What’s New??
Fall 2007

Dear Instructors,

First and foremost, welcome back! I hope everyone had a great summer and enjoyed some well-earned rest and relaxation. We have some exciting things happening this year, and continue to move forward to improve services to you and to our students.

So here’s what’s new!

**Safety Tips and Guidelines for Surviving: “Active Shooter”**

Enclosed please find *Safety Tips and Guidelines for Surviving: “Active Shooter”* provided by the District Police Department. Please carefully review this document and contact the District Police Department if you have any questions.

**Student Portal**

Secondly, I am pleased to announce the launch of the MyDelta Student Portal! This project, under the direction of Greg Greenwood and lots of great programming from Information Services, is the culmination of a process that began nearly a year ago and became a reality on August 6th. The project was intended to make use of “portal” technology to create an improved experience for students who want to interact with the college through any one of the myriad of online services we offer.

Portals are vastly superior to the old web page concept in a variety of aspects including navigation, integration of services, personalization of services and overall utilitarian value to the user.

If you would like to take this new technology out for a test drive, go to the college’s home page and click on the link near the bottom that says “Try our new student portal”. You will need to log in with a student I.D and PIN. If you do not have one, we’ve set up a test account that can be accessed with the user name of astudent123 and the PIN of 010154. Feedback is appreciated and can be sent to athomas@deltacollege.edu.

**Wait List Add Procedure**

Students may now add to the Wait List from the Open Class List embedded in Online Registration. They simply locate your class on the List and click “Add to Wait List” button. The student will be added to the class unless the student does not meet the course prerequisite or has a hold preventing registration. This programming project should be completed by the beginning of the term.
For complete instructions for wait list adds and frequently asked questions, please go to the Manual for Student Attendance and Grade Reporting on the Faculty Resources webpage.

**E-mail Wait List Students**

Instructors, particularly online instructors, have asked for the ability to e-mail students on the Wait List the same way you can e-mail students enrolled in the class. The programming for this project should be completed by the beginning of the term.

To access the E-mail Wait List option, simply go to the Faculty Resources page and click the button under the Roster System header.

**Roster Certification Forms**

Admissions and Records received a number of calls from faculty indicating there was no “submit” button on the Roster Certification Form. That is correct! You print the form, sign it, and turn it into the Admissions & Records Office along with any Academic Grade Change forms and Incomplete grade Forms at the end of the semester.

**Admissions & Records Office Hours**

The Admissions & Records Office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. In addition, the Professional Development Center is open Monday through Thursday, 9:00 a.m. to 6:00 p.m., and Friday, 9:00 a.m. to 5:00 p.m. for in-person assistance.

**New Instructor Hotline Number**

Unfortunately, your instructor hotline number (5728) has been provided to so many students and other persons that it has been “polluted” to the point that faculty have a hard time getting through. In order to remedy that problem, an on-campus hotline number has been established for Instructor Use Only. That number is 7728. Please note that this number ONLY works on-campus, so if you are calling from home, you’ll still want to use the 954-5728 number.

**Calling Out System**

If you have not used the Calling Out System before, the instructions for use are posted within the Manual for Student Attendance and Grade Reporting. Here is the link for that document: http://www.deltacollege.edu/dept/ar/attendancemanual/index.html. If you experience any problems or need assistance using the Calling Out System, please contact Karen Sea at 954-5728 or Catherine Mooney at 954-5635. Please note that your password is no longer your social security number, it is your Delta ID number.

**Manual for Student Attendance and Grade Reporting**

The Manual for Student Attendance and Grade Reporting is updated each year and provides important information for faculty. Information embedded in the manual includes Calling Out System instructions, Census and Drop Date information, and important Board Policies and Procedures. If you have any questions concerning the content of this manual, please feel free to contact me at 954-5635.
Kuali Student Information System

Delta College is partnering with University of Maryland, University of California at Berkeley, University of British Columbia, Florida State University, Massachusetts Institute of Technology, and Carnegie Mellon University in the development of a Community Source Student Service System called Kuali Student. The kickoff workshop was held in July in British Columbia and development is currently underway.

This is a five to eight year project that will eventually replace our aging System 2000. Representing Delta as Technical Team Leader is Christopher Kirscherman. I am representing Delta College as the Functional Team Leader. We will be calling on the expertise of other members of the campus community as we develop each of the modules which include Curriculum, Admissions, Enrollment, Scheduling, Degree Audit, Student Financials, Financial Aid, and Customer Contact. Other team members include Chris MacDannald and Dr. Charles Jennings. Subject matter experts such as Lynn Welch, Melissa Green, Ralph Olstad, Denise Donn, Claire Tyson, and others will join us as we move through the development of the different modules.

Information about Kuali Student will be shared with the campus community from time to time and input will also be sought. I am very excited about this new opportunity and will keep you informed as the project develops.

As part of the Kuali team, 50% of my time is dedicated to this project. I am always happy to hear from you and will do my very best to meet your needs. However, I want to encourage you to utilize the expertise of Karen Sea at 954-5728 and Toni Sotelo at 954-5636 to ensure that you are provided assistance as quickly as possible.

If you have other needs or ideas for improving online services to faculty, I would appreciate it if you would e-mail me at emooney@deltacollege.edu with your suggestions.

What’s Cookin’ at Delta College

It’s time to start gathering recipes for our annual “What’s Cookin” Cookbook, so if you have any great family recipes that you would like to share, please e-mail them to me or to whatscooking@deltacollege.edu. I would like to establish a Student and Staff Relief Fund with the proceeds from the sale of our cookbook. If you are interested in assisting in setting up this committee, please let me know.

Thanks to our Troops

If you followed my e-mails this summer, Delta College participated in the Thanks to our Troops activity which collected items to send to our troops deployed in Iraq. While this group’s activity concludes August 18, there are a number of organizations that provide on-going support to our troops—one of them right here in Stockton called Packed with Pride. If you’d like to donate items for Packed with Pride, please drop them off in the Admissions and Records Office.

Finally, the table with thank you cards for our troops is still there. The cards from spring semester were sent to an organization in the Bay Area that sends out 500 packages a month along with cards from well-wishers. If you would like to continue to offer support to our troops, please stop by and fill out a card. You are also welcome to pick up cards for your students.
We have seen our deploying students struggle with leaving their educational goals behind, and see the suffering of some of those who've returned. Post traumatic stress disorder caused the hospitalization of one of our returning students this summer, and there are many more who will return with wounds, seen and unseen. Your care and concern for our troops and our returning veterans is very much appreciated.

In closing, I am truly thankful for the opportunity to work with you. I appreciate you and the wonderful work you do with our students. I look forward to a successful semester! If you have any questions or if I can be of any assistance to you, please feel free to contact me at 954-5635 or cmooney@deltacollege.edu or stop by the office for a visit.

Sincerely,

Catherine Mooney
Director of Admissions & Records

Enclosures
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District Police Department  
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Safety Tips and Guidelines for Surviving: “Active Shooter”

Purpose:
❖ The United States has been reeling in light of the violence that has been perpetuated within our communities and schools. This document was created by the District Police Department to better equip you with the basic knowledge needed to survive an active shooter event.

Active Shooter Defined:
❖ An “active shooter” is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. These situations require Law Enforcement to take immediate action to end the danger.

In the Classroom or Office:
❖ STAY THERE, secure the door. If the door has no lock and the door opens in, find something heavy to wedge under the door, otherwise look for heavy furniture to barricade the door. If the door has a window, cover it if you can and STAY AWAY from it.
❖ Depending on the shooters location, consideration may be made to exit through a window. If this is the case, get as many students out of the windows as calmly and as quietly as possible. If the windows don’t open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.
❖ STAY THERE UNTIL OFFICERS COME AND GET YOU OUT!

In Hallways or Corridors:
❖ Unless you are very close to an exit, don’t run through a long hall to get to one, you may encounter the shooter. Don’t hide in restrooms!
❖ Find an unsecured room, get in and lock the door behind you. Follow the Classroom or Office protocol.

In Large Rooms, Theaters or Auditoriums:
❖ Highly populated areas will attract the most attention from the shooters. You need to get out!
❖ Quickly locate only those exits that lead directly to parking lots. Once out, run toward any Police car. Keep your hands on top of your head. Do exactly what the Police tell you to do and DO IT IMMEDIATELY.
❖ If you are unable to get out, DO NOT HIDE UNDER DESKS or TABLES. Use them to try and barricade and secure the doors.

Open Spaces:
❖ Stay alert and look for appropriate cover locations, including brick walls, large trees, retaining walls, parked vehicles and any other object which may stop firearm ammunition penetration.
❖ If you determine a safe way to flee the area, do so quickly. Once you have located a safe area, immediately make yourself known to Police Officers and provide any information you can. Do not just leave.
If You Are Trapped with the Gunmen:

❖ If they are not shooting, do what they say and don’t move suddenly. Don’t do anything to provoke them.
  o The shooting has stopped and it needs to remain that way.

❖ If the gunmen start shooting, you need to make a choice (at this point it is your choice). Any option chosen may still result in a negative consequence.
  o Stay still, or play dead.
  o Run for an exit while zigzagging:
    ▪ The zigzagging pattern will make it more difficult for the shooter to aim and fire
  o Attack the shooter:
    ▪ This is very dangerous and could ultimately lead to your death, however, it is no more dangerous than doing nothing.
    ▪ The last thing that the shooter will expect is to be attacked by an unarmed person.

This is not a recommendation to attack the shooter but rather a personal decision to fight when you are faced with the choice of living, or dying and there are no other options left.

When Officers Arrive:

❖ The first team of Police Officers you see will not be there to rescue you, or assist the injured. They are the contact team and will be actively pursuing the shooter.
  o If the Police give you any instructions, follow them without question and try to assist the injured in carrying out those instructions.
  o Provide them with any information that may be helpful for them to locate the shooter, but provide it quickly, as they will not have time to stop.

❖ If the officers direct you to get out of the building, get out and move toward any Police vehicle when safe to do so while keeping your hands on top of your head. Do exactly what the Police tell you to do and DO IT IMMEDIATELY. These instructions are for the safety of everyone involved.

Lockdown Procedures:

❖ In the event you were able to safely lock yourself in a room or office, DO NOT LEAVE THAT ROOM.

❖ Once the shooter has been stopped, Officers will begin a systematic search of every room. This is a very time consuming task.

Important Note!

These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.

Program the District Police phone number (209-954-5000) into your cell phone. Always notify the police department as soon as it is safe to do so. The information you provide could save lives!