups exist intermittently or for only one term. Others have developed a permanent presence on campus. If you have an idea for an IG, come to the Diversity Coordinator's office. The Diversity Advocate can help you with organizing, events, fund-raising, publicity, and brainstorming. Following are the mission statements for the permanently established independent Groups. The union of independent groups is made of the coordinators of each individual IG as well as the Diversity Advocate.

Each IG is coordinated by a FWSP and/or CRS student, or other community member. Coordinators are decided by existing members of each IG. To become a coordinator, speak to CG.

Spaces for each IG are determined by the Community Manager, in conjunction with ComCil. To seek permanent space for an Independent Group, speak to the Community Manager or Diversity Advocate.

Antioch Environmental Group Second Floor of the Union Building,

The Antioch Environmental Group is an IG that works to address environmental issues both on and off campus. Our goal is to see Antioch's progressive ideas concerning the environment moved to fruition through education and practical changes. AEG works closely with GreenCil, the council that oversees campus greening on an administrative level, along with the Organic Garden. AEG also works to align with Antioch's radical vision that links environmental degradation with racism, classism and sexism, and many of our activities compile social along with environmental concerns.

A major component of AEG is spreading this vision outside of Antioch to the rest of the world. There have been several instances where AEG members have led campaigns against environmental hazards in the Yellow Springs Community, surrounding cities and even statewide. Many of the ideas, strategies and organizing tactics born out of AEG travel with students while they are on co-op and after they graduate. The other component of AEG is the commitment to campus greening. AEG will often hold campus wide events to educate the community on environmental responsibility, and work with the administration to make our living space as sustainable as possible.

BAMN Second Floor of the Union Building

Purpose: BAMN's purpose is to establish a stable union of students, staff and faculty that represent a part of the African Diaspora: Creating a Union that enhances cultural awareness, political awareness, social events, educational opportunities, and provides support for the Antioch community.

BAMN stresses and works toward student involvement in campus issues, current world issues focused around African peoples, coordinating activities that promote cultural awareness, providing assistance to our development in dealing with social, cultural, and educational goals at Antioch College.

BAMN is an organization that recognizes and affirms our culture, supporting us as a family. As a Black Independent Group, BAMN is to govern over matters pertaining to college life of its members, to develop a spirit of unity, to generate a sense of responsibility toward its members and the college. BAMN has been established to assist in the further understanding of the changing perspectives of the Black student at Antioch, which can only be realized through the efforts of an organized group of members dedicated to these purposes.

Queer Center Second Floor of the Union Building

Due to the fact that each individual's perception of themselves and/or society varies, the Queer Center recognizes the right of each individual to define, classify, or label themselves according to their own beliefs and experiences. Accordingly, the Center is open to self-defined lesbians, gay men, bisexual, transgendered, and queer people.

Among the many objectives of the Queer Center, its primary purpose is to provide a support group and network for the lesbian, gay, bisexual, transgendered, and queer population at Antioch. The Center's meeting times vary each term because they are established by the membership through consensus at the first meeting of each term.

As our membership is diverse in culture, color, religions and abilities, the Queer Center recognizes that the struggle for equal rights and access does not apply only to lesbians, gay men, bisexual, transgendered, and queer people. Therefore, the Center is eager to form coalitions with members of the Community and/or other Independent Groups, with the understanding that our primary focus is the queer community.

We understand that one of the ways in which prejudice is eradicated is through education, thus the Center frequently offers various types of community outreach. In the past, some of these have included the sponsoring of speakers, films, poets, art shows, and workshops. The Center usually has open hours in which members of the Community may come to chat or review the various books, periodicals, and other resource material available to all Community members.

Jew Crew Second Floor of the Union Building

The Jew Crew was formed with the following mission: "to provide a safe space for self-identifying Jewish students and those of Jewish heritage to discuss issues of importance to ourselves, and to educate ourselves and others." In order to follow and expand on that mission, we hope to create a permanent set of resources and supplies – books, magazines, and even artwork which is informative about Jewish culture and religion. We also have events and holiday celebrations.

Third World Alliance (TWA) Second Floor of the Union Building

In the interest of organizing and serving the racially oppressed students of Antioch College, the Third World Alliance has been established by and for those students. This is an alliance of both individual students and Third World faculty as advisors. The Alliance is open to the merited formation of coalitions with other campus groups over specified issues.

Recognizing that Third World people have been forced to form the lowest strata of the American working class and have continually been the victims of colonialism, neocolonialism and imperialism nationally; it is clear, as it has been made clear throughout our history at Antioch, that if the needs of Third World students are to be met, only our organized and committed struggle will accomplish this. We also recognize, in the spirit of internationalism, the tremendous victories that Third World people have won and have been winning throughout the world against oppression. We are therefore confident that a truly unified and principled Third World organization can be successful here.

The Third World Alliance sees as its primary objective the unification and organization of all Third World students in order to ensure that the college institutes those academic programs which the Third World student body deems necessary, to maintain sufficient financial aid awards, and to continue the recruitment and admission of Third World people to Antioch. Second, in the absence of necessary academic programs, the Alliance also functions to disseminate needed academic tutoring, counseling, and information to Third World students.

Finally, the Alliance sees a further function in the provision of cultural activities and political education for Third World students, so that we can define ourselves as Third World culturally, and that we might better understand the political implications of our existence and the origins of our economic and social relations which gave rise to our present situation. The heightened political awareness engendered by these functions will insure the Alliance a greater unity in action and clarity in purpose. In addition, this will insure the thoughtful use of the abilities and knowledge we gain at Antioch in the struggles against oppression and exploitation in our communities, nationally and internationally.

Unidad Second floor of the Union Building

"We cannot seek achievement for ourselves and forget about progress and prosperity for our community...Our ambitions must be broad enough to include the aspirations and needs of others, for their sakes and for our own."

—Cesar Chavez

"Above all, my determination is triggered by my culture."

—Melissa Ortega

"Every moment is an organizing opportunity, every person a potential activist, every minute a chance to change the world."

— Dolores Huerta

Established in 1993, Unidad is the campus organization for empowerment of Latino and Native American students. We wish to serve students, faculty and staff, but also the larger, surrounding Indigenous and Latino communities of Ohio. We're involved with efforts including but not limited to immigrants' rights, education, housing, restoration, and reclamation issues.

As the voice of the Latino and Indigenous community at Antioch, we feel a responsibility to serve the needs of students as an intermediary between their needs and campus administration. To this end, we hold weekly meetings, organize social, political, and educational events as well as provide a welcoming environment for Latino and Native American students.

Women's Center Second Floor of the Union

The Women's Center is a resource center for women; its goal is to provide support, assistance, and opportunities for sisterhood to women at Antioch.

Various workshops, activities, and cultural events are organized by the Center. They cover a wide range of topics and issues that concern women such as women's health, birth control, feminist theory and analysis, women in science, women's spirituality, mother/daughter relationships, sexual harassment, body image, eating disorders, and women's sexuality.

Each term, the makeup of the women—those coordinating and those present—creates a different feel and energy in the space and in the activities that empower and strengthen the women who attend.

"Womenspace," the office of the Women's Center, is located next to the CG office on the second floor of the Union Building. This is a quiet place for women to meet, talk, read, study, paint, or be safe. It contains a library with a tremendous variety of books and periodicals, files on women's resources like health care facilities, artwork, and soft couches and chairs.

Womenspace is for women. At the beginning of each term, if felt necessary, the women of the campus decide if and when open hours for the larger community are established.

Community Centers

ALTERNATIVE LIBRARY

located on the first floor in Pennell House

AIMAC (Antioch Independent Media Arts Collective)

located on the second floor on the Union

COMMUNITY BIKESHOP

located in the basement of Mills Residence hall

Bikes on campus that have "community bike" written on it is from the bikeshop for community use. If a community bike is unattended, it is open for any community member to use.

Community Bikes are not to be taken off-campus!

COMMUNITY DARKROOM,

located on the second floor of the Union

FREECYCLE

located on the second floor of Pennell House

this is where you should take any unwanted personal possessions, that someone else might want or be able to use. You can also look for stuff that you are wanting.

please do not drop off dirty stinky clothes or things that should be thrown away.

SILKSCREEN ROOM

located in the basement of Pennell House

Display all types of art and messages on clothes, fabric, and paper in the silkscreen room. This is a really fun place with lots to look at.



Community Centers are open to all members of the community. Each term CG hires coordinators for all Community Centers. If you are FWSP, IWS, or you would like to volunteer as a coordinator, stop by CG at the beging on any term and sign up for an interview for the center you are interested in coordinating.

CG Budget 05-06

CG BUDGET approved by ComCil Spring 2005 FOR FY05-06

Option E	FY04-05	Employment Expenses	Option E	FY04-05
Admin	-\$86,529.00	-\$48,359.91		
Record	\$31,928.00	\$19,763.00	Dollar Cost	\$95,951.79
Activities	\$40,000.00	\$21,000.00	% of revenue*	49% 59%
C-Shop	\$11,601.00	\$7,596.91	*CG Fee Revenue only	
TOTAL	-\$3,000.00	\$0.00		

	Recommended	
Option E	FY04-05	Item
Admin	-\$196,000.00	-\$217,000.00 CG Fees; based on 90 entering students, with fee increase
Admin	\$59,282.50	\$111,099.94 CG Officer Pay and Medical
Admin	\$3,493.29	\$0.00 FICA, Unemployment, Workers Comp. (FY05 is 0 because it is in prior line)
Admin	\$0.00	\$1,476.00 Equipment over \$1,000
Admin	\$0.00	-\$5.00 Gifts
Admin	\$0.00	-\$8.10 Other Income
Admin	\$0.00	\$5,000.00 Repayment to College Operating Budget
Admin	\$1,200.00	\$800.00 Travel to BoT Meetings
Admin	\$4,500.00	\$4,500.00 Food for cg meal tickets, community meeting, community day, etc.)
Admin	\$1,000.00	\$900.00 Professional Development
Admin	\$6,000.00	\$2,400.00 General Events: AACW fest, recognition ceremonies, routinely funded events
Admin	\$1,400.00	\$1,300.00 Office Supplies
Admin	\$2,200.00	\$2,600.00 Duplicating Supplies
Admin	\$1,500.00	\$0.00 Equipment under \$1,000
Admin	\$2,800.00	\$2,563.75 General Supplies: ID Braclets, safer sex supplies, etc.)
Admin	\$900.00	\$1,000.00 Antioch Review
Admin	\$3,000.00	\$2,905.00 Printing of Survival Guides
Admin	\$1,000.00	\$0.00 Printing of Livermore Street
Admin	\$100.00	\$150.00 Postage
Admin	\$2,800.00	\$2,500.00 Phone, Fax, and Emergency Pager
Admin	\$500.00	\$700.00 Maintenance Contracts and Repairs
Admin	\$1,500.00	\$2,500.00 Vehicle Operation
Admin	\$4,295.21	\$26,258.50 Misc costs (and FY04-05 "Budget Cushion")
Admin	\$12,000.00	\$0.00 Contingency Fund

Option E (cont.) FY04-05 (cont.)

Record	\$20,878.00	\$13,013.00	Record Editors Pay
Record	\$9,500.00	\$6,000.00	Record Printing
Record	\$500.00	-\$500.00	Ad Sales and Donations
Record	-\$300.00	\$300.00	Gas to pick up the record
Record	\$300.00	\$250.00	Office Supplies
Record	\$200.00	\$200.00	Duplicating Supplies
Record	\$50.00	\$0.00	Software
Record	\$100.00	\$0.00	Furniture
Record	\$500.00	\$0.00	Equipment under \$1,000
Record	\$500.00	\$400.00	Freelance Pay
Record	\$100.00	\$100.00	Postage

Activities	\$0.00	-\$63.00	Ticket Sales Income
Activities	\$23,000.00	\$16,063.00	CAB-PAC (or CFB if proposal is approved)
Activities	\$4,500.00	\$0.00	Scholarly Activities (or CFB if approved)
Activities	\$1,000.00	\$0.00	Equipment
Activities	\$4,500.00	\$4,000.00	UIG / IGs
Activities	\$5,000.00	\$1,000.00	Community Centers
Activities	\$2,000.00	\$0.00	Events Coordinator Programming funds

C-Shop	-\$10,000.00	-\$4,746.23	Sales Income
C-Shop	\$12,298.00	\$3,872.00	C-Shop Manager Pay
C-Shop	\$200.00	\$200.00	Gas to pick up supplies
C-Shop	\$150.00	\$10.10	Equipment under \$1,000
C-Shop	\$7,000.00	\$6,278.04	Food Supplies
C-Shop	\$500.00	\$500.00	Food Service Supplies
C-Shop	\$353.00	\$383.00	License Renewals
C-Shop	\$300.00	\$300.00	Maintenance Contracts and Repairs
C-Shop	\$800.00	\$800.00	Misc. (Cable TV, Sam's Club membership, etc.)
C-Shop	\$3,000.00	\$0.00	Contingency in case sales income not reached

Campus Resources

Offices and
Departments

Campus Resources

Offices and Departments

Admissions Office

First Floor of Weston Hall, PBX 1100

The Admissions Office may have played a part in getting you to come to Antioch. Staff members visit high schools across the country, attend college fairs, set up gatherings with Antioch alumni, host visitor programs on campus, grind out meaningful statistics on the entering classes, and in general serve as welcoming, well-informed, helpful and FRIENDLY faces on campus. It's also a great place for student employment, providing an on-campus co-op, plus tour guide, dorm host, and office assistant positions. The coffee is always hot in the Admissions Office, too, so feel free to stop in and visit any time!

The Office of Development Alumni & External Relations

Second Floor of Sontag-Fels, PBX 1200

The Office of Development, Alumni and External Relations, located on the second floor of the Sontag Fels building has several purposes. First off, fundraising. The development staff raises money for both the Fund for Antioch College and the comprehensive Campaign for Antioch College. The Fund for Antioch College relieves the College's annual operating budget and bridges the gap between what it costs to run the College and the revenue from tuition and endowment. It supports faculty and staff salaries, student scholarships, and building maintenance, among other things. The Campaign for Antioch College includes money raised for the endowment, new and renovated physical facilities, the Glen and some of the new features of the Plan, such as the Center for Cultural and Intellectual Freedom.

The second facet of the Office of Development, Alumni and External Relations is—you guessed it—alumni relations. Some of the activities included in this function are organizing Reunion, planning alumni events across the country, and keeping alumni connected to the college through publications such as the Antiochian (the alumni magazine) and the Forum (a news-and-notes-type of update).

Finally, the Office of Development, Alumni and External Relations handles public relations and communications for the College. So if you have news you'd like to share with the outside world, let us know!

The Office of Development, Alumni and External Relations is a great place to check if you need to make some extra cash. Several times a year we hire student callers for our Phonathons, in the summer we hire student Reunion Hosts, and around Reunion and Alumni Board meetings we often need Ride Share Drivers. Want to see your name in print? The Antiochian and Forum occasionally pay for freelance writing and photography. Need a FWSP job? Check with us. We also have two on-campus non-FWSP co-op jobs guaranteed to set your resume apart from the rest.

Antioch Education Abroad (AEA)

Third floor of Main Building, PBX 1015

ANTIOCH EDUCATION ABROAD (AEA) is a branch of Antioch College, off-campus educational programs. The AEA office is located on the third floor of the Main Building, 937-769-1015. In order to receive credit for any off-campus academic study program, domestic or international, students must apply through AEA. Consult an AEA advisor very early in your planning process.

Students may choose from among a wide variety of international programs in addition to the following, operated by AEA:

ANTIOCH IN GERMANY (Full Year or Half year Fall / Half year Spring Option)

AEA Contact: Andrzej Bloch

BRAZILIAN ECOSYSTEMS: The Protection and Management of Diversity
(Fall Term)

AEA Contact: Suzanne Kolb

BUDDHIST STUDIES IN INDIA PROGRAM (Fall Term)

AEA Contact: Robert Pryor

BUDDHIST STUDIES PROGRAM IN JAPAN (Fall Term)

AEA Contact: Brian Victoria

ART AND CULTURE IN MALI PROGRAM (Fall Term)

AEA Contact: Josie Inaldo

COMPARATIVE WOMEN'S STUDIES IN EUROPE (Fall Term)

AEA Contact: Iveta Jusova

EUROPE IN TRANSITION: INTEGRATION & POST-INDUSTRIAL CHANGE
(Spring Term)

AEA Contact: Daria Lucka

GREAT LAKES COLLEGE ASSOCIATION (GLCA)

Antioch College is a member of the GLCA, a consortium of 12 schools in the Midwest. Programs approved by Antioch College/Antioch Education Abroad are Japan Studies and the Border Studies. There are also domestic opportunities in the U.S., the New York Arts Program, Newberry Library, and the Oak Ridge Science Semester. All of these programs have various residency and preparation requirements, so check into them early. Because of our institutional membership, your campus-based financial aid may be applied to one of these programs. Listed below are

examples of GLCA programs.

AEA Contact: Andrzej Bloch

GLCA JAPAN STUDY (Full Year) or (autumn term or fall semester)

GLCA BORDER STUDIES PROGRAM (Fall Term)

GLCA DOMESTIC OPPORTUNITIES (Study Terms Only)

NEW YORK ARTS PROGRAM

OAK RIDGE SCIENCE

NEWBERRY LIBRARY

KENTUCKY INSTITUTE FOR INT'L STUDIES (KIIS)

Antioch College is also a member of the KIIS, a consortium of twenty colleges and universities that sponsors a wide variety of study abroad programs. The following three semester programs in Morelia, Mexico, Segovia, Spain and Dijon, France are approved for Antioch students.

AEA Contact: Andrzej Bloch

MORELIA, MEXICO (Fall Term)

SEGOVIA, SPAIN (Fall or Spring Term)

DIJON, FRANCE (Spring Term)

ECO LEAGUE PROGRAMS

Antioch students are permitted to enroll at one of the five 'consortium' colleges: Alaska Pacific

University, College of the Atlantic, Green Mountain College, Northland College or Prescott College for one (full immersion) study term. Credits will transfer back to Antioch College.

KEEP IN MIND...

Students are eligible to study off-campus after two academic terms and one co-op. Transfer students should check with their advisers about residency requirements and transfer of credits before planning to study abroad.

Your campus-based financial aid may be applied to one AEA, GLCA or KIIS program. A student wanting to do a second program will not receive priority for financial aid. You must apply and confirm your grants and scholarships through the Antioch College Financial Aid Office. Don't be intimidated by what might seem to be the overwhelming or expensive aspects of these programs! They are easier to manage and finance than you would expect. Just start early (a year or two in advance is not unreasonable). Studying abroad requires a little extra effort to organize, but ask students who have gone.... it's worth it!

PATRICIA J. REDWAY
AEA ASST/STUDENT ACCOUNTS
ANTIOCH EDUCATION ABROAD
795 LIVERMORE STREET
YELLOW SPRINGS, OH 45387
(937) 769-1015 OR (800) 874-7986
FAX #: (937) 769-1019
PREDWAY@ANTIOCH-COLLEGE.EDU

DEADLINES

Antioch Programs

- | | |
|--------------------------------------|------------|
| •Antioch in Japan | February 1 |
| •Brazilian Ecosystems | March 1 |
| •Buddhist Studies in India | March 1 |
| •Buddhist Studies in Japan | March 1 |
| •Art & Culture in Mali | March 1 |
| •Europe in Transition | October 1 |
| •Antioch in Germany (Fall/full year) | March 1 |
| •Antioch in Germany (Spring) | October 1 |
| •Women's Studies in Europe | March 1 |

KIIS Programs

- | | |
|------------------|-----------------------|
| •Morelia, Mexico | March 1 |
| •Segovia, Spain | September 1 / March 1 |

Business Office and Student Accounts

First Floor of Main Building, PBX 1040

The Business Office is located on the first floor at the north end of Main Building. We are also known as the Student Account Office and the Cashier's Window. This office is responsible for collecting student tuition/fees, maintaining student account records, and providing the accounting functions of the college.

The Cashier's window hours are:

Monday - Friday

9 a.m. to 11:30 a.m. & 12:30p.m. to 4:15 p.m.

You may cash checks, make change, and pick up student paychecks and scholarship checks during window hours.

The Business Office hours are:

Monday - Friday

8 a.m. to 11:30 a.m. & 12:30 p.m. to 4:45 p.m.

Business Office Staff

Deb Caraway,

Director of Business Operations
email: dcaraway@antioch-college.edu
PBX 1040

Donna Robinson, Operations Assistant

email: drobinson@antioch-college.edu
PBX 1040

Darlene Spencer, Cashier

email: dspencer@antioch-college.edu
PBX 1037

Betty McCarley, Operations Assistant

email: bmccarly@mcgregor.edu
PBX 1038

Our direct dial (from off campus) phone number is (937) 769-1040.



If you have questions about...

Your bill?

Ask Donna

Your payments?

Ask Darlene

Your account in general?

Ask Donna or Darlene

We can all help you, but these folks can answer most of your questions quickly.

ANTIOCH COLLEGE 2004-2005 ACADEMIC YEAR FEES AND FEE STRUCTURE

Tuition and Fees

	<u>Annual</u>
Full-Time Tuition	\$25,230.00
Room (2 terms)	\$3,137.00
Board (2 terms)	\$3,276.00
Fees(all included)	\$686.00
-Community Gov't	
-Insurance*	
-Technology Fee	
-Student Record Fee	
TOTAL	\$31,635.00

*You may waive the insurance if you have other medical insurance by returning the waiver card by the deadline stated in the insurance mailing. This mailing will be sent mid-August. Contact the Student Accounts Office if you do not receive this mailing.

Half-time Students:

- Students enrolled half-time will be charged 75% of a terms tuition, full room, board and other fees per term of half-time study. Half-time enrollment is only available to seniors their final study term with approval of the College Registrar.

Registration and Transcripts:

- Students must meet check-in and registration requirements in order to register. This is based on meeting the following conditions: Payment of personal contribution, completion of all financial aid requirements, and payment of any prior term balance.
- Diploma/transcripts will not be released if the student has not met their financial obligations to the institution.

Pre-Antioch Coop Credit:

- Students that wish to shorten the time required to complete their degree at Antioch College by substituting a Pre-Antioch Co-op for one of their 'expected' co-op terms may apply to the Co-op Office for an evaluation of their Pre-Antioch Co-op experience. Additional tuition charges may apply.

Room & Board:

First and second years are required to live in the residence halls.

The board cost for students living in residence halls is \$1,638 per term. The board plan entitles the student to all meals that are served in the cafeteria, which is normally 19 meals per week (breakfast, lunch, and dinner Monday through Friday; brunch and dinner on Saturday and Sunday).

Students living off-campus may choose a 7 meal per week plan at a cost of \$1050 per term. Students opting for no meal plan will be charged a \$625 overhead fee.

Financial Aid Note:

Students are initially packaged for room and board. In most cases, if a student lives off-campus and chooses a reduced meal plan or no meal plan, the reduced costs will not result in a refund to you or a reduction in your family contribution. It may result in a reduction of your financial aid. Consult a financial aid counselor on how reduced charges may affect your financial aid package.

Billing Schedule

You will be sent a statement approximately 6 weeks prior to the beginning of each of your scheduled study/co-op terms. The balance (less pending financial aid for tuition, fees, room and board, NOT books & personal) is due two weeks prior to the beginning of the term. You will be assessed a late payment fee of \$100. 00 or 10% of the balance, whichever is less, if your payment is not received by the due date.

You may choose to pay your tuition and fees by monthly payments through TUITION MANAGEMENT SYSTEMS. You may call TUITION MANAGEMENT SYSTEMS at 1-800-722-4867 for details or check out their website www.afford.com.

Reduced Charges and Over-Payments

Your charges may be reduced due to off-campus living, reduction of meal plan, waiver of insurance or reversal of charges. You may receive a refund when your account has a credit balance (over-payment). This will occur when your family contribution is paid in full and all of your financial aid is applied to your account. We will not advance you an anticipated refund based on expected payments.

Refund Policy

(Credits for Withdrawal)

When a student withdraws from classes and/or coop, their charges will be reduced and their account will be credited according to the following refund policy. For the purpose of this policy the period of enrollment is a term. The beginning of a study term is the first day of classes and the end of the term is the last day of classes. The beginning and end dates of each co-op term are listed in the catalog. The unofficial withdrawal date is the last day of attendance.

Refund Percentages	
<u>15-Week Term</u>	<u>Tuition and Fees Credit Percentages</u>
Before the first day of class	100%
During Week 1	90%
During Week 2 thru 3	80%
During Week 4	70%
During Week 5 thru 6	60%
During Week 7	50%
During Week 8 thru 9	40%
After Week 9	0%

Room and board will be pro-rated 1/15 for each full week unused.

<u>12-Week Term</u>	<u>Tuition and Fees Credit Percentages</u>
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Before the first day of class	100%
During Week 1	90%
During Week 2	80%
During Week 3	70%
During Week 4	60%
During Week 5 thru 6	50%
During Week 7	40%
After Week 7	0%

Title IV Aid Earned

Once a student has completed 60% of the term, the student has “earned” all of his or her Title IV aid. Up to the 60% point, the student earns only the percentage of those funds that corresponds to the percentage of the period completed. The period completed is calculated by dividing the days completed by the days in the term.

Institutional Aid Earned

The college will use the Title IV formula to calculate institutional aid “earned” and return unearned aid to the college.

Distribution of Refunds

The distribution of refunds to Title IV aid recipients is mandated by federal law and will be issued within 30 days of notification, by the Registrar, of withdrawal from classes. Unearned aid will be returned to the aid source in the following sequence:

1. Unsubsidized Student Loans
2. Subsidized Student Loans
3. Perkins Loans
4. PLUS Loans
5. Pell Grant
6. FSEOG
7. Americorps

State Grants and External Scholarships

The refund policy for unearned state grants and external scholarships is determined by the individual awarding agency.

Once the appropriate refunds have been returned to the aid sources, any remaining credit balance will be issued to the student.

Campus Housing & Residence Life Spalt Hall 101–107, x1033

Staff

The Campus Housing and Residence Life staff includes the Director and Resident Assistants (RAs).

The Director is responsible for the overall operation and management of the department. The RAs are undergraduate students who serve as live-in staff members in the Residence Halls. Each RA is assigned to manage an individual (or multiple halls) and is responsible for creating a mini-community in that space. RAs report directly to the Director of Campus Housing and Residence Life.

RAs often serve as active participants in the community. These student leaders act as liaisons between the administration and students and are available as resources for information. They help new students become familiar with campus life and understand the administrative processes of the College. Sometimes RAs assist students with personal issues and make referrals if needed. RAs are responsible for planning at least three hall activities during the term and also serve as facilitators during hall meetings and hall decision-making processes. The most challenging responsibility may be the implementation and enforcement of Housing/College policies and Community Standards.

All students are encouraged to consider themselves potential Hall Advisors. To qualify to be an RA, a student must be in good academic and co-op standing, as well as good community standing, and completed one full year at Antioch. Applications are accepted every term, but preference is given to 3rd & 4th year students. Hall Advising is a learning experience that parallels classroom and community understanding. HAB (Housing Advisory Board) & Student Safety Committee assists with the hiring process advising the Director of Campus Housing and Residence Life.

All RAs are required to attend scheduled staff training in the term and “re-orientation” sessions each term. The training especially focuses on housing policies and processes which include distribution of keys from your hall or the housing office, assistance with students moving in and out; and skill building in areas such as active listening, conflict resolution, crisis intervention, and mediation techniques. In addition, RAs are provided information regarding Community Standards, including the Honor Code and Legislative Code, as well as other Antioch College and Campus Housing policies and procedures.

The Residence Halls

Antioch College has seven Residence Halls – each providing a unique living environment. Housing policy and standards are strictly enforced and include (but are not limited to) Resident Occupancy Agreement (ROA), Antioch College Housing Agreement (Antioch College and the Office of Campus Housing & Residence Life hereby agree that the College will grant to the students a license to use a residence hall room at the College according to the stated Terms and Conditions of this agreement), Fire Safety Vandalism Policy, Residence Hall Damage Policy, Hall Designations, College Policies and Community Standards. Residence Hall Descriptions and a Housing Preference Form can be accessed from the Antioch College Web Site at: <http://antioch-college.edu> linked to Offices > Campus Housing & Residence Life with a brief overview of each building and how students are assigned:

BIRCH—4 Halls: Hardy/Willett, Pennell/Rice

MILLS—4 Halls: Orton/Caldwell, Weston/Dawson

NORMENT—12 rooms – 6 upper, 6 lower

NORTH—6 Halls: Greene/Randall, Shepard/Bingle, Lewis/Dodds

SPALT—4 Halls: Japanese/Spanish, German/French

WEST—2 Halls: Ashley/Sewanee

UNITS—4 buildings – 8 rooms each

Hall Designations

Each hall has specific designations assigned and students must abide by the designations of the halls in which they reside. If students repeatedly violate the hall designations, their on-campus housing privileges may be revoked (see: Antioch College Housing Agreement). Hall designations are subject to change each semester depending on need and some halls may not be available every term.

Halls can be designated:

WELLNESS (healthy lifestyle choice – no smoking and no alcohol)

SMOKING TOLERANT (TOBACCO)

NO SMOKING

ALCOHOL TOLERANT (IF ALL RESIDENTS ARE OVER 21)

NO ALCOHOL

ALL HALLS DESIGNATED QUIET

Shared Spaces

Students are expected to share the community areas of their halls (i.e.: Common Rooms, Kitchens, Laundry Rooms, etc) with other students on campus. ***See the Leg. Code statement regarding the definition of private and public spaces in Residence Halls.*** However, be aware that the residents of a particular hall will be held responsible for any property damage and theft which may occur in the hall's shared spaces. Please report any vandalism, and any person(s) involved, to your RA or the Director of Campus Housing & Residence Life immediately. Successful sharing of space requires open communication, honesty, and respect.

Common Rooms

Common room furniture is provided for everyone's enjoyment and must remain in the shared spaces of the hall. Removing furniture from this area to be used by students in their private rooms is considered "seizure of Community property" (see statement in the Leg. Code). This could result in charges being brought to CSB and a fine assessed by the Director of Campus Housing & Residence Life which will be added to the student's account.

Common rooms are areas to be shared and provide a space for residents to get to know each other. They can be decorated to feel more home-like and comfortable – this is often a good hall activity getting everyone involved and building a stronger sense of community and respect for their living space.

Kitchens

Kitchens can be the most difficult spaces to share in the halls. Many problems arise with regard to uncleaned/unclaimed messes, food being stolen, and dishes/utensils not being returned or cleaned. It is not the job of the housekeepers to clean up after cooking or to wash dirty dishes left in the sink. Kitchen use is a privilege and students can be denied access if these problems persist. Please respect that many students wish to use the kitchens and take responsibility in keeping them clean.

More detailed information about common rooms and kitchens is available in the Campus Housing Office and will be posted in halls.

The Housing Assignment Process

Due to the alternating study/co-op sequence schedule, housing assignments are usually done every term. Around the tenth week of the term, the Campus Housing Director will begin putting together the housing assignments for the next term based on class rank (1st, 2nd, 3rd, 4th years) and residence hall designations. Students are expected to submit all paperwork needed to receive a room for the appropriate term. Students who change their sequence after the tenth week of the term will be placed at the bottom of the list.

Obtaining On-Campus Housing

Every student will be assigned a room every term they are sequenced to study – unless they

have requested to live off-campus or have been denied housing for behavioral or policy violations.

Obtaining Off-Campus Housing

All first and second year students are required to live on-campus.

Housing in Yellow Springs is often difficult to obtain due to the expense, and the requirement of a one-year lease (Antioch's alternating work/study terms make this difficult). If a student plans to live off campus, an Off-Campus Housing Form must be completed and signed by Financial Aid and the Business Office to indicate that the student is fully informed about the financial impact of living off-campus. The form must include the student's contact information (local address and phone) before returning it to the Campus Housing office. If this information is unknown at the time, or left blank, the student will be billed \$25 per week until it is provided. This form should be updated yearly regardless of whether or not the contact information has changed. Once a student lives off-campus, it will be assumed s/he will continue to live off-campus every term thereafter and will not be assigned a room. If a student wants to return to campus housing in the future, s/he needs to formally request this by contacting the Campus Housing office in writing. Students will not be assigned housing if they are sequenced to co-op. Any student who is planning to co-op on-campus (or in the local area) and needs housing must inform the Campus Housing office immediately in order to be added to the list of students to be housed. Housing will not be assigned until the co-op has been confirmed and registered. At that time the student should complete an On-Campus/Local Co-op Housing Request (signed by your co-op advisor) and submit it to the Housing Office. There is no guarantee that students will be reassigned to the same room for two consecutive terms especially if the housing request is submitted after the tenth week of the term.

Housing Preference Forms

The Housing Preference Form (HPF) is a part of the housing assignment process as it provides the information needed to assign a student to the hall of their choice. It is recommended that every student complete this form and students without a recent HPF on file will be assigned to a hall using their class rank only. As stated previously this form is available on the Antioch College website or your housing preferences can be sent by email to the Housing Director to mlance@antioch-college.edu or housing@antioch-college.edu. Every attempt is made to match the student with their request, although this is not always possible. All first, second and third year students must state at least two roommate choices. Please pay attention to the hall designations when requesting specific halls.

Room Change Requests

Room changes may be possible for some students but not until after the drop/add date of the term for returning students and not for at least thirty-days for new students. A Student can request a room change by completing the necessary form, although not all room changes will be granted. Consideration will be given with respect to housing rank and dorm designations

and vacant room availability. However, just because a room is found to be uninhabited does not mean it is available for use, as other factors could be involved.

Hall Opening/Closing Dates

New students will receive a packet of information that identifies the date Residence Halls open for them along with other relevant information. Thereafter, the date that halls open each term is published in the official Antioch College calendar. This calendar is distributed via the packets students receive upon check-in each term and updates are sent through campus mail. Extra copies are always available outside the Registrar's Office as well.

It is important that students keep abreast of the Residence Halls opening and closing dates. These dates must be considered carefully when making travel plans to and from campus as housing will no longer be available when halls are closed between terms. Additional charges will be added to the student's account when these dates are disregarded.

Check-In Procedure

All students must check-in with Housing & Residence Life each term they return to campus in order to receive their keys, registration packets and to sign the Resident Occupancy Agreement (ROA). Check-In is normally in the Housing Office for Returning Students from noon to 5:00 PM on the published date. Entering (new) Students will check-in with their Hall Advisors in their halls who will provide keys and the ROA for the student's signature. Students will not be permitted to check-in before the official Residence Hall opening dates. Students will only be allowed to check-in during reasonable hours of the normal work day. Don't return to campus in the middle of the night and expect to be able to check-in at that time, (arrangements should be made to stay elsewhere until the next morning)! Housing may provide "Overflow Housing" for one night stays to accommodate students who arrive beyond normal work hours based on availability of space.

Students will be required to complete an Initial Check-In Room Condition Report with their Resident Assistant before settling into their room. This report will document the condition of the room upon arrival—including an inventory of furniture and anything that may be wrong with the room in general (i.e.: damage to floor/walls, missing items, etc.). It is important to be very thorough when completing this report as it will be used at the end of the term to determine any additional damages or missing items that would then be considered the responsibility of that resident to pay for repairs and/or replacements.

Keys

Each student receives two keys at check-in: the 11D1 key opens the exterior doors of all Residence Halls and key labeled with the hall/room info will open the room. Keys will be given to the student only after signing the ROA (Resident Occupancy Agreement). All students will be responsible for the return of their keys at the end of the term. The charge for lost, stolen, or unreturned keys is \$75. This amount will be added to the student's account and will not be removed if keys are returned days, weeks, or months later. Any keys that are lost or found should be brought to the Housing Office for identification.

Check-Out Procedure

Students who will be leaving campus for the next term must have all personal property moved out of the Residence Halls no later than the hall closing date and time for that term. Before leaving campus all students must complete the Final Check-Out Room Condition Report with their RA. This information will be compared to the report done at room check-in and if additional damage to the room has occurred beyond normal wear and tear, fines will be assessed and added to the student's account.

Physical Plant

Students should report maintenance needs to their RAs as they are responsible for reporting such needs to the Director of Campus Housing. The Director of Campus Housing is responsible for reporting all Residence Hall maintenance requirements to the Physical Plant (PP will not take calls from individual students). Students can report emergencies directly to the Physical Plant if before 5pm and to Securities if between the hours of 5pm and 7am. Please, also notify your RA that you reported the issue and notified Physical Plant and/or Securities.

Please do not prop or block doors open by placing an object between the door and the door frame on the hinged side of the door. The pressure of the powerful hydraulic door closers damage the door significantly and cost a lot of money for repair and/or replacement.

Personal Safety and Security

For police, medical, and fire emergencies, dial 911 from any campus phone, and call the Security cell phone directly at 974-2870. (Note: dial "8" first to get off campus from a campus phone before calling the cell phone number).

Please keep all exterior doors of the Residence Halls closed and locked at all times, especially at night (carry your 11D1 key). The Campus and surrounding community of Yellow Springs is essentially a very safe place; however it is the efforts of students following up on unrecognized visitors, securing exterior doors, escorting each other at night, and so forth, that helps to keep the Community safe.

Please keep your room door locked as well, and if you own a bike, lock it to a bike rack!

Madeline Lance, Director Campus Housing & Residence Life

Center for Community Learning (CCL) PBX 1158

As faces, functions, and locations of various offices on this campus are transforming, the Center for Community Learning has not been immune. Many of you have stopped by, asking clarification of “rumors” that you have heard. I commend you for taking care to ask for yourself. With enough of you coming in seeking clarity, we figured it’d be beneficial for us to publicly share with you how our face, function, and location will be changing in the coming year.

Our Faces

Well, for some of you who are just returning to campus, quite literally, the faces greeting you in our office have changed. Ona Harshaw is the vivacious Bonner Coordinator with the echoing laugh and willing ear. Born and raised a Village person, she’s knowledgeable about the who’s and the how’s of the Springs and can hook you up with a great service site.

Nikki Novak, entering this community the same time as Ona (August 2004), is overseeing the Antioch Literacy Corps and the Americorps Scholarship. She’s the Ohio Campus Compact *VISTA Volunteer courageously continuing for her second year at Antioch. Predominantly socialized in Dayton’s suburbia, Anthropology graduate from Wright State, she’s got some local knowledge as well.

Our Functions

No CRS? What? Simply put, you still receive the scholarship monies but you are not required to do the hours or turn in the paperwork. Read it again if you must, you heard it right. However, it is our conviction here in the CCL that you are an integral, contributing part of this greater community. All parties grow and flourish when we realize and act on the knowledge that we are interconnected parts in this web unable to advance without the advancement of our neighbors. Please consider the part you play in your community and the multilevel benefits of accepting that responsibility. We have managed to turn some of our CRS positions into FWSP positions. Please stop by the CCL for a list of these off-campus sites.

More of our attention will be placed in playing a supportive role in the integration of community learning in the classroom. In other words, service-learning projects. It is a requirement of the Learning Communities to incorporate experiential components. What better way to do that than creating a mutually beneficial relationship with a community organization that meets learning outcomes and fulfills a need?!

Our Location

Our homely office will be moving to another location at the end of this summer, before fall term. At that time we will pack up and ship out to the Co-op office. This conjoining transition will place experiential learning opportunities into one office. Both parties are looking forward to the merger, seeing the shared resources and life experiences as beneficial to both programs. At this point, there might be some name changes to reflect our combined flavors.

If you have further questions or concerns, we encourage you to stop by or contact us. We request that you practice patience with us as we too recreate and adapt to our new faces, functions, and location.

Center for Cooperative Education (Co-op)

First Floor of South Hall, PBX 1300 or 1-800-535-2410

coop@antioch-college.edu

Students should not play life, or study it merely while the community supports them at this expensive game, but earnestly live it from beginning to end. How could youths better learn to live than by at once trying the experience of living?

–Henry David Thoreau

FACULTY AND STAFF

Tom Haugsby, Professor and Director of Cooperative Education

Jennifer Berman, Visiting Assistant Professor of Cooperative Education

Susan Eklund-Leen, Associate Professor of Cooperative Education

Eric Miller, Assistant Professor of Cooperative Education

Kathy Scheltens, Associate Professor of Cooperative Education

Virginia Garrette, Cooperative Education Assistant

What Is Cooperative Education?

The idea of learning from experience pervades an Antioch education. Antioch's Cooperative Education Program (Co-op) is based on the idea that multiple off-campus work experiences contribute to a student's education.

The alternation and integration of work and study have been the primary force shaping the unique character of Antioch since the introduction of the Cooperative Education program in 1921. A successful co-op is full-time work planned in advance with a Co-op Advisor, for the dates of the entire co-op period, usually 16 or 17 weeks. However, students must work a minimum of 15 weeks in order to earn credit.

Cooperative education is an educational program in which study semesters alternate with semesters devoted to working on co-op jobs. Cooperative education arises from the idea that having real jobs in the work world is of great educational value to students. Co-op is primarily a general education offering, although work in one's career or academic fields is also included. What is a successful co-op? It is full time work planned with your Co-op Advisor, for the dates of the co-op period established by Administrative Council (AdCil). A successful co-op experience concludes with a satisfactory employer evaluation, a job summary, a co-op paper, and a credit-ing conference with your Co-op Advisor. During the summer of Choice that precedes the fourth year, individual pre-planned projects are acceptable for students who have demonstrated effective performance in cooperative job assignments and earned credit in them.

What Are the Objectives of Co-op at Antioch?

Antioch students work in non-profit organizations, corporations, laboratories, hospitals, schools, government agencies, studios, and settlement houses. First jobs are usually at the entry level. Students test career choices, enter new fields of practice, explore new environments, learn

basic skills, try different kinds of work, and discover what they do best. They also learn how to live independently, succeed on the job, work with others, assume responsibility, and understand organizations.

Later jobs may be more related to an academic field but will involve increasingly sophisticated performances and analysis. Co-op employers are thoughtful and committed. Their supervision, personal interest, advice, and reports are indispensable to student success and growth, and they are regarded as Antioch's field faculty. Since co-op employers have chosen to be part of an Antioch student's education these work experiences are value added.

Continuing students work with at least 3 out of 5 jobs from list employers. Students entering or opting to complete their degrees under the Antioch Plan will do their 3 co-ops in Co-op Communities. During the Summer of Choice that precedes the fourth year, students can propose to do a job that is neither a list job nor Co-op Community offered job. In order to register for student own-plan co-ops, students develop their plans with their co-op and academic advisors and earn approval.

The co-op program intends for students to achieve the following learning outcomes as they matriculate in the program:

The three stages are the following:

1. Stage One: Novice – The student will demonstrate the ability to comply with organizational rules and policies. Students at this stage are able to follow directions well and meet task objectives and standards of performance set with and/or for them by a supervisor. Students at this stage are learning to adapt to organizational culture and will be able to use supervisors and co-workers to help them follow protocols set by and reflective of that culture. Students learn to ask appropriate questions, communicate with others, and work as a participant of a team. This stage involves other off-hours relational dimensions and can include developing friendships, citizen activities (setting up a banking account, attending cultural events in the community, meeting transactional expectations such as paying rent on time or accommodating room and board house conditions, etc.)

2. Stage Two: Effective Belonging – The student will demonstrate more independence and self-management than is described in the first stage. This may involve coordinating multiple tasks to complete a project. Students in this stage are able to work cooperatively with others at an early stage of the work term because they conform to organizational culture and protocols quickly. Their work is thorough, detailed and well represented in oral, written and/or quantitative forms. Supervision can be minimally applied to their work as they have demonstrated trustworthiness, comprehension of multiply related factors and coherent articulation to appropriate audiences. Evidence of appropriate and useful problem-solving activities is demonstrated including an ability to describe the factors, reasoning and forms of knowledge or theory taken into account in solving problems. Off-hour performances involve joining civic, educational or cultural organization(s) involved in the community by demonstrating engagement in local problem-solving and/or articulation of values and ideas.

3. Stage Three: Generative – The student will be able to perform as a peer having demon-

strated an understanding of norms, protocols, and initiatives involved in the organization's activities and contribute to them responsibly. Students can anticipate what is needed organizationally and contribute to efforts to meet those anticipated needs. Evidence of innovation, invention, initiative in meeting organizational challenges and goals is demonstrated. Students have the perspective to analyze organizational effectiveness in terms of system coherence, effectiveness of mission in application, and relate this assessment to her/his field of study and/or professional standards and expectations. Off hours performances involve joining, participating and initiating or innovating. These activities may be collaborative or individual but the student is able to explain the consequences of their actions in a way that conforms to the observations made about them by those affected by those actions.

Preparing to Co-op

Several activities are offered for students to prepare for their first co-op. You may have worked before—even worked and lived independently—but you may not have thought about work as an integral part of your learning. At Antioch, we do. And we want to help students handle the surprises that will occur on their co-ops.

Orientation to Co-op begins in the Core Program for first year entrants. Core Programs provide substantial opportunities to consider what co-op jobs to pursue, how to present oneself to the world, appropriate engagement in the world of work and citizenship, ways to learn from work and service experience. Continuing and transfer students will gain their orientation from individual sessions with the student's co-op advisor will cover program requirements and consider appropriate avenues for short and long term goals and degree completion.

Advising sessions and Core Program activities will address several aspects of preparation and planning for co-op. These include getting a job, transitioning from school to work and back, adapting to job and living expectations and learning through work.

The most central advising relationship is with one's co-op advisor, but others contribute to learning from work as well. These include Co-op Community Coordinators and Learning Community instructors who foster a dialogic environment that provides a structure for interrogating academic and work-based learning. Regular conferences between students, their advisors, and Co-op Community Coordinators is expected and is a habit of mind that contributes to success in the program.

What are the Co-op Requirements?

- o The successful completion of three or four co-op jobs, three of which are located in Co-op Communities.
- o One co-op needs to be related to the student's major.
- o A cross-cultural experience is required and may be completed either through co-op, through a study abroad or another form supervised by a faculty member and consistent with the Cross Cultural Experience Policy.
- o Co-ops must be 16 or 17 weeks in duration, although many co-op jobs may be for a longer period than that. Fifteen weeks is the established minimum amount of full-time work for a job to qualify for registration.
- o Co-ops must be full-time work (35 to 40 hours each week) as agreed upon with the employ

- er and Co-op Advisor. During the Summer of Choice, students in collaboration with their Co-op Advisors may develop acceptable co-op plans that include individual projects.
- o All co-ops must be arranged and approved in advance with the Co-op Advisor. The appropriate documentation, including the Planning and Registration Form, co-op paper or project, Job Summary, and Employer Evaluation, must be completed on time.
 - o Crediting must be completed by the sixth Friday during the first on-campus study semester after the co-op registration. If credit is not earned by the Friday of sixth week, an "incomplete" will be given. If an incomplete is not resolved by the end of the study semester, the registration is automatically given "no credit". In no case can a co-op registration remain "unresolved" for more than one year. Either a "credit" or "no credit" award will be made at the end of one year if unresolved at that time.

What is the Role of the Co-op Faculty Advisor?

- o To help students learn from their co-ops
- o To develop a relationship with the student in order to give support and advice
- o To guide students through the processes and structures of co-op
- o To orient students to the co-op program
- o To help the student identify a set of educational objectives
- o To aid students in choosing co-ops that will meet those objectives
- o To approve the students' co-op
- o To assist a co-op employer to evaluate a student's work performance
- o To evaluate student work experience at least so that it reflects Co-op Learning Outcomes and those learning objectives of the student
- o To ensure that requirements are met within the framework of college and departmental policies
- o To serve as a job supervisor and contact person for jobs in a geographical area
- o To develop work opportunities and maintain positive and educational relations with employers

Important Quick Co-op Dept. Policy Reference Guide

All forms are now available in the Co-op Conference on your FirstClass desktop.

The Placement Process and Procedures:

At the beginning of the semester, a list of co-op jobs with participating employers will be published. Currently, this is done as several PDFs in the Co-op Conference on your FirstClass desktop. Frequently, updates to the job list are posted on the bulletin board in the Center for Cooperative Education (CCE), so check that often. Also, you may search the Co-op Job Database by using one of the Co-op Office Computers.

With your advisor, consult the offerings on the Job List. Remember, Co-op at Antioch is a general education program, so consider broadening your experience-base through work in various fields that fall within your current range of competency.

Once you have determined a list of jobs of interest to you, do some research! Visit the websites for the employers that interest you. Job files are available in CCE/Co-op office and contain information provided by the employer and Job Summary Sheets written by previous co-op stu-

dents. They are filed alphabetically. If a job from the List does not have a file, please let the program staff know about it. We will do our best to remedy this problem. Learn what you can from all sources and then plan to talk to students who preceded you on the job you're interested in. This can be done on campus over tea in the C-shop or online through the campus email system.

Consult with your advisor at any step along the way, but your next step is to make appointments with the faculty member(s) responsible for coordinating placement with Job List employers of interest to you. **THE ONLY WAY TO CONTACT A CO-OP EMPLOYER IS THROUGH THE COORDINATING JOB SUPERVISOR.** Bypassing the job supervisor will disqualify your candidacy in most cases.

Your goal is to be "recommended" to one employer. Only one recommendation is made for each job opening with a participating employer. The Co-op job supervisor's responsibility is to match student talent, competency and educational objectives with a job or employer. With an agreement to recommend, the full faith and confidence of Antioch College is behind your candidacy. No other student will be permitted to compete for a Co-op job other than the student being recommended unless the employer specifies otherwise.

Once a decision to recommend has been requested by you and accepted by the job supervisor, your resume and application letter are sent to the employer. We ask employers to grant a phone interview within a week of receipt of your application materials. An employer should decide whether to accept the recommended student or not within a few days of the phone interview. Once accepted, the recommended student is obligated to fulfill the terms established at the time of acceptance.

Assistance with processes for finding housing, transportation and other coaching is available from co-op community coordinators, job supervisors and other students.

Policies for Registration and Crediting

I. Students must adhere to the cooperative education program as they would any other part of their education at Antioch. They must register by the final registration date. If the student decides to withdraw during her/his co-op term s/he must do so by the same dates and in the same manner as the academic program and will be charged or refunded accordingly. Students must complete requirements, (papers and projects) by the published due date (the sixth Friday of the first study term back on campus) in order to avoid an incomplete or not earn credit. An incomplete or "no credit" can result in loss of tuition and add another co-op to the student's sequence.

II. Students cannot be withdrawn and then re-registered partway through the term. The Registrar's Office must send out student enrollment information to the Clearinghouse-NSLDS system by certain dates for Federal Aid purposes and they cannot change the status of the student without potential serious repercussions on the college's federal aid status. Students who register for co-op then withdraw will be reported as no longer registered.

III. Students entering Antioch Fall 2005 and after will complete 3 co-ops in the Co-op Communities. The first 3 Co-op Communities are Washington, DC, Northern New Mexico, and Southwestern, OH.

IV. During the Term of Choice that precedes the fourth year, in consultation with her/his co-op

advisor, a student may decide to pursue a job not supported by CCE. These are sometimes called "Own Plans" or "Internships." As one of these names implies, students are largely on their own to find such arrangements. Of course help will still be given, but the student should not expect that her/his co-op advisor have a working relationship with any employers other than those participating in the program.

IV. Crediting: Students must complete all of the following in order to receive credit:

Register: Before students go on co-op, they must complete the planning and registration form including the applicable educational objectives. For Internship/Own-Plans: Students must also get written confirmation from the internship employer in order to register. While there are forms for your convenience available in the Co-op office (Employer Confirmation form) in getting an internship employer to confirm a job placement, they will satisfy the confirmation requirement by providing the following information in writing to the Co-op department:

1. A job description for full-time work for 16-17 weeks or a minimum of 15 weeks and a rate of pay
2. Confirmation that they will cooperate with and involve the Co-op department in solving problems or other matters that come up during the placement
3. Commit to providing an evaluation (written or electronic) of the student at the conclusion of the placement.

Job Summary: Completion of the job summary and its return to the Co-op office is requested because this is an important way for other students to learn about the co-op job. It can be filled out electronically, mailed, or faxed during the eighth week of the term. Remember, job summaries are intended for other students to learn about various jobs, so consider other students to be your primary audience. Timely submission of a job summary greatly improves the quality of information available to other students considering a placement with your employer.

Employer Rating: Within the last month of your co-op, the Co-op office will communicate (using email or a letter) with the supervisor you identified on your registration form asking him/her to complete an evaluation of your work performance. The evaluation can be completed electronically or in writing. Co-op will only email international employers so if we do not have an email address, you will be responsible for obtaining an evaluation from your employer. Evaluations written in a language other than English will be accepted. The employer should submit the evaluation to the Co-op office, preferably after a discussion with you. If there is any change or update to the information requested on the registration form, you must contact the Co-op office. Failure to do so could cause Co-op's request for a written evaluation to go to the wrong person or address, delaying the required evaluation. Sometimes employers delay this assignment. Your Co-op advisor can send a reminder to the employer, but it is in the student's interest to see that this is done on time by making an appointment with your employer/supervisor to request an evaluation.

Co-op Paper or Project: The co-op paper (minimally 6-8 pages) or project should be turned in to one of the administrative assistants in the co-op office. At that time a one-hour crediting appointment should be set up for a minimum of 48 hours later. This should be done by the Friday of sixth week of term after the student returns from co-op.

Crediting Conference: A discussion about the co-op experience will then take place with the co-op advisor. How was the student able to meet their learning objectives or how did the learning objectives change? What problems arose? How were they able to resolve them? What did they learn in general and how was it reflected in the paper or project? These and other areas of inquiry will be addressed.

Extensions and Incompletes: The due date for completing the co-op crediting process is Friday of sixth week. Extensions may be granted before the deadline. Incompletes will convert to NO CREDIT if not awarded by the end of the first on-campus study semester following the co-op registration or one year, whichever comes first.

Deans of Students

First Floor of Main Building (room 102), PBX 1160

The Deans of Students office is responsible for promoting a diverse, respectful, safe, and healthy environment on campus. The office oversees a variety of student services, including Counseling, Wellness, the Infirmary, CCL office, Housing, and SOPP. The Deans' area also includes the Introduction to Antioch seminar, hall advising, graduation, retention, early warning, and the student health insurance plan. The office is the students' liaison with Security, and collaborates closely with Community Government, Academic Policy Review Committee, Community Standards Board, Office of MultiCultural Affairs, and the Academic Support Center.

It's the place to come when you need help or advice with any aspect of your life and career at Antioch. Typical problems addressed include questions about college policies and procedures, conflict resolution, leaves and withdrawals, dean's loans, and academic progress. Primarily, it's a place where someone will listen when you are not sure what to do next.

Whenever the health and safety of the Antioch community is put at jeopardy by individual community members, it is the responsibility of the Deans of Students to address the problems that occur.

Members of the Deans of Students office are:

Jimmy Williams, Dean of Students jwilliams@antioch-college.edu

Joyce Morrissey, Associate Dean of Students joycem@antioch-college.edu

Kathy Beverly, Executive Assistant to the Deans of Students
kbeverly@antioch-college.edu

Dean of Faculty

First Floor of Main Building, PBX 1150

The Dean of Faculty's Office is responsible for the academic program of the College. The Dean provides leadership for the faculty and has the responsibility of overseeing and managing the curriculum. All offices dealing with academic affairs, such as Cooperative Education, the Registrar's Office, the Library, Academic Support Center, and Antioch Education Abroad, as well as all academic departments report to the Dean of Faculty.

A faculty member is usually appointed to serve as the Associate Dean of Faculty to assist the Dean of Faculty with the workload, providing additional service for faculty and students.

Andrzej Block
Interim Dean of Faculty
ablock@antioch-college.edu

Kathy Carr
Assistant to Dean of Faculty
kcarr@antioch-college.edu

Louise Smith
Associate Dean of Faculty
lsmith@antioch-college.edu

Financial Aid Office

Weston Hall, PBX 1120

The first thing to know about Financial Aid is that the staff is there to help you. They are very approachable and very knowledgeable. Stop by to ask them questions. Every question is a good one. Go and ask it!

The staff is guided in their work by federal regulations and college policies. They can explain these policies to you in plain language. What you hear in your dorm or around campus about another student's financial aid may not be applicable to you. The way to know about your financial aid and how potential changes in your situation may affect you is to ask someone in the financial aid office. Get the correct information about your situation.

SCHOLARSHIPS

Each year Antioch awards many endowed scholarships to continuing students on a competitive basis. The Financial Aid Office distributes information and applications. February 1 is the application deadline for these.

FINANCIAL AID

You must re-apply for financial aid each year, which begins with the summer term. Your financial aid package covers summer, fall and spring terms. In order to see if you are eligible for aid that is based on financial need, you have to submit the following paperwork:

The Antioch Financial Aid Application

FAFSA results which come to Antioch electronically after you file your FAFSA

Copies of federal tax returns and all tax schedules from student and parents

Copies of all W-2s from student and parents

The priority deadline is March 1.

Once all your application materials are in, your award can be determined. Your award is based on the information about your sequence of work and study, your grade level, and other factors. Assuming eligibility, you will first be awarded a Federal Pell Grant and a state grant, along with any scholarship(s). Next you will be awarded funds for work, and then loans. If you have remaining need after these types of aid, you will receive gift aid. Turning in your paperwork late decreases the amount of institutional gift aid (Antioch Grant). Completing your paperwork early or on time contributes to your own peace of mind and allows time to resolve problems and process your award.

Federal Stafford Loans

Stafford Loans are offered to students attending Antioch. These are federal, low interest loans that help students pay their educational expenses. An origination fee of up to 3% is deducted from the amount of your loan. If you have demonstrated financial need, the loan will be Subsidized. This means no interest accumulates on the loan while you are in school. If you do not have financial need, you are eligible to borrow an Unsubsidized Stafford loan. This means interest will accumulate on this loan while you are in school. You can either pay the interest while you are in school or have it added to the principal amount of the loan.

Federal Work Study (FWS)

Federal Work Study is a form of financial aid that allows students with financial need to earn money for books and personal expenses. In order to receive FWS, you must apply for financial aid, be determined to have eligibility, and receive a financial aid award.

Once you have an award, you will be expected to sign up for a job on campus. Generally students work about 10 hours a week. You will receive a paycheck every two weeks; checks are available at the Student Accounts Office. If you decide not to accept your FWS award, please notify the Financial Aid Office in writing.

FWS earnings are taxable and taxes will be deducted from each paycheck. You will need to complete a W-4 form at the beginning of the academic year which is used to determine the amount of tax deducted.

To sign up for a FWS job, earn your money, and be paid in a timely fashion, be sure to follow these steps:

At the beginning of each term, review the JOB BOARD located in the Financial Aid Office. Select possible jobs, obtain a work agreement from the Student Employment Representative, and contact the supervisor.

Once you have settled on a job, complete the work agreement and have your supervisor sign it. Return the completed work agreement to the Financial Aid Office, along with any other

required information. You may not begin working until all completed forms have been submitted.

As you begin working your assigned job, schedule your time with your supervisor and around your class schedule. Keep track of the hours you have worked on a daily basis.

Every two weeks complete a timesheet (found in the Financial Aid Office), sign it and have your supervisor sign it. Submit the pink copy of the timesheet to the Financial Aid Office by the deadline. You and your supervisor should also keep a copy.

Paychecks can be picked up at the Student Accounts Office, two weeks after each payroll period ends.

Financial Aid Office Staff

Robin Heise Director of Financial Aid

rheise@antioch-college.edu

Tricia Webb, Financial Aid Loan Specialist

twebb@antioch-college.edu

Rita Check, Financial Aid Counselor

rcheck@antioch-college.edu

Joan Meadows, Student Employment Representative

jmeadows@antioch-college.edu

Academic Support Center

Fourth floor of South Hall, PBX 1166

The Academic Support Center (ASC) provides services to support students in all aspects of academic work (including time management, study skills, and senior project help), and provides disability-related accommodations for students who require them.

Where and what are these services?

The main office and working area, as well as two additional computer labs, are located on the fourth floor of South Hall. Students can drop in or make an appointment with peer tutors or with the Director or Assistant Director of the Center. Tutors are available to help you with math, writing, languages, and your other academic needs in the evening and on weekends, as well as during the day. SPSS, JAWS, and voice recognition/dictation software are available in this location only. You can ask staff about availability of other software.

Another computer lab is located on the second floor of the Library next to the Technology Resources office. Some specialty software programs are available in this lab only. The staff of the computer labs can help you learn to use word processing programs, spread sheets, and instructional software programs.

All of these facilities are staffed by qualified students who love their chosen area of expert-

ise, and who attend training sessions designed to sharpen their teaching and technical skills. If you think you might enjoy working with any of these programs, speak to the program supervisors.

What if I have a disability?

South Hall is accessible by elevator and the computer labs include desks that accommodate wheelchairs. A golf cart is available on a temporary basis for students with injuries or other mobility impairments; contact the Director or Assistant Director to discuss arrangements. Other disability accommodations are also available; contact the Director or Assistant Director to discuss your specific needs.

When can I bring my writing projects to someone for help?

- When you need to write a formal business letter or create a resume
- When you are writing an essay for an application or to propose a project
- When you have been assigned a writing project but don't know how to start
- When you have written a paper but don't know if it makes sense
- When you've written part of a paper but can't figure out the conclusion
- When you've written the paper and want it checked for clarity and mechanics
- When you've turned in a paper and the instructor requests a revision
- When you want a reader for your work, or a conversation about writing
- When your friends are all saying your short story is great and you want an objective person to read it

Antiochiana Second floor of Olive Kettering Library, PBX 1237

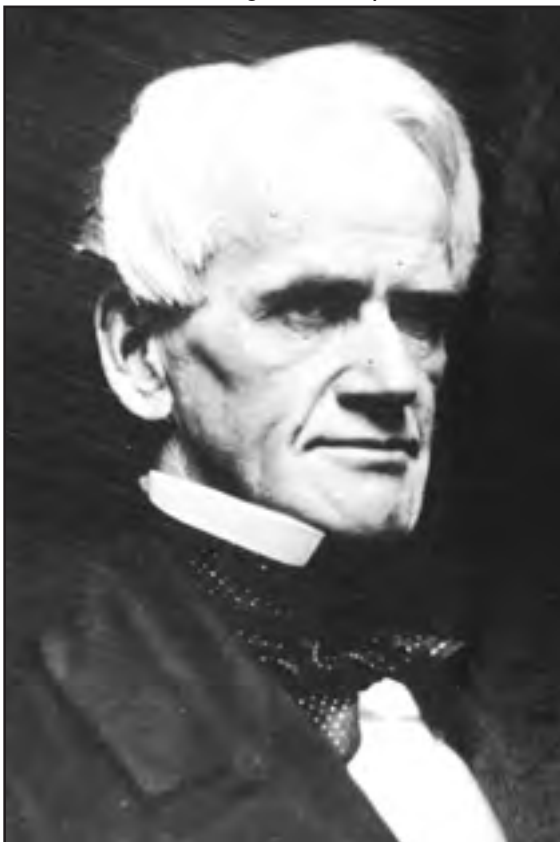
Hours :Monday-Friday 8:30am-4:30pm

Antiochiana began in 1905 as a collection of historical artifacts gathered by librarian Bessie L. Totten (1876 - 1963), Antioch college class of 1900. The term "Antiochiana" first appeared in 1898 when The *Antiochian* reported a non-circulating section of the library where "not a book is to be found there, whose author is not either an Antiochian or one who has been connected with the college, or whose subject concerns the college history." Miss Totten, who began her long Antioch career as Assistant Librarian in 1900, recalled how the librarian had told her to take special care of these books, and she began to expand the collection. Miss Totten assumed the title of Curator of Antiochiana upon retiring in 1941, which she held until her death in 1963. Remarkably, in its nearly 100 years of existence Antiochiana has only had four directors.

In 1983, the Antioch University Trustees designated the Olive Kettering Library as the official overseer of the Antioch archives, with authority to develop policies for retention and housing of University materials.

The centerpieces of Antiochiana's collection are the papers of Antioch College's two most dynamic and famous past presidents, Horace Mann and Arthur Morgan. There is also a wealth of information on many past students and faculty, as well as books written by and about Antiochians.

Antiochiana is not just a museum but a working research facility. The archives are a rich and convenient resource for primary source material for research topics on Antioch and local history, women's history, labor and radical history, and many other disciplines. Stop in to study CG functions, past policies and campaigning. Or, just come by if you have an interest in the history of the college. Curator Nina Myatt and archivist Scott Sanders are happy to assist with any questions, and have some great stories, too.



Horace Mann, first president of Antioch College. 1853-1859.

Dining Services First floor of the Union Building

PBXs: Kitchen 1098

Office Manager, Ann Thomason: 1095

Director, Dave Radkey: 1096

Assoc. Director, Marvin Bohn: 1059

The Caf provides meat, vegetarian and vegan options at every meal. Students and other community members can contribute suggestions to the Caf through Cafeteria Council (CafCil), a Community Government committee, or via the "Napkin Board" in the Caf.

The Caf is a self-serve, all-you-can-eat meal plan. You are allowed to take out: a bag of popcorn, an ice cream cone, ONE piece of fruit, or a cup of coffee, tea, or other beverage (bring your own mug) if you are on a meal plan. You are not permitted to fill and remove other containers of any kind; and you are asked to leave packs and bags inside the door next to the cashier stand.

As well as main entrees, lunch offers a sandwich bar, yogurt bar, and some grill items. A salad bar and dessert bar are offered each lunch and dinner. Menus are posted outside the Caf every week.

During meal times, the Caf is open to:

- Students on 7 or 19-meal plans, with meals available on their card.
- Employees, staff, and co-oping students.
- Guests of departments who have special meal passes or who have reservations.
- Individuals who pay cash at the door.

Prices (including tax):

Adult Breakfast	\$4.80	Child (12 & under)	\$2.17
Adult Lunch	\$6.15	Child	\$2.70
Adult Dinner	\$7.25	Child	\$3.75
Adult Brunch	\$6.15	Child	\$2.70

People who do not meet the above requirements ("I'm visiting, not eating.") are not allowed in the Caf during meal periods, although exceptions can be made by the manager on duty.

All people with meal cards are required to show them at the door. There are no exceptions.

HOURS:

Monday-Friday

Breakfast 8-9:45 a.m.

Lunch 11:30-1:30 p.m.

Dinner 5:15- 6:30 p.m.

Weekends and Holidays

Brunch: 11:30 - 1 p.m.,

Dinner 4:30 -5:45 p.m.

Breakfast: 8 - 9:45 a.m.,

Frequently Asked Questions

Q: Is the Caf food homemade?

A: Yes, with the exception of a few items. We have recipes for everything we cook available for anyone interested. If you have suggestions for new recipes, recipe books, or changes to any existing recipe, please come talk to us. We are also glad to share nutritional information with you for the products we purchase. Much of our food is local or grown in the organic garden.

Q: What is the difference between "vegetarian" and "vegan"?

A: Vegetarians eat cheese, milk products, eggs, and sometimes chicken or fish. Vegans consume no animal products. their diet consists of legumes, rice, vegetables, pastas, fruits, and whole grains. All foods are labeled. Talk to the dietitian for more information on diets and appropriate foods.

Q: *Can I bring food to my sick roommate ?*

A: Yes. Bring her/his meal card and call the Dining Service ahead of time.

Q: *I lost my meal card, what should I do?*

A: See the manager on duty to arrange for a new card. Replacing meal cards cost \$15 for additional film, lamination, printing, and time. Half this money returns to CG. We do allow three days temporary meal pass every semester.

Q: *If found my card. Can I have my \$15 back ?*

A: We're unable to refund your money. You can put one card on file in case you lose your card again.

Q: *What can I take out of the Caf as part of my meal plan?*

A: Coffee, tea, soda, popcorn, ice cream cones, and ONE piece of fruit. All other food must be eaten in the Caf.

Q: *You know me. So do I have to go back to my dorm to get my meal card ?*

A: Yes. It would be unfair to admit some students without their cards when others must show their meal cards. Also, meals are deducted electronically so we don't have the resources to write down every person's name. You must have your card, buy a new card, or buy the meal to eat in the Caf.

Q: *How does the meal plan work*

A: Your meal plan sequence goes from Monday - Sunday. If you are on a 7-meal plan, you can eat 7 meals in any combination during the week. The 19-meal plan covers breakfast, lunch, and dinner on Monday- Friday and brunch and dinner on the weekends.

Curl Gymnasium PBX 1062

The Gym is open to all community members. Hours are posted each term.

The Gym has two wood floor courts, a pool, racquetball courts, an EXTENSIVE WEIGHT ROOM, A CARDIO-FITNESS AREA, floor mats, and tennis courts. There is a good variety of aerobic exercise machines available, as well as free weights, a Universal, and Nautilus machines. We in the gym are happy to help you learn how to properly use any equipment, help you set up an exercise routine, or in any way encourage you in your fitness goals. We have most bats, balls, racquets, etc., you might need, and these can be checked out at the front desk.

Recreational games are organized according to peoples' interests throughout the term and have included softball, soccer, basketball, rugby, and Ultimate Frisbee. We regularly offer a diverse selection of PE courses to choose among. Please call or email Judy Kintner, Physical Education Coordinator, with any questions you may have at jkintner@antioch-college.edu or x1062.

Health Services First floor of North Hall

Counseling, PBX 1130

SOPP, PBX 1128

Infirmary, PBX 1198

Counseling Center

The Counseling Center is a place where students can receive help for academic, personal, emotional, psychological, relationship and family problems. The center is also dedicated to helping enhance the quality of your experience at Antioch College. Accordingly, we provide educational and prevention services as well as intervention and referral.

New students sometimes have an unrealistic image of college life, and even those students who are flexible and resilient can experience new stresses that require new coping styles within the rigors of life in the Antioch community. You do not have to be experiencing overwhelming difficulties in order to benefit from a visit to the center. We are geared to prevention and personal growth as well as helping you with a crisis.

Your conversations shared with counselors are strictly confidential, except in situations where there is an imminent threat or danger involved. You may speak freely, knowing that what you tell us is not repeated to anyone without your permission. This includes friends, faculty, and parents.

We often see students on issues relating such things as relationship dynamics, eating disorders, past abuse, depression, loneliness, procrastination, time management, stress, substance abuse, as well as other areas. For students seeking longer-term counseling or the services of a psychiatrist, we maintain working relationships with many local clinicians and will make an appropriate referral. We also maintain a listing of local AA, NA, and other 12-step groups. TCN Behavioral Health, located 10 minutes south of campus in Xenia, provides a variety of outpatient programs for substance abuse education and recovery.

The Counseling Center is staffed by Linda Sattem, Director of Counseling and Wellness Center, a cognitive-behaviorists, family systems and feminist therapist, and works with all issues. Tony Bryan, Professional Clinical Counselor, is available Monday, Tuesday, Wednesday 3:30 - 5:30 pm. Tony interned here in the 90's, ran a men's group, works with all issues, including stress and anger management. Cheryl Smith, RN, and Certified Chemical Dependency Counselor, is available Friday 9 - 5. Cheryl works with health, chemical dependency, and general issues.

To make an appointment for the Counseling Center, just call our administrator, Jennifer Baker, at PBX 1130, or drop by the Counseling Center between the hours of 9 a.m. and 5 p.m. We are located on the first floor of North Hall. Students are encouraged to seek assistance before any emergency arises, but in the event that this is not possible, during the evening hours (when the Counseling Center is closed), you can get help by calling a 24-hour support line is also available at (937) 376-8701. Of course, if there is a life-threatening emergency, you should always call 9-1-1 first.

Wellness Center

The Wellness Center at Antioch is a student-driven program whose primary mission is to promote lifelong learning about health and wellness. Programming changes each term to reflect current student needs and interests, but an emphasis is placed upon a holistic approach to physical, mental and emotional health.

In addition to our general wellness programming, we have an HIV testing and education program. The goal of this program is to promote education and prevention of HIV/AIDS and other sexually transmitted diseases. Students are hired each term to help direct this effort.



When the infirmary and the University Family Health Center are closed (evenings, weekends, and holidays), there are two Urgent Care clinics and a hospital emergency room within 20 minutes driving time.

Greene Memorial Hospital ER is 8 miles south of Yellow Springs, two blocks east of Rte. 68 in Xenia. Their phone # is 376-6706 The ER is open 24 hours a day.

Their **Urgent Care** is located at 3371 Kemp Rd. at Fairfield Rd. past the Fairfield Commons Mall. They are open 8 a.m. - 11:00 p.m. daily. Their phone # is 320-3500.

There is also an **Urgent Care** at 2131 Gateway Dr. in Fairborn. This is west on Dayton-Yellow Springs Rd. across from Kroger They are open from 8:30 a.m.- 10 p.m. daily. Their # is 873-9500.

Your drivers' license, Antioch College I.D. and insurance card are required when utilizing these facilities

In a life-threatening emergency, of course, don't hesitate to call 911 for immediate medical help.

Infirmary - The Wingfield Health Center

First Floor of North Hall, West Side, PBX 1198

The Wingfield Health Center is a comfortable and friendly place staffed by registered nurse Julie Reed, beginning first week of October 2004, and Antioch College Health Advocate Joyce Morrissey. We are committed to supporting your good health in a caring, confidential, and holistic manner, as well as helping you get the care you need when you are sick or injured.

The Infirmary is open 9:30 a.m. to 5 p.m. Mon-Fri, on a walk-in basis. Hours are posted on the door and any change in hours will also be posted. There is no charge for services provided at the Infirmary. The nurse may be able to treat you on campus, or she or other staff can assist you in making an appointment with physicians associated with the College. It is important to turn in the health forms you were asked to fill out on admission, and to let the nurse know if you have any significant health issues such as seizures, diabetes, or severe allergies, or if you regularly take any medication.

Antioch has a contract with University Family Health Center, a group of family practice physicians affiliated with Wright State University Medical School. They are located three blocks from campus at Xenia Ave. and Marshall St. This is an easy walk or bike ride from campus. In the event that you are unable to get to the health center please notify us. Their hours are 8:30 a.m. to 4:30 p.m. Mon-Fri by appointment. In case of emergency or if the Infirmary is closed, you can call or go there directly. They prefer appointments to be scheduled through the Infirmary staff, but again, if the Infirmary is closed, you may call them directly at 767-7369.

All enrolled students are covered under Part 1 of Antioch insurance. We strongly encourage purchasing Part 2 insurance or having secondary coverage through another plan. You will receive specific information regarding insurance before arriving on campus.

The college insurance covers the cost of visits to the college doctors when you are sick or injured, and related costs such as lab-work and x-rays up to \$125.00. The cost of any prescribed medication is the responsibility of the student. You may submit the receipt with appropriate paperwork to the insurance company for a partial refund. The paperwork is available in the Infirmary or in the Dean of Students office. There is a drug store within walking distance of campus where prescriptions may be filled.

The Antioch insurance does not cover dental care, well check-ups, immunizations, routine STD testing, birth control, or pap smears. It may pay a limited amount for medical specialists or chiropractors, depending on the situation. For services not covered by your insurance, the infirmary staff can help you with referrals, including low cost county health department clinics for STD testing and travel vaccines. For serious financial hardship related to medical costs, or with questions about the policy, check with the Dean of Students office.

Mailroom Basement of Main Building, PBX 1227

The Mailroom includes the Mailroom Office, Customer Service window, student mailroom, faculty and departmental mailroom, and a lounge. The mailroom office is accessible to employees and students only.

The mailroom window is open: Monday- Friday 10:30 to 11:55 a.m. & 1 p.m. to 4:25 p.m.

Combinations

Mailboxes are reassigned each term. Your combination is a part of the registration packets received at check-in at the beginning of each term. If you have problems opening your mailbox, see Tim Evans in the mailroom for help. If you break the lock, you will have to pay for repairs.

Parcels

You will receive a pink notice in your mailbox if you have a parcel to pick up at the window.

Outgoing Mail

- On-Campus - To send on-campus mail to students, place the mail in the alphabetized sorting box in the mailroom. ALL in-house mail needs a name of sender and the name of the receiving student on the outside. To send on-campus mail to non-students, place the mail directly in the mailboxes accessible in the lounge behind the mailroom office.
- Off-campus - Place stamped letters in the basket inside the left entrance way to the mailroom office. When the office is closed, place them in the slot in the door across the hall from the mailroom or in the white double door slot connected to the mailroom. Mail is picked up once a day at 3 p.m. The mailroom can weigh your outgoing mail to determine the correct postage. Stamps are available in the bookstore.

Mail during co-op and other off-campus programs

The U.S. Post Office has free packets to help you notify publishers and creditors of an address change. Leave a forwarding address with the Co-op Department so they can forward all other mail. Packages shipped through UPS or other independent carriers cannot be forwarded and must be returned to sender. Magazines and third-class bulk mailings also cannot be forwarded. If you do not leave an address with the Co-op office, your mail will be forwarded to your permanent address.

If you are co-oping on campus, see Tim Evans about receiving a mailbox during your co-op term.

Copying Machine

The mailroom is responsible for the copying machine (each college department has a copier access code; the library has a copier that can be used by individuals) . If you need copy paper or staples for the copier, ask the mailroom staff. Copying machine hours are from 8 a.m. to 4:25 p.m. Mon-Fri.

Maintenance & Physical Plant

Brick building behind Sontag-Fels, PBX 1270

The Physical Plant is responsible for the operations and upkeep of the college, i.e. broken furniture, landscaping, plumbing, dorm cleanliness, maintenance, and painting. If you have a problem with something that is broken and needs replacing, such as light bulbs, tell your Hall Advisor. The Hall Advisor will call the Physical Plant and the Physical Plant will put it on a work order. Be patient—work orders are prioritized by code: Code 1 indicates safety problems such as bad wiring, broken emergency exit, flooding, etc. These jobs are before any other. Code 2 indicates essential and necessary, these are placed on the “As Soon As Possible” list. If the repairs to your room are not done in a reasonable amount of time, tell your Hall Advisor.

If you are not home when Maintenance comes to repair something, they will go ahead and fix it. If you do not want them to enter your room, leave a clear note. If there are things in view that are inappropriate, put them away. The Physical Plant can fix any college property that is broken. If something like a chair or a bed needs to be replaced, call Housing.

Every dorm is cleaned by a Housekeeper. Be respectful, they are not your personal cleaners. If you have a party, please do not leave the mess for the Housekeepers. This includes vomit, cut hair, cigarette butts, and other such messes. Halls will get charged for malicious and inappropriate behavior where necessary.

A Message from the Physical Plant

We believe that your choice to live on campus is one that provides an educational experience in community development and personal growth. As members of the Antioch Community, campus residents respect the rights of others, accept personal responsibility for their actions, and engage in community governance and campus events. The Maintenance and Housekeeping staff supports your educational experience by providing the best possible service for Antioch’s residence hall facilities. A summary of services and procedures is listed below for your reference. Antioch College is committed to providing maintenance and housekeeping services that enhance residence life and the College community. Please let us know how we are doing!

Antioch College will make a reasonable effort to:

- Maintain residence halls to comply with all health and safety regulations.
- Maintain secure external exits for all residence hall facilities.
- Maintain in good working order all plumbing and heating systems
- Maintain in good working order all interior locks on residence rooms.
- Maintain in good working order all furniture and appliances supplied by the college.
- Provide regularly scheduled housekeeping services to common areas, shower rooms, and bathroom facilities.
- Provide access to cleaning and miscellaneous supplies (light bulbs) for residence rooms and/or common area spills or breakage.
- Provide students with written work order request forms, available in the Housing Office. The Housing Director will authorize the work order and forward all requests to the

Physical Plant.

Student residents will make every reasonable effort to:

- Maintain residence hall rooms and common areas in the same condition as upon arrival including painting surfaces, flooring, and furniture/appliances as indicated on room inventory.
- Operate only safety-approved (by Housing Office) electrical devices (hair dryers, lights, etc.)
- Report health, safety, maintenance, or housekeeping concerns to the appropriate office as soon as possible with a written work order request OR with a phone message to the offices instead.

For requests other than regularly scheduled services:

- Call Housing Director, PBX 1033
- Non-emergency security requests, call security at PBX 1010 (day) or 0 (night)
- Emergency plumbing/heating systems, call Physical Plant at PBX 1270. If you have difficulty obtaining a reasonable response to your concerns, call Physical Plant Director Mike Miller at PBX 1271 or Assistant Physical Plant Director Darrell Cook at PBX 1272.

Who's Who in the Physical Plant?

The following is a list of the maintenance staff. They are responsible for keeping the entire campus running, including all power, plumbing, phones, painting, repairs, vehicle maintenance and use, snow removal, heating and air conditioning, and numerous other services. Please note there are only eleven people on the entire maintenance staff and eleven people on the housekeeping staff for a campus of 600+ students and 150+ faculty and staff.

The maintenance staff includes Robert Barber, Carpenter; Ron Hampton, Telephone Tech; Christian Delemos, Painter; John Rader, Handyperson; Kathy Smith, Electrician; Steve Sprague, HVAC; Forest Teterus, Plumber; Randy Wegner, Gardener; Jan Wambaugh, Handyperson Allen Stockdale, plumber; John Gibeck, mechanic.

The housekeeping staff includes Karen Adams, West & Presidents; Nancy Bolton, Fels & Kettering Bldg.; Marcia Brim, North & Black /Fess Development; George Brown, South & McGregor; Barbara (Niki) Crumrine, Gym, Library, Theater; Darrell Crumrine, Science, Art Annex, Theater & Art Building; Yvonne Davenport, President's House, Kettering Bldg, Physical Plant; Carolyn Hardnick, Spalt & G-Space, South, & McGregor; Sue Luman, Main Building, Bell / Derby, Unit 4; Amy Peterson, Birch, Photo House, Norment & Pennell; and Shahkar Strolger, Mills Union Bldg. & Weston.

Olive Kettering Library PBX 1240

Hours when classes are in session, the library is open regular hours:

Mon. to Fri. 8:30 a.m. – 11:00 p.m.

Saturday 8:30 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 11:00 p.m.

Reference Services

During most hours of operation, at least one librarian will be on hand to help you with your reference questions and research strategies. The librarians will teach you how to locate what you need in the collection of more than 350,000 volumes of books and periodicals plus collections on microfilm, video, and sound recordings. The librarians are a valuable resource to your education - please, don't be afraid to ask for help.

Interlibrary Loan

Through the magic of computers, you have access to millions of books in thousands of libraries through OPAL, OhioLINK and interlibrary loan. OPAL and OhioLINK allow you to request books from other Ohio libraries from any computer with internet access and they will arrive at the OK Library normally within 2 to 4 days. If you need titles that are not in the OPAL or OhioLINK catalogs, or any periodical articles not owned by Antioch, the interlibrary loan department will be happy to order these for you. This process takes a little more time so you will need to plan ahead. Almost all books are free of charge and articles are normally just 10 cents per page. You must adhere to the due dates, which are determined by the lending library, to stay in good graces with the interlibrary loan staff.

Periodicals

The library currently receives over 850 periodicals (magazines, newspapers, scholarly journals). Periodicals are shelved alphabetically and are kept in two places: the most current issues are on the main floor and older, bound volumes are on the ground floor. Periodicals may not be checked out. A self-service photocopy machine (5 cents per copy) is available for your convenience. We also have access to over 10,000 electronic full text titles through OhioLINK's Electronic Journal Center and other database providers. This number continues to grow regularly.

Circulation and Fines

All books in the circulating collections are due three weeks from the day they are checked out. Overdue notices are sent out Monday - Friday. Since it is so easy to renew items, from any computer with internet access or simply in person at the circulation desk, fines are enforced.

Reserve Readings

Many professors use the library's reserve system to place required readings at the circulation desk. These books are usually in heavy demand and circulate for only two hours or overnight. **WARNING:** Fines for overdue reserves are very high!

Audio-Visual Services

The library provides audio-visual services for academic and community use. The library maintains a collection of Antioch produced videotapes including commencement ceremonies and some student video projects. The collection also includes documentaries, teaching aids, popular, and hard-to-find movies on video and film.

AV equipment may be borrowed for one day, sometimes up to three days. The library has tape cassette players/recorders, overheads, 16mm film, and carousel slide projectors. Playback equipment (CD, LP, and VHS) is available for use in the library only.



Recycling at Antioch

Recycling at Antioch is accomplished through coordination of the efforts of a co-op environmental coordinator, FWSP workers, volunteers, and each and every Antioch Community member. The simple act, multiplied many times over, of placing a can, bottle, or newspaper in an appropriate collection container is ultimately what makes the program successful. In this way the entire Antioch Community is involved.

There are painted recycle bins around the campus for commingled recyclables. Please put empty glass bottles, aluminum cans, and plastic in these bins. Boxes for recycling paper are often located next to the bins inside buildings. If there is no box in your dorm or office then please create one yourself or contact the current recycling co-op manager for an empty box. Ideally, newspaper should be separated from other paper by putting it in a brown paper bag. Doing so increases the value of the final recycled product.

Please do not throw trash in the recycle bins or dumpsters. If you are unsure about where the recycle bins are located, please contact the environmental coordinator (PBX 1284) or the Physical Plant (PBX 1270). Contamination has been a problem in the past. Please discard liquids and foods before placing recyclables in the bin. Keep in mind that students just like you are the ones who empty the recycling bins! Recycling dumpsters are located behind the Union Building adjacent to the C-Shop. There is also a dumpster next to the Birch residence hall and another adjacent to the community garden (behind the science building). All of the recycling dumpsters on campus are commingled, meaning it can be mixed up since it is separated at the recycling center.

Waste Management Inc., a multi-billion dollar conglomerate, currently picks up our trash and recycling. All of our trash goes to the Stony Hollow Landfill, located in West Dayton in a predominantly middle-class, African-American community. The environmental coordinator arranges trips to the landfill and recycling center every semester, so keep a look out for an announcement.

The program is constantly evolving and always welcomes help and input. The campus has a Green Council, cordially called GreenCil, where you can come with greening ideas.

Security Gathering Space

Security cell phone 937-974-2870

937-767-1000 from off-campus

In case of emergency, dial "911"

The Security Office is available to help maintain the safety of the community and college property.

The Security hours are:

Mon-Fri 4:30 p.m. - 8 a.m.

Sat-Sun 8 a.m. - 8 a.m. (24 hour coverage on weekends)

Call the Deans of Students office for security 8 a.m.-4:30 p.m.-PBX 1160

Believe it or not, Antioch endures the same safety concerns and issues as the "real world," and as such, it is important that community members follow basic safety guidelines to protect themselves and others.

Safety Considerations

- Lock all doors, including external building doors and room doors.
- Carry your keys with you at all times.
- Always lock your bicycle and vehicle.
- After dark, walk in pairs or call securities for an escort.
- Avoid isolated areas, such as the bike path by the Glen, after dark.
- Report the presence of suspicious strangers or unusual behavior immediately.
- Report all thefts, regardless of how small, to the Security Office immediately.
- When in trunk rooms, lock your possessions and make sure the trunk room door is locked upon exit.
- Register your guests
- Use fire equipment only in valid emergencies; fines and/or imprisonment may result for tampering.
- Dial 911 for emergencies.

The Security Office requires that all vehicles be registered with the office. This is a free service to protect you and your vehicle. Please see the Deans of Students office for a registration form.

If you are accidentally locked out of your building room or building, the Security Office will let you in. Each community member is allotted two lock-outs before being fined \$5 per lock-out.

The Security Officers are happy to provide escorts to various places on campus at night. They can be reached by dialing 0 from any campus phone after 4:30 p.m.

The Security Officers are:

Paul Clemens Tom Joseph
Corey McLender Mike Piper

Sexual Offense Prevention Program

Antioch College Counseling and Wellness Center, 1st Floor North Hall,
PBX 1127 (SOPP), PBX 1130 (Counseling)

“The Spirit of the Policy is YES”

The Spirit of Antioch’s Sexual Offense Prevention Policy (SOPP) is about “Yes!”: people having the opportunity in intimacy to face one another in deeper and truer, more honest, more fully satisfying ways; actually being bodily present with our selves and each other; the Cosmic YES of wholly present living. This ‘spirit’ of CONSENT, the awareness-raising/hair-raising aspect of the policy, catalyzes people to become aware of what they really want sexually, find ways to make a partner aware of that, and to be aware of what their partner is actually okay with sexually. Conscious and confident intimacy is the best!

This spirit is about a fully affirmative YES. Not an ambiguous yes, or a “well-not-really-but-ok-I-guess yes,” certainly not a “silent-no ‘yes,’” or an “ouch” or “yuck-but-I’m-afraid-to-hurt-your-feelings yes.” This is about YES, UM HUM, ABSOLUTELY, YIPPEE YAHOO YES! Being with someone who you are sure REALLY WANTS to be with you. Being with someone who you are sure YOU REALLY WANT to be with. THAT is EXCITING, is EROTIC, is DEEP, is GREAT, is YES! That is consent. That is the Spirit of the policy.

The Spirit of the policy is also about No, hearing that a person is really NOT OK being with you in this way or that way, and being able to tell a person that you are NOT OK doing this or that. It is also about the EXPECTATION that they will RESPECT your choices, your requests, and your answers to their requests WITHOUT deriding you, manipulating you, or threatening you in any way. This spirit is about respecting that each person, for WHATEVER REASONS they choose, has a right to define why and how they will be touched, at any time or step along the way, no matter what you intend or want to share with them. (and vice versa.) And because we come from a culture that so often disrespects personal choices sexually through confusing dynamics, gender role socialization, sexual manipulation, abuse and violence-part of the spirit of the policy is corrective. It helps us all learn to SPELL OUT THE NO’S so that each of us may feel freer and safer being assertive about and affirmed for SPELLING OUT THE YESES.

Antioch’s SOPP is SOCIAL REVOLUTION - of course, why else would it ignite such a mixture of joy, empowerment, confusion and backlash? - and it is exhilarating to be part of a community that is working so hard to increase equality and mutual satisfaction, and to rectify domination and oppression.

The full Sexual Offense Prevention Policy is located in Policies and Procedures

SEXUAL CONSENT, SEXUAL VIOLENCE AND SAFETY

The statistics on the frequency of sexual violation on college campuses today are alarming. While the Sexual Offense Prevention Policy helps make the campus a safer environment for

everyone, we still have problems here. Sexual assaults, sexual harassment and relationship violence between people who know each other are the most frequent kinds of violation. Violations occur between men and women, men and men and women and women. Like on many campuses, violations often happen while people are using substances.

The “spirit” of SOPP is Consent - promoting consensual and mutual pleasure in all sexual intimacy that is occurring between community members. The “spirit” is to get people to think about their sexual pleasures, needs and boundaries, and to expect and enjoy - dialogue and respect with intimate partners.

If someone experiences a violation, there are several options available to effectively address the situation. These options include a range of ways, formal and/or informal, to clearly confront a person who has violated someone and to determine appropriate consequences for an action. The policy primarily seeks to be an educational force in the community, helping us all to discuss and listen to how our actions affect each other. There is also a judiciary process available to fairly ascertain accountability and community safety of both individual persons and of the community.

There are many students who have experienced sexual violation before arriving at Antioch. Healing from that experience may be an integral part of their personal, social and academic lives while they are here. Support services are available for this process through the Counseling Center and the SOPP office.

Antioch has a Sexual Harassment Policy and a Sexual Offense Prevention Policy, which have been designed to help deal with these problems when they occur on campus and/or when they involve an Antioch community member. Read these policies. You are responsible for knowing them.

CONSENSUAL SEXUALITY AT ANTIOCH

Under the Sexual Offense Prevention Policy:

- All sexual contact and conduct between any two (or more!) people must be consensual;
- Consent must be obtained verbally before there is any sexual contact or conduct;
- Silence is never interpreted as consent;
- If the level of sexual intimacy increases during an interaction (i.e., if two people move from kissing while fully clothed, which is one level, to undressing for direct physical contact, which is another level), the people involved need to express their clear verbal consent before moving to that new level;
- If one person wants to initiate moving to a different level of sexual intimacy in an interaction, that person is responsible for getting the consent of the other person(s) involved before moving to that level;
- If you have a particular level of sexual intimacy before with someone, you must still be sure there is consent each and every time;
- If you have a sexually transmitted disease, you must disclose this fact to a potential partner before engaging sexually;
- If anyone asks you to stop a particular kind of sexual attention or behavior, you must stop it immediately no matter what your intentions are with the attention.

Don't ever make assumptions about consent; assumptions can hurt someone and get you in

trouble. Consent must be clear and verbal (i.e., saying, "Yes, I want to kiss you, too.")

ALCOHOL, DRUGS AND CONSENT

Taking advantage of someone whose judgement is substantially impaired is not acceptable behavior, and is a time of high risk for something nonconsensual to happen. Consent, even verbal consent, may not be valid during these times. Providing someone with alcohol to get him or her drunk so that person will consent to have sex with you (figuring you wouldn't get "as far" if that person were sober), is a violation under the SOPP. If you are so drunk that you act inappropriately with someone (in a way you wouldn't if you were sober), or if you are so drunk you don't hear "no," you may be charged under the SOPP.

Again, the primary purpose of the SOPP is educational, in this case, about the high risk of alcohol and drugs interfering with people's ability to be consensual. If you have a hard time knowing or setting your own personal boundaries, or respecting other people's boundaries, you may have a harder time if alcohol or drugs are involved. For truly consensual sex, you and your partner(s) should be sober to be sexual.

OPTIONS OF RESPONSES TO AN OFFENSE

The SOPP program is available to help community members decide what to do if they have experienced a sexual violation. Reporting a sexual violation to the SOPP Advocate or even to the Dean of Students never means a person will be pressured to take formal action. The Advocate or the Dean of Students will review with a person all the options of response, empowering each person to decide for them self which course(s) of action they might wish to take. Options for response are:

- Directly confronting the offending person;
- Having appropriate mediation with the offending person;
- Having the Dean of Students or the SOPP Advocate talk with the offending person;
- Filing a formal complaint and taking the case to the SOPP Hearing Board;
- Filing an anonymous or confidential complaint with the SOPP program, so the alleged action is recorded;
- Getting appropriate medical treatment;
- Filing a police complaint if the offense is against the law
- Seeking counseling or crisis intervention;
- Taking a concern to the Community Standards Board;
- Doing nothing

The SOPP Hearing Board hears cases of sexual offenses where the alleged offender is a student. If the accused violator is not a student but is connected with the College, the case may be referred for follow-up with the appropriate supervisor. In case of rape and sexual assault, reporting to law enforcement authorities is encouraged. Anonymous reports may also be made. Complaint forms are in the SOPP office in the Counseling Center and also in the student SOPP office in the Wellness program, 1st Floor - Center - North Hall. Or you can make a report with

any member of the SOPP program. All reports are treated confidentially. Every attempt is made to treat everyone involved fairly, and to honor the wishes of the victim/survivor regarding what is done (or not done).

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT OR HARASSMENT

If you are raped or sexually assaulted on campus:

- Get some place safe.
- Contact a friend you trust or a hall advisor.
- Contact the SOPP Advocate, Linda Lee Sattlem, directly in the counseling office.
- Call the Crisis Line at PBX 6727 or 1 888-392-6761.
- You may also wish to notify the police - 911.
- Refrain from bathing, changing clothes, eating, drinking, using the bathroom or otherwise cleaning up, in case you decide to have evidence collected.

The SOPP Advocate will provide emotional support, help you to understand your thoughts and feelings at the time, explain your options to you, and support you in whatever decisions you choose to make.

If you have been sexually harassed at a co-op site, you may tell your co-op advisor and/or contact the SOPP office. You can call from out of town at 1 (937) 769-1130.

If you have been victimized sexually in the past and would like some assistance in working on these issues, there is help available. See a counselor in the Counseling Center. If it's appropriate for you to see a therapist off-campus, the Counseling Center can help you find someone suitable. There are also support

Campus Safety Tips

There are ways to help prevent sexual violation on campus. A few tips:

- Always lock your room door when you're going to undress, sleep, or if you're under the influence of a substance which might impair your ability to react quickly. It's a good idea to get into the habit of locking your door whenever you're inside.
- Never prop outside doors open—strangers can enter buildings, as well as friends. Close building doors you see propped open.
- If you're running or walking on the bike path at times when you might be the only one around, take a friend.
- Learn self-defense
- Know your sexual desires and boundaries and communicate them clearly to any (potential) sexual partner; "listen" to your boundaries and honor them. If you're not sure, say "no" rather than "maybe" or "yes."
- Ask what a (potential) sexual partner's desires and boundaries are; listen to and respect them.

Computers at Antioch

Antioch is predominately an Apple Macintosh campus. The library has several PC computers with Windows. Antioch University's Information Technology Services Office (ITS) should be able to provide help with both computer platforms.

Personal Computers

If you have a computer in your room, you must buy a surge protector power strip, which are available at the Bookstore. Also, keep it away from windows and, if possible, don't smoke near the computer, as smoke is very damaging to sensitive computer parts. It is strongly advised that you keep computers covered when they are not in use. Antioch is very dusty.

The Internet, E-mail, and Access at Antioch

All community members have e-mail through the college. All first year students will be assigned an e-mail address upon registration. It's usually your first initial and last name. Horace Mann's e-mail address would be: hmann@antioch-college.edu. There are several planned improvements to electronic messaging for the campus during the academic year.

All computers in the labs have Internet access. Rooms in Birch, Mills and Spalt residence halls are wired for Ethernet connections. Contact the ITS Office for more information if you are/will be a Birch, Mills or Spalt resident.

Any community member may have space for a web page. Please contact ITS for directions on setting up a directory for your web page and utilities.

Computer Labs

-The Olive Kettering Library maintains several computers for use for email, Internet, word processing and many other functions during regular library hours.

-The Learning Lab is on the second floor of the library.

-There is another computer lab in South Hall. These computers also have email, Internet access, word processing, and more.

-The computer labs are in the process of having both the hardware and software upgraded, so that students have more computer tools available to support their study.

The Glen Helen Ecology Institute 937-767-7375

Glen Helen is 1,000 acres of quiet peacefulness located across from Antioch College at Corry Street. It is a preserve and environmental education facility and is managed by the Glen Helen Ecology Institute, a special program of Antioch College. The woods, open fields, streams, and wetlands that comprise the nature preserve were given to Antioch between 1929 and 1938 by alumnus Hugh Taylor Birch as a living memorial to his daughter, Helen Birch Bartlett. The land was set aside according to Birch's wishes "as a preserve for birds, fish, and game, wildflowers, trees, shrubs, and other forms of life... and for the direct benefit of Antioch College." Numerous service, research, and other educational opportunities exist in the Glen for the Antioch College Student.



Part of the Institute's program includes a residential environmental education center that hosts Ohio schools for one week programs. During the summer, the Glen hosts "ecocamps", day camp for kids of all ages. Trailside Museum, a nature education and visitor facility was built by Antioch students and staff, and is still largely maintained by students. Maps, displays, and reference materials can be found there. Co-op opportunities are available at both the Outdoor Education Center and the Trailside Museum and Visitor Center.

As members of the Antioch Community we are all stewards of Glen Helen, so please respect the Glen. It is maintained as a preserve for education, research, recreation, and the pure enjoyment of nature. The trails are open to the public and to students year-round from dawn to dusk. All wildlife, vegetation, rocks and stones, and natural (and magical) features are protected within the Glen and should be left undisturbed. In fact, the area of the Glen nearest campus is a federally designated natural area signifying its special uniqueness as a natural area. Staying on the trails minimizes the impact to the soil, helps to maintain the integrity of the area by protecting plants (some of which are state and federally endangered) and avoids the transfer of seeds from exotic species. Also be aware that, although tempting, the Glen's "Blue Hole" immediately downstream from the Cascades is polluted with run-off from local farms and it is illegal to swim there and dangerous to your health.

The Glen is closed at night except for special evening programs. School age children live in dorms and participate in nighttime activities. It is paramount that these children have a fun and safe experience in the Glen. If they were to encounter unexpected strangers in the woods in the dark, it would be a scary and negative experience. By respecting the "closed at night" policy, we can help the kids to have a pos

Bookstore FirstFloor of the Union Building, PBX 1297

Q: How much will my text books cost each semester?

A: That depends on which class you are taking. Book prices in all parts of the industry have been increasing steadily, and texts are no exception. I would budget \$200-400 each semester. The most expensive text we've sold is \$150, though that tends to be the exception. Most books fall between \$20.00-50.00 range. We have used textbooks whenever possible. You can preview book prices for the upcoming term (at the end of the current term) in the textbook section of our website, www.antiochbookstore.com.

Q: How much can I save buying used textbooks?

A: Used books cost 25 percent less than new books. However, industry wide, the demand for used books is greater than the supply. You can help meet the supply by selling back your books during buy-back.

Q: What determines the price I'll get if I sell my books back?

A: If it's a book that a professor will use again, you'll get half the new price back. But if we don't have an order for it, we will buy it for a wholesaler who sets a price. They pay from 10% to 30% and tend to pay more for a hardback. We buy books for our wholesalers every day, and buy books for the store at the each term, during our posted buyback dates.

Q: What about book returns? What's your refund policy?

A: We'll accept books for a full refund up to the last day of add/drop. The books must be in saleable condition. You must have your receipt to return any merchandise.

Q: What other merchandise does the bookstore sell?

A: In addition to texts, we also have a selection of trade books, science fiction, humor, children's books, and best-sellers. We also stock a large variety of school supplies: notebooks, pencils, computer supplies, folders, three-ring binders, glue, tape, chalk, etc. We carry personal items like shampoo and razors. We sell subscriptions to The New York Times that are 40 cents a day Monday through Friday. You can also find magazines, candy, cards, key chains and postcards, and first class postage stamps. We also have lots of logo items: t-shirts, sweatshirts, shorts, baseball shirts, coffee mugs, stickers, and more. Most of our imprinted merchandise is sold on our website, www.antiochbookstore.com.

Q: Isn't it cheaper and easier to order my textbooks on-line?

A: Yes it is simple and easy- if you visit our www.antiochbookstore.com! While there may be some internet discount bookstores that can offer deep discounts on textbooks, all of our textbooks are priced within industry norms, and barring professor or publisher difficulties, our textbooks are here by the first day of classes, not one or two weeks after you order them. If you drop a class during the drop/add period, you don't have to worry about shipping it back and trying to get a refund. Our returns policy is simple and fair.

Office of Multicultural Affairs(OMA)

First Floor of Main Building, Rm. 116, PBX 1154

The Office of Multicultural Affairs (OMA) is to help forge and sustain a culture of diversity that supports the academic and personal growth and development of students of color and other historically under-represented students. The OMA facilitates college-wide efforts to build a campus climate that celebrates diversity and differences, the contributions and universality of all people, while fostering positive community interactions. It also engages the entire Antioch community – students, faculty, staff, administrators, parents and alumni – in an effort to counter racism, bigotry and patterns of discriminatory behavior, through curricular and co-curricular programs.

The Office of Multicultural Affairs (OMA) is located in the Main Building First Floor and houses the Bonner Scholars/Leaders and the MAKE IT (Mentors and Knowledge Engaged in Trust) Programs. This year we will be in transition. The OMA is being transformed into the Center for Cultural and Intellectual Freedom, the mission statement being: The Center will lead the Antioch Community in creating an environment in which members come to understand and challenge oppression by developing strategies that serve diversity, freedom, responsibility equality and justice. Clarice Ford, who will join us at the beginning of the summer, will be the Center Director. Ona Harshaw will be working as Diversity Advocate and Bonner Program Coordinator for the 2005-2006 academic year. Jimmy Williams, Dean of Students, will oversee this office and help to lead, implement and coordinate programs and services to specifically support student diversity and under-represented students.

The OMA staff will offer personal counseling for students, workshops and seminars for faculty, students, staff and administrators in multicultural education, and programmatic and academic resources for the entire campus community. Campus-wide they will assist in policy development and implementation to insure sensitivity to issues of diversity and inclusion.

Ona Harshaw Diversity Advocate, oharshaw@antioch-college.edu

Jimmy Williams, OMA oversight jwilliams@antioch-college.edu

Policies & Procedures

Policies & Procedures

Academic Complaint Policy

Approved by AdCil 4/25/02

Definitions

For the purposes of this policy, a *complaint* is an allegation or accusation brought against a Faculty member by a student who seeks redress for a wrong or an injustice involving the assessment and evaluation of student performance in co-operative education, the classroom, advising or mentoring. "As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards in their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between the professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom." (Statement on Professional Ethics, adopted from AAUP, see Faculty Personnel Policies pg. 31).

Antioch College requires Faculty and students to uphold the highest principles of academic integrity and to act in a manner that preserves freedom of inquiry and intellectual exploration. Antioch College Faculty is composed of individuals whose professional and pedagogical skills enhance the learning process and who by their commitment to advancing knowledge are expected to apply common principles of good teaching, strong mentoring, and fair evaluation of student performance in a course of study or work experience.

The assessment and evaluation of student performance is the responsibility of the Faculty. The Faculty member is the sole judge of student performance and only the Faculty renders an evaluation of student work and progress in a course or co-op experience. Students who have reason to believe that a violation of professional ethics has occurred or that the assessment of their work was the result of error, capriciousness or evaluated by criteria other than those stated in the course syllabus or appropriate for the course or co-op experience have the right to file an academic complaint. Simple disagreement with the professor's professional judgment about the quality of the work does not constitute legitimate grounds for filing a complaint.

This Complaint Policy does not replace or require changes to any of the other policies governing faculty behavior as specified in the Faculty Personnel Policy, such as the Sexual Harassment Policy; the SOPP; the Drug and Alcohol Policy; the Affirmative Action Policy; etc. Each of these policies has their own processes for reporting and resolving alleged violations (see FPP pgs 30-66). This Complaint Policy does not require changes to the FPP in regard to Personnel Files (see F.40. pg.11)

Procedure

At any step in the complaint procedure the student or the faculty member may invite another community member to accompany him/her to any of the meetings to help resolve the complaint. The time periods given in each step below must be somewhat flexible in order to accommodate the academic calendar.

1. It is strongly recommended that the student speak first to the co-op or classroom faculty member to find a resolution. The student shall approach the faculty member no later than the fifth week of their

next study term on campus. In the case of adjunct faculty or faculty no longer employed at the College, the student shall approach the major chair first.

2. If a mutually satisfying resolution is not found, the student shall make an appointment to speak to the major chair or program director (such as the director of AEA or Co-op) within two weeks. If the major chair or director is a party to the complaint, the next senior member of the department shall be contacted. The student shall present to the chair/director their concerns and any supporting documentation. The major chair shall make every effort to resolve the complaint. The major chair may request the complaint in writing. The major chair will:

a) Facilitate a resolution in consultation with the faculty member and the student.

b) If the complaint cannot be resolved at the department level within two weeks, the chair will forward the complaint to the Dean of Faculty with a written report stating what was done and why the complaint could not be resolved at the department level.

3. If a mutually satisfactory resolution is not found at the department level, the student must make an appointment within two weeks to speak with the Dean or Associate Dean of Faculty about the nature of the complaint and the efforts taken to resolve the complaint. A formal letter addressed to the Dean or Associate Dean of Faculty with supporting documentation signed by the student shall be submitted prior to this meeting. The Dean or Associate Dean of Faculty will contact the faculty member in writing and will expect a written response. At this step the complaint becomes a formal complaint. The Dean or Associate Dean will:

a) Facilitate a resolution in consultation with the faculty member and the student.

b) Request information from parties other than those named in the complaint.

Requests for information from parties other than those named in the complaint must be conveyed in writing with copies of the request forwarded to the student and faculty member. Any additional information gathered and used in the complaint process must be submitted in writing, signed by the person releasing it, and made available in complete form to parties involved in the complaint. Either party to the proceedings may respond in writing to this additional information. The Dean or Associate Dean of Faculty will then review the file and communicate the results of the investigation in writing to the student and faculty member within 30-60 days of the receipt of the complaint.

c) Dismiss the complaint if it is found to be illegitimate or unfounded. If the complaint is dismissed, no letter will be placed in the file of the faculty member. Both the student and faculty member will be notified in writing as to the reasons the complaint was dismissed.

d) Make a decision and act administratively to resolve the complaint while respecting the prerogative of the faculty with respect to evaluation and crediting of student work. Any actions taken by the Dean or Associate Dean to resolve the complaint will be communicated in writing to both the student and the faculty member.

4. If the complaint involves the Dean or Associate Dean of Faculty in her/his role as a professor, a three member committee of faculty who serve as major chairs and/or program directors and who serve on the Academic Program Committee (APC) will be selected by lot to review the complaint and will be empowered to function as the Dean's office would (see #3 a, b, c, d).

Affirmative Action Policy

Officially re-adopted by AdCil on January 19, 1984

Antioch College, as an equal employment opportunity employer, aggressively practices affirmative action in all its activities. These activities extend to the admission of students, to all educational programs, and to the hiring, promotion, and tenure of all employees. Antioch does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, political affiliation, marital status, or physical handicap. The College commits itself to achieve prompt and full utilization of minorities and women at all levels and in all segments of its work force where deficiencies exist.

An Affirmative Action Officer, designated by the College, has the responsibility to enforce the affirmative action policy of the College and ensure compliance with all applicable laws and regulations. A committee appointed by AdCil, which fairly represents the diverse Antioch community, assists in the implementation of the College's plan and oversees the work of the Affirmative Action Officer.

The ultimate responsibility for affirmative action, however, rests with all the individual members of the Antioch Community who must strive to incorporate the ideals of affirmative action into their daily lives.

Alcohol and Other Drugs Policy

Approved by AdCil, August 2004.

To be approved by Board of Trustees, Fall 2004.

It is the College's policy to provide a learning, living and work environment that is free of illegal drugs and the unlawful use or abuse of alcohol, including the entire campus, on AEA and field programs, and at co-op and FWSP job sites.

The College expects moderation, restraint, and care in the use of alcohol, when an individual is legally entitled to it.

The use of alcohol and drugs is more than a personal matter since it often has community implications. The primary thrust of the College's Alcohol and Other Drugs Policy lies in actively supporting creative alternatives and pro-active measures focused on prevention, education, and developing a greater degree of health and wellness at Antioch. The Dean of Students office is responsible for initiating federally mandated, biannual revisions of this policy.

Prevention and Harm Reduction Education

Antioch is dedicated to actively investing in proactive initiatives that promote the health and wellness of its students, particularly as related to alcohol, tobacco and drug use. The College provides a continuum of services related to alcohol and drug awareness. These range from orientation of first-year students to forums that address various issues surrounding community responsibility, legal issues and other educational programs both in and out of the classroom. As an educational institution, Antioch College is committed to alcohol and drug use education that 1) presents information about substance use that is accurate, factual, balanced, and grounded in evidence and 2) encourages all community members to express their ideas and opinions freely.

Each term this policy will be published College's Survival Guide.

Prevention and education interventions will include (but are not limited to):

- The Counseling and Wellness Center, Deans of Students, Community Government, and other peer programs will sponsor social activities and events that provide healthy alternatives and information on alcohol, tobacco and drugs to help students make informed choices.
- The development and maintenance of vital community social centers (the Wellness Center and the Gathering Space) that are readily accessible and inviting to all members of the Antioch community and dedicated to providing a stimulating environment for social opportunities.
- Training for hall advisors, student services staff, Community Government staff, faculty, and campus FWSP employers to facilitate recognition of signs of intoxication or addiction and provide knowledge of campus resources.

Alcohol & Drug Abuse & Dependency Resources

Antioch is committed to providing support to community members with substance abuse prob-

lems. This includes a variety of supportive services and additional resources through the Counseling Center, Deans of Students' Office, Wellness Center, and Wingfield Health Center (Infirmary). Confidential counseling is available through the Counseling Center. Voluntary and mandated referrals to more intensive treatment or other counseling services can be coordinated through these campus resources. The College's health insurance policy covers some drug and alcohol treatment expenses and use of these resources is confidential. Other local treatment agencies and organizations include TCN in Xenia (937-376-8700) and Alcoholics Anonymous, ALANON, and Narcotics Anonymous which meet routinely in the local community. Referral services in cities where students are co-oping are also available by contacting the Counseling Office. The 24-hour hotline number for the local treatment agency is 376-8700.

Where behavioral violations of community standards, classroom or workplace expectations, or the Residency Occupancy Agreement are related to substance abuse, institutional responses or disciplinary sanctions - whether through the Deans of Students' Office, Community Standards Board, or the Sexual Offense Hearing Board - will incorporate recommendations intended to best support the student's return to overall health and wellness.

Along these same lines, where academic failure (either co-op or classroom) is related to substance abuse, the College is committed to making recommendations for corrective action that includes some form of counseling and/or advising designed to assist students in reestablishing themselves at the College in good standing.

Guidelines for Alcohol Use

At approved, alcohol-tolerant events, reasonable means should be used to identify under-aged persons to ensure that alcohol is not served to them. Food and nonalcoholic beverages must be available. Hosts are responsible for checking visitors' passes and insuring alcohol is tended at all time. It is best practice to not offer alcohol to visitors, even if they are of legal age to enhance safety of our students and respect for our property and the Sexual Offense Prevention Policy (SOPP). Alcohol cannot be mentioned in the advertising and/or publicity of an on-campus event.

College spaces where no alcohol is permitted:

Classrooms (including Spalt 007), classroom buildings (except those buildings with alcohol-tolerant spaces), offices, the Library, Bookstore, Gathering Space, Kelly Hall and the rest of Main Building, Wellness Center, Infirmary, Counseling Offices, Glen Helen Nature Preserve, and all residence hall common rooms and residential rooms and other spaces designated alcohol-free.

College spaces where individuals 21 and older may consume alcohol during registered alcohol-tolerant events as specified in the guidelines for serving alcohol:

Union Building including the Dance Space, Smoker's Lounge, and other spaces unless otherwise

indicated; Herndon Gallery; Theater Lobby; Dining Hall, Union lobby, and Antioch Inn; Glen Helen Building; the Golf Course/Antioch Commons and other outdoor college spaces; at the location of senior project, faculty and staff receptions and art openings; and at C-Shop events so designated and maintained by their coordinators. UIGs with designated space should make a decision at the beginning of each term and post usage designation of the spaces. (Please refer to Appendix A for information regarding registration of events where alcohol is served). Alcohol may be consumed by individuals 21 and older, but not sold or distributed in quantity, in residence hall common rooms and residential rooms in designated alcohol-tolerant halls without registration.

Disciplinary Sanctions

While the community stresses a supportive response to members with substance abuse problems, violations of this policy on campus (or the use of alcohol or any other substance that interferes with or is prohibited by an on-campus or off-campus co-op job site, job-related activities on AEA or other field program activities, or FWSP jobs) will be subject to disciplinary action. The Residency Occupancy Agreement also specifies possible responses to violations of the Alcohol and Other Drugs Policy. Possible responses include a meeting with the DoS and letter in a file in the Deans of Students office and offering of resources, parental notification of financially dependent students, community service, education, fines and damage charges, mandated assessment, mandated treatment, loss of housing privileges, suspension with conditions for return, expulsion and criminal charges. These sanctions, as appropriate, can be determined by the Deans of Students, Director of Housing & Residence Life, Community Standards Board, or the SOPP Board. In addition, faculty who believe a student to be intoxicated while the student is in the classroom or library may, within professional guidelines, direct the student to leave the space. Co-op faculty may refuse to meet with students who come to appointments intoxicated. Behavioral incidents associated with violations of this policy may have further sanctions. Security officers will follow procedures found in Appendix C.

Because of the potential danger to the community and to individuals and out of concern for abuse interfering with the College's educational mission, the sale of illegal substances on campus is grounds for expulsion from the College. State and federal laws governing possession, use and trafficking are provided in summary form as an appendix to this policy (Appendix B). In short, both state and federal laws prohibit the use, possession, sale or offering for sale of hallucinogens, narcotics, cocaine and marijuana and Ohio law prohibits the improper possession or sale of amphetamines and sedatives.

Moreover, law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings on campus without prior notice to anyone at the College. Because drug sales interfere with the safety of our students at the College, College officials may also choose to search rooms as specified in the Residency Occupancy Agreement and allowed as a private college. Antioch is bound to the law and has no special protection from police or other law enforcement officers.

Good Samaritan Policy

In order to ensure that students receive prompt and appropriate attention for intoxication, and to ensure that there are no impediments to seeking such assistance, the College has instituted a "Good Samaritan" policy. In those instances in which a student calls Security or 911 for assistance with an intoxicated student, neither the individual calling nor the student in need of assistance will be charged with violations of this Policy. No formal judicial action will be taken against the individuals in need or the persons reporting the incident unless the individuals involved demonstrate a repeated lack of care concerning their well-being and the well-being of the campus community or unless the incident results in criminal charges (or damages to College property). Files charged through the SOPP that have drug or alcohol related elements will be similarly protected by the SOPP.

When 911-Emergency is called from Campus or anywhere in the Village, Miami Township Fire Rescue will send the squad. They practice confidentiality regarding a students' condition, unless law enforcement is required to assist in the situation, in which case a situation could be made public.

APPENDIX A: Guidelines for Serving Alcohol

A permit must be obtained from the Ohio State Liquor Control Board in Columbus, Ohio for events where alcohol is served or events with open alcohol invitations. Rules and times vary for permits for various events (some permits require up to 60 days prior to being issued). Generally, the Ohio Department of Liquor Control will consider an event to be an open party if an undercover liquor control agent can enter the party and help her/himself to the beer or liquor. They consider the gift of alcohol to be the same as the sale of alcohol under the liquor control laws. The event must conform to the following procedures designed to best ensure adherence to the law and responsible consumption.

1) Only the following persons may be served:

- Current Antioch Community Members 21 years of age or older. Proof of age must be furnished in the form of a valid State Driver's License or other valid picture ID. (Note: We do not qualify under Ohio Revised Code for 19-20 year-olds to serve.)
- Guests of current Antioch Community Members who are registered with Security, carry a valid visitor's pass, are 21 years of age or older, and able to verify this as described above.

2) Beverages will be served by current community members 21 years of age or older who have agreed to abstain from drinking so long as they serve and who have attended a training provided by the College.

3) The amount of alcohol to be provided may be limited, with such limitations to be specified in the training.

4) Serving will cease at 1 a.m. in accordance with the laws of the state of Ohio and the provisions of the Ohio State Liquor Control Board permits.

5) Antioch College Security will be notified regarding the serving of alcohol at the event no later

than 48 hours before the fact in order to ensure adequate coverage and assure the safety and security of all people attending the event.

6) Notification of the Hall residents and Hall Advisors is necessary by residence halls intending to serve alcohol at any Hall party at least 48 hours before the event. (Reminder: it takes a minimum of 15 days to secure the permit for an open party).

7) A variety of alternative non-alcoholic beverages (not including water) and snacks and other food, sufficient both in quality and quantity for the number of anticipated guests, will be provided and freely available to all in a highly visible and accessible position in relation to the alcohol.

APPENDIX B: Summary of Ohio Laws and Sanctions

The following is a brief synopsis of select laws. For detailed information on the laws of the State of Ohio, please consult the 1999 Ohio Liquor Laws or the Ohio Revised Code which can be found at <http://onlinedocs.andersonpublishing.com/oh>. Given that Antioch students live in different states over co-ops, remember that states have different laws pertaining to drugs and alcohol.

Alcohol

Sale or purchase of alcohol

- No intoxicating liquor or beer shall be sold to or handled by any person under twenty-one years of age.
- No person shall sell intoxicating liquor or beer to a person under the age of twenty-one years, or buy intoxicating liquor or beer for, or furnish it to, a person under the age of twenty-one years, unless given by a physician in the regular line of his practice, or by a parent or legal guardian.

Driving Under the Influence

No person shall operate any vehicle if the person is under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse... 3 days in jail and loss of license for 60 days.

- A person can be arrested and convicted even if the Breath Alcohol Content is below .10%.
- A person can be arrested for DUI on private property, such as a college
- The behavior of the driver, not necessarily the Breath Alcohol Content, determines whether the person is under the influence.

Open Container Except where allowed by permit, no person shall have in the person's possession an opened container of beer or intoxicating liquor in any public place. (ex. Antioch is private property, but Livermore St. is not.). (Ohio Revised Code § 4301.62)

Underage Consumption

. . . no person under the age of 21 years shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor in any public or private place. Anyone who allows an underage person to remain in a public or private space while the underage person possesses or consumes beer or other alco-

holic beverages can be punished for up to 6 months in jail and a fine of up to \$1000. (Ohio Revised Code § 4301.63)

Misrepresentation (False ID) . . no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor. (Ohio Revised Code § 4301.63)

Illegal Drugs

Possession of any amount of cocaine (powder or crack), LSD, crystal methamphetamine, or heroin is a fifth degree felony, which carries a possible prison term and fine and a mandatory operator's license suspension .

Trafficking, which is possession for the purpose of selling, the actual selling of, or merely offering to sell drugs, carries the same penalties as Possession as listed above for any amount of those same controlled substances.

Convictions for drug-related offenses will generally make an individual ineligible for employment requiring special licensing, such as attorneys, physicians, nurses, aviation pilots, law enforcement, etc., as well as for industrial positions requiring some level of security clearance, such as engineering, computer and aerospace technology. Such convictions may also prevent the obtaining of many types of educational grants and other tuition assistance.

Ohio Revised Code Governing the Reporting of a Felony

- No person, knowing that a felony has been or is being committed, shall knowingly fail to report such information to law enforcement authorities. (Section 2921.22.)

Prescription Drugs

Use of or dispersal of any prescription drug in a manner inconsistent with its medically prescribed intended use, or under circumstances where use is not permitted is illegal.

"Dram Shop" Liability

The state of Ohio also has a set of laws known collectively as the "Dram Shop" laws that impose institutional and individual liability where property damages, personal injuries, or fatalities result from the illegal or irresponsible provision of alcohol to others. If you provide a friend with alcohol or are a party organizer and a person hurts themselves or someone else, you could be held liable in a civil suit.

Appendix C Security Drug Enforcement and Confiscation Procedure

The College has developed the following drug enforcement procedures that both meet legal criteria and recognize that the College is a private institution. The procedures have been recognized by legal authorities and take into account the unique position Security officers may find themselves in when confronted with the presence or use of controlled substances.

Seeing in plain view what she/he believes to be a small quantity of an illegal drug (and related paraphernalia found in the presence of drugs), generally defined as typical individual use (and not to fall under the felonious categories outlined below), the Security officer will take rea-

sonable means to confiscate the material. The Security officer will inform the person that the substance and/or paraphernalia is being confiscated and may direct the person to the Survival Guide for further explanation.

An officer may not physically engage any person believed to be in possession of an illegal drug, except as needed for self protection or to prevent the person from harming him/herself or others. A written report will be made and forwarded to the Deans of Students office and the person will be invited to write a statement as well. If the person encountered fails to produce satisfactory identification upon request, or otherwise attempts to hinder the officer's efforts in confiscating the suspected drugs, law enforcement is to be called immediately.

If marijuana is located or discovered, any amount exceeding 200 grams constitutes a felony and local law enforcement will be immediately called to the scene after the area has been secured. (One plastic sandwich bag 6"X 5" will hold approximately 40 grams of marijuana).

Drug discoveries such as cocaine, LSD, heroin, hashish, excluding marijuana, and all Controlled Substances under Schedule I, II, III, IV and V (prescription drugs) of the Ohio Revised Code are not to be confiscated but are to be immediately reported to the local police after the area has been secured.

Smoking Policy

Passed by AdCil May 18, 1993

From the text of the AdCil resolution: "...beginning in the Fall term 1993, there will be no smoking on campus except in designated dormitories."

The only exception to this rule is the various independent group spaces, which can define their own smoking designations as they wish.

Smoker's Lounges: There is a smoker's lounge on the second floor of the Union Building across from the Dance Space. The only other place that is smoke-tolerant in the Union Building are the independent group spaces that choose to be smoke-tolerant. Smoking is not permitted in the Dance Space, C-Shop, Caf, hallways, or the CG office.

Hall designations: These hall designations are defined by the Office of Housing and Residence Life and are not negotiable by hall residents. Some buildings are permanently substance-free. See the Housing and Residence Life section for more clarification.

Smoking outside has not been prohibited, but please dispose of your extinguished butt in a trashcan or ashtray.

Antioch College

Anti-Discrimination Statement

Adopted by Adcil April, 2004

Antioch College acknowledges the persistence of institutional-based discrimination practices throughout the US culture and its historical collusion in that. The College strives to be an intellectual and residential community where all members can participate fully and equally in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. Community-wide mutual respect requires particular sensitivity to issues of race and ethnicity, across all genders and class origins. As an educational community, Antioch College attaches great value to freedom of expression and vigorous, informed debate, but also deplores expressions of hatred directed against any individual or group, on campus or in the community at large. The College seeks to promote the full inclusion of all members and groups in every aspect of governance and community life.

The College acknowledges that the pursuit of an anti-racist campus is a shared responsibility of all offices, departments, and community members. Using education as a means of prevention, the college seeks to foster a safe and supportive learning environment for everyone.

Antioch College will

- Maintain and coordinate mandatory (subject to provisions in employee contracts - Faculty Personnel Policy Union contracts) and optional ongoing anti-racism, anti-oppression and multicultural training and educational programs.
- Maintain and staff an Office of Multicultural Affairs charged in part with the implementation of these practices throughout the college community.

Every office of the college will

- Participate in the education, prevention and support efforts endorsed by this institution.
- Conduct self-assessments: each office or functioning area will develop a plan for the department as well as individual staff to address the relationship between their work and the mission of the Anti-Discrimination Statement. The Office of Multicultural Affairs will act in an advisory capacity in creating these annual plans. Assessment reports will be created in conjunction with the Racial Discrimination Prevention Policy (RDPP) Working Group, or a similarly charged committee, which will bring this report to AdCil and make it available to the public.

Civil Liberties Code

Adopted by AdCil and ComCil May, 1959

Antioch College, as an educational institution, is dedicated to the search for truth and to the development of individuals for their roles in society. This educational function demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of members to the same freedoms that all citizens have in carrying beliefs into action, the right of privacy, and the right to fair hearings. We regard these as fundamental necessities of genuine education, individual worth and dignity, and democratic government. The nature of the Antioch Community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go with these freedoms in all phases of the Antioch experience

1. Community members, individually and in groups, shall be free to state and discuss their opinions openly. They shall be free to publish and to distribute their own publications, posters, and handbills.
2. Community members shall have the right of free association with individuals or groups and the right to organize and conduct their own meetings.
3. Community members and recognized groups shall be free to invite speakers of any persuasion to campus.
4. Community members shall be free to reach and hold, and state their own beliefs; religious, moral, political, economic, and educational.
5. Entirely consistent with the openness of the Antioch Community is its respect for privacy. In addition to public communication there must be confidential communication which may be regarded as privileged.
6. Community members shall have the right to take lawful social or political action to express or further their beliefs.
7. Community members shall have the right to participate in groups for the purpose of furthering their beliefs. While such groups shall not be required to furnish lists of their membership or participants, the openness of the Community requires that there shall be no secret organizations, and the welfare of the Community requires that it know at all times the responsible leaders of all groups that use campus facilities.
8. Individuals and groups, in the exercise of civil liberties, are expected to act in accordance with community standards and are accountable to the Antioch Community for their actions.
9. Community members and groups shall have the right of fair hearings at all levels of the Community's due process.

When a person joins the Antioch Community, he or she implicitly agrees to abide by community agreements, whether or not s/he concurs fully with them, as long as the agreements are in

Community Regulations

Responsibility for implementation and enforcement of the following set of regulations shall rest first and primarily with individual Community members and groups, acting through the honor system, and thereafter with the regularly established due process of our Community.

Regulations are flexible and subject to change. ComCil, in consultation with the Dean of Students and Community Standards Board, may recommend revisions. Amendments must be made by concurrence of AdCil and ComCil, acting according to established procedure. The councils may meet separately or in joint session. Proposed amendments shall be posted for the information of the Community.

1. **USE OF CAMPUS FACILITIES:** College facilities are available at no cost for group meetings when attendance is predominately made up of members of the Antioch Community.
2. **OUTSIDE SPEAKERS:** A written statement of background information about scheduled outside speakers should be made available to the Community as early as possible before the speaker is to appear.
3. **POSTERS, NOTICES, HANDBILLS, AND OTHER LITERATURE:** All posters, handbills, notices, letters, and other literature should bear the name of the sponsor or be approved by the CG office. Sponsors may be individuals or registered groups. All literature from non-community members must be approved by CG or cosponsored by a community members or organization
4. **PETITIONS:** All petitions should bear the names of the sponsors. Sponsors may be individuals or registered groups.
5. **SURVEYS AND QUESTIONNAIRES:** Surveys and questionnaires, regardless of content or origin, should be clearly identified as to their origin and purpose.
6. **PRESSURE TABLES:** Tables used for petition signing, poster stands, and collection centers may be set up at any campus traffic area, but all should be-registered in the Community Government office.
7. **NEWS RELEASES:** The College has established the Office of Public Relations and Publications as its agency to send out news releases to radio stations, newspapers magazines, and other media, on events occurring on the Antioch campus or identifying with the College. Every news release to commercial media should be present to the Office of Public Relations and Publication and signed by the Community member responsible for it before release. Permission for direct quotations should be granted by the person to be quoted.
8. **INDEPENDENT GROUPS:** the first activity of each group each term shall be an organizational meeting. Following this meeting, the group shall register with Community Government. A group may choose its own name, but the word "Antioch" should not appear in the group's name in such a way as to imply official college connection. Exceptions are made in the case of local chapters of a national organizations; all other exceptions must be approved by AdCil. Information regarding name, purpose, and

responsible members of organizations must be furnished to the Community Manager(s). This information should be kept up to date. It will be available to the Community. Until the organizational meeting is held and the information presented to Community Government, no independent organizations shall be recognized. Non-community members may be used as resource people and may participate in the programs of independent groups. Antioch independent groups, however, should not be dominated by non-community members.

9. **SOCIAL AND POLITICAL ACTIONS:** Prior to participating in a social or political action, individuals are advised to consult with the Dean of Students on issues of personal safety and institutional involvement.
10. **PERSONNEL INQUIRIES:** The following information about students or former students is public: the full name of the person, her/his dates of enrollment, and the degree, if any, s/he has earned. The College will release this information to all inquiring individuals, agencies, or organizations. The College will release other official information (transcripts, information from permanent folder, etc.) only when authorized by the student or former student. An exception may be made where someone has clearly applied for a position that requires a reference check. At no time is the transcript released without her/his permission.

If a student or former student names an administrator, teacher, or student as a personal reference, these persons must use their own judgment as to what information will present the most accurate picture of the individual, but every effort should be made to protect the individual against illfounded, unfair, and irrelevant inferences by the investigating organization. Persons serving as references are strongly urged to refrain from stating conclusion or opinion about an individual's political, social, or religious attitudes.

When inquiry is made of an Antioch administrator, teacher, or student by a representative of an outside agency about another community member, present or past, it is the responsibility of the person so queried to notify the individual involved as quickly as possible, unless it is clear that the individual realizes that the inquiry is being made.

11. **STUDENT ACCESS TO RECORDS:** Students are entitled all written materials about themselves with the following exception:
 - a. Materials such as notes or comments which are maintained personally by faculty or administrators and which are kept in their sole possession and not shared with others.
 - b. Files maintained by physicians, nurses, psychiatrists, psychologists, or paraprofessionals acting in a professional capacity which are not shared except for treatment purposes.
 - c. Parental financial information submitted to assist students receiving financial aid.
 - d. Information for which students have expressly waived their rights of access.

CSB Statement on Community Standards

Community members must recognize that some types of behavior are offensive to others and harmful to the Community, and that these factors must be considered regardless of the personal interests of the individual. The Community expects high standards of behavior and should make every effort to see that all Community members act responsibly and with sensitivity.

Antioch community members are expected to be responsible for the consequences of their actions. In their social behavior, they are expected to consider the wellbeing of themselves, others, and the College. Social conduct which hinders individuals and the College in carrying out educational principles, especially if exploitative of another or of the College, may be cause for dismissal.

The following actions may be cause for dismissal:

- Assault upon persons
- Use of intimidation, corporeal violence, or the threat of such violence, on the bodies of students, staff, administration, faculty, and their attendant families or social units
- Sexual harassment of community members
- Possession of firearms on College property
- The theft, seizure or destruction of private or Community property

Community Standards Board Handbook

Revised by AdCil and ComCil 1995-1996

Section I: The Charge

A. The Community Standards Board (CSB) is charged by Administrative Council (AdCil) and Community Council (ComCil) with the following responsibilities:

- 1) To protect Community Standards under the Honor Code and the Civil Liberties Code for all community members of Antioch College. Please see the Honor Code and Civil Liberties Code in the front of the Handbook
- 2) To evaluate, on a regular basis, the standards by which the Antioch Community governs itself, and to suggest revisions or changes as necessary, consistent with the needs of the community. For this purpose CSB will serve as an advisory committee to ComCil and will report to ComCil.
- 3) CSB is empowered to hear appeals of Dean of Students decisions regarding community

members.

NOTE: Matters dealing with sexual offenses, legal violations, employment contract violations, or violations of professional ethics or academic and financial questions are beyond its scope, and will be referred to other appropriate bodies.

CSB encourages the solution of problems by arbitration or mediation. It will be up to the members of CSB, based upon precedent or current circumstances, to decide whether a complaint falls within its jurisdiction or should be referred elsewhere. Consensus of the parties involved and the board, rather than a majority vote (see part V, Section A) is the preferred means of decision making.

Section II: Membership

A. The Community Standards Board shall be composed of eleven members. (Due to the possibility of multiple hearings occurring during the same time) A hearing board is five people. This board will consist of at least one faculty member, one staff member, and one student (if possible.) These micro hearing boards will be selected from the CSB membership by the CSB Chair.

Members shall be selected in the following manner:

1. Three faculty members chosen by the Dean of Faculty and approved by a majority vote of AdCil. At least one of the faculty members shall be from the Cooperative Education (CCE) department.
2. One member shall be chosen from the office of the Dean of Students by the Dean of Students.
3. One member shall be appointed from the Community Government office by the Community Manager (CM).
4. The Community Managers will select four students, including at least one first year to be selected by ComCil by a majority vote. Should the students not be approved, the CMs will continue to bring selections until there is approval.
5. One member from either the departmental or office staff shall be appointed by majority vote of ComCil.
6. One member shall be appointed from the Housekeeping, Office, Maintenance, or Food Service staff by the recommendation from the Executive Board of the UE 767.

B. All members shall serve for one academic year. Alternates may be selected to serve in case of the extended absence of any member, including students on co-opt. In all cases, alternates shall be selected in the manner prescribed in Part A. CSB may function if all seats are not filled, as long as there is a quorum.

C. Student members shall serve all terms, studying or co-opting, they reside on campus.

D. All non-student members (including the member appointed by the Community Manager) shall be selected prior to the academic year in which they will serve if possible. Student members shall be selected within three weeks of the beginning of each term, as required.

E. Members shall be eligible to serve no more than two consecutive terms (academic years). After the lapse of one academic year, they may serve again.

F. The member from the Community Government Office shall serve as temporary Chairperson and shall call open the first meeting of the term. S/he will act as temporary Chairperson until a permanent Chairperson has been approved by a majority vote of CSB. To be eligible for Chairperson, a candidate must agree to serve one full academic year.

G. A secretary shall be selected by CSB from its membership by the same procedures, and shall be responsible for keeping records and minutes of CSB meetings. The secretary may serve for one or more terms.

Section III: Using CSB

A. Any member of the community who is concerned that standards of the community may have been broken should if possible take the following steps:

1. Attempt to bring the problem directly to the attention of the party (ies) involved, discuss it with them and try to seek resolution.
2. If the attempt to reach resolution is not mutually satisfactory, the parties are advised to take the following action:
 - community member/staff - contact the appropriate supervisor
 - community member/faculty - contact the appropriate Major Board Chair
3. If the problem is still not resolved, the concerned party(ies) should seek official mediation with the counseling center's mediation program.
4. If none of these steps are attempted, or fail to meet resolution it then becomes appropriate to come to CSB. When, or if, party(ies) come to CSB, the board will review complaints, then decide whether to hear the complaint. If CSB chooses to hear the complaint, the parties are bound by the decision of the board.
5. CSB decisions are appealed by the body of ComCil.
6. CSB will make no referrals in regards to complaints.

B. The official form for addressing CSB may be obtained from the Community Government (CG) Office or the Dean of Students Office, Dean of Faculty Office or any CSB Member.

C. Typed complaints must be submitted (for clarity) and must include the names of all persons involved, time and place of the incident, and how it goes against community standards or agreements or the civil liberties of community members. All complaints must be signed by the concerned party. Any form without the names of both parties will not be considered.

D. The Chairperson of CSB will inform all parties indicated in the complaint of the possibility of a CSB case at least 48 hours in advance of the decision to consider the complaint. At the time CSB comes to a decision in regards to a complaint, a written response must be issued to the person submitting the form and to other parties involved in the complaint.

E. The Chairperson of CSB will inform all parties involved in the matter at least 48 hours in advance of the decision to consider the complaint. The case may be postponed at the discretion of CSB if some or all of the parties involved are unable to appear. If a party is absent on co-op or otherwise not in the Yellow Springs area, this will be adequate grounds for postponement.

F. If a party making the complaint fails to respond, or to appear at the hearing without hav-

ing asked for a postponement, CSB may decide to drop the matter. If the community member about whom a complaint has been made fails to appear after being properly notified as stated in section D above, the board will proceed as if that individual has nothing to say on his/her behalf although every effort will be made for both parties to be heard.

G. Any party involved in a CSB hearing may seek advice on his/her rights in the matter, from the Community Government office, the Dean of Students, legal counsel or any other source. Involved parties may have legal or informed counsel present at the hearing.

H. All parties in a CSB case are advised to find witnesses that can give testimony directly connected to the case. Any witness that CSB doesn't deem pertinent to the case can be asked to step down. In the case of a closed hearing, any person asked to bear witness must be considered party to confidentiality, whether or not they agree to bear witness.

I. In situations where two parties decide to take each other to CSB the complaints will be dealt with as two separate cases. All previous hearing steps will be followed for each separate complaint.

Section IV: Hearings

A. Hearings will be open to all community members unless one of the parties involved wishes to have a closed hearing. CSB may not make this determination. If a hearing is closed, only the following may be present: those parties recognized by CSB as involved in the matter, their counsel, if any, and the members of CSB.

B. All parties involved have the option of calling in witnesses; any party involved may question any witnesses. At the beginning of the hearing all involved parties must submit a written list of witnesses they plan to call; thereafter, no additional witnesses may be called. The list should be presented in the order in which the witnesses will be called. CSB may also bring in witnesses, or may invite any person to present considerations of the larger issues involved, if any. Involved parties may not invite such persons, but may suggest that the Board invite them at its discretion.

C. CSB will adjourn to closed session once all testimony is heard, to decide the outcome of the case. The decision of the case will be made by CSB member majority.

D. A written statement of the decision shall be prepared by the Secretary and Chairperson, and issued through the Community Government Office to all parties involved. This statement must include the original complaint, the decision, and the action being taken, and an explanation of why the decision was made. This procedure shall be followed whether the decision is reached in consensus in open hearing or by CSB alone in closed session.

E. The decision of the CSB case will be related to the community during Community Meeting. In the event that the CSB case was closed session, it will be stated that CSB heard a closed session case.

F. If a member of CSB wishes, s/he may write a dissenting or minority opinion, and this statement will be included in the permanent file on the complaint.

G. However the decision is reached, it will be forwarded to the appropriate body or person

for enforcement. In the case of students, decisions will be directed to the Dean of Students; in the case of faculty, to the Dean of Faculty; in the case of staff or union personnel or administrators, to the supervisor.

H. Sanctions will be determined by all parties involved, including CSB, by consensus; if this proves impossible, by the members of CSB alone. Sanctions may take any form deemed appropriate by those taking part in the decision, within the limits of the Legislative Code, College policy and local, state, and federal law.

I. Sanctions may include, but are not limited to; monetary fines, letters to be put into permanent files, community service, eviction from residence halls, banning from all or part of campus all or part of the time, and the recommendation of suspension or involuntary withdrawal. Antioch College undertakes to carry out the sanctions imposed through this process.

J. CSB may establish, at its discretion, a non-mandatory code of sanctions. Such a code may be mandatory and/or permanent by a vote of AdCil and ComCil.

K. Procedures/Duties of the Chair

1. Three CSB members shall constitute a quorum for the conduct of hearings or any other CSB business.
2. The chair will ask for the lists of witnesses from each party. The list should be presented in the order in which the witnesses will be called.
3. The chair will ask if the parties involved want the hearing to be a closed or open hearing. If either party requests a closed hearing it will be.
4. The Chairperson shall convene the hearing by introducing the Board members, the parties involved, and any other person(s) present. The Chairperson will read the complaint and then explain the procedure to be followed.
5. The person or persons accused will respond to the complaint.
6. The Chairperson will call the witnesses, in an order to be agreed on by the members of the Board. Any involved party and any member of CSB may question the witnesses.
7. The Chairperson will keep a continuity file on open cases, in order to keep an accurate history of CSB decisions. These files will include the original complaint, date, time, the members who heard the case, and what the decision was.
8. The parties involved as well as the Chair of CSB will give a summation. After all parties involved have spoken, the Chairperson will ask those present for proposals on the solution of the problem. The parties involved may give their opinions on the proposed solution(s) and suggest modifications. If possible, an agreement will be reached by consensus of all parties involved, including CSB members but excluding parties not involved (in the case of an open hearing).
9. While counsel for any party may speak during the hearing; this does not preclude the right of the parties themselves to speak, but only one summation may be given by any party.
10. Parties involved in the hearing may speak only through or with the permission of the Chairperson.
11. Disruption of CSB hearings may be considered grounds for filing an additional complaint.

The Chairperson, after making a reasonable effort to prevent or stop a disruption, may ask the offender(s) to leave, or may adjourn the hearing to another time and/or place.

12. The Board may call a recess at its discretion
13. All hearings shall be tape recorded. The tape shall be the property of the College and will be deposited with the Dean of Students to be kept in a confidential file. The tape will be made available only to the parties involved, to the current and future members of CSB and to ComCil in the case of an appeal.
14. A hearing file shall contain the taped record of all open hearings and copies of any documents submitted by any parties involved, as well as a record of final disposition of the complaint with the permission of the Chairperson.

Section V: Appeals of Dean of Students Decisions

A. These appeals may address the content and consequences of a decision made by the Dean of Students.

B. Appeals should be directed to the Chair of CSB who will convene CSB within one week.

C. The party making the appeal shall appear before CSB and explain the reasons for the appeal. CSB should also seek information from the Dean of Students and others with information pertinent to the decision.

D. CSB will decide in closed session whether or not to hear the appeal. Should CSB decide that no appeal is warranted, they shall so state in writing. The reason(s) for not hearing the appeal must be entered in the official record.

E. Should CSB decide that no appeal is warranted, they shall so state in writing. The reason(s) for not hearing the appeal must be entered in the official record.

F. If the appeal is heard, CSB may uphold the decision made by the Dean of Students or facilitate, according to CSB procedure, the rendering of a new decision.

G. CSB decisions regarding appeals of a Dean of Students decision are final unless other college policies permit further action.

Section VI: Appeals of CSB decisions

A. If a decision is reached by consensus among the parties involved, no appeal is possible. Participation in such a consensus indicates that all parties accept the outcome.

B. If a decision is reached by CSB in closed session it may be appealed, for the following reasons:

1. to determine whether the original hearing was conducted in conformity with the prescribed procedures.
2. to determine whether the decision made was based upon substantial evidence.
3. to determine if the sanction imposed was dramatically inappropriate.
4. to consider new evidence sufficient to alter the decision unknown to the appellant at the time of the original hearing.

C. Appeals shall be directed to the Chairperson of ComCil, who shall convene ComCil for

this purpose within one week at a non-regular meeting time.

D. The party making the appeal shall appear before ComCil, with counsel if desired, and explain the reasons for the appeal. ComCil should also seek testimony from others involved in the case, including CSB members.

E. ComCil shall decide in closed session whether to hear the appeal. If a ComCil member is also a member of CSB s/he may not vote. A majority is required.

F. Should ComCil decide that no appeal is warranted, they shall so state in writing and the process shall be ended. The reason for not hearing the appeal must be entered in the official record.

G. If the appeal is heard, ComCil may either 1) uphold the original decision, 2) send the matter back to CSB for reopening of the hearing, or 3) in the case of a dramatically inappropriate finding, hear the case.

Section VII: Decisions

A. If no consensus can be reached by the parties involved, the Chairperson shall dismiss the parties involved and CSB will deliberate in closed sessions. Only if all possibility of agreement by consensus has been exhausted will CSB make a disposition of the complaint.

B. ComCil decisions regarding appeals are final, unless other college policies permit further action, e.g., faculty personnel policies.

C. CSB decisions regarding Dean of Students appeals are final.

Firearms and Dangerous Ordnance Policy

Antioch College is committed to the safety and health of all students, employees and invitees while on campus. To this end, the College has adopted the following policy related to the possession of firearms and other dangerous ordnances.

Section 1. Prohibitions: No person, other than law enforcement officials or security personnel specifically authorized by the College, shall possess, conceal, have under one's control, convey or attempt to convey any deadly weapon, firearm, explosive device, incendiary device or other dangerous ordnance onto College premises or at a College event at any time even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state of jurisdiction. This policy shall apply to all students, employees, vendors, customers, visitors and invitees on the premises.

Section 2: Definitions. *For purposes of this policy, the following definitions shall apply:*

A. "Deadly weapon" means any instrument, device or thing capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon. "Deadly weapon" shall include, but is not limited to firearms, knives, ballistic knives, hunting knives, explosives or incendiary devices.

C. "Explosives" shall mean any device designed or specially adapted to cause physical harm to persons or property by means of an explosion and consisting of an explosive substance and a means to detonate it. "Explosive" shall include, but is not limited to, any bomb, blasting cap, fireworks or any incendiary device.

D. "Incendiary device" means any firebomb or any device designed or specially adapted to cause physical harm to persons or property by means of fire and consisting of an incendiary substance or agency and a means to ignite it.

E. "Dangerous Ordnance" shall mean, without limitation, any firearm, explosive, deadly weapon or incendiary device as defined above as well as any firearm muffler or silencer or any weapon designed and manufactured for military purposes or any ammunition for such weapons. For purposes of this policy, "Dangerous ordnance" shall also include, but not be limited to, the following items:

air rifles or gas powered BB and pellet guns;

slingshots;

bows and arrows, and cross bows;

knives and blades exceeding 4 inches;

switchblades, or spring loaded blades;

brass knuckles, chains; martial arts weapons.

F. "College premises" shall mean all property owned, leased and/or operated by Antioch University, including, without limitation, all buildings, offices, parking lots, athletic facilities, grounds, and university-owned or leased vehicles, as well as any private automobiles operated or parked on university property.

G. "Possess" shall mean as being on one's person or belonging to that person, being in that person's room, locker, book bag, clothing or other personal belonging of that

Section 3. Sanctions: Students who violate this policy may be subject to disciplinary sanctions including possible suspension or expulsion from the College. Employees who violate this policy will be subject to appropriate disciplinary action including possible termination person or any vehicle owned or operated by that person.

Faculty–Student Consensual Sexual Relations Policy

Adopted by the Antioch College faculty April, 1991

The faculty–student relationship, however warm and caring, inherently involves disproportionate power and influence on one side and is thus liable to abuse. A sexual relationship between a faculty member and a student can not only exploit this imbalance but also distort and inhibit the learning environment. For these reasons, it is the agreement of the Antioch College faculty

that sexual relationships between Antioch College faculty members and Antioch College students are unacceptable and constitute professional misconduct from employment. Student, employees and invitees who violate this policy will additionally be subject to criminal prosecution for tres-

Technology Resources

Approved by AdCil November 11, 1994

I. Mission

The growing network of Internet, campus network, computing facilities, and academic and administrative computing services shall be administered, coordinated, and operated to serve the broad educational mission of the college, to support student learning objectives and goals, to provide for direct instruction, and to support the administrative programs of the College.

II. Standing Technology Committee

The Standing Technology Committee is charged by AdCil to review, monitor, and advise on issues related to computing technology and those technology systems and on-line services which support instruction and to make recommendations to AdCil on issues of policy, operational coordination, planning, budgeting, decision-making, evaluation and assessment with regard to academic computing systems at the College. The Standing Technology Committee will also assist and advise in grant preparation and other efforts to secure support for technology systems at the College and in developing consortia and other relationships which support campus system development. Further, the Standing Technology Committee advises and assists AdCil in providing support and policy guidelines for the College's Technology Resources component around issues of access, scheduling, deployment, and computing support for the academic program. Decisions on policy are made by AdCil.

III. Software Policy

It is Antioch College's policy to provide licensed copies of copyrights and commercial software on all College-owned computers. Users may not copy or remove software from the College-owned computers. To ensure that this policy is carried out, the following policy guidelines will be in effect:

- A) All software purchased by the College must be registered with technology Resources.
- B) Technology Resources will only support software purchased by the College within approved guidelines.
- C) All software used on College computers must have appropriate licensing.
- D) Definitions: For copyright purposes, there are three general classifications for software, each with different rules that govern one's ability to copy or use it legally.
 - 1. Fully copyright protected' software includes all commercially sold programs and other programs that contain a copyright notice. It also generally includes any software that contains no notice of any kind. Software that falls into either of the two categories below

will carry notices to that effect. Copyrighted software may not be copied, except for one backup copy to be made and maintained by the original owner. In addition, it may be used only by the person to whom it is licensed and may not be shared by several people. It is illegal to sell, give away or to use copies of copyrighted software which you did not buy from the author or publisher.

2. Shareware is software that has a copyright, but which the author agreed may be freely distributed. It is legal to copy and give away this software, but if you choose to use it yourself you must send a license fee to the author, whose name appears with the copyright notice.
3. Public domain software (or freeware) is software that has been released by its author for public ownership. This software, usually utilities, system extensions, or games, may be freely copied, used, shared, or given away. It may not be sold for profit.

IV. Priorities for use of academic computing labs

A. General use public labs: The priorities for use, access, and scheduling of general use public labs, ranked in order of priority, are as follows:

1. Use by faculty and students for academic needs
2. Use by other Antioch community members with College business or work
3. Use by Antioch community members for personal or recreational use
4. Use by other guests of the College/Administration. This priority ranking is referred to as "general use priorities"

B. Technology classrooms in South Hall

The priorities for use, access, and scheduling of the technology: classrooms, ranked in order of priority, are as follows:

1. Regularly scheduled academic instruction courses regularly scheduled to use these classrooms for direct instruction
2. Other direct academic instruction - occasional course use tutorials or other forms of direct instruction
3. Student work related to instruction - work by students registered in courses utilizing the classrooms or required as an outcome of direct instruction in the classrooms
4. General use priorities

C. The Learning Lab in the Olive Kettering Library

The priorities for use, access, and scheduling of the facilities in the Learning Lab, ranked in order of priority, are as follows:

1. Antioch students actively involved in Learning Lab programs who have learning disabilities
2. Students referred to the Lab by faculty staff or themselves for support in an academic area
3. Community members who desire to develop instructional software/applications for use in the Learning Lab

4. General use priorities

D. The Science Learning Lab, the 486 lab, and the UNIX lab

Use of the Computer Science machines is for academic instruction, and is accountable to policies and procedures decided upon by the Computer Science Department.

V. Rights and responsibilities of users

Antioch College provides accounts for students enrolled in at least half time, staff, and faculty. Alumni and guests who have a legitimate affiliation with the College may receive accounts if sponsored by current administrators, faculty, or staff. Users of the College's computer systems have certain rights and responsibilities when using these resources that are explained in this policy. All College policies extend to our virtual community. Any user who violates this policy or uses the College's computer systems in such a way as to violate other College policies, will be subject to action by the Community Standards Board or other appropriate campus office. This policy applies to computer systems maintained by technology resources for use by the community.

A. Responsibilities of users

1. When an account is issued to a community member, alumna/us, or guest, all standards set by CSB apply.
2. Any alumna/us or guest of the College must obtain a sponsor in order to receive an account. The Alumni Relations office will serve as the sponsor for alumni. All accounts will be reviewed by the Office of Technology resources annually to determine if the account shall remain active.
3. Users are subject to a limit of 10 MB of disk space on the host computer. Users may petition the Director of Technology resources for an increase of disk space for academic or administrative work.
4. Anonymous accounts are prohibited. Campus departments, groups, and organizations can have an e-mail alias which points to an individual or individuals who are responsible for that group.
5. All users are responsible for maintaining their accounts in such a way that the contents' activities, or processes they are using do not jeopardize the College's computer systems or otherwise put the College at risk.
6. The user shall refrain from repeated acts or practices, which unreasonable disturb other users or the operation of Antioch's system. This general obligation of mutual respect applies to all members of the Antioch Community and their guests and in addition to the more specific prohibitions contained in the College publications.
7. All users must sign a document, prior to receiving an account to indicate that they understand their rights and responsibilities, and will comply with College policies regarding computer system use.

B. Rights of users

1. Community members, guests, and alumni with accounts can expect that the College will provide support for their accounts. Examples of support include: weekly backup of all data, access to accounts from local and remote locations.
2. Users can expect that their accounts will be kept secure from break-ins and unauthorized inspection by College staff: All incidence of unauthorized breaking should be reported

immediately to the Office of Technology Resources. All such reports must be investigated by appropriate staff.

3. Users have the right to appeal decisions made regarding access to their accounts, issuance, or removal of their privileges by the Office of Technology Resources. Appeals can be made to the appropriate Dean in consultation with the Standing Technology Resource Committee.
4. Students will be assigned an account for the duration of their academic program. If a student withdraws or is withdrawn by the College, their account will be removed.
5. All users of College computer systems have a right to up to date information regarding systems features. and system problems as well as access to information about current user software.
6. System maintenance the College will make every reasonable effort to accommodate the user needs in scheduling maintenance work on the system. If the system must be shut-down or rebooted while users are on-line, whenever possible they will be given at least 5 minutes warning before they are forcibly logged off. In cases where work will inhibit use of a specific users account, every reasonable effort will be made to contact that user to make arrangements for this work. If notification cannot be made, Technology resources staff will do their best to schedule such work during off-peak hours.
7. Whenever possible, the Technology resources staff will try to direct misaddressed e-mail to the proper recipient.

C. Privacy

1. All community members have the right to privacy. this right includes all forms of communication and is consistent with state and federal laws regarding protection of personal communication (i.e. mail carried by post or electronically). .
2. The contents of an individuals shell account with the College shall be considered their personal property and thus protected from tampering, inspection or break-ins.
3. Authorized College personnel shall have the right to access data in a user's account at any time for the following reasons:
 - a. To make repairs necessary for the proper operation of the system
 - b. When specifically requested to access data in that account by the account owner
 - c. When mandated by local, state, or federal law enforcement officials
4. When access to a user's account is necessary' an e-mail notice will be sent to that user by Technology resources to inform the users who accessed their account' when' and for what purpose the access was made. Whenever possible or practical' the College will give the user 24-hour notice of any work involving that user's account.

Violations of privacy will be treated in a manner consistent with other violations of community standards and/or of College practices.

VI. User names

The User Name Policy is aimed at balancing the following administrative and community priorities:

1. The need for efficiency in allocating user names and setting up accounts
2. The need for ease and accessibility in locating the e-mail addresses of community members
3. A personal approach to Antioch's on-line community that reflects the broader community values of the institution

4. Maintaining the integrity of the system
5. Accountability to the community

- A. Due to limitations of system software, all College user names will be eight characters or less.
- B. Incoming students will be assigned name, by batch, using the first initial of their first name combined with the first seven letters of their last name. Exceptions in the case of similar or multiple last name, or in the case of difficult spellings or combinations, will be at the discretion of the Director of Technology Resources.
- C. Subsequent to the initial user name assignment, all users of machines at Antioch will be permitted to change their user name, and to select how they will be addressed. User names changes will be limited to one per academic year.
- D. Technology Resources will maintain an accessible and efficient system for looking up and referencing particular individuals and user names. Campus users will be surveyed by the Standing Technology Committee on a regular basis to ensure the ease of use and effectiveness of this system.
- E. Antioch College, through the Director of Technology resources, reserves the right to deny a community member a user name or "handle" deemed inappropriate or offensive. If the user desires, this decision can be appealed through appropriate campus processes, i.e.. Community Standards Board, Dean of Students, Dean of Faculty, etc.

VII. World Wide Web Pages

A. Who can have a web page?

All students, staff, and faculty shall have the option of having their own personal web page on a College-owned and maintained machine. In addition, web pages will be made available for academic research and for specific instructional projects in support of regular College classwork. Examples of such academic web pages include, but are not limited to: web pages developed to deliver a course, web pages required for credit in a course, and web pages sponsored by a faculty member for independent study credit.

Alumni wishing to host a web page on a College machine must seek approval from the Alumni office. Guests wishing to host a web page on a College machine may only do so with special permission from the Director of ~ Technology' resources.

Only Directors or heads of College offices may request official College pages for their office, and shall seek ongoing approval for their contents through the Office of Public Relations and 'Publications and regular College policy channels.

Independent Groups may have their own page provided they are registered with Community Government and that all correspondence to and from that UIG is associated with a specific person.

B. Where will web pages will be hosted?

Official College web pages and personal web pages shall be hosted on a College-owned server maintained by Technology resources. The setup and upkeep of these pages shall be the responsibility of the user. Technology resources will make weekly backups. Users will be given the option of having their web page accessible, either on a machine that can be accessed over the Internet via ftp (file transfer protocol) or telnet, or on a local machine accessible through the campus network. Academic web pages will be hosted by the Computer Science Department.

C. Support and Maintenance of pages

Support for alumni and guest pages is limited to the shell account. Technology Resources will

provide the services of a webmaster from administrative and instructional web pages. Technology Resources in cooperation with the Computer Science Department or other academic units will provide webmaster services for academic or other web pages.

D. Ongoing Development of WWW Policy and Procedures

Ongoing development, including decision about infrastructure, environment and standards will be guides and monitored by a standing committee.

E. Acceptable Use

All campus community standards and College policies shall apply to web pages, and users shall be accountable for the contents of their web pages in the same manner as they would be accountable for information posted by them in public spaces on campus.

Pet Ban

Before 1979, Antioch was swarming with dogs, cats, and other animals. The pets often caused problems with dirt, noise, smell and allergic reactions. Occasionally, abandoned animals died of starvation or exposure. As result, a Pet Ban was enacted in 1979 which prohibits animals in all campus buildings and requires that all pets brought on campus be kept on a leash with the owner present.

If the pet ban is violated, the animal may be shipped home or taken to an animal shelter. In addition, the student may face charges in front of the Community Standards Board and/or fines of \$100 per day.

Visitors and Guests

All Guests/Visitors of all community members must be registered with the Security Office. The following points are excerpted from the Leg Code.

1. All visitors to campus property must be registered with the college. Visitors can be registered with the Dean of Students office between 8:00 a.m. and 4:30p.m. on weekdays, with the Community Government office from 10:00 a.m. to 6:00 p.m. and with the Securities Office at all other times. Antioch will only issue a Visitor Pass to a visitor with a community member sponsor that signs their Visitor Pass application form. The sponsor must be willing to take full responsibility for these guests and agree to be with these guests at all times. Visitors must present a valid photo identification card in order to receive a Visitor Pass. Any visitor found without their sponsor may be asked to leave the campus by any community member. The sponsor will be taken to Community Standards Board if a community standard is violated.
2. Non-Community members whose behavior is found objectionable or whose presence is found threatening to any Community member should be asked to leave. Should they fail to do so, Community members should contact the Security office, the Dean of Students office, the Campus and Residence Life office or Community Government. These offices reserve the right to revoke Visitor Passes.
3. A visitors pass is valid for three days and may be renewed three times per month. Any community member may sponsor at most two visitors for visitors passes at any one time.
4. Any registered visitor wishing to attend a special event, such as a dance or concert, must get an Events Pass at the CG office. The price for Events Passes is \$3 unless a different amount has been specified by the Community Activities Board.
5. All community members are permitted in residence halls, however, only visitors sponsored by students are permitted in residence halls.
6. High School students who are not related to community members or are not prospective students registered with the Admissions office are not permitted in the dormitories or the Union building.
7. All visitors to Antioch College must read and sign the Sexual Offense Prevention Policy.

Sexual Harassment Policy

Adopted by AdCil and ComCil in 1985

Antioch College deplores sexual harassment wherever it might occur between faculty and staff, faculty and students, staff and students, senior faculty and junior faculty, one student and another, or supervisor and employee. Any form of intimidation, abuse, or harassment based on gender or sexual preference is contrary to the ideals of Antioch College and may jeopardize a community member's ability to learn and function. Not only may sexual harassment produce negative educational and psychological consequences, it is against the law.

Definition of sexual harassment:

Harassment on the basis of sex is a violation of section 703 of Title VII of the Civil Rights Act of 1964, and is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical; conduct of a sexual nature."

Sexual harassment in the academic setting is behavior that emphasizes the gender or sexual identity of persons in a manner which prevents or impairs their emotional well-being, full enjoyment of education or occupational benefits or opportunities. Such behavior may be especially harmful in a situation in which the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal.

Sexual harassment is defined to include, but may not be limited to, the following:

1. Verbal, physical, written or pictorial communication relating to gender or to sexual preference which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
2. Unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic, employment, or residential setting or for example, the classroom, dormitory, or office and which may reasonably be perceived as sexual overtures or denigration.
3. A request for sexual favors when submission to or rejection of such a request might be viewed as basis for evaluative-decision affecting the individual's future.
4. Sexual assault: Threat or coercion of sexual relations; sexual contact which is not freely agreed to by both parties.

Community members should understand that many of the terms in the preceding definition are subject to interpretation. While overt forms of sexual harassment will usually be obvious, more subtle forms may be difficult to recognize. Perpetrators may not realize that their behavior is "unwelcome" or "inappropriate;" victims may be confused as to whether situations have actually been instances of sexual harassment.

If you feel that you have been the victim of sexual harassment, please do not ignore the situation or the offending person. Discuss the incident with someone you trust.

What to do:

Contact any member of:

- The Sexual Offense Prevention and Survivors' Advocacy Program
- The Counseling Center
- The Dean of Students' Office
- The Sexual Harassment Committee
- The Campus Mediation Program

Concerns brought to these individuals will be held in the strictest confidence. These individuals will try to guide you through the best process for resolving your problem.

Possible actions on campus include:

- Confronting the offender yourself about what they did
- Taking the offender to mediation through the campus mediation program
- Having the Dean of Students or Associate Dean of Students talk to the offender
- Take the offender and/or incident to the Sexual Harassment Committee, Community Standards Board, or the Sexual Offense Hearing Board
- If the offender is employed by the College or University, have the Dean of Students or Sexual Offense Advocate advise or assist you in appropriate intervention.
- Do nothing further

Once campus remedies have been exhausted you may want to contact an attorney about taking the matter to court. In certain cases, it may be appropriate to contact the Equal Employment Opportunity Commission

Sexual Harassment Committee

The Sexual Harassment Committee is primarily an educational committee. While it may mediate in sexual harassment cases, it does not adjudicate. The committee may be convened by a committee member, the director of the Sexual Offense Prevention and Survivors' Advocacy Program, the Dean of Students, someone who feels offended, or someone who has either offended or has been accused of offending another.

Sexual Offense Prevention Policy (SOPP)

Approved on April 23, 2002

PREFACE

In 1991, a group of Antioch students began creating this policy which would alter the culture of an entire community. This policy is the embodiment of Antioch College's commitment to ending sexual violence and fostering a culture of consensual sexuality. It governs the Antioch College Community by working with existing staff and faculty policies. It now exists as a piece of a larger educational framework charged with furthering these goals. The intent of this document is not to replace existing local, state, or federal laws, but to create an educational system to deal with sexual offenses within our community. All new students and visitors are required to sign a contract stating that they have read and understand the expectations of the policy. Due to the educational nature of this policy, the standards of conduct are different from those set forth by law. It is recommended that individuals discuss safer sex practices before initiating sexual behaviors. The college encourages community members to report violations of local, state, and federal law to the appropriate government agency.

CONSENT

"Consent" is defined as the act of willingly and verbally agreeing to engage in specific sexual conduct. Previously agreed upon forms of non-verbal communication are appropriate methods for expressing consent. In order for "consent" to be valid, all parties must have unimpaired judgement and a shared understanding of the nature of the act to which they are consenting including safer sex practices. The person who initiates sexual conduct is responsible for verbally asking for the "consent" of the individual(s) involved. "Consent" must be obtained with each new level of sexual conduct. The person with whom sexual conduct is initiated must verbally express "consent" or lack of "consent". Silence conveys a lack of consent. If at any time consent is withdrawn, the conduct must stop immediately.

OFFENSES DEFINED

Any non-consensual sexual conduct is an offense under this policy. Examples of offenses include but are not limited to:

- Sexual Assault is a non-consensual sexual act including but not limited to vaginal penetration, anal penetration and oral sex. Penetration, however slight, includes the insertion of objects or body parts.
- Sexual Imposition is non-consensual sexual touching.

- Sexual Harassment is any unwanted sexual attention including but not limited to sexually threatening or offensive behavior.

PROCEDURES

Any suspected offense should be reported to a member of the sexual offense prevention and survivors' advocacy staff. To ensure confidentiality the community member who makes a formal complaint is referred to as the Primary Witness. The person whom the complaint has been filed against is referred to as the Respondent. The staff member is responsible for discussing available options. This includes those of the Antioch Community as well as other options.

If a complaint involves a non-community member the Advocate will contact the Dean of Students' Office and discuss options available to ensure the safety of the community. If the Primary Witness, Respondent or the Advocate are concerned about the safety of the parties involved, the Advocate will contact the Dean of Students. The Dean of Students is responsible for addressing the safety of all community members.

If a complaint cannot be resolved through other options, the Hearing Board process is available to all community members. To take a complaint to the Hearing Board a formal written complaint explaining the alleged offense must be filed with the Advocate. This process is a method of ensuring that the educational guidelines set forth by this document are followed. The Hearing Board sessions are not open to the public. Until the completion of this process, the Primary Witness, Respondent, and other participants are responsible for not releasing any information pertaining to this proceeding (see confidentiality). If the Respondent is a student, the Advocate will notify the Dean of Students. The Dean of Students is then responsible for contacting the Respondent within the same day that they are notified. The Dean of Students must offer all students involved off-campus housing for the duration of the process, and if requested arrange for said housing. Depending on current policies the Hearing Board process may not be available to resolve complaints against faculty or staff.

This policy will be reviewed every three years. To initiate this review process the Advocate is responsible for assembling a committee of community members that reflects the diversity of Antioch College. Any revisions are subject to the approval of ComCil and AdCil. In the period of time between revisions changes may be proposed by the Advocate for approval by ComCil. Changes made in this manner will be approved by AdCil during the three year review process. Appendices to this document may be updated as needed by the Advocate.

The Advocate is responsible for creating an educational plan at the start of every term. This plan should consist of educational events, orientation sessions, and opportunities to increase the knowledge of the campus about safer sex, preventing sexual violence and understanding this policy.

CONFIDENTIALITY

Community members must respect confidentiality in matters relating to the Sexual Offense

Prevention Policy. If confidentiality is violated, the Advocate or any party may take the Primary Witness, the Respondent, or any community member before Community Standards Board. Students, staff, faculty, and administration are responsible for maintaining confidentiality. To accuse a community member of committing a sexual offense under this policy without following the appropriate procedures is a violation of community standards.

If the hearing process is utilized, a Primary Witness' name may not be released to the community without their consent. Until the hearing board makes a finding, the Respondent's name may not be released. Any evidence used to reach a decision is confidential unless there is an appeal. All records of the hearing board process are turned over to the college attorneys.

HEARING BOARD POOL SELECTION

The Hearing Board pool shall consist of three faculty, three staff, and three student seats. The composition of the Hearing Board Pool will reflect the diversity of the campus. The Dean of Faculty is responsible for recommending faculty to fill three seats. The Advocate is responsible for recommending staff to fill three seats. Faculty and Staff appointed to the Hearing Board pool serve a year-long term starting in August. Faculty and Staff appointments must be approved by AdCil. The Director of Campus and Residence Life and the Community Manager(s) recommend Hall Advisors or other students to fill three trimester long seats. Student appointments must be approved by Comcil. Training for Staff and faculty members who are on the Hearing Board pool will take place in August before the start of the Fall Term. The student seats will be trained during Hall Advisor Training. The Advocate will conduct all training for Hearing Board Pool members with the assistance of the College attorney.

ComCil must approve the student seats at the first meeting of the term. In the event that a Hearing Board is needed prior to the first meeting of ComCil, the Advocate, the Director of Campus and Residence Life and the Dean of Students are responsible for selecting an appropriate student. If the need arises to replace a member of the Hearing Board pool the Advocate, the Dean of Students, and the Director of Campus and Residence Life and the Community Manager(s) shall recommend the replacement to the appropriate council for approval.

Members of the Hearing Board pool rotate through the three Hearing Board seats. The Advocate and the Dean of Students will serve as non-voting members of each Hearing Board. The role of the Advocate is to ensure the policy is implemented fairly and efficiently. The Hearing Board will convene twice a month throughout the term. If there is no hearing planned there may be trainings. If there is no hearing or training, the Advocate may cancel the meeting.

The Hearing Board will take into account the Primary Witness's story, the Respondent's story, character witnesses, and other relevant evidence to determine an appropriate remedy. The Advocate is responsible for ensuring the community is aware of any offenses that are determined to have been committed. The Dean of Students is responsible for ensuring the remedy is followed. Decisions must be made, reports written, and submitted to the Primary Witness and Respondent within 24 hours of the hearing.

The Advocate is responsible for maintaining the educational nature of these proceedings. If the Hearing Board does not resolve the issue adequately other options are available to any participant.

REMEDIES AND OPTIONS

Options and remedies are available to resolve complaints and ensure the educational mission of this policy is met. They are available to the Primary Witness and the Respondent. Some possible remedies follow:

- Mediation
- Optional attendance to survivor's groups
- Optional attendance to Alcoholics Anonymous or other substance abuse programs
- Working with the SAP on events or other activities

The Hearing Board may determine a new remedy (not on these lists) or choose from the above list or the following:

- Mandatory sexual offense therapy
- Mandatory substance abuse therapy,
- Public apology
- Community service
- Loss of on-campus housing
- Suspension or Expulsion

The Advocate (although non-voting) can assist in the creation or selection of an appropriate remedy.

un-offical yet useful information for SUR- viving college in rural OHIO

Time Management tips
safer sex information
In & Around Yellow Springs

TIME MANAGEMENT tips from the ASC

There are 168 hours in a week. This number is non-negotiable, so you have to get the most out of them. When you subtract hours spent sleeping, eating, going to class, and doing FWSP work, you probably only have about 60 hours left per week that are “yours.” In that time, you’re expected to do all your reading, writing, studying, planning, community events, and whatever recreation you can fit in. Time management means USING that free time rather than just waiting for the next thing you are required to do (class, work, etc). It may seem a bit overwhelming, but if you get organized early and do your best to stick to a schedule you WILL make it.

Here is a time-tested routine for the beginning of the term.

GET:

1. A datebook—available at the bookstore, or you can adapt a free recycling notebook, or you can make your own with a template from the ASC
2. Blank monthly wall calendars—available at the ASC or an office supply store
3. A box—available everywhere—OR a large three-ring binder

DO:

1. Using your new syllabi and class schedules, note the due dates and test dates for every class in your datebook all the way to the end of the term. Marking every reading assignment in your datebook may not leave much room for anything else; instead, post a copy of each reading list near your monthly calendars (see below).

2. Go back and mark “heads up” dates prior to each assignment or test (“math test in 5 days” “lit review due in 1 wk” etc.).

3. Mark each due date and test date for the entire term on your blank monthly calendars. Post four months at once so you can see the entire term. This allows you to anticipate hectic and relaxed parts of the term and plan accordingly. Remember: this only works if the calendars are on your wall or the back of your door where you can use them.

NOTE: For steps 1-3, if some of the dates are approximate at the start of the term that’s OK. Write them in pencil and make the necessary changes when they’re definite.

4. Put a copy of all syllabi, assignments, study sheets or any other class handouts in one place—like a box or three-ring binder. You will save hours (maybe days) of search time when you suddenly need one of these documents during the term.

5. NOW REFER TO YOUR DATEBOOK AND WALL CALENDARS EVERY DAY.

DO WHAT THEY TELL YOU TO DO. IT'S SIMPLE AND IT WORKS.**Additional Tips**

-Don't follow the steps above and then leave your datebook under the bed. Carry it EVERYWHERE and write EVERYTHING down—appointments, email addresses, phone numbers. It doesn't have to be perfect or beautifully organized, it just has to be in there.

-Treat the gaps between your fixed obligations like scheduled "study periods." When you put together your daily/weekly schedule include these study times and try to stick to it.

-Have a designated place or a box with all your supplies (highlighters, pens, post-its, disks) in one spot to save time and create a routine.

-Give yourself time to have fun. Just like food and sleep, relaxation is something you can do without for a while, but it will catch up with you.

-Finally, remember that the ASC staff have lots of other study tips and time management techniques to share if you're having more specific problems with reading, concentration, or any

other part of your academic work.

Bikes at Antioch

Rules of the Road

If you have a bike at Antioch and in Yellow Springs, you need to know the laws that apply to you. Bikes must obey ALL the laws that apply to any vehicle on the streets. The police have the power to pull you over and issue citations. The following rules apply:

- Never ride double
- Never ride against red lights
- Never ignore stop signs
- Never ride out of alleyways and driveways without stopping
- Never ride attached to a vehicle
- Never do trick riding in the street
- Never ride at night without a headlight
- Your bike must have reflectors at night
- Never ride on sidewalks

Theft Prevention

Bikes are stolen regularly from Antioch. Always lock your bike up on and off campus. Wheels, handlebars, seats, and frames can all be taken apart easily, so it is best to lock your bike up somewhere in your residence hall. Always lock your bike frame to an immovable object and lock your wheels and frame together. (Be sure you do not block ramps or stairways.) Using a U-bar lock or thick chains wrapped in duct tape are your best bet. Regular chains and combination locks are very easy to remove. Taking some time to invest in good locks for your bike will ensure that your bike won't get stolen easily.

Bike Registration

Registering your bike with the Yellow Springs Police Department is a very good idea. They will keep the bike's model number, description, and serial number on file in case the bike is stolen or lost. After registering, you will receive an orange sticker for your bike to help police identify it later.

There is also National Bike Registry (1-800-848-BIKE or www.nationalbikeregistry.com) that will register your bike for \$10 in a national database. This is useful if you are taking your bike on co-op. Registering with the NBR makes you eligible for a bike theft insurance policy.

Safer Sex

The information listed here is crucial, whether you are sexually active or not. It is vitally important to educate ourselves about safer sex and to practice safer sex.

Dental Dams



A dental dam is a small square of latex used by dentists during certain procedures. Dental dams are also used during oral sex with a woman (cunnilingus) as a barrier against the HIV virus and other STDs (sexually transmitted diseases). Because dental dams are difficult to get, people often make them from non-lubricated condoms. DO NOT use cellophane wrap as a barrier against infection because it has small pores through which STDs can pass.

Why use dental dams? Using dental dams shows that you care about your partner and helps protect you and your partner from STDs.

To make a dental dam from an non-lubricated condom, cut off the tip of the condom and then cut it from the bottom to the top to make a rectangle. When using a dental dam, hold it from top to bottom. Make sure to cover the vagina all the way to the anus.

Condoms

Condoms are provided to community members for free because we want to encourage safer sex practices. Please do not waste or abuse condoms; they cost CG quite a bit each year. Take as many as you need, but please don't abuse this privilege.

- Hall Advisors should provide a supply of safer sex supplies in your residence hall, either in the bathroom or common room. If your hall runs out of supplies, please notify the hall advisor or pick up more from Wellness or the CG office.
- Always use a condom during every sexual encounter, especially when there is oral (fellatio), anal or vaginal contact.
- Store condoms in a cool, dry place. Do not store them in your glove compartment or wal-

let and do not open condom wrappers with your teeth.

- If you want lubrication, use a water-based lubricant like K-Y jelly, ForPlay lubricant, or another gel. Oil-based lubricants like Vaseline will destroy condoms and make them useless.
- After ejaculation the condom should be removed while the penis is still erect.
- If the condom breaks, stop sexual activity immediately. Use a new condom. To reduce the risk of pregnancy, a woman can insert applications of spermicide into the vagina.
- Use a new condom for each sexual encounter. Do not reuse condoms.
- To dispose of a used condom, tie the end of the condom and put it in the trash. Please dispose of it properly, do not flush the condom down the toilet.

Why use condoms? Using condoms shows that you care about your partner and helps protect you and your partner from STDs.

How to use spermicidal jelly

- For vaginal intercourse, insert spermicide before any genital contact and repeat application if more than 15 minutes passes before intercourse. Fill the applicator completely by attaching it to the tube and squeezing. Insert the applicator deep into the vagina and push the plunger completely into the applicator. Use an additional application of jelly if the intercourse is repeated. Do not douche for eight hours after intercourse.
- For anal intercourse, spermicidal lubricant containing nonoxynol-9 should NOT be used.

According to the World Health Organization:

Nonoxynol-9 offers no protection against sexually transmitted infections such as Gonorrhea or Chlamydia.

There is no evidence that condoms lubricated with Nonoxynol-9 are any more effective in preventing pregnancy or infection than condoms lubricated with silicone, and such condoms should no longer be promoted. However, it is better to use an Nonoxynol-9 lubricated condom than no condom at all.

Although Nonoxynol-9 has been shown to increase the risk of HIV infection when used frequently by women at high risk of infection, it remains a contraceptive option for women at low risk. Nonoxynol-9 should not be used rectally.

According to many other people, the stuff rips away your precious bodily fluids. While it might be the best medical and disease preventative measure, it is not necessarily the "healthiest." Always remember to remove nonoxynol-9 from affected areas with soap and

water. If irritated or broken tissue results from its use, discontinue using products containing nonoxynol-9.

Points to Consider in Social Action

*"A small group of thoughtful, committed people could change the world.
Indeed, it's the only thing that ever has."*

—Margaret Mead

Before you go:

- Know why you're demonstrating: reasons and objectives
- Form affinity groups (4-6 people) with those who you are willing and committed to stay with at all times
- Same sex couples are recommended in case of arrest, no one is solo
- Have contact numbers:
 - Central coordinator
 - Lawyer
 - CG and Securities (campus)
 - Media*Remember money and/or calling card*
- Write important numbers on your body with permanent ink
- Discuss, study and/or understand your legal rights
- Decide whether you are willing to be arrested. Be aware of the implications (record, time, court fees, hearings, etc.)
- Understand 'jail solidarity' and decide whether to bring identification
- Dress appropriately, consider:
 - Weather
 - Tactics
- Bring a WATER BOTTLE
- Dehydration is common and can heighten panic. Be prepared for gas by knowing what it does. Bring a large bandana to cover your nose and mouth. Plastic recyclable bottles with squirt spouts are much more effective for washing gas-affected eyes (widemouth bottles are useless)

Coordinators (for safety and security)

Submit a list of names (and numbers) of all going to the C.G. office.

When you are there:

- Study the protest area before demonstration, know good and bad physical spaces

Churches and Religious Organizations

-Assemblies of God Christian Center

324 E. Dayton-Yellow Springs Rd.
767-9133

-Bahá'í Faith

Roi & Linden Qualls
767-7079

-Bethel Lutheran Church

2731 W. Jackson Rd.
325-1854

-Buddhist Peace Fellowship

Ken Simons
767-1022

-Central Chapel A.M.E. Church

411 S. High St.
767-3061

www.ame-church.org

-Christian Association

Marlene Johnson
767-3061

-First Baptist Church

600 Dayton St.
767-7659

-First Presbyterian Church

314 Xenia Ave
767-7751

-Pleasant Grove Missionary Church

491 W. Hyde Rd.
Ken Moore, Pastor
767-8011

-Society of Friends

Richard Eastman
767-1511
(meeting house on campus)

-St. Paul Catholic Church

308 Phillips St.
767-7450

-Unitarian Fellowship

2884 U.S. 68N
767-2590
www.uufs.org

-United Methodist Church

202 S. Winter St.
767-7560

Miami Township Fire Rescue

Although Maples, the college fire department, is now history, there are still opportunities for those interested in the field of Emergency Services. The town fire department, MTFR (Miami Township Fire Rescue) accepts Antioch students as volunteer members. MTFR provides the training needed to be a functioning member of the department in exchange for your time and labor as a volunteer member.

To become a volunteer at MTFR, go down to 225 Corry Street and talk to Chief Colin Altman or Assistant Chief Hope Robbins. They will give you a job application.

If your application is accepted you will have the opportunity to take an EMT-Basic course (worth 4 credits here at Antioch) and a firefighting course (worth 2 credits here at Antioch). In addition to these courses, there are further educational opportunities including a paramedic course, further courses in firefighting, rope rescue, you name it. In return for this education you will owe the department many, many hours of volunteer service including a meeting every Tuesday starting at 7 and at least 20 hours a month of 'on-call' time as an EMT/Firefighter.

Directions to Local Bus Stations & Airports

Dayton Airport

Take Dayton-Yellow Springs Rd to I-675 North to I-70 West. Look for signs for the airport, it's the first exit after Rte. 75 (approx. 1/2 hour). Easier but longer alternative: Take Rte. 68 North (Xenia Ave) to I-70 West. Look for signs to the airport; it's the first exit after Rte. 75.

Columbus Airport

Take Rte. 68 North to I-70 East. Take I-71 North to the airport exit (approx. 1 hour 15 min.).

Springfield Bus Station

Take Rte. 68 North, bear right at Walt's Auto Junkyard. Turn left on Main St in Springfield. The bus station is two blocks on the right. (approx. 20 min.)

Dayton Bus Station

Take Dayton- Yellow Springs Rd to I-675 South to Rte. 35 West. Exit Jefferson St. The bus station is two blocks on the right. (approx. 1/2 hour)

Ride Share

Ride share drivers and community members that are seeking a rideshare driver should post your request and availability on Antioch First Class email. Ride share is located within the icon titled "Community Forum."

**IF YOU PLAN ON USING RIDE SHARE, WE DO NOT ADVISE
SCHEDULING FLIGHTS OUT OF THE CINCINNATI AIRPORT.
IT IS EXTREMELY DIFFICULT AND EXPENSIVE TO ARRANGE.**

Things to Do in Yellow Springs

Welcome to Yellow Springs, Ohio.

While it's not the most happening town in the world, it's not all that bad either. Strangely enough, Yellow Springs is a major tourist attraction for southern Ohio! People come from all over the place to hang out, shop, and wander in the Glen. Aren't you lucky??? You now live in that groovy little town just outside of Dayton.... Here's a sample and some reviews of what's available in and around town.

Many of these listings were taken from older YS News or YS Chamber of Commerce publications. Some businesses may be missing, some may no longer exist, some may have moved. But most of them are right. For the most recent listings, contact the YS Chamber of Commerce (listed here under Community Services) or the YS News office (Or just wander around the town, it's not that big!).

Please note: *The opinions contained within this section are solely those of the many authors and do not necessarily reflect those of Antioch College or Community Government.*

Auto, Fuel, Service, Repair and Parts

BP - Corner of Xenia Ave. and Corry Street- 767-1349. Gas, soda, cigarettes.

Village Automotive Service - 1455 Xenia Ave. - 767-2088. Head south on 68, it's on your left. Friendly local service.

Ehman's Garage - Route 68. Just north of Yellow Springs. Fast service, decent prices. 323-2421

Jim's Body & Auto - 1290 Dayton-Yellow Springs Road . 878-1866. Head out of YS on Dayton YS road and keep going for a while, it's on your right. They will tow your car for \$25 fee.

Jim's UNOCAL - 1435 Xenia Ave. - 767-9003. Head south on 68, it's on your left. Gas, soda, cigarettes.

Speedway Fuel & Convenience Store - 301 Xenia Ave., 767-1953. Gas, soda, cigarettes. The air pump is free.

Walt's Auto Wrecking & Salvage - Head North on 68 towards Springfield for 5 minutes, it's on your left. Is your car dead beyond repair? Walt's will buy it for scrap. Need car parts? They probably have it... huge place, thousands of cars. Don't try to get in for photo or video shoots. Don't ask us why - they just say no.

Local Businesses

African Kijiji - 213 Xenia Ave. 767-9261 - interesting stuff of all sorts.

Angelic Devas - 245 1/2 Xenia Ave. 767-7273 - Tarot Readings by appointment, Reiki circles, books and gifts.

Bonadies Glasstudio - 220 Xenia Ave. 767-7021 - Custom stained glass, lamps &

beveled glass, repairs. Full retail gallery of blown glass.

Calumet-Molladoor Antiques - 253 1/2 Xenia Ave.- 767-7797 - See entry for Molladoor-Calumet Antiques - goes by both names.

Dark Star Books - 237 Xenia Ave. 767-9400. Used bookstore with lots of comics and some gaming stuff. They buy and sell used books and Comics. Student discounts.

Deaton's Hardware - 254 Xenia Ave (across from Star Bank). 767-7451 - Tools, tape, paint, appliances, etc. More a General Store than normal hammer & nails hardware.

Dunphy Real Estate - 251 Xenia Ave. 767-1140 Largest Realtor in town. Check current listing for available houses and apartments for rent.

Deja Vu - 220 Xenia Ave. 767-1182- Previously owned men's, women's and children's clothing & accessories.

Dingleberry's - 132 Dayton St. 767-5084 - Interesting little record store, has a lot of music (CDs, LPs and DVDs) and will order you almost anything you want. Also sell hemp, t-shirts, and smoking supplies.

Earth Rose - 221 Xenia Ave. International Imports. Birkenstocks, colorful clothes and interesting goodies.

Epic Bookstore - 232 Xenia Ave. 767-7997. New Age bookstore with great selection of alternative magazines. A little pricey sometimes, but can special order.

Gailz Tattooz - 115 Glen St. Tattoos, body piercing and jewelry.

Galingale's - 1221 E.Dayton-Yellow Springs Rd., in Shoppes at Valle Greene (Fairborn). 767-1031. Professional framing and supplies, mattboard, art preservation, with gallery. Run by young (but older than college) art student types. Understand Senior Project budgets and frustrations, and are just cool.

Garden Art and Gifts - In the back of Kings Yard, 224 Xenia Ave. 767-8659.

Gemini - 241 Xenia Ave. 767-7602 - Gallery of Music and Art. Acoustic instruments, original art. Customers are encouraged to try the instruments in the store!

Glen Garden Gifts - 239 Xenia Ave. 767-1658 - Yellow Springs' full service florist.

Gretchen & Co. - 126 Dayton Street. 767-1255 - Woman's boutique. Alterations, diverse array of clothing. Friendly staff.

Hasser's Barber Shop - 255 Xenia Ave. 767-8171 - Open Monday, Thursday, Friday and Saturday 8 a.m. - 5 P.M. Closed Tuesday and Wednesday.

Heritage Realtors - 767-1006 - Doesn't often have places to rent, but it couldn't hurt to ask. Bambi Williams is the main realtor.

Highlander Laundromat - Dayton Yellow Springs Road (near Center Stage and Taste Freeze) Laundromat, with lots of washing machines, dryers and a change machine. To do all your laundry at once, this is the place to go.

Import House - 122/124 Dayton Street. 767-9499 - Smoking supplies, tobacco, rolling papers, posters, and other funky stuff.

Joe Holly's Cleaners - 111 Corry Street. 767-7385 - Dry Cleaning. Free Mothproofing. Ohio Lottery Agent.

Lang's Hair Salon - 142 1/2 Dayton Street, 767-1133

Margarita Music - 108 Dayton St. 767-8554 - Misc. gifts, used CD's, custom t-shirts and hats. Mikey, the owner worked at Antioch for years, ask him about practical jokes on campus, lots of great stories.

Mem'ry Lane Signs - 228 Xenia Ave., Kings Yard. 767- 1613.

Molladoor-Calumet Antiques (same as Calumet Molladoor - goes by both names) Trash with class! - 253 1/2 Xenia Ave. 767-7797 - Downtown Yellow Springs by YS news, has every-thing from toasters, pots, and silverware, to quilts, doodads, and guitar strings. If you want to cook in the dorms and need pots and pans, check this place out.

Moody Shoes - 142 Dayton Street - 767-8584 Funky Shoes of all sorts.

Movieworks/Photoworks: 249 Xenia Ave. 767-7709 Video and film store with a small, but excellent selection of videos. Selection isn't huge and the prices are about the same as Blockbuster, but you can't walk to Blockbuster! For photo supplies, you're better off going to Fairborn Camera unless you need it right away and don't have a ride. Very friendly!

Mr. Fubs Party - 767-9430. 252 Xenia Ave. - Toys for kids of all ages. Balloons, puppets, Legos, kites, etc.

No Common Scents - King's Yard. 767-4261 - Herbs, spices, teas, massage oil, potpourri, scents, gifts, and candles.

Ohio Silver - 245 Xenia Ave. 767-8261 - Jewelry from around the world.

Pangaea Trading Company - 235 Xenia Ave. 767-9349 - Middle Eastern motif clothing and merchandise.

Post Office - Corry Street - 767-7458 - Self Explanatory.

Rita Caz Jewelry Studio & Gallery King's Yard. 767-7713 Custom jewelry, jewelry repair, unique gifts.

Sam & Eddie's Open Books - 232 Xenia Ave. 767-1966 - Amazing selection of interesting books and cards from sentimental stuff to Pop Up cards with Elvis on them.

Senior Citizen's Center - Xenia Ave. across from the Tavern. 767-5751

Stutzman's Nursery, Garden Center and Landscaping - 4550 U.S. 68 N. 767-9352 - lots of plants and some animals, including Gracie the Ostrich.

Unfinished Creations - 243 Xenia Ave. 767-7173. Custom Jewelry, art supplies. Student discount if you let them know you are from Antioch and it's for a class.

Village Artisans - 230 Xenia Ave. 767-1209. Gallery of local artists work.

Village Cyclery - 110 Dayton Street. 767-9330 - adult touring and mountain bikes. They will tune up your bike for a small fee, check for specials.

Village Herb Shoppe - 120 Dayton St. 767-7903. Will special order many things they don't have in stock.

Yellow Springs Community Children's Center - Corry & E. Limestone (across from Mills). 767-7236, 767-7237 - Day care, occasional job openings for Antioch students.

Yellow Springs Community Federal Credit Union - Credit Union - 217 Xenia Ave. 767-7377, The Credit Union has an ATM, has the same amenities as the other banks in town

(like free checking), is casual, helpful, and will try to go the extra mile for you.

Yellow Springs News - 253 1/2 Xenia Ave. 767-2042 - Local paper, has classifieds which can help you find everything... used cars, housing, garage sales, jobs, and more - all LOCAL.

Yellow Springs Pottery - Kings Yard. 767-1666. - Traditional and contemporary hand-made pottery.

Yellow Springs Travel - 213 Xenia Avenue. 767-2000 - Only travel agency in town. Ask about price differences flying from Dayton, Columbus or Cincinnati.

Food Shopping

Tom's Market (Formerly Weaver's Super Value) - 242 Xenia Ave. 767-7349.

Downtown, good variety. Sometimes more expensive than others but the only one in walking distance. Once open 24 hours but sadly now only 6am - 10pm. So much for 2am ice cream. Now you have to drive to Kroger for that.

Food & Drink

Clifton Mill - 75 Water St, Clifton (take 68 N, turn right on 343 and go for a mile or so, turn right and look on your right for signs for Clifton Mill, its a little tricky, but well worth it. Call for clearer directions.) 767-5501 - This ultimate breakfast stop is a little hard to find... but well worth it. They grind their own flour and make amazing pancakes! Beautiful view too.

The Dayton Street Gulch - 128 Dayton Street - 767-9027 - Bar with a wide variety of guests, from local farmers, visitors from Dayton and other nearby towns' older and escaped Antioch Alums, and a bunch of other 'interesting' people. They do not take Antioch ID's, so don't even think about it.

Dino's Cappuccino - 225 Xenia Ave. - 767-DINO - Good coffee and other caffeinated drinks.

Emporium - 233 Xenia Ave. 767-7077 - Gourmet Coffees, Cappuccino, domestic & imported wines, beers, and lots of news papers. Good fresh coffee in the mornings. State Liquor Store (means they sell hard liquor). Also offer soups (vegan, vegetarian, and meat) and muffins.

Gypsy Café - 101 Corry St. 767-8890. Great food. No standard menu, changes frequently. Not a place to go when you're in a hurry.

Ha Ha Pizza - 108 Xenia Ave. 767-2131 - Ha Ha's is probably not the pizza you're used to, but it is good! Veggie and meat pizzas on white or whole wheat crust, calzones, and subs. Salad bar is always available. A wide variety of non-alcoholic beverages are available. They deliver to the Yellow Springs area and Antioch College (Don't forget to tip!!).

KFC/Taco Bell - 1535 Xenia Ave. 767-7664 - Yes, there is a KFC/Taco Bell in Yellow Springs. It's just south of town near Dollar General and the bowling alley. They have limited KFC and Taco Bell offerings. Closes at 9PM.

Peach's Grill - 104 Xenia Ave. - 767-4859 - Local bar and grill with some outdoor seat-

ing. Often has live music. Open mic on Tuesdays. Often a cover until 11:30PM on Friday and Saturday nights.

Subway - Corner of Xenia and Corry Street (across from Ha Ha's). Inexpensive fast food, veggie and meat sandwiches. If you have time, Ha Ha's subs are better.

Sunrise Cafe - 259 Xenia Ave. 767-7211 - A small café with good food and great coffee. The place to go when you sleep through brunch or can't stand the thought of another meal at the caf.

Tastee Freeze/Freeze Dairy Bar - (Closed Winter) 101 S. Walnut St. 767-7511 - Soft serve ice cream, hot dogs, subs, and inexpensive sandwichy-snacky foods. Across from the laundromat if you want a snack while washing the week/month/terms' worth of laundry across the street.

The Winds Cafe - 215 Xenia Ave. 767-1144 - Fine Food, Full Bar, Wine Cellar, and Bakery. Women Owned. Pricey but WONDERFUL mostly veggie food. Soup, salad, and a cookie isn't too expensive. The dessert tray rocks! The place for when your (rich) relatives take you out to eat.

Ye Olde Trail Tavern - 228 Xenia Ave. 767-7448 - Serves both food and alcohol, doesn't take Antioch ID cards, does have a jukebox though. Outdoor deck, Indoor solarium. More popular as an evening watering hole, they also sell great burgers and a variety of meat and veggie foods. Also a historical landmark - check it out!

Young's Dairy - 6880 Xenia-Springfield Rd. (SR 68) 325-0629 - Just outside of town, North on 68, the place for homemade ice cream and doughnuts - and other great food too. Once open 24 hours, they now close 11 pm to 6 am. They have a petting zoo, a miniature golf course ('Udders and Putters'), a golf driving range and batting cages. Careful, this is a HUGE attraction for local families, so don't go on Saturday afternoons unless you deal well with large lines and occasional stares. Big Cedarville hangout. Sign up to get a coupon for a free sundae in the mail on your birthday!

Recreation

Bike Path - The bike path is just across Corry Street next to the Glen. It travels along the old railroad right of way all the way south to Cincinnati and north to I-70 at the outskirts of Springfield.

Center Stage - 136 Dayton Street. 767-2481 - When local theatre groups, including the Senior citizens centers and Yellow Springs High School put on a play for the public, this is where it happens. In the past few years, the high school has done several classic musicals including Grease, Little Shop of Horrors and various Gilbert & Sullivan shows. Original pieces are performed here too.

Glen Helen - Glen Helen is Antioch's public preserve. Across Corry Street, 767-7375. See the Glen Helen section of this Guide for more info.

John Bryant State Park - Head north out of YS on 68. Turn right on 343 (a block or so past Ha Ha's up 68). John Bryant State Park is a 1000-acre wooded tract along the Little

Miami River used for picnics, hiking, recreation, and camping. Group campsites and Day Use Lodge available. 767-1274.

Little Art Theater: 247 Xenia Ave. 767-7671 They show a variety of interesting movies including art, animation, and international films, and on occasional weekends they'll show more recent and closer to first-run films too. A movie list is available outside the theater for free.

Yellow Springs Swimming Pool - Gaunt Park - 767-9064. Outdoor pool. Costs a few dollars to get in. Only open from May to September.

Community Services

African American Cultural Works (AACW)

P.O. Box 441, Yellow Springs, OH 45387-0441
767-7056 or 767-9114

We are a new grassroots community organization established to nurture and to foster understandings of cultural diversity. We intend to serve Yellow Springs, Wilberforce, Xenia, Springfield, and neighboring communities. It matters to us in all our work that diversity is not a term substituted for Black and White Together. We intend that it be broadly inclusive while at the same time we recognize that achieving this aspiration is extremely challenging.

Join us! For more information, please contact Faith Patterson (767-9114), and the Wellness Program staff in the Antioch Counseling Center (PBX 1130).

Community Government - PBX 1050 - 2nd floor Union Building - Yes! Antioch's own CG can be your greatest ally! When you need info, try the CG Office first. Staffed by students and recent grads who know the ropes, the places, directions (and if they don't, they have maps, phone books, and phones). Come up and tell us what you need, it's your office too! CG is upstairs in the Union, PBX 1050

YS Chamber of Commerce - 108 Dayton Street (767-2686). They publish guides to Yellow Springs businesses and lots more. If this guide isn't enough, call them.

Yellow Springs Dharma Center - 502 Livermore Street (767-9919). The Yellow Springs Dharma Center is a place for the practice of meditation and the study of Buddhist traditions. The Center facilitates daily practice, seminars, workshops, and retreats and hosts study groups and readings of Buddhist poetry, and also recommends readings and operates a lending library of books, magazines and audiocassettes. Stop by or call for a calendar of monthly events.

Yellow Springs Library - Corner of Whiteman & Xenia Ave. - 767-7661 - www.gcpl.lib.oh.us You might say, "Why should I get a library card in town when we have glorious Olive Kettering Library on campus?" Well, while Olive is pretty cool, most of our books deal with academics, and it might be nice to do some fun reading. It is easy to get a card at the Yellow Springs Library. All you need is a CG card and another form of ID. Fill out the paperwork and you have a library card in two minutes flat.

Things to Do in the Surrounding Areas

Okay, the stuff in here should exist, but call before you head out to find it. Also important to know is that this is by no means a complete list, business sprout up as the corn is cut down. Check a phone book for more info.

Please note: *The opinions contained within this section are solely those of the many authors and do not necessarily reflect those of Antioch College or Community Government.*

Book Stores

An Open Book - Columbus. 749 N High Street. Bookstore with good les/bi/gay section. (614) 291 -0080.

Barnes and Noble - Beavercreek. 2742 N. Fairfield Rd. 429-1660

Books and Company - Dayton. 350 E. Stroop Road & Far Hills Ave (rt. 48). Huge book store in the Town & Country Shopping Center. Has "everything" and a special order department. Recommended. 298-6540.

Borders Books - Columbus 4545 Kenny Road (at Henderson). 100,000 titles in stock. (614) 451-2292.

Crazy Ladies Bookstore - Cincinnati. 4039 Hamilton Ave. Great Feminist Bookstore. Has women's center that sponsors films, poetry readings, etc. Recommended (513) 541-4198.

Fan the Flames - Columbus 3387 N. High Street. Collectively run feminist bookstore. Strong Lesbian/Gay section. Recommended. (614) 447-0565.

Half Price Books - Dayton. 2090 Miamisburg-Centerville Road. New and Used Books, CDs, Records, Tapes 438-0249

Food

This is a big list of restaurants, coffeehouses, delis and various other businesses that serve food. Call before you plan to go to one of them to check on cost, hours, and location.

Amar India - Dayton. 2759 Miamisburg-Centerville Road. Across from Dayton Mall. Excellent food. Recommended. 439-9005

Amber Rose - Dayton. 1400 Valley Street. Eastern European cuisine - Great homemade bread. Very friendly and informal. 228-2511

Anticoli's - Dayton. 3045 Salem Ave. Italian Cuisine. 277-2264

Antonio's Restaurant - Dayton. 28 W. Franklin Street. Italian Cuisine 433-7441

Arang Japanese Restaurant - Troy. 439 N. Elm St. Japanese Sushi Bar. 335-3411

Ashleys Restaurant and Lounge - Springfield 100 S. Fountain Ave. In Springfield Inn. 322-3600

Asia Palace - Beavercreek. 3230 Seajay Drive. Chinese restaurant, carry out. 429-2236

Beijing Gardens - Dayton. 6008 Wilmington Pike. Chinese Cuisine. 848-2230

Casa Lupita Mexican Restaurant - Dayton. 7124 Poe Ave. Excellent Mexican Cuisine. Good vegetarian options. 454-0666

Cafe Vienna - Cincinnati. Mt. Adams 1141 St. Gregory Adams. 621-6655

Chi Chi's Mexican Restaurant - Springfield and other locations. 1616 Upper Valley Pike. 325 - 5995

China Inn - Xenia. 537 W. Main Street. Chinese Cuisine 374-2220

Clifton Mills - Clifton. 75 Water St. Hearty Breakfast/Lunch

Chantilly Cream - Fairborn. 407 W. Main Street. Desserts of distinction. 879-3310

City ChopHouse (Holiday Inn) - Fairborn. 2800 Presidential Drive. Fine dining, lounge 426-7800

Cold Beer & Cheeseburgers - Fairborn. 2638 Col. Glenn Hwy. An American Bar & Grill 427-2337

Damon's (Ramada Inn) - Fairborn. 800 N. Broad Street. Steak, seafood, ribs, lounge. 879-0090

Der Duetscher - Waynesville. 188 State Rte. 42. German - All you can eat. 897-4716

Duff's Smorgasbord - Fairborn. 1284 N. Broad Street. Buffet-style family dining. 878-4892

Flying Pizza - Beavercreek. 223 N. Main Street. NY-style pizza! Recommended. 222-8031

Flying Tiger Chinese Restaurant - Fairborn. 431 N. Broad St. Chinese food 878-2583

Frisco Freddie's Pub & Eatery - Fairborn. 634 N. Broad St. American, German and Mexican foods. 878-5770

Garstka's Cafe - Bellbrook. 129 W. Franklin St. American cuisine

Gill's- Kountry Kitchen - Bowersville. 3182 Maysville St. Home cooked meals. 453-2647

Giovanni's Pizzeria and Spaghetti House - Fairborn. 215 Main St. Good pizza, gets crowded on Friday nights. Peroni (Italian beer), and wine.

Golden Lamb - Lebanon. 27 S Broadway. Old-Style American. 932-5065

Greek Island Deli - Fairborn. 2642 Col. Glenn Hwy. Across from WSU. Greek food 429-2598

Happy Palace - Dayton. 4203 Linden Ave. Thai cuisine, and karaoke in the background. Recommended. 256-3030

Hemlock Cafe - Jamestown. 12 W. Washington Street. Homemade meals. 675-6223

Hook's Barbecue - Dayton. 2324 N. Gettysburg Ave. Barbecue, Sweet Potato Pie, 7-up cake. 277-0006

Hunan East - Springfield. 1460 Upper Valley Pike. One of the best Chinese restaurants in the Dayton area. Recommended. 322-5432

I-ZU - Dayton. 5252 N. Dixie Dr. Japanese cuisine. 277-9596

Jade Garden - Dayton. 2146 Miamisburg-Centerville Road, Dayton mall area. Chinese food. 435-2955

Jay's Restaurant - Dayton. 225 E. Sixth Street. Fresh Seafood 222-2892

Jo's Restaurant - Xenia. 1355 N. Detroit Street. Country Cooking. 372-2211

Kim's - Dayton. 670 Shiloh Springs Road. Chinese, Korean & Szechwan Cantonese. 274-9747

King Avenue Coffee House - Columbus. 247 King Avenue. Vegetarian food, Cappuccino, espresso, etc. Recommended. 614-294-8287

Kitty's Second Street Café - Dayton. One Citizens Federal Center. 461-2212

Ko Reo Inn - Fairborn. 320 N. Broad Street Chinese, Korean. 879-1974

Memorial Hall - Dayton. 125 E. First Street. 225-5949

OSU Theater - Columbus. 1849 Cannon Drive. 614-292-2295

Playhouse South - Centerville. 27 N. Main St, 439-5060

Springfield Civic Theater - Springfield. 325-2668

Victoria Theater - Dayton. 138 N. Main. Plays, music, Ballet. 228-3630

Wright State Univ. Theater - Dayton. 3640 Colonel Glenn Hwy. 873-2500

Thrift Stores

American Cancer Society Thrift - Dayton. 635 Kling Drive. 293-2471 open 10-7 Mon-Thurs, 10-6 Fri, 10-5 sat.

Amvets Thrift. - Dayton. Linden Ave. AKA "Village Thrift". Take 675 S, to 35 W. Smithfield Rd exit, take a right and another right and it'll come up on your right. Good clothing selection and some good used Polaroid cameras every now and then. 1-800-443-1611 open 10-8 Mon-Fri, 10-6 sat, 11-6 sun.

Animal Welfare League Thrift -Springfield. 3 W. Pleasant Street. Everything- 323-9223 open 12-4 Tues-sat.

Closet Classics - Urbana. 121 S. Main Street. Everything - 652-1657

Corner Cupboard Charities Thrift - Dayton. 34 Pierce - 252-5491

Goodwill - Xenia. 163 N. Allison Ave. Call around for other locations - Everything - 372-0759 open 9-9 Mon-Fri, 12-6 sat and sun.

Nearly New Shop - Springfield. 923 W. Main Street. Everything - 323-9345 open 9-5 Mon-Fri.

Once Around Shop - Dayton. 142 Salem Ave. Clothing and Furniture - 222-5231

Salvation Army - Springfield. 810 Bechtle Ave. Everything. Call around for other locations. There is also a huge one off of 675 (almost to 75) that is supposedly the largest thrift store in Ohio. 323-5621 open 10-6 mop-sat.

Women's Health Services

Planned Parenthood - Dayton. 224 N. Wilkinson. Birth Control, health information, pregnancy tests. 226-0164

Planned Parenthood - Springfield. 6 W. High Street. Birth Control, health information, pregnancy tests. 325-6416

Women's Med. Center - Dayton. 1401 Strube Rd. Birth Control, Pregnancy tests, licensed physicians, registered nurses. 296-1306

Lamachy's Historical Inn - Beavercreek, 2531 Dayton-Xenia Road. Hungarian Food. Dinner only. 426-8120

Little Saigon - Dayton. 1718 Woodman Drive. Vietnamese.

Mamma DiSalvo's Ristorante - Kettering. 1375 E. Stroop. Road Italian cuisine - more garlic and less ketchup than most Italian places in Dayton. Conveniently located on the way back from Books & Co. 299-5831

Mark Pi's China Gate - Springfield. 2149 South Limestone St. Chinese Gourmet Restaurant. 322-0055

Mothers Finest - Dayton. 4043 Free Pike. Ohio magazine rated one of the best soul food restaurants. 274-5517

Myung Sung - Huber Heights. 5186 Brandt Pike. Oriental Cuisine - Korean, Chinese, Japanese. 233-7764

New England Deli - Fairborn. 471 W. Dayton-Yellow Springs Road. Sandwiches and "New England style pizza", whatever that is! !!! 878 -7273

Nick's Restaurant - Xenia. 1443 N. Detroit Street Steaks & seafood 372-3202

Oanh Pham's American, Chinese & Vietnamese - Beavercreek. 1360 N. Fairfield Road. American, Chinese & Vietnamese food 427-2363

P Q International El Meson - Dayton. 903 E. Dixie Drive. Spanish & Latin American Cocina 859-8229

Panda Chinese Restaurant - Springfield. 2133 South Limestone. Chinese food in Cantonese & Szechwan style. 323-8812

Peking Garden - Bellbrook. 6008 Wilmington Pk. Chinese cuisine. 848-2230

Pine Club - Dayton. 1926 Brown Street. Classic Steakhouse, the place to go for red meat, wood paneling, & dim lighting.

PQ International - West Carrollton. 903 E. Dixie Drive. Inexpensive, informal, friendly place which serves dishes from all over the Spanish speaking world.

Ribsters - Xenia. 44 Xenia Towne Square. Barbecue and Grilled Food 374-7427

Sahara Deli - Dayton. 1050 Patterson Road. Lebanese / Middle Eastern foods 254-3509

Samurai Sword - Centerville Rt. 725, 1 Mile West of Dayton Mall. Japanese 866-9148

Santa Fe Steakhouse - Columbus. 2586 S. Hamilton Road. The best steaks in Ohio. 614-860-1011

Scooters - Springfield. 830 Bechtel Ave. Great Ribs! 324-7400

Seoul House - Fairborn. 1864 Colonel Glenn Hwy. Korean Cuisine 878-3553

Sherer's Ice Cream - Dayton. 4425 N. Main. Excellent Ice Cream.

Shiro Japanese Restaurant - Fairborn. 2632 Col. Glenn Hwy. Japanese foods 429-1414

Shuckin' Shack - Dayton. 5515 N. Main Fresh Seafood. 274-3335

Spaghetti Warehouse - Dayton. 36 W. Fifth. Lots of Pasta. 461-3913

Submarine House - Beavercreek. 3899 Germany Lane. East Coast style subs, Cheesesteaks, Pizza. 429-3721

Sunshine Egg Rolls Restaurant - Fairborn, 1210 Kauffman - Ave. Chinese cuisine 878-7287

Tapatio - Columbus. 491 N Park Street. Latin American/Caribbean cuisine. Good food. Popular, so reservations are a good idea if you know you want to go. 614-221-1085.

TJ Gardens - Dayton. 2020 Harshman Road. Japanese 235-0082

Taste of India - Dayton. 8990 Kingsridge Road. Indian cuisine. You'll run into more Yellow Springs people here than the Tavern. Recommended. 433-3575

The Corner Shop/British Tea Room - Fairborn, 114 North Broad Street. British cuisine (and Hobnobs!) 879-5404

The Diner - Dayton. Corner of 4th and St. Claire. Casual American Gourmet. 228-2201

The Upper Krust - Dayton. 1919 N. Main Street. Sophisticated Sandwich Shop. 277-7200

Tickets Pub & Eatery - Fairborn. 7 W. Main Street. Greek specialties 878-9022

The Viet - Dayton. Across the street from Village Thrift. Viet and Thai food. Recommended!

Village Cafe - Bellbrook. 10 W. Franklin St. Homemade Salads, breads, soups and desserts. 848-3309

Woody's Restaurant - West Carrollton. 810 E. Dixie Drive. Cafeteria on the second floor of Woody's Supermarket, overlooking Dixie Drive. The place to take visitors who demand the authentic western dining experience.

Wot-A-Dog Drive-in Restaurant - New Carlisle. 603 S. Main Street. Foot Long Coneys, Draft Root Beer 845-3663

Wright Stuff - Fairborn. 60 S. Broad Street. Homestyle "family " dining. 878-4111

Music Stores

Armadillo Records - Kettering. 2616 Wilmington Pike. Wide Variety of CD's, albums, tapes, etc. 299-4487

Audio Etc. - Fairborn. 2616 Col. Glenn Hwy. New & Used CD's, Tapes, Records 429-4434

Camelot Music - Springfield. 1475 Upper Valley Pike Mall Music Store. 322-0331

CD Connection - Beavercreek. 4110 Col. Glenn Highway. Wide Variety of CD's 426-1401

Classic Records - Dayton. 3253 W Siebenthaler Ave. 277-8858

Dingleberry's - Dayton. 1002 Miamisburg-Centerville Road. CD's, Tapes. Ticketron Outlet 434-0284

Gem City Records - Dayton. In the Oregon District, down the street from Neon Movies. Good used selection and good prices. Recommended.

The Headquarters - New Carlisle. 135 S. Main Street. Music Store-CD's Metal/Alternative 845-2004

LP Junction CD's and Tapes - Xenia. 60 S. Detroit Street Rap, Rock, Pop & Gospel 376-3126

Omega Music - Dayton. 1929 N. Main Street. New & Used Record, tapes, CD's. 275-9949

Renaissance Music - Dayton. 1924 S. Smithville Road New & Used CD's, Tapes, Records 258-1038

Second Time Around Music - Dayton. 1133 Brown Street New & Used CD's, Tapes, Records 228-6399

Solid Gold Record Shop - Dayton. 2250 N. Gettysburg Ave Jazz, Gospel, R&B and Disco. 274-2258

Record Hive - Springfield. 117 Fountain Ave. New & Used CD's, Tapes, Records 322-6730

Spud City Records - Huber Heights. 7691 Old Troy Pike New & Used CD's, Tapes, records 233-9011

Strictly Classical - Dayton. 438 E. Fifth Street. Classical Music. 224-9061

Used Kids Records - Columbus. 1992 N High Street. Small, but good prices on used CDs. 614-294-3833.

Theaters/Cinema

Belmont Auto Drive-In - Dayton. 2060 County Line Rd. 426-3033

Beavercreek Cinemas - Beavercreek. 1274 N. Fairfield Rd. 426-2043

Centerville Cinemas - Centerville. 965 Miamisburg-Centerville Rd. 439-0550

Chakeres Cinema 10 - Springfield. 3115 E. National Road (Rt. 40). Huge Theater off of Route 40 E. 325-7000

Cinemas North - Dayton. 3375 W. Siebenthaler Ave. Also has big Elder Beerman and Shoe Outlet. 276-4111

Dayton Mall Cinemas - Dayton. Dayton Mall 433-3200

Dixie Drive-In Theater - Dayton. 6201 N. Dixie Drive 890-5513

Englewood Cinema - Dayton. 320 W. National. 836-0805

Fairborn Playhouse - Fairborn. 23 E. Main Street. Reservations 878-1651

Huber Heights Flicker Palace - Dayton. 5589 Old Troy Pike. 233-5773

IMAX Theater - Dayton. Wright Patt Air Force Base, WPAFB Area B 253-IMAX

Kettering Cinema 1 & 2 - Kettering. 1441 E. Dorothy Lane, 298-1000

Little Art - Yellow Springs. 247 Xenia Ave. 767-7671

Loew's Beaver Valley Theater - Dayton. Beaver Valley Centre 25 minutes away (2 minutes from Beavercreek 7 cinemas). 426-8611

Loew's Salem Avenue Theater - Dayton. 4100 Salem Avenue. 278-4706

McCook Theater - Dayton. 1267 N. Keowee. 222-1212

Neon Movies - Dayton. 130 E. Fifth St. 222-7469

New Moon Drive In Theater - Springfield. 5103 Urbana Road. 399-3316

Page Manor Cinemas - Dayton. 5584 Airway Road. 254-2636

Salem Mall Cinemas - Trotwood. 5200 Salem Ave. 837-3306

Sherwood Twin Drive In - Dayton. 5363 W. Third Street. 268-1669

Showcase Cinemas - Dayton. 7737 Waynetowne Blvd. - Waynetowne Shopping Center. 236-1136

Showcase Cinemas - Dayton. 6751 Loop Road - Cross Pointe Shopping Center. 434-0144

Skyborn Cruise-In - Fairborn. State Route 235 & Haddix. 878-5022

Upper Valley Cinema 5 - Springfield. Upper Valley Mall, 15 Minutes Away. North on 68. Springfield Troy Exit. Turn left, right at light. Will be on your left. 325-0609

Urbana Twin Cinema - Urbana. 216 S. Main St. 653-4342

Theater - Stage

Blue Jacket - Xenia. Box Office 520 S. Stringtown Road. Outdoor Theater - Seasonal - 427-0879

Cinci Playhouse in the Park - Cincinnati. 962 Mt. Adams Drive. 961-4242

Dayton Play House - Dayton. 1301 E. Siebenthaler Ave 277-0144

Dayton Opera - 138 Main St. 228-0662

Good Community Ensemble Theater - Cincinnati. 1127 Vine. 421-3556

Human Race Theater Group - Dayton. 126 N. Main Street. 461-3823

Kettering Theater Under The Stars - Kettering. 3700 Far Hills Road. 294-5808

La Comedia Dinner Theatre - 765 Central Ave. 573-746-4554

NEW

Graduation Requirements

NEW

Graduation Requirements

NEW GRADUATION REQUIREMENTS

More detailed information is available on-line
These requirements begin Fall 2005 for all entering students.

Credits

The Antioch educational model includes terms of both work and study. Each student will be required to complete a minimum of 112 academic credits and a minimum of 36 cooperative education credits.

Co-op Requirements

Each student will be required to complete three 12 credit co-op terms. Co-op credits will be earned between the first and fourth year.

Co-op Preparation and the “May Term”

First year students will enroll in a four credit May term. In the two weeks following Spring graduation, first year students will complete final preparations for their first co-op placement in the Fall term. They will be interviewed by employers and selected for work experiences.

Pre-Antioch Co-op Credit

Third year transfer students will work with their co-op advisors to identify and reflect upon pre-Antioch work experience in order to credit a pre-Antioch co-op of 12 credits. Pre-Antioch co-op credit is not available for any students entering with less than 52 credits.

Summer of Choice

Students may opt to complete a fourth 12 credit co-op term during the “Summer of Choice” between the third and fourth years. This final co-op experience can be individually designed by the student working closely with their academic and co-op faculty mentors. The Learning Goals for the final co-op should fulfill the objectives of the student’s Individualized Major Plan. Students may also opt to complete up to 16 academic credits during the “Summer of Choice” between the third and fourth years. This can include faculty-guided research projects, independent study projects, study abroad, or other academic opportunities. The Learning Goals for this independent self-designed summer study should fulfill the objectives of the student’s Individualized Major Plan.

Individualized Major

Each student will be required to complete an approved Individualized Major Plan including academic, co-op and community experiences.

Cross-Cultural Experience

Each student will be required to complete one cross-cultural experience through either a co-op

or study term.

Physical Education

4 credits are required. Only 4 PE credits count toward the total number of credits for graduation. Third year transfers may have two PE credits granted after completing documentation regarding relevant health, wellness or physical activity.

Campus Residency Requirement

Each first year entering student will be required to study on campus for two terms in the first year and two terms in the fourth year for a total of four required on-campus study terms.

Program Progression

Core Program/Immersion in the Liberal Arts at Antioch

Students will be required to successfully complete two semester-long team-taught interdisciplinary learning communities. In these learning communities, students will develop competencies in and be assessed for writing, critical thinking, quantitative analysis, oral communication and other skills.

Students will also develop familiarity with a wide range of disciplinary and interdisciplinary knowledge areas. Students will engage in the active democratic life of the college, prepare for success in the world of work and for effective reflection on experience as a source of learning.

Transfer students entering Fall 2005 with between 1 and 30 credits will enroll in the Core Program in Fall and Spring terms.

Transfer students entering Fall 2005 with between 31 and 52 credits will have an option of enrolling in a Fall Core Program or taking general courses available in the annual planner. They will be sequenced to co-op in the Spring term and return to campus to study in the summer term.

Students entering with more than 52 credits will not be eligible to enroll in the Core Program. They will select courses available in the annual planner.

The Core Program delivers 16 credit hours each semester. Successful completion of the Core Program satisfies academic general education requirements.

Intermediate Years/Exploration followed by Focus

The Second Year is characterized by Exploration and the third year emphasizes Individualized Focus.

In the second year, students will have two opportunities to work in a Co-op Community, once in the Fall term and again in the Summer. Students are encouraged to seek new locations, explore different settings for work experience, and reflect on how the experiences of study and work enrich each other.

During the Spring study term of the second year, each student will complete an approved Individualized Major Plan (IMP) developed with the support and approval of faculty mentor(s). The plan will clearly articulate student learning goals and how future opportunities for work

and study will support the student to meet the learning goals of his or her IMP.

The Individualized Major Plan will determine the focus for the final two required co-ops and the final three required study terms. Students may include in their plans a range of options for the Fall study term in the third year. They may incorporate international study through Antioch Education Abroad; off-campus study terms through Antioch's affiliations with The Ecoleague, or the Great Lakes Colleges Association, etc. For more information on these opportunities, please see Antioch Education Abroad.

The third summer or, "Summer of Choice," represents a truly unique opportunity for students to design their own learning in partnership with faculty mentors. Students are required to develop either an own-plans co-op or design an off-campus individualized study term in conjunction with their faculty mentors.

This can include faculty-guided research projects, independent study projects, international work experience or study abroad, or other academic or co-op opportunities. The Learning Goals for this independent self-designed summer study should fulfill the objectives of the student's Individualized Major Plan.

Fourth Year/Integration & Application

In the final year, students return to campus for the final two study terms to complete intensive investigation or creative projects and fulfill the requirements of the senior year.

Students in the fourth year may serve as math or writing tutors or Teaching Assistants for the Core Program working closely alongside faculty in delivering our general education program.

Fourth year students may also assume leadership roles in campus governance. They may serve in year-long appointments to the central campus decision-making committees, including ComCil (Community Council) and AdCil (Administrative Council), or they may take on special projects in community government, student life and/or residence life.

Prior to graduation, each student will complete a senior project under the supervision of faculty mentor(s) that meets the goals of their learning agreements and Individualized Major Plan.

Planning an Antioch Education

Antioch College offers the Bachelor of Arts and the Bachelor of Science degrees in a program of alternating terms of study and work. Both the B.A. and B.S. degrees require a minimum of 112 academic semester credits. Because Antioch's educational model assumes the value of off-campus learning, especially in work settings, both degrees require a minimum of three cooperative ("co-op") education experiences. Students earn 12 co-op credits for each full-time co-op experience, for a required total of 36 co-op credits.

While designed as a four-year program, the time it takes to complete an Antioch degree will vary depending upon factors such as: credit for Advanced Placement courses dur-

ing high school; credit granted for International Baccalaureate subject exams during high school; transfer credits granted from other colleges; the number of credits pursued and completed each term; a credited pre-Antioch co-op available for third year transfer students; and independent study or other academic credit earned while on co-op.

Students attend Antioch on a trimester calendar with three terms each year: Fall, Spring, and Summer terms.

Education at Antioch consists of several components:

- General Education in the Core Program;
- Cooperative education experiences;
- Community experiences; and
- Fulfilling the requirements of an Individualized Major, including a Senior Project.

SUMMER AT ANTIOCH

The summer trimester at Antioch consist of three intensive three-and-a-half week blocks, with a four-day break between each block. Students focus their studies on one intensive course during each of the blocks. In addition to these block courses, learning is supplemented by a rich array of workshops, mini-courses, films, concerts, lectures, performances and other cultural and academic events. The summer block courses involve a variety of immersion experiences; field trips; and diverse combinations of classroom, field, experiential, and community service learning. By taking only one course during each summer block, students are able to investigate their specific areas of interest in greater depth than might be possible during the fall and spring terms.

The final summer block study term is Summer 2006. After that students will be sequenced to co-op, vacation, or design an independent study project over the summer for the "Summer of Choice" between the third and fourth year.

ALTERNATING TERMS OF STUDY AND COOPERATIVE EDUCATION

Upon entry, students are assigned a schedule of alternating terms of study and co-op. The assigned schedule depends on the student's class standing at entrance. The minimum residence requirement for all students is four study terms; third year transfer students may earn co-op credit for "pre-Antioch" work experiences toward the required co-ops. A "pre-Antioch" work experience may be credited if the student has worked full-time for a minimum of fifteen weeks following high school graduation. This determination is made between the student and the co-op advisor.

SEQUENCING CALENDAR

This sequencing calendar represents the sequences for entering first year students (students with zero to 30 credits) only. Transfer students will be sequenced differently. Contact the registrar's office for details.

Year	FALL	SPRING	SUMMER
First	Study	Study	OFF
Second	Co-op	Study	Co-op
Third	Study	Co-op	Summer of Choice
Fourth	Study	Study	

FACULTY ADVISORS and FACULTY MENTORS

Students are assigned a team of two faculty advisors when they enter Antioch: an academic advisor, who helps plan their initial academic studies, and a cooperative education advisor, who assists with planning their co-op jobs. Faculty advisors are an integral part of the registration and degree procedures at Antioch. Students will be assigned advisors based on their Core Program registration.

Once students decide on a major course of study, they select a faculty mentor who will assist them in designing an Individualized Major Plan. Both the co-op advisor and academic faculty mentor will sign off on the degree plan.

Information regarding the student's enrollment and progress at Antioch is provided to the faculty advisors by the Registrar's office.

LIBERAL ARTS LEARNING OUTCOMES at Antioch College

Knowledge and Inquiry

Demonstrated understanding of and practical experience with concepts and modes of inquiry essential to the liberal arts and the disciplines that explore the natural, social and cultural realms. Advanced study in one or more areas of concentration

Skill and Innovation

Demonstrated ability to problem solve, create, and innovate, both independently and collaboratively, in a range of fields, workplaces and media. Demonstrated ability to use analytic, communication, quantitative and information skills effectively.

Critical Thinking

Demonstrated ability to evaluate knowledge and evidence in a comprehensive and rational manner and to analyze, construct, and criticize arguments.

Intercultural Effectiveness

Demonstration of knowledge of cultures and cultural practices (ones' own and others') complex cognitive skills for decision-making in cultural contexts, social skills to function effectively in diverse groups, and personal attributes that include flexibility and openness to new ideas.

Social Engagement

Demonstrated ability to engage in ethical and civil dialogue, as an active citizen, in a participatory, multicultural society concerned with the care of the planet's environment and all that resides within it.

Deliberative Action

Demonstrated capacity to adapt knowledge, skills, and responsibilities to new settings and challenges and to reflect on the personal and social significance of learning as a guide towards a purposeful future.

PATHWAY TO GRADUATION: INDIVIDUALIZED MAJOR DEGREE PLAN

In consultation with their co-op advisor and faculty mentor, students develop a formal plan, which defines the course of study through to graduation. Students complete this by the conclusion of the third term of study at the end of the Spring term.

The major focus should include 44-48 credits within the fields of concentration as defined by the student and faculty mentor. One co-op experience should be directly tied to the focus of the student's pathway to graduation. The student may also define relevant on-campus community involvement and leadership roles and/or off-campus service activity that contributes to the student's primary path to graduation.

The degree plan must be approved by the student's faculty mentor in the major field of study and by his/her co-op advisor.

The responsibilities for designing a degree plan which complies with the academic requirements for graduation, and then completing the requirements, ultimately rest with the student.

Students initially enroll in the broad-based interdisciplinary Core Program to fulfill General Education requirements.

Degree plans are expected to be completed and filed no later than the end of the:

- Third study term (for students who enter with first-year standing or between 1 and 30 credits);
- Second study term (for students entering with second-year standing or between 31 and 52 credits); or
- First study term (students entering with third-year standing or between 53 and 84 credits*).

* Antioch college accepts a total of 56 credits for transfer students.

The approved degree plan is then filed with the Registrar's office. The plan will be used as apart of the senior check and in verifying completion of degree requirements. Any changes to

this plan should be promptly submitted to the Registrar's Office.

Changes to Degree Requirements

If degree requirements change during a student's enrollment, the student has the option of completing the requirements that were in effect at the time the student entered or developing a plan to meet the new requirements. Antioch students re-admitted after a period of withdrawal of one year or longer must meet requirements as stated in the current catalog. See section, "Transition to the New Curriculum" for a detailed explanation of the three primary differences between former graduation requirements and new graduation requirements. Any continuing student may opt to graduate under the new graduation requirements.

The Senior Project

Every student earning a baccalaureate degree from Antioch College must successfully complete the senior seminar and a senior project. The Senior Seminar and Senior Project provide the capstone academic experience for Antioch students. The Seminar, structured by a Course Outline and Course Syllabus, is designed by each academic program in accordance with specific intellectual requirements and objectives for knowledge skill and knowledge mastery. In general, the seminar is composed of the combined faculty of each academic program and all eligible students who are scheduled to complete their Senior Project. The Seminar acts as a support to individual guidance, supervision, and mentoring. The structure of Senior Seminar allows students to enjoy the maximum benefit of peer and faculty commentary and critique, and, in turn, provides students with an opportunity to sharpen their own critical skills.

The Senior Seminar is evaluated and credited as a component of the Senior Project. The Senior Project is developed by the student in collaboration with a single professor, usually the academic advisor. Each academic major outlines for students the specific objectives and requirements of the Senior Project and articulates those elements in the individual Senior Project course syllabus for that major. Most academic programs require a public presentation, show, or performance as a component of the Senior Project. Prerequisites for the Senior Seminar and Senior Project are a methods course (where applicable), senior standing, and permission of instructor.

Cooperative Education

At least 3 full-time cooperative education experiences of 15 weeks each. See the section on Cooperative Communities for more details about this exciting program.

Co-op Communities

The co-op community is an off-campus site with a site coordinator. Students live and work independently in the co-op community for an entire term. They report to employers to complete work assignments and fulfill job duties. These employers are partners in the delivery of an Antioch education. Independent living includes taking responsibility for one's food, shel-

ter, and other needs. The site coordinator provides assistance and support to students living and working in the co-op community.

This real world experience provides students with both structured and unstructured learning opportunities. It is an immersion experience into both a work and a living context in which the student can apply knowledge gained in the classroom.

Study opportunities for students living and working in co-op communities may include a course designed as, "Place as Text," in which student learn about the local history, culture(s), environment and current issues.

A professional seminar will be incorporated into the co-op community experience to bring students together to develop workplace knowledge and a wide range of professional skills.

Potential co-op community sites being developed include: Washington, D.C., Chicago, Northern New Mexico, Portland, OR and Central Ohio (Columbus, Dayton, Cincinnati, Springfield, the College campus and Yellow Springs).

See your co-op advisor for more details.

General Education and Curriculum Planning Units

The General Education program at Antioch College provides students with a broad-based education in the liberal arts and sciences and is intended to challenge students' values and perspectives as well as increasing their knowledge, ability to question, and general intellectual consciousness about themselves and the society in which they live.

Each faculty member belongs to one Curriculum Planning Unit, which serves the general education requirements of our liberal arts program. Faculty from these groups share teaching in the Core Program and serve student learning throughout their educations.

The three planning units are:

Artistic & Cultural Inquiry

Social & Political Inquiry

Environmental & Scientific Inquiry

Through the Core Program students will have an opportunity to work closely with faculty from all three inquiry areas.

Note that this is an evolving structure with faculty leadership and decision-making as the process by which changes will be made.

The Individualized Major and Faculty Resource Groups

Faculty Resource Groups are formed by faculty in response to their research interests, creative work, training and modes of inquiry. They provide a structure for upper level learning and serve students from the intermediate to advanced levels. Most faculty members belong to at least two different faculty resource groups. Students seek these faculty out as mentors and guides in the design and development of their individualized majors. Faculty mentors also serve as senior project supervisors. For a complete listing and biographies of the 2005-2006

faculty, please see "Faculty Members."

Examples of Faculty Resource Groups for 2005-2006 may include but are not limited to:

Africana Studies

Communication & Media Arts (Film, Video, Photography)

Education Studies

Environmental Studies

Environmental & Biological Science

Linguistics & Languages

Literature and Creative Writing

Performing Arts (Theater, Dance, Music)

Visual Arts (Painting, Drawing, Sculpture)

Self, Society & Culture (Sociology, Psychology, Anthropology)

Social & Global Studies (Economics, Political Science, International Relations, Management)

Peace Studies

Physical Science

Women Studies

New Faculty Resource Groups will be developed in the 2005-2006 academic year.

Second Degree.

Holders of a bachelor's degree from Antioch College or another institution may earn a second bachelor's degree at Antioch College if the minimum residence requirement is (54 semester credits and 3 co-op experiences completed in residence) while pursuing the second degree, and the requirements for the major are satisfied. This means that these individuals are treated like transfer students with third-year standing, and no more than 53 credits from the previous degree may be applied toward the second degree earned at Antioch College.

Mini-courses

All students, including students enrolled in the Core Program may also enroll in an additional two credits for a total of 18 credits each term. Options include language courses, physical education courses, and courses in music, dance and theater. For example, students may enroll in two credit "mini-courses" in German, French, Japanese, American Sign Language, or Spanish. Students may enroll in one or two credits of private instruction in Voice, Piano, Guitar, Strings, and/or theater participation, rehearsal and performance, dance and/or physical education classes, including hiking, swimming, horseback riding, etc. Please see the 2005-2006 annual planner for details.

Independent Studies (maximum of five)

The College recognizes that it is sometimes necessary and beneficial for a student to work one-on-one with a full time faculty member in regard to an academic area of interest not covered in listed courses. At such times an independent study may be appropriate. A maximum of five (5) independent study courses may be applied toward the baccalaureate degree.

Cross-Cultural Learning Experience

The cross-cultural experience is a planned and evaluated learning experience that places the student in an environment where learning is accomplished through active interaction with a different culture, either within the United States or abroad.

The cross-cultural experience should help the student form a clearer understanding and appreciation of the characteristics of another culture and its complexity and diversity. While developing a sense of cultural humility, students will also gain an appreciation of the sources and values of their own culture. The primary means of fulfilling the cross-cultural experience requirement will be through the successful completion of an international or domestic co-op, which has been designated as cross-cultural. Students may develop an assignment, with the assistance of co-op faculty, not on the regular job list, that has been approved to meet the requirement. All the Antioch Education Abroad programs and all domestic programs, such as the Cross-Cultural field Studies Program, also fulfill this requirement. Preparation for the cross-cultural experience should include the opportunity to investigate the concept of culture and its impact on habits, behavior, beliefs, and values. Each student should have an opportunity to develop skills and acquire the knowledge necessary for making informed observations and reflections. This preparation may be done through Antioch courses, seminars, workshops, and program orientations.

Students should demonstrate an increased ability to understand cultural differences and be able to conceptually relate their own culture to another. This should include an understanding and respect for the customs and social norms of the host culture regarding gender, class, and ethnicity. Students should exhibit knowledge of the physical environment, historical heritage, and social institutions of the host societies or communities.

The Core Program and Basic Skills

Writing Skills: Written communication skills are necessary for success and credit in most classes, in many co-ops, in the crediting process for all co-ops, and for active participation in community life. Proficiency in writing is expected of all students.

The faculty defines proficiency in writing as the ability to write with clarity and coherence, to improve writing through revisions, and to write to an audience. Once basic writing proficiency is demonstrated, students will work with faculty in almost every course to learn the particular styles of writing used in different academic areas.

Students demonstrate their writing proficiency by satisfactory performance on the Writing Skills Assessment. The Writing Skills Assessment is conducted as part of the Fall Core Program. Those failing to demonstrate minimum competency are assigned to work with a Writing Tutor who is affiliated with their Core Program.

The Writing Skills Assessment is conducted three times during the Core Program: at the beginning of fall term, at the conclusion of Fall term and at the completion of Spring term. Students will be able to chart their own growth in writing. Students failing to demonstrate minimum competency at the end of the Fall term will be assigned tutors affiliated with their Spring Core Program. Students failing to demonstrate minimum competency after the final Spring term

assessment will be asked to work on improving their written skill over the summer and fall terms prior to their Spring registration in the second year.

Third year transfer students who have successfully completed a composition course at another college or passed The College Board Advanced Placement Exam in English Language /Composition may be exempt from the Core Program Writing Skills Assessment requirement. The Registrar will evaluate the official transcripts or score reports to determine whether the student is exempt from this requirement.

Quantitative Skills: Competency in quantitative skills is expected of all students. Students demonstrate their competency by satisfactory performance on the Quantitative Skills Assessment. The Quantitative Skills Assessment is administered to all students in the Core Program during the beginning of Fall term to ascertain their proficiency. Students who do not pass are required to work with a Quantitative Skills tutor affiliated with their Core Program. The Quantitative Skills Assessment is conducted three times during the Core Program: at the beginning of Fall term, at the conclusion of Fall term and at the completion of Spring term. Students will be able to chart their own growth in writing. Students failing to demonstrate minimum competency at the end of the Fall term will be assigned tutors affiliated with their Spring Core Program. Students failing to demonstrate minimum competency after the final Spring term assessment will be asked to work on improving their quantitative skill over the summer and fall terms prior to their

The Registrar will evaluate the official transcripts of third year transfer students to determine whether the student is exempt from this requirement. A third year transfer student who has successfully completed a college level (not remedial) mathematics course at another college or passed The College Board Advanced Placement Exam in Calculus may be exempt from the Quantitative Skills Assessment requirement.

Physical Education (2-4 credits): The faculty recommends that a student register for a PE credit each study semester and that the student engage in various physical education experiences. The number of PE credits required to be completed at Antioch for the degree varies according to the student's standing at entrance. Students entering with:

First-year standing: 4 credits

Second-year standing: 3 credits

Third-year standing: 2 credits and an additional 2 credits will be granted with proof of activities in health, wellness or physical activity.

The following rules apply to PE credits:

No more than four (4) physical education activity credits may be counted toward the 107 credits required in the baccalaureate degree.

Students may earn one PE credit for study while part of Antioch Education Abroad. The student should arrange credit through AEA.

Students may earn no more than two PE credits while participating in selected DANC courses

(see specific course descriptions for eligible courses)

With the exception of the credit options noted above, the Physical Education staff expects the required PE credits to be taken on campus under their supervision. In the event one credit needs to be earned in a different setting, advanced planning with the Physical Education staff and approval of the Dean of Faculty is required.

Transition to the New Curriculum

Students enrolled prior to Fall 2005 continue their enrollment under the graduation requirements described in the 2002-2005 catalog. However, students may select to graduate under the new requirements. There are three primary differences between the old and new graduation requirements.

The three primary changes in degree requirements are:

1. 112 academic credits instead of 107 academic credits
2. Three cooperative education terms instead of five cooperative education terms. The three co-op terms must occur after the first study term and before the last study term – no “pre-Antioch” or “dangling” co-ops.
3. No required demonstration of oral proficiency in a second language.

Continuing students who seek to graduate under the new curriculum will be expected to use the former curricular model to satisfy the following three areas:

1. General education will be satisfied as defined in the former curriculum: 5 courses from these 6 interdisciplinary majors (SSC, SGS, CIS, LLC, HPR, ARTS) and 1 course from either of the two science majors: ENVS or PS. See 2002-2005 catalog for details.

Alternatively, any student with less than 30 academic credits may choose to enroll in a Fall or Spring Core Program to satisfy general education requirements.

2. Students will satisfy major requirements as defined under the old catalog and/or submit a self-designed major under the existing guidelines as defined in the old catalog.
3. Satisfaction of the Basic Skills requirements will remain as defined in the 2002-2005 catalog. Passing the math and writing assessments is a graduation requirement.

To switch to this program, please see your co-op and faculty advisors. The registrar's office can assist as well.

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