

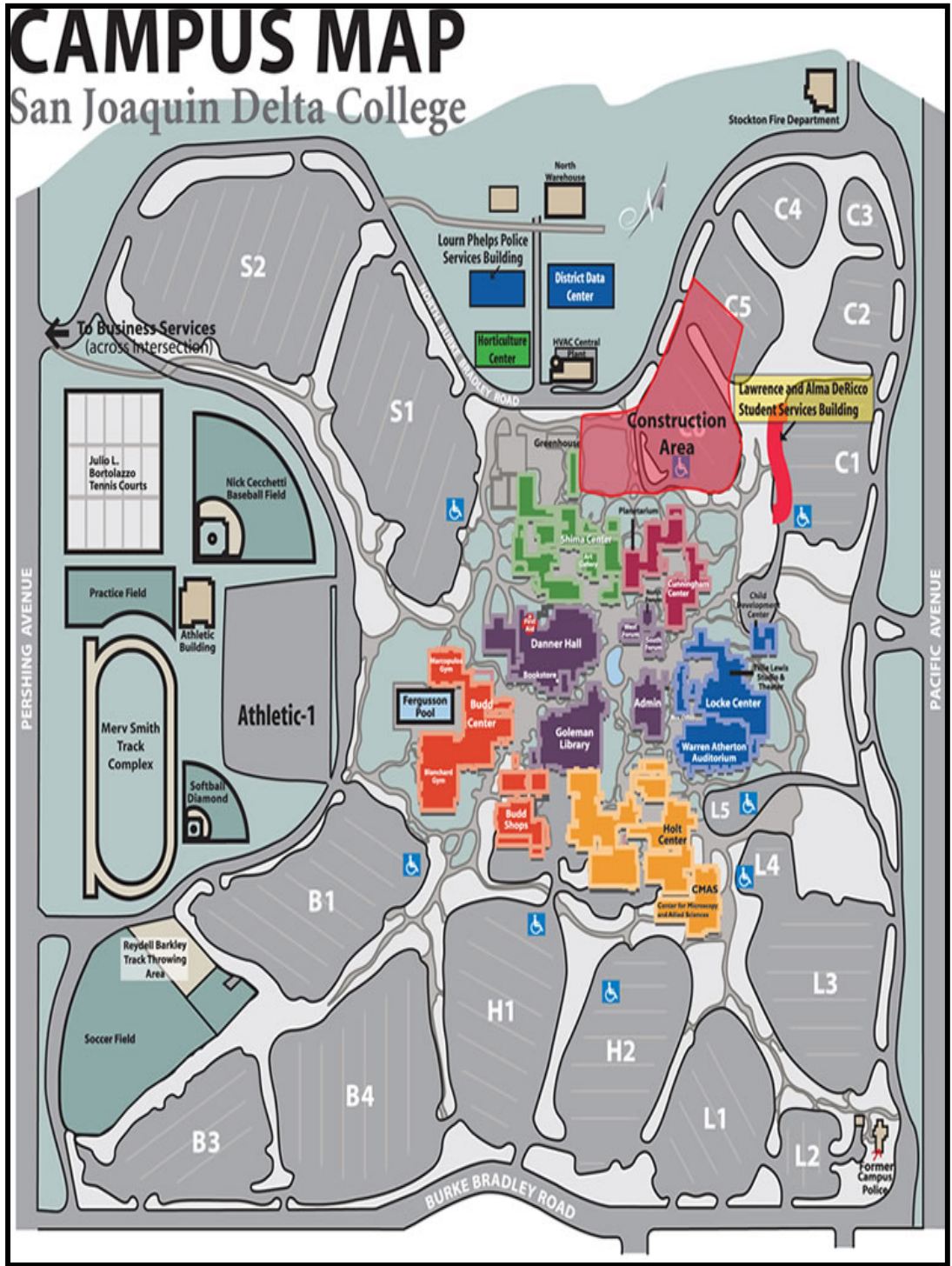


SAN JOAQUIN DELTA COLLEGE

Faculty Handbook 2011-2012

DRAFT

Stockton Main Campus



Additional Campus Locations

Manteca Center

South Campus at Mountain House (formerly the Tracy Center)

Small Business Development Center

[Regional Education Sites](#)

[Driving Directions – All Sites](#)



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Faculty Handbook 2011-2012

August 2011

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Board Policy 1200 District Mission Statement

Reaffirmed 11-16-10

The mission of San Joaquin Delta Community College District is to provide excellent post-secondary education that serves the needs of students, and the District community through continuing, transfer, career and technical education, and economic development. To achieve this objective, the faculty and staff are committed to providing comprehensive instructional programs, student services and public services that are high quality.

In fulfilling its mission, the District acts upon the following principles:

- Commitment to excellence requires effective collaboration, respect for cultural diversity, appreciation of historical perspective, open communication, high academic standards, a vital connection to the arts and cultures of the community, and competitive athletics.
- Student success and equity are founded on a well-coordinated and institutionally-integrated developmental education program.
- Educational resources are available to all students regardless of age, disability, gender, or ethnicity.
- Institutional renewal must include continuous improvement through new and revised curricula; the use of student learning outcomes to enhance student performance; new and effective technologies; and ongoing faculty and staff professional development.
- All aspects of the College District encourage good citizenship, responsible leadership, ethical behavior, and the appreciation of lifelong learning.

Board Policy 1201 District Vision Statement

Reaffirmed 11-16-10

The faculty, staff, and students of San Joaquin Delta Community College District envision a community of learners who pursue and achieve ever higher educational goals, commit themselves passionately to life-long learning, and fully appreciate the diverse and dynamic world around them.

Strategic Goals – Adopted by the Board of Trustees, August 26, 2008

- 1. Communications** – Develop and implement a communication plan that provides easy access to information to and from all internal and external groups.
- 2. Staff Development** – Develop a college-wide staff development program to improve faculty, administrator, and classified staff skills to promote access, student success, and positive student learning outcomes.
- 3. Access, Success & Learning Outcomes** – Increase access, student equity, student success, and positive student learning outcomes.
- 4. Budget Priorities** – Assess resources to accomplish goals, set income and spending targets, and adjust college budget priorities to support and ensure access and successful student outcomes.
- 5. Rebuilding & Growth** – Facilitate the completion of Measure L Bond Projects and the revitalization of the Stockton campus.
- 6. Innovation** – In light of regional and global trends, examine operational procedures and launch new vocational and educational programs that meet the challenges of wise resource management, new energy technology, transportation logistics, health care, viticulture, and information technology.



BP 3100 Organizational Relationships

Reference: Education Code 72400

To assist employees of the District in understanding their relationships to the administration and to each other, the Board of Trustees approves an administrative organization chart on an annual basis. This chart will be kept current, will be on file in the Office of the Superintendent/President, and will be reproduced for dissemination to all concerned.

See [AP 3100 Organizational Relationships \(Chart\)](#).

Adopted 12-07-82 Amended 01-25-11
Amended 06-17-03



**WELCOME MESSAGE FROM THE
ASSISTANT SUPERINTENDENT/PRESIDENT
VICE PRESIDENT OF INSTRUCTION**

Facilitating learning is the core of what we do in the community colleges. At San Joaquin Delta College our mission statement strongly communicates a commitment to educational excellence. The proof of that commitment is demonstrated in the tremendous level of student success that characterizes this college. However, that success would not be possible without a faculty who exemplify and continually renew this commitment. As a result of their commitment, many San Joaquin Delta faculty and their programs have been recognized as being exemplary at both the statewide and national levels.

Now that you are a faculty member at San Joaquin Delta College, you will be expected to perform at the same superior level as our full-time faculty. For that reason, this handbook is designed to assist you in your orientation to the college and to your new position. The handbook contains information that will enable you to be a better classroom professor, as well as, to comply with your responsibilities in completing student records and other necessary paperwork in a timely and accurate manner. If you have suggestions as to how the handbook could be improved, please let us know so that we can incorporate those changes into future editions of the handbook.

As a faculty member at San Joaquin Delta College, you are now a partner in preparing our students for the achievement of their educational goals. On behalf of the Board of Trustees, let me thank you for your interest in joining our faculty and our College.

Sincerely,

Dr. Kathleen A. Hart

Assistant Superintendent/President

Vice President of Instruction



Faculty Welcome Message from the Academic Senate President, Diane Oren

On behalf of the Academic Senate, we welcome you to San Joaquin Delta College. As a professor, whether full-time contract or adjunct, you are represented by the Academic Senate in both instructional and professional matters. We hope that your time on campus as a professor proves to be a worthwhile and interesting teaching experience. This is an outstanding institution and your presence and professionalism maintains that excellence.

In order to make your transition to this college easier, we encourage you to become familiar with Delta and the services available to you. This handbook serves as an excellent beginning in understanding policies and procedures set forth by the District.

The Academic Senate represents all teaching members of the District; it works closely with the administration and governing board of the college to address academic and professional concerns. Elections for seats on the Academic Senate are held in the spring, and representatives, elected by faculty, serve two-year terms. The Academic Senate meets on the first and third Wednesday of each month. Please review the Academic Senate website, especially the faculty page. The Academic Senate goals, minutes and membership among other information can be found at this site.

As a professor, you are also encouraged to serve on a variety of District and Academic Senate committees. Appointments to these committees are made by the President of the Academic Senate. Contact your representatives for information.

Again, we congratulate you on your appointment and look forward to meeting you. If you have further concerns or questions, you may direct these to any one of us personally through campus e-mail, or call (209) 954-5486 and leave a message with the secretary in the Academic Senate Office, Locke 109.

Adjunct Faculty Welcome Message from the Academic Senate Vice President, Adjunct Faculty, Rudy Willey

Please let me extend a cordial welcome on behalf of the Academic Senate to those new on campus as well as those returning for another semester. The Adjunct Faculty makes a significant and important contribution to the success of San Joaquin Delta College.

The strength of Delta is the sum total of the education and character of our people; a faculty dedicated to our students, a staff committed to our mission, and students with endless desire to better themselves.

At Delta our focus of education is not just on knowledge, but also action. I think of Delta as a gigantic generator which broadcasts its force across the region energizing people to create better lives for themselves and thus society as a whole.

This handbook is a great resource to understanding this institution's policies and procedures. However there may arise unique situations where you need additional information or support. The Academic Senate represents you, the Associate Adjunct Professor, in both instructional and professional matters. If you have a question or concern you can always call the Academic Senate office at (209) 954-5486 for assistance. Or you can call me at (209) 747-7747. I will do my best to help find the information you need.

You are invited to attend an Academic Senate meeting. Open to the general public, regular meetings are the first and third Wednesday of each month at 3:30 p.m. in the Mustang Room in Danner Hall. There are usually refreshments supplied by generous faculty members. Please come meet your colleagues and consider running for a Senate seat. The Senate provides you with an opportunity to contribute to the shared governance of this vital institution.

San Joaquin Delta College
2011-2012 ACADEMIC CALENDAR

FALL 2011: August 15 - December 16, 2011

SPRING 2012: January 17 - May 24, 2012

S	M	T	W	TH	F	S
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27	28	29	30	31		

	M	T	W	TH	F	Total
Fall 11	17	17	18	17	16	85
Spring 12	16	18	17	18	15	84

169 Instructional Days
 3 Mandatory District Flex Day
 5 Variable Flex Days
 0.5 Commencement

 177.5 Total Days

Board Approved 3-15-11

Office of Instructional Services
 Admin. 201



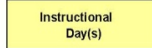
San Joaquin Delta College
2011 SUMMER INTERSESSION

SUMMER 2011: June 13 - August 5, 2010

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Board Adopted 11-18-08

Office of Instructional Services
 Admin. 201



San Joaquin Delta College 2011-2012 College Calendar

Month	Days	State School Holidays	Student Holidays Declared by Board of Trustees	Instructional Days
August	15 - 31	-0-	-0-	13
September	1 - 30	5 - Labor Day	-0-	21
October	1 - 31	-0-	-0-	21
November	1 - 30	11 - Veterans Day 24 - Thanksgiving Day	12, 25, 26	19
December	1 - 31	26- Christmas Day (Observance)	23, 27, 30	12
January	1 - 31	2 – New Year’s Day (Observance) 16 – Dr. Martin L. King, Jr. Day	-0-	11
February	1 - 29	17 – Lincoln Day 20 – Washington Day	18	19
March	1 - 31	-0-	30, 31	21
April	1 - 30	-0-	2, 3, 4, 5, 6, 7	16
May	1 - 31	28 - Memorial Day	-0-	18
Total Days:				171

Opening of Year: Monday, August 15, 2011
Fall Semester: August 15 - December 16, 2011 - 86 Days
Spring Semester: January 17 - May 24, 2012 - 85 Days
Closing of Year: Thursday, May 24, 2012
Commencement: Thursday, May 24, 2012

Three mandatory district flex days are scheduled to be held on Friday, August 12, 2011, Tuesday, October 4, 2011, and Wednesday, March 7, 2011. Five variable flex days are scheduled for Wednesday, August 10, 2011, Thursday, August 11, 2011, Wednesday, January 11, 2012, Thursday, January 12, 2012, and Friday, January 13, 2012. August 12, 2011, October 4, 2011, and March 7, 2011, will be used for opening faculty meetings, in-service training sessions, instructional improvement, student learning outcomes and assessments, etc. All faculty on a calendar that includes Thursday, May 24, 2012, will participate in commencement on the evening of Thursday, May 24, 2012. New instructors will be on duty for orientation days, August 1 and 2, 2011. No finals will be given after 2:00 pm on Thursday, May 24, 2012.

Offices Closed: All state school holidays and November 25, 26, December 23, 27, and 30, 2011 and March 30, April 6, 2012. If more than one college day is cancelled for any reason, Saturday, May 5, 2012, will become a college day and the schedule for the lost day will be followed.



San Joaquin Delta College 2011-2012 Student Calendar

FALL SEMESTER (86 days):
August 15, 2011 - December 16, 2011

Student Holidays:
September 5, 2011
November 11, 12, 24, 25, 26, 2011

SPRING SEMESTER (85 days):
January 17, 2012 - May 24, 2012

Student Holidays:
February 17, 18, 20, 2012
March 30, 31, 2012
April 2, 3, 4, 5, 6, 7, 2012

Commencement: May 24, 2012

2011-2012 Regular, Contract, and Adjunct Faculty Calendar

FALL SEMESTER (89 DAYS)
August 10, 2011 - December 16, 2011

Mandatory District Flex Days:
August 12, 2011
October 4, 2011

Variable District Flex Days:
August 10, 11, 2011

Non-Duty Days:
September 5, 2011
November 11, 12, 24, 25, 26, 2011

SPRING SEMESTER (88.5 days)
January 11, 2012 - May 24, 2012

Mandatory District Flex Day:
March 7, 2012

Variable District Flex Days:
January 11, 12, 13, 2012

Non-Duty Days:
February 17, 18, 20, 2012
March 30, 31, 2012
April 2, 3, 4, 5, 6, 7, 2012

Commencement: May 24, 2012

DISTRICT HOLIDAYS 2011-2012

<p>July 4, 2011 September 5, 2011 November 11, 2011 November 24, 2011 November 25, 2011 December 23, 2011 December 26, 2011 December 27, 2011 December 30, 2011 January 2, 2012 January 16, 2012 February 17, 2012 February 20, 2012 March 30, 2012 April 6, 2012 May 28, 2012</p>	<p>Independence Day Labor Day Veterans Day Thanksgiving Day Day after Thanksgiving Christmas Eve (Observance) Christmas Day (Observance) Day After Christmas (Observance) New Year's Eve Day (Observance) New Year's Day (Observance) Dr. Martin Luther King, Jr. Day Lincoln Day Washington Day Cesar Chavez Day Spring Vacation Day Memorial Day</p>
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I. You're Hired: What Now? – Full-Time and Adjunct Faculty

- A. **Meeting with the Division Dean:** If teaching at Delta is a new experience for you, make an appointment with your Division Dean for an individual orientation to the Delta College. Try to schedule this meeting well before you actually begin teaching in order to obtain important information regarding District and Division policies and procedures that may affect both you and your students. Also, check with your division for a schedule of division meetings which you may wish to or be required to attend.

Below are some of the topics that your Division Dean will discuss during your meeting. This meeting will provide an opportunity to ask questions about teaching at Delta College.

1. **Teaching Assignment:** A discussion of your teaching assignment should include the course(s) you will be teaching, the meeting times/days, the class location, the official course description, the credit course outline, and the class information sheet. Professors will be expected to prepare important information to include in the syllabus, and other general expectations for teaching the course(s).
2. **Textbook Information:**
 - a. **Selection of Textbooks:** The selection of textbooks is the responsibility of the faculty. The Bookstore can provide information regarding book title, author, edition, and publisher of textbooks adopted for each of the division's courses ([BP 6900](#)) or you can review and order textbooks online: www.bookstore.deltacollege.edu.
 - b. **Changing Textbooks:** Textbooks will be adopted for a minimum of two semesters except for the following: 1) Workbooks and materials of a non-resalable nature; 2) Instances in which professors are experimenting with textbooks to determine a departmental adoption.
 - c. **Bookstore Instructional Materials Adoption Form:** Available from the Bookstore or your Division Office. This form is required for new titles only the first time that a textbook is used, or "adopted" on campus. Thereafter, a Textbook Requisition Form, distributed every term by the Bookstore, indicating the book(s) to be used for that term will also be required. Textbook adoptions and requisitions will be made in accordance with the following schedule to assure that books are available to student purchase in a timely manner: **Summer and Fall, April 1st; Spring, October 1st** ([AP 6900.1](#)).
 - d. **Professor Copies of Textbooks:** Professors are responsible for obtaining copies of their own textbooks. This may be done by requesting a "Professor Copy" directly from the publisher or by purchasing the book from the Bookstore. Most publishers will provide professors with a complimentary copy

of textbooks that have been adopted for classes. A Publisher Representative List is available from the Bookstore. Please allow sufficient time for shipping.

3. **Changing Classrooms:** If you would like to move your class to a different classroom, first call your Division Office to see if another room is available. If the move is approved, the Division Dean will submit the proper paperwork and authorize you to obtain keys to the new classroom. You will be notified if and when the change is to take place. Usually, you will meet your class in the "old" room and walk with the students to the "new" room and post appropriate signs.
4. **Classroom Maintenance:** If there are not enough chairs, equipment is missing or broken, or there is some other similar problem, contact your Division Office. Some Division Deans may prefer that you contact Maintenance and Operations directly at (209) 954-5063 between 8:00 a.m. and 5:00 p.m.
5. **Reader Budget:** Most lecture classes that average 39 students or more may earn reader budget. The purpose of reader budget is to enable the professor to hire someone to help with various aspects of the class. Consult your Division Dean for more information. (See Article XVII, Workload, in the San Joaquin Delta College Teachers' Association Master Contract.)
6. **Bonus Pay:** In lecture classes where there are more than 39 students enrolled at the end of the fourth week, the professor may be entitled to bonus pay. Bonus pay is calculated by the Instruction Office and is automatically paid in a onetime lump sum. (See Article XVII, Workload, in the San Joaquin Delta College Teachers' Association Master Contract.)
7. **Division Services:** Consult your Division Dean or Division Office regarding services that may be available to you as a member of the faculty in the division.
8. **Forms:** Forms typically used by professors are as follows: Certificated Hourly Employment Report, Duplicating Request, Field Trip Request, and the Short-Term Employee Request. Check with your Division Office for location of forms for faculty use.
9. **Supplies and Equipment:** Various supplies are available through the Division Office. Specific supplies and equipment needed for the class(es) you are teaching should be discussed with the Division Dean.
10. **Telephone Usage and E-Mail:** Telephones are located in Division Offices and in the professor offices assigned to each division. Pay phones are available in Danner Hall and each lounge. Long-distance call privileges are determined by each Division Dean. Emergency telephones (direct to Campus Police) are located throughout the campus and are easily identified by the blue box and the blue light located above the box. Phones are also located in all classrooms; these will connect you directly with either campus police or the Instruction Office.

The District's telephone system has many features, including voice mail and message waiting. Contact the Division Office to obtain voice mailbox access (See Appendix A for Voice Mail Instructions).

All faculty are assigned a Delta College e-mail address. This is a good way to communicate with your students and for them to communicate with you.

11. **Office Space:** *Adjunct professors are not required to keep regularly scheduled office hours.* Adjunct faculty are provided space for working and meeting with students. Information on available space can be obtained from your Division Office. *Full-time faculty are expected to maintain one hour per day for student consultation.*
12. **Evaluation:** The Education Code mandates the evaluation of all professors. The purpose of evaluation of performance is to bring about the improvement of instruction. Your Division Dean will contact you regarding evaluation.
13. **Substitutes:** If you need a substitute, contact the Division Office for assistance. In some divisions you can make tentative arrangements with a Board-approved professor prior to getting the Division Dean's approval ([Policy 3220; Procedure 3221](#)), (See B.4. Human Resources).
14. **Staff Development:** Adjunct and full-time faculty can utilize the Professional Development Center (PDC), Holt 121, and all of its programs and workshops. Office hours are 9:00 a.m. to 6:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday (See C.5 Professional Development Center). To reach the PDC, call (209) 954-5866 or go to www.deltacollege.edu/dept/facdev/index.html. Full-time faculty have access to \$225.00 per year for travel to conferences or other professional development opportunities.
15. **Flex Program:** Every faculty member is required to complete and submit a record of approved staff development activities each year as contracted in the teaching assignment. Specific days within the academic year have been designated as "flex days." A variety of workshops are offered on these days; however, a faculty member may fulfill the flex obligation by attending off site workshops, conferences, or other professional activities which do not fall within one's duty hours. While adjunct faculty are not required to complete staff development hours, they are invited to attend any District sponsored flex activities. If you have questions and/or suggestions for workshops, or would like to be a workshop presenter, please contact the Academic Senate Office at (209) 954-5486. Flex Workshops:
<http://www.deltacollege.edu/org/flex/index.html>

Flex contracts are available online <http://www.deltacollege.edu/org/flex/index.html> (employee identification number as it appears on the individuals payroll warrant stub required). The contract includes a proposal for the year's activities; the Faculty Professional Growth Committee (FPGC) must approve this proposal. Upon completion of the activities, the professor submits the contract indicating the fulfillment of the proposal. The FPGC oversees the flex contract and has specific deadlines for each of the two parts of the contract. The contract proposal is due in October. (See CTA Contract, Article XIII with the exception of 13.2.9 and 13.2.7 which are now in compliance with the Chancellor's Office Guidelines: <http://www.ccco.edu/ChancellorsOffice/Divisions/AcademicAffairs/FlexCalendar/Guidelines/tabid/760/Default.aspx>).

16. **Course Developed or Revision:** If you have an interest in developing a new course or revising a present course, one way to get started on this project is to read the Districts procedures for curriculum development. After you have read through the process, share your ideas with colleagues and your Division Dean, (See [AP 4020 Curriculum Development Process \(Credit, Noncredit, and Not-for-Credit\)](#)). Please contact the Academic Senate Office in Locke 109, (209) 954-5486, if you have questions about the curriculum process (See Procedure 6151, 6156.6).

- B. Human Resources:** The Office of Human Resources is composed of the Employment and Employee Relations Office, located in Administration 202, (209) 954-50556, and the Employee Services Department, located in Administration 110, extension (209) 954-5035.

The Employment and Employee Relations Office provides information about open District faculty, management, classified, short-term, temporary, and substitute positions. Applications are available and received at this office. Employee Services includes employee benefits, workers' compensation, payroll services, and risk management services.

The following information must be completed prior to beginning work.

1. **Required Personnel Information:** Before employment begins, the following forms must be completed and filed with the Employment and Employee Relations Office: (1) Oath; (2) Address Card; (3) W-4 Form; (4) Employment Eligibility Form (I-9); (5) Direct Deposit Form (if elected); and, (6) S.T.R.S election Form (Adjunct Faculty Only), (7) Drug-free Workplace Form, (8) San Joaquin County Office of Education form, (9) Part-Time Certificated Personnel Information form. Please contact the Employment and Employee Relations Office for additional forms or visit Human Resources, Forms, <https://docushare.deltacollege.edu/dscgi/ds.py/View/Collection-2176>.
- a. **Fingerprints:** In order to remain compliant with the Education Code (87013), and the District's policies and procedures ([AP 7337](#)), every applicant offered employment must first obtain fingerprint clearance before beginning employment, (California Department of Justice and the FBI). Contact the

employment, (California Department of Justice and the FBI). Contact the Employment and Employee Relations Department for a Request for Livescan Services form, and directions and information regarding a Livescan provider that will bill the District for their services. Please call (209) 954-5056. A photo ID will be required at the time of the service.

- b. TB Tests or Chest x-rays:** The District requires all school personnel, certificated, classified, short-term, temporary, and substitutes to submit a tuberculin clearance which has been administered no more than 60 days prior to their start date. In addition, as a condition of continued employment, the District requires all staff to obtain a tuberculin clearance every four years thereafter.
- 2. Payroll Procedures:** At the end of each month, if you have been absent, substituted for another professor or are teaching a class and not listed as the professor of record (the Division Dean is listed as a placeholder), you must submit a Certificated Hourly Employment Report to your Division Office. Adjunct professors are paid on the 10th of each month. Certificated Hourly Employment Report forms are due on the 25th of each month to receive a check on the 10th of the following month. Arrangements may be made to receive your monthly payroll warrant in the following matters: pick-up in person, mail to you, or direct deposited to your bank. If you choose to have your check direct deposited to a bank, please provide a deposit slip and complete the direct deposit request form. If you are employed just prior to the start of the semester, you may be requested to submit a Certificated Hourly Employment Report form each month. Adjunct faculty may elect membership in the State Teachers' Retirement System (STIRS) providing they are not already a member. Please see the Payroll Officer, in the Employee Services Office, Administration 110, (209) 954-5029.
- 3. Placement on Salary Schedule:** Placement on the Salary Schedule will vary depending on your degree and units. Refer to the Master Contract between the District and the California Teacher Association (CTA), or the Human Resources Office for a current Faculty Salary Schedule, (209) 954-5056.
- 4. Absences:** If you are going to be absent, notify your Division Office. Depending on the class, you may recommend canceling or hiring a substitute. Ordinarily, you must be absent for more than one week in order to employ a substitute.

The Division Dean approves all substitutes and must verify their credentials. At no time should a professor teach a class without prior approval of the Division Dean.

If a substitute is approved, you should provide instructions for the substitute. If the absence is unexpected and occurs after normal working hours (8:00 a.m. to 5:00 p.m.), contact the Instruction Office at (209) 954-5036.

If you are not able to reach anyone, contact the Campus Police at (209) 954-5000 and request that they post a "Class Will Not Meet" notice on the classroom door containing the date, your name, and the class name and number.

Professors are not permitted to exchange classes or take the class of another professor. For example, an English professor cannot take the class for another English professor without pay, or on the basis that it will be repaid later. Both the regular professor and the substitute submit a Certificated Hourly Employment Report.

- a. **Sick Leave:** Adjunct professors earn sick leave at the end of each term that they teach. The balance of sick leave appears on the payroll warrant stub.
- b. **Bereavement Leave:** Adjunct professors are entitled to paid absence of three (3) days and (five (5) days if out-of-state travel is required) for the death of any member of the immediate family, i.e., mother, mother-in-law, father, father-in-law, husband, wife, son, daughter, brother, sister or grandchild of the employee or any relative living in the immediate household of the employee.

The professor must show on the absence form that the situation warrants the days requested. For example, if the funeral was to be held locally, and it was to be on a Friday, Saturday, or Sunday, an explanation of the need for absence on Monday through Wednesday would be required.

- c. **Personal Necessity Leave:** A faculty member may elect to use not more than six (6) days of accumulated sick leave benefits in a school year for personal necessity for the following reasons ([Policy 3550](#)):
 1. Death of a member of the faculty member's immediate family.
 2. Accident involving the faculty member's person or property.
 3. Appearance in court or mandatory legal proceeding.
 4. Serious or critical illness of a member of the immediate family.
 5. Death of a member of the family not considered immediate family.
 6. When events of compelling personal importance occur which require the immediate attention of the faculty member during assigned hours:
 - a. To males when wife gives birth to a baby.
 - b. To take any advanced educational degree examination.
 - c. To get married.

- d. To attend marriage of son or daughter.
 - e. To attend the high school or college graduation for spouse, son or daughter.
 - f. To appear before a governmental agency when compelled to do so by the agency for purposes directly related to the faculty member. This provision shall not be construed to authorize leave for purposes of providing services to such an agency, whether for compensation or otherwise, nor shall this provision be deemed to authorize leave for the purpose of seeking membership in or employment with such governmental agency.
 - g. Two days per year of the existing allowed days for compelling personal importance may be used for personal necessity as determined by the employee.
7. In a situation which makes it impossible for a faculty member to get to the work location due to a natural disaster.

Prior permission is not required for leaves taken under (1) or (2) above. Whenever possible, advanced notification should be given to your Division Dean. A Certificated Hourly Employment Report must be submitted whenever you are absent.

5. **Jury Duty:** A faculty member shall be entitled to as many hours of paid leave as are necessary for jury duty, if they are absent from employment due to jury duty providing that they are scheduled to teach classes the day or days they are serving on jury duty. This leave will not be deducted from any accumulated leave. Pay received for jury duty must be submitted to the District's Vault Services.
6. **Sexual Harassment:** It is the policy of the District to provide an educational and employment environment and workplace free from sexual harassment. The District expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, staff, other students or members of the general public. Sexual harassment is in violation of state and federal statutes and will not be tolerated. Where evidence of harassment is found, appropriate personnel or student disciplinary action shall be taken, which may include a letter of warning/reprimand, suspension (of a faculty, non-faculty, employee or student), expulsion (of a student), or termination of employment, in accordance with the California Education Code ([BP 3430](#)).
7. **Unemployment Benefits:** Under certain conditions, professors may be eligible for unemployment benefits. Contact EDD via the web at <http://www.edd.cahwnet.gov/Unemployment/Eligibility.htm>.

8. **Health Insurance:** Adjunct professors may elect to participate in the current health benefit package at their own expense. (See Appendix B: Benefits for Associate adjunct professors for details.)
9. **Retirement:** Contact the Payroll and Benefit Specialists in Employee Services, (209) 954-5016 for details.
10. **Union Dues:** As a condition of employment, Adjunct professors are required to pay dues or an agency fee to CTA. Contact CTA, (209) 954-5561 for membership specific information.
11. **Accident Reports:** To report student (or campus visitor) injuries, fill out a Student Accident Report. To report employee injuries, fill out a Supervisor's Report of Accident. Forms are available from the Employee Services Office or from the Division Office. All reports must be submitted to the Employee Services Office within 24 hours of the accident.

C. Services

1. **Child Development Center - (209) 954-5700, Pacific Avenue Entrance, Stockton Campus:** The Child Development Center (CDC) provides child care services for the eligible children of Delta students, staff and faculty of District. The CDC provides services to children six (6) weeks through five (5) years of age, and follows the District's academic calendar. Hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday during the fall and spring semesters. Summer intersession days and hours may vary.

The CDC is licensed by the state to serve 192 children, and is funded by the State Department of Education. The center provides an environment which encourages the positive growth and development of each child, parent, student and staff member associated with the center. Activities are designed to meet the social, emotional, physical and developmental needs of each participating child. The CDC also serves as a lab school for Delta students.

Applications for eligible families are taken and enrollment begins for the school year each fall. A waiting list is maintained for the school year. Summer intersession has a separate enrollment period. The dates for application periods and other information about the center are posted on the CDC web site, <http://www.deltacollege.edu/dept/childdevctr/index.html>.

- 2. Disability Support Programs and Services (DSPS) - (209) 954-5151, ext. 6272 (Voice/TDD), DeRizzo Student Services Building, 2nd floor, Counseling Office, M-Th, 8 a.m. - 5 p.m. Friday 8 a.m. - 12 p.m.:** DSPS is a resource for professors who provide instruction to students with disabilities. To encourage students to meet with you regarding authorized accommodations, **please consider including the following statement in the class syllabus:**

"If you need academic accommodations because of a disability, if you have emergency medical information to share, or if you need special assistance in the event the building must be evacuated, please make an appointment to discuss your needs or e-mail me at..."

DSPS offers an array of support services and assistive devices for students requiring special accommodation(s), including accommodated testing. DSPS works to serve students with disabilities and to serve, the faculty, in teaching these students. It is anticipated that over 1,300 students with a wide range of disabilities will enroll in classes this semester. Some of these students will need special support services; most students do fine on their own. The majority of students served through DSPS have "hidden" disabilities and are not easily identified in the classroom.

If a professor has a student in his/her class who has an obvious disability and additional information or consultation regarding accommodations for the student is desired, or if you have other questions, please contact our office. While DSPS encourages students to talk with the professor, identification or self-disclosure remains the student's right. <http://www.deltacollege.edu/dept/dsps/index.html>.



Disability Support Programs and Services (DSPS) “At-A-Glance”

<p>Emergency Procedures - Approximately 150 students with <i>significant</i> physical limitations may require assistance during emergency evacuations. These students have been advised by DSPS to make their professor(s), aware of any special evacuation needs that they may have. If you are in doubt about how to assist a certain student, ask him/her directly. If you need assistance, please call DSPS, (209) 954-5151, ext. 6272 and/or Mobility/Health Services, (209) 954-5878. NOTE: In most emergencies, students using wheelchairs do not need to be moved to ground level, but rather to the safest point on the same level, e.g., exterior walkway/balcony.</p>	<p>Parking for Students with Disabilities - Students who require handicapped parking must have disabled person plates or placards issued by the California Department of Motor Vehicles (DMV). Only vehicles with state issued “DP” plates or placards are allowed to use handicapped parking, metered parking, or visitor parking slots. All other vehicles will be cited. City ordinance requires a fine for such violations. A campus map with the location and number of handicapped parking spaces is available in the DSPS office.</p>
<p>Special testing arrangements are to be made by the student with the professor and the DSPS, in advance of the testing date; <u>the student is advised to give at least a two week notice</u> to the professor if he/she is planning to use accommodated testing. If a student needs this service, test information sheets will be provided to the professor (by the student) from the DSPS office outlining procedures and allowing the professor to provide special instructions. The test packet may be delivered to DSPS by e-mail or hand carry. It should arrive in advance of the test date/time, and will be locked until the student arrives and a proctor is assigned to administer the test.</p>	<p>Testing Assistance - Students with orthopedic, visual, and/or other “hidden” disabilities may not be able to take tests in the conventional way, particularly timed exams. When students have special testing needs, DSPS staff are available to assist in developing and overseeing individual testing procedures which are tailored to the students’ needs. Confidentiality, security and proctor integrity are our highest priority. Students are encouraged to deal directly with the professor about their accommodation needs at the beginning of the semester. <u>It is recommended that professors include in their syllabus an invitation to students with academic accommodation needs to see them in their office during the first two weeks of the semester to discuss the accommodation(s) needs</u></p>
<p>Notetaker Services - Students with visual, hearing learning disabilities, and/or orthopedic limitations which effect writing speed/ability may need the services of a notetaker* in the classroom. You may be asked to assist in this process by making an announcement regarding the need for someone to take notes for a student in the class, or by identifying a student in the class you know to be a good notetaker. Occasionally, the level of services required is such that a paid aide will be assigned to accompany the student to class.</p> <p>*The stipend notetaker system allows students already enrolled in the class to act as a notetaker for another student.</p>	<p>Interpreter Services - Students who are deaf/hard of hearing (D/HH) are assigned a notetaker and ASL interpreter(s) or a Communication Access Realtime Transliteration (CART) provider. In most cases, students needing these services are assigned support during the first week of school. Reminder: When speaking with a deaf student in class, please address and deal with the student directly, not with the interpreter, and/or notetaker, or CART provider.</p>

<p><u>Alternate Format Services</u> - Students with visual impairments, learning disabilities and fine motor and/or orthopedic disabilities may require alternate format to access their textbooks, syllabi, class information sheets and other class related materials. Alternate format includes Braille, electronic versions of the text for use with screen reading software, large print, and/or tactile graphics. Each of these is time consuming to produce and students are asked to bring their materials to DSPS as soon as possible so they do not fall behind in class work. <u>Professors can assist students by having all printed materials available in e-text format to send to DSPS upon request.</u></p>	<p><u>Adaptive Equipment</u> - Frequently students require use of special equipment in class and/or to take tests or complete an assignment. DSPS loans various assistive devices to students, including such things as: tape recorders, talking calculators, magnification devices, wheelchairs, book carriers and other devices intended to make course material more accessible. Adaptive computers and other technical equipment are available for students who have been trained to use the equipment in the Goleman Library and the Cunningham Main Computer Lab, Cunningham 220.</p>
<p><u>Learning Disabilities</u> - The Learning Disabilities program assists students who have average or above average ability, and specific learning needs. Students can be referred for evaluation and/or assessment to the L.D. Coordinator or call extension (209) 954-6105.</p>	<p><u>DSPS Computer Support Lab</u>, (209) 954-5151, ext. 6113, DeRicco Student Services Building, M-Th, 8 a.m. - 5:00 p.m. Fri. 8a.m. - 12 p.m.</p>
<p><u>Faculty Liaison</u> - One of the most important functions for DSPS staff is to be available to professors to work through the special problems that might confront them in making classroom and/or lab presentation(s) more accessible to a student who requires academic accommodation. We have placed educational videos in the Faculty Resource Center for your convenience. These videos address instructional issues for teaching specific subject matter to students with various learning styles and accommodation needs.</p>	<p><u>Mobility/Health Services</u> - Delta College maintains a mobility/health unit to provide assistance in getting around campus for students with physical limitations and also to provide minimal first aid. The office is located in Danner 101, (209) 954-5078, Danner 101, M-Th, 7:30 a.m. - 3 p.m., F, 7:30 a.m. – 12:00 p.m. Campus elevators are unlocked.</p>

- 3. Faculty Clerical Services, (209) 954-5832, Holt 121C:** A typing service is available for faculty use during the following hours: 7:30 a.m. to 6:30 p.m., Monday through Thursday and 7:30 a.m. to 4:30 p.m., Friday. Summer hours are Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday 7:30 a.m. to 11:30 a.m. A request form must be completed for services. Please allow a minimum turn-around time of ten (10) business days. In especially busy times turn-around time may exceed ten (10) business days. For additional information please contact or e-mail facultyclericalservices@deltacollege.edu.

4. **Facilities Planning and Management** Danner Basement, (209) 954-5063:

<p>Keys, Omni Codes: Keys and codes for assigned classrooms can be picked up in the Facilities Office, Danner Basement, B6. During the first three days of each semester, the office is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and Friday, 7:30 a.m. to 5:00 p.m. After the first three days, arrangements can be made to have keys available to be picked up in the Instruction Office, Administration 201, after 4:30 p.m. and before 7:00 p.m. Monday through Thursday. The Division Dean must authorize additional keys to closets, storage areas, division offices, etc.</p> <ul style="list-style-type: none"> • Keys for the next semester will be available at the start of finals week • District keys are not to be loaned or given to anyone else. • Keys, other than those needed for assigned classrooms, must be authorized by the Division Dean. 	<p>Keys: For general information concerning keys for weekend, South Campus, and Manteca Center classes, make arrangements to visit your classroom well in advance of your first meeting. Check to see if the key works and check if you will need extra keys for cabinets which store equipment, exterior entry doors or restrooms. Keys to the Manteca Center can be obtained from the Facilities Office. Division Dean approval is required to obtain keys other than assigned classroom keys. Please remember to lock anything you unlock. If you are teaching at a local high school, the high school staff will unlock and relock your classroom. Keys for the South at Mt. House Campus can be obtained at the campus.</p>
<p>Lost/Stolen Keys: Are to be reported to Facilities Office, (209) 954-5876) and your Division Dean immediately. If you lose your key(s) the Maintenance Supervisor will follow up with the appropriate action. If you lose or forget your key after 5:00 p.m., contact Campus Police who will obtain authorization to let you into your classroom.</p>	

5. **Professional Development Center (PDC), (209) 954-5866, Holt 121, 9:00 a.m. - 6:00 p.m. Monday-Thursday and 9:00 a.m. – 5:00 p.m. Friday,**
<http://www.deltacollege.edu/dept/facdev/index.html>:

The PDC provides a convenient location for individual computer technical support and training for faculty as they develop instructional materials, workshops for college groups dealing with topical matters such as subject development, learning outcomes, information literacy, curriculum development, personal development, web-assisted/enhanced and computer-assisted course/instructional development, online course management systems, classroom behavior, retention and persistence, admissions and records functions, electronic forms, and strategic planning and budget proposal development.

The PDC features a computer lab, two training rooms, portable presentation systems, laptop computers for loan and use in the center, a variety of computer equipment, programs, software(Excel, Microsoft Office, *Zimbra* e-mail and

calendar, etc.), access to many campus-wide servers designed to meet a variety of needs, desktop publishing, multimedia production, and more are available. The PDC is exclusively available to District employees.

Training: Software and system training tapes are available in the Goleman Library for Macintosh and Windows computers. Training is offered in the PDC and announced campus-wide e-mail.

6. **Publication Center:** (209) 954-5127 or e-mail printshop@deltacollege.edu, Budd 102, 7:00 a.m. to 5:00 p.m., Monday through Friday, during fall and spring semesters; 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday during the summer session.

<ul style="list-style-type: none"> • Digital Print Center registration is required for all services along with the appropriate duplication account number. Copy requests are normally completed within 24 hours. All work is completed in the order received. The workload may dictate a delay in the 24 hour turn-around time during certain semester periods. 	<ul style="list-style-type: none"> • Two-sided copying is mandate to help the District to Reduce, Recycle, Redirect in accordance with president’s sustainability program.
<ul style="list-style-type: none"> • Copyright laws are strictly observed. Any materials that appear to be taken out of a book, magazine, or other works that may be copyrighted material will be reviewed. 	<ul style="list-style-type: none"> • The Publication Center is responsible for the maintenance/replacement/repair of all District-owned printing, copying, and faxing equipment.

Some of the many services offered in the Publication Center include: Copying (Digital Duplicating), Digital Color Printing, Digital Color Printing, Collating, Stapling, Folding, Binding, Hole Punch, Transparencies, Laminating, DVD/ CD burning w/printed labels. Please visit www.deltacollege.edu/dept/publicationcenter for a full list of services.

7. **Faculty and Staff Lounge:** The lounge, located in Danner Hall, near the Bookstore, next to the Mustang Room is open to all faculty and staff and is a good place to have a meal with friends or just spend some quiet time away from students.
8. **Food Service:** The cafeteria, located in Danner Hall, is open Monday - Friday, 7:00 a.m. to 2:00 p.m. Java Jitters Coffee House, located in Locke Center and is open Monday - Friday, 7:00 a.m. to 1:00 p.m. There are also vending machines available in Danner Hall and the lounges, Monday through Thursday, 6:45 a.m. to 10:00 p.m. and Friday, 6:45 a.m. to 2:00 p.m., <http://www.deltacollege.edu/dept/foodservice/index.html>

9. **The Student Chef Restaurant:** The student operated restaurant is located in Danner Hall and open to the public. Students are responsible for planning, costing and preparing all items served in the restaurant. Visit the restaurant online for menus and operating hours,
http://www.deltacollege.edu/dept/foodservice/student_chef/menu.html

10. **Lost and Found:** Lost and Found property is held at the Campus Police Department, (209) 954-5000, North Burke Bradley Road across from the Shima 1 parking lot. Property will be released to owners between 8:00 a.m. and 11:00 p.m., Monday through Friday only. The Department is open 24 hours per day.

If items are left in your classroom, they may be dropped off at the Mail Room, located in the Administration Building, Room 108 between 7:30 a.m. and 5:00 p.m. or taken directly to the Campus Police. Lost and found property will be held for 90 days or until claimed. Afterward, the property will be destroyed or donated.

11. **Mail Services - Mail Room, (209) 954-5017, Administration 108, M-F, 7:30 a.m. to 5:00 p.m.:** The Mail Room personnel are responsible for the distribution of campus mail and the handling and preparation of the U.S. Mail. Bulk, presort, overnight, certified, registered and insured letters/packages are handled through this department. These services are for employees only. Each piece of outgoing mail must have the proper postage affixed or the division postage account number clearly written on the envelope. The division postage account number can be obtained from your Division Office. Employees may purchase stamps for personal use from the Mail Room. There is a mail slot for campus and outgoing mail near the faculty mailboxes located outside the Administration Building. If you have further questions regarding mail services, please call Director of Purchasing or Purchasing Supervisor, (209) 954-5065.

Mailboxes: Check with your Division Dean regarding mailboxes. As a general rule, professors teaching classes on campus will be given a campus mailbox located outside the Administration Building. However, the number of boxes available is limited. Some divisions only have mailboxes located in the Division Office. Mail for professors teaching off-campus is mailed to their residence. Campus mail service is also available at the South Campus.

12. **Parking and Parking Permit:** All District employees receive free parking. Parking permits will be issued by the Division Offices. Parking permits are required 24 hours per day and must be displayed on the vehicle when parked on District property, Monday through Thursday, and on Friday until 6:00 p.m. No permit is necessary on Friday after 6:00 p.m. or on Saturdays, Sundays or Board-approved holidays.



13. **Safety and Escorts:** Employee and student escort services are available to and from your vehicle by calling Campus Police at (209) 954-5000 or by using one of the emergency “blue phone” located throughout campus. This service is available 24 hours per day; please do not hesitate to use.

14. **Course Fee Waivers:** All faculty and their qualified dependents may take courses free of fees. You can pick up the Employee/Dependent Enrollment Fee Waiver at the Human Resources Office, Administration 202. The form is also available online, Faculty & Staff Resources, About Delta, Campus Services, Human Resources Forms: <https://docushare.deltacollege.edu/dsweb/Get/Document-49348/Fee%20Waiver%20Form%202011.pdf>.

II. Getting Ready for Class

- A. **Student Attendance and Grading Report:** Each year the Admissions and Records Office publishes the “*Manual for Student Attendance and Grade Reporting.*” It is important that each professor read and understand all the information in the manual which is available online, Faculty and Staff Resources, Faculty Resources, <http://www.deltacollege.edu/dept/ar/attendancemanual/index.html>.

The manual contains important information about the purpose of each roster and specific instructions on how to complete them. Methods of handling attendance problems are outlined, and District policies and procedures regarding attendance records, absence from class, withdrawal from graded classes, how to add and drop students from class(es), scholastic standards, and final examinations are also included. Facts on how to give an "incomplete" or change an awarded grade are also covered in the manual. The policies and procedures by which the District operates may change, so be sure to review the manual prior to the beginning of each semester.

B. Course Facts

1. **Online Payments:** Students may pay fees by logging into Online Registration. Fees are due at the time of registration. Students are automatically dropped if fees are not paid within 10 business days of registering.
2. **Credit Course Outline:** The Credit Course Outline is the officially approved document that details the prerequisites, catalog description, course content, learning objectives, and method of evaluation for each course in the College curriculum. The Credit Course Outline is formally approved by the Board of Trustees and is on file in the Instruction Office. The Credit Course Outline delineates what skills and knowledge students are expected to acquire as a result of taking the course. Professors should request a copy of the Credit Course Outline from their Division Office for each course they teach.
3. **Class Information Sheet:** **The Class Information Sheet is your agreement with** students detailing what will be taught, the materials needed, the student's obligations, your method of evaluation, etc. Class Information Sheets should be given to each student during the first class meeting. Two copies or an electronic file of the Course Information Sheet must be submitted to your Division Dean. District policies/procedures outline the requirement and format for the Class Information Sheet ([See BP/AP 4020 Curriculum Development \(Credit, Noncredit, and Not-for-Credit\)](#)). The Method of Evaluation section is critical and should be clearly written so students will know exactly how their class grade will be determined. It is recommended that a review of the entire Class Information Sheet, including the Method of Evaluation section, take place on the first day of class. Be sure your grading policy is one you and the students will be able to accept. Keep in mind that if you make a statement such as "no exceptions," you must enforce this for all students.

4. Students must be excused from class for "authorized" absences such as field trips and jury duty. You must accommodate authorized absences with a make-up or some procedure that does not disadvantage the student.

You may want to add the following statements to your course information sheet:

- 1) "The professor reserves the right to make any necessary adjustments in the operation of the course that in his/her professional judgment are warranted to better meet the needs of the students."
 - 2) "Any form of cheating or copying on exams or assignments will result in a 'zero' for the exam or assignment, and the student's name will be given to the Vice President of Student Services for violation of the Student Standards of Conduct, [Board Policy/Administrative Procedures 5500 \(BP/AP 5500\)](#)."
5. **Class Schedule:** In addition to the course information sheet, professors may want to provide students with a schedule of classroom activities. It is also helpful to list important dates on the schedule of classroom activities, e.g., last date to withdraw from class without a "W," last date to withdraw from class with a "W." These dates, along with other important dates, are found in the Schedule of Classes in print or online, Faculty & Staff Resources, Shared Resources, <http://www.deltacollege.edu/dept/ar/registration/classsched.html>. For the dates specific to your class, log into System 2000 Lite.
 6. **Grading Guidelines:** For specific information regarding grading, refer to Scholastic Standards, [BP/AP 4220](#), or to the "[Manual for Student Attendance and Grade Reporting](#)." See also [4faculty.org](#) for examples of grading systems and policies.
 - 7 **Final Examination:** Finals for full semester courses take place over the last six days of the semester. Finals for short-term classes and summer session take place on the last class meeting. Early or late finals for students are discouraged; however, [AP 6231](#) details possible exception. The Final Exam Schedule is available online, Faculty & Staff Resources, Shared Resources, Schedule of Classes <http://www.deltacollege.edu/dept/ar/registration/classsched.html>. Click on the semester tab, click the Final Exam Schedule link. If your class meets for multiple times on a given day, you may be able to select from several options. Lab courses allow the professor to choose from multiple options. Grades must be turned in as soon as possible after the final exam, but not later than the established deadline. There are three "**dead days**" before finals "...no evaluations, quizzes, or examinations may be given in full-term classes during the three college calendar days prior to the first day of finals." Exemptions must be approved at the beginning of the semester through the Division Dean. Further, "no evaluations, quizzes, or examinations, except the final examination, may be given in full-term classes during the days scheduled for final examinations" ([See BP/AP 4200](#)).

7. **Attendance/Tardy:** Refer to Attendance Records, [Policy 5130 and Absence From Class, Policy 5150](#) found in the “*Manual for Student Attendance and Grade Reporting*” and in the District’s Policies and Procedures Collection.
8. **Drop Policy:** Any student who fails to attend any class session during the first three sessions of the class at the beginning of a term may be dropped from that class using the drop roster unless the student has advised and obtained an absence approval from the faculty member ([BP 5150](#)).

It is mandatory that a faculty member drop a student from a class when the student's absences, prior to the end of the fourth (4th) week of the semester, exceed two (2) weeks of class time (i.e., two (2) x the number of times the class meets per week throughout the semester). You will use the Drop Roster to drop these students.

After the fourth (4th) week, the faculty member may dismiss a student from class when at any time during the semester the student's absences for any reason reaches three times the number of times the class meets prior to the last day of the semester. There are two ways to drop students after census:

- 1) Access the electronic "Drop Roster System" prior to the final drop date.
- 2) E-mail the student's name, Delta ID number, course code and date of drop to the Registrar, ksea@deltacollege.edu.

No drops will be allowed from a credit class after the last day of the fourteenth (14th) week of the semester; a grade must be issued ([See Policy 5150](#)).

Entries made on the student's permanent record reflecting the professor drop will be made in compliance with [AP 5075](#).

9. **Students' Rights Under the Family Educational Rights and Privacy Act (FERPA):** Students have the right to refuse to consent to disclosures of personally identifiable information from their educational records. This information includes their name, and names of their parents/family members, addresses, social security numbers/student number, and other personal characteristics that might identify them. The educational records include such things as your grade record book. Test/assignment scores must not be posted by name, social security number or partial social security number, or Delta ID number in any manner which allows identification of the student by another party. Under no circumstances should student information, grades or progress in class be disclosed to any individual without a signed Release of Information. Students under the age of 18 are entitled to the same confidentiality restrictions as adult students. Any concerns about requests for release of information should be discussed with your Division Dean or the Assistant Superintendent/Vice President of Instructional Services.

10. **Electronic Forms - Forms:** The electronic Roster System is available to faculty at the following web site – Faculty & Staff Resources, Roster System - http://www.deltacollege.edu/roster_system.html. Rosters are available in electronic format only. Instructions for use of electronic rosters and due dates are provided via the internet on the Roster System page (also see Appendix C, Instructions for Use of Electronic Rosters). Assistance with the electronic forms is available from the staff in Admissions and Records or the Professional Development Center (PDC).

The following electronic resources are included, many of which require the user to log in. Professors having difficulty accessing their rosters should first check with their Division to ensure that a "log-in" has been created for them. If further assistance is needed contact the Computer Hotline e-mail to explain the problem and request assistance.

- [Academic Alert](#)
- [Calling Out System](#)
- [Census Roster](#)
- [Drop Roster](#)
- [Email Class System](#)
- [Grade Roster](#)
- [Positive Attendance Roster](#)
- [Roster Submission Certification](#)
- [Roster Spreadsheet Templates](#)
- [S2000 lite](#)
- [Wait List Rosters](#)

You may need to pick up paper forms which pertain to your particular class, such as AV requests, Lab Card applications and Lab Student Handbooks. Your Division Office can assist you in obtaining these forms. .

11. **Attendance Rosters & Wait Lists:** It is the professor's responsibility to print out class rosters from System 2000 Lite and wait lists prior to the beginning of class. After the initial roll is taken and the students from the wait list are identified, the professor should access the Drop Roster to drop "no show" students, and then add the Wait List students to the class who were present and for whom space is available. Four final dates to drop are indicated on the Drop Roster:

with no fees	before census	no fees and no "W"	with a "W"
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There are two options for dropping students: 1) No show = student NEVER or 2) Excess absenteeism=student attended, but is no longer attending and meets criteria to be dropped.

[Wait List Adds - Late Registrations and Adjustment Period](#)

Instructor Add Memorandum
 Completion and Submission of Instructor Add Memo
 Procedures for Processing Forms

Warning: DO NOT allow students who are not officially enrolled in your class to continue to attend. All students must be successfully added to class no later than the last business day before the census date. Students who are not officially enrolled in class, may not continue attendance. Please exit them from your classroom after allowing a very minimum time to clear an edit and re-add.

WAIT LIST QUESTIONS?

<p>What happens if I have more students who want to add than I have room in class? Professors have different ways of determining what students are allowed to add the class. Some do a lottery, and some do a first-come, first-serve method. Some are able to move to a larger classroom by working with their Division Dean.</p> <p>Whatever your method, simply record the names of the students you have elected to add to class. Then when that student’s name appears on your Wait List Roster, click ADD and the student is enrolled. Simply DROP any students who appear on the Wait List Roster that you have not approved for add.</p>	<p>How does a student know that my class is still open to register? Your class information shows on the Schedule of Classes that is posted for online registration. If it is full, it will show the Wait List add option. If both are full, the class will no longer appear on the open class list. If not, then no notation appears, and students will know that it is still available for potential add-in registration. Once you CLOSE your class, it will disappear from the open class list.</p>
<p>How long is my Wait List Roster open? Wait List Rosters are open until the last business day before census when it will close automatically, OR you can also CLOSE your Wait List Roster when you class fills by clicking the CLOSE button. All students must be added or dropped before the CLOSE button appears.</p>	<p>Can I still use Instructor Add Memorandum forms? Yes. It is up to you whether you want to use the Wait List paperless registration process, or use an Instructor Add Memorandum form to add students, or a combination of wait list and Instructor Add Memorandum forms.</p>
<p>What is the advantage of the Wait List registration process? 1) Students are added immediately when you click the ADD button; 2) Students who do not meet the course prerequisites, have time conflicts, holds, or do not have an active application on file cannot add to your wait list. That means that you won’t have any “edits” to deal with as when an Instructor Add Memorandum gets rejected. You simply tell the students, “If you get on my wait list, I can register you in the class. If not, you’ll have to find another class.”</p>	<p>What if a student says he or she is having a problem getting on the Wait List Roster? Be sure to remind students that assistance is provided by the registration operators for students having problems with registration. In some cases, students will not be allowed to register for your class, (e.g. do not meet prerequisites, have holds, etc.). But, if the student qualifies for the class and is having a problem, the registration operator can help. The registration operator number is 476-7901.</p>
<p>What if I get an “edit” when I click the ADD button? Some students will incur holds after they have been allowed to get on your wait list. This occurs because of early registration, non-payment of fees, or other administrative holds. If you get an “edit,” please do the following: 1) Print the edit; 2) Provide the edit to the student; 3) Drop the student from your wait list; 4) When the “edit” is cleared, the student may get back on your wait list by contacting the registration operator, or you can submit an Instructor Add Memorandum.</p>	
<p>PROBLEMS WITH WAIT LIST:</p>	
<ul style="list-style-type: none"> • Toni Sotelo, 954-5151, ext. 6187, tsotelo@deltacollege.edu; • Karen Sea, 954-5151, ext. 6127, ksea@deltacollege.edu; 	<ul style="list-style-type: none"> • Catherine Mooney, 954-5151, ext. 6128, cmooney@deltacollege.edu. • Tina Mani, 954-5151, ext. 6181, tmani@deltacollege.edu.

- C. Library:** The following services are available in Goleman Library between 7:30 a.m. and 8:00 p.m., Monday through Thursday, and 7:30 a.m. to 3:30 p.m., Friday. You may also visit the website <http://library.deltacollege.edu>.

<p><u>Bibliographic Instruction:</u> Arrangements can be made with the Coordinator of Bibliographic Instruction/Information Literacy for library tours, or hands-on library workshops that are tailored to your students' research and information needs.</p>	<p><u>Reference and Interlibrary Loan:</u> If materials are not available in the library, they may be requested through Interlibrary Loan at the Reference Desk, Monday through Thursday, 7:30 a.m. to 8:00 p.m., and Friday, 7:30 a.m. to 3:30 p.m. Please phone (209) 954-5145 if you need help to identify materials to use in your classroom.</p>
<p><u>Reserve Materials:</u> Material may be placed on Reserve for Library Use Only. Reserve is also available for overnight, two-day, and one week reserve periods. You may provide personal copies of materials or request library items to be placed on Reserve. Complete the "Professor's Request to Place Material on Reserve" form located at the library Circulation Desk. For the web version of "Reserve Book Room Intake Form," visit the library web page http://library.deltacollege.edu/faculty_resources/reserve_room_intake.html.</p>	<p><u>Videotapes:</u> A large collection of videotapes is available for use in your classroom. Requests for equipment in the classroom may be made in the Audio Visual Shop, Holt 138. Tapes may also be viewed by students in the library.</p>
<p><u>Listening/Viewing Stations:</u> Units are available for student use for listening to audio tapes or for viewing videotapes in the library.</p>	<p><u>Online Databases:</u> A wide variety of online databases are available for use. http://library.deltacollege.edu/electronic.html</p>

- D. Information Services:** The following services are available through Information Services:

- 1. Audio Visual Services:** The Audio Visual (AV) Department is located in Forum 110, (209) 954-5130, and is responsible for the services listed below. The department is open 7:30 a.m. to 8:00 p.m., Monday through Thursday and from 7:30 a.m. to 6:00 p.m., Friday:

<p><u>Equipment Requests/Delivery:</u> Faculty may request AV equipment on a first come, first served basis. At least 24 hours advance notice is required for on campus delivery. Prior approval from the Department/Division and Information Services chairs are required for any delivery of AV equipment off campus. This must be arranged with AV at least two weeks in advance of the event,</p>	<p><u>Equipment Repair:</u> To report a problem with AV equipment while in the classroom, use the speed dial button on class phone to report the problem. It is suggested that you call immediately. Someone may be able to assist you over the phone or send AV personnel to the classroom to resolve the To report a problem outside the classroom, phone (209) 954-5130.</p>
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2. **Academic Computing Lab(s), (Central Lab Facility), (209) 954-5350, Cunningham 220, Lab hours vary each semester (call for current schedule):** The Academic Computing Labs are designed to meet the computer-based instructional needs of the campus community. The labs are staff supported and the campus academic network is maintained by Information Services Computer Support Technicians. Listed below are services that are provided through the Academic Computing Lab(s). For questions and/or to classroom receive support, please contact the Computer Services Hotline at (209) 954-5304 or hotline@deltacollege.edu, <http://www.deltacollege.edu/dept/acl/>.

Please contact your Division Dean for questions related to specific labs that may be available in your area.

<p>Hardware and Software Support: All hardware and software purchases and installations are done by Information Services staff. A Hardware or Software Feasibility Analysis must be completed prior to the purchase and/or installation of any hardware or software desired for the support of a course. All hardware and software utilized in the computer labs must be compatible with the network and the specific lab environment, and licensed to the District for instructional use. All professors and students are expected to abide by all federal and state laws governing the copyright specifications of software, Board Policy as it relates to hardware, software and computer use, and established procedures in the labs related to the use of hardware and software on District properties. For further information call the Academic Computing Lab.</p>	<p>Loan-a-Laptop: The primary goal of this program is to provide computers for a short-term loan period, and enable regular contract and adjunct faculty to check out a Macintosh or Windows computer and accompanying software for the period of 14 days. It is important to honor the terms of the contract. The program operates on a "first-come, first-served" basis. In order to initiate a request for a laptop, an individual may call the Academic Computing Lab.</p>	<p>The Faculty Computing Center, Cunningham 223) provides computers and a printer for faculty use. An Omni key code is needed for access after hours (See C. 4, Services, Keys).</p>
	<p>Web Page San Joaquin Delta College: The District's Home Page is located at www.deltacollege.edu, and contains important and useful information regarding the District. Many departments and programs have developed sites containing information about services provided. You may want to develop a personal page that can be added to the Faculty and Staff Personal Pages. Use of the District's web templates is required. Training on the templates is provided through the Professional Development Center.</p>	<p>Test Scoring Service: Equipment is available in the Faculty Computing Center (Cunn 223) for professors' use. Please contact Sean Daly at extension 954-5303 for questions or instructions, if needed.</p>
		<p>The High Tech Center (Cunningham 220A) is available for disabled student services.</p>
		<p>E-Mail Access: For the E-mail Access instructions and guidelines, please see Appendix B, and Policy 3740.</p>
		<p>Academic Computing Lab Access for students currently enrolled in an active Delta College class, with assignments requiring the use of computers, are welcome to use the lab. Students must provide their student ID number at the check-in station. NO EXCEPTIONS!</p>

- E. Class Times/Breaks:** A "contact hour" is defined as fifty-two (52) clock minutes of classroom instruction (Refer to Article XVII, Workload, in the San Joaquin Delta College Teachers' Association Master Contract). If a class is scheduled to start at 9:00 a.m., it should end at 9:52 a.m. Students in classes scheduled for more than two hours must be given a break. For example, students enrolled in a class that meets from 6:30 p.m. to 9:30 p.m. must be given one break during the class. If the class is dismissed at 9:22 p.m., the students are entitled to a 16 minute break. The professor may choose to give a six (6) minute break and dismiss the class at 9:12 p.m. The break needs to be long enough to allow time for students to use the restroom.
- F. Regional/Off-Campus and Weekend Instruction:** Off-campus and weekend teaching assignments need a certain amount of extra planning. Obtain information regarding your assignment from your Division Dean prior to your first class session. After the first class meeting, call the Division Office the next working day, and report the enrollment for the first class meeting.

Emergencies: Call the Campus Police at (209) 954-5000. On weekends, you should contact Campus Police at (209) 954-5000 for problems with heating, air conditioning or emergency situations which may occur. (NOTE: For off-campus classes, be sure to contact appropriate off-campus personnel and acquire emergency phone numbers. When in doubt, dial 911).

1. **Forms:** See I. B. 8, Forms and II. A. 10, Electronic Forms - Rosters are available via the internet.
 2. **Regional Education Faculty Handbook:** This handbook contains useful information specific to facilitating off-campus classes. The handbook is available online at <https://docushare.deltacollege.edu/dsweb/Get/Document-94798/Regional%20Ed%20Faculty%20Handbook2010.pdf>
 3. **Division Office Information:** You may want to make arrangements for a demonstration or tour of your classroom, especially if specialized equipment is needed or used in the classroom.
 4. **Timecard:** See III. A, Your Class Gets Canceled.
 5. **Textbook Forms:** See I. A. 2, Textbook Information.
 6. **Supplies:** See I. A. 9, Supplies & Equipment.
- G. Online Classes:** The District offers a number of courses via the Internet. Students may take courses from any location where there is Internet access. If you are interested in teaching online, please contact your Division Dean.

III. What Happens If?

- A. Your Class Gets Canceled:** [Policy 6020](#) defines the minimum class size to be 20 students for single section classes, 25 for multiple section classes, or 50% of the expected enrollment for classes planned for more than 50 students. Certain exceptions to this rule are possible. If your roster indicates fewer than the required number of students, discuss possible options with your Division Dean before the first class meeting or directly after the first class meeting. Your Division Dean will usually confer with you and the Assistant Superintendent/Vice President of Instructional Services in special cases. If your class is canceled for low enrollment, you must submit a Certificated Hourly Employment Report to be paid for the hours taught prior to the class being canceled. You must not cancel a class without the prior approval of your Division Dean.
- B. You Get Bumped:** A class assigned to an adjunct faculty may need to be re-assigned to a full time professor whose class has been cancelled. This determination is made by the Division Dean. If this situation happens to you, you will need to submit a Certificated Hourly Employment Report to be paid for the hours taught prior to the re-assignment.
- C. You Have Too Many Students:** It is the policy of the District that you not exceed the capacity of the classroom, or in some cases, a predetermined enrollment number. If you suspect that one or more of the students currently enrolled will be dropping, you may allow the respective number of students to continue in the class without formally adding them. However, all students should be formally enrolled no later than the last day of the Late Enrollment and Adjustment Period. Waiting students should be advised that their enrollment is contingent upon a formal drop by another student. Students for whom you do not have room should be directed to Counseling and/or the *Schedule of Classes* for alternate classes and options. Student adds must be processed prior to the last day of late enrollment. If you need assistance, contact the Division Office Secretary, or the Office of Admissions and Records.

You may check with the Division Dean or another professor who is aware of the drop rate of the particular class to gauge how many students you allow to continue. (See II. A. Student Attendance and Grading Report).

- D. Non-enrolled Student Attends Class:** Persons not enrolled in your class cannot attend or be present in the classroom. **Students who intend to take the class must complete the steps to get on the electronic waiting list, meet class prerequisites, and have the permission of the professor to be officially enrolled.** Others who simply wish to "sit in" may not do so. This policy applies to children as well as other students. If you are confronted with this situation, explain the policy and reasons for it (insurance, other students' rights, distractions, etc.). You can direct a student with a child to the Child Development Center, which provides on campus childcare (See I.

and/or contamination will not occur; vacate the building and exit to the designated emergency evacuation assembly area; do not return to the classroom until advised by Campus Police or emergency personnel.

K. Illness and Injury:

1. **Faculty Unexpected Illness:** If you become ill and are unable to give advance notice, it is important that you contact your Division Dean and make him/her aware of your illness. If the Division Dean is not available, contact the Division Secretary. If it is after 5:00 p.m., contact the Instructional Services Office and staff will assist you, (209) 954-3036. Contact the Division Office and explain the occurrence the next working day.

Under no circumstance are you to obtain a substitute who has not been approved by the SJDC Board of Trustees, or personally arrange for a substitute. This should be handled through a request to the Division Dean.

2. **Faculty Injuries:** If you are injured while teaching or conducting teaching related business on or off campus, contact Employee Services, Administration 110, (209) 954-5035. A written report must be completed by the Division Dean within 24 hours (BP 6545).
3. **Student Illness/Injury:** If a student is sick or injured, your primary responsibility is to direct the student to the Mobility and Health Unit, Danner 109, (209) 954-5077. In case of emergency, contact Campus Police, (209) 954-5000, who will call paramedics and send a Campus Police Officer to assist. You should assist, as necessary, and then contact your Division Dean outlining the events (AP 6545).

If the Division Dean is unavailable, write as much detailed information (persons involved, object leading to the injury, etc.) outlining the circumstances of the incident and make sure he/she has it at the first opportunity. Obtain name, address and telephone number for any witnesses. A report of the accident is to be delivered to Risk Management, Administration 110, within 24 hours of the accident, (209) 954-5035.

If an object belonging to the District caused the injury or illness, if possible, remove and secure it in a safe place to prevent additional problems/injuries.

IV. Closing out the Semester - Your Responsibilities

- A. Final Examination:** A final examination is required in all courses. See "**A Manual for Student Attendance and Grade Reporting**" for details related to Board Policy on Final Exams, Dead Week, Early or Late Finals, etc., (See BP/AP 4200).
1. **Location for Examination:** Your final examination is scheduled to be administered in your regularly assigned classroom.
 2. **Time/Date of Examination:** The final examination schedule is published online. The final examination must be administered at the officially published date and time. No finals may be given before finals week. Exceptions may be granted only by the Assistant Superintendent/Vice President of Instructional Services.
- B. Returning Student Assignments:** If you wish to return students' final tests and/or assignments to them after the semester is over, you need to make one of the following arrangements:
1. Have students give you a self-addressed, stamped envelope before the end of the semester and send the materials to them.
 2. Make arrangements to meet with students to give them their materials. You should not tell students that you will leave their materials in the Division Office without prior approval of the Division Dean.
- C. Submitting Grades:** All grades must be submitted electronically and a printed Roster Submission Certification form with the professor's signature provided to Admissions and Records within 48 hours of the final exam. For details related to completing and submitting grades see "A Manual for Student Attendance and Grade Reporting," (<http://www.deltacollege.edu/dept/ar/attendancemanual/index.html>).
- D. Posting Grades:** Grades are available to students via the Student Telephone Assisted Registration system (STAR 476-7997) and the Internet immediately upon electronic submission of your grade roster. This immediate access to grades no longer necessitates the posting of student grades in classrooms. It is recommended that the practice of posting grades be discontinued. However, if you wish to post grades it must be done in a manner which protects the confidentiality of each student, and in such a manner that other individuals cannot identify the student; specifically, no portion of the student's ID number may be used. If you intend to post your students' grades, be sure to notify them exactly how and where to find your postings. Do not plan to post grades in the Division Office, and do not tell students to call the Division Office to find out their grades.
- E. Laboratory Clean-up:** If your class involves the use of a laboratory, check with your Division Dean about procedures that must be followed for cleaning the lab, accounting for equipment and breakage, and replenishing supplies.

- F. Equipment and Classroom Repairs:** If instructional equipment or the classroom needs repairs, report the situation to your Division Office as soon as possible.
- G. Returning Keys:** At the end of the semester, you must return your classroom key(s) to the Facilities Management Department, Danner Basement, Room B6.
- H. Participation in Commencement:** Participation in Commencement Exercises is required of full time faculty per Board Policy 3750 and Article XIII, Section 13.1.1 of the SJDCTA Contract (Counselors on alternative calendar are exempt as are faculty on sabbatical leave). Adjunct professors are welcome to participate in commencement and should contact the Assistance Superintendent/Vice President of Instruction's Administrative Secretary in the Instruction Office, (209) 954-5047 at least one week prior to final exam week in the spring semester. To rent appropriate commencement regalia, contact the SJDC Bookstore no later than April 10.



V. Services for Students

A. Admissions, Records, and Registration, DeRicco Student Services Building: The Admissions and Records Office coordinates the registration process and maintains student records. Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
<http://www.deltacollege.edu/dept/ar/admissions/admissions.html>

B. Career Transfer Center, DeRicco Student Services Building, 2nd Floor, Room 219, 954-5151, ext. 6338: The Career Transfer Center provides a range of services and resources on career planning along with career guidance courses focused on each phase of the career life planning process, employment, re-entry, and transferring to a four-year university. Services, resources, and activities are designed to enhance student self-knowledge, refine skills in seeking and processing information, address career concerns, formulate creative solutions, facilitate student decision-making, and implement plans to accomplish goals that integrate their personal, academic and career ambitions. Specialized career and transfer counseling services are also provided. For additional information, visit our website at ctc.deltacollege.edu. Hours: Monday – Thursday 8 a.m. – 5 p.m., Friday – 8 a.m. – 12 p.m. Visit the center online, <http://www.deltacollege.edu/dept/transferctr/careercenter.html>.

C. Child Development Center, (209) 954-5700, Pacific Avenue Entrance: The Child Development Center (CDC) provides child care services for the eligible children of Delta students, staff and faculty of District. The CDC provides services to children six (6) weeks through five (5) years of age, and follows the District’s academic calendar. Hours of operation are 6:00 a.m. to 6:00 p.m., Monday through Friday during the fall and spring semesters. Summer intersession days and hours may vary. Visit the online, <http://www.deltacollege.edu/dept/childdevctr/index.html>.

D. Computer Labs:

<p>Academic Computing Lab, Cunningham, Room 220, (209) 954-5350.: Students currently enrolled in an active Delta College class, with assignments requiring the use of computers, are welcome to use the lab. Students must provide their student ID number at the check-in station. Visit the lab online, http:// www.deltacollege.edu/dept/acl</p>	<p>E-Services Lab (Electronic Enrollment Services), DeRicco Building, Room 149, (209) 954-5151, Ext. 6149, http://www.deltacollege.edu/dept/finaid/e-serviceslab/. The lab is equipped with computers/printers and online access for students to complete the online registration and financial aid processes.</p>
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E. Disability Support Programs and Services, DeRicco Student Services Building, 2nd Floor(209) 954-5151, ext. 6272 (Voice/TDD): The Disability Support Programs and Services Office provides specialized services to meet the unique needs of individual students with disabilities. Authorized services may include the following: reader, interpreter, note taker, mobility assistance, use of adaptive equipment, community liaison, and special counseling, <http://www.deltacollege.edu/dept/dsps/index.html>.

F. Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE), DeRicco Student Services Building, 2nd Floor, (209) 954-5151, ext. 6296, <http://www.deltacollege.edu/dept/eops/index.html>:

EOPS is a state-funded program designed to support the college persistence and retention of economically disadvantaged students pursuing certificate, associate degree and university transfer programs of study. EOPS provides students a wide range of , counseling, economic and academic support services including financial grants, scholarships, bus passes, SJDC parking permits, college supply kits, textbook vouchers, an emergency loan program, extended tutoring services, university admission application fee waivers university campus tours, and cultural awareness activities to facilitate each student’s academic success during their first semester of college. EOPS also offers “college readiness” programs for first-time college students. The Summer Readiness Program and Student Success Academy scheduled each fall and spring, offers intensive and personalized counseling, educational planning, in-class tutorial support, and student mentors.

CARE assists single parents with head of household status and at least one child under the age of 14. CARE provides a variety of supplemental services in addition to those offered through the EOPS. Applicants or their children must be recipients of TANF or CalWORKs cash assistance. CARE students receive a campus meals coupon, additional college supplies, a bus pass or parking permit, assistance with automotive repair through a reimbursement program, assistance with childcare expenses, and an educational grant to help with college expenses. CARE students also participate in a specialized curriculum of CARE guidance courses, which teaches skills in using college and community resources, managing stress, and managing co-dependent behavior.

G. Food Services and The Student Chef:

Food Service: The cafeteria, located in Danner Hall, is open Monday - Friday, 7:00 a.m. to 2:00 p.m. Java Jitters Coffee House, located in Locke Center is open Monday through Friday, 7:00 a.m. to 1:00 p.m. There are also vending machines available in Danner Hall and the lounges, Monday through Thursday, 6:45 a.m. to 10:00 p.m. and Friday, 6:45 a.m. to 2:00 p.m.

The Student Chef Restaurant: The student operated restaurant is located in Danner Hall and open to the public. Visit the restaurant for menus and operating hours. http://www.deltacollege.edu/dept/foodservice/student_chef/menu.html

H. Financial Aid & Veterans, DeRicco Student Services Building: Financial Aid, helps eligible students to meet direct educational expenses including tuition, non-resident enrollment fees, textbooks, supplies, transportation, computer purchases, and related living costs in the form of grants, work-study, scholarships, veterans benefits, and student loans. Visit the Financial Aid & Veterans website for a full listing of available services and operating hours, and Live Help <http://www.deltacollege.edu/dept/financialaid/index.html>.

- I. Guidance and Counseling , DeRicco Student Services Building, 2nd Floor, (209) 954-5151, ext. 6276:** The Guidance and Counseling Department can assist with academic planning, career development and personal counseling issues, and help in identifying the campus and community resources necessary for college success. Specialized classes and services are offered to assist with academic or progress/probation, planning for student athletes, orientation information, re-entry services, and student advocacy. Professors who have a question about a student's academic or personal issue may contact a counselor for assistance. Hours: Monday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m./Tuesday and Wednesday from 8:00 a.m. to 7:00 p.m. For appointment or drop in information, please call or visit the center online, <http://www.deltacollege.edu/dept/guidance/index.html>.

- J. Learning Disabilities Program, DeRicco Student Services Building, (209) 954-5151, ext. 6113:** The Learning Disability Lab works with individuals who have a diagnosed learning disability and/or acquired head injury.

If you become aware of any of the following characteristics in your students, please refer them to the Learning Disabilities Program:

1. Student has problems with organizational skills, time management, and social skills	4. Often there is a marked discrepancy between achievement and potential with uneven abilities within the same individual. In other words, you may think, "He seems so bright, why can't he...?"
2. The student may have difficulty in retaining what is heard or seen, and in expressing what he/she knows either through oral or written language.	5. Student may experience auditory and/or visual perceptual difficulties
3. Student may be slow to complete assignments or turn in work that is incomplete.	

Visit the LD website for more information and operating hours, http://www.deltacollege.edu/dept/dsps/learning_disabilities.html

K. Tutoring: The following instructional and tutorial services are available for students: Full descriptions of the services, locations and operating hours, are available in each hyperlink.

- [Content Tutoring](#)
- [ESL Tutoring](#)
- [Math/Science Learning Center](#)
- [Reading/Writing Learning Center](#)
- [The Zone: Athletics Tutoring](#)

L. Student Activities, Shima 101C, (209) 954-5100, Fax (209) 954-5985: The function Student Activities is to create an environment in which students are comfortable to act on their individual or collective plans to form or support clubs and activities. A primary area of activity is the formation and cultivation of student organizations and clubs. Student clubs are identified as students who organize themselves by the principles of BP 5400 and according to social interest. Student organizations are recognized as having an official service role, as defined by BP 5400. The Associated Student Body Government (ASBG) constitution established a subcommittee of the ASBG, known as the InterClub Council (ICC), to address club communications, policy interpretation, policy review, club fundraising, and club activities through ICC discussion to ensure equity for all recognized clubs as defined by District Policy 5400. The ASBG and ICC member clubs work well to support a variety of activities that make up campus life. Campus activities are made possible through the blending of policies of the District, supervision of club advisors, assistance of Student Activities Program personnel, cooperation of numerous college personnel and the vision and orchestration of dedicated students.

For additional information and operating hours visit,
<http://www.deltacollege.edu/dept/stuactivities/index.html>.



VI. General Operating Information

- A. College Facts:** There is a great deal of information available regarding District. Section VII of the Faculty Handbook lists manuals, catalogs and brochures most often used to obtain needed facts regarding the District. All professors should read each edition of the *Schedule of Classes*. Keep in mind that policies and procedures do change, so be sure to read current copies of manuals, catalogs and/or brochures available online, http://www.deltacollege.edu/fac_staff.html.

The District's Policies and Procedures Manual is available online:

<http://www.deltacollege.edu/div/planning/documents/DISTRICTPOLICIESANDPROCEDURESMANUAL.pdf>.

- B. College Organization:** A copy of the District's Organizational Chart can be found in Appendix H. The governance structure includes the following:
- 1. Academic Senate:** As stipulated by BP 2500, and in accordance with Title V. Section 53200 through 53205, California Administrative Code, the Senate shall be the recognized representative of the faculty to the administration and governing board of San Joaquin Delta Community College concerning academic and professional matters and shall participate in the formation and revision of District policies and procedures in all matters of an academic and professional nature.
 - 2. Classified Senate:** As stipulated by BP 2510, the Classified Senate is recognized as an official representative body of the classified staff in order to communicate with the administration and governing board of San Joaquin Delta College on matters which are not subject to negotiations with collective bargaining units. The Classified Senate Constitution and Bylaws, on file in the Senate Office, shall serve as the guide for Classified Senate.
 - 3. Management Senate:** As stipulated by BP 2505, the Management Senate is recognized as the official representative of the management staff of San Joaquin Delta College, to advise on College matters according to Section 51023.5 of Title V of the California Administrative Code.
 - 4. Collective Bargaining Groups:**
[California School Employees Association Chapter #359 \(CSEA\)](#)
[California Teachers Association \(SJDCTA\)](#)
[Police Officers Association \(POA\)](#)
Salary and working conditions for support staff are in the purview of the Master Contract between the District and the respective Association.
 - 5. Shared Governance Committees:** San Joaquin Delta College has numerous standing committees which function under the operational procedures of AP 2430. In addition to the standing committees, the Superintendent/President may create ad hoc and academic program advisory committees as needed.

VII. Manuals, Catalogs, and Brochures

- A. A Manual for Student Attendance and Grade Reporting:** The manual is available online, Faculty & Staff Resources, Faculty Resources: <http://www.deltacollege.edu/dept/ar/attendancemanual/index.html>.
- B. District Policies and Procedures Manual:** The manual is available online, Faculty & Staff Resources, Shared Resources: <http://www.deltacollege.edu/div/planning/documents/DISTRICTPOLICIESANDPROCEDURESMANUAL.pdf>.
- C. Delta College Telephone Directory:** A printed version of the directory can be ordered online from the Publication Center's [Digital Print Center](#) (Login, under the Home menu bar on the left click on Special Copying, enter quantity under Campus Telephone Directory, Log out). The directory is also available online, Faculty and Staff Resources, Shared Resources, Campus Directory: <http://phonebook.deltacollege.edu/phonebook/delta.dll>.
- D. Delta College Catalog:** The [College Catalog](#) is published annually and contains valuable information about the numerous degree and certificate programs. It is important to understand the material presented in the catalog so you know where the class(es) you are teaching relate to other District offerings. The catalog also provides information on items such as student services you will want to share with your students. Printed copies of the catalog can be obtained from the Instruction Office, Administration 201 or online, Faculty & Staff Resources, Shared Resources: http://www.deltacollege.edu/dept/ar/catalog/catalog_main.html.
- E. Delta College Schedule of Classes:** The [Schedule of Classes](#) features current class offers for each semester, including the day, time, and location of classes. The class schedules are available online, Faculty & Staff Resources, Shared Resources: <http://www.deltacollege.edu/dept/ar/registration/classsched.html>. The web site also provides information on how to register for classes and answers questions most asked by students and faculty.
- F. Student Handbook and Orientation Guide:** Each year the District publishes the handbook, which is written specifically for students and contains information about the admission and registration process, college expenses, District programs and services, student activities, academic and administrative policies, etc. Handbooks are available for purchase at the Bookstore. It is also available online: http://www.deltacollege.edu/div/stuserv/documents/delta_student_handbook2011-12.pdf.
- G. Community Education Schedule of Workshops:** The schedule lists workshops and programs offered through the District's Community Education Program for adults, children, and teens. The schedule is published each semester and mailed to current customers and available online. The program offerings are short-term, not-for-credit, and fee-based.

- H. Regional Education Faculty Handbook:** The handbook contains valuable information regarding teaching at off campus sites and policies and procedures pertinent to off campus instruction. The handbook is available online, Faculty & Staff Resources, Faculty Resources:
<https://docushare.deltacollege.edu/dsweb/Get/Document-94798/Regional%20Ed%20Faculty%20Handbook2010.pdf>.

Final Note

The purpose of this handbook is to provide professors with "everything they need to know about teaching at San Joaquin Delta College." Its latest edition was prepared by the Assistant Superintendent/Vice President of Instructional Services, in cooperation with faculty representatives at the Academic Senate.

Any unanswered questions relating to this publication should be directed to the appropriate Division Dean.

The Faculty Handbook is also available online:

[Faculty & Staff Resources, Faculty Resources, http://www.deltacollege.edu/fac_staff.html](http://www.deltacollege.edu/fac_staff.html)



VIII. Appendices

The appendices contains additional helpful resources and information about San Joaquin Delta Community College District, which are related to items presented in this handbook.



Appendix A

MESSAGE CENTER VOICEMAIL USER & LOGIN DIRECTIONS

If you are accessing your voicemail for the first time, you will enter the system using a default (temporary) passcode of 1234. Once you are inside your Voicemail box, the system will prompt you through a tutorial to do the following:

- **Change your passcode**
- **Record a greeting**
- **Record your name**

NOTE: Be sure to listen to the entire tutorial before hanging up or your Voicemail box setup will not be completed.

Accessing Voice Mail/Message Center - Reminder: If this is the first time that you have logged into voicemail, you must use passcode 1234 to get into the system. Once you are in your Voicemail box, it will prompt you to change your passcode, greeting, and name.

- **From your desk**, dial 8: Enter your passcode when prompted.
- **From another desk**, dial 5885 for voicemail. You will hear the voicemail greeting. As soon as you hear that greeting:
 1. Press the star (*) key
Note: If you are calling from another desk that is not setup with voicemail, you may need to dial 8 first to access the Message Center.
 2. Enter your four digit Voicemail box number (example: 5054)
 3. Press the star (*) key, again, immediately after your extension number.
 4. Enter your passcode when prompted.
- **From off-campus** dial (209) 954-5885. You will hear the general college greeting, which begins, “Thank you for calling San Joaquin Delta College...” As soon as you hear that greeting:
 1. Press 8 and, after a pause, you will hear “Welcome to the Message Center”
 2. Enter your four digit Voicemail box number (example: 5054)
 3. Press the star (*) key, immediately after your extension number.
 4. Enter your passcode when prompted.

Setting Up Your Voicemail - To change settings in your voicemail, you must enter your voicemail, using your passcode, and then press 8 for User Options:

To change your passcode: Enter 8 (U key) for User Options, Enter 7 (P key) for Passcode.
To record your Greeting: Enter 8 (U key) for User Options, Enter 4 (G key) for Greeting.
To record your Name: Enter 8 (U key) for User Options, Enter 6 (N key) for Name.
To End Recording: Press # for more options.
To Save and Exit: Enter 9 (X key) for EXIT.



Playing Messages - After you have logged into your Voicemail box with your passcode, the system will inform you of how many messages you have.

While listening to your messages you have the following options:

- | | |
|---|--|
| Press 7 (P key) to Play or re-play | Press 5 to Keep/Save to saved message Queue |
| Press * (star) key to rewind | Press 3 to Erase |
| Press 1 to Pause | Press 2 to Reply to the sender of an internal message |
| Press any key to restart | Press 4 to Give a copy to another Voicemail box |
| Press # (the pound key) to Fast Forward | Press * (star) key to Undelete |
| Press 8 to Skip/Save as a new | Once you hang up the message cannot be retrieved. |

Sending a Message to Another Delta College Voicemail Box - After you have logged into your Voicemail box with your passcode, you can send a message to another Delta College Voicemail box by following these instructions:

To Send a Message:

1. Press 6 (M key) to create a Message
2. Enter the destination Voicemail box you wish to send the message to
3. Record your message
4. Press the # (pound) key when you are done recording. Press the 9 (X key) to EXIT/Send your message

You may also use these options while creating your message, press:

- Press 7 (R key) to Review before sending
- Press 3 (D key) to Delete/Re-Record
- Press 2 (A key) to Append (add to)
- Press 6 (M key) for additional Message Addressing options. To mark your message: Urgent enter 68 • Return Receipt enter 67 • Future Delivery enter 63

Leaving a Message Through the System - On campus dial 8 or 5885, wait for voicemail to answer, press the * (star) key, enter the Voicemail box you wish to leave a message for, (press 1 to bypass their greeting), record your message, hang up or press the # (pound) key to end and send your message. The system will respond, "Message Complete," and you will be returned to the Main system greeting. **NOTE:** Press the # (pound) key after leaving a message, checking your own messages, or after hearing someone's greeting to return to the Main system greeting and dial another extension.

To By-pass a Greeting - If you do not wish to listen to a voicemail greeting, you may fast-forward or by-pass the greeting by pressing 1.

Transfer a Caller Directly to a Voicemail box - Press Transfer/Conference key, dial voicemail 5885, wait for voicemail to answer, press the * (star) key, dial the Voicemail box of the extension you want the caller to leave a message for, immediately hang up to complete the transfer.



Appendix B

Faculty E-Mail Access Guidelines

Please contact your Division Dean to request a District e-mail account. The Division Dean will need to mail a request to the Information Services Hotline that identifies you as a faculty member to authorize the establishment of an e-mail account. The Division Dean will need your Delta ID# which will be included in the request e-mailed to Information Services Hotline. Training for e-mail is provided through the Professional Development Center located in Holt 121.

Agreements: As a user of the Delta Intranet/Internet services, the user agrees to abide by the *San Joaquin Delta Community College District: [Rules for Acceptable Use of Computer, Network, and Communications Technology System](#)*. This document is available online on the District's website Faculty and Staff Resources, Shared Resources, <http://www.deltacollege.edu/info/firewall/policy.html>, and excerpt is provided on the following page.

Internet Acceptable Use Agreement: As a user of Intranet and Internet services provided by the District, I understand that use of the service is a privilege and not an entitlement. As a responsible user of the service, I agree to the following:

- To abide by all Federal and State regulations governing the use and copyrights of electronic media, computer systems, and printed materials-current and future.
- To abide by the policies and procedures established for Internet utilization at Delta College, current and future.
- To abide by all license and copyright agreements as they relate to any electronically accessed materials, including software applications commonly referred to as "shareware" or "freeware." Any software with licensing costs will be purchased through the usual software request process.
- To check e-mail daily, immediately transfer attached files to my local hard drive, and remain within the limited disk space allotment on the server.
- Delete unwanted messages and attachments immediately.
- Keep messages remaining in my electronic mailbox to a minimum.
- To utilize virus protection software to regularly scan my system and any files that are downloaded from Internet. (Sophos is available on the Software server.)
- Be courteous and thoughtful of other users. Remain on the system only long enough to get desired information. Download large files outside of peak usage times.
- To not use computer messages, electronic mail, or other mechanisms for the purpose of harassing or abusing others.
- To accept sole responsibility for data security, file maintenance (local and shared), and back-ups of data files.

Cancellation of E-mail Account: The user may cancel an account at anytime by contacting the Information Services Hotline (209) 954-5304, or by sending an e-mail request to the Hotline (hotline@deltacollege.edu). If a user's employment with the College is terminated the user's account and associated directories will be deleted. The user must demonstrate active use of an e-mail account. If an e-mail account is inactive for a period of one-semester, it will be automatically canceled and all accumulated mail deleted. The user will not be notified. Unused accounts waste common resources and impact upon the functionality and efficiency of the system for all users.

Appendix C

Rules for Acceptable Use of Computer, Network, and Communications Technology System

This is an excerpt from The Rules for Acceptable Use of Computer, Network, and Communications Technology System, the full text version is available online and includes the following bulleted items.

Purpose - San Joaquin Delta College (SJDC) owns and operates a variety of computing, network, and telecommunications systems which are provided for the use of San Joaquin Delta College students, faculty, and staff in support of the programs and business of the college and the use of which are limited to education, research, academic development, and approved public service only. Commercial uses or uses for personal gain are specifically excluded. All students, faculty, and staff are responsible for seeing that all computing, network, and telecommunications facilities are used in an effective, efficient, ethical, and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, and local laws.

- Audience and Agreement
- Rights
- Privileges
- Responsibilities of Users
- Confidentiality
- System Usage
- System Performance
- Unauthorized
- Copyright
- Violations
- Additional Guidelines

<http://www.deltacollege.edu/info/firewall/policy.html>

Appendix D

Benefits for Adjunct Faculty



San Joaquin Delta Community College District

Office of Human Resources
Employee Services

In accordance with CTA Master Contract, Article X, Employee Benefits, Section 10.1.2 adjunct faculty may elect to participate in the current health benefit package at their cost.

ENROLLMENT ELIGIBILITY:

- Must have an active assignment in the current academic year.
- Effective date on the first of the month following 30 calendar days of an assignment or open enrollment.

INSTRUCTIONS TO ENROLL:

- Must enroll within 31 days of becoming eligible.
- Complete enrollment form selecting entire package or any combination of coverage desired.
- Premium(s) must be received by the 15th of the month prior to the next month's coverage. Payment is made to the Employee Services Department, Administration 110 unless paying by cash/credit card. If paying by cash/credit card, payments will be made to the Cashier's Office, (Admin 102).

PROVISIONS:

- Participating adjunct faculty/part-time classified staff may only cancel during open enrollment unless a qualifying event is experienced.
- Participating adjunct faculty/part-time classified who drop vision or dental coverage will be prohibited from enrolling in the vision/dental plan in the future, unless they experience a qualifying event.
- Participating adjunct faculty will be dropped during window period (September), if he/she does not have an active assignment during the current fall semester.
- Adjunct faculty who do not have a current fall semester assignment would be eligible to enroll at the beginning of the spring semester should they receive a spring assignment.

SCHEDULE OF COST per month: Please contact Employee Services in Administration 110 for currently monthly rates.

sf
7/07

Appendix E

In Case of an Emergency – please refer to the District’ handbook online and/or the following hyperlinks: <http://www.deltacollege.edu/dept/police/emergency.html>

Introduction: In Case of an Emergency	Disaster & Emergency Preparedness
Evacuation Procedures & Maps	Relocation of Persons with Disabilities
Assisting Person with Disabilities	Reporting a Threat
Active Shooter/Suicide and Attempt Suicide Response	Medical Emergencies
Seizures	Needlestick Injury and Blood Exposure
Rodent and Bat Response	Explosion or Similar Incident
Bomb Threat/Power Outages	Power Outages
Traffic Collisions	Crime in Progress and Civil Disturbance
Fire Safety	Structure Fires
Brush Fires	Hazardous Materials
Terrorist Incident	Chemical or Bio-Terrorism
Earthquake Information	Flooding & Water Damage
Severe Winds	Other Emergency
Personal Preparedness	

Evacuation Procedures and Maps

- Emergency Evacuation Maps:
 - [Main Campus Emergency Evacuation Map](#) [.pdf]
 - [South Campus at Mountain House Emergency Evacuation Map](#) [.pdf]

Campus Emergency Phone Numbers:

Campus Police, (209) 954-5000 (ext. 5000) or 911 which will go directly to Campus Police

NOTE: Do not call 9-1-1 on your cell phone. Your call will go to CHP or to the Stockton Police Dept. All outside emergency calls will be transferred to Campus Police by outside agencies. This will cause a delay in an emergency response by Campus Police.

Cellular Phone Emergency Alert Sign-up:

Text SJDC to 253788 (AlertU) and reply Y or Sign up online at www.alertu.org/sjdc

- Health/Mobility Unit ext. 5077/78 or (209) 954-5077/78
- Facilities Management ext. 5063/64 or (209) 954-5063/64
- Public Information..... ext. 5051 or (209) 954-5051
- Disabled Student Program and Services ext. 5330 or (209) 954-5330
- Risk Management and Support Services ext. 5035 or (209) 954-5035

Additional classroom and office phone information:

- **If a classroom phones rings, please answer the phone immediately.**
- If the phone is not answered, an officer will be sent to the classroom to contact the professor or class directly.
- Campus Police will only call a classroom for emergency purposes.
- Campus Police maintains a list of phone numbers to all classrooms.
- Classroom phones cannot be used to call off campus.
- You must dial #9 on all office phones to get an outside line.
- All calls off campus will note "Delta College 954-5151" on caller ID's.
- Please give the person you are calling your direct phone number.

Campus Blue Light Emergency Phones - NOTE: If you cannot speak, all you need to do is activate the line by removing the receiver from the cradle **or** push the red button and the dispatcher will identify your location and send assistance. Phones are for emergency purposes only and are directly linked to Campus Police. The emergency phone operate 24 hours per day.

Main Campus - Stockton

- There are currently 45 blue light emergency phones on campus.
- Each phone is encased in a blue box underneath a blue light.
- Phones are located in every building on every floor and by all major campus entrances.

South Campus at Mountain House Emergency Blue Light Phones

- There are currently 4 blue light emergency phones on campus.
- Each phone is encased in a grey box underneath a blue light.
- Phones are located in the following locations:

East of classroom #204
Disabled parking area

North of classroom #403
West end of parking lot

Elevator Emergency Phones

- Every building has an emergency phone located inside its elevator.
- Phones are for emergency purposes only and are directly linked to Campus Police.
- Phones are located below the elevator's selection buttons behind a small panel door.
- Open the small panel door, push the black button, and wait for a response from dispatch.
- Phones operate 24 hours a day.

NOTE: Danner Hall, the Holt building, and Atherton Auditorium are also equipped with restricted use freight elevators.

When Calling Campus Police:

- State your name.
- Give the location of the emergency
- Advise of any injuries.
- Report hazards that may be present which may threaten person at the scene or those persons responding.
- Give your phone number and location where you can be reached.
- DO NOT hang up. Let Campus Police end the conversation; other information may be needed.

City of Stockton Emergency Resource Numbers:

San Joaquin County Emergency Resource Numbers:

S.J. Sheriff’s Office Emergency	(209) 468-4562
S.J. Sheriff’s Office Non-Emergency	(209) 468-4400
Mountain House Fire Dept.	(209) 831-6700
Mountain House American Medical Response	(209) 831-6700

Additional Phone Numbers and Links to Emergency Resources :

Mental Health	(209) 468-8750
Victim Witness	(209) 468-2500
Women’s Center	(209) 941-2611
Mediation Center	(209) 474-8794
Poison Control	(209) 1-800-222-1222

<p>City - City of Stockton Office of Emergency Services http://www.stocktongov.com/oes/</p>
<p>State The Governor’s Office of Emergency Services http://www.oes.ca.gov/ Disaster Resistant California Community Colleges http://emergency.cccco.edu/HOME/tabid/106/Default.aspx</p>
<p>County Official Site for the County of San Joaquin Office of Emergency Services http://www.sjgov.org/oes/ San Joaquin County Red Cross http://sanjoaquincounty.redcross.org/ San Joaquin County Emergency Medical Services http://www.sjgov.org/ems/providers.htm Mental Health Services of San Joaquin County http://www.sjgov.org/MHS/Programs/crisis_intervention.htm</p>
<p>National Department of Homeland Security http://www.dhs.gov/index.shtm Centers for Disease Control and Prevention (CDC) http://www.cdc.gov/ (CDC) Emergency Preparedness and Response http://www.bt.cdc.gov/ FEMA http://www.fema.gov/ Ready - Prepare, Plan, Stay Informed http://www.ready.gov/</p>