

Faculty Handbook

2022-2023

PREPARED BY THE ACADEMIC SENATE AND THE OFFICE OF THE
VICE PRESIDENT FOR INSTRUCTION



Welcome

Dear Saddleback Colleagues,

On behalf of the Academic Senate and the Office of Instruction, we welcome you to the 2022-2023 academic year at Saddleback College.

While this handbook is designed for new faculty, seasoned faculty can profit from it as well. Changes in Education Code, board policies, and college policies have occurred, and faculty are responsible for knowing these changes, especially where they impact students, programs, and curriculum.

If you have additional questions, please contact your department chair, division dean, division Faculty Association representative, or division senator, depending upon the nature of your concern.

We hope you have a wonderful year,

Heidi Ochoa
Academic Senate President

Tram Vo-Kumamoto
Vice President for Instruction

NOTE: Nothing in this document takes precedent over the Academic Employee Master Agreement or California law (Education Code) and regulations (Title 5). Policies and procedures may change during the course of the year.

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I. General Information



Academic Calendar



ACADEMIC CALENDAR 2022-2023

SADDLEBACK COLLEGE ■ IRVINE VALLEY COLLEGE

FALL SEMESTER 2022

AUGUST 2022						
S	M	T	W	T	F	S
						13
14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER 2022						
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OCTOBER 2022						
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DECEMBER 2022						
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SPRING SEMESTER 2023

JANUARY 2023						
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FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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MAY 2023						
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SUMMER SESSION 2023

MAY 2023						
S	M	T	W	T	F	S
28	29	30	31			

JUNE 2023						
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30	31					

JULY 2023						
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AUGUST 2023						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

LEGEND

 Instructional Days	 Classes Not in Session
 Sunday Classes Meet	 Staff Development
 Saturday Classes Meet	 Start of 8-Week Session
 Final Examinations	+ May 25 both commencements
 Faculty Contractual Days: Classes Not in Session	 Holidays for Classified and 12-Month Employees

Note: Each college may develop an individual final exam schedule.



ACADEMIC CALENDAR 2022-2023

SADDLEBACK COLLEGE ■ IRVINE VALLEY COLLEGE

FALL SEMESTER 2022

August 15-19 (Monday-Friday)	Professional Development Days
August 22 (Monday)	Instruction Begins
August 22-October 16 (Monday-Sunday)	8-Week Session
September 5 (Monday)	Labor Day – Holiday
October 24-December 20 (Monday-Tuesday)	8-Week Session
November 11 (Friday)	Veterans Day – Holiday
November 24-25 (Thursday/Friday)	Thanksgiving – Holiday
December 14-20 (Wednesday-Tuesday)	Final Examinations
December 21 (Wednesday)	Faculty Contractual Day (Classes Not in Session)
December 22-January 16 (Thursday-Monday)	Classes Not in Session
December 22-January 2 (Thursday-Monday)	District/Colleges Closed – Holiday

SPRING SEMESTER 2023

January 2 (Monday)	New Year's Day – Holiday
January 10-13 (Tuesday-Friday)	Professional Development Days
January 16 (Monday)	Martin Luther King, Jr. Day – Holiday
January 17 (Tuesday)	Instruction Begins
January 17-March 17 (Tuesday-Friday)	8-Week Session
February 17 (Friday)	President Lincoln's Day – Holiday
February 20 (Monday)	Presidents' Day – Holiday
February 21 (Tuesday)	Faculty Contractual Day (Classes Not in Session)
March 19-25 (Sunday-Saturday)	Spring Break/Classes Not in Session
March 24 (Friday)	Friday of Spring Break – Holiday
March 27-May 24 (Monday-Wednesday)	8-Week Session
March 31 (Friday)	Cesar Chavez Day – Holiday
May 18-24 (Thursday-Wednesday)	Final Examinations
May 25 (Thursday)	Faculty Contractual Day (Classes Not in Session)
✦ May 25 (Thursday)	College Commencements

SUMMER SESSION 2023

May 29 (Monday)	Memorial Day – Holiday
May 30-August 13 (Tuesday-Sunday)	Summer Session
June 19 (Monday)	Juneteenth National Independence Day – Holiday
July 4 (Tuesday)	Fourth of July – Holiday

2022-2023 SUMMARY

Instructional Days	Fall	Spring	Total
Monday	17	16	33
Tuesday	18	17	35
Wednesday	17	18	35
Thursday	16	17	33
Friday	15	15	30
SUBTOTAL	83	83	166
Professional Development	5	4	9
Faculty Contractual Days	1	2	3
Finals	0	0	0
TOTAL	89	89	178

Summer 2023: Start dates and session lengths may vary. See college online schedules for more information.

Vision: To be an educational leader in a changing world.

Mission: We provide a dynamic and innovative learning environment to diverse learners of all ages, background and abilities. We promote access, success and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region.

Campus Map

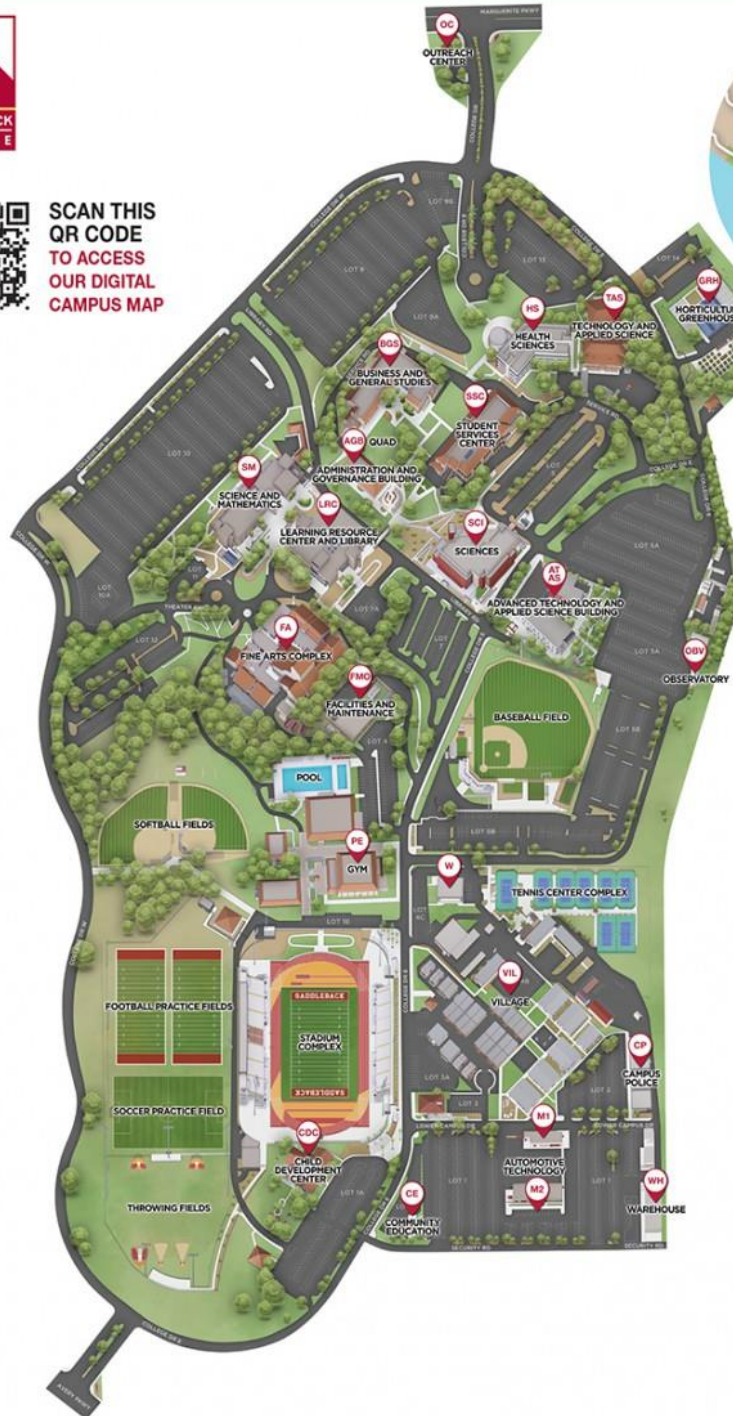
<https://www.saddleback.edu/maps>

SADDLEBACK COLLEGE CAMPUS MAP

28000 Marguerite Parkway, Mission Viejo, CA 92692 • 949.582.4500



SCAN THIS QR CODE TO ACCESS OUR DIGITAL CAMPUS MAP



BUILDING KEY

- AGB** Administration and Governance Building
- ATAS** Advanced Technology and Applied Science
- BGS** Business and General Studies
- CDC** Child Development Center
- CE** Community Education
- CP** Campus Police
- FA** Fine Arts Complex ♦
- FMO** Facilities and Maintenance
- GRH** Horticulture Greenhouse
- HS** Health Sciences
- LRC** Learning Resource Center and Library
- M1/M2** Automotive Technology
- OBV** Observatory
- OC** Outreach Center
- PE** Physical Education
- SCI** Sciences
- SM** Science and Mathematics
- SSC** Student Services Center
- TAS** Technology and Applied Science
- VIL** "Village" Classrooms
- W** "W" Building (Communication Arts)
- WH** Warehouse

♦ McKinney Theatre is located in FA 300
Studio Theatre is located in FA 300

Saddleback College Mission, Vision, and Values

Our Mission

Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Our Vision

Inspired by a passion for teaching and learning and a belief in human potential, Saddleback College transforms the lives of its students by offering high-quality, career-building, and life-enriching education.

Our Values

Saddleback College embraces:

Empowerment

We empower students through challenging, collaborative, and engaging educational experiences.

Excellence

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

Inclusivity

We create a welcoming environment in which all members of our college community have equitable opportunities and feel capable, nurtured, and respected.

Integrity

We promote honesty, transparency, and accountability.

Openness

We cultivate a learning environment open to diverse perspectives and the free exchange of ideas.

Partnership

We anticipate and welcome change by encouraging innovation and creativity.

We strive to develop strong and lasting partnerships across the college and with the surrounding community.

Success

We place our highest priority on helping students achieve their academic and career goals.

Sustainability

We promote environmental sustainability and use our resources responsibly.

II. Faculty 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, and the role and scope of authority of the Academic Senate (Reference: BP 7120.1, BP 7250, BP 2510.1, and BP 2510.2).

The Saddleback College Academic Senate is a representative body, with each representational area/division receiving a senator for every ten full-time faculty members or portion thereof, to a maximum of four. Each representational area is also entitled to one alternate representative for each ten full time faculty members or portion thereof, to a maximum of four. Part-time faculty receive four at-large senators.

The leadership of the Academic Senate for 2022-2023 is:

- President – Heidi Ochoa (hochoa@saddleback.edu)
- President-Elect – Margot Lovett (mlovett@saddleback.edu)
- Vice President of Equity & Inclusion – Efren Rangel (erangel@saddleback.edu)
- Vice President at Large – Deidre Cavazzi (dcavazzi@saddleback.edu)
- Recorder – Michelle Duffy (mduffy@saddleback.edu)
- Past President – Dan Walsh (dwalsh@saddleback.edu)

For more information you may visit the [Academic Senate's web site](#).

Standing Committees of the Academic Senate

The Standing Committees of the Academic Senate for 2022-2023 are listed below. Each committee maintains a SharePoint site, which can be found at <https://sharepoint.saddleback.edu/groups/pages/committees.aspx>.

- Academic Appeals and Standards
- Academic Calendar
- Academic Senate
- Culturally Responsive Teaching and Learning
- Curriculum
- Distance - Online Education
- Faculty Development - Flex Activities
- Faculty Development Funding
- Full-Time Faculty Hiring Prioritization
- General Education
- Honors Board
- Institute for Teaching and Learning

College and Districtwide Committees

Faculty also serve on various college and districtwide committees, listed below. Each of these committees also maintains a SharePoint site, which can be found at <https://sharepoint.saddleback.edu/groups/pages/committees.aspx> for college committees and <https://intranet.socccd.edu/chancellor/dwc/default.aspx> for district committees.

College Committees

- Career Technical Education Committee
- College Resource Committee
- Consultation Council
- Educational Planning and Assessment Committee
- Equity and Inclusion Council
- Health and Safety Committee
- Outreach Committee
- Parking Committee
- Planning and Institutional Effectiveness Committee (PIE)
- Student Success Coordinating Council
- Study Abroad Committee
- Technology Committee

Districtwide Committees

- Academic Calendar Committee
- Benefits Committee
- Board Policy and Administrative Regulation Advisory Council
- Business Continuity Planning Committee
- Capital Improvement Committee
- Chancellor's Council
- Custodian of Records Committee
- District Health and Safety Committee Contractual Work Group
- District Online Education Committee
- District Resources Allocation Committee (DRAC)
- District-wide Planning Council
- District-wide Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO) Advisory Committee
- District-wide Technology Committee
- Learning Services Coordinating Committee
- Sabbatical Leave Committee
- Technology Leadership Team Committee

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 support and defense of our rights under the contractual agreements that this 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 part-time faculty members by providing freedom to accomplish our primary goal: providing the very best in education to our students. We 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 leadership of the Faculty Association for 2022-2023 is:

- President – Melanie Haeri (mhaeri@ivc.edu)
- President-Elect/Vice President – Robert Melendez (rmelendez@ivc.edu)
- Past President – Lewis Long (llong@ivc.edu)
- Chief Negotiator – Claire Cesareo (ccesareo@saddleback.edu)
- Treasurer – Frank Gonzalez (fgonzalez@saddleback.edu)
- Secretary – Marianne Wolfe (mwolfe10@ivc.edu)
- Membership Chair – Jenny Langrell (jangrell@saddleback.edu)
- Part-Time Faculty Chair – Christine Granillo (cgranillo1@ivc.edu)

If you are facing any difficulties or feel that your rights are being violated, please contact one of the two grievance chairs from Saddleback College:

- Mark Blethen (mblethen@saddleback.edu)
- Bill McGuire (bm McGuire@saddleback.edu)

In addition, each division at the college elects a representative to serve on the representative council and part-time faculty elect at-large representatives.

For more information, please visit the [SOCCCDFA website](#).

III. Campus Offices and Faculty Services



Board Policies and Administrative Regulations

Faculty are expected to adhere to all relevant board policies (BPs) and administrative regulations (ARs). These policies and regulations are published on the [South Orange County Community College District \(SOCCCD\) website](#).

Bookstore/Textbook Ordering

The deadlines for textbook adoptions are set by the bookstore for each semester. Currently, these deadlines are:

- Fall semester – April 15
- Spring Semester- October 15
- Summer Semester – March 15

Please adhere to these deadlines to ensure that students can obtain their books prior to the beginning of the semester. Textbook ordering should be done online through the online adoptions link in MySite or by going directly to the [bookstore website](#). If you have trouble setting up your account, please contact your division office. You can also email your adoption to 0296txt@follett.com.

Examination and desk copies should be ordered directly from the publishers.

Campus Police and Emergency Information

The Saddleback College Police Department is a service-oriented police agency. The Department is staffed by fully-sworn Police Officers, trained and regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission. The officers have the same authority as a Municipal Police Officer or County Deputy Sheriff.

Saddleback College Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations, and providing a safe environment for our students, faculty, staff, and guests.

Crimes, suspicious activities, and any emergency should be reported to the Saddleback College Police Department by calling (949) 582-4585 or at extension #4585 from any campus phone. They are located adjacent to [Lot 2 on lower campus](#), and their office hours are Monday-Thursday, 7:00 a.m.-6:00 p.m. and Friday, 7:00 a.m-5:00 p.m. Additional information about campus safety can be found on the [Campus Police website](#).

Child Development Center

The Saddleback College Child Development Center (CDC) offers quality childcare services for children of Saddleback College students, staff and faculty, and community members who are a minimum of 18 months of age. Children may remain in the program until their entrance into kindergarten. Saddleback College students are given priority registration for childcare services; all remaining open spaces are then available for staff, faculty, and community members.

The CDC offers several full-day options for children ranging in age from 18 months through 6 years old, prior to their entrance into Kindergarten. The CDC will also be offering a new Infant Program for children under 18 months of age.

They are located adjacent to [Lot 1A on lower campus](#), and their hours are Monday-Friday, 7:30 a.m.-5:30 p.m. Additional information can be found on the [CDC website](#).

Duplicating, the Copy Center, and Graphics

Copy machines are available in each division office and in various other locations on campus. Faculty are allowed to use any of the available machines with their college ID card and the last four digits of their SSN for access.

Copy Center

For larger print jobs, please use the Copy Center, located in Village 10. You can drop off your print jobs or email them to scprintjobs@saddleback.edu with specific instructions, and they will be reading within three to five working days. The Copy Center is located adjacent to Lot 4B in [Village 10](#) and their hours are open Monday through Friday from 7:00 a.m.-5:00 p.m. Additional information can be found on the [Copy Center website](#) or by calling (949) 582-4513.

Graphics and Publications

Saddleback College Graphics is located in [Village 10](#). Office hours are Monday through Friday from 8:00 a.m.-5:00 p.m. during the fall and spring semesters, and Monday through Thursday from 7:30 a.m. to 6:00 p.m. during the summer. New graphics projects are initiated using the Graphics Request form, which can be downloaded from 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 (949) 582-4510 or stopping by the office.

Email

All faculty members are assigned a Saddleback email address and you should use it, rather than a personal account, to communicate with students.

In accordance with [Board Policy 3720](#) and [Administrative Regulation 3720](#), Electronic Communications, the district restricts access to and use of the electronic/digital information network to students and employees for educational and work-related purposes. Use of the district's electronic/digital information network for other purposes amounting to more than incidental personal use or for unlawful purposes is not authorized and can constitute grounds for revocation of user privileges, removal of offending material, and potential disciplinary action.

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 law.

Faculty Center for Student Success

The Faculty Center for Student Success is a faculty support service under the Division of Online Education & Learning Resources and is charged with providing support and instruction as it relates to instructional technology for online education and faculty Canvas support and administration.

The computer lab in the Faculty Center is available for faculty use. The lab has dual boot MAC/PCs for individual use and for faculty workshops, additional MAC/PC workstations outside the lab for use when the lab is occupied, scanning stations, VHS to DVD conversion equipment, sound booths equipped with multimedia equipment and video creation, and other resources.

Numerous resources and tutorial for online instruction are available on the [Faculty Center website](#). The center staff also offers group workshops and individualized training. It is located in [BGS 249](#) and is open Monday through Thursday from 7:00 a.m.-7:00 p.m. (in person and via Zoom), and Friday, 7:00 a.m.-5:00 p.m. For individual appointments, send an email to scfacultycenter@saddleback.edu.

Health Services for Faculty

The Saddleback Student Health Center is funded exclusively by student health fees and is focused specifically on the needs of our students. The only exception is employee TB screening and testing, which is supported financially by the South Orange County Community College District. For non-urgent matters, employees can reach out to their primary care providers and for any medical campus emergencies, employees should contact Campus Police.

The Student Health Center is located in [SSC 177](#) and is open on Monday through Thursday from 8:00 a.m.-5:00 p.m., and on Friday from 8:00 a.m.-3:00 p.m.; closed daily from 12:00-1:00 p.m. For more information, visit the [Student Health Service website](#).

If you have any questions related to Employee Benefits, please contact Ruby Hazzard at [949-582-4898](#). For Employee Relation questions please contact Kim Widdes at [949-582-4348](#).

Identification Cards and Access to Facilities

All faculty members are required to have a college photo identification/swipe card. This card will enable you to use the duplicating machines, check out library books, open classrooms and assigned offices, enter certain buildings of the campus during restricted hours, and receive a discount at the bookstore with an ASB Stamp on non-textbook items, among other privileges.

Photos for ID cards are taken in the Admissions & Records Office, [SSC 102](#), Monday through Thursday from 9am to 6pm and Friday 8:30am to 2pm; (949) 582-4970. In order to get your ID, you must bring a legal photo identification card such as a Driver's License and know your Employee ID number, which you can get from Human Resources.

Mailboxes

All faculty members are provided with a mailbox in their respective division office. The mailbox area should be off-limits to students; please do not ask students to place things directly in your mailbox. Contact your division administrative assistant for more information on your division's procedures.

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, drop students, submit grades, generate Add Permit Codes (APCs), check email, purchase parking permits, and

download forms, as well as numerous other functions. MySite is accessible through the Saddleback College homepage or the [SOCCCD Application Portal](#).

Your user name for MySite and all college network applications is your Saddleback email address up to but not including the @ sign (generally your first initial and last name), and your starting password is the last four digits of your Social Security + 00. During your first login, you should set up a new password.

Parking Permits and Regulations

Annual and semester-long staff parking permits are available for purchase at a fee established through the Academic Employees Master Agreement, better known as the Faculty Contract. Currently, the rate is \$60.00 per year for full-time faculty and \$30.00 per year for part-time faculty. Staff permits allow parking in both staff and student areas of the lots but are not allowed in any of the metered spots. The Saddleback College Parking website offers more information, including [FAQs](#).

Parking permits must be purchased online through the MySite portal, where you will be directed to an outside vendor. Once purchased, you will be able to print out a temporary pass while your official window decal is being mailed to you. Saddleback parking permits are honored at IVC as well.

Parking permits are required at all times on campus, including weekends. If you drive a different car to campus and do not have your parking permit with you, you can stop by the Campus Police Department to pick up a temporary pass free of charge.

Overnight parking (11:00 p.m.-6:00 a.m.) is not allowed on campus without a special pass. If you need to park on campus overnight due to a field trip or other district business, you must obtain an overnight pass at the Campus Police Department located adjacent to [Lot 2](#).

Student Services and Programs

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. Concerns requiring immediate attention and not involving transcripts can be handled on a drop-in basis, otherwise one-hour counseling appointments should be scheduled.

Office hours are Monday through Thursday, 8:00 a.m.-7:00 p.m. and Friday, 8:00 a.m.-5:00 p.m. Appointments are made each morning for the following week's same business day (example: Tuesday for the following Tuesday). Location: Student Services Center ([SSC](#)) [Room 167](#), Phone (949) 582-4572 Web: www.saddleback.edu/counseling

Career Resource Center

The Career Resource Center provides current and potential students with guidance related to career exploration, choosing a major, and researching occupational information.

A computer lab and career library are available for students to engage in career exploration through personal introspection.

Re-Entry Services provides education, advising, and assistance to current and potential students that are returning to college following a break of any kind. Individual and group appointments with emphasis on reducing obstacles, providing on/off campus resources, educational and vocational advisement, and personal counseling. Office hours are Monday through Thursday, 8:00 a.m.-5:00 p.m., and Friday, 8:00 a.m.-2:00 p.m. Location: [SSC Room 140](#), Phone (949) 582-4575, Web: www.saddleback.edu/career

Extended Opportunity Programs and Services (EOPS)

EOPS serves students who face educational and financial disadvantages. The EOPS program is committed to providing over and above student support services such as priority registration, personalized counseling, book vouchers, extended tutoring, CSU/UC application fee waivers, reimbursement for honors membership fees, scholarships, and much more. The goal is to provide EOPS students with the tools and support needed to succeed in their academic and/or vocational goals. Additionally, the program strives to promote self-awareness and personal growth through counseling.

Interested students should apply by completing the online application, or contact our office via our EOPS Virtual Zoom Lobby. Email: sceops@saddleback.edu, call our office phone: (949) 582-4620 or visit us in the [Student Services Center, Room 126](#). For information, visit our website at www.saddleback.edu/eops.

Disabled Students Programs and Services (DSPS)

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. They 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 DSPS immediately after they complete their application for admission.

Students are responsible for meeting with their instructors early in the semester to make their instructors aware of their authorized academic adjustments and to present to the instructors the Notification of Accommodation. Students are not required to disclose their specific

disability to the instructor but may do so out of personal choice. Students must inform their instructors of their Academic Adjustments/Accommodations and 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 department for information.

Office hours are Monday through Thursday, 8:00 a.m.-4:30 p.m., and Friday, 8:00 a.m.-12:00 p.m. Location: [SSC Room 113](#), Phone (949) 582-4885, Web: 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, enrollment fee waivers, loans, scholarships, or work-study.

Office hours are Monday and Thursday, 8:00 a.m.-5:00 p.m.; Tuesday and Wednesday, 8:00 a.m.-6:00 p.m.; Friday, 8:30 a.m.-2:00 p.m. Location: [SSC Room 106](#), Phone (949) 582-4860, Web: www.saddleback.edu/fao

Matriculation

Matriculation is a State required process designed to assist students in achieving their educational goals at Saddleback College. The Matriculation process consists of three steps: Orientation; Math and English Placement via Current Assessment Process, and Advisement/Ed Plan. Matriculation also processes all prerequisite evaluation requests using either equivalent courses completed at other institutions or AP Exam scores

Office hours are Monday through Friday, 8:00 a.m.-5:00 p.m. Location: [SSC 225B](#)
Phone (949) 582-4970, Web: www.saddleback.edu/matriculation

Transfer Center

The Transfer Center provides information and assistance to students preparing to transfer to a four-year university. Appointments with representatives from four-year universities and colleges are available, and the Transfer Center will help students select a transfer institution, prepare transfer applications, and meet deadlines.

Location: [SSC 225B](#). Call (949) 582-4328; Email: sctco@saddleback.edu
Web: www.saddleback.edu/transfer

Tutoring (formerly Learning Assistance Program)

Tutorial assistance is available to students free of charge in the Tutoring Center located in the Learning Resource Center, [LRC 211/212](#) on the second floor of the Library Building. The hours are Monday through Thursday, 8:00 a.m. - 7:00 p.m., and Friday, 8:00 a.m.-2:00 p.m. Please call (949) 582-4519 for information, or visit their website at: <http://www.saddleback.edu/tutoring/>

Veterans Education and Transition Services (VETS)

Saddleback College is committed to easing the transition process and providing opportunities for success to our United States military Veterans. The VETS Program provides direct support services and acts as a bridge to external support services for student Veterans, active military personnel, and their loved ones. The VETS Program hosts events aimed at reintegration into civilian and college life.

Location: [SSC Room 211](#), Phone (949) 582-4252. For more information, please see www.saddleback.edu/vets

Technology Services

The Technology Services department supports all the academic and administrative technological needs of the college. This includes classroom computing and audio-visual needs, media production, desktop computing, network access, email accounts, the connecting of mobile devices, and wireless connection on campus, among other things. The [Technology Services website](#) includes information sheets, quick start guides, and links to online services.

If you need assistance, you can contact the technology service desk at (949) 482-4600 on Monday through Thursday, 8:00 a.m.-7:00 p.m. and on Friday, 8:00 a.m.-5:00 p.m., or submit a [work request](#).

IV. Personnel Policies and Procedures



Absences and Leaves

Instructors must report their **absences** to their division office at the earliest possible time. Please contact your division office staff for specific instructions. Absences must also be recorded in Workday.

The college does not generally provide substitutes for absences unless it will be for an extended period of time. Please contact your division dean for more information. If class will be canceled due to an absence, is a good practice to email/contact your students as soon as you are aware of the class cancellation.

Per the Academic Employee Master Agreement, faculty may also use **unpaid work exchange** to cover classes rather than using sick leave for up to four exchanges for any one section during any academic year. For this exchange, another faculty member agrees to cover your class(es) on a given day in exchange for a reciprocal coverage at some point during the academic year. The exchange is on an hour-for-hour basis and must be completed before the end of the following semester. The dean must be notified of and agree to the exchange.

Leaves are regulated by the Academic Employee Master Agreement. Leaves available include sick leave, personal necessity leave, maternity leave, parental leave, extended illness leave, industrial accident and illness leave, bereavement leave, jury duty leave, legislative leave, professional development leave, and family and medical leave.

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).

This may also be done in Workday by going to the **Contact** tab from **My Profile**.

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: www.saddleback.edu/asenate.

College Service Obligation for Fulltime Faculty

Per the Academic Employee Master Agreement, each full-time faculty member is obligated to perform one hour per week of college service, which may include committee work. The Academic Senate is responsible for the approval of faculty to sit on all college committees or task forces except for Faculty Association Committees. See the **College Governance** section in this document for a list of all Academic Senate and other committees.

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 the [district benefits web page](#). Please contact the Benefits Specialist, Ruby Hazzard, at (949) 582-4898 or rhazzard@socccd.edu for additional information.

Part-time 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 up to \$500 per month, to a maximum of \$5,000 per year, toward a voluntary health insurance program of the faculty member's individual arrangement and choice. Additional information on this benefit can be found in the faculty contract.

Evaluation Procedures

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. Please refer to the faculty contract for a complete description of the process.

Payroll Procedures

Paychecks are normally deposited directly into the financial institution of your choice. If you are a full-time faculty member and want to have a live check you can pick it up in the payroll office. If you are a part-time faculty member and want to have a live check it will be mailed. 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 at: https://www.socccd.edu/businessservices/bs_payroll.html.

Part-Time Rehire Eligibility

Part-time faculty can establish and maintain priority rehire eligibility (PRE) if they meet the criteria as established in the Academic Employee Master Agreement. This includes maintaining regular employment in the division/department for a set number of semesters and maintaining an overall rating of “Meets Standards” or better on evaluations. PRE guarantees a ranked consideration for available sections up to a set minimum based upon prior teaching load. For additional information, please refer to the faculty contract.

Professional Development and Flexible Calendar

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 full-time faculty must fulfill 38.6 hours of professional development (previously known as “flex

credit”) per year, as stipulated in the Academic Employees Master Agreement. Professional development activities for this credit may take many forms. Various professional development activities are organized each semester during our Professional Development Week. Faculty may also participate in workshops, conferences, or seminars or an individual project and submit a Flex Activity Report Form to the Academic Senate. For approval forms and additional information, visit the Academic Senate’s [Professional Development Flexible Calendar Program](#) website.

Funding may be available for Faculty Development activities for both full-time and part-time faculty. Contact your division’s Faculty Development Representative or visit the Academic Senate’s [Faculty Development Funding](#) website for information on funding availability, application forms, and deadlines. You may call (949) 582-4969 for more information.

SchoolsFirst 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. Faculty may have their paycheck directly deposited into the credit union. For more information, contact your payroll specialist or visit the [SFFCU](#) website.

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 reflects 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 and an administrative review.

The TRC will be comprised of the division dean, a minimum of two tenured faculty members from within the same department/division or a closely related department/division, and a faculty mentor, selected by the probationary faculty member. Throughout the probationary period, the TRC will conduct scheduled classroom or worksite, review items relevant to the

instructional duties assigned to the probationary faculty member, and complete evaluative reports. Faculty members of the TRC **must** be approved by the Academic Senate.

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.

Workday

Workday is the human resources and financial management system used by the SOCCCD for the maintenance of all employee documents and processes, including the reporting of absences, processing of stipends and travel reimbursements, and compensation information. You can access Workday through the [SOCCCD apps page](#) or from within MySite. For information on how to use the system, please contact your division administrative assistant.

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) LHEs 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 faculty contract.

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 overload LHE (Lecture Hour Equivalents) and paid the fulltime overload LHE rate. However, when a faculty member is banking overload for use in place of a future teaching assignment, that faculty member is earning fulltime LHE 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 Professional Development obligation, office hours, and college service 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

Faculty members who sustain a work-related injury or illness are eligible for Workers' Compensation. All accidents or incidents leading to the injury or illness must be reported to their dean within 24 hours. Faculty members should also immediately contact [Risk Management](#) at the district for specific procedures to follow for obtaining medical treatment.

V. Instructional Policies and Procedures



Academic Dishonesty and Student Conduct

Saddleback College's standards of student conduct can be found in the College Catalog and the Student Handbook and on the [Student Discipline](#) website. According to these standards, 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. Students should be notified, verbally or in writing, about incidents of unacceptable behavior and any potential disciplinary action. Faculty are also encouraged to file a Student Discipline Report, which can be found on the [Student Discipline](#) website.

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 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. This must be completed by the student, or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or 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.
- A student code of conduct should be submitted. A faculty member has the ability to submit a formal or informal report to the College Student Disciplinary Officers or to the Dean of Counseling

For students in distress and or experiencing non-academic barriers, a CARE report should be submitted. This is also found on the [Student Discipline](#) website.

Accommodations for Students

Students with a documented disability may be eligible for certain accommodations and support services. Students generally contact the [Disabled Students Programs and Services Office \(DSPS\)](#) themselves to arrange such accommodations. 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 DSPS.

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

- Sign Language Interpreter
- Extended time for testing
- Readers for tests
- Scribe services
- 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 Pass/No-Pass basis to attend class.

Curriculum and Program Development

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. The Curriculum Committee is a standing committee of the Academic Senate, and all decisions of the committee must be approved by the Academic Senate before being sent to the Board of Trustees for approval.

The Curriculum Committee is responsible for 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.

Faculty within a department should regularly evaluate their curriculum. Departments are required to review and update all courses every five years or as needed. In addition, career education courses with pre-requisites and/or co-requisites must be evaluated every two years for disproportionate impact. 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. It takes approximately one year before new or modified courses can be offered. Please visit the [Curriculum](#) website for additional information.

Directed (Independent) Study

Students may be permitted to enroll in an independent study course when it has been demonstrated that the student can profit from such a course. A student may earn no more than nine (9) units in independent study at the college. Independent study is a mode of instruction in which students are not required to be under the immediate supervision and control of a qualified academic employee. Independent study refers to a course that is not regularly scheduled, but for which it is expected that the student will interact directly with the instructor on an individual basis. Courses offered as independent study must be approved by the dean and vice president for instruction.

Faculty members should contact their department chair or dean if interested in working with a student on an independent study course.

Final Examinations

Final Examinations are required for all credit courses. Every final examination must be given on the scheduled date and time. Final examination schedules are available online under Class Schedules. 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. It is up to the discretion of the instructor as to whether this petition will be accepted.

NOTE: Currently, Irvine Valley College uses a different final exam schedule than Saddleback College. Please remind students to check their final exam schedules well in advance to allow time to resolve any scheduling conflicts.

Grading

In Sections 55020 to 55025 of the California Code of Regulations (Title 5), the Board of Governors of the California community Colleges mandates a grading policy for all California Community Colleges. In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy/Administrative Regulation 4230, Grading Policy.

Saddleback College uses the 4.0 grade point system. The college does not allow + and – grades. Following is evaluative symbols used and the associated point values used in the determination of student’s grade point average (GPA):

- A (Excellent) = 4 grade points per unit
- B (Good) = 3 grade points per unit
- C (Satisfactory) = 2 grade points per unit
- D (Passing, less than satisfactory) = 1 grade point per unit
- F (Failing) = 0 grade point per unit
- FW (Failing Withdrawal) = 0 grade points per unit
- P (Pass; equivalent to A, B, or C) = 0 grade points per unit
- NP (No Pass – No credit; equivalent to D or F) = 0 grade points per unit

The following non-evaluative symbols are also not part of the GPA computation:

- I (Incomplete)
- IP (In Progress)
- RD (Report delayed)
- W (Withdrawal)
- EW (Excused Withdrawal)
- MW (Military Withdrawal)
- SP (Satisfactory progress – for non-credit courses)
- UG (Ungraded – for non-credit course)
- R (Repeated course)

Repeatability

State regulations govern the number of times a course may be repeated to three times. Students may repeat a course if they receive a “W” (withdrawal) or for substandard grade (see next paragraph). There are limited exceptions to this rule.

Non-Repeatable Courses – Most courses are designated as “non-repeatable,” and are limited to only one enrollment. However, a student who has received a substandard grade of D, F, or NP (NC), in a course taken at Saddleback College, may repeat the course again. If a student repeats the course and receives a satisfactory grade, then they may not repeat the course again.

Grade Alleviation – To alleviate a substandard grade in calculating the GPA, the student should retake the same course at Saddleback College or take an equivalent course at Irvine Valley College. Course equivalency will be determined by Saddleback College. A student may request to have the substandard grade disregarded in the computation of their GPA by submitting a Request for Course Repeatability Update to the Office of Admissions and Records. The previously recorded course will remain on the student’s transcript and the transcript will show which course was excluded for purposes of grade-point calculation. Only the most recent course grade earned will be used in calculating the student’s grade point average.

Pass/No Pass (Formerly Credit/No Credit)

Students have the option to be evaluated on a Pass/No Pass (Credit/No Credit) grading basis except in courses restricted from use of these evaluative symbols and so designated in the college catalog. Students must declare the Pass/No Pass option within the first 20 percent of the class by changing the Pass/No Pass option through online registration.

The P/NP option is offered so that students may explore subject areas of interest outside of their major areas of competence or know abilities without being overly concerned by a grade or jeopardizing their grade-point average.

- A Pass (P) grade indicates satisfactory (“C” or better) work in the class and units awarded with such a grade. No grade-points are assigned, however, and the grade is not used to compute the grade-point average.
- A No Pass (NP) grade indicates less than satisfactory work (“D” or “F”) and with such a grade, no units are earned nor is the grade used to compute the grade-point average.

grade must await its completion. The appropriate evaluative grade and unit credit appear on the student’s record for the term in which the course is completed. The “IP” is not used in calculating the grade-point average.

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\(a\)](#). When a student believes that the district grading policy has not been followed, the student must first discuss the concern with the appropriate course instructor. If the grade grievance cannot be resolved on an informal level with the instructor, the student can file a formal grade grievance process as outlined in [AR 5530](#) and in the Student

Handbook. Students have 45 days from the end of the semester in which to file a grade grievance. Refer to AR 5505 to understand the process involved.

Guest Speakers

If you wish to invite a guest speaker to your class, it is necessary to submit a Guest Speaker Approval form. Generally, 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.

Honors Program

The Saddleback College Honors Program is an interdisciplinary effort to develop exceptional talent, ability, and scholarship in highly motivated students of all backgrounds in all majors.

Honors students include:

- Certificate-Track Students, who must apply to the Honors Program in order to earn the Honors Certificate and be eligible for priority registration, Honors Counseling, and participation in Honors transfer partnerships, and
- Walk-In Students, who want to take only one or two Honors courses, for which no application is required.

Students interested in Certificate-Track status should apply as soon as possible. Applications are accepted throughout the year. Walk-In students wanting to change to Certificate-Track status, must file an application before two Honors classes are completed. Success in Honors classes and recommendations from Honors faculty are considered favorably in our holistic application review process.

More information about the program can be found on the [Honors Program](#) website.

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. Items costing over \$2000 need to be requested through the competitive College Resource Committee (CRC) process. Please see your dean or

department chair for details.

Office Hours and Student Consultation Time

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 their dean and may be offered both face-to-face and online.

Faculty members should make these hours known to their students through inclusion on their syllabi when possible or other means 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.

Part-time faculty are paid the proportional equivalent of office hours in the form of **student consultation time**, included in their salary as 20 minutes per week for each LHE taught. Part-time faculty are required to be available to answer student questions via email or outside of class but are not required to schedule or account for specific time blocks.

Online 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, or live videocasts.

All online 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. For information on the approval process, please contact your division administrative assistant or your division’s curriculum chair.

The Online 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 online education.

Program Review

Program Review (PR) is a systematic process for the collection, analysis, and interpretation of data concerning a program and its curriculum that is utilized in making recommendations to improve the effectiveness of a program and its impact on student learning. PR is a means of ensuring that the college's programs are effective and responsive to the local college community within the limitations of available resources. Through a review of student learning outcomes, key program indicators, and program objectives, we assess our educational effectiveness and continue to offer high quality programs.

PR for all programs is conducted every three years in accordance with the process established by the Educational Planning and Assessment (EPA) Committee and adopted by the Academic Senate. All faculty members within a department are encouraged to participate in the process. Additional information about PR can be found on the [EPA](#) website.

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 college bookstore and other locations.

The Scantron Corporation has placed test scoring machines on campus for your use. The machines are located in various divisions throughout campus and in the Faculty Center.

Student Absences and Attendance

Faculty members may require students to report absences to them 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 absences of two instructional hours per credit unit or after six cumulative instructional hours.

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 courses 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. Saddleback College assesses SLOs on the course, program, and institutional levels. All outcomes and assessment results are stored Nuventive ([Improve](#)). Additional information about the SLO process can be found on the [EPA](#) website.

Faculty members will receive information about SLO assessment each year from their department chair.

Student Travel – Field Trips, Excursions, and Field Study Courses

Field trips, excursions, and field study courses are carried out in accordance with BP/AR 4300. A **field trip** is travel to an off-campus location that is required of all students enrolled in connection with a college course of instruction and is supervised by an academic employee. An **excursion** is travel to an off-campus location, supervised by an academic employee, that is in connection with courses of instruction or instructionally-related social, educational, cultural or band activities, which include, but are not limited to conferences, art shows, museums, movies, speeches, etc. A **field study course** is one that is required of all students enrolled in a college course and is supervised, as well as taught by an academic employee at an off-campus location.

Casual trips with students that are not related to a course of study or a district-sponsored program and course assignments which may be satisfied a number of ways one of which is by visiting an off-campus location, are not covered by this policy.

Please contact your division office for specific information on the policies and procedures related to these activities.

Syllabi and the Course Outline of Record (COR)

Each course offered by the college has a Course Outline of Record (COR) that has been developed by the faculty, approved by the Curriculum Committee and Academic Senate, adopted by the Board of Trustees, and approved at the state level. Any changes to the outline

must go through the curriculum process as established by the Academic Senate. The COR assures consistency of instruction between one instructor and another and one semester and another and is the basis for determining transferability between Saddleback College and other colleges and universities. As such, it must be adhered to by every faculty member.

All faculty members are required to prepare a syllabus for each specific class section. Though no official template for syllabi exists, syllabi should describe how the individual instructor will carry out the terms of the official course outline by giving dates, grading standards, and other rules of conduct as 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. Each syllabus should include or provide a link to the SLOs for the course and contained on the COR. As you create your syllabus, be very careful to clearly stipulate all of your policies regarding topics of grading and academic dishonesty.

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 within a week after the start of each term.

Technical Support

Faculty Center for Student Success

The Faculty Center is available to assist faculty with their online instructional technology needs, course design, accessibility best practices, and other helpful instructional technology resources unique to Saddleback College. The Faculty Center also offers instructional technology workshops throughout the semester, and the Faculty Center's website provides numerous **instructional technology** resources for faculty, including Canvas tutorials. The Faculty Center (located in BGS 249) has a well-equipped computer lab including MAC/PC compatible computers, scanning stations, and Sound Multimedia sound booths for video. Individual and group training sessions are offered to faculty throughout the year by qualified staff. In addition, the Center has a comfortable lounge area and conference area that is open to ALL faculty for small group meetings or general relaxation before or after classes.

For more information, please visit the [Faculty Center](#) website.

Technology Services

All technical support for equipment and software can be obtained through Technology Services. The Technology Services department supports all the academic and administrative technological needs of the college. This includes classroom computing and audio-visual needs, media production, desktop computing, network access, email accounts, the connecting of

mobile devices, and wireless connection on campus, support for hardware such as office computers, instructional equipment, and phones, computer software, websites and SharePoint sites, and email access among other things. The [Technology Services website](#) includes information sheets, quick start guides, and links to online services.

If you need assistance, you can contact the technology service desk at (949) 482-4600 on Monday through Thursday from 8am-7pm and on Friday from 8am-5pm or submit a [work order](#).

For more information, please visit the [Technology Services](#) website.

Appendices



Acronym and Term List

Below is a list of acronyms and terms commonly used at the college:

A&R	Admissions and Records
AA/AS	Associate in Arts / Associate in Science
AA-T/AS-T	Transfer Associate in Arts / Transfer Associate in Science
ACCJC	Accrediting Commission for Community and Junior Colleges within the Western Association of Schools and Colleges (WASC)
AGB	Administration and Governance Building
APC	Add Permit Code
AR	Administrative Regulation
ASB	Associated Student Body
ASCCC	Academic Senate for California Community Colleges
ASG	Associated Student Government
ATAS	Division of Advanced Technology and Applied Science/New ATAS Building
ATEP	Advanced Technology and Education Park
AUO	Administrative Unit Outcome
AUR	Administrative Unit Review
BGS	Business/General Studies Building
BP	Board Policy
BRAIN	Budget Resource Allocation & Institutional Needs (The system used by the college uses for resource allocation requests)
CC	Consultation Council
CCCCO	California Community College Chancellor's Office
CE/CTE	Career Education/Career Technical Education
CE	Community Education Building
COR	Course Outline of Record
CP	Campus Police
CS&SP	Division of Counseling Services and Special Programs
CurricUNET	Old curriculum system
CurriQunetMETA	New curriculum system
CWE	Cooperative Work Experience
DSPS	Disabled Students Programs and Special Services
EIC	Equity and Inclusion Council
EL	Division of Extended Learning (includes Adult Education, Emeritus, Foster and Kinship Care Education and Community Education)
EMSI	Economic Modeling Specialists Industry. This is the system used to gather Labor market data for our CTE programs.
EOPS	Extended Opportunity Program and Services
EPA	Educational Planning and Assessment Committee

EWDBS	Division of Economic & Workforce Development and Business Science
FA	Fine Arts Complex
FA/SOCCCDFA	SOCCCD Faculty Association
FAMT	Division of Fine Arts and Media Technology
Flex Credit	Hour of professional development submitted as part of the state's Flexible Calendar Program
FMO	Office of Facilities, Maintenance, and Operations
GE	General Education
HS	Health Science Building
HSHS	Division of Health Sciences and Human Services
HTCC	Honors Transfer Council of California
IGETC	Intersegmental General Education Transfer Curriculum
Improve	Formerly known as TracDat. The system on which our SLO and AUO assessment data, PRs, and AURs are currently housed. Improve was developed and is supported by Nuventive.
inFORM	Name given to the district's data warehouse
ISER	Institutional Self-Evaluation Report, otherwise known as the accreditation Report
ISLO	Institutional Student Learning Outcome
ISS	Institution Set Standards
ITL	Institute for Teaching and Learning
IVC	Irvine Valley College
KA	Division of Kinesiology and Athletics
KPI	Key Performance Indicator. The metrics used to measure attainment of the college and district strategic planning goals and objectives.
KSBR	Saddleback Radio Station - 88.5 FM
LA	Division of Liberal Arts
LAP	Learning Assistance Program
LIB or LRC	Library or Learning Resources Center
LMS/CMS	Learning Management System or Course Management System (i.e. Canvas)
META/CurriQunet	The new system on which all the college's curriculum is housed.
MSE	Division of Mathematics, Science, and Engineering
Nuventive	Has also been known as TracDat and Improve. The company that Developed and supports Improve. We will be transitioning to the sole use of Nuventive as the name for the system.
OELR	Division of Online Education & Learning Resources
OPRA	Office of Planning, Research, and Accreditation
PBSC	Planning and Budget Steering Committee
PD Week	Professional Development Week; In-service week at the beginning of the fall and spring semesters centered on faculty professional development; sometimes referred to as "Flex Week"

PR	Program Review
PSLO	Program Student Learning Outcome
PTK	Phi Theta Kappa international honor society for two-year schools
PVI	Program Vitality Inquiry. The Academic Senate approval process for assessing the vitality and ongoing feasibility of a program.
SBS	Division of Social and Behavioral Sciences
SLO	Student Learning Outcome
SSC	Student Services Center
Tableau	Data visualization software
(Old) TAS	Vacant Technology and Applied Sciences Building
TracDat	Now called Improve or Nuventive. See above.
VETS	Veterans Education and Transition Services
VPCAS	Vice President for College Administrative Services
VPI	Vice President for Instruction
VPSS	Vice President for Student Services
WASC	Western Association of Schools and Colleges (accreditation agency)