



EMERITUS INSTITUTE

Faculty Handbook 2019-2020

The mission of the Saddleback College Emeritus Institute is to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging, and health improving courses for older adults throughout South Orange County.

**Extended Learning
(Adult Education, Community Education, and Emeritus Institute)**

**SADDLEBACK COLLEGE
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4835
www.saddleback.edu/emeritus**

Revised Fall 2019

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2019-2020 Academic Year**

EMERITUS INSTITUTE CONTACT INFORMATION

Saddleback College Emeritus Institute Health Science Building, Room 244 Semester Hours: M-F 8am-5pm / Summer Hours: M-Th 7:30am-6pm Email: scemeritus@saddleback.edu Website: www.saddleback.edu/emergitus	Phone: 949-582-4835 Fax: 949-347-1533
Laguna Woods Village Emeritus Institute Office Clubhouse 4 Hours: M-Th 8:30am - 1:30pm	Phone: 949-770-9669 Fax: 949-586-9844
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**Saddleback College Emeritus Institute Faculty Handbook
2019-2020 Academic Year**

Diann Shea, PT Administrative Assistant Laguna Woods Village Clubhouse 4 (CH4 Issues, Registration Questions, Tutorials, LWV Passes)	Phone: 949-770-9669 Fax: 949-586-9844 Email: dshea@saddleback.edu
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ADDITIONAL FREQUENT CONTACT INFORMATION

A & R (Alicia Olvera – Positive Attendance Submission)	(949) 582-4353
A & R (Grisel Heredia - Student Registration)	(949) 582-4543
Duplicating (Copy Center)	(949) 582-4513
Faculty Technology Services Helpline	(949) 582- 4600
Irvine College Emeritus Program	(949) 451-5555
Laguna Woods Village Clubhouse 1 Main	(949) 597-4281
Laguna Woods Village Clubhouse 1 Pool	(949) 597-4280
Laguna Woods Village Clubhouse 1 Fitness Center	(949) 597-4284
Laguna Woods Village Clubhouse 5 Pool	(949) 597-4383
Student Email/Technology Assistance Line	(949) 582-4363
Student Payment Office (refund questions)	(949) 582-2227



EMERITUS INSTITUTE

Welcome to the Saddleback College Emeritus Institute Faculty Handbook 2019-2020

The Emeritus Institute Faculty Handbook is designed to provide an overview of our department and to familiarize you with faculty support services and College policies and procedures. Also refer to the current College catalog, District policy manual, class schedule, Student Handbook, and the College-wide Faculty Handbook, which can be viewed on the Academic Senate webpage at www.saddleback.edu/asenate, for additional information. Please feel free to email your Department Chair, the department office staff, or the Assistant Dean/Director if you have any questions about the College, the Emeritus Institute, teaching in general, or any instructional or work-related issues.

The Emeritus Institute is one unit of Saddleback College Extended Learning. Extended Learning is led by Associate Vice President, Dr. Karima Feldhus

Saddleback College is a large and complex higher education institution and is one of the 116 California Community Colleges with over 600 full and part-time faculty and approximately 25,000 students. Over 6,000 of these students are enrolled in the Emeritus Institute. More than 30 off-campus sites and the Saddleback College campus host Emeritus Institute courses. The Emeritus Institute has approximately 80 associate faculty and two full-time faculty members. The Emeritus Institute was established in 1976 as an educational opportunity for the pursuit and enhancement of lifelong learning, primarily for the older adult population. The Saddleback College community has a proud tradition of excellence in service to our many students and the communities in our district. Emeritus Institute faculty members engender this tradition of excellence.

It is important that you become familiar with the handbook and keep it readily available. Each instructor's knowledge and implementation of all policies and procedures is critical. Should you have any questions concerning any topic in this document, please contact the Department Chairs or the Emeritus Institute Director.

MISSION

The mission of the Saddleback College Emeritus Institute is to promote lifelong learning by providing academically rigorous, mentally stimulating, socially engaging and health improving courses for older adults throughout South Orange County.

VISION

The vision of the Saddleback College Emeritus Institute is to be the nationally recognized leader in older adult lifelong learning.

BRAND

The Saddleback College Emeritus Institute is one of California’s largest, tuition-free, non-credit, older adult education program. The Emeritus Institute plays a significant role at Saddleback College as an outward facing program designed to extend the larger brand of Saddleback College to all parts of south Orange County. We inherently identify with Saddleback College in all aspects of our program. As such, Saddleback College is viewed and serves as a leader within California, as a preeminent educational institution serving the older adult population.

Our four brand pillars, or, phrased differently, what define our program, are classes that are: academically rigorous, mentally stimulating, socially engaging, and health improving. We analyze and evaluate the success of our program both practically and ideologically through assessments of Student Learning Outcomes, Faculty Evaluations, Student Class Surveys, and through Program Reviews and Administrative Unit Reviews.

New and returning students must have a continuous, consistent, and positive experience with our brand/program. As faculty and staff, we serve as the ambassadors of our brand by providing excellent student service, timely communication, a “go out of our way” attitude, and adherence to the stated policies and procedures of the College, District, and State.

Faculty members are expected to demonstrate high levels of professionalism, current content expertise, student service, willingness to assist students, and to play a significant role in the retention of students: class-to-class, week-to-week, semester-to-semester, and year-to-year.

Employment within the Emeritus Institute goes beyond providing education for our community. Together, we personally expect of ourselves, and each member of our team, to embody specific principles that guide our behavior towards each other and our students. We consider this to be a high calling, a lifestyle, and the best means to the end of providing exceptional lifelong learning opportunities for older adults.

VALUES

As a team of faculty, staff, and administrators, we hold the values below to be those which guide us in all aspects of our work within the Emeritus Institute.

Integrity – Our faculty, staff, and program are above the board, by the book, and true to our word. We do as we say we will do and maintain a high standard of personal accountability to ensure that we fulfill our responsibilities. We follow all Board Policies and Academic Regulations as set by the South Orange County Community College District.

Ingenuity – Our faculty, staff, and program are innovators who are consistently looking to enhance student service, course content excellence, and efficiency in processes. We openly share new ideas, consider alternate means of accomplishing goals, and are willing to work together as a team for the common good of our students and each other.

Pluralism – Our faculty, staff, and program embrace the diversity of religious, ethnic, racial, and political ideologies within the context of an academically free learning environment while systematically opposing discrimination, sexism, classism, racism, ageism, and ableism.

Personal – Our faculty, staff, and program treat each student as our most important customer. We interface with our students on a personal level. We engender positive feelings and behaviors in our students in order to both treat the student with dignity, and also to create a welcoming environment to which the student wants to return class-to-class, week-to-week, semester-to-semester, year-to-year.

Entrepreneurial – Our faculty, staff, and program are data-driven, fiscally responsible, and adaptable. We are ready to pivot to present and future academic and business needs. We are a nimble department characterized by open communication and selflessness. We are tenacious in our pursuit of recruiting and retaining older adult students both to promote lifelong learning and in order to generate revenue for Saddleback College.

ACADEMIC CALENDAR

Regularly review the current Saddleback College Academic Calendar for school holidays, faculty contractual days, finals week information, etc. The academic calendar is available on the Emeritus webpage under *Faculty Forms & Info*: see link below.
<http://www.saddleback.edu/emergitus/faculty-forms>

ADD PERMIT CODES (APCs)

An Add Permit Code (or APC) is a 4-digit code that only the instructor of a course can create (in their MySite account.) It is used to add a student to a Full and/or Closed class. The code, used along with the ticket number, overrides the status of the class and guarantees the student a seat in the class.

Ideally, this process of enrolling with an APC is done *by the student, online, and before the expiration date* on the APC but, with Emeritus students most do not do this.

Therefore, Emeritus instructors are expected to submit the printed APC slips on their students' behalf. APCs can be mailed to or dropped off at either Emeritus office or directly at the Saddleback College Admission & Records Office, for processing.

Expired APCs for Emeritus classes can be used for up to several months after the semester begins, but they must be “saved” in MySite prior to their expiration date, otherwise, they become inaccessible.

For additional information about APCs, see REGISTRATION PROCEDURES in this handbook.

ATTENDANCE

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.”

The Saddleback College Schedule has listed the exact start and end times for all classes. These start and end times must be adhered to. Breaks cannot be scheduled at the end of the class.

Absences

Faculty must notify the Emeritus Institute office as soon as possible for all absences.

The Emeritus Institute administration will determine if a class should be cancelled or if substitute instructor will be found to cover for a class. Faculty **MAY NOT** cancel a class

without first receiving confirmation from the Emeritus Institute administration to do so, unless specified below in the Unexpected Illness or Absence section.

Late for a Class

If you will be late for a class for any reason, you must notify the Assistant Dean/Director as soon as possible via a call and/or text to their cell phone.

Unexpected Illness or Absence:

Illnesses or unexpected absences occurring 24 or fewer hours before a class starts should be immediately reported to the Assistant Dean/Director. Class will be cancelled if a faculty member is unable to attend due to an illness or unexpected absence for a class which would start in 24 or fewer hours upon notification. In the event of an unexpected illness or unplanned absence within 24 hours of your class starting, complete the following steps.

1. Call and/or text the Assistant Dean/Director on their cell phone.
2. Email all people on the same email:
 - a. Nikki Dao, (ndao@saddleback.edu)
 - b. Elsa Amadin, (eamadin@saddleback.edu)
 - c. Diann Shea (dshea@saddleback.edu)
 - d. Dan Predoehl (dpredoehl@saddleback.edu)
3. Cancel the class by emailing the student roster through MySite.
4. Do not contact the teaching site directly. The Emeritus Institute office staff will contact a site regarding a cancelled class.

Upon recovery and/or return, faculty must contact Elsa Amadin, Administrative Assistant, to submit sick or personal time off through Workday. All faculty absences are reported through Workday to SOCCCD payroll.

If an instructor is absent due to illness or injury for more than five (5) calendar days, a *Return to Work Order* from a licensed physician will be required by Human Resources prior to returning to class. A Return to Work Order must be submitted by the instructor, directly to Human Resources, attention: Kristy Coulston: kcoulston@saddleback.edu.

Faculty records regarding accrued Sick and Personal Necessity Leave may be accessed via through Workday. Questions regarding additional Faculty Leaves should be directed to your designated Payroll Department representative listed below.

Sick Leave

All faculty members accrue sick leave at the rate of .0558 hours of leave per paid hour.

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 Workday > “Time Off” > “Time Off Balance” or through the Payroll Office at (949) 582-4890. Other leaves, both paid and unpaid, also are available for faculty members. Please refer to the Academic Employee Master Agreement for specific information.

Planned Absences, Workload Exchanges, and Substitutes

Faculty members are expected to teach the entirety of their assigned classes. Part-time faculty members do not accrue vacation time and are not allotted time-off for vacations during the semesters or summers in which they teach, except for those indicated on the SOCCCD Academic Calendar.

Faculty members are responsible for submitting time-off requests and notifications through Elsa Amadin, Administrative Assistant via email: eamadin@saddleback.edu.

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

All approval of substitutes must be arranged prior to the absence through the department. Substitutes are approved on a case-by-case basis. Faculty members may ‘substitute’ for each other by using an “Unpaid Workload Exchange” in accordance with the Academic Employee Master Agreement 2018-2021. To facilitate this exchange, complete the “Unpaid Workload Exchange” and submit it to the Department for approval. The form is available on the Emeritus Webpage under Faculty Forms & Info.

The Academic Employee Master Agreement can be accessed here:

https://www.socccd.edu/humanresources/hr_contracts.html

In the event of a dismissed class due to an unexpected or approved absence, **it is the instructor’s responsibility to inform their students as early as possible**. Contact your students via e-mail (preferred method) or a phone tree.

ABSENCES – STUDENT

Students should not call the Emeritus Institute office if they plan to be absent, but rather contact the faculty member via email. Emphasize email as a primary means of communicating with you regarding absences. Your Saddleback College email address should be prominent on each of your syllabi.

AUDITING OF CLASSES

IMPORTANT:

Only registered students and authorized faculty/staff/administrators are allowed in a classroom during class times. Due to a personal liability to you, as the faculty member, and to the College, under no circumstance is auditing of classes allowed. Faculty members are not permitted to use a “Volunteer Hold Harmless” form as a means of circumventing this policy. Volunteer Hold Harmless forms must be submitted and approved prior to a volunteer assisting.

CANCELLATION OF LOW ENROLLMENT CLASSES

The minimum enrollment necessary for a class to run is 22 students. The deadline for a class to meet that enrollment number is set by the Office of Instruction and the deadline date varies from semester to semester. Therefore, it is vitally important that students pre-register in class to avoid cancellation. Classes below 22 students will be cancelled, unless pre-authorized by the Assistant Dean/Director and department chairs.

CHANGE OF PERSONAL INFORMATION

Please keep Elsa Amadin (eamadin@saddleback.edu) and Human Resources Department informed of any change of address or home/work phone numbers. Go to your Workday account to update your personal information for Human Resources.

CHANGES TO SCHEDULED CLASS

Classes may only meet at their published/scheduled meeting location, day and time. Faculty members are not permitted to substitute a location, day, or time in place of a regularly scheduled class, outside of the approved field-trip request process. This policy applies to Finals Week as well, during which a class meets only once, on the first day of Finals Week that the class would normally meet. The class does not meet any further times during the week. The instructor is not allowed to change the day of the last class to a different week day during Finals Week. Any change of location, day or time must be approved by the program director and may require field trip paperwork, including waivers signed by all attending students. There is a zero-tolerance policy associated with non-compliance of this requirement. Field trips are the exception to this policy. See Field Trips in this handbook for additional information.

CLASSROOM FACILITIES PROCEDURES

Classroom Facilities - Off-Campus Procedures

The Education Code prohibits smoking and alcoholic beverages in the classroom. Additionally, except for cooking & nutrition classes, eating in classrooms is not permitted. Faculty members are responsible for assuring that all supplies (i.e.: glue, paint, flyers, tracking aids) are cleaned up or removed from the classroom at the conclusion of each class and that classrooms are left clean and orderly.

In addition, per Board Policy - 4315: Students are only allowed to remain in classrooms or laboratories when supervised by a certificated faculty member or by an authorized classified employee. The responsibility for the class and its activities will remain with the faculty and/or administrator. Students may have access to space only when they are under the direct supervision of a certified faculty member or an authorized classified employee.

Faculty and non-resident students within Laguna Woods Village must leave the hosting facility within fifteen (15) minutes of the conclusion of the class.

COMPUTERS / COPY/ FAX

Faculty members are encouraged to use the **Faculty Center for Student Success** on the Saddleback Campus in the building nextdoor to the Emeritus Office, in **BGS 249**.

The Center provides:

- workspaces with computers
- printers, scanners & copy machines,
- charging stations for cellphones, laptops, etc.
- video recording equipment
- a lounge/coffee area
- knowledgeable and tech savvy support staff

Faculty members may use the available computers at the Laguna Woods Village Clubhouse 4 office during normal hours of operation: Monday – Thursday, 8:30am-1:30pm.

Below are the **Faculty Center** hours of operation and additional information:
Hours open: Monday – Thursday 7:00am to 7:00pm and Friday, 7:00am to 5:00pm.
Phone: (949) 582-4515. Website: <https://www.saddleback.edu/fcss>

Fax Machine

A fax machine is available at both Emeritus Institute offices for faculty professional use.

Department Copy Machine

A copy machine is located at the Emeritus Institute campus office. Faculty must have an

ID card and an account set up to utilize the copy machine. Contact 949-582-4936 to have a duplicating account created for you.

Duplicating (Copy Center)

The Copy Center is located in Village 10. The phone number is 582-4513.

Hours: Monday – Friday 8:00am to 5:00pm

All copy center requests must be made through the Emeritus Institute office as the budget for these copies comes out of the Emeritus operating budget.

Copy/print requests should be made at least 3-5 days in advance. Copy Center workloads are greatest at the beginning and end of the semester, so plan accordingly. Each request form will require an Emeritus duplicating account number and as well as the signature of the Emeritus Institute Assistant Dean, for processing.

A walk-up copier is available in the Copy Center for faculty to use by swiping their photo ID card. If you teach for any other division within Saddleback College, please inform the Copy Center Staff so you can be set up with multiple accounts to charge against. Contact 949-582-4936 at the Emeritus Office to obtain the Emeritus account number.

IMPORTANT: Faculty who teach classes at Laguna Woods Village must utilize the Copy Center on campus for syllabi, hand-outs, etc. The “light duty” copier at The Clubhouse 4 office is not designed for large print jobs.

E-MAIL COMMUNICATIONS BETWEEN FACULTY & COLLEGE

Each faculty member is assigned a Saddleback College e-mail account. The Emeritus Institute department will only send email to your Saddleback College email address. It is essential for each faculty member to learn how and to utilize often their Saddleback College email address. A link to the Faculty Outlook email login is available on the Emeritus webpage under *Faculty Forms & Info*. At the Outlook login screen, you will be prompted to type your Saddleback email address and password. If you are not sure of what these are, contact an Emeritus office for assistance.

It is essential that faculty check their e-mail OFTEN, throughout the semester. Important communications from the Emeritus Institute are sent electronically on a regular basis. **Do not rely on your personal email address** to receive electronic communications from the college.

EMERGENCY PROCEDURES - ON & OFF-CAMPUS

In an emergency, faculty should call 9-1-1.

OFF-CAMPUS EMERGENCY PROCEDURES

While off-campus, each instructor is responsible for contacting the proper authorities (fire-rescue, paramedics, police, etc.), in the event of a serious emergency. **Always keep the address and phone number of the facility where you are teaching with you.**

If a student becomes disruptive or violent, call 911 and request that the student be removed from the premises, if possible. Immediately call the Emeritus Institute office at 949-582-4835 to notify the office of the incident.

ON-CAMPUS EMERGENCY PROCEDURES

For all on-campus emergencies, the command post is the College President's Office.

Emergency Phones

In the event of a major power failure, the college's phone system will remain active for 7 to 12 minutes. It is recommended that you use your cell phone for communication during this period. Fax machines with the 346 and 347 prefixes have direct lines to AT&T and should remain active during a power outage.

Campus Police Emergency Cell Phones: (949) 283-2633 and 283-2635

On-Campus Emergency Procedures

- Dial the Campus Police at ext. 4444.
- Give your name, location, and nature of the emergency. If the situation does not permit you to give this information, ask for "Mr. Armstrong;" this is a code name for an extreme emergency.
- 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.
- Render first aid, if qualified.

If you ever have a health or 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, report the circumstances as soon as possible to Campus Police at (949) 582-4585.

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. When the shaking stops, evacuate the building using the stairs, and proceed to a designated area. A map of the designated areas is posted in all campus buildings.

Fire Alarms

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

Nuclear Emergency

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

Disaster & Safety Guide, Emergency Procedures & Evacuation

The College has posted a comprehensive Disaster and Safety Guide, Emergency Procedures, Campus Evacuation Areas, and Evacuation Plan on their website. Please download and familiarize yourself with these very important safety procedures. Go to the Saddleback College website www.saddleback.edu:

- Select MySite > My Work > Employee Services > Documents – scroll down to “Saddleback Campus Safety”
- Click on the following documents: Saddleback College Disaster Safety Guide, Saddleback College Emergency Procedures, Saddleback College Evacuation Areas, and Saddleback College Evacuation Plan.

Additional information on emergencies, forms and procedures, and Campus Police can be obtained by going to the department’s website www.saddleback.edu/police In particular, there are two safety information videos for staff and students: Flashpoint and Shots Fired!

EVALUATIONS – FACULTY

The tenured faculty evaluation process is designed to improve the teaching / learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

A. Tenured Faculty Evaluation Process

1. Self-evaluation

a. The faculty member will submit to the Dean a portfolio including a report of college, District or committee service; accomplishments (such as publications, shows or performances) awards and achievements; appropriate class materials such as sample syllabi and assignments; and other pertinent documents.

2. Instructional activity observation

a. The appropriate Dean, or designee will make scheduled classroom/worksite/electronic visits as described below:

- i. The faculty member and Dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions displaying his/her abilities.
- ii. Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For on-line classes, the faculty member will present the course to the evaluator during an observation lasting at least fifty (50) minutes.

3. Student Evaluation
 - a. Student evaluations will be arranged through the appropriate Dean's office, and be conducted in each class during the fall and spring semesters, or for those faculty members who engage in instruction outside of the traditional classroom, in the equivalent of a class, during the academic year in which the evaluation is conducted.
 - b. These student evaluations will be made available for the faculty member to review.
 - c. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.
4. Report preparation
 - a. The Dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
 - i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
 - b. Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
 - c. Evaluations are to be based on the materials described in this Article. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The Dean may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
5. A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.

B. Follow-up Procedures

1. If a tenured faculty member receives an overall rating requiring improvement, the Dean will develop a Performance Improvement Plan including follow-up activities with dates of completion, and measurable outcomes to address those performance issues which need improvement.
2. The faculty member receiving an overall rating requiring improvement will be evaluated again within twelve (12) months.
3. In the subsequent evaluation, if the faculty member does not receive an overall rating of “Satisfactory” or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall “Satisfactory” or better.

C. Evaluation Timelines

1. The Vice President or Dean will initiate the tenured faculty evaluation process every three (3) years.
2. The evaluation process must be completed within one year of its initiation, or the process must begin anew.

Part-Time Faculty Evaluations

The part-time faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, and to provide the part-time faculty member a basis for professional growth and development.

A. Part-time Faculty Evaluation Process

1. Self-evaluation
 - a. The faculty member will submit to the Dean a portfolio including a report of college, District or committee service; accomplishments (such as publications, shows or performances) awards and achievements; appropriate class materials such as sample syllabi and assignments; and other pertinent documents.
2. Instructional activity observation
 - a. The appropriate Dean or designee will make scheduled classroom/worksite/electronic visits as described below:
 - i. The part-time faculty member and Dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions displaying his/her abilities.
 - ii. Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For online classes, the faculty member will present the course to the evaluator during an observation lasting at least fifty (50) minutes.
3. Student Evaluation
 - a. Each part-time faculty member shall have student evaluations

conducted by the appropriate Dean's office in at least one course during the first semester of his/her first assignment at that college. Subsequent student evaluations shall take place every semester in which a formal evaluation is performed.

- b. These student evaluations will be made available for the part-time faculty member to review.
- c. The student evaluations are the property of the part-time faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, and will not be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

4. Report Preparation

- a. The Dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
 - i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the part-time faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in assessment of student learning outcomes. Any information included in the part-time faculty member's evaluation regarding participation in student learning outcome processes must be verified and documented.
- b. Part-time faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- c. Evaluations are to be based on the materials described in this Article. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The evaluator may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
- d. The evaluation of the part-time faculty member may be completed by a full-time faculty member as the designee of the Vice President or the dean, under the following circumstances:
 - i. The full-time faculty member is tenured,
 - ii. The full-time faculty member is in good standing with an evaluation of "Satisfactory" or better on his or her most recent evaluation,
 - iii. The full-time faculty member is approved by the appropriate dean,
 - iv. Department Chairs will have the first right of refusal for all evaluations of part-time faculty members in their areas,

- v. In the event that an evaluation results in the determination that the evaluated part-time faculty member requires improvement, the evaluation process will revert to the dean, who will complete the evaluation.

B. Evaluation Timelines

1. Each part-time faculty member shall be evaluated during the first semester of his/her first assignment at that college.
2. Subsequent reviews will be every sixth semester during which an instructional assignment is held, and no fewer than one in every four years.

FACULTY ASSOCIATION

The Faculty Association is the union for both full-time and part-faculty members and represents the faculty in the collective bargaining agreement. All faculty members are encouraged to join the union. The website address is: <http://www.socccdfa.net/>

FACULTY SUPPORT & SERVICES

Please visit the Faculty & Staff Support page on the college website to find helpful information and many resources available to you. The link is below:
<http://www.saddleback.edu/faculty-and-staff>

The Saddleback College campus Emeritus Office is located on the 2nd floor of the Health Sciences Building (HS 244.) The hours of operation are 8:00am - 5:00pm, Monday through Friday. Although workspace is limited at the HS office, there is one computer for faculty use in the lunchroom, as well as a copier and fax machine in the workroom. These are available on a first come, first served basis. The Emeritus satellite office in Laguna Woods Village is located at Clubhouse 4 (Gate 5 from El Toro Road). The hours of operation are 8:30am-1:30pm, Monday through Thursday. The Clubhouse 4 office has a computer, telephone, fax machine and copy machine (for light duty copying only)* for faculty use as well.

Faculty can access the LWV CH 4 Office at times other than when the office is open. The Clubhouse Supervisor keeps a list of each semester's EI faculty and will unlock the door for you. To be sure your name is on that list, contact Diann Shea at (949) 770-9669 or email her at dshea@saddleback.edu.

*For large copy jobs, please visit the Copy Center in Village 10 on the Saddleback campus, and see DUPLICATING in this handbook.

Also available to all Emeritus Institute faculty, are the following Saddleback College support services:

Faculty Center for Student Success

Location: BGS Building: Room 249

Website: <http://www.saddleback.edu/fcss>

Saddleback College Emeritus Institute Faculty Handbook 2019-2020 Academic Year

Email: scfacultycenter@saddleback.edu

Phone: (949) 582-4515

Office Hours: Monday - Thursday 7:00am to 7:00pm; Friday 7:00am to 5:00pm

Not only does the Faculty Center for Student Success offer instructors the use of computers and copiers, but also provides faculty workshops and training that promote excellence in teaching to ensure the highest level of student learning for on-campus, blended, flipped, or fully online classes. Individual training and workshops available are: Use of Blackboard and Canvas in both online and face-to-face classes; Instructional design support for online classes; Ways to incorporate instructional technology in your classes, including the latest technologies; Best teaching and learning practices specific to all learning modalities; Class assessment practices and skills; Strategies to address basic skills needs of students in your classes; Other topics related to teaching and learning.

LEARNING RESOURCE CENTER – “LRC” (LIBRARY)

Location: Saddleback Campus Library

Website: www.saddleback.edu/library

Email: scfacultycenter@saddleback.edu

Phone: (949) 582-4314

Office Hours: Monday - Thursday 8:00am to 8:00pm; Friday 8:00am to 2:00pm

There are approximately 90,000 books in the collection, including more than 6,000 e-books, approximately 300 periodical subscriptions, plus thousands of electronic magazines, journals and newspapers available via the library's online databases. The collection also contains audio-visual materials to supplement the curriculum. Faculty may place materials on reserve to ensure student access to important resources. Visit the LRC (Learning Resources Center) webpage for more information.

TECHNOLOGY SERVICES

Location: Village 2

Website: <https://servicedesk.socccd.edu>.

Email: scfacultycenter@saddleback.edu

Phone: (949) 582-4456 Main Line

Faculty Technology Services Helpline: (949) 582-4600

Helpline Hours Monday – Thursday 7:30am to 8pm; Friday 8am to 5:00pm.

If you are experiencing technical difficulties with your **MySite** account that you are unable to troubleshoot through, you may need to complete a work order through the District Work Order System, <https://servicedesk.socccd.edu>. Be sure to copy an Emeritus staff person on your work order.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

Faculty may not release non-directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. You may have the student fill out a consent-to-release form if the student wants you to speak with a third party. The student must sign a new form each time s/he allows you to release non-directory information. Saddleback College does not currently have a standardized release form.

Do Not Release Without Written Authorization:

- Student identification number
- Positive Attendance record
- Grades/Exam Scores
- Grade Point Average
- Social Security Number
- Parent Address/Phone
- Detail of Registration Information (i.e., courses, times)
- Race, Ethnicity, or Nationality
- Gender
- Date of Birth
- Total Credits
- Number of Credits or classes in which the student is enrolled
- Emergency Contact

FIELD TRIPS

Two field trips per semester are permitted for each class. Submission of field trip paperwork is a **mandatory requirement** for any Emeritus Institute field trip. A Field Trip Request Form must be submitted to the HS 244 Emeritus Office for the Assistant Dean’s signature, **at least two weeks prior to the date of the field trip**. In addition, **every student** participating in the field trip must sign a Voluntary Activity Consent, Assumption of Risk, Release of Liability and Hold Harmless Agreement, also referred to as the Student Waiver form FS#35.

The Field Trip Request and Student Waiver form FS#35, can be found on the Emeritus webpage, under *Faculty Forms & Info* as well as in the Emeritus Offices.

Field trips are not considered hour-for-hour for class cancellations in-lieu of field trips.

Example: A Monday class is 3 hours, but is taking a field trip on Saturday for 12 hours. The Monday class is cancelled, but future classes meet regularly – there is no cancelling of future classes to adjust for the 9 remaining hours of the field trip.

Guests are not permitted to attend Emeritus Institute field trips. Every participant must be an enrolled student in a class/classes of the instructor coordinating the trip. If there are minor students in the class who wish to participate in the field trip, the waiver must be signed by their parent or guardian.

Student Travel – Field Trips and Excursions (Board Policy 6125)

Field trips are components of regularly scheduled classes and are designed to provide experiences connected with specific elements of the course curriculum.

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 that 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 the regular class time.

- **Required Field Trips**
A required field trip is one that is essential to the course being offered, has been approved 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. However, prior arrangements must be made through the Emeritus Institute office.

Multiple Field Trips

If a course includes multiple field trips during the semester, a Multiple Field Trip Request form, listing each separate trip, in addition to a Student Waiver form FS#35, for each enrolled student, must be submitted to the HS 244 Emeritus Office at the beginning of the semester.

Field Trip Transportation

Faculty can request the use of College vehicles for field trips and excursions. The College has sedans and 12-passenger vans for use. The instructor is responsible for making all

transportation arrangements with the Transportation Department. For information regarding vehicle availability and reservations, call Jim Baldwin at (949) 582-4880.

Driving College-Owned Vehicles

A faculty member can drive College-owned vehicles with liability covered by Saddleback College.

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 driving.

For additional information or questions about Emeritus Institute Field Trips, please contact Elsa Amadin, at (949) 582-4836 or at eamadin@saddleback.edu.

FINALS WEEK

Each of the 16-week primary terms has a “Finals Week” which can be identified on the Academic Calendar. During the Finals Week, each class meets only one time on the first regularly scheduled class meeting of the week. Always refer to the Academic Calendar for the **exact dates** of each Finals Week. There is no Finals Week during the Summer Session.

FORMS - FACULTY

Important faculty forms are found on the Emeritus Institute website under Faculty Forms. Go to <http://www.saddleback.edu/emergitus/faculty-forms>

GUEST SPEAKERS

Guest speakers can be scheduled by submitting a **Speaker form** to the Emeritus Institute office with a month’s notice of the day the speaker is requested. Guest Speakers must be approved by both the Assistant Division Dean / Emeritus Director and the Board of Trustees. You must complete and have any unpaid guest speaker sign a **Volunteer Hold Harmless and Release of Liability Agreement** as well. Guest speakers are not paid unless the Board of Trustees has approved a special honorarium.

HIRING POLICIES/ PROCEDURES

Faculty Hiring Process & Teaching Assignments

All faculty members are required to go through an interview process with the Department and a formal hiring process through Human Resources (third floor of the Health Sciences Building). The SOCCCD Board of Trustees will officially approve all new faculty hires. Part-time faculty members are hired on a semester-to-semester basis with no guaranteed right of employment.

If you are interested in teaching part-time in the Emeritus Institute, contact the Emeritus Institute office at 949-582-4835. Teaching assignments will be determined based upon student needs and the College budget. The Division Dean maintains the authority of “right of assignment” and is the final arbiter of all teaching assignment queries.

If you are offered an assignment, you must confirm your acceptance of this tentative class assignment by notifying the Emeritus Institute office: 949-582-4936 and the Assistant Dean / Emeritus Institute Director. The Emeritus Institute generates an Activity Letter that lists your teaching assignment(s); sign and return one copy to the Department Office. The District Human Resources office will formalize this agreement by through an Employment Agreement found in your Workday Inbox for you to accept and submit.

ID CARDS

All Emeritus Institute faculty members are required to obtain and carry a photo identification card. This ID card assists in the identification of faculty members by off-campus facilities. Additionally, faculty are encouraged to use on any campus copy machines and to take advantage of new technology in Library Services with their ID card. In order to get your faculty and staff photo identification card, contact the Department Office to obtain your employee identification number. Then go to Admissions & Records in the Student Services Center to get your photo taken and receive your ID card. For new instructors, you must bring a photo ID with you to obtain your card. Admissions & Records, (949) 582-4555, located at SSC 102, is open 9:00 a.m. to 6:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 p.m., Friday.

IN-SERVICE FOR FACULTY (Professional Development Week)

Emeritus Institute Faculty In-Service is held during Professional Development Week prior to the beginning of each spring and fall semester. **In-Service attendance is very important for all new and returning faculty.** Important information including changes in policies and procedures, class size information, off campus facilities issues, organizational changes and college wide news, provide the basis for a successful semester.

In addition, there is also an **orientation for New Emeritus Institute Faculty**. The purpose of the orientation is to review departmental policies & procedures in detail and answer specific questions.

Faculty Parking Passes for the Laguna Woods Village faculty are distributed at the In-Service meeting each semester as well.

LOUNGE (HS 248)

Faculty and staff are encouraged to eat and relax in our Faculty/Staff Lounge in Health Science Building, Room 248 next to the Emeritus Institute campus office. A refrigerator, microwave oven, tables, chairs, and coffee pot are located in this room for your convenience and use. Please help keep the lounge presentable by cleaning up after yourself.

MAILBOXES/SLOTS

Faculty mailboxes are located either at the Emeritus Office on campus (HS Building, Room 244) or the Emeritus Office at Laguna Woods Village, Clubhouse 4. **Check your mailbox at least once per week**, by stopping in or calling a staff member to check its contents.

Please inform the Emeritus Office of the location you select for your mailbox and be sure to observe parking regulations at each location.

Important information from the Emeritus Office, Admissions and Records Office (including returned APCs, student applications, etc.), the Payroll Department, and other campus offices are distributed via your mailbox.

Please Note: Only instructors are allowed to pick-up their own mail. Do NOT send students to pick up your mail. If you cannot make it to your mailbox, you can call the office and ask them to check your mailbox for anything crucial.

MYSITE

Each faculty member and student have a MySite account which can be accessed from the Saddleback College website. For students, it is their “portal” into the college registration system. For faculty, it provides access to assigned classes, employment benefits and other information. In MySite, instructors can print their class rosters in multiple formats, create, save & print APC slips and process grades. Please contact the Emeritus staff if you need assistance logging into or navigating your MySite Account.

NO SMOKING POLICY

Beginning August 17, 2015, Saddleback College transitioned to a smoke-free campus. This policy was approved by the SOCCCD Board of Trustees and is supported by our Associated Student Government, Academic Senate, Classified Senate, and Consultation Council for the health of our students and employees.

All cigarette and/or tobacco products are prohibited on or within all College facilities and properties, and includes but is not limited to the burning of any type of cigarette, cigar, or pipe. Electronic cigarettes (vapor) and smokeless/chewing tobacco are also prohibited.

The policy pertains to students, faculty, staff, administrators, visitors, vendors, and the general public attending events at any site within the College, and any district- owned property such as College vehicles. The Student Health Center offers smoking cessation resources for tobacco users and is available to offer guidance.

Enforcement of the policy should be a collaborative campus-wide effort to educate and inform smokers about the smoking ban. If you see someone smoking, kindly inform them of the policy. It is up to all of us to ensure that our students, employees, and community are aware of the policy and follow the guidelines.

PARKING (GATE) PASSES FOR LAGUNA WOODS VILLAGE

FACULTY PARKING PASSES

Faculty teaching classes at Laguna Woods Village and/or who have a mailbox at the Clubhouse 4 Emeritus Office will be given a parking pass for entrance into that community at the semester In-Service meeting. Parking passes are for specific day(s) and clubhouse(s), based on your schedule. They are valid for one semester only. If your Parking Pass is lost, alert Elsa Amadin (eamadin@saddleback.edu / 949-582-4835) Institute staff member to arrange for the replacement. **Please be aware that Laguna Woods Village charges a fee for a replacement pass.**

STUDENT PARKING PASSES

LWV Instructors MUST KNOW

Pre-Registered Students

Important to know: LWV will only sell a Parking Pass to an **enrolled** student!

Each semester, prior to the start of classes, the Department sends a list of all non-LWV resident students **enrolled in** LWV classes to the LWV Community Center. Passes are then created for those students only, who must go to the LWV Community Center to purchase them **during a designated time frame** (the week *before* classes start and the *1st* week of classes.) The exact dates & times are always listed on page 2 of the semester *Schedule of Classes*.

Late Adding Students (adding through the instructor by APC)

As stated, LWV will only sell a Parking Passes to enrolled students, therefore, a student who is adding a class the first week needs to hurry to the LWV Community Center in order

to get the APC processed (while our A&R staff is there) so they will then be sold a Parking Pass..

After the first week of classes, the procedure changes. From week two on, we no longer have A&R staff at the Community Center. Instead, the instructor of any LWV class must contact an Emeritus Office to request arrangements be made for the student to purchase a Parking Pass. Once the instructor confirms that the enrollment of the student is in process, the Emeritus staff member can request that LWV staff create and sell a Parking Pass to the student. **IMPORTANT!** Please be aware that because this Student Parking Pass acquisition procedure is complicated, **we rely on the LWV instructors to ask each and every Late Adding student if they will need a Pass and alert a staff member so we can assist the student promptly!**

On-Campus Parking Regulations and Permits

When driving on campus, obey all posted traffic and parking signs. Campus Safety 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 to a parking enforcement officer. If you have an annual parking permit and you drive another car and forget to bring the permit, the Campus Safety Department will issue a free temporary permit for the day. There are no free parking spaces on campus. For further information about parking on campus, call the Campus Safety Department at (949) 582-4585.

Long-Term Parking

Annual faculty parking permits (faculty/staff can no longer buy “semester” permits), can be purchased online with a credit or debit card, by going to MySite > “Parking” > “Go to Parking Website.” The parking permit will be mailed to you. Motorcycle permits are not available online. To pay by cash or check, visit the Saddleback College Campus Police office. Parking permits are valid in all parking spaces and lots, except handicapped and other posted spaces/areas. Faculty/staff members can purchase an additional parking permits for additional cars.

Intermediate-Term Parking

Daily parking permits are \$5 and can be purchased at the yellow permit dispenser machines located by: the entrance to parking lot 1; the Medical Center Drive entrance at the bus stop, adjacent to lot 13; the north end of lot 10; and near the tennis courts in lot 5A. Signs are posted to help you locate the parking permit dispenser machines. Daily parking permits are valid in student parking lots only.

PAYCHECKS

You will be paid the last working day of each month, for the work done in the month prior. If you have questions please contact the Payroll Department at (949) 582-4890. To contact your payroll contact person, for more specific information.

POSITIVE ATTENDANCE

Emeritus Institute faculty are required to submit positive attendance hours by the last day of each month during the semester they are teaching.

The user guide for step-by-step Positive Attendance submission instructions is found on the Faculty Forms and Information website under the Emeritus department page: <https://www.saddleback.edu/emeritus/faculty-forms>

The Emeritus Institute is a noncredit program. The State of California mandates that noncredit, State-funded programs record the accurate and actual attendance of students during each class session. Accuracy is paramount within this process, as positive attendance hours directly figure into the enrollment projections and reporting for the College as a whole. Students must be officially enrolled in your class to appear on the roster. Check your roster throughout the semester to ensure it reflects all students sitting in your class. No individual is allowed to be in your class if he/she is not enrolled.

There is a zero-tolerance policy for willful negligence or fraudulent submission of incorrect positive attendance records.

In the Spring 2018 semester, the SOCCCD moves to an online Positive Attendance submission process.

What's New

1. A new link in MySite, under Current Schedule called *Positive Attendance* to access the new Positive Attendance screen called *Attendance*.
2. The *Attendance* screen to enter actual attendance hours.
3. The *Grades Submission* screen to:
 - View tabulated *Cumulative Hours*,
 - Review *Max Reportable* hours,
 - Enter external hours (if any), from systems like Canvas,
 - Certify grades and hours electronically.
4. Positive Attendance reports.

What is Positive Attendance:

For faculty teaching positive attendance classes it is necessary, based on audit requirements, to report actual attendance hour totals on a daily basis and cumulatively at the end of the semester. Traditionally, attendance hours were collected and submitted to Admissions and Records using manual methods of recording and tabulation on a daily

basis, with semester-end summary reporting of these records. The new *Attendance* screen in SIS will allow instructors to enter daily hours for positive attendance classes via a computer or mobile device, with total hours automatically tabulated for grades and positive attendance hours processing, submission, and certification at the end of the semester. Entering attendance hours daily and allowing SIS to automatically keep track of daily and cumulative attendance hours eliminates the need to keep daily attendance on paper, and the need to submit tabulated attendance hours from these daily records at the end of the semester. Reports are available and restricted to the instructor(s) teaching the class and A&R assigned staff only.

Positive Attendance Roster for In-Class Attendance Tracking

The Positive Attendance Roster is available to maintain a record of daily attendance for your students and to report the total number of hours for each student at the end of the term.

To track attendance of your students:

1. List the dates of the class meetings across the top line. Print and utilize more pages if necessary.
2. Write in the number of hours each student attended each class. For example, 1, 1.5, 2, or 3 etc. depending on the length of your class meeting time.
3. If you choose to circulate your class roster among your students for attendance purposes, **it cannot contain any student ID numbers, email addresses or other personal student information.**
4. At the end of each month, total the number of hours for each student per the days they attended over the last month during your class. Enter these daily attendance hours into the Positive Attendance section in MySite under Current Schedule.

Download Class Rosters for Positive Attendance

Your class roster is posted in real time and always reflects the latest enrollment and drop transactions. To access your roster(s):

1. Go to MySite (<https://mysite.socccd.edu/Portal/Default.aspx>)
2. Click on Faculty Services
3. Click on **Current Schedule**
4. Choose the appropriate semester from the drop-down menu
5. 4) Click on Roster-- **Download.**
6. 5) Choose a roster format. Your options are:
 - o Positive Attendance: This roster should be chosen if you are tracking daily attendance for the students. This form must be completed and submitted at the end of the semester if the Attendance Accounting Method is noted as "Positive Attendance" in the header information on the roster. More information can be found in the following pages.

For more information about this procedure, see Faculty Services on the Admissions & Records webpage. See the link below:

<https://www.saddleback.edu/admissions/faculty-resources>

PRIVACY OF PERSONAL INFORMATION - FACULTY

Emeritus Institute staff will not give your telephone number or address to anyone, unless you arrange for this in advance. **Please notify the Emeritus Office immediately if your address or telephone number changes.** Faculty are responsible for updating address and telephone changes in their MySite Accounts, under My Information.

REGISTRATION PROCEDURES

By the first class meeting, most students have pre-registered through their MySite portal and should appear on the roster. Instructors have the discretion to enroll additional students in their classes as well, and can continue to for several months into the semester. The deadline for adding late students to Emeritus classes is the same date as the “Last Day to Withdraw” for the rest of the college. This date is listed on the top of the class roster.

Late Adding Students

Once classes begin, only instructors can enroll additional students. Instructors should be aware of the following procedure:

1. An Add Permit Code (APC) is submitted on behalf of the student to either Emeritus Office or to the A&R Office directly.

The following information should be written on the APC:

- The student name
- The student ID number or DOB
- The First Day the student Attended class (fda)

2. The instructor determines the student’s enrollment status. Ask whether the student is Continuing or New/Returning.* Unless the student is Continuing, a completed Emeritus Institute Student Application will need to accompany the APC code. The one-page Application can be found on the Emeritus webpage and at the Emeritus Institute offices.

* Continuing students (enrolled in the previous semester.) New or Returning students (*not* enrolled in the previous semester).

3. If the class has a Material Fee, attach a check (written to Saddleback College) to the APC.

4. If the class meets in Laguna Woods Village, please review Student LWV Parking Passes within this handbook.

Create & Save plenty of APCs:

A faculty member may use expired APCs to add students, but cannot create additional APCs through MySite after the APC expiration date. You can print them as *needed*, provided you **create & save** them in your MySite account **before the expiration date.**

Prior to First Class Session

- Students will be able to add/drop classes by registering online or going to the Office of Admissions, Records, and Enrollment Services prior to the official closing of classes.
- Each class closing time will vary and is generally 24 hours prior to the first class session.
- After your class is officially closed, download the class roster and Add Permit Codes (APC) from the MySite portal at www.saddleback.edu.
- If you are unable to successfully download your class roster or APCs, contact Admissions and Records Registrar at (949) 582-4342 for assistance.

Add Permit Codes (APC)/Last Day to Add

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. To access your APCs, please follow these steps:

- From the Saddleback homepage at www.saddleback.edu, log on to MySite.
- From the menu, choose “My Work” > “Faculty Services”
- From the options, choose "Create/Manage APC Codes"
- Enter the number of codes you want to create/print for each class
- Click on "Create"
- On the next screen, click on "Create Print File" > "Print"
- Please print enough APC codes to allow for enrolling in class throughout the semester.

Additional Registration Assistance:

- **Bring plenty of APCs & Applications to class** - Keep a supply of APCs and Emeritus Student Applications with you.
- **Keep a copy of your previous roster with you** - Refer to it if a previous student does not recall their ID number.
- **Check to see if the student needs to complete an Application**
- Determine the student’s registration status. If a student is ***Continuing*** from the previous semester, then all that is required is an APC. If a student is ***New or Returning after being away for one semester or more***, then both an APC ***and*** a fully completed Emeritus Student Application is required. If you give a student an APC, make sure #1 it has not expired and #2. the student understands how to use it.

If the class meets in Laguna Woods Village, check to see if the student needs a Parking (Gate) Pass – non residents of LWV will need a gate pass.

Track the *First Day of Attendance* of each Late Adding Student

When using *expired* APCs, make sure the first day of class attendance for each student is written on the APC and is also accurately recorded on your **Positive Attendance Records**.

Material Fees (usually only Art classes)

If your class has a Material Fee, a check (written out to Saddleback College) must be stapled to the APC. For more about MATERIAL FEES, see page 10.

Returned APCs due to Class Conflicts

If a student wants to add your class, but is enrolled in another class that overlaps (meets at the same time as your class), your APC will be returned to you as a “*class conflict*” issue. The student must drop the other class in order to register for yours, which can be accomplished online through MySite or by completing an orange Drop Card. The drop card *MUST be stapled* to the APC of the class they wish to add. These cards are available at either EI office. You may want to keep a few orange Drop Cards with you. If the student chooses not to drop the conflicting class, they will not be able to enroll in your class.

Liability concerns: Throughout the semester, confirm that all attending students are enrolled:

Occasionally, rather than enrolling in the class, a student will write their name on the bottom of the roster each class session. A “write-in” should be a clue that either an APC was never submitted for the student or there is a problem with the APC and it is sitting in your mailbox, waiting to be resolved! Be vigilant that this does not occur (or resolve it quickly if it does) because, not only is an unenrolled individual in your class a liability issue, but he/she will be upset to later learn that if the enrollment deadline has passed, they will no longer be able to attend the class!

Dropping Students

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

Instructors may drop a student from a class if the student is absent for a total of six (6) cumulative instructional hours.

ROOM CAPS/MAX ENROLLMENTS

The Room CAP or Max Enrollment is the number at which a class closes during the **pre-registration period**. Instructors should check their “**CAPS**” prior to the start of each pre-registration period. If a Room CAP/MAX is incorrect, or you are unsure if it is, contact Nikki Dao or your Department Chair as soon as possible. Adjusting Room CAP/MAX Enrollments early reduces problems and student frustration. Room CAP/MAX’s can be found in MySite under My Work, Scheduling/Staffing then Class Inquiry.

ROSTERS

Class Rosters can be accessed via your Instructor MySite account. Each semester, instructors need to download and print class rosters *prior to and throughout the semester*. It is important to periodically print fresh Rosters to check that all APCs have been processed.

SEXUAL HARRASSMENT POLICY

Sexual harassment is an abusive and illegal behavior that harms victims and negatively impacts the workplace by creating an environment of fear, distrust, and intolerance. Other forms of discrimination based on race, color, gender, ancestry, national origin, age, marital status, disability (mental and physical), and sexual orientation are also prohibited. The SOCCCD is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all employees and students. Go to the SOCCCD website for more detailed information.

SICK LEAVE

All faculty members accrue sick leave at the rate of .0558 hours of leave per paid hour. For full-time faculty, this equates to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months). Unused sick leave accrues from each academic year to the next. At the beginning of each semester, all faculty members will receive a sick leave allotment credit equal to the appropriate entitlement for the semester. Information regarding the amount of sick leave accrued and remaining is available on Workday > “Time Off” > “Time Off Balance” or through the Payroll Office at (949) 582-4890. Other leaves, both paid and unpaid, also are available for faculty members. Please refer to the Academic Employee Master Agreement for specific information.

STUDENT CONDUCT

Student Behavior - Rules and Regulations

Board Policy 5401 sets forth guidelines for student conduct in compliance with the Title V California Education Code and all civil criminal codes. Students in the South Orange County Community College District (including Emeritus Institute students) are responsible for regulation of their own conduct and for respecting the rights and privileges of others. Students 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 show respect for the standards set forth by the South Orange County Community College District is cause for disciplinary action.

If a student becomes disruptive or violent, notify a member of the facility site staff (if available) or the Orange County Sheriff's Department and request that the student be removed from the classroom.

Within 24 hours of a behavior/conduct incident, a faculty member is required to submit a Referral for Student Conduct Behavior/Violation report online through the Vice President of Student Services' website.

www.saddleback.edu/vpss

Removal from Class by the Instructor

An instructor may remove a student from class for the day of the removal and the next class meeting for any of the causes set forth in the Saddleback College's Students' Rights and Responsibilities, Code of Conduct (see Saddleback College 2015-2016 Catalog). The instructor shall immediately report the removal to Emeritus Institute Program Director: Dan Predoehl, 949-582-4313 or dpredoehl@saddleback.edu. **A conduct referral form must be completed within 24 hours of the incident.**

Student Behavior - Rules and Regulations

STUDENT INJURY

In the event of a student injury, an Incident Report (Injury Report) must be completed submitted to the Emeritus Institute office within 24 hours. Submit to Elsa Amadin at eamadin@saddleback.edu.

The student injury report can be downloaded from the Emeritus Institute Faculty Forms/Info Page: <http://www.saddleback.edu/emeritus/faculty-forms>

STUDENT LEARNING OUTCOMES

All faculty members are required to assist in the creation, implementation, and assessment of student learning outcomes on the programs and course levels. The Department Chair will serve as a facilitator of SLOs specific to the department. It is now a requirement that each faculty member must develop and post on their class syllabus two or three of their own student learning outcomes specific to the course level. Guidelines on how to establish and assess SLOs are posted on the Educational Planning and Assessment website: www.saddleback.edu/asenate/epa. Any results of the assessment of SLOs will not be included in the faculty member's personnel files.

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. At Saddleback College, each department has established and implemented its own set of student learning outcomes per course.

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

SUPPLIES, FEE-BASED (MATERIAL FEES)

Faculty who teach classes that have a MATERIAL FEE need to order their class supplies by completing a **Fee-based Supplies Request Format** least two months prior to the semester start date to allow adequate time for processing and receipt of supplies. Be sure to calculate the anticipated number of enrolled students in your class multiplied by the materials fee and order your supplies within this total dollar amount. Include your best estimate of shipping fees and applicable sales tax. You will receive an email each semester with a deadline for submitting material fee requests LATE ORDERS are at risk of not being filled. **Faculty members have a set budget for the amount of an order, which must also include 8% tax and also shipping costs. The budget is the amount of the material fee multiplied by the total number of students in the class.**

Faculty must spend all funds allotted to their section through material fee payments.

When expecting a supply order, please check your Emeritus mailbox frequently as a "Purchase Order Sign-off Copy" will be placed in your mailbox when your supplies have arrived. Inventory your supplies carefully, make note of any incorrect or missing items, and report that information to Nikki Dao so that the order can be rectified.

SUPPLIES, INSTRUCTIONAL

If you need to request a supply for use in your classroom, please speak with an Emeritus staff person first. If it is not something we have in stock, you will need to complete an **Instructional Supplies Request Form**. (This would be for a supply that is NOT material fee-based). If you would like further clarification, please ask. Also, although the Emeritus supply budget is limited, your request will be considered. The instructional supply request form is found under Faculty Forms on the Emeritus Institute website.

SYLLABI

Course Syllabus

All faculty members in the Emeritus Institute will prepare a course syllabus for each course, each semester. This syllabus needs to be submitted to the Department prior to the course starting date. The Emeritus Institute has created syllabi templates for faculty usage found on the Faculty Forms and Information page. While the faculty member is not required to utilize the template, it does contain all required information, and is useful for faculty members to build upon.

The syllabus is your contract with the student, and should include the following information:

1. Your name, college email address, voice mailbox, office hours, and at your option, an alternate telephone number and email address.
2. Course number, section and title, meeting days and times, and building and room number.
3. Description of the course.
4. Student learning objectives (what students will do during the course).
5. Student learning outcomes (what students will be able to do after the course)
6. Grading standards and criteria.
7. Policy regarding late assignments.
8. Required purchases, i.e., textbooks and supplies.
9. Dates for major assignments/exams.
10. A clear explanation of written assignments
11. Topics to be covered in sequence, with dates.
12. Reading assignments and due dates.
13. Absence policy.
14. Policy on academic dishonesty and the consequence to any violations of this policy.

UNPAID WORKLOAD EXCHANGES

If a faculty member is unable to teach a class session in a fall or spring semester, he or she can arrange an Unpaid Workload Exchange with another instructor. The Unpaid Workload Exchange must be approved by the Assistant Dean/Director prior to the exchange occurring. Unpaid Workload Exchanges are not available and are not approved during summer.

Faculty members are responsible for organizing workload exchanges.

Once a “trade” has been arranged with another qualified faculty member, an **Unpaid Workload Exchange** form must be completed and signed by the instructor who is *requesting* the Exchange. Once the *accepting* faculty member signs the form, it should be forwarded to the Emeritus Office, for the Director’s approval. All Unpaid Workload Exchange forms must be on file in the Emeritus Office prior to the date of any exchange.

Important points:

- **Do not** make informal substitute arrangements.
- When arranging an Unpaid Workload Exchange, it is important to exchange with SOCCCD faculty from within your area of expertise, preferably Emeritus faculty.
- **Individuals who are not approved SOCCCD faculty MAY NOT substitute for Emeritus classes.**
- The “requesting” faculty member of an exchange has one full academic year to substitute a class of the “accepting” faculty member, thus completing the exchange.

VOLUNTEERS

If an instructor desires to utilize a volunteer within the classroom, both the Emeritus Institute Director and the College President must approve the volunteer. The volunteer must be approved **PRIOR** to the individual volunteering in a classroom. It is the faculty member's responsibility to ensure the completion of the approval process prior to the requested date associated with the volunteer's responsibilities.

Instructors must complete, obtain the signature of and file a Volunteer Hold Harmless form for any person present in their classroom who is not an enrolled student. See page 7 for information regarding Guest Speakers.