

Continuing Ed

SAN DIEGO COMMUNITY COLLEGE DISTRICT
Educating Adults Since 1914 * Skills for the Real World



Faculty Handbook

2006-07

SAN DIEGO CONTINUING EDUCATION

SAN DIEGO CONTINUING EDUCATION

FACULTY HANDBOOK

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Welcome to San Diego Continuing Education **San Diego Community College District**

As part of the San Diego Community College District, San Diego Continuing Education (SDCE) has been serving the needs of the community for almost 90 years, and since 1970, as a separate community college district under a local governing board. SDCE plays a strong role in assisting the adult continuing education student. It is one of the major educational providers for underserved, underemployed, displaced, and disenfranchised adults in the City of San Diego.

The SDCCD Master Plan (2006) states that the mission of Continuing Education is not to select students who will be successful, but to make successful those who come, through the provision of quality instruction and support services. As stated in the Master Plan: “people have the capability of change and education can transform individuals and enrich lives. The educated person will reach out to the community with a greater sense of responsibility and service. In reaffirming that education unlocks the doors of opportunity, we are dedicated to keeping those doors open.”

SDCE consists of six major campuses throughout the city of San Diego serving over 60,000 students annually: Centre City, Cesar Chavez, Educational Cultural Complex (ECC), Mid-City, North City, and West City. In addition, there are over 250 off campus locations, including churches, community centers, San Diego Unified School District schools, and businesses. The specific mission of the Continuing Education Centers (Master Plan, 2006-2010) is to provide high quality accessible learning experiences in nine mandated areas. These areas include: elementary and secondary education, basic skills, English as-a-Second Language, immigrant education, short-term vocational training, consumer education, classes for the disabled, parenting classes, health and safety classes, and classes for older adults. The availability of accessible, high quality, relevant education at little or no cost ensures that our students will in large part reflect the community we serve.

SAN DIEGO CONTINUING EDUCATION VISION STATEMENT

We believe in student access to higher education and in the power of the educated person in society for the benefit of both individuals and the whole.

We support the dual roles of privileges and responsibilities that education plays in a modern democracy.

We believe that an educated person will use his/her knowledge to solve problems for the improvement of society.

We strive to prepare our students for the goals of social integration and understanding and technical competence but not at the expense of one or the other.

The San Diego Continuing Education family supports one another as it supports the quest for knowledge and the belief in people.

We value diversity, inclusiveness, creativity and scholarship. Our programs, courses and curriculum reflect our philosophy and World-View.

Our commitment is to our students, our communities and ourselves.

SAN DIEGO CONTINUING EDUCATION PHILOSOPHY

We are a multicultural institution composed of six non-credit continuing education campuses. We share a commitment to access and excellence. Our task is not to select students who will be successful, but to make successful those who come. We believe that people have the capability of change and that education can transform individuals and enrich their lives.

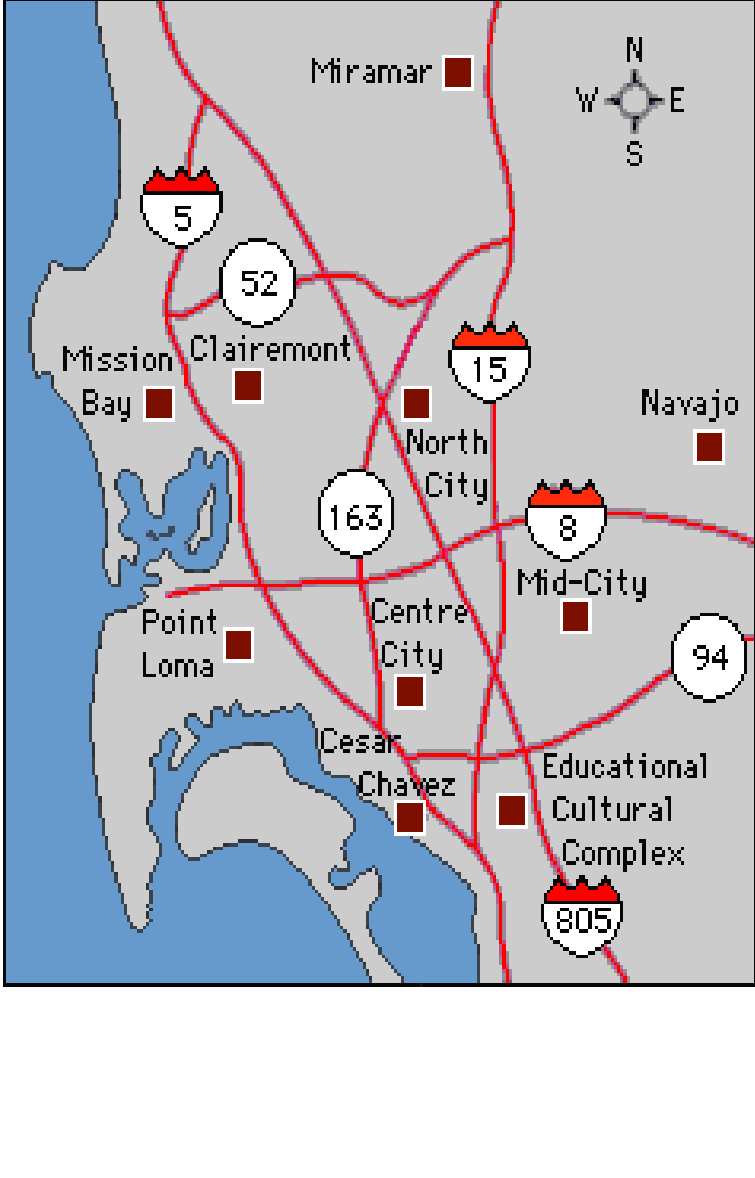
MISSION STATEMENT

The primary mission of Continuing Education is to provide:

- Short-term vocational courses leading to employment or promotional opportunities
- Basic skills courses for non-literate and semi-literate persons.
- English As A Second Language (ESL) courses for immigrants and limited English speaker seeking language training and citizenship.
- High School Completion and General Educational Development (GED) courses for students who have not completed high school.
- College preparatory courses for high school completion students and students of ESL.
- Courses to support and enrich the lives of older adults.
- Courses for persons with disabilities.
- Parent Education courses to increase parenting skills.
- Personal enrichment courses provided at a fee for the general public.

SAN DIEGO CONTINUING EDUCATION **CAMPUS LOCATIONS**

Continuing Education offers classes for California residents at six major locations throughout San Diego. Each campus has its own character, reflecting the needs of the surrounding community it serves.

<p><u>Centre City/Skills Center</u> 1400 Park Boulevard San Diego, California 92101-4721 388-4600 FAX 388-4662</p> <p><u>César Chávez Campus</u> 1960 National Avenue San Diego, California 92113-2116 230-2895 FAX 230-2078</p> <p><u>Educational Cultural Complex</u> 4343 Ocean View Boulevard San Diego, California 92113-1915 388-4881 FAX 388-4981</p> <p><u>Mid-City Campus</u> 3792 Fairmount Avenue San Diego, California 92105-2204 388-4500 FAX 388-4590</p> <p><u>North City Campus</u> 8401 Aero Drive San Diego, California 92123-1720 388-1800 FAX (858) 627-2563</p> <p><u>West City Campus</u> 3249 Fordham Street San Diego, California 92110-5332 221-6973 FAX 221-6951</p>	 <p>The map displays the San Diego region with major highways shown as red lines and shields. The highways include Interstate 5, State Route 52, Interstate 15, Interstate 8, Interstate 805, State Route 163, and State Route 94. Six campus locations are marked with red squares: Miramar (north), Mission Bay (west coast), Clairemont (north-central), North City (east-central), Centre City (downtown), and Cesar Chavez (south-central). Other labeled areas include Navajo (east), Mid-City (east), Point Loma (southwest coast), and the Educational Cultural Complex (south-east). A compass rose in the top right corner indicates North (N), South (S), East (E), and West (W).</p>
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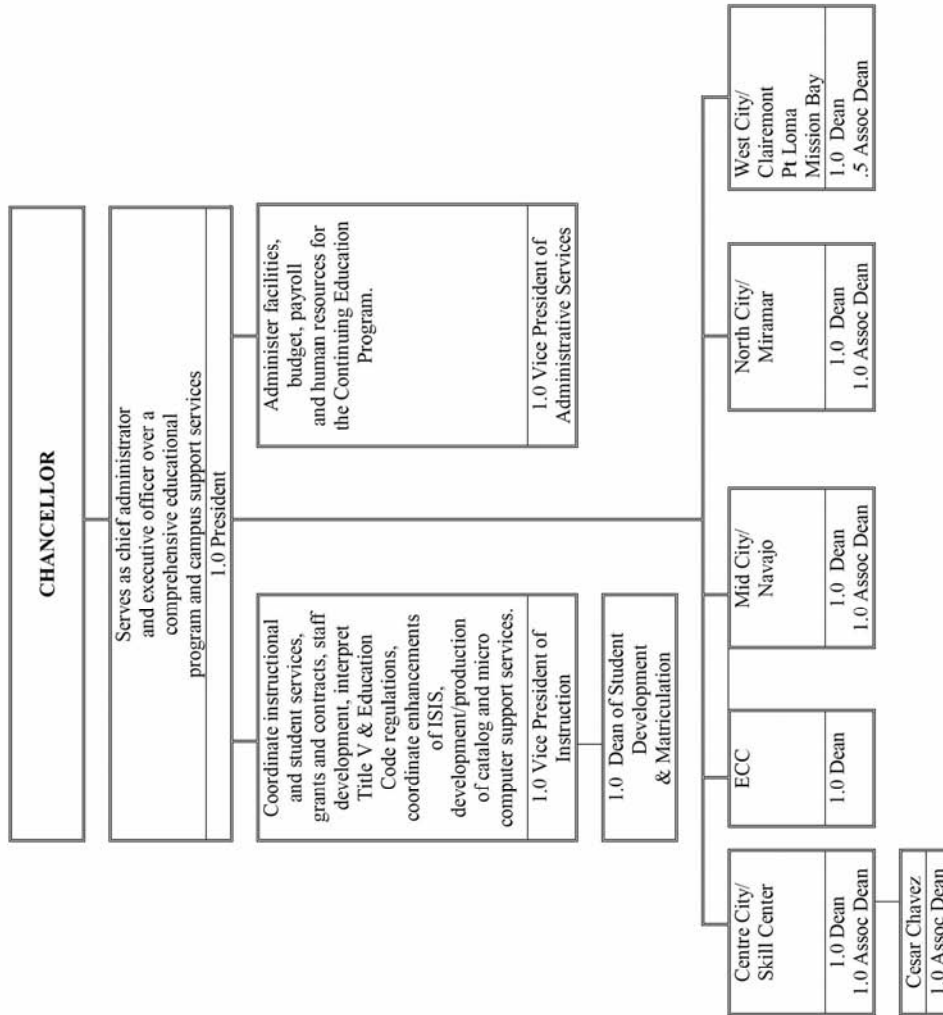
CONTINUING EDUCATION PERSONNEL

	CENTRE CITY CAMPUS 388-4600 FAX 388-4662	CESAR CHAVEZ CAMPUS 230-2895 FAX 230-2078	EDUCATIONAL CULTURAL COMPLEX 388-4881 FAX 388-4981	MID-CITY CAMPUS NAVAJO CAMPUS 388-4500 FAX 388-4590	NORTH CITY CAMPUS MIRAMAR CAMPUS 388-1800 FAX (858) 627-2563	WEST CITY CAMPUS CLAIREMONT CAMPUS MISSION BAY CAMPUS POINT LOMA CAMPUS 221-6973 FAX 221-6951
Center Deans	Marc Cuellar		Alma McGee	Ray Ramirez	Jim Vincent	Sy Lyon
Associate Deans		Juan Cepeda	Hutch Hutchinson	Barbara Barnes	George Mendivil	Anne Heller
Office Managers	Roxanne Willey (PAS, Diana Vance)	Jose Hueso	Lori Correll (PAS, Vacant)	Mary Giammarinaro	Richie Mitchell (PAS, Lina Haddad)	Charlene Shurtleff (PAS, Crystal Quezada)
Schedule Preparers	Cynthia Milner Diana Vance	(Vacant)	Mela Pettis	Mary Endersby	Lina Haddad	Christy Figueroa
Attendance Clerks	Cathy Allen	(Vacant)	Alice Barrett	Teri Banuelos Mary Endersby	Cindy Arellano Desiree Bozeman	Lori Carver (Vacant)
Accounting Techs	Deborah Arnold	Lily Mino	Lupie Martinez	Karen Rice	Pat Fernandez	Adrianna Mireles
Registrars	Leroy Williams Carol Ann Silverman (GED)	Rita Avila	Sianiu Lefti	Katharine Farrow	Pahua Xiong	Nelia Carbaugh Charlotte Niven Tracy Melvin (GED)
Counselors	Stephen Flores Heiko Fredricks Bernadette Kubacki Nancy Sakamoto-Sayers	Frank Saiz	Sheyla Castillo Esther Matthew John Bromma (DSPP) Leslie Upton (DSPP)	Sheri Bartlett Jamila DeCarli (DSPP) Diane Goldberg Roy Hernandez	Cassandra Caesar Kristine Johnston Cat Prindle Lynda Reeves	Lola Gaona Shera Heitmann

CONTINUING EDUCATION OFFICES

ABE/ESL ECC – 388-4941 FAX – 388-4989	ADMINISTRATIVE SERVICES ECC – 388-4884 FAX – 388-4980 Vice President Bob Parker BUSINESS SERVICES ECC – 388-4821 FAX – 388-4975 Gabe Bakit Sal Alenazi Linda Custer Mary LeDuc MANAGEMENT SERVICES ECC – 388-4884 FAX – 388-4980 Linn Copen Espinoza Brenda Sturkey Raul Avalos	COMMUNICATIONS ECC – 388-4833 FAX – 388-4973 Lynne Mayfield Holly Leahy INSTRUCTIONAL SERVICES ECC – 388-4850 FAX – 388-4978 Vice President Valerie Edinger Laura Burgess Theresa Ortiz ACCREDITATION Jim Smith 388-4850	CONSUMER EDUCATION ECC – 388-4950 FAX – 388-4989 Isabelle Mattar Maude Verdin Donna Namdar OLDER ADULT Pat Mosteller PARENT EDUCATION Roma Weaver CONSUMER EDUCATION RESOURCE LIBRARY 388-4950	CONTINUING ED AFFIRMATIVE ACTION Site Compliance ECC – 388-4948 FAX – 388-4989 Leslie Shimazaki MATRICULATION ECC – 388-4879 FAX – 388-4981 Dean Marsha Biller Patti Buse	DISABILITY SUPPORT PROGRAMS & SERVICES DISTRICT - 388-6983 FAX – 388-6534 Anne Heller Marie Doerner Andre Ryssemus Dawn Stoll PRESIDENT ECC – 388-4990 FAX – 388-4981 Anthony Beebe Kim Laramie COMPUTER SUPPORT Centre City – Zed Pishyar – 388-4641 Cesar Chavez – Doug Cruger – 388-4843 ECC – Tim Saylor – 388-4818 Mid-City – Zed Pishyar – 388-4505 North City – Mike Remington – 388-1800 West City – Doug Cruger – 388-4843	GENDER EQUITY/ SINGLE PARENTS MID-CITY 388-4544 FAX – 388-4591 Elena Adams
ABE/ESL RESOURCE LIBRARY 388-4941						
YOUTH AT WORK CALWORKS ECC – 388-4933 FAX – 388-4988						
Lori Howell Felicia Gamble						

SAN DIEGO CONTINUING EDUCATION ORGANIZATIONAL CHART



ACADEMIC SENATE

The representative body for Continuing Education faculty on academic and professional policies is also known as the Faculty Senate. Each site in CE can send up to three representatives (contract or adjunct) to attend monthly meetings of the Senate and voice the concerns of all site faculty. These meetings are always open to all CE faculty. However, only the site-elected representatives can make motions and vote. Currently the monthly meetings are being held at ECC. Meeting notices are posted at the sites. Each unit in the SDCCD has its own Academic Senate. The Senate represents the faculty on academic and professional matters such as hiring procedures, program review and approval, curriculum review and approval, and budget. The Senate acts on behalf of all faculty and can meet with the Chancellor and/or Board of Trustees on faculty matters of particular urgency. The president of the Senate is the official spokesperson for the Academic Senate and the faculty at large. Come to the Senate meetings and get involved in the academic and professional decision making matters that may affect you directly. Everyone is welcome and anyone can voice an opinion or concern. Contact the Senate Office at (619) 388-4835.

ACCREDITATION

A school accreditation is an ongoing improvement process. The process assures a school community that the school's philosophy and expected learning results are appropriate and being accomplished through a viable educational program.

The purpose of the self-study is to address these fundamental questions:

- 1. How are the students doing with respect to the school's or programs expected learning results and curricular standards?*
- 2. Is the school doing everything possible to support high achievement of these results for all students?*

Simply put, the WASC self-study process is a strategic planning process.

From Focus on Learning: The Accreditation Manual 2005-2006

ACCIDENTS/INJURIES

In the event of an injury to a student or employee, contact the office immediately and complete the appropriate accident report. As the classroom instructor, you are in charge. Above all, keep calm, and use common sense. Exercise your initiative in sizing up the situation. Take appropriate action. This is particularly applicable to instructors teaching at off-campus sites. The college police are in charge when they are present.

Injury to Students

Any accident involving a student during class or on school premises (or on an approved non-school location) must be reported to the College Police at (619) 388-6405 and your campus administrative office immediately and an accident report form completed by the instructor. Accident reports and insurance forms are available from the general office.

Instructors must obtain names of any witnesses to the accident and include in the accident report. (The district's liability insurance provides protection against suits for damages against instructors when they are acting within the scope of their assignment.) In case of a student's accident or illness, which causes him to lose consciousness, **THE COLLEGE POLICE SHOULD BE CALLED IMMEDIATELY TO SEND AN EMERGENCY AMBULANCE:**

College Police (from on-campus): 9-1-(619) 388-6405
For Emergency Only (from on-campus: 9-911)

Injury to Faculty/Staff

A district employee injured while on duty may be covered by Workers' Compensation. All injuries while on duty or while on the school premises should be reported to the campus administrative office **immediately**. An accident report form **must** be completed by the employee's supervisor and a claim form completed by the injured employee. For medical treatment, the employee will be referred to the nearest Sharp Rees-Stealy Medical Group location or to a Kaiser facility if enrolled in the Kaiser-On-The-Job program.

If you want to be treated by your personal physician should you be injured on the job, you must have on file in the District's Benefits Office a form designating who your personal physician is. Call the Benefits Office or contact the timekeeper to obtain this form (Employee Notification of Personal Physician).

Continuing Education has complied with Cal/OSHA General Industry Safety Order #3203 by establishing an Injury and Illness Prevention Program.

Employees have the following rights under this program:

- To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.

- To provide information to the employer on safety hazards, request information or make safety suggestions without fear or reprisal.

Injury to Faculty/Staff (continued)

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

Know the Codes of Safe Practices for the general work area and for your job.

- Comply with working conditions, safe work practices and personal protective equipment requirements for your job.
- Report unsafe conditions and injuries/illnesses to your supervisor.

The campus administrator will conduct inspections to identify unsafe conditions and violations of safety rules.

ASSOCIATED STUDENT BODY(ASB)

The ASB is the recognized student government organization established for the purpose of promoting the best interests of students and the campus. Participation provides the opportunity for involvement in student government and student activities, development of leadership skills, and a role in the decision-making process of the campus and district. All students, as well as faculty and staff, are encouraged to join by purchasing membership cards for \$2.00 per semester. The funds are used to support student sponsored events.

CERTIFICATES

All Certificates of Completion must be pre-approved by campus administration. Please see them for information.

CHILDREN IN CLASS

Please insure that no children are allowed in the classrooms at any time, with the exception of the Child Development classes and childcare facilities.

CLASSROOM USAGE

1. NO SMOKING IS PERMITTED IN THE CLASSROOM. Please advise all students of the regulation.
2. NO FOOD OR REFRESHMENTS ARE TO BE BROUGHT INTO THE CLASSROOMS.

CLASSROOM USAGE (continued)

3. Rooms should be left in good order for the next teacher – boards erased supplies, and equipment stored, and furniture rearranged, if necessary.
4. Chairs or other furniture should not be moved from one room to another. If additional chairs or furniture are required, please notify the office staff.
5. All room changes, even temporary, must be cleared through the office. This is essential to avoid confusion in room schedules, to send new students to the proper rooms, and to reach students and teachers in case of an emergency.
6. Teachers should become familiar with safety measures and emergency drills for fire, earthquake and air raid. See emergency procedure page and information posted in classrooms.

CLASS SCHEDULE CHANGES

Instructors may not change the hours or days they teach without the approval of the campus administrator. All paperwork must be in agreement in case of an audit. Any deviation from time, day, evening, or location of class as scheduled requires **PRIOR APPROVAL**. **Classes are to be convened promptly at the scheduled time and dismissed no earlier than the scheduled ending time.**

CLASS SIZE GUIDELINES

The SDCE budget is based on an average class size of 26 students. Please refer all questions regarding average class size (ACS) to the campus administration.

COLLECTIVE BARGAINING AGREEMENTS

Instructional faculty are represented by SDAE/AFT and counseling faculty by AFT Guild. The following subjects are included in these agreements: Rights and Responsibilities, Bargaining Agent Rights, Management Rights, Grievance, Instructor Assignments, Transfers, Personal Rights and Academic Freedom, Salaries, Leaves, Performance Evaluations, Travel and Automobile Compensation, Fringe Benefits, Termination of Employment and Timely Notice, Calendar Committee, Working Conditions, Reparability and Savings, Reduction in Force, Miscellaneous, Faculty Rank, Duration and Organizational Security.

COLLECTIVE BARGAINING AGREEMENTS (continued)

Read this document completely and keep it as a reference. You can become a part of the decision making process by volunteering to become a union representative at your site. Your Union is there to protect your rights and working conditions.

CONFIDENTIAL STUDENT INFORMATION

Information regarding students is confidential and all requests for information should be referred to the campus administration office. Instructors can not release any information to anyone regarding students. Written student permission must be acquired prior to the release of information to any person, private institution, or public agency and must remain a part of the student permanent record. Please check with the office for more detailed guidelines. Both State and Federal law concerning the privacy of student records PROHIBIT THE POSTING OF STUDENT GRADES BY NAME, INITIALS, SOCIAL SECURITY NUMBER, OR ANY OTHER MEANS BY WHICH ANYONE OTHER THAN THE STUDENT HIMSELF MIGHT BE ABLE TO IDENTIFY A GIVEN STUDENT'S GRADE. It would be lawful to post by code number, known only to the individual student, if done in a manner that assures that the student's privacy is fully protected.

COPYRIGHT

The copyright laws of the United States govern the making of copies of books and software program materials. Users making copies for purposes other than authorized by law could be subject to civil and criminal liability.

COURSE ADVERTISEMENT (FLIERS)

All requests for fliers to advertise and promote an instructor's class must be submitted to the campus administrator on the Publicity Request form available in the office. Fliers are computer generated through the Communications Office at Continuing Education Headquarters and will be produced in accordance with Communications Office standards. Requests require 3-12 work days to complete. Duplicating/Reproduction is at the campus discretion.

COURSE OUTLINES

Each instructor is expected to obtain a current copy of the official course outline for each course taught. Copies are on file in the campus office.

COURSE SYLLABUS

At the beginning of each semester, every instructor is expected to provide each of their students and the office with a copy of their current course syllabus stating the specific competencies to be demonstrated, the methods and criteria by which students will be evaluated, and the primary methods of instruction -- lecture, labs, demonstration, individualized study, multi-media, field trips, etc. that will be used to deliver the course of instruction.

State the method to be used to evaluate student progress toward and achievement of course goals and objectives, including the method by which the final grade is derived for courses that meet 30 hours or more. Identify any other information, which advises students of requirements by the instructor for meeting course objectives.

DISABILITY SUPPORT PROGRAMS AND SERVICES

The DSPS staff is available to assist students with disabilities in meeting their educational and vocational goals. Support services and adaptive equipment are offered to enable students to participate as fully as possible in classes and programs. Special classes are available for students who desire more individualized and adaptive instruction.

If you have a student with a disability in your class, there are two ways to make a referral to the DSPS office:

A. Direct Referral

If a student identifies himself as having a disability and is requesting an accommodation, then it is the instructor's responsibility to inform the student that he must contact the DSPS Office and how this can be done. The DSPS Office is located in Room 61C at ECC and the phone numbers are (619) 388-4812 or (619) 388-4811 (TTY). You should also inform DSPS of this student so that the contact with DSPS is insured and a DSPS counselor can work with the student and instructor to develop reasonable accommodations.

B. Indirect Referral

If you have a student in your class who appears to have a disability and you think this student may benefit educationally from DSPS services, you may:

1. Inform the student about DSPS and give the student the DSPS name and number;
or
2. Inform the student about DSPS and ask if they would like to be contacted by a DSPS counselor. If they say "yes," then you should contact DSPS directly and give the student's name and contact information.

DISABILITY SUPPORT PROGRAMS AND SERVICES (continued)

Note: DSPTS services are voluntary and a student may decline the offer to contact DSPTS. Please remember – if you have a student and/or situation you are not sure about, please call DSPTS, and staff will be happy to be of assistance.

EMERGENCY PROCEDURES

If your classroom does not clearly display on the wall the District’s pamphlet “What To Do In An Emergency” pamphlet, please request one from the campus administrator. In the event of any emergency, notify your campus administrator.

EMAIL

Much of the communication in CE is done via district email. Every contract instructor should request a district email account. This is the fastest and most convenient way of keeping informed about CE and district news/events. Faculty are responsible to keep their district email boxes clear of excess messages and “junk mail” to avoid system overload. For a district email account, please contact your campus office manager.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

ESLRs are what each student should know, understand and be able to do upon exit from the school or by the time the student completes the planned program.

Expected Learning Results for San Diego Continuing Education Students

- 1. SDCE students will demonstrate interpersonal skills by learning and working cooperatively in a diverse environment. They will**
 - Demonstrate a sense of community;
 - Cooperate and interact in diverse groups;
 - Demonstrate tolerance by respecting the rights and opinions of others;
 - Identify, negotiate and resolve conflicts in a positive manner;
 - Demonstrate leadership skills, for example, peer tutoring, and/or,
 - Demonstrate the ability to complete a group or team project.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs) (continued)

2. SDCE students will be effective communicators and listeners. They will

- Effectively express concepts, ideas, and needs;
- Demonstrate the ability to follow oral and/or written instructions and to complete steps in a task;
- Demonstrate active listening skills, asking for clarification when needed;
- Demonstrate comprehension through written, verbal, nonverbal, artistic and/or visual communication;
- Demonstrate comprehension of factors affecting communication, e.g. body language, social/cultural setting, and environment and/or,
- Use technology to facilitate communication.

3. SDCE students will process information independently and cooperatively. They will

- Establish long and short term personal, educational, and career/technical goals;
- Demonstrate the ability to solve problems and make decisions;
- Analyze and apply new information to real life situations;
- Identify and apply personal learning strengths;
- Demonstrate ability to provide and accept direction and feedback; and/or,
- Apply technology to acquire, analyze, and synthesize information.

4. SDCE students will pursue life-long learning to adapt to changing conditions and to fulfill their roles as individuals, family members, workers and community members. They will

- Demonstrate time management and/or resource management skills;
- Demonstrate knowledge of community resources including education, social, health, and recreation;
- Demonstrate responsibility for personal wellness and independence - physical, emotional and/or social;
- Demonstrate mastery of life skills including self-advocacy;
- Gain self confidence and participate in a variety of activities;
- Demonstrate ability to cope with change and stress;
- Identify supports and barriers to persistence; and/or
- Apply technology to find community resources.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs) (continued)

5. SDCE students will demonstrate learning gains or competencies relevant to their needs and course objectives. They will

- Demonstrate mastery of skills embodied in the course outline;
- Transfer and apply learned skills to accomplish personal, academic, career and/or technical goals;
- Define long and short term goals by developing an organized plan and monitoring it from beginning to goal accomplishment;
- Demonstrate self-motivation and independent learning skills including the monitoring of one's progress; and/or,
- Demonstrate the ability to correctly select and use technology in personal community and/or work life.

FACULTY TRAVEL

Any faculty member interested in attending conferences or workshops should meet with their campus administrator for prior approval. Applying for travel expenses requires the processing of certain forms and advance notice due to the length of time involved in the processing. Please allow a minimum of 60 days prior to the workshop/conference dates for all travel plans. Prior approval is required.

FIELD TRIPS

Properly planned field trips can, in certain classes, provide valuable information and experience not possible in a regular classroom environment. All proposed field trips should be cleared with the campus administrator before final plans are made.

After preliminary approval, definite plans should be made and a field trip application form must be completed and turned in 10 days prior to scheduled event. The Request/Authorization to Conduct Off-Campus Student Activity and Student Waiver forms are available at each campus administrative office.

California Administration Code, Title 5, Education, Chapter 1, 20.5 states that all classes for adults must have an educational purpose and that the class period shall be devoted to instruction.

1. A field trip **MUST** have a direct relationship to the instructional program.
2. The instruction desired **MUST** be provided more effectively by the requested field trip than by classroom activities.

FIELD TRIPS (continued)

3. The instruction provided by the field trip cannot be obtained effectively by the students outside of class time.
4. Adequate preparation or orientation should be provided before a field trip and a “follow-up” of the instruction derived should be provided afterwards.
5. Field trips out of the City of San Diego are not encouraged.
6. Attendance may not be counted for travel time to and from the field trip location and instructors are not granted pay for travel time.
7. Free exhibits, lectures, and demonstrations may be approved when adequate provisions are made for the class as a unit to receive instruction and explanation during the visit. Each will be approved based on the instructional benefit of the specific field trip.
8. Continuing field trips: Under certain conditions, classes may be given continuing approval for field trips, on a semester basis. A complete list of field trip locations **MUST** be on file in the dean’s office for a period not less than two weeks in advance.
9. Field trips to theaters will not be approved.

GUEST SPEAKERS

Instructors may find that guest speakers will stimulate interest in the class and the use of guest speakers is encouraged. Instructors are cautioned to use discretion in selecting speakers and to avoid those who might be offensive to the conscience of adult students. All instructors using guest speakers should have written clearance from the campus administrator before scheduling. Guest Speaker Permit forms are available in the faculty workroom and must be on file before the guest speaker addresses your class. Guest speakers are not substitute instructors and you must be present during the session.

INSTRUCTIONAL SUPPLIES

Each department/program has a budget allocated for supplies to supplement the instructional program. Submit all orders first to your department chair for their approval and then to the account technician. The campus administration must also approve all purchases.

Orders take approximately 4 weeks for delivery after being placed with the account technician.

INSTRUCTOR EXPECTATIONS

1. Demonstrate professional conduct and appearance: Be a role model for students.
2. Begin class promptly at the prescribed hour.
3. Teach the assigned time for class. If a class is not held for the assigned time, the attendance sheet must reflect the exact hours of time the class met.
4. Break time(s) may not be saved to the end of class in order to dismiss the class early.
5. Remain in the classroom during all classroom instructor time.
6. Attendance sheets, registration cards, and roll cards/roll books are legal documents. If a student signs the attendance sheet, she/he must be in attendance. It is the instructor's responsibility to motivate students to remain for the full class time. All partial attendance must be reported accurately.
7. Enforce all campus policies, such as: non-smoking in the classrooms, no alcohol or drugs on the premises, no food/drink in classrooms, and no children in classrooms.
8. Demonstrate current knowledge of subject area.
9. Leave the classroom in an orderly fashion, ready to be used by the instructor who follows you.
10. Complete and submit Field Trip and Guest Speaker forms (for all off-campus activities and speakers other than the assigned teacher) at least ten days in advance.
11. Any social activity, conducted on or off campus during regularly scheduled class time, must be cleared with the campus administrator.
12. Prepare lesson plans, which utilize a variety of teaching/learning activities (lecture, discussion, small-group work, instructional media, etc.).
13. Provide materials and lesson plans for substitute instructors.
14. Provide each student and the office with a current written course syllabus at the beginning of each semester.
15. Provide students with the opportunity to do course and/or instructor evaluations at the conclusion of each course.

INSTRUCTOR EXPECTATIONS (continued)

16. Demonstrate Characteristics of an Effective Teacher (per Ann Tolstoy, 1985):

- Firmness
- Fairness
- Flexibility
- Humaneness (see each as an individual)
- Honesty
- Humor
- Professionalism (speech, appearance)
- Organization
- Enthusiasm
- Expertise

LEAVES

Consult your SDAE/AFT (AFT Guild-Counselors) agreement for leave provisions. Instructors are required to submit applicable leave documents in a timely manner following their absence from assigned work schedule and record leave claims on timecard.

MAIL BOXES

Each instructor must personally check his/her mailbox at the campus administration office once a week, and turn in requested documents. Please check your mailbox each time you submit your CAV(s). This "trip to the office" is often the only opportunity the office staff has of getting to know the instructors and keeping instructors well informed.

MASTER PLAN

The San Diego Continuing Education Master Plan 2006-2009 was recently reviewed. You may ask for a copy at your campus administrative office.

PARKING

Parking spaces are limited at most campuses. Be aware of restricted areas such as fire lanes and handicapped parking spaces. If your worksite is at a district facility requiring a parking permit, please see office staff for parking permit request form.

PRINTING AND DUPLICATING

Copy machines are available for instructor use -- see the office staff for your personal copy code. All copy costs are charged to the department supply budget. Instructors need to allow adequate time to complete their job in the event that the photocopier is in use or under repair.

PROFESSIONAL ACTIVITIES

The following information has been taken from San Diego Community College District Policy and Procedure Manual to provide you with appropriate guidance in areas, which affect many instructors.

GIFTS: "District employees shall not receive gifts, presents, or articles of value from pupils or classes, nor shall they give such presents." This should be made clear to students prior to holidays, birthdays, and end-of-year activities to avoid possible violation of this procedure and to minimize student sensitivities. (Policy 7090)

COMMERCIAL ACTIVITIES: "Employees shall not act as agents to introduce any article into the school district, Education Code 9256." The District, its schools, and its employees, **MUST NOT** recommend any commercial product or service, nor aid in distributing literature or publicity endorsing or recommending such product or services.

POLITICAL ACTIVITIES: "Political activities during assigned hours of duty are prohibited. Proposed legislation affecting the school program shall not be discussed with pupils with the intent of influencing support of or opposition to a particular measure." (Policy 0509)

TUTORING OF PUPILS FOR PAY: "Remuneration for tutoring of students presently enrolled or who were enrolled in an instructor's classes during the past two semesters is not permissible." (Procedure 4460.2)

PROGRAM SUPERVISION

The Dean and Associate Dean share responsibility for program supervision including faculty evaluations.

QUESTIONNAIRES/SURVEYS

Questionnaires or surveys must have the written approval of the Vice President of Instruction and the campus administrator. District surveys will have an identified purpose and written instructions.

REGISTRATION & ATTENDANCE ACCOUNTING POLICIES & PROCEDURES

For a complete attendance handbook, see the Attendance Clerk/s at your campus administration office. Each instructor should have a copy of the Continuing Education Attendance Accounting Policies and Procedures which must be followed by all faculty and staff.

SCHOOL CALENDARS

Classes may meet only on authorized school days. All holidays must be observed. Please refer to the current Continuing Education or College calendar and note all District (non-working) holidays. No classes should be held on these days, on Saturday following a Friday holiday, or on a Sunday prior to a Monday holiday. Check your tentative assignment offer for your specific class dates. Calendars are available in the campus administration office.

SITE COUNCIL

Each campus in Continuing Education has a Site Council. These councils are the advisory and information dissemination bodies of the Academic Senate. Each Site Council meets on a regular basis to keep its faculty apprised of the decisions and issues being discussed at the Senate meetings. Information and issues affecting Continuing Education as a whole are relayed to the Academic Senate via the site representatives. Each Site Council can and should meet with the campus administration to discuss concerns and issues of that site. In the spirit of shared governance, campus administrators should be consulting with their site councils on major decisions affecting the site's program and faculty.

STUDENT DISCIPLINE AND CODE OF CONDUCT

An instructor may suspend a student from class for the day of the offense and the next class meeting if the student has violated the Student Code of Conduct (see Policy 3100). The instructor must notify the campus administrator and complete the Documentation of Student Removal Form. A student may also be referred for counseling for things like poor academic achievement, irregular attendance, and attitude in class, etc. A Referral for Counseling Form must be completed and submitted to the campus administration office. This is usually the first step in a progressive discipline process.

Ask your campus administrative office for a copy of Policy 3100-Student Rights, Responsibilities and Administrative Due Process, Procedures 3100.2-Student Disciplinary Procedures, and Procedure 3100.1-Student Grievances Procedures.

STUDENT SERVICES/COUNSELING

Counselors are available at each campus to assist students in determining their educational and career goals. They are also available to assist faculty with students who are not making academic progress or who have attendance problems (Referral To Counseling Form).

Job search assistance is available to students and includes classroom presentations, workshops, CareerPlacementNews newsletter, handouts, job fair coordination and online services through the new Career Development and Placement Office. Contact your campus counselor/s for more information.

SUBPOENAS

Subpoena for Student Records: If a person comes to the office to serve a subpoena for STUDENT RECORDS, direct that to Student Services, Room 100 at the District Office.

Subpoena Directly to a Student: If an individual comes to the office to serve a subpoena DIRECTLY TO A STUDENT, the server must know the exact room number the student is in and the time he/she will be in that classroom. If the server has that information, the Dean should ask him/her to wait in the office. The Dean will then go and ask the student to accompany them back to the office. IF THE SERVER DOES NOT KNOW WHERE THE STUDENT IS, WE CANNOT DIRECT THEM TO THE CORRECT CLASS OR PROVIDE ANY OTHER STUDENT INFORMATION TO THEM.

Subpoena Directly to an Employee: If an individual comes to campus to serve a subpoena ON AN EMPLOYEE, ask the server to wait in the Dean's office. The Dean will then go and ask the employee to return with him/her so that the subpoena can be served in the privacy of the Dean's office.

NOTE: NO INFORMATION CAN BE GIVEN OUT REGARDING A STUDENT WITHOUT THAT STUDENT'S WRITTEN RELEASE.

SUBSTITUTES

If you need a substitute, call the campus administrative office as soon as you know you will not be teaching to allow enough time to arrange for a substitute. All classes must be taught by instructors who meet the minimum qualifications for that program and who have been approved by the Human Resources Department and officially assigned as a substitute. Instructors may NOT assign substitutes.

Your recommendation of a properly qualified instructor familiar with your class is welcome but **ALL ARRANGEMENTS AND CONFIRMATIONS MUST BE MADE BY CAMPUS OFFICE PERSONNEL.**

SUBSTITUTES (continued)

To insure that a substitute will do a good job and provide continuity for your students, all instructors are **required** to provide the substitute with a lesson plan and other necessary materials for the class.

A class may not be cancelled without prior approval of the campus administrator.

TELEPHONE USE

Office telephones are for school business only. Long distance business telephone calls may be arranged via the campus administration office.

TEXTBOOKS FOR SALE TO STUDENTS

Textbook orders must be placed with the account technician a minimum of eight (8) weeks prior to the start of class to ensure that the books will be available in a timely manner. Textbook orders for sale to students are coordinated and approved through the campus Instructional Leaders and administrator.

A full refund will be made for books that are clean and unmarked if the following conditions are met:

A cash register tape receipt from the campus bookstore **MUST** be presented.

A request for the refund of a cash purchase is made within 10 days from the date of the cash register receipt.

A partial refund will be made if the above criteria is not met.

TIME CARDS / PAYROLL

Adjunct instructor pay periods are based on the calendar month. Employees should sign their timecard early in the month, and complete the hours for the month to ensure the timecard deadline is met. **YOU ARE RESPONSIBLE FOR FILLING IN YOUR TIME AND SIGNING YOUR TIME CARD EACH MONTH.** Each instructor is given a Timecard and CAV calendar for every semester.

Time shown on the time card must be confirmed by the Tentative Assignment Offer and/or CAV. Instructors are paid based on data taken **DIRECTLY FROM A TIME CARD**. Be sure your hours shown on your time card are correct. Inaccuracies will cause a delay in your salary payment and must be corrected by you personally before being resubmitted.

TIME CARDS / PAYROLL (continued)

DO NOT ASK the office manager to make exceptions for time card submission or to make corrections in your time card information. You must identify sick leave and other leaves separately on your time card.

For additional information refer to your SDAE/AFT agreement. We encourage all faculty to use automatic deposit. See your campus office manager for the necessary paperwork. If you do not use automatic deposit, adjunct paychecks are mailed on the 10th of the month following the pay period. Contract instructor paychecks are available in the campus administration office on the last business day of each month. Employees are asked to sign for their pay checks.

VERIFICATION OF ENROLLMENT, ATTENDANCE, AND TRANSCRIPT REQUESTS

All official or unofficial requests for attendance or enrollment verification or transcript requests must go through the counseling office. Please send the student to the Campus Administrative office.

VOLUNTEERS

For insurance purposes, district programs must obtain advance permission from the Risk Management Office to use volunteers. Instructors are required to complete a Volunteer Form prior to the use of any volunteer worker and submit the form to the campus administrator. In addition, the volunteer will need to submit a Request for Live Scan fingerprint service, get a Tuberculosis test, and complete the Confidential Conviction Questionnaire in advance. These forms can be obtained from the office manager. The instructor will be notified when the volunteer may begin.