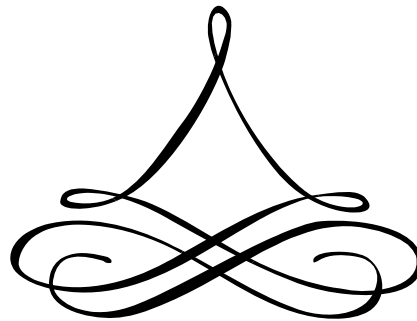


*Adjunct Faculty
Handbook*



2009-2010

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Absences

If you are unable to meet a class, the College must be notified immediately on the Faculty Absence Phone Line:

- ♦ Dial (925) 424-1390
 - ♦ Provide the following information:
 1. Your name
 2. The classes to notify (times/room number)
 3. Office hours (if applicable)
 4. A contact phone number
 5. **The reason for your absence**
 - ♦ If you are absent due to illness, an “Absence Report” will be generated and given to you to sign.
 - ♦ If you are absent due to other reasons, an “Absence Report” and “Request for Leave of
 - ♦ Absence Report” will be generated and given to you to sign.
1. **The absence line will be responded to, and absences posted on doors from 7:30 am to 7:00 pm.** This requires faculty members who are ill to try to call before 7:00 pm whenever possible.
 2. **Information posted will be limited to class information** (course name, section, date, time, instructor, location). It cannot include extraneous directions to students. Again, if there are specific directions you would like to give students about absences, please consider this in your syllabi.
 3. **Emergencies that require assistance after 7:00 pm** will be handled by the switchboard or Campus Security. We are very hopeful that we can receive calls for illness before 7:00 pm so that we can make sure you are accommodated. However, emergencies happen and we will do our best to assist you.
 4. **Non-posting of office hour cancellations.** The absence line staff will not post a separate note on an office door. If you wish to have such a posting you may contact your Dean/Division support staff. We expect that, for the most part, your office visitors are you students who will assume that if your class is cancelled, your office hours are as well.

Please consult with your Dean regarding any requests for a substitute.

Adjunct personnel are eligible for sick leave. The amount is prorated in accordance with the ratio of a full-time assignment. An *Absence Report* will be generated and placed in your mailbox for signature. Be certain to sign and return the report immediately as substitute personnel are not paid until the report is received.

Academic Freedom

Academic freedom exists and is nurtured in our community for the common good of all citizens. Students, faculty, administrators and society itself derive benefits from the practice of academic freedom with its open search for truth and its free exposition. Academic freedom is fundamental for the protection of the instructor's right in teaching and the student's right in learning in the classroom and on the campus. Academic freedom carries with it responsibilities correlative with rights, such responsibilities being implicit in all freedoms and assured by all members of the college to ensure the rights of others **(See Article 26, Faculty CBA 2006-2009)**.

Any issue involving the alleged violation of academic freedom on campus shall follow the procedures of academic due process as provided for the students, faculty, and the College whichever be appropriate **(Board Policy 4320)**.

Administrative Coverage

There is administrative coverage on campus 7:30 am - 8:30 pm Monday through Thursday, and 7:30 am - 5:00 pm on Fridays. Please refer to our website: www.laspositascollege.edu, or contact the switchboard operator for the location and extension of the administrator on duty from 5:00 pm - 8:30 pm Monday through Thursday.

Each semester/term the Administrative Coverage schedule is posted on the LPC Intranet site under Administration. Copies are also available from the switchboard. An administrator is on duty the first Saturday of the semester. After that first Saturday, administrative coverage is provided by the Librarians in Building 2000. For administrative assistance at other times, please contact the Security Office at (925) 424-1690.

If you have any questions, please call the campus switchboard at (925) 424-1000 and personnel will direct you. Please refer to the Administrative Coverage Schedule for specific detail.

Bookstore

The Bookstore is located in Building 1300. It carries LPC texts and supplemental materials, snack food, papers, pens, pencils, and so forth. Information about the Bookstore can be obtained by contacting the Bookstore Manager at (925) 424-1816, on-line via LPC's website, or referring to the **TEXTS** section located on page 33 in this handbook.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Students are required to provide their own textbooks, generally purchased at the Bookstore. Instructors are not to sell books or other materials to students, unless authorized by an administrator to do so. The Bookstore is open extended hours the first week of classes. The Bookstore will be open the first Saturday of the semester for limited hours. Please call (925) 424-1812 for a recorded message with updated hours.

Each semester a limited number of emergency book loans are available to students. Book loans are granted on a "need" basis. Please refer interested students to the Vice-President of Student Services, located in Building 700 or call (925) 424-1406.

Building Access

Faculty may access appropriate District facilities during regular operational hours. Access during prohibited hours requires prior notification to the college President's designee, which is usually your Dean, who will notify Security in advance. Faculty must contact Security upon arrival. Faculty violating these prohibitions shall be subject to disciplinary action. Access to the facilities is prohibited from 11:00 pm – 6:00 am.

During periods of institutional closure(s), there will be no access to District facilities, except for authorized faculty or, if applicable, the general public at pre-approved scheduled events in specific facilities. Unauthorized appropriation of District facilities, equipment, supplies or materials is prohibited (i.e., authorization of manager responsible for the facilities, equipment, supplies or materials is required).

Class Auditing

Classes at Las Positas College may not be audited.

Class Sizes

Minimum Class Size

According to the Faculty Collective Bargaining Agreement (CBA), the class size for credit classes shall normally be no less than twenty (20) enrollees, with it being understood that the District is authorized to maintain a limited number of classes of fewer than twenty (20) enrollees pursuant to the provisions of CBA Article (10E.1). **(See Article 10E.3 for large lecture pay processes for adjunct faculty)**

Large Enrollment Lecture Classes

In accordance with the Division Discipline Plan **(See Article 29 in the Faculty CBA)**, a faculty member may request to schedule a large enrollment lecture section **(See Article 10E.2)**. All large lecture classes must be pre-approved and scheduled with mutual agreement with the faculty member, the appropriate Division Dean, and the Vice President of Academic Services.

Each class approved shall be evaluated by the faculty member who is offering the course and the evaluation results shall be made available to the CEMC upon request. This evaluation shall be submitted to the appropriate manager at the time course grades are filed, and shall include a summary of student evaluations. Pay shall be adjusted no later than 30 days after the census report is recorded.

Class Types

Regular census classes certainly form the majority of Las Positas offerings, but other formats exist and are proving increasingly popular. Course(s) will fall into one of the following categories:

Full Term Classes

These classes meet for the full semester - approximately seventeen and one-half weeks. These classes feature a single census week, in which you complete a *Census Report* attesting to the students officially enrolled in your class **(so that we can receive our state apportionment)**. Specific census accounting procedures may be found in the Office of Admissions and Records *Attendance and Grade Reporting Handbook*.

Short Term Credit Classes

Students go through the normal registration process. These classes typically meet less than a full semester. Depending upon the accounting method for the course, the instructor will receive either a *Census Report* or a *Positive Attendance* sheet for completion.

If your class is a Positive Attendance course, it is important to keep a record of the roll at each class meeting as the college will receive apportionment based on the actual hours students spend in class. Specific accounting procedures may be found in the Office of Admissions and Records *Attendance and Grade Reporting Handbook*.

Non-Credit Classes

Though few are currently offered, all non-credit classes at Las Positas are numbered in the 200 series. Students do not go through a formal registration process - neither do they receive grades or units of credit. These are generally courses of a community service nature.

Community Education Classes

The State of California allows essentially any subject matter in a fee class, as these classes are totally supported by student user fees. Students receive neither grades nor credit.

Classroom Changes

If we need to contact you or your student(s) and especially in the event of an emergency, it is imperative we are always informed of your current location. Thus, you must receive approval from your Division Dean if you want to change classrooms, whether for one class meeting or permanently. You will be advised as to the date for the room change.

Classroom Visits

Your classroom may be visited by college staff for a variety of reasons, including evaluation. College administrators and designated members of the full-time or adjunct faculty hold responsibility for visiting classes and evaluating instructor performance. New instructors are visited during the first semester they teach and at least every third year thereafter. Evaluation visits will include a survey of the students conducted by the evaluator. If an adjunct faculty member has a break in service of two academic years, they will be evaluated again during their first semester of re-employment.

College and District Publications

Class Schedule

The Class Schedule is published by the College each semester. Please spend some time looking it over. It will help in planning your course syllabus and can help you to answer many student questions. The schedule is also available on the college website. The schedule on the website will reflect most recent changes such as classroom moves, course additions, or course cancellations.

Class Catalog

The College Catalog is published every two years. It contains detailed descriptions of College policies and procedures. In addition, all official courses that may be offered by individual disciplines - as well as possible pedagogical options - are described. Any changes or additions to the Catalog made between biannual publications are printed in an Addendum. The catalog is also available on the college website.

The Express

This publication is the Las Positas student newspaper. It is an informative, attractive product of the Mass Communications-Publications/Editorials class that is published bi-weekly and available at areas throughout the campus.

College History

Las Positas College began as an evening extension program of Chabot College in 1963. By 1972, the College was offering evening classes at most of the Valley's high schools. In 1975, Chabot opened its Valley Campus on its current 147-acre Livermore site and was able to offer day classes for the first time. The six hundred original students have since grown to more than eight thousand and the original four buildings have expanded to twenty, with more buildings in the planning process.

In 1988, The Valley Campus of Chabot College ceased to be. Las Positas College - Spanish for little springs (the name of the original Spanish land) - thus became California's 107th Community College. In January 1990, the separation process was completed as the College became fully and separately accredited. The College's colors are red and black, and the mascot is the Hawk.

College Issues

If you have specific issues you wish to address regarding Las Positas College, please contact your Division Dean. For general issues, please use the list of *Useful Names and Telephone Number* located on page .

Colloquia & Independent Studies

A Colloquium is a group of students that meet with an instructor for a period of time to consider a special topic. While all faculty may request to teach a Colloquium, the Vice President of Academic affairs typically only approves a very small number, and only if they are part of the discipline's overall planning process. Faculty interested in offering either a Colloquium and/or an independent study (an arrangement with an individual student) should discuss feasibility with their dean, and if they wish to seek approval must complete appropriate forms seeking approval. Individual faculty members can request up to one colloquium per semester. For approved Colloquium, credit is granted at the rate of one (2) unit of Faculty Hour A credit for every 10 students.

Since these classes are generally offered after the semester begins, it is imperative for the instructor to make certain that each student is properly enrolled in the class. Specific procedures may be found in the Office of Admissions and Records, and the *Attendance and Grade Reporting Handbook*.

Communications

Las Positas College communicates with faculty and staff through a variety of mediums, including voicemail, email, campus mail, and in rare occasions, home mail. It is the faculty's responsibility to ensure that:

- ♦ they have been signed up for campus email, and that it is checked frequently.
- ♦ if using campus voicemail, voicemail box should be checked frequently,
- ♦ campus mailbox should be checked frequently to keep current on all written communications
- ♦ home contact information is current to ensure accurate delivery of materials mailed from LPC or Human Resources.

In addition, useful information is also available on the LPC Intranet:
<http://grapevine.laspositascollege.edu/lpc>.

Computer Center

The Computer Center in Room 803 is an open lab for students to work on class assignments. The computers are available on a “first come, first serve” basis to all currently registered Las Positas College students.

The Center provides Gateway computers with the following specifications:

- ♦ 2.4GHz Intel Core 2 Duo Processor E660
- ♦ 1066MHz FSB, 4MB cache, non-HT
- ♦ 2MB 667MHz Dual-Channel DDR2 SDRAM
- ♦ 16x Super Multi Format Double Layer DVD-RW/DVD-RAM +/-R / CD-R/RW
- ♦ (6) USB 2.0 (2 in front and 4 in back)
- ♦ (3) IEEE 1394 Firewire (2 in front and 1 in back)
- ♦ 3 ½” Floppy Drive
- ♦ 17” flat screen monitors

Available Peripherals:

- ♦ (3) HP 8000 Laser Printers for quality blank and white output @ \$.10 per page
- ♦ HP Color LaserJet 4650 printer for quality color output @ \$.50 per page
- ♦ HP Scanner for digital images and OCR

NOTE: Printing is on a fee basis. A GoPrint card must be purchased through the Campus Bookstore (best bargain!), in the Computer Center or in the Library in order to release the print request.

The computers are loaded with Microsoft Windows XP Professional operating system and have both 2003 and 2007 versions of the MS Office Suite of applications. For a current listing of the software available in the Computer Center, please visit the web page at <http://laspositascollege.edu/computercenter/equipment.php>.

The Computer Center web page has links to additional information about staff, policies, and discounts on hardware and software purchases for faculty and students: <http://laspositascollege.edu/computercenter>.

For Hours of Operation please refer to LPC’s website

<http://www.laspositascollege.edu> and click on Office Hours located under “About Las Positas”

Hours may vary for Summer Session, and the Center is closed for holidays and academic recess.

Course Outlines

Check the College’s website for the most current version of our course outlines. In the event a specific current course outline is not available, please contact the Office of Academic Services. Instructors are expected to follow the current course outline for each course taught.

Emergency Procedures

The following information applies to both on-campus and off-campus classrooms:

Reporting Emergencies

1. **Dial 1699 from any campus phone or *16 from any pay phone**

This is the campus emergency telephone number. This extension will connect you with the on-duty Campus Safety officer's 2-way radio/telephone. This is to be used for emergencies only.

2. ***Be Calm***
Identify yourself, your current location and telephone number.
3. ***Identify the Emergency***
Identify the location of the incident and describe, as clearly as possible, the nature of the problem (**crime, fire, disaster, medical assistance, etc.**).
4. ***Remain on the Line***
Campus Safety will dispatch emergency personnel to the scene of the incident. They will then advise you when all the pertinent information has been obtained. Do not hang up - allow Campus Safety to terminate the call.
5. ***Alternate Reporting Methods***
If the 1699 or *16 line is not functioning, report by calling switchboard personnel at 1000, or page Security at (925) 509-0879. If telephones are inoperative, personally contact the nearest administrator on duty. **Dial 911 if off-campus.**

Preparedness

Before the first class meeting, determine if the Emergency Procedures are posted in the classroom. If they are not posted, contact Campus Safety at (925) 424-1690. Become personally acquainted with the most expeditious and safe routes for exit should there be a need to evacuate the building. Locate the nearest campus telephone and pay telephone - carry change for use in reporting an emergency. Know where an administrator may be located. Acquaint the class with emergency procedures. Develop a procedure to ensure handicapped students are assisted.

Fire

Direct the class in safely evacuating the building. Move away from the building at least 150 feet to an area of safety. In the event of injuries, administer basic first aid. Re-enter the building only when cleared by an administrator to do so.

Earthquake

Take cover from falling debris and glass. In the event of suspected structural damage, direct the class in safely evacuating the building. Move away from the building at least 150 feet to an area of safety. In the event of injuries, administer basic first aid. Re-enter only when cleared by an administrator to do so.

Room Evacuation

In case of a bomb threat or similar event where you and your students are asked to evacuate the classroom, **please ensure your students take their backpacks, purses, and other personal belongings with them.** You will only be able to return to your classroom when cleared by an administrator and/or campus safety.

Other Emergencies

Follow procedures that best ensure the safety of class members. Report the emergency by calling 1699 or 1000 on campus. For off-campus emergencies phone 911.

Employment

It is our goal to have our classes staffed well in advance of the semester, and to pay you in a timely fashion. Staffing of classes is a two part process: 1) your initial hiring (typically a one-time event) and 2) your assignment to a particular course section(s). Your on-time pay is contingent on these two events, along with timely submission of your time reports.

Any questions or problems regarding one's employment status, working conditions, or assignment should be discussed first with the Dean. If a satisfactory solution is not achieved, other administrative channels should be explored. Every effort will be made to work out problems in a mutually satisfactory manner. You may also contact Sharon Davidson in Building 100 or at (925) 424-1632 for assistance with payroll and some personnel issues. Her hours are Monday – Friday, 8:00 am - 5:00 pm. Adjunct faculty who teach only in the evening may call Sharon to arrange an alternate meeting time.

Following is specific information and guidelines for the following areas:

- ♦ Hiring
- ♦ Assignment of Classes
- ♦ Payroll
- ♦ Employment Conditions and Other Information

Hiring

Once you have successfully completed the interview process, and are recommended to be hired as an adjunct faculty member, there are a number of forms and documents which will be processed by the college and our Human Resources Office. We attempt to fill all adjunct teaching positions at least four to six weeks prior to the start of each semester. However, if you were hired near the beginning of the semester in which you will teach, some paperwork may still be in process.

1. Office of Academic Services and Deans' Offices at Las Positas College
 - A. *Application*—Resume/curriculum vitae may be attached, but the application must be completed in full and signed.
 - B. *References* —List 5 names and phone numbers on the application form.
 - C. *Federal I-9 Employment Eligibility Verification* — Deans will verify personally your proof of identification.
 - D. *Loyalty Oath*
 - E. *Transcript of College Work*—You may submit copies with your application, but HR will request originals.
 - F. *W-4 Form*
 - G. *Tuberculosis (TB) Test Results* – Paychecks are withheld until current test results are received.
 - H. *Fingerprint Card*
2. Human Resource Services at the District Office in Pleasanton
 - A. *District Payroll Forms*
 - B. *Employee Safety Handbook*

Employment by the Chabot-Las Positas Community College District requires action by the Board of Trustees. Once Las Positas and Human Resources receive all of your documents outlined above, your name will be submitted to the Board of Trustees for approval.

Term of Temporary Appointment

The authority to employ instructors as temporary adjunct certificated employees rests with the Board of Trustees. The Board authorizes the Chancellor to employ instructors during an academic year. The specific assignment within the Board authorization is for specific semesters within the school year and for classes, which are assigned by the responsible administrator.

Assignment of Classes

Class Assignment Paperwork - Once your hiring process is complete, you can then be assigned to a particular course. You may receive a verbal or written offer from your Dean or Discipline coordinator, but the formal assignment is verified via the Verification of Teaching Assignment form, which will be provided to you. Each instructor is responsible for verifying details of his/her assignment by reviewing, signing, and returning the *Part-time/Temporary Teaching Assignment* form.

Areas for review include:

- ♦ Course Title/Section(s)
- ♦ Days and Hours
- ♦ Room(s)/Location
- ♦ Method of Payment

Once received, please sign and return this sheet promptly. ***It is advisable to keep a copy of your assignment sheet to provide documentation for step increases.***

How Classes are Assigned (Employment Rights)

Consistent with CLPFA Agreement, Article 18 (**Part-Time Adjunct Unit Members**), teaching, library and counseling assignments will be made first on program needs. *Program needs include, but are not limited to, the employee's qualifications to carry out the assignment and his/her education, expertise, and/or demonstrated experience in aspects specific to the assignment; employee ability to use and expose students to current information technology, and skills required in this assignment; employee availability at needed times; and employee's previous performance record (satisfactory or better and adherence to District Rules and Regulations).*

Seniority

Once District program needs have been met, assignments will be based upon Discipline Seniority Lists by College within each Division. All part-time (**adjunct**) unit members must receive a satisfactory evaluation before being granted seniority based on their original date of hire. This list and the District's equal employment opportunity and program needs, will be among the factors considered in determining continued retention or in hiring outside candidates for class assignments by hourly faculty. Discipline Seniority Lists will be posted in each division by the end of the third work week of each semester and Summer Session for review. Assignments will be offered, up to a requested maximum load of 60% of a full-time load that is workable within the constraints of the assignments available.

Part-Time Teaching Interest

If you are interested in further adjunct assignment, you will need to complete the Assignment Preference Form, which will be mailed to all continuing adjunct faculty. These forms are the primary source for determining staff availability each term. All assignments will be made in accordance with Article 18C (**Offer of Employment**) based upon Discipline Seniority Lists by College within each Division. Assignment Preference Forms must be completed and returned 10 calendar days of the date of the postmark. The Preference Form will identify teaching preferences for All, Spring and Summer. (**Refer to the Faculty Interest Article 18B: F&G**)

Payroll

Instructors with hourly assignments are paid either: (1) through the automated payroll system or, (2) through *Service Reports* (time sheets). Service reports are also used for payment of non-instructional activities, described below. Depending on activities, many adjunct faculty will be paid through both systems, and may use more than one type of Service Report. It is the responsibility of the employee to use the correct forms and submit Service Reports on time.

Autopay or Service Reports (Time Sheets)?

The following adjunct faculty will need to submit *Service Reports*

- ♦ Counselors and librarians,
- ♦ Adjunct Faculty with assignments that are team-taught
- ♦ Adjunct faculty who receive assignments close to the beginning of a semester
- ♦ Adjunct faculty with authorized paid office hour
- ♦ Adjunct faculty performing authorized paid non-instructional activities

Generally, all other instructor teaching activities will be paid through the automated system. Your *Teaching Assignment Sheet* should indicate the appropriate payment option for your course(s), and whether Service reports are required for one or more of your courses.

Autopay

Adjunct Faculty are paid by the course in equal payments. Your first payment will be August 31 for Fall or January 31 for Spring for a total of five (5) equal payments. If the class is a “Late Start” or “Early End” course, you will get equal payments beginning the month you first taught through the month you last teach. There is no Autopay for teaching Summer classes.

Service Reports (Time Sheets)

(Located in Dean’s Office and Building 100)

There are three different types of Service Reports/Time Sheets which faculty might use. To expedite your payment, be certain you are using the correct form as follows:

- ♦ *Teaching a Class: Part Time (Adjunct) Faculty Personnel Service Report* time sheet, **(Pink)**: use a separate form for each teaching assignment. Be sure to indicate “lecture” or “lab” hours. Your Assignment Sheet indicates how many hours to claim, or contact your Division Dean for clarification
- ♦ *Counseling or Library Assignments: Part-time (Adjunct) Counselor/Librarian/Special Assignment Service Report (Green)*.
- ♦ *Office Hours or other Non-Instruction: Academic Non-Instruction Time Sheet (Pink)*

Please have timesheets to your Division Dean by the appropriate dates in order for payroll at the district office to receive in time to process. All instructors with hourly assignments will be paid according to the following schedule: *

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If the class is over before the due date of the month, please submit the time sheets immediately

Pay Period	Service Reports Due in Dean’s Office	Payment Date
Aug 16-Sep 15	September 11	September 30

Sep 16-Oct 15	October	9	October 30
Oct 16-Nov 15	November	6*	November 24
Nov 16-Dec 15	December	9*	December 23
Dec 16-Jan 15	January	8	January 29
Jan 16 – Feb 15	February	8	February 26
Feb 16 – Mar 15	March	10	March 31
Mar 16 – Apr 15	April	9	April 30
Apr 16 – May 15	May	10	May 28
May 16 – Jun 15	June	11	June 30

**Subject to change by Board of Trustees*

***Due to the short pay period, November and December deadlines are much earlier than the 15th.**

NOTE: All deadlines are the 15th of the month, except those with the holidays Thanksgiving, Christmas, and February’s Presidents Days. These deadlines may be subject to change to a much earlier date. A Notice will be posted on the Mailroom door, Building 100.

Employment Conditions and Other Information

For further references on District Governing Policies, refer to the CLPCCD *Board of Trustees Manual*, available at the Office of Academic Services.

Sufficient Enrollment

Courses at Las Positas Colleges can be offered only when the enrollment warrants. When a class fails to develop sufficient enrollment, it may be cancelled. Such cancellations release the District from obligations to the instructors, except to reimburse for hours devoted to initial meetings of those classes. The class size for credit classes shall normally be no less than 20 enrolled. See Article (10E.I) of the contract for exceptions to the twenty (20) enrolled.

Tuberculosis (TB) Test

All faculty are required to have current Tuberculosis (TB) test results on file with the District Office, per the current faculty contract:

*As required by state law, all unit members must have a Tuberculosis (TB) test every four (4) years. The unit member shall be responsible for the cost of the TB test upon hiring. All subsequent tests will be paid for by the District. **Unit members who do not have current Tuberculosis (TB) test results on file with the District will be placed on an unpaid leave of absence until the Tuberculosis (TB) test results have been received and acknowledged by the District Payroll Office.** Unit members will be given written notice on or about 90 days, 60 days and 30 days before they are required to submit their TB test. The notices will inform the unit member that if they do not have a current TB test result on file with the District, they will be placed on an unpaid leave of absence until the TB test results have been received and acknowledged by the District Payroll Office.*

Personnel and Employment Records

In addition to submission of a complete and accurate employment application, instructors are required to submit a completed fingerprint card, a cashier’s check or money order in the amount of \$32.00 (**payable to the Department of Justice**), as required by the State, to cover fingerprint processing. If instruction will be provided under *Conditions of Equivalency*, supporting documents will be required.

Retirement System

Federal Law has required since 1992 that all public agency employees be covered by a retirement system, or, if none is provided they shall be covered by Social Security. The Chabot-Las Positas Community College District has established a **mandatory** Alternate Retirement System, and offers a choice of two alternate retirement plans for part time instructors, counselors and librarians. The two Alternate Retirement System plans offered are the Public Agency Retirement System (**PARS**) and the State Teachers' Retirement System Cash Balance (**CB**) Plan. Part time academic employees can also enroll in the STRS Defined Benefit Plan (**the regular STRS plan for full time employees**) at any time.

Identification Cards

Each faculty member should obtain an identification card from the Admissions and Records Office (**A&R**) in Building 700.

Employment Compliance Notice

Las Positas College is an equal opportunity/affirmative action institution in its policies, procedures, and practices relating to access, admission, and employment in its programs, services and activities.

In compliance with Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972 (**45CFR 86**), Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1974, and its own statements of philosophy and objectives, the Chabot-Las Positas Community College District does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap.

Sexual harassment of employees or students will not be condoned. In general, deliberate verbal comments, gestures, or physical contact of a sexual nature that are unsolicited and unwelcome will be considered harassment (**Title VII of the Civil Rights Act of 1964**). Inquiries regarding the District's equal opportunity/affirmative action policies and procedures may be directed to the Assistant Dean of Admission and Records, Building 700 at Las Positas College, or telephone (925) 424-1542 (**for student matters**); the Director of Human Resources at 5020 Franklin Drive, Pleasanton, CA 94588, or telephone (925) 485-5235 (**employment matters**); or to the Director of the Office of Civil Rights, U.S. Department of Health, Education, and Welfare, Washington, DC.

Collective Bargaining Unit

Members of the Collective Bargaining Unit who wish to read the contract can find a copy on reserve in the library, and may inquire at the circulation desk. The contract is also available on the web at <http://www.clpccd.org/hr/hrcontactus.php>.

Rate of Pay

Salary placement is based on the *Schedule of Part-time Service Rate*, from the Collective Bargaining Agreement, Article 21.

21H.1 Step credit shall be given on the following basis:

1. Entering part-time (**adjunct**) faculty may be placed as high as step four (4) on the Schedule of Part-Time Service (**Adjunct**) Rates.
2. Full-time teaching, counseling, library or special assignment experience in an accredited school or college shall be credited at the rate of one (1) step for each complete year of experience.

3. Part-time teaching, counseling, library or special assignment experience in an accredited school or college, including summer work and temporary leave replacement employment shall be aggregated into full-time equivalent years.
4. Credit for full-time work experience in an occupation directly related to the assignment shall be allowed at the rate of one (1) step for every two (2) complete years of experience. The applicant bears the burden of proving a nexus between his/her work experience and proposed assignment.
5. Work experience other than that listed above, including experience as a teaching or laboratory assistant, shall not be considered.

21H.2 Break in Service

If a previously hired part-time (adjunct) unit member returns after a ten (10) year break in service, the initial step placement will be given in accordance with Section 21H.1, a through e.

21H.3 Verification of Experience

In order to verify step placement, it is the responsibility of the unit member to request submission of verification letters to the District Human Resources office.

1. Letter for this purpose must be on official letterhead of the verifying institution, and be received within forty-five (45) days after Board approval of hire.
2. Each letter must clearly state the term of the teaching employment or work experience. In addition, if this prior teaching experience was not full time, the verification letters must evidence details as to the equivalent units taught for each semester or quarter.
3. Step placement shall not occur until verifying documentation is received. If documentation received more than forty-five (45) days after Board approval of hire results in a change of initial placement, and the unit member is retained to work subsequent semesters, the resulting change shall be effected beginning with the unit member's next semester and/or summer or inter-session assignment. Notwithstanding, errors in placement due to factors other than the unit member's failure to provide necessary documentation, shall not be subject to this timeline governing retroactivity.
4. A newly hired part-time (adjunct) unit member who believes he or she has been improperly placed may appeal that placement via the Faculty Association.

If services terminate for any reason, the amount to be paid will be based upon the actual number of hours served.

Energy Conservation

The Chabot-Las Positas Community College District has pledged itself to energy conservation. Accordingly, we encourage everyone to carry out conservation measures to the best of their ability. This includes turning lights off when leaving a room and keeping windows closed. We also participate in the "Spare the Air" program. Please carpool whenever possible, but especially during *smog alert* days.

To check on the status of the room temperature in the classrooms, please check the thermostat. A red light indicates the thermostat is running. To change the room temperature, please press either the up/lower button.

If you have an energy-related problem, please report it promptly to switchboard personnel at (925) 424-1000.

Evaluation

Part-time (**Adjunct**) faculty shall be evaluated (**Section 18.I, CLPFA Agreement**) in the first semester of employment during the regular academic year. This evaluation shall be peer review driven with coordination and appropriate involvement of the Division Dean. Thereafter, evaluation shall be done at least once every three years of employment. Evaluations reflect “Satisfactory,” “Needs Improvement,” or “Unsatisfactory.” “Satisfactory” guarantees placement on the Seniority List. In addition, all other criteria in Article 18B (**Employment Rights**) must be met. “Unsatisfactory” means that the Part-Time (**Adjunct**) faculty member has been notified that his/her performance is unsatisfactory for continued employment and a second evaluation by a different evaluator will be required during the same semester/term. “Unsatisfactory” status, as corroborated by a different evaluator, shall result with a unit member’s removal from the Seniority List. “Needs Improvement” status does not constitute cause for the immediate removal of the faculty member from the Seniority List; the intent of a “Needs Improvement” recommendation is that the member be given an opportunity to improve resulting in a “Satisfactory” follow-up evaluation in the same semester or following semester. Division Deans and Faculty mentors are available for assistance.

Faculty Contract

The current Faculty Contract is Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association, July 1, 2006-June 30, 2009. Copies of the contract are available in the library, division offices, and on the web at <http://clpccd.org/hr/hrcontactus.php>.

While many parts of the contract are relevant for adjunct faculty, Article 18 specifically addresses Part-Time (Adjunct) Unit Members.

Faculty Resource Centers

Innovation Center

The Innovation Center is located in Building 2410 (inside the Multi-Disciplinary Building) and is open to all faculty. It contains both PC and Mac computers, two scanners, a printer, CD and DVD burners, and studio to record digital video and audio. The Innovation Center is equipped with the latest hardware and software to help you integrate technology into your teaching. From enhancing your course with web resources to designing a completely online course, the Innovation Center has the resources and staff to help you. The Innovation Center also hosts workshops on a variety of instructional technology topics. For more information on the Innovation Center, be sure to check out the Innovation Center web site at <http://www.laspositascollege.edu/innovatoincenter>.

Faculty Workrooms

There are two workrooms located in the Building 2100. One workroom is located in Room 2140A and contains a Scantron test scoring machine, copy machines and a typewriter. This room is unlocked for faculty use. Room 2124 has a phone, computers, and a printer. Additional computers are available in rooms 803 (**Building 800**), 400 (**Building 400**), in the Library (**Building 2000**), and 2411 (**Building 2400**).

Field Trips

(For complete description of policy and instructor responsibilities, refer to CLPCCD Board Policy 6216 and to the Administrative Rules and Procedures in support of Board Policy 6216.)

A field trip is defined as any movement of a class outside of its regularly assigned classroom for the purpose of receiving educational experiences not possible in the classroom. There are different "classes" of field trips, some of which are subject to certain restrictions by the College's insurance carrier.

1. CLASS I - Field trips are ON-CAMPUS activities limited to the College campus. Authorization is granted through the Division Dean or other designated administrator.

NOTE: FOR ALL OFF CAMPUS TRIPS, STAFF MUST BRING APPROPRIATE PAPERWORK, INCLUDING STUDENT INJURY FORMS. Check with Division Office for other requirements.

2. CLASS II - Field trips are IN-DISTRICT activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (**Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, and Dublin**). Requests must be submitted at least TWO WEEKS prior to the date of the trip. Authorization is granted by the President of the College or designee.
3. CLASS III - Field trips are IN-STATE, OUT-OF-DISTRICT activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least ONE MONTH prior to the date of the trip. Authorization is granted by the President of the College or designee.
4. CLASS IV - OUT OF STATE, activities conducted outside the state of California. Requests must be submitted at least SIX WEEKS prior to the date of the trip. Authorization is granted by the President of the College or designee.
5. *In accordance with the Education Code, adult students or parent/guardians of minor students must sign the waiver of claims against the Chabot-Las Positas Community College District and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.*

Consult with Division Deans for policies and limitations on field trips and with the College Business Office for use of a College-owned vehicle.

As soon as you plan a field trip, complete the *Field Trip Request* and submit it to your Division Dean. Forms are available in the Mailbox Room in Building 100 or through your Division Office.

Student Clubs

If you are an advisor of a student club that would like to hold a meeting or activity off campus, you will be required to (1) complete the *Field Trip Request* form, (2) provide list of all attendees [student and staff], and (3) submit to the Vice President of Student Services. In circumstances where your classroom instruction will be interrupted, approval must also be received by your Division Dean as well.

Finals & Grades

Finals are required to be held for the specified two (2) hour period during finals week in all classes. The finals schedule is located in the *Schedule of Classes*. Specific grading procedures may be found in the Office of Admissions and Records *Attendance and Grade Reporting Handbook*. Please note that we do not use “+” or “-” in posting final grades. Instructors cannot identify names or social security numbers when posting grades per the Family Education Rights and Privacy Act (FERPA). No changes are permitted in the final schedule nor are examinations to be given in advance of the schedule time unless approved in advance by the Vice-President of Academic Services through the Division Dean.

Food Service

For your convenience, food service is available in the Student Center Cafeteria (**Building 1700**) Monday - Thursday 7:30 am to 7:30 pm, and Friday 7:30 am to 2:00 pm. Food service is not available on Saturday or Sunday. The cafeteria can be contacted by calling ext. 1849 or by GroupWise e-mail at EliteCafe.

Forms

Forms for production requests and other supplies may be found in Room 2140A, the Faculty Workroom, as well as rooms 2114, 2132, 2168, or the Mailroom in Building 100. If you have any questions, please check with your Division Dean.

Additional Human Resources and LPC forms can be found on the intranet (campus accessible): <http://grapevine.laspositascollege.edu/lpc/index.htm>.

Foundation

The Las Positas College Foundation supports the Mission of the College and advances its vision for the future through active resource development. It was established in April 2003 by a group of community leaders dedicated to ensuring that the students and communities that LPC serves have a premier community college. The Foundation was granted IRS 501 © (3) status in December 2003.

Since it's founding – and especially since the Executive Director / CEO started – the Foundation has been well embraced by businesses and individuals in the communities that the College serves. Investments total almost one half million dollars. Much of this is restricted money in the form of grants to support specific goals (e.g., named scholarships). As the organization moves forward, particular attention is being focused on raising unrestricted funding to meet financial commitments that are expected to grow.

Freedom of Speech

The right to free speech on campus is shared by all students, faculty, administrators, and by any speaker subject to time, place and manner regulations. Free speech allows for the widest possible exchange of ideas and opinions. In order to ensure a favorable environment for speakers and their audience, the following conditions shall govern speaking events:

- † Speakers shall have the right to express ideas and opinions freely in a manner appropriate to the academic atmosphere of the College, and they are encouraged to respond to questions from their audience.

- † Time, place and manner are subject to reasonable regulation to prevent intervention with the normal functions of the College.

Any issue involving the alleged violation of free speech on campus shall follow procedures of academic due process as provided for the student, the faculty, the College, and the appeal procedure associated with access to campus, whichever be appropriate. The procedures regarding free speech are located in the Administrative Rules and Procedures (**Board Policy 4322 and 5510, Administrative Rules 4322 and 5510**). A brochure outlining the Free Speech Policy and Procedure is available from the Office of the Vice-President of Student Services.

Guest Speaker

You arrange for your own guest speakers. Complete the *Guest Speaker* form and submit it to your Division Dean. Forms may be found in the Mailroom, Building 100, and in the Division offices. Note that LPC does not pay guest speakers, and instructors are required to remain in the classroom during guest speaker visits. Please inform your guest speaker that a parking pass is needed. Arrange with your Dean's office for a special parking pass or inform the guest speaker they will have to pay for parking.

Information Technology

Las Positas College uses technology to support learning, instruction and services: to enhance educational opportunities, to personalize student services, and to provide effective administrative processes that enforce the values, vision, mission and goals of the college. Some of the services provided are:

- ♦ Computer and Network Support
- ♦ Instructional Systems Support (**classroom audio and visual**)
- ♦ Instructional Technology Support: Distance Education (**Blackboard**), Innovation Center (**use of educational software and workshops**)
- ♦ Telecommunications (**voice communications and PhoneMail**)

Computer/ Network Support

The college Computer Network Support Department is responsible for providing and maintaining desktop support, server resources and network connectivity for students, faculty and staff on campus. For concerns regarding campus computer services or reporting trouble, please contact the Help Desk at (925) 424-1606.

For faculty needing additional information regarding campus computers, software or other special computer needs, please contact the Computer Support Department at techsupport@laspositascollege.edu prior to the course beginning.

E-Mail

The Chabot-Las Positas Community College District uses Novel GroupWise as its communications software. As a means of communication with staff and students, all staff members, including adjunct faculty, are required to maintain an e-mail account. It is optional to have your e-mail account forward messages to another personal account such as AOL or Comcast. To apply for an account, go to the campus intranet page type <http://info/ITS/Misc/ComputingAccess.htm> and printout the Faculty E-Mail Access Form, or request a form your Dean or Division Assistant. Once completed and signed, submit this form to your Division. After your account has been established you will receive information on how to access and use your account.

You may access your e-mail account from an off-site computer at <http://gw5mail.clpccd.cc.ca.us:8000/> select GroupWise Login, enter your user name and pass code as noted in the information provided by ITS. If you need assistance, call (510) 723-6966.

Instructional Systems

Instructional Systems Support maintains an extensive inventory of audio-visual equipment to support your instructional needs. You may visit the website at www.laspositascollege.edu/technology/classrooms.php to view a complete listing of equipment which resides in each classroom. If your classroom does not have the equipment you need, special arrangements can be made with advance notice. To reserve audio/ visual equipment, fill out the form at www.laspositascollege.edu/technology/request-equipment.php, or contact the office directly.

The Instructional systems support staff are available to assist you with training and use of the audio/ visual equipment as well as provide services for creating and duplicating videotapes, audio tapes, slides and other instructional materials that do not violate copyright laws. To submit a request for service, visit www.laspositascollege.edu/technology/request-services.php or contact the office directly.

The Instructional Systems Office is located in Rooms 2019 & 2021 in the Library and may be reached by phone at (day) (925) 424-1652, (evening (925) 424-1653, **(Saturday)** (925) 424-1628 or e-mail at techsupport@laspositascollege.edu. For urgent classroom technical assistance call (925) 640-5436.

When using college equipment please use the following guidelines:

- ♦ Reserve equipment well in advance.
- ♦ Learn proper operating techniques.
- ♦ Prepare equipment for return (**i.e. rewind films, turn off power and remove personal property, secure equipment to cart, etc.**).
- ♦ Report any problems with equipment to the Instructional Systems Office as soon as possible.

Instructional Technology

The Instructional Technology Department provides technical and pedagogical support to faculty and staff who want to implement technologies for instructional purposes. Staff train and support in the following: web-page building, multimedia hardware and software, presentation software, course management systems, and accessibility techniques.

1. Innovation Center

Working mainly out of the college's Innovation Center, the Instructional Technology staff invites meetings and appointments, in addition to conducting workshops. Workshops will focus on technical and pedagogical skills that allow faculty and staff to integrate technology into face-to-face classes.

Appointments are available for learning how to use the Innovation Center equipment for scanning documents and images, digitizing a video or audio clip, or burning a CD or DVD. You can also make an appointment for learning web design and instructional design skills, as well as learning how to make your web content accessible to students with disabilities.

The Innovation Center is located in Room 2410 in the Multi-Disciplinary Building and can be contacted by phone at (925) 424-1655 to schedule an appointment. Visit the Innovation Center web site to access instructional technology training materials
<http://www.laspositascollege.edu/innovatoncenter>.

2. Distance Education

Las Positas College's Distance Education program consists of a variety of online and hybrid courses to meet the needs of students in the community. Both LPC, which has been offering courses online since 1999, and Chabot College use the course management system Blackboard for online offerings.

Each semester, training is available in learning how to design, develop, and teach instructionally sound courses. To learn more about the Online Course Development Program, visit
<http://www.laspositascollege.edu/innovationcenter/ocdp.php>.

For more information about LPC's Distance Education program, consult the Distance Education web site at <http://www.laspositascollege.edu/onlinelearning>.

PhoneMail

The campus telecommunications system is set-up with voice messaging boxes for all staff including adjunct faculty. If you are a new hire or returning faculty member, a PhoneMail instruction guide will be placed in your mailbox prior to your classes beginning. This guide will provide you with your box number, instructions on how to access and use your PhoneMail as well as how to record your greeting. If you are a continuing faculty member, your PhoneMail should remain intact as long as you have an assignment. Each PhoneMail box can hold 20 total messages (new and saved) so be sure you check your box regularly and delete any unnecessary messages. If you need assistance you may contact the Telecommunications Coordinator at (925) 424-1640.

***NOTE: PhoneMail **only** extensions are just that, extensions, and not direct dial numbers. Do not place a prefix (424) in front of the extension. Callers must dial the campus at (925) 424-1000, and enter the extension as prompted.

PhoneMail boxes are also required for all staff as a means for communicating with staff and students. If an alternate means of communicating with students and staff is desired other than using the PhoneMail system, we then request that this alternate means be clearly stated in your personal greeting, making sure all messages have been deleted from your PhoneMail box and then disabling message acceptance for your PhoneMail box. This will maintain necessary disk space in the system. Instructions for this process are included in the PhoneMail Instruction Guide or you may contact the Telecommunications Coordinator for assistance.

Telecommunications

The phone system on campus is set-up with 4-digit dialing to any other campus phone. So, to contact the Admissions and Records Office, drop the 424 prefix and dial the last four digits 1500. To reach the campus switchboard, just press 0.

In addition, the system allows 4-digit dialing from LPC to Chabot College and the District Offices. Drop the area code and prefix and dial the desired 4-digit extension.

To place a call off-campus, you must first access an outside trunk by dialing "8" then dial the seven digit number. If you are calling a number in the 510 area code, dial 8-1-510-xxx-xxxx. Not all phones have access to dial off-campus for security purposes, so if you are having trouble dialing a

number off-campus contact the campus switchboard for assistance, 0. The switchboard will ask for the number to be dialed and information regarding the party being called so please be prepared. If the call is personal (not college business) we ask that you use a cell phone, calling card or a pay phone to place your call.

Keys

Classrooms used will be opened by custodial personnel prior to the class period. If a classroom has not been opened, the administrator on duty or switchboard personnel should be contacted by phoning (925) 424-1000. Generally, keys will not be issued to individual instructors. Please note that classrooms with special equipment are not opened until an instructor is present. If you have a concern, please see your Division Dean.

Library

The Library is located in Building 2000. A broad range of informational, reference, and instructional services have been developed to meet the needs of students, faculty, and staff. Books, periodicals, online databases, and non-print materials, such as CDs, videos, and DVDs including listening and viewing equipment, are available for student, faculty, and staff use. A reference librarian is available to assist students and faculty during all hours of operation.

Instructors are encouraged to schedule an orientation for their classes, especially if research papers are assigned. Library orientations can be tailored to the class assignment and provide bibliographic citation support. Orientations can be arranged by contacting the Library Reference Desk at (925) 424-1150. Allow two weeks notice for both scheduling and preparation of library instruction.

Additional library information, the online catalog, and electronic databases can be found at the Library's website <http://www.laspositascollege.edu/Library>. Off-campus access to the electronic databases with their full-text content requires your W-ID and pin. Contact the Librarians at (925) 424-1150 or by email at lpclibrarian@laspositascollege.edu with any questions.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Library hours are subject to change with limited notice, and the Librarian also serves as the Saturday Coordinator/Administrator on Duty.

Mailroom & Switchboard

Staff parking permit, copier code and opening day roster will be available in your mailbox the first day of instruction. Stop by the switchboard in Building 100 to pickup a key to your mailbox. Should you have questions regarding these items, please see the switchboard personnel in Building 100, or phone (925) 424-1000.

The Building 100 switchboard closes and mailroom coordination concludes at 9:00 pm Monday through Thursday, 5:00 pm on Fridays. Faculty may access their mail after hours through the "mail room" door (**east of main door**). On Saturdays, the mailroom is open for mail pick-up from 8:00 am to 4:30 pm only.

All mail and messages for individual faculty members will be placed in the boxes provided. Each faculty member is expected to check the box each time they come on campus. The faculty mailboxes may not be used either by District employees or others for any purpose other than college-related business or United States mail. The college should never be made a personal mailing address for non-college-related correspondence – business or personal.

If you wish to distribute mail to another party, clearly mark the name on an envelope. Place the envelope on the “distribution” tray in the Mail Annex Room 114, Building 100. After hours, “slip” the envelope under the door (**inside the mailroom**) that leads into the main reception area. Mail distribution will take place the next working day.

Medical Benefits

The District provides medical benefits to each qualified part-time (**adjunct**) faculty member as specified in Article 20A.6 of the Faculty contract. A qualified adjunct is one who:

- ♦ Had an annual load factor of at least .4 or more during the academic year prior to receiving benefits;
- ♦ Had affirmed via a signed affidavit that he/she has no other access to medical insurance where all or part of the premium is paid through some other source; and
- ♦ Had approval of this arrangement by the carriers.

Adjunct faculty should contact the Human Resources Benefits Manager, at the District Office by calling (925) 485-5209.

Mentors

Your Division Dean can link you with a mentor in your area—one who has taught the course before. While our mentor program is not a formal one, thus obliging neither you nor the mentor to any particular activities, most instructors are happy to share their approaches, concerns, and even materials with new instructors. In the event that you are teaching a new course, or are in a new area and we cannot locate a mentor, the Division Dean will fulfill that role.

Certain discipline areas of the College, notably Office Technology, English, and Mathematics, provide more formal training for new instructors.

Office Hours

Adjunct faculty teaching at least one third of a full-time equivalent load, or 5 CAH equivalent for a given semester, have the option of providing one paid office hour per week at the rate of \$43.20 per hour. You are required to inform your Division Dean or Administrator of the time and location of the office hour during the first week of each semester or by the end of the first week of classes. **The time and location of this office hour must be clearly stated in the course syllabus and a monthly Service Report (Academic Non-Instruction Time Sheet) must be submitted for the office hours on the 15th of the month.** Adjunct faculty who sign up to hold office hours are expected to meet these as scheduled for the entire semester (except during finals week) or summer session. Office hours must be held on campus in an appropriate location including, but not limited to the Library or the Student Center.

Office space has been reserved in Room 2124 in Building 2100 for adjunct faculty and Room 2411 in Building 2400. Please check with your Division Dean for specific procedures.

Parking

All staff, including adjunct instructors, are issued parking permits, which are placed in your mailbox. Be sure to display it by hanging it, facing out, on the rearview mirror of your vehicle. Overnight parking is not allowed.

Payroll Procedures

(See EMPLOYMENT on Page 7)

Posting Procedures

Only posters related to activities, events or classes sponsored by Las Positas or Chabot Colleges will be approved for general display. Other announcements will be considered for approval for posting in the Student Center (**Building 1700**).

College staff and student clubs are welcome to post flyers on campus bulletin boards. The following procedures will need to be followed:

- ♦ Limit poster size to 8 ½ x 11.
- ♦ Flyer must note the College's name or initials. Student clubs are requested to have their names noted on flyers as well.
- ♦ The College screens for culturally sensitive material. If you do not know what this means, please discuss with your Dean, advisor, the ASLPC advisor, or the Office of Student Services.
- ♦ **Student Clubs** are to have the advisor approve the flyer by placing initials and date reviewed on the back of the flyer.
- ♦ Obtain Posting Stamp Approval:
 - ♦ **Staff:** Bring the original flyer to your administrative dean's support staff.
 - ♦ **Student Clubs:** Bring the original flyer, after advisor's approval, to the Office of Student Services (**Building 700**).

Please be aware:

- ♦ There is a required 24-hour processing period. Please plan accordingly.
- ♦ All posters will be stamped with the removal date of two weeks recorded.
- ♦ If there is no stamp on the flyers, it will be removed and recycled.

Pushpins are the only product that can be used on the campus bulletin boards. There are approximately 25 campus bulletin boards including the Student Center.

Student Clubs: Please do not hang posters on an office window or door without the occupant's permission.

If you would like a flyer distributed to faculty mailboxes, obtain authorization from your Dean or advisor first. Once approval is received, visit the switchboard in Building 100 Administration Building to find out how many copies are needed and receive a distribution routing form. Once the copies are finished, paperclip the distribution routing form to the top page and place papers in the "internal" mailbox in Building 100.

Prerequisite Waivers

Many of the courses offered have prerequisites specified in the College Catalog. Instructors are not authorized to set aside the prerequisites that have been established.

Students may petition for the waiver by use of a form, which is available from a Counselor in Building 700. The instructor's recommendation must be clearly noted on the form, which is then forwarded to the Division Dean for signature. The form is forwarded to the Dean of Students; the student is notified within 2 weeks of submittal.

Privacy Rights of Students

In accordance with State Education Code Sections 76241-76262 and the federal Family Educational Rights and Privacy Act (**FERPA**) the following requirements are observed related to the release of student information.

Release of student information to parties other than the student or an LPC official requires a written release that must be dated and includes:

- ♦ Purpose of the release
- ♦ Specific information to be released
- ♦ Specific parties to whom the information is to be released
- ♦ Student's signature

Telephone Requests for information: Information may be released to the **student** via telephone only if the college official is certain that the party requesting the information is indeed the student. In order to insure the security, the college official **must** ask **ALL** of the following:

- ♦ Student's complete name while in attendance
- ♦ Student's Social Security Number
- ♦ Student's date of birth
- ♦ Student's date of attendance at the College

In very limited cases, information may be provided to parents of dependent students who are under the age of 18. Please refer all of these requests to the Vice-President of Student Services, the Assistant Dean of Students, or the Dean of Students. For further details, please refer to the brochure titled *Privacy Rights of Students*, available in Building 700.

If you have any questions, please contact to the Office of Student Services.

Publicizing

All college classes are published in the semester *Class Schedule* - available in the Bookstore. Faculty are encouraged to publicize their courses and programs through the development of flyers and brochures. *Prior to posting*, all publicity must be approved by your Division Dean.

Readers / Graders

Las Positas College does not employ the services of readers or graders. Instructors may choose to pay for their own readers/graders, but this practice is discouraged. Grading papers is an integral part of instruction and a vital way to understand what is being learned by the students.

Record Retention

Each instructor shall maintain and preserve indefinitely a permanent record of grades given each student, with sufficient detail regarding student performance in the course to justify any grade given and be able to respond to challenges and questions in later years.

Registration Procedures

Office Admissions & Records

Specific procedures regarding registration may be found in the Office of Admissions and Records *Attendance and Grade Reporting Handbook*. You may also visit the A&R Office in Building 700.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Closed Classes - General Information

For classes that are closed - all seats filled - students may attend the first class meeting. Available seats may be filled by those who are present and wish to add. Add Authorization Numbers should be assigned depending on space availability and in accordance with the student's registration priority number. Please refer to the *Attendance and Grade Reporting Handbook* for additional information.

Open Classes – 1st Week of Term

For the first week of the semester, students will continue to register into open classes without instructor add cards. Add Authorization Numbers are not required. Beginning the second week of the semester, instructor add authorization numbers are required to officially enroll into a regular term class.

Overlap Cards

Occasionally a student may have a five- to fifteen-minute overlap for two courses they wish to enroll in. If there is an overlap, the system will not allow a student to register for one of the courses. The student will be allowed to register for both courses after he/she completes an overlap card and gets it signed. The overlap card must show the times when the student will be making up the time missed as a result of the overlap. Faculty should not sign an overlap card unless and until it is completely filled out. The Dean must approve the overlap time. If you agree to sign this card, please be aware that you are committing to make up the time with the student. For any longer overlap, please ask your Dean for guidance.

Reprographics Center

You will receive a "copy code" (user ID) prior to the first day of instruction for use in the Copy Center and at the convenience copiers. If you have a question concerning your copy code, please see switchboard personnel in Building 100 or phone (925) 424-1600.

Copy Center

The Reprographics Center is located in a portable trailer next to Building 2200 near Parking Lot F. Please use their services if you need more than 25 one-page copies. Work requests are available online at <http://www.laspositascollege.edu/facultystaff/RicohJobTicketelectronic.dot>, and may be completed electronically and emailed along with the document to be copied to copycenter@laspositascollege.edu. (It is always a good idea to convert your document into a PDF format before e-mailing it to preserve the desired formatting.)

Hours of operation are:

- ♦ Monday – Thursday 7:00 am – 7:00 pm
- ♦ Friday 7:00 am – 5:00 pm
- ♦ Closed Saturday

The Copy Center may be contacted directly at (925) 424-1850 or emailed at copycenter@laspositascollege.edu.

Convenience Copiers

Convenience Copiers have been installed in various faculty and classroom areas (**Rooms: 803, 1320, 1824, 2140 2411V and PE118**) to assist with urgent reprographic needs. If you find that you need to have your assigned User ID Code loaded into one of the machines located in rooms listed above, please contact the Telecommunications Coordinator at (925) 424-1640. Basic copier operating instructions are posted near each machine. If you need additional user training, contact the copy center staff at (925) 424-1850 to arrange a convenient time.

These convenience copiers (**also known as Multi-functional devices**) have the capability to print from a networked computer and scan into PDF and save to your network folder. If you need assistance with using these features please contact the copy center staff at (925) 424-1850.

Guidelines for Copyright Material (per Copyright Law of January 1, 1978)

An instructor may make multiple copies for classroom use not to exceed, in any event, more than one copy per student in a course provided that:

- ♦ The copying meets the tests of brevity and spontaneity.
- ♦ Each copy includes notice of copyright.

Definitions

1. Brevity

- A. Poetry - no more than 250 words
- B. Prose:
 - 1) A complete article, story, or essay if less than 2500 words.
 - 2) An excerpt not to exceed 1000 words.
- C. Illustrations - one per book or periodical.

2. Spontaneity

- A. The copying is at the inspiration of the instructor.
- B. No more than one whole piece or two excerpts from one author; no more than three items from the same collective work or periodical volume during one term.
- C. No more than nine instances of copying for one course during one term.

Security Procedures

Campus security personnel are available from 6 am to 11 pm, seven days per week. You may contact Security personnel at (925) 424-1690. For emergencies call *16 from any campus pay phone or (925) 424-1699 (**or 1699 on campus**).

The Security office is located at Campus Safety in Building 1600, Room 1605. *Always* notify the administrator on duty of any emergencies, dangerous, or suspicious situations. Please advise your students about safety issues. Use the buddy system or ask for assistance.

Sexual Harassment

In accordance with federal and state law, the Chabot-Las Positas Community College District provides an educational and work environment free from all forms of sexual harassment. The District will also maintain an environment in which all students and employees model this behavior, and are treated with dignity and respect.

Sexual harassment is set forth in Education Code Section 212.5 as follows:

“Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Such conduct by employees or students is deemed unacceptable behavior, will not be tolerated by the District, and is considered a serious offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Examples of conduct constituting sexual harassment, as well as the procedures for filing, processing and resolving sexual harassment complaints in accordance with Title 5 of the California Code of Regulations, Section 59320, et seq. are found in Chabot-Las Positas Community College District Administrative Rules and Procedures for this policy. Additionally, each College and the District Office will designate a responsible officer for enforcement of this policy. Each College and the District Office will ensure that there is adequate communication of this policy and the accompanying procedures to all students and employees.

Revised December 2, 1997 - Chabot-Las Positas Community College District

For any issues pertaining to sexual harassment please contact Amber Machamer at (925) 424-1027.

Smoking & Food Restrictions

In an effort to prevent the serious health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students, and visitors at Las Positas College, who choose to use tobacco products, may do so in parking lots and designated areas only. Smoking is not permitted in any college-owned vehicle. The designated areas are near Building 400, 900 and next to the Reprographics Center adjacent to Building 2200. Other than parking lots, these are the only areas on campus where smoking is allowed.

Eating and drinking are restricted to the Staff Lounge (Bldg 1600), and the Student Center (**Bldg 1700**). Alcoholic beverages are not allowed on campus at any time.

Staff Development

Staff Development opportunities are available for adjunct faculty. The Staff Development Committee announces these opportunities on periodic fliers placed in faculty mailboxes.

Staff Lounge

The Staff Lounge is located in Building 1600, Room 1601, next to the Security Office. A refrigerator and microwave oven are available for your use. Room reservations for special activities and events are made through the Presidents Office, (925) 424-1001.

Student Accident Procedures

Immediately report any injury onsite to Campus Safety, even if the student or staff does not request assistance. Campus Safety will complete an incident report; provide necessary emergency services and the injured party with a Student Insurance Claim form. Please have the injured party complete the claim form according to instructions and submit it to Sharon Davidson in Building 100 within 72 hours. Should you have any questions, see your Dean or an administrator.

Student Conduct & Due Process

The College Catalog contains the "Student Conduct and Due Process" policy. The policy explains the college's expectations for student behavior and what happens when those expectations are violated.

Fortunately, few instructors ever need to resort to the rather lengthy procedures listed. All you are likely to encounter is the student who chatters during your lecture or who arrives late on too many occasions. Both types of problem student will usually respond to a brief discussion and verbal warning. This formally puts a student on "probation". Your only other option for a persistent miscreant is "temporary exclusion" - removing the student for the remainder of the class period. Simply ask the student to leave the room and continue the conversation elsewhere.

You may not suspend a student from all remaining classes. Faculty members experiencing disciplinary problems that they feel may warrant the removal of a student by suspension or exclusion should immediately inform the Dean of Student Services. Only the Vice-President of Student Services may suspend a student - after due process. You may not expel the student from the College. Only the Board of Trustees is authorized to enact expulsion. You may, however, drop him or her from the class after he or she exceeds four consecutive or six cumulative hours of absence, as provided by policy.

If you have any concerns about student behavior - and especially if you feel a student is guilty of cheating or plagiarism - discuss the problem with your Dean or an administrator at once.

Additional information related to this procedure can be found in the Student Policies and Procedures handbook.

Student Resources

Tutorial Center

The Tutorial Center (**Building 1000**) is available to assist students in nearly every discipline. Please note that the hours as listed are subject to revision each semester, and the Center is not open for tutoring in the summer. Please call (925) 424-1471 for more information.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Assessment Center

The Assessment Center provides testing services design to help students assess their academic, career, and vocational skills. All new students, unless exempt, are required to take reading, writing and mathematics assessment tests. Assessment is the process of determining whether each student is prepared for college-level courses or whether he/she should begin by taking pre-college courses that cover basic skills in English, mathematics, and English as a Second Language (ESL). Please call (925) 424-1475 for more information, including Test Proctoring hours.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

CalWORKs

The Tri-Valley California Work Opportunities and Responsibility to Kids (**CalWORKs**) Program offers career counseling, academic advising, coordinating with county welfare offices, transitional child care funding, as well as on-campus and off-campus job placement. In addition, eligible students may apply for the Tri-Valley Housing Scholarship through the CalWORKs Program. For more information, contact the CalWORKs Coordinator in Building 900 or by calling (925) 424-1432.

Career/Transfer & Employment Center

Career planning services and transfer information may be obtained by calling (925) 424-1423, or by visiting the Career Transfer Center, Building 900.

**For Hours of Operation please refer to LPC's website
and click on Office Hours located under "About Las Positas"**

Counseling

Academic and personal counseling is available through the Counseling Department in Building 700. For detailed information, or to schedule an appointment, please call (925) 424-1400.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Disabled Students Programs & Services (DSPS)

DSPS offers academic and personal support for students with physical, communication, learning and psychological disabilities. Accessibility in classes, facilities and in all services is the DSPS ultimate

objective. Telephone number for the DSPS counselor is (925) 424-1510. The office is located in Building 1500.

Financial Aid

Students in need of financial assistance should telephone (925) 424-1580, apply online at www.fafsa.ed.gov, or visit the Financial Aid Office in Building 1500.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Free Speech

Procedures regarding time, place and manner shall govern the exercise of free speech and related activities on the campus. The responsibility for maintaining conduct within the bounds of the law and compliance with the policies of the Board of Trustees shall be assumed by individuals, organizations, and the sponsoring organization's officers and student organizations, advisors and all organizational members. Restrictions on speech content shall extend no further than to restrain speech that is obscene, libelous, or presents a clear and present danger.

Lost and Found

Campus Safety, Building 1600, contains the campus *lost and found* articles.

Safety

Students leaving evening classes are encouraged to use the buddy system when returning to the same parking lot. Faculty are encouraged to provide the necessary class time to facilitate such a system. Instructors should dismiss late evening classes promptly.

For students desirous of additional security, the College provides an escort service to cars via Campus Safety ((925) 424-1690). Evening escort service is provided Monday through Thursday from twilight until 10:30 pm.

Student Elections

The Associated Students (ASLPC) Election Code states that "no campaign material shall be posted nor shall any campaigning of any kind take place within fifty (50) feet of any classroom in which a class is scheduled or in session."

Student Grievance Policy

The current college catalog states the following policy: The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other College-sponsored activities.

In pursuit of these goals, the student should be free of unfair or improper action from any member of the academic community. The Chabot-Las Positas Community College District accords every student the right of protection. Students, however, must also be aware that they are responsible for complying with all College regulations and for meeting the appropriate College requirements.

Student Grievance procedures have been developed by Las Positas College to provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of his/her rights and to insure that each student is fully accorded due process. Both the Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including timelines and decision-making authority. The general provisions and specific procedures related to this policy are available from the Office of the Vice-President of Student Services, the Counseling Office, and the Office of the Associated Students. For further information, please refer to the *Student Policies and Procedures Handbook*.

Student Health Center

The Student Health Center is located in the new Student Center, Building 1700. TB tests for faculty and staff are also administered at the Health Center.

For Hours of Operation please refer to LPC's website

<http://www.laspositascollege.edu> and click on Office Hours located under "About Las Positas"

Substitutes

You must **never** arrange for your own substitute. However, your *suggestion* for a qualified substitute is always appreciated - inform your Division Dean. Generally, substitutes are not used for one-time or short-term absences. When the absence is extended, a substitute will be obtained by your Division Dean. Any use of a substitute must be approved by the Division Dean.

Supplies

Students generally furnish their own supplies. Exceptions may be in certain laboratory situations. Faculty members needing specific items should discuss their requirements well in advance with their Division Dean. White board markers are available in staff support areas in Building 2100, 2400 and at the front desk in Building 100 during evening hours, or the Library Circulation Desk on Saturdays. Please do not use permanent markers on the white boards. Do not use EXPO brand markers on white boards. For all other supply items, please see the staff support in your Division Office.

Syllabus

During the first day of class, students must be given a syllabus that outlines the general course content, instructor information, dates, types of assignments, student responsibilities and other pertinent information should be included. To create your syllabus you will need an academic calendar, a copy of your text(s), and other pertinent information and/or materials.

The Faculty Contract requires you to provide your Dean with a copy of the course syllabus for each course you teach. It is recommended that you turn in your syllabus in advance of the first week to provide time for feedback and adjustments if needed.

Additionally, you should clearly address the following issues in your syllabus:

1. An Attendance Policy
The current College Catalog states: *"It is assumed that each student will consider attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Instructors in assigning grades may take excessive absences, tardiness, and leaving class early into consideration. A student absent for a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor."* Emphasize that it is the student's responsibility to initiate/verify the drop from a course. A student should never assume this has been done by an instructor.

You *may* retain a student who exceeds four/six hours of absence, but you should have a clear idea why you did so (i.e., a lengthy illness).

2. An Extra-Credit Policy
You are not required to offer extra credit work as an option in your class. Indeed a student's grade should basically be derived from the normal course work of a class. If you decide to allow an extra credit option, be wary of allowing too much extra credit as a substitute for regular course work.

3. A Policy on Make-up Examinations

If you choose to allow make-up examinations, you need to decide if it will be the same exam administered to other students or a different, possibly more difficult version. Some instructors allow students to drop one or more exams and thus avoid make-ups. Others allow extra credit to substitute for one exam, thus accomplishing the same goal.

4. Grading Policy

You should clearly state how you will determine the grade for your course. This should include how much the components of the grade such as mid-terms, quizzes, final exams, term papers, laboratories, etc. are worth.

5. An Explanation of the Grade "Incomplete"

The "incomplete" grade was designed for students who have a last minute disastrous event (serious illness, death in the family) that prevents them from completing the course. This grade was *not* designed to accommodate the casual student at the end of the semester who could have completed the work but did not (as generally the missed assignment is the final exam or paper). The incomplete involves a formal signed contract between instructor and student with obligations on both sides. Be certain your syllabus states that *the student had to be passing the class prior to the "disaster" in order to receive this grade.*

6. Classroom Behavior Policy

In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself in accordance with standards of the college and those you establish for your classroom. Your syllabus should clearly state your expectations in this areas, and may address such matters as respect for others, avoiding disruptions, cell phone policy, etc.

7. Academic Honesty

Your students should understand that you will not tolerate cheating and plagiarism, and such behavior will be processed in accordance with the College policy on student misconduct, which could include suspension, expulsion, or other sanctions as appropriate.

The Las Positas College Faculty Senate has prepared a statement on academic honesty that instructors may reference in their syllabi. The statement defines cheating and plagiarism in detail and makes clear that academic honesty is expected from all students. The full statement can be found on the web at: <http://www.laspositacollege.edu/facultystaff/honesty.php>.

The following is a sample course syllabus template.

Course Syllabus

- 1. Course content and expectations**
 - ♦ general course content, course outcomes and objectives, and prerequisites (source of information–course outline)
 - ♦ Attendance Policy
- 2. Textbook(s) and course supplies**
 - ♦ required supplements and/or recommended text
 - ♦ indicate special supplies required
- 3. Course requirements and student responsibilities**
 - ♦ attendance requirements, testing dates, withdrawal deadlines, assignments, reading list with dates, class participation, and policy on academic honesty
- 4. Classroom Behavior Policy**
 - ♦ academic honesty
 - ♦ respect for learning environment
 - ♦ consequences
- 5. Grading Standards**
 - ♦ grading components and criteria for grading (include number and type of tests, time allowed to take tests, explanation of points, extra credit policy, make-up policy, incompletes.)
- 6. Instructor information**
 - ♦ office hours, office number, voice mail, e-mail (if applicable)
- 7. Dates to know**

♦ last day for “NGR”	♦ holidays
♦ last day for “CR/NCR”	♦ last day of class
♦ last day for “W”	♦ date/time of final examination
- 8. Schedule of course activities and events**
 - ♦ your schedule for the semester of what sections, chapters, topics, etc. will be covered and when.
- 9. Other supplemental information**
 - ♦ laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/guides, etc.

Texts

Generally, instructors should consult with their Dean with questions or concerns regarding texts. The high cost of textbooks is a financial burden for most students. Instructors should carefully consider the mounting costs of textbooks in the selection of text materials.

Texts

The term "texts" is used to include all hardback and paperback books and other printed materials including lab manuals and workbooks used for a course of study.

Basic Texts

Some disciplines may require that the same text be used in all sections of a specific course whenever it is offered. Verify status for your course by consulting your Dean or Discipline Coordinator

Supplemental Texts

Supplemental texts are those which an individual instructor may choose to use in certain sections of a course. If the discipline has a basic text for the course, the supplemental text cannot be used to replace the basic text.

General Policies

1. In selecting texts for a course, the instructor should consult the following:
 - i. Course Outline of Record, "Recommended Texts"
 - ii. Faculty established discipline guidelines identified by Dean or Discipline Coordinator
 - iii. Selecting previously used texts where possible, to minimize student costs.
2. It is the instructor's responsibility to give the Bookstore sufficient lead time to provide texts. Texts ordered late may not arrive on time for the opening of classes. When assigned a course after ordering due dates have passed (see below) it is critical that the instructor quickly contact the bookstore to determine text status.
3. Texts specified for a course must be utilized. Students must not be required to purchase books which an instructor has no intention of using.
4. Under no circumstances should an instructor sell any class materials directly to students, but rather work with the bookstore to arrange a distribution method.
5. The vast majority of classes will use a textbook. In those rare instances where a textbook is not ordered, the instructor must provide the Dean with a written rationale. If approved, the instructor should then notify the bookstore that no textbook is required.

Procedures for Ordering Texts

1. Textbooks are ordered as a result of the Course Adoption process. Instructors can adopt textbooks using paper forms, by contacting the Follet Bookstore for the Online Adoption process, or following the instructions for the paper method as outlined below. Timelines shown also apply to Online Adoption.
2. During the preceding semester the bookstore generates "Course Adoption Information" forms for each course scheduled. If the course has been taught previously the form will show the prior text(s) used. Forms are distributed directly to the instructor of record for the course. If there is no instructor identified, the forms are distributed to the responsible Dean's office, which distributes the forms as the courses are staffed.
3. When texts are required for student use during the first week of class, the following deadlines for text request submission to the Bookstore must be observed:

Fall Semester	April 15
Spring Semester	October 15
Summer Session	March 15

4. Once ordered, texts shall be used. Only in the event of unusual and justifying circumstances, may the order for a textbook be terminated. Instructors must check with the Bookstore Manager to see if the order may be stopped.
5. Students should be instructed to buy their textbooks as early as possible. Books purchased for the immediate semester and not being used for a subsequent semester will start being processed for return to the publisher five weeks after the beginning of the semester. The book(s) will be returned unless the Bookstore Manager is notified by the instructor of his/her desire to have the book(s) kept in stock until a later date.
6. Books are bought back from the students during the week of final exams. In order to offer the best refunds to students, the Bookstore must receive the textbook requisitions on a timely basis for the upcoming semester.
7. The acquisition of complimentary desk copies of textbooks adopted for classroom instruction is the responsibility of the instructor assigned to teach the course. In the event a copy of the book is needed prior to receipt of the requested desk copy, the instructor may purchase a copy at the College Bookstore. The Bookstore will refund the price of the purchase if, when the complimentary copy is received, it is returned for refund in a like-new condition (with the sales receipt). You may contact the publisher to request a complimentary copy. The Bookstore can assist with publisher phone numbers.

Time Schedule & Breaks

The class hour unit is defined not less than 50 minutes exclusive of passing time. Thus, each 50 minutes of such attendance should be counted as a full hour. The time schedule for classes follows:

Catalog Hours	Meeting(s) Per Week	Class Schedule	*Breaktime
1	1	7:00 - 7:50 pm	No break
2	1	7:00 - 8:50 pm	10 minute break
3	1	7:00 - 9:50 pm	20 minute break
	2	6:30 - 7:45 pm	No break
4	1	6:30 - 10:20 pm	30 minute break
	2	7:00 - 8:50 pm	10 minute break

*Breaktime may not be accumulated and taken at the end of the class period.

“Tips”

“Tips” for Your First Class Meeting:

1. Arrive early. Walk around. Get oriented. Introduce yourself to others on campus. Investigate the LIBRARY, the Bookstore (texts), and your mailbox.

2. Begin class on time. It is an appropriate reward for those who show up on time and a caution to the others. If a problem arises (**i.e., too many students, too few chairs**) contact your Dean, or the Administrator on duty.
3. Introduce yourself. Write your name, course and section, and meeting times and days on the board.
4. Get an accurate roll using the roll sheets and add cards found in your mailbox. If you can't locate a roll sheet you should pass around a "sign-in" sheet.

[Note: *Some instructors prefer to firm-up their roll at the first class session by dropping no-shows and adding new students who are in attendance. Other instructors prefer to wait until at least the second meeting before dropping an enrolled student, but will add new students as room permits.]*

5. Distribute and discuss the course syllabus. Talk about your class expectations - and theirs. Encourage questions about course requirements, prerequisites, grading and attendance policies, *all of which should be stated in your syllabus.*
6. Try to learn something about your students at the first class session. Students appreciate being addressed by name. Make an effort to learn names as soon as you can.
7. Give students a break, if necessary, especially to buy textbooks before the Bookstore closes.
8. Spend the rest of the scheduled time - the whole time - on a great lesson!

Additional "Tips" for your Continued Success:

1. Most students are highly motivated and enjoy challenges. You should be prepared to:
 - A. Teach them. Give them plenty of what they came for. Start with the first class session. Spend the whole time getting the class off to a good, productive start.
 - B. Provide them with structure. Let them know what you expect them to accomplish in the course and how and when all this will happen. A comprehensive syllabus will assist in this discussion.
 - C. Don't surprise students. The syllabus should be an evolving guide. If you need to change something, discuss it with the class. Keep them informed. Revisions must be submitted to the Dean. You may wish to take stock early in the semester through discussion or through an optional Student Evaluation form to see if things are going smoothly or if changes are necessary.
2. Be well organized and well prepared.
3. Be true to your word as expressed in the syllabus and elsewhere. Don't over-promise and under-deliver.
4. Learn how to vary your presentation. An hour of lecture is a long time. Four hours is an eternity. Plan several different activities. Explore the uses and availability of supplemental instruction methods.

5. Be prepared - always have a “Plan B” ready to go (**i.e., to do if the film does not arrive**). This will help ensure your class goes smoothly.

Visitors

Visitors must not enter the classroom without the permission of Vice-President of Student Services, including student teachers or observers from other colleges. Visitors must register with the receptionist in the Administration Building, Building 100. Visits to the classrooms are by permit only and prior permission from the instructor is required. Non-students, including children, must have a permit issued from the Office of the Vice-President of Student Services, located in Building 700.

Withdrawals

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Students who miss the first meeting of a course, may be dropped by the instructor. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction. However, emphasize with students that it is their responsibility to withdraw, and to never assume an instructor has initiated the drop.

Writing Expectations

The state of California Educational Code and College policy require that appropriate writing assignments be given *in any class that confers credit leading to the AA or BA degree*.

The type of assignment is up to the individual instructor but may include essay examinations, papers and reports of various lengths, laboratory reports, journals, written observations, etc.

Academic Services Organization

Vice President of Academic Services

Dr. Laurel Jones - Office 109 -- Phone: 424-1103

Executive Assistant to Vice President: Martha Konrad -- Phone 424-1104

Academic Services Curriculum & Scheduling Specialist II: Nicole Huber -- Phone 424-1108

Administrative Assistant II: (Vacant) – Phone 424-1111

Instructional Technology/Learning Coordinator: Scott Vigallon, Office 2410A – Phone 424-1654

Division of Arts and Communications

Dean: Dr. Philip Manwell - Office 2411Q -- Phone 424-1382

Administrative Assistant II: Linda Peifer, Workstation 2411 -- Phone 424-1383

Staff Assistant: Connie Reding, Workstation 2411 -- Phone 424-1384

Disciplines/Programs – American Sign Language; Creative Arts; English; English as a Second Language; Foreign Language; Humanities; Interior Design; Library; Mass Communications; Performing Arts.

Division of Business, Computing, Applied Technology and Social Sciences

Dean: Dr. Janice Noble - Office 2120 -- Phone 424-1324

Administrative Assistant II: Carmen L. McCauley, Workstation 2114A -- Phone 424-1325

Staff Assistant: Judy Martinez, Workstation 2114B -- Phone 424-1322

Disciplines/Programs – Accounting; Anthropology; Apprenticeship; Apprenticeship Carpentry; Automotive Technology; Business; Computer Information Systems; Computer Network Technology; Computer Science; Early Childhood Development (ECD); Economics; Electronics/Computer Technology; Health; History; Internship; Marketing; Political Science; Psychology; Retailing; Science & Surgical Technology; Sociology; Welding Technology; Work Based Learning; Work Experience; Economic Development; Educational Outreach/Career Technology; Allied Health, VTEA.

Division of Mathematics, Science, Engineering, and Public Safety

Dean: Dr. Neal Ely - Office 2137 -- Phone 424-1182

Administrative Assistant II: Karin Rose, Workstation 2132A -- Phone 424-1183

Staff Assistant: Lilia Camino, Workstation 2132B -- Phone 424-1184

Disciplines/Programs – Administration of Justice; Anatomy; Astronomy; Biology; Botany; Chemistry; Ecology; Emergency Medical Technology; Engineering; Geography; Geology; Health for Public Safety; Horticulture; Mathematics; Microbiology; Occupational Safety & Health; Physics; Physiology; Radiation Safety; Viticulture/Winery Technology; Zoology.

Division of Physical Education, Health/Wellness, and Director of Athletics

Office PE117 – Phone 424-1275

Administrative Assistant II: (Vacant) – Office PE116 – Phone 424-1274

Staff Assistant: Carolyn Smutny, Office PE121 – Phone 424-1290

Staff Assistant (Quest): Gail Ehrhorn, Office PE147 -- 424-1278

Disciplines/Programs – Health; Intercollegiate Athletics; Nutrition; Physical Education; Quest.

President's Office

President

Dr. DeRionne Pollard - Office 105 – Phone 424-1001

Executive Assistant to the President: Jennifer Adams, Office 104 – Phone – 424-1002

Administrative Assistant to the President: Sharon Gach, Office 103 – Phone 424-1001

Other Administration Services

Vice President of Administrative Services

Mr. Bob Kratochvil - Office 109 -- Phone 424-1630

Executive Assistant to Vice President: Layne Jensen, Office 108 – Phone 424-1631

College Administrative Assistant – Personnel/Payroll: Sharon Davidson, Office 110 -- Phone 424-1632

Sr. Instructional Network Systems Specialist: Steve Gunderson, Office 2019 -- Phone 424-1674

Telecommunications Coordinator: Heidi Ulrech, Office 2019 -- Phone 424-1640

College Administrative Services Officer: Natasha Lang, Office 111 -- Phone 424-1634

Fiscal and Admin. Services Tech: Christina McCandless, Office 114B – Phone 424-1633

Fiscal and Admin. Services Tech: Chyi Chang, Office 114A – Phone 424-1636

Vice President of Student Services

Ms. Pamela Luster - Office 716 -- Phone 424-1405

Executive Assistant to Vice President: Karen Kit, Workstation 717 -- Phone 424-1406

Dean of Student Services and Matriculation

Mr. Jeff Baker - Office 718 -- Phone 424-1420

Student Liaison/Admin. Assistant II: (Vacant), Workstation 719 -- Phone 424-1421

Disciplines/Programs—Psych Counseling; Tutoring; Matriculation; Assessment; Orientation; Career and Transfer Center; Employment Services; High School Liaison; Financial Aid; Veterans Benefits; EOPS; Cal Works; Disabled Students Program; Health Center; Peer Support Program; Student Government and Student Activities; Student Grievance; Critical Incident Response Program; Articulation; Admissions; Concurrent Enrollment; Bookstore; One-Stop Career Center.

Dean of Enrollment Services - (Affirmative Action/Equal Opportunity Officer)

Ms. Sylvia Rodriguez - Office 714 -- Phone 424-1542

Administrative Assistant II: Cheryl Rothman, Workstation 713 -- Phone 424-1543

Director of Safety and Security

Mr. Richard Butler - Office 104 -- Phone 424-1649 or 424-1690 (Security Office)

Director of Research and Planning

Dr. Amber Machamer - Office 100A -- Phone 424-1027

CEO LPC Foundation

Dr. Ted Kaye - Office 106 – Phone 424-1013

Administrative Assistant I: Dana Richards, Office 115A – Phone 424-1014

Webmaster: Ms. Elizabeth Noyes, Office 2160 (Professional Development Center) -- Phone 424-1675

Useful Names and Numbers

President's Office			
Dr. DeRionne Pollard	President	424-1001	
Jennifer Adams	Executive Assistant to the President	424-1002	Dr. Ted Kaye, Foundation Dir. 424-1010
Dr. Amber Machamer	Director of Research & Planning	424-1027	
Sharon Gach	Administrative Assistant II	424-1001	
Academic Services			
Dr. Laurel Jones	Vice President, Academic Services		424-1103
Martha Konrad	Executive Assistant to Vice President		424-1104
Nicole Huber	Academic Services Curriculum & Scheduling Specialist I		424-1108
Dr. Philip Manwell	Dean of Arts and Communication Division		424-1382
Linda Peifer	Administrative Assistant II		424-1383
Connie Reding	Staff Assistant		424-1384
Dr. Janice Noble	Dean of Business, Computing, Applied Technology and Social Sciences		424-1324
Carmen McCauley	Administrative Assistant II		424-1325
Judy Martinez	Staff Assistant		424-1322
Dr. Neal Ely	Dean of Mathematics, Science, Engineering and Public Safety		424-1182
Karin Rose	Administrative Assistant II		424-1183
Lilia Camino	Staff Assistant		424-1184
Ms. Dyan Miller	Division of Physical Education, Health/ Wellness, and Director of Athletics		424-1275
(Vacant)	Administrative Assistant II		424-1274
Carolyn Smutny	Staff Assistant		424-1290
Gail Ehrhorn	Staff Assistant		424- 1278
Admissions and Records			
Sylvia Rodriguez	Dean of Student Services/Enrollment Services		424-1542
Cheryl Rothman	Administrative Assistant to Dean of Student Service/Enrollment Services		424-1543
John Armstrong	Evaluator/Outreach Specialist		424-1547
Janice Cantua	Admissions & Records Assistant III, Days		424-1541
Debbie Earney	Admissions & Records Assistant II, Evenings		424-1554
Jeff Lawes	Admissions& Records Assistant II, Evening		424-1553
Jocelyn Santos	Admissions & Records Assistant II, Evenings		424-1544
Fiscal & Administrative Operations			
Bob Kratochvil	Vice President of Business Services		424-1630
Layne Jensen	Executive Assistant to Vice President		424-1631
Sharon Davidson	College Administrative Assistant		424-1632
Natasha Lang	College Administrative Services Officer		424-1634
Christina McCandless	Fiscal and Administrative Services Tech		424-1633
Chyi Change	Fiscal and Administrative Services Tech		424-1636
Articulation			
Andrea Alvarado	Articulation Officer		424-1427
ASLPC			
ASLPC	All Officers		424-1490
Assessment and Tutorials			

Pauline Trummel	Tutorials Instructor				424-1471
Mary Straight	Assessment & Tutorials Specialist				424-1475
Athletics					
Steve Navarro	Athletics Director				424-1252
Carolyn Smutny	Staff Assistant				424-1290
Bookstore					
Nolan Howe	Bookstore Manager				424-1816
Career / Transfer & Employment Center					
Scheanelle Green	Coordinator				424-1423
Community Education					
Frances DeNisco	Community Education Program Coordinator				424-1467
Counseling					
Jeff Baker	Dean of Student Services				424-1420
(Vacant)	Administrative Assistant, Student Staff Liaison Office Specialist				424-1421
Donna Hawkinson	Counseling Assistant II, Days				424-1416
Theresa Costa	Counseling Assistant I, Days				424-1478
Celestine Rowe	Counseling Assistant I, Afternoons & Evenings				424-1416
Extended Opportunity Programs (EOPS)					
Susan Hiraki	Coordinator				424-1596
Financial Aid/Veterans Assistance					
Andi Schreibman	Financial Aid Officer				424-1585
International Students					
Cindy Balero	International Students Program Coordinator				424-1548
Sean Day	International Student Admissions Specialist				424-1540
Library					
Cheryl Warren	Library Coordinator				424-1156
Frances Hui	Reference Librarian				424-1160
Tina Inzerilla	Reference Librarian				424-1158
Angela Stoffregen	Reference Librarian				424-1159
Maintenance & Operations					
Charles "Chuck" Bender	Maintenance Supervisor	424-1769	Sharon Keick	Custodian Supervisor	424-1792
Bob Kint	Maintenance	424-1768	Don Saugar	Lead Custodian	424-1792
Computer Network Support					
Steve Gunderson	Senior Instructional Network Systems Specialist				424-1674
Haywood Beard	Computer Network Support II				424-1645
Ethan Castor	Computer Network Support II				424-1664
Andres Del La Cruz	Computer Network Support II				424-1628
Instructional Systems Support					
Sherman Lindsey	Instructional Systems Specialist (Day)				424-1652
Michael Furuyama	Instructional Systems Technician (Evening)				424-1653
Instructional Technology Support					
Scott Vigallon	Instructional Technology/Learning Coordinator				424-1654
Elizabeth Noyes	Web Master				424-1675
Telecommunications					
Heidi Ulrech	Telecommunications Coordinator				424-1640

Work-based Learning		
Leslie Gravino	Work-based Learning Coordinator	424-1255
LAP Techs	Computer Network Support Specialists	424-1236
Reprographics		
Ricoh	Copy Center	424-1850
Security		
Rich Butler	Director of Safety & Security	424-1649
Security Office	Room 1605 (Emergency Radio 424-1699)	424-1690
Staff Lounge		
	Building 1600, Room 1601	424-4004
Student Services		
Pamela Luster	Vice President, Student Services	424-1405
Karen Kit	Executive Assistant to Vice President	424-1406