



FACULTY HANDBOOK  
2010-2011

## **MISSION STATEMENT**

The mission of Reedley College is to offer an accessible, student-centered educational environment that provides high quality, learning opportunities essential in meeting the challenges of a diverse, global community.

## **PHILOSOPHY**

At Reedley College we believe that people's lives are enriched by an atmosphere of intellectual curiosity, personal integrity, and individual accomplishment. The college provides experiences designed to promote critical thinking, enhance cultural literacy, and foster an awareness of the interdependence of all persons and their environment.

Reedley College is committed to maintaining a highly qualified staff of educators and support personnel who reflect the diversity of our unique community. We embrace a flexible attitude toward change and encourage the spirit of innovation.

The goal of the college is to develop each student's full potential as well as respect for self and others. To this end, the college provides comprehensive curriculum offerings, life-long learning opportunities, counseling, and educational services.

## **VISION**

Reedley College strives to be a leading educational institution in California's Central Valley.

Reedley College · 995 N. Reed Ave. · Reedley 93654 · 559-638-3614 · [www.reedleycollege.edu](http://www.reedleycollege.edu)

## **BOARD OF TRUSTEES**

Isabel Barreras  
Area I

Ron Feaver  
Area III

Richard Caglia  
Area V

Patrick E. Patterson  
Area VI

Dorothy Smith  
Area V

William J. Smith  
Area II

Leslie W. Thonesen  
Area IV

## **DISTRICT ADMINISTRATION**

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

Deborah Blue, Ph.D., Chancellor  
Doug Brinkley, Vice Chancellor, Administration and Finance  
Don Lopes, Interim Associate Vice Chancellor, Workforce Development & Education Services  
Randy Rowe, Associate Vice Chancellor, Personnel

## REEDLEY COLLEGE ADMINISTRATION

Barbara Hioco, Ed.D.	President 638-3641, extension 3200
Marylou Wright	Interim Secretary to the President 638-3641, extension 3202
Lucy Ruiz	Public Information Officer 638-0322
Leah Unruh	Publication Specialist 638-3641, extension 3115
Gary Sakaguchi	Director of Technology 638-0393
	<b>Instruction</b>
Marilyn Behringer, Ed.D	Vice President of Instruction 638-0304
Sarina Torres	Administrative Assistant 638-3641, extension 3444
Cheryl Hesse	Curriculum Assistant 638-0307
Jan Dekker	Dean of Instruction Math & Engineering, Science, Health Sciences 638-0353
Diana Rodriguez	Administrative Aide Math & Engineering, Science, Health Sciences 638-0306
David Clark	Dean of Instruction AG/NR, Business, Industrial Technology 637-0361
Christina Buzo	Administrative Aide AG/NR, Business, Industrial Technology 637-2528
Thomas West	Dean of Instruction Composition/Lit & Communications, Reading & Language, Fine Arts & Social Sciences 638-0359
Rita Gerard	Administrative Aide Composition/Lit & Communications, Reading & Language Fine Arts & Social Sciences 637-2503



## **Student Services**

Michael White	Vice President of Student Services 638-3641, extension 3336
Emilie Gerety	Administrative Assistant 638-3641, extension 3229
John Cummings, Ed.D.	Vice President of Admission & Records 442-8217
Leticia Alvarez	Manager, Admission & Records 638-0323
Frank Mascola	CalWORKS Coordinator 638-3641, ext. 3699
Eluterio Escamilla	Director, EOPS and Student Retention 638-0340
Christina Cortes	Director, Financial Aid 638-0312
Diana Banuelos	Director, Grant Funded Programs 638-3641, extension 3668
Patricia Jackson	Health Services 638-3641, extension 3625
Ryan Hirata	Coordinator, Matriculation and Outreach Programs 638-3641, extension 3665
Ken Zech	Coordinator, Tutorial Center 638-0358
Janice Emerzian, Ed.D.	District Director, DSP&S 442-8237

## **Administrative Services**

Scott Thomason	Vice President of Administrative Services 638-0351
Karen Durham	Administrative Assistant 638-3641, extension 3209
Linda Nies	Accounting Supervisor 638-3641, extension 3501
Jim Burgess	Building Services Manager 638-0309
Latisha Wilson	Interim, Food Services Manager 638-3641, extension 3321
	Printing Services 638-3641, extension 3228

## **NORTH CENTERS**

Terry Kershaw, Ed.D., Vice Chancellor  
Linda Little, Secretary to Vice Chancellor  
Janell Mendoza, Associate Business Manager  
Deborah J. Ikeda, Vice President of Instruction/Student Services  
Leslie Ratá, Administrative Assistant

### **CLOVIS CENTER**

390 W. Fir  
Clovis, CA 93611

### **WILLOW INTERNATIONAL CENTER**

10309 N. Willow Ave.  
Fresno, CA 93730  
Phone: 325-5200

Dean of Instruction and Technology Willow/Clovis  
Administrative Aide

Kelly Fowler  
Margee Loya

Dean of Students Willow/Clovis  
Administrative Aide :

Doris Griffin  
Jittapaun Inthavong

### **MADERA CENTER**

30277 Avenue 12  
Madera, CA 93638  
Phone: 675-4800

### **OAKHURST CENTER**

PO Box 1910  
Oakhurst, CA 93654  
Phone: 683-3490

Dean of Instruction Madera/Oakhurst  
Administrative Aide

Jim Chin, Ed.D.  
Be Moua

Dean of Students Madera/Oakhurst  
Administrative Aide

Monica Cuevas  
Pattie Fitzgerald

Oakhurst Center Coordinator:  
Department Secretary:

Vikki Piper  
Nancy Lyday  
Michele Jaffey

## COMMUNITY CAMPUS

Marilyn Behringer, Ed.D-Vice President of Instruction  
Sarina Torres, Administrative Assistant

### **DINUBA**

**Director:** Beth Nunes  
**Admin Assistant:** Cece Bobst  
**Dinuba Vocational Center**

199 N. "L" St.  
Dinuba, CA 93618  
Phone: 596-2170  
Fax: 596-2172  
Email: [cbobst@dinuba.ca.gov](mailto:cbobst@dinuba.ca.gov)

### **FOWLER**

Fowler High School  
701 E. Main Street  
Fowler, CA 93625

### **PARLIER**

Parlier High School  
601 Third Street  
Parlier, CA 93648

### **SANGER**

**Coordinator:** Nancy Penny  
Sanger High School  
1045 Bethel  
Sanger, CA 93657  
Hours: M-TH 5:00-9:00 p.m.  
Phone: 875-7121/875-4235 (night)  
Fax: 875-1820  
Email: [nancy\\_penny@sanger.k12.ca.us](mailto:nancy_penny@sanger.k12.ca.us)

### **KINGSBURG**

**Coordinator:** Vickie Hale  
Kingsburg High School  
1900 18<sup>th</sup> Avenue  
Kingsburg, CA 93631  
Phone: 897-5299 (night)

### **SELMA**

**Coordinator:** Frank Hernandez  
**Asst. Rose Rangel**  
Selma High School  
3125 Wright Street  
Selma, CA 93662  
Phone: 898-6590 (night)  
Fax: 896-6084

### **ORANGE COVE**

**Coordinator:** Noe Mendoza  
Orange Cove High School  
1700 Anchor Ave.  
Orange Cove, CA 93646  
Phone: 626-5926



## **Department Chairs**

Ag and Natural Resources  
Jason Pinkerton  
Office FEM10, extension 3260

Business  
Everett Sandoval  
Office BUS 48, extension 3267

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

Counseling and Guidance  
Case Bos  
Office STS, extension 3364

Fine Arts/Social Science  
Janice Ledgerwood  
Office ART 155, extension 3250

Industrial Technology  
David Tikkanen  
Office IND 18, extension 3313

Math & Engineering  
John Heathcote  
Office FEM 4-D, extension 3215

Science  
Barry Warmerdam  
Office CCI-216, extension 3256

Physical Education/Health Sciences  
Randy Whited  
Office FB Teamroom, extension 3369

Reading & Language  
Michael van Wyhe  
Office HUM 54, extension 3230

# REEDLEY COLLEGE

## FULL-TIME FACULTY

### FALL 2010

Thomas West, Dean of Instruction, Div. A  
Rita Gerard, Administrative Aide

#### COMPOSITION/LIT&COMMUNICATIONS

Apperson, Eileen                      Chair  
Berg, Emily  
Borofka, David  
Carvalho Cooley, Linda  
Dominguez, David  
Fourchy, Kate  
Garza, Richard  
Karle, Carey  
Lapp, Deborah  
LaSalle, Ryan  
Levine, Lori  
Main, Terri  
Martinez, Anna  
Snyder, Rebecca  
Stamper, Elaine

#### READING & LANGUAGE

Aguirre, Sara  
Amezola, Bernice "Franchesca"  
Delgado, Ruben  
Frampton, Nancy  
Maryanow, Natasha  
Meter, Felisa  
Nippoldt, David  
Ragan, Jeffrey  
Schwartz, Lesa  
van Wyhe, Michael                      Chair  
Zigler, Jan

#### FINE ARTS & SOCIAL SCIENCE

Barnes-Mileham, Lacy  
Cartwright, George  
Cole, Michael  
Genera, Randy  
Ledgerwood, Janice                      Chair  
Masterson, Garrett  
Rodriguez, Fatima  
Snyder, Colleen  
Terrell, John  
Turini, Bill

Jan Dekker, Dean of Instruction, Div. B  
Diana Rodriguez, Administrative Aide

#### MATH & ENGINEERING/COMPUTER SCIENCE

Gilmore, Jim  
Gong, Doug  
Heathcote, John                      Chair  
Hughes, Keith  
Kelly, Maria  
Montgomery, Cindy  
Obeid, Lina  
Perez, Conrad  
Reimer, Ron  
Tayar, Walid  
Watts, Marv  
Wu, Sharon

#### SCIENCE/GEOGRAPHY

Blanken, Bill  
Bush, Bethany  
Cornel, Veronica  
Elizondo, Rosemarie  
Fleuridor, Richardson  
Marquez, BJ  
Novatne, Lauren  
Warmerdam, Barry                      Chair

#### HEALTH SCIENCES

Avakian, Alan  
Davidson, Marcy  
Fonseca, Brian  
Frisch, Marilyn  
Hacker, Jack  
Jefferies, Shannon  
Kilbert, Daniel  
Locklin, Kim  
Marsh, Nancy  
O'Connor-Kuball, Kathy  
Parento, Lois  
Sorensen, Shelly  
Souza, Theresa  
Stark, Scott  
Taintor, Amanda  
Whited, Randy                      Chair  
David Clark, Dean of Instruction, Div. C  
Christina Buzo, Administrative Aide

#### AG & NATURAL RESOURCES

Cannell, Robert  
Deftereos, Nicholas  
Dinis, Larry  
Gutierrez, Nancy  
Hammerstrom, Karri  
Kinney, Kent  
Lopes, David  
Mulligan, Jim  
Pinkerton, Jason                      Chair  
Smith, Tim  
Sperling, Dustin  
Wenter, Gary

#### BUSINESS

Atencio, David  
Ensz, Toni  
Gilmore, Pam  
Gray, Dean  
Meier, David  
Morales, Daniel  
Nasalroad, Eric  
Sandoval, Everett                      Chair  
Sorensen, Michael

#### INDUSTRIAL TECHNOLOGY

Asman, Jason  
Fransen, Robert  
Garza, Nino  
Guzman, Rudy  
Ogawa, Glenn  
Richey, David  
Tikkanen, David                      Chair  
Zielke, Keith

Marilyn Behringer, Ed.D, V P of Instruction  
Sarina Torres, Administrative Assistant

#### LIBRARY

Alire, Willie  
Curry, Stephanie

Michael White  
Vice President Student Services  
Emilie Gerety, Administrative Assistant

#### COUNSELING

Case Bos                      Chair  
Lore Dobusch  
Ruby Duran  
Mario Gonzales  
Steve Jones  
Marie Papoutsis  
Javier Renteria  
Adam Serda  
Chris Spomer  
Laurie Tidyman-Jones

#### PHYSICAL EDUCATION

Fonseca, Brian  
Hacker, Jack  
Jefferies, Shannon  
Kilbert, Daniel  
Locklin, Kim  
O'Connor-Kuball, Kathy  
Stark, Scott  
Whited, Randy                      Chair

# INSTRUCTIONAL CALENDAR 2010-2011

## FALL 2010 SEMESTER

August 13	(Th)	Faculty Duty Day, No Classes
August 14	(F)	Flex Day
August 17	(M)	Instruction Begins
September 7	(M)	Labor Day
November 11	(T)	Veterans' Day
November 26-28	(Th,F S)	Thanksgiving Day holidays
December 18	(F)	End of fall semester

## SPRING 2011 SEMESTER

January 7	(Th)	Faculty Duty Day, No Classes
January 8	(F)	Flex Day
January 11	(M)	Instruction Begins
January 18	(M)	Martin Luther King, Jr. day observed
February 12	(F)	Lincoln's Day observed
February 15	(M)	Washington's Day observed
March 29-April 3	(M-S)	Spring Recess (classes reconvene April 13)
May 21	(F)	End of spring semester
May 21	(F)	Commencement

## SUMMER 2011 SESSION

June 1	(M)	Start of Ten-week session
May 31	(M)	Memorial Day observed
June 14	(M)	Start of Eight-week session
June 28	(M)	Start of Six-week session
July 5	(M)	Independence Day observed
August 6	(F)	End of 6, 8 and 10 week sessions

## Fall, 2010

Faculty Duty Day .....	Thursday, August 12
Flex Day.....	Friday, August 13
Instruction begins.....	Monday, August 16
Syllabi due to Deans .....	Wednesday, August 18
Last day to drop a semester length course and qualify for a refund.....	Friday, August 27
Holiday, Labor Day .....	Monday, September 6
Last day to register for Fall 2010 full-length class or drop full-length class to avoid a “W” .....	Friday, September 3
Last day to change class to or from Credit/No Credit grading option .....	Friday, September 17
Mid-term report period .....	Friday, October 15
Last day to drop a semester length course (letter grade assigned after this date) .....	Friday, October 15
Holiday, Veterans’ Day .....	Wednesday, November 11
Holiday, Thanksgiving.....	Thursday-Saturday, November 25-27
Final Exam Week.....	Monday-Friday, December 13-17
Saturday Class Finals .....	Saturday, December 11
Grades Posted to WebAdvisor, Grade Scan Sheets & Class Rosters due to Admissions .....	Monday, December 20, 12 noon
Check-Out Sheets (adjunct faculty) due to Vice President of Instruction .....	Monday, December 20

## Spring, 2011

Faculty Duty Day .....	Thursday, January 6
Flex Day .....	Friday, January 7
Instruction begins.....	Monday, January 10
Syllabi due to Deans .....	Wednesday, January 12
Holiday, Martin Luther King, Jr. ....	Monday, January 17
Last day to drop a semester length course and qualify for a refund.....	Friday, January 21
Last day to register for Spring 2011 full-length class or ..... drop full-length class to avoid a “W”	Friday, January 28
Last day to change class to or from Credit/No Credit grading option .....	Friday, February 11
Holiday, Lincoln’s Day.....	Friday, February 18
Holiday, Washington’s Day.....	Monday, February 21
Mid-term report period .....	Friday, March 11
Last day to drop a semester length course (letter grade assigned after this date) .....	Friday, March 11
Spring Recess.....	Monday-Saturday, April 18-23
Final Exam Week.....	Monday-Friday, May 16-20
Saturday Class Finals.....	Saturday, May 14
Grades Posted to WebAdvisor, Grade Scan Sheets & Class Rosters due to Admissions .....	Monday, May 23, 12 noon
Check Out Sheets (adjunct faculty) due to Vice President of Instruction .....	Monday, May 23

## HOLIDAYS/CLASSES NOT IN SESSION

September 6 (M) .....	Labor Day Holiday
November 11 (Th).....	Veterans' Day
November 25-27 (Th, F, S).....	Thanksgiving Day Holiday
January 17 (M).....	Martin Luther King, Jr. Holiday
February 18 (F) .....	Lincoln's Day Holiday
February 21 (M).....	Washington's Day Holiday
April 18-21 (M-TH).....	Spring Recess
April 22 (F,S).....	Good Friday Holiday
May 30 (M) .....	Memorial Day Holiday
July 4 (M).....	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"***



## 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. In the exchange of criticism and ideas professors show due respect for the opinions of others. 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>)

## 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. In addition, 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 **day** class, please refer to the following:

**If calling before 8:00 a.m., you must call 637-2503.**

<b>Department</b>	<b>Phone Number:</b>
Ag, Natural Resources, Business, Industrial Technology	637-2528
Composition/Lit & Comm, Fine Arts/Social Sciences, Reading/Language	637-2503
Math & Engineering, Science, Health Sciences	638-0306
Guidance Studies/Physical Education	638-3641, ext 3209

If none of these individuals can be contacted, you may leave a message at the switchboard between 8:00 a.m.-7:00 p.m., Monday-Thursday and 8:00 a.m.-5:00 p.m. on Friday.

**Evening classes:** If you are going to be absent, call your dean before 5:00 p.m.; after 5:00 p.m. contact the switchboard at 638-3641.

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.

### **Academic Accommodations for Students with Disabilities American 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 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. If you have not received a copy, contact DSP&S, ext. 3332. Special Note: instructional materials—books, videos, software, etc.—need to be made accessible to students with disabilities. If you regularly use a videotape that has not been close-captioned, contact DSP&S at ext. 3332.

### **Academic Senate**

Representatives to the Academic Senate are selected by/from the faculty of the college on a departmental basis. 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 2010 officers are Tom Mester-Past President, Bill Turini-President, Pam Gilmore-Vice President Curriculum, Cynthia Elliot-Vice President Business, Stephanie Curry-Secretary.

### **Alarm Codes**

On-campus instructors teaching in computer labs must have a key to the lab and the alarm code. All computer labs are to be locked and alarmed when not occupied. Upon leaving the room all alarms must be engaged. Alarm codes may be obtained from the dean's office.

## **Alcohol on Campus**

(See Drug-Free Campus)

### **Attendance**

Faculty are required to take attendance each class session. Class rosters will be provided. Additional sheets for the completion of attendance and academic progress may be printed through webadvisor. Or you may create your own as these are submitted electronically and not collected at the end of the semester. 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 (20%), 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. No drops submitted between 20% and 50% will be processed until a roster is certified. After 50% 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.

Unless otherwise announced, at noon on Monday following finals week, the attendance and grade back up sheets must be submitted **electronically** via MicroGrade or Excel to the Admissions and Records office.

### **Audiovisual Equipment**

Arrangements must be made three to four days in advance. Submit requests using online screen located at <http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk>.

### **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. Windows should be closed and locked, and lights turned off if room is not in use. Computer lab 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.

### **Cheating and 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 Vice President 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.

## **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).

## **Classroom Etiquette**

Please comply with established procedures and basic rules of courtesy:

1. **Close/lock doors and windows; set alarms as appropriate unless next instructor is already in classroom.**
2. DO NOT ALLOW SMOKING 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.
6. Please use only eraseable 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 room is too hot or cold, report this to maintenance. Keep doors and windows closed to help the HVAC system to work.
11. Do not allow cell phone usage while class is in session (texting or conversations).
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.

## **Commencement Exercises**

Full-time faculty members are encouraged to participate in the commencement exercises every year; adjunct instructors are welcome. Faculty members are notified early in the spring semester, and they are responsible for ordering their caps and gowns through the Bookstore by mid-March.

## **Computer Lab Hours**

There is an open computer lab located in the library with a full range of software for the student. 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.

A computer lab is available to all instructors in Library Room 106.

## **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.

### **Computer Services**

For help with problems associated with your office computer, the campus network, or lab computers, use the online service request screen located at <http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk>

### **Credit by Exam**

Students may apply for credit by exam by end of the sixth week. Fees are due no later than the ninth week. Exam must be taken by end of the fifteenth week (exams are given after proof of payment is shown). Applications 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 exams. Please refer to the Reedley College Catalog for more details.

### **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.

The college and its faculty consider input from multiple sources, both internal and external, in developing and refining our curriculum. Faculty may consult with colleagues, administrators, community members, local/regional associations, and a myriad of other sources when crafting course proposals to be considered by the Curriculum Committee.

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. 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 meetings.

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

## **Department Chairs**

### 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.

### Duties and Responsibilities of Department Chairs

Duties and responsibilities are as follows:

- The department chairs/division representatives assist in the development and continuing evaluation of department curricula and programs;
- promote departmental review and discussion of course texts and other materials and coordinate the selection of those materials;
- assist in the recruitment, selection, daily activities, and evaluation of certificated, classified staff, and student aides according to policy and district evaluation procedures;
- assist with orientation of new faculty and staff; assist the division dean in the development of the department's class schedule and instructor loads;
- make recommendations to the division dean regarding facilities and equipment maintenance and improvement; make budget recommendations;
- conduct departmental meetings and prepare and distribute minutes of department chair meetings to all department members.

## **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)

## **Discrimination**

An employee who has a grievance because of conduct that may constitute unlawful discrimination may take action in the following sequence:

1. Discuss the problem with the individual involved or make his/her concerns known to his/her immediate supervisor.
2. If a mutually satisfactory understanding has not been reached at step one, the employee may submit the complaint in writing and discuss it with the immediate supervisor or Equal Opportunity Officer.



3. If the employee is not satisfied with the outcomes, the employee may appeal the decision in writing to the Vice President of Instruction, Vice President of Student Services, or Vice President of Administrative Services. If the employee is still not satisfied, the employee may appeal that decision in writing to the college President.

See Board Policy AR 3410 Complaints and Resolutions—Procedures Originating at the Campus (discrimination) which is available at the Vice President of Instruction and Vice President of Student Services offices.

### **Drug-Free Campus**

Reedley College 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.

### **E-Mail**

To facilitate communications between students, faculty, administration, and classified staff, all faculty are to make regular use of the District-provided @reedleycollege.edu email accounts. A Reedley College e-mail account will be generated automatically for all new faculty.

## **EMERGENCY PROCEDURES**

### **Key Points**

It has been repeatedly demonstrated that being prepared through advanced planning and practice exercises with your peers, while also communicating your expectations, improves the chances of surviving and recovering from an emergency. Everyone is best served when they take time to respond to an emergency in a considerate and thoughtful manner. To initiate a timely, effective response, remember the following key points:

1. Know "Immediate Action" steps to protect yourself during an emergency.
2. Assist students and visitors with evacuation and other protective actions.
3. Be familiar with the SCCCD Emergency Response Plan and know your responsibilities.
4. **Call 911** in the event of a life-threatening emergency.
5. Follow the "Campus Evacuation" procedures contained in this plan when asked to leave campus during an emergency.
6. The College president, or designee, will make the decision to evacuate the campus or shelter-in-place.

### **Medical Emergency**

#### **Threatening:**

1. Call 911.
2. Follow instructions.

#### **Non-Life Threatening:**

1. Call the 24-hour SCCCD Police number (Ext. 3330 or 442-8201)
  - a. State the medical aid needed
  - b. Provide the location of the emergency
  - c. Describe the type of injury or illness

- d. Provide first aid only to the extent of your personal training and ability
- e. Do not move the injured or ill, unless it is necessary to avoid further injury
- f. Have someone meet the emergency personnel to direct them to the emergency location

#### Fire Emergency

1. Alert other people in the area and instruct them to leave the building
2. Call 911 from a safe location
3. Call 24-hour SCCCD Police number (Ext. 3330 or 442-8201)

#### Building Evacuation

1. EVACUATE IMMEDIATELY if you hear an alarm or are asked to evacuate.
2. For Classrooms and Offices: Close and lock all doors as you leave
3. DO NOT RE-ENTER THE BUILDING FOR ANY REASON until instructed that it is safe to do so by the campus safety officer, fire, police or other college authority
4. 24-hour SCCCD Police number (Ext. 3330 or 442-8201)

#### Emergency Closure

1. The decision to close a college campus or other SCCCD building will be made by the President, Chancellor or designee.
2. If it becomes necessary to close the campus during regularly scheduled sessions; classrooms, departments and other personnel and students will be notified through 1st To Know, the established telephone tree or other emergency communications. If telephones are not functioning, email or runners will be utilized.
3. If it becomes necessary to close a campus during non-scheduled operating hours, the President or designated representative will initiate employee notification through 1<sup>st</sup> To Know or the established telephone tree.
4. Notice of campus closure will be announced through local radio and television media. When possible, announcements and updates will be posted on the SCCCD intranet at <http://scccd.net> and the internet at [www.reedleycollege.edu](http://www.reedleycollege.edu).
5. All scheduled activities will be terminated during a campus closure, except emergency operations performed by maintenance and District police personnel.
6. The senior administrator or designee will notify SCCCD Police Department if the campus is to be evacuated. SCCCD Police will ensure that local law enforcement and governmental agencies are notified.

#### Severe Weather

If operation of the campus is to be suspended, employees will be notified through the existing telephone tree. Local radio and television media will be asked to announce closures. Closures will be posted on the SCCCD intranet at <http://scccd.net> and the internet at [www.reedleycollege.edu](http://www.reedleycollege.edu) and [www.scccd.com](http://www.scccd.com).

#### Hazardous Materials

1. Call 911 if:
  - Incident requires medical treatment;
  - Spill involves a fire/explosion,
  - Spill is life threatening
2. Alert your supervisor

#### Harrassment, Threats, Violence

Suspicious Person:

1. Call 24-hour SCCCDCD Police number (Ext. 3330 or 442-8201)

**Threats:**

1. Call 911
2. Call 24-hour SCCCDCD Police Number (Ext. 3330 or 442-8201)

**Immediate or Imminent Violence:**

1. Call 911
2. Call 24-hour SCCCDCD Police Number (Ext. 3330 or 442-8201)

**Civil Disturbance**

1. The first observance of civil disturbance should be reported to the SCCCDCD Police Dept. (Ext. 3330 or 442-8201)
2. **POWER OUTAGE:**
  - a. Wait for instructions regarding evacuation/shelter-in-place or continuation of normal operations.
  - b. If it is too dark to safely evacuate the building, wait for assistance.

**Suspicious Package**

1. Call 24-hour SCCCDCD Police Number (Ext. 3330 or 442-8201)

**Employee Assistance Program**

Confidential assistance for various kinds of personal problems is available to SCCCDCD employees upon request. Call (800) 321-2843 to reach the Holman Group.

**End-of-Year/End of Semester Procedure**

At the end of each school year it is the responsibility of each adjunct instructor to obtain all necessary signatures on the Faculty Checkout Sheet. Adjunct faculty members need to check out at the end of each semester. It is imperative that each instructor complies with the deadline date for the submission of grade and attendance reports at the conclusion of each semester.

**Evening/Saturday Dean on Duty**

The Evening Dean on Duty will be on duty Monday through Thursday, 5:00 p.m. to 7:30 p.m. in their respective offices. On Saturdays the Dean on Duty is available on an "on-call" basis from 7:30 am to 10:00 am. To reach the Dean on Duty during these hours call 779-5447. A schedule is sent out monthly indicating who is on duty and where they are located.

**Facility Use**

1. All departments and areas on the Reedley College campus must submit Facility Use Request forms for use of any/all areas, just the same as outside requestors (even when it is in their own areas of instruction or work assignment).
2. Facility use forms must be submitted ten working days prior to requested use to Building Services.
3. Facility use forms must be complete and signed by appropriate supervisor or they will not be processed.
4. For conference rooms (PCR, CCI-208, CCI-217 and FEM Library) a form is not required. You may email Karen Durham at [karen.durham@reedleycollege.edu](mailto:karen.durham@reedleycollege.edu) or call at extension 3209 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 3209 for information.
7. A master calendar of activities or meetings sponsored by school and/or outside organizations is maintained in the Building Services office. Call extension 3309 for information.

## **Field Trips**

1. Field trips are approved and scheduled by the following procedures:
  - a. Complete an “Instructional Field Trip/Excursion Request” form (see appendix), secure department chair approval, and file with the dean of your area.
  - b. Obtain approval endorsement authorizing the trip for insurance coverage and eligibility for transportation.
  - c. 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.
  - d. The names of all students participating must accompany the field trip request.
  - e. Students may not drive District Vehicles (see AR 6530). Students may not drive themselves on field trips in their own vehicles. Exceptions must be approved in writing on the appropriate form by the President/Vice Chancellor-North Centers or Vice President Administrative Services/Associate College Business Manager.
2. Transportation for trips should be requested through the Maintenance office in compliance with District and Reedley College regulations. (See Transportation Requests)
4. 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.
5. 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.
6. 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.
7. If a student has a disability, mobility assistance shall be provided. Please provide at least two weeks’ notice prior to field trip for arrangements.

## **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)

## **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 MicroGrade or Excel.

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” 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 by names or social security number. It is necessary that grades be posted in a manner that ensures individual students cannot be identified. It is recommended that grades be made available electronically rather than physically posting.

### **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.

### **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.

### **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.

### **Instructional Resource Center (IRC)**

The IRC, located in the library room LRC-106 is a place where faculty members can receive training in the latest instructional software and hardware. The center is currently equipped with computers for use in word processing, scanning, digital photography, printing, video capture/editing, audio capture/editing, and other technologies to assist faculty. Instructors may use the center at any time during the library hours. Consult your dean's office for the security code.

Some portable equipment such as audio recorders, digital camera and video camera is also available on loan to faculty members and may be checked out using the online Computer Services Request Form. The maximum checkout period for this equipment is 48 hours (with some exceptions for approved conference travel). Also in the IRC, instructors will be able to check out books and hard copy materials on the latest software and trends in education (such as learning communities and service learning).

In addition, the Office of Instruction maintains reference material, tutorials and instructional videos related to completing administrative tasks related to teaching (using email, WebAdvisor, etc.). These are found on the Reedley College website under Faculty and Staff → Training and Development and on the Office of Instruction BlackBoard site.

## **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.

## **Key Authorization**

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, or file keys must be made on the authorization form and approved as follows:



- a. Vice President of Administrative Services—Administrative Services staff
  - b. Vice President of Student Services—Student Services staff
  - c. Deans and Vice President of Instruction—Instructional staff
3. After key authorization has been approved, it should be taken to the Reedley Campus Police office to receive key.
  4. Under no circumstances are keys to be duplicated or given to students or any other unauthorized persons.

## **Library and Learning Resources**

Library hours:	Monday through Thursday	7:30 a.m.-8:00 p.m.
	Friday	7:30 a.m.-3:00 p.m.
Librarians:	Willie Alire	ext. 3491
	Stephanie Curry	ext. 3662

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, Fresno City, Willow International, and Madera. 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](http://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 the materials 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.

## **Mailboxes**

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. 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.

## **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 a “Maintenance Service Request” form. This form requires prior approval of the dean and then should be forwarded to Maintenance & Operations or to Building Services. In cases of emergency, call Maintenance & Operations.

## **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 “Maintenance Service Request” form for requesting furniture or equipment relocation.

## **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 you will need curriculum committee approval.

## **Parking**

Permits are required in order to park on any SCCC campus. Parking permits may be purchased 8 a.m.-4 p.m. from the Business Office. Cost: \$42/yr; \$17/semester; \$8 summer.

## **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 your class are indicated on your class roster. Refer to Reedley College Catalog for details.

## **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.

## **Printing Services**

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 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](mailto: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 Printing Services staff.
  - c. The quality of the original determines the quality of the final copies.
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.

### **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.

### **Proctoring Examinations**

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

### **Psychological Services**

Psychological services are available to you and your students on campus.

Services available to students:

- crisis intervention
- individual therapy
- couples therapy
- group therapy
- psychological testing

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 Health Services office at ext. 3210 to schedule an appointment.

### **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 Foundation office for guidance and use the In-Kind Donor Record and Transmittal Form (see appendix) to document any such gift.

## Registration/Drops

Students must have your 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. 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 10% for a short term class). Students may drop a class through the third week (or 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 50% for a short term class).** *Short term classes will have the drop date recorded on Class Roster.*

Please keep your roster up to date! Instructors must drop students via WebAdvisor. Rosters must also be certified via WebAdvisor at Census time. 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, drops are not. Your attendance policy must be announced in your syllabus.

## Sabbatical Leave

As stated in the SCFT contract, 'Faculty members may apply for a sabbatical leave during their sixth consecutive year of full-time service or during their sixth consecutive year of full-time service following a sabbatical leave, such that a faculty member will have completed six consecutive years of full-time service by the beginning of his or her sabbatical leave. After completing a sabbatical leave, a unit member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years.' The faculty member applying for 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 Board of Trustees. For information concerning criteria used by the Sabbatical Leave Committee in evaluating applications, contact the Vice President of Instruction.

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.

## **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)

## **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 SCCC, 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. SCCC will not pay damages assessed personally against an employee.

#### Additional Enforcement Information

In addition to SCCC'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

## **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.

## **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 officially enter a class in two ways: The student may register for a class before school begins or may add a class after school begins. 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. After which the student must go through the late add process, 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 12<sup>th</sup> 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.

## **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 until 4:00 pm. All services are strictly confidential.

### **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.
5. **For any illness or injury occurring on campus, call Campus Police at 7-8201. They are the designated first responders and they will arrive to secure the scene, alert Health Services and call 911 if necessary.**
6. Current health journals, pamphlets, DVDs, and websites are available for personal enrichment or written classroom assignments.
7. 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.
8. The flu vaccine is offered in October and November for a minimal fee. All other immunizations are available at the Adult Immunization Cline 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.**

## **Procedures for Dealing with a Disruptive Student in the Classroom**



In an event that a student becomes disruptive in the classroom and 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 Vice President of Student Services office at 3336, 3229, or 3285.
- The Administrator's office will contact Campus Police to have an officer meet them 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 they must speak with the Vice President of Student Services before they can return to class.
- The instructor must complete a Disruptive Student Report and submit it to the Vice President of Student Services.
- A police report will be generated within 48 hours of the incident and the Vice President'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 (ext. 3337), Psychological Services (ext. 3210), Health Services (ext. 3328). 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 Office of the Vice President of Students Services, located in room 41 of the Student Services Building. Consider referral to Psychological Services (ext 3210) 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 Vice President of Student Services Office. Provide student Psychological Services information (ext 3210) 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. 7-8201 or 442-8201 24 Hours) and Psychological Services (ext. 3210) or Health Services (ext. 3328). Off campus classes call 911. Contact the Dean of Students (ext. 3217).

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

**RECOMMENDED ACTION Call** District Police (ext. 7-8201 or 442-8201 24 Hours) and/or Psychological Services (ext. 3210). Call Health Services (ext. 3328), if needed, for first aid, Student Insurance or referral to medical providers. Off-campus classes call 911. Notify the immediate supervisor and contact the Vice President 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 Vice President of Student Services (ext. 3217).

### **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>

### **Telephones/Voice Mail**

Every faculty member should have a voice mailbox and should check it regularly for student messages. To request a voice mailbox, contact Rosa Rios at the 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.

### **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 who has the responsibility for final approval.

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**

The bookstore must be notified of contemplated textbook changes three months in advance of the new semester (February 15 for fall semester and September 15 for spring semester).

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.

**Transportation Requests**

1. Requests for transportation must be made on the "Transportation Request" form. Forms may be obtained in the mailroom or online.
2. Transportation requests should be completed and returned to your Dean's Office ten days prior to trip. (See Field Trips for other required approvals)
3. College motor pool vehicles should be used for transportation for out of district travel. Employees may use personal vehicles for individual college business travel. Mileage reimbursement, contingent upon appropriate prior approval, will be reimbursed at the prevailing IRS allowable rate.
4. Requests must be approved by your dean before submission to the Transportation Department located in the Maintenance & Operations office.
5. When a vehicle has been assigned per request, a confirming copy of the request will be returned to the person making the request.
6. **IT IS IMPERATIVE TO BRING THE VEHICLE BACK AS STATED ON THE REQUEST**, as it will be scheduled to go out again as soon as it comes in. Upon return, the vehicles must be filled with gas. All trash shall be cleaned out of vehicle. The vehicle shall be parked in the appropriate stall in the yard (marked by vehicle number). The odometer reading must be noted on transportation request. The transportation request, keys, credit cards, and any receipts for fuel purchased on the road should be dropped into the key box in the Maintenance office.

**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. 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 required for attending events outside the district service area, even when there is no cost to the district.

**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 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.

**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 and add. In the event there is no authorization code, the instructor must sign an add card. The student must officially add the class before the end of the 3<sup>rd</sup> week (20%).

### **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.

### **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](mailto: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.

## Developing a Course Syllabus

Reedley College instructors are required to provide students with a syllabus for every course they teach. The official course outline (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 as possible. Your dean will review your syllabus to ensure that it meets certain minimal criteria. You can assure this by using the checklist that follows as you prepare or revise your syllabus.

Instructors e-mail a copy of each syllabus to their dean's office by the first Wednesday of the term (Friday for Community Campus instructors).

### Department

Ag, NR, Business, Industrial Technology  
Comp/Lit & Comm, Fine Arts/Social Sciences, Reading/Language  
Math & Engineering, Science, Health Sciences  
Guidance Studies/Physical Education

### Email:

christina.buzo@reedleycollege.edu  
rita.gerard@reedleycollege.edu  
diana.rodriguez@reedleycollege.edu  
emilie.gerety@reedleycollege.edu

Your course student learning outcomes, course content, and grading system are to correspond to what is in the official course outline.

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 help but that they have responsibilities also.

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 minimal requirements, you should feel free to make your syllabus your own.

Your syllabus is an agreement between you and your student on how your class will be ran.

Any changes in syllabus must be in writing, dated and submitted to both your dean and students.

## SYLLABUS CHECK LIST

- ☐ 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 e-mail address**, website, other contact information
- ☐ Your Office hours (full time instructors only)
- ☐ Drop deadline (end of 9<sup>th</sup> week for semester length class; see roster for short-term class drop date)
- ☐ Final exam date (refer to class schedule; any exceptions from final exam schedule must have prior written approval of your dean) time and location
- ☐ 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
- ☐ 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 (four grades are 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 syllabus  
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.

## SYLLABUS EXAMPLE:

**Math 103-56022,**  
Mr. John Doe  
**Office:** ABC  
**Office Hours:** MWF 10:00-11:00

### Intermediate Algebra

**REEDLEY COLLEGE**  
Spring 2011  
EXT. 1234  
**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, 3<sup>rd</sup> 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 drop deadline is **March 7, 2011**.

**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:

$$(.20)(75) + (.80)(85) = 15 + 68 = 83$$

<u>Percent of Total Points</u>	<u>Grade</u>
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](http://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 displaying 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  $k^{\text{th}}$  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  $n^{\text{th}}$  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 <b>9:00</b> class from 9:00-10:50
May 14	Final day for the <b>8:00</b> class from 8:00-9:50
May 16	End of semester

The final is a test. Be sure you plan to be there!

## FORMS

### Located

Absence	Mail Room
Accident Report	Health Services
Add/Drop Card (Student)	Admissions & Records
Computer Service Request-Online Form	
<a href="http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk">http://rchelpdesk.reedleycollege.edu/helpdesk/WebObjects/Helpdesk</a>	
Confidential Disruptive Behavior Report	Vice President of Student Services
Credit by Exam	Admissions & Records
DSP&S Referral Form	DSP&S
E-Mail	Mail Room/Deans Office
Facility Use	Mail Room/Online
Field Trip/Excursion Request	Mail Room/Online
Grade Change	Admissions & Records
In-Kind Donor Record and Transmittal Form	SCCCD Foundation
Key Request	Mail Room/Deans Office
Late Add form	Vice President of Instruction
Maintenance Service Request	Mail room
Notice of Incomplete	Admissions & Records
Printing Services Request	Mail Room
Private Vehicle Authorization	Deans Office
Roster & Attendance Form, Sample	Admissions & Records
Staff Development Proposals	Mail Room
Long Form (over \$700)	
Short Form (under \$700)	
Student Appeal/Complaint	Vice President of Student Services
Transportation Request	Mail Room
Travel or Conference Request	Mail Room
Waive or Substitute Course	Admissions & Records

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*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 of 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  
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*North Centers Title IX Officer/Section 504/ADA Coordinator*

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