



SAN JOAQUIN DELTA COLLEGE

**REGIONAL EDUCATION
FACULTY HANDBOOK**



Board Policy 1200 District Mission Statement

Reaffirmed 11-16-10

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

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

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

Board Policy 1201 District Vision Statement

Reaffirmed 11-16-10

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

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

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



WELCOME

Dear Regional Education Faculty Member:

This handbook is designed to provide some useful information to you in order to enhance the teaching and learning experience for you and your students.

The handbook contains up-to-date information on such matters as emergency procedures, maps for regional education sites, and directions to each location. The handbook also provides answers to frequent questions about scheduling, student registration procedures, room assignments, keys, parking, textbooks, and instructional equipment.

As faculty members, you play a critical role in fostering a commitment to learning for the students of our region. For many of them, you will serve as the true "face" of Delta College. I have great confidence that you will represent the college well in your endeavors, and I am delighted that you are working to advance our connection with the students of the Delta region.

Once again, thank you for your contributions to Delta College, and I hope that you have a productive academic year. If you have any questions about regional education offerings, please don't hesitate to call me at 209-954-5039.

Sincerely,

*Kathleen A. Hart, Ph.D.,
Assistant Superintendent/Vice President
Instructional Services*



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CRITERIA FOR OFF-CAMPUS FACILITIES

College courses are established at off-campus locations when such an arrangement promotes the efficient functioning of the program, increases the services to the District's constituents, and is financially feasible. The existence of facilities which can be made available at no cost, or at reasonable cost to the District, is an essential factor in determining the courses to be offered at off-campus locations. The San Joaquin Delta College Centers at Mountain House and Manteca will be considered first when scheduling classrooms in those communities. Available schools and other publicly-owned buildings are considered first as locations for our off-campus programs in other communities.

Churches and other facilities which are owned by non-profit organizations and are normally used as a public gathering place are also considered when publicly-owned buildings are not available.



GENERAL INFORMATION

Emergency Procedures

Please refer to individual site information. When in doubt, dial 911.

Course Scheduling

The Assistant Superintendent/Vice President of Instructional Services works with the Instructional Division Deans to plan and schedule regional offerings. Division Deans are responsible for selecting the faculty and scheduling the courses offered at an outreach location. The Associate Dean for the San Joaquin Delta College Center South Campus at Mountain House works with the Assistant Superintendent/Vice President of Instructional Services and Division Deans to build the South Campus at Mountain House schedule.

Room Assignments

The Assistant Superintendent/Vice President of Instructional Services contacts each off campus site administrator for the assignment of rooms once the Divisions have completed the scheduling of courses. Room assignments are at the sole discretion of the site administrators. Typically the site administrators prefer to use different classrooms each semester in order to limit the "wear and tear" on specific classrooms.

Electronic Class Rosters

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

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

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

The following electronic resources are included, many of which require the user to log in. Professors having difficulty accessing their rosters should first check with their Division to



ensure that a "log-in" has been created for them. If further assistance is needed contact the Computer Hotline e-mail to explain the problem and request assistance.

- Academic Alert
- Calling Out System
- Census Roster
- Drop Roster
- Email Class System
- Grade Roster
- Positive Attendance Roster
- Roster Submission Certification
- S2000 Lite
- Wait List Rosters

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

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

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

Wait List Adds - Late Registrations and Adjustment Period

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

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



WAIT LIST QUESTIONS?

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



To obtain a sign-in for the electronic roster system, and a Delta College email address, faculty should contact their Division Dean at least two weeks before the beginning of the semester. Generally, a sign-in consists of the first initial of the first name followed by the faculty member's last name. The password is originally set as the faculty member's date of birth (mmddyy). However, EVERY faculty member should create a new password so that the confidentiality of student records is ensured. Faculty members who have not been provided with roster access should contact the Admissions and Records Office at 954-5151, extension 6187 to request assistance.

Faculty who would like training and/or who need assistance with electronic rosters are asked to contact Karen Sea, Registrar, at 954-5151, extension 6127. Assistance is also available in the Professional Development Center (PDC) located in Holt 121.

It is very important that EVERY faculty member change his/her password once notified that the sign-on has been created. To change a password, follow these directions:

Changing Your Password

To change your password for rosters, and e-mail, go to the Faculty and Staff Resources, Shared Resources, "Change Password."

<https://secure.deltacollege.edu/common/password/staffPasswordChangeForm.cfm>

This will change your password for access to e-mail, System 2000 Lite, the electronic roster system and DocuShare (if you have an account).

Absences:

If you are going to be absent, notify your Division Office. Depending on the class, you may recommend canceling or hiring a substitute. Ordinarily, you must be absent for more than one week in order to employ a substitute.

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

If a substitute is approved, you should provide instructions for the substitute.

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

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

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



Supplies

Faculty will receive basic supplies such as chalk, pens, pencils, etc., so there will be no need for them to use the host instructor's supplies. If any furniture or equipment is moved within the classroom, it must be returned to its original location at the end of each class session. REMEMBER you are a visitor and need to leave the room EXACTLY as you found it.

No Smoking Policy

Inform your students of the "NO SMOKING" policies at the Elementary and High Schools. Enforcement of this policy is very important to the on-site administrators. There is "no smoking" on any off-campus site, either inside or outside of the classroom.

Keys

Keys are not issued for classrooms off-campus. An employee of the site location (usually a custodian) will unlock your classroom approximately 15 minutes before class time and will secure the classroom at the end of the evening.

Parking

All parking spaces, except those reserved for handicapped persons, are available for parking. Do not park in fire lanes or red zones. For improved safety, it is best for you and your students to park in the same general area and walk out together at the end of each class session.

Classroom Equipment

Faculty are to contact the Assistant Superintendent/Vice President of Instructional Services at SJDC regarding equipment requests and/or room changes well in advance of the start of a class. Equipment consists of VCR, screen, television, slide projector and/or overhead projector. Do not move or borrow equipment from another classroom. If for any reason a room needs to be changed, faculty are to contact the Assistant Superintendent/Vice President of Instructional Services **not** the off-campus site personnel. If your class is at the South Campus at Mountain House, you may contact the Associate Dean or the Mountain House office staff regarding your special classroom needs. The telephone number is (209) 833-7900 and the contact person is Office Assistant Lorene Solarez. Her e-mail is lsolarez@deltacollege.edu, and her hours are 10 a.m. to 7 p.m. Monday-Thursday and 8 a.m. to 5 p.m. on Fridays.

Registration

All registration is handled through the Admissions and Records Office located in the DeRicco Student Services building on the Stockton campus. Students may be added to a course by submitting a completed Instructor Add Memorandum form to the faculty member who is responsible for timely submission to the Admissions and Records Office or by adding to the Wait List. Please carefully follow instructions for use of the Instructor Add Memorandum or the Wait List Add Procedure as provided in the **Manual for Student Attendance and Grade Reporting**. To access this manual, from the Delta College homepage, select "Faculty and Staff Resources."



Textbook Orders

- A. **Selection of Textbooks:** The selection of textbooks is the responsibility of the faculty. The Bookstore can provide information regarding book title, author, edition, and publisher of textbooks adopted for each of the division's courses ([BP 6900](#)) or you can review and order textbooks online: www.bookstore.deltacollege.edu.
- B. **Changing Textbooks:** Textbooks will be adopted for a minimum of two semesters except for the following: 1) Workbooks and materials of a non-resalable nature; 2) Instances in which professors are experimenting with textbooks to determine a departmental adoption.
- C. **Bookstore Instructional Materials Adoption Form:** Available from the Bookstore or your Division Office. This form is required for new titles only the first time that a textbook is used, or "adopted" on campus. Thereafter, a Textbook Requisition Form, distributed every term by the Bookstore, indicating the book(s) to be used for that term will also be required. Textbook adoptions and requisitions will be made in accordance with the following schedule to assure that books are available to student purchase in a timely manner: **Summer and Fall, April 1st; Spring, October 1st ([AP 6900.1](#)).**
- D. **Professor Copies of Textbooks:** Professors are responsible for obtaining copies of their own textbooks. This may be done by requesting a "Professor Copy" directly from the publisher or by purchasing the book from the Bookstore. Most publishers will provide professors with a complimentary copy of textbooks that have been adopted for classes. A Publisher Representative List is available from the Bookstore. Please allow sufficient time for shipping.

FACULTY MEMBERS ARE NOT TO COLLECT MONEY FOR TEXTBOOKS!

ADDITIONAL OPPORTUNITIES FOR FACULTY MEMBERS

In addition to instruction at regional locations, students in the District are also served through Internet courses.

Delta Online Internet Classes

The College offers a number of courses via the Internet. Students may take courses from any location where there is Internet access. Contact your Division Dean to learn about the opportunities that may be available for teaching online.



SAN JOAQUIN DELTA COLLEGE

Regional Education Faculty Handbook

August 2011

***OFF-CAMPUS
SITE MAPS AND INFORMATION***



Calaveras High School
350 High School Street
San Andreas, CA 95249

Directions from the Delta College campus:

Take I-5 or Hwy 99 north and turn east (right) on Eight Mile Road. Continue on Eight Mile Road to Hwy 88. Go north (left) on Hwy 88. Proceed on Hwy 88, which will turn into Hwy 12 just north of Clements at the blinking light. Continue straight at the signal on Hwy 12 east to the Hwy 49 junction. Go south on Hwy 49 into San Andreas. The High School is located one mile south on the east side of the highway on High School Street.

EMERGENCY 911

Nearest telephone:

Public telephones are located by the library, and at the back of the main office building.

Nearest Hospital:

Mark Twain Hospital (San Andreas) – south on Hwy 49, left on Mountain Ranch Road approximately 1/4 mile.

Person to contact if the classroom or restroom is not unlocked:

Custodian

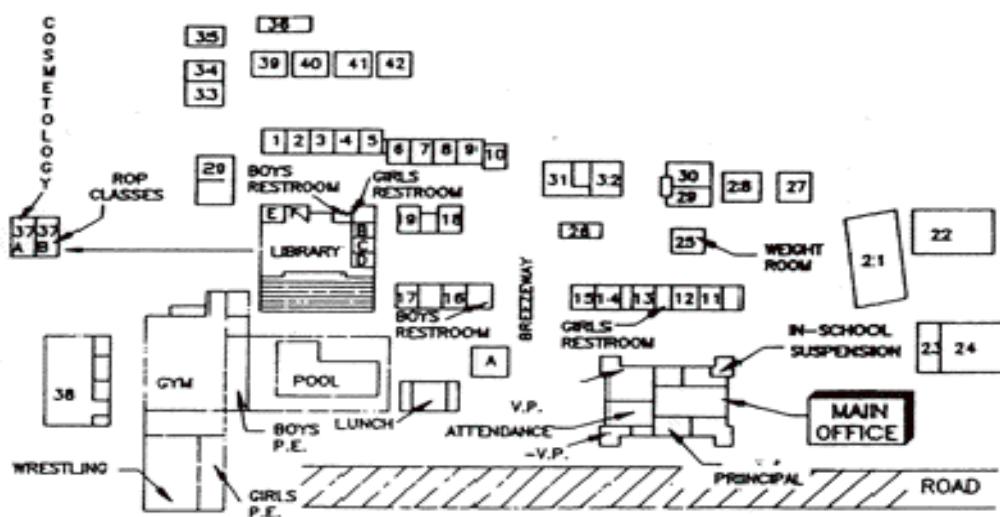
Person to contact in case of air conditioning/heating problems:

Notify the secretary to the Assistant Superintendent/Vice President of Instructional Services at Delta College (209) 954-5039. For evening problems you may contact the Dean on duty in the Instruction Office (209) 954-5036.



Calaveras High School

← N





**Lodi High School
3 S. Pacific Avenue
Lodi, CA 95240**

Directions from the Delta College campus:

Go north on Pacific Ave to Eight Mile Road. Turn right (east) to West Lane. Turn left (north) and continue to Kettleman Lane and turn left. Go to Ham Lane stoplight and turn right. Go one block past Lodi Avenue stoplight and turn left on Walnut. Go to the end of Walnut and turn right. You will be on Pacific Avenue and this runs in front of the school.

EMERGENCY 911

Nearest telephone:

Public telephones are located by the main office, and outside the cafeteria.

Nearest Hospital:

Lodi Memorial – go south on Mills to Vine Street. Turn left on Vine to hospital.

Person to contact if the classroom or restroom is not unlocked:

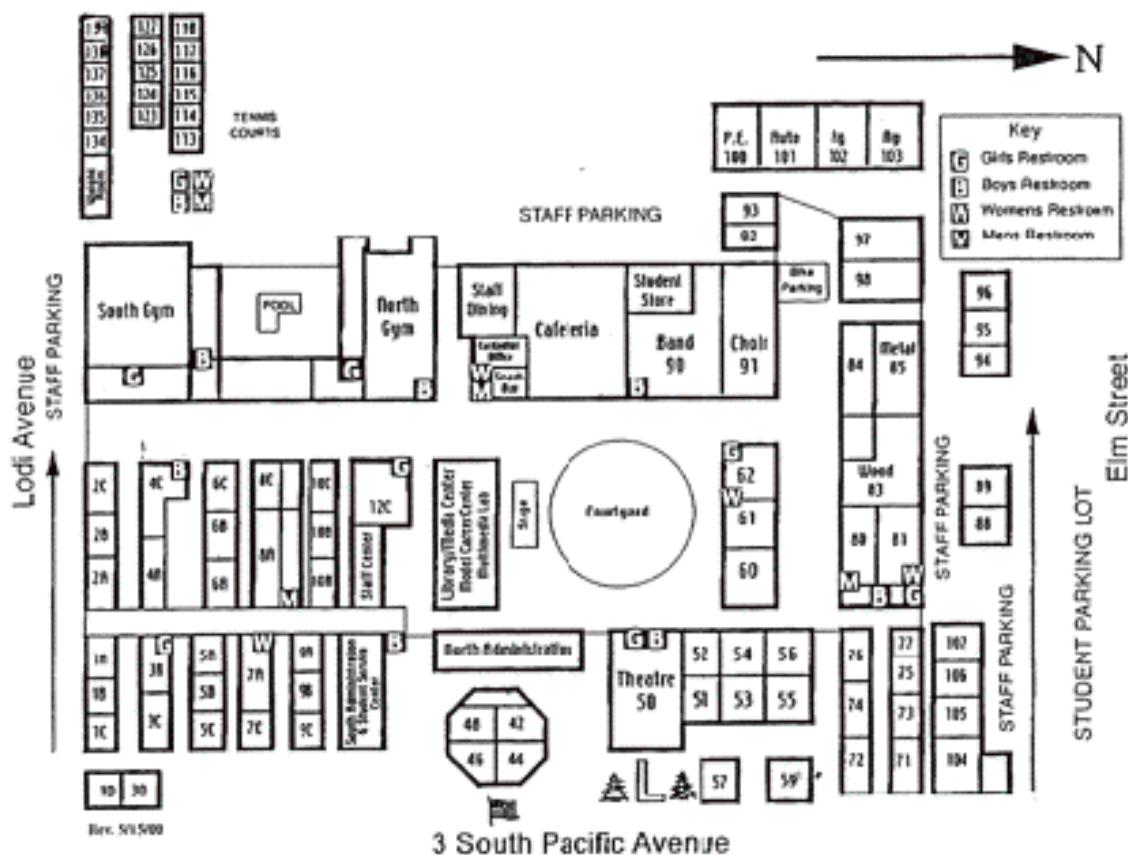
Night Custodian

Person to contact in case of air conditioning/heating problems:

Notify the secretary to the Assistant Superintendent/Vice President of Instructional Services at Delta College (209) 954-5039. For evening problems you may contact the Dean on duty in the Instruction Office (209) 954-5036.



Lodi High School





**Manteca Center
5298 Brunswick Road
Manteca, CA 95336**

Directions from the Delta College campus:

Take 99 south to Lathrop Road. Turn right (north) on 99 frontage Road. Left on Brunswick Road into parking lot.

EMERGENCY 911

Nearest telephone:

Telephone is located in the workroom between the two classrooms. The number is 239-3555

Keys:

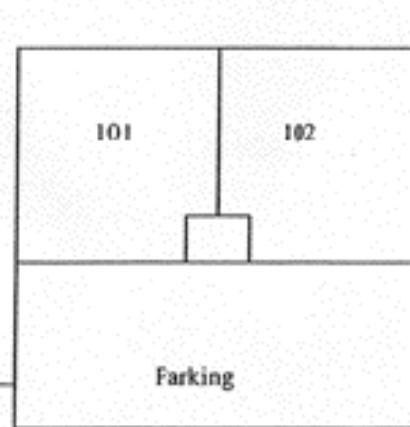
Keys to the Manteca Center can be obtained at the Risk Management Office on the Delta College Campus

Person to contact in case of air conditioning/heating problems:

Notify the secretary to the Assistant Superintendent/Vice President of Instructional Services at Delta College (209) 954-5039. For evening problems you may contact the Dean on duty in the Instruction Office (209) 954-5036.



Manteca Center





**Millswood Middle School
233 North Mills Avenue
Lodi, CA 95242**

Directions from the Delta College campus:

Go North on Pacific Avenue to Lower Sacramento Road. Stay North on Lower Sacramento to Elm Street. Turn right onto Elm St. Turn left onto Mills Avenue, and the school is on the left side.

EMERGENCY 911

Nearest telephone:

No public telephones are available. Use a cell phone.

Nearest Hospital:

Lodi Memorial – go South on Mills Avenue to Elm Street Turn right onto Ham Lane. Hospital is about 1 ½ miles on Ham Lane. Can also turn left on Vine Street for the emergency entrance.

Person to contact if the classroom or restroom is not unlocked:

Night Custodian

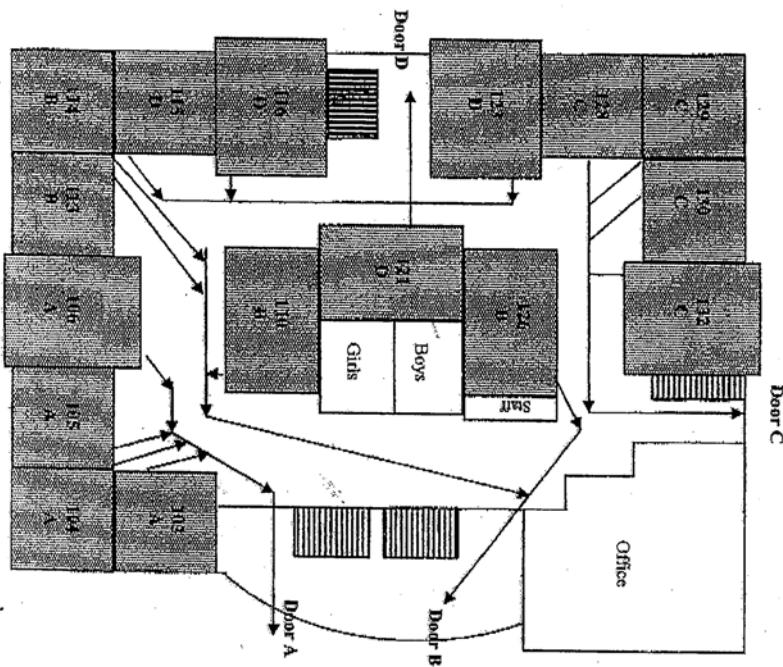
Person to contact in case of air conditioning/heating problems:

Notify the secretary to the Assistant Superintendent/Vice President of Instructional Services at Delta College (209) 954-5039. For evening problems you may contact the Dean on duty in the Instruction Office (209) 954-5036.

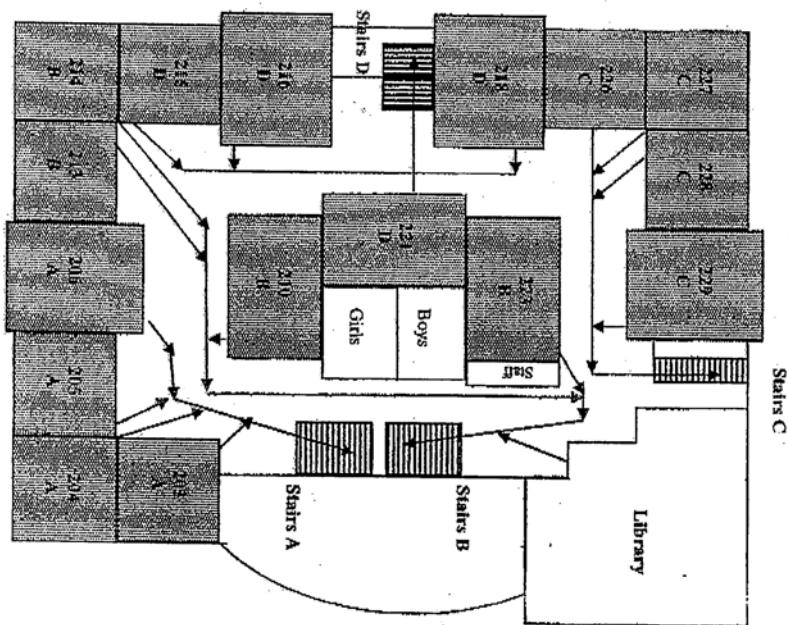


Millswood Middle School

Ground Floor



Second Floor





South Campus at Mountain House
2073 South Central Parkway
Mountain House, CA 95391
(209) 833-7900

Directions from the Delta College campus:

Take I-5 South to Tracy. Merge onto 205 West (San Francisco/San Jose). Continue on 205 past Tracy. Exit 205 at Mountain House Parkway. Turn right and continue on Mountain House Parkway. Turn left at Grant Line Road to the first Stop sign. Turn left onto Central Parkway and continue until you see the campus to your right.

Directions from the East Bay:

Take 580 east. Merge onto 205 east. Exit 205 at Mountain House Parkway. Turn left and continue on Mountain House Parkway. Turn Left at Grant Line Road to the first Stop sign. Turn left onto Central Parkway and continue until you see the campus to your right.

EMERGENCY 911

Nearest telephone:

Administration Office.

Nearest Hospital:

Sutter Tracy Community Hospital, 1420 Tracy Boulevard--Corner of Tracy Boulevard and Eaton Avenue.

Keys:

Contact Associate Dean or staff

Mail:

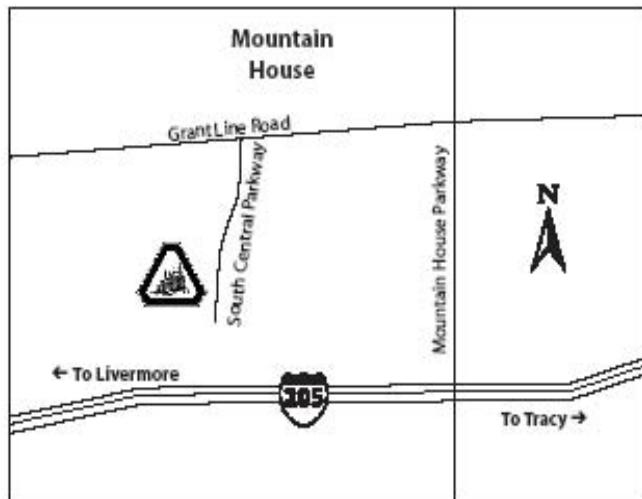
There is daily pick up and delivery of campus mail to and from the main campus. Contact office staff for details

Person to contact in case of air conditioning/heating problems:

Office staff at (209) 833-7900.



San Joaquin Delta College South Campus at Mountain House Maps





**Tokay High School
1111 West Century Blvd.
Lodi, CA 95240**

Directions from the Delta College campus:

Go north on Pacific Ave to Eight Mile Road. Turn right (east) to West Lane. Turn left (north) and continue to Century Blvd. Turn left on Century. The high school will be on the right hand side.

EMERGENCY 911

Nearest telephone:

Public telephones are located by the main office, and outside the cafeteria.

Nearest Hospital:

Lodi Memorial – go West on Century. Turn right on Ham Lane. Continue across Lodi Avenue to Vine Street. Turn right on Vine to hospital.

Person to contact if the classroom or restroom is not unlocked:

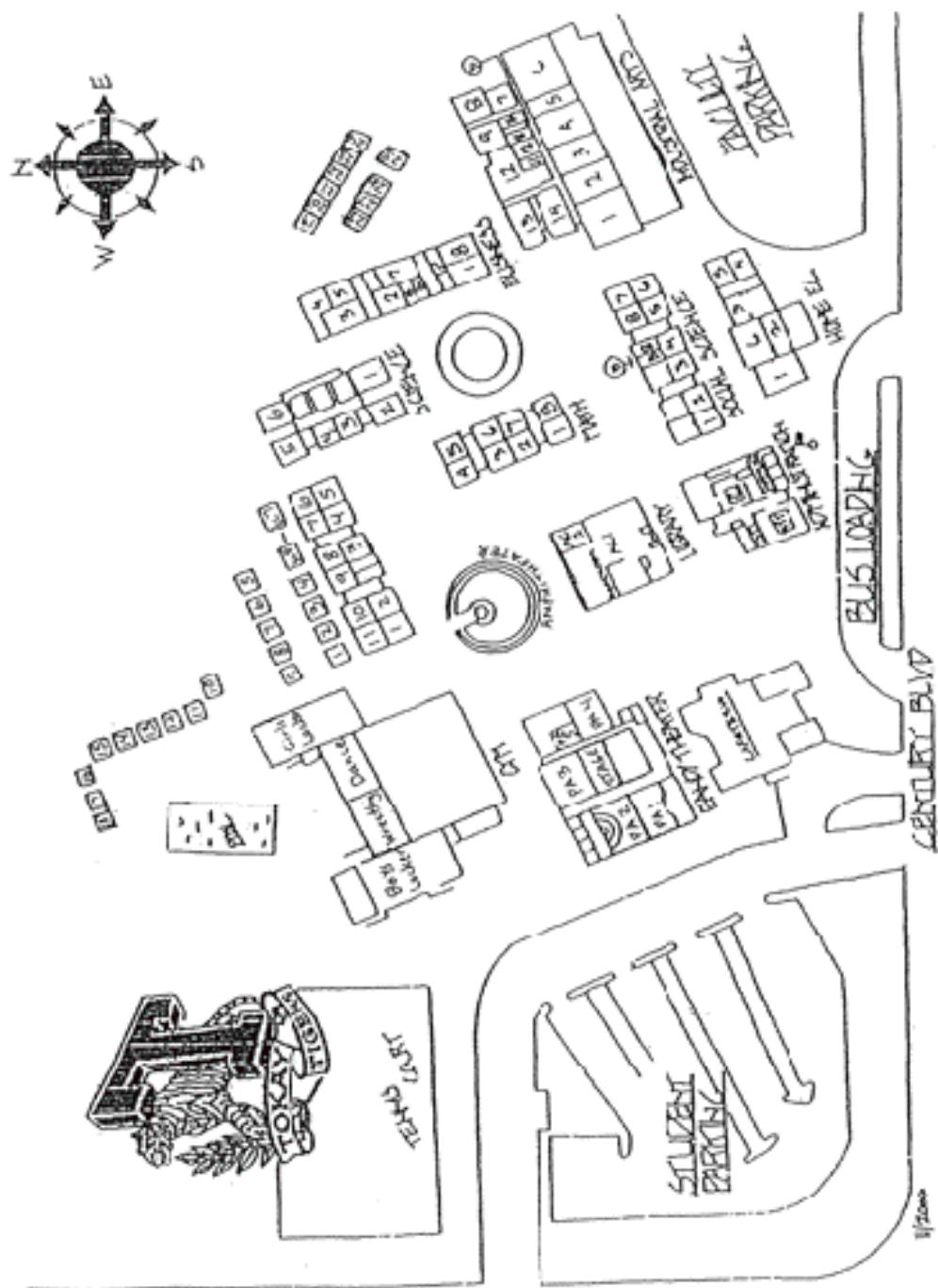
Night Custodian

Person to contact in case of air conditioning/heating problems:

Notify the secretary to the Assistant Superintendent/Vice President of Instructional Services at Delta College (209) 954-5039. For evening problems you may contact the Dean on duty in the Instruction Office (209) 954-5036.



Tokay High School





**West High School
1775 West Lowell Avenue
Tracy, CA 95376**

Directions from the Delta College campus:

Take I-5 south to Tracy. Take 205 west (San Francisco/San Jose exit). Continue on 205 until you reach the Central Tracy exit. At the off-ramp, turn left onto Tracy Boulevard. Continue on Tracy Boulevard until you reach Grant Line Road, turn right and proceed to Lincoln Boulevard, turn left and proceed to Lowell Avenue, turn right, go to next stoplight and turn right to the main entrance/parking lot.

Directions from the East Bay:

Take 580 east. Merge onto 205 east. Take the Grant Line Road exit, and at the off-ramp, turn right (east). Continue on Grant Line until you reach Corral Hollow. Turn right on Corral Hollow and left on Lowell Avenue. Go to the next stoplight to the main entrance/parking lot.

EMERGENCY 911

Nearest telephone:

A public telephone is located near the Administration Office.

Nearest Hospital:

Sutter Tracy Community Hospital, 1420 Tracy Boulevard--Corner of Tracy Boulevard and Eaton Avenue (a couple of blocks after Lowell Avenue)

Person to contact if the classroom or restroom is not unlocked:

Night Custodian or South Campus at Mountain House Staff

Person to contact in case of air conditioning/heating problems:

Night Custodian or South Campus at Mountain House Staff



West High School

↑ To the Football Field

