# Faculty Handbook
## 2016-2017

**Reedley College**

**Madera Community College Center**
Reedley College

**Oakhurst Community College Center**
Reedley College

# Table of Contents

**\*\*\*Note information found below is for Reedley College, Madera Community College Center and Oakhurst Community College Center.  If you would like a copy of the Clovis Community College or Fresno City College Faculty Handbook, one can be obtained by contacting their Office of Instruction.**

Reedley College · 995 N. Reed Ave. · Reedley 93654 · 559-638-0300 · www.reedleycollege.edu

# 1. THE DISTRICT-SCCCD

## 1.1 BOARD OF TRUSTEES
Richard M. Caglia, President
John Leal, Vice President
Bobby Kahn, Secretary
Miguel Arias, Trustee
Ronald H. Nishinaka, Trustee
Patrick E. Patterson, Trustee
Eric Payne, Trustee

## 1.2 DISTRICT ADMINISTRATION

State Center Community College District
1525 E. Weldon Avenue
Fresno, CA  93704
(559) 226-0720
www.scccd.com

Paul Parnell, Ph.D., Chancellor
Ed Eng, Vice Chancellor of Finance and Administration
Dr. Barbara Hioco, Interim, Vice Chancellor, Educational Services and Institutional
        Effectiveness
Annette Loria, Interim, Vice Chancellor for Human Resources
Rico Guerrero, Executive Director, Foundation
Lucy Ruiz, Executive Director, Public and Legislative Relations
Christine Miktarian, Vice Chancellor for Maintenance and Operations
Pedro Avila, Associate Vice Chancellor for Enrollment Management, Admissions & Records
        and Information Systems

# 2. THE COLLEGE

## 2.1 MISSION STATEMENT

Reedley College, including its centers and sites, provides an accessible educational environment ensuring high-quality innovative learning opportunities supported by services for student success. We offer associate degree programs, career technical education, transfer level and basic skills courses. We instill a passion for learning that will meet the academic, workforce, and personal goals of our diverse population.

## 2.2 VALUES

Focus on Our Students' Success
Strive for Excellence
Foster Intellectual Curiosity
Instill Personal Integrity
Encourage Critical Thinking
Respect Diversity
Promote Service to our Community

## 2.3 VISION 2025

In 2025, Reedley College will be a premier community college by
1…*providing excellence in instruction*
Extensive programs, completion at all sites, career technical education, STEAM-or Science, Technology, Engineering, Arts, and Mathematics, transfer, agriculture, general education
2…*leading in student success and completion*
Established Pathways, effective transitions
3…*working toward the accreditation of Madera Community College*
Collaboration methods, supportive structures, engaged dialogue
4…*building and maintaining modern facilities*
Reedley Campus: Science, Fine & Performing Arts and Soccer Field
MCCC: Academic Village 2, Child Development Center
OCCC: Permanent Buildings
5…*engaging in collaborative and integrated planning*
To better serve our students through instruction and services
6…*establishing environments for community engagement and cultural activities*

## 2.4 ORGANIZATIONAL CHART (MOR)
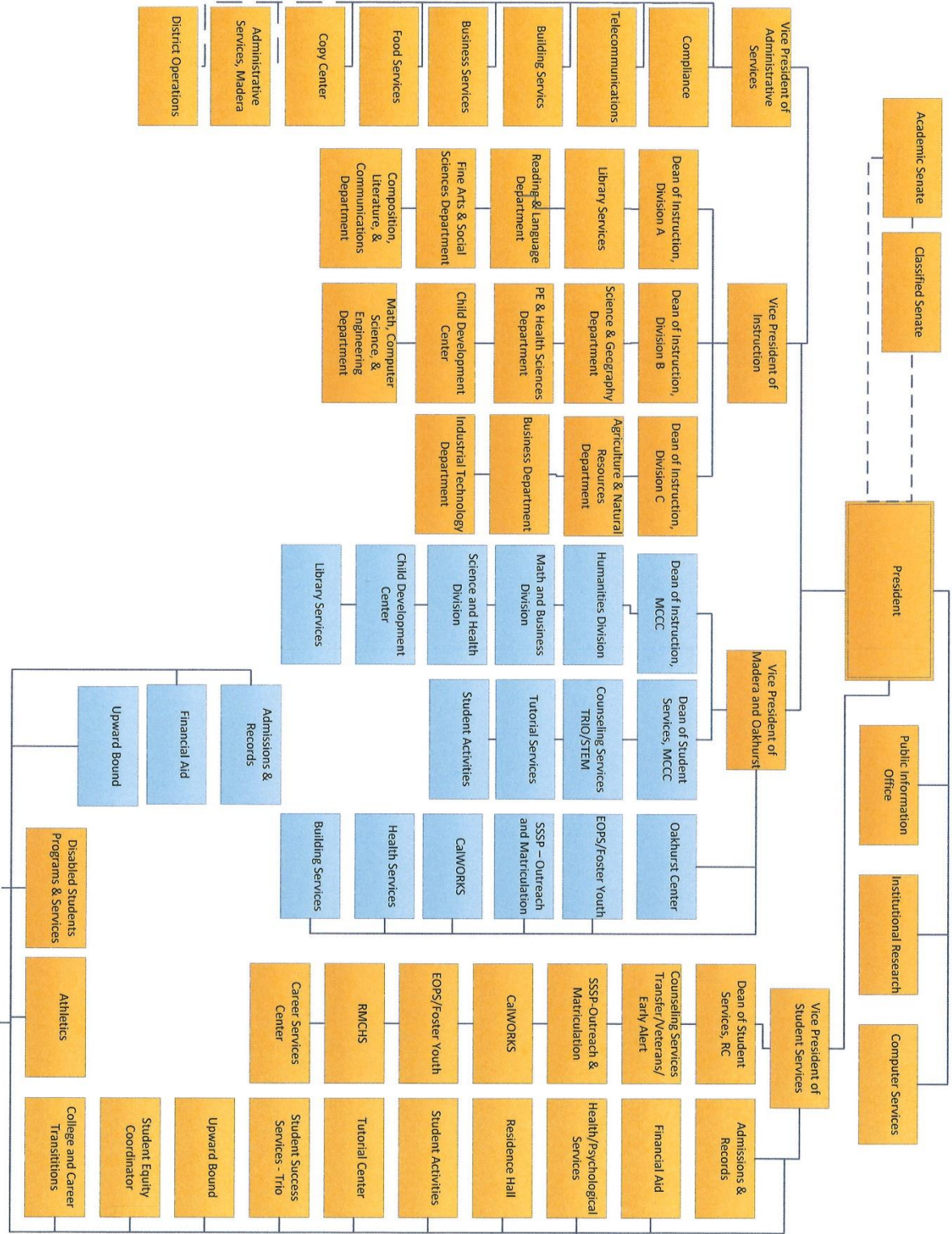
**2.5 CALENDARS**

## 2.5.1 Instructional Calendar 2016-2017

### FALL 2016 SEMESTER

| | | |
|---|---|---|
| August 11 | (Th) | Faculty Duty Day, No Classes |
| August 12 | (F) | Flex Day |
| August 15 | (M) | Instruction Begins |
| September 5 | (M) | Labor Day |
| November 11 | (F) | Veterans' Day |
| November 24-25 | (Th,F) | Thanksgiving Day holidays |
| December 16 | (F) | End of fall semester |

### SPRING 2017 SEMESTER

| | | |
|---|---|---|
| January 5 | (Th) | Faculty Duty Day, No Classes |
| January 6 | (F) | Flex Day |
| January 9 | (M) | Instruction Begins |
| January 16 | (M) | Martin Luther King, Jr. day observed |
| February 17 | (F) | Lincoln's Day observed |
| February 20 | (M) | Washington's Day observed |
| April 10-14 | (M-F) | Spring Recess (classes resume April 17) |
| May 19 | (F) | End of spring semester |
| May 19 | (F) | Commencement |

### SUMMER 2017 SESSION

| | | |
|---|---|---|
| May 22 | (M) | Start of 4-week* & 10-week sessions |
| May 29 | (M) | Memorial Day |
| June 12 | (M) | Start of 8-week sessions |
| June 16 | (F) | End of 4-week session |
| June 19 | (M) | Start of 6-week sessions |
| July 4 | (T) | Independence Day |
| July 28 | (F) | End of 6-week & 10-week sessions |
| August 4 | (F) | End of 8-week session |

## 2.5.2 Fall 2016

Faculty Duty Day …………………………………………………………………... Thursday, August 11

Flex Day…………………………………………………………………………... Friday, August 12

Instruction begins...................................................................................................Monday, August 15

Syllabi due to Deans ....................................................................... Wednesday, August 17

Last day to drop a semester length course
and qualify for a refund...................................................................................Friday, August 26

Last day to register for full-length class or ......................................................Friday, September 2
drop full-length class to avoid a "W"

Holiday, Labor Day ....................................................................................... Monday, September 5

Last day to change class to or from
Pass/No-Pass grading option........................................................................Friday, September 16

Mid-term report period ............................................................................... Friday, October 14

Last day to drop a semester length course
(letter grade assigned after this date) ................................................................. Friday, October 21

Holiday, Veterans' Day ....................................................................................... Friday, November 11

Holiday, Thanksgiving............................................................... Thursday-Friday, November 24-25

Final Exam Week.......................................................................Monday-Friday, December 12-16
    Saturday Class Finals (if any Saturday classes offered) .......................Saturday, December 10

Grades Posted to WebAdvisor, Grade Scan Sheets &
Class Rosters due to Admissions ................................................Monday, December 19, 12 noon

## 2.5.3 Spring 2017

Faculty Duty Day ……………………………………………………………………Thursday, January 5

Flex Day ………………………………………………………………………Friday, January 6

Instruction begins..................................................................................Monday, January 9

Syllabi due to Deans ............................................................ Wednesday, January 11

Holiday, Martin Luther King, Jr. ....................................................Monday, January 16

Last day to drop a semester length course
and qualify for a refund...................................................................Friday, January 20

Last day to register for Spring 2011 full-length class or ....................................Friday, January 27
drop full-length class to avoid a "W"

Last day to change class to or from
Pass/No-Pass grading option..................................................................Friday, February 10

Holiday, Lincoln's Day...................................................................Friday, February 17

Holiday, Washington's Day...........................................................Monday, February 20

Mid-term report period ......................................................................Friday, March 10

Last day to drop a semester length course
(letter grade assigned after this date) ....................................................Friday, March 10

Spring Recess......................................................................Monday-Friday, April 10-14

Final Exam Week...........................................................Monday-Friday, May 15-19
     Saturday Class Finals (if any Saturday classes offered) ...............................Saturday, May 13

Grades Posted to WebAdvisor, Grade Scan Sheets &
Class Rosters due to Admissions ..........................................................Monday, May 22, 12 noon

## 2.5.4 Holidays/Classes not in Session

September 5 (M) ....................................................................................... Labor Day Holiday

November 11 (F).............................................................................................. Veterans' Day

November 24-25 (TH, F) ...................................................................Thanksgiving Day Holiday

January 16 (M).............................................................. Martin Luther King, Jr. Holiday

February 17 (F) ...............................................................................Lincoln's Day Holiday

February 20 (M)..........................................................................Washington's Day Holiday

April 10-13 (M-TH)...............................................................................Spring Recess

April 14 (F) ………………………………………………………………Good Friday
Holiday

May 29 (M) ....................................................................................... Memorial Day Holiday

July 4 (T)..................................................................................Independence Day Holiday

*Note: Saturday classes will not be held when a holiday falls on a Friday.*
*Note: Campus is closed on all dates marked "Holiday"*

## 2.6 REEDLEY COLLEGE (REEDLEY CAMPUS) ADMINISTRATION

Sandra Caldwell, Ed.D                                     President
                                          638-0300, extension 3200

Emilie Gerety                              Secretary to the President
                                          638-0300, extension 3202

Renee Delport                      Director of Marketing & Communication
                                          638-0322

Leah Unruh                                 Publication Specialist
                                          638-0300, extension 3115

Gary Sakaguchi                             Director of Technology
                                          638-0393

## 2.6.1 Instruction

Jan Dekker
Vice President of Instruction
638-0300, extension 3304

Sarina Torres
Administrative Assistant
638-0300, extension 3444

Cheryl Hesse
Curriculum Analyst
638-0307

Marie Byrd-Harris
Dean of Instruction
Math & Engineering, Science, Health Sciences
638-0353

Annette Carrion
Administrative Aide
Math & Engineering, Science, Health Sciences
638-0300, ext. 3306

David Clark
Dean of Instruction
AG/NR, Business, Industrial Technology
637-0361

Kassandra Davis-Schmall
Administrative Aide
AG/NR, Business, Industrial Technology
637-2528

Todd Davis, Ph.D.
Dean of Instruction
Composition/Lit & Communications, Reading & Language, Fine Arts & Social Sciences
638-0359

Christina Buzo
Administrative Aide
Composition/Lit & Communications, Reading & Language Fine Arts & Social Sciences
638-0300, ext. 3306

## 2.6.2 Reedley Student Services

Claudia Habib, Ed.D
Vice President of Student Services
638-0300, extension 3536

Diana Rodriguez
Administrative Assistant
638-0300, extension 3291

Vacant
Interim Dean of Student Services
638-0300, extension 3336

| | |
|---|---|
| Debbie Osborne | Administrative Aide |
| | 638-0300, extension 3278 |
| | |
| Veronica Jury | Manager, Admission & Records |
| | 638-0323 |
| | |
| Mario Gonzales | Director, EOPS |
| | 638-0340 |
| | |
| Sandra Fuentes | Director, SSS/TRiO |
| | 638-0300, extension 3460 |
| | |
| Christina Cortes | Director, Financial Aid |
| | 638-0312 |
| | |
| Diana Tapia-Wright | Director, Grant Funded Programs |
| | 638-0300, extension 3668 |
| | |
| Nate Saari | Director, College Relations & Outreach |
| | 638-0300, extension 3121 |
| | |
| Eve Castellanos | CalWORKs Coordinator |
| | 638-0300, extension 3699 |
| | |
| Kelly Murguia, R.N. | Health Services |
| | 638-0300, extension 3625 |
| | |
| Michelle Stricker | Matriculation and Outreach Coordinator |
| | 638-0300, extension 3171 |
| | |
| Jim Mulligan | Tutorial Center Coordinator |
| | 638-0358 |
| | |
| Sergio Lemus | Coordinator-Career, Transfer and Transitions (Dual Enrollment) |
| | 638-0300 extension 3721 |
| | |
| Cheri Cruz | Coordinator-Career, Transfer and Transitions (Wonderful) |
| | 638-0300 extension 3294 |
| | |
| Janice Emerzian, Ed.D. | District Director, DSP&S |
| | 442-8237 |

### 2.6.3 Reedley Administrative Services

| | |
|---|---|
| Donna Berry | Vice President of Administrative Services |
| | 638-0351 |
| | |
| Samaria Cardenas | Administrative Assistant |
| | 638-0300, extension 3209 |

| | |
|---|---|
| Melanie Highfill | Accountant/Auditor |
| | 638-0300, extension 3452 |
| | |
| Cameron Rosso | Accounting Technician I |
| | 638-0300, extension 3284 |
| | |
| Rosa Rios | Office Assistant III, Facility Use |
| | 638-0300, extension 0 |
| | |
| Linda Nies | Accounting Supervisor |
| | 638-0300, extension 3501 |
| | |
| Larry Simpson | Interim, Building Services Manager |
| | 638-0309 |
| | |
| John Cunningham | Food Services Manager |
| | 638-0300, extension 3321 |
| | |
| Linda Quercia and Charlotte Espinosa | Printing Services |
| | 638-0300, extension 3228 |

## 2.7 REEDLEY DEPARTMENT CHAIRS

Ag and Natural Resources
Nick Deftereos
Office AGM 5, extension 3736

Business
Pam Gilmore
Office BUS 48, extension 3786

Composition/Literature & Communications
Eileen Apperson-Williams
Office HUM 60, extension 3223

Counseling and Guidance
Samara Trimble
Office DSPS, extension 3

Fine Arts/Social Science
Bill Turini
Office @Madera R4A, extension 4707

Industrial Technology
David Tikkanen
Office IND 18, extension 3313

Math Computer Science & Engineering

Ron Reimer
Office FEM 1F, extension 3355

Science and Geography
Veronica Cornel
Office PHY 78, extension 3449

Physical Education/Health Sciences
Marcy Davidson
Office CDC, extension 3127

Reading & Language
David Nippoldt
Office FEM 4G, extension 3100

Auxiliary
Linda Reither
Office LRC-117, extension 3183

## 2.7.1 Appointment of Department Chairs

Department Chairs are appointed for three-year terms by the college president upon recommendation of the department faculty and the instructional administration.

During the spring semester, departments meet to nominate a minimum of two full-time faculty members for the position of department chair. Tenured faculty members are preferred, but non-tenured faculty may serve when there is a clear need. The names of the nominees, ranked at the discretion of the department membership, are submitted through the dean and vice president of instruction to the college president.

It is expected that the administration will be able to appoint the department chairs from those staff members nominated by the department membership. In the event that no name submitted is acceptable to the administration, the department will be asked to reconsider its recommendations in the hope that a mutually acceptable candidate can be identified. The process for identifying department chairs should be completed in the spring semester prior to the beginning of their three-year terms. New Department Chair terms begin July 1.

## 2.7.2 Department Chair Duties

A further description of the duties of Department Chairs can be found in the Department Chairs'/Division Representatives' Guidelines on Blackboard at
https://scccd.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_3117196_1&course_id=_3925_1&content_id=_3117196_1

## 2.8 MADERA & OAKHURST COMMUNITY COLLEGE CENTERS

### 2.8.1 Administration

MADERA COMMUNITY COLLEGE CENTER
30277 Avenue 12
Madera, CA  93638

Phone: 675-4800

OAKHURST COMMUNITY COLLEGE CENTER
40241 Highway 41
PO Box 1910
Oakhurst, CA  93644
Phone: 683-3940


| | |
|---|---|
| John Fitzer, Ph.D. | Vice President Madera/Oakhurst CCC 675-4800, extension 4852 |
| Leticia Canales | Dean of Student Services Madera/Oakhurst CCC 675-4800 extension 4822 |
| Ganesan Srinivasan, Ph.D. | Dean of Instruction Madera/Oakhurst CCC 675-4800 extension 4817 or 4812 |
| Yolanda Garcia | Administrative Aide 675-4800, extension 4812 |
| Becky Xiong | Office Assistant III, Facility Use 675-4800, extension 4817 |
| Pattie Fitzgerald | Administrative Aide 675-4800, extension 4874 |
| Darin Soukup, Ph.D. | Director, Oakhurst CCC 683-3940, extension 5613 |
| Annie Graham | Office Assistant III 683-3940, extension 5610 |


## 2.9 MADERA CCC DIVISION REPRESENTATIVES

Humanities, Social Sciences
Loren Palsgaard
Office AVI-256, Extension 4805

Math, Business
Tamara Epperson
Office AV1-159, Extension 4836

Science, Health, Student Services
Tina Luera
Office AVI-153, Extension 4102

## 2.9.1 Appointment of Division Representatives

Division Representatives are appointed for two-year service by the President upon recommendation of the division faculty and the instructional administration.

During the spring semester, divisions meet to nominate a minimum of two full-time faculty members for the position of representative.  The names of the nominees, ranked at the discretion of the division membership, are submitted through the Dean of Instruction and the Vice President of Madera/Oakhurst to the President.

It is expected that the administration will be able to appoint the division representatives from those staff members nominated by the division membership.  In the event that no name submitted is acceptable to the administration, the division will be asked to reconsider its recommendations in the hope that a mutually acceptable candidate can be identified.

The process for identifying division representatives should be completed in the spring semester prior to the beginning of their two-year service.  New terms begin July 1.

## 2.9.2 Duties of Division Representatives

A description of the duties of the Division Representatives can be found in the Department Chairs'/Division Representatives' guidelines found on Blackboard at https://scccd.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_3117196_1&course_id=_3925_1&content_id=_3117196_1

**2.10 MADERA & OAKHURST COMMUNITY COLLEGE CENTER'S DEPARTMENTS/OPENING HOURS**

### 2.10.1 Madera Community College Center Student Services

**Admission and Records**
675-4800
Room AM-161
M-F 8:00 am to 5:00 pm

**Bookstore**
675-4837
TM-31
M-Th 7:45 am – 6:00 pm
F 7:45 am – 1:00 pm

**Child Development Center**
675-4807
Room 6C
M-F 7:45 am – 4:15 pm

**Open computer Lab**
675-4835
Room AM-132
Hours will be posted at the
beginning of the semester.

**Cafeteria**
675-4850
TM-31
M-Th 8:00 am – 2:00 pm
F 8:00 am – 1:00 pm

**Counseling**
675-4800
Room AM-161
M-F 8:00 am – 4:00 pm

**Disabled Student Services**
675-4864
Room AM-176
M-Th 9:00 am – 2:00 pm

**Financial Aid**
675-4814
Room AM-161
M-F 9:00 am to 3:00 pm

**Health Services**
675-4759
Room R6-B
MTh 8:00 am – 4:00 pm

**Library**
675-4835
Room AM-185
M-Th 8:00 am – 8:00 pm
F 8:00 am – 3:00 pm

**Placement Testing**
675-4800
Room AM-161
Call or stop by to schedule an appointment.

**Psychological Services**
Ext. 5999, then dial 9702
Room AM-161
Call or stop by to schedule an appointment.

**Student Activities**
675-4834
Room AM-166
Hours vary

## 2.10.2 Oakhurst Community College Center Student Services

**Admissions and Records**
683-3940
Main Office – Room OC 1
M-Th 8:00 am – 8:00 pm
F 8:00 am – 5:00 pm

**Bookstore**
Students can purchase their textbooks from the Madera Center bookstore. For a delivery fee, they can have them delivered to their home via UPS. For home delivery, call the Madera Bookstore at 675-4837. Allow several days for delivery.

**Open computer Lab**
683-3940
Room OC 3
Hours will be posted at the beginning of the semester.

**Counseling**
683-3940
Room OC 2
Call or stop by to schedule an appointment.

**Financial Aid**
683-3890
Room OC 1
Call or stop by to schedule an appointment.

**Placement Testing**
683-3940
Room OC 3
Call or stop by to schedule an appointment.

# 3. THE CLASSROOM AND TEACHING

## 3.1 AAUP ETHICS STATEMENT

Membership in the academic profession carries with it special responsibilities. In the enforcement of ethical standards the academic profession differs significantly from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In our profession, the individual institution of higher learning provides this assurance and so should handle questions concerning propriety of conduct within its own framework by reference to a faculty group. (from: Statement on Professional Ethics, AAUP's Association's Council, June 1987)

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm)

## 3.2 ABSENCES

If an instructor cannot meet his/her scheduled class, for whatever reason, he/she is to contact the dean of instruction's office. The dean's office will post a cancellation notice on the classroom door or assign a substitute. For Reedley Campus classes, the dean's office will post the canceled class to the Reedley College website. Do not give alternate assignments to your students or arrange for your own substitute without approval of the dean.

The district's auditing procedures require that payroll be based on evidence that the individual is present for performance of duties on the days and during the time legally required. To meet this requirement, each faculty member is required to complete an Academic Absence Form (see appendix) and submit this to his/her dean within two days of returning to duty. In case of absence due to illness of five or more consecutive days, a medical verification and release by a licensed physician must accompany the Academic Absence Form. An Academic Absence Form must be completed for any absence.

To report absence from a Reedley Day class, please refer to the following:

 If calling before 8:00 a.m., you must call 638-0306.

| Department | Phone Number: |
| --- | --- |
| Ag, Natural Resources, Business, Industrial Technology | 637-2528 |
| Composition/Lit & Comm, Fine Arts/Social Sciences, Reading/Language | 638-0306 |
| Math, Computer Science, Engineering, Science, Geography, Health Sciences | 637-2531 |
| Guidance Studies | 638-0300, ext. 3278 |

If none of these individuals can be contacted, you may leave a message at the switchboard between

8:00 a.m.-5:00 p.m., Monday-Friday.

Reedley Evening classes: If you are going to be absent, call your dean before 5:00 p.m.; after 5:00 p.m. contact the Administrator on Duty at (559) 779-5447.

**All Madera CCC Classes**: 675-4817 or 675-4800

**All Oakhurst CCC Classes**: 683-3940

Full time and adjunct faculty members please refer to your bargaining agreement for clarification of sick leave or other allowed kinds of leave, i.e., accumulation of sick leave, bereavement leave, and jury duty service.

Adjunct faculty members are entitled to sick leave. The number of teaching hours per week determines the number of sick leave hours earned per semester.

If you plan to attend an event outside the district, you must submit a Travel & Conference Form to your dean. Refer to Travel and Conference section of this handbook.

**3.3 ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES AMERICANS WITH DISABILITIES ACT (ADA)**

There is a separate instructor handbook having to do with disability accommodations. Please consult that handbook for specific guidance, it is available on line and at the DSPS office. It is every instructor's obligation to make a serious attempt to provide reasonable accommodation of any legitimate disability. The handbook provides guidance on whom to contact and what counts as "reasonable" accommodation, etc. Special Note: instructional materials—books, videos, software, etc.—need to be made accessible to students with disabilities. If you regularly use video or audio media that has not been close-captioned, contact DSP&S. Recorded lectures need to be closed captioned. Please, contact the DE Coordinator Amanda Taintor at amanda.taintor@reedleycollege.edu or extension 3152 for information and assistance.

**3.4 ADDING STUDENTS**

Students should be given an authorization code number so that they can add a class as soon as possible. If the class is full, absent students should be dropped at the end of the first class period and those who are present should be allowed to add to fill their spaces. Students should be allowed to add in the order in which their name appears on the wait list. Instructors should not add more students to a class in excess of the posted class capacity than can reasonably be expected to drop by the end of the third week of class. Only students enrolled in the class are to be allowed to attend after the second week of the term.

**3.5 ATTENDANCE (CLASSROOM)**

Faculty are required to take attendance each class session. Class rosters printed on class record sheets will be provided for the completion of attendance and academic progress. These roster sheets must be kept complete at all times. It is district policy that attendance be taken at every class meeting and posted in the class record book. Instructors must also establish an attendance policy and inform students of this policy by including it in their syllabi (see Syllabus section). A reasonable but firm policy is encouraged. If you would like specific guidance on this, consult your department chair or dean.

Instructors shall drop all students from class who do not attend the first class meeting and add students from the waitlist to reach the "cap" for that class. As a guide it is generally accepted that instructors may drop students for absences in excess of two weeks (11%) of class meeting within the first half of the scheduled class time. At the beginning of the semester, each instructor shall notify students of attendance expectations and requirements if they are more stringent than the above guideline.

At the beginning of the fourth week (after 1/6th or 20% of the session is expired), instructors must certify their rosters. This is accomplished by certifying that each roster is accurate in Webadvisor, that is, that all students attending the class are officially enrolled and that no student who is enrolled but no longer attending remains on the roster. (See Census Roster Certification below). Students who drop the class between week 4 and week 9- that is between 20% and 50% of the class time is expired- will receive a W. After 50% of the session is expired it is not possible to drop a student from a class, the student must receive a grade in the course.

An instructor teaching classes accounted for by the positive attendance process must record and report the actual attendance hours each student attends during the length of the class and submit this to the A. and R. department at the District Office.

At noon on Monday following finals week, the attendance and grade back up sheets must be submitted **electronically** via the link on Webadvisor. They may be uploaded using **excel or pdf only.** We are no longer using Micrograde.

## 3.6 CENSUS ROSTER CERTIFICATION/FACULTY DROPS OF STUDENT

Faculty members are responsible to drop any inactive students via WebAdvisor prior to the Census Date of a class. Inactive students are defined as: Never Attended or Absent without permission for 2 weeks or more.  It is imperative that you drop any inactive students prior to the Census d
Date. After the Census Date those students will receive a 'W' grade. You need to record the last day the student attended your class, because the date , affects the students' financial aid Faculty must certify the class roster on (not before!) the Census Date. The Census Date is printed on your roster. No drops will be processed after census until certification has taken place. You will be unable to drop students on WebAdvisor as 'No Show' once your roster is certified on the Census Date.

**STEPS:**

1. It is required by community college policy that you must verify your roster **on the census date**.

2. Log into WEBADVISOR and select "Faculty Drops Select Section"

**Faculty Information**

Class Roster Only
My Class Schedule
Class Roster and Micrograde Download
Census Roster Certification
FCC Early Alert
Reedley College/MC/OC Early Alert
Willow International Early Alert
~~Faculty Drop - Student Attended Class~~
~~Faculty Drop - Student No Show~~
Print Your Class Roster
Faculty Drops Select Section ←

You no longer have to select a different link for "no shows" and "drops" both are now under the same link/process.

3. Choose your Course

## Faculty Drops Select Section

| Section Name and Title | Term | Start Date | End Date | Meeting Information | Location |
|---|---|---|---|---|---|
| ENGL-1A-87612 (87612) READ & COMP | Fall 2014 | 08/11/14 | 12/12/14 | 08/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C | Madera Center |
| ENGL-1A-87815 (87815) READ & COMP | Fall 2014 | 08/11/14 | 12/12/14 | 08/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room WEB | Madera Web Class |
| ENGL-1AH-87596 (87596) HON READ & COMP | Fall 2014 | 08/11/14 | 12/12/14 | 08/12/2014-12/11/2014 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Relocatable Building, Room 4C | Madera Center |
| ENGL-1B-87462 (87462) INTRO LITERATURE | Fall 2014 | 08/11/14 | 12/12/14 | 08/11/2014-12/12/2014 Lec Internet Days to be Announced, Times to be AnnouncedMadera Center, Room ARR | Madera Web Class |
| ENGL-3-87805 (87805) CRIT RDG & WRIT | Fall 2014 | 08/11/14 | 12/12/14 | 08/13/2014-12/10/2014 Lecture Wednesday 06:00PM - 08:50PM, Academic Village One (1), Room 146 | Madera Center |
| FILM-1-87508 (87508) FILM STUDIES | Fall 2014 | 08/11/14 | 12/12/14 | 08/13/2014-12/10/2014 Lecture Wednesday 11:30AM - 02:20PM, Madera Administration Bldg, Room 120 | Madera Center |

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4.  Drop any No Show Drops



5.  Click "Census Certification"



- You can drop and certify your roster in the same submission.
- Rosters are required to be certified on census date.
- You cannot certify your roster prior to the census date.
- You will receive an error message.

You will receive an email automatically indicating what students are dropped and that your roster has been certified.

## 3.7 CHEATING AND PLAGIARISM
Inform the office of your dean as soon as you observe a case of cheating or plagiarism. For the college policy on cheating and plagiarism, refer to the Reedley College Catalog. Academic dishonesty is a cause for discipline under Board Policy 5500 (c) and procedures for formal discipline are spelled out in AR 5520 and also in Student Conduct Standards and Grievance Procedures Handbook available in the Dean of Student Services' office. Every instructor has the authority and responsibility for dealing with such instances of cheating or plagiarism as may occur in class. For current information, consult your dean or the Office of Instruction.

### 3.8 CHILDREN IN CLASS

Children are not allowed in classes. In order to promote a positive learning environment for all, please advise students to make arrangements for their child's care while class is in session. (See Visitors in Class).

### 3.9 CLASSROOM ETIQUETTE

Please comply with established procedures and basic rules of courtesy:

1. **Close/lock doors and windows; set alarms as appropriate unless the next instructor is already in the classroom.**
2. DO NOT ALLOW SMOKING of any kind, including vaping, in classrooms.
3. DO NOT ALLOW FOOD OR BEVERAGES in the classroom.
4. Encourage students to use appropriate trash and recycle receptacles.
5. Clean boards before leaving; Turn off the projector.
6. Please use only erasable markers on the whiteboards. If you do not have one, you may obtain one at the switchboard.
7. Return tables and chairs to their original locations.
8. Turn off lights when not in use.
9. Concerning visitors, see Visitors in Class.
10. If the room is too hot or cold, report this to maintenance using the schooldude form. Keep doors and windows closed to help the HVAC system to work.
11. Limit cell phone use to research or use of an app relating to your class content, or calculator use (e.g). Set clear rules and expectations and make sure they are in your syllabus. .
12. When there is 10 minutes of passing time between classes, please use only 5 minutes to vacate a class and allow the incoming instructor the remaining 5 minutes to set-up.

### 3.10 DISRUPTIVE STUDENTS

In an event that a student becomes disruptive in the classroom and you request the student to leave, which he or she refuses needs to be removed, the following procedure should be adhered to:

- Your Dean of Instruction should be contacted first.

- Should your dean be unavailable, call the Dean of Student Service's office.

- The Administrator's office will contact Campus Police to have an officer meet him/her at the classroom. The Administrator will be the one to enter the class and remove the student. The officer will wait outside of the classroom.

- The student will be advised that he/she must speak with the Dean of Student Services before he/she can return to class.

- The instructor must complete a Disruptive Student Report and submit it to the Dean of Student Services.

- A police report will be generated within 48 hours of the incident and the Dean's Office will contact the student to schedule an appointment.

- See Disciplinary Actions and Procedures

**Suggested Methods for Instructor Interventions**

Listed below are suggestions regarding methods of intervention and referral in dealing with students who may be exhibiting disruptive behavior.

**SITUATION 1** Student appears to be extremely withdrawn or inattentive. Behavior is not disruptive to class, but student appears to be disoriented.
**RECOMMENDED ACTION** Talk privately with student and register your concern with the student.
Inform student of services available in Counseling, Psychological Services, and Health Services. If student is interested in assistance, refer to appropriate service indicated above.

**SITUATION 2** Student is disruptive in class (i.e., loud, obscene language). Behavior is inappropriate but controllable. Comments are unrelated or bizarre.
**RECOMMENDED ACTION** Talk privately with student and set limits on behavior. Example: "You cannot continue in class if your disruptive behavior continues."
Review the Student Conduct Standards and Grievance Procedures. Copies are available in the Dean of Students Services' Office. Student Services Building. Consider referral to Psychological Services if student requests personal counseling.

**SITUATION 3** Student openly expresses anger and is acting out in class. Student appears potentially violent and makes verbal threats.
**RECOMMENDED ACTION** Ask the student to leave class for one day. Follow the procedures for REMOVAL FROM CLASS BY INSTRUCTOR section of Student Conduct Standards and Grievance Procedures.
If the student refuses to leave, call your Dean first. If he or she is not available, call the Dean of Student Services Office. Provide student Psychological Services information so the student is aware that counseling with referrals is available.

**SITUATION 4** Student appears suicidal or capable of harming self or others.
**RECOMMENDED ACTION** Call District Police (ext. 5911 or 244-5911 24 Hours) and Psychological Services or Health Services. Off campus classes call 911. Contact the Dean of Students Services.

**SITUATION 5** Student displays violent behavior. Example: Student strikes another student or threatens others with a weapon.

**RECOMMENDED ACTION Call** District Police (ext. 5911 or 244-5911 24 Hours OR by depressing the "panic button" on the faculty phone) and/or Psychological Services. Call Health Services, if needed, for non-emergency first aid, Student Insurance and/or referral to medical providers. If there are injuries that may be life-threatening, immediately and directly call 911. Off-campus classes call 911. Notify the immediate supervisor and contact the Dean of Student Services and file a Disruptive Behavior Report form.

**SITUATION 6** Any sexual harassment situation (student/ student, faculty/student, staff/ staff).

**RECOMMENDED ACTION** Notify the immediate supervisor and contact Dean of Student Services.


## 3.11 DROPPING STUDENTS-NO SHOW OR FACULTY DROPS

**No Show Drops**-You are expected to drop any student that does not show up to class on the first day or at all.
1. Log in to Webadvisor

2.  Select "Faculty Drops Select Section"



You no longer have to select a different link for "no shows" and "drops" both are now under the same link/process.

3.  Select your course



4.  Click the box next to any student that did not show on the first day of class.



The instructor drop option will not display after the final drop date. Final drop date is the 50% point of the class. Students cannot be dropped after this date and must be graded.

For "instructor drops" only, you must provide a last date of attendance.

Click the submit button to process.

5.  Click Submit

6.  You will get an email immediately indicating any students that you have dropped.

7.  If a student has attended at least once, they cannot be dropped as a no-show, they must be dropped as a faculty drop.

**Faculty Drops-**are used when a student has attended at least one time, but has excessive absences. Faculty drops can be done anytime up until the 9th week of the semester (or 50% of the class for short term classes).

1. Repeat steps 1-3

2. Click box next to "faculty drop" and type in last date of attendance.



3. Click Submit

4. You will get an email immediately indicating what students you have dropped.

## 3.12 EARLY ALERT

See Flyer next page

# Reedley College

# EARLY ALERT

## What is EARLY ALERT?
Early Alert Referral System helps promote student success and retention. This web-based software enables faculty and staff to identify students who are having difficulties, connect them with campus services that can provide appropriate interventions, and receive feedback on actions taken.

## How does EARLY ALERT work?
SARS Alert integrates with SARS-GRID scheduling which is being used by counseling and student support programs. Pop-up notifications will allow counselors and special programs to view Early Alerts created by instructors . Students will receive email notifications immediately after an Early Alert is created by an instructor, and will notify them of specific instructor concerns.

## Where can I access EARLY ALERT?
You can access the new Early Alert program under the Faculty & Staff tab on the home page OR on the WebAdvisor Faculty page.

## How do I log-in?
Enter your RC network Username and password to log-in to Early Alert: **Reedley College**

**Early Alert Referral System**

Please Log In

User Name

Password

Log In

*You will then be taken to a Welcome Page for instructions on how the new program works.*

**Early Alert Faculty Information Screen**

Welcome to the new Early Alert program for the Fall 11 semester!

Here's How it Works:

1. You identify students who are having difficulties in your class(es) using the Early Alert Referral Form
2. The College and you select intervention strategies based on the students reported difficulties.
3. An email is sent to the student, letting them know that you are concerned about their academic progress in your class and will list the specific concerns you have selected. The email encourages them to take advantage of the services listed. *Please note: Referrals made for "Personal" concerns or Psychological/Learning Disability services will not be sent to or seen by students.*
4. Additional emails are generated and forwarded to all the services areas available to help the student.
5. Pop-up Alerts are created within SARS-GRID/eSARS scheduling modules used by student services programs. Counselors will receive a pop-up alert when a referred student schedules a counseling appointment and will be able to access Early Alert details when providing counseling services.

*Questions Contact:*
*chris.spomer@reedleycollege.edu or*
*gary.sakaguchi@reedleycollege.edu*
*(559) 638-3641*

## 3.13 FIELD TRIPS

1.  Field trips are approved and scheduled by the following procedures:
    a.  Complete an "Instructional Field Trip/Excursion Request" form found online at
        http://www.reedleycollege.edu/index.aspx?page=161  secure department chair approval, and file
        with the dean of your area.
    b.  Have **ALL** students complete the newly required Field Trip Waiver form found online at
        http://www.reedleycollege.edu/index.aspx?page=161
    c.  Obtain approval endorsement authorizing the trip for insurance coverage and eligibility for
        transportation.
    d.  All field trips must be cleared at least ten days in advance by your dean. Schedules of field trips
        planned during a semester should be submitted by instructors for approval. Out-of-state travel
        must be approved by the president, chancellor and board of trustees. Waiver forms must be
        signed by all persons participating in an out-of-state field trip.
    e.  The names of all students participating must accompany the field trip request.
    f.  For new transportation guidelines, please see "Transportation" portion of this handbook.
2.  In one semester no class or activity may schedule field trips or events that would cause students to miss
    more than three days of other classes. A student may not be required to miss more than nine days of
    classes for field trips in a semester.
3.  All class work missed by a student on field trips or in activities must be made up to the satisfaction of the
    instructor, or the absence will be unexcused. The student is responsible for learning from the instructor
    how and when missed work may be made up.
4.  Instructors, advisors, and coaches should inform the staff in advance of trips or activities that will take
    students out of classes. A list of events, dates, and times should suffice. Individual students involved
    must speak in advance with their instructors.
5.  If a student has a disability, mobility assistance shall be provided. Please provide at least two weeks'
    notice prior to field trip for arrangements.

## 3.14 FINAL EXAM SCHEDULE

The final exam schedule is in the Schedule of Classes. For fall and spring semester-length classes, finals must
be given at the regularly scheduled time. Evening class finals are to be given on the first night of class during
finals week (if class meets more than one evening, it does not meet the second night during final exam week).
Saturday class finals are scheduled for the Saturday prior to finals week. For short-term classes and summer
classes, the final is given on the last day of class. If a short-term class is scheduled for finals week, class is held
every scheduled day during finals week. Any exceptions must be approved by your dean ten days before the
start of final's week. Instructors are to proctor exams themselves, or to consult their dean to arrange a substitute.
(See Proctoring Examinations)

## 3.15 GRADES

ALL GRADES MUST BE POSTED USING WEBADVISOR no later than noon on the Monday following the
end of the semester. All back up materials must be submitted electronically via the link on Webadvisor.  You
must upload them in an **Excel or PDF format only**.  We are no longer using MicroGrade.

The evaluation by examination or other means should be planned so that final grades can be submitted
immediately following the end of the course. Students are expected to take, and instructors are expected to
administer, final examinations in accordance with the official published examination schedule. If a student who
has done satisfactory work all semester inadvertently misses the final examination due to extenuating
circumstances, a grade of "incomplete" (I) may be assigned by the instructor. The student then has until the end
of the following semester to complete the "incomplete" assignment and receive their grade. Incomplete grades

are discouraged, and it is recommended that faculty members confer with their dean regarding the granting of an incomplete grade.

Grades must not be posted including student names or social security numbers. It is necessary that grades be posted in a manner that ensures individual students cannot be identified. It is recommended that updated grades be made available regularly electronically rather than by physically posting.

**3.16 GRADE CHANGES**
The instructor's grades, when submitted to Admissions & Records electronically, are permanent and may not be changed for any reason except error in computation or recording. For conditions under which a grade complaint might be sustained, leading to administrative action, see Ed. Code 76224. A Notice of Grade Change form is completed to change a grade. If there is a discrepancy between a grade received and the grade a student thinks he/she should have received, the student should discuss it with the instructor. If the situation is not resolved, the matter is referred to the appropriate dean.

**3.17 INSTRUCTIONAL MINUTES PER HOUR AND CLASS BREAK TIME**
Reedley College classes will be presented in the class schedule in such a way as to allow instructors maximum flexibility in planning classroom breaks. Classes scheduled for one hour per scheduled day will be shown as (for example) 8:00-8:50, and the instructor will be expected to hold class for the entire fifty-minute period. (The ten minutes between 8:50 and 9:00 is allowed for passing time; there is no other break.) For classes scheduled for more than one hour per day, the instructor must allow at minimum a ten-minute break after the first 100 minutes of instruction, and may allow additional breaks amounting to ten minutes for each additional 100 minutes. A three-hour-per-day class will be shown in the schedule (as 6:00-8:50 for example), with the understanding that the instructor will provide a break of 20 minutes in duration in the middle of that period. Any questions concerning scheduled class time, etc., should be directed to your dean.

**3.18 INTELLECTUAL FREEDOM AND RESPONSIBILITY (BP 4030 ACADEMIC FREEDOM)**
Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As, a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments and to avoid teaching material which has no relation to the subject.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the students own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all

times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

Freedom of Speech, Political Activities
The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:
> 1. The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
> 2. The conducting of student and employee elections and campaigning connected therewith.

## 3.19 PASS/NO PASS
Students who elect to take a designated course on a pass/no pass basis must complete the program change card and submit it to Admissions & Records by the end of the fifth week for 18-week classes. Grading options for the class are indicated on the class roster. Refer to Reedley College Catalog for details.

## 3.20 PRIVACY ACT
The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, 5.5.51 3) permits students the right to examine their educational records maintained by the college. Further, students may challenge the accuracy of those records and are protected from release of these records without their authorization. This law applies to the grade records for classes.

## 3.21 PROCTORING EXAMINATIONS
Examinations must be supervised by certificated personnel.  All arrangements for proctoring exams must be approved by your dean in advance.

## 3.22 REGISTRATION/DROPS
Students must have an authorization code and/or instructor signature on a program change card or registration form if they wish to register after classes begin. They can add classes through the third week (or 20% of the class length for a short term class).  Any students wishing to add after the third week will need to obtain a Late Add form from the Vice President of Instruction's office at Reedley or the Vice President of Madera/Oakhurst CC Centers' office at Madera.  Please announce this date to your students when you agree to their adding your class. Remind them that they are not registered, and will not be allowed to return to the classroom, until their paperwork is processed.

The last day to drop a class and qualify for a full refund is the end of the second week of the semester (or before 10% of the session contact time for a short term class is expired). Students may drop a class through the third week (or before 20% for a short term class) without receiving a "W" on their transcript. **The last day to drop a full term class to avoid a letter grade is the end of the ninth week (or before 50% for a short term class).** All *classes will have the drop date printed  on Class Roster.*

Please keep your roster up to date! Instructors must drop students via Webadvisor. Rosters must also be certified via Webadvisor on the Census Date. You have the authority to drop students who do not show the first class session and haven't made contact with you. Any student who has not shown in class for a period of time during the first 50% of class should be dropped. An instructor may not drop a student after the 50% mark of the class. Reinstatements are always possible when extenuating circumstances and documentation as evidence are in place; drops are only possible before the 50% mark. Your attendance policy must be announced in your syllabus.

## 3.23 TEXTBOOK ADOPTION

Full-time instructors will recommend the most appropriate texts and materials available for each course he or she teaches with due consideration to the student costs involved. Where several instructors teach the same course, every effort should be made to use a common basic text. Textbook changes and adoptions will be reviewed by the department members and submitted to the dean's office.

In order to help students "buy back" and to guarantee text availability at the opening of each semester, it would be extremely helpful if instructors hired after June 1 or December 1 would use the texts previously used in the courses they will be teaching.

a. Desk Copies
   Instructors shall order their desk copies directly from the publisher. The bookstore will provide forms for this purpose, and the desk copy will be mailed to the instructor. In the event an instructor is hired late, or there is an unannounced new edition, the instructor may be issued a text from the bookstore, upon approval from their dean. Upon arrival of the instructor's desk copy from the publisher, he/she must return the new text to the bookstore for full credit.

b. Deadline for Textbook Adoption
   Two years ago, the State of California imposed a new law stating that starting the first date that a student can register; the student must be able to see what textbook is being used for each course. Due to these changes, textbook requisitions must be completed and turned in to the dean's office, in at least a month before the first date of registration.  Department Chairs will work with full time and part time faculty to ensure timely submission of all requisitions to Division Deans.

c. Additional Supplies
   Supplies required for the course other than textbooks should be listed on the textbook requisition in the designated area under Supplies Wanted.

## 3.24 VISITORS TO CLASS

Instructors have authority to allow visitors in classes on a one-time basis, whether as guest speakers, observers for academic purposes (e.g., teaching interns), or for other instructionally justifiable purposes. The visitor is to be authorized by the dean. The instructor should not allow a classroom to become overly crowded. Children are not allowed in classrooms. It is forbidden to allow regular attendance by any person who is not enrolled, employed, or registered as a volunteer. If you have questions concerning visitors, consult your dean.

## 3.25 WAIT LIST

Refer to the schedule of courses for a complete list guidelines/requirements. On the first day of class, instructors will determine the number of openings available in the class, and then add students who are on the Wait List (providing they are present in the class) in the order in which their names appear on the list. Authorization codes should be given to students along with the instruction sheet on how to call or go on line to add the class.  In the event there is no authorization code, the instructor must sign an add card.  The student must officially add the

class before the census date, which is at the end of the 3<sup>rd</sup> week in an 18-week semester. For late start classes, the census date is when 20% of the course has expired. The census date is printed on the class roster.  Please keep an eye on your class roster via webadvisor after giving add-codes.  Any student not officially added is not allowed to attend your class and will not be allowed to add passed the 3<sup>rd</sup> week (20%) mark except for reasons of extenuating circumstances. Also, please check with your dean before increasing your class size beyond the established cap.

## 3.26 COURSE SYLLABUS

### 3.26.1 Developing a Course Syllabus

Reedley College instructors are required to provide students with a syllabus for every course they teach. The official course outline of record (COR, sometimes called the Title 5 outline) is the basis for planning your course and your syllabus.

The college requires that you prepare a syllabus and that you make it as clear, complete, and as helpful for students as possible. As part of the evaluation process, your dean will review your syllabus to ensure that it meets certain minimum criteria. You can assure this by using the checklist and the sample syllabus that follows as you prepare or revise your syllabus.

Instructors are required to e-mail a copy of each syllabus to their dean's office <u>by the first Wednesday of the term.</u>

| Department | Email: |
|---|---|
| Ag, NR, Business, Industrial Technology | kassandra.davis-schmall@reedleycollege.edu |
| Comp/Lit & Comm, Fine Arts/Social Sciences, Reading/Language | christina.buzo@reedleycollege.edu |
| Math & Engineering, Science, Health Sciences/PE | annette.carrion@reedleycollege.edu |
| Guidance Studies | debbie.osborne@reedleycollege.edu |
| **Madera CCC:** | yolanda.garcia@scccd.edu |
| **Oakhurst CCC:** | darin.soukup@scccd.edu |

<u>Your course student learning outcomes, course content, and grading system must correspond to what is in the official course outline of record.</u> <u>Email your syllabi with the following name format:  course name-schedule number-last name, first initial.</u>

Emphasize clarity as you prepare your syllabus but consider tone as well. A syllabus that establishes a positive tone and a constructive learning environment, even as it presents clearly and firmly the ground rules for the course, will send the message to students that you are there to guide them, but that they have responsibilities as well.

The syllabus is also a creative endeavor. It is your opening shot, and it is where you bring your course to life. If you inject creativity and energy into your syllabus, students tend to believe that you will do so in the day-to-day activities of the course also, and they are encouraged to give the course an honest try.

Use the checklist and the sample syllabus as tools, but as long as you meet the minimum requirements, you should feel free to make your syllabus your own.

Consider your syllabus  an agreement between you and your student and an outline on how your class will be ran.

**Essential:**
Any changes in your syllabus must be in writing, dated and submitted to both <u>your dean and to the students</u>.

### 3.26.2 Syllabus Checklist

☐ Course name and code; meeting room; semester and year; meeting days and times; any holidays

☐ Your name, district provided voice mail number and **Reedley College/SCCCD e-mail address**, website, other contact information

☐ Your Office hours (full-time instructors only)

☐ All Deadlines
   o Deadline to drop for refund (end of 2$^{nd}$ week for full-length class)
   o Deadline to add and deadline to drop to avoid a "W" on your transcripts (end of 3$^{rd}$ week for full-length course
   o Drop deadline (end of 9$^{th}$ week for semester length class; see roster for short-term class drop date)

☐ Final exam date, time and location (refer to class schedule; any exceptions from final exam schedule must have prior written approval of your dean)

☐ Course Objectives and Student Learning Outcomes
   Note: These and items below should correspond with the official course outline.

☐ Required and recommended textbooks, materials and supplies (including charge for materials fees if applicable)

☐ Course Prerequisites, Co-requisites, and/or Advisories

☐ Course Outline including topics to be covered with corresponding dates, time allotted to each topic, references to text chapters or pages, outside readings, specific assignments and due dates

☐ Grading policies and scales and evaluation criteria
   Exams, quizzes, homework, class participation etc. **It is very important that the grading criteria be very clear**. The grading basis must be included on final rosters when submitted to Admissions & Records (A minimum of four grades is required in addition to the final grade for full-term classes). Indicate how you plan to publish and regularly update the grades.

☐ Attendance policy including late work, make-ups, extra credit, etc.

☐ Canceled Class Notification

☐ Behavioral standards such as punctuality, technological gadgets, classroom visitors, etc.

☐ Plagiarism and Cheating Policy

☐ Accommodations for students with disabilities-Include this exact statement on the syllabus:
   "If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible."

# 3.26.3 Syllabus Example

Math 103-56022,  Intermediate Algebra  REEDLEY COLLEGE
Mr. John Doe  **Semester**:
**Office**: ABC  Phone: (559) 638-0300, EXT. 1234
**Office Hours**: MWF 10:00-11:00  **Meeting Room**: CCI 200
**Meeting Days:** Daily  **Time:** 8:00 am-8:50 am
**E-Mail**: john.doe@reedleycollege.edu

**COURSE DESCRIPTION:** This course will deal with many algebraic concepts consistent with a second course in algebra including: equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and the conic sections.
.
Basic Skills Advisories:  **Eligibility for ENGL 126**

**Subject Prerequisites:**  Math 101 or Equivalent

REQUIRED TEXT**:**   Charles P. McKeague, Elementary and Intermediate Algebra, Saunders College Publishing, 3rd  Edition, 2008.

**REQUIRED NOTES:**  Math 103 Notes are to be purchased from the bookstore.  You will need both Chapters 7-9 and then available later in the semester notes for Chapters 10-12.

**ATTENDANCE:**  Students are expected to attend all class meetings, be on time, and be in class the entire class session.  Calling me to tell me you will be absent **does not** excuse you.  **STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT!  Six (6) absences** may result in a drop from the course.  However, if you decide to drop the course, it is **your** responsibility to make the drop official in the Administrations and Records office or else possibly receive a grade of **F.**

**Behavioral Standards:**  Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins.  Please turn your phone off when entering the class.  You may not use your phone as a calculator.  Do not bring guests to class.

**NOTE:**  The deadline to drop for a refund is …
The deadline to add a class is …
The deadline to drop a class to avoid a "W" is…
The final deadline to drop is…

**TARDIES:**  Students are expected to be on time.  It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late.  It is your responsibility to notify the instructor (on a break or after class) that you are present if you arrive after roll has been taken.

**HOMEWORK:**  Some homework will be collected.  Each assignment collected will be graded on completeness, neatness, and effort.  Homework should be written on one side of a standard sized paper 8.5" x 11" (No spiral paper please) stapled in the upper left-hand corner, and in order.  Homework should be written in pencil. Record the class name, your name, homework (chapter, section and problems), and date on each homework assignment.  On graded homework, a selected few problems will be graded.  You will also be given homework checks.  If you miss a homework check or are late to class, you can still take the homework check

before the next class, for a possible 40% of its worth. Problems must be written out (except word problems) and all work must be shown in order to receive credit. **NO LATE HOMEWORK WILL BE ACCEPTED!** *Note: Being absent the day homework is collected does not entitle you to turn it in late!*

**MAKEUP ASSIGNMENTS:** An optional makeup assignment will be available for each chapter. This makeup is worth five (5) points and can be used to help makeup missed assignments, increase low homework grades or as extra credit homework points.

**TESTS:** There are no makeup exams for missed tests. NO EXCEPTIONS!

**FINAL EXAM:** A two-hour comprehensive final exam worth 1 test will be given at the end of the semester during finals week. You are required to take the final exam, however the final exam will replace your lowest test score. If your class meets at 8:00 then **your final is on Wednesday, May 14, from 8:00-9:50.** If your class meets at 9:00 then **your final is on Monday, May 12, from 9:00-10:50.**

Students are required to participate in all class discussions and activities. You may not start the homework during class. You may not study for another class or read a book during class.

**GRADING:**
- *HOMEWORK*: All of your homework scores will be added up and divided by the total possible points for the semester. This number is then multiplied by 100 to give a score between 0 and 100.
- *TESTS*: All of your test percentages will be averaged. This will give you a score between 0 and 100.
- Your homework grade is worth 20% of your grade. Your test score is worth 80% of your grade.
  *Example:* If your homework grade is 75 and your test grade is 85, then you would compute your grade as follows:
  $$(.20)(75) + (.80)(85) = 15 + 68 = 83$$

| Percent of Total Points | Grade |
|---|---|
| 89-100 | A |
| 78-88 | B |
| 65-77 | C |
| 55-64 | D |
| 0-54 | F |

**WHERE TO FIND YOUR GRADE:**
Occasionally your grade will be emailed to you
Available at http://sc.webgrade.classmanager.com/ReedleyCollege/ Your class will be identified by schedule number.
You can also find it www.reedleycollege.edu . Click on Academic Programs. Under other links click on Micrograde and Webgrade. Enter your Reedley College Student ID number and password.

**SPECIAL NEEDS REQUESTS:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Academic Dishonesty**
Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college,

each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or is playing notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Course Objectives

In the process of completing this course, students will:

A)    use function notation and the properties of lines and linear inequalities.
B)    simplify radical expressions and perform operations on radical expressions.
C)    graph parabolas and solve quadratic equations.
D)    use the properties of exponents and logarithmic functions and to change the base of a logarithm.
E)    generalize arithmetic and geometric sequences and find the $k^h$ term of a binomial expansion.
F)    manipulate and graph the equations of the conic sections.

## Course Outcomes
Upon completion of this course, students will be able to:

A)  create a linear equation given a slope and a point or two points; graph linear equations and inequalities and use function notation to find the value of expressions.
B)  add, subtract, multiply, and divide radical expressions and use exponent properties and conjugate properties to simplify and solve radical expressions.
C)  complete the square of a quadratic equation and use the quadratic formula to solve any quadratic equation; graph quadratic equations using translations.
D)  solve exponential and logarithmic equations by using equivalent expressions; use exponential and logarithmic properties to convert between common logarithms, natural logarithms and other bases.
E)  expand binomial expressions using Pascal's triangle and the binomial coefficient formula; find the $n^{th}$ term of a sequence of numbers.
F)  graph each of the conic sections by translations; put conic equations and inequalities into the standard form.

## COURSE CONTENT OUTLINE:

A)      Equations and Inequalities in Two Variables
        1)      Slope of a line
        2)      The equation of a line
        3)      Linear inequalities in two variables
        4)      Algebra using function notation

B)      Rational Exponents and Roots
        1)      Rational exponents
        2)      Simplified form for radicals
        3)      Addition, subtraction, multiplication, and division of radical expressions
        4)      Equations with radicals
        5)      Complex numbers

C)      Quadratic Functions
        1)      Completing the square
        2)      The quadratic function
        3)      Graphing Parabolas
        4)      Quadratic Inequalities

D)      Exponential and Logarithmic Functions
        1)      Exponential Functions
        2)      The Inverse of a function
        3)      Logarithms and their properties
        4)      Exponential equations and change of base

E)      Sequences and Series
        1)      Arithmetic and geometric sequences
        2)      Series
        3)      Binomial Expansion

F)      Conic Sections
        1)      Circle
        2)      Ellipses and Hyperbolas
        3)      Second-degree inequalities and non-linear systems

Important Dates

January 7      Class Begins
January 21     Martin Luther King Holiday
February 15-18        Presidents Holiday
March 7        Last day to drop
March 17-22   Spring Break
May 12         Final day for the **9:00** class from 9:00-10:50
May 14         Final day for the **8:00** class from 8:00-9:50
May 16         End of semester
The final is a test.  Be sure you plan to be there!

# 4. FACULTY SUPPORT

## 4.1 ACADEMIC SENATE
Membership in the senate is open to all certificated staff. The senate addresses itself to recommendations on policy matters affecting the college. Each year new officers are elected and include a president, vice president/business, vice president/chair of Curriculum Committee, and a secretary. The Fall 2016 officers are Jeff Ragan-Past President, Stephanie Curry-President, Nancy Marsh-Vice President Curriculum, Rick Garza-Vice President Business, Emily Berg-Secretary and MOFA President, Gregory Ramirez.

## 4.2 AUDIOVISUAL EQUIPMENT
**Reedley Campus**-Arrangements must be made three to four days in advance. Submit requests using online computer services request located at http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk.woa

**Madera CCC:** TV/VCRs, DVD players, and overhead projectors are available in most classrooms. Slide projectors, data projectors, and laptops are limited. Instructors must check with the Dean of Instruction's office to schedule use of equipment.

**Oakhurst CCC:** VCR, DVD players, and ceiling projectors are located in each classroom at the Oakhurst Center. Most classrooms are equipped with a PC and flat-panel monitor with USB ports on the side. Overhead projectors are limited and may be found in the classroom or in an adjoining classroom. Always return equipment to its original site. Tape recorders and laptops are limited and are available in the main office.

## 4.3 COMPUTER LAB FOR ADJUNCT
A workroom containing computers and printers is available to all adjunct instructors at Reedley College on the RC campus in CCI-217.

## 4.4 COMPUTER SERVICES
For help with problems associated with your office computer, the campus network, or lab computers, use the online computer service request form located at
http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk.woa

## 4.5 COMPUTER, NETWORK, AND INTERNET USE
1. Introduction
   State Center Community College District ("District") owns and operates a variety of computer systems for use by its faculty, students, and staff. The District encourages the use of its computer systems for education, academic development, public service, and other educational related purposes. When using the district's computer systems, all users are required to abide by the rules of this policy and use the system in an ethical and lawful manner.
2. Policy Requisite
   All users of the District's computing systems must read, understand, and comply with the terms outlined in this policy, as well as any additional guidelines established by the administrator of the system. By using any of these systems, users agree that they will comply with these policies. Users understand and agree that the District's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of contents of such transmission by the District.
3. Rights
   These computer systems, facilities, and accounts are owned and operated by the District. The District reserves all rights, including disruption of service without notice, to the computing resources that it owns

and operates. These procedures shall not be construed as a waiver of any rights of the District, nor shall they conflict with the applicable law.

4. Authorized Use
Access and privileges on the District's computing systems are assigned and managed by the administrator of the specific system. Eligible individuals may become authorized users of the system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

An authorized District agent must approve all access to the District's computer resources, including issuing of passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Others shall not use any account assigned to an individual without written permission from the system's administrator. The authorized user is responsible for the proper use of the system, including any password protection.

## 4.6 COPYING SERVICES
Copying services are available at each site for production of syllabi, class handouts, tests, etc. **Please turn in requests at least three days in advance**. Staff will make the copies and place them in your mailbox or hold them for you to pick up if they will not fit in your mailbox or if they need to be secured. Please be prudent in your copier use and be aware of copyright laws, which carry severe penalties for abuse.

**Posting information on Blackboard or Canvas instead of handing out paper copies is also appropriate.**

**Reedley Campus:** Production Request forms are located in Printing Services in the mailroom and available online. For physical submission: please attach the originals and place them in the basket in Printing Services. There is also a copy machine in the mailroom for your emergency use. Reproductions made on this machine are limited to **10 copies**. For anything larger please plan in advance and use the Production Request forms and submit to Printing Services.

**Madera CCC:** Production request forms are available in the faculty work station, Room AVI-105. Please attach the originals and place them in the basket located in the same room. For test material, please attach form and place in basket located in Room AVI-101.

The copy machine is also available for your use. You can obtain your copier code from the information desk in Room AVI-101.

**Oakhurst CCC:** Copier services for faculty are available in the Main Office. Please see the office staff for details.

## 4.7 CURRICULUM DEVELOPMENT AND EVALUATION
The institutional mission statement is printed in numerous locations including this handbook and the college catalog. The college's strategic plan supports this statement. Curriculum proposals are based upon those goals.

Proposals emanate from individual faculty members, departments, community members, and/or administrators to serve the needs and requests of the community being served.

Advisory committees representing occupational interests, as well as other institutions of higher education, provide input for instructional program development.

Research efforts, including needs assessment and follow-up studies on student progress, provide data on development and evaluation of the educational programs of the institution.

Course proposals and modifications suggested on existing course outlines are prepared by faculty members and submitted to the Curriculum Committee through the department and the dean. All courses must include measureable Student Learning Outcomes (SLOs) and appropriate assessment methodologies for those SLOs.

The Curriculum Committee includes representatives from the departments, Academic Senate, Associated Student Body, and administration (ex officio). The Academic Senate Vice President of Curriculum chairs the committee. Proposals from the campus are submitted to the district Educational Coordinating and Planning Committee (ECPC) and the Board of Trustees for final approval.

The Curriculum Committee makes provision for discussion of curriculum proposals and modifications prior to action. The widest possible participation by members of the staff and student body is encouraged through the diverse membership of the committee and the open character of the meetings.

For detailed guidelines/forms to submit curriculum proposals, see Curriculum Committee Handbook and Guide.

## 4.8 EMPLOYEE ASSISTANCE PROGRAM
Confidential assistance for items related to stress and anxiety, depression, marriage and relationship problems, grief and loss, substance abuse, legal services, and others is available to SCCCD employees upon request through Halcyon EAP. They can be reached at (888) HAL-4800 or on their website at www.halcyoneap.com.

## 4.9 E-MAIL
Every faculty member is **required** to use the district provided Reedley College/SCCCD email account as a means of communicating with students, faculty, administration and staff. A Reedley College/SCCCD e-mail account will be generated automatically for all new faculty.

## 4.10 EVENING ADMINISTRATOR ON DUTY (REEDLEY)
The Evening Administrator will be on duty Monday through Thursday, 5:00 p.m. to 7:30 p.m. To reach the Evening Administrator during these hours call 779-5447.

## 4.11 ONLINE COURSES, WEB-ENHANCED COURSES
Reedley College's online course offerings have been increasing in the last few years. If you are interested in this mode of instruction, consult with your Dean and department chair.  For a fully online course or any new course approval of the Curriculum Committee is needed.

## 4.12 PRINTING SERVICES (REEDLEY CAMPUS)
1. Printing Services enforces the standards of the copyright law in accepting work for reproduction. The standards are published in a booklet, which can be found in the bookstore. All faculty are expected to comply with the standards. If materials are submitted for reproduction that do not comply with the copyright laws, the materials will be forwarded to the appropriate dean. If you have any questions, please feel free to contact the personnel of Printing Services for clarification or advice before turning in your project.
2. Submit requests for printing services directly to the Printing Services Department located in the Printing Services building centrally located (next to the DSP&S building). Request forms are available at the Printing Services office, in the mailroom and online.
    Office hours are:   7:00 a.m. – 4:30 p.m. (office hours subject to change)
   Print jobs may also be emailed along with the request form to rcprint@reedleycollege.edu.
3. Lab manuals, study guides, and other classroom aids produced for distribution to students should be made available through the college bookstore.
4. Steps for producing manuals and other materials to be sold in the bookstore:

a. Instructor submits typed material to your dean for approval.
b. If approved and submitted to Printing Services, the most economical way to reproduce material will then be determined by the Printing Services staff.
5. Please be explicit when requesting printing services and fill out the appropriate form completely: Specify number of copies, color, size, staple, pad, collate, etc.

## 4.13 PSYCHOLOGICAL SERVICES
Services available to faculty:
- guest lecturing
- program consultation
- case consultation for difficulties in the classroom or campus setting
- three sessions and referral to private insurance or EAP

Contact the Reedley Health Services office at 638-0300, ext. 3210 or the Madera Health Services office at 675-4800 ex. 4854 to schedule an appointment.

## 4.14 SABBATICAL LEAVE
Full-time faculty members who have satisfactorily completed at least six consecutive years of full-time service in the district are eligible to apply for a sabbatical leave. After completing a sabbatical leave, the faculty member is not eligible to apply for such leave again until he/she has served for at least six additional consecutive years. The faculty member awarded a  sabbatical leave will agree to serve the district for at least two years immediately following completion of the leave. The faculty member is expected to complete his/her sabbatical leave as indicated in his/her approved sabbatical leave proposal.

Each member applying for sabbatical leave shall submit a formal application (available on the Office of Instruction Blackboard site) to the Sabbatical Leave Committee prior to November 1 of the academic year preceding the academic year of the proposed leave. The committee provides the college president with a recommended rank order of leave applications that shall be submitted to the chancellor, along with the president's recommendations, if any, for subsequent presentation to the Chancellor and the Board of Trustees. For information concerning criteria used by the Sabbatical Leave Committee in evaluating applications, contact the Vice President of Instruction's Office.
The faculty member is required to submit a written report covering the sabbatical within one semester after return to duty. The faculty member will also be asked to make a brief oral presentation based on the sabbatical report to interested faculty.

Sabbatical leaves may be granted as follows:
a) One semester at 100 percent of full salary;
b) One full academic year at 65 percent of full salary;
c) Two semesters within three academic years at 65 percent of full salary. If this option is selected, the service between semesters will be credited toward a subsequent sabbatical.
For more details, please refer to the full-time faculty contract.

## 4.15 STAFF DEVELOPMENT
Faculty members interested in support for attendance at professional conferences or other forms of staff development activity should consult their department chair or chair of the Staff Development Committee. Occasionally there is grant funding available for adjunct faculty to sign up for webinars or attend conferences.

## 4.16 WEBADVISOR

The WebAdvisor is a convenient way to access your current student rosters for up-to-the-minute accuracy and to enter your final semester grades. If you have any technical questions about WebAdvisor, contact the District Office Help Desk by e-mail at helpdesk@scccd.com or by telephone, ext. 5960. PowerPoint presentations on how to certify your roster and how to submit grades can be obtained on Blackboard at the Reedley College website under Faculty and Staff/Training.

# 5.  STUDENT SUPPORT

## 5.1 COMPUTER LAB HOURS

There is an open computer lab located at the Reedley Campus, Madera Community College Center  and Oakhurst Community College Center with a full range of software for the student.

**Reedley Campus-located in the Library room LRC-115.**
The hours are Monday through Thursday 7:30 a.m.-8:00 p.m. and Friday 7:30 a.m.-3:00 p.m. The lab is closed on Saturday and Sunday.

**Madera CCC-located in the library**
The hours will be posted at the beginning of each semester.

**Oakhurst CCC-located in Room OC-3**
The hours will be posted at the beginning of each semester.

## 5.2 BEHAVIOR INTERVENTION TEAM ALERT

See Flyer next page

# Reedley College

# Behavior Intervention Team Alert

## What is a Behavior Intervention Team ALERT?

The goal of the *Behavior Intervention Team* is to provide a proactive and support-ive multi-disciplinary team approach that addresses student behavior issues. BIT will serve as an intervention resource for students, faculty and staff in reviewing student behaviors that negatively impact the student or college community. An alert can be submitted by an Instructor for mental health and/or behavioral con-cerns via the Early Alert system. Your alert will be automatically sent to the RC *Be-havior Intervention Team* members for assessment.

## Where can I access EARLY ALERT?

You can access the new Early Alert program under the Faculty & Staff tab on the home page OR on the WebAdvisor Faculty page.

## How do I log-in?

Enter your RC network Username and password to log-in to Early Alert:

**Reedley College**

**Early Alert Referral System**

Please Log In

User Name

Password

Log In
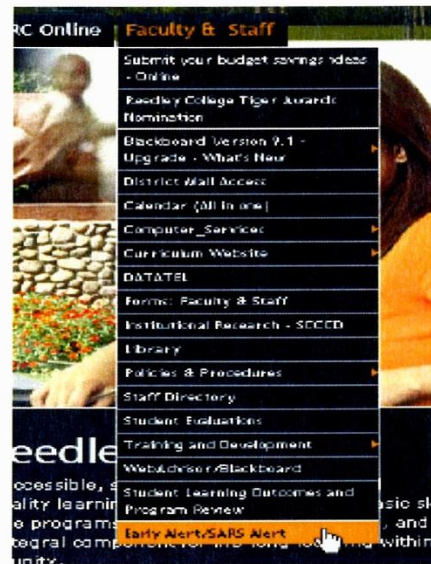
*Select your student, level of concern, and submit.*

*Questions Contact:*
*chris.spomer@reedleycollege.edu or*
*mario.gonzales@reedleycollege.edu*
*(559) 638-3641*



### Behavior Intervention Concerns

*Please select a concern level and provide a brief comment/message of your concern below in the Service Area message box. Level 1 & 2 referrals will be fowarded to the RC.Behavior Intervention Team.*

*\*Behavioral Concerns selected here are not sent to students\**

☐ Level-1: Minor problems such as: mental health concerns; change in behavior/attitude; health; unusual academic work content.

☐ Level-2: Behavior interferes with instruction; aggresive/intimidating behavior or language; suicide/harmful ideation in writing or conversation; anxiety/depression/agitation observed; conversation/class comments are worrisome.

☐ Level-3: IMMEDIATE: harm to self; harm to another; severe disruption. CALL Campus Police at 442-8201 or ext-8201

## 5.3 DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

There is a separate instructor handbook having to do with disability accommodations. Please consult that handbook for specific guidance. (See American with Disabilities Act/Academic Accommodations)

## 5.4 GRIEVANCE PROCEDURES FOR STUDENTS

Any complaint concerning an alleged unauthorized or unjustified act or decision by a staff member **NOT** involving sexual harassment and/or discrimination which adversely affects the grades, status, rights, or privileges of a student is the concern of the Reedley College administration. Students may refer to this policy in the Reedley College Catalog.

## 5.5 HEALTH SERVICES

Students enrolled at Reedley College pay a health fee that provides for 1) on-campus accident insurance, 2) limited Health Services at Reedley College and 3) short-term psychological services also provided at Reedley College. The Health Services office is located in the east section of the Student Services building just behind the Staff Parking lot.  Hours of operation are Monday through Friday from 8:00 am to 5:00 pm; the College Nurse is available Monday through Thursday 9:00am to 4:00pm.  All services are strictly confidential.

**Reedley Campus Health Services Office** is located in the east section of the Student Services Building. Hours are Monday through Friday 8:00 am to 5:00 pm; the College Nurse is available Monday through Thursday 9:00am to 4:00pm.

**Madera CCC Health Services Office** is located in Room R6-B. Hours are Monday through Thursday 8:00 am to 4:00 pm.

### 5.5.1 General Description of Services

**Health Services**

1. Nursing assessments for illness or injury are available without appointment.  Interventions include first aid, health education, treatment with over-the-counter products, and referral to appropriate health care providers or community agencies.
2. Health counseling is available for students with chronic health problems, emotional concerns, family planning questions, diet and nutritional needs, information regarding sexually transmitted disease, alcohol, and tobacco or drug abuse.
3. Access to quality health services is our goal and students without personal health insurance will find a wide variety of insurance program descriptions for medical, dental and vision health plans available in the Health Services office as well as information regarding reduced-fee clinics.
4. Each student is provided insurance coverage for accidental injuries sustained on campus.  Any on-campus injury must be reported to the Health services office and a claim form must be completed and filed with our insurance company before the insurance coverage will activate.  A general student is required to pay a $50 co-pay; an athlete is charged a $100 co-pay for any one injury.
   **For any potentially life-threatening illness or injury occurring on campus, call Campus Police at 442-8201 or ext. 5911.  They are the designated first responders and they will arrive to secure the scent, and alert Health Services if necessary.  For any life-threatening injuries or incidents, call 911 directly.  Be prepared to provide your exact location.** Current health journals, pamphlets, DVDs, and websites are available for personal enrichment or written classroom assignments.
5. Health screenings include vision, hearing, blood pressure, oxygen saturation, peak flow meter, scoliosis, tuberculin skin testing, blood sugar measurement, general urine testing, hemoglobin and pregnancy testing.

6. The flu vaccine is offered in October and November for a minimal fee.  All other immunizations are available at the Adult Immunization Clinic at the Fresno County Health Department.

**Psychological Services**
1. Psychological Services Interns are available Tuesday, Wednesdays and Thursdays (2 /12 days weekly) by appointment with no fee to students for short-term individual therapy (up to eight sessions).  Crisis situations require no appointment are handled as they occur.
2. National Screening Day activities such as Eating Disorders, Depression, Alcohol Abuse, Anxiety and Substance Abuse are provided periodically.
3. The interns are available upon request as guest lecturers on a variety of subjects such as stress reduction, refusal skills or boundary setting, substance abuse, decision making, and other topics.
4. **For any mental health emergency occurring on campus, call Campus Police at 7-8201.  They are the designated first responders; they will arrive to secure the scene and notify the "on-call crisis" intern.  Campus Police along with the recommendations from the Psychological Services determine suicide risk potential and the need for further intervention.**

Services available to students:
- crisis intervention
- individual therapy
- couples therapy
- group therapy
- psychological testing


## 5.6 LIBRARY AND LEARNING RESOURCES

| | | |
|---|---|---|
| Reedley Campus Library hours: | Monday through Thursday | 7:30 a.m. to 8:00 p.m. |
| | Friday | 7:30 a.m. to 3:00 p.m. |
| Reedley Librarians: | Shivon Hess | 638-0300 ext. 3491 |
| | Stephanie Curry | 638-0300 ext. 3662 |
| Madera CCC Library hours: | Monday through Thursday | 8:00 a.m. to 8:00 p.m. |
| | Friday | 8:00 a.m. to 3:00 p.m. |
| Madera CCC Librarian: | Kari Johnson | 675-4800 ext. 4735 |

The role of the Reedley College Library is to support the learning experience for students and instructors. Library materials are available in a variety of formats. The library houses over 35,000 volumes and is organized according to the Library of Congress classification system. Bibliographic information can be accessed through the SCCCD Online Library Catalog which includes resources from Reedley College, Fresno City College, Clovis Community College, and Madera & Oakhurst Community College Centers. The library also subscribes to over 70 print periodicals and 7 local and national newspapers. Electronically, students and instructors can access information from a variety of e-books and online databases. The library's collection of e-books includes over 19,000 titles that can be accessed online through NetLibrary. E-books can also be located by searching the online catalog. All of the library online databases can be accessed anywhere on campus by clicking on Library Services on the Reedley College main webpage (www.reedleycollege.edu/library).

Several databases (Congressional Quarterly, Gale, Grolier, Grove, NetLibrary, FACTS.com, and EBSCOhost and SIRS) are also available remotely from home. Please come into the library for remote instructions.

Instructors may also use the library to put class materials on reserve for student use. These materials are checked out to students for use in the library. Please give the materials to the library a few days before you assign them so that they have time to enter it into the Reserve Bookroom System, which is also searchable through Horizon.

Instructors may also wish to schedule their classes for a library tour or workshop. Librarians can give classes general tours of library materials or customize a workshop for a specific subject or project. There is a laptop lab for bibliographic instruction. Please notify library staff if you will be assigning a project that will require heavy use of library materials; this way the library can be prepared to help your students.

The library welcomes instructors' suggestions related to the collection and services. Instructors are encouraged to acquaint themselves with the materials in the collection and to inform library staff of specific, general, and subject needs of the collection.

# 6   CAMPUS RULES AND PROCEDURES

## 6.1 ALARMS
All rooms on campus are now alarmed.  Each building has at least one arm and disarming point.  The alarm can be armed and disarmed using your Tiger One Card.  If you need clarification on where or when to arm or disengage the alarm, please see your dean.

## 6.2 ALCOHOL ON CAMPUS
The campuses in the SCCCD are all drug free. Please, refer to Drug-Free Campus, section 6.6 on page 49-50.

## 6.3 CARE OF CLASSROOM, BUILDINGS, AND EQUIPMENT
It is the joint responsibility of faculty, staff, and students to protect college buildings and equipment from damage and theft. Please close and lock doors when leaving the classroom. Classrooms, equipment rooms, laboratories, and supply rooms must be locked when not in use. Computers and projectors should be turned off. Windows should be closed and locked, and lights turned off if room is not in use. All alarms must be set. It is especially important that the facilities be secured after the last class of the day. No food/beverages are allowed in all teaching rooms.

## 6.4 CREDIT BY EXAM
Eligible students may apply for credit by exam (CBE) by end of the sixth week. Fees are due no later than the ninth week. Exam must be taken by the end of the fifteenth week (exams are given after proof of payment is shown). Applications, which show the many requirements for a CBE, are available in the Admissions & Records office. The instructional department determines whether a course may be challenged by exam. Only full time instructors can administer the CBE. Please refer to the Reedley College Catalog for more details.

## 6.5 DISCRIMINATION AND HARASSMENT

Discrimination and Harassment of employees or students will not be tolerated.  Administrative Regulation 3435 Discrimination and Harassment Complaints states:

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages employees and students who believe they are being harassed to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of discrimination and or harassment, the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

Please refer to this regulation for complaint procedures.  Board Policies and Administrative Regulations are available on the District's website at http://www.scccd.edu/index.aspx?page=374

## 6.6 DRUG-FREE CAMPUS
Reedley College including its Centers is committed to maintaining a drug-free campus. The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and possession of any paraphernalia related thereto (as defined in Schedules I through V of the Controlled Substances Act [21 U.S. C.812] and as further defined by Regulations 21 DFR 1308.15 in the drug-free work place). The college supports those drug and alcohol abuse prevention activities that promote healthy lifestyles and encourages

students to participate in them. For more information about Reedley College's drug and alcohol abuse policy, please see the complete policy located in either the Vice President of Student Services office or Health Services office. Instructors are prohibited from appearing on campus under the influence of alcohol or any of the above drugs, and from allowing their use during a supervised college activity.

## 6.7 EMERGENCY PROCEDURES
See flyer next page

# STATE CENTER COMMUNITY COLLEGE DISTRICT EMERGENCY PROCEDURES

- **Sign up for 1st2Know Emergency Alert System on Webadvisor to receive information via text messaging**

- **Remain aware of your surroundings; during emergencies follow the instructions of safety personnel and emergency broadcasts**

- **Visit www.scccdpolice.com for more information on emergency procedures and services**

CAMPUS _____

BUILDING _____

ROOM _____

## POWER OUTAGE

- Remain calm and provide assistance to others if necessary

- Move cautiously to a lighted area, follow the exit signs

- Go to www.scccd.edu for information on extended outages

## HAZARDOUS MATERIALS RELEASE

- Move away from hazard area, move upwind and uphill if possible

- Alert others to keep clear of the area

- Call District Police x5911 or 911

## FIRE

- Activate fire alarm and call District Police x5911 or 911

- Evacuate the building, move away from fire and smoke

- Use stairs only, do not use elevators

- Provide assistance to others if necessary

## BOMB THREAT OR SUSPICIOUS OBJECT

- Do not touch or disturb the suspicious object

- Report suspicious object or threat to District Police x5911 or 911

- Alert others to stay away from the area

## ACTIVE SHOOTER

**R U N**
Run from danger – run to safety
Plan in advance how you would get out
When safe, call District Police x5911 or 911

**H I D E**
Find location away from windows
Lock and barricade doors
Turn off lights, silence your cell phone, be quiet

**F I G H T**
*Last Resort!* Attempt to disrupt or incapacitate the shooter
Be aggressive – commit to your actions
Throw items – improvise weapons (e.g., chair, fire extinguisher)

## EARTHQUAKE

- Take cover under desk or table

- Protect head and neck, wait for shaking to stop

- Stay away from windows

- Evacuate building, do not use elevators

## Be Prepared • Remain Calm

## Call District Police from on campus: ext. 5911 or from your cell phone: (559) 244-5911 or 911

## 6.8 FACILITY USE

All staff and departments on the **Reedley College campus** are required to submit a Facility Use Request form for use of any/all areas, for liability reasons. This is the same as outside requestors. This also pertains to activities in their own areas of instruction or work assignment.

1. Facility use forms <u>must</u> be submitted a minimum of ten working days prior to requested use to Rosa Rios at the switchboard, after obtaining your dean's signature.
2. Forms can be located either online under "Faculty and Staff/Faculty and Staff Forms" (http://www.reedleycollege.edu/index.aspx?page=161 or at the Switchboard.
3. Facility use forms <u>must</u> be complete and signed by appropriate supervisor or they will <u>not</u> be processed.
4. For conference rooms (PCR, CCI-208, STC-104, STC-108 and FEM Library) a form is not required. You may email Rosa Rios at rosa.rios@reedleycollege.edu or call at extension 0 with your request.
5. When received, Facility Use Request forms are e-mailed to any and all affected personnel for that use.
6. Off-campus groups and organizations may secure request forms from the college business manager's office. The approved fee schedule will apply, depending upon the type of meeting, activity, or facility used. Call extension 0 for information.
7. A master calendar of activities or meetings sponsored by school and/or outside organizations is maintained at the Switchboard. Call extension 0 for information.
8. **For Madera CCC:** Becky Xiong, ext. 4817
9. **For Oakhurst CCC:** Darin Soukup, ext. 5613 or Annie Graham, ext. 5610

## 6.9 FLEX REQUIREMENTS FROM THE FULL-TIME FACULTY CONTRACT:

One flexible schedule day shall be provided at the beginning of each semester by the Academic Senate, unless the District and the Senates mutually agree otherwise. Faculty members may request to reschedule a "flex day" at a time other than the date at the beginning of the fall and spring semester(s) for a specific educationally related activity which is beneficial to the education of students, providing such alternate schedule is management approved and within the normal travel and conference budget expenses. Any approved rescheduled "flex day" must occur within the academic year from which it was rescheduled and must be outside of the individual faculty member's regular contract and overload teaching schedule as assigned. Weekday evenings and/or weekend days are permissible. Evening and/or weekend assigned time cannot be counted. Faculty scheduling alternate flex day activities are responsible for the reporting requirements required in regulation.

Per the State Chancellor's Flex Program Guidelines **each** faculty member is responsible for filling out and submitting their own Flex Activity Report Form **upon completion of their activity**. Forms can be found on the RC Blackboard page under, "RC Office of Instruction/Flex Reporting/Flex Reporting Form." All forms covering the previous academic year are to be turned in no later than the last day of the Spring Semester.

## 6.10 KEY AUTHORIZATION (REEDLEY CAMPUS)

1. Except where approved by the president, or a designee, only staff members will be provided keys to campus facilities.
2. Requests for building, room, gate, desk, and/or file keys must be made on the authorization form and approved as follows:
   a. Administrative Services staff ➔ Vice President of Administrative Services—
   b. Student Services staff ➔ Vice President of Student Services
   c. Instructional staff ➔ Dean and Vice President of Instruction
3. After key authorization has been approved, the form will be routed to Administrative Services, located in the Administration Building. Once your request is put together, Administrative Services staff will notify you.
4. Under no circumstances are keys to be duplicated or given to students or any other unauthorized persons.
5. After the semester is complete, or access to previously approved location is no longer needed, return all keys to Administrative Services.

## 6.11 KEY AUTHORIZATION (MADERA CCC/OAKHURST CCC)
Except where approved by the Vice President, only full-time staff members will be provided with keys and/or fobs to the facility.  Faculty members are cautioned against turning keys over to students or other unauthorized persons.  **Under no circumstances are keys to be duplicated.**

**Madera CCC:** see Pattie Fitzgerald.
**Oakhurst CCC:** Keys to the Oakhurst CCC are not issued.

Any time you are in the building after hours, call the District Police Department at ext. 8201.  Let them know when you arrive and also when you leave.

## 6.12 MAILBOXES
It is important to check your mailbox regularly.  Students, even Student Aides employed by the college are not allowed to collect mail on your behalf.  Due to items of sensitive nature, students will not be allowed in the mailroom at all.
**Reedley Campus**: All faculty mailboxes are located in the Printing Services Building which is located next to the DSP&S building. You will need to obtain a Reedley College Tiger One swipe card in order to access the mailroom.  These can be obtained at the Student Activities office
**Madera CCC:** Faculty mailboxes are located in AVI-105.
**Oakhurst CCC:** Faculty mailboxes are located in the Main Office.

## 6.13 MAINTENANCE AND CUSTODIAL SERVICES
Any requests for routine maintenance or custodial services (such as light bulb replacement, moving furniture, minor repair of equipment, etc.) or requests for minor construction and remodeling are to be made on the SchoolDude work order system www.myschoolbuilding.com . In cases of emergency, call Maintenance & Operations.

## 6.14 MOVING FURNITURE AND EQUIPMENT
Faculty, as well as other staff members, must have administrative approval before moving any furniture or equipment from any room. Please use the SchoolDude work order system **www.myschoolbuilding.com**.

## 6.15 PARKING
Permits are required in order to park on any SCCCD campus. Parking permits may be purchased 8 a.m.-4 p.m. from the Business Office. Cost: $60/year; $25/semester; $10 summer. You can purchase a holder for your rearview mirror for 50 cents.

**Oakhurst CCC:** SCCCD parking permits are not required for the Oakhurst location.

## 6.16 POWER OUTAGE
Due to the possibility of rolling blackouts, the following guidelines have been established with safety as the first priority. Please follow these guidelines,
- The college may have to cancel classes and close offices. Faculty and staff will be notified by their respective dean/manager if there should be an extended power outage.
- If the outage occurs during evening classes, the faculty should consult with the evening dean. If classes are held, they should end by such a time to allow plenty of daylight for students to leave safely. The evening dean will determine this time campus wide.

- Faculty and staff should identify and help students who may need assistance leaving buildings.
- Faculty members may encourage their students to carry a personal flashlight with them to classes.
- Faculty and staff should lock their classrooms and offices. The college police officer and the building services staff will be checking doors to be sure they are locked.
- If an evening class is canceled, students can wait for their transportation providers in Parking Lot "C" near the administration building.
- During an outage, classified professionals should remain at their work stations and wait for further notification from their immediate supervisor. During an evening outage, offices will be closed.
- NO CANDLES ARE TO BE USED UNDER ANY CIRCUMSTANCES.

## 6.17 RECEIVING GIFTS
Instructors should not receive cash gifts from their students and should be very circumspect about receiving non-cash gifts from their students (if in doubt, consult your dean). If you are approached by a community member or business concerning a possible gift of equipment or other non-cash gift, be aware that any substantial gift to the college must be documented. Contact the SCCC Foundation office for guidance and use the In-Kind Donor Record and Transmittal Form (see appendix) to document any such gift.

## 6.18 SAFETY PRACTICES AND GENERAL LIABILITY COVERAGE
Staff of the district and college are expected to promote safety recognition programs and proactively adhere to the district's Injury and Illness Prevention, Right to Know, and Emergency Preparedness Programs as approved by the Board of Trustees. The district provides general liability insurance coverage for all approved programs and related activities of the college. ANY and ALL ACCIDENTS, safety hazards, environmental concerns, or incidents of an unusual or suspicious nature are to be reported immediately to the District Police Department. (See Emergency Procedures/Fire)

## 6.19 SEXUAL HARASSMENT
Sexual Harassment is Forbidden by Law
The State Center Community College District (SCCCD), as your employer, must take all reasonable steps to prevent discrimination and harassment from occurring. Sexual harassment in employment violates the District's policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

Sexual Harassment Defined under Board Policy 3430
Sexual harassment is an unwanted sexual advance or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:
- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress
- Verbal sexual advances or propositions

- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements.

Sexual harassment includes harassment based on actual or perceived sexual orientation. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the District.

Preventing Sexual Harassment
A program to eliminate sexual harassment from the workplace is not only required by law but is the most practical way to prevent incidents from occurring, or to avoid or limit damages if harassment should occur despite preventive efforts.

SCCCD's Complaint Procedures (available at Vice President of Student Services' office)
1. The District's complaint procedures provide for an immediate, thorough, and objective investigation of any sexual harassment claim and appropriate disciplinary action against one found to have engaged in prohibited sexual harassment.
2. Employees who believe they have been sexually harassed on the job, including any persons doing business with or for the District, should provide a written or verbal complaint to their own or another supervisor as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses.
3. All incidents of sexual harassment that are reported must be investigated. The designated representatives will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the employee(s) who complained and the accused harasser(s). Designated representative at Reedley College is Lisa McAndrews.
4. If it is determined that sexual harassment has occurred, the District will take immediate effective action commensurate with the circumstances. Appropriate action will be calculated to deter any future harassment.

Protection Against Retaliation
SCCCD's policy and California law prohibit retaliation against any employee by another employee or by the District for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making decisions, failure to make employment recommendations impartially, adversely affecting working considerations, or otherwise denying any employment benefit.

Once the District knows of the sexual harassment, it will take immediate steps to stop the harassment. The district will not permit any retaliation against any employee who complains of harassment, who participates in an investigation, or who opposes sexual harassment. Opposition includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed, or if filed, substantiated; opposing employment practices that an employee reasonably believes to be unlawful; participating in an activity perceived to be opposition to discrimination by an employer covered by the law; or contacting, communicating with, or participating in any federal, state, or local human rights or civil rights agency proceedings.

Any report of retaliation by the accused harasser, or by coworkers, supervisors, or managers will also be immediately, effectively, and thoroughly investigated in accordance with the District's investigation procedure

outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.


Liability for Sexual Harassment

Any employee of SCCCD, whether coworker, supervisor, or manager who is found to have engaged in unlawful sexual harassment is subject to disciplinary action up to and including discharge from employment. An employee, who engages in sexual harassment, including any manager who knew about the harassment and took no action to stop it, may be held personally liable for monetary damages. SCCCD will not pay damages assessed personally against an employee.


Additional Enforcement Information

In addition to SCCCD's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of sexual harassment in employment. Employees who believe that they have been sexually harassed may file a complaint with the EEOC within 300 days of the harassment or with the DFEH within one year of the harassment. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

If the EEOC finds a complaint is justified, it may bring a lawsuit in federal court seeking an order to prevent further unlawful activity, as well as orders to pay fines and damages, and remedies such as hiring, reinstatement, back pay, promotion, and changes in the employer's policies and/or program practices. If the DFEH finds evidence of sexual harassment and settlement efforts fail, the DFEH may take action against the employer and the harasser. If the Commission finds that harassment has occurred, it can order remedies, including damages and/or fines from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotions, and changes in the policies or practices of the involved employer.

For more information, contact the Equal Opportunity Officer at the district office, the Vice President of Student Services on your campus, or the nearest office of the EEOC or DFEH as listed below:

| State of California | U.S. Government |
| --- | --- |
| Department of Fair Employment and Housing | Equal Employment Opportunity Commission |
| 1900 Mariposa Mall, Suite 130 | 1765 W. Shaw Ave., Suite 103 |
| Fresno, CA 93721-2504 | Fresno, CA 93711 |
| 1(800) 884-1684 | (559) 487-5793 |


## 6.20 STUDENT ACADEMIC REGULATIONS AND PROCEDURES

A. General Procedures

   1. Admissions

      Student must be officially registered for a class in order to receive credit. A student may enter a class in two ways: The student may register before the semester starts or may add a class after the start of the semester. In the latter case, the instructor must approve the student's entry into the class. The instructor may authorize such entry until the end of the third week of school, the census date. Under extenuating circumstances, the student may request a late add after the census date, which requires approval from the appropriate Dean of Instruction and the Vice President of Instruction. A student is not officially registered in a class until he or she has completed the registration process through Admissions & Records. The instructor will receive notification from Admissions & Records when a student has officially registered.

2. Withdrawals from College
A student wishing to withdraw from college at any time must file an application for withdrawal with the Admissions & Records office. The withdrawal forms may be obtained from the Admissions & Records office and must be approved as indicated on the form. Upon the return of the approved application, the student will be granted honorable dismissal and a grade of "W" will be recorded for each course in which the student is passing. Honorable dismissal is required for transfer from one college to another. The withdrawal procedure may not be initiated after the ninth week of each semester for full semester classes.

B. Student Grade Reports
1. Early Alert Notice—The Early Alert Report requests that each instructor report a grade for any student who is doing "D," "F," or incomplete work. Grades for students doing "C" work or better are not marked.
2. Progress Report—Instructors with students participating in selected programs may be required to provide a progress report.
3. Student Athlete Retention Program—Instructors with students participating in intercollegiate athletics are required to provide a progress report during the 12th week of instruction.
4. Final Grade Reports—Final grades are recorded by each instructor via WebAdvisor. Detailed instructions for grade reporting are provided for each grading period by the Admissions & Records office. It is important that final grades are submitted to Admissions & Records by the due date.
5. Medical Excuses—Students who will be absent for long-term medical reasons may notify their instructor(s) directly or the Health Services office. The Health Services office will then notify the instructor. The decision to allow the student to remain in class rests with the instructor. Students exempt from the physical education graduation requirement because of medical reasons must file their medical statements with the Admissions & Records office, Evaluations Department.

## 6.21 STUDENT RIGHT-TO-KNOW DISCLOSURE STATEMENT
In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students.

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-to-Know Information Clearinghouse Website located at http://www.cccco.edu/divisions/tris/mis/srtk.htm

## 6.22 TELEPHONES/VOICE MAIL
All full-time faculty members have a voice mailbox and should check it regularly for student messages. Reedley adjunct faculty may request a voice mailbox by contacting Rosa Rios at the RC switchboard.  If not using the District provided voice mailbox a contact number where you can be reached by students must be included on your syllabus.

## 6.23 TRANSPORTATION REQUESTS
The Transportation Services Department no longer has their own fleet of vans and buses available for district use. These services will continue to be coordinated through the Transportation Services Department, however, we will contract these services from outside agencies.

Vehicle rental services will be provided through the State of California's vehicle rental services contract, currently using Enterprise Rental Services. By using the State's rental agreement, our district is provided highly competitive pricing that will give our district quality, safe, and newer vehicles at economical rates. Charter bus

services was issued out to bid and Best Tours & Travel was selected for their low pricing and large vehicle selection, as well as their commitment to customer service.

Below are links to informational documents that describe how to request services for buses or rental vehicles and the Transportation Request form that initiates the process.  These changes will provide the district with quality services and equipment to ensure the safety and comfort of our students and staff who utilize them. As we have been making our transition these last few months, we thank you for your patience with the changes we have made and hope to continue providing the district with quality services.

VEHICLE RENTAL SERVICES INFO June 2015

TRANSPORTATION REQUEST FORM-June 2015

CHARTER BUS SERVICES INFO June 2015

## 6.24 TRAVEL AND CONFERENCE REQUESTS
Travel and conference request forms must be submitted to the appropriate manager **at least two weeks** prior to the time they will be off campus. All out-of-state travel requests must be approved by the President and Chancellor and need **minimum of one month** lead time. Out-of-state travel requests involving students must also be approved by the Board of Trustees, which needs additional time for approval.

All travel and conference requests need to be approved by the immediate supervisor, appropriate Vice President and President.  It is recommended that staff development requests be submitted for funding consideration.

Travel and Conference forms are not required for attending district-sponsored events within the district. They are still required for attending events outside the district service area, even when there is no cost to the district.

## 6.25 WEAPONS ON CAMPUS
Firearms, knives, and other weapons are not allowed on campus unless carried by a licensed, peace officer. The appropriate college administrator should be notified whenever a weapon is carried into or discovered on a Reedley College campus site. Additional limitations may apply at off-campus sites depending on site policy and agreements with the college.

# 7. FORMS

## 7.1 REEDLEY CAMPUS FORMS

|  | <u>Located</u> |
|---|---|
| Absence | RC Mail Room/Deans' Offices |
| Accident Report | Health Services |
| Add/Drop Card (Student) | Admissions & Records |

Computer Service Request-Online Form
    http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk

| Confidential Disruptive Behavior Report | Dean of Student Services |
|---|---|
| Credit by Exam | Admissions & Records |
| DSP&S Referral Form | DSP&S |
| Facility Use | Mail Room/Online |

    http://www.reedleycollege.edu/index.aspx?page=161

| Field Trip/Excursion Request | Mail Room/Online |
|---|---|

    http://www.reedleycollege.edu/index.aspx?page=161

| Field Trip Student Waiver Form | Online |
|---|---|

    http://www.reedleycollege.edu/index.aspx?page=161

| Grade Change | Admissions & Records |
|---|---|
| In-Kind Donor Record and Transmittal Form | SCCCD Foundation |
| Key Request | Online |
| Late Add form | Vice President of Instruction |
| Maintenance Service Request | Online www.myschoolbuilding.com |
| Notice of Incomplete | Admissions & Records |
| Printing Services Request | Mail Room |
| Roster & Attendance Form, Sample | Admissions & Records |
| Staff Development Proposals | Mail Room/Online |

        http://www.reedleycollege.edu/index.aspx?page=161
    Long Form (over $700)

        Short Form (under $700)

| Student Appeal/Complaint | Vice President of Student Services/Deans' Office |
|---|---|
| Transportation Request | Mail Room/Online |

        http://www.reedleycollege.edu/index.aspx?page=161

| Travel or Conference Request | Mail Room |
|---|---|
| Waive or Substitute Course | Admissions & Records |

## 7.2 MADERA & OAKHURST COMMUNITY COLLEGE CENTER FORMS
<u>Located</u>

| | |
|---|---|
| Absence | Deans' Offices |
| Accident Report | Health Services |
| Add/Drop Card (Student) | A&R/Office of Instruction |

Computer Service Request-Online Form
      [http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk](http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk)

| | |
|---|---|
| Confidential Disruptive Behavior Report | Office of Instruction |
| Credit by Exam | Admissions & Records |
| DSP&S Referral Form | DSP&S |
| E-Mail | Mail Room/Deans Office |
| Facility Use | Office of Instruction/Online |
| Field Trip/Excursion Request | Office of Instruction/Online |
| Grade Change | A&R/Office of Instruction |
| In-Kind Donor Record and Transmittal Form | SCCCD Foundation |
| Key Request | Deans Office |
| Late Add form | Office of Instruction |
| Maintenance Service Request | Administration/Office of Instruction |
| Notice of Incomplete | A&R/ Office of Instruction |
| Printing Services Request | Office of Instruction |
| Private Vehicle Authorization | Deans Office |
| Roster & Attendance Form, Sample | Office of Instruction |
| Staff Development Proposals | Office of Instruction/Online |
|     Long Form (over $700) | |
|     Short Form (under $700) | |
| Student Appeal/Complaint | Office of Instruction |
| Transportation Request | Office of Instruction /Online |
| Travel or Conference Request | Office of Instruction |
| Waive or Substitute Course | A&R/ Office of Instruction |

\* (Madera Online Forms can be found under Faculty & Staff tab – Forms: Faculty & Staff)

**For Oakhurst CCC Forms:** Main Office, 683-3940 or Annie Graham, ext. 5610

**Reedley College**

**995 N. Reed Ave., Reedley, CA 93654**
**(559) 638-0300**
**www.reedleycollege.edu**

*Reedley College is a college of the State Center Community College District.*

*Reedley College complies with all federal and state rules and regulations and does not discriminate on the basis or race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Reedley College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.*

*Reedley College Title IX Officer/Section 504/ADA Coordinator*
*Lisa McAndrews*
*995 N. Reed Ave., Reedley, CA, 93654*
*559-638-0300 ext. 3258*