



# FACULTY HANDBOOK

## 2018-2019



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**\*\*\*Note information found below is for Reedley College, Madera Community College Center and Oakhurst Community College Center. If you would like a copy of the Clovis Community College or Fresno City College Faculty Handbook, one can be obtained by contacting their Office of Instruction.**

# 1. THE DISTRICT-SCCCD

## 1.1 OFFICERS AND TRUSTEES OF THE BOARD

Bobby Kahn, President

Deborah J. Ikeda, Vice President

Richard M. Caglia, Secretary

Miguel Arias, Trustee

John Leal, Trustee

Ronald H. Nishinaka, Trustee

Eric Payne, Trustee

## 1.2 DISTRICT ADMINISTRATION

State Center Community College District  
1525 E. Weldon Avenue  
Fresno, CA 93704  
(559) 226-0720  
[www.scccd.com](http://www.scccd.com)

### Chancellor's Cabinet

Dr. Paul Parnell, Chancellor

Cheryl Sullivan, Vice Chancellor, Finance and Administration

Dr. Carole Goldsmith, President, Fresno City College

Donna Berry,  
Interim President, Reedley College, Madera and Oakhurst Community College Centers

Dr. Lori Bennett, President, Clovis Community College

Dr. Jerome Countee, Jr., Vice Chancellor, Ed Services and Institutional Effectiveness

Julianna Mosier, Vice Chancellor, Human Resources

Christine Miktarian, Vice Chancellor, Operations and Information Systems

Lucy Ruiz, Executive Director, Public & Legislative Relations

Vacant <mailto:Gregory.Taylor@scccd.edu>, General Counsel

## 2. THE COLLEGE

### 2.1 STRATEGIC PLAN

#### Goals

1. Excellence in Education
2. Institutional Effectiveness
3. Leadership in Higher Education and Community Collaboration
4. Accreditation of Madera Community College Center

#### 2.1.1 Mission

Reedley College motivates and empowers students to be successful by providing high-quality, innovative educational opportunities. We inspire a passion for learning to meet the academic and workforce goals of our diverse communities. Our associate degree programs, career technical education, transfer level, and basic skills courses are offered in an accessible and safe learning environment.

#### 2.1.2 Vision

As an exemplary educational institution, Reedley College cultivates professional, well-prepared individuals who will enrich our ever changing local, regional, and global communities.

#### 2.1.3 Values

##### **Student Success**

We are committed to students' intellectual empowerment and the development of critical thinking. We are committed to support our students in their pursuit of individual academic, career, and personal goals.

##### **Integrity**

We are accountable and transparent, and we adhere to the highest professional standards. (from district strategic plan)

##### **Stewardship**

We are committed to the enhancement, preservation, conservation, and effective utilization of our resources. (from district strategic plan)

##### **Inclusivity**

We are committed to and intentional in creating an environment that cultivates, embraces and celebrates diversity. (from district strategic plan)

##### **Collaboration**

We are committed to fostering a spirit of teamwork with our students, faculty, classified professionals, and administrators while expanding our partnerships with education, industry, and our communities.

### 2.2 VISION 2025

In 2025, Reedley College will be a premier community college by

1...*providing excellence in instruction*

Extensive programs, completion at all sites, career technical education, STEAM-or Science, Technology, Engineering, Arts, and Mathematics, transfer, agriculture, general education

2...*leading in student success and completion*

Established Pathways, effective transitions

3...*working toward the accreditation of Madera Community College*

Collaboration methods, supportive structures, engaged dialogue

4...*building and maintaining modern facilities*

Reedley Campus: Science, Fine & Performing Arts and Soccer Field

MCCC: Academic Village 2, Child Development Center

OCCC: Permanent Buildings

*5...engaging in collaborative and integrated planning*

To better serve our students through instruction and services

*6...establishing environments for community engagement and cultural activities*

## **2.3 CALENDARS**

### **2.3.1 Instructional Calendar 2018-2019**

#### FALL 2018 SEMESTER

|                 |         |                           |
|-----------------|---------|---------------------------|
| August 9        | (Th)    | Opening Day, No Classes   |
| August 10       | (F)     | Flex Day                  |
| August 13       | (M)     | Instruction Begins        |
| September 3     | (M)     | Labor Day                 |
| November 12     | (M)     | Veterans' Day (observed)  |
| November 22, 23 | (Th, F) | Thanksgiving Day holidays |
| December 14     | (F)     | End of fall semester      |

#### SPRING 2019 SEMESTER

|             |       |   |
|-------------|-------|---|
| January 10  | (Th)  | Opening Day, No Classes                 |
| January 11  | (F)   | Flex Day                                |
| January 14  | (M)   | Instruction Begins                      |
| January 21  | (M)   | Martin Luther King, Jr. Day (observed)  |
| February 15 | (F)   | Lincoln's Birthday (observed)           |
| February 18 | (M)   | Washington's Birthday (observed)        |
| April 15-19 | (M-F) | Spring Recess (classes resume April 22) |
| May 24      | (F)   | End of spring semester                  |
| May 24      | (F)   | Commencement                            |

#### SUMMER 2019 SESSION

|          |      |                                    |
|----------|------|------------------------------------|
| May 27   | (M)  | Memorial Day                       |
| May 28   | (T)  | Start of 4-week & 10-week sessions |
| June 10  | (M)  | Start of 8-week sessions           |
| June 21  | (F)  | End of 4-week session              |
| June 24  | (M)  | Start of 6-week sessions           |
| July 4   | (Th) | Independence Day                   |
| August 2 | (F)  | End of 6, 8 and 10-week sessions   |



### 2.3.2 Fall 2018

|   |                                 |
|---|---------------------------------|
| Opening Day .....   | Thursday, August 9              |
| Flex Day.....   | Friday, August 10               |
| Instruction begins.....   | Monday, August 13               |
| Syllabi due to Deans .....  | Wednesday, August 15            |
| Last day for students to drop a semester-length course<br>and qualify for a refund.....                                       | Friday, August 24               |
| Last day for students to register for a semester-length course and last day to<br>drop full-length class to avoid a “W” ..... | Friday, August 31               |
| Holiday, Labor Day .....  | Monday, September 3             |
| Last day for students to change a semester-length course to or from<br>Pass/No-Pass grading option.....                       | Friday, September 14            |
| Mid-term report period .....  | Friday, October 12              |
| Last day for students to drop a semester-length course<br>(a letter grade must be assigned after this date).....              | Friday, October 12              |
| Holiday, Veterans’ Day .....  | Monday, November 12             |
| Holiday, Thanksgiving.....  | Thursday-Friday, November 22-23 |
| Final Exam Week.....  | Monday-Friday, December 10-14   |
| Saturday Class Finals (if any Saturday classes offered) .....   | Saturday, December 8            |
| Grades Posted to WebAdvisor, Grade Scan Sheets &<br>Class Rosters with Attendance due to Admissions.....                      | Monday, December 17, 12 noon    |

### 2.3.3 Spring 2019

|   |                            |
|---|----------------------------|
| Opening Day .....   | Thursday, January 10       |
| Flex Day .....  | Friday, January 11         |
| Instruction begins.....   | Monday, January 14         |
| Syllabi due to Deans .....  | Wednesday, January 16      |
| Holiday, Martin Luther King, Jr. Day (observed) .....   | Monday, January 21         |
| Last day for students to drop a semester-length course<br>and qualify for a refund.....                                       | Friday, January 25         |
| Last day for students to register for a semester-length course and last day to drop full-length class<br>to avoid a “W” ..... | Friday, February 1         |
| Last day for students to change a semester-length course to or from<br>Pass/No-Pass grading option.....                       | Friday, February 15        |
| Holiday, Lincoln’s Birthday (observed) .....  | Friday, February 15        |
| Holiday, Washington’s Birthday (observed) .....   | Monday, February 18        |
| Mid-term report period .....  | Friday, March 15           |
| Last day for students to drop a semester-length course<br>(a letter grade must be assigned after this date).....              | Friday, March 15           |
| Spring Recess.....  | Monday-Friday, April 15-19 |
| Final Exam Week.....  | Monday-Friday, May 20-24   |
| Saturday Class Finals (if any Saturday classes offered) .....   | Saturday, May 18           |
| Grades Posted to WebAdvisor, Grade Scan Sheets &<br>Class Rosters due to Admissions .....                                     | Monday, May 27, 12 noon    |

### 2.3.4 Holidays/Classes not in Session

September 3 (M) ..... Labor Day Holiday  
November 12 (M) ..... Veterans' Day  
November 22-23 (Th, F) ..... Thanksgiving Day Holiday  
January 21 (M) ..... Martin Luther King, Jr. Day Holiday  
February 15 (F) ..... Lincoln's Birthday Holiday  
February 18 (M) ..... Washington's Birthday Holiday  
April 15-18 (M-TH) ..... Spring Recess  
April 19 (F) ..... Good Friday Holiday  
May 27 (M) ..... Memorial Day Holiday  
July 4 (Th) ..... Independence Day Holiday

*Note: Saturday classes will not be held when a holiday falls on a Friday.*

*Note: Campus is closed on all designated "Holidays"*

### 2.4 REEDLEY COLLEGE (REEDLEY CAMPUS) ADMINISTRATION

|                   |   |
|-------------------|---|
| Donna Berry       | Interim President<br>638-0300, extension 3200                                 |
| Kendelynn Mendoza | Secretary to the President<br>638-0300, extension 3202                        |
| George Takata     | Director of Marketing & Communication<br>638-0322                             |
| Leah Unruh        | Publication Specialist<br>638-0300, extension 3115                            |
| Drew Baker        | Webmaster<br>638-0300, extension 3111   |
| Gary Sakaguchi    | Director of Technology<br>638-0393  |
| Janice Offenbach  | Director of Institutional Research and Evaluation<br>638-0300, extension 3527 |

### **2.4.1 Instruction**

|  |  |
|--|--|
| Dale van Dam   | Vice President of Instruction<br>638-0300, extension 3304                                  |
| Sarina Torres  | Administrative Assistant<br>638-0300, extension 3444                                       |
| Cheryl Hesse   | Curriculum Analyst<br>638-0307   |
| Marie Harris   | Dean of Instruction<br>Math & Engineering, Science, Health Sciences<br>638-0353            |
| Annette Carrion  | Administrative Aide<br>Math & Engineering, Science, Health Sciences<br>638-0300, ext. 3306 |
| David Clark  | Dean of Instruction<br>AG/NR, Business, Industrial Technology<br>637-0361                  |
| Kassandra Davis-Schmall  | Administrative Aide<br>AG/NR, Business, Industrial Technology<br>637-2528                  |
| Todd Davis, Ph.D.<br>Composition/Lit & Reading, Communication & Languages, Fine Arts & Social Sciences | Dean of Instruction<br>638-0359  |
| Christina Buzo<br>Composition/Lit & Reading, Communication & Languages, Fine Arts & Social Sciences    | Administrative Aide<br>638-0300, ext. 3306   |

### **2.4.2 Reedley Student Services**

|                    |  |
|--------------------|--|
| Renee Craig-Marius | Vice President of Student Services<br>638-0300, extension 3536 |
| Diana Rodriguez    | Administrative Assistant<br>638-0300, extension 3291           |
| Shannon Solis      | Dean of Student Services<br>638-0300, extension 3336           |

|                        |   |
|------------------------|---|
| Debbie Osborne         | Administrative Aide<br>638-0300, extension 3278   |
| Veronica Jury          | Manager, Admission & Records<br>638-0323  |
| Mario Gonzales         | Director, EOPS<br>638-0340  |
| Sandra Fuentes         | Director, SSS/TRiO<br>638-0300, extension 3460  |
| Christina Cortes       | Director, Financial Aid<br>638-0312   |
| Dr. Diana Tapia-Wright | Director, Grant Funded Programs<br>638-0300, extension 3668                               |
| Dr. Kurt Piland        | Director, College Relations & Outreach<br>638-0300, extension 3329                        |
| Eve Castellanos        | CalWORKs Coordinator<br>638-0300, extension 3699  |
| Kelly Murguia, R.N.    | Health Services<br>638-0300, extension 3625   |
| Jim Mulligan           | Tutorial Center Coordinator<br>638-0358   |
| Bonita Gomez           | Coordinator-Career, Transfer and Transitions (Dual Enrollment)<br>638-0300 extension 3721 |
| Dr. Samuel Morgan      | Director, DSP&S<br>638-0300, extension 3524   |

### **2.4.3 Reedley Administrative Services**

|                  |  |
|------------------|--|
| Melanie Highfill | Interim, Vice President of Administrative Services<br>638-0351 |
| Samaria Cardenas | Administrative Assistant<br>638-0300, extension 3209           |
| Aaron Hope       | Accountant/Auditor<br>638-0300, extension 3452                 |
| Yolanda Cardenas | Accounting Technician I<br>638-0300, extension 3284            |

|                                      |   |
|--------------------------------------|---|
| Rosa Rios                            | Office Assistant III, Facility Use<br>638-0300, extension 0 |
| Linda Nies                           | Accounting Supervisor<br>638-0300, extension 3501           |
| Michael Kaiser                       | Building Services Manager<br>638-0309                       |
| John Cunningham                      | Food Services Manager<br>638-0300, extension 3679           |
| Linda Quercia and Charlotte Espinosa | Printing Services<br>638-0300, extension 3228               |

## **2.5 REEDLEY DEPARTMENT CHAIRS**

Ag and Natural Resources  
Nick Deftereos  
Office AGM 5, extension 3736

Business  
David Meier  
Office BUS 40, extension 3320

Composition/Literature & Communications  
Carey Karle  
Office CCI-214, extension 3421

Counseling and Guidance  
Samara Trimble  
Office DSPS, extension 3

Fine Arts/Social Science  
Bryan Tellalian  
Office Forum 7, extension 3798

Industrial Technology  
David Richey  
Office AERO 7, extension 3318

Math Computer Science & Engineering  
Ron Reimer  
Office FEM 1F, extension 3355

Science and Geography  
Veronica Cornel  
Office PHY 78, extension 3449

Physical Education/Health Sciences  
Marcy Davidson  
Office CDC, extension 3127

Reading & Language  
David Nippoldt  
Office FEM 4G, extension 3100

Auxiliary  
Linda Reither  
Office LRC-117, extension 3183

### **2.5.1 Appointment of Department Chairs**

Department Chairs are appointed for three-year terms by the college president upon recommendation of the department faculty and the instructional administration. Further description of the appointment of Department Chairs can be found in the Department Chairs'/Division Representatives' Guidelines on [Canvas](#).

### **2.5.2 Department Chair Duties**

A description of the duties of Department Chairs can be found in the Department Chairs'/Division Representatives' Guidelines on [Canvas](#).

## **2.6 RC FULL TIME FACULTY LIST**

**Dale van Dam, VP of Instruction**

**Sarina Torres, Administrative Assistant**

Amanda Taintor, Instructional Designer/DE coordinator

Cheryl Hesse, Curriculum Analyst

**Todd Davis,**

**Dean of Instruction, Div. A**

Chris Buzo, Administrative Aide

### **COMPOSITION/LIT&READING**

|                     |                   |                         |
|---------------------|-------------------|-------------------------|
| Apperson, Eileen    | (comp/lit)        | Sabbatical FA18         |
| Berg, Emily         | (comp/lit)        | Sabbatical FA18         |
| Borofka, David      | (comp/lit)        |                         |
| Dominguez, David    | (comp/lit)        |                         |
| Garza, Richard      | (comp/lit)        |                         |
| <b>Karle, Carey</b> | <b>(comp/lit)</b> | <b>Department Chair</b> |
| Lapp, Deborah       | (comp/lit)        |                         |
| LaSalle, Ryan       | (comp/lit)        |                         |
| Levine, Lori        | (comp/lit)        |                         |
| Lyons, Deborah      | (comp/lit)        |                         |
| Maryanow, Natasha   | (rdng)            |                         |
| Paul, Heather       | (rdng)            |                         |
| Snyder, Rebecca     | (comp/lit)        |                         |
| Stamper, Elaine     | (comp/lit)        |                         |
| Thurber, Julie      | (rdng)            | Sabbatical SP19         |
| Watts, Kate         | (comp/lit)        |                         |
| Zigler, Jan         | (rdng)            |                         |

## COMMUNICATION & LANGUAGE

Aguirre, Sara (lang)  
Al Haider, Rebecca (esl)  
Amezola, Bernice "Franchesca" (lang)  
Buldo, Vanessa (comm)  
Carvalho Cooley, Linda (comm)  
Cooper, Nicole (comm)  
Lind, Joseph (asl)  
**Nippoldt, David (lang) Department Chair**

## FINE ARTS & SOCIAL SCIENCE

Carrera, Tracy (art)  
Genera, Randy (hist)  
Hicks, David (art)  
Montejano, Dennis (crim)  
Murphy, Harmony (music)  
Rard, Elizabeth (phil)  
Rodriguez, Fatima (soc)  
Snyder, Colleen (music)  
**Tellalian, Bryan (polisci) Department Chair**  
Terrell, John (psych)

## LIBRARY

Curry, Stephanie (Acad. Senate Pres)  
Hess, Shìvon

**Marie Harris,**

**Dean of Instruction, Div. B**

Annette Carrion, Administrative Aide

## MATH & ENGINEERING/COMP SCIENCE

Andrade, Veronica (math)  
Friesen, Kelsey (math)  
Gilmore, Jim (math)  
Gong, Doug (math)  
Heathcote, John (enr)  
Kehoe, Julie (math)  
Obeid, Lina (math)  
Ortiz, Maria (math)  
Perez, Conrad (math)  
Reimer, Rebecca (math center coord)  
**Reimer, Ron (math) Department Chair**  
Tayar, Walid (math)  
Winter, Kelly (math)  
Wu, Sharon (comp sci)  
Zook, Steven (math)

## SCIENCE/GEOGRAPHY

Blanken, Bill (chem)  
Bush, Bethany (biol)  
**Cornel, Veronica (chem) Department Chair**  
Elizondo, Rosemarie (bio)  
Kawagoe, Kirk (chem)  
Lin, Joseph (bio)



|                   |           |           |
|-------------------|-----------|-----------|
| Menefee, Whitney  | (biol)    |           |
| Novatne, Lauren   | (physics) |           |
| Rude, Gerald      | (physics) | (RC/MCCC) |
| Strankman, Andrew | (biol)    |           |
| Thiesen, Kurtis   | (chem)    |           |

### HEALTH SCIENCES/PE

|                        |                          |                         |
|------------------------|--------------------------|-------------------------|
| Barajas, April         | (cd)                     |                         |
| <b>Davidson, Marcy</b> | <b>(cd)</b>              | <b>Department Chair</b> |
| Dhillon, Manjit        | (nat)                    |                         |
| Francis, Onesta        | (p/t women's soccer)     |                         |
| Jennings III, Richard  | (pe/hlth/bb coach)       |                         |
| Jefferies, Shannon     | (pe/hlth/vb coach)       |                         |
| Kilbert, Dan           | (ASG/pe/health/bb coach) |                         |
| Locklin, Kim           | (pe/hlth)                |                         |
| Marsh, Nancy           | (cd)                     |                         |
| Marty, Eric            | (pe/fb coach)            |                         |
| O'Connor-Kuball, Kathy | (pe/hlth/sb coach)       |                         |
| Parento, Lois          | (dental)                 |                         |
| Pearse, Steve          | (pe/hlth/bb coach)       |                         |
| Sorensen, Shelly       | (dental)                 |                         |
| Stark, Scott           | (pe/hlth/fb coach)       |                         |
| Swallow, Richell       | (cd)                     |                         |

**David Clark,**

**Dean of Instruction, Div. C**

Kassandra Davis-Schmall, Administrative Aide

### AG & NATURAL RESOURCES

|                            |                  |                         |
|----------------------------|------------------|-------------------------|
| <b>Deftereos, Nicholas</b> | <b>(mech ag)</b> | <b>Department Chair</b> |
| Dinis, Larry               | (mech ag)        |                         |
| Kinney, Kent               | (nr)             |                         |
| Long, Louie                | (nr)             |                         |
| Lopes, David               | (ag)             |                         |
| Molyneux, Desire           | (an sci)         |                         |
| Rodriguez, Juan            | (mech ag)        |                         |
| Rodriguez, Sam             | (ag bus)         | (RC/MCCC)               |
| Smith, Tim                 | (pls)            |                         |
| Soderlund, Joshua          | (nr)             |                         |
| Wenter, Gary               | (mech ag)        |                         |
| Woodard, Kevin             | (ag bus)         |                         |

### BUSINESS

|                     |               |                         |
|---------------------|---------------|-------------------------|
| Boyer, Jason        | (is)          |                         |
| Ensz, Toni          | (ot)          |                         |
| Gilmore, Pam        | (ot)          |                         |
| <b>Meier, David</b> | <b>(econ)</b> | <b>Department Chair</b> |
| Morales, Daniel     | (is)          |                         |
| Nasalroad, Eric     | (bus)         |                         |
| Sandoval, Everett   | (is)          |                         |
| Seo, Eunji          | (acctg)       |                         |
| Sorensen, Michael   | (bus)         |                         |

### INDUSTRIAL TECHNOLOGY

|                 |        |
|-----------------|--------|
| Asman, Jason    | (aero) |
| Fransen, Robert | (mfgt) |
| Garza, Nino     | (auto) |

|                      |               |                         |
|----------------------|---------------|-------------------------|
| Guzman, Rudy         | (auto)        |                         |
| Johnson, John        | (aero/FS)     |                         |
| Ornelas, Michael     | (manu)        |                         |
| Rosendale, Stephen   | (auto)        |                         |
| <b>Richey, David</b> | <b>(aero)</b> | <b>Department Chair</b> |
| Tikkanen, David      | (mfgt)        |                         |
| Zielke, Keith        | (aero)        |                         |

**Shannon Solis,**  
**Dean of Student Services**  
 Debbie Osborne, Administrative Aide  
 Jane Zavala- Martinez, OAIII for Counseling

**COUNSELING**

|                            |                                       |                         |
|----------------------------|---------------------------------------|-------------------------|
| Bedolla, Juan              | (STEM Coord)                          |                         |
| Bos, Case                  | (General)                             |                         |
| Bourbon, Erica             | (Articulation)                        |                         |
| Castellanos, Eve           | (CalWORKs Coord)                      |                         |
| Cobb, Aaren                | (EOPS)                                |                         |
| Cruz, Susana               | (General)                             |                         |
| De La Cruz- Pulido, Gloria | (Calworks)                            |                         |
| Duran-Marin, Ruby          | (EOPS)                                |                         |
| Gomez, Bonita              | (College, Career & Transitions Coord) |                         |
| Gutierrez, Maricela        | (BSI-ESL)                             |                         |
| Jones, Steve               | (General)                             |                         |
| Morales, Luis              | (EOPS)                                |                         |
| Parento-Garcia, Ellyce     | (Career)                              |                         |
| Reents, Danielle           | (General)                             |                         |
| Renteria, Javier           | (Athletics)                           |                         |
| Silva, Maria               | (CTE)                                 |                         |
| Spomer, Chris              | (General)                             |                         |
| <b>Trimble, Samara</b>     | <b>(DSPS)</b>                         | <b>Department Chair</b> |
| Vang, Sue                  | (General)                             |                         |

SSS  
 Valdez, Rosalva (Counselor)

DSP&S Counselors  
 Affeldt, Melissa  
 Calhoun, Ashley  
 Reither, Linda

## 2.7 MADERA & OAKHURST COMMUNITY COLLEGE CENTERS

### 2.7.1 Administration

MADERA COMMUNITY COLLEGE CENTER  
 30277 Avenue 12  
 Madera, CA 93638  
 Phone: 675-4800

OAKHURST COMMUNITY COLLEGE CENTER

40241 Highway 41  
PO Box 1910  
Oakhurst, CA 93644  
Phone: 683-3940

Claudia Habib, Ed.D.

Vice President Madera/Oakhurst CCC  
675-4800, extension 4852

Monica Armenta

Administrative Assistant  
675-4800, extension 4874

Leticia Canales

Dean of Student Services Madera/Oakhurst CCC  
675-4800 extension 4822

Kenia Gonzalez

Administrative Aide  
675-4800, extension

Ganesan Srinivasan, Ph.D.

Dean of Instruction Madera/Oakhurst CCC  
675-4800 extension 4817 or 4812

Yolanda Garcia

Administrative Aide  
675-4800, extension 4812

Becky Xiong

Office Assistant III, Facility Use  
675-4800, extension 4817

Darin Soukup, Ph.D.

Director, Oakhurst CCC  
683-3940, extension 5613

Amanda Johnson

Office Assistant III  
683-3940, extension 5610

## **2.8 MADERA CCC DIVISION REPRESENTATIVES**

Humanities, Social Sciences, Fine Arts

Bill Kastanes

Office AV1 259, Extension 4833

Composition, Literature, Languages

John Fitzer

Office AV1 257, Extension 4868

Science, Technology, Engineering, Math

Richardson Fleuridor

Office R 4A, Extension 4708

CTE, Health Sciences and Business

George Cartwright

### 2.8.1 Appointment of Division Representatives

Division Representatives are appointed for two-year terms by the President upon recommendation of the division faculty and the instructional administration. Further description of the appointment of Department Chairs can be found in the Department Chairs'/Division Representatives' Guidelines on [Canvas](#).

### 2.8.2 Duties of Division Representatives

A description of the duties of the Division Representatives can be found in the Department Chairs'/Division Representatives' guidelines found on [Canvas](#).

## 2.9 MADERA & OAKHURST CCC FULL TIME FACULTY LIST

### **Claudia Habib, VPMO**

Monica Armenta, Administrative Assistant

### **Darin Soukup, Director of Oakhurst CCC**

### **Ganesan Srinivasan,**

### **Dean of Instruction, MCCC- CTE& STEM Division**

Yolanda Garcia, Administrative Aide

### **Division 1. Comp, Literature, Languages**

|                        |              |                     |
|------------------------|--------------|---------------------|
| Lupe Vega              | Span         |                     |
| <b>Dr. John Fitzer</b> | <b>Engl</b>  | <b>Division Rep</b> |
| Jeff Ragan             | Engl/Read    |                     |
| Gregory Ramirez        | Engl         |                     |
| Tina Ramsey            | Engl/Read    |                     |
| Sheryl Young- Manning  | Engl         |                     |
| Loren Palsgaard        | Engl         |                     |
| Stephen Jay Leech      | Engl/Film    |                     |
| Nancy Frampton         | ESL/ReadLing |                     |

### **Division 2. Social Sciences, Humanities, Fine Arts**

|                              |             |                     |
|------------------------------|-------------|---------------------|
| David Richardson             | Hist        |                     |
| Kari Johnson                 | Library     |                     |
| Jim Druley                   | Phil        |                     |
| Bill Turini                  | Polsci      |                     |
| Dr. Antoniette Aizon-Hubbell | Psy/Soc     |                     |
| Dr. Lacy Barnes              | Psy         |                     |
| Dr. Brad Millar              | Comm        |                     |
| Michael Newton               | Comm        |                     |
| Steve Norton                 | Art         |                     |
| <b>Bill Kastanes</b>         | <b>Geog</b> | <b>Division Rep</b> |

### **Shelly Conner,**

### **Dean of Instruction, MCCC- Liberal Arts & Social Science Division**

Administrative Aide- Vacant

### **Division 3. Science, Technology, Engineering, Math**

|                 |      |  |
|-----------------|------|--|
| Hillary Biehler | Math |  |
| James Esquivel  | Math |  |
| Lalo Mata       | Math |  |

|                                 |             |                     |
|---------------------------------|-------------|---------------------|
| Todd Kandarian                  | Math        |                     |
| Lynette Cortes Howden           | Math        |                     |
| <b>Dr. Richardson Fleuridor</b> | <b>Biol</b> | <b>Division Rep</b> |
| Dr. Jennifer Gray               | Biol        |                     |
| Dr. Frank Yancey                | Biol        |                     |
| Linda DeMorales                 | Chem        |                     |
| Dr. Jim MacArthur               | Chem        |                     |
| Gerald Rude                     | Phys/Astro  |                     |

**Division 4. CTE, Health Sciences, Business**

|                              |             |                     |
|------------------------------|-------------|---------------------|
| Samuel Rodriguez             | AG/BUS      |                     |
| Alan Cade                    | ACCT/BUS    |                     |
| David Khutz                  | Bus/OT      |                     |
| Dr. John Cusaac              | IS          |                     |
| Erik Hanson                  | MFGT        |                     |
| Michael Luchesi              | MFGT        |                     |
| Angelina Bravo               | LVN         |                     |
| Carol Fernandez              | LVN         |                     |
| Kristen Mattox               | PE/Hlth     |                     |
| Elizabeth Day                | RN          |                     |
| Kimi Kato-Gee                | RN          |                     |
| <b>Dr. George Cartwright</b> | <b>CRIM</b> | <b>Division Rep</b> |
| Tina Luera                   | CHDEV       |                     |
| Traci Triplitt               | CHDEV/CORD  |                     |

**Leticia Canales,**  
**Dean of Student Services, MCCC**  
 Kenia Gonzales, Administrative Aide

**Division 5. Student Services**

|                    |      |                |
|--------------------|------|----------------|
| Ray Sanchez        | CORD | MOFA President |
| Maria Ensminger    | COUN |                |
| Traci Menz         | COUN |                |
| Gracie Spear       | COUN |                |
| Alejandra Martinez | COUN |                |

**2.10 MADERA & OAKHURST COMMUNITY COLLEGE CENTER'S DEPARTMENTS**

**2.10.1 Madera Community College Center Student Services**

**\*\*Hours for all services are posted at the beginning of each semester**

**Admission and Records**

675-4800  
 Room AM-161

**Cafeteria**

675-4850  
 TM-31

**Bookstore**

675-4837  
 TM-31

**Counseling**

675-4800  
 Room AM-161

**Child Development Center**

675-4807  
 Room R-6C

**Disabled Student Services**

675-4864  
 Room AM-176  
 M-F 9:00 am – 5:00 pm

**Financial Aid**

675-4800 ext. 4821  
Room AM-162

**Health Services**

675-4800 ext. 4759 and 675-4814  
Room R-6B

**Library**

675-4835  
Room AM-185  
M-Th 7:30 am – 7:30 pm

**Placement Testing**

638-0395 Assessment Coordinator  
RC HUM 60  
To schedule an appointment contact 675-4800

**Psychological Services**

675-4854  
Room AM-161C  
Call or stop by to schedule an appointment.

**Student Activities**

675-4865  
Room R7A

**Academic Success Centers**

(Learning Center, STEM Center, Reading and Writing Center)  
675-4846  
Rooms R-1A, R-4A, AM-154

**2.10.2 Oakhurst Community College Center Student Services**

**\*\*Hours for all services are posted at the beginning of each semester**

**Admissions and Records**

683-3940  
Main Office – Room OC 1

**Bookstore**

Students can purchase their textbooks from the Madera Center bookstore. For a delivery fee, they can have them delivered to their home via UPS. For home delivery, call the Madera Bookstore at 675-4837. Allow several days for delivery.

**Open computer Lab**

683-3940  
Room OC 3  
Hours will be posted at the beginning of the semester.

**Counseling**

683-3940  
Room OC 2  
Call or stop by to schedule an appointment.

**Financial Aid**

683-3940  
Room OC 1

Call or stop by to schedule an appointment.

**Placement Testing**

683-3940

Room OC 3

Call or stop by to schedule an appointment.

**Student Success Center**

683-3940

Room 8

**Tutoring**

683-3940

Room 8

## **3. ROSTER MANAGEMENT**

### **3.1 ADDING STUDENTS**

Students not on the course roster who wish to add should be given an authorization code number so that they can add a class as soon as possible. If the class is full, absent students should be dropped at the end of the first class period and those who are present should be allowed to add to fill their spaces. Students should be allowed to add in the order in which their name appears on the wait list. In considering whether to add additional students, instructors should consider past experience and endeavor to have a full class roster at the end of the third week of class, subject of course to safety concerns and room capacity. Only students enrolled in the class (and appearing on the official class roster) are to be allowed to attend after the second week of the term.

### **3.2 ATTENDANCE (CLASSROOM)**

Unless extenuating circumstances exist, instructors should drop students from class who do not attend the first class meeting. It is in the best interests of students and helps promote their success if their roster status can be clarified as soon as possible after the start of the semester. Students from the wait list or those attending with the hope of being added can then be accommodated (see Section 3.1).

Faculty are required to take attendance each class session. Class rosters printed on class record sheets will be provided for the completion of attendance and academic progress. These roster sheets (or an acceptable, clear alternative) must be kept complete at all times. It is district policy that attendance be taken at every class meeting and posted in the class record book. Instructors must also establish an attendance policy and inform students of this policy by including it in their syllabi (see syllabus section). A reasonable but firm attendance policy is encouraged. Your attendance policy should be consistent with the language and intent of Title 5 of California Educational Code, as follows:

5 CCR 58004. Application of Census Procedures –

(c) Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has

- (1) Been identified as a no show, or
- (2) Officially withdrawn from the course, or
- (3) Been dropped from the course. A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations.

As a guide it is generally accepted that instructors may drop students if they miss more than two weeks (or 11%) of class meeting time within the first nine weeks a semester-length course (or the first half of a shorter-term course). This is a guide only and instructors are encouraged to develop an attendance policy that allows for the “extenuating circumstances” described in Title 5 above. At the beginning of the semester, each instructor shall notify students of attendance expectations and requirements, preferably in writing on the syllabus. . If you would like specific guidance on this, consult your department chair or dean.

Some courses that have an irregular schedule or hours “to be announced” (TBA), require that attendance be tracked using the “Positive Attendance” method. If you are assigned such a class (many dual enrollment sections, or sections that include independent study, a field experience or an internship are designated as Positive Attendance), you will be notified and expected to track in detail the actual hours each student attends over the duration of the class (more than just “present” or “absent” for class sessions). The Positive Attendance



records should be tracked throughout the semester. You will also be expected to tally and report the actual total hours of attendance of each student at the end of semester. At the end of the semester, the total hours of attendance for each student must be reported to the District admissions and records office at [positiveattendance@sccd.edu](mailto:positiveattendance@sccd.edu). Specific directions will be provided for those faculty assigned to Positive Attendance sections.

At the beginning of the fourth week for a semester-length course (after 1/6<sup>th</sup> or 20% of the session is expired), instructors are required to “certify” their rosters. This is accomplished by carefully checking that each course roster is accurate in WebAdvisor. In essence, the instructor is confirming that **all students attending the class appear on the course roster in WebAdvisor (and are therefore officially enrolled) and that no student who is enrolled but no longer attending remains on the roster.** (See Census Roster Certification, Section 3.3). Failure to accurately certify rosters leads to a variety of challenges for the college and can severely impact students, putting at risk their financial aid, their ability to register for subsequent semesters, and their progress toward their educational goals. The importance of accurate certification of rosters cannot be overemphasized!

Students who drop the class between week 4 and week 9 (that is between 20% and 50% of the class time is expired) will receive a “W” mark on their transcript. After 50% of the session is expired it is not possible to drop a student from a class, and the student must receive a letter grade in the course.

At noon on Monday following finals week, the attendance and grade back up sheets must be submitted **electronically** via the link on WebAdvisor. They may be uploaded using **excel or pdf only.** We are no longer using Micrograde. **Note that attendance records for courses designated as Positive Attendance must be submitted directly to the District admissions and records office at [positiveattendance@sccd.edu](mailto:positiveattendance@sccd.edu).**

### **3.3 CENSUS ROSTER CERTIFICATION/FACULTY DROPS OF STUDENT**

Faculty members are responsible to drop any inactive students via WebAdvisor prior to the Census Date of a class. Inactive students are defined as: Never Attended or Absent without permission as defined in California Education Code, Title 5 (see section 3.2). It is imperative that you drop any inactive students prior to the Census Date. After the Census Date those students will receive a ‘W’ grade. You need to record the last day the student attended your class, because the drop date can affect the student’s financial aid. Faculty must certify the class roster on (not before!) the Census Date. The Census Date is printed on your roster. No drops will be processed after census until certification has taken place. You will be unable to drop students on WebAdvisor as 'No Show' once your roster is certified on the Census Date.

Access the instructions by clicking on the link: <http://www.sccd.edu/flyers/facultydropprocess.pdf>

#### **STEPS:**

1. It is required by community college policy that you must verify your roster **on the census date.**
2. Log into WEBADVISOR and select “Faculty Drops Select Section”

## Faculty Information

- [Class Roster Only](#)
- [My Class Schedule](#)
- [Class Roster and Micrograde Download](#)
- [Census Roster Certification](#)
- [FCC Early Alert](#)
- [Reedley College/MC/OC Early Alert](#)
- [Willow International Early Alert](#)
- [Faculty Drop - Student Attended Class](#)
- [Faculty Drop - Student No Show](#)
- [Print Your Class Roster](#)
- [Faculty Drops Select Section](#)

You no longer have to select a different link for "no shows" and "drops" both are now under the same link/process.

### 3. Choose your Course

## Faculty Drops Select Section

| Section Name and Title                                     | Term      | Start Date | End Date | Meeting Information   | Location         |
|--|-----------|------------|----------|---|------------------|
| <a href="#">ENGL-1A-87812 (87812) READ &amp; COMP</a>      | Fall 2014 | 06/11/14   | 12/12/14 | 06/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C      | Madera Center    |
| <a href="#">ENGL-1A-87815 (87815) READ &amp; COMP</a>      | Fall 2014 | 06/11/14   | 12/12/14 | 06/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room WEB | Madera Web Class |
| <a href="#">ENGL-1AH-87095 (87095) HDN READ &amp; COMP</a> | Fall 2014 | 06/11/14   | 12/12/14 | 06/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C      | Madera Center    |
| <a href="#">ENGL-1B-87462 (87462) INTRO LITERATURE</a>     | Fall 2014 | 06/11/14   | 12/12/14 | 06/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room ARR | Madera Web Class |
| <a href="#">ENGL-3-87805 (87805) CRIT RDG &amp; WRIT</a>   | Fall 2014 | 06/11/14   | 12/12/14 | 06/13/2014-12/10/2014 Lecture Wednesday 06:00PM - 08:50PM, Academic Village One (1), Room 145         | Madera Center    |
| <a href="#">FILM-1-87508 (87508) FILM STUDIES</a>          | Fall 2014 | 06/11/14   | 12/12/14 | 06/13/2014-12/10/2014 Lecture Wednesday 11:30AM - 02:20PM, Madera Administration Bldg, Room 120       | Madera Center    |

### 4. Drop any No Show Drops

### Faculty Drops Roster

| Course Name and Title             | Instructor    | Meeting Information  | Reg/Inst/Wait | Census Date | Final Drop Date |
|-----------------------------------|---------------|--|---------------|-------------|-----------------|
| ENGL-1A-87812 (87812) READ & COMP | John A. Smith | 06/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C | 06/12/14      | 06/11/14    | 06/11/14        |

| Student ID | C-Email Address        | Phone Number | Status | No Show Drop                        | Repeat | Credits | Cross-Listed Section | Instructor Drop          | Last Date of Attendance (MM/DD/YYYY) |
|------------|------------------------|--------------|--------|-------------------------------------|--------|---------|----------------------|--------------------------|--------------------------------------|
| 1          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input checked="" type="checkbox"/> |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 2          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 3          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 4          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 5          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 6          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 7          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 8          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 9          | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |
| 10         | john.smith@reedley.edu | 916.223.1234 | ENGL   | <input type="checkbox"/>            |        | 3.0     |                      | <input type="checkbox"/> |                                      |

**SUBMIT**

Click the submit button to process.

The instructor drop option will not display after the final drop date. Final drop date is the 50% point of the class. Students cannot be dropped after this date and must be graded.

For "instructor drops" only, you must provide a last date of attendance.

### 5. Click "Census Certification"

|    |                      |    |                            |    |    |      |                          |      |                          |  |
|----|----------------------|----|----------------------------|----|----|------|--------------------------|------|--------------------------|--|
| 16 | Tracy<br>Sawyer<br>A | 06 | tracy_sawyer@my.scccd.edu  | 21 | 21 | EnrL | <input type="checkbox"/> | 4.00 | <input type="checkbox"/> |  |
| 17 | Wendy<br>Walters     | 03 | walters_wendy@my.scccd.edu | 03 | 45 | EnrL | <input type="checkbox"/> | 4.00 | <input type="checkbox"/> |  |
| 17 | Wendy<br>Walters     | 06 | walters_wendy@my.scccd.edu | 03 | 45 | EnrL | <input type="checkbox"/> | 4.00 | <input type="checkbox"/> |  |
| 17 | Wendy<br>Walters     | 01 | walters_wendy@my.scccd.edu | 03 | 45 | EnrL | <input type="checkbox"/> | 4.00 | <input type="checkbox"/> |  |

Show Dropped/Withdrawn Students:

Show Inactive Students:

Census Certificate:

**SUBMIT**

- You can drop and certify your roster in the same submission.
- Rosters are required to be certified on census date.
- You cannot certify your roster prior to the census date.
- You will receive an error message.

You will receive an email automatically indicating what students are dropped and that your roster has been certified.

### 3.4 DROPPING STUDENTS-NO SHOW OR FACULTY DROPS

**No Show Drops**-You are expected to drop any student that does not show up to class on the first day or at all.

1. Log in to WebAdvisor
2. Select "Faculty Drops Select Section"

**Faculty Information**

[Class Roster Only](#)  
[My Class Schedule](#)  
[Class Roster and Micrograde Download](#)  
[Census Roster Certification](#)  
[FCC Early Alert](#)  
[Reedley College/MC/OC Early Alert](#)  
[Willow International Early Alert](#)  
[Faculty Drop - Student Attended Class](#)  
[Faculty Drop - Student No Show](#)  
[Print Your Class Roster](#)  
[Faculty Drops Select Section](#)

You no longer have to select a different link for "no shows" and "drops" both are now under the same link/process.

3. Select your course

State Center Community College Distri

CHANGE PASSWORD    LOG OUT    MAIN MENU    FACULTY MENU    HELP

---

**FACULTY** Welcome [username]

**Faculty Drops Select Section**

| Section Name and Title  | Term      | Start Date | End Date | Meeting Information  | Location                                    |
|---|-----------|------------|----------|--|---|
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |
| ENR 110019-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Fall 2014 | 08/19/14   | 12/10/14 | MTWTFSS-10110014 CRJ/Bus Transfer, Transfer, W/ENR-11-1000 | Reedley Center<br>Bakerman Building Room 41 |

- Click the box next to any student that did not show on the first day of class.

**Faculty Drops Roster**

| Course Name and Title        |  | Instructor           | Meeting Information          |                              | Reg/Avail/Wait | Census Date | Final Drop Date |
|------------------------------|--|----------------------|------------------------------|------------------------------|----------------|-------------|-----------------|
| BIOL 1000 (BIOL 1000 & 1001) |  | S. LARSEN, S. LARSEN | BIOL 1000 (BIOL 1000 & 1001) | BIOL 1001 (BIOL 1000 & 1001) | 0/1/1/0        | 08/22/11    | 08/22/11        |

| Student ID | E-mail Address | Phone Number | Status | No Show Drop                        | Repeat | Credits | Cross-Listed Section | Instructor Drop                     | Last Date of Attendance (MM/DD/YY) |
|------------|----------------|--------------|--------|-------------------------------------|--------|---------|----------------------|-------------------------------------|------------------------------------|
| 1          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 2          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 3          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 4          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 08/22/11                           |
| 5          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 07/11/11                           |
| 6          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 07/20/11                           |
| 7          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |
| 8          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |
| 9          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |

**SUBMIT** ← Click the submit button to process.

The instructor drop option will not display after the final drop date. Final drop date is the 50% point of the class. Students cannot be dropped after this date and must be graded.

For "instructor drops" only, you must provide a last date of attendance.

- Click Submit
- You will get an email immediately indicating any students that you have dropped.
- If a student has attended at least once, they cannot be dropped as a no-show, they must be dropped as a faculty drop.

**Faculty Drops**-are used when a student has attended at least one time, but has excessive absences. Faculty drops can be done anytime up until the 9<sup>th</sup> week of the semester (or 50% of the class for short term classes).

- Repeat steps 1-3
- Click box next to "faculty drop" and type in last date of attendance.

**Faculty Drops Roster**

| Course Name and Title        |  | Instructor           | Meeting Information          |                              | Reg/Avail/Wait | Census Date | Final Drop Date |
|------------------------------|--|----------------------|------------------------------|------------------------------|----------------|-------------|-----------------|
| BIOL 1000 (BIOL 1000 & 1001) |  | S. LARSEN, S. LARSEN | BIOL 1000 (BIOL 1000 & 1001) | BIOL 1001 (BIOL 1000 & 1001) | 0/1/1/0        | 08/22/11    | 08/22/11        |

| Student ID | E-mail Address | Phone Number | Status | No Show Drop                        | Repeat | Credits | Cross-Listed Section | Instructor Drop                     | Last Date of Attendance (MM/DD/YY) |
|------------|----------------|--------------|--------|-------------------------------------|--------|---------|----------------------|-------------------------------------|------------------------------------|
| 1          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 2          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 3          | [REDACTED]     | [REDACTED]   | ENR    | <input checked="" type="checkbox"/> |        | 0.00    |                      |                                     |                                    |
| 4          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 08/22/11                           |
| 5          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 07/11/11                           |
| 6          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input checked="" type="checkbox"/> | 07/20/11                           |
| 7          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |
| 8          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |
| 9          | [REDACTED]     | [REDACTED]   | ENR    | <input type="checkbox"/>            |        | 0.00    |                      | <input type="checkbox"/>            |                                    |

**SUBMIT** ← Click the submit button to process.

The instructor drop option will not display after the final drop date. Final drop date is the 50% point of the class. Students cannot be dropped after this date and must be graded.

For "instructor drops" only, you must provide a last date of attendance.

- Click Submit
- You will get an email immediately indicating what students you have dropped.

### **3.5 REGISTRATION/DROPS**

Students must have an authorization code and/or instructor signature on a program change card or registration form if they wish to register after classes begin. They can add classes through the third week (or 20% of the class length for a short term class). Any students wishing to add after the third week will need to obtain a SPEEDE (Student Petition for Exception to Enrollment Deadline Due to Extenuating Circumstances) form from the Admissions & Records office at Reedley or the Madera/Oakhurst CC Centers' office at Madera. Please be aware that adding students after the third week of class (after the Census Date) means that the college will not collect apportionment from the State for the cost of the student's education. Remind them that they are not registered, and will not be allowed to return to the classroom, until their paperwork is processed.

The last day to drop a class and qualify for a full refund is the end of the second week of the semester (or before 10% of the session contact time for a short term class is expired). Students may drop a class through the third week (or before 20% for a short term class) without receiving a "W" on their transcript but will not receive a refund. **The last day to drop a full term class to avoid a letter grade is the end of the ninth week (or before 50% of the class hours have been held for a short term class).** *All classes will have the drop date printed on Class Roster.*

Please keep your roster up to date! Instructors must drop students via WebAdvisor. Rosters must also be certified via WebAdvisor on the Census Date. You have the authority to drop students who do not show the first class session and haven't made contact with you. Any student who has absences in excess of your attendance policy (assuming your policy is in conformance with Title 5) during the first 50% of class should be dropped. An instructor may not drop a student after the 50% mark of the class, and will have to assign the student a letter grade. Reinstatements are always possible when extenuating circumstances and documentation are in place; drops are only possible before the 50% mark. Your attendance policy must be announced in your syllabus.

### **3.6 ADDING STUDENTS FROM WAITLIST**

Refer to the schedule of courses for a complete list guidelines/requirements. On the first day of class, instructors will determine the number of openings available in the class, and then add students who are on the Wait List (providing they are present in the class) in the order in which their names appear on the list. Authorization codes should be given to students along with the instruction sheet on how to register on line to add the class. In the event there is no authorization code, the instructor must contact the Admissions & Records office to obtain the authorization codes. Merely providing an authorization code to a student does not automatically enroll the student in your class. The student must follow the remainder of the process to officially add the class before the census date, which is at the end of the 3<sup>rd</sup> week in an 18-week semester (for late start classes, the census date is when 20% of the course has expired; the census date is printed on the class roster). Please keep an eye on your class roster via WebAdvisor after giving add-codes. Any student not officially added is not allowed to attend your class and will not be allowed to add past the 3<sup>rd</sup> week (20%) mark except when there are extenuating circumstances. Also, please check with your dean before increasing your class size beyond the established cap.

## **4. THE CLASSROOM AND TEACHING**

### **4.1 AAUP ETHICS STATEMENT**

Membership in the academic profession carries with it special responsibilities. In the enforcement of ethical standards the academic profession differs significantly from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In our profession, the individual institution of higher learning provides this assurance and so should handle questions concerning propriety of conduct within

its own framework by reference to a faculty group. (from: Statement on Professional Ethics, AAUP's Association's Council, June 1987)

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>)

## **4.2 INTELLECTUAL FREEDOM AND RESPONSIBILITY (BP 4030 ACADEMIC FREEDOM)**

### Intellectual freedom and responsibility

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments and to avoid teaching material which has no relation to the subject.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the student's own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

#### Freedom of Speech, Political Activities

The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:

1. The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
2. The conducting of student and employee elections and campaigning connected therewith.

See Administrative Regulation 4030

Reference: Title 5 Section 51023; Accreditation Standard 2.2

Adopted by the Governing Board: June 8, 1978; June 4, 1996; October 5, 2004

Revised: October 13, 1982; January 1984; July 1, 2008

### **4.3 ABSENCES**

If an instructor cannot meet his/her scheduled class, for whatever reason, he/she is to contact the dean of instruction's office (see contact information provided in Chapter 2). The dean's office will post a cancellation notice on the classroom door or assign a substitute. For Reedley Campus classes, the dean's office will post the canceled class to the Reedley College website. Do not give alternate assignments to your students or arrange for your own substitute without approval of the dean.

The district's auditing procedures require that payroll be based on evidence that the individual is present for performance of duties on the days and during the time legally required. To meet this requirement, each faculty member is required to complete an Academic Absence Form and submit this to his/her dean within two days of returning to duty. In case of absence due to illness of five or more consecutive days, a medical verification and release by a licensed physician must accompany the Academic Absence Form. An Academic Absence Form must be completed for any absence.

To report absence from a Reedley Day class, please refer to the following:

| Division/Department   | Phone Number        |
|---|---------------------|
| Division A: Composition/Lit & Reading, Communication & Languages, Fine Arts/Social Sciences | 638-0306            |
| Division B: Math, Computer Science, Engineering, Science, Geography, Health Sciences        | 637-2531            |
| Division C: Ag, Natural Resources, Business, Industrial Technology                          | 637-2528            |
| Student Services: Counseling  | 638-0300, ext. 3278 |
| Student Services: DSP&S   | 638-0300, ext. 3601 |

**If none of these individuals can be contacted, you may leave a message at the switchboard at 638-0300 between 8:00 a.m.-5:00 p.m., Monday-Friday.**

Reedley Evening classes: If you are going to be absent, call your dean before 5:00 p.m.; after 5:00 p.m. contact the Administrator on Duty at (559) 779-5447.

**All Madera CCC Classes:** 675-4817 or 675-4800

**All Oakhurst CCC Classes:** 683-3940

Full time and adjunct faculty members please refer to your current bargaining agreement for clarification of sick leave or other allowed types of leave, i.e., accumulation of sick leave, bereavement leave, and jury duty service.

Adjunct faculty members are entitled to sick leave. The number of teaching hours per week determines the number of sick leave hours earned per semester. Refer to the current bargaining agreement for details.

If you're missing class to attend a District-sanctioned event outside the District, you must submit a Travel & Conference Form to your dean. Refer to [Travel and Conference](#) section of this handbook.

#### **4.4 ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES AMERICANS WITH DISABILITIES ACT (ADA)**

There is a separate instructor Disabled Students Programs and Services (DSP&S) Handbook pertaining to disability accommodations. Please consult that handbook for specific guidance, it is available [on line](#) and at the DSPS office.

It is every instructor's obligation to make a sincere effort to provide reasonable accommodation of any legitimate disability. The DSPS handbook provides guidance on whom to contact and what counts as



“reasonable” accommodation, etc. Special Note: instructional materials—books, videos, software, etc.—need to be made accessible to students with disabilities. If you regularly use video or audio media that has not been close-captioned, contact DSP&S. Recorded lectures need to be closed captioned. Please, contact the DE Coordinator Amanda Taintor at [amanda.taintor@reedleycollege.edu](mailto:amanda.taintor@reedleycollege.edu) or extension 3152 for information and assistance.

#### **4.5 CHEATING AND PLAGIARISM**

Inform your dean as soon as you suspect a case of cheating or plagiarism. For the college policy on cheating and plagiarism, refer to the Reedley College Catalog.

Academic dishonesty is a cause for discipline under Board Policy 5500 (c) and procedures for formal discipline are spelled out in AR 5520 and also in Student Conduct Standards and Grievance Procedures portion of the Student Handbook available in the Dean of Student Services’ office. Every instructor has the authority and responsibility for dealing with such instances of cheating or plagiarism as may occur in class, but any actions must be consistent with District and College policy. For current information, consult your dean or the Office of Instruction.

#### **4.6 CHILDREN IN CLASS**

Children are not allowed in classes. In order to promote a positive learning environment for all, please advise students to make arrangements for their child’s care while class is in session. (See also Visitors in Class).

#### **4.7 CLASSROOM ETIQUETTE**

Please comply with established procedures and basic rules of courtesy:

1. **Close/lock doors and windows; set alarms as appropriate unless the next instructor is already in the classroom.**
2. DO NOT ALLOW SMOKING of any kind, including vaping, in classrooms.
3. DO NOT ALLOW FOOD OR BEVERAGES in the classroom.
4. Encourage students to use appropriate trash and recycle receptacles.
5. Clean boards before leaving
6. Please use only erasable markers on the whiteboards. If you do not have one, you may obtain one at the switchboard.
7. Return tables and chairs to their original locations.
8. Turn off the projector.
9. Turn off lights when not in use.
10. Concerning visitors, see Visitors in Class
11. Keep doors and windows closed to help the heating and air conditioning systems to work.
12. Limit cell phone use to research or use of an “app” relating to your class content, or calculator use (for example). Set clear rules and expectations and make sure these rules are in your syllabus. .
13. When there is 10 minutes of passing time between classes, please use only 5 minutes to vacate a class and allow the incoming instructor the remaining 5 minutes to set-up.
14. For any concerns such as lighting, broken furniture, heating or a/c issues, please submit a “SchoolDude.”

#### **4.8 CREDIT BY EXAM (AR 4235)**

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.

- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Satisfactory completion of an examination administered under the direction of the college content area faculty member in consultation with his/her academic department.
- Achievement of an examination administered by other agencies approved by the college, including, but not limited to, the California State University and College English Equivalency Examination administered by the California State University Chancellor's Office.

#### Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing.
- The course is listed in the college catalog.

Credits acquired by examination are not applicable to meeting of such unit load requirements as full-time status, Selective Service deferment, or Veteran's or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree. The student's academic record clearly indicates that the credit was earned by examination. Grading shall be according to the regular grading system, except that students shall be offered a "pass/no pass" option if that option is ordinarily available for the course. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

Students wishing to challenge a course through credit by examination must file an appropriate petition available through the appropriate office at each college/center. The petition must be endorsed by the Dean of Instruction and the Department Chair overseeing the area of the course to be challenged in consultation with discipline faculty.

A student is not eligible for credit by examination if the student is enrolled in the course to be challenged or completed or enrolled in a more advanced course. A course may only be challenged once unless the Vice President of Instruction or College President/Vice Chancellor-North Centers determines there are extenuating circumstances which justify a subsequent attempt to challenge a course.

#### Evaluation and Grade Recording

The assigned faculty member of the discipline concerned will be responsible for preparing, administering, and evaluating the examination.

Evaluations will be summarized in letter grades A through F. This grade, with the corresponding units will be entered on the student's transcript in the same manner as any other course.

The results of the challenge must reach the student prior to pre-registration for the subsequent semesters.

#### Fees

Students will be required to pay the usual per-unit fees.

#### Federal Aviation Certificate Credit

Upon satisfactory completion of at least six units with a 2.0 GPA of in-resident college work at an institution of this District, a student may petition for course credit documented by a valid Federal Aviation Administration Flight Certificate.

Reference: Title 5 Section 55040 et seq.  
Adopted by Chancellor's Cabinet: August 18, 2008

#### **4.9 DISRUPTIVE STUDENTS**

In the event that a student becomes disruptive in the classroom and you request the student to leave, which he or she refuses needs to be removed, the following procedure should be adhered to:

- Your Dean of Instruction should be contacted first.
- Should your dean be unavailable, call the Dean of Student Service's office.
- The Administrator's office will contact Campus Police to have an officer meet him/her at the classroom. The Administrator will be the one to enter the class and remove the student. The officer will wait outside of the classroom.
- The student will be advised that he/she must speak with the Dean of Student Services before he/she can return to class.
- The instructor must complete a Disruptive Student Report and submit it to the Dean of Student Services.
- A police report will be generated within 48 hours of the incident and the Dean's Office will contact the student to schedule an appointment.
- See Disciplinary Actions and Procedures

#### **Suggested Methods for Instructor Interventions**

Listed below are suggestions regarding methods of intervention and referral in dealing with students who may be exhibiting disruptive behavior.

**SITUATION 1** Student appears to be extremely withdrawn or inattentive. Behavior is not disruptive to class, but student appears to be disoriented.

**RECOMMENDED ACTION** Talk privately with student and register your concern with the student. Inform student of services available in Counseling, Psychological Services, and Health Services. If student is interested in assistance, refer to appropriate service indicated above.

**SITUATION 2** Student is disruptive in class (i.e., loud, obscene language). Behavior is inappropriate but controllable. Comments are unrelated or bizarre.

**RECOMMENDED ACTION** Talk privately with student and set limits on behavior. Example: "You cannot continue in class if your disruptive behavior continues." Review the Student Conduct Standards and Grievance Procedures found in the [Student Handbook](#). Copies are available in the Dean of Students Services' Office. Student Services Building. Consider referral to Psychological Services if student requests personal counseling.

**SITUATION 3** Student openly expresses anger and is acting out in class. Student appears potentially violent and makes verbal threats.

**RECOMMENDED ACTION** Ask the student to leave class for one day. Follow the procedures for REMOVAL FROM CLASS BY INSTRUCTOR section of Student Conduct Standards and Grievance Procedures portion of the [Student Handbook](#). If the student refuses to leave, call your Dean first. If he or she is not available, call the Dean of Student Services Office. Provide student Psychological Services information so the student is aware that counseling with referrals is available.

**SITUATION 4** Student appears suicidal or capable of harming self or others.

**RECOMMENDED ACTION** Call District Police (ext. 5911 or 244-5911 24 Hours) and Psychological Services or Health Services. Off campus classes call 911. Contact the Dean of Students Services.

**SITUATION 5** Student displays violent behavior. Example: Student strikes another student or threatens others with a weapon.

**RECOMMENDED ACTION** Call District Police (ext. 5911 or 244-5911 24 Hours OR by depressing the “panic button” on the faculty phone) and Psychological Services. Call Health Services, if needed, for non-emergency first aid, Student Insurance and/or referral to medical providers. If there are injuries that may be life-threatening, immediately and directly call 911. Off-campus classes call 911. Notify the immediate supervisor and contact the Dean of Student Services and file a Disruptive Behavior Report form.

**SITUATION 6** Any sexual harassment situation (student/ student, faculty/student, staff/ staff).

**RECOMMENDED ACTION** Notify the immediate supervisor and contact Dean of Student Services.

## 4.10 EARLY ALERT



### 4.10.1 What is Starfish Early Alert?

Starfish Early Alert is a communication tool that supports student success, retention, and completion by building community and facilitating improved communication between students, faculty, and campus services. Starfish Early Alert provides a convenient way to track your students and provide just-in-time interventions based on the student's needs.

### 4.10.2 What can Starfish Early Alert do for you?

As faculty and staff, you can communicate with students and student support service areas on a variety of issues. Items will be tied to your course roster or relationship with the student in Starfish. Previously raised flags, referrals, and kudos can be tracked using the tracking screen to see the status or feedback on your concern. As of Fall 2018, you can complete the following activities in Starfish Early Alert.

| Raise a Flag or Kudo   | Complete a Progress Survey   | Make a Referral   |
|--|--|---|
| <p><b>Raise flags or kudos for individual students at any point in the semester regarding the following behavior(s):</b></p> <ul style="list-style-type: none"><li>- At Risk of Failing</li><li>- Attendance Concern</li><li>- Missing Assignments</li><li>- General Concern</li><li>- RC Behavioral Concern</li><li>- Keep Up the Good Work</li><li>- Showing Improvement</li></ul> | <p><b>An email will be sent prompting faculty to complete a progress survey at key points in the semester to provide proactive interventions.</b> Flags and kudos can be completed on a progress survey for your roster(s). During this time, please complete the survey within a week so that students can be notified of how they are doing in your class.</p> | <p><b>For Fall 2018, the DSP&amp;S Referral will be enabled in the system.</b> Additional service referrals will be added beginning in Spring 2019.</p> |

### 4.10.3 How does Starfish Early Alert work?

Starfish Early Alert will send automatic emails to students and/or student service areas addressing your concern. General Concern Flags, RC Behavioral Concern Flags, and DSP&S Referrals will NOT be emailed to the student. All other flags and kudos will be emailed directly to the student, prompting the student to contact their instructor regarding the issue. The concern may then be closed once an issue has been addressed or, receive an escalation response if the concern goes unaddressed or if multiple flags have been raised. Each flag can have specific comments to the student or the support area added in additional to the template to help further explain the concern.

### 4.10.4 How do I use Starfish Early Alert?

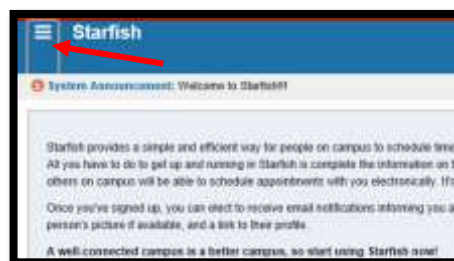
To access Starfish Early Alert, log into your My Portal using your single sign-on credentials and click the Starfish link.

Once logged into Starfish; 1) click on the Menu bar in the upper left corner and 2) select Students, My Students.

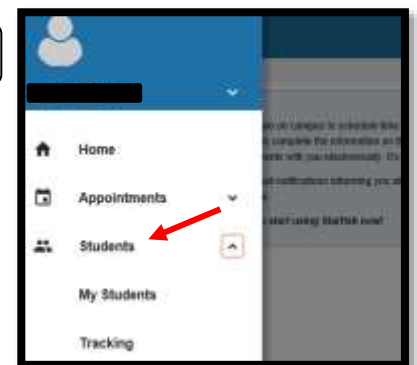
To learn more about Starfish, please join the Canvas Starfish Early Alert course or email your questions to

[starfishquestions@reedleycollege.edu](mailto:starfishquestions@reedleycollege.edu)

1



2



## 4.11 FIELD TRIPS

Due to the lengthy process of securing all appropriate signatures, please allow a minimum of 30 days to process all in-state field trip requests and a minimum of 60 days for all out-of-state field trip requests, especially when transportation is needed. Be aware of the following required steps:

1. Field trips are approved and scheduled by the following procedures:
  - a. Complete an “Instructional Field Trip/Excursion Request” form found online at <https://www.reedleycollege.edu/faculty-and-staff/forms.html>. Secure signature approval from your department chair, dean and VP. All field trip requests must be submitted at least 30 days in advance; out-of-state field trips require District Approval and will require at least 60 days to obtain signatures.
  - b. Have **ALL** participating students complete the required Field Trip Waiver form found online at <https://www.reedleycollege.edu/faculty-and-staff/forms.html>
  - c. Obtain approval endorsement authorizing the trip for insurance coverage and eligibility for transportation.
  - d. Schedules of field trips planned during a semester should be submitted by instructors to their dean for approval. Out-of-state travel must be approved by the College President and the District Chancellor.
  - e. A roster of all students participating must accompany the field trip request.
2. In one semester no class or activity may schedule field trips or events that would cause students to miss more than three days of other classes. A student may not be required to miss more than nine days of classes for field trips in a semester.
3. All class work missed by a student on field trips or in activities must be made up to the satisfaction of other instructors, or the absence will be unexcused. The student is responsible for learning from their other instructors how and when missed work may be made up.
4. Instructors, advisors, and coaches should inform the staff in advance of trips or activities that will take students out of classes. A list of events, dates, and times should suffice. Individual students involved must speak in advance with their other instructors.
5. If a student has a disability, mobility assistance shall be provided. Please provide at least two weeks’ notice prior to field trip for arrangements.

### 4.11.1 Transportation Requests

Due to the lengthy process of securing all appropriate signatures and for the district to book the appropriate transportation, please allow a minimum of 30 days to process all in-state transportation requests and a minimum of 60 days for all out-of-state field trip requests

The Transportation Services Department no longer has their own fleet of vans and buses available for district use. These services will continue to be coordinated through the Transportation Services Department, however, and these services are provided under contract from outside entities.

Below is the link to documents that describe how to request services for buses or rental vehicles and the Transportation Request form that initiates the process. These changes will provide the district with quality services and equipment to ensure the safety and comfort of our students and staff who utilize them.

<http://intranet.sccd.net/Transportation%20Department/>

## 4.12 FINAL EXAM SCHEDULE

The final exam schedule is in the Schedule of Classes. Faculty contracts require that classes be held for the entire length of the term (for the full fall or spring semester or for the full duration of a summer or short-term class) and requires that **a final assessment be given during the regularly-scheduled finals time**. Even if a final test is not part of the assessments for your course, **class should still be held through the end of the semester with the last class meeting during the regularly-scheduled finals time**.

Evening class finals are to be given on the first night of class during finals week (if class meets more than one evening, it does not meet the second night during final exam week). Saturday class finals are scheduled for the Saturday prior to finals week. For short-term classes and summer classes, the final is given on the last day of class. If a short-term class is scheduled for finals week, class is held every scheduled day during finals week.

Any exceptions must be approved by your dean ten days before the start of final's week. Instructors are to proctor exams themselves, or to consult their dean to arrange a substitute. (See Proctoring Examinations)

## 4.13 GRADES AND ACADEMIC RECORDS

**ALL GRADES MUST BE POSTED USING WEBADVISOR no later than noon on the Monday following the end of the semester.** All back up materials, such as attendance and a minimum of 4 substantial grades, must be submitted electronically via the link on WebAdvisor <mailto:rc.records@reedleycollege.edu>. You must upload them in an Excel or PDF format only. We are no longer using MicroGrade.

### Grading and Academic Record Symbols (AR 4230)

The State Center Community College District grading system is as follows:

| GRADE | GRADE POINTS | DEFINITION                       |
|-------|--------------|----------------------------------|
| A     | 4            | Excellent                        |
| B     | 3            | Good                             |
| C     | 2            | Satisfactory                     |
| D     | 1            | Passing, less than satisfactory  |
| F     | 0            | Failing                          |
| P     |              | Pass (at least satisfactory)     |
| NP    |              | No Pass (less than satisfactory) |

### Non-Evaluative Symbols:

- I Incomplete: At the end of a term, an "I" (incomplete) may be awarded by the instructor when a student has been unable to complete academic work for unforeseeable, emergency, and justifiable reasons. The incomplete signifies that the student was enrolled, has attended classes throughout the term that only a minimal amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit. An "I" must be made up during the semester following the awarding of the incomplete (excluding summer). A student may not enroll in the same course in which an incomplete grade was awarded.
- IP In Progress: This symbol indicates that a course is in progress and has not yet ended.
- RD Report Delayed: This symbol indicates either the course has not yet ended, or the instructor has not yet submitted the final grade for the student in the course.

- W Withdrawal: A “W” is recorded for students who officially withdraw from a course after the end of the fourth week of the semester or 30% of term (whichever is less) or 30% deadline of the course for short-term classes.
- MW Military Withdrawal: Special exemption – requires documentation.

#### **4.14 GRADE CHANGES (AR 4231)**

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. “Mistake” may include, but is not limited to errors made by an instructor in calculating a student’s grade or clerical errors. “Fraud” may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor. Wherever possible, the faculty member reviewing the grade will be from the same discipline at the same site. If no faculty member is available in the same discipline from the same site, a member of that discipline from a different site will be asked to review the grade. If no such faculty member is available, then a member of a related discipline will review the grade.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the President. In all cases the instructor who first awarded the grade will be given written notice of the change.

#### **4.15 INSTRUCTIONAL MINUTES PER HOUR AND CLASS BREAK TIME**

Reedley College classes will be presented in the class schedule in such a way as to allow instructors maximum flexibility in planning classroom breaks.

- Classes scheduled for one hour per scheduled day will be shown as for example 8:00-8:50, and the instructor will be expected to hold class for the entire fifty-minute period. (The ten minutes between 8:50 and 9:00 is allowed for passing time; there is no other break.)
- For classes scheduled for more than one hour per day, the instructor must allow at minimum a ten-minute break after the first 100 minutes of instruction, and may allow additional breaks amounting to ten minutes for each additional 100 minutes.
- A three-hour-per-day class will be shown in the schedule (as 6:00-8:50 for example), with the understanding that the instructor will provide a break of 20 minutes in duration in the middle of that period.

Breaks will not be combined or held in the last hour so that the class ends earlier than the scheduled end time. For example, a class scheduled from 1:00pm-3:50pm is not allowed to be dismissed at 3:40pm. Any questions concerning scheduled class time, etc., should be directed to your dean.



#### **4.16 PRIVACY ACT-FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

##### **4.16.1 Access to Education Records**

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

##### **4.16.2 Disclosure of Education Records**

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so.

You may view further information from the [Dept. of Education website](#).

#### **4.17 PROCTORING EXAMINATIONS**

Examinations must be supervised by certificated personnel. All arrangements for proctoring exams must be approved by your dean in advance.

#### **4.18 STUDENT ACADEMIC REGULATIONS AND PROCEDURES**

##### **A. General Procedures**

###### **1. Admissions**

Student must be officially registered for a class in order to receive credit. A student may register for a class in two ways: The student may register before the semester starts or may add a class after the start of the semester. In the latter case, the instructor must approve the student's entry into the class. For a full-semester class, the instructor may authorize such entry until the end of the third week of school, (up to the census date) by giving a student an authorization code. The student must then complete the process by adding (and paying for) the class either at the Admissions and Records office or on WebAdvisor. ***The student is NOT officially registered until the student completes this process.*** Please check your official roster on WebAdvisor regularly to ensure this has been done. Under extenuating circumstances, the student may request a late add after the census date, which requires approval from the appropriate Dean of Instruction and the Vice President of Instruction.

###### **2. Withdrawals from College**

A student wishing to withdraw from the college (all classes during a semester) must file an application for withdrawal with the Admissions & Records office. The withdrawal forms may be obtained from the Admissions & Records office and must be approved as indicated on the form. Upon the return of the approved application, the student will be granted honorable dismissal and a grade of "W" will be recorded for each course in which the student is passing. Honorable dismissal is required for transfer from one college to another. The withdrawal procedure may not be initiated after the ninth week of each semester for full semester classes.

##### **B. Student Grade Reports**

1. Early Alert Notice—The Early Alert Report requests that each instructor report a grade for any student who is doing “D,” “F,” or incomplete work. Grades for students doing “C” work or better are not marked.
2. Progress Report—Instructors with students participating in selected programs may be required to provide a progress report.
3. Student Athlete Retention Program—Instructors with students participating in intercollegiate athletics are required to provide a progress report during the 12<sup>th</sup> week of instruction.
4. Final Grade Reports—Final grades are recorded by each instructor in WebAdvisor. Detailed instructions for grade reporting are provided for each grading period by the Admissions & Records office. It is important that final grades are submitted to Admissions & Records by the due date.
5. Medical Excuses—Students who will be absent for long-term medical reasons may notify their instructor(s) directly or they may notify the Health Services office. The Health Services office will then notify the instructor. The decision to allow the student to remain in class rests with the instructor. Students exempt from the physical education graduation requirement because of medical reasons must file their medical statements with the Admissions & Records office, Evaluations Department.

#### **4.19 TEXTBOOK ADOPTION**

Full-time instructors recommend the most appropriate texts and materials available for each course he or she teaches with due consideration to the student costs involved. Required textbooks and other required materials should be well integrated into the course content. Where several instructors teach the same course, every effort should be made to use a common basic text. Textbook changes and adoptions will be reviewed by the department members and submitted to the dean’s office. Instructors should also be aware of the “Open Educational Resource” (OER) initiative, which provides the option of adopting or developing customized, “open access” materials as an alternative to expensive textbooks (see below).

In order to help reduce textbook costs for students, to allow “buy back” from students at the end of the semester and to guarantee text availability at the opening of each semester, it is advised for instructors hired after June 1 or December 1 to use the texts previously used in the courses they will be teaching.

##### **Desk Copies**

Instructors should order desk copies of adopted textbooks directly from the publisher. The bookstore will provide forms for this purpose, and the desk copy will be mailed to the instructor. In the event an instructor is hired late, or there is an unannounced new edition, the instructor may be issued a text from the bookstore, upon approval from their dean. Upon arrival of the instructor’s desk copy from the publisher, he/she must return the new text to the bookstore for full credit.

##### **Deadline for Textbook Adoption**

In 2015, the State of California imposed a new law stating that starting the first date that a student can register, the student must be able to see what textbook is being used for each course. Due to these changes, textbook requisitions must be completed and turned in to the dean’s office, at least a month before the first date of registration. Department Chairs will work with full-time and part-time faculty to ensure timely submission of all requisitions to Division Deans.

##### **Additional Supplies**

Supplies required for the course other than textbooks should be listed on the textbook requisition in the designated area under Supplies Wanted.

##### **Open Education Resources (OER)**

Instructors have the option of selecting to adopt openly-licensed course content instead of traditionally published textbooks. Open Educational Resources (OER) provide high-quality course content at no cost to students. If you are interested in learning more about OER available in your discipline please contact the Faculty Coordinator for Instructional Design and Distance Education, Amanda Taintor at [amanda.taintor@reedleycollege.edu](mailto:amanda.taintor@reedleycollege.edu) or extension 3152 for information and assistance.

### **Zero Textbook Cost Designation**

According to California law (SB1359), any courses offered at zero textbook cost to students must be indicated as such on the digital course catalogue. If you are offering your course with zero textbook cost to students by adoption of OER materials (see above) or adoption of other zero cost materials you must indicate so through WebAdvisor. Please contact the Faculty Coordinator for Instructional Design and Distance Education, Amanda Taintor at [amanda.taintor@reedleycollege.edu](mailto:amanda.taintor@reedleycollege.edu) or extension 3152 for information and assistance.

### **4.20 VISITORS TO CLASS**

Instructors have authority to allow visitors in classes on a one-time basis, whether as guest speakers, observers for academic purposes (e.g., teaching interns), or for other instructionally-justifiable purposes. The visitor is to be authorized by the dean. The instructor should not allow a classroom to become overly crowded. Children are not allowed in classrooms. It is forbidden to allow regular attendance by any person who is not enrolled, employed, or registered as a volunteer. If you have questions concerning visitors, consult your dean.

### **4.21 COURSE SYLLABUS**

#### **4.21.1 Developing a Course Syllabus**

Reedley College instructors are required to provide students with a syllabus for every course they teach. The official course outline of record (COR, sometimes called the Title 5 outline) is the basis for planning your course and your syllabus. Your course student learning outcomes, course content, and grading system must correspond to what is in the official course outline of record.

The college requires that you prepare a syllabus and that you make it as clear, complete, and as helpful for students as possible. As part of the evaluation process, your dean will review your syllabus to ensure that it meets certain minimum criteria. You can ensure that your syllabus conforms to best practices by utilizing the syllabus checklist and the sample syllabus in Appendices A and B as you prepare or revise your syllabus.

Placement of the student learning outcomes (SLOs) on the course syllabus provides students with the best understanding of the expected outcomes of the course. Accreditation standards also require that SLOs appear on course syllabi. Ready access to SLOs helps students recognize the course direction and the ultimate goals of your course as soon as they receive your syllabi and continuously throughout the semester. Instruction organized around the SLOs helps to provide clarity of purpose and unified course themes. Officially adopted SLOs can be found on the official COR. Please contact the SLO Coordinator Amanda Taintor at [amanda.taintor@reedleycollege.edu](mailto:amanda.taintor@reedleycollege.edu) or extension 3152 for information and assistance on SLOs.

Instructors are required to e-mail a copy of each syllabus to their dean's office **by the first Wednesday of each term.**

#### **Department**

Ag, NR, Business, Industrial Technology  
Comp/Lit & Comm, Fine Arts/Social Sciences, Reading/Language  
Math & Engineering, Science, Health Sciences/PE  
Guidance Studies

#### **Email:**

kassandra.davis-schmall@reedleycollege.edu  
christina.buzo@reedleycollege.edu  
annette.carrion@reedleycollege.edu  
debbie.osborne@reedleycollege.edu

**Madera CCC:**  
**Oakhurst CCC:**

yolanda.garcia@sccd.edu  
darin.soukup@sccd.edu

When you submit (via email) your syllabi, please name the submitted file using the following name format: course name-schedule number-last name, first initial.

Emphasize clarity as you prepare your syllabus but consider tone as well. A syllabus that establishes a positive tone and a constructive learning environment, even as it presents clearly and firmly the ground rules for the course, will send the message to students that you are there to guide them, but that they have responsibilities as well.

The syllabus is also a creative endeavor. It is your opening shot, and it is where you bring your course to life. If you inject creativity and energy into your syllabus, students tend to believe that you will do so in the day-to-day activities of the course also, and they are encouraged to give the course an honest try.

Use the checklist and the sample syllabus as tools, but as long as you meet the minimum requirements, you should feel free to make your syllabus your own.

Consider your syllabus an agreement between you and your student and an outline on how your class will be conducted.

**Essential:**

Any changes to your syllabus must be in writing, dated and submitted to both your dean and to the students.

A syllabus checklist and example can be found in Appendices A and B, respectively.

## 5. FACULTY SUPPORT

### 5.1 ACADEMIC SENATE

Membership in the Academic Senate is open to all certificated staff. The Senate addresses itself to recommendations on policy matters affecting academic and professional areas of the college. Officer elections are held every two years for President, Vice President/Business, Vice President/Chair of the Curriculum Committee, and a Secretary. The Reedley College Executive Group includes these members as well as the immediate past President and the elected Madera Oakhurst Faculty Association (MOFA) President. Reedley College Academic Senate meetings are held on the second and fourth Tuesdays of the month at 2pm in LRC 104. Polycom is available to Madera and Oakhurst. All are welcome.

### 5.2 AUDIOVISUAL EQUIPMENT

**Reedley Campus-**Arrangements must be made three to four days in advance. Submit requests using online computer services request located at <http://rhelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk.woa>

**Madera CCC:** TV/VCRs, DVD players, and overhead projectors are available in most classrooms. Slide projectors, data projectors, and laptops are limited. Instructors must check with their Dean's office to schedule use of equipment.

**Oakhurst CCC:** VCR, DVD players, and ceiling projectors are located in each classroom at the Oakhurst Center. Most classrooms are equipped with a PC and flat-panel monitor with USB ports

on the side. Overhead projectors are limited and may be found in the classroom or in an adjoining classroom. Always return equipment to its original site. Tape recorders and laptops are limited and are available in the main office.

### **5.3 COMPUTER WORKSTATIONS FOR ADJUNCT FACULTY**

A workroom containing computers and printers is available to all adjunct faculty at Reedley College on the RC campus in CCI-217.

### **5.4 COMPUTER SERVICES**

For help with problems associated with your office computer, the campus network, or lab computers, use the online computer service request form located at

<http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk.woa>

### **5.5 COMPUTER, NETWORK, AND INTERNET USE (AR 3720)**

#### **5.5.1 Introduction**

State Center Community College District (“District”) owns and operates a variety of computer systems for use by its faculty, students, and staff. The District encourages the use of its computer systems for education, academic development, public service, and other educational related purposes. Full description of Computer and Network use policy can be found in [AR 3720](#). When using the district’s computer systems, all users are required to abide by the rules of this policy and use the system in an ethical and lawful manner.

#### **5.5.2 Policy Requisite**

All users of the District’s computing systems must read, understand, and comply with the terms outlined in this policy, as well as any additional guidelines established by the administrator of the system. By using any of these systems, users agree that they will comply with these policies. Users understand and agree that the District’s role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of contents of such transmission by the District.

#### **5.5.3 Rights**

These computer systems, facilities, and accounts are owned and operated by the District. The District reserves all rights, including disruption of service without notice, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of the District, nor shall they conflict with the applicable law.

#### **5.5.4 Authorized Use**

Access and privileges on the District’s computing systems are assigned and managed by the administrator of the specific system. Eligible individuals may become authorized users of the system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

An authorized District agent must approve all access to the District’s computer resources, including issuing of passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without written permission from the system’s administrator. The authorized user is responsible for the proper use of the system, including any password protection.

### **5.6 CURRICULUM DEVELOPMENT AND EVALUATION**

Curriculum proposals are based on the institutional mission and the college’s strategic plan. Curriculum development and modification are the sole purview of the faculty. Proposals emanate from individual faculty members, departments, and/or community members to fulfill the college’s mission and to serve the needs and

requests of our communities. Advisory committees representing occupational interests, as well as other institutions of higher education, provide input for instructional program development. Research efforts, including needs assessments and follow-up studies on student progress, provide data on development and evaluation of the educational programs of the institution.

Course proposals and modifications suggested on existing course outlines are prepared by faculty members and submitted to the Curriculum Committee through the department and the dean. All courses must include measureable Student Learning Outcomes (SLOs) and appropriate assessment methodologies for those SLOs.

The Curriculum Committee includes representation by the Distance Education Coordinator, Articulation Officer, Curriculum Analyst (ex-officio) and from the departments, the Academic Senate, the Associated Student Government, and college administration (ex officio). The Academic Senate Vice President of Curriculum chairs the committee. Proposals approved at the campus level are submitted to the district Educational Coordinating and Planning Committee (ECPC) and the Board of Trustees for final approval.

The Curriculum Committee makes provision for discussion of curriculum proposals and modifications prior to action. The widest possible participation by members of the staff and student body is encouraged through the diverse membership of the committee and the open character of the meetings.

For submitting curriculum proposals, refer to the Curriculum Committee Handbook or contact the Curriculum Analyst, your Department Chair/Representative, or the Curriculum Chair.

The deadline for submitting curriculum proposals is the Friday of the third week of the semester.

### **5.7 EMPLOYEE ASSISTANCE PROGRAM**

Confidential assistance for items related to stress and anxiety, depression, marriage and relationship problems, grief and loss, substance abuse, legal services, and other matters is available to SCCCD employees upon request through Halcyon EAP. They can be reached at (888) HAL-4800 or on their website at [www.halcyoneap.com](http://www.halcyoneap.com).

### **5.8 E-MAIL**

Any college-related communication via email is required to be done through the district provided email address. This includes communication between faculty and students, faculty and staff and faculty and administration. A Reedley College/SCCCD e-mail account will be generated automatically for all new faculty. Your use of your college-designated email account is critical, since the district email system is the primary method of disseminating critical information within the college community. It is of the utmost importance that it be checked for new email communication regularly.

### **5.9 EVENING ADMINISTRATOR/COORDINATOR ON DUTY**

Reedley College--The Evening Administrator will be on duty Monday through Thursday, 5:00 p.m. to 7:30 p.m. To reach the Evening Administrator during these hours call (559) 779-5447.

Madera Community College Center Evening Coordinator—Contact Pat Bradley at (559) 675-4881, M-Th 5:00 pm – 10:00 pm

In the event of a true emergency dial 5911 from district phone or 244-5911 or 911.

### **5.10 FLEX REQUIREMENTS FROM THE FULL-TIME FACULTY CONTRACT:**

One (1) flexible schedule day shall be provided at the beginning of each semester, unless the District and the Senates mutually agree otherwise. Unit members may request to reschedule a “flex day” at a time other than the date at the

beginning of the fall and spring semester(s) for a specific educationally related activity which is beneficial to the education of students, providing such alternate schedule is management approved and within the normal travel and conference budget expenses. Any approved rescheduled “flex day” must occur within the fiscal year (Title 5, Section 55720a) from which it was rescheduled and must be outside of the individual unit member’s regular contract and overload teaching schedule as assigned. Weekday evenings and/or weekend days are permissible. Evening and/or weekend assigned time cannot be counted. Unit members scheduling alternate flex day activities are responsible for the reporting requirements required in regulation.

Per the State Chancellor’s Flex Program Guidelines **each** faculty member is responsible for filling out and submitting their own Flex Activity Report Form **upon completion of their activity**. You can find the new reporting form on [The Professional Development Canvas Page](#).

### **5.11 ONLINE COURSES, WEB-ENHANCED COURSES**

In recognition of the need for flexibility in student’s educational attainment, Reedley College’s online course offerings have steadily increased. In recognition of the importance of this modality and in acknowledgment of the difference between modalities, Reedley College requires prospective online instructors to complete an online certification course before teaching an online or hybrid course. If you are interested in this mode of instruction, consult with your Dean and Department Chair. Any fully online or hybrid course must have gone through the Curriculum Committee and received approval of a Distance Education addendum before the course may be offered in this modality.

Any course may be offered as a web-enhanced option. To supplement course content through web-enhancement, instructors are strongly encouraged to utilize the district-adopted course management system (CMS), Canvas. A range of options exist to provide a web-enhanced experience to students. Please contact the Faculty Coordinator for Instructional Design and Distance Education, Amanda Taintor at [amanda.taintor@reedleycollege.edu](mailto:amanda.taintor@reedleycollege.edu) or extension 3152 for information and assistance.

### **5.12 PRINTING AND COPYING SERVICES**

Copying services are available at each site for production of syllabi, class handouts, tests, etc. **Please turn in requests at least three days in advance**. Staff will make the copies and place them in your mailbox or hold them for you to pick up if they will not fit in your mailbox or if they need to be secured. Please be prudent in your copier use and be aware of copyright laws, which carry severe penalties for abuse.

**Posting information on Canvas, instead of handing out paper copies, is preferred whenever possible.**

**5.12.1-Printing Services** enforces the standards of the copyright law in accepting work for reproduction. All faculty are expected to comply with the standards. If materials are submitted for reproduction that do not comply with the copyright laws, the materials will be forwarded to the appropriate dean. If you have any questions, please feel free to contact the personnel of Printing Services for clarification or advice before turning in your project.

**5.12.2-Submit requests for printing services** directly to the Printing Services Department located in the Printing Services building centrally located (next to the DSP&S building). Request forms are available at the Printing Services office, in the mailroom and [online](#).

a. Office hours are: 7:00 a.m. – 4:30 p.m. (office hours subject to change)

**5.12.3-Print jobs** may also be emailed along with the request form to <mailto:rcprint@reedleycollege.edu>

**5.12.4-Lab manuals, study guides, and other classroom aids** produced for distribution to students should be made available through the college bookstore.

b. Steps for producing manuals and other materials to be sold in the bookstore:

i. Instructor submits typed material to your dean for approval.

- ii. If approved and submitted to Printing Services, the most economical way to reproduce material will then be determined by the Printing Services staff.

**5.12.5-**Please be explicit when requesting printing services and fill out the appropriate form completely: Specify number of copies, color, size, staple, pad, collate, etc.

**Reedley Campus:** Production Request forms are located in Printing Services in the mailroom and available [online](#). For physical submission: please attach the originals and place them in the basket in Printing Services. There is also a copy machine in the mailroom for your emergency use. Reproductions made on this machine are limited to **10 copies**. For any print jobs exceeding 10 copies please plan in advance and use the Production Request forms and submit to Printing Services.

**Madera CCC:** Print production request forms are available in the faculty work station, Room AVI-105. Please attach the originals and place them in the basket located in the same room. For test materials, please attach form and place in basket located in Room AVI-101.

The copy machine is also available for your use. You can obtain your copier code from the information desk in Room AVI-101.

**Oakhurst CCC:** Copier services for faculty are available in the Main Office. Please see the office staff for details.

### **5.13 PSYCHOLOGICAL SERVICES**

Services available to faculty:

- Guest lecturing
- Case consultation for difficulties in the classroom or campus setting

Contact the Reedley College Health Services office at 559-638-0300, ext. 3210 or the Madera Health Services office at 675-4800 ex. 4854 to schedule a lecture.

Psychological Services for staff are available through Halcyon EAP 1-888-425-4800 24 hrs. per day, 365 days per year. You can received three session per situation or crisis. Please call EAP for more information.

### **5.14 SABBATICAL LEAVE**

Information on Sabbatical Leaves for full time faculty can be found in the current contract under Article XVIII-A, Section 6: [https://www.sccd.edu/\\_uploaded-files/documents/departments/human-resources/sccd-and-scft-final-agreement-ft\\_2018-2021.pdf](https://www.sccd.edu/_uploaded-files/documents/departments/human-resources/sccd-and-scft-final-agreement-ft_2018-2021.pdf). It is strongly recommended that faculty considering a sabbatical application consult with their Department Chair and their Dean prior to submittal.

### **5.15 STAFF DEVELOPMENT**

Faculty members interested in support for attendance at professional conferences or other forms of staff development should consult their Department Chair first for available department funding. If funding is not available, faculty can apply for funding through the Staff Development Committee. Directions and forms can be found on the Reedley College website under <https://www.reedleycollege.edu/faculty-and-staff/forms.html>.

### **5.16 TRAVEL AND CONFERENCE REQUESTS**

Travel and conference request forms must be submitted to the appropriate manager **at least 30 days** prior to the time they will be off campus. All out-of-state travel requests must be approved by the President and Chancellor and need **minimum of 60 days** lead time. Out-of-state travel requests involving students must also be approved by the Board of Trustees, which needs additional time for approval.



All travel and conference requests need to be approved by the immediate supervisor, appropriate Vice President and President. It is recommended that staff development requests be submitted for funding consideration.

Travel and Conference forms are not required for attending district-sponsored events within the district, unless reimbursement is requested. Completed forms are still required for attending events outside the district service area, even when there is no cost to the district.

### **5.17 WEBADVISOR**

WebAdvisor is the only place to find your current and up-to-date official course roster. It is important that you regularly check this and follow all add/drop rules and certify your roster at the appropriate time. If you have any technical questions about WebAdvisor, contact the District Office Help Desk by e-mail at [helpdesk@sccd.com](mailto:helpdesk@sccd.com) or by telephone, ext. 5960. Directions on how to certify your roster and how to submit grades can be found in the [Roster Management](#) sections of this handbook

## **6. STUDENT SUPPORT**

### **6.1 COMPUTER LAB HOURS**

There is an open computer lab located at the Reedley Campus, Madera Community College Center and Oakhurst Community College Center with a full range of software for the student.

#### **Reedley Campus-located in the Library room LRC-115.**

The hours are Monday through Thursday 7:30 a.m.-8:00 p.m. and Friday 7:30 a.m.-3:00 p.m. The lab is closed on Saturday and Sunday.

#### **Madera CCC-located in the library**

The hours will be posted at the beginning of each semester.

#### **Oakhurst CCC-located in Room OC-3**

The hours will be posted at the beginning of each semester.

### **6.2 BEHAVIOR INTERVENTION TEAM ALERT**

#### **6.2.1 Psychological Services**

- Psychological Services Interns are available Tuesday, Wednesdays and Thursdays (2 /12 days weekly) by appointment with no fee to students for short-term individual therapy (up to eight sessions).
- Services available to students:
  - Crisis intervention
  - Individual therapy
  - Couples therapy
  - Group therapy
  - Psychological testing
- Crisis situations require no appointments and are handled as they occur. If a crisis occurs after available hours please call campus police at (559) 244-5911.
- National Screening Day activities such as Eating Disorders, Depression, Alcohol Abuse, Anxiety and Substance Abuse are provided periodically. The interns are available upon request as guest lecturers on a variety of subjects such as stress reduction, refusal skills or boundary setting, substance abuse, decision making, and other topics.

- For any mental health emergency occurring on campus, call Campus Police at 7-8201. They are the designated first responders; they will arrive to secure the scene and notify the “on-call crisis” intern. Campus Police along with the recommendations from the Psychological Services determine suicide risk potential and the need for further intervention.

## 6.2.2 Behavior Intervention Team and Starfish Behavior Flags

### 6.2.2.1 Mission of the Behavior Intervention Team

The mission of the Behavior Intervention Team is to provide a proactive and supportive multidisciplinary team approach to provide a timely intervention resource for students, faculty and staff in order to address student behavioral issues and promote student academic success and safety through appropriate and timely response promotes safety on campus. The BIT is a recommending body to the Dean of Students Services Office. All Disciplinary decisions remain under the auspices of the Dean of Students Office (see AR 5520).


### 6.2.2.2 Tips for Recognizing Troubled Students

Students encounter challenges for a variety of reasons. Academics, family problems, social situations, work, and financial concerns are just some of the sources of stress. While most students cope successfully with the demands of college life, for some the pressures become overwhelming and unmanageable. Mental health problems take many different forms and vary greatly in severity. At one time or another everyone feels upset or distressed. If you feel you have a student who displays any of these behaviors you can use the Starfish “RC Behavior Intervention” flag to refer students to the Behavior Intervention Team for further intervention.

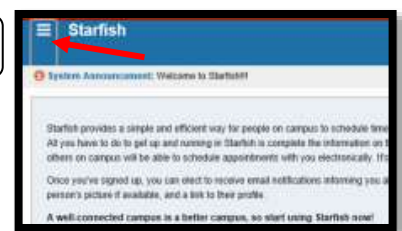
### 6.2.2.3 What is the RC Behavior Intervention Flag?

The RC Behavior Flag is for Reedley College students only. Raise this flag when you have a concern with a student's behavior. The student will NOT be informed or able to view this flag. Behavioral concerns include behavior that interferes with instruction; aggressive/intimidating behavior or language; suicide/harmful ideation in writing or conversation; anxiety/depression/agitation observed; conversation/class comments are worrisome. Please be as descriptive as possible in describing your concern. A member of the Behavior Intervention Team (BIT) will contact you. If this is an immediate concern for your safety or the safety of others while on campus, please contact campus police at (559) 244-5911 or ext. 5911.

### 6.2.2.4 How do I use Starfish Early Alert to raise a Behavior Intervention Flag?

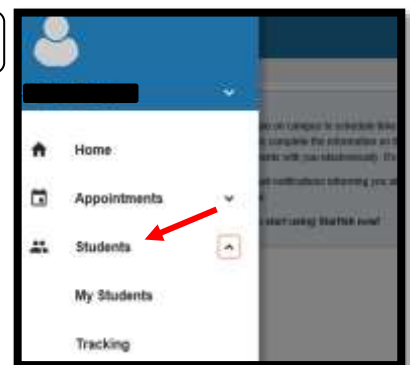
To access Starfish Early Alert, log into your My Portal using your single sign-on credentials and click the Starfish link. Once logged into Starfish; 1) click on the Menu bar in the upper left corner, 2) select Students, then select My Students, 3) find your class under the “Connection” drop down and select the appropriate semester, 4) select the students name that you are raising the RC Behavior Intervention flag on and click , 5) select RC Behavior Intervention and describe the concern as thoroughly as possible.

1



To learn more about Starfish, please join the Canvas Starfish Early Alert course or email your questions to [starfishquestions@reedleycollege.edu](mailto:starfishquestions@reedleycollege.edu)

2



### 6.3 DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

There is a separate instructor handbook related to disability accommodations. Please consult that [handbook](#) for specific guidance. (See American with Disabilities Act/Academic Accommodations)

### 6.4 GRIEVANCE PROCEDURES FOR STUDENTS

Any complaint concerning an alleged unauthorized or unjustified act or decision by a staff member **NOT** involving sexual harassment and/or discrimination which adversely affects the grades, status, rights, or privileges of a student is the concern of the Reedley College administration. Students may refer to this policy in the Reedley College Catalog.

### 6.5 HEALTH SERVICES

Students enrolled at Reedley College, Madera Center, Oakhurst pay a health fee that provides for 1) on-campus accident insurance, 2) Health Services, 3) Psychological Services. All services are confidential.

**Reedley Campus Health Services Office** is located in the east section of the Student Services Building.

**Madera CCC Health Services Office** is located in Room R6-B.

#### 6.5.1 General Description of Services

##### Health Services

- Nursing assessments for illness or injury are available without appointment. Interventions include first aid, health education, treatment with over-the-counter products, and referral to appropriate health care providers or community agencies.
- Health counseling is available for students with chronic health problems, emotional concerns, family planning questions, diet and nutritional needs, information regarding sexually transmitted disease, alcohol, and tobacco or drug abuse.
- Access to quality health services is our goal and students without personal health insurance will find a wide variety of insurance program descriptions for medical, dental and vision health plans available in the Health Services office as well as information regarding reduced-fee clinics.
- Each student is provided insurance coverage for accidental injuries sustained on campus. Any on-campus injury must be reported to the Health services office and a claim form must be completed and filed with our insurance company before the insurance coverage will activate. A general student is required to pay a \$50 co-pay; an athlete is charged a \$100 co-pay for any one injury.
  - **For any potentially life-threatening illness or injury occurring on campus, call Campus Police at 442-8201 or ext. 5911. They are the designated first responders and they will arrive to secure the scene, and alert Health Services if necessary. For any life-threatening injuries or incidents, call 911 directly. Be prepared to provide your exact location.** Current health journals, pamphlets, DVDs, and websites are available for personal enrichment or written classroom assignments.
- Health screenings include vision, hearing, blood pressure, oxygen saturation, peak flow meter, scoliosis, tuberculin skin testing, blood sugar measurement, general urine testing, hemoglobin and pregnancy testing.
- The flu vaccine is offered in October and November for a minimal fee. All other immunizations are available at the Adult Immunization Clinic at the Fresno County Health Department.

##### Psychological Services

- Psychological Services Interns are available Tuesday, Wednesdays and Thursdays (2 /12 days weekly) by appointment with no fee to students for short-term individual therapy (up to eight sessions). Crisis situations require no appointment and are handled as they occur.
- National Screening Day activities such as Eating Disorders, Depression, Alcohol Abuse, Anxiety and Substance Abuse are provided periodically.
- The interns are available upon request as guest lecturers on a variety of subjects such as stress reduction, refusal skills or boundary setting, substance abuse, decision making, and other topics.
- **For any mental health emergency occurring on campus, call Campus Police at 7-8201. They are the designated first responders; they will arrive to secure the scene and notify the “on-call crisis” intern. Campus Police along with the recommendations from the Psychological Services determine suicide risk potential and the need for further intervention.**

- Services available to students:

crisis intervention  
 individual therapy  
 couples therapy  
 group therapy  
 psychological testing

## 6.6 LIBRARY AND LEARNING RESOURCES

|                               |                                   |  |
|-------------------------------|-----------------------------------|--|
| Reedley Campus Library hours: | Monday through Thursday<br>Friday | 7:30 a.m. to 8:00 p.m.<br>7:30 a.m. to 3:00 p.m. |
|-------------------------------|-----------------------------------|--|

|                     |                                |  |
|---------------------|--------------------------------|--|
| Reedley Librarians: | Shivon Hess<br>Stephanie Curry | 638-0300 ext. 3491<br>638-0300 ext. 3662 |
|---------------------|--------------------------------|--|

|                           |   |  |
|---------------------------|---|--|
| Madera CCC Library hours: | Monday through Thursday<br>Friday<br>Saturday | 7:30 am to 8:00 pm<br>7:30 am to 3:00 pm<br>9:00 am to 1:00 pm |
|---------------------------|---|--|

|                       |                               |                                |
|-----------------------|-------------------------------|--------------------------------|
| Madera CCC Librarian: | Kari Johnson<br>Martha Conner | 675-4800 ext. 4735<br>675-4835 |
|-----------------------|-------------------------------|--------------------------------|

All of the library online databases can be accessed anywhere on campus by clicking on Library Services on the Reedley College main webpage ([www.reedleycollege.edu/library](http://www.reedleycollege.edu/library)).

Several databases (Congressional Quarterly, Gale, Grolier, Grove, NetLibrary, FACTS.com, and EBSCOhost and SIRS) are also available remotely from home. Please come into the library for remote instructions.

Instructors may also use the library to put class materials on reserve for student use. These materials are checked out to students for use in the library. Please give the materials to the library a few days before you assign them so that they have time to enter it into the Reserve Bookroom System, which is also searchable through Horizon.

Instructors may also wish to schedule their classes for a library tour or workshop. Librarians can give classes general tours of library materials or customize a workshop for a specific subject or project. There is a laptop lab for bibliographic instruction. Please notify library staff if you will be assigning a project that will require heavy use of library materials; this way the library can be prepared to help your students.

The library welcomes instructors' suggestions related to the collection and services. Instructors are encouraged to acquaint themselves with the materials in the collection and to inform library staff of specific, general, and subject needs of the collection.

### **6.6.1 RC Learning Center**

Provides Traditional & Embedded Tutoring and Supplemental Instruction

Located in LRC 111

M-Th 8am-5pm

Fridays 8am-4pm

***Remember: Online Tutoring is available through SMARTTHINKING (Enable button in Canvas). This is available for students 24/7.***

## **7. EMERGENCY PROCEDURES**

### **7.1 EMERGENCY PROCEDURES FLYER (SEE FLYER NEXT PAGE)**

This information is disseminated to assist all students, faculty and staff members in responding to different emergencies which may occur during the course of their duties at State Center Community College District (SCCCD). This Guide should be posted in every office and in each classroom adjacent to the white board where it will be immediately available should one of the identified emergencies occur. Please familiarize yourself with the contents of this Guide. In an emergency, it will serve as a quick reference for effective action. New employees are familiarized with it as part of their orientation program. If you would like to print an additional copy for your office, please follow this link: <http://scccd.edu/index.aspx?page=653>.

The District Police Department is available seven days a week to respond to any emergency which may occur. If there are any questions or comments regarding this guide, please contact the District Police Department at extension # 5911, or call 559-244-5911.

# STATE CENTER COMMUNITY COLLEGE DISTRICT EMERGENCY PROCEDURES

- Sign up for 1st2Know Emergency Alert System on Webadvisor to receive information via text messaging
- Remain aware of your surroundings; during emergencies follow the instructions of safety personnel and emergency broadcasts
- Visit [www.scccdpolice.com](http://www.scccdpolice.com) for more information on emergency procedures and services

CAMPUS \_\_\_\_\_

BUILDING \_\_\_\_\_

ROOM \_\_\_\_\_



## POWER OUTAGE

- Remain calm and provide assistance to others if necessary
- Move cautiously to a lighted area, follow the exit signs
- Go to [www.scccd.edu](http://www.scccd.edu) for information on extended outages



## HAZARDOUS MATERIALS RELEASE

- Move away from hazard area, move upwind and uphill if possible
- Alert others to keep clear of the area
- Call District Police x5911 or 911



## FIRE

- Activate fire alarm and call District Police x5911 or 911
- Evacuate the building, move away from fire and smoke
- Use stairs only, do not use elevators
- Provide assistance to others if necessary



## BOMB THREAT OR SUSPICIOUS OBJECT

- Do not touch or disturb the suspicious object
- Report suspicious object or threat to District Police x5911 or 911
- Alert others to stay away from the area



## ACTIVE SHOOTER

- R** Run from danger – run to safety  
**U** Plan in advance how you would get out  
**N** When safe, call District Police x5911 or 911
- H** Find location away from windows  
**I** Lock and barricade doors  
**D** Turn off lights, silence your cell phone, be quiet  
**E**
- F** *Last Resort!* Attempt to disrupt or incapacitate the shooter  
**I** Be aggressive – commit to your actions  
**G** Throw items – improvise weapons (e.g., chair, fire extinguisher)  
**H**  
**T**



## EARTHQUAKE

- Take cover under desk or table
- Protect head and neck, wait for shaking to stop
- Stay away from windows
- Evacuate building, do not use elevators

**Be Prepared • Remain Calm**

**Call District Police from on campus: ext. 5911  
or from your cell phone: (559) 244-5911 or 911**

## 7.2 EXTERIOR EMERGENCY PHONES

Exterior Emergency Phones are located throughout all State Center Community College District Campuses. Each has a blue light at the very top for clear visibility. To operate them press the button and talk. These phones are intended for emergencies or to request police assistance.

## 7.3 1ST2KNOW STATE CENTER COMMUNITY COLLEGE DISTRICT EMERGENCY ALERT SYSTEM

1st2know State Center Community College District Emergency Alert System will notify you of any emergency on campus by sending a text message to your cell phone.

**Cost:** We do not charge for the service but standard text message rates will apply. Please check with your cell phone provider before signing up.

**Privacy:** 1st2know is secure and respects your privacy. The 1st2know system will not send you spam and we will not share your information.

**Eligibility:** 1st2know is available to all employees and students of SCCCD, Fresno City College, CTC, Reedley College, Clovis Community College Campus, Herndon Center, Oakhurst Center, Madera Community College Center.

**Sign Up:** Click on the following website <http://scccdpolice.com/category/resources> to sign up.

1. Click on the button associated with your group – Students, Faculty, or Employees – located in the upper right corner.
2. Click on “Sign-up for Emergency Alert to Cell Phone” under the 1st2know Emergency Alert” header.
3. Follow the on-screen directions to complete the sign up process. Twitter: This system will be used in tandem with our existing 1st2know Emergency Alert System.

**Twitter Alerts:** In order to be alerted via Twitter, you must sign up for a TWITTER account and then subscribe to follow SCCCD\_PD. If at any time, you no longer wish to follow, simply unfollow, and you will no longer receive the notices. No costs are related to this format that we are aware of.

## 7.4 ACTIVE THREATS

The National Tactical Officers Association defines active shooter as one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. An active shooter’s overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc. The definition of an active shooter can include any assault with a deadly weapon causing a mass homicide. An Active Shooter is an armed person who has used deadly force on other persons and continues to do so while having unrestricted access to additional victims. Faculty and staff members must be vigilant to the risk of violence on campus.

Some behaviors to take notice of and report to District police are:

- Unusually aggressive, odd, or scary behavior of students or coworkers;
- Threats of violence or retribution, either serious or said jokingly;
- Students or coworkers who are distraught or suicidal;
- Overheard comments or rumors of some planned or intended violence;

When you hear a shooting or when notified of a shooting or violent act on campus, do the following: Do something to protect yourself and the lives of others when and where possible.



- Implement your Active Threat survival plan:
  - Run – if possible
  - Hide – if escape is not possible
  - Fight – if your life is ever in danger
- Notify police - Call District Police at extension # 5911, or call 559-244-5911. Be prepared to answer the dispatcher’s questions; do not hang up until told to do so by the dispatcher.

If you report an incident of an Active Threat, District Police Dispatch will ask you a number of questions. To the best of your ability, be prepared to answer the following questions:

- Provide clear, accurate information quickly and identify,
  - o Your Location: City, Campus, Building Name, Room Number
  - o Your Information: Name and Phone Number
  - o Number of Suspects
  - o Suspect/s description
  - o Suspect/s location
  - o Suspects/s weapon information
  - o Suspect/s direction of travel
  - o Personal or group medical needs
  - o Do not hang up on dispatcher, unless your safety requires you to hang up

## 7.5 FIRE

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm. Call District Police at extension # 5911, or 559-244-5911. Be prepared to give the location of the fire, your name and contact information and any other relevant descriptors. Do not hang up until the dispatcher tells you to do so. When possible, if the fire is small (e.g. trash can), you may wish to extinguish it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. **Please Note:** If you are not sure, read the instructions on the fire extinguisher. If an extinguisher is used, please notify the District Police Dispatcher of the location so the extinguisher can be replaced.

If the fire is large, very smoky, or rapid spreading, evacuate the building immediately! Inform others in the building who may not have responded to the alarm to evacuate immediately and call #5911 or 559-244-5911 for help. The alarm should sound continuously. If it stops, continue to evacuate. Warn others who may enter the building after the alarm stops.

If time permits, take personal belongings and lock files before leaving. Walk, do not run, to the nearest exit. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel. When the alarm sounds do not use the elevator. An elevator may become inoperative and become a trap. If possible, give assistance to disabled persons using the stairs.

If you have a mobility impairment, request assistance from those nearest you. In the event no one provides assistance, proceed to the nearest stairway landing (when applicable), away from the fire. Shout for help. If possible, call District Police at extension # 5911, or 559-244-5911. Notify either public safety or firefighters on the scene if you suspect someone may be trapped inside the building.

## 7.6 INJURY OR ILLNESS

1. Do not move a seriously injured person unless there is a life-threatening situation.
2. Call District Police at extension # 5911, or 559-244-5911. Give your name, location, and telephone (extension) number. Provide as much information as possible regarding the nature of the injury or illness,

whether or not the victim is conscious and breathing, etc. District Dispatch will contact the campus nurse(s) and arrange for an ambulance if required.

3. Return to the victim. If trained, administer first aid, and keep the victim as calm and comfortable as possible. You should become familiar with those persons in your building who are trained in first aid or C.P.R., should they be needed. You should know the location of the nearest first aid kit and/or Automated External Defibrillator (AED), if available.
4. Remain with the victim until District Police Officers arrive.
5. Report an injury or illness to your supervisor and the Company Nurse at 1-877-740-5017.

### 7.7 CRIMES IN PROGRESS/CIVIL DISTURBANCE

1. Do not attempt to apprehend or interfere with the criminal except in case of self-defense.
2. Call District Police at extension # 5911, or 559-244-5911. Give your, location, name, and department. Advise them of the situation and remain where you are until contacted by an officer.
3. If safe to do so, stop and take the time to get a good description of the criminal. Note their height, weight, sex, race, approximate age, clothing, method and direction of travel, and his or her name *if known*. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
4. In the event of civil disturbance, call District Police at extension # 5911, or (559) 244-5911. If the disturbance is outside, lock your doors and stay away from doors and windows.
5. Do not interfere with persons creating the disturbance or with law enforcement authorities on the scene. Law enforcement authorities will be in contact you once the threat is thwarted.

### 7.8 BOMB THREAT/SUSPICIOUS OBJECTS

1. Bomb threats usually occur by telephone or email.
2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist below.
3. Call District Police at extension # 5911, or 559-244-5911. Give your name, location, and telephone number or extension. Inform them of the situation, including any information you may have as to the location of the bomb, time set to explode, and the time you received the call.
4. Inform your supervisor and/or the Division Dean's Office.
5. Campus authorities will be responsible for building evacuation.
6. Report all suspicious objects and/or packages to the District Police Department at extension # 5911, or (559) 244-5911. Do not touch, tamper, or move the suspicious object. Keep yourself and others away from the suspicious object until police arrive.

**Bomb Threat Instructions:** Be calm, be courteous, listen, and do not interrupt the caller. Notify a supervisor or fellow employee by signal while the caller is on the line. If the caller hangs up, leave the phone off the hook – from another phone, immediately contact District police by calling extension # 5911, or (559) 244-5911. Give the dispatcher the location and telephone number you are calling from. Use the form below to record as much information as possible about the call.

**QUESTIONS TO ASK:** 1. When is the bomb going to explode? 2. Where is it right now? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. What is your address? 9. What is your name?

**EXACT WORDING OF THE THREAT:** \_\_\_\_\_ Sex of caller:  
\_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_ Number at which call received:  
\_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

**CALLER'S VOICE:**  Calm  Laughter  Stutter  Deep breathing  Angry  Crying  Lisp  Cracking voice  Excited  Normal  Raspy  Disguised  Slow  Distinct  Deep  Accent  Rapid  Slurred  Ragged  Familiar  Soft  Whispered  Clearing throat  Loud  Nasal

If voice is familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND NOISE:**  Street noise  Music  Factory Machinery  Local  Crockery  House noises  Animal noises  Booth  Voices  Motor  Clear  Long Distance  PA System  Office  Static  Other

**THREAT LANGUAGE:**  Well spoken  Foul  Incoherent  Taped  Irrational  Message by threat maker read

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## 7.9 HAZARDOUS MATERIALS LEAKS/SPILLS

If a hazardous material spill occurs:

1. Call District Police at extension # 5911, or 559-244-5911.
2. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.
3. If you can give responders information as to the chemicals involved or stored in the affected area, it will help them respond more quickly.
4. If possible, notify your professor of the extent and location of the spill. If there is any possible danger, evacuate your area immediately.

If a chemical fire occurs:

1. Remain calm.
2. If time permits, close windows in the room where the fire is located. Close the door behind you as you leave, and immediately sound the building fire alarm.
3. Call District Police at extension # 5911, or 559-244-5911.
4. If you can give responders information as to the chemicals involved or stored in the affected areas, it will help them respond more quickly.
5. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops.
6. When fire alarms sound, do not use the elevators. An elevator may become a trap. If possible, provide assistance to (help carry, if necessary) disabled persons in using the stairs.
7. Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by Public Safety personnel.
8. Notify Public Safety personnel on the scene if you suspect that someone may be trapped inside the building.
9. Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.

## 7.10 EARTHQUAKES

1. If indoors, stay there. Get under a desk or table or stand in a corner.
2. If outdoors, get into an open area away from trees, buildings, walls, and power lines.

3. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside until the shaking is over.
4. If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.
5. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
6. After the shock subsides, get out of doors and well away from the building.
7. Follow the procedures in this guide for fire, hazardous material leaks, and serious injuries if necessary.
8. In the event of major damage or disruption, the District Police Department will announce and implement evacuation of the campus.
9. Identify and assist the injured.
10. Call District Police at extension # 5911, or 559-244-5911, to report any serious hazards or injuries.
11. Do not return to an evacuated building until it has been cleared by structural engineers and public safety personnel.

### **7.11 EVACUATION OF DISABLED**

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators. However, elevators should never be used in the event of fire or earthquake.
2. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he or she should request assistance from others in the area.
3. It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate or instructor on how to assist him or her in the event of an emergency.
4. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor or in a stairway or landing. He or she should continue to call for help, or call District Police at extension # 5911, or 559-244-5911, until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire, and police, will check all exit corridors and exit stairwells for trapped persons.

### **7.12 NON-EMERGENCY SERVICES**

If you need information on any other non-emergency information, you can either call: (559) 244-5948, or use the District Police Department's website by visiting the following link: <http://scccdpolice.com/>. There, you will be able to review other resources that are available online, such as:

- Safety Tips
- Student Conduct
- Parking and Traffic Policy
- Contest a Citation
- Report a Crime
- Lost and Found
- Building Access
- Vehicle Lockout
- Battery Failure

### **7.13 POWER OUTAGE**

In the event of a power outage the following guidelines have been established with safety as the first priority. Please follow these guidelines:

- Do not assume that the college will immediately be closed.
- In the event that the college must cancel classes and close offices, faculty and staff will be notified by their respective dean/manager if there should be an extended power outage.
- If the outage occurs during evening classes, the faculty should consult with the evening dean. If classes are held, they should end by such a time to allow plenty of daylight for students to leave safely. The evening dean will determine this time campus wide.
- Faculty and staff should identify and help students who may need assistance leaving buildings.
- Faculty members may encourage their students to carry a personal flashlight with them to classes.
- Faculty and staff shall lock their classrooms and offices after use.
- If an evening class is canceled, students may wait for their transportation providers in Parking Lot “C” near the administration building.
- During an outage, classified professionals should remain at their work stations and wait for further notification from their immediate supervisor. During an evening outage, offices will be closed.
- **NO CANDLES ARE TO BE USED AS A LIGHT SOURCE UNDER ANY CIRCUMSTANCES.**

## **8. CAMPUS RULES AND PROCEDURES**

### **8.1 ALARMS**

The entire campus is armed with an alarm system that includes motion detection. Each building has at least one arming/disarming reader. The alarm must be disarmed at the reader as the building is entered otherwise any kind of motion may trip the alarm, triggering the dispatch of an officer. Tiger One card numbers, previously entered into the alarm system, permit staff to disarm alarms by simply waving the card in front of the reader. If clarification on where or when to arm or disengage the alarm is needed, please contact administrative services at extension 3209.

### **8.2 ALCOHOL, DRUG AND SMOKE FREE CAMPUS**

Reedley College and the Madera and Oakhurst centers are committed to maintaining alcohol, drug and smoke-free campuses. The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and possession of any paraphernalia related thereto (as defined in Schedules I through V of the Controlled Substances Act [21 U.S. C.812] and as further defined by Regulations 21 DFR 1308.15 in the drug-free work place). The college supports those drug and alcohol abuse prevention activities that promote healthy lifestyles and encourages students to participate in them. For more information about Reedley College’s drug and alcohol abuse policy, please see the complete policy located in either the Vice President of Student Services office or Health Services office. Instructors are prohibited from appearing on campus under the influence of alcohol or any of the above drugs, and from allowing their use during a supervised college activity.

Effective November 17, 2016, smoking and tobacco use shall not be permitted on any Reedley College property. **Use of tobacco, smoking and/or e-cigarettes will not be permitted on any property of Reedley College; this includes:** campus buildings, residential facilities, outdoor structures, athletic facilities, parking structures, parking lots, surface lots, grounds areas, any areas previously identified as designated smoking areas, and in all Reedley College owned, leased, or rented vehicles. Every student, faculty member, staff person, and visitor on campus is authorized to implement the College’s smoke free policy and regulation. For further information about Reedley College’s smoke-free policy, please see the complete policy by clicking here: <https://www.reedleycollege.edu/about/about-us/policies-and-procedures/smoke-free-policy/index.html>

### 8.3 CARE OF CLASSROOM, BUILDINGS, AND EQUIPMENT

It is the joint responsibility of faculty, staff, and students to protect college buildings and equipment from damage and theft. Please see [Classroom Etiquette \(section 4.6\)](#) of this handbook. If you encounter any problems with furniture, windows, carpeting, etc., please report this using our online “[SchoolDude](#)” system.

### 8.4 DISCRIMINATION AND HARASSMENT (AR 3435)

Discrimination and Harassment of employees, students, or third parties with whom an employee or student comes into contract will not be tolerated. Administrative Regulation 3435 [Discrimination and Harassment Complaints](#) states:

Since failure to report harassment and discrimination impedes the District’s ability to stop the behavior, the District strongly encourages employees and students who believe they are being harassed to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be evaluated promptly, delay in filing impedes the District’s ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of discrimination and or harassment, the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

Please refer to this regulation for complaint procedures. Board Policies and Administrative Regulations are available on the District’s website at

<https://www.boarddocs.com/ca/scccd/Board.nsf/goto?open&id=AHXK5Y4E8B29#>

### 8.5 FACILITY USE

All staff and departments of the **Reedley, Madera and Oakhurst campuses** are required to submit a Facility Use Request form for use of any/all facilities. This includes activities taking place in exterior locations as well. All outside organizations and requestors must independently utilize the form to gain approval and use of any campus facilities.

1. Facility use forms must be received *fully approved*, a minimum of ten (10) working days prior to requested use (see item #8 below).
2. Forms are located online under “Faculty and Staff/Faculty and Staff Forms”  
<http://www.reedleycollege.edu/faculty-and-staff/forms.html>
3. Facility use forms must be complete and signed by the appropriate supervisor or they will not be processed.
4. For the following conference rooms, a form is not required *unless* services such as Building Services, Computer Services, Food Services, etc. are needed for your event.

| RC  | MCCC  |
|---|---|
| PCR, CCI-208, STC-104, STC-108, FEM Library   | AM-114A, AM-114B, AV1-101 D, AV1-204                                      |
| Contact: <a href="mailto:rosa.rios@reedleycollege.edu">rosa.rios@reedleycollege.edu</a> | Contact: <a href="mailto:becky.xiong@scccd.edu">becky.xiong@scccd.edu</a> |

5. When received, Facility Use Request forms are e-mailed to any and all affected personnel for the identified use.
6. Outside, off-campus groups and organizations may secure request forms from the college or campus website or by getting in touch with each campus’ Facility Use Contact (see item #8.) The approved fee schedule will apply, depending upon the type of meeting, activity, or the facility used.

7. A master calendar of activities or meetings sponsored by school and/or outside organizations is maintained at each campus.
8. **Facility Use Contacts:**
  - a. **For Reedley College:** Rosa Rios, ext. 0
  - b. **For Madera CCC:** Becky Xiong, ext. 4817
  - c. **For Oakhurst CCC:** Darin Soukup, ext. 5613 or Amanda Johnson, ext. 5610

### **8.6 KEY AUTHORIZATION (REEDLEY CAMPUS) (AR 6520)**

Per Board Policy and Administrative Regulation 6520, Keys will be issued only to officers or employees of the District and to outside contractors who must have access to service areas. Keys shall not be issued to students. Keys will be issued only as actually needed for the employee to properly perform his/her work. Under no circumstances shall keys be transferred to or loaned to an unauthorized person. Upon transfer or reassignment within the District, the employee shall turn in keys that are no longer needed and request the required new keys. This process shall be the responsibility of the employee and his/her immediate supervisor. Adjunct faculty shall be assigned keys only as required for their assignment. Adjunct faculty shall turn in keys at the end of each semester or session as part of a check-out procedure unless they are assigned to teach during the next session and will need the same keys in their upcoming assignment.

1. Except where approved by the president, or a designee, only staff members will be provided keys to campus facilities.
2. Requests for building, room, gate, desk, and/or file keys must be made on the [authorization form](#) and approved by supervisor prior to issuance. Master keys require vice president of administrative services approval prior to issuance.
3. After key authorization has been approved, route the form to Administrative Services, located in the Administration Building.
4. Once your request is filled, Administrative Services staff will notify you.
5. Under no circumstances are keys to be duplicated, loaned to students or any other unauthorized persons.
6. After the semester is complete, or access to previously approved location/s is no longer needed, return all keys to Administrative Services.

### **8.7 KEY AUTHORIZATION (MADERA CCC/OAKHURST CCC)**

Except where approved by the Vice President, only full-time staff members will be provided with keys and/or fobs to the facility. Faculty members are cautioned against turning keys over to students or other unauthorized persons. **Under no circumstances are keys to be duplicated.**

**Madera CCC:** see Monica Armenta ext. 4874.

**Oakhurst CCC:** Keys to the Oakhurst CCC are not issued.

Any time you are in the building after hours, call the District Police Department at ext. 8201. Let them know when you arrive and also when you leave.

### **8.8 MAILBOXES**

It is important to check your mailbox regularly. Students, including student aides employed by the college, are not permitted to collect mail on your behalf. Due to items of sensitive nature, students are prohibited from entering the mailroom.

**Reedley Campus:** All faculty mailboxes are located in the Printing Services Building which is located next to the DSP&S building. You will need to obtain a Reedley College Tiger One card in order to access the mailroom. Staff may obtain Tiger One cards at the Student Activities office.

**Madera CCC:** Faculty mailboxes are located in AM-100 / AVI-105.

**Oakhurst CCC:** Faculty mailboxes are located in the Main Office.

## **8.9 MAINTENANCE AND CUSTODIAL SERVICES**

Any requests for routine maintenance (plumbing, heating, cooling, etc.) or custodial services (such as light bulb replacement, moving furniture, minor repair of equipment, etc.) are to be made on the “[SchoolDude](#)” work order system [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Utilize password ‘[SchoolDude](#)’ when submitting requests. In cases of emergency (leaks, etc.), call Maintenance & Operations at extension 3316.

## **8.10 MOVING FURNITURE AND EQUIPMENT**

Faculty, as well as other staff members, must have administrative approval before moving any furniture or equipment from within or between rooms. Please use the [SchoolDude](#) work order system to request.

## **8.11 PARKING**

Permits are required in order to park on any SCCCDCD campus. Parking permits may be purchased 8 a.m.-4 p.m. from the Business Office. Cost: \$80/year; \$30/semester; \$20 summer. You can purchase a holder for your rearview mirror for 50 cents.

**Oakhurst CCC:** SCCCDCD parking permits are not required for the Oakhurst location.

## **8.12 RECEIVING GIFTS**

College personnel should not receive cash gifts from students and should be very circumspect about receiving non-cash gifts from students (if in doubt, consult your dean). If you are approached by a community member or business concerning a possible gift of equipment or other non-cash gift, be aware that any substantial gift to the college must be documented. Contact the SCCC Foundation office for guidance and use the In-Kind Donor Record and Transmittal Form to document any such gift.

## **8.13 SAFETY PRACTICES AND GENERAL LIABILITY COVERAGE**

Staff of the district and college are expected to promote safety recognition programs and proactively adhere to the district’s Injury and Illness Prevention, Right to Know, and Emergency Preparedness Programs as approved by the Board of Trustees. The district provides general liability insurance coverage for all approved programs and related activities of the college. ANY and ALL ACCIDENTS, safety hazards, environmental concerns, or incidents of an unusual or suspicious nature are to be reported immediately to the District Police Department. (See Emergency Procedures/Fire, Chapter 7 of this handbook.)

## **8.14 SEXUAL HARASSMENT (AR 3430)**

### Sexual Harassment is Forbidden by Law

State Center Community College District (SCCCDCD) is committed to providing an academic and workplace environment that respects the dignity of individuals and groups and preventing discrimination and harassment from occurring. Sexual harassment in the educational and workplace environment violates the District’s policy and is prohibited under Title IX, Title VII of the Civil Rights Act, and the California Fair Employment and Housing Act.

### Sexual Harassment Defined under Administrative Regulation 3430

Sexual harassment is unwelcomed sexual, sex-based, and/or gender-based advances, requests for sexual favors, and other visual, verbal, online and/or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when: (1) submission to such conduct is explicitly or implicitly made a term or condition of employment, academic status, or progress, internship, or volunteer activity; (2) submission to or



rejection of such conduct is used as basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements.

Sexual harassment includes harassment based on actual or perceived sexual orientation. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the District.

Under Title IX, discrimination on the basis of sex also includes sexual harassment, rape, domestic/intimate partner/dating violence, sexual assault and stalking.

#### Preventing Sexual Harassment

A program to eliminate sexual harassment from the workplace is not only required by law but is the most practical way to prevent incidents from occurring, or to avoid or limit damages if harassment should occur despite preventive efforts.

#### SCCCD's Complaint Procedures (available at Vice President of Student Services' office)

1. The District's complaint procedures provide for an immediate, thorough, and objective investigation of any sexual harassment claim and appropriate disciplinary action against one found to have engaged in prohibited sexual harassment.
2. Employees, students, or third parties who believe they have been sexually harassed should provide a written or verbal complaint to a college or District administrator, Human Resources, or the District or College Title IX Coordinator as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.
3. All incidents of sexual harassment that are reported must be investigated. The designated investigator will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. Both the complainant and respondent will be provided with an opportunity to respond to all of the information that will be relied upon in making a finding. Both the complainant and the responding party will have equal opportunities to meet with the investigator (separately) to present their perspectives, provide witnesses or other information, to bring a representative to their meetings, to ask questions, and to seek clarification.
4. The investigation will be completed and the investigator will apply the preponderance of evidence standard (more likely than not) to determine what occurred and render a finding for each allegation. A final determination regarding the alleged harassment will then be made by a separate District or college

administrator and communicated to both the complainant as well as the accused/responding party. The Title IX Coordinator at Reedley College is Lisa McAndrews.

5. If it is determined that sexual harassment has occurred, the District will take immediate effective action commensurate with the circumstances. Appropriate action will be calculated to deter any future harassment.

### Protection Against Retaliation

SCCCD's policy and California law prohibit retaliation against any employee or student for participating in the complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making decisions, failure to make employment recommendations impartially, adversely affecting working considerations, or otherwise denying any employment benefit.

Once the District knows of the sexual harassment, it will take immediate steps to stop the harassment. The District will not permit any retaliation against any employee or student who complains of harassment, who participates in an investigation, or who opposes sexual harassment. Opposition includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed, or if filed, substantiated; opposing employment practices that an employee reasonably believes to be unlawful; participating in an activity perceived to be opposition to discrimination by an employer covered by the law; or contacting, communicating with, or participating in any federal, state, or local human rights or civil rights agency proceedings.

Any report of retaliation by the accused harasser, or by faculty, coworkers, supervisors, or managers will also be immediately, effectively, and thoroughly investigated in accordance with the District's investigation procedure outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

### Liability for Sexual Harassment

Any employee of SCCC, whether coworker, supervisor, or manager who is found to have engaged in unlawful sexual harassment is subject to disciplinary action up to and including discharge from employment. An employee, who engages in sexual harassment, including any manager who knew about the harassment and took no action to stop it, may be held personally liable for monetary damages. SCCC will not pay damages assessed personally against an employee.

### Additional Enforcement Information

In addition to SCCC's internal complaint procedure, employees should also be aware that the California Community College Chancellor's Office (CCCCO), the federal Equal Employment Opportunity Commission (EEOC), and the California Department of Fair Employment and Housing (DFEH) also accept and investigate complaints of sexual harassment in employment and/or the educational environment. Employees who believe that they have been sexually harassed may file a complaint with the CCCC within 180 days of the alleged harassment, the EEOC within 300 days of the harassment or with the DFEH within one year of the harassment. Students may also file complaints with the CCCC or the U.S. Department of Education, Office of Civil Rights (OCR). Complaints filed with the OCR must be received within 180 days of the alleged

For more information, contact the Equal Opportunity Officer at the District office at 559-244-5990, the Vice President of Student Services on your campus, or the agencies listed below:

California Community College Chancellor's Office

1102 Q Street  
Sacramento, CA 95811  
1-916-445-8752

State of California  
Department of Fair Employment and Housing  
1277 E. Alluvial Avenue, Suite 101  
Fresno, CA 93720  
1(559) 244-4760

U.S. Equal Employment Opportunity Commission (EEOC)  
Robert E. Coyle Federal Courthouse  
2500 Tulare Street, Suite 2601  
Fresno, CA 93721  
1-800-669-4000  
1-800-669-6820 (TTY)

U.S Department of Education, Office of Civil Rights (OCR)  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
1-800-421-3481  
1-800-877-8339 (TTD)

### **8.15 STUDENT RIGHT-TO-KNOW DISCLOSURE STATEMENT**

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students.

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-to-Know Information Clearinghouse Website located at <http://srk.cccco.edu/index.asp>

### **8.16 TELEPHONES/VOICE MAIL**

All full-time faculty members have a voice mailbox and should check it regularly for student messages. Reedley adjunct faculty may request a voice mailbox by contacting Rosa Rios at the RC switchboard, extension 0. If not using the District provided voice mailbox a contact number where you can be reached by students must be included on your syllabus.

### **8.17 TIGER ONE CARD**

Every faculty member on the Reedley College campus is required to have a Tiger One card. This serves as your official staff ID. This card also gives you access to the mailroom and is used to arm and disarm alarms in the classroom buildings.

### **8.18 WEAPONS ON CAMPUS**

Firearms, knives, and other weapons are not allowed on campus unless carried by a licensed, peace officer. The appropriate college administrator should be notified whenever a weapon is carried into or discovered on a Reedley College campus site. Additional limitations may apply at off-campus sites depending on site policy and agreements with the college.

## 9. FORMS

### 9.1 REEDLEY CAMPUS FORMS

| <u>Form</u>   | <u>Acquire From</u>   |
|---|---|
| Absence   | RC Mail Room/Deans' Offices   |
| Accident Report   | Health Services   |
| Add/Drop Card (Student)   | Admissions & Records  |
| Computer Service Request-Online Form  |   |
| <a href="http://rhelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk">http://rhelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk</a> |   |
| Confidential Disruptive Behavior Report   | Dean of Student Services  |
| Credit by Exam  | Admissions & Records  |
| DSP&S Referral Form   | DSP&S   |
| Facility Use  | Mail Room/Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |
| Field Trip/Excursion Request  | Mail Room/Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |
| Field Trip Student Waiver Form  | Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |
| Grade Change  | Admissions & Records  |
| In-Kind Donor Record and Transmittal Form   | SCCCD Foundation  |
| Key Request   | <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a> |
| Late Add form   | Dean's Offices  |
| Maintenance Service Request   | Online <a href="http://www.myschoolbuilding.com">www.myschoolbuilding.com</a>   |
| Notice of Incomplete  | Admissions & Records  |
| Printing Services Request   | Mail Room/Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |
| Roster & Attendance Form, Sample  | Admissions & Records  |
| Staff Development Proposals   | Mail Room/Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |
| Long Form (over \$700)  |   |
| Short Form (under \$700)  |   |
| Student Appeal/Complaint  | Vice President of Student Services/Deans' Office  |
| Transportation Request  | Online  |
| <a href="https://www.reedleycollege.edu/faculty-and-staff/forms.html">https://www.reedleycollege.edu/faculty-and-staff/forms.html</a>           |   |

Travel or Conference Request  
Waive or Substitute Course

Mail Room  
Admissions & Records

## 9.2 MADERA & OAKHURST COMMUNITY COLLEGE CENTER FORMS

### Form

### Acquire From

|   |   |
|---|---|
| Absence   | Mailroom AM-100/AV1 Office of Instruction |
| Accident Report   | Health Services                           |
| Add/Drop Request (Student)  | A&R/AV1 Office of Instruction             |
| Computer Service Request-Online Form<br><a href="http://rhelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk">http://rhelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk</a> |   |
| Confidential Disruptive Behavior Report   | Office of Instruction                     |
| Credit by Exam  | Admissions & Records                      |
| DSP&S Referral Form   | DSP&S                                     |
| E-Mail  | SCCCD Intranet Website                    |
| Facility Use  | AV1 Office of Instruction/Online          |
| Field Trip/Excursion Request  | AV1 Office of Instruction/Online          |
| Notice of Grade Change  | A&R/ AV1 Office of Instruction            |
| In-Kind Donor Record and Transmittal Form   | SCCCD Foundation                          |
| Key Request   | Vice President's Office                   |
| Late Add form (SPEEDE Petition)   | AV1 Office of Instruction                 |
| Maintenance Service Request   | Administration/ AV1 Office of Instruction |
| Notice of Incomplete  | AV1 Office of Instruction                 |
| Private Vehicle Authorization   | SCCCD Intranet Website                    |
| Roster & Attendance Form, Sample  | Office of Instruction                     |
| Staff Development Proposals<br>Long Form (over \$700)<br>Short Form (under \$700)   | Office of Instruction/Online              |
| Student Appeal/Complaint  | Office of Instruction                     |
| Transportation Request  | SCCCD Intranet Website                    |
| Travel or Conference Request  | AV1 Office of Instruction/ Mailroom AM100 |
| Waive or Substitute Course  | A&R                                       |
| Authorization Code Slip   | A&R                                       |

\* (Madera Online Forms can be found under Faculty & Staff tab – Forms: Faculty & Staff)

**For Oakhurst CCC Forms:** Main Office, 683-3940 or Amanda Johnson, ext. 5610

## APPENDIX A-SYLLABUS CHECKLIST

- Course name and code; meeting room; semester and year; meeting days and times; any holidays
- Your name, district provided voice mail number and **Reedley College/SCCCD e-mail address**, website, other contact information
- Your Office hours (full-time instructors only)
- All Deadlines
  - Deadline to drop for refund (end of 2<sup>nd</sup> week for full-length class)
  - Deadline to add and deadline to drop to avoid a “W” on your transcripts (end of 3<sup>rd</sup> week for full-length course)
  - Drop deadline (end of 9<sup>th</sup> week for semester length class; see roster for short-term class drop date)
- Final exam date, time and location (refer to class schedule; any exceptions from final exam schedule must have prior written approval of your dean)
- Course Objectives and Student Learning Outcomes  
Note: These and items below should correspond with the official course outline.
- Required and recommended textbooks, materials and supplies (including charge for materials fees if applicable)
- Course Prerequisites, Co-requisites, and/or Advisories
- Course Outline including topics to be covered with corresponding dates, time allotted to each topic, references to text chapters or pages, outside readings, specific assignments and due dates
- Grading policies and scales and evaluation criteria  
Exams, quizzes, homework, class participation etc. **It is very important that the grading criteria be very clear.** The grading basis must be included on final rosters when submitted to Admissions & Records (A minimum of four grades is required in addition to the final grade for full-term classes). Indicate how you plan to publish and regularly update the grades.
- Attendance policy including late work, make-ups, extra credit, etc.
- Canceled Class Notification
- Behavioral standards such as punctuality, technological gadgets, classroom visitors, etc.
- Plagiarism and Cheating Policy
- Accommodations for students with disabilities-Include this exact statement on the syllabus: “If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.”

## APPENDIX B-SYLLABUS EXAMPLE

Math 103-56022,  
Mr. John Doe  
**Office:** ABC  
**Office Hours:** MWF 10:00-11:00  
**Meeting Days:** Daily  
**E-Mail:** john.doe@reedleycollege.edu

Intermediate Algebra REEDLEY COLLEGE

**Semester:**  
Phone: (559) 638-0300, EXT. 1234  
**Meeting Room:** CCI 200  
**Time:** 8:00 am-8:50 am

**COURSE DESCRIPTION:** This course will deal with many algebraic concepts consistent with a second course in algebra including: equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and the conic sections.

**Basic Skills Advisories:**           **Eligibility for ENGL 126**

**Subject Prerequisites:** Math 101 or Equivalent

**REQUIRED TEXT:** Charles P. McKeague, Elementary and Intermediate Algebra, Saunders College Publishing, 3<sup>rd</sup> Edition, 2008.

**REQUIRED NOTES:** Math 103 Notes are to be purchased from the bookstore. You will need both Chapters 7-9 and then available later in the semester notes for Chapters 10-12.

**ATTENDANCE:** Students are expected to attend all class meetings, be on time, and be in class the entire class session. Calling me to tell me you will be absent **does not** excuse you. **STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT! Six (6) absences** may result in a drop from the course. However, if you decide to drop the course, it is **your** responsibility to make the drop official in the Administrations and Records office or else possibly receive a grade of **F**.

**Behavioral Standards:** Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. Please turn your phone off when entering the class. You may not use your phone as a calculator. Do not bring guests to class.

**NOTE:**           The deadline to drop for a refund is ...  
                  The deadline to add a class is ...  
                  The deadline to drop a class to avoid a "W" is...  
                  The final deadline to drop is...

**TARDIES:** Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late. It is your responsibility to notify the instructor (on a break or after class) that you are present if you arrive after roll has been taken.

**HOMEWORK:**       Some homework will be collected. Each assignment collected will be graded on completeness, neatness, and effort. Homework should be written on one side of a standard sized paper 8.5" x 11" (No spiral paper please) stapled in the upper left-hand corner, and in order. Homework should be written in pencil. Record the class name, your name, homework (chapter,

section and problems), and date on each homework assignment. On graded homework, a selected few problems will be graded. You will also be given homework checks. If you miss a homework check or are late to class, you can still take the homework check before the next class, for a possible 40% of its worth. Problems must be written out (except word problems) and all work must be shown in order to receive credit. **NO LATE HOMEWORK WILL BE ACCEPTED!** *Note: Being absent the day homework is collected does not entitle you to turn it in late!*

**MAKEUP ASSIGNMENTS:** An optional makeup assignment will be available for each chapter. This makeup is worth five (5) points and can be used to help makeup missed assignments, increase low homework grades or as extra credit homework points.

**TESTS:** There are no makeup exams for missed tests. **NO EXCEPTIONS!**

**FINAL EXAM:** A two-hour comprehensive final exam worth 1 test will be given at the end of the semester during finals week. You are required to take the final exam, however the final exam will replace your lowest test score. If your class meets at 8:00 then **your final is on Wednesday, May 14, from 8:00-9:50.** If your class meets at 9:00 then **your final is on Monday, May 12, from 9:00-10:50.**

Students are required to participate in all class discussions and activities. You may not start the homework during class. You may not study for another class or read a book during class.

**GRADING:**

- ***HOMEWORK:*** All of your homework scores will be added up and divided by the total possible points for the semester. This number is then multiplied by 100 to give a score between 0 and 100.
- ***TESTS:*** All of your test percentages will be averaged. This will give you a score between 0 and 100.
- Your homework grade is worth 20% of your grade. Your test score is worth 80% of your grade. *Example:* If your homework grade is 75 and your test grade is 85, then you would compute your grade as follows:

$$(.20)(75) + (.80)(85) = 15 + 68 = 83$$

| <u>Percent of Total Points</u> | <u>Grade</u> |
|--------------------------------|--------------|
| 89-100                         | A            |
| 78-88                          | B            |
| 65-77                          | C            |
| 55-64                          | D            |
| 0-54                           | F            |

**WHERE TO FIND YOUR GRADE:**

Occasionally your grade will be emailed to you

Available at <http://sc.webgrade.classmanager.com/ReedleyCollege/> Your class will be identified by schedule number.

You can also find it [www.reedleycollege.edu](http://www.reedleycollege.edu) . Click on Academic Programs. Under other links click on Micrograde and Webgrade. Enter your Reedley College Student ID number and password.

**SPECIAL NEEDS REQUESTS:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Academic Dishonesty**



Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or playing notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

### **Course Objectives**

In the process of completing this course, students will:

- A) use function notation and the properties of lines and linear inequalities.
- B) simplify radical expressions and perform operations on radical expressions.
- C) graph parabolas and solve quadratic equations.
- D) use the properties of exponents and logarithmic functions and to change the base of a logarithm.
- E) generalize arithmetic and geometric sequences and find the  $k^{\text{th}}$  term of a binomial expansion.
- F) manipulate and graph the equations of the conic sections.

### **Course Outcomes**

Upon completion of this course, students will be able to:

- A) create a linear equation given a slope and a point or two points; graph linear equations and inequalities and use function notation to find the value of expressions.
- B) add, subtract, multiply, and divide radical expressions and use exponent properties and conjugate properties to simplify and solve radical expressions.
- C) complete the square of a quadratic equation and use the quadratic formula to solve any quadratic equation; graph quadratic equations using translations.

- D) solve exponential and logarithmic equations by using equivalent expressions; use exponential and logarithmic properties to convert between common logarithms, natural logarithms and other bases.
- E) expand binomial expressions using Pascal's triangle and the binomial coefficient formula; find the  $n^{\text{th}}$  term of a sequence of numbers.
- F) graph each of the conic sections by translations; put conic equations and inequalities into the standard form.

**COURSE CONTENT OUTLINE:**

- A) Equations and Inequalities in Two Variables
  - 1) Slope of a line
  - 2) The equation of a line
  - 3) Linear inequalities in two variables
  - 4) Algebra using function notation
  
- B) Rational Exponents and Roots
  - 1) Rational exponents
  - 2) Simplified form for radicals
  - 3) Addition, subtraction, multiplication, and division of radical expressions
  - 4) Equations with radicals
  - 5) Complex numbers
  
- C) Quadratic Functions
  - 1) Completing the square
  - 2) The quadratic function
  - 3) Graphing Parabolas
  - 4) Quadratic Inequalities
  
- D) Exponential and Logarithmic Functions
  - 1) Exponential Functions
  - 2) The Inverse of a function
  - 3) Logarithms and their properties
  - 4) Exponential equations and change of base
  
- E) Sequences and Series
  - 1) Arithmetic and geometric sequences
  - 2) Series
  - 3) Binomial Expansion
  
- F) Conic Sections
  - 1) Circle
  - 2) Ellipses and Hyperbolas
  - 3) Second-degree inequalities and non-linear systems

Important Dates

January 7      Class Begins  
 January 21     Martin Luther King Holiday  
 February 15-18      Presidents Holiday

March 7        Last day to drop  
March 17-22   Spring Break  
May 12        Final day for the **9:00** class from 9:00-10:50  
May 14        Final day for the **8:00** class from 8:00-9:50  
May 16        End of semester  
The final is a test. Be sure you plan to be there!



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*Reedley College is a college of the State Center Community College District.*

*Reedley College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.*

*Reedley College Title IX Officer/Section 504/ADA Coordinator*

*Lisa McAndrews*

*995 N. Reed Ave., Reedley, CA, 93654  
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**Reedley  
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