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
Board Policy (BP) 1200 District Mission Statement - Reaffirmed 06-18-13

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good.

Using the institution’s governance and decision-making process, the institution reviews its mission statement on a regular basis and revises it as necessary.

Board Policy (BP) 1201 District Vision Statement - Reaffirmed 06-18-13

The faculty, staff, and students of San Joaquin Delta Community College District envision a community of lifelong learners, passionately pursuing and achieving ever-higher educational goals, and fully appreciating the diverse and dynamic world around them.

In fulfilling its mission and vision, San Joaquin Delta College acts upon the following principles:

- The Board of Trustees, faculty, staff, and students believe excellence requires
  - Open and honest communication,
  - Commitment to high academic standards,
  - Respect for intellectual and ideological diversity,
  - Appreciation of historical perspective,
  - Appropriate application of advancing technologies,
  - Investment in career and technical education, and economic and workforce development,
  - A vital connection to the arts,
  - Celebrating and embracing the cultural diversity of the community, and
  - Opportunities for physical development and competitive athletics.

- Institutional renewal includes continuous improvement through
  - Evidence-based institutional research concerning student access, retention, success,
  - Effective methods of developing and revising educational programs and services,
  - The study and application of effective methods of teaching and learning,
  - Commitment to clear outcomes and effective assessment to enhance student performance,
  - The enhancement of appropriate student-centered support services,
  - The effective application of technologies, and
  - The continual professional development of all faculty and staff.

- Student success and equity at the post-secondary level may require appropriate developmental instruction as well as instruction in English as a second language, through an institutionally-integrated developmental education program that leads directly toward completion of a degree, certificate, and/or to transfer to another post-secondary institution, or viable employment.

- Appropriate educational resources are available to all qualified students.

- Delta College commits to encouraging good citizenship, responsible leadership, and wise stewardship of resources through ethical leadership, and respect for education as a lifelong endeavor.
**Strategic Goals 2014-2015, Adopted September 21, 2014**

The Strategic Goals and Strategic Plan for 2014-15 are the product of a regular cycle of strategic planning that has been initiated by Superintendent/President Dr. Kathy Hart. Starting in 2012, the College identified a number of strategic goals that resulted in concerted action over the past two years. Each strategic goal had a set of action plan champions who bore the responsibility of convening ad hoc work groups of managers, faculty and staff to ensure that actions addressed the strategic goals and to work toward improvement of institutional effectiveness. Regular reports on strategic planning actions are provided to the President’s Council to ensure that the College sustains momentum on various activities. According to the Strategic Plan Progress Report of May 2013, the last strategic plan led to better curriculum alignment for the local labor market, elimination of seven academic programs, improved program review processes, enhanced partnerships with the community, improved hiring procedures, completion of several Measure L bond projects, review of possible sites for regional centers, relocation of some faculty offices, and efforts to improve communication within the Colleges.

In the pages that follow, the College outlines its strategic goals and plans for the next few years. In several cases, the goals represent the continuation of work from the prior strategic plan. Others represent new activities that can improve institutional effectiveness or collaboration with the greater community. In each case, a project champion has been identified to help shepherd efforts at the College toward meeting these Strategic Goals. Project champions are expected to provide regular progress reports to the President’s Council on the work their ad hoc cross-functional team has completed.

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<tr>
<td>The Board, administration, faculty, staff and students agree on the strategic direction for the College District and the long term plans for its effective operation and growth.</td>
<td>Develop a climate and culture at the College that values compassion, forgiveness and gratitude.</td>
<td>The College will maintain a fiscally sound position with strong budget reserves.</td>
<td>The College will foster high level community engagement by developing outreach efforts, maintaining commitments and developing new partnerships in the District community with business, industry, government, education, and non-profit organizations.</td>
<td>The College will increase student retention, success and overall achievement (degrees, certificates, transfer, and employment) and will develop and implement student success programs to achieve those goals.</td>
<td>Develop a College-wide effort to increase equitable outcomes for students and promote diversity among staff and students.</td>
<td>Clarify and articulate key institutional structures, organization, and leadership positions and seek out, select, and develop high-quality, experienced, talented key personnel for leadership and management for all positions; provide development and training for all staff.</td>
<td>Develop and implement plans for a North County Center that promotes collaboration with our north and east county partners; develop plans for providing education in the Foothills by leveraging resources and collaborating with Columbia College and the Calaveras community; develop plans for a permanent building at the South Campus at Mountain House.</td>
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_Last Updated June 23, 2015_
Board Policy 3100 Organizational Relationships

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”
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Welcome Messages

**Assistant Superintendent/Vice President of Instruction and Planning**

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 this emphasis on student success and renewal, many San Joaquin Delta faculty and their programs have been recognized as being exemplary at both the state 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, and 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 attainment 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. Matthew Wetstein**  
Assistant Superintendent/Vice President of Instruction and Planning
Welcome Message

Academic Senate President, Diane Oren

Welcome to the new academic year!

It’s been said before and it’s worth reiterating that the faculty of San Joaquin Delta College is among the best in all of California. Your dedication to our students is unparalleled. You encourage, challenge, and inspire. Your high standards show students that they are indeed capable of achieving goals they had not thought possible. You provide opportunities for students that open new paths. Your behind-the-scenes support for students is truly appreciated and is making a difference in their lives.

This next academic year promises to be another year challenging and inspiring each of us. In order to meet these challenges from accreditation bodies, Chancellor’s Office, and a myriad of other places, we need to provide each other with the same type of support and inspiration we give to our students. As a faculty, we must be informed and involved. This is an invitation to become involved and informed. At the same time, you will provide support for colleagues.

Any critical thinker recognizes that a conclusion must be drawn only after all the evidence is examined. Your professional organizations and divisions provide such evidence. Committee work on campus gives still additional perspectives. I urge you to step out of comfort zones and become involved with colleagues. Besides being advocates for students, we all need to be advocates for each other, inspiring, informing, encouraging, and understanding.

Academic Senate is here to support you in academic and professional matters. Our meetings are the first and third Wednesdays of each month at 3:30 PM. Each division has representation via its divisions’ senators. Direct concerns to them or come to a meeting to speak to an issue. Another option is to contact a Senate executive board member at the senate office, Locke 109. You may find more information on the senate website especially about agendas and minutes.

This college is a jewel in the community we serve. This college is an example to the world that the community college system makes a significant contribution. This college can boast only because of each person who works to meet the challenges placed before us. This college earns its accolades because of its faculty. Continue to be the best.

Diane Oren
Academic Senate President
**District Calendars**

Printable versions of the District Calendars are available at the link above.

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<th>Fall and Spring Sessions</th>
<th>2015-2016</th>
<th>2016-2017</th>
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<tr>
<td>Color PDF Calendar</td>
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<td>Text Only Calendar</td>
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<th>Summer Inter-Session</th>
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<tr>
<td><strong>Summer 2016</strong></td>
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<td>Color PDF Calendar</td>
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YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

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 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.

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). (See Appendix F, Best Practices for Syllabus/Course Information Sheet – A Checklist)

Textbook Information

<table>
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<th>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: <a href="http://bookstore.deltacollege.edu/home.aspx">http://bookstore.deltacollege.edu/home.aspx</a>.</th>
<th>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.</th>
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<td>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).</td>
<td>Professor Copies of Textbooks: Professors are responsible for obtaining copies of their own textbooks. This may be done by requesting a &quot;Professor Copy&quot; 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.</td>
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YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

Classrooms

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<th>Changing Classrooms:</th>
<th>Classroom Maintenance:</th>
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<td>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 &quot;old&quot; room and walk with the students to the &quot;new&quot; room and post appropriate signs.</td>
<td>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.</td>
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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)

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 one time lump sum. (See Article XVII, Workload, in the San Joaquin Delta College Teachers' Association Master Contract)

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.

Forms
Forms typically used by professors are available in the Division Office, i.e., Certificated Hourly Employment Report, Field Trip Request, and the Short-Term Employee Request.

Supplies and Equipment
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.

Telephones, Voice Mail, and E-mail
Telephones are located in Division Offices and the faculty assigned faculty office. Long-distance call privileges are determined by each Division Dean. The telephone system includes voice mail and message waiting features. Voice mail set up instructions are available online, and in Appendix A. All faculty members are assigned a Delta College e-mail address to facilitate communication with students and the campus community. Contact the Division Office to obtain voice mailbox and e-mail access.
YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

Pay phones are available in Danner Hall and each lounge. Emergency telephones (directed to Campus Police) are located throughout the campus identified by a “blue box” with a “blue light” above the box. Phones are also located in all classrooms (directed to either Campus Police or the Instruction Office).

Office Space:
All faculty members are provided office 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 five (5) office hours per week for student consultation. Adjunct professors are not required to keep regularly scheduled office hours.**

Evaluation
The Education Code mandates the evaluation of all professors. The purpose of evaluation of performance is to bring about the improvement of instruction. The Division Dean will arrange evaluation.

Substitutes
Contact the Division Office for assistance if a substitute is needed. In some divisions tentative arrangements can be made with a Board-approved professor prior to getting the Division Dean's approval (Policy 3220; Procedure 3221), (in this manual refer to “You’re Hired Now What, Human Resources”).

Flex Program
State legislature recognizes the connection between excellence in teaching and each professor’s individual commitment to professional development. To underscore this recognition, the state provides apportionment for flex hours on the variable and mandatory flex days just as if each professor were teaching his/her scheduled classes. In the most recent contract negotiations (2011), CTA and the District increased the number of flex days from four (4) to eight (8) for full-faculty. Of the eight (8) required days, three (3) will occur on specific non-teaching duty days as published in the Academic Calendar (mandatory flex days, full-time faculty are required to attend the planned activities; adjunct faculty may participate and apply towards their flex obligation). The remaining five (5) days will involve activities individually approved by the Academic Senate’s Faculty Professional Growth Committee (FPGC). Flex contracts, instructions for documenting completed flex activities, and a menu of approved flex offerings is available online. (See CTA Contract, Article XIII with the exception of 13.2.9 and 13.2.7).

**Adjunct Faculty:** Effective fall 2011, Adjunct Instructor Load Notification includes the additional flex hours. In the past, hourly faculty were compensated only for actual time in the classroom. Adjunct faculty have an opportunity to earn this additional compensation by participating in flex (staff development) activities. Because hourly employment is on a semester-by-semester basis, SJDCTA and the District have agreed that these flex hours will need to be completed and documented by the last day of the semester. Flex hours not completed by the end of the fall semester will be deducted from the final paycheck issued in January. Similarly, flex commitments for spring must be documented as completed before
YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

the end of the term.

**Staff Development**
Faculty can utilize the Professional Development Center (PDC), Holt 121, (209) 954-5866, 9:00 a.m. to 6:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. Full-time faculty may request funding for professional development from the Faculty Professional Growth Committee (FPGC), [http://www.deltacollege.edu/org/flex/index.html](http://www.deltacollege.edu/org/flex/index.html).

**Course Development or Revision**
Refer to the District’s procedures for curriculum development if you have an interest in developing a new course or revising a present course. Share and consult with your Division Dean and colleagues. (See [AP 4020 Curriculum Development Process (Credit, Noncredit, and Not-for-Credit)](http://www.deltacollege.edu/org/flex/index.html).

**Human Resources**
The Office of Human Resources, Administration 202, ([humanresources@deltacollege.edu](mailto:humanresources@deltacollege.edu) - [payroll@deltacollege.edu](mailto:payroll@deltacollege.edu)) provides the following services during regular business hours:

<table>
<thead>
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<th>Employment and Employee Relations (209) 954-5056</th>
<th>Employee Services (209) 954-5035</th>
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<tbody>
<tr>
<td>• Payroll Employee</td>
<td>• Benefits</td>
</tr>
<tr>
<td>• Recruitment</td>
<td>• Worker's Compensation</td>
</tr>
<tr>
<td>• Selection, Employee</td>
<td>• Loss Control</td>
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<tr>
<td>• Relations Issues</td>
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The following information must be completed prior to beginning employment.

**Required Personnel Information**
Forms must be completed and filed with Employment and Employee Relations: (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 Employment and Employee Relations for additional forms or visit [Human Resources online, Forms](http://www.deltacollege.edu/org/flex/index.html).

**Fingerprints** - As required by the Education Code (87013) and the District’s policies and procedures ([BP/AP 7337](http://www.deltacollege.edu/org/flex/index.html)), every applicant offered employment must obtain fingerprint clearance (Livescan) at the District’s expense before beginning employment, (California Department of Justice and the FBI). Contact Employment and Employee Relations for a Request for Livescan Services form, and directions to the Livescan providers. A photo ID will be required at the time of the service.
YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

TB Tests or Chest X-rays - The District requires all classifications of school personnel, to submit a tuberculin clearance which has been administered no more than 60 days prior to their start date, and to obtain a tuberculin clearance every four years thereafter as a condition of continued employment. (See AP 7336 Certification of Freedom from Tuberculosis)

Communicable Disease - Also see AP 7330 Communicable Disease.

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 220, (209) 954-5029.

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.

Absences and Leaves
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 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...
YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

on the basis that it will be repaid later. Both the regular professor and the substitute submit a Certificated Hourly Employment Report.

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.

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.

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.
YOU'RE HIRED: WHAT NOW? – FULL-TIME AND ADJUNCT FACULTY

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.

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.

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).

Unemployment Benefits
Under certain conditions, professors may be eligible for unemployment benefits. Contact EDD via the web at http://www.edd.ca.gov/Unemployment/Eligibility.htm.

Health Insurance
Adjunct professors may elect to participate in the current health benefit package at their own expense. (See Appendix D: Benefits for Adjunct Professors for details)

Retirement
Contact the Payroll and Benefit Specialists in Employee Services, (209) 954-5016 for details.

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.

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.
SERVICES TO FACULTY

Facilities Planning and Management (Keys)
(209) 954-5063 Danner Basement:

**Keys, Omni Codes:** Keys and codes for assigned classrooms can be picked up in the Facilities Office, Danner Basement, B6. The Division Dean must authorize additional keys to closets, storage areas, division offices, etc. During the first three days of each semester, the Facilities 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 102, Monday through Thursday.

- 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.

**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.

**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.

**Faculty Clerical Services**
Clerical services are available to faculty members through the division offices and the academic senate.
SERVICES TO FACULTY

Publication Center
(209) 954-5127, Budd 102, 7:00 a.m. to 5:00 p.m., Monday-Friday. Summer hours: 7:00 a.m. to 5:00 p.m., Monday-Thursday - 7:30 a.m. to 11:30 a.m. on Friday. For additional information please contact or e-mail printshop@deltacollege.edu.

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

- 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.

- 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.

- The Publication Center is responsible for the maintenance/replacement/repair of all District-owned printing, copying, and faxing equipment.

Professional Development Center (PDC),
(209) 954-5866, Holt 121, 9:00 a.m. - 6:00 p.m. Monday-Thursday, 9:00 a.m. – 5:00 p.m. Friday

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 via e-mail, and is also available online on the department’s website.
SERVICES TO FACULTY

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.

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.

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.

Child Development Center (CDC)
(209) 954-5700, Pacific Avenue Entrance, Stockton Campus
The CDC provides child care services for the eligible children of Delta students, staff and faculty of the 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.
SERVICES TO FACULTY

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’s website.

Disability Support Programs and Services (DSPS)
(209) 954-5151, ext. 6272 (Voice/TDD), DeRicco Student Services Building, 2nd floor, Counseling Office, M-T, 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 12:00 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 a statement in the class syllabus to advise students that their needs are important to you, i.e.: "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 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.
SERVICES TO FACULTY

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

| Emergency Procedures | Approximately 150 students with significant 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 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. |
| Special testing arrangements | are to be made by the student with the professor and the DSPS, in advance of the testing date; the student is advised to give at least a two week notice 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. |
| 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. 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. |
| Note-Taking | - Students with visual, hearing, learning disabilities, and/or orthopedic limitations which effect writing speed/ability may need the services of a notetaker. A stipend note taker system allows students already enrolled in the class to act as a note taker for another student 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 note taker. Occasionally, the level of services required is such that a paid aide will be assigned to accompany the student to class. |
| Interpreter Services | - Students who are deaf/hard of hearing (D/HH) are assigned a note taker and ASL interpreter(s) or a Communication Access Real-time Translation (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 note taker, or CART provider. |
SERVICES TO FACULTY

<table>
<thead>
<tr>
<th><strong>Alternate Format Services</strong></th>
<th><strong>Adaptive Equipment</strong></th>
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<tr>
<td>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. Professors can assist students by having all printed materials available in e-text format to send to DSPS upon request.</td>
<td>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.</td>
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<tr>
<th><strong>Learning Disabilities</strong></th>
<th><strong>DSPS Computer Support Lab</strong></th>
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<tr>
<td>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.</td>
<td>DeRicco Student Services Building, M-Th, 8 a.m. - 5:00 p.m. Fri. 8a.m. - 12 p.m., (209) 954-5151, ext. 6113.</td>
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<tr>
<th><strong>Faculty Liaison</strong></th>
<th><strong>Mobility/Health Services</strong></th>
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<tbody>
<tr>
<td>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.</td>
<td>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.</td>
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<tr>
<th><strong>Parking for Students with Disabilities</strong></th>
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<tr>
<td>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.</td>
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SERVICES TO FACULTY

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.

Automated Teller Machines and Vault Services
ATM machines are conveniently located on the 1st floor of Danner Hall. The Vault Services Office located in the Horton Administration Building, Room 102 is available to cash personal checks and other monetary services during operating hours.

Food Service
The cafeteria and Java Jitters Coffee House, located in Danner Hall, is open Monday - Friday, 7:00 a.m. to 2:00 p.m. There are also vending machines available in Danner Hall and the lounges. Visit the Food Services web site for menus and operating hours. Food and beverages are also available in the Bookstore.

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.

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.

Course Fee Waivers
All faculty and their qualified dependents may take courses free of fees. The Employee/Dependent Enrollment Fee Waiver form is available online (Human Resources Forms) and in the Human Resources Office, Administration 202.
GETTING READY FOR CLASS

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.

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.

Course Facts

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.

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.

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) and Appendix F, AP 4020.1 Course Syllabus/Class Information Checklist). 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.
GETTING READY FOR CLASS

1. Keep in mind that if you make a statement such as "no exceptions," you must enforce this for all students.
2. Students must be excused from class for "authorized" absences such as field trips and jury duty. Professors must accommodate authorized absences with a make-up or some procedure that does not disadvantage the student.

Professors may want to add a statement to the course information sheet stating the following:

   a. "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."

   b. "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 Standards of Student Conduct, BP 5500."

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. For the dates specific to your class, log into System 2000 Lite.

Grading Guidelines
For specific information regarding grading, refer to Scholastic Standards, BP 4220, or to the "Manual for Student Attendance and Grade Reporting."

Final Examination
Finals for full semester courses are given over the last six days of the semester. Finals for short-term classes and summer session are given on the last class meeting. Early or late finals for students are discouraged; however, BP/AP 4200 Finals, details possible exception. The Final Exam Schedule is available online, Faculty & Staff Resources, Shared Resources, Schedule of Classes. (Click on the semester tab (Fall or Spring), 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 Finals)
GETTING READY FOR CLASS

Attendance/Tardy
Refer to Attendance Records, Absence From Class, BP 5075 found in the “Manual for Student Attendance and Grade Reporting” and in the District’s Policies and Procedures Manual.

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/AP 5075 Course Registration, Adds, and Drops).

It is mandatory that a professor 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). 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. The Drop Roster can be used multiple times throughout the semester up until the final date to drop the class with a “W.” (Refer to the Drop Roster for instructions (see “due dates”) and specific deadlines.)

Drops are not allowed from a credit class after the last day of the fourteenth (14th) week of the semester; a grade must be issued. (BP/AP 5075 Course Registration, Adds, and Drops)

Entries made on the student's permanent record reflecting the professor drop will be made in compliance with AP 5075 Course Registration, Adds, and Drops.

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.

Electronic 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. Assistance with the electronic forms is
GETTING READY FOR CLASS

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
- S2000 Lite
- Wait List Rosters

The forms are available online: http://www.deltacollege.edu/dept/ar/attendancemanual/index.html

You may need to pick up paper forms pertaining 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.

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:

<table>
<thead>
<tr>
<th>with no fees</th>
<th>before census</th>
<th>no fees and no “W”</th>
<th>with a “W”</th>
</tr>
</thead>
</table>

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.
## GETTING READY FOR CLASS

### Wait List Questions

<table>
<thead>
<tr>
<th>What happens if I have more students who want to add than I have room in class?</th>
<th>How does a student know that my class is still open to register?</th>
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<tbody>
<tr>
<td>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.</td>
<td><strong>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.</strong></td>
</tr>
</tbody>
</table>

### 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.

### 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.

### 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.”

### 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 (209) 476-7901.

### 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.

### PROBLEMS WITH WAIT LIST:
Karen Sea, 954-5151, ext. 6127, ksea@deltacollege.edu;
GETTING READY FOR CLASS

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.

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.

<table>
<thead>
<tr>
<th>Bibliographic Instruction: 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.</th>
<th>Reference and Interlibrary Loan: 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Materials: 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 by completing the &quot;Professor's Request to Place Material on Reserve&quot; form at the Circulation Desk or online in the library or submit the online form Reserve Book Room Intake Form.</td>
<td>Videotapes: 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.</td>
</tr>
<tr>
<td>Listening/Viewing Stations: Units are available for student use for listening to audio tapes or for viewing videotapes in the library.</td>
<td>Online Databases: A wide variety of online databases are available for use.</td>
</tr>
</tbody>
</table>
GETTING READY FOR CLASS

Information Technology, Lee Belarmino, Sr., Data Center, (209) 954-5300

The services listed below are available through Information Technology (IT). Most requests for IT services are made by completing an online work order using the Web Help Desk.

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:

**Equipment Requests/Delivery**
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.

**Equipment Repair**
Use the speed dial button on the classroom phone to report a problem with AV equipment immediately. To report a problem outside the classroom, phone (209) 954-5130.

Academic Computing Lab(s)
(Central Lab Facility), (209) 954-5350, Danner 202, Lab hours vary each semester (call for current schedule)

The 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 receive classroom 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.

**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.

**Faculty Computing Center**
Holt 121, (Professional Development Center, (209) 954-5866)
The Center provides computers and a printer for faculty use. Contact the PDC for hours.
GETTING READY FOR CLASS

Test Scoring Service
Equipment is available in the Academic Computing Lab (Danner 202) for professors’ use. Please contact Sean Daly at extension 954-5303 for questions or instructions, if needed.

The High Tech Center (Danner 202B) is available for disabled student services.

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.

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.

E-Mail Access
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. Please see Appendices B and C instructions and guidelines.

Hardware and Software Support
All hardware/software purchases and installations are done by Information Technology. A Hardware/Software Feasibility Analysis must be completed prior to the purchase and/or installation of any hardware/software desired for the support of a course. All hardware/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/software on District properties. For further information call the Academic Computing Lab.
Regional/Off-Campus and Weekend Instruction
Currently, the College has very few off-campus classes, but when offered, 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.

Regional Education Faculty Handbook
The handbook is available online and contains useful information specific to facilitating off-campus classes.

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.

Forms
In this manual refer to:
You’re Hired Now What and Getting Ready for Class - Forms
Getting Ready for Class, Course Facts - Electronic Forms

Timecard
In this manual refer to:
What Happens If Your Class Gets Canceled – You get Bumped

Textbook Forms
In this manual refer to:
You’re Hired Now What - Textbook Information

Supplies
In this manual refer to:
You’re Hired Now What - Supplies & Equipment

Emergencies
Call the Campus Police at (209) 954-5000. On weekends, 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).

Online Classes
The District offers a number of courses via the Internet. Students may take courses from any location within the State of California via the Internet (See AP 4115 State Authorization, Distance Education). If you are interested in teaching online, please contact your Division Dean.
What Happens If?

Your Class Gets Canceled

Policy 6020 defines the minimum class size to be twenty students for single section classes, twenty-five for multiple section classes, or fifty percent of the expected enrollment for classes planned for more than fifty 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 Instruction 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.

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.

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 lat 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. (In this manual refer to “Getting Ready for Class – Forms, Student Attendance and Grading Report.”)

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 (in this manual refer to Services for Students, Child Development Center).
What Happens If?

You may direct the non-registered student to the Library, Danner Hall or some other public waiting area.

If further problems arise, or a confrontation ensues, contact your Division Dean and the Campus Police. Campus Police will physically remove the non-student, or student and child if necessary. (In this manual refer to Services for Students, Child Development Center). (See AP 5500 Standards of Student Conduct)

High School Students Are In My Class

Students currently enrolled in high school are conditionally admitted to Delta College under the College Early Start Program. This program allows students to take college-level courses with the approval of parents and the school principal. Delta College also houses the Middle College High School. Middle College High School is a collaboration between the District and Lodi Unified School District. A member of the Middle College High School Consortium, a nationally-recognized promoter of early college, Middle College High School provides high school students with a full high school program and an early college experience. College Early Start and Middle College High School students are prohibited from taking remedial, basic skills, and developmental education courses. If you have any questions concerning the acceptability of high school students in your class, please contact your Division Office or Karen Sea, (209) 954-5151, ext. 6127, ksea@deltacollege.edu in the Admissions and Records Office. Please note that these students are protected under the Family Rights and Privacy Act which prohibits providing information to parents without a signed release from the student. This includes information about grades, attendance, etc. For additional information please visit the High School - College Early Start Program website.

Disruptive Students

The District does not tolerate disruptive student behavior. If a confrontation with a student occurs, the professor may respond in several ways:

1. Advise the student to cease the particular behavior, in private, if possible.
2. Remove the student from the class for up to two consecutive class meetings for non-compliance with the initial warning.
3. Contact Campus Police to handle the matter. In the event that Campus Police are called, the professor must notify the Division Dean and Assistant Superintendent/Vice President of Student Services of the incident.

AP 5520, Student Discipline and Appeal Procedures, which addresses student removal from class states - Removal from Class: Exclusion of the student by a professor for the day of the removal and the next class meeting.

If, in the opinion of the faculty member, the cause of the student's removal from the class is such that additional steps are necessary or administrative action is required, the faculty member shall immediately provide a written report of the reasons for that action and a recommendation for
What Happens If?

further action to the Assistant Superintendent/Vice President of Student Services on the appropriate form available in the division office.

A faculty member may not remove the same student from a class more than once in any six class meetings, or from another supervised area more than once in any two week period, without reporting the removal to the Assistant Superintendent/Vice President of Student Services.

A brochure entitled "Standards of Student Conduct" is available in the Office of the Assistant Superintendent/Vice President of Student Services located in Administration 107.

A Student Requests to Take a Final Early
At the discretion of the professor, a student with a valid reason may be given the final at a different date and time (BP/AP 4200 Finals). Notify the Division Dean if you have determined a special situation is warranted.

Food and Beverages in Classroom
"No eating or drinking" of any type is permitted in the classrooms. This policy must be enforced for health reasons, contamination of the food or beverage, damage to equipment or carpeting, and potential injury to students. If a student, for medical reasons, must eat, he/she should be allowed to leave the classroom. If a confrontation ensues or further problems arise, contact your Division Dean and the Campus Police. (See AP 3560 Consumption of Food and Drink: Alcoholic Beverages)

Smoking
Smoking and the use of tobacco products are prohibited on all District property. (See BP/AP 3570, Smoking on Campus) If you become aware of individuals smoking in a prohibited area, please contact Campus Police, (209) 954-5000.

Emergency Information
An Emergency Building Floor map, Emergency Evacuation Assembly Area map, and Emergency Procedure Flip Chart are located in every classroom on campus. Faculty members should familiarize themselves with this emergency information prior to an actual occurrence, (See Appendix E, In Case of An Emergency), Emergency information is also available on the District’s homepage (bottom of screen), Emergency Info, http://www.deltacollege.edu/dept/police/disaster.html.

Fire
In accordance with BP 3510, periodic fire drills will occur. The drills are announced in advance and normally take place during the late afternoon. During a fire alarm activation, please evacuate to the building’s designated emergency evacuation assembly area. Do not return to the classroom until advised by Campus Police or emergency personnel.

Hazardous Materials
Any spillage or release of chemically toxic/radioactive material must be reported immediately to Campus Police, (209) 954-5000. Risk Management staff and Campus Police are fully trained in Hazardous Materials Emergency Response and will respond to the location. Remove the students from the area; if safe to do so, attempt to contain the material so that further spread
What Happens If?

and/or contamination will not occur; vacant 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.

Illness and Injury:

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.

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 (AP 6545 Accidents and Injuries).

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 Accidents and Injuries).

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.
Closing out the Semester - Your Responsibilities

Final Examination
A final examination is required in all courses. See the “Manual for Student Attendance and Grade Reporting” for details related to Board Policy on Final Exams, Dead Week, Early or Late Finals, etc. (BP/AP 4200 Finals)

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.

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.

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 refer to Getting Ready for Class "Manual for Student Attendance and Grade Reporting."

Posting Grades
Grades are available to students via 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.
Closing out the Semester - Your Responsibilities

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.

Equipment and Classroom Repairs
If instructional equipment or the classroom needs repairs, report the situation to your Division Office as soon as possible.

Returning Keys
At the end of the semester, you must return your classroom key(s) to the Facilities Management Department, Danner Basement, Room B6.

Participation in Commencement
Participation in Commencement Exercises is required of full time faculty per Policy 3750 and Article XIII, Section 13.1.1 of the SJDCTA Contract (faculty on sabbatical leave are exempt). Adjunct professors are welcome to participate in commencement and should contact the 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.
Services for Students

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.

Career Transfer Center
DeRicco Student Services Building, 2nd Floor, Room 219, (209) 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.

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.

Computer Labs

<table>
<thead>
<tr>
<th>Academic Computing Lab, Danner, Room 202, (209) 954-5350.</th>
<th>E-Services Lab (Electronic Enrollment Services), DeRicco Building, Room 149, (209) 954-5151, Ext. 6149.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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, <a href="http://www.deltacollege.edu/dept/acl">http://www.deltacollege.edu/dept/acl</a></td>
<td>The lab is equipped with computers/printers and online access for students to complete the online registration and financial aid processes.</td>
</tr>
</tbody>
</table>

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.
Services for Students

Extended Opportunity Programs and Services (EOPS)  
Cooperative Agencies Resources for Education (CARE)  
DeRicco Student Services Building, 2nd Floor, (209) 954-5151, ext. 6296

**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.

**Food Services and The Student Chef**  
**Danner Hall**

**Food Services**: The cafeteria and Java Jitters Coffee House are open Monday - Friday, 7:00 a.m. to 2:00 p.m. There are also vending machines available in Danner Hall and the lounges. Visit the [Food Services](#) website for menus and operating hours. Food and beverages are also available in the Bookstore.

**Student Chef**: 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.

**Financial Aid & Veterans Services**  
**DeRicco Student Services Building, 1st Floor**: [Financial Aid & Veterans Services](#) assist 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.
Services for Students

Counseling and Special Services
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, 8:00 a.m. to 5:00 p.m. and Fridays, 8:00 a.m. to Noon. For appointment or drop in information, please call or visit the web site.

Learning Disabilities Lab
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:

- Student has problems with organizational skills, time management, and social skills.
- 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.
- Student may be slow to complete assignments or turn in work that is incomplete.
- 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…?"
- Student may experience auditory and/or visual perceptual difficulties

Visit the LD website for more information and operating hours.

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 below.

<table>
<thead>
<tr>
<th>Content Tutoring</th>
<th>Reading/Writing Learning Center</th>
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<tbody>
<tr>
<td>ESL Tutoring</td>
<td>The Zone: Athletics Tutoring</td>
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<tr>
<td>Math/Science Learning Center</td>
<td></td>
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</tbody>
</table>
Services for Students

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 Associated Students of Delta College and according to social interest. Student organizations are recognized as having an official service role, as defined by BP 5400 Associated Student Body Government. The Associated Students of Delta College (ASDC) constitution established a subcommittee of the ASDC, 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. The ASDC 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 the department’s website.
General Operating Information

College Facts
This section 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:

College Organization
A copy of the District’s Organizational Chart is available online (AP 3100 Organizational Relationships). The governance structure includes the following:

Academic Senate
As stipulated by BP 2500, Academic Senate, 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.

Classified Senate
As stipulated by BP 2510, 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.

Management Senate
As stipulated by BP 2505, Management Senate is recognized as the official representative of the management staff of San Joaquin Delta College, to advice on College matters according to Section 51023.5 of Title V of the California Administrative Code.

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.
General Operating Information

Shared Governance Committees
San Joaquin Delta College functions under a Shared Governance Structure. Under this structure, there are numerous standing committees operating within the procedures of AP 2430, Shared Governance Committees Operational Procedure. In addition to the standing committees, the Superintendent/President may create ad hoc and academic program advisory committees as needed.

Committees represent an important feature of the regular internal governance system of the District providing a forum for diverse ideas to be heard, and an opportunity for staff members to come together to study common problems in a more in depth manner than they could do individually. Many committees provide an opportunity for individuals from outside the San Joaquin Delta Community College community to advise college officials on how our programs can best serve the larger community. The Shared Governance Committees are governed by AP 2430, Shared Governance Committees Operational Procedure.

The Shared Governance Committees are advisory committees. While all committees are ultimately advisory to the Superintendent/President (and through the Superintendent/President to the Board of Trustees), some committees will be directly advisory to the Superintendent/President while other committees will be advisory to other designated administrators who will, in turn, advise the Superintendent/President. Some committees are advisory to other committees.

There are three general types of committees as described in AP 2430, Shared Governance Committees Operational Procedure, which perform advisory functions at San Joaquin Delta College:

1. Standing Committees
2. Ad Hoc Committees
3. Program Advisory Committees

The District’s Committee Book is available online
Manuals, Catalogs, and Brochures

**Manual for Student Attendance and Grade Reporting**
The manual is available online, Faculty & Staff Resources, Faculty Resources.

**District Policies and Procedures Manual**
The manual is available online, Faculty & Staff Resources, Shared Resources.

**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.

Delta College **Catalog**
The 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.

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. The web site also provides information on how to register for classes and answers questions most asked by students and faculty.

**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, and also available online.

**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.

**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.
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 available online. Many of the resources provided in this handbook are available from the College homepage on the internet: Faculty & Staff Resources, Faculty Resources.
Appendix

The appendix 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 Voice Mail User & Login Directions

If you are accessing your voice mail for the first time, you will enter the system using a default (temporary) passcode of 1234. Once you are inside your voice mail 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 voice mail box setup will not be completed.

**Accessing Voice Mail/Message Center - Reminder:** If this is the first time that you have logged into voice mail, you must use passcode 1234 to get into the system. Once you are in your Voice mail 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 voice mail. You will hear the voice mail 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 voice mail, you may need to dial 8 first to access the Message Center.
  2. Enter your four digit voice mail 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 voice mail box number (example: 5054)
  3. Press the star ( * ) key, immediately after your extension number.
  4. Enter your passcode when prompted.

**Setting Up Your Voice Mail** - To change settings in your voice mail, you must enter your voice mail, 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 voice mail 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 * (star) key to rewind
- Press 1 to Pause
- Press any key to restart
- Press # (the pound key) to Fast Forward
- Press 8 to Skip/Save as a new
- Press 5 to Keep/Save to saved message Queue
- Press 3 to Erase
- Press 2 to Reply to the sender of an internal message
- Press 4 to Give a copy to another voice mail box
- Press * (star) key to Undelete

Once you hang up the message cannot be retrieved.

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

To Send a Message:

1. Press 6 (M key) to create a Message
2. Enter the destination voice mail 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 voice mail to answer, press the * (star) key, enter the voice mail 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 voice mail greeting, you may fast-forward or by-pass the greeting by pressing 1.

Transfer a Caller Directly to a Voice mail box - Press Transfer/Conference key, dial voice mail 5885, wait for voice mail to answer, press the * (star) key, dial the voice mail 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

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 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

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 202 for currently monthly rates.

Office of Human Resources
Employee Services
Appendix E

Emergency Response Guidelines

In Case of an Emergency – please refer to the District’ handbook online s:
http://www.deltacollege.edu/dept/police/emergency.html

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<tr>
<td>Assisting Person with Disabilities</td>
<td>Reporting a Threat</td>
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<td>Active Shooter/Suicide and Attempt Suicide Response</td>
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<td>Seizures</td>
<td>Needlestick Injury and Blood Exposure</td>
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<td>Rodent and Bat Response</td>
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<td>Bomb Threat/Power Outages</td>
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<td>Earthquake Information</td>
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<td>Personal Preparedness</td>
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</tbody>
</table>

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 phones 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.J. Sheriff’s Office Emergency</td>
<td>(209) 468-4562</td>
</tr>
<tr>
<td>S.J. Sheriff’s Office Non-Emergency</td>
<td>(209) 468-4400</td>
</tr>
<tr>
<td>Mountain House Fire Dept.</td>
<td>(209) 831-6700</td>
</tr>
<tr>
<td>Mountain House American Medical Response</td>
<td>(209) 831-6700</td>
</tr>
</tbody>
</table>

Additional Phone Numbers and Links to Emergency Resources:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health</td>
<td>(209) 468-8750</td>
</tr>
<tr>
<td>Victim Witness</td>
<td>(209) 468-2500</td>
</tr>
<tr>
<td>Women’s Center</td>
<td>(209) 941-2611</td>
</tr>
<tr>
<td>Mediation Center</td>
<td>(209) 474-8794</td>
</tr>
<tr>
<td>Poison Control</td>
<td>(209) 1-800-222-1222</td>
</tr>
</tbody>
</table>


State

The Governor’s Office of Emergency Services [http://www.oes.ca.gov/](http://www.oes.ca.gov/)

County

Official Site for the County of San Joaquin Office of Emergency Services [http://www.sjgov.org/oes/](http://www.sjgov.org/oes/)
San Joaquin County Red Cross [http://sanjoaquincounty.redcross.org/](http://sanjoaquincounty.redcross.org/)
San Joaquin County Emergency Medical Services [http://www.sjgov.org/ems/providers.htm](http://www.sjgov.org/ems/providers.htm)
Mental Health Services of San Joaquin County [http://www.sjgov.org/MHS/Programs/crisis_intervention.htm](http://www.sjgov.org/MHS/Programs/crisis_intervention.htm)

National

Centers for Disease Control and Prevention (CDC) [http://www.cdc.gov/](http://www.cdc.gov/)
Appendix F

Administrative Procedure 4020.1 Course Syllabus/Class Information Checklist

AP 4020.1 Course Syllabus/Class Information Checklist

Reference: Accreditation Standard IIA, Instructional Programs

A course syllabus/class information sheet provides an opportunity for faculty to encourage and guide students to take responsibility for their learning. It conveys not only what will be learned in the course but also what is required to achieve the course objectives. At the same time, a comprehensive course syllabus/class information sheet protects and supports faculty. Each student should receive a copy of the course syllabus/class information sheet on the first day of the semester.

Below is a list of twelve required elements for a course syllabus/class information sheet. However, additional elements may be added at faculty discretion, such as course objectives, student services information, assignment descriptions, and a student agreement signature page.

1. ☐ Instructor contact information, office hours, and class meeting times.

2. ☐ Catalog statement for the course, which includes any requisites and a reference that course and program learning outcomes can be found on the District’s webpage

3. ☐ Required textbook(s) and/or ancillary materials for reading/class work

4. ☐ Class assignments and methods of evaluation

5. ☐ Grading scale

6. ☐ Policies and expectations (e.g., attendance, late assignments, missed tests, classroom conduct, academic dishonesty, campus safety, classroom preparation)

7. ☐ Disability Support Programs and Services (DSPS) statement

8. ☐ A reference to Student Rights and Responsibilities webpage and other valuable student information available in the Student Handbook

9. ☐ Reference to important dates from Admissions and Records

10. ☐ Class calendar/schedule

11. ☐ Reference to final exam date and time

12. ☐ If your course is web-enhanced or hybrid, an explanation of what course work will be completed online
Best Practices for Syllabus/Course Information Sheet – A Checklist

Contact Information & Meeting Times
- Course title and number
- Faculty name and office location
- Office hours for meeting outside of class
- Location and time of class sessions
- Contact information (phone, email address)
- Course web page address (if applicable)
- Division office contact information

Course Information and Learning Outcomes
- Catalog statement for the course
- Course outline of record (from CurricUNET)
- Required textbook(s) and/or ancillary materials for reading/class work
- Student learning outcomes for the course
- Statement on assessment of learning outcomes

Expectations and Grading Standards
- Expectations regarding attendance (do not base grade merely on attendance)
- Expectations regarding class participation
- Expectations related to behavior in the classroom and during lab hours
- Description of grading standards and weights assigned to assignments, quizzes, tests, projects
- Statement on note-taking expectations
- Absence policy (see Administrative Procedure 5075)
- Statement on make-up exams or other work
- Statement on plagiarism and/or cheating and its consequences

Services Available
- Recommended DSPS statement on services (see attached or consult with DSPS/LD Staff)
- Descriptions of the tutoring center, math science learning center, library
- Ancillary services that might be available online for students (for example, Etudes course web site, web sites for supplemental learning, etc.)

Calendar of Activities
- Weekly or daily plan of assignments and course material to be covered
- Assignment schedule listing planned dates of activities, quizzes, tests, assignments due
- Listing of planned absences (i.e., for conference or workshop travel where class might be canceled)
- Listing of date by which a student should drop without receiving a grade
- Listing of last date to receive a W grade
- Listing of the final exam date and time
POLSC 5 - International Relations (Fall 2012)
San Joaquin Delta College
Professor Matt Wetstein
Office: Admin 102
Office: 209-954-5047

Budd 408 – MWF 9:30 – 10:30 AM
Office Hours: M-F 8:00 – 9:30 AM
Class webpage: www.deltacollege.edu/faculty/mwetstein
Email: mwetstein@deltacollege.edu

Required Textbook:

General Goals of the Course: Upon successful completion of this course, the student will be able to:
1. Demonstrate an understanding of the main theoretical approaches to International Relations.
2. Develop an awareness of the factors that play a role in the shaping of foreign policy, and the steps taken in formulating foreign policy.
3. Recognize the global trouble spots and determine what United States foreign policy objectives should be in responding to these problems.
4. Understand foreign investment and world trade and the impact that these forces can have on national economic development.
5. Experience complexity of foreign policy options through discussions that evaluate United States responses to revolutionary changes in developing and underdeveloped nations.

Specific Objectives of the Course: Upon successful completion of this course, the student will be able to:
1. Evaluate and apply the main theoretical approaches to International Relations.
2. Analyze the sources of power in the international system.
3. Analyze the causes of war.
4. Analyze economic and political problems in developing nations.
5. Evaluate the past record of United States responses to foreign policy issues in both short-term and long-term successes.
6. Identify global environmental and human rights concerns.

Learning Outcomes and Assessment
This course serves multiple objectives: it meets a general education requirement, introduces students to critical theories and concepts that are relevant for explaining international relations, and serves as a springboard to further study as a transfer student in the field of political science. Several course learning outcomes have been identified by the faculty and these outcomes are linked to the program outcomes the professors expect students to achieve when studying political science. Assessment of these outcomes occurs on a regular basis during each term. Faculty utilize written assignments, performance on test questions, quizzes and assignments to assess whether students are truly learning the concepts and theories taught in the course. Assessment data is used to improve the teaching of the course. Listed below are three main student learning outcomes for the course, and the connection those outcomes have to broader program outcomes in political science.

Course Outcome 1: Students will write a policy paper to the president on a pressing foreign policy issue affecting the United States. They will summarize the issue, present relevant background information, alternative actions and a proposed solution.

Assessment: As measured by a holistic grading rubric.

Programs linked to this course's outcome:
Program: Political Science for Transfer (AA-T)
Outcome: Identify the institutions, players and processes in American national and state governments

Course Outcome 2: Students will identify the foreign policy positions of the incumbent president as reflecting a realist or liberal perspective.

Assessment: As measured by a test where students correctly match foreign policy statements of the president with the main assumptions of realism and liberalism.

Programs linked to this course's outcome:
Program: Political Science for Transfer (AA-T)
Outcome: Analyze world politics and diplomacy in the international system.
Program: Political Science for Transfer (AA-T)
Outcome: Demonstrate knowledge of contemporary comparative systems and governments.

Course Outcome 3: Students will write a research paper on a topic related to international relations such as on a human rights issue or an environmental concern.
Assessment: As measured by a grading rubric for a written assignment, based on writing, organizational and critical thinking skills.

Course Outcome: Students will apply theoretical perspectives (e.g., realism and liberalism) to explain world events (e.g., the outbreak of a war or collaboration within the United Nations).
Assessment: As measured by a grading rubric for an essay examination or written assignment.

Programs linked to this course's outcome:
Program: Political Science for Transfer (AA-T)
Outcome: Analyze world politics and diplomacy in the international system.

Program: Political Science for Transfer (AA-T)
Outcome: Demonstrate knowledge of contemporary comparative systems and governments.

Program: Political Science for Transfer (AA-T)
Outcome: Examine and apply theories, concepts, and practices in political theory.

Program: Political Science for Transfer (AA-T)
Outcome: Identify and employ the pertinent vocabulary of political discourse and political science.

Grading Standards and Expectations of Students
Students are graded on a collection of papers, quizzes, tests and in-class assignments. The grading breakdown is provided below.

<table>
<thead>
<tr>
<th>Assignment/Quiz</th>
<th>Point Value</th>
<th>Date of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1 - Theories</td>
<td>5</td>
<td>9/5/2012</td>
</tr>
<tr>
<td>Assignment 1 – Theory &amp; Current Event</td>
<td>5</td>
<td>9/19/2012</td>
</tr>
<tr>
<td>Test 1</td>
<td>20</td>
<td>9/28/2012</td>
</tr>
<tr>
<td>Quiz 2 – Cold War</td>
<td>5</td>
<td>10/10/2012</td>
</tr>
<tr>
<td>Assignment 2 – Theory &amp; Causes of War</td>
<td>5</td>
<td>10/22/2012</td>
</tr>
<tr>
<td>Test 2</td>
<td>20</td>
<td>10/31/2012</td>
</tr>
<tr>
<td>Quiz 3 - Globalization</td>
<td>5</td>
<td>11/9/2012</td>
</tr>
<tr>
<td>Paper</td>
<td>20</td>
<td>11/26/2012</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
<td>12/12/2012</td>
</tr>
<tr>
<td>Total for the Term</td>
<td>100</td>
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</tr>
</tbody>
</table>

Note – The instructor will drop the lowest scoring quiz or assignment to calculate the final grade. This will allow each student one “bad” day or one missed assignment or quiz. No make-ups will be allowed on quizzes or assignments. Test dates will not be changed. Students must attend on the day of the test to be able to earn points in those categories.

Late papers will be accepted up to seven days past the due date, but the professor reserves the right to impose a 5 point penalty on a 100 point scale for each day a paper is late. This policy includes weekend days, so a paper due on Monday that is turned in the following Monday will receive 35 points off a 100 point scale (7 x 5 = 35).
Social Science Division Classroom Expectations
It is expected that students in all Social Science Division classes will:

1. be attentive to, and participate in, all instructional activities.
2. be courteous to people with different perspectives and values.
3. be respectful of all persons.
4. be on time.
5. not leave early without instructor permission.
6. not disrupt class sessions by inappropriate behavior.
7. not cheat on assignments or examinations.
8. not engage in plagiarism.
9. not eat, drink, or smoke in classrooms.
10. make use of instructor office hours during designated times.

The following actions are deemed inappropriate behavior during class sessions: leaving a cell phone turned on, engaging in text messaging, applying cosmetics, doing homework for another class, sleeping, resting one’s head on a desk, whistling, making rude comments, and use of inappropriate language toward another student or the instructor. The instructor will ask students to leave the room if such activities occur too frequently.

Taking Notes & Active Reading
Note taking is a must in this class. Early in the semester, I will demonstrate techniques for becoming an effective note taker for Political Science classes. It is also imperative that students utilize their textbook in an active way. Active reading occurs when a student engages the text with pen in hand, ready to write summaries in the margins of the text, or to raise questions about terms in lecture or discussion. Active reading leads to a marked up textbook, and a marked up textbook implies that the student has taken an active role in learning and understanding the material.

Accommodations for Disabilities
If you have specific physical, psychiatric or learning disabilities and require accommodation for those disabilities, please let me know early in the term so that your learning needs may be appropriately met. Students should notify me and the DSPS Office in the DeRicco Student Services Building, Second Floor. I rely on the expert staff in the DSPS Office to establish accommodations for note-taking, special audio/video considerations, and for arranging special testing considerations. Establishing accommodations that meet your learning needs is required by the law, and information is held in strict confidence.

Withdrawal from the Course
Under college policies, students bear the responsibility of withdrawing from a class if they choose to stop attending class. Students who fail to drop the class and stop attending will receive an “F” for the final course grade. The final day to drop the class without a grade is September 10, 2012. The final day to drop the class and receive a “W” grade is October 4, 2012.

Plagiarism
Students should be aware that there are severe consequences for violations of academic integrity such as cheating or plagiarism (turning in work that is not your own, without proper credit to the original author). Students who are found to have cheated or committed plagiarism will face disciplinary action under the College’s Student Conduct Code. As an instructor, I will penalize any student guilty of plagiarism with an “F” for that assignment (A ZERO GRADE), and a 10-point deduction on the final semester grade. Depending on the nature of the violation, I may also refer the instance of plagiarism to the Vice President of Student Affairs for possible suspension from the College. Thus, any student found guilty of plagiarism will receive NEGATIVE points toward their semester grade, and may face a suspension. A student’s continued presence in the class throughout the semester will be considered as acknowledgment of this plagiarism policy.

Examples of plagiarism include the following:

1) Using a paper from a web site, or using a portion of a paper from a web site as if it was written by the student.
2) Using material from a web site without proper attribution to the author or organization that wrote the web-based material.
3) Using material from a printed publication that does not give appropriate credit to the author of the material,
4) Using direct quotes from another source without placing the material in quotation marks.
5) Paraphrased material from another source that does not include a proper attribution to the original source.
Students will be expected to follow a writer’s guide or handbook that contains a description of plagiarism and proper forms of citation.

<table>
<thead>
<tr>
<th>Course Outline (Readings)</th>
<th>Approx. Dates</th>
<th>Assignment/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Theoretical Approaches to International Relations</td>
<td></td>
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</tr>
<tr>
<td>a. Realism (K&amp;W Chapter 1)</td>
<td>8/13 – 9/5</td>
<td>Quiz 1, 9/5</td>
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<tr>
<td>b. Liberalism (K&amp;W Chapter 2)</td>
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<tr>
<td>c. Levels of analysis (K&amp;W Chapter 3)</td>
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<tr>
<td>2. Foreign Policy Decision Making</td>
<td></td>
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<tr>
<td>a. Actors</td>
<td>9/7 – 9/21</td>
<td>Assign 1, 9/19</td>
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<tr>
<td>b. Process (K&amp;W Chapter 6)</td>
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<tr>
<td>c. Cases (Boxes in Chapters 3 &amp; 6; Hand-outs)</td>
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<tr>
<td>3. The Historical Context of International Relations</td>
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<tr>
<td>a. From ancient times to World War II (K&amp;W Chapter 4)</td>
<td>9/24 – 10/10</td>
<td>Test 1, 9/28</td>
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<tr>
<td>b. The Cold War period (K&amp;W Chapter 5)</td>
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<tr>
<td>c. Post-Cold War period (K&amp;W Chapter 6)</td>
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<td>4. Global Conflict and its Management</td>
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<tr>
<td>a. Causes of war (K&amp;W Chapter 7; Hand-out Waltz)</td>
<td>10/12 NO CLASS</td>
<td>Quiz 2, 10/10</td>
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<tr>
<td>b. Armed conflict</td>
<td>10/15 – 10/31</td>
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<tr>
<td>c. Military power and national security (K&amp;W Chapter 8)</td>
<td>Assign 2, 10/22</td>
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<tr>
<td>d. Coercive diplomacy and nuclear deterrence</td>
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<td>Test 2, 10/31</td>
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<tr>
<td>e. Realist and liberal approaches to peace and security</td>
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<tr>
<td>5. Global Issues</td>
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<tr>
<td>a. International political economy (K&amp;W Chapter 9)</td>
<td>11/2 – 12/6</td>
<td>Quiz 3, 11/9</td>
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<tr>
<td>b. Globalization (K&amp;W Chapter 10)</td>
<td></td>
<td>Paper, 11/26</td>
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<tr>
<td>c. The global south and development (Hand-outs Human Development Index)</td>
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<td>Final, 12/12</td>
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<td>d. Globalization and the environment (K&amp;W Chapter 11)</td>
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<td>W 9:30 – 11:30</td>
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<td>e. Human rights</td>
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<tr>
<td>f. The future of world politics (K&amp;W Chapter 12)</td>
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