

**SADDLEBACK COLLEGE**

**ADVANCED TECHNOLOGY AND APPLIED SCIENCE**

**Division Handbook for Faculty  
2011-2012**

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## **ADVANCED TECHNOLOGY AND APPLIED SCIENCE Division Handbook for Faculty 2011-2012**

### **DIVISION INTRODUCTION**

The Division Handbook for Faculty is designed to provide an overview of our division and to familiarize you with faculty support services, teaching tips, and college policies and procedures. Please also refer to the current college catalog, District policy manual, class schedule, student handbook, and the college-wide Associate Faculty Handbook for additional information. Furthermore, please do not hesitate to call the department chairs, division staff, or myself if you have any questions about the college, teaching in general, or any instructional or work related issues.

In response to Title V of the Education Code, we expect faculty members to incorporate the following points into their course objectives, method of delivery, and grading system. These points include:

- Teaching in accordance to the State Chancellor's Office approved course outline;
- Maintaining a strong emphasis on writing skills relative to homework assignments and examinations;
- Allowing two hours of outside study time for students for each lecture hour;
- Presenting subject matter with a scope and intensity which requires students to study independently outside of class;
- Promoting the student's ability to think critically as a requirement for participation;
- Using college-level vocabulary, study skills, and course materials;
- Basing grades, in part, on the use of essays and/or problem-solving exercises or skill demonstrations by students.

Teaching is one of the greatest callings in life. It opens the hearts and the minds of our students to new knowledge, growth, and learning opportunities both personally and professionally. Our division wants the very best teachers in our classrooms. We welcome the opportunity to support and encourage you

to be an excellent instructor and to actively promote student learning and success.

## DIVISION OF ADVANCED TECHNOLOGY AND APPLIED SCIENCE

**Division Office Hours:** Monday - Friday from 8:00 a.m. to 5:00 p.m.

**Office Location:** TAS 207-215

**Office Telephone:** (949) 582-4541

**Division Web Site:** <http://www.saddleback.edu/atas/>

### Division Personnel and Departments

#### Division Dean

**Don Taylor**

Location: TAS 207  
Telephone: (949) 582-4541 or 4311  
Cell: (949) 632-0513  
E-mail: [dtaylor@saddleback.edu](mailto:dtaylor@saddleback.edu)

#### Division Staff

**Elle Du Bois – Senior Administrative Assistant**

Location: TAS 207  
Telephone: (949) 582-4541 or 4990  
E-mail: [edubois@saddleback.edu](mailto:edubois@saddleback.edu)  
Primary duties: Cosmetology, payroll, budget

**Maria Miller – Senior Administrative Assistant**

Location: TAS 207  
Telephone: (949) 582-4541 or 4967  
E-mail: [mmiller71@saddleback.edu](mailto:mmiller71@saddleback.edu)  
Primary duties: scheduling, curriculum, budget

### Division Departments and Subject Areas

#### Marine Science Technology/ Environmental Studies/Ecological Restoration

**Morgan Barrows - Chair**

Location: TAS 224B

Telephone: (949) 582-4624 or 4657  
E-mail: [mbarrows@saddleback.edu](mailto:mbarrows@saddleback.edu)

### **John Richards – Laboratory Technician**

Location: TAS 224  
Telephone: (949) 582-4579  
E-mail: [jrichards15@saddleback.edu](mailto:jrichards15@saddleback.edu)

### **Architectural Drafting**

#### **Blake Stephens – Chair**

Location: TAS 223  
Telephone: (949) 582-4786  
E-mail: [bstephens@saddleback.edu](mailto:bstephens@saddleback.edu)

#### **Lem Chin – Full time Faculty**

Location: TAS 217A  
Telephone: (949) 582-4705  
E-mail: [lchin@saddleback.edu](mailto:lchin@saddleback.edu)

#### **R. Glen Stevenson - Full time Faculty**

Location: TAS 119  
Telephone: (949) 582-4427  
E-mail: [dtitus@saddleback.edu](mailto:dtitus@saddleback.edu)

#### **Tom Smith – Senior Laboratory Technician**

Location: TAS 222  
Telephone: (949) 582-4780  
E-mail: [tsmith40@saddleback.edu](mailto:tsmith40@saddleback.edu)

### **Automotive Technology**

#### **Clifford Meyer - Chair**

Location: TAS 127C  
Telephone: (949) 582-4996  
E-mail: [cmeyer@saddleback.edu](mailto:cmeyer@saddleback.edu)

#### **Darrell Deeter - Full-time Faculty**

Location: TAS 127B  
Telephone: (949) 582-4964  
E-mail: [ddeeter@saddleback.edu](mailto:ddeeter@saddleback.edu)

**Brian Yarnall – Senior Laboratory Technician**

Location: TAS Automotive shop  
Telephone: (949) 582-4785  
E-mail: [byarnall@saddleback.edu](mailto:byarnall@saddleback.edu)

**W. Mike Dale – Laboratory Technician**

Location: TAS Automotive shop  
Telephone: (949) 582-4785  
E-mail: [mdale@saddleback.edu](mailto:mdale@saddleback.edu)

**Cosmetology**

**Elle Dubois – Senior Administrative Assistant/Program Coordinator**

Location: TAS 207  
Telephone: (949) 582-4541 or 4990  
E-mail: [edubois@saddleback.edu](mailto:edubois@saddleback.edu)

**Electrical Technology/Computer Maintenance Technology**

**Eugene Evancoe - Chair**

Location: TAS 111  
Telephone: (949) 582-4879  
E-mail: [eevancoe@saddleback.edu](mailto:eevancoe@saddleback.edu)

**Tom Smith – Senior Laboratory Technician**

Location: TAS 222  
Telephone: (949) 582-4780  
E-mail: [tsmith40@saddleback.edu](mailto:tsmith40@saddleback.edu)

**Fashion & Fashion Merchandising**

**Lindsay Fox - Chair**

Location: BGS 116  
Telephone: (949) 582-4949  
E-mail: [lpiper@saddleback.edu](mailto:lpiper@saddleback.edu)

**Diane McGroarty – Full time Faculty**

Location: BGS 116  
Telephone: (949) 582-4617  
E-mail: [dmcgroarty@saddleback.edu](mailto:dmcgroarty@saddleback.edu)

**Family and Consumer Sciences/Foods & Nutrition/Life Management**

**Suzanne Hewitt - Chair**

Location: BGS 102  
Telephone: (949) 582-4598  
E-mail: [sdenton2@saddleback.edu](mailto:sdenton2@saddleback.edu)

**Lisa Inlow – Full time Faculty**

Location: VIL-03  
Telephone: (949) 582-4354  
E-mail: [linlow@saddleback.edu](mailto:linlow@saddleback.edu)

**Priscilla Kessler – Senior Laboratory Technician**

Location: BGS 120  
Telephone: (949) 582-4568  
E-mail: [probert@saddleback.edu](mailto:probert@saddleback.edu)

**Graphic Communication / Graphic Design**

**Karen Taylor – Chair**

Location: TAS 110  
Telephone: (949) 582-4696  
E-mail: [ktaylor@saddleback.edu](mailto:ktaylor@saddleback.edu)

**William Baldwin – Laboratory Technician**

Location: TAS 117  
Telephone: (949) 582-4697  
E-mail: [wbaldwin@saddleback.edu](mailto:wbaldwin@saddleback.edu)

**Christopher Claflin – Full Time Faculty**

Location: TAS 109  
Telephone: (949) 582 – 4626  
Email: [cclaflin@saddleback.edu](mailto:cclaflin@saddleback.edu)

**Horticulture**

**Robert Farnsworth - Chair**

Location: TAS 120  
Telephone: (949) 582 - 4310  
E-mail: [rfarnsworth@saddleback.edu](mailto:rfarnsworth@saddleback.edu)

**Yvonne Alliman – Senior Laboratory Technician**

Location: Horticulture – Greenhouse  
Telephone: (949) 582-4536(greenhouse), 582-4962 (office)  
E-mail: [yalliman@saddleback.edu](mailto:yalliman@saddleback.edu)

**Tina Maldini – Greenhouse Assistant**

Location: Horticulture – Greenhouse  
Telephone: (949) 582-4308 (greenhouse), 582-4445 (office)  
E-mail: [tmaldini@saddleback.edu](mailto:tmaldini@saddleback.edu)

**Interior Design/Travel & Tourism**

**Arlene Thomas - Chair**

Location: BGS 101  
Telephone: (949) 582-4615  
E-mail: [athomas@saddleback.edu](mailto:athomas@saddleback.edu)

**Alinde Herron – Full time Faculty**

Location: BGS 101  
Telephone: (949) 582-4935  
E-mail: [abittner@saddleback.edu](mailto:abittner@saddleback.edu)

**Priscilla Kessler – Senior Laboratory Technician**

Location: BGS 120  
Telephone: (949) 582-4568  
E-mail: [probert@saddleback.edu](mailto:probert@saddleback.edu)

## Division Areas

### Associate Faculty Office (TAS 207)

Associate faculty members in the Advanced Technology & Applied Science Division are encouraged to use **TAS 208(within 207)** as a work area. This room has a computer, a Xerox copier, a microwave oven, a refrigerator and a coffee pot.

#### **The office area will be open:**

Monday through Friday from 8 a.m. to 5:00 p.m. and Saturdays (opened upon request through the Dean and Campus Security at 582-4585.) Access will be denied unless a code, which consists of the person's last 4 digits of their social security number and the last 3 digits of their college ID number, is used in the door lock after hours.

### Mailboxes

The full-time faculty mailroom is located in TAS 208. Part time faculty are provided with individual mailboxes in the division office reception area (room TAS 207). The division mailboxes are for faculty and staff use only; all efforts are made to enforce the security of these mailboxes by making sure that only authorized faculty and staff members handle the mail.

***It is imperative that you regularly check your mailbox, as you will receive many important documents from students, the Office of Admissions, Records, and Enrollment Services as well as division/college correspondence.***

### Faculty Supplies

A supply room stocked with such items as Incomplete Grade forms, Grade Change forms, dry erasers, pens, notepads, etc. is located in TAS 207. There are a few supplies in the drawer marked "Supplies" in the Workroom. Inside the Division Office (TAS 207), the first file cabinet on your right as you come in the door, is the FORMS file cabinet where a supply of college forms are kept. The forms can also be found online on the Division website at [www.saddleback.edu/atas](http://www.saddleback.edu/atas) . Go to Links to Forms and helpful information. You can also find some forms at <http://www.saddleback.edu/fsr> .

### Conference Room (TAS 207)

The conference room TAS 209(within 207) is furnished with a large conference table and chairs. A Scantron test scorer, the Clarity Imaging Scanner and a ceiling video projector are located in this room. Faculty and staff can reserve this room for interviews, make-up examinations,

faculty and staff meetings, student conferences, club activities, and student study groups by contacting Maria Miller at 4967.

## Use of Classroom and Office Facilities

### Facilities and Equipment Maintenance

There is no scheduled maintenance for the division areas, so please be sure to clean up after yourself. If maintenance or repairs are needed on equipment or facilities, please notify the Division Office or complete a work order at <http://www.saddleback.edu/fsr/>.

### Facilities Procedures

It is requested that the rooms be left clean and in order. If you move the chairs, please return them to their original position before leaving.

**No smoking, eating, or drinking is allowed in the classrooms.**

### Opening and Closing of Classrooms

Classrooms are kept locked. During office hours, see a Sr. Administrative Assistant to borrow a key so you may unlock your classroom. Return the key immediately. If your class concludes after the office is closed, call Campus Safety (582-4585) for assistance. Do not leave a room unlocked or unattended.

## Fall 2011 College Calendar

In addition to the Academic Calendar (posted on the College/Division Web Site), specific important dates for each class are listed online at <http://www.saddleback.edu> for **Spring Classes**, **Summer Classes**, and **Fall Classes**. Detailed information such as the last day to drop with a "W", the first day of class, the last day of class, the expiration date for Add Permit Codes (APC) is listed in **Class Details** under each course in the online schedule.

Important division dates are posted throughout the Division Office area and on the Division Web Site at <http://www.saddleback.edu/atas/> through the Division Handbook link.

[Click Here for Class Schedules](#)

### Important Dates for Fall 2011

**August 15-19:** Professional Development Days for faculty and staff

**August 22:** Instruction begins for full-term classes for Fall 2011

**September 5:** Classes not in session

**October 17:** Instruction for Mid-Semester classes begin

**November 11:** Classes not in session

**November 24, 25, 26, and 27:** Classes not in session

**December 12-18:** Week of Final Examinations

**December 19:** Faculty Contractual Days: Classes not in session

**December 22 - January 2, 2011:** College campus is closed for holiday break

**January 6, 2011:** **Final Grade Documents for Fall 2011 are due**

**January 9, 2011:** Instruction begins for full-term classes for Spring 2012

## PERSONNEL POLICIES AND PROCEDURES

### Hiring Process for Faculty

All faculty members are required to go through an interview process with the Division and a formal hiring process through Human Resources **(3<sup>rd</sup> floor of the Health Sciences building)**. The South Orange County Community College District (SOCCCD) Board of Trustees will officially approve all new faculty hires. Associate faculty members are hired on a semester-to-semester basis with no guaranteed right of employment. While the contractual load for full-time faculty members is 15 LHE (Lecture Hour Equivalent) per semester, Associate faculty members can only work up to 67% or the full-time load or 10 LHE each semester. State legislation may change the percentage.

### Teaching Assignment

If you are interested in teaching in the division, you must complete an application online at [www.socccd.org](http://www.socccd.org). Teaching assignments will be determined based upon student needs and the college budget. If you are offered an assignment, you must confirm your acceptance of this tentative class assignment by completing the Assignment form that you will receive by mail from our office which must be checked, signed and returned along with your class syllabus to the Division Office. The Office of Human Resources will formalize this agreement by sending you an Employment Agreement letter to be signed and returned immediately to Human Resources.

### Change of Address

Please keep the Division Office and the college informed of any change of address or home/work phone numbers by completing the "Information Update" form. Return the completed form to the Division Office, and it will be forwarded to Human Resources after our records are updated.

### **Faculty Name Changes**

If you are a Saddleback faculty with a name change and wish for your email address to reflect the revised name, (after Human Resources receives the updated social security card noting the name change) contact CIDDE.

CIDDE has the ability to change/correct email addresses overnight after Human Resources enters the revised name change. The faculty member no longer needs to wait until a semester ends, as in the past.

Here is a link to CIDDE: [http://www.saddleback.edu/de/cidde/HR Wiki Link Regarding Name Changes](http://www.saddleback.edu/de/cidde/HR%20Wiki%20Link%20Regarding%20Name%20Changes)

### **Employee Directory Errors**

Any employee directory errors should be reported to Jim Phaneuf in the district offices at 582-4332.

### **Paychecks and Absence Verification**

You will be paid the last working day of each month. Through the District Payroll Office, you may request to have your paycheck either sent to your home address or directly deposited to your banking account. All paystubs must be downloaded using the Employee Information System(EIS). For these instructions go to the Division website and click on [Links to Forms and Important Information](#). On that window you will find "[Payroll Retrieval](#)" to click on. If you are absent during the course of the month, you will receive an Absence Verification Form sent to your college email. Please sign this form immediately and return it to the Division Office.

### **Leaves – General Information:**

#### **Sick Leave**

All faculty members accrue sick leave at the rate of .0558 hours of leave per paid hour. For full-time faculty, this equates to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months). Unused sick leave accrues from each academic year to the next. At the beginning of each semester, all faculty members will receive a sick leave allotment credit equal to the appropriate entitlement for the semester. Information regarding the amount of sick leave accrued and remaining is available on **MySite** under **My Leave Balances** or through the Payroll Office at **582-4890**.

### **Other Leaves**

Other leaves, both paid and unpaid, are also available for faculty members. Please refer to the Academic Employee Master Agreement (2007-2010) or 2011-2014 (when approved) for specific information.

### **Class Cancellations**

Classes without a minimum enrollment of 18 students may be cancelled or merged with another section. To be counted as an official member of the class, a student must be present and **enrolled**. However, classes necessary for graduation or with extenuating circumstances may be offered with enrollments of below 18 students with your dean's approval. Instructors are to immediately report to your dean at **582-4311** if your first day enrollment is below 18 students. No shows must be dropped before the census date.

### **Faculty Evaluation Process**

The evaluation of faculty is carried out in accordance with the Academic Employee Master Agreement. The primary purpose of the evaluation process is the continued improvement of instruction and instructional support services.

### **Tenured Faculty**

All tenured faculty members will receive an administrative evaluation every two or three years (2011-2014 contract) to be conducted by the Division dean or vice president. The evaluation is based upon one fifty-minute observation of the faculty member in performance of his or her duties, and will become a part of the faculty member's official personnel file. A faculty member may also elect to have a second evaluation conducted by a tenured faculty member of his or her choice. This second evaluation is intended for improvement of instruction, and it may become a part of the personnel file.

Student evaluations will also be conducted by the Vice President of Instruction's office in at least one class, or its equivalent, during the time covered by the evaluation period. These student evaluations will be made available for the faculty member to review, and permanently given to the faculty member at the end of the semester. They will not be included in the faculty member's personnel file.

### **Probationary (Non-Tenured) Full-Time Faculty**

Probationary faculty members will be evaluated by the Division dean, as well as members of their Tenure Review Committee (TRC), on a yearly basis as part of the tenure review process.

Student evaluations will be conducted by the appropriate vice president's office in at least one class, or its equivalent, per year during the probationary period. These student evaluations will be made available for the faculty member to review, and may be shared with their TRC at the discretion of the probationary faculty member. The evaluations will be given to the faculty member at the end of the semester and will not be included in the faculty member's personnel file.

### **Associate (Part Time) Faculty**

Associate faculty members will be evaluated during their first semester at Saddleback College, and once every six semesters thereafter. Associate faculty will be evaluated by their department chairperson and/or the dean. No fewer than one in every four years(2011-2014 contract language).

Student evaluations will also be conducted in at least one course during the first semester at the College, and then every other semester thereafter. These student evaluations will be made available for the faculty member to review, and permanently given to the faculty member at the end of the semester. They will not be included in the faculty member's personnel file.

### **Sexual Harassment Policy**

Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination based on race, color, gender, religion, ethnicity, national origin, age, marital status, sexual orientation, disability (mental and physical) are illegal and are prohibited. Sexual harassment is abusive and illegal behavior that harms victims and negatively impacts the workplace by creating an environment of fear, distrust and intolerance. South Orange County Community College District is committed to provide a safe, healthy environment for all employees and students that promote respect, dignity and equality.

## **INSTRUCTIONAL POLICIES AND PROCEDURES**

### **Student Enrollment for Fall 2011**

Due to a personal liability to you and to the College, after the first date of class attendance, the student must be officially enrolled in the class in order to attend the class session. **Ask any student not on your official roster to go online and register or to go to Admissions and Records to register.**

### Absences

Instructor absences must be reported to the Division Office at the earliest possible time. To report your absence, please follow these steps:

- Call **582-4541** during regular Division Office hours.
- After 5 p.m. on Friday and before 7 a.m. on Monday, please contact (949) 582-4585 (Campus Safety) and (949) 582-4541 to report your absence. Notify the Division office the following day.

### Late for a Class

If you are late for a class for any reason, you must notify the Division Office. To report your tardiness, please follow these steps:

- Call **582-4541** during regular Division Office hours.
- After 5 p.m. on Friday and before 7 a.m. on Monday, please contact (949) 582-4585 (Campus Safety) and (949) 582-4541 to report your absence.

### Class Schedule

Instructors are to meet their classes at the scheduled time, date, and location. Any change in time, date, or location must have prior approval through your dean at **582-4541**. Failure to comply with the class schedule can and will be grounds for disciplinary action, including possible termination.

### Class Meeting

As stated in the Academic Employee Master Agreement, a “contact hour” is defined as “fifty (50) clock minutes of a sixty (60) minute scheduled classroom activity.” Until Fall 2007, the Schedule of Classes has never listed the exact end time. There was a tacit understanding that instructors would end their class about 10 minutes before the scheduled time to allow students to get to their next class and for incoming instructors to set up for the next class.

The State Chancellor's Office has recommended that all colleges look into this practice and state the exact end time on the schedule. Effective Fall 2007, the Saddleback College Schedule has listed the exact end time for all classes. These end times need to be adhered to with only one exception—three (3) Unit classes, meeting twice a week, will end five (5) minutes before the scheduled end time. All other classes will end at the scheduled time. Breaks may not be scheduled at the end of the class.

### Faculty Substitutes for Classes

A substitute employee is one who is employed on a day-to-day basis to fill the position of a regular or contract or temporary employee who is absent from service. **Please do not make arrangements for your own substitute.**

The division maintains an official substitute list approved by your division dean and the Vice President for Instruction. All approval of substitutes must be arranged prior to the absence through the Division Office with our senior administrative assistants at **582-4541**.

Faculty members may substitute for each other by using an “**Unpaid Workload Exchange**” in accordance with the Academic Employee Master Agreement 2007 – 2010. To facilitate this exchange, complete the “[Unpaid Workload Exchange](#)” and submit it to the Division Office before the exchange takes place. The exchange needs to be completed within the semester.

### **Conference Request**

Requests must be submitted at least ten (10) working days prior to the date of the conference and/or meeting. Every employee shall complete a conference request form and submit completed form to the Division Office for approval from your dean and Office of Instruction.

### **Textbook Ordering Process**

Both the Bookstore and the Office of Instruction have set deadlines for textbook orders each semester. Please adhere to these deadlines to ensure that students are able to purchase all of their textbooks prior to the beginning of the semester and to assure that our Division and College remain in compliance with the new federal HEOA law requiring that textbook information be published with each class.

Once you have your class assignment, please immediately order your textbooks using Follett's online textbook ordering process, edoptions. You can find detailed instructions on the Division Website. It is the Instructor's responsibility to make sure that their Department Chair receives a copy of all book orders placed.

The Department Chairs will submit a complete Department Book Order Summary to the Division Office whereby the complete Division Book Order Summary will be submitted to the Office of Instruction for the use of publishing in the Class Schedule. Your timely book orders will ensure that our submissions are both complete and on time.

### **College Forms and Documents**

Policies governing students and faculty are posted online for your convenience on the Division Web Site under “[Links to Forms and Other Helpful information](#)” or via your **MySite** portal under “**My Work**” to “**Employee Services**” to “**Documents**”, and [Saddleback's main page](#) to “**Faculty and Staff**” and “**Services and Support**”.

## Enrollment Procedures

### Class Roster

Please access your class roster via the internet through Mysite. The online roster may be downloaded from a work or home computer by following these steps:

Access the Saddleback College home page ([www.saddleback.edu](http://www.saddleback.edu))

- Select **MYSITE**
- Select **FACULTY/STAFF LOGIN**
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)
- Select **WORK**
- Select **ROSTER Download**

### Course Repetition (Board Policy 5301)

No student may repeat a credit course for credit if the student has previously completed the course with at grade of A, B, C or CR **except:**

1. Where there have been **3 or more years lapsed** since the student took the course. A *single* repeat is the maximum allowed under his provision. The student should contact the Admissions, Records, and Enrollment Office before registering and complete a **General Petition** form, or
2. The course is approved by the Board of Trustees as a repeatable course.

### Student Add Process

#### Prior to first class session

- Students will be able to add/drop your classes by registering online or going in person to the Office of Admissions, Records, and Enrollment Services prior to the official closing of your classes.
- Each class closing time will vary and is generally 24 hours prior to the first class session.
- After your class is officially closed, please download your online class roster from the MySite portal at <http://www.saddleback.edu>.
- If you are unable to successfully download your class roster please immediately contact Admissions and Records for assistance.

### **From the first class session to Census Day**

You can add students to your class by giving them the Add Permit Codes (APC). The codes are valid until their expiration date. These dates will vary according to each specific class.

### **Add Permit Codes (APC)**

The Add Permit Code is an electronic method for students to add your class from the first day of class until the code expiration date.

### **Expiration of APC Codes**

The deadlines for the APC Codes are listed on the top of your roster for each ticket number and on the Add Permit Code forms. After students are issued their APC Codes, direct them to register online or to go in person to the Office of Admissions and Records (**SSC 102**) prior to the next class period. If students are not listed on your on-line roster, they are not enrolled and may not continue to attend your class.

The Add Permit Code is required for students wishing to add a class on or after the start date of the class. Students must enroll by the expiration date on the APC.

### **To access your APC codes, please follow these steps:**

- 1) From the Saddleback homepage at [www.saddleback.edu](http://www.saddleback.edu), log onto **MySite**.
- 2) From the menu, choose "Work"
- 3) From the options, choose "Create/Manage AP Codes"
- 4) Enter the number of codes you wish to create/print for each class
- 5) Click onto "Create"
- 6) On the next screen, click onto "Create Print File"
- 7) When the document appears on the screen, chose "Print"

**Note: Please DOWNLOAD your APC codes PRIOR to the first day of class. Students with APC codes must immediately register online or go in person to the Office of Admissions and Records in SSC 102.**

### **Procedures to add students after the expiration of the APC Codes**

The following policy and procedures were adopted by the Dean's cabinet on May 25, 2005 and became effective with the Fall 2005 semester.

#### **Procedures:**

- 1) Students must enroll in classes by the expiration date printed on the Add Permit Code (APC) form.

- For full semester classes in the fall semester, the deadline is the end of the second calendar week of the semester.
- For full semester classes in the spring semester, the deadline is the end of the third week of the semester.
- For short-term classes the dates will vary and will print out on the Add Permit Code form.

- 2) Only students with extenuating circumstances may add a class after the expiration date by contacting the instructor. "Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. (Def. Title 5 Section 55758)

Based on the above regulation, extenuating circumstances would not include:

- Lack of funds
- Attendance in the class since the beginning with no enrollment
- Waiting for someone to drop the course
- Matriculation and pre-requisite clearance (These should be completed prior to the start of the semester.)
- Waiting for overload petition
- Admissions Office closed
- Awaiting residency reclassification
- No time to enroll
- Awaiting response to dismissal or other petition
- Hold or fine on student's records

- 3) The instructor and student will complete a "Late Add" card (yellow) and submit it to the dean for approval.
- 4) The dean will approve or deny the request. The student will be contacted to pick up the card in our office within 3 days(72 hours). If students do not meet the three-day deadline, they will lose the opportunity for enrollment.
- 5) The Director of Admissions and Records will review the Late Add Card. The student will be informed as to whether they may enroll.

### **Dropping Students**

According to state regulations, all faculty members are **obligated** to drop "no show" and inactive students before the census date. (Title 5 Section 58004) The census date is posted at the top of your roster. Submit these drops online through **MySite**.

Unless the student and instructor have made previous arrangements, a student may be dropped from the class by the instructor when he or she is

absent for a total of six (6) cumulative instructional hours. Since many students receive state, federal or private sector money/grants that are based on attendance, it is crucial that the Admissions, Records, and Enrollment Services office be notified when students stop attending. However, ultimately, it is the student's responsibility to drop his or her own class or classes after the first date of attendance.

**No student may be dropped after the official last day to drop classes with a "W" grade. Students who remain on the roll sheet past the last day to drop classes with a "W" must receive an "A – F" letter grade.**

**IMPORTANT:**

**Due to a personal liability to you as the faculty member and to the College, after the first date of class attendance, the student must be officially enrolled in the class in order to attend the class session.**

### **First Class Meeting Attendance Policy**

In order to accommodate students who wish to add closed classes, the college has adopted the following policy:

Students enrolled in a course who fail to attend the first class meeting may be dropped from the course by the instructor. Students who will miss the first class meeting must advise the instructor of the absence prior to the first class meeting in order to be assured that they will remain enrolled in the class. This does not preclude the fact that students are ultimately responsible for dropping the class should they choose to do so.

### **Emergency Financial Aid for Students**

The Student Financial Assistance Office has an emergency loan program available to students. Please direct students who cannot pay for tuition or books to the Students Financial Assistance Office in **SSC 106**. Qualified students in emergency circumstances can borrow up to \$200 for the semester.

### **Enrollment Options**

If a student is unable to officially enroll in your class, please encourage the student to stay connected to the online course registration at <http://www.saddleback.edu> for newly added, reopened, and late start classes.

Board Policy 5617 – Multiple and Overlapping Enrollments- Students may not enroll in two or more sections of the same credit course during the semesters. See policy for more information.

### **Grading Policies**

Latest Board Policy 8/31/09 can be viewed online.

#### **Evaluation of Student Learning**

Each division course has an official course outline. This course outline has been formally approved through the college governance process and the State Chancellor's Office. Faculty members are required to teach to the course outline and to follow its evaluation process for student learning. Pursuant the official course outline, all students are required to be evaluated by multiple measures.

#### **Final Examinations (Board Policy 6160)**

Final examinations are required for all credit courses. Every final examination must be given on the scheduled date and time. Students are responsible for taking all assigned final examinations as they are listed on the examination schedule. Students can petition to take a final examination early at the instructor's discretion. Final exam schedules are posted online. The date and time of exams should be incorporated into your class syllabus.

#### **Student Petition for Early Final Examination**

Students can petition to take a final examination early by completing the **Petition for Early Final Examination** form available online or in the Division Office. It is up to the discretion of the instructor as to whether or not this petition will be accepted.

#### **Grading Policy (Board Policy 5300)**

The State Legislature mandates a grading policy for all California community colleges. In compliance with this mandate, the South Orange County Community College District has established the following:

A....Excellent  
B....Good  
C....Satisfactory  
D....Passing  
F....Failing

I....Incomplete  
W....Withdrawal  
IP....In Progress  
RD....Report Delayed  
P(NP)....Pass/No Pass

**All students who are officially enrolled in class by the end of the drop period must receive a grade. The end of the drop period varies from class to class. The drop date is listed on your class roster and is the date referred to as “Last Day to Drop.”**

### **Use of Incomplete Grades**

Faculty may issue students an Incomplete Grade “I” only when:

1. The student cannot complete the course due to unforeseeable emergency, and justifiable reasons; and
2. It is the end of the term with only a week or two of classes left.

The faculty member is expected to meet with the student before issuing the “I”. The student must understand the conditions in which the “I” will be removed and agree to complete this obligation. The “I” may be made up no later than one year following the end of the term in which it was assigned. The faculty will complete an [Incomplete Grade Report](#) for “Incompletes” and submit this form with his or her grade documents to the Office of Admissions, Records, and Enrollment Services. These are available on Mysite under Grade Submissions/Grade Forms or at the Admissions office. The student will receive a copy of the “Incomplete” form by mail.

Please remember that approximately 80% of all “Incompletes” will turn into the grade to be assigned in lieu of its removal. **When a student receives an incomplete grade, he or she must make up any class assignments under the direct supervision of the instructor and through independent efforts outside of the class environment. The student will not be allowed to make up class assignments by attending any of the “missed” classes the following semesters.**

### **Grade Submission**

You must submit grade documents within five (5) working days of the completion of the course. Follow the steps below to access the online grade site.

Access the Saddleback College home page ([www.saddleback.edu](http://www.saddleback.edu))

- Select MYSITE 2.0
- Select FACULTY/STAFF LOGIN
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)
- Select MY WORK
- Select FACULTY SERVICES
- Select GRADE SUBMISSION

Once you have submitted your grades online, the Online Grade Certification form will appear if your class is **Positive Attendance** or you have issued an **Incomplete grade**. Return the following documents to the Office of Admissions, and Records by the assigned semester due date:

- Online Grade Certification form
- Positive Attendance Roster (These rosters are required only for special classes. Spreadsheets with all pertinent information will be accepted in lieu of permanent rosters.)
- Any student "Incomplete Grade Report" forms

**Grades will not be processed until all necessary forms have been received.**

It is recommended that you keep student records for at least one year.

### **Positive Attendance Classes:**

Per California State mandates, classes that are T.B.A. are considered to be "**Positive Attendance**" classes. These classes require faculty to take, record, and report attendance for each class session and a T.B.A. online instructional hours. This information must be reported through the online grade submittal process and by submitting your "Positive Attendance" roster to the office of Admissions and Records by the designated grade due date. Additional classes that require "**Positive Attendance**" are those with TBA hours or those that **meet 5 or fewer days**.

To determine if your class is positive attendance, check the top portion of your online class roster. Your class roster will state under "METHOD" if your class is "Census" or "**Positive Attendance.**"

### **Positive Attendance Accounting Procedures**

If your class is marked "**Positive Attendance**" on the class roster, you must do the following:

- For each class session, take attendance for every student.
- Record the student's individual time in class.
- Record your positive attendance hours on the online "**Positive Attendance**" roster(PDF) or create and maintain your own roster.
- To download your online "**Positive Attendance**" roster, log on to **Mysite to Work, to Faculty Services, to Current Schedule to Download Roster to Roster Format to Positive Attendance Roster.**

**To create your own attendance roster, you must include the following:**

- Name of Instructor, Ticket and Course Number and Term/Yr.
- Student Name (last, first) and ID number
- Number of hours per class session

- Any T.B.A. - nine(9) hours of online instruction
- Total number of hours per semester
- Your signature and date

**\*Important:** The total student contact hours on your positive attendance roster must match that of the student hours posted on the online grade submittal form.

### **Due Date for Grade Documents**

All grade documents, including the grade signature sheet, must be submitted to the Office of Admissions, Records, and Enrollment Services on or before the official due date. You may mail in your grade documents to the following address. Use only OVERNIGHT mail to guarantee the safe and timely arrival of these documents.

#### **Address for Overnight mail process:**

Jane Rosenkrans (949) 582-4340  
Office of Admissions, Records, and Enrollment Services  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, California 92692

### **Posting of Grades**

Posting of grades, according to student identifiable information, is not permitted due to federal privacy regulations (Buckley Law). Grades are available to students at MySite as soon as you submit them provided no other documents are required as stated above.

### **Grading and Attendance Records**

You must maintain accurate grade records for your classes. These records serve to document the process by which a student earned a particular grade in the course. Along with the course syllabus, this thorough documentation allows for verification and reconstruction of a student's grade should a dispute arise at a later date. It is advisable that you keep the grading and attendance records for at least a year after the end of the semester.

### **Grade Grievance (Board Policy 5505)**

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224(a). When a student believes that the district grading policy has not been followed, the student must first discuss the concern with the appropriate course instructor. If the grade grievance cannot be resolved

on an informal level with the instructor, the student can file a formal grade grievance process as outlined in BP 5505 and in the Student Handbook page 41.

### **Grade Changes (Board Policy 5300.5)**

Once grades have become official, an instructor has the right to change a student's grade by completing and submitting a Grade Change Form to Admissions and Records. These forms are available in Mysite under Grade Submissions/Grade Forms, in the Division office or in Admissions and Records Office. A grade change may be made as an alternate method to issuing a student an incomplete grade or to correct an instructor's error.

### **Plagiarism (AR-5401)**

[http://www.socccd.org/about/about\\_boardpolicynew3.html](http://www.socccd.org/about/about_boardpolicynew3.html)

If you suspect a student of plagiarism, you submit the incident report along with supportive documentation to the Vice President of Student Services and give notice to the student "within ten days of the discovery of the alleged impropriety" (AR-5401

The college Disciplinary Officer would follow up with the instructor. The student is contacted for a meeting. If it is the first offense, a copy of the warning letter is put in his disciplinary file and kept for 5 years. If additional instances occur during that period additional disciplinary action may include suspension of a semester or 2. Student has right to appeal.

Instructor may assign a "0" grade for the assignment but may not give an "F" for the entire class unless the accumulative grades for the semester do equal an "F".

Make sure that your syllabus does not state that the student will fail the class if they are caught cheating or plagiarizing.

## **TEACHING AND LEARNING**

### **Before the Semester Registration Begins:**

- Develop your faculty profile and post it on to the online class schedule. Go to [www.saddleback.edu/profiles](http://www.saddleback.edu/profiles) . Instructions are [here](#).
- Create your class web page. Connect it to your faculty profile.

- Create your course syllabus and post it to your faculty profile and/or class web page.
- Establish and use Blackboard for all of your classes.
- Order your class reading resources (textbooks and other supporting resources).
- Download, **in advance of the first day of class**, the Add Permit Code (APC) for your classes.
- Download your class roster within 24 hours prior to the first class start day/time.
- Establish a greeting on your voice mailbox.

### Faculty Profile

All faculty members are encouraged to create and post their faculty profile on the online class schedule. In addition to pertinent information about you as a faculty member, please attach a link to your class web page. Contact ITC User services for help.

### Course Syllabus

All faculty members in the Division will prepare a course syllabus for each course to be taught. This syllabus needs to be submitted to the Division Office prior to the course starting date. The syllabus is your contract with the student. Contact the Division Office for a copy for the *Sample Course Syllabus* or find one at the back of this manual.

\*Plan *two hours* of outside study for *each hour* of class lecture.

It should include the following information:

- Your name, your college e-mail address, voice mailbox, office hours, and, at your option, your home telephone number, work number or home e-mail address;
- Course ticket number, section, and title, meeting days and times, room and building;
- Prerequisites for the course;
- Description of the course;
- Course goals and objectives;
- Three to Five Student Learning Outcomes;
- Grading standards and criteria;
- Policy regarding late assignments;
- Required purchases: textbooks and supplies;
- Dates for major assignments/exams;
- A clear explanation of written assignments for all courses numbered 1-199 (UC or CSU Transfer) that include information competency skills;

- Place, time and date of final examination;
- Topics to be covered in sequence with dates;
- Reading assignments and due dates;
- Absence policy;
- Policy on academic dishonesty and the consequence to any violations of this policy;
- Important college dates including holidays, last day to drop with a "W", etc.;
- Any special student support services, including the Learning Assistance Center, Counseling, Disabled Students Programs and Services, etc.;
- Cell phone use policy

Given the importance of your course syllabus, you may consider having students sign the contract, attached to the Sample Syllabus, with you to confirm that they have both received and understand the content of your syllabus.

### **Team Teaching or Contract Classes**

For payroll purposes and location of instructors, for **team taught classes**, our office will need, **no later than Inservice**, a detailed teaching schedule of each instructor with start and end dates as well as times. Instructors need to teach consecutive weeks.

Some instructors are teaching every day and half the class. Others are teaching the first 8 weeks, etc. At times, it is has been difficult to figure absences as well as payroll for some team teaching situations. Payroll has now overpaid one instructor who was scheduled to teach the last third of the semester. The instructor has received payment for 2 months and now cannot fulfill her commitment.

For **Contract classes**, an instructor is only required to teach a percentage of the normal time based on the number of students he/she has. We do not know when they are teaching and need a schedule with dates and times after the percentages are figured for the contract. The contract form *must be completed* and in our office *no later than Census day* or the class will be cancelled.

This information needs to be sent to the Department Chair, Elle Dubois, and Maria Miller in the Division Office. It should be included in your syllabus.

### **Written Course Assignments**

The General Education requirements for the Associate Degree at Saddleback College include information competency skills. The following

may be a useful example of phrasing to include in your course syllabus and as part of your written course assignments.

*Completion of a thesis type research paper or project which demonstrates the following information competency skills: selecting and narrowing the topic; developing an outline and draft; selecting the appropriate research method; using a variety of sources including print, online and other media; evaluating reliability and accuracy of information; summarizing and paraphrasing, citing sources and attributing them properly; assessing online information and navigating software; preparing and presenting the final project effectively following laws, regulations, and ethics pertaining to acceptable use of information and technology.*

### **Service-Learning**

Service-Learning is when faculty members take the opportunity to assist students in community service. Community service is integrated into the class curriculum with other academic coursework. Service Learning is distinct from volunteerism as the experience is applied to the academic learning within the classroom and is considered to be an integral part of the coursework. Students take part in helping with the needs of the community and are provided with real world learning experiences and develop the skills necessary to work with diverse populations. Students apply the academic topics covered in the classroom to real world situations, which encourages additional thought and evaluation skills. Finally, Service-Learning helps students to develop a sense of community and civic responsibility.

#### **In Service-Learning, students will:**

- Learn that they can make a difference in today's society;
- Take risks, leave their own comfort zones and enter new domains;
- Achieve a greater understanding of the course content through hands-on experience;
- Learn new skills and gain leadership experience;
- Learn to solve problems and to increase their decision-making skills, which will make them more competitive in the job market;
- Experience working in diverse and competitive situations;
- Grow as individuals through a sense of personal and professional fulfillment;
- Have an increased feeling of group responsibility.

## **Educational Planning and Assessment – Curriculum, Student Learning Outcomes, and Program Review**

The Academic Senate of Saddleback College has created, in order to coordinate the efforts of the Curriculum Committee, the Program Review Committee and the Student Learning Outcomes Implementation Team. Through this office, these three important components of institutional effectiveness will be linked to a comprehensive process of evaluation, planning, and curriculum/program change.

## **TEACHING TIPS**

### **Responding to Distressed, Disruptive, or Threatening Students**

The Vice President for Student Services is and will be holding workshops on dealing with these types of situations. We recommend that you attend a workshop to educate you to be better to deal with your students. Contact 582-4566 for more information.

### **Components of Effective Instruction**

- Enthusiasm
- Preparation and organization
- Ability to stimulate student thought and interest
- Clarity
- Knowledge and love of the content

(Source: Improving Your Classroom Teaching)

### **Characteristics of Good Teachers**

Some characteristics that students look for in good teachers are:

- Being knowledgeable, organized, and in control.
- Possessing good communication skills and utilizing techniques to enhance classroom communication.
- Having a good attitude and empathy, and exhibiting honesty.
- Being fair in treatment of individuals in class as well as in evaluation.
- Being professional and business-like in appearance and conduct.
- Utilizing questions and other techniques to stimulate discussion and involve students.
- Having a pleasant personality.
- Utilizing a variety of teaching techniques and strategies.
- Taking time for individual students and their concerns.
- Striving to build student self-esteem and success.

(Source: A Handbook: For Adjunct/Part-time Faculty and Teachers of Adults)

### **Improving Classroom Communication**

Listed below are several ideas to improve classroom speaking:

- Speak loudly, clearly, and at a rate comfortable to you.
- Avoid attaching yourself to the lectern. The lectern should be used to hold notes, not as a crutch. Do not sit at the desk.
- Keep your eyes on the students. Look for non-verbal as well as verbal feedback.
- Never read lectures.
- Speak from an outline, rather than a script.
- Use supplements (charts, graphs, PowerPoint) for explanations whenever possible.
- Encourage a friendly, open atmosphere. Try to monitor understanding. Rather than saying, "everybody got that?" - ask a student to rephrase the idea or concept.
- Move around the classroom. Moving close to the students indicates openness and friendliness.
- Present yourself energetically and with confidence. Audiences will invest about as much confidence in the speaker as the speaker demands.
- Allow disagreement without being defensive.
- Enter the classroom with optimism and good will.

(Source: A Handbook: For Adjunct/Part-time Faculty and Teachers of Adults)

### **Daily Lesson Plan**

One of the most important activities an instructor performs is that of preparing for class. Before you enter the classroom, you should have thought about what you are going to do and why you are doing it. It is essential to teach to the course outline as approved through the Board of Trustees. As you create your lesson plan, consider including the following:

- A list of definitions that should be clarified for the students.
- The objectives of the class.
- The activities in which each student will participate.
- A definite plan for the activities of the instructor.
- The impact or purpose of the class.
- The assignment for the next session.
- Summary or review of the lesson prior to dismissal.

### **FIRST DAY OF CLASS**

Beginnings are important! Whether it is an introductory course or an advanced course in the major field, start the term off well. Students will

decide very early – some say the first day of class – whether they will like your course, its contents, you as the teacher, and the fellow students.

#### **During the first day of class...**

- Hit the ground running with substantial content;
- Be prepared and well organized;
- Take attendance and conduct the appropriate record keeping by adding or dropping students as appropriate;
- Start getting to know your students by name;
- Introduce yourself;
- Hand out an informative, attractive, and user-friendly syllabus;
- Review the syllabus in detail;
- Provide learning opportunities that spark intellectual curiosity and challenge students;
- Engage students in classroom activities that encourage active learning; and
- Build a sense of community in the classroom.

## **CLASSROOM MANAGEMENT**

### **Student Travel – Field Trips and Excursions (Board Policy 6125 & Administrative Regulations 6125)**

Field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. Excursions are also trips connected with a course but which require at least one overnight stay. An example of an excursion would be a trip taken as part of a field study course such as HORT 162 Field Studies: Yosemite National Park. These activities must be carried out in accordance with Board Policy 6125.

#### **Board Approval**

Field trips and excursions that have been approved by the Board of Trustees through the curriculum approval process do not need further approval. However, any field trip or excursion which will be out of state, abroad, or where the duration will be longer than three days, must be brought to the Board of Trustees for review and approval on each occasion.

#### **Field Trip Procedures**

There are two types of field trips:

- **Non-Required Field Trips**

A non-required field trip is one that is not essential to the offering of a particular course and has not had funds allocated for college expenses encumbered for such an outing. The instructor is not authorized to miss other teaching assignments in order to lead a non-required field trip, and students cannot be penalized for not attending a non-required field trip that is held outside of the regular class time.

- **Required Field Trips**

A required field trip is one that is essential to the course being offered, has been approved as such by the Curriculum Committee and the Board of Trustees, is specified and described in the schedule of classes, and for which a budget has been developed and approved. A faculty member is authorized to miss part of his/her teaching assignments in order to lead the field trip. Prior arrangements must be made through your Division Office.

Both types of field trips require prior approval by the college administration. The Field Trip Request and Field Trip Insurance Waiver forms are available online or in the Division Office. These forms must be submitted to the dean at least ten (10) working days prior to the trip. Two field trips per semester are permitted per class. However, with Office of Instruction approval, additional field trips which do not conflict with other classes may be scheduled. The Field Trip Request forms and Field Trip Insurance Waiver forms must be completed accurately and the procedure must be followed precisely. The names on the Field Trip Insurance Waiver form and roster must match, as each enrolled student participating in field trips must sign the waiver. If there are minor students in the class, the waiver must be signed by their parent or guardian. A field trip will not be approved without the insurance waiver form.

### **Medical Waiver**

It is for your best interest to have your students complete the EXCURSION/FIELD TRIP WAIVER NOTICE AND MEDICAL AUTHORIZATION-ADULT. This relieves the college and instructor from any liability. It allows you, if needed to get medical treatment for the student and has a family/friend to contact in an emergency. This form is located on the Division webpage, or in the office.

### **Multiple Field Trips**

If a course will be having multiple field trips over the course of the semester, a Multiple Field Trip Request form and Field Trip Insurance Waiver may be completed at the beginning of the semester for all of the trips to be taken.

## **Transportation**

Faculty may request the use of college vehicles for field trip and excursions. Saddleback College has 10-passenger vans and sedans for use. The instructor is responsible for making all transportation arrangements with the Transportation department. Please call 582-4675 and 582-4843 for information regarding vehicle availability and reservations.

## **Driving College-Owned Vehicles**

A faculty member may drive college-owned vehicles with liability covered by Saddleback College. Student drivers need to be enrolled in at least twelve units per semester and must file a PER21: Authorization for Student Driver form. Generally, students must be 21 years of age with a good driving record to be approved to drive. Students under 21 may be approved to drive if they have excellent driving records. If additional rental vans are needed, the student must be 25 years of age. In some instances, student drivers can be paid for their service.

## **Driving Privately-Owned Vehicles**

If faculty members drive their own cars, they must possess public liability insurance of not less than \$50,000 and property damage insurance of not less than \$25,000.

In the event that students drive their own cars they must also possess public liability insurance of not less than \$50,000, and should make their own arrangements for any passengers they plan on taking. For additional protection, students should show the instructor proof of insurance. Instructors should not make arrangements for students to ride in other students' cars unless arrangements are made to employ the driver and pay for mileage on the car as a school vehicle.

## **Student Travel – Study Abroad**

Pursuant to BP 6150, Student Travel: All study abroad programs must be approved by the Board of Trustees. The proposal for a study abroad program must include, at a minimum, the educational benefits of the program, a list of the college-approved credit courses to be offered during the trip and their relationship with the proposed travel, a budget, and a copy of all contracts with independent contractors for services such as travel, insurance, food, and housing, as appropriate.

## **College Speakers (Board Policy 6140)**

It is recognized that college speakers can serve to enrich the colleges' curriculum. College speakers are subject to District rules and regulations, including regulations adopted making reasonable provisions for time, place

and manner of student expression. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incite audiences as to create a clear and present danger of the commission of unlawful acts on community college premises or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college is prohibited (Calif. Ed. Code, Section 76120). A Saddleback College Speaker form is available online and in the Division Office and is **required to be completed** at least 6 days before the speaker is to be on campus. The form needs to be taken to the Division Office. The form is available on the ATAS webpage.

### **Desk Copies**

Faculty may order desk copies of textbooks by calling the publisher or representative directly or faxing the request (if a number is available). Some companies require the request to be on school stationary.

### **Textbook Orders (Board Policy 6130)**

All college level courses must have an approved college level textbook.

- Make sure that you have placed your textbook order online through the adoption process and followed the procedure listed on the *Links to Forms and Helpful Information* link on the Division webpage.
- Ensure that the number of textbooks ordered matches the number of students in your class or classes.
- Contact the Bookstore to make sure that your books have arrived.
- Go to the College Bookstore to ensure that your textbooks are on the shelves and listed under your name.

These steps can help eliminate the challenges that students face when purchasing books during the first weeks of classes.

**Please communicate to your students the value and importance of the textbook. Encourage your students to read – not only the assigned text, but also other supplementary material appropriate to the course.**

### **Make-up Exams**

**Make-up exams may not be given to students in the Division Office area.** It is the instructor's responsibility to arrange a time and place for students to take make-up examinations. However, for your convenience, you can reserve our conference room in TAS Building to conduct make-up examinations throughout the semester. Please reserve this room through the Division Office.

### **Auditing**

Auditing classes is prohibited. Only registered students are allowed to attend classes.

### **Lost and Found**

The campus-wide "Lost and Found" is located at Campus Safety. If you find a lost item, contact Campus Safety at **582-4585** for assistance or simply give the item to one of our division assistants and they will hold the item until Campus Safety picks it up. Please direct students who have lost items to Campus Safety.

## **FACULTY SUPPORT SERVICES**

### **Faculty MySite**

The primary portal for information access at Saddleback College is Faculty **MySite**. Faculty are able to log onto MySite from on or off campus and retrieve their class rosters, submit grades, generate APC codes, check e-mail, verify remaining sick leave, download forms, as well as numerous other functions.

To connect to **MySite**, please follow these steps:

Access the Saddleback College home page ([www.saddleback.edu](http://www.saddleback.edu))

- Select **MYSITE**
- Select **FACULTY/STAFF LOGIN**
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)  
(Explore the many features of MySite.)

### **Voice Mailbox and Email:**

You will be assigned a voice mailbox and email address at the beginning of your first semester at Saddleback College. In lieu of your work voice mailbox and email address, you may have students contact you directly at an alternative telephone number or email address. You may also have your work emails forwarded to an alternative email address. Find instructions at <http://www.saddleback.edu/ts/documents/ForwardingEmailExchange.pdf>. Please contact the Division Office for instructions on how to operate your work voice mailbox.

**Please regularly check both your voice mailbox and e-mail and promptly respond to any message as appropriate.**

**Communicate to your students how best to reach you on the course syllabus and during the first week of the class. Your voice mailbox and email address are essential forms of communication for your students, the Division Office, and college community. Please inform your students to contact you directly and for them not to call the Division Office.**

Instructors should check their mailboxes regularly. All communications from the Admissions and Records Office occurs through the interoffice college mail system or via email. To facilitate this contact, please set up the personal greeting on your voicemail box and access your voicemail box on a regular basis.

### **Email System**

Effective May 2008, the College has converted its email system to Microsoft Office Outlook Web Access (connected to Microsoft Exchange). You can use a Web browser to access your Microsoft Exchange mailbox from any computer with an internet connection. You can read and send messages, organize contacts, create tasks, schedule e appointments and meeting, and write notes on this system.

To access this site via any internet connection, go through the Exchange email at <https://exchange.socccd.edu> or via **MySite** by following these steps:

- Get on to your **MySite** by accessing [www.saddleback.edu](http://www.saddleback.edu)
- On the **MySite** homepage, click onto **My Email to Exchange Email**.  
Explore how to best utilize this system via the online instructions on the ITC webpage.

### **Telephone System**

All full-time faculty members have a Cisco Systems phone with features such as speaker phone, caller ID, call forwarding, and conference call capacity. For information on how to use your phone and its features, please go to <http://www.saddleback.edu/itc/ITCIPP.html>.

Full-time faculty members have voicemail associated with their campus phone. Associate faculty will be given a "voicemail" telephone extension that can be used for receiving messages. To access your voice mail remotely, call **582-4900**. When the system answers, press the \* (asterisk) button to begin. Please see your division administrative assistants for further information. Everyone can access their phone remotely by following the instructions.

### **Use of Electronic Communication (Board Policy 4000.2)**

All faculty members are assigned a Saddleback e-mail address. This is the most important form of communication at the College, and it is recommended that you check your mailbox regularly. This is also the preferred method of most students for contacting their instructors.

In accordance to Board Policy 4000.2, Electronic Communication, the District retains the right to restrict access to and use of the electronic/digital information network to students and staff for appropriate academic, professional and institutional purposes. Use of the District's electronic/digital information network for other purposes is not authorized and will constitute grounds for revocation of user privileges, removal of offending material, potential disciplinary action and, in appropriate cases, referral to law enforcement authorities.

There is no right to privacy in the use of the District's resources. The District may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or other law.

### **Division Web Site** <http://www.saddleback.edu/atas/>

The Division maintains its own web site via the Saddleback College for faculty and student reference.

### **Faculty Web Site**

All faculty members are encouraged to create individual web sites to be linked to our division web page. For examples, click onto the web pages for <http://www.saddleback.edu/faculty/zjohnson/> for Zane Johnson's web page. For more information on how to create a faculty web page, please contact Technical Services.

### **Vacation Message - College E-mail Notice for Students**

During your vacation time, students will contact you by e-mail about grades and getting into your classes for Fall 2011 and/or Spring 2012. To avoid frustration for both you and the student, you may consider putting a generic message on your college e-mail system.

#### **Here is an example:**

"I will be unavailable to respond to your emails on a daily basis during the summer. If you have general questions about grade concerns, I will respond to you after August 18, 2011. For questions or concerns about enrolling in classes for Fall 2011, please attend the first class session."

**To place your message on your college e-mail:**

- Go to the Technology Services webpage [www.saddleback.edu/ts/](http://www.saddleback.edu/ts/) or go to the college home page, click Faculty and Staff, *Services and Support*, then under *Technical Resources* click *Technology Services*.
- From there you will see the Out of Office Reply. Click for information.
- You also can go to <https://exchange.socccd.edu/owa/> . Then go to *Options* and then *Out of Office Assistant*.
- In Outlook – go to *Tools* and then *Out of Office Assistant*.

**Note: Be sure to set the automatic dates that you will return, or turn the message off when you return.**

**Turnitin.com**

To identify and prevent plagiarism, the college has a license to use <http://www.Turnitin.com> which can be linked to a seamless plug-in for Blackboard users. For training, please contact Technology Services.

[Click here for Turnitin.com](#)

**Blackboard Account for Classes**

You are encouraged to establish a blackboard account to post your syllabus, course calendar, assignment descriptions, lecture notes, and discussion boards for each of your classes. Go to *Online Education* on the college home page and then click [Online and Distance Education](#). That will take you to the CIDDE web page. There you will find information to help you get started as well as contact information.

**Faculty and Staff Photo Identification Card**

All faculty and staff will be required to obtain a faculty and staff photo identification card to use any campus duplicating machines and to take advantage of new technology in library services. To obtain your faculty and staff photo identification card, visit the Admissions and Records Office, SSC 102 during their hours Monday through Thursday 9am -6pm and 9-12pm on Friday. Bring your College ID number and a photo ID. Your ID number will be used for access after hours into the Division Office.

**Blue Books and Scantron Examinations**

Students may purchase Blue Books and Scantron forms at the College Bookstore. There are Scantron machines located in the Division Conference room.

## **Professional Development**

The college recognizes the need for all faculty members to remain current in learning/teaching strategies and technology skills. Associate Faculty members are encouraged to take part in professional development opportunities by participating in appropriate college staff development workshops and other professional development opportunities.

**Saddleback College - Training opportunities for instructional use of technology with ITC.** Click here for information on training workshops and registration: <http://www.saddleback.edu/ts/>

**Workshops on distance education offered by the California Virtual Campus**  
Click here for information on online training workshops and registration process: <http://www.cvc.edu/>

## **Campus Committees/Task Forces**

In the spirit of shared governance, all faculty members are encouraged to participate on campus committees and task forces. Please contact your dean for additional information on these committees and task forces.

## **Faculty Organizations**

### **Academic Senate**

The Academic Senate is the faculty organization that governs "Academic and Professional Matters" relative to AB 1725. Representatives from each division serve on the Academic Senate throughout the year.

### **Faculty Association**

The Faculty Association is the union for both full-time and part-time faculty members and represents faculty in the collective bargaining process and agreement. All faculty members are encouraged to join the union.

## **Parking Regulations and Permits**

### **Long-Term Parking**

Annual and semester faculty parking permits, at an established fee, are available in the Campus Police Office. Annual and semester permits are valid in all parking spaces and lots except handicapped and metered stalls. Faculty members are allowed to purchase an additional parking permit for a second car at the rate of \$1 per year.

### **Intermediate-Term Parking**

Daily parking permits are \$2.00 and can be purchased at the yellow permit dispenser machines located at (1) the entrance to Parking Lot 1; (2) the Medical Center Drive entrance at the bus stop by the flag pole adjacent to Parking Lot 13; and (3) the north end of Parking Lot 10. Signs are posted to help you locate the parking permit dispenser machines. Daily parking permits are only valid in student parking lots.

### **Short-Term Parking**

Two and four hour metered stalls are conveniently available throughout the parking lots for short-term parking needs. The time limit of the parking meter is noted on each meter. Please note that annual, semester and daily parking permits are not valid in metered stalls.

**When driving on campus please obey all posted traffic and parking signs. Campus Police Officers enforce district parking rules and regulations and state traffic laws. Violators will be cited. You can avoid parking tickets by making sure that your parking permit is always displayed so that it is visible by a parking enforcement officer. If you have an annual or semester parking permit and you drive another car or forget to bring the permit, the Campus Police Department will issue a temporary permit free of charge for the day. For further information about parking on campus, please call the Campus Police Department at 582-4585.**

### **Evening/Saturday Administrator (also referred to as “Night Dean”)**

Each evening and Saturday, an Administrative person is assigned supervisory duties to oversee all campus activities. This person may be contacted by calling Campus Safety at **(582-4585)**. Evening/Saturday administrators are often asked to spot check rooms to verify classes are in session.

## **College Offices and Services**

### **Audio-Visual Department (VIL 4)**

The Audio-Visual Department provides media support for our teaching classrooms, including all our off-site locations. Audio Visual is located in Village 4. Their phone number is **582-4520**. Please go online and use the work order under [Faculty and Staff/Resource Services](#) on the college web page.

All requests for equipment must be made online at least 24 hours in advance for Saddleback College locations and 48 hours in advance for off-site locations. Semester-long requests should be made as soon as possible at the beginning of each semester to ensure equipment availability.

***Please do not move audio-visual equipment from one room to another as the technicians lose valuable time searching for equipment.***

The audio-visual circulation desk in the Library stocks thousands of items for student and staff use. Videos, DVDs, audio cassettes, CDs, slides, etc. should be reserved through audio-visual services at least 24 hours in advance, or can be checked out by the faculty member from the AV circulation desk. Faculty may also place their own items on reserve for student use within the library.

### **Bookstore (SSC 134)**

The Bookstore is located in SSC 134, and is open Monday through Thursday from 7:30 a.m. to 7:30 p.m. and Friday from 7:30 a.m. to 5:00 p.m. During the first two weeks of each semester they also have extended hours that are posted near the Bookstore entrance. The phone number is 582-4716.

### **Campus Police**

Saddleback College maintains a Campus Police Department with duly sworn police officers available 24-hours a day throughout the year. A person may report any unlawful activity or any emergency at any time -- day or night -- by calling **582-4585**, or for emergencies **582-4444**. Most classrooms have telephones and Campus Police can be contacted at Ext. 4585. Direct telephone access to Campus Police is also available through the red and yellow emergency telephones located in most of the campus buildings, and in Parking Lots 1, 5A, 9, 10, 12 and 13 by dialing \*80.

The Campus Police are responsible for opening some classrooms in the morning, and locking them all at night. If you arrive in the evening, your classroom will be locked. Call **582-4585** and an officer will be dispatched to come and open it for you. During Division Office hours, you may borrow a key from a Sr. Administrative Assistant to unlock your room. The Campus Police are also happy to escort you to your car after dark, if you call. Hours are Monday – Thursday 7am-11pm. Friday and Saturday from 7am-3pm. Dial 911 from a cell phone or off campus location.

### Child Development Center

The Child Development Center (CDC) programs are open to children from 2.6 through 5 years of age who are toilet-trained. The center offers educational opportunities for the children of faculty, staff and students, as well as community members. The educational experience at the CDC includes activities such as art, cooking, music, language arts, and science. The CDC is located on lower campus adjacent to Parking Lot 1A, and is open Monday through Friday from 6 a.m. until 6 p.m.

Please contact the center at **582-4582** for further information, including program options and current fee schedule.

### The Copy Center (VIL 10)

The Copy Center is located in Village 10, phone 582-4513. It is open from 7:15 a.m. to 7:00 p.m. Monday through Thursday and from 8 a.m. to 4:00 p.m. on Friday.

Copy/Print requests should be made at least 2 days in advance, if less than 2,000 pages. Larger jobs require a 3-5 day turnaround. Instructors are encouraged to send their files electronically by email to [scprintjobs@saddleback.edu](mailto:scprintjobs@saddleback.edu). This saves time, paper and creates higher quality handouts and fliers. When submitting your files for printing, you must include the account number your job is to be charged against, which can be obtained from your division Senior Administrative Assistants, job instructions (number of copies, 1 or 2 sided, paper color, etc). Request forms, entitled *Saddleback College Duplicating Request*, are available currently in the Division Office or you can email your information as shown below. All color printing requires a dean's authorization. After your materials are printed, they will be placed on the pick-up shelf in the Copy Center in alphabetical order by your last name. Instructors should make arrangements for picking-up orders.

Printed materials that are to be sold in the bookstore (syllabi, supplements, handouts, etc.) will require a 4 -6 week turn-a-round. Copyright laws must be complied with in all situations. If you have any copyright issues, please contact the Copy Center directly.

**When you send your attachments, please include specific instructions:**

Here are some options:

Paper: 8 ½" X 11" or 8 ½" X 11" 3-Hole or 8 ½" X 14"

Color of Paper Copy: 1-Sided or 2-Sided or 1 sided to 2 sided or 2 sided to 1 sided Finishing: 1 staple or 2 staples or saddle stitch or uncollated or tape binding

**Example Instructions (to be included with each attachment):**

Don Taylor, Advanced Technology and Applied Science  
Acct # 01-4584-0-000-1-052-000-6011  
Drafting DR 50  
Need attachment done by Monday, Aug. 20.  
Need 75 copies total, white paper 8 ½" X 11", 2-sided, 1 staple

**Additional walk-up copiers for faculty use are located in the Copy Center, and in most division offices. The copiers are NOT designated for particular division use only, but are available to all faculty members. You will need a faculty ID card to access these copiers.**

If you teach in other divisions within Saddleback College, please inform the Copy Center Staff so you can be set up with multiple accounts to charge against.

**Graphics and Publications (VIL 10)**

Graphics and Publications is located in Village 10, phone **582-4510**. Office hours are 8 a.m. to 5 p.m. Monday through Friday. Please call for an appointment. An initial consultation is required for scheduling purposes on any job requiring design, and printing.

Turnaround time for graphics/printing jobs require a minimum of four weeks for completion. A [Graphics request](#) form can be found in the section on Faculty and Staff/Services & Support /Graphics and Publications on the college home page. Business cards also have their own request form now.

All graphics/printing requests must have the appropriate dean's signature and approval with an account number for color printing before work can be initiated.

**Health Services (SSC 177)**

Saddleback College has an onsite Student Health Center where faculty members can also be treated for minor ailments such as headaches and cuts, have their blood pressure checked, consult with a nurse, and be tested for tuberculosis. The Center is located in SSC 177 and is open from 8 a.m. to 7 p.m., Monday through Thursday, and from 8 a.m. to 3 p.m. on Friday. The phone number is **582-4606**.

### **Technology Services**

The Technology Services department is committed to bringing the highest level of technological support possible to the Saddleback College community.

They are responsible for the maintenance and installation of computers and media-related equipment throughout the campus. They are best reached through the District Work Order System.

They provide assistance with software installation, troubleshooting network problems, phone and fax assistance as well as user support for Adobe products and the Microsoft Office Suite. Mysite, CSIS, Power Fairs and Escape are part of District Information Technology. Please contact District IT for problems related to those applications.

Help support includes Office Application Training, College Assistance, Password Assistance, Email Support, Vacation checks and Contribute Assistance for Content Managers. The supervisor is Mark Schiffelbein at 582-4882.

### **Library Services (VIL 3 & VIL 4)**

The Library hours are as follows:

Monday through Thursday.....	8 a.m. to 9 p.m.
Friday.....	8 a.m. to 4 p.m.
Saturday.....	11 a.m. to 5 p.m.
Sunday and School Holidays....	Closed

It is currently located in the Village on lower campus. College is anticipating a move back to H. Butts Library building by Spring.

There are approximately 90,000 books in the collection, approximately 350 periodical subscriptions, database access to many other periodicals, and an excellent collection of audio-visual aides to supplement the curriculum. Materials not available at our library can be requested through Inter-Library Loan. Faculty members may also place materials on reserve to ensure student access to important materials.

### **Reading Lab (CC8)**

The Reading Lab offers individualized lab classes (ENG 333 and 332) designed to help students improve spelling, reading comprehension, grammar, vocabulary or study skills at the students' pace. Students meet with the lab instructor for diagnosis and program planning, then work independently on the assigned material, but always have an instructor

present to offer assistance and instruction. These classes offer an excellent opportunity for your students to brush up on English language skills whether they are native or non-native speakers of English. The lab classes are open entry/open exit: students may register for and complete a class anytime throughout the semester.

The **Reading Lab** is located in Room CC8, and is open from 8 a.m. to 1 p.m. and 5 p.m. to 8 p.m. Monday through Thursday, 8 a.m. to 1 p.m. on Friday, and 9 a.m. to 12 p.m. on Saturday.

For more information, contact Jan Bagwell at **582-4539**.

### **Learning Assistance Program (VIL 8-05)**

Tutorial assistance is available to students free of charge in the LAP Center I. The hours are 8 a.m. to 8 p.m. Monday through Thursday, and 8 a.m. to 2 p.m. on Friday. Please call **582-4519** for information, or visit their website at <http://www.saddleback.edu/lap/>.

### **Writing Lab (VIL 8-01)**

The Writing Lab is an open entry/open exit lab course for students completing writing assignments in any course. The lab is not a "fix-up shop" for writing problems but, rather, a place for students to improve confidence and skills in writing no matter what stage of the writing process or level of proficiency. Students register for Eng 310, for 0.5 credit, and receive credit for completing 16.6 hours in the lab during the semester. In consultation with the instructor (who is a full-time faculty member), the student develops an individualized program of computer-based exercises and writing practice. The lab is located in Village 8-01, and can be reached by phone at **582-4784**. The coordinator of the lab is Matt Hunt who can be reached at [mhunt@saddleback.edu](mailto:mhunt@saddleback.edu).

## **Student Services**

### **Counseling Center (SSC 167)**

Counselors are available to assist students with course selection; preparing for transfer, a degree or employment; making career decisions; and resolving personal problems that interfere with their success in college. Students are provided a maximum of six appointments per year. Students can call **582-4572**, or stop by the counseling office located in SSC 167. Concerns requiring immediate attention and not involving transcripts are handled on a drop-in basis. The office hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to noon on Friday.

### **Crisis Intervention at Saddleback College (SSC 167)**

The Crisis Intervention Team (CIT) is composed of professional counselors from the Counseling Center and the Student Health Center. They are available to assist when a Saddleback student or staff member experiences a psychological emergency and is in need of immediate help. Call Counseling and Special programs at **348-6214**, The Health Center **582-4606** or Campus Police at **582-4444**.

### **Re-entry Services/Women's Center (SSC 149)**

The Re-entry Services/Women's Center provides advisement, support groups and referral to community resources for both men and women who are changing careers or searching for new direction in their lives. The emphasis is on making people in the community aware of the opportunities available for resuming education training and seeking employment. Located in SSC 149, the Center is open 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to noon on Friday. The phone number is **582-4611**.

### **Career/Education Resources Center (SSC 139)**

Assistance is available in the Career/Education Resources Center for students needing help making career decisions. Resources include career information, college catalogs and transfer information, and computerized career guidance programs to help identify career goals. There is also a Job Search Center that assists current students and recent graduates in obtaining a job. The Center is located in SSC 139, and is open from 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to noon on Friday. The phone number is **582-4575**.

### **Extended Opportunity Programs and Services (SSC 126)**

Extended Opportunity Programs and Services (EOPS) is an outreach and attendance program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS eligible students may receive college and financial aid application assistance; priority registration; EOPS book service, academic, personal and career counseling; tutoring; and assistance in transferring to four-year colleges and universities. The EOPS office is located in SSC 126, and is open 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to noon on Friday. For additional information please call **582-4620**.

### **Financial Assistance and Scholarships (SSC 106)**

Various types of financial assistance, including federal, state and community programs are available to students attending Saddleback College. Types of assistance may include grants, loans, scholarships or work-study. The Student Financial Assistance Office is located in SSC 106.

Their hours are 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to noon on Friday. You can reach them at **582-4860**.

### **Matriculation (SSC 225B)**

The matriculation office provides assessment, orientation, advisement and follow-up services for new and continuing students. The process assists students in identifying their skill level in English, Mathematics, Reading and English as a Second Language and also provides them with academic planning toward their identified academic goals. The center is located in SSC 168, and is open 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to noon on Friday. Evening services are limited to scheduled assessment and orientation/advisement sessions. For additional information, call **582-4970**.

### **Disabled Students Programs and Services (SSC 113)**

Special Services (Disabled Student Programs and Services) is committed to serving students with disabilities enrolled at Saddleback College and to serve you, the faculty, in your instructional capacity. We are a reliable source of information, consultation and liaison for all classroom and campus disability issues.

To qualify for services, students must have a known or documented disability, verification by an appropriate professional, and an educational limitation that precludes the student from fully participating in general instruction without specialized services or academic adjustments. Students should apply for eligibility in Special Services immediately after they complete their application for admission to the college.

Students are encouraged to speak with their instructors early in the semester to discuss their educational functional limitations and to make their instructors aware of authorized academic adjustments. Students are not required to disclose their specific disability but may do so out of personal choice. Students must inform you of their functional limitations within a reasonable time frame before quizzes, exams or finals.

All information related to a student's disability must remain confidential. If you have any questions concerning a student or disability, please contact the Special Services department for information at **582-4885** or in person in SSC 113.

### **Transfer Center (CC 1)**

The Transfer Center provides information and assistance to students preparing to transfer to a four-year college or university. The Transfer

Center arranges appointments with representatives from four-year colleges and universities, assists students in selecting a transfer institution, and provides assistance in completing the transfer application and meeting application deadlines. The Transfer Center is located in CC1. Their hours are 8 a.m. to 7 p.m. Monday to Thursday and 8 a.m. to noon on Friday. For additional information call **582-4328**.

## Student Support Services

### Grade Reports

Students may access their grade reports on-line at [www.saddleback.edu](http://www.saddleback.edu) via the MySite portal for students approximately 24 hours after the completed grade documents have been submitted to Admission, Records, and Enrollment Services.

If you have any other questions or concerns regarding Admission, Records and Enrollment Services, please contact:

Joyce Semanik, Registrar	(949)582-4342
Jane Rosenkrans, Director	(949)582-4340

### Student E-mail

Upon enrolling in a course, students automatically receive a college e-mail (electronic mail) account. This account enables its owner to send and receive e-mail anywhere world-wide via the internet. The students can get their e-mail addresses from their class registration form. Faculty can contact students via their student e-mail.

### Student MySite

Please encourage students to access their grades, class schedule, and other important student information via Student MySite. To access Student MySite, students will need to follow these steps.

- Log onto [www.saddleback.edu](http://www.saddleback.edu)
- Click the "MYSITE" icon
- Enter student identification number and password, pin number, or the last four digits of his or her social security number.

## Student's Rights and Responsibilities

Refer to the Student Handbook 2011-2012 on pages 39-42. This appears online under *Student Handbook*-

<http://www.saddleback.edu/media/pdf/handbook.pdf>

## Emergency Procedures

**Note: For all emergencies the command post is the President's Office.**

**Emergency procedures should be posted in the classroom (Yellow cover).**

### Emergency Phones

The following areas on campus have emergency phones that will be activated by the telephone company's main office in a major power failure. The regular phone system will remain active for six hours during which time you should call the main switchboard at 582-4500 and ask for the special number. After six hours these activated numbers will be used:

<u>Office/Location</u>	<u>Activated Number</u>	<u>Special Number</u>
President, AG 104	364-3166	582-2041
V. Pres. Instruction, AG 133	364-3166	582-2047
V. Pres. Student Services, SSC 107A	364-3169	582-2048
Student Development, SSC 210	364-3160	
Math/Science/Engineering, SM 334	364-3170	
Fine Arts, FA 124	364-3158	582-2039
Physical Education, PE 422	364-2080	
Health Center, SSC 179	364-3165	582-2036
Maintenance/Operations	364-2062	
Chancellor, HS		582-2058
Campus Police Station	364-3155	582-4925
Campus Police Station (Cell Phones)	283-2633 & 283-2635	

Tune to KSBR (88.5 FM) on your radio or to Cox Cable TV at channel 39 for updated information.

### On-Campus Emergency Procedures

In order to access our Emergency Procedure Forms and Maps:

1. Log onto "[My Site](#)" (Staff Only)
2. Click on "**WORK**"
3. Click on "**EMPLOYEE SERVICES**"
4. Click on "**DOCUMENTS**"
5. Click on "**JUMP TO**" then scroll down and select "**Saddleback Campus Safety**"

6. Click on the desired form: Disaster/Safety Guide, Emergency Procedures, Area Evacuation Maps, or Building Evacuation Maps - The Disaster/Safety Guide and all listed forms can be printed from this site.

### **Earthquakes**

If you are indoors duck under a desk or sturdy table, or move against an interior wall and protect your head and neck with your arms. Stay under cover until the shaking stops. Hold onto the desk or table and move with it. Do not use the elevators.

### **Fire Alarms**

In the event of a fire alarm, evacuate all the rooms and report the fire immediately as an emergency by dialing **4444**.

### **Nuclear Emergency**

Stay indoors and close all windows, doors and air vents. Tune your radio to 106.5 FM or 105.3 FM for emergency information. Your area representative will advise if evacuation is warranted.

### **Off-Campus Emergency Procedures**

Each off-campus instructor is responsible for locating the nearest available telephone and for contacting the proper authorities (fire-rescue, paramedics, police, etc.) in the event of a serious emergency. If a student becomes disruptive or violent, notify the Orange County Sheriff's Department and request that the student be removed from the classroom for the evening. Notify the Evening/Saturday Dean immediately at **582-4444** of any emergency situation. The fastest way to contact emergency authorities is to dial **911**. At some off-campus high school locations, the Adult Education Offices are open until 9 p.m.

### **Incident Report**

An Incident Report should be filed immediately after any emergency, classroom incident or accident. The form is in Mysite/Work/Documents/HR-Risk Management/Incident report or on [link list](#).

Should you ever have a health and safety concern or a personal safety or crime prevention situation that may not necessarily be an emergency but has the potential of escalating or becoming a problem or an emergency, please report the circumstances as soon as possible to campus police at **582-4444**.

## CLASS PROCEDURES AND TEACHING TIPS

### Procedures for Class Preparation:

- **Prepare your Course Syllabus for each class**

As a faculty member, you are required to prepare a syllabus for each class section. On your syllabus, include such information as your faculty contact information, office hours (if applicable), student learning outcomes, course topics and schedule, your contact information, grading standards, student conduct, academic dishonesty policy, and any other pertinent information. This is your contract with the student, so be detailed.

**Important:** Provide the division office with a copy of your course syllabus within the first week after the beginning of each class.

- **Create three to five Student Learning Outcomes for each course**

Using the division guidelines, establish three student learning outcomes for each course. Post these outcomes on your course syllabus.

- **Establish and post on the online class schedule your Faculty Profile**

Create and post your faculty profile on the online class schedule. Include a general overview of your academic background, work experience, and a link to your class web page.

- **Develop your Class Web Page and post to your Faculty Profile**

Students use the online class schedule to "shop" for classes. To better inform students of the content and procedures of your class prior to registration and/or the first class session, establish a class web page and post it to the online class schedule. Please include your textbook order by ISBN number and a general overview and/or course syllabus for each section.

- **Establish and use Blackboard for all of your classes**

Create and use Blackboard to post your syllabus, course calendar, assignment descriptions, lecture notes, and discussion boards. You should have a Blackboard account for each class section.

- **Order your Textbooks and other Supplemental Materials**

According to the official course outline, you are required to use a college level textbook for each class. As you select your textbooks and supplemental materials, consider financial limitations that face many students in today's economy. Carefully select materials that most directly augment course learning. Provide students with potential options as to where to purchase course materials at reasonable prices.

- **Download your Class Roster within 24 hours prior to the first class session.**  
Your class will officially close about 24 hours before the first class session. Download your class roster via **MySite** after the official closing of each class and before the first class first session. You can download your class roster from any computer with access to the Internet and a printer.
- **Download your Add Permit Codes (well in advance of your classes)**  
You can download your Add Permit Codes once you have faculty access to **MySite** and your semester class schedule. Download your Add Permit Codes well in advance of each class. The college system often experiences glitches during such heavy use time as the beginning of the semester. To avoid such glitches and added frustration, download all necessary materials at your earliest convenience.

Students will add and drop your class until the official class close time (24 hours prior to the first class session). From the beginning of the semester registration process until the expiration of your class Add Permit Codes, you can add students to your classes without dean permission. Once the codes have expired, the student "grace period" to add late is over. Please refer students in need of classes to our many late starting classes.

- **Establish a greeting on your Voice Mailbox**  
All faculty members are issued a voice mailbox. While you are not required to use your voice mailbox, please put a greeting on your voice mailbox to direct the college community to the best way of contacting you.
- **Explore your MySite**  
There is a wealth of information on your faculty **MySite**. Familiarize and use the many functions of **MySite**, including, but not limited to, your class schedule, college announcements, employee documents, your benefits, grade history, class rosters, Add Permit Codes, and online grade submittal.
- **Learn how and use your College E-mail**  
Your primary form of communication with the college, division, and outside of class with your students is through your college e-mail. Our e-mail system is Microsoft Office Outlook Web Access (connected to Microsoft Exchange). You will receive a college e-mail address. You can access your college e-mails from any computer with internet access. As an option, you may easily forward your college e-mails to your private address.
- **Check out each Classroom before the first class session**

Make sure that you are familiar with the class configuration, location, and equipment prior to the first class session.

### **Minor Students and Their Parents**

Saddleback College enrolls a large number of minor students especially through the Special Admission Program for K-12 students. It is very important to understand that when a minor student becomes a student at any college, all rights afforded to parents under FERPA (Family Educational Rights and Privacy Act) transfer to the student. In essence, parents do not have the right to inspect the minor student's records or gain access to information related to their attendance at Saddleback College. At Saddleback College, students may access their academic records online. In that way, they may share the information with their parents/guardians.

It is the policy of the college that all students act on their own behalf. Persons, other than the student, are not permitted to enroll, add or drop classes, participate in classroom learning, or request transcripts and records on behalf of the student.

Minor students and their parents/guardians must also understand that they are entering a college environment which is designed with adults in mind. Therefore, the atmosphere of the campus, in general, and of the classrooms, in particular, will frequently reflect an adult population.

#### **Students should be aware that:**

- Courses may have frank discussions about sensitive topics.
- Audio-visual presentations may be graphic in their content.
- Students may be exposed to vulgar language outside of the classroom.
- Smoking cigarettes is allowed on campus.
- Instructors cannot sit with underage students while they wait for their ride.

**As an instructor, you are responsible for understanding and protecting the rights of students under FERPA.**

#### **Key Issues when addressing parents of minor students:**

- Most parents pay for their children's education. In response, they feel they have a right to know about their children's learning experience. Parents may attempt to pressure you into discussing the status of their children in your classes. Since this directly violates the students' rights under **FERPA**, please advise parents to consider reviewing the academic history and class status individually with their children via **MySite**, **Blackboard**, or the returned graded assignments coupled with the course syllabus.

- Parents may ask you to audit your classes in their children's absence. This is prohibited as it strictly violates our college's auditing policy.
- When parents become unreasonably demanding and difficult, please have them email their concerns to the dean email at: [dtaylor@saddleback.edu](mailto:dtaylor@saddleback.edu). For the sake of our staff, please do not send them to the division office.
- Especially when the safety of you or others is involved, extremely abusive and unruly parents may be immediately reported to Campus Safety at X4444.
- For any difficult incident, please immediately complete and submit an "incident report" to your dean.

## USEFUL WEB LINKS

To find a form and its link, or other helpful teaching information, go to the Advanced Technology and Applied Science [webpage](#). Click on "[Links to Forms and Helpful Information](#)".

Some forms can be found in the Division Office.

## Appendix

### Sample Course Syllabus

*The ATAS Division office is primarily responsible for maintaining a file of instructor syllabi. Syllabi should be brief and concise, given to the students the first week of class. Changes are indicated by \*.*

#### **MA 123 Best Course Spring 2011**

**Saddleback College, Division of Advanced Technology and Applied Science**

#### **1. FACULTY INFORMATION**

Instructor:

Office: Building & room number • Office Phone: •Other phone and/or voice mail

Office hours: Email:

#### **2. COURSE INFORMATION**

##### **Name and Number:**

Course number and name

Ticket #

Meeting times and place

January 9 to May 17, 2006; 17 weeks, 17 classes (including final examination)

List Holidays class is not in session

Division of Advanced Technology and Applied Science: (949) 582-4541

##### **Recommended Preparation:**

List course if there is one

##### **Prerequisite or Corequisite**

List course(s) if required

##### **Course Description:**

Out of College Catalog

##### **Required Books:**

##### **Suggested Readings:**

List if any

##### **Required Materials/Supplies:**

List materials

##### **Course Learning Objectives**

Tell students where they can go on the Saddleback.edu to find the Learning Objectives on MySite.

##### **\*Student Learning Outcome(s)**

\*List three to five Student Learning Outcomes.

##### **Methods of Evaluations**

Either list or tell students where they can to on the Saddleback.edu to find them on MySite.

**Topics Covered**

Either list or tell students where they can to on the Saddleback.edu to find them on MySite.

**Safety Considerations**

List for students any required equipment, policies, procedures, and circumstances where safety is an issue.

**3. EVALUATION AND GRADING POLICY**

**Assessment(Explain grading system including role of class participation and how tests, quizzes, midterm, final exam, projects are weighed):**

EX: Grades are based on a simple x-point accumulation. No additional assignment will be considered for extra points.

**Project – 25 pts**

Describe.

***Narrative Project: 30 pts***

Describe.

**Weekly Mini Quiz – 24 pts**

There are 12 mini quizzes, and each quiz counts for 2 points of the final grade. Each quiz will be based on the discussion of the previous week. The quiz will be given at the beginning of the class. You have no chance to take it, if you're late.

**Class Participation/Attendance – 20 pts**

See below. This is very important. Good work ethics is expected from everyone.

**Final Exam – 16 pts**

**FINAL GRADING SYSTEM:**

<u>Symbol</u>	<u>Definition</u>
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
* P/NP	Pass or No Pass(units not counted in GPA)

**Late Assignments:**

Ex: No late assignments will be accepted. No excuses will be accepted. No partial credits will be given. The deadline is at the beginning of the class on the due date.

**4. PARTICIPATION/ATTENDANCE: [BP-5616](#)**

List procedures, expectation, participation, late or missing work- how many classes missed before instructor issues a drop.

Students are expected to attend classes regularly. Failure to attend classes may be taken into consideration by instructors in assigning grades.

Students who fail to attend the first meeting of any class for which they have officially enrolled may be dropped by the instructor unless prior arrangement has been made with the instructor. Students who officially enroll in a class and never attend will be dropped by the instructor no later than the end of the tenth instructional day of the semester.

Instructors may drop a student from a class when he/she is absent for a total of **six** cumulative instructional hours.

In no case, where the instructor has an option to drop a student, should the student presume he/she has been dropped unless the instructor drop has been officially verified by the Office of Admissions and Records (Calif. Ed. Code, Section 70902).

### **Use of Electronic Devices**

**Please no audible cellular phones or pagers.** If you leave the classroom to answer a call or page, please leave for the entire lecture so as to not constantly disrupt the class. **Photo phones** or personal electronic devices such as a **Palm Pilot** can not be used during a test, not even as a calculator.

## **5. COMMUNICATION:**

Describe: ex. The class will use the Saddleback College email system (My Site) and Blackboard for communication. These systems will be used to deliver reading assignments and production materials. So it is absolutely necessary for students to check **email** and **Blackboard** regularly. Poor communication hinders production activities and will result in lower grades.

## **6. ACADEMIC INTEGRITY**

Ex. It is highly difficult to cheat in this class due to its project focus. Any attempts to cheat that are detected, however, shall result in IMMEDIATE dismissal and failure in the class and I shall PERSONALLY follow up the case to ensure that the full weight of the College's penalties is exercised. Please see the Saddleback College Web site for details on College policy.

## **7. DROPPING THE CLASS**

Ex. It is the student's responsibility to drop the class – failure to drop the class may result in a failing grade for the course. See the Saddleback College Web site for the critical dates regarding this issue. The tentative dates as of the writing of this syllabus are:

**Friday, January 20:** Last day to drop to receive refund for full-term classes

**Friday, February 14:** Last day to apply for CR/NCR for full-term classes

**Friday, February 14:** Last day to drop full-term classes without a "W" grade

**Thursday, April 5:** Last day to drop full-term classes with a "W" grade

## **8. STUDENTS WITH DISABILITIES**

Ex: Students with disabilities are eligible for special considerations for their projects and testing. Please notify the instructor if you are disabled and I will make the appropriate modifications to your workload. Please see the Saddleback College Web site for your rights and duties as a disabled student if this section applies to your situation. Failure to officially apply in writing along with the proper documentation from a medical professional will waive any rights to special

consideration. Visit Special Services in the Student Services Center, Room SSC 113 for full information.

### **9. CLASS CONDUCT [BP-5401](#)**

Students are expected to conduct themselves with respect for the right of all members of the college community to teach and learn in a safe and academically stimulating environment. Students shall be held responsible for observing rules and regulations for student conduct promulgated under the authority of this policy by the Board of Trustees or the district's administration. Violation of such rules shall constitute good cause for imposition of disciplinary action as provided in rules and regulations (Calif. Ed. Code, Section 66300).

**No food or beverages in the classroom or lab. Bottled water with a screw top is acceptable.**

### **10. GRADE AND INSTRUCTIONAL RELATED GRIEVANCE [BP-5505](#)**

Following is an excerpt of the official Board Policy. The full text may be found on the Saddleback College Web site at: <http://www.socccd.org/board/boardpolicies.asp>

#### **GRADE AND INSTRUCTIONAL RELATED GRIEVANCE**

When a student believes that a district or divisional/school policy or procedure has not been followed, the student should discuss this concern with the course instructor.

#### **I. GRADE GRIEVANCE**

Note to the Student: By far, the great majority of differences arise as a result of grades assigned. By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the Calif. Ed. Code, Section 76224 (a).

Section 76224 (a): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

**Definition of Terms:** Fraud - A deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons may be found to be fraud; Bad Faith - Bad faith may be found in an instance of an intent to deceive, in an act of dishonesty; Incompetency - Incompetency may be found in a lack of ability, qualifications, fitness or performance.

When a student believes that the district grading policy has not been followed, the student should discuss this concern with the appropriate course instructor. Prior to filing a grievance, an attempt must be made to solve the problem. The student is expected to contact his/her instructor directly to discuss their differences when grades are available to the student. At this stage most differences will be resolved. This contact should be conducted in the privacy of the instructor's office whenever possible, and the pertinent issues should be well defined so that they may be discussed as objectively as possible.

### **11. WEEKLY COURSE SCHEDULE:**

List topics, homework, tests, labs, assignments due, etc. Tests and projects can be listed separately by meeting date.

**Week 1 – January 9**

Discussion: Syllabus, Blackboard, Three Editing Principles

Lab: Final Cut Pro Media Management, Three-Point Editing, Exercises

**Week 3 – January 23**

**Mini Quiz-1**

Discussion:

Lab:

**Week 17 – May 16**

**Due: project**

**Final Exam - 8AM to 10AM**

**12. FINAL EXAM: [BP-6160](#)**

Final examinations of at least two hours will be given in all courses. Students are personally responsible for taking all assigned final examinations as they are listed on the final examination schedule. If it is necessary for a student to miss an examination, a petition for Early Final Examinations must be filed with the office of the Vice President of Instruction. Faculty will be notified if permission is granted for the student to reschedule his/her final examination for the semester indicated. Arrangements between the faculty member and the student are determined for rescheduling. A student who misses a final examination for a legitimate reason-should communicate with faculty at once to arrange for an "I" grade. The "I" grade should not be used indiscriminately. Final examinations will not be given in advance of the scheduled time.

**13. ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS:**

**Example for Comm. Arts**

**SIGNATURE SHEET**

I have read this syllabus and understand the policies outlined in this document along with any elaboration on the part of the instructor. Any items unclear to me have been brought to the attention of the instructor and clarified to my satisfaction. I shall adhere to the policies outlined in this document without exception and accept any aforementioned penalties as a result of failing to follow these rules.

Furthermore:

I shall behave as a consummate professional as outlined above in section 11 (above) entitled Class Conduct.

I understand that my projects are the property of Saddleback College ("College") and that the College retains copyright of all projects made with school equipment and/or facilities. Saddleback College also reserves the right to screen and/or broadcast these projects as deemed desirable by the faculty or staff.

I understand the responsibilities, regulations and penalties regarding the use of College equipment and facilities and the concurrent penalties regarding the failure to adhere to these policies. I also understand the financial responsibilities resulting from the use of College equipment and facilities. I also understand that non-students are not to use any College equipment or facilities and that these resources are for sanctioned class projects only.

I shall not contact nor communicate with the media nor make undue contact with outside people or organizations regarding this class or its projects without the express written approval of the instructor and any other necessary clearances or permission.

All projects are subject to further editing, changes, and censorship as deemed necessary by the instructor including final arbitration in the case of a dispute in credits.

I understand, and with my signature acknowledge, that any breach of these policies can and will result in a grading penalty up to the receipt of a failing grade for the class along with any other potential penalties financial and otherwise as outlined by College policy.

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Name

Student ID #

14. Emergency Procedures and Evacuation Procedures

**Review of posted Emergency procedures and evacuation routes from instructional area**