Saddleback College Welcomes You

Dear Saddleback Colleagues:

On behalf of the incoming Academic Senate Officers—President Bob Cosgrove, Vice President Norm Weston, Past-President Miki Mikolajczak, President-Elect Carmen Dominguez, Secretary Dan Walsh, and Administrative Assistant Britnee Holmes welcome to a new academic year, 2009-10.

Saddleback College is part of a multi-college district that includes Irvine Valley College and, our newest addition—the Advanced Technology Education Park in Tustin. Saddleback, the oldest and largest unit in the South Orange County Community College District, served over 40,000 students last year. Enrollments this fall are up by 15%. Most other state colleges and universities are contracting. We are especially fortunate to serve a growing student population through our Distance Education offerings, now over 14% of our student enrollment. Saddleback College is 4th in California’s community colleges (109 CCs) for the number of students served in this fashion. We are proud of our technology and curriculum and the faculty, staff, administrators and students who developed it.

While this handbook is designed for new faculty, seasoned faculty can profit from it. Changes in Education Code, Board Policy and College Policy (via Consultation Council) have occurred. We are responsible for knowing these changes, especially where they impact our students, programs, and curriculum. So, please take the time to review this document and refer to it as questions arise. You may also contact the Academic Senate by calling (949) 582-4969 or e-mailing us at acadsenate@saddleback.edu. Depending upon the nature of your concern, you may also consider contacting your respective department chair, division dean, and Senate or Faculty Association representatives.

Your Senate and faculty wish to recognize Vice President of Instruction Rajen Vurdien for his work on this handbook, and his executive assistant, Kathleen Schlick. We wish to thank President Tod Burnett, and his executive assistant, Sophie Miller, and our Academic Senate Secretary, Britnee Holmes, for their help in reviewing and revising this document.

Furthermore, we wish to recognize the following faculty for their service in critical leadership areas. Jane Horlings (In-service Chair), Claire Cesareo-Silva (EPA = Educational Planning and Assessment). They and others have set and maintained a standard of excellence that places Saddleback College apart from other colleges. Thank you all.

Best regards,

Bob Cosgrove
President for the Academic Senate

Please note: Because of the state’s fiscal crisis, hours of operations for different departments may be changed.

NOTA BENE: Nothing in this document takes precedent over the Academic Employee Master Agreement or California law (Education Code) and regulations (Title V). Policies and procedures may change during the course of the year.
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I. General Information
Below is the Academic Calendar for 2009-2010.
Faculty Contractual Days

August 17-21 (Monday-Friday) .......................................................... Staff Development Days  
August 24 (Monday) ................................................................. Instruction Begins  
August 24-October 18 (Monday-Sunday) ........................................ 8-Week Session  
September 7 (Monday) ............................................................ Labor Day — Holiday  
October 19-December 13 (Monday-Sunday) ...................................... 8-Week Session  
November 13 (Friday) .............................................................. Veterans Day — Holiday  
November 26-27 (Thursday/Friday) ................................................. Thanksgiving — Holiday  
December 14-20 (Monday-Sunday) ................................................ Final Examinations  
December 21 (Monday) ............................................................ Faculty Contractual Day/Classes Not in Session  
December 21-January 10 (Monday-Sunday) ...................................... Classes Not in Session  
December 23-January 3 (Wednesday-Sunday) ............................... District/Colleges Closed  
December 25 (Friday) ................................................................... Christmas Day  

Spring Semester 2010

January 1 (Friday) .............................................................. New Year's Day Holiday  
January 5-8 (Tuesday-Friday) ..................................................... Staff Development Days  
January 11 (Monday) ............................................................. Instruction Begins  
January 11-March 21 (Monday-Sunday) ................................. 8-Week Session  
January 18 (Monday) .......................................................... Martin Luther King, Jr. — Holiday  
February 12 (Friday) .............................................................. Lincoln Day — Holiday  
February 15 (Monday) ............................................................ Washington Day — Holiday  
March 14-20 (Sunday-Saturday) ................................. Spring Break/Classes Not in Session  
March 19 (Friday) ............................................................. Friday of Spring Break — Holiday  
March 22- May 12 (Monday-Wednesday) ............................. 8-Week Session  
May 13 (Thursday) ............................................................ Faculty Contractual Day/Classes Not in Session  
May 14-20 (Friday-Thursday) .................................................... Final Examinations  
May 21 (Friday) .............................................................. Irvine Valley College/Saddleback College Commencements

Summer Session 2010

May 24–July 2 (Monday-Friday) .............................................. 6-Week Session  
May 24-July 16 (Monday-Friday) ............................................... 8-Week Session  
May 31 (Monday) ................................................................. Memorial Day-Holiday  
June 21-August 13 (Monday-Friday) ...................................... 8-Week Session  
July 5 (Monday) ................................................................. Fourth of July - Holiday  
July 6-August 13 (Monday-Friday) .............................................. 6-Week Session

http://www.saddleback.edu/MEDIA/PDF/2009-10calendar.pdf
Saddleback College Vision, Mission Statement, and Values

Our Vision:
Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.

Our Mission:
Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.

Our Values:
Saddleback College embraces:

Commitment
We commit to fulfilling our mission to serve the south Orange County community.

Excellence
We dedicate ourselves to excellence in academics, student support, and community service.

Collegiality
We foster a climate of integrity, honesty, and respect.

Success
We place our highest priority on student learning and delivering comprehensive support for student success.

Partnership
We strive to develop strong and lasting partnerships among students, faculty, staff, and the community.

Innovation
We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom
We endorse academic freedom and the open exchange of ideas.

Sustainability
We promote environmental sustainability and use our resources responsibly to reduce our ecological impact.

**Inclusiveness**
We cultivate equity and diversity by embracing all cultures, ideas, and perspectives.

**Global Awareness**
We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.
II. College Governance
Academic Senate

Pursuant to Title 5 of the Administrative Code of California, Section 53200, the Academic Senate is a faculty organization whose primary function is to make recommendations with respect to academic and professional matters as it relates, in particular, to the following areas:

1. Curriculum, including establishing prerequisites and places courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. College governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development;
11. Other academic and professional matters as mutually agreed upon.

According to Education Code, the Academic Senate is also responsible for jointly developing with the District policies and procedures related to faculty hiring (section 87360B) and administrative retreat rights (section 87458A), Delegation of Authority to the Academic Senate (BP 2100.1 and 2100.2 - Reference BP 4011.1).

The Saddleback College Academic Senate is a representative body, with each instructional area receiving a senator for every ten full-time faculty members or portion thereof, to a maximum of four.

The Executive Committee of the Academic Senate for 2009-2010 is:

President – Bob Cosgrove (bcosgrove@saddleback.edu)
Secretary – Dan Walsh (dwalsh@saddleback.edu)
Vice President – Norm Weston (nweston@saddleback.edu)
President-Elect - Carmen Dominguez (cdominguez@saddleback.edu)
Past President – Miki Mikolajczak (mmikolajczak@saddleback.edu)

For more information you may visit the Senate’s web site at:
http://www.saddleback.edu/asenate
Standing Committees of the Academic Senate

The Standing Committees of the Academic Senate for 2009-2010 are listed below. A description of each of the committees and their current membership is available on the Academic Senate web site at: http://www.saddleback.edu/asenate

- Academic Appeals
- Academic Calendar
- Academic Senate Elections (ad hoc)
- Academic Senate Executive
- Academic Standards and Ethics (ad hoc)
- Accreditation
- Basic Skills Initiative
- Constitution/Bylaws
- Cross-Cultural Studies Advisory
- Curriculum
- Distance Education
- Educational Planning and Assessment
- Equity & Diversity
- Faculty Development/Flex Activities
- Faculty Development/Funding
- Full-Time Faculty Hiring Prioritization
- General Education
- Honors Board
- Program Discontinuance
- Study Abroad
- Tenure Review/Mentoring Board
- Transfer
- Women’s and Gender Studies Advisory
Other Committees

Below is a list of all other College and District Committees for 2009-2010. A description of these committees and their current membership is available on the College web page at: http://www.saddleback.edu/gov/

- Academic Calendar (District)
- Alumni Steering (College)
- Board Policy and Administrative Regulation Advisory Council (District)
- Bookstore (College)
- Campus Beautification (College)
- Career Technical Education (College)
- Chancellor’s Cabinet/Docket (District)
- Chancellor’s Coordinating Council (District)
- Chancellor’s Executive Team (District)
- College Advancement (College)
- College and District Research and Planning (District)
- Commencement (College)
- Consultation Council (College)
- Disaster Preparedness (College)
- District IT and Research Team (District)
- District Online Education Council (District)
- District Resources Allocation Council (District)
- District Technology Council (District)
- DSPS Advisory (College)
- Educational Development (College)
- EOPS/Care Advisory (College)
- Equipment (College)
- Food and Beverage (College)
- Foundation (College)
- Foundation Board (College)
- Health and Wellness Advisory (District)
- Marketing (College)
- Matriculation Advisory (College)
- Operational Support and Resources (College)
- Outreach (College)
- Planning and Budget Steering (College)
- Sabbatical Leave (District)
- Safety (College)
- Safety (MSE Division)
- Scholarship (College)
- SIS Executive Steering Committee (District)
- Student Affairs (College)
- Teacher of the Year (College)
- Technology (College)
- Technology and Learning Services Coordinating Council (District)
- VTEA Advisory (College)
- Writing Center Steering (College)
Faculty Association

The South Orange County Community College District Faculty Association (SOCCCDFA) is committed to the support of all faculty members in the district through the defense of our rights under the contractual agreements that the association negotiated with the Board of Trustees of this District. The Faculty Association is committed to a fair and equitable work environment for both our Full-time and Associated Faculty members by providing freedom to accomplish our primary goal: providing the very best in education to our students. They endeavor to work with the Board of Trustees, both local college administrations, our campus communities, fellow district associations, and the general community of South Orange County.

The Executive Committee of the SOCCCDFA for 2009-2010 is:

- President – Lee Haggerty (lhaggerty@saddleback.edu)
- President-Elect – Lewis Long (llong@ivc.edu)
- Treasurer – Bill Hewitt (bhewitt@ivc.edu)
- Secretary – Paula Jacobs (pjacobs@saddleback.edu)
- Past-President – Ken Woodward (kwoodward@saddleback.edu)

All faculty members are encouraged to join the Faculty Association. For more information, please contact your division representative or visit their web site at: http://www.socccdfa.net/.
III. Campus Offices and Services
Audio-Visual

The Audio-Visual Department provides media support for our teaching classrooms, including all our off-site locations. Audio Visual is located in Village 2, and is open from 8 am to 8 pm Monday through Thursday and 8 am to 3:30 pm on Friday. Their phone number is (949)582-4520. All requests go through their web-site at: http://www.saddleback.edu/av/.

All requests for equipment must be made 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 on the second floor of 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/Textbook Ordering

The bookstore sets deadlines for textbook orders each semester. Please adhere to these deadlines to ensure that students are able to purchase all of their books prior to the beginning of the semester. Textbook ordering should be done online through eDoptions at http://www.saddleback.bkstr.com/, or according to the procedures established in your division.

When ordering online, you must also send an e-mail copy of your order to your division administrative assistant for record-keeping purposes (there is a place on the online order to accomplish this).

Faculty members should order examination and desk copies directly from the publishers.

The bookstore is located in SSC 134, and is open Monday through Thursday from 7:30 am to 7:30 pm and Friday from 7:30 am to 4:00 pm. During the first two weeks of each semester they also have extended hours that are posted near the Bookstore entrance. The phone number is (949)582-4715 or (949)582-4716.
Campus Police and Safety

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 or suspicious activity or any emergency at any time -- day or night -- by calling (949)582-4585, or for emergencies (949)582-4444. Direct telephone access to Campus Police is also available through the red and yellow emergency telephones located in most of the campus buildings. Persons may also report a crime by coming to the Campus Police Department located in The Village in parking lot 2. The office is open from 7:00 a.m. to 11:00 p.m. Monday through Thursday, from 7:00 am to 3:00 pm on Friday, and from 7:00 am to 3:00 pm on Saturday. If the office is not open and you need to report a crime or incident, call the on-duty campus police officer at (949)582-4585.

The Campus Police are responsible for opening all classrooms in preparation for you to teach your class and ensuring the facilities are locked at night. But please keep in mind security is everyone’s business, so please make sure your room is secured before leaving. If you have a key, lock the room. If you don’t have a key, call campus police or your division office to have the room locked. If you arrive at your classroom and it is locked, call (949)582-4585. An officer will be dispatched to come open it for you. The Campus Police are also happy to escort you to your car after dark.

Child Development Center

The Child Development Center (CDC) offers services for preschool age children that are full toilet trained, a minimum of 2 through 6 years of age. 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 7 am until 6 pm.

Please contact the center at (949)582-4582 for further information, including program options and current fee schedule.
Copying/Printing and Graphics/Design

Copying/Printing
The Copy Center is located in the Library Room 128 and will be moving to Village 10, phone (949)582-4513. It is open from 7:15 am to 7 pm Monday through Thursday and from 7 am to 4 pm on Friday.
Copy/Print requests should be made at least 2 days in advance if fewer than 2,000 pages. Larger jobs require a 3-5 day turnaround. Instructors are encouraged to print their files electronically by mail to 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 secretary, job instructions (number of copies, 1 or 2 sided, paper color, etc.). All color printing requires a deans' 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.

Printed materials that are to be sold in the bookstore (syllabi, supplements, handouts, etc.) will require a 4-6 week turn-a-round. Notices will be sent out to divisions advising of due dates throughout the academic year. Copyright laws must be complied in all situations. If you have any copyright issues, please contact the Copy Center directly.

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.

Graphics/Design
Saddleback College Graphics is located in Library Room 123 and will be moving to Village 10 at the end of October 2009, phone (949)582-4510. Office hours are Monday through Friday 8 am to 5 pm. New graphics projects are initiated using the Graphics Request form, which can be downloaded from http://www.saddleback.edu/graphics. Please email the completed form to scgraphics@saddleback.edu. You may indicate on the form if a meeting is requested, or you may request a meeting by phoning or stopping by the office.
E-Mail

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.

Faculty MySite

The primary portal for information access at Saddleback College is Faculty MySite. Faculty are able to log-on to 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. MySite is accessible through the Saddleback College homepage, or by going directly to the MySite page at https://www1.socccd.cc.ca.us/mysite/. Your user name is your Saddleback e-mail address up to the @ sign (generally your first initial and last name), and your starting password is the last four digits of your Social Security Number + 00 or you may set up a different password.

Health Services

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 am to 7 pm, Monday through Thursday, and from 8 am to 3 pm on Friday. The phone number is (949)582-4606.
Identification Cards

All faculty members are required to have a photo identification/swipe card. This card will enable you to use the duplicating machines, enter certain areas of the campus during restricted hours, and receive a discount at the bookstore, among other privileges. Photos for identification cards are taken in SSC 102 Monday through Thursday from 8 am to 7 pm and Friday from 8 am to 3 pm in the spring and fall. Summer hours are Monday through Thursday from 10:30 am to 1:30 pm when classes are in session and closed on Friday. Call Admissions & Records at (949)582-4555 for more information.

Innovation and Technology Center (ITC)

The Innovation and Technology Center (ITC) is a support service under the Office of Instruction, and is charged with providing support and instruction as it relates to information technology at Saddleback College. The computer lab at ITC is available for faculty use. In addition to regular computers, the lab also has several multimedia computers, document scanners, and slide scanners. Digital cameras and laptops are available for faculty to check out on a limited basis.

The center also offers various workshops that focus on introducing faculty to computer systems and software applications that enhance instruction, research, innovation and job performance. Faculty members are encouraged to attend a complete workshop series while pursuing their own specific teaching goals and objectives, research or other work at Saddleback College. Demonstration workshops are also available on such topics as purchasing a computer, classroom presentation tools and the use of multimedia to enhance both learning and teaching.

The Center for Instructional Design & Distance Education (CIDDE) workshops are offered to faculty free of charge and flex credit will be given to participating faculty who request it. The CIDDE will also attempt to accommodate any faculty group requesting a customized special topic workshop or individual faculty member who is not able to attend one of the scheduled workshops during one-on-one sessions. For further information please visit their web site at http://www.saddleback.edu/itc/ or call (949)582-4397. ITC hours are Monday through Friday from 8:00 am to 5:00 pm. The CIDDE center is located in BGS 249.

Key Requests

Key requests (for offices and other campus locations) must be requested from Maintenance and Operations by using the Key Request Form found at http://www.saddleback.edu/forms/. These requests must be signed by your division dean, and then forwarded to the College President for final approval. Once the keys are ready, you will be notified to pick them up at the College Police Station.
Library Services

The Library hours are as follows:

- Monday through Thursday: 8 am to 9 pm
- Friday: 8 am to 4 pm
- Saturday: 11 am to 5 pm
- Sunday and School Holidays: Closed

The Library will be moving to Village 3 and will open there January 2010.

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 insure student access to important materials.

Student Workshops
The Library offers a number of research workshops each semester, please check the Library website for location and dates. Please encourage your students to attend one or more of these sessions to improve their research and information competency skills. A schedule of the workshops can be found at [http://www.saddleback.edu/library/instruction/workshops.html](http://www.saddleback.edu/library/instruction/workshops.html). Below is a brief description of the workshops available:

- **Ready Set Research**
  This workshop covers: Compare their experience doing research to Kuhlthau’s model of the research process; Recognize the importance of making decisions and considering consequences during the research process; Match different information needs with the most appropriate resource formats; Identify sources of research assistance available from the library.

- **Finding Books**
  This workshop covers: Locate the library catalog; Identify information needs that can be filled by the type of information found in books; Compare books to other resource types; Conceptualize the purpose of the call number system; Evaluate search results for their relevance to the information need.

- **Finding Articles**
  This workshop covers: Locate the subscription article databases; Understand the log-in process for off-campus use of the databases; Conceptualize the difference between subscription article databases and Internet search engines; Identify information needs that can be filled by the type of information found in articles; Define keyword and identify examples of appropriate keywords; Identify Boolean Operators and their uses.
• **Internet Searching**
  This workshop covers: Identify information needs that can be filled by web sources; Define domain and how it is used to categorize websites; Perform an advanced search using Google; Define the differences between a search engine and a web directory; List limitations of search engines for college-level research.

• **Evaluating Sources**
  This workshop covers: List elements to consider when evaluating an information source; Define appropriateness in the context of college research; Define authority in the context of college research; Interpret the attributes of resources that are used to judge their relative authority; Recognize the student’s responsibility for evaluating information sources as evidence.

• **Do It Yourself**
  This workshop covers: Review the Student Handbook definition of plagiarism and consequences for plagiarists; Identify approaches to research and writing that make it more likely they will plagiarize; Identify approaches to research and writing that make it less likely they will plagiarize, reflect on student and teacher attitudes that influence the decision to plagiarize.

In the past, the library was able to accommodate instructor requests for library instruction tailored towards a specific subject or specific class. Due to a reduction in full-time librarians, such individualized training sessions are no longer offered.

If these workshops are required of your students or are being accepted for extra credit, please provide a copy of your class roster to Wendy Gordon before the end of the semester so that she can provide you with an attendance report. For more information on the workshops, please contact Wendy Gordon at (949)582-4932 or wgordon@saddleback.edu.

**Learning Assistance Program (LAP)**

Tutorial assistance is available to students free of charge in the LAP located in Room 114 on the first floor of the Library. The hours are 8 am to 8 pm Monday through Thursday, and 8 am to 2 pm on Friday. Please call (949)582-4519 for information, or visit their website at: [http://www.saddleback.edu/lap/](http://www.saddleback.edu/lap/). The Learning Assistance Program will be located in VIL 8 starting January 2010.

**Mailboxes**

All faculty members are provided with mailboxes in their respective division office. Please contact your division administrative assistant for more information.
Mental Health Program

Regular contact with students at Saddleback College is typically pleasant and productive. However, on occasion we experience behavior that causes concern for us about a student's well-being. Various campus services are available to provide support for you and your students if situations of concern arise. This website: http://www.saddleback.edu/ss/shc/CollegeMentalHealthProgramAGuideforFacultyStaffandAdministrators.html is provided by the College Mental Health Program in response to your requests for recommendations and support in dealing with troubling student behavior on campus.

This website offers concrete advice and guidance on how to aid emotionally distressed students and how to refer them for on-campus help. Because of your daily interaction with students, you are in a unique position to recognize those who may be emotionally troubled. A student’s behavior, especially if it is inconsistent with your previous observations, might be a “cry for help.” Your ability to recognize the signs of emotional distress, coupled with your courage to acknowledge your concerns directly to the student, are often noted by students as the most significant factor in their successful problem resolution. Intervention and referrals from caring individuals may be the first steps in helping students regain their emotional health.

Links

Crisis Intervention

Signs of Distress and Guidelines for Interacting with Distressed Students

Identifying Students that Need Assistance

Referring Students for Mental Health Services

Program Resources for Faculty, Staff and Administrators

Contact College Mental Health Task Force

Community Resources

WALK STUDENTS TO THE HEALTH CENTER OR TO COUNSELING.
## Important Numbers

<table>
<thead>
<tr>
<th>Name of Office</th>
<th>Telephone Number</th>
<th>Location</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Center</td>
<td>(949) 582-4606</td>
<td>SSC 177</td>
<td>M - Th 8 am - 7 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F 8 am - 3 pm</td>
</tr>
<tr>
<td>Counseling and Special Programs</td>
<td>(949) 582-4572</td>
<td>SSC 167</td>
<td>M - Th 8 am - 7 pm</td>
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<td>F 8 am - 3 pm</td>
</tr>
<tr>
<td>Disabled Student Program and Services</td>
<td>(949) 582-4885</td>
<td>SSC 113</td>
<td>M-Th 8 am-4:30pm</td>
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<tr>
<td></td>
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<td>F 8 am - 3 pm</td>
</tr>
<tr>
<td>Campus Police</td>
<td>(949) 582-4585</td>
<td>Campus Police Station</td>
<td>M - Th 7 am - 11 pm</td>
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<tr>
<td></td>
<td>(949) 582-4444</td>
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<td>F 7 am - 5 pm</td>
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### 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 $1.00 a 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 located in lots 5A and 7A only. 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 (949)582-4585.

Reading Lab

The Reading Lab offers individualized lab classes (Eng 333 and 332 - .5 unit and Eng 336 and 337 – 1 unit; as well as a 0-unit option lab for ESL students) designed to help students improve reading comprehension, critical reading, vocabulary, spelling, grammar, 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 academic 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 CC6, and is open in the fall from 8 am to 8 pm Monday through Thursday and from 8 am to 1 pm on Friday. In the spring from 8 am to 1:30 pm and from 4:30 pm to 8 pm Monday through Thursday and from 8 am to 1 pm on Friday. For more information, contact Cheryl Altman or Janet Bagwell at (949)582-4539.

Registration Procedures

Approximately six weeks prior to the beginning of the semester, Saddleback College begins formal registration. Prior to the first class session, and preferably within 24 hours, instructors should download a copy of the official roster from MySite under View Current Schedule. These rosters are updated on a continual basis as students add and drop during the registration period.

All students receive a computer printout with their schedule listed. After you take the roll on the first day, the students whose names are not called should be asked for this computer printout as proof that they are enrolled in the class.

WE ONLY MAIL RECEIPTS TO EMERITUS STUDENTS WHO HAVE COMPLETED TELEPHONE REGISTRATION.

Students are allowed to register for any class until the class fills or through 11:00 pm the night before the first class meeting. After the first day of class, students can only register by receiving an Add Permit Code (APC) from the instructor. If a class fills prior to the first class meeting, faculty members can choose to distribute APC codes to students who contact them via phone or e-mail petitioning to get into the class. APC codes are generated by the instructors on MySite under Create/Manage APC Codes,
and can be used by the students for online or in-person adds. Students may only add a class through census day as noted on your class roster.

Students must register by the expiration date printed on the APC code (this is the end of the second week of the semester for full-term classes).

Adds after this date will only be allowed for students with extenuating circumstances through the “No Penalty Drop Date” noted on the class roster. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student (as defined in Title 5, Section 55758). To add a student after the expiration date of the APC code, the instructor must complete the yellow "Late Add" card and submit it to the division dean for approval. The dean will approve or deny the request. If approved, the **STUDENT MAY PICK UP THE CARD AND DELIVER IT TO A&R OR THE dean may** forward the form immediately to Admissions and Records. If denied, the dean will return the request to the instructor.

The Director of Admissions and Records will review the "Late Add" card. The student will be notified by Admissions and Records, and must complete the enrollment in-person within three days.

**Attendance Records and Instructor Drops**

While you only need to report attendance in Positive Attendance courses, accurate attendance records **ARE REQUIRED BY LAW IN ALL CLASSES**. This is because you may be asked to verify such things as the last day a student attended your class or the number of absences a student may have.

Instructors are obligated by California Education Code and SOCCCD Board Policy (BP 5616) to drop students who never attend the class no later than the tenth instructional day of the semester. Drops are done online through MySite under View Current Schedule.

Instructors may also drop a student from a class when he/she is absent for a total of six (6) cumulative instructional hours. The instructor should drop students prior to the scheduled “Last Day to Drop” noted on the class roster (65% of the semester) in order for students to receive a W (Withdrawal) rather than a letter grade.

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). The student does receive an email in their MySite email notifying them of an instructor drop. Therefore, it is ultimately the student’s responsibility to ensure that they are dropped from classes in which they no longer wish to be enrolled. Students may
receive an “F” grade if they fail to drop the course officially, and should be informed of this responsibility on the course syllabus

**Student Services**

**Counseling Center**
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 can call (949) 582-4572, or stop by the counseling office located in SSC (Student Services Center) 167. Concerns requiring immediate attention and not involving transcripts are handled on a drop-in basis. The office hours are 8 am to 7 pm Monday through Thursday and 8 am to 12 pm (noon) on Friday. Their web page is located at: [http://www.saddleback.edu/counseling](http://www.saddleback.edu/counseling). Appointments are made on Mondays at 8 am for the following week.

**Re-entry Services/Women’s Center**
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 the SSC 140 C/O, the center is open 8 am to 5 pm Monday through Thursday and from 8 am to 12 pm (noon) on Friday. The phone number is (949) 582-4611, and their web page is located at: [http://www.saddleback.edu/rwc](http://www.saddleback.edu/rwc). Appointments can be made by calling (949) 582-4575.

**The Center for Career and Life Development (CCLD)**
Assistance is available in The Center for Career and Life Development 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 140, and they are open from 8 am to 7 pm Monday through Thursday and 8 am to 12 pm (noon) on Friday. Their phone number is (949) 582-4575, and their web page is located at: [http://www.saddleback.edu/ccld/](http://www.saddleback.edu/ccld/).

**Extended Opportunity Programs and Services (EOPS)**
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 9 am to 4:30 pm Monday through Thursday; 8 am to 12 pm (noon) on Friday. For additional information please call (949)582-4620, or visit their web page at: http://www.saddleback.edu/eops.

**Disabled Students Programs and Services (DSPS)**

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.

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 to the instructor but may do so out of personal choice. Students must inform you of their functional limitations & Special testing accommodation 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 (949)582-4885 or in person in SSC 113 or visit their web page at: http://www.saddleback.edu/dsps

**Financial Assistance and Scholarships**

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 am to 4:30 pm Monday and Thursday, 8 am to 6 pm Tuesday and Wednesday, Friday 8 am to 12 pm (noon). You can reach them at (949)582-4860, or by visiting their website at: http://www.saddleback.edu/fao.

**Matriculation**

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 office is located in SSC 225B, and is open 8 am to 4:30 pm Monday through Thursday and 8 am to 12 pm (noon) on Friday. Evening services are limited to scheduled assessment and advisement sessions. For additional information, call (949) 582-4970 or visit their web page at: http://www.saddleback.edu/matriculation. Clearing prerequisites in ESL, English composition, reading and courses requiring math prerequisites.

Transfer Center

The Transfer Center provides information and assistance to students preparing to transfer to a four-year college or university. Appointments with representatives from four-year universities and colleges can be set up in the Transfer Center. The Center will also help students select a transfer institution, prepare transfer application, and meet deadlines. Come by the Transfer Center for drop-in counseling located in SSC 139. Hours are Monday through Thursday 8 am to 6:30 pm and Fridays 8 am to 12 pm (noon) for additional information call (949) 582-4328, or visit their web page at: http://www.saddleback.edu/transfer.

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 number that can be used for receiving messages. To access your voice mail remotely, call 949-582-4900. When the system answers, press the * (asterisk) button to begin. Please see your division administrative assistant for further information.

Writing Center

The Writing Center is a place for all writers, regardless of ability or skill level, to practice and improve their writing skills and to gain confidence in writing. The Center can help students who are writing for any course, not just English.

Students register for English 310, for 0.5 credit, and receive credit for completing 24 hours in the Center during the semester. In consultation with the instructor, the student develops an individualized program of writing practice and other writing related activities.

The Center is located in Lib 110B, and can be reached via email at sbwritinglab@saddleback.edu or by phone at (949) 582-4784.
IV. Personnel Policies and Procedures
Absences and Leaves

Faculty absences and leaves are governed by the Academic Employee Master Agreement. Absences should be reported to your division office at the earliest possible time so that your students can be notified of your absence through a broadcast e-mail and/or a posted "Class Dismissed" notice on your classroom door. Your division administrative assistant is generally available between the hours of 8 am and 5 pm, and some divisions also have a voice mailbox specifically for the reporting of absences. Before 8:00 am or after 5 pm call Campus Safety for a dismissal notice for your classroom door. Report your absence to the Campus Police at (949)582-4585, as well as your division.

If an absence is known in advance, faculty members may substitute for each other by using an "Unpaid Workload Exchange" form in accordance with the Academic Employee Master Agreement. This form is available at: http://www.saddleback.edu/forms/. Transfer Center Counselors may come and visit your class to discuss transfer information. E-mail Miki Mikolajczak at mmikolajcz@saddleback.edu two weeks in advance. The topics include selecting a major, choosing a college, general education and GPA issues, visiting university campuses, paying the bills, scholarships, financial aid, and when and how to apply. In some cases, a substitute may be employed to teach the classes of an absent faculty member. Your division office maintains an official substitute list approved by the division dean and the Vice President of Instruction. The use of such substitutes must be approved by the division dean in advance. Please do not make any other type of substitute arrangements. Individuals who are not currently employed at Saddleback College may not substitute or proctor exams.

An Absence Verification Form showing date of absence, number of hours and reason for absence must be signed and turned in to the respective division within the payroll period. These forms are available on MySite under Employee Documents (Forms – Payroll) or through your division office. In many divisions, an administrative assistant will fill out and submit this form for you.

The Payroll Office maintains records pertaining to sick leave, extended sick leave, and personal necessity leave for all academic employees of the District. A record of your accrued and remaining leave balances are available on MySite under My Leave Balances or through the Payroll Office at (949)582-4890.

Bereavement Leave

All faculty members are entitled to three (3) consecutive weekdays of paid leave of absence, or five (5) consecutive weekdays if travel of more than 200 miles is involved (for each occurrence) on account of the death of any member of his/her immediate family. This leave is not deducted from sick leave. Bereavement leave taken by an
associate faculty member would also take into consideration the number of days the instructor is assigned per week. For example, if an associate faculty member is only assigned one evening per week, the maximum bereavement leave would be for that one day.

**Faculty Development/In-Service Leaves**

Full-time faculty members may be granted up to three (3) days of paid leave each academic year for the purpose of faculty development. Such leave may be used to visit classes in other departments or colleges or to attend conferences related to the subject(s) or academic discipline(s) being taught by the faculty member. Conference attendance requests must be submitted to your division dean at least two weeks prior to the date of the conference or meeting.

Funds may be available for conference attendance for both full-time and associate faculty. Contact your division’s Faculty Development representative or the Academic Senate web site at: [http://www.saddleback.edu/asenate/Funding.html](http://www.saddleback.edu/asenate/Funding.html) for funding forms, and deadlines. You may call (949)582-4969 for more information.

**Industrial Illness and Injury Leaves and Procedures**

All faculty members are entitled to District funded workers' compensation medical and disability benefits should an injury or illness occur due to work-related cause. A form for reporting a work related injury and illness can be found on MySite under Employee Documents (Forms-Risk Management), and should be submitted within 24 hours of the accident or illness. If it is anticipated that a Workers' Compensation claim will be filed, be sure to carefully read and follow the procedures set forth under Workers' Compensation Procedures. The Risk Management Coordinator can be reached at (949)582-4512 to answer any questions.

**Jury Duty**

All faculty members are entitled to as many days of paid leave as are necessary when called for jury duty or when summoned for a court appearance not as a result of the faculty member's own misconduct or connivance. Any monies received from the courts as jury duty pay shall be transferred to the District, mileage excluded.

**Personal Necessity Leave**

All faculty members are entitled to use six (6) assignment days of paid leave during each academic year for personal necessity. For associate faculty, personal necessity leave takes into consideration the number of hours the instructor is assigned per week (i.e., proportional share). Personal Necessity means any business, endeavor or activity that cannot be conducted before or after the teaching day without causing undue inconvenience to the faculty member. The faculty member is not required to give a reason for the use of such leave. Information regarding the amount of personnel
necessity leave accrued and remaining is available on MySite under My Leave Balances or through the Payroll Office at (949)582-4890.

**Sabbatical Leave**

Full-time faculty members are eligible for a one-semester or full year sabbatical after they have worked in the district for six (6) consecutive years. Faculty will receive their regular salary for a one-semester sabbatical and two-thirds (2/3) of their salary for a full year sabbatical. Not more than one such leave may be granted in each seven (7) year period.

According to the Academic Employee Master Agreement, a sabbatical is to allow for the professional enhancement of the faculty member. Such professional enhancement shall be to the benefit of the faculty member, his/her college, students, and/or to the District. The value of what the faculty member may contribute following his/her return includes, but is not limited to, the areas of pedagogy/andragogy, curriculum development, and the culture of the college and the community it serves.

The Sabbatical Leave application forms and deadlines are available on MySite under Employee Documents (Sabbatical).

**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 (949)582-4890.

**Other Leaves**

Other leaves, both paid and unpaid, are also available for faculty members. Please reference the Academic Employee Master Agreement for specific information.

**Change of Name/Address**

Employees whose name or address changes during their employment should immediately contact their division office and submit an Information Update Form to the Office of Human Resources. This form is available on MySite under Employee Documents (Forms – HR Miscellaneous).
Code of Ethics

The Code of Ethics and Professional Standards as endorsed by the Academic Senate of Saddleback College is based on the standards set forth by the American Association of University Professors. It serves to elaborate standards of professional conduct, derived from general professional consensus about the existence of certain principles as basic to acceptable faculty behavior. Conduct which departs from these principles is viewed by faculty as unacceptable because it is inconsistent with the mission of the college, and with the highest standards of professional conduct which we, as a faculty, are committed to maintain. The articulation of types or examples of unacceptable faculty conduct is appropriate both to verify that a consensus about minimally acceptable standards in fact does exist and to give fair notice to all that departures from these standards may give rise to disciplinary proceedings.

It is the intent of this Code to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the college as an institution of higher learning. This Code underscores the principle of respect for students, academic colleagues, for individual disciplines, the institution, and the community at large. It also requires that faculty be sensitive to the potential for abuse inherent in any authority relationship, such as the teacher/student relationship, as well as in interactions with support staff and colleagues.

A copy of the code in its entirety can be viewed on the Academic Senate Web site at: http://www.saddleback.edu/asenate. For additional information, call (949)582-4969.

Committee Obligations

Per the Academic Employee Master Agreement, each full-time faculty member is obligated to perform one hour per week of committee work. The Academic Senate is responsible for the approval of faculty to sit on all college committees or task forces. See the College Governance section in this document (p. 15) for a list of all Academic Senate and other committees in this document (p. 16).

Employee Benefits

The Academic Employee Master Agreement provides for a wide array of employee benefits for full-time faculty including medical insurance, dental insurance, vision insurance, life insurance, a legal plan, and long-term care. A summary of these benefits is available on MySite under Employee Documents (Employee Benefits), or through the District’s Benefits Coordinator.
Associate faculty who are currently employed for 12 or more OSH per year and have been employed for five consecutive semesters in the SOCCCD, not counting summer sessions, are eligible to receive a contribution of $150 per month, to a maximum of $1,500 per year, toward a voluntary health insurance program of the faculty member’s individual arrangement and choice. Please contact the Benefits Coordinator, Earl Pagal, at (949)582-4512 or epagal@socccd.org for more information.

Evaluations

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 years to be conducted by the appropriate 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 appropriate vice president’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 their division dean, as well as members of their Tenure Review Committee (TRC), on a yearly basis as part of the tenure review process. See Tenure Review Process below for specific information.

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 four semesters thereafter. Associate faculty are generally evaluated by their department chair.

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.

**Faculty Development/Flex Credit**

Title 5, section 55724, provides for a flexible calendar when activities designed to improve a college’s staff, student or instructional program are undertaken. Currently, Saddleback College faculty must fulfill 38.6 hours of “flex credit” per year. Professional development activities for flex credit may take many forms. Every semester various flex credit activities are organized during our In-service Week. Faculty may also participate in workshops, conferences, seminars or an individual planned project for flex credit. Forms must be signed by your division’s Faculty Development representative and submitted to the Academic Senate. For approval forms and additional information, visit the Senate’s Faculty Flex Credit web page at: [http://www.saddleback.edu/asenate/flex_inservice.html](http://www.saddleback.edu/asenate/flex_inservice.html).

Funding may be available for Faculty Development activities for both full-time and associate faculty. Please see the Academic Senate’s Faculty Development web page for information on funding availability, application forms, and deadlines at: [http://www.saddleback.edu/asenate/funding.html](http://www.saddleback.edu/asenate/funding.html).

**Harassment Policy and Complaint Procedures**

Faculty members who believe they are being harassed should consult the district’s Harassment Policy and Complaint Procedure available on MySite under Employee Documents (Human Resources) and immediately contact Human Resources. An Unlawful Discrimination Complaint Form should also be completed and filed with the District’s Legal Affairs Division. The form is available on MySite under Employee Documents (Forms – Human Resources).
Schools First Federal Credit Union (SFFCU)

Faculty members may join the Schools First Federal Credit Union (SFFCU) for their banking and financial needs. SFFCU is the largest educational credit union in the nation, and has a full range of financial products and services such as saving accounts, investment plans, and loans. Like all credit unions, SFFCU is a not-for-profit, financial cooperative. That means that members have pooled their money together to make loans to each other and to pay each other dividends on their savings. So once you deposit money in SFFCU you become a member-owner.

Faculty may have their paycheck directly deposited into the credit union. For more information, contact your payroll specialist or visit the SFFCU web site at: http://www.schoolsfirstffcu.org/.

Payroll Procedures

Paychecks are normally sent to your division office for pick-up. Notify the Payroll Office if you want your paycheck mailed to your home address or directly deposited into the financial institution of your choice. Checks are available the last working day of the month, except in December when paychecks will be issued the first business day in January. Direct deposits, however, are deposited on midnight the day before the scheduled payday. Forms for direct deposit are available on MySite under Employee Documents (Forms – Payroll) or through the Payroll Office. There are different forms for employees who are members of the Schools First Federal Credit Union (SFFCU) and those who are not. Information on joining the Credit Union is available under SFFCU above.

Faculty members are assigned to a payroll specialist alphabetically. If you have any problems with your paycheck, see your division administrative assistant or your specialist as listed below or at: http://www.soccccd.org/humanresources/hr_keycontacts.html.

A-D Kathy Nunez (949)582-4893
E-K Bernie Santana (949)582-4891
L-Q Cathy Greenough (949)582-6010
R-Z Wendy Rayburn (949)582-4888
Dar Collins, Senior Payroll Specialist (949)582-4892

Associate Faculty/Overload Pay

Associate Faculty members and overload for full-time faculty members are paid on the basis of OSH. In accordance with the Academic Employees Master Agreement, One Semester Hour (OSH) is defined as the equivalent of one contract hour per week
per semester. Therefore, the formula for determining the amount of pay is computed as follows:

OSH Rate x Number of OSH Assigned = Semester Gross

Semester-long classes are divided into five equal payments and eight-week classes are divided into three equal payments. Summer sessions are paid in either one lump sum or divided into two equal payments dependent upon the start date of the class section. Contact your division office or payroll specialist to find out within which pay date your course falls.

**Salary Classification Changes**

Units of credit accumulated as a result of approved graduate study may be used for a change in column placement on the Academic Salary Schedule. Such credit may be upper division or graduate courses taken at an accredited college or university. All course work on the lower-division level (limited to 9 units) or taken outside the instructor’s primary teaching assignment must have prior approval of the Vice President of Instruction or Vice President of Student Services. Change of salary classification for any instructor will only be made at the beginning of the academic year. The Office of Human Resources must be notified in writing by June 1 of any intent to change salary classification for the next academic year through the submission of a Status Change Form. This form can be found on MySite under Employee Documents (Forms – HR Academic). All work taken into account for a change of salary class shall be completed by September 1 of the year in which the change becomes effective. A grade of “C” or higher must be earned in all course work accepted for a change of salary class. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than October 15 of the year in which the change of salary class becomes effective.

**Tenure Review Process**

The tenure review process for probationary faculty members is outlined in the Academic Employee Master Agreement. The four-year probationary period is intended to provide sufficient time for new faculty members to understand the expectations for tenure, to develop the skills and acquire the experience necessary to participate successfully in the education process, and to use appropriate resources for professional growth and development. Faculty recommendation for tenure is a reflection of this standard of excellence in the performance of faculty duties and interaction with students and colleagues.
The tenure review process is a three-step process that includes evaluation by a Tenure Review Committee (TRC), student evaluations (outlined under Evaluations above), and an administrative review.

The TRC will be comprised of the division dean and a minimum of two tenured faculty members from within the same department/division or a closely related department/division. Throughout the probationary period, the TRC will conduct scheduled classroom or worksite evaluations (see Evaluations above), review items relevant to the instructional duties assigned to the probationary faculty member, and complete evaluative reports.

An annual administrative review of the documents compiled by the TRC will be conducted by the division dean and approved by the appropriate vice president, the President of the College, and the Chancellor. The review, including the written recommendations of all parties, will be forwarded to the Board of Trustees.

Workload/Overload

According to the Academic Employee Master Agreement, the normal workload for full-time faculty shall be thirty (30) lecture hour equivalents (LHE’s) per year (averaging fifteen (15) LHE’s per semester), with no more than three required separate course preparations. Full-time faculty may voluntarily accept discrete class overload assignments limited per semester to ten (10) OSH or one (1) class section, whichever is greater. For a complete description of workload and overload specifications, please refer to the Master Agreement on MySite under Employee Documents (Contracts).

Workload Banking Program

Workload banking is a benefit for full-time tenured faculty and is outlined in detail in the Academic Employee Master Agreement. This benefit allows a full-time faculty member to earn and bank workload time credit in lieu of compensation in order to take time off in a future semester.

When a full-time faculty member teaches classes as overload, as part of a summer assignment, or during any other instructional session beyond the traditional semesters, that faculty member is assigned OSH, and paid the OSH rate. However, when a faculty member is banking overload for use in place of a future teaching assignment, that faculty member is earning LHE (Lecture Hour Equivalents) to be applied to a future assignment. Therefore, all banked workload will be valued at the appropriate LHE rate.

Faculty members may accumulate a maximum of twenty (20) LHE or their equivalent toward banked workload, and leave may be taken in increments ranging from three equivalent LHE to one equivalent semester. When on a partial banked workload leave the employee’s Flex Day obligation, office hours and committee meeting
obligations will be proportional to their assignment for the academic year. Being on a full banked workload leave eliminates the contractual obligation for office hours and committee/college service work during the term of the leave. Banked workload leaves are limited to once every eight (8) semesters.

Workers' Compensation Procedures

Report the Accident/Illness
1. Immediately report the accident/illness to your supervisor, no matter how minor, by completing an Unusual Occurrence Report. This form is available on MySite under Employee Documents (Forms – Risk Management).
2. Obtain a Workers' Compensation Packet from Risk Management and complete.

Supervisor’s Report
1. The employee’s supervisor should conduct an immediate investigation of the incident and submit a Supervisor’s Accident Investigation Report to Risk Management. This form is available on MySite under Employee Documents (Forms – Risk Management) or in the Workers’ Compensation Packet.

Medical Treatment
1. If Medical treatment is necessary, contact Risk Management at (949)582-4512 or 4898.
2. Use the authorized medical facility: For Saddleback College use Tustin Irvine Medical Group (24 Hours) (206-9100) or U.S. Healthworks in Lake Forest (581-3011). For an emergency and for major injuries, use Mission Hospital (364-1400).
3. Each employee has received the Workers’ Compensation Verification - Employee Notification Personal Physician form - giving you the option of designating a personal physician. In the event you did not choose to designate a personal physician, the district retains the right to designate a physician for treatment for the first thirty days. You are responsible for keeping the Employee Notification of Personal Physician Form up to date at all times. Forms are available in the Human Resources Office or through Risk Management.
4. The District will not be responsible for self-procured medical expenses when these instructions have not been followed.

Off Work Approval
If you will be off work as a result of this injury, you must provide your supervisor and Risk Management with an Off-Work Order from the authorized treating physician. No Industrial Accident Leave will be authorized without a proper Off-Work Order. Such absences will be charged to sick leave benefits available and/or salary deductions will be made accordingly.
Return to Work Authorization

You may return to work provided there are no restrictions. However, if your physician has placed restrictions, you and your supervisor must meet with Risk Management to determine if you will be able to return to work while the restrictions are in effect. It is in the best interest and is the responsibility of the employee to keep the supervisor, Risk Management, and the Payroll Office informed of their work status at all times.
V. Instructional Policies and Procedures
Student Academic Dishonesty

Saddleback College’s Academic Honor Code is printed in the College Catalog and the Student Handbook. According to this code, academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to cheating, plagiarism, and falsification/fabrication.

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor’s academic division. The Vice President for Student Services (VPSS) will assist if the student or the instructor so requests, or if such action is deemed necessary by the VPSS.

Students should be notified, verbally or in writing, in regard to unacceptable behavior, and potential disciplinary action. For matters involving stronger disciplinary sanctions, the faculty member is advised to file a written report with the VPSS. There are forms available for this purpose in your division office online or at: http://www.saddleback.edu/forms/.

The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. The action taken is up to the instructor, and it is advised that your policies be clearly stated in your syllabi.

For Matters Requiring Mild Discipline
- The student is given a verbal or written warning about some unacceptable behavior.
- The student is moved to another seat and warned.
- Advise the student that all future work will be closely monitored.
- Keep a record of names, dates, and nature of the incident.

Stronger Disciplinary Actions
- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. If the student does not complete this work, the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or the test.
- Give the student a zero or an “F” on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Assign an “F” for the course.
- Expulsion from the course.
- Request that the VPSS suspend or expel the student from the institution.
Access to College Facilities During Non-Business Hours

The guidelines for faculty access to college facilities during non-business hours is set forth in Board Policy 4055, Access to College Facilities During Non-Business Hours, and Administrative Regulation 4055 (currently under construction). All faculty members who must access college facilities during non-business hours should report their presence on campus to the Campus Police, either in person or by phone at 584-4585.

Non-business hours of the College are as follows:
Monday through Friday – 11:00 pm to 6:00 am
Saturday and Sunday – 7:00 pm to 7:00 am

Access to Off-Campus Facilities

Faculty who teach for Saddleback College at off-campus locations should contact their dean for specific instructions on how and when to access the facilities.

Accommodations for Students

Students with a documented disability may be eligible for certain accommodations and support services. Students generally contact the Office of Special Services (DSPS) themselves to arrange such accommodations, and you will be notified by that office if any of the accommodations require any action on your part. If students contact you about accommodations but have not been certified for eligibility, please refer them to Special Services. They are located in SSC 113 and their telephone number is (949) 582-4885.

If determined eligible, students may qualify for one or more of the following accommodations:

- Sign Language Interpreter
- Extended time for testing
- A reader for the test
- A scribe service
- Alternate answering of questions such as typing or taping, use of a word processor or oral response
- Adaptive equipment
- Clarification of test instructions and/or questions
- Testing in a separate, quiet room with a proctor
- Modification of test format
  - Oral test
  - Size of print
  - Size of space allowed for response
  - Specially lined paper
  - Alternatives to computer-scored answer sheet
Auditing Policy

Auditing is not permitted in any course. Students must be officially registered for either a letter grade or on a Credit/No-Credit basis to attend class.

Classroom Facilities Procedures

Classroom Activities
Pursuant to BP 4315, Rules Pertaining to Classroom Activities, students are only allowed to remain in classrooms or laboratories when supervised by a faculty member or by an authorized classified employee.

Classified employees or student help assigned to supervise classroom conduct of students shall be so directed by the instructor or an administrator. The responsibility for the class and its activities will remain with the instructor and/or administrator.

Students have access to space only when they are under the direct supervision of a faculty member or an authorized classified employee. Please call your division office for approval to use college facilities when classes are not in session. The legal presence of faculty members or classified employees in the approved space will then be reported to the Campus Police in accordance with the procedures set forth in Board Policy 4055, Access to College Facilities During Non-Business Hours.

Classroom Conduct
Smoking, eating and drinking are not permitted in any of the buildings at Saddleback College or at any of the off-site locations. Eating and drinking of non-alcoholic beverages must be done outside the buildings. Please enforce these regulations in the classrooms.

Classroom furniture and equipment should not be moved, or should be returned to the original configuration at the end of the class period.

For off-campus locations, please make certain that the room is left in the same condition as when you arrived and the doors shut upon leaving. Please clean the white boards after your class.

Class Meeting Times

“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 now, 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. 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. Example: A three (3) Unit class that meets Mon and Wed, 9:00-10:20 am, would be dismissed at 10:15 am. All other classes will end at the scheduled time. Breaks may not be scheduled at the end of the class.

The above does not apply to Health Science classes with off-campus clinical labs as they have different schedules.

**Contracted Classes**

A contracted class is a class that is arranged due to extenuating circumstances. The most common cause for engaging in a contracted class would occur when a class is canceled due to insufficient enrollment and the canceled class is needed to meet the specific need of the students affected.

In order to initiate a contracted class, the following criteria must be met:

1. Consent of the instructor, division dean and the Vice President of Instruction (VPI) must be obtained.
2. The class must be listed in the general catalog of the college.
3. The course must be planned and structured within the guidelines of the course outline.
4. There should be more than four students. A contracted class of fewer than four students will be paid as an independent study.

Only when all of the above criteria are met, may the Office of Instruction engage in a contract with the instructor which would specify the number of hours necessary for the instructor to teach the course on a semi-directed study basis.

Forms for initiating a contracted class are available online (Contract Education Petition) at: [http://www.saddleback.edu/forms/](http://www.saddleback.edu/forms/).
Curriculum

It is a professional duty for all faculty members to take responsibility for curriculum and program development in their fields of expertise. Title 5, section 55002, clearly states that the faculty must be an integral part of all curriculum decisions, and that, in fact, their input must be primarily relied upon as the professional and disciplinary experts at the College. Therefore, the Curriculum Committee is a standing committee of the Academic Senate, and all decisions of the committee must be approved by the Senate before being sent to the Board of Trustees for approval.

The Curriculum Committee is responsible for recommending approval of both credit and non-credit courses on the basis of such standards as grading policy, units, prerequisites, academic rigor, course content, course objectives, repeatability, assignments, instructional methodology, and methods of evaluation. The chair of the Curriculum Committee is David Francisco, who may be reached at: dfrancisco@saddleback.edu.

Faculty within a department should regularly evaluate their curriculum. Departments are required to review and update vocational courses every two years, and all other courses every five years, or as needed. Courses which are not compliant with the review process cannot be scheduled until appropriate review and approval is completed. New courses or modifications to existing courses must be submitted for approval according to the processes and timelines established by the Curriculum Committee. Generally speaking, it takes approximately one year before new or modified courses can be offered. New and experimental courses may be offered as Special Topics and have a shorter approval process. These courses are not a permanent part of the curriculum, and may only be offered up to four times as a Special Topics course.

Please contact your department chair or the Curriculum Committee Chair for more information. Curriculum forms and the Curriculum Procedures and Resources Manual are available on the Educational Planning and Assessment web site at: http://www.saddleback.edu/asenate/epa/.

Directed (Independent) Study

For courses listed in the catalog, a student may, due to special circumstances, petition to take the course on an individual directed study basis. A petition must be approved by the instructor who will supervise the directed study as well as by the division dean and the Vice President for Instruction. Petitions for regular catalog listed courses on a directed study basis are available in your division office or online at: http://www.saddleback.edu/forms/ (Contract Education Petition). Completed petitions should be filed no later than the tenth day of classes in the Admissions and Records Office to complete enrollment.
Individual Projects for Directed Study
With the consent of the instructor and the division dean, a student may pursue advanced study after completing the introductory offering in a particular field. Students, in cooperation with the instructor and the dean, prepare and execute a Contract Education Petition which is available in division offices or online at: http://www.saddleback.edu/forms/. Completed petitions should be filed no later than the tenth day of classes in the Admissions and Records office to complete enrollment.

Distance Education
Distance education is defined as courses offered via alternative modes of delivery where “the instructor and student are separated by distance and interact through the assistance of communication technology.” (Title 5, section 55370). While many courses may have a component of mediated instruction (hybrid courses), a course is considered to be distance education if more than 50% of the class is delivered remotely. Distance education can be delivered by a variety of mediums such as via the internet, video/television, CD-Rom, or live videocasts.

All distance education courses must be approved by the Curriculum Committee prior to being offered for the first time and thereafter only if any substantial change is made to the official Course Outline. The form for approval (Appendix C2- Distance Education Approval) is available on the Educational Planning & Assessment web site at: www.saddleback.edu/asenate/epa. For information on the approval process please contact your division administrative assistant or the Curriculum Committee Chair, David Francisco, at: dfrancisco@saddleback.edu.

The Distance Education Committee is a committee of the Academic Senate and makes recommendations to the College President and the Consultation Council on all policies and procedures related to distance education.

The Distance Education office is located in the CIDDE BGS 249 and deals with the administration of our Distance Education program, such as the scheduling of orientation meetings and the assisting of students with technical problems. Please contact the Distance Education Coordinator, Sheri Nelson, (949)582-4515 for questions regarding the program or email: snelson@saddleback.edu.
Emergency Procedures

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

Emergency Phones
In case of an emergency or major power failure the regular phone system will remain active for 20 minutes. During that time, dial 4444 or 4585 and wait for instructions.

The Fax numbers will remain active and can function as emergency phones. The following is a list of available Fax numbers:

Fax Numbers

- President - AGB Lobby 347-0438
- V.P. for Student Services 365-0853
- Admissions and Records 347-8315
- ATAS Division 347-9004
- Business Science Division 347-2431
- Central Plant 364-9461
- Child Development Center 347-8327
- Fine Arts Division 347-0580
- Health Center 582-4227
- Health Science Division 347-1533
- Liberal Arts Division 347-1663
- Physical Education Division 347-9328
- Math/Science/Engineering Division 347-1936
- Social Science Division 347-1663

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

On-Campus Emergency Procedures
1. Dial the Campus Police office at 4585 or 4444 for emergency. Campus Police Station (Cell Phones) 283-2633 & 283-2635
2. Give your name, location and nature of the emergency.
3. The Campus Police will take appropriate action to contact the proper agency for assistance: Paramedics, Fire Department, Sheriff’s Department, etc. In the event of an injury or emergency illness, the college nurse will be transported to the scene.
4. Render first aid, if qualified.
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 (949)582-4795 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 pm.

An Unusual Occurrence report should be filed immediately after any emergency.

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 (949)582-4585.

Final Examinations
Pursuant to BP 6160, Final Examinations, final examinations of at least two hours are required for all credit courses. Every final examination must be given on the scheduled date and time. Final examination schedules are generally printed in the back of the Class Schedule for the semester and are available online under Class Schedules at: http://www.saddleback.edu/cs/. The date and time of exams should be incorporated into your class syllabus.

Students can petition to take a final examination early by completing the Petition for Early Final Examination form available online at: http://www.saddleback.edu/forms/.
It is up to the discretion of the instructor as to whether or not this petition will be accepted.

Grading

Course Repeatability
Students may repeat a course in which they received a substandard grade (D, F or NC) only one time. If they receive a substandard grade the second time, they will be unable to retake the course at Saddleback College.

Previous grades and credits for repeated courses will be disregarded in the computation of the student’s grade point average. When courses are repeated, credit will be given only once and previously recorded coursework shall remain on the student’s transcript. The transcript will show which courses were excluded for purposes of grade-point calculation.

Under exceptional circumstances, a student may be allowed to repeat a course a third time if approved by the Academic Standards Committee. This course, however, will not count for unit credit but may be used for the purposes of fulfilling a prerequisite requirement.

Credit/No-Credit Option
In lieu of auditing a course, which is not permitted, students have the option of taking the course for Credit/No-Credit rather than a letter grade.

The following policies govern Credit/No-Credit grading:

1. Students should be advised that transfer courses should not be taken Credit/No-Credit since most colleges will not accept a credit grade.
2. Units earned on a Credit/No-Credit basis shall not be used to calculate grade point averages.
3. Independent study courses offered in accordance with Section 55300-55360 of the California Administrative Regulations (Title V) may be graded on a Credit/No-Credit basis.
4. Courses wherein all students are evaluated on the Credit/No-Credit basis are specified in the District catalog and Schedule of Classes.
5. The student may elect no later than the end of the first 30% of the term whether the basis for evaluation is to be Credit/No-Credit or a letter grade.
6. Credit/No-Credit forms are available for the students on MySite or in the Admissions and Records office.
7. The students must turn in this form within the first 30% of the course.

This grading option is offered so that students may explore subject areas of interest outside of their assumed competence of known abilities without being overly concerned with grades or without jeopardizing their grade point average. The
student participates in any class in which he/she selects the Credit/No-Credit option as any other student and will receive credit toward graduation for courses completed. The student who applies for Credit/No-Credit will receive a “CR” when earning a grade of A, B or C and an “NC” for work representative of a D or F. However, the units attempted will not be counted in computing the grade average.

Grading Policy
The grading policy for Saddleback College is outlined in BP 5300, Grading Policy. The following grades are approved for usage in final grade submission. Pluses (+) and minuses (-) are not allowed:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory - units awarded, not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory, or failing - units not counted in GPA)</td>
<td></td>
</tr>
</tbody>
</table>

The following non-evaluative symbols are also used on student transcripts:

I Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student’s record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The "I" symbol shall not be used in calculating units attempted nor for grade points.
A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.

**IP**  In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

Presently, an appropriate use of the "IP" symbol would be in an open entry-open exit class.

**RD**  Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W**  Withdrawal

Withdrawal from class or classes shall be authorized through 65% during the 11th week) of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a "W".

No notation ("W" or other) shall be made on the academic record of a student who withdraws during the first four weeks of a term.

Withdrawal between the end of the fourth week and 65% (during the 11th week) of a term, shall be recorded as a "W" on the student's record.

The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in progress probation and dismissal procedures.
A student may request permission to withdraw from a class after the last day of the 11th week of the semester by following the petition procedure in the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

The Academic Senate has recommended that a student be allowed to receive a maximum of four Ws per course.

**MW Military Withdrawal**

The MW symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the students' academic record or enrollment status. This grading option is retroactive to January 1, 1990.

**Grade Submission**

Electronic grade submission (followed by a printed Signature page) and positive attendance rosters, when applicable, are due in Admissions and Records within five (5) working days following the completion of each course. For any incomplete grades assigned, an Incomplete Grade Form must also be submitted. These forms should be available in your division office or from Admissions and Records. Grade documents may be submitted in person, through interoffice mail, or by mailing directly to the Director of Admission, Records and Enrollment Services. If mailing, be sure to mail them with enough time to arrive by the due date.

**Grade Grievance**

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. 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. Students have 90 days from the end of the semester in which to file a grade grievance.

**Grade Changes**

Once grades have become official, an instructor has the right to change a student’s grade by completing and submitting a Grade Change Card to Admissions and Records. These cards are available in your Division Office or in Admissions and
Records. A grade change may be made as an alternate method to issuing a student Incomplete, or to correct an instructor’s error.

**Positive Attendance Roster Instructions**

1. When reporting other than whole hours, please report them as fractions of ½ and not as decimals.
2. State attendance accounting regulations require that the actual number of hours the student attended class be recorded daily. Please do not use check marks or symbols to show the student’s daily attendance.
3. Record the dates your class met in the spaces provided at the top of the roster.
4. Do not mark or count attendance hours for holidays.
5. Please do not change hours, days or dates of instructions without the prior approval of the Vice President for Instruction.
6. When a student adds your class and you have received verification of their official enrollment, write their name and student number on the roster. Hours should be marked from their first day of attendance.
7. Please sign the roster and return it your division within three days after the end of your class.
8. It is the welfare of the student that is of the utmost concern in having grades returned when due. No transcripts can be mailed to a student’s prospective employer or to upper division colleges and universities until all the grades from all the classes have been processed. Incomplete transcripts are unacceptable. Kindly assist your students by promptly returning all grade keeping materials. Please do not send scantron grade sheets.

**Guest Speakers**

Pursuant to BP 6140, if you wish to invite a guest speaker to your class, it is necessary to submit a Guest Speaker Approval form available in the Division office or online at: [http://www.saddleback.edu/forms/](http://www.saddleback.edu/forms/). Usually guest speakers cannot be paid unless a special honorarium has been set aside by your division, or some other group on campus (such as ASG or the College Foundation). All honorariums must be approved by the Board of Trustees.

**Educational Planning and Assessment (EPA)**

The concept of institutional effectiveness calls for an educational institution to engage in an ongoing quest for quality, and to document how well it fulfills its mission and goals by employing a comprehensive system of planning and evaluation in all programs and administrative units on campus. The Academic Senate of Saddleback College created the Office of Educational Planning and Assessment (EPA) 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 are linked in a
comprehensive process of evaluation, planning, and curriculum/program change. The EPA office is located in ___. The phone number is (949)582-____. For more information, see the Curriculum, Program Review, and Student Learning Outcomes sections of this handbook, or visit the EPA web site at: http://www.saddleback.edu/asenate/epa/.

Instructional Supplies

Your division office should have instructional supplies, such as pens, paper clips, whiteboard markers, and folders, available for your use. Additional items can be requested through your division dean or administrative assistant. Some items need to be approved by the Equipment Committee. Please see your dean or department chair for details.

Minimum and Maximum Enrollment

As specified in the Academic Employee Master Agreement, the minimum enrollment necessary for a class to be retained is 22 students. The division dean may make necessary adjustments when, in his or her opinion, it shall be done as a means of perpetuating classes required for graduation or for the fulfillment of a major requirement.

In addition, if an instructor has an average of 30 students per class or greater (150 students per semester), he/she shall be allowed to teach one class which does not meet the minimum enrollment of 22 (5 class minimum and 15 unit load if 3 unit classes) provided he/she still has 150 students.

Office Hours

Faculty office hours are an important aspect of teaching and means of contact between faculty and students. Each full-time faculty member must maintain a schedule of regular office hours amounting to at least five (5) hours per week, as stipulated in the Academic Employee Master Agreement. The schedule of office hours must be mutually agreed upon by the faculty member and his or her dean.

Faculty members should make these hours known to their students through inclusion on their syllabi and by posting them on their office doors. Whenever possible, advance notice of hours that will be missed should be posted with the schedule on the office door.

Program Review

The mission, philosophy, functions and goals of the South Orange County Community College District require that a systematic review of all Programs/Curricula be
conducted to ensure quality and relevance, and the effective and efficient use of resources. This systematic review is the process of Program Review, which must be a cooperative process, utilizing the knowledge and expertise of faculty, administrators, current and former students, employers and advisory committee members.

The major objectives of Program Review are to measure and improve the quality of instructional programs, support services and student learning. The objectives of Program Review at Saddleback College are to:

- Clarify current and future program goals as well as the goals of students, faculty and support staff within the program.
- Provide an opportunity to collect and analyze data on key performance indicators, program activities and accomplishments.
- Enrich, strengthen and validate the effectiveness of programs.
- Develop recommendations and strategies concerning future program directions.
- Increase faculty and staff understanding of programs and student learning within the college.
- Improve the accuracy and completeness of program information provided to students and to the community
- Encourage professional growth and program planning among program faculty and staff in a collegial environment
- Comply with Federal and State law Title V, Student Equity, VTEA, matriculation (including prerequisite and co-requisite standards), ADA (American with Disabilities Act), and other legal or certification requirements.

Program Review is conducted in accordance with the process adopted by the Academic Senate and the timeline established by the Program Review Committee. All faculty members within a department are encouraged to participate in the process. The forms and procedures for Program Review can be found on the Educational Planning and Assessment web site at: http://www.saddleback.edu/asenate/epa. Please contact your department chair for more information.

**Scantron Machines**

If your class lends itself to true/false or multiple choice testing, you may want to use the Scantron Scoring system. Students can purchase testing sheets from the Bookstore.

The Scantron Corporation has placed Test Scoring Computers on campus for your use. The computers are located in various divisions throughout campus and in the Innovation and Technology Center (ITC). Some divisions may use another system known as Apperson, which is very similar to the more common Scantron machines.
Instructors fill out the correct answers on a blank Scantron “Key” sheet. The key is programmed into a computer that scores the exam and gives a class average.

**Student Absences and Attendance**

Faculty members may require students to report absences to them via phone or e-mail, and this should be specified in the syllabus. Please inform students not to call their division office or any other office to report an absence. Instructors MUST drop students who never report to class (“no shows”), and may drop students from a class after six cumulative instructional hours of unexcused absence. In no case, where the instructor has an option to drop a student, should the student presume he/she has been dropped unless he/she verifies the drop with Admission and Records.

**Student Add Process:**

**Prior to the first class session**
- Students will be able to add/drop your class by registering online or going in person to the Office of Admissions and Records after the first day of semester instruction.
- Approximately 24 hours prior to the first class session, the class will close down for students to register without faculty authorization.
- Once officially closed, please download your online class roster and your Add Permit Codes (APC) from the MySite portal at: www.saddleback.edu.
- If you are unable to successfully download your class roster or your Add permit Codes (APC), please immediately contact the division office 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 (APC) is an electronic method for students to add your class from the first day of class until the code expiration date.

**Expiration of AP Codes:**

The deadlines for the Add Permit Codes are on the Add Permit Code forms and correspond to the “census date” on the top of each class roster. After students are issued their Add Permit Code, 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 online roster, they are not enrolled and may not continue to attend your class.

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

1. From the Saddleback homepage at 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, choose "Print"

After the expiration of the AP codes:

Only in rare, extenuating circumstances will students be allowed to add your class after the expiration of the Add Permit Codes.

To add a student after the expiration of the Add Permit Code, please immediately email Patti Flanigan at pflanigan@saddleback.edu with the following information:

1. the student’s first and last name;
2. the student’s ID #;
3. the title of the course, the course ticket number, and the first day of class;
4. the student’s first date of class attendance;
5. the reason for adding this student after the expiration of the Add Permit Code.

Should the reason for adding the student fit with college policy, you will be contacted via email and a yellow add card will be placed in your division mailbox to be processed immediately.

Student Conduct

Students at Saddleback College are responsible for their conduct and for respecting the rights and privileges of others. Students of the college are expected to conduct themselves in a manner compatible with the function of the college as an educational institution, and to respect and obey all civil and criminal laws. Failure to adhere to the standards as established by the District is just cause for disciplinary action. Guidelines for student conduct are set forth in the California Education Code, California Administrative Code, Title 5, policies of the governing board and in civil and criminal codes. Faculty members should also specify their own classroom policies on their written syllabi.

Removal from Class by the Instructor

An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the South Orange County Community College District Student Code of Conduct, Article II (printed in the student handbook and available online at http://www.saddleback.edu/media/pdf/handbook.pdf. This includes cheating, plagiarism, and class disruption. The instructor shall immediately report the removal to the Vice President for Student Services. The Vice President will take the appropriate actions, including any necessary parent conferences if the
student is a minor. During the period of suspension, the student shall not be returned to 
the class from which he or she was removed without the concurrence of the instructor.

It is critical that faculty complete the Behavioral Incident form immediately after a 
student violation of the Code of Conduct occurs. This form is located at 
http://www.saddleback.edu/forms/. 
For your reference, AR 5401, Student Conduct, is located at 
Please refer to this regulation while completing the form. We also recommend that 
you include this link in your syllabus and inform students you will be following this 
regulation.

**Student Learning Outcomes (SLOs)**

The Student Learning Outcomes (SLO) assessment process is a means to discover if 
students are, in fact, learning what they are expected to learn in classes and 
programs throughout the College. The accrediting agency for California Community 
Colleges (ACCJC) has elected to use SLOs as an integral part of its accrediting 
standards. This is, in large part, a response to the U.S. Department of Education call for 
colleges and universities to engage in a process of continual self-examination and 
reflection with the goal of improvement. As an institution of higher education we, 
along with colleges and universities nationwide, are being asked to demonstrate that 
our students have developed desired knowledge, skills and abilities upon graduating 
or completing a certificate program.

Saddleback College began a process to implement SLO assessment across the 
campus in the Spring of 2005. As part of this process, the outcomes and means of 
assessment are determined by members of a particular department or program. The 
use of assessment results is meant to stimulate discussion and direct activities that can 
 improve instructional delivery and support systems on campus. Results will not be used 
as the basis of evaluation or disciplinary action for individual faculty members.

The SLO Implementation Team is an ad-hoc committee of the Academic Senate and 
will be working directly with departments and faculty members throughout the 
coming year to assist them in developing their outcomes, determining the means of 
assessment, and compiling the results of that assessment in order to improve student 
learning. The team will also work with staff members in all the administrative units on 
campus to develop their Administrative Unit Outcomes (AUOs) in order to improve 
services to students.

Training sessions will be held on various aspects of the implementation process. 
Initially, the implementation process will begin only on the program level. Many 
faculty members, however, already use SLO assessment on the course level. It is
hoped that once the program level assessment becomes institutionalized and routine more and more faculty will investigate and utilize course level assessment as well. Future training sessions will focus on such techniques.

More information, as well as the forms and procedures to be used in the reporting and assessment of SLOs, can be found on the Educational Planning and Assessment web site at: http://www.saddleback.edu/asenate/epa.

Student Travel – Field Trips and Excursions

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 GEOL 172 – Geology Field Studies: Mojave Desert. These activities must be carried out in accordance with Board Policy 6125, Student Travel: Field Trips and Excursions.

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 at:
http://www.saddleback.edu/forms/, and must be submitted to your dean at least ten (10) working days prior to the trip. Two field trips per semester are permitted per class. 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. Please see your division administrator for procedures specific to your division.

**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. These forms are available online at: http://www.saddleback.edu/forms/.

**Transportation**
Faculty may request the use of college vehicles for field trip and excursions. Saddleback College has 12-passenger vans and sedans for use. The instructor is responsible for making all transportation arrangements with the Transportation department. Please call (949)582-4675 for information regarding vehicle availability and reservations. A Motor Vehicle Use Request form must be submitted, and can be found online at: http://www.saddleback.edu/forms/.

**Driving College-Owned Vehicles**
A faculty member may drive college-owned vehicles and Saddleback College liability will cover the driver. Student drivers need to be enrolled in at least twelve units per semester, and must file an Authorization for Student Driver form. Generally, students must be 21 years of age with a good driving record to be approved to drive. Students younger than 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: Study Abroad, 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.

Syllabi and Course Outlines

Each course offered by the College has an official course outline that has been developed by the faculty, approved by the Curriculum Committee and Academic Senate, and adopted by the Board of Trustees. Any changes to the outline must go through the curriculum process as established by the Academic Senate (please see Curriculum above). Course outlines assure consistency of instruction between one instructor and another and one semester and another, and are the bases for determining transferability between Saddleback College and other colleges and universities. As such, they must be adhered to by every faculty member.

All faculty members are required to prepare a syllabus for each specific class section. The syllabus should describe how the individual instructor will carry out the terms of the official course outline by giving specific dates, grading standards, and other rules of conduct of a course required by the instructor. A syllabus allows the instructor to include methods and topics which may go beyond the course outline and gives the instructor the opportunity to bring out his or her individual talents and strengths.

As you create your syllabus, be very careful to clearly stipulate all of your policies regarding topics of grading and academic dishonesty as the syllabus does constitute a legal document. As such, a copy of all syllabi is required to be kept on file in the division offices. Please submit your syllabi to your division administrative assistant prior to the start of each term.