Contra Costa College

FACULTY HANDBOOK

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INTRODUCTION TO THE COLLEGE

Welcome to Contra Costa College!

Our intention in preparing this handbook is to give you (our faculty) a greater sense of belonging to CCC by describing who we are, how we are organized, and some of our college history. The handbook will also provide directions for pertinent college procedures, and illustrate some suggested strategies for teaching and classroom management.

We want to ensure that you have every chance to be effective with your students. We invite you to use the support and resources available to you at the College. We have a wonderful, recently-remodeled Library that provides a wealth of resources both in the Library and online via the Library website (http://www.contracosta.edu/library). Additional support is available via the Staff Development Office and the College Resources Center (CRC). Please become involved with the workshops and training sessions provided by them during Flex week and throughout the semester.

Today's students are very diverse -- in culture, language, ethnicity, socio-economic needs, and skill level. Educators would be well advised to consider expanding the ways they teach by integrating new methods into their teaching. Possessing knowledge within your discipline is no longer enough. An effective teacher uses methods that challenge students and facilitate the learning process. We invite you to challenge your students by challenging yourself. Please let us know what you need in the way of resources or other support in meeting these challenges-- we will work together to find solutions.

The College appreciates your dedication, commitment, and hard work. You are essential components to the college's mission.

Contra Costa College History and Demographics

History
The Contra Costa Community College District was established by the Contra Costa County Board of Supervisors on December 27, 1948, and headquartered in Martinez, the county seat. The district covers almost all of Contra Costa County, approximately 700 square miles, with a current estimated population of 941,900 (based on 2000 census data).

Contra Costa College was the first of the district's three colleges, officially starting life as Contra Costa Junior College-West Campus. Its first director, John H. Porterfield, was appointed by the district board on December 9, 1949. The west campus opened for the spring 1950 semester with 500 students and 30 faculty and administrators. That first semester three students graduated with A.A. degrees.

The college, known locally then as "Shipyard Tech," was located at the vacant World War II Kaiser Shipyard III (and an old Lucky store a mile away) in Point Richmond. In 1956 the college moved to its present 83-acre hillside site straddling the city limits of Richmond and San Pablo. The original three buildings have grown to the college's full master plan complement of 28. For more information about the history and chronology of the College, see the College Archives website (http://contracostra.edu/archives).

Organization of the District and College
The Contra Costa Community College District is composed of three colleges:

- Contra Costa College (in San Pablo, west county)
- Diablo Valley College (in Pleasant Hill, central county), which also operates the San Ramon Valley Center
- Los Medanos College (in Pittsburgh/Antioch, east county), which also operates the Brentwood Center

The district is governed by a five-member board of trustees, elected from local awards for four-year terms. The district chancellor recommends policy to the board and supervises the administration of policy as determined by the board. The chancellor's staff includes vice chancellors for facilities and operations, planning and resource development, human resources, information technology and business services as well as managers for marketing and community relations, research, purchasing, grants development and management, human resources and international education.

District certificated and classified personnel are represented by collective bargaining units. The president of each college serves as chief administrative officer and represents that college in its own community and, through the chancellor, to the Governing Board.

Contra Costa College is organized into divisions under the management of division deans, who report to the vice president, who in turn reports to the president.

Campus committees in the governance structure are composed of representatives from the Academic Senate, the Classified Senate, the Associated Students Union, and management.

The Community/Demographics
Contra Costa County is part of the San Francisco-Oakland metropolitan region and faces San Francisco and Marin County across the Bay. Contra Costa College is situated geographically in the middle of its service area, the western-most part of Contra Costa County.

The area, approximately 85 square miles, curves around the eastern end of San Francisco Bay and San Pablo Bay to the Carquinez Straits, where the Sacramento River flows into San Pablo Bay. The west county is a long, narrow corridor, paralleling Interstate 80 from Kensington in the south to Crockett in the north, and from the bay flats on the west to the hills in the east that separates this region from the rest of Contra Costa County.

Communities within this service area include:

- Crockett
- Pinole
- El Cerrito
- Rodeo
- El Sobrante
- Richmond
- Hercules
- San Pablo
- Kensington

College Vision

Contra Costa College is a leader in community college education and the higher education institution of choice for West County area residents.

Contra Costa College is an inspiring haven of academic excellence noted for its passion for learning among students, staff and faculty. The college community enjoys spirited interaction as serious, motivated students seek the best from excellent, dedicated faculty and staff who are committed to empowering students by teaching a current and relevant curriculum using state-of-the-art tools and resources.

The college is a leader in valuing diversity and promoting cultural awareness. Faculty emphasize the importance of critical thinking, ethics and interpersonal skills as they prepare students to succeed in the global workplace and become informed, involved and responsible citizens and leaders in the global community.

The college enjoys the collegiality of an institution where each individual is valued and respected, achievements are celebrated, planning is pro-active, and shared governance is a way of life. The college continually supports students to transition successfully into and out of the college and advocates for sufficient resources to maintain maximum accessibility and educational support for the community.

As an integral part of the greater community, Contra Costa College serves as a model of excellence, providing education to help our students fulfill their dreams for themselves, their families and their communities.

College Mission
Approved by College Council April 11, 2007

As a public community college that serves an urban community rich in diversity, the mission of CCC is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for

(1) Effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs;

(2) Acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community;

(3) Student success verified by a process of assessment and improvement.

The college will use informed shared decision-making to allocate resources in support of its mission.

Goals

To fulfill its mission and to be consistent with its beliefs and values, Contra Costa College is committed to the following goals:

1. Improve student success
2. Expand and strengthen learning and instructional opportunities for students in various venues in the community
3. Increase public awareness and understanding of the opportunities and benefits of Contra Costa College
4. Increase total revenues and contributions for college operations
5. Provide a safe, clean, secure, attractive, and ecologically-sound learning environment
6. Enhance measurement of institutional effectiveness.

For more information about the College's beliefs and values, see the Governance page of the CCC website.

ADMINISTRATION

Areas of Administrative Responsibility

President
- General operation of the college
- Primary college representative to the chancellor, the District Governing Board, and the State or other legal entities
- Public media relations, fiscal matters, personnel matters, and college efficiency and effectiveness

Vice President of Academic & Student Services
- Oversight of all students services units and instructional areas, including curriculum, articulation, scheduling, new and improved learning approaches, budget, and student problems with instructors (after they have seen the appropriate division chair and dean)
- Oversight hiring of all full-time faculty tenure positions, and faculty evaluations
- Evening and Saturday program monitor administration

Senior Dean of Instruction
- Distance Learning
- Academic project management
- Schedule development
- Course file maintenance; coordinate maintenance of assignment files
- International Education
- All college publications
- Public outreach
- Public events
- Media design (graphics)

Senior Dean of Student Services
- Student government
- Student grievance process coordination
- Student disciplinary process coordination, including dismissal, probation
- Graduation coordination
- METAS, Pyramid Program, College for Kids coordination
- Middle College High School operations liaison

Senior Dean of Research, Planning & Student Outcomes
- Enrollment statistics
- Surveys
- Strategic planning

Dean of Economic & Workforce Development
- Contract education
- VTEA
- Career & Technical Education
- Workforce development
- School to Career/Tech Prep

Director of Admissions & Records
- Enrollment
- Grades and grade changes
- Graduation applications
- Transcripts

Director of Business Services
- College budget and financial matters
- Personnel & affirmative action
- Oversight of custodial services
- Oversight of central services- mail, facilities, payroll, accounting
- Reprographics (production lab)

Director of College Development
- College foundation management
- Grant writing & development
- Scholarship coordination
- Alumni program coordination

Division Deans (general duties)
- Departmental and division budgets, instructional equipment requests
- Course scheduling information
- Management of "C" contract budgets
- Student and Instructor Complaints
- Strategic and operational planning

Division Dean – Library, Allied Health, Vocational Training and Athletics Division (LAVA)
- Administration of Justice
- Automotive Services
- Culinary Arts
- Dental Assisting
- Early Childhood Education/Teacher Path
- Library
- Medical Assisting and Office Technician
- Nursing
- Physical Ed./Health Ed./Athletics

Division Dean – Natural, Social, and Applied Sciences Division (NSAS)
- African American Studies
- Biological Sciences
- BOT/CIS
- Business/Real Estate
- Chemistry
- Computer and Communications Technology
- Earth Sciences

- Engineering
- La Raza Studies
- Mathematics
- Physics/Astronomy
- Social Sciences

Division Dean – Communications, Liberal Arts, and Skill Services Division (CLASS)
- Academic Skills
- Art
- Counseling
- Drama
- English
- English as a Second Language
- Foreign Language
- Graphics/Journalism/Media Communication
- Music
- Mathematics
- Philosophy and Humanities
- Speech

College Managers

- **Athletics Director**
  - Intercollegiate athletics
  - Intramural sports

- **Bookstore Manager**

- **Buildings & Grounds Manager**
  - Building and facilities maintenance
  - Grounds maintenance

- **Custodial Services Manager**

- **Disabled Students Programs & Services (DSPS)**

- **Extended Opportunity Programs & Services (EOPS/CARE)**

- **Nursing**
  - Registered Nursing
  - Certified Nursing Assistant
  - Health-related projects

- **Police Services Lieutenant**

Administrator in Charge

The college president is the manager "in charge" of the college when s/he is on campus. When the president is not on campus, one of the college managers is designated as the "administrator in charge," with duty to make decisions about the welfare of the college in an emergency. Whoever is "in charge" will be notified by the President's Office. Once the assignment is made, the manager "in charge" must not leave campus during normal working hours without notifying the Presidents Office in advance.

List of persons who will be "in charge" when the president is not on campus include:

- Vice President of Academic & Student Services x-4216
- Director of Business Services x-4209
- Senior Dean of Student Services x-4435
- Senior Dean of Instruction x-4597
- Senior Dean of Research, Planning & Student Outcomes x-4303
- Assistant Dean of Special Programs & Services x-4300
- Assistant Dean of Enrollment Management & Student Life x-4210

Evening Administration/Supervision

Evening administration is performed by one of the college's managers on a rotating schedule. If a manager is not available for duty due to illness or other reasons, the next person scheduled will assume the duties for that evening. The evening administrator is assisted by the **Evening Program Supervisor**.

Evening supervisor's office: Humanities Building, Room 40

Evening supervisor hours: Monday - Friday   6 - 10 pm

Evening supervisor phone: (510) 235-7800 x4230

The evening supervisor is usually in the office 6:15 - 7:15 pm and 8:15 - 8:45 pm. Call him if you have a question or a concern. Keep in mind that he may be on his rounds, so callers may need to leave a message on the Voice Mail System or with the office assistant.

1. Class cancellation should be through the appropriate division dean. Notify the division office first of all absences. The evening administrator will act only as instructed by the manager of the instructional discipline.

2. Emergencies requiring medical or police assistance should be called in to Campus Police Services at (510) 235-7800 x4333.

PERSONNEL PROCEDURES:
Completing the Hiring Process

Guidelines for Employment of Temporary Part-Time Faculty

1. Employment of a new temporary part-time faculty member must be processed for Governing Board approval. Salary will be based on class and step placement on the appropriate faculty salary schedule for temporary employees.

   a. Part-time faculty must complete a Withholding Tax Statement (W-4), PERS/STRS Retirement Information Sheet, Loyalty Oath, and must submit a current tuberculosis clearance.

   b. All part-time faculty must be processed for fingerprint clearance.

2. Temporary (part-time) faculty members should be assigned 60 percent or less of an FTE in any given semester. It is not permissible to exceed the limit in one semester and then "balance it out" during the following semester.

   a. Note that "long term" substitutes must be counted in the percentage; however, "day-to- day" substitutes need not be included.

   b. Concurrent assignments at other colleges in the District are counted when computing total load.

   c. Faculty members teaching short-term courses or performing other academic services may balance their load over the weeks in a semester.

3. If an emergency occurs which requires the use of a part-time faculty member for more than 60 percent, the Dean or Division Chair should submit a written request with District Human Resources to waive the 60 percent limitation. District Human Resources will forward the request to United Faculty for concurrence. If the request is granted, the college managers need to be certain that the faculty member does not exceed 60 percent during any of the following five semesters. Strict adherence to this policy is necessary to avoid having to employ a part-time faculty member who has not gone through the standard selection process, as a regular faculty member (as per Ed. Code limitations).

4. **Calculating and Monitoring Load for Temporary Faculty:** Temporary faculty members are hired to teach classes for not more than 60% of the hours/week measured against full-time equivalent for regular employees having comparable duties. This calculation projects the temporary employees' total yearly assignment to that of the regular full-time employee by semester and by year.

   a. Excluded from calculation is substitute service on day-to-day basis; "day-to day" is substitute employment for a position temporarily and intermittently vacated by another faculty member.

b. Excluded from calculation is service as classified employee, provided that services rendered as classified employee can be clearly and convincingly distinguished from service rendered as a faculty member.

c. Excluded from calculation is service rendered as a tutor, as tutoring is distinguished from classroom instruction.

d. Excluded from calculation is voluntary non-teaching service, such as meeting with students, etc.

e. Excluded from calculations is service rendered pursuant to the "Other Certificated Services" schedule, so long as duties are clearly and convincingly distinguished from classroom teaching duties and not counted towards FTE teaching load.

f. Excluded from calculation is any assignment worked during Summer Session.

g. Service rendered in excess of 60% but less than a full term (semester or year) may, pursuant to a contract, not qualify for reclassification as permanent employee.

h. Calculation equals FTE by semester annualized by addition of fall and spring.

i. With exception of #9 item g above, FTE cannot be greater than 60% for any one semester.

j. Cooperative Education instruction is to be included in calculation.

(Education Code Section 874000, 87482.8)

Hiring Checklist for All Faculty

After approval by the Governing Board of the District, all newly-hired faculty must complete the following tasks:

◆ **Pre-Employment Questionnaire** (voluntary)

◆ **Discipline / Faculty Service Area (FSA) Verification**

◆ **Form I-9 Immigration and Naturalization Employment Eligibility Verification:** Show documents that will satisfy work authorization and picture ID, such as: U.S. passport; Certificate of U.S. citizenship; unexpired Foreign Passport; Resident Alien Card; or driver's license and social security card or birth certificate.

◆ **STRS Acknowledgment /STRS Cash Balance Plan Enrollment:** Sign, acknowledging that you have been informed by HR that you can join STRS if you wish. You have 60-days to submit the enrollment documents to District Payroll (925-685-1230, x1242).

◆ **STRS / PERS Information Supplement:** Answer Questionnaire and Sign.

◆ **Loyalty Oath**

◆ **W-4 AND DE-4 FORMS**: Federal and State withholding taxes are deducted

◆ **Tuberculosis Clearance**: An original TB clearance is required of all academic employees, with renewal required every (4) years. Initial clearance is at employee's expense. After four (4) years and thereafter; the District will pay a minimum TB clearance expense. You have 60 days to submit verification of TB clearance.

◆ **Industrial Injuries**: An injured employee will be treated by the Contra Costa Community College District's physician UNLESS the Personal Physician form is completed, signed and placed in personnel file.

◆ **Fingerprinting:** CCC Police Services will fingerprint new employees at no cost. Fingerprint requirement may be satisfied through other means as indicated on fingerprint requirement form.

Employee Benefits

The Contra Costa Community College District offers a comprehensive package of benefits. The benefits vary slightly for full-time versus part-time employees; please refer to your bargaining unit agreement for details.

The District offers medical insurance, a vision plan, dental insurance, life insurance, an employee assistance program, and retirement -- either PERS (Public Employees' Retirement System) or STRS (State Teachers' Retirement System). Regular employees who work less than 50% time are not included in PERS or STRS.

If you have questions. contact the CCC Human Resources specialist in the Business Services Office at x4208. If they are unable to help you, they may refer you to the District human resources.

Leave Provisions

The Contra Costa Community College District offers employees various forms of leave from work, such as administrative leave to attend conferences and workshops, sick leave, and leave for bereavement, jury duty, and various others. See your bargaining unit contract for information. All leaves (except sick leave) must be approved in advance by your supervisor, with submission by the employee of a "Request for Leave" form. All leaves, except jury duty, come out of accrued sick leave.

Payroll

Paychecks cannot be issued until the employee has been hired. In order to be hired, all hiring paperwork must be submitted to the campus personnel office, or campus payroll office for student employees.

Checks for part-time instructors, "AC" contract for regular instructors, certificated other, classified hourly and overtime, and students may be picked up on the 10th day of the month at the Payroll Office until 4 p.m. If the 10th falls on a weekend, paychecks may

be picked up on the Friday before the 10th. Employees must show identification and sign for their checks.

The payroll office is located in the Applied Arts (AA) Building, Room 201.

Direct Deposit of Paychecks: All employees are eligible for direct deposit of their paychecks. Request the appropriate form and submit the completed form to Campus Payroll in the Business Services Office in AA-201.

Time Cards for Part-Time Faculty: Paychecks will be delayed if time cards are submitted incomplete, inaccurate, or late. To avoid any inconvenience, all employees are encouraged to follow the procedures and time lines posted in the Campus Payroll window.

Types of Time Cards:

Form Types	Description / Use
4cd-117 or 7117	**Certificated Employee Variable Service Report-Teaching** Annual & Hourly Faculty Hourly Substitute
4cd-129 or 7129	**Faculty Variable Service Report-Counseling /Other Academic Services** Annual & Hourly Faculty Hourly Counselors, Librarians, Other Academic Services (non-teaching), and Special Program (see Special Programs Salary Schedules for details)
7134	**Hourly Time Report** Short Term Courses (see <u>details </u>below)
(No #)	**Instructor of Record Verification Card** Pay By The Course (see <u>details </u>below)

Pay By The Course - Full Term Courses
The Pay-by-the-Course system has been in effect since Fall 1996 and is designed to pay the instructors of full term courses (18 weeks) in five equal payments for the semester. The five equal payments are calculated from the 'Total Pay Hours' from the course file. These payments will be issued on the 10th of each month. Payments begin with the 10th of the second month of the semester and ending with the 10th of the month following the end of the semester.

In order to initiate this payment process an "Instructor of Record Verification Card" must be completed with both instructors and Division Dean's signature on file in the Campus Payroll Office. It is the responsibility of the division and the instructor to ensure that the Campus Payroll Office receives each verification card by the official first day of each semester. If an instructor is starting the semester on or after the first day of the semester it is due on their start date. Depending on the start date the instructor may

only receive four equal payments beginning with the second 10th of the month following the beginning of the semester.

The division is responsible for generating the Verification Card but it is the responsibility of the instructor to sign for accuracy. Once submitted, if there are any changes, a CORRECTED Verification Card must be submitted immediately. This especially includes cancelled classes. (Please assure that the total pay hours for flex times performed and classes met are noted). The total pay hours must be accurate because this is what is used to verify fraction payments.

Exception: There are some full term courses that per the division's request are paid through Hourly Time Reports. This usually occurs when there are Split or Term courses taught. If there are any questions or doubts regarding a specific situation contact either the Division or the Campus Payroll Office.

Short-Term & Irregular Courses
All Short Term (less than 18 weeks) & Irregular courses (more than 18 weeks or Division special requests) require an Hourly Time Report with "actual hours" to be submitted to Campus Payroll by 4 p.m. on the corresponding deadline date will be paid on the 10th of the following month. Short-term classes include summer classes. A list of Deadline Dates is available outside the Campus Payroll Window. Please note that there is approximately two weeks of projections time at the end of each month. If Hourly Time Reports are not received by the deadline dates the hours will not be paid until the following pay day.

COLLEGE POLICIES & PROCEDURES

Academic Freedom
(Board Policy 2018)

The CCCCD affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction.

Members of the college faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations.

As persons of learning with institutional affiliations, they should remember that the public might judge their profession and institution by their statements. Hence, at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not expressing their institution's views.

Academic Honesty Policy
Adopted by College Council February 9, 1994
Administrative Code of the state of California, Title V, Sections 41301, 41302, 41304
Education Code of the State of California, Sections 66017, 76030, 76031, 76032, 76033, 76037

Students at Contra Costa College are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of class work will be subject to disciplinary action. Students accused of being dishonest have the right to request a hearing by contacting the college President Office.

Definitions
To assist students to understand what behavior is considered dishonest and unethical, the following definitions are provided.

- **Plagiarism**: Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the forms plagiarism may take.

  - Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.

  - Failure to give credit in a footnote for ideas, statements of fact or conclusions derived by another.

  - Failure to use quotation marks when quoting directly from another, whether it is a paragraph, a sentence or even a part thereof.

- Close and extended paraphrasing of another.

◆ **Cheating**: Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

◆ **Fabrication**: Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

◆ **Aiding and abetting dishonesty**: Providing material or information to another person with knowledge that these materials or information will be used improperly.

◆ **Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus**: Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Disciplinary Actions
If a student is found guilty of dishonest or unethical behavior in the completion of homework or class assignments, he or she is subject to disciplinary action. Disciplinary action may be mild or severe, ranging from a verbal or written reprimand, to probation, a grade of "F" or no credit in a course, to suspension, expulsion or dismissal from a course or from the College.

Hearing Procedures (Due Process)
A student who is disciplined because of dishonest behavior may request a hearing with the President and/or designees for a review of the facts of the matter and to present his or her perspective. The student must write the Contra Costa College President requesting a hearing within 10 days of notification of discipline.

College Letterhead

College letterhead should be used for all official college correspondence, including letters of recommendation and support. Request college letterhead from the Production Lab. Do not use college letterhead for personal correspondence; do not give blank letterhead to students.

Drug-Free Workplace

As used in this policy "drug" refers to controlled substances as defined by State and Federal Law.

It is the policy of the district to maintain a drug-free workplace, through implementation of the following policy. This district seeks to ensure that all employees are free from the effects of drug use during work hours, and that these controlled substances are not permitted on District premises. A drug-free workplace is essential to maintain the safety and efficiency of college and district operations, and the health and safety of college and district operations, and the health and safety of employees, students, and the public.

In order to achieve the objective of a drug-free workplace, the governing board directs the chancellor or her/his designee to implement the following policy:

The chancellor or his/her designee shall post at each site and provide each employee with a notice that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace, this notice shall also:

Include a statement of possible disciplinary actions, up to and including discharge, for violation of the policy. The discipline shall be in accordance with board policies on discipline, the Education Code, and applicable collective bargaining agreements;

Inform employees that as a condition of employment, each employee must abide by the terms of this policy and notify the district within five days of any criminal drug statute conviction for a violation occurring in the workplace;

Notify employees of the district's policy of maintaining a drug-free workplace.

Inform employees of the dangers of drug abuse in the workplace, including, but not limited to, threats to the health and safety of employees, students, and the public.

The chancellor or his/her designee shall notify federal agencies with whom contracts are held or from whom grants are received within 10 days of receiving notice that an employee has been convicted of a criminal drug statute for a violation occurring in the workplace.

The chancellor or his/her designee shall, within 30 days of notification of the conviction of an employee for a criminal drug statute violation occurring in the workplace, take appropriate disciplinary action against the employee.

Evacuation Plan:
A diagram should be posted inside the door of each classroom directing employees and students to an area designated for that part of the campus in case of an emergency evacuation. (SEE ALSO Shelter-in-Place Instructions on following pages.) The District Emergency Operations Guide is being revised and updated. It will provide guidelines for responding to many emergencies -- including fires, earthquakes, and chemical releases. The guide will be available on the CCCCD Police Department's website at http://www.4cd.net/police_services/emergencypreparedness.asp.

Evaluation of Full-Time, Part-Time and Emeritus Faculty

The District and the United Faculty recognize that the successful performance of professional duties include superior classroom instruction and of other responsibilities such as coaching, journalism, forensics, and the performing arts.

The District and United Faculty recognize that the professional responsibilities of counselors, librarians, learning disabilities specialists, and physical disability specialists are varied and complex and that individual counselors, librarians, learning disability specialists, and physical disability specialists may perform somewhat different functions in their work environments. However, the goals of the counselor, librarian, learning disabilities specialist, and physical disabilities specialist are to aid and support students as they learn and to support other faculty within their professional responsibility. The counselor, librarian, learning disabilities specialist, and physical disabilities specialist assigned as a classroom instructor shall be evaluated for both their teaching and other professional responsibilities.

◆ Each *full-time faculty* member shall be evaluated every six semesters.
◆ *New tenure-track faculty* are evaluated more frequently until tenured.
◆ Each *part-time faculty* member shall be evaluated during his/her first semester of employment and every six semesters of employment thereafter.
◆ Each *faculty emeritus* employee who has not been evaluated in the prior three years shall be evaluated in the first and fourth years of her/his faculty emeritus contract. For all others, evaluation will follow the regular cycle of the last evaluation as a regular faculty member.

For evaluation criteria and details about the evaluation process, refer to the printed Evaluation manual (from Department, Division or Vice-President's Office) and/or follow the links to the faculty contract at http://www.ufcccd.org/contract.htm.

FLEX Hours Obligation

The flexible calendar is part of the contractual agreement between the District and the United Faculty, designed to provide faculty with paid time to participate in professional development activities. The specific dates for Mandatory and Optional Flex activities are settled upon each year by the District in consultation with the United Faculty. These dates occur just before the start of instruction in August and January. Variable Flex activities may take place throughout the academic year.

Faculty have a **contractual obligation** to complete their Flex hours (i.e. Flex hours are "paid" hours). The number of hours required is based upon faculty load and contract type (adjunct, full-time regular faculty, or first year contract faculty). As per the contract, faculty members may earn a maximum of 8 flex credit hours per calendar day. Flex credit cannot be banked or "made up" from one academic year to the next. Workshop presenters earn double Flex credit.

Adjunct Faculty: The Flex obligation of adjunct faculty is based on the number of paid hours per week during the semester, the day of the week assigned classes are held, and the academic calendar and its scheduled holidays (there must be 175 duty days).

Check the Staff Development website for the flex obligations of a specific semester. Adjunct faculty must complete any required flex hours *during the semester in which they are employed.*

Full-Time Faculty: All full-time members are required to be in campus August and January for "All-College Day". The contractually agreed number of Flex days is 6 days, or 30 hours (based on a day equal to 5 hours) for the academic year. The agreed number of Flex days for *First-Year Contract Full-Time Faculty* is the same as for regular full-time faculty **plus** an additional 20 hours of orientation via the Nexus Program (total of 50 hours). The Staff Development Office will inform these faculty of their commitments.

Non-Discrimination Policy

 The District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in College programs, activities, and application for employment.

This policy is in compliance with Title VI of the Civil Rights Act of 1964 (race, color, and national origin); Title IX of the Educational Amendments of 1972 (gender); the Rehabilitation Act of 1973, sections 503 & 504 and the Americans with Disabilities Act of 1990 (disabilities); Executive Orders 11246 & 11375; the Vietnam Era Veterans Readjustment Act of 1967; the Age Discrimination Act of 1975 (age); and non-discrimination laws and regulations of the State of California. See the College Procedure Manual for more information.

No-Smoking Policy

Contra Costa College has adopted a smoking policy that prohibits smoking in any building on campus at any time and within 25 feet of the entrance to any building. Smoking is permitted outdoors only in the designated area. See the full policy in the College Procedures Handbook.

Privacy Rights of Students

The Family Educational Rights and Privacy Act (section 438, Public Law 93-380) requires educational institutions to provide students with access to official education records related to themselves, and provides students with an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

In addition, the College must obtain written consent before releasing personally-identifiable information from records to other than a specified list of persons and agencies. These rights extend to current and former students.

Professional Ethics

A more formal statement of professional standards is available from the National Education Association. For purposes of brevity, only the "Commitment to the student" under the *Code of Ethics of the Education Profession* is presented here.

The educator strives to help each student reach his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

◆ Shall not unreasonably restrain the student from independent action in the pursuit of learning.
◆ Shall not unreasonably deny the student's access to varying points of view.
◆ Shall not deliberately suppress or distort subject matter relevant to the student's progress.
◆ Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
◆ Shall not intentionally expose the student to embarrassment or disparagement.
◆ Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  ▪ Exclude any student from participation in any program.
  ▪ Deny benefits to any student.
  ▪ Grant any advantage to any student.
◆ Shall not use professional relationships with students for private advantage.
◆ Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law (NEA, 1975).

Shelter-in-Place Instructions

These instructions are to be followed in the event there is an emergency of any kind that affects the air quality on the campus. These guidelines are based on those provided by Contra Costa County Health Services. When you hear the safety sirens, please go inside immediately.

◆ Close and lock all doors and windows.
◆ Turn off all heaters, air conditioners and fans.
◆ Close or cover any vents to outside air.
◆ Encourage / keep all students inside the classroom
◆ DO NOT call 911 unless you have a life-threatening emergency.
◆ Tune a radio to KCBS 740 AM for further information and instructions.

Note: The sirens are tested the first Wednesday of each month at 11:00 a.m.

Student Complaints about Instructor

Students are told that if they have a complaint about an instructor, the first step is to try to resolve the problem with the instructor. If the complaint is not resolved, the student may go to the department chairperson, then to the division chair, and finally, to the Vice President of Academic & Student Services. See the full Student Grievance Process (including Grade Grievance Committee information) in the college catalog.

Student Disruption

A Student Disruption could be an altercation or an accident in classroom.

Call Police Services 510-235-7800 x4207 in the case of Student Disruption in the classroom or elsewhere on campus. They will complete a report that will be sent to the Vice President and the Senior Dean of Student Services. The student(s) involved will meet with these managers and the appropriate disciplinary action will be taken.

Process for Dealing with Disruptive Students:
When an altercation is observed, call Police Services immediately.

1. The rule is that staff persons, including managers, should **NOT** involve themselves. If the police need additional help, they will call for such back up themselves.

2. The Police will inform the appropriate managers of such occurrences in a timely manner so notification of the President or the Vice President of the College is not necessary.

3. If at any time, managers or other staff feel threatened by a student or some other individual and the police are unable to respond to your request for assistance, **call the administrator in charge to request assistance**.

Many faculty members, particularly part-time, are unaware that they can, with "good cause," suspend a student from the classroom:

The adopted rules of student conduct authorizes an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer for appropriate action.

(Education Code 76032)

"Good cause" includes, but is not limited to, the following offenses:

◆ Continued willful disobedience, habitual profanity or vulgarity;

◆ Open and persistent defiance of the authority of, or persistent abuse of, college personnel;

◆ Assault, battery or any threat of force or violence upon a student or college personnel;

◆ Willful misconduct with results in injury or death to a college student or personnel, or which results in cutting, defacing or other injury to any real or personal property owned by the district;

◆ Use, sale or possession on campus of, or the presence on campus under the influence of narcotics, other hallucinogenic drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;

◆ Willful or persistent smoking in any area where smoking has been prohibited by the law or by regulation of the Governing Board; and

◆ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
(Education Code 76034)

In the event that an instructor suspends a student from the classroom, the following procedures should dictate the actions:

1. Immediately -- in writing -- notify the Senior Dean of Student Services the circumstances of the situation that led to the suspension. If the Dean is not available, the Vice-President of the College should be notified. If the Vice-President is not available, then the administrator in charge should be notified.

2. A discipline meeting will be held with the student prior to allowing the student to return to class.

3. If the student continues disruptive behavior, notify the appropriate administrator for further disciplinary action.

Disciplinary Action for Willful Disruption Of Orderly Campus Operation
CCCCD Governing Board Policy 3012
California Educational Code, Sections 66017, 76030-76037
Penal Code Section 626.2 and 626.6

Students
Students may be suspended or expelled from class or the college for "good cause." Section 76034 of the Education Code describes examples of "good cause." A suspension for up to five days will be authorized by the college president or her designee upon the advice of other college staff as indicated in section 66017 of the Education code. The president must receive in writing a copy of the complaint prior to any suspension. No student shall be suspended or expelled unless conduct for which the student is disciplined is related to college activity or college attendance (section 76035 of Education Code). (For rules and regulations of student behavior for CCCC District, see Board Policy 3012.)

Only the Governing Board of the district is authorized to expel a student. Again, the college president will recommend to the Governing Board a student the college determines should be expelled, according to section 76034.

The suspension or expulsion of any student for "good cause" shall be accompanied by a hearing conducted pursuant to the requirements of section 66017 of the Education Code. Such hearings will be with the college president and the dean of student services within the time required (10 days).

Students who, after a hearing, have been suspended or dismissed from the college for disrupting the orderly operation of the campus or the facility of the campus, and as a condition of suspension or dismissal have been denied access to the campus, cannot willfully and knowingly enter the campus without the express written permission of the college president. To do so under circumstances, the student will be guilty of a misdemeanor and shall be punished as noted in the law (See Penal Code Section 626.2). Should the college president be contacted, the president will turn the matter over to the police.

Non-Students
A person who is not a student, who is not required by his or her employment to be on campus and who is determined by the college president or her designee to be committing any act likely "to interfere with peaceful conduct of the activities of the campus," may be directed to leave the campus or be guilty of a misdemeanor and punished accordingly (Penal Code Section 626.6). In the president's absence, the supervising officer should be notified as the president's designee. A written report of such situations will be required of the president and the police and the police officer.

California Education Code
Section 76034
As used in this article, "good cause" includes but is not limited to the following offenses: continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of, or persistent abuse of, college personnel; assault, battery or any threat of force or violence upon a student or college personnel; willful misconduct which results in injury or death to a college or college personnel, or which results in cutting, defacing or other injury to any real personal property owned by the district; use, sale or possession on campus of, or the presence on campus under the influence of narcotics, other hallucinogenic drugs or substance or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code; willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board; and persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Board Policy 3012
Rules and Regulations on Student Behavior
Each campus, under the direction of the college president or her designee, shall adopt specific rules and regulations governing student behavior and specify applicable penalties for violations.

Reasonable effort will be to communicate campus rules, regulations and the applicable penalties. This may be, but is not limited to such publications as the college catalog, class schedules or other official documents. Complete documents including rules, regulations and due process rights will be made available to specified campus offices upon request.

Suspension or lesser sanction of a student shall be by the board, the college president and her designee for good cause as defined in the Education Code Section 76033, or when the continuing presence of a student is causing continuous danger to the physical safety to the student and others. If the student is a minor, the parents or guardian shall be notified and invited to confer with the college official.

The Board is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes continuous danger to the physical safety of the student or others.

Grounds for disciplinary action shall be anything identified in the State of California Education Code, Title V, Penal Code or any other applicable legislation.

No student shall be removed, suspended or expelled unless the conduct for which the student is related to college activity or attendance.

Serving Alcoholic Beverages at College/District Activities

Each college within the Contra Costa Community College District may establish a Culinary Arts program. Each college is supported by a foundation.

Authorization to acquire, possess, and serve wine and other alcoholic beverages is limited to a course requirement within an approved Culinary Arts program or a fundraising event, directly sponsored and administered by a college foundation.

For a Culinary Arts program, serving of wine and other alcoholic beverages is limited to activities where a course requirement within the approved program includes the possession and use or serving of wine and other alcoholic beverages. The activities where wine and other alcoholic beverages are served will only be permitted for scheduled events within the course curriculum. Event schedules will be prepared prior to the start of each term. The event calendar would normally include periodic lunch or dinner restaurant activity when the production of a "wine list" and serving is incorporated in the curriculum and special events scheduled for the term. The calendar of events for serving wine or other alcoholic beverages will be submitted for review and approval by the college president or designee prior to the start of each term. Additionally, other dates and occasions not known at the beginning of the term may be approved by the college president or designee based on demonstrated program need.

For foundation sponsored and administered activities, the foundation will prepare a schedule of events in which serving of wine or other alcoholic beverages is anticipated. The event schedule will be submitted for review and approval by the college president or designee prior to the event.

COURSE PROCEDURES

<u>Checklist for Faculty</u>
Here are some questions to answer when preparing to teach a class for the first time. Some of them have links to the answers; ask your department and/or division for the others.

1. Who are some of the other faculty who have taught the course (and are willing to share their experiences)?

2. Are the following documents available for the course from the department or division?

   - Course outline of record (including course goals and objectives)
   - Course syllabus (from prior semester)
   - Student Learning Outcomes
   - Prepared tests and/or assignments

3. How do I get a <u>copy of the textbook</u> and other support materials for teaching the class?

4. Is there a <u>student attendance</u> policy?

5. Is there a college or department <u>student absence</u> and/or <u>tardiness</u> policy?

6. Is there a college or department <u>grading policy</u>?

7. When are the <u>grades due</u>?

8. Where can I find background and <u>demographic information about our students</u>, their educational expectations, and their success rates?

RECORD KEEPING
(See College Procedures, section E5000 for complete information)

1. **Who is Eligible to Attend Class**: <u>Students may not attend a class unless they are properly enrolled</u>. (Students who wish to audit a course must follow the instructions to become properly enrolled as an auditor.) Students may visit classes in which they are not enrolled only with the consent of the instructor and the division chairperson and/or the college dean.

2. **Class Rosters - Census**: The first census roster will be placed in your mailbox before the first day of the semester. The census roster will list the students who have enrolled in the class during the registration period. During the first two weeks of class (the late enrollment period), you may enroll students who show up for class but who are not listed on the opening roster, provided they have been admitted to

the college. If they have not been admitted to the college, they should be directed to the Admissions and Records Office (Humanities Bldg, Room 42). <u>The original copy of the census roster is to be submitted to the division's office no later than Monday of the third week of classes</u>.

3. **Minimum Class Size & Class Size Report**: The usual minimum class size necessary for the continuation of a course beyond the second-class meeting is 15 enrolled students in attendance at that meeting. A class may be closed after the first meeting if attendance is substantially below 15 at that time. A class may be cancelled prior to its first meeting for insufficient enrollment. Since 15 enrollees in a class is not cost effective, departments must average their course enrollments overall to meet college productivity goals.

   A part-time instructor may be terminated without notice, and without payment (except for services actually rendered), at any time the enrollment in a class drops below 15. Also, a full-time faculty member may assume a part-time faculty's teaching assignment should the regular faculty member require the course to make load.

4. **Adding Students to the Roster**: As an instructor, you may add students to your class during the first two weeks of class. (Students may add a class themselves up to midnight of the day before the class begins.)

   You will need to give the adding student a pink T-Reg "ADD" card that has your signature AND a specific late-add code taken from your opening class roster. Be sure that you fill in the student's name for the code that you are providing! Remind the adding student that the late-add code will work for a limited time only. (Please refer to the academic calendar in the course schedule for specific dates for late enrollment.)

   Use WebAdvisor to check your roster the week after the late-add deadline to make sure that all late-add students have completed the process. <u>Students who have not officially added a course should not be permitted to stay in class</u>.

5. **Student Attendance:** Contra Costa College's student attendance policy is stated in the college catalog. Students obviously should be encouraged to attend every class session. This should be emphasized by the instructor at the first class meeting. Students may be dropped by the instructor for failure to attend class in the following circumstances:

   ■ Absence from the first meeting of the class
   ■ After absence from six hours of class

   Students who are dropped from class for non-attendance will receive a grade in accordance with the college grading policy. (See "Grading Policy" in college catalog.)

6. **Recording Student Absences:** Instructors should record all absences on their rosters for accurate records. (The College does not have a tardiness policy, although some departments do have one. If the department does not have a tardiness policy, it is up to the individual instructor to establish his/her own class standard for late arrivals.)

7. **Withdrawing From A Class**: The withdrawal dates for each class are printed at the top of each class roster. Instructors should announce the withdrawal deadlines for their classes to the students at the beginning of term.

8. **Final Grades**: Instructors will input final grades into the Datatel system on WebAdvisor (they can be input from home or on campus). Please contact Staff Development or the Admissions & Records Office for training. Instructions are available from faculty menu on WebAdvisor or via a link on the Staff Development website. http://www.4cd.net/pdf/FacultyGradingInstr_WA_042808.pdf

   The due date for having final grades entered is usually 3 days after the end of the semester. The exact date will be announced by the Instruction Office each semester.

9. **Grade Changes**: Grade changes may be made only by the instructor, and within one year of when the grade was assigned. Any instructor who wishes to change a grade must submit the appropriate backup documentation to the college vice president.

MISCELLANEOUS INFORMATION

1. **Content Review and/or Program Review:** These reports are compiled periodically to examine program and course success, and the placement of courses in the department and college curriculum. Ask department chair or division dean for a copy of the most current reports. For more information and directions on how to perform Content Review, see the appropriate section of the College Instruction Committee (CIC) website.

2. **Course Outline:** The course outline is the official description of the course as approved by the District Governing Board and State Chancellor's Office. It outlines the skills and knowledge to be attained by students upon successful completion of the course, and for which each instructor teaching the course will be held accountable. It will be the documentation sent to four-year institutions for articulation review, so it needs to be both as specific and as succinct as possible.

   If you need to create an outline for a new or revised course, use the approved template for a Course Outline (WORD doc). Detailed directions on how to fill in the form are in the CIC Manual on the CIC website at http://www.contracosta.edu/AcademicSenate/cic_approvalprocess.htm.

   Your department chair should provide you with a copy of the current course outline

when you are assigned to teach a course for the first time. You will need to incorporate its information into your course syllabus.

3. **Course Syllabus:** A syllabus is a summary outline of a course of study. It can be a one- or two-pager to a compilation of the course handouts for the entire semester. Content and format may vary widely among instructors, even those teaching different sections of the same course. The core, however — that which describes and defines the content and guidelines of the course — should be the same. **An effective course syllabus informs the students of the course content, how it will be taught, and what will be expected of students who wish to complete the course with a passing grade.** It serves as an informal contract between instructor and students.

    Your department chair or division dean should provide you with a copy of a recent course syllabus when you are assigned to teach a course for the first time, so that you can model your own syllabus accordingly.

    See How to Write a Course Syllabus at end of this handbook or in the CIC Manual at http://www.contracosta.edu/AcademicSenate/ncp_forms.htm for directions and a syllabus template (WORD doc).

4. **Curriculum Approval Process:** All new courses need the approval of the College Instruction Committee (CIC) and the District Board of Governors (BOG) before they can be offered. These approvals do not, however, guarantee automatic inclusion in the college catalog in all desired categories. Some categories may require additional approvals from outside the college. Courses in a new program major must be approved by the State Chancellor's Office.

    For more information about the Curriculum Approval Process and directions on how to complete CIC forms, see the CIC website at http://www.contracosta.edu/AcademicSenate/cic_approvalprocess.htm.

5. **Duplication of Instructional Materials:** See Reprographics / Production Lab in SUPPORT chapter for information and procedures for ordering duplication of tests and other instructional materials.

6. **Giving Incompletes:** The Education Code states that a grade of Incomplete will be given only in such cases of emergency as accident, illness or family emergency. Failure to complete required work in a timely manner does not qualify for an incomplete grade.

    An incomplete grade must be made up no later than one year following the grade assignment or it will automatically revert to the alternate grade indicated by the instructor. Petitions for time extensions may be made to the Admissions & Records Office for good cause only.

7. **Green Sheet:** A "Green Sheet" is required whenever you make any change in a course, cancel a course or want to add a new course into the system. The form needs to be signed by the division dean.

8. **Ordering Textbooks:** All instructors are advised to make arrangements for desk copies of textbooks with the publishers well in advance of the text adoption date. Neither the Instruction Office nor the Bookstore will order desk copies for instructors (although the Bookstore can provide the contact information).

   The Bookstore will notify faculty each semester regarding any proposed textbook changes for the next semester. Be sure to respond to this request in a timely manner, as it is a critical element in the Bookstore's ordering process -- late orders may not be received in time for students to purchase needed textbooks by the start of the semester. Changes must be approved by the department chair or division dean.

   "**Required**" texts or materials are those that a student must purchase in order to perform the work required in a course. Other books or materials are considered to be "**recommended**."

SUPPORT SERVICES

Campus Services

◆ **Academic Senate**
Location: Applied Arts/Administrative (AA) Building, Room 226
Phone: 510- 235-7800 x4215
Online: http://www.contracosta.edu/senate
The Academic Senate is the formal voice of faculty in campus governance, and represents the faculty in regard to curriculum and other professional concerns. All members of the faculty, full and part-time, are members of the Academic Senate and are welcome to serve on the Senate Council, its standing and hoc committees, and attend meetings. Information on upcoming meeting times, agenda items, and/or minutes of the Senate and its committees are available from the Senate Office and on the Senate website.

◆ **Bookstore**
Hours: Monday - Tuesday   8am - 7:30pm
               Wednesday - Friday   8am - 3:45pm
Location: Student Activities (SA) Building
Phone: 510- 235-7800 x4359
Online: http://www.contracostabooks.com/

◆ **Buildings & Grounds Department:**
Location: Receiving (R) Building
Phone: 510-235-7800 x4235 or 4258
Call for assistance with:
- Heating/air conditioning, room ventilation
- Electrical & Plumbing
- Gas/Water/Toilet leaks
- Parking lots & walkways
- Outside lights
- Outside Garbage by Bus Stop, Football Field
- Changing fluorescent light ballasts
- Roofs, walls, paint and carpet repairs
- Disposal of hazardous chemicals
- Broken sprinkler heads
- Clock installation and repair
- Locks, doors, windows
- Signs on campus
- Furniture repair or removal
- Assemble furniture
- Set-up for meetings, conferences, & events
- Add pencil sharpeners
- Replace soap, paper & seat cover dispensers
- Locks and Keys for office furniture

For **emergency situations after hours** (including power failure, fire alarms, flooding, ruptured water lines, etc.), contact Police services immediately at 510-235-7800 x 4207 or 4333 (emergency number). The police will contact the appropriate personnel.

◆ **College Publications:**
E-mail: The Public Information Office publishes a community newsletter, "E(ducation)-Mail" at the beginning of each semester containing highlights from the previous semester, general college news, information about programs, the college Foundation, and a calendar of events for the coming semester. It is mailed to all households in the college's service area. Copies are distributed to all staff.

The Advocate: CCC's award-winning newspaper is published every Wednesday during the fall and spring terms (with exceptions during short weeks). It is available for free at various spots on campus, or may be picked up in The Advocate office in AA-215.

College Catalog: The college catalog is published every year; it should be available by May 1. A copy is sent to each staff member. All employees are encouraged to become familiar with the catalog, as it contains a wealth of information about college policies, procedures and services, as well as information about courses and program requirements. New students who complete the matriculation process are given a copy of the catalog at their advising appointment; others may purchase a copy from the Bookstore.

College Schedule: The college schedule is published twice a year (Spring and Summer/Fall) and should be available by mid Nov. for spring and mid April for Summer/Fall. A copy is sent to each staff member for reference. Most residents of the greater Contra Costa College area receive a copy in the mail.

◆ **Custodial Services:**
Location: Custodial Modular (Lot 9)
Phone: 510- 235-7800 x4470 or 4452
Call for assistance with:
- Changing light bulbs (inside buildings)
- Unstopping toilets, replacing toilet seats/toilet paper
- General office cleaning
- Issue cleaning supplies (call Business Services for emergencies only)
- Empty trash cans inside buildings
- Clean up spills and/or other hazards <u>inside</u> buildings only
   (If you cannot reach a custodian at night, contact the evening supervisor at x4230.)
- Football stadium and baseball diamond restrooms
- Moving furniture or other heavy objects

◆ **FAX Machine:**
The College's facsimile machine is located at the switchboard in the AA Building. It may be used for college business. Fax cover sheets are available at the switchboard. The FAX machine is locked at 4:30 p.m. when the switchboard

operator leaves for the day. If you need to use the machine after that time, contact the evening administrator on duty or Police Services.

Fax machines are also located in the CLASS Division Office and the Library.

If you use a college fax machine to send or receive personal information, you will be charged $1 per page, which must be paid to the cashier prior to using the fax machine.

◆ **Food Services on Campus:**
The Culinary Arts program operates the **Three Seasons Café** in the AA Building, Room 239. It is open to all faculty, staff, students, and the public from 11:30 a.m. to 1:30 p.m. Wednesday - Friday. Reservations are not required, but are advised. The café usually opens about four weeks after the beginning of the term, and closes the Friday before final exam week. The regular menu includes gourmet entrees, soups, salads, and sandwiches.

The Three Seasons also operates an **Espresso Counter** that serves coffee, tea, hot chocolate, espresso drinks, soda, and fresh-baked pastries. It is open Wednesday through Friday, 9:00 a.m. to 1:30 p.m. To-go ready-made lunches consisting of gourmet soups, salads, and sandwiches are served from 11:30 a.m. to 1:30 p.m.

The College **cafeteria**, located in the Student Activities Building, is scheduled to reopen with food services in Spring 2008.

◆ **Media Design Department:**
Request flyers and/or signs for college events from the Media Design Department via department chair.

◆ **Medical Services**:
There are no provisions for medical services at the college. If an emergency occurs which requires medical attention, call the campus police immediately at 235-7800, ext. 4207 or 4380.

◆ **Parking Permits:**
Parking regulations are enforced 24 hours a day, from 7 a.m. Monday through 5 p.m. Friday, except holidays. They are not enforced over the weekend. Any vehicle without a valid parking permit, or parked in an inappropriate area, may be cited with a Municipal Court citation. Parking in restricted zones (such as fire lanes) is prohibited at any time.

Every employee is required to have a staff-parking permit on his or her vehicle. Permits may be obtained from the Police Services Office, R Building, at no charge. Only one permit will be issued free to each employee. Faculty and staff must park only in the designated staff parking lots.

One-day parking permits for guest speakers or others who have meetings or business on campus may be obtained through the Police Services, or they may pay

$2.00 (quarters only) for a daily permit to park in student lots. Ticket machines are located in Lots 1, 7, 9 and 10.

Disabled persons parking permits: Permits to park in a disabled persons parking space, for a temporary disability, may be issued through the Police Services Office with a referral from the Disabled Students Programs & Services Office, H-19. Permanent permits must be obtained from the State Department of Motor Vehicles. Unauthorized vehicles parked in spaces designated for disabled persons face higher than normal fines.

◆ **Police Services:**
Location: Receiving (R) Building
Phone: 510-235-7800 x4207
Call for assistance with:
- Accidents & Injuries
- Property damage
- Theft
- Security Concerns
- Door & Lock changes
- Key requests
- Lost & Found

◆ **Reprographics / Production Lab**

Hours:	Monday - Thursday	7am - 4:30pm
	Friday	7am - 3:30pm

Location: Student Activities Building
Phone: 510- 235-7800 x4222

Use the Production Lab for:
- Class syllabi -- Allow one month lead time for reproduction. A completed, ready-to-print syllabus may be submitted up to 3 months before a semester begins.
- College letterhead and envelopes
- College maps
- Course readers ** SEE copyright note below
- Event invitations and/or programs
- FYI flyers for course promotion -- must be created in accordance with College Procedure C3002.0.
- Informational booklets
- NCR forms
- Personal copy jobs -- Production Lab will accept personal jobs as time permits. All requests must go through the Business Services Supervisor (x4570) for approval and price quote.
- Quizzes, tests, study guides, and other instructional materials
  Use the Production Lab if need more than 25 copies (division copiers are not designed to handle large volumes).

All copies must be camera-ready and have at least 1/4-inch margin on each side, top, and bottom.

All production requests must have: a **completed request form** attached to the master document. The form must include complete information, signature of appropriate department chairperson, the department's billing code or GL number, and a specific date for completion of the job.

For costs and additional information and ordering details, see College Procedure F6002.0.

Copyrighted materials: If there are any questions about copyright, production of copies will be suspended until the questions are resolved. Check with the Business Services Supervisor regarding material that may be copyrighted. Note that the <u>Fair Use Guidelines for educational usage defines specific limits on the types, amount and frequency of duplication</u>. Refer to the District's "Copyright Manual for Faculty and Staff" (you will need to log onto the District Intranet to view it). https://gryphon.4cd.net/epss/docs/Copyright%20Manual%20for%20Faculty%20and%20Staff.pdf

◆ **Staff Lounges:** Several staff lounges are available on campus:

- AA building, 2nd floor (AA-209) has a sink, refrigerator, table & chairs, and microwave oven, and a sofa.
- Humanities Building (H-15) has a sofa, table & chairs, sink, refrigerator, microwave oven, men's & women's restrooms.
- Library & Learning Resources Center (mezzanine): The College Resource Center a sofa and reading chairs. The Library's staff lounge is adjacent; it has a sink, refrigerator, and microwave.

The staff lounges are for staff relaxation. They may not be used to meet with students. (For an office assignment, check with your division office.)

Division Services

Your division office will help with the following:

◆ **Business cards:** College business cards are available to faculty and staff who work with vendors and meet with the public. College policy requires that all faculty and staff use approved design. Request forms available through division deans. Payment for cards will be by the department or division.

◆ **Computers**: Most faculty offices contain computers, although everyone is not guaranteed one. If you do not have access to a computer, please speak to your department chair or division dean. The CRC (Library mezzanine) provides computers (PC and Mac) during the daytime hours; most of the campus computer labs also have open lab hours.

◆ **E-mail:** Submit your personal email address to your division office and the Senior Dean of Instruction so that they can communicate with you, sharing pertinent information about the college and teaching related news.

◆ **Internet Network Log-in & Password:** You will need an network log-in and password in order to fully use the internet in the college's smart classrooms using the installed computer. You may plug your own laptop into the appropriate port and use the internet only. Fulltime staff use the same log-in and password used for their desktop computer. If you need a log-in and password, request them from your division office.

◆ **Keys:** Make requests for keys through the division dean. If approved, the manager will complete and sign the "Request for Key" form in triplicate and submit the original directly to Campus Police Services. The manager will keep one copy for his/her file and send one to the person requesting the key.

   ▪ Keys will be issues by Police Services. The person receiving the key is required to sign for it.

   ▪ Keys must be returned when individuals terminate their employment, at the end of a semester of part-time employment, or if the need for the key no longer exists. Return keys to Division Chair or Police Services.

   ▪ Restriction on key issuance: Only the area manager or division chair is authorized to receive a master key.

   Keys for desks and/or filing cabinets: Campus Police Services has collected a considerable number of keys over the years, many of which may fit desk drawers and/or filing cabinets. If you wish to have a key to lock desk drawers and filing cabinets, record the number engraved on the lock and send a memo requesting the specific key number to the Director of Business Services. If keys cannot be located, the college will have them made.

◆ **Mail Service:** The mailbox and mailing system (and e-mail), are the principle means of communication at Contra Costa College. All full-time and part-time faculty on campus are provided one mailbox. Instructors are strongly encouraged to check their mailboxes before reporting to their classrooms. Please make every effort to respond to request for information promptly and accurately.

Mailboxes for full-time and part-time day faculty are located in the appropriate division office.

Mailboxes for evening and Saturday instructors are located in the Humanities Building, Room 42. Instructors who teach both day and evening may have their mailboxes located in either division office or H-42, but no faculty member should have more than one mailbox.

◆ **Office & Phone Extension Assignment:** All part time employees will have a designated area for office work. The department chair for your discipline will inform you of the location you may occupy. You will likely be sharing with other part time faculty. Each area will have a phone for local calls. You will find a phone directory in every division office, and on the college website http://www.contracosta.edu/. Please contact Tom Schlaich at x 4398 or x4480 for telephone system questions or help.

◆ **Office supplies:** Order pens, pencils, notepads, etc. via department chair or division office.

◆ **Photocopier Account:** Obtain a photocopier account number for your department for the division photocopier. Please note that each department has a limit on the number of allowed photocopies on these machines. Tests and other handouts should be sent to the Reprographics Department.

◆ **Scantron machines:** Most of the division offices have at least one scantron machine for automatic test correction.

◆ **Timecards, Instructor of Record Verification Cards, and Absence Reporting:** Submit any timecards and verification cards to the division office; report all absences to the division dean. See section on Personnel Procedures for more information about timecards; see the Introduction for more information about absences and canceling class.

Instructional Support Services

1. **College Resource Center (CRC):**

Hours:	CRC Resources available	same hours as Library
	Assistance available (Fall & Spring only)	Mon. - Wed. 9am - 3pm
Location:	Library & Learning Resources Center (LLRC), mezzanine	
Phone:	510-235-7800 x 4309	
Online:	http://www.contracosta.edu/crc/	

The Staff Development program maintains the CRC for the use of college employees. It has dual-platform (PC and Macintosh) computers with Internet connection and a variety of specialized software programs; a scanner; a printer; a typewriter; a television and VCR; and comfortable reading chairs.

Under the guidance of the Staff Development Coordinator and Committees, the Staff Development program plans, promotes, and hosts training workshops and other professional development activities for faculty, staff and managers with the purpose of promoting personal, professional and organizational growth. The majority of workshops are held during Fall and Spring Flex weeks, but programs are held throughout the academic year as well. The CRC's monthly calendar is

available on the Staff Development <u>website</u>, in addition to staff development forms, how-to directions, and online resource links.

2. **College Skills Center & Tutoring:**
   Hours: Monday - Thursday   8:30am - 6:45pm
                Friday   9am - 1:45pm
                Saturday   10am - 1:45pm
   Location: Library & Learning Resources Center (LLRC), Room 116
   Phone: 510- 235-7800 x4227

   Offers students individualized instruction in reading and writing, as well as assistance with critical reading, textbook comprehension, study skills, test-taking mastery, spelling and vocabulary. Also provides access to computers for instruction-related uses. Open to all students enrolled in English courses and/or the Skills Center's free lab program. The College's Tutoring and Supplemental Instruction Programs are located here, too.

   Resources for instructors include smart classroom visits, time clock reports, scantron scoring machine, and reading level analysis for textbooks.

3. **Disabled Student Programs & Services (DSPS):**
   Location: Humanities (H) Building, Room 19
   Phone: 510-235-7800 x7220 or 4313

   Provides specialized assistance, resources, and adaptive technology & equipment for students with learning disabilities, visual or hearing impairments, and/or other physical disabilities. The Alternate Media Specialist can provide large-print or recorded textbooks and handouts for students. The DSPS Office will alert faculty regarding testing accommodations and other possible needs for DSPS students in their courses.

4. **Extended Opportunity Programs & Services (EOPS):**
   Location: Student Services Center (SSC)
   Phone: 510-235-7800 x4356

   Provides students with academic, career, and personal counseling, priority registration, field trips to 4-year colleges, academic intervention (Early Alert System), and more.

5. **Library**
   Hours: Fall & Spring (check <u>website</u> for summer hours & closed dates)
                Monday - Thursday   8am - 7:45pm
                Friday   8am - 1:45pm
                Saturday   10am - 1:45pm
   Location: Library & Learning Resources Center (LLRC)
   Phone: 510- 235-7800 x4318 (Circulation Desk)

510-235-7800 x 4450 (Reference Desk)
Online: http://www.contracosta.edu/library/

The Library's collections and services are designed to support the coursework offered at the college. It has over 46,000 books, print periodicals, online full-text databases, and over 4,000 non-print materials. A librarian is on duty at the Reference Desk during open hours to assist patrons with the use of the library resources.

Through the Libary website, students, faculty and staff have access to the online collection catalog (OPAC), full-text periodical and specialized databases, subject guides to the Internet, online versions of Library handouts and guides, a Virtual Library Tour, library skills and Information Competency tutorials, and much more. The Faculty Support pages of the Library Web lists services to faculty, who to contact for specific library services, guides to creating effective library assignments, and a list of websites pertinent to faculty needs and issues.

Library Skills Instruction: The librarians can provide standard or subject- specific instruction on research tools, including Internet resources. The standard Introduction to Library Resources (ILR) is a 50-minute lecture/demonstration of basic information resources in the CCC Library. The content and length of an ILR can also be tailored to meet an instructor's specific needs. The librarians can provide written materials and/or a follow-up library assignment that will give students practice in using the resources discussed. Call or stop by the Reference Desk to schedule an ILR. Please allow 1 week prep time when scheduling.

Reserves: Instructors may place library or personal copies of printed materials on reserve for 2-hour use in the Library or 1-day, 2-day, or 1-week circulation. Complete a "Reserve Materials Placement Request" form at the Circulation Desk. Reserved materials will be listed by instructor name and course in the OPAC so that students can easily locate them.

Electronic Reserves: Periodical articles that are available through one of the Library's online databases can be linked to directly via the Library's e-reserves page (or on a faculty member's own web page). Contact the Library Coordinator to arrange for a listing and/or for more information.

6. **Media Services:**

Media Equipment Distribution:
Hours: Monday - Thursday 7:30am - 10pm
           Friday   7:30am - 4pm
Location: Custodial Modular, Lot 9
Phone: 510- 235-7800 x4213
Online: http://www.contracosta.edu/library/media/equip.htm

A variety of equipment is available for use on campus; most (but not all) items are available for college-sponsored functions at off-campus sites. See the Media

<u>Services website</u> for a list of available equipment. The equipment technicians will provide training on how to set up and use the equipment.

Scheduling: Requests for equipment delivery may be made in person, by email, or by telephone. Please submit requests at least 24 hours in advance; same-day requests cannot be guaranteed. Most equipment will be delivered to and picked up from the classroom, but certain items (e.g. camcorders, laptops, LCD projectors, etc.) may require instructor pick-up and return.

Please note that <u>instructors are responsible for the equipment they use</u>. Please DO NOT LEAVE EQUIPMENT UNATTENDED in an unlocked classroom or office. You will be billed for the replacement of equipment damaged or lost through negligence.

Media Lab- Library
Hours: <u>Same as Library</u>
Location: Library & Learning Resources Center (LLRC), Room 110
Phone: 510- 235-7800 x4443
Online: http://www.contracosta.edu/library/media/mlab.htm

Media programs are listed in the Library's online public access catalog (OPAC), which allows searching by author, title, subject and keyword. Media programs in the Diablo Valley College and Los Medanos College libraries are also listed in the OPAC (select the appropriate search option). Faculty may request the use of these materials via the CCC Media Lab staff. An index of programs by broad subject area (e.g. Anthropology) is updated annually. A copy of this index is kept on the counter in the Media Lab; it is also available as a printable PDF file on the <u>Media Lab web page</u>.

Scheduling: Instructors may schedule the use of media programs in person, by telephone, campus mail, or email. Email requests must allow for 24-hours lead -time in order to permit a confirmation reply or regrets, if program is unavailable. Schedule programs as far in advance as is practical to ensure availability; last-minute requests may find the needed title reserved or already in use by another instructor.

Faculty need to pick up and return media programs to the Media Lab; they are not delivered to the classroom. EVENING INSTRUCTORS may return programs via a drop-box behind the counter in Admissions & Records (H-42). They may arrange for delivery to this box, if necessary.

Please note that <u>faculty are responsible for the programs checked out to them</u>. Please DO NOT LEAVE MEDIA ITEMS UNATTENDED in a classroom or your office. You will be billed for the replacement of materials damaged or lost through negligence.
Reserves: Faculty may place Media Lab collection and/or personal copies of non-print materials on "reserve" for student use in the Media Lab.

TEACHING

There are many things that you need to know when receiving your teaching assignment. Each teaching situation may call for new information. There are, however, basic items that will almost assuredly be asked sometime during class.

Where can I get a copy of the current academic calendar that lists the length of terms, holidays etc. semester, or inter-term for special assignment so everyone clearly understands the beginning and termination of the course?

<u>THE CLASS</u>
(See College Procedures, section E5000 for complete information)

1. **The First Class Session**: It is considered good practice to review and clarify the following information during the first class session:

   • Verify enrollment - call each student's name to make sure on class roster.
   • Disseminate the course syllabus.
   • Review and clarify the instruction to be completed during the course as per your syllabus.
   • Explain the instructor's expectations of the students.
   • Explain the grading system you will use.
   • Explain tests and test procedures, including any provisions for make-up.
   • Clarify class starting time, break time and dismissal time.
   • Note full-time instructor's established office hours and office location.
   • Read the college attendance policy.
   • Explain the manner in which students may call to record an excused absence.

2. **Length of Class Meeting**: You are responsible for 50 minutes of instruction for every scheduled hour of class. All classes meet at the time indicated in the course schedule. Day classes convene at 10 minutes past the hour. Establish a pattern of beginning your class promptly.

3. **Class Breaks:** If a class meets for more than 1 hour, students should receive a 10-minute break for every hour of instruction. Common practice is to provide break time in the middle of a class session. This may be modified to provide a shorter midway break and then end the session earlier, but this should be a change that is agreed upon by the entire class.

4. **Making up Missed Tests, Quizzes and Assignments**: The instructor sets his/her own classroom policy on whether he/she will allow a student to make up missed tests, quizzes and assignments.

5. **Room Changes**: From time to time room changes are necessary. If you are located in a room that is not appropriate for the type of instruction you conduct, *please do not just move to another room*. Please notify the appropriate division dean who will

attempt to find a more suitable room, record the change for future room assignments, and post a room change form on the classroom door.

6. **Guest Speakers:** Guest speakers may be invited to address your class upon approval by the division office. Secure approval forms from the division at least a week in advance. Guest speakers receive no financial remuneration from the College. If a department wishes to pay a guest speaker from its own funds, it must submit the appropriate paperwork in sufficient time to get governing board approval. Ask division secretary or President's Office for information about how to do this.

   You may secure a **visitor's parking pass** for the guest speaker from Police Services. Contact your division office to arrange this at least one week prior to your anticipated guest lecturer's arrival.

MISCELLANEOUS INFORMATION

1. **Academic Calendar:** The academic calendar is in the front of the college catalog. There is a semester calendar on the inside cover of the fall and spring course schedules. The calendar that includes the required faculty service days is printed by the District, and distributed on campus through division offices. It is also available on the College website and on the District website.

2. **Course Syllabus:** A syllabus is a summary outline of a course of study. It can be a one- or two-pager to a compilation of the course handouts for the entire semester. Content and format may vary widely among instructors, even those teaching different sections of the same course. The core, however — that which describes and defines the content and guidelines of the course — should be the same. **An effective course syllabus informs the students of the course content, how it will be taught, and what will be expected of students who wish to complete the course with a passing grade.** It serves as an informal contract between instructor and students.

   Your department chair or division dean should provide you with a copy of a recent course syllabus when you are assigned to teach a course for the first time, so that you can model your own syllabus accordingly. See directions at end of handbook.

   NOTE: *All faculty must submit a copy of their current course syllabi to their division office at the start of each semester.*

3. **Faculty Absence / Class Cancellation:** A planned absence for a professional development or personal activity on a scheduled class day needs to be approved by the division dean. Obtain a "Request for Administrative Leave" form from the division secretary, complete it and submit it to the division dean for approval. If a substitute instructor is needed, it is the faculty member's responsibility to arrange this in advance. Note that the College will not pay for a substitute for an absence of only one day.

   If you become ill or have a personal emergency, call the division secretary, who will post a Class Cancellation sign on the classroom door. If this occurs between 7:30

and 8 am, call Police Services at 510-235-7800 x 4333 and they will post the sign. (You should still notify the division office.)

4. **Field Trips**: Instructors may wish to schedule field trips to enhance the instructional experience. Students are responsible for arranging their own transportation to and from the field trip site. Instructors must notify the division office of their plans by filing a "Field Trip" form with the division office prior to the excursion. This procedure allows the division office or the evening supervisor to respond to students who may not know the field trip site from a previous class meeting, or to locate the instructor and/or students in case of an emergency. Field trip forms are available from the division office, and should be submitted no later than one full week prior to the field trip. Governing board approval is required in advance for all out-of-state field trips; contact your division secretary or the President's Office for information regarding deadlines for submission of your request.

5. **Grading Policy and Standards**: The following evaluative and non-evaluative symbols (grades) are used:

Grade and Description	Grade Points per Unit
A = Excellent	4
B = Good	3
C = Satisfactory	2
D = Passing, Unsatisfactory	1
F = Failing	0

W = Withdrawal: The grade given students who withdraw from a course within the allowed time.

I = Incomplete: The Education Code states that a grade of Incomplete will be given only in such cases of emergency as accident, illness or family emergency. Failure to complete required work in a timely manner does not qualify for an incomplete grade. An incomplete grade must be made up no later than one year following the grade assignment or it will automatically revert to the alternate grade indicated by the instructor. Petitions for time extensions may be made to the Admissions & Records Office for good cause only.

Cr = Credit: Student work was satisfactory; units awarded not counted in GPA. Available only in courses designated CR/NC or SC (instructor gives regular letter grade; WebAdvisor will change it appropriately).

NC = No Credit: Student work was less than satisfactory or failing; units not counted in GPA. Available only in courses designated CR/NC or SC (instructor gives regular letter grade; WebAdvisor will change it appropriately).

IP = In Progress: Administrative symbol indicating the course was in progress beyond the end of the term.

RD = Report Delayed: Administrative symbol indicating delay in reporting grade. Note: This usually means that grades for a class have not been inputted yet. An RD on a transcript could remove a student from scholarship and/or transfer consideration, so it is important to get final grades in by deadline date.

6. **Library Skills Instruction**: The librarians can provide standard or subject- specific instruction on research tools, including Internet resources. The standard Introduction to Library Resources (ILR) is a 50-minute lecture/demonstration of basic information resources in the CCC Library. The content and length of an ILR can also be tailored to meet an instructor's specific needs. The librarians can provide written materials and/or a follow-up library assignment that will give students practice in using the resources discussed. Call or stop by the Reference Desk to schedule an ILR. Please allow 1 week prep time when scheduling.

7. **Safety**: It is the duty of instructors to require eye protection devices to be worn by students, teachers and visitors in vocational shops or laboratories and chemistry or physics laboratories, during any activity likely to cause injury to the eyes.

8. **Hazardous Materials**: each department is responsible for ascertaining whether hazardous substances are being used by its employees and/or students, and to provide adequate protection and safety training for those who use them. The responsibility lies directly with the supervisor, and/or the faculty and teaching staff. Please see the Business Services Office for more information.

9. **Problems with Subject Matter**: If you are experiencing some difficulty in teaching, consult with your department chairperson or division dean for assistance. Department chairs can be helpful with clarifying subject concepts and/or understanding what can go wrong in teaching particular subject matter. The division dean can assist you and/or refer you to other faculty for assistance in resolving any problems.

TEACHING TIPS

There are many sources of teaching tips; these are but a selection:

Anti-Plagiarism Strategies
http://www.contracosta.edu/library/sites/ed.htm#plagiarism

Asian Name Pronunciation Guide
From Cal Poly Pomona. Includes sound samples recorded by native speakers
http://www.csupomona.edu/~pronunciation/

Berkeley Compendium of Suggestion for Teaching with Excellence
Barbara Gross Davis, UC Berkeley
http://teaching.berkeley.edu/compendium/

Classroom Assessment Techniques
http://www.contracosta.edu/AdjunctFaculty/assess.htm

Education & Teaching Websites
http://www.contracosta.edu/library/sites/ed.htm

Just-In-Time Teaching [pdf doc]
http://134.68.135.1/jitt/

101 Things You Can Do the First 3 Weeks of Class
http://www.contracosta.edu/AdjunctFaculty/101.htm

Seven Principles of Good Practice in Undergraduate Education
http://www.contracosta.edu/AdjunctFaculty/seven.htm

20 (Self-)Critical Things I Will Do to Be a Better Multicultural Educator
http://www.edchange.org/multicultural/resources/self_critique.html

Teaching Tips Index
Honolulu Community College
http://www.hcc.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm

Teaching With Technology (at a distance or in classroom)
http://www.contracosta.edu/library/sites/intech.htm#teach

What Works Clearinghouse
http://ies.ed.gov/ncee/wwc/

WRITING A SYLLABUS

All courses must be taught according to the official course outline of record that was approved by the District Governing Board and State Chancellor's Office. It delineates the skills and knowledge to be attained by students upon successful completion of the course, and for which each instructor teaching the course will be held accountable.

How to Write a Course Syllabus

A *syllabus* is a summary outline of a course of study. It can refer to a variety of printed materials, from a one- or two-pager to a compilation of the course handouts for the entire semester. Content and format may vary widely among instructors, even those teaching different sections of the same course. The core, however -- that which describes and defines the content and guidelines of the course -- should be the same. **An effective course syllabus informs the students of the course content, how it will be taught, and what will be expected of students who wish to complete the course with a passing grade.** It serves as an informal contract between instructor and students.

A syllabus <u>must</u> include:

1. Some of the same information that is on the **course outline**:

   - course name & number
   - pre- and co-requisites
   - course description and/or objectives
   - credit units
   - text(s) and other instructional materials
     (provide title, author, publisher, publication year, & edition)
   - methods of instruction
   - methods of evaluation

2. <u>Grading</u> must be clearly delineated, showing how the grades on various assignments or accumulated points will be used in determining the course grade.

3. Instructor name, office location, scheduled office hours & phone number

4. Daily or weekly schedule of topics to be covered. This should include exams and due dates for major assignments. (If students will be expected to plan their work to meet deadlines, they should be provided with this information. If concerned about being held to a defined schedule, emphasize that it is tentative and subject to change, according to the progress of the class.) If not stating actual pages for reading assignments session by session, at least give a sense of how much reading and how often. Same goes for writing assignments.

A syllabus should include:

DSPS Statement (approved by the Academic Senate November 19, 2001)
"The Rehabilitation Act of 1973, Section 504, requires Contra Costa College to make all programs accessible to qualified individuals with learning, physical, or psychological disabilities. Students who would like to receive accommodations for their learning, physical, or psychological disabilities should contact the Disabled Students Programs & Services (DSPS) office (H-19) and schedule an appointment. (510) 235-7800 ext. 7220."

A syllabus may also include:

1. "**Ground rules:**" class policies on attendance, dropping and reinstating students, missed assignments and exams, academic dishonesty, etc. (Keep in mind that some of these are governed by school policy, which must be observed.)

2. Lab safety

3. Available support services such as tutoring, library resources, computer and other skill labs

4. Any additional information pertinent to the class.

Revised by CIC 4/02

The required and suggested items to include are incorporated into the CIC's Syllabus template.

Additional information that might be in a syllabus:

1. **A note about attendance**, since college-level courses may not grade on attendance. HOWEVER, you may want to state how important it is to attend each class, and that students will be dropped for non-attendance after missing 6 of hours of class.

2. **A note about incompletes**, telling students that they are expected to complete all required coursework. Not coming to class and not completing the coursework are **not** reasons for an Incomplete grade. The State Education Code permits an Incomplete grade under specific conditions only.

3. **A note about makeups:** The instructor sets his/her own classroom policy on whether he/she will allow a student to make up missed labs, tests, quizzes and assignments.

4. **A copy of any grading rubric** that will be used to grade an oral presentation, an essay, participation in an online discussion board, etc. Grading rubrics are guides that explain how points or grades are awarded. It is a system that ensures consistency in grading, particularly for the same assignment across different

sections of a course. Providing the students with a copy of the rubric informs them of the instructor's expectations.

 FOR FURTHER INFORMATION & EXAMPLES: See *Syllabus Construction Handbook* by Barbara Millis / University of Maryland, examples in the CIC Handbook (available on the CIC website), and/or the online examples linked from their department's webpages:

Art 116   Chemistry 119   CIS 135   Economics Courses

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