

Faculty Handbook

2011-2012

Prepared by the Saddleback College
Academic Senate

Saddleback College Welcomes You

Dear Saddleback Colleagues:

On behalf of the Senate officers – President Dan Walsh, President Elect Bob Cosgrove, Vice President Kim Stankovich, Secretary Bruce Gilman, Past President Alannah Rosenberg, and our Administrative Assistant Jeanise Bartiromo – we welcome you to the 2011-12 academic year at Saddleback College.

Saddleback College is part of a multi-college district that includes Irvine Valley College and, our newest addition—the Advanced Technology Education Park in Tustin. Saddleback, the oldest and largest unit in the South Orange County Community College District, served over 40,000 students last year. Enrollments for fall 2011 are up for the District at 16.56% (some 4,722 students) as of 8/12/11 (after an increase last fall). Most CCs and CSUs and UCs are seeing drops in the numbers of student they are accepting. We are especially fortunate to serve a growing student population: our increases are from on-campus growth and through our Distance Education offerings, now over 14% of our student enrollment. Saddleback College is 4th in California’s community colleges (109 CCs) for the number of students served in this fashion. We are proud of our technology and curriculum and the faculty, staff, administrators and students who developed it.

As of 8/12/11, Saddleback’s headcount is up 13.78%. Please see the next page for the “South Orange County Community College District College Daily Term Comparison Report Fall 2011.”

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

Your Senate and faculty wish to recognize Acting Vice president Don Busche for his assistance in revising our Faculty Handbook. Others who have helped are Sophie Miller (Executive Assistant to the College President), President Tod Burnett, Kathleen Schlick (Executive Assistant, VPI), Don Busche (Acting Vice President for Instruction), and Barbara Sendaba (Executive Assistant, VPSS).

Furthermore, we wish to recognize the following faculty for their service in critical leadership areas. Jane Horlings (Faculty Flexible Calendar Coordinator), Claire Cesareo-Silva (EPA = Educational Planning and Assessment and her tireless work on the recent Accreditation Progress Report), and Kris Leppien-Christensen (Curriculum Chair). They and others have set and maintained a standard of excellence that places Saddleback College apart from other colleges. Thank you all.

Best regards,

Bob Cosgrove
President Elect for the Academic Senate

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

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South Orange County Community College District
College Daily Term Comparison Report
Fall 2011

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Excluding: CANCELLED, COOP-ED WORK EXP, COSMETOLOGY, TUTORING, GRANT FUNDED
and INDEPENDENT STUDY (Except Online Courses)

SADDLEBACK COLLEGE (ATEP Excluded)	Fall 2010 8/6/2010	Fall 2011 8/11/2011	Difference	Percent Change
STUDENTS (Headcount for ALL Sections)	20,421	23,235	2,814	13.78%
CLASSES (Sections as of End of Term)	2,085	2,180	95	4.56%
FACULTY (FTEF as of End of Term)	466.77	476.85	9.85	2.11%
CURRENT WSCH (Weekly Student Contact Hours)	190,861	216,355	25,494	13.36%
ACTUAL vs ESTIMATED FTES	6,728	7,280	552	8.20%
TOTAL CURRENT WSCH/FTEF	409	454	45	11.00%
SCHEDULING FILL RATE	62.99%	71.27%		
IRVINE VALLEY COLLEGE (ATEP Excluded)	Fall 2010 8/6/2010	Fall 2011 8/11/2011	Difference	Percent Change
STUDENTS (Headcount for ALL Sections)	10,138	12,317	2,179	21.49%
CLASSES (Sections as of End of Term)	1,177	1,154	-23	-1.95%
FACULTY (FTEF as of End of Term)	245.8	233.0	-13.0	-5.29%
CURRENT WSCH (Weekly Student Contact Hours)	98,900	114,852	15,952	16.13%
ACTUAL vs ESTIMATED FTES	3,670	3,922	252	6.87%
TOTAL CURRENT WSCH/FTEF	402	493	91	22.64%
SCHEDULING FILL RATE	55.78%	68.80%		
STUDENTS Attending Both Colleges	2,147	2,386	239	11.13%
ATEP	Fall 2010 8/6/2010	Fall 2011 8/11/2011	Difference	Percent Change
STUDENTS (Headcount for ALL Sections)	413	348	-65	-15.74%
CLASSES (Sections as of End of Term)	32	21	-11	-34.38%
FACULTY (FTEF as of End of Term)	8.3	5.4	-2.9	-34.70%
CURRENT WSCH (Weekly Student Contact Hours)	1,758	1,455	-303	-17.24%
ACTUAL vs ESTIMATED FTES	65	51	-14	-21.54%
TOTAL CURRENT WSCH/FTEF	213	269	56	26.29%
SCHEDULING FILL RATE	42.07%	60.97%		
SOCCCD TOTAL	Fall 2010 8/6/2010	Fall 2011 8/11/2011	Difference	Percent Change
STUDENTS (Headcount for ALL Sections)	28,520	33,242	4,722	16.56%
CLASSES (Sections as of End of Term)	3,294	3,355	61	1.85%
FACULTY (FTEF as of End of Term)	720.8	715.3	-5.8	-.80%
CURRENT WSCH (Weekly Student Contact Hours)	291,518	332,662	41,144	14.11%
ACTUAL vs ESTIMATED FTES	10,462	11,254	792	7.57%
TOTAL CURRENT WSCH/FTEF	404	465	61	15.10%
SCHEDULING FILL RATE	60.30%	70.36%		

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I. General Information



2011-2012 Academic Calendar



Saddleback College • Irvine Valley College
Advanced Technology & Education Park

ACADEMIC CALENDAR 2011 – 2012

FALL SEMESTER 2011

AUGUST 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	*22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	*5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	*17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	*11
12	13	14	15	16	17	18
19	20	21	22	23	*24	*25
26	27	28	29	30		

DECEMBER 2011						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	*22	*23	24
25	*26	*27	*28	*29	*30	31

SUMMER SESSION 2012

MAY 2012						
S	M	T	W	T	F	S
20	*21	22	23	24	25	26
27	*28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	*18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	T	F	S
1	*2	3	*4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11

SPRING SEMESTER 2012

JANUARY 2012						
S	M	T	W	T	F	S
1	*2	3	4	5	6	7
8	*9	10	11	12	13	14
15	*16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17	18
19	*20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	*16	17
18	*19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	*18
19						

LEGEND		
 Classes Not in Session	 Saturday Classes Meet	• Holiday District & Colleges Closed
 Staff Development Days	 Instructional Days	* Start of 8-Week Session
 Final Examinations	 Faculty Contractual Days/Classes Not in Session	** Start of 6-Week Session
 Sunday Classes Meet		+ SC Commencement IVC Commencement

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

Mission: To provide a dynamic learning environment and diverse opportunities fostering student success and contributing to the community.



Saddleback College • Irvine Valley College
Advanced Technology & Education Park

ACADEMIC CALENDAR 2011 – 2012

FALL SEMESTER 2011

- August 15-19 (Monday-Friday) Staff Development Days
- August 22 (Monday) Instruction Begins
- August 22-October 16 (Monday-Sunday) 8-Week Session
- September 5 (Monday) Labor Day – Holiday
- October 17-December 11 (Monday-Sunday) 8-Week Session
- November 11 (Friday) Veterans Day – Holiday
- November 24-25 (Thursday/Friday) Thanksgiving – Holiday
- December 12-18 (Monday-Sunday) Final Examinations
- December 19 (Monday) Faculty Contractual Day/Classes Not in Session
- December 19-January 8 (Monday-Sunday) Classes Not in Session
- December 22-January 1 (Wednesday-Sunday) District/Colleges Closed

SPRING SEMESTER 2012

- January 2 (Monday) New Year's Day Holiday
- January 3-6 (Tuesday-Friday) Staff Development Days
- January 9 (Monday) Instruction Begins
- January 9-March 18 (Monday-Sunday) 8-Week Session
- January 16 (Monday) Martin Luther King, Jr. – Holiday
- February 17 (Friday) Lincoln's Day – Holiday
- February 20 (Monday) Washington's Day – Holiday
- March 11-17 (Sunday-Saturday) Spring Break/Classes Not in Session
- March 16 (Friday) Friday of Spring Break – Holiday
- March 19-May 9 (Monday-Wednesday) 8-Week Session
- May 10 (Thursday) Faculty Contractual Day/Classes Not in Session
- May 11-17 (Friday-Thursday) Final Examinations
- May 18 (Friday) Faculty Contractual Day/Classes Not in Session
- + May 18 (Friday) Irvine Valley College/Saddleback College Commencements

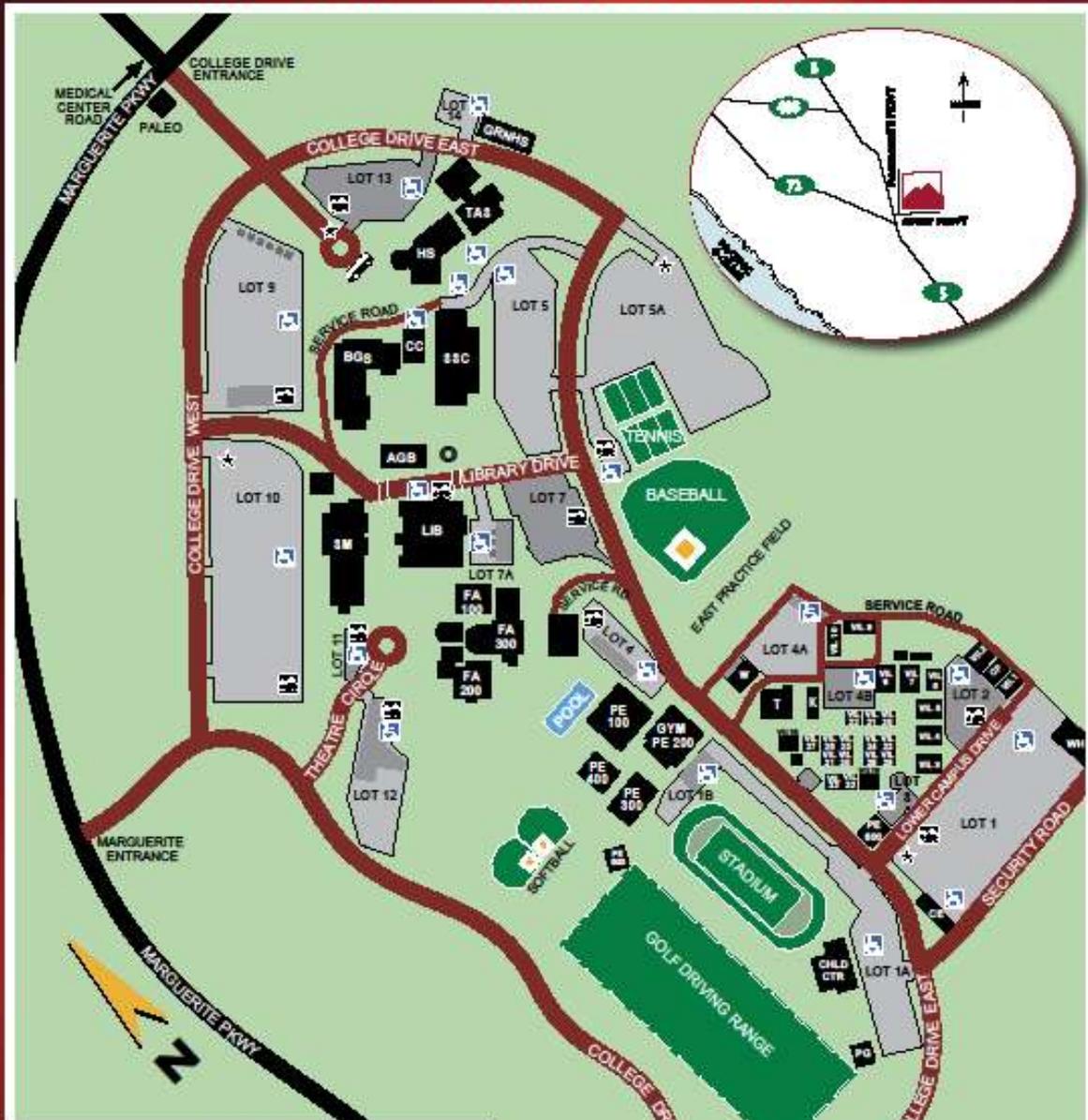
SUMMER SESSION 2012

- ** May 21-June 29 (Monday-Friday) 6-Week Session
- May 21-July 13 (Monday-Friday) 8-Week Session
- May 28 (Monday) Memorial Day – Holiday
- June 18-August 10 (Monday-Friday) 8-Week Session
- July 4 (Wednesday) Fourth of July – Holiday
- ** July 2-August 10 (Monday-Friday) 6-Week Session

SUMMARY

	Fall	Spring	Total
Instructional Days			
Monday	15	15	30
Tuesday	16	17	33
Wednesday	16	17	33
Thursday	15	16	31
Friday	14	15	29
SUBTOTAL	76	80	156
Staff Dev. Days	5	4	9
Faculty Contractual Days	1	2	3
Finals	5	5	10
TOTAL	87	91	178

SADDLEBACK COLLEGE CAMPUS MAP



BUILDING KEY

AGB.....Administration & Governance Building	McKinney Theatre is located in FA 300
BGS.....Business/General Studies	PALEO.....Paleo Lab
CC.....Classroom Complex	PE.....Physical Education
CE.....Community Education	PG.....Public Golf
CHILD CTR...Child Dev. Center	SM.....Science & Mathematics
CP.....Campus Police	SSC.....Student Services Center
FA.....Fine Arts Complex	Studio Theatre is located in FA 300
GRNHS.....Horticulture Greenhouse	TAS.....Technology & Applied Sci.
HS.....Health Sciences	VL....."Village" Classrooms
LIB.....Library (facilities located in Village during renovation)	W....."W" Building (Comm. Arts)
	WH.....Warehouse

●	BUS STOP
★	DAILY PARKING PERMIT DISPENSER (\$2.00/DAY)
♿	HANDICAPPED PARKING
⌘	METERED PARKING
🏍	MOTORCYCLE PARKING
☐	STAFF PARKING
☐	STUDENT PARKING
⊙	VETERAN'S MEMORIAL

Saddleback College Vision, Mission Statement, and Values

Our Vision:

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

Our Mission:

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

Our Values:

Saddleback College embraces:

Commitment

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

Excellence

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

Collegiality

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

Success

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

Partnership

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

Innovation

We anticipate and welcome change by encouraging innovation and creativity.

Academic Freedom

We endorse academic freedom and the open exchange of ideas.

Sustainability

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

Inclusiveness

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

Global Awareness

We recognize the importance of global awareness and prepare our students to live and work in an increasingly interconnected world.

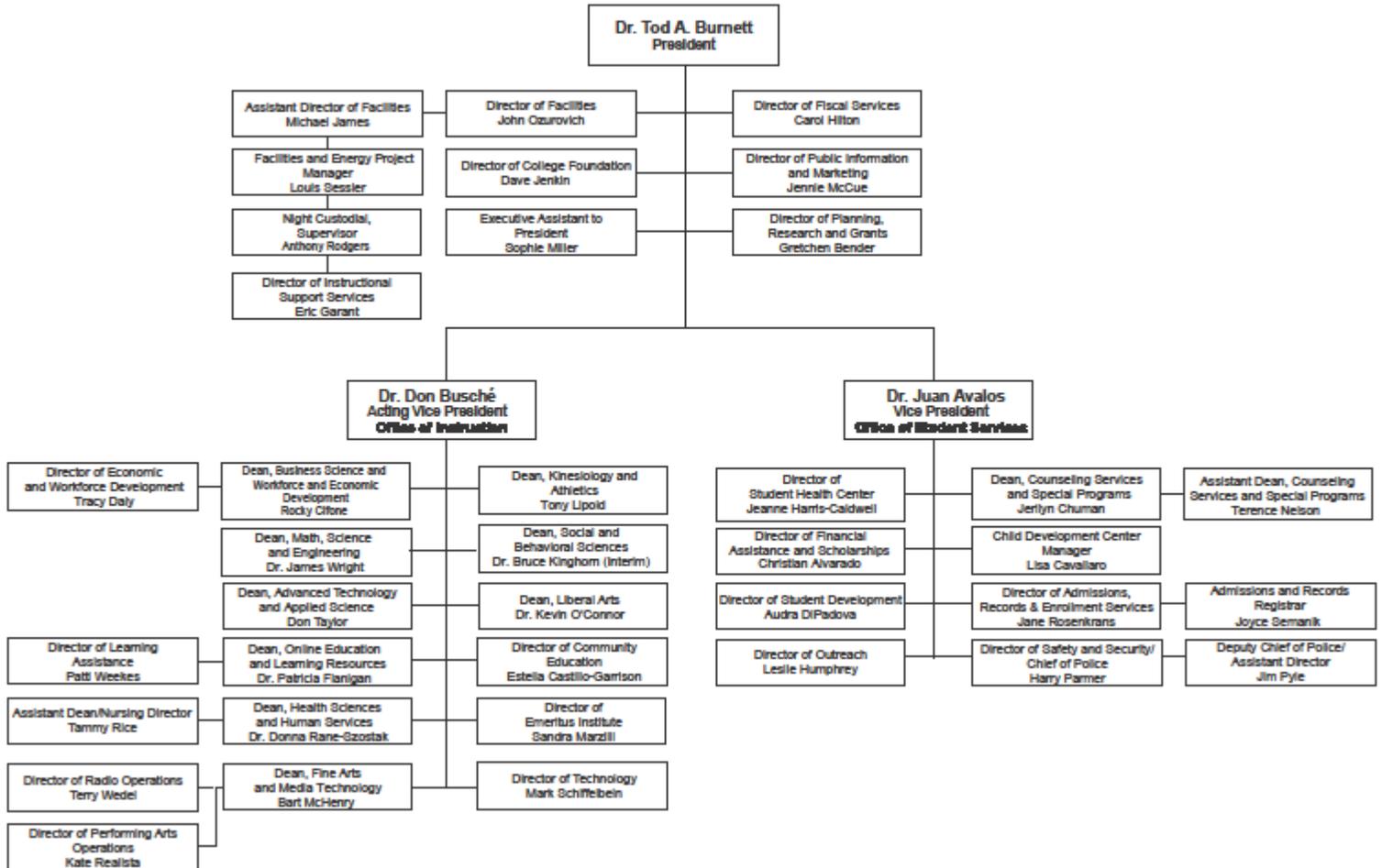
II. College Governance



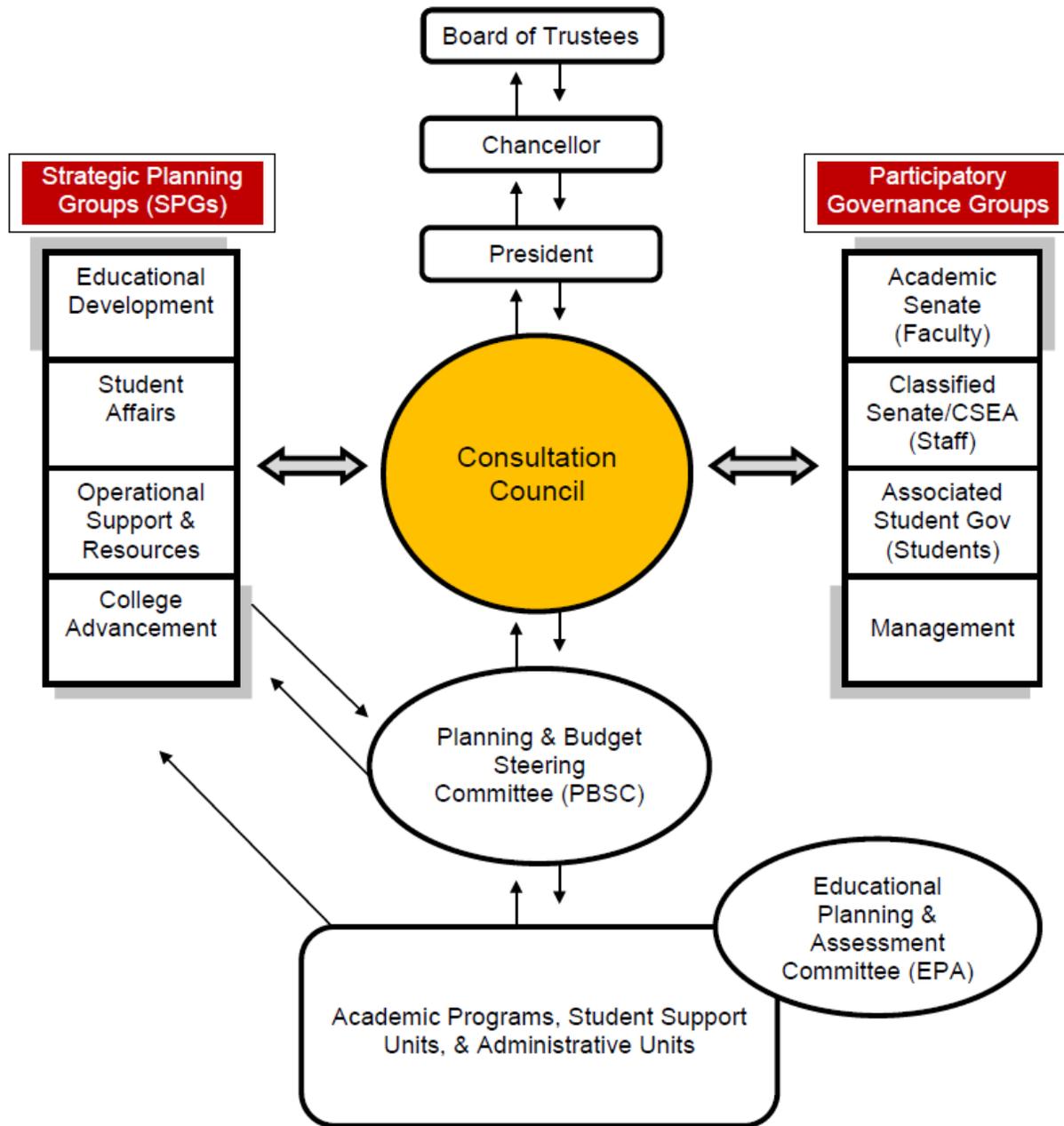
College Administrative Organizational Chart

SADDLEBACK COLLEGE MANAGEMENT ORGANIZATIONAL CHART

August 10, 2011



Strategic Planning Organizational Chart



Academic Senate

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

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

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

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

The Executive Committee of the Academic Senate for 2011-2012 is:

President – Dan Walsh (dwalsh@saddleback.edu)

Secretary – Bruce Gilman, Ph.D. (bgilman@saddleback.edu)

Vice President – Kim Stankovich (kstankovich@saddleback.edu)

President Elect- Bob Cosgrove, Ph.D. (bcosgrove@saddleback.edu)

Past President – Alannah Rosenberg, Ph.D. (aorrison@saddleback.edu)

For more information you may visit the Senate's web site at: www.saddleback.edu/asenate

Standing Committees of the Academic Senate

The Standing Committees of the Academic Senate for 2011-2012 are listed below. A description of each of the committees and their current membership is available on the Academic Senate web site at: www.saddleback.edu/asenate

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

Other Committees

Below is a list of all other College and District Committees for 2010-2011. A description of these committees and their current membership is available on the College web page at:

www.saddleback.edu/gov/

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

Faculty Association

The South Orange County Community College District Faculty Association (SOCCCDFA) is charged with negotiating the faculty contract, and supporting and defending the right of all district faculty members to a fair and equitable working environment. The Association is committed to working with the Board of Trustees, both college administrations, our campus communities, other representative associations, and the south Orange County community, to support our full-time and part-time faculty members, allowing them the freedom to accomplish our primary goal: the very best education for our students.

The Executive Committee of the SOCCCDFA for 2010-2012 is:

- President – Lewis Long (llong@ivc.edu)
- President-Elect – Paula Jacobs (pjacobs@saddleback.edu)
- Treasurer – Bill Hewitt (bhewitt@ivc.edu)
- Secretary – Allison Camelot (acamelot@saddleback.edu)
- Membership Chair – Loma Hopkins (lhopkins@saddleback.edu)
- Past-President – Lee Haggerty (lhaggerty@saddleback.edu)

All faculty members are encouraged to join the Faculty Association. For more information, please contact your division representative or visit the web site at: www.socccdfa.net/.

III. Campus Offices and Services



Audio-Visual

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

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

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

The audio-visual circulation desk in Village 4 of the Library stocks thousands of items for student and staff use. Videos, DVDs, audio cassettes, CDs, slides, etc. can be checked out by the faculty member from the AV circulation desk. Faculty may also place their own items on reserve for student use within the library.

Bookstore/Textbook Ordering

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

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

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

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

Campus Police and Safety

Saddleback College maintains a Campus Police Department with duly sworn police officers available 24-hours a day throughout the year. A person may report any unlawful or suspicious activity or any emergency at any time -- day or night -- by calling (949) 582-4585, or for emergencies (949) 582-4444. Direct telephone access to Campus Police is also available through the red and yellow emergency telephones located in most of the campus buildings.

Persons may also report a crime by coming to the Campus Police Department located in The Village in parking lot 2. The office is open from 7:00 a.m. to 11:00 p.m. Monday through Thursday, from 7:00 am to 3:00 pm on Friday, and from 7:00 am to 3:00 pm on Saturday. If the office is not open and you need to report a crime or incident, call the on-duty campus police officer at (949) 582-4585.

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

Child Development Center

The Child Development Center (CDC) offers services for children ranging in age from 18 months through 6 years old, before their entrance into Kindergarten. The center offers educational opportunities for the children of students, faculty and staff, as well as community members. The educational experience at the CDC includes activities such as art, cooking, music, language arts, and science. The CDC is located on lower campus adjacent to Parking Lot 1A and is open Monday through Friday from 7:00 a.m. – 6:00 p.m.

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

Copying/Printing and Graphics/Design

Copying/Printing

The Copy Center is located in Village 10: the phone number is (949) 582-4513. It is open from 7:15 am to 7 pm Monday through Thursday and from 7:15 am to 4 pm on Friday.

Copy/Print requests should be made at least 2 days in advance if fewer than 2,000 pages. Larger jobs require a 3-5 day turnaround. Instructors are encouraged to print their files electronically by mail to scprintjobs@saddleback.edu. When submitting your files for printing, you must include the account number your job is to be charged against, which can be obtained from your division secretary and job details (number of copies, 1 or 2 sided, paper color, collated, stapled, etc.). All color printing requires a dean's authorization. After your materials are printed, they will be placed on the pick-up shelf in the Copy Center in alphabetical order by your last name.

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

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

Graphics/Design

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

E-Mail

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

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

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

Faculty MySite

The primary portal for information access at Saddleback College is Faculty MySite. Faculty are able to log-on to MySite from on or off campus and retrieve their class rosters, submit grades, generate APC codes, check e-mail, verify remaining sick leave, download forms, as well as numerous other functions. MySite is accessible through the Saddleback College homepage, or by going directly to the MySite page at <https://www1.socccd.cc.ca.us/mysite/>. Your user name is your Saddleback e-mail address up to the @ sign (generally your first initial and last name), and your starting password is the last four digits of your Social Security Number + 00 or you may set up a different password.

Health Services

Saddleback College has an onsite Student Health Center where faculty members can also be treated for minor ailments such as headaches and cuts, have their blood pressure checked, consult with a nurse, and be tested for tuberculosis. The Center is located in SSC 177 and is open from 8 am to 7 pm, Monday through Thursday, and from 8 am to 3 pm on Friday. The phone number is (949) 582-4606.

Identification Cards

All faculty members are required to have a photo identification/swipe card. This card will enable you to use the duplicating machines, enter certain areas of the campus during restricted hours, and receive a discount at the bookstore with an ASB Stamp on non-textbook items, among other privileges. Photos for identification cards are taken in SSC 102 Monday through Thursday from 9 am to 6 pm and Friday from 9 am to noon. Call Admissions & Records at (949) 582-4555 if you have questions.

Center for Instructional Design & Distance Education (CIDDE)

The Center for Instructional Design & Distance Education (CIDDE) 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 as well as Blackboard faculty support and administration at Saddleback College. The computer lab in the CIDDE is available for faculty use. The lab has 20 MAC & PC compatible computers for your use and for technology classes scheduled throughout the semesters, 4 additional MAC/PC workstations outside the lab for use when the lab is occupied, 3 scanning stations, 1 VHS to DVD conversion station, 2 sound booths equipped with multimedia equipment and video creation, 1 Interactive Pen Display.

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

The CIDDE workshops are offered to faculty free of charge and flex credit will be given to participating faculty who request it. The CIDDE will also attempt to accommodate any faculty group requesting a customized special topic workshop. In addition, we will work one-on-one with any individual faculty member who is not able to attend one of the scheduled workshops.

For further information please visit their web site at www.saddleback.edu/de/cidde/index.html
The CIDDE center is located in BGS 249.

Email contact at scdefaculty@saddleback.edu or call (949) 582-4515.

CIDDE hours are Monday through Thursday from 7:00 am to 7:00 pm, Friday from 7:00 am to 4 pm.

Key Requests

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

Library Services

The Library hours are as follows:

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

The Library is in Village 3 and 4.

There are approximately 8,500 books in the collection in Village 4, 1,200 reference books in Village 3, and 100 print periodical subscriptions. Library databases provide access to thousands of other periodicals and a collection of audio-visual resources supplements the curriculum. Materials not available at the Saddleback College library can be requested through interlibrary loan. Faculty members may also place materials on reserve to insure student access to textbooks and other materials.

Information Competency Workshops

The Library offers eight research workshops each semester. Please encourage your students to attend one or more of the workshops to improve their research and information competency skills. A schedule of the workshops can be found at <http://www.saddleback.edu/library/instruction/workshops.html>. A brief description of the workshops follows:

- **Ready Set Research**
This workshop covers: Compare students' experience of doing research with Kuhlthau's model of the research process; Recognize the importance of making decisions and considering consequences during the research process; Match different information needs with the most appropriate resource formats; Identify sources of research assistance available from the library.
- **Finding Books**
This workshop covers: Locate the library catalog; Identify information needs that can be filled by the type of information found in books; Compare books to other resource types; Conceptualize the purpose of the call number system; Evaluate search results for their relevance to the information need.
- **Finding Articles**
This workshop covers: Locate the article databases; Understand the log-in process for off-campus use; Conceptualize the difference between subscription article databases and Internet search engines; Identify information needs that can be filled by the type of information found in articles; Define keyword and identify examples of appropriate keywords; Identify Boolean Operators and their uses.

- **Internet Searching**
This workshop covers: Identify information needs that can be filled by web sources; Define domain and how it is used to categorize websites; Perform an advanced search using Google; Define the differences between a search engine and a web directory; List limitations of search engines for college-level research.
- **Evaluating Sources**
This workshop covers: List elements to consider when evaluating an information source; Define appropriateness in the context of college research; Define authority in the context of college research; Interpret the attributes of resources that are used to judge their relative authority; Recognize the student's responsibility for evaluating information sources as evidence.
- **Do It Yourself**
This workshop covers: Review the Student Handbook definition of plagiarism and consequences for plagiarists; Identify approaches to research and writing that make it more likely they will plagiarize; Identify approaches to research and writing that make it less likely they will plagiarize, reflect on student and teacher attitudes that influence the decision to plagiarize.
- **Organize Your Research**
This workshop covers: Accessing sources online has become so easy that sometimes we take it for granted that we'll always be able to get back to the sources found before. Most students probably have had the experience of losing the perfect source and wasting time looking for it later. Come to this workshop to learn about tools (including Noodle Tools) you can use from any computer that will ensure that you always have the sources you've collected right where you need them.
- **Reading for Research**
This workshop covers: The structures and features that scholarly articles share in common make them the perfect sources for much of your research. This workshop will teach you the tricks of mining scholarly articles for the background, evidence, and additional research sources you need when you're writing college papers.

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

For more information on the workshops, please contact April Cunningham at (949) 582-4459 or acunningham@saddleback.edu.

Learning Assistance Program (LAP)

Tutorial assistance is available to students free of charge in the LAP located in Village 8-05. The hours are 8 am to 8 pm Monday through Thursday, and 8 am to 2 pm on Friday. Please call (949) 582-4519 for information, or visit their website at: www.saddleback.edu/lap/.

Mailboxes

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

Mental Health Program

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

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

Walk Student to the Health Center or to Counseling.

Important Numbers

Name of Office	Telephone Number	Location	Hours of Operation
Student Health Center	(949) 582-4606	SSC 177	M - Th 8 am - 7 pm F 8 am - 3 pm
Counseling and Special Programs	(949) 582-4572	SSC 167	M - Th 8 am - 7 pm F 8 am - noon
Disabled Student Program and Services	(949) 582-4885	SSC 113	M-Th 8 am- 4:30pm F 8 am - noon
Campus Police	(949) 582-4585 24 hr Emergency: (949) 582-4444	Campus Police Station	M - Th 7 am - 11 pm F 7 am - noon

Parking Regulations and Permits

Long-Term Parking

Annual and semester faculty parking permits, at an established fee, are available in the Campus Police Office. Annual and semester permits are valid in any student or staff parking space located on campus. Faculty members are allowed to purchase an additional parking permit for a second car at the rate of \$1.00.

Intermediate-Term Parking

Daily parking permits are \$2.00 and can be purchased at the yellow permit dispenser machines located at (1) the entrance to Parking Lot 1; (2) the Medical Center Drive entrance at the bus stop by the flag pole adjacent to Parking Lot 13; (3) the north end of Parking Lot 10 and (4) back of Parking Lot 5a. Signs are posted to help you locate the parking permit dispenser machines. Daily parking permits are only valid in student parking lots.

Short-Term Parking

Two Hour metered stalls are located in lot 9 at a rate of \$0.25 per half hour. Please note that annual, semester and daily parking permits are not valid in metered stalls.

When driving on campus please obey all posted traffic and parking signs. Campus Police Officers enforce district parking rules and regulations and state traffic laws. Violators will be cited. You can avoid parking tickets by making sure that your parking permit is always displayed so that it is visible by a parking enforcement officer. If you have an annual or semester parking permit and you drive another car or forget to bring the permit, the Campus Police Department will issue a temporary permit free of charge for the day. For further information about parking on campus, please call the Campus Police Department at (949) 582-4585.

Reading Lab

The Reading Lab offers individualized lab classes (Eng 333 and 332 // .5 units and Eng 336 and 337 / 1 unit; as well as a 0-unit option lab for ESL students) designed to help students improve reading comprehension, critical reading, vocabulary, spelling, grammar, or study skills at the students' pace. Students meet with the lab instructor for diagnosis and program planning, then work independently on the assigned material. An instructor is always available to offer assistance and instruction. These classes offer an excellent opportunity for your students to brush up on academic skills whether they are native or non-native speakers of English. The lab classes are open entry/open exit – students may register for and complete a class anytime throughout the semester.

The Reading Lab is located in CC6: it is open in the fall from 8 am to 8 pm Monday through Thursday and from 8 am to 1 pm on Friday. Spring semester hours are 8 am to 1:30 pm and 4:30 pm to 8 pm Monday through Thursday and 8 am to 1 pm on Friday. For more information, contact the Reading Lab at (949) 582-4539.

Registration Procedures

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

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

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

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

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

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

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

Attendance Records and Instructor Drops

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

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

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

In no case where the instructor has an option to drop a student, should the student presume he/she has been dropped unless the instructor drop has been officially verified by the Office of Admissions and Records (Calif. Ed. Code, Section 70902). The student does receive an email in their MySite email notifying them of an instructor drop. Therefore, it is ultimately the student's responsibility to ensure that they are dropped from classes in which they no longer wish to be enrolled. Students may receive an "F" grade if they fail to drop the course officially, and should be informed of this responsibility on the course syllabus.

Student Services

Counseling Center

Counselors are available to assist students with course selection; preparing for transfer, a degree or employment; making career decisions; and resolving personal problems that interfere with their success in college. Concerns requiring immediate attention and not involving transcripts are handled on a drop-in basis. Office hours are 8 am to 7 pm Monday through Thursday and 8 am to noon on Friday. Appointments are made on Mondays at 8 am for the following week.

Location: Student Services Center (SSC) Room 167 * Phone (949) 582-4572 *

Web: www.saddleback.edu/counseling

Re-Entry Resource Center

Sholeh Alizadeh, Re-Entry Specialist, directs this program that provides these core services: educating, advising, and assisting current and potential students that are returning to college/career following a break of any kind including veterans, displaced home-makers, and others experiencing obstacles. Individual and group appointments are provided with emphasis on reducing obstacles, on/off campus resources, educational & vocational advisement, and personal counseling. A strong supporter of international and culturally diverse populations with complex issues impacting their successful attainment of college & life success. Students may need to wait 2 - 4 weeks for an appointment.

Location: SSC Room 139/140 * Phone: (949) 582-4575 * Web: www.saddleback.edu/rwc

The Center for Career and Life Development (CCLD)

Location: SSC Room 139/140 * Phone: (949) 582-4575 * Web: www.saddleback.edu/cclcd

Hours: Monday through Thursday 8 am - 7 pm / Fridays 8 am - 12 pm

Email: sccareer@saddleback.edu

Social Media: facebook - /sccareercenter, twitter - @sccareercenter, LinkedIn - 'Saddleback College Career Network' group

Career Guidance Services

Don Mineo, Career Guidance Officer, directs this program that provides career center services including: educating, advising, and assisting current and potential students with career exploration, planning, assessment and standardized tests, and career counseling preparation. A computer lab and career library is offered for students to learn about career exploration through personal introspection. Individual appointments are available. Services also include direct support to all APSY courses and courses campus-wide with a career component. Students and instructors may need to wait 2 – 4 weeks for an appointment.

Location: SSC Room 139/140 * Phone: (949) 582-4575 * web: www.saddleback.edu/cclid

Career Placement Services

Eric Hilden, Career Placement Officer, directs this program that is being moved to the Division of Business and Economic & Workforce Development. Services provided to students including Resume, Job Search, and Interview Assistance may be reduced may be eliminated in the CCLD. Gaucho Jobs, the official online employment system for students, is managed by Career Placement Services.

Location: TBD * Phone: (949) 582-4575 * web: www.saddleback.edu/jobs

Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS) is an outreach and retention program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS eligible students may receive priority registration; EOPS book service, academic, personal and career counseling; tutoring; and assistance in transferring to four-year colleges and universities. Office hours are 8 am to 4:30 pm Monday, Tuesday & Thursday; 8 am to 7 pm Wednesday; 8 am to noon on Friday.

Location: SSC Room 126 * Phone: (949) 582-4620 * web: www.saddleback.edu/eops

Disabled Students Programs and Services (DSPS)

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

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

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

All information related to a student's disability must remain confidential. If you have any questions concerning a student or disability, please contact the Special Services department for information.

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. The Student Financial Assistance Office hours are 8 am to 4:30 pm Monday and Thursday, 8 am to 6 pm Tuesday and Wednesday, Friday 8 am to noon.

Location: SSC Room 106 * Phone: (949) 582-4860 * web: www.saddleback.edu/fao

Matriculation

The matriculation office provides assessment, orientation, advisement and follow-up services for new and continuing students. The process assists students in identifying their skill level in English, Mathematics, Reading and English as a Second Language and also provides them with academic planning toward their identified academic goals. Matriculation also evaluates courses that require an English or math prerequisite clearance. The office hours are 8 am to 5:00 pm Monday through Thursday and 8 am to noon on Friday. Evening services are limited to scheduled assessment and advisement sessions.

Location: SSC Room 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.

Visit or call the Transfer Center at (949) 582-4328 for information regarding drop-in counseling hours or to schedule an individual appointment with a Transfer Center Counselor. Individual transfer appointments are scheduled Friday mornings between 8:00 am – 12:00 pm for an appointment the following week.

Every day is Transfer Day at Saddleback College!

Email: sctco@saddleback.edu

Website: www.saddleback.edu/transfer

Transfer Talk: www.saddleback.edu/transfer/transfertalk.html

Facebook: Saddleback College Transfer Center

Twitter: SC Transfer Center

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. VETS Program services include yet are not limited to: new student guidance, Veterans Counseling, scholarship assistance, a link to the Veterans Club, Veterans Outreach, the Women Veterans Unity Group, and a venue for community building. Saddleback College also offers a “Boots to Books” course each year that integrates Veterans specific topics into the curriculum of Applied Psychology 140 (3 units, CSU transferable). The VETS Program hosts events aimed at reintegration into civilian and college life.

Location: SSC Room 207 * Phone: (949) 582-4252 *

For more information visit our website at www.saddleback.edu/vets or email us at vetsoutreach@saddleback.edu.

Telephone System

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

Full-time faculty members have voicemail associated with their campus phone. Part-time faculty will be given a “voicemail” telephone number that can be used for receiving messages. To access your voice mail remotely, call (949) 582-4900. When the system answers, press the * (asterisk) button to begin. Please see your division administrative assistant for further information.

Writing Center

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

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

The Center is located in Village 8-01, and can be reached via email at sbwritinglab@saddleback.edu or by phone at (949) 582-4784.

IV. Personnel Policies and Procedures



Absences and Leaves

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

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

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

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

Bereavement Leave

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

In-Service Leaves

A faculty member may be granted up to three (3) days of paid leave each academic year for the purpose of improving classroom teaching performance. Such leave may be used to visit classes in

other departments or colleges or to attend Association workshops related to the subject(s) or academic discipline(s) being taught by the faculty member. Conference attendance requests must be submitted to your division dean at least two weeks prior to the date of the conference or meeting.

Industrial Accident and Illness Leave and Procedures

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

Jury Duty

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

Personal Necessity Leave

Every faculty member shall be entitled to use six (6) days of paid sick leave allotment during each academic year in case of personal necessity. For part-time faculty, personal necessity leave takes into consideration the number of hours the instructor is assigned per week (i.e., proportional share). "Personal Necessity" means any business, endeavor, or activity which cannot be conducted before or after the teaching day without causing undue inconvenience to the faculty member. A faculty member shall make every attempt to give advance notice for use of Personal Necessity Leave. A faculty member shall not be required to give reasons for the use of such leave. Information regarding the amount of personnel necessity leave accrued and remaining is available on MySite under My Leave Balances or through the Payroll Office at (949) 582-4890.

Sabbatical Leave

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

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

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

Sick Leave

All faculty members accrue sick leave at the rate of .0558 hours of leave per paid hour. For full-time faculty, this equates to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months).

Unused sick leave accrues from each academic year to the next. At the beginning of each semester, all faculty members will receive a sick leave allotment credit equal to the appropriate entitlement for the semester. Information regarding the amount of sick leave accrued and remaining is available on MySite under My Leave Balances or through the Payroll Office at (949) 582-4890.

Other Leaves

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

Change of Name/Address

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

Code of Ethics

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

It is the intent of this Code to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the college as an institution of higher learning. This Code underscores the principle of respect for students, academic colleagues, for individual disciplines, the institution, and the community at large. It also requires that faculty be sensitive to the potential for abuse inherent in any authority relationship, such as the teacher/student relationship, as well as in interactions with support staff and colleagues. A copy of the code in its entirety can be viewed on the Academic Senate Web site at: www.saddleback.edu/asenate. For additional information, call (949) 582-4969.

Committee Obligations

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

Employee Benefits

The Academic Employee Master Agreement provides for a wide array of employee benefits for full-time faculty including medical insurance, dental insurance, vision insurance, life insurance, a legal plan, and long-term care. A summary of these benefits is available on MySite under Employee Documents (Employee Benefits), or through the District's Benefits Coordinator.

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 \$150 per month, to a maximum of \$1,500 per year, toward a voluntary health insurance program of the faculty member's individual arrangement and choice. Please contact the Benefits Coordinator, Earl Pagal, at (949) 582-4512 or epagal@socccd.org for more information.

Evaluations

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

Tenured Faculty

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

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

Probationary (Non-Tenured) Full-Time Faculty

Probationary faculty members will be evaluated by their division dean, as well as members of their Tenure Review Committee (TRC), on a yearly basis as part of the tenure review process. See **Tenure Review Process** below for specific information.

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

Part-Time Faculty

Part-time faculty members will be evaluated during their first semester at Saddleback College, and once every four semesters thereafter. Part-time faculty are generally evaluated by their department chair.

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

Faculty Development/Flex Credit

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

Funding may be available for Faculty Development activities for both full-time and part-time faculty. Contact your division's Faculty Development Representative or the Academic Senate Website at www.saddleback.edu/asenate/funding.html for information on funding availability, application forms, and deadlines at. You may call (949) 582-4969 for more information.

Harassment Policy and Complaint Procedures

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

Schools First Federal Credit Union (SFFCU)

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

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

Payroll Procedures

Paychecks are normally directly deposited 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 below or at: www.socccd.org/businessservices/bs_payroll.html.

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

Part-Time Faculty/Overload Pay

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

$$\text{OSH Rate} \times \text{Number of OSH Assigned} = \text{Semester Gross}$$

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

Salary Classification Changes

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

Tenure Review Process

The tenure review process for probationary faculty members is outlined in the Academic Employee Master Agreement. The four-year probationary period is intended to provide sufficient time for new faculty members to understand the expectations for tenure, to develop the skills and acquire the experience necessary to participate successfully in the education process, and to use appropriate resources for professional growth and development. Faculty recommendation for tenure is a reflection of this standard of excellence in the performance of faculty duties and interaction with students and colleagues.

The tenure review process is a three-step process that includes evaluation by a Tenure Review Committee (TRC), student evaluations (outlined under **Evaluations** above), and an administrative review.

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

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

Workload/Overload

According to the Academic Employee Master Agreement, the normal workload for full-time faculty shall be thirty (30) lecture hour equivalents (LHE's) per year (averaging fifteen (15) 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 Master Agreement on MySite under Employee Documents (Contracts).

Workload Banking Program

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

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

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

Workers' Compensation Procedures

Report the Accident/Illness

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

Supervisor's Report

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

Medical Treatment

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

Off Work Approval

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

Return to Work Authorization

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

V. Instructional Policies and Procedures



Student Academic Dishonesty

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

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

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

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

For Matters Requiring Mild Discipline

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

Stronger Disciplinary Actions

(Policy for grades assigned for cheating is pending. Please check back later.)

Access to College Facilities during Non-Business Hours

The guidelines for faculty access to college facilities during non-business hours is set forth in Board Policy 4055, Access to College Facilities during Non-Business Hours, and Administrative Regulation 4055 (currently under construction). All faculty members who must access college facilities during non-business hours should report their presence on campus to the Campus Police, either in person or by phone at (949) 584-4585.

Non-business hours of the College are as follows:

Monday through Friday – 11:00 pm to 6:00 am

Saturday and Sunday – 7:00 pm to 7:00 am

Access to Off-Campus Facilities

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

Accommodations for Students

Students with a documented disability may be eligible for certain accommodations and support services. Students generally contact the Office of Special Services (DSPS) themselves to arrange such accommodations, and you will be notified by that office if any of the accommodations require any action on your part. If students contact you about accommodations but have not been certified for eligibility, please refer them to Special Services. They are located in SSC 113 and their telephone number is (949) 582-4885. Some unevenness in services may occur because of the state cut backs in the area of categorical money (under which these programs have traditionally operated). Please check with the appropriate office to find out what is available for your students.

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

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

Auditing Policy

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

Classroom Facilities Procedures

Classroom Activities

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

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

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

Classroom Conduct

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

Classroom furniture and equipment should not be moved; if a teacher arranges a room for special use, the furniture should be returned to the original configuration as a courtesy to the next class.

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

Class Meeting Times

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

The State Chancellor's Office has recommended that all colleges look into this practice and state the exact end time on the schedule. The Saddleback College Schedule has listed the exact end time for all classes. These end times need to be adhered to with only one exception—three (3) unit classes, meeting twice a week, will end five (5) minutes before the scheduled end time. *Example: A three (3) unit class that meets Mon and Wed, 9:00-10:20 am, would be dismissed at 10:15 am.* All other classes will end at the scheduled time. Breaks may not be scheduled at the end of the class. The above does not apply to Health Science classes with off-campus clinical labs as they have different schedules.

Contracted Classes

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

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

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

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

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

Curriculum

It is a professional duty for all faculty members to take responsibility for curriculum and program development in their fields of expertise. Title 5, section 55002, clearly states that the faculty must be an integral part of all curriculum decisions, and that, in fact, their input must be primarily relied upon as the professional and disciplinary experts at the College. 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. The chair of the Curriculum Committee is Kris Leppien-Christensen, who may be reached at kleppienchristense@saddleback.edu.

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

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

Directed (Independent) Study

BP 5626: 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.

Individual Projects for Directed Study

AR 5626: 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.

Independent Study Provisions

1. Enrollment in an Independent Study Course requires prior approval based on information provided in an Independent Study Petition.
2. Independent study courses may not be used by a student to satisfy breadth or major requirements or be used as a substitute for any regularly scheduled course.
3. Independent study units will not normally transfer and cannot apply toward the General Education requirement.
4. Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.
5. Academic standards for independent study are the same as those applied to other credit courses.
6. Procedures for evaluation of student progress are the same as those applied to other credit courses.
7. Independent study courses shall have a unique course identification number and may be offered for 1-5 units.
8. A maximum of nine (9) units of independent study can be taken per department area that will apply to a degree/certificate.

9. The independent course must be completed by the end of the semester in which the application is made.
10. Special Part-time Students (K-12) are not eligible for independent study courses.

Independent Study Petition

1. Petitions for independent study shall be available in the college Office of Instruction or in the college Office of Admissions and Records.
2. The Independent Study Petition must be approved by the instructor who will supervise the independent study, the division/school dean, and the Office of Instruction.
3. The completed Independent Study Petition shall contain, but is not limited to:
 - a statement showing that the student's background is adequate for the proposed study,
 - student learning objectives;
 - topics covered;
 - methods of evaluation;
 - student's responsibilities, including reading, writing, and oral presentation requirements equivalent to credit courses conducted by other instructional methods
 - required materials; and
 - number of units
4. Completed petitions shall be filed no later than the tenth day of classes in the Office of Admissions and Records to complete enrollment (Calif. Ed. Code, Section 70902)

Distance Education

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

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

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

The Center for Instructional Design and Distance Education (CIDDE) is a faculty center designed to assist and support faculty with their instructional needs in technology in both on-campus and online classes. The Center (located in BGS 249) has a computer lab with 20 MAC/PC compatible computers, 4 additional MAC/PC workstations, 3 scanning stations, 1 VHS to DVD conversion station, 2 Sound Multimedia sound booths for video creation and 1 interactive Pen Display or SmartDisplay Monitor. 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.

To learn more about CIDDE, please check out its web site at: <http://www.saddleback.edu/de/cidde/> or email the CIDDE staff at scdefaculty@saddleback.edu.

Emergency Procedures

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

Emergency Phones

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

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

Fax Numbers

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

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

On-Campus Emergency Procedures

1. Dial the Campus Police office at 4585 or 4444 for emergency. Campus Police are located in the Village (lower campus) CPD Building.
2. Give your name, location and nature of the emergency.
3. The Campus Police will take appropriate action to contact the proper agency for assistance: Paramedics, Fire Department, Sheriff's Department, etc. In the event of an injury or emergency illness, the college nurse will be transported to the scene.
4. Render first aid, if you are qualified.

Earthquakes

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

Fire Alarms

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

Nuclear Emergency

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

Off-Campus Emergency Procedures

Each off-campus instructor is responsible for locating the nearest available telephone and for contacting the proper authorities (fire-rescue, paramedics, police, etc.) in the event of a serious emergency. If a student becomes disruptive or violent, notify the Orange County Sheriff's Department and request that the student be removed from the classroom for the evening. Notify Campus Police at (949) 582-4585 or if an emergency, call (949) 582-4444. They will alert the Evening/Saturday Dean. The fastest way to contact emergency authorities is to dial 911. At some off-campus high school locations, the Adult Education Offices are open until 9 pm.

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

Should you ever have a health and safety concern or a personal safety or crime prevention situation that may not necessarily be an emergency but has the potential of escalating or becoming a problem or an emergency, please report the circumstances as soon as possible to campus police at (949) 582-4585.

Final Examinations

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

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

Grading

Course Repetition

Please note: Regulations regarding course repetition are currently under review at the state level. Changes are anticipated to go into effect for the Spring 2012 semester and will be reflected in the online version of the Saddleback College Catalog at www.saddleback.edu/cc/. The following rules apply for the Fall 2011 semester.

State regulations govern the number of times a course may be repeated. Students who receive a "W" (withdrawal) may repeat the course provided they have not received four withdrawals for that particular course. Students with an "Incomplete" grade in a course may not register for the course again.

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. If the student repeats the course and receives another substandard grade they may repeat the course one additional time. Under no circumstances may a student repeat a course more than two times.

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. If a course is identified as a repeatable course and a student earns a grade of D, F, or NP (NC), the course repeat limitations do not change.

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. Nursing courses may not be taken for a Pass/No Pass grade unless no other grading option is available.

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.

Note: In lieu of the traditional letter grade, 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. There are a number of factors to consider before making the decision to opt for completion of a course on a Pass/No Pass basis especially for transfer students:

- Taking a course on a Pass/No Pass basis is not similar to auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major or general education be completed on a graded (A-F) basis.
- Students transferring to a UC campus who are required to complete 60 units of coursework with a grade-point average of 2.4 prior to admission must complete at least 42 of the required units on a graded (A-F) basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a “pass” (credit) basis.
- Students planning to apply to competitive admission programs should complete specifically required courses on a graded basis.
- No Pass (NP) (No Credit) grades are considered by the South Orange County Community College District in determination of progress probation (refer to regulations describing probation/dismissal under scholarship standards).
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade-point average of 12 units in residence.
- Standards for Dean’s List or other academic honors are based on Letter-graded courses.

Grading Policy

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 5300 entitled “Grading Policy.”

Academic Record Symbols and Grade-Point Average (GPA)

Evaluative Symbol	Meaning	Grade-point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P (C)	Pass (Credit) (equivalent to A, B, or C; units earned but not counted in GPA)	
NP (NC)	No Pass (No Credit) (equivalent to D or F; however, no units earned and units not counted in GPA)	

Non-Evaluative Symbol

I Incomplete academic work for unforeseeable and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student’s record. The condition for removal of the “I” and the grade to be assigned in lieu of its removal is stated by the instructor in a written record at the conclusion of the class. A copy of the record is given to the student and the original is filed in the Office of Admissions and Records. A final grade is assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. Petitions may be submitted to the Office of Admissions and Records.

The “I” grade is not used in calculating the grade-point average but excessive “I’s” are used as a factor in progress probation and dismissal procedures.

W Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a “W.” Students are limited to a total of four withdrawals in a given course.

No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first 30% of the course.

Withdrawal between the end of the fourth week and 65% of a term, shall be recorded as a ‘W’ on the student’s record.

The “W” shall not be used in calculating grade-point averages, but excessive ‘Ws’ shall be used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after 65% of the length of the class by following the petition procedure in the Office of Admissions and Records. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

Petitions for this exception must be received within the 45 day window for grade appeal after final grades are posted for a given semester.

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

IP The “IP” symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is “in progress,” and that assignment of a substantive 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 BP 5505 and in the Student Handbook. Students have 45 days from the end of the semester in which to file a grade grievance. Read BP 5505 to understand the process involved.

Admissions and Records Procedures for Faculty

The Office of Admissions and Records e-mails a Faculty Bulletin to all faculty during strategic parts of the semester to ensure Faculty have the important information needed to maintain their class records.

For detailed procedures regarding Rosters, Adding Students, Dropping Students, Grade Changes, Grade Submissions, Priority Add Lists, Incomplete Grades, please visit the following Faculty Resources link on the Admissions web page:

<http://www.saddleback.edu/admissions/FacultyResources.html>

Guest Speakers

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

Educational Planning and Assessment (EPA)

The concept of institutional effectiveness calls for an educational institution to engage in an ongoing quest for quality, and to document how well it fulfills its mission and goals by employing a comprehensive system of planning and evaluation in all programs and administrative units on campus. The Academic Senate of Saddleback College created the Office of Educational Planning and Assessment (EPA) in order to coordinate the efforts of the Curriculum Committee, the Program Review Committee, and the Student Learning Outcomes Implementation Team. Through this office, these three important components of institutional effectiveness are linked in a comprehensive process of evaluation, planning, and curriculum/program change. The phone number is (949) 582-4739. For more information, see the **Curriculum, Program Review, and Student Learning Outcomes** sections of this handbook, or visit the EPA web site at: www.saddleback.edu/asenate/epa/.

Instructional Supplies

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

Minimum and Maximum Enrollment

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

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

Office Hours

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

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

Program Review

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

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

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

Program Review is conducted in accordance with the process adopted by the Academic Senate and the timeline established by the Program Review Committee. All faculty members within a department are encouraged to participate in the process. The forms and procedures for Program Review can be found on the Educational Planning and Assessment web site at:

www.saddleback.edu/asenate/epa. Please contact your department chair for more information.

Scantron Machines

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

The Scantron Corporation has placed Test Scoring Computers on campus for your use. The computers are located in various divisions throughout campus and in the Center for Instructional Design & Distance Education (CIDDE). Some divisions may use another system known as Apperson, which is very similar to the more common Scantron machines.

Instructors fill out the correct answers on a blank Scantron “Key” sheet. The key is programmed into a computer that scores the exam and gives a class average.

Student Absences and Attendance

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

Student Conduct

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

Removal from Class by the Instructor

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

It is critical that faculty complete the *Behavioral Incident* form immediately after a student violation of the Code of Conduct occurs. This form is located at www.saddleback.edu/forms/. For your reference, AR 5401, Student Conduct, is located at www.saddleback.edu/vpss/documents/BP-5401-StudentConductAR_2008.doc.

Please refer to this regulation while completing the form. We also recommend that you include this link in your syllabus and inform students you will be following this regulation.

Student Learning Outcomes (SLOs)

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

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

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

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

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

Student Travel – Field Trips and Excursions

Field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. Excursions are also trips connected with a course but which require at least one overnight stay. An example of an excursion would be a trip taken as part of a field study course such as GEOL 172 – Geology Field Studies: Mojave Desert. These activities must be carried out in accordance with Board Policy 6125, Student Travel: Field Trips and Excursions.

Board Approval

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

Field Trip Procedures

There are two types of field trips:

- **Non-Required Field Trips**

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

- **Required Field Trips**

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

Both types of field trips require prior approval by the college administration. The Field Trip Request and Field Trip Insurance Waiver forms are available online at: www.saddleback.edu/forms, and must be submitted to your dean at least ten (10) working days prior to the trip. Two field trips per semester are permitted per class. The Field Trip Request forms and Field Trip Insurance Waiver forms must be completed accurately and the procedure must be followed precisely. The names on the Field Trip Insurance Waiver form and roster must match, as each enrolled student participating in field trips must sign the waiver. If there are minor students in the class, the waiver must be signed by their parent or guardian. A field trip will not be approved without the insurance waiver form. Please see your division administrator for procedures specific to your division.

Multiple Field Trips

If a course will be having multiple field trips over the course of the semester, a Multiple Field Trip Request form and Field Trip Insurance Waiver may be completed at the beginning of the semester for all of the trips to be taken. These forms are available online at: www.saddleback.edu/forms/.

Transportation

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

Driving College-Owned Vehicles

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

Driving Privately Owned Vehicles

If faculty members drive their own cars, they must possess public liability insurance of not less than \$50,000 and property damage insurance of not less than \$25,000. In the event that students drive their own cars they must also possess public liability insurance of not less than \$50,000, and should make their own arrangements for any passengers they plan on taking. For additional protection, students should show the instructor proof of insurance. Instructors should not make arrangements for students to ride in other students' cars unless arrangements are made to employ the driver and pay for mileage on the car as a school vehicle.

Student Travel – Study Abroad

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

Syllabi and Course Outlines

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

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

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

Please be aware that to impose new policies on students once the term has begun is usually difficult. It's best to have clearly defined and described policies in place at the beginning of the term. A faculty member can always relax a policy but it's much more difficult to create one once the semester is underway.

