

Part-time faculty/Buddy info:

Accurate and Valid Information can be found at the following:

<http://www.deltacollege.edu/div/instserv/INSTRUNCTIONALSERVICES/documents/FACULTYHANBOOKFINAL.pdf>

This is the faculty handbook. It gives detailed information about the college.

Flex Responsibilities

How many hours do I need to do? This is listed on your contract and your division office will also have this information.

What kinds of activities can I do? The Chancellor's Office has determined the types of activities that are appropriate for flex.

Where can I find my employee ID number? Your division secretary can give you this information.

Why do I need to do flex? Professional development is not only beneficial to one's success as a professor in the classroom and for personal enrichment, but it is also a requirement of the Student Success Program and of this college. The College receives funding to provide professional development activities and opportunities.

How am I compensated for flex? The money received for professional development is allotted in an advance to part-time instructors. The amount differs from instructor to instructor because the amount compensated depends on the units taught each semester. If an instructor does not fulfill the flex obligation by failing to comply with the Chancellor's Office requirements, the amount of the compensation is deducted from the instructor's pay. So, flex is paid before the evidence of compliance is submitted.

Student Learning Outcomes and Assessments

Where do I find these for my courses? Student Learning Outcomes and Assessments (SLOA's) can be found in CurricuNet. Part time instructors can access CurricuNet by contacting the Professional Development Center. SLOA's can also be provided to you by your division dean and by your division's curricular chair. For any specific course, contact your discipline chair for the course's assessment/reporting requirement.

To whom do I report my results? Your curricular chair will explain to you the process of reporting since this process is unique to each department and/or division.

Am I evaluated based on the results of the SLOAs? You are NOT to be evaluated on your results of your assessments. Student learning Outcomes are a way to research what practices would improve or are valuable for instruction. They are a way to track performance and study what can be done individually by each instructor if he/she chooses, or collectively by the department to make recommendation.

What is the connection between Student Learning Outcomes and Assessments and Course and Program Outcomes and Assessments? Course outcomes and program outcomes tie to each other. If a program is to be successful, students must have the prerequisite skills that courses provide. This links to how successful a college is.

May I deviate from the published SLOA's? No, the SLOA's and CLOA's have been approved by departments and divisions and the curriculum committee and academic senate. To not address the SLOA's would jeopardize the course transferability and the college's accreditation. The reports submitted for SLOA's contribute to the research for departments and divisions. Deviations destroy the validity of such research.

NIMS and SEMS Training

Do I need to complete NIMS and SEMS training? NIMS and SEMS training is a Federal requirement of all public agencies. In emergency situations this campus or any public agency could become a unit in the emergency procedures. Employees must know how to respond and cooperate with emergency personnel. This training gives

employees an overview. It takes, at most, seven hours of online instruction.

How do I do the introduction to NIMS and SEMS?

This training can be accessed online.

Email

Do I have an email account? All Delta College employees have an email account. Usually it is the first name initial followed by the last name, then the college address @deltacollege.edu. When someone is hired, his/her name is sent to Computer Services where an account is issued. If one does not have an account, one must check with his/her division dean. An account is usually issued within 24 hours.

How do I access the email account? You will find this information in the Faculty Handbook. Briefly, you log onto the college website and at the bottom of the page you will see "Faculty and Staff Resources." This is where you start to access mail by typing in your user name and the password you have chosen.

Do I need to regularly check the SJDC email? To not check email is analogous to not getting enough vitamins. One withers without the constant stimulation of announcements and information. People often post important reminders of deadline dates but the purpose is to communicate what is happening on campus that is of importance to faculty and staff.

Keys

Where do I get keys for my classroom? One gets the physical keys or access code from the Danner basement Facilities offices. The entrance is the stairwell closest to the Budd Building fountain.

How do I request keys for my classroom? Division deans must first make a request before keys are issued. This could take up to 24 hours. No keys can be issued without a dean's request.

What if I forget my classroom keys at home? Campus police can unlock some rooms on campus. If you are teaching a night class this would be the only way to get into a classroom. The number on campus is ext. 5000. They may be able to let you into a classroom. Be sure to

make arrangements to secure the classroom at the end of the class session.

What should I do if I lose my keys? If you find that you have lost the keys, contact your division dean immediately. New keys can be issued but the security of the classroom is of prime importance, so the college will make arrangement for that securing of the facility.

Campus Emergencies

How will we be notified of a campus emergency? The buzzer/bell is an antiquated system that is costly to replace but it serves the purpose of letting us know when evacuation of a building should be made. In some instances, an officer or administrator will come to the classroom and order evacuation.

Where do I find information about actions to take in an emergency? In any event, it is best to familiarize yourself with the emergency procedures handbook that is housed in each classroom. There are different procedures for different emergencies. Sometimes it is best not to exit the building. Generally you will be advised by TipSoft, an application that is available to anyone, students and faculty, and staff.

<http://www.deltacollege.edu/dept/police/disaster.html>

What do I do if there is an electrical outage? Cell phones provide a small amount of light that, should someone need to exit a building in little light, the cell phone may provide visibility; however, some classrooms have little light because there are no windows; exiting these rooms could be risky, so it might be best to stay inside until told by a campus official what to do. We have found that electrical outages usually involve a large area of town and trying to exit the campus is difficult. Sometimes it is best to stay on campus until emergency workers have resolved the problems. Safety is the primary concern.

Campus Safety Student Department

What do I do about hostile or belligerent or rude students and discipline problems in a classroom? Our Student Discipline Policy indicates that appropriate behavior is the expectation for all students. When a student interferes with the learning or teaching,

then a problem is/has developed. Should that problem not be resolved with the usual good teaching strategies, then the student may be suspended from class. If the problem is persistent or if the problem endangers someone, then contact campus police at ext. 5000. Vice President of Students should be apprised of specific discipline problems. It is good to keep notes on problem behaviors and what actions were taken. See Student Discipline. Superintendent/Vice President of Student Services located in Administration 107; the text is available also online. (See AP 5500, AP 5510, and AP 5520).

Supplies

Where do I get Scantron sheets for my answer keys? The Division will provide these for instructors.

Where do I get other supplies for use in my class? The Division Offices are the fountain of supplies spewing forth pens, pencils, Scantrons, paper clips, etc.

Rules and Regulations

How can I find out what the college policies are? Go to
<http://www.deltacollege.edu/div/planning/documents/DI STRICTPOLICIESANDPROCEDURES MANUAL.pdf>

How do I find out about the CTA contract?

Bargaining unit contracts are available online
<http://www.sjdcta.org/>

Curriculum, Grading, Attendance

How can I participate in the curriculum process?

An adjunct can participate in curriculum by attending his/her department meetings. The meetings are usually announced via email messages to all who are teaching in the area.

What is CurricuNet and how do I use it?
 CurricuNet is the electronic system used to scrutinize and record approved courses and programs. To access this tool, see your division curriculum chair.

What is System 2020 lite and what good does this serve for me? This is a valuable tool for instructors to drop students, check drop dates, check on enrollment, email students, and a whole host of other services. It is important to familiarize oneself with all the benefits.

How are grades issued? Instructors post grades electronically using the System 2020 lite.

What are the rules regarding issuing of grades?

The Grading and Attendance Manual can be found at

<http://www.deltacollege.edu/dept/ar/attendance manual/index.html>

What is the difference between "Census" and "Positive Attendance"? Census is the count of the number of students actively attending your class on a specific date. Positive attendance is the count of the number of hours that a student was present in a class at the end of the semester. Both of these systems are very important and reflect the amount of money the college gets for those who are enrolled. Attention to deadlines and attention to accuracy are critical in these two types of instructor reports.

Plagiarism

What is "Turnitin" and where can I find it? The college has an academic dishonesty policy and instructors may use the Turnitin program located in the PDC. Training for this is available with Jon Townsend in the PDC.

Library

How do I get a library card? A community member can obtain a library card by requesting one in the library.

How do I request titles for the library?

<http://www.deltacollege.edu/dept/library/>

How do I place a text(s) on reserve in the library?

<http://www.deltacollege.edu/dept/library/>

How do I access the college library from home?

<http://www.deltacollege.edu/dept/library/>

Perks

What are the perks of teaching at SJDC? There are many and our marvelous students are among the first priority. Athletics and Entertainment are some of the other opportunities that other occupations do not provide. We have the interaction with other professionals that enrich our life and our work environment. There are many others that make this campus special.

Campus Involvement

How can I become involved on campus?

Finals and Grades

Must I give a final exam? A final exam is required for all classes. The form of that final exam may be suited to the nature of that class.

How do I know when to give my final?

The final exam schedule is posted in the schedule of classes that is available when registration begins. Students and faculty will know well in advance when their classes will have finals since these dates and times can be accessed before one registers.

What do I do if a student cannot take a final at the given time? The day after the week of finals is the time that make-up exams can be given. Arrangements can be made individually with the instructor.

May I change the final date and/or time? Because the time or date for a final exam has been decided when the catalog is published, this operates as a contract.

Should a change be necessitated, one must request that change from the division dean, the Vice President of Instruction, and from the students in the class. Students must all agree with the change.

When must I submit grades? Grades must be submitted electronically 48 hours after the final exam. The verification form for the submission of grades should be sent electronically and in paper.

Parking

Is there any special faculty parking? There is no faculty parking.

How do I get a parking sticker? The division office through the dean will issue a parking sticker.

Calendar

Where may I get a college calendar? The official college calendar is available online. Some divisions may print calendars but these are easily accessible online.

Professional Development

Will the college allow me to attend a conference? The college encourages professional development and appropriate conference attendance is encouraged. The exact processes for an instructor's absence are available online. There must be division dean's approval.

What is the process to attend a conference?

Part time faculty can receive up to \$500 for attendance at approved conferences. The process for doing this is available from Professional Development committee, Faculty Travel requests.

Representative Bodies

Who are the senators who represent me on academic senate? The Academic Senate's website lists all senators for a given year.

Who are the union representatives for part time faculty on the CTA executive board? The CTA website lists the union reps.

Working conditions

How many hours am I permitted to work each semester?

What is the difference between CTA and Academic Senate?

What laws protect my rights as a faculty member of a higher education institution?

Instructor Absences

What do I do if I need to be absent from class?

Someone who will be absent from class must notify the division office and the division dean.

Am I obliged to notify the college when I am absent from class? Any absence must be reported to the division dean.

What methods are there to contact students enrolled in my class? In addition to notifying the college and the division dean, instructors may want to notify students and there is an email system that permits an instructor to contact students. This is found in System 2000 lite.

Ethics and Professionalism

What are my professional responsibilities to the college and my students? The responsibilities of any educator are to insure that students are receiving every opportunity to receive appropriate instruction. Our contracts and policies and procedures provide bases to insure that student receive that. Furthermore our faculty ethics statement provides guides for us.

<http://www.deltacollege.edu/org/acadsen/facethics.html>

Commencement

Am I required to attend commencement? Part time employees are not required to attend commencement, but they are invited to attend. Academic wear can be purchased at the book store. An announcement of the deadlines for purchase is usually made in the middle of the spring semester.

Course Information Sheets

Are there requirements for a course information sheet?

College policies require specific information to be placed on the course information sheet (syllabus).

How do I get examples of Course Information Sheets? Divisions will keep examples of course information sheets from all instructors, so one may reference these in the division office.

Professional Development Center

Am I permitted to use the Professional Development Center? All faculty are encouraged to use the PDC and to partake of the workshops and trainings provided.

What is available to me in the PDC? The PDC has a menu of available training materials that can be used individually or in a group. In addition, the PDC regularly announces special workshops and trainings. Some of these require registration since there is a limit on the number who may attend.

Duplicating Materials

How do I duplicate materials? The Publication Center has a website that explains its services and availability. It also clearly explains the laws governing duplication of materials.

<http://www.deltacollege.edu/org/acadsen/facethics.html>

Campus Directory/Map

How do I find the place I teach? Campus maps are available online as well as in paper format. First floor classrooms are numbered in the 100's, second floor with 200's, etc.

Common Abbreviations

Where do I find the meanings for abbreviations used on campus? Check the faculty handbook.

Instruction Materials and Textbooks

Do I have to buy my own textbook? When an instructor teaches a class, the textbook companies will supply a desk copy. Desk Copies can be ordered from the representative. This information is available online.

Textbooks that are acceptable for use in a course must have the approval of the division/department curriculum committee. Titles of approved texts are available from the division curricular chair.

Where do students get textbooks? Textbooks are available for purchase (some are available for rental) in the college bookstore; however, students find texts in many ways, so it is very important that your ISBN and other

specific information is available on your course information sheet.

Whom do I see about sample textbooks? Desk copies can be ordered from the book publisher's representative.

Do I select my own text? The Course Outline of Record will have example texts that are approved. Any other text must be approved by the division curriculum committee.

What do I do if I want to use a different text?

To use a text other than the texts listed one must get the approval of the division curriculum committee.

Class Enrollment Sheet

How do I access my class enrollment sheet?

Students who are enrolled in a class will show up on the roster system accessed through System 2000 lite. Students have a window of time to enroll in a class so instructors can check this site to find out who and how many people are enrolled. There is a shut down date just before first day of classes when no more students can enroll.

The Wait List, also available in System 2020 lite, will inform how many students want to enroll in the class but cannot because the class is full. It is important to recognize both lists on the first day of class since those on the Wait List get first enrollment in the class should there be an opening.

If the class is full and the instructor has determined that no more students can be in the class, the instructor must close the wait list and the class (there are buttons on the bottom for this task). If this is not done, the instructor will find that three weeks into the class, some student will show up and insist that he/she is indeed enrolled in the class.

Students in Crisis

Does the college have a crisis center for troubled students? There is no crisis center. Sometimes a counselor will help with specific needs. The instructor encountering these students should determine if the student is a danger to himself/herself or others and

if so, report this to campus police, ext. 5000. If the student is a discipline problem because of the crisis, follow the usual procedures. If the student needs emergency counseling, there are often times available counselors who are willing to help. It is a good idea to make note of what steps you have taken.

Students who do need to speak to a counselor on a personal problem that is resulting in crisis can be brought to DeRicco immediately or a professor may call Sherry, the staff secretary for counseling, to be seen ASAP. Her number is 954-5151 ext. 6277.

Students with Disabilities

How do I handle students with disabilities?

Respecting the rights of the disabled is the reason for the DSPTS services. Their website is

<http://www.deltacollege.edu/dept/dsps/index.html>

Fire Alarm

What do I do if there is a fire alarm? Follow the procedures outlined in the emergency handbook located on the wall of each classroom. It will explain that when the fire alarm sounds, the buildings must be evacuated to the appropriate areas. This is very important and should not be disregarded. There are false alarms but one cannot determine that by just the alarm sounding! The alarm may sound for any number of safety threats that would require movement away from the buildings.

Campus Safety

Is there a safe way to exit the campus when I feel uncomfortable? Anyone may request an escort from building to parking lot at any time of day. Contact ext. 5000.

Readers

May I have a reader? Adjuncts may have a reader; contact the division dean to determine how to do this.

Students' rights and responsibilities

What happens if a student files a grievance against me? A grievance is a complaint by the student of a perceived violation in any number of areas. The

instructor should contact the division dean and keep notes on any supporting evidence.

Classroom

Are students permitted to audit classes? We do not have an audit program for students who wish to sit in a class for fun. Only enrolled students may be in the classroom. There are not to be unenrolled or non-admitted students in the classroom. This includes children and/or siblings and/or spouses or anyone else not enrolled.

To reference the "audit policy," refer to AP5201 that explains who can audit and how the person goes about doing that.

Who may be in a classroom during instruction?

The enrolled students may be in the classroom with the instructor hired to teach the class. Occasionally, a guest speaker may be invited by the professor; the division should be notified that there is guest speaker.

Attendance

What is the student's attendance obligation?

The student handbook explains this. There are specific guides for the number of absences a student accrues before his/her mastery of course content is jeopardized. Anyone enrolled and/or on a wait list who misses any of the first three class meetings is to be dropped from the enrollment and/or wait list.

Can credit be given for students' attendance?

Student work is what is evaluated so just being in attendance does not substitute for assessing skills learned. However, a student must be actively participating in class in order to receive credit.

Smoking and Tobacco Use

Is smoking allowed on campus? As of July 2014 one will have to go to Target or the mall to light up. There are no smoking areas.

Academic Dishonesty

What is Academic Dishonesty and what do I do about a violation of this? See the Student Handbook and the Faculty Handbook for procedures and laws.

Students who are failing

What referrals can be made for students who are not succeeding in class? A valuable tool for students who are failing is the Academic Alert. This can be accessed through System 2020 and the Faculty Resources page on the college website.

What resources are available to students who want help? The Reading Writing Learning Center can help students. The Tutoring Center provides support based on specific needs. The best resource is the faculty member who can determine if the student does not have the prerequisite skills, in which case, the faculty member would recommend that the student get those prerequisites. It may be determined that the student is not spending the requisite amount of time in study. One will hear lots of reasons for the failure to study, but without studying, the student cannot learn. Another issue may be that the student does not have the text or cannot read the text. These are problems that the student must resolve. Speaking with the student gives the faculty member insight but that discussion does not exclude the student from the requirements.

Lost and Found

Is there a Lost and Found? Students will usually return to the classroom where the item was last used. If a valuable text or backpack or other item is left in a classroom and the subsequent instructor comes in to find it, it is best to take that item to the mail room or to call campus police to pick it up and take it to Lost and Found. Lost and Found is located in the police cottage. Oftentimes the item is placed in the Mail Room in case someone cannot get to the police cottage.

Emergency Services

What do I do if I or a student lock keys in a car?

Call Campus Police, ext 5000, for all sorts of emergency needs. This chivalrous group will ride in on their trusty steeds, those white SJDC trucks, to come to one's rescue.

What can be done if a battery runs down? Call ext. 5000.

What crimes should students report and to whom? Students should not succumb to the victim stance. Students should report thefts, assaults,

perceptions of threats just as in any normal public life in any city. This campus is subject to laws of the land as are any places in the state and the country. There are no exceptions to law.

How can I find out the report of crime on this campus? Our campus police department regularly reports crime statistics but will also alert campus to recent incidents in order to help in investigation or would alert others to potential dangers. TipSoft and other tools are beneficial for staff and students' safety and peace of mind.

What do I do if a student gets ill/incapacitated my class? Call Campus Police at ext. 5000. They will send trained personnel to deal with the problem.

Class Locations

Are all college programs located on either the main campus or the Mountain House Center?

The college offers classes in many different locations throughout our service areas. Refer to the class schedule for a list of those locales.

Dormitories

Do we have any college residence facilities? Yes it does! Surprise, there are two students living and working on the school farm. Consequently we must comply with the regulations that require reporting by Federal Agencies for residence halls.

Distance Education

What do I have to do in order to teach online?

The Distance Ed Policy will give regulations on what steps need to be taken to teach online.

Are the standards for online courses the same as for face to face courses? Delivery method should be the only difference. The same amount of rigor must be insured in face to face and in distance education.

What is a hybrid class? A hybrid class is taught with some instruction being face to face and/or electronic.

Faculty Clerical

Is there a place where course/program related materials can be word processed? The faculty

clerical staff who can assist with electronic on this campus can be found in each division. The Math/Science area is served by the Clerical persons assigned to the LLLR which is in the library.

Where can I get help that was available through Faculty Clerical Services? Aileen Thomas will be in HSSKE, Nikii George will be in LLLR, Waheeda Khan will be in Applied Sciences, Business and Technology, Giovanna Magana-Ortiz will be Administration Building with Dr. Jennings.