



SANTA ANA

C O L L E G E

FACULTY HANDBOOK

www.sac.edu

June 2014

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MISSION STATEMENT

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

INSTITUTIONAL CORE COMPETENCIES

<p>1. Communication Skills</p>	<p>a. Listening and Speaking Student will listen actively and respectfully to analyze the substance of others’ comments. Students will speak in an understandable and organized fashion to explain their ideas, express their feelings, or support a conclusion.</p> <p>b. Reading and Writing Students will read effectively and analytically and will comprehend at a college level. Students will write in an organized and grammatically correct fashion to explain their feelings and support a conclusion.</p>
<p>2. Thinking and Reasoning</p> <p>Student will identify and analyze real or potential “problems” and develop, evaluate, and test possible solutions using creative thinking, analysis and synthesis, quantitative reasoning, and/or transfer of knowledge and skills to a new context as appropriate.</p>	<p>a. Creative Thinking Students will develop the skills to formulate original ideas and concepts in addition to integrating those of others in the creative process.</p> <p>b. Critical Thinking Students will think logically in solving problems; explaining their conclusions; and evaluating, supporting, or critiquing the thinking of others.</p> <p>c. Ethical Reasoning Students will demonstrate an understanding of ethical issues that will enhance their capacity for making sound judgments and decisions.</p> <p>d. Quantitative Reasoning Students will use college-level mathematical concepts and methods to understand, analyze and explain issues in quantitative terms.</p>
<p>3. Information Competency</p>	<p>a. Information Competency Students will do research at a level that is necessary to achieve personal, professional and educational success. They will use print material and technology to identify research needs, seek, access, evaluate and apply information effectively and responsibly.</p> <p>a. Technology Competency Students will use technology learning tools and technology applications at a level appropriate to achieve discipline-specific course requirements and standards. Demonstrated skills might include, but are not limited to: word processing and file</p>

	management; use or development of simulations, web pages, databases; graphing calculators; etc
<p>4. Diversity</p> <p>Students will develop individual responsibility, personal integrity, and respect for diverse peoples and cultures of the world.</p>	<p>a. Cultural Students will respect and work with diverse people including those with different cultural and linguistic backgrounds and different abilities.</p> <p>b. Social Students will interact with individuals and within groups with integrity and awareness of others' opinions, feelings and values.</p> <p>c. Environmental Students will demonstrate an understanding of ethical issues that will enhance their capacity for making decisions and sound judgments about the environment.</p>
<p>5. Civic Responsibility</p> <p>Students will take personal responsibility for becoming informed, ethical and active citizens of their community, their nation and their world.</p>	
<p>6. Life Skills</p>	<p>a. Creative Expression Students will produce artistic and creative expressions.</p> <p>b. Aesthetic Appreciation Students will respond to artistic and creative expressions.</p> <p>c. Personal Growth Students will demonstrate habits of intellectual exploration, personal responsibility, and practical and physical well-being.</p> <p>d. Interpersonal Skills Students will participate effectively in teams, committees, task forces, and in other group efforts to make decisions and seek consensus.</p>
<p>7. Careers</p> <p>Students will develop the knowledge and skills necessary to select and develop careers.</p>	

ADMINISTRATIVE STAFF AND SUPPORT OFFICES

POSITION	NAME	PHONE: Off campus dial: 714-56x-xxxx	OFFICE
President	Erlinda Martinez	46975	S-206
Assistant to the President	Kennethia Vega	46975	S-206
Academic Affairs, Vice President	Linda Rose	46080	S-207
Executive Secretary	Marta Barker	46080	S-207
Administrative Services, Vice President	Michael Collins	46981	S-203-3
Executive Secretary	Geni Lusk	46128	S-203
Student Services, Vice President	Sara Lundquist	46085	S-214-2
Executive Secretary	Karen Scott	46085	S-214
Business Division, Dean	Allen Dooley	46775	A-103-2
Administrative Secretary	Sheri Bagdonas	46750	A-103
Administrative Secretary	Mirela Dorin	46750	A-103
Counseling Division, Dean	Micki Bryant	46078	S-106-2
Administrative Secretary	Diane Caughern	46079	S-106
Administrative Secretary	Ana Campos	46079	S-106
Fine & Performing Arts, Dean	Eve Kikawa (Interim)	45600	A-109
Administrative Secretary	Tonimarie Withey	45600	A-109
Administrative Secretary	Jimmy Nguyen	45600	A-109
Human Services & Technology, Dean	Bart Hoffman	46800	R-107
Administrative Secretary	Virginia Witmer	46800	R-107
Administrative Secretary	Sue Gibson	46800	R-107
Criminal Justice Academies, Assistant Dean	John Finch	714-566-9202	CJTC-Tustin
Administrative Secretary	Cynthia Vasquez	714-566-9202	CJTC-Tustin
Fire Technology, Assistant Dean	Don Mahany	46855	A-113-5
Administrative Secretary	Norma Castillo	46407	A-113
Humanities & Social Sciences, Dean	Shelly Jaffray	46500	D-435
Administrative Secretary	Pam Hernandez	46500	D-435
Administrative Secretary	Martha Ramirez	46500	D-435
Kinesiology & Athletics, Dean	Avie Bridges	46903	W-102
Administrative Secretary	Kaye Smith	46903	W-102
Administrative Secretary	Anna Montoya	46903	W-102

Science, Math & Health Sciences, Dean	Cher Carrera (Interim)	46600	R-103
Administrative Secretary	Leisa Schumacher	46600	R-103
Administrative Secretary (Interim)	Brigitte Scott	46600	R-103
Health Sciences, Associate Dean	Becky Miller	46839	R-213
Administrative Secretary	Terry Grijalva	46825	R-213
Student Affairs, Dean	Lilia Tanakeyowma	46970	S-214-1
Administrative Secretary	Quynh Nguyen	46970	S-214
Admissions & Records, Associate Dean	Mark Liang	46040	S-101-1
Registrar	Chris Truong	46042	S-101-2
Administrative Secretary	Pilar Traslavina	46007	S-101
College Advancement, Director	Christina Romero	46095	S-201
Administrative Secretary	Jennifer Valencia	46095	S-201
Financial Aid, Associate Dean	Robert Manson	46247	U-221
Coordinator	Huong Nguyen	46485	E-104-4
Student Development, Associate Dean	Loy Nashua	46211	U-121-B
Administrative Secretary	Maria Garibay	46211	U-121-B
Academic Senate, President	John Zarske	46831	S-214-01
Academic Support, Director	Nick Quach	46425	A-120
Community Services, Coordinator	Lithia Williams	46596	S-201
Distance Education	Cherylee Kushida	46766	A-107-2
Administrative Clerk	Vivian Kvenbo	46725	A-101
Distance Ed. Services Specialist	Tammy Cuttrell	46778	A-117
Plant Manager	Mark Wheeler	46319	Z-101-4
SAC ITS Help Desk	Staff	44357	A-114
Security	James Wooley	46335	X-101

DEPARTMENT CHAIRS, PROGRAM COORDINATORS, AND DIRECTORS

DEPARTMENTS/PROGRAMS	CHAIR/COORDINATORS/ DIRECTORS/FACILATORS	PHONE: Off campus dial: 714-56x-xxxx
Accounting & Business Administration	Jinhee Trone	46762
Anthropology, Sociology and Women's Studies	Sandy Wood	46536
Art/Photography	Phil Marquez	45628
Automotive Technology/Diesel/Welding	Glen Hammonds	46664
Biology	Jubal Hampton Kathy Takahashi	46727 46628
Business Applications & Technology	Dena Montiel-Childress	46876
Chemistry	Crystal Jenkins William Nguyen	46635 46686
Communications & Media Studies	Charles Little	45616
Communication Studies	Lance Lockwood	45612
Computer Science	Noel Dahlen	46777
Counseling	Martha Vargas Mary Castellanos	46121 46124
Criminal Justice Department	George Wright Andy Gonis	46817 46802
Criminal Justice Academies	John Finch	714-566-9201
Dance	Heather Gillette	45640
Disabled Students	Maria Aguilar-Beltran	46297
Distance Education	Cherylee Kushida	46766
Economics	Gus Montez	46530
Ethnic Studies	Angelina Veyna	46546
Engineering	Craig Takahashi Susan Sherod	46306 46787
English	Matt Beyersdorf	46538
ESL-English as a Second Language	Elissa Hassel	46513
Family & Consumer Studies	Kyla Benson	46842
Fire Technology	Don Mahany	46402
Global Business & Entrepreneurship	Madeline Grant	46789
History	Ron Martin	46544
Human Development	Suzanne Valdez	46881
Journalism	Charles Little	45616

Kinesiology & Athletics	Brian Sos	46909
Library	Luis Pedroza	46707
	Nell Yang	46703
Library Technology Program	Yolanda Garcia	46717
Manufacturing Technology	Dietrich Kanzler	46683
Mathematics	Ken Sill	46641
	Kelvin Leeds	46737
	Lynn Marecek	46647
Media Services: Educational Multi-Media Services	Joe Pacino	46723
	Brian Yoder	46724
Media Systems	John Tran	46720
Medical Assisting	Catherin Emley	46820
Modern Languages	Javier Galvan	46563
Music	David Lopez	45652
Nursing	Rosemarie Hirsch	46836
Occupational Therapy Assistant	Michelle Parolise	46833
Paralegal	Richard Manzano	46858
Pharmacy Technology	KC Huynh-Dang	46650
Philosophy	Zac Fish	46532
Physical Science	John Kalko	46629
	Claire Coyne	46690
Political Science	Philippe Andrade	46532
Psychology	Fernando Ortiz	46554
Reading	Wynona Kossler	46570
Speech	Mary Huebsch	46541
Speech Language Pathology Assistant	Monica Porter	46668
Success Center/Math Center	George Sweeney	45420
TV/Video Communications	Terry Bales	714-241-5778
Theatre Arts	Valinda Tivenan	45668

ACADEMIC COMPUTING CENTER

Phone (714) 564-6731

Location A-106

For the latest information on hours, go to the following web site.

<http://www.sac.edu/AcademicProgs/Business/ACC/Pages/default.aspx>

ADMISSIONS & REGISTRATION INFORMATION

<http://www.sac.edu/StudentServices/AdmissionsRecords/Pages/default.aspx>

Phone (714) 564-6005

Location S-101

Fall and Spring Semesters

Hours Monday-Thursday 8:00 am – 6:45 pm

Friday 8:00 am – 4:30 pm

Summer Session

Hours Monday-Thursday 8:00 am – 6:30 pm

REGISTRATION INFORMATION

The day before the first class, every instructor should print their own roster for each section from WebAdvisor (see “**WebAdvisor**” in this handbook).

Please use online WebAdvisor rosters regularly to verify actively enrolled students. It is your responsibility to compare students attending your class with active students on your roster. All pertinent dates regarding adding/dropped/refunds are listed under section information of each course on WebAdvisor (see the screen images included below, “Procedures to add a student”).

PROCEDURES TO ADD A STUDENT

All wait listed students will show at the bottom of the WebAdvisor roster.

Follow this procedure to admit “wait listed” students using WebAdvisor ADD CODES:

1. At the beginning of the first class, take attendance. If there are seats available, you may give ADD CODES to “wait listed” students who are present, beginning with the top spot on the wait list.
2. Once all “wait listed” students who are present are given ADD CODES, you may assign ADD CODES for additional petitioners. ADD CODES are only valid for 72 hours from the first day of class.
3. Please verify that wait-listed students who add your class appear on your most recent roster.

ADD CODES are only used from the first day of the class until the census day of the section. To locate the last day to add with an add code for your section(s), go to the class roster via WebAdvisor and then click on the section information.

Class Roster

Section Name and Title	Instructor	Meeting Information	Reg/Avail/Wait	SECT
[REDACTED]	[REDACTED]	[REDACTED] - ITV Days to be Announced, Times to be Announced., Room TV	0 / 70 / 0	Info

Term	2012FA Fall 2012
Start Date	27 August 2012
End Date	16 December 2012
Last Day to Add (add code required)	09 September 2012
Last Drop Date with 'W'	18 November 2012
Last Drop Date without 'W'	09 September 2012
Last Date to get Refund	09 September 2012

If you decide to add a student after the census date, you will use an ADD CARD, available in the admissions office, along with the late add petition. You must indicate on the late add petition the first date of attendance. This information is required in order to determine whether apportionment can be collected or not. Student, instructor and division dean signatures are required on the late add petition.

Students cannot be added to a full semester class after the end of the 3rd week of instruction.

Auditing is NOT allowed.

REASONS WHY ADD CODES MAY NOT WORK

- a. Students have a hold on their record. Refer the student to the Admissions Office for more information.
- b. Students not having met the prerequisite. They must see a counselor for a waiver if the prerequisite course was taken at another institution.
- c. Students are repeating a class for the third time. They must use an add card to add.
- d. Students repeating a class due to significant lapse of time (at least 36 months since class completion). They must use an add card to add.
- e. Add codes expired.

REGISTRATION ASSISTANCE

SAC students register online at www.sac.edu. If a student has a problem they may call (714) 564-6005 or go to Admissions, Room S-101.

Students may pay fees online or by visiting the Cashier's Office:

<http://www.sac.edu/StudentServices/AdmissionsRecords/Pages/Fees-and-Refunds.aspx>

Phone (714) 564-6965

Location S-104

Hours Monday-Thursday 8:00 am – 5:00 pm

Possible extended hours during the first week of the term.

WITHDRAWAL POLICY

It is always the student's responsibility to drop a class. However, faculty are **required** to drop students who never attend the class prior to the third week of the semester (ED CODE 58440).

Dropping students is critical to our auditing system. Please use your roster to verify petitioning students who have properly registered. After the second (2nd) week of instruction, if the student remains on your roster as a registered student, the student will be charged for the class whether or not he/she has attended.

**STUDENTS WHO ARE NOT REGISTERED
ARE NOT ALLOWED TO REMAIN IN CLASS.**

DROPPING STUDENTS

NOTE: *Instructor Change Cards* are always available in the Admissions Office and also in the mailroom. These cards may be used to reinstate students whom you have accidentally dropped.

Faculty should clear the roles of inactive enrollment as stated above.

Inactive enrollment is defined as any student who has:

- a. Been identified as a no-show prior to the census day,
- b. Officially withdrawn from the course, or
- c. Been dropped from the course because the student is no longer participating.

No longer participating includes:

- a. Excessive, unexcused absences,
- b. Non-attendance.

Faculty drops done online with WebAdvisor are date driven. When you drop a student prior to census, the student is designated as a NS (no show) for State reporting. When you drop between census and the 75% point in your class, the student is given an EA (excessive absence). After 75% of your class, drops are not allowed. No “W” (withdrawal) grades may be assigned after the 75% point of a class. You will not be able to add students to the final roster/grade sheet.

Per Title 5, Section 58004, “Districts shall, according to procedures adopted by the Governing board, clear the rolls of inactive enrollment.” Faculty are required to drop students who have not attended or who are no longer actively enrolled at the end of the 2nd week of classes.”

MONITORING YOUR ROSTER. Please use online WebAdvisor rosters regularly to verify **actively enrolled students**. It is your responsibility to compare students attending your class with active students on your roster. All pertinent dates regarding adding/dropped/refunds are listed under section information of each course on WebAdvisor (see the screen images included in section #1 above, “Procedures to add a student”).

To all faculty using Blackboard: Your WebAdvisor roster is the correct “true” roster.

WebAdvisor and Blackboard (Bb) use two different databases/systems. While students will be added to your Bb course sites automatically during the add period, they will NOT BE DROPPED from your Bb roster at any time. Contact the Distance Education office in Chavez 101 for more information about how to remove students from your Bb rosters. *You want to avoid unfortunate situations such as having students working diligently in Blackboard unaware of their having been dropped due to, for example, non-payment.*

ACADEMIC HOLD POLICY FOR NON-PAYMENT OF FEES/TUITION

Students who register for classes and do not pay enrollment fees within 2 days of registering will be dropped for non-payment **PRIOR TO THE SEMESTER START**. You may see a designation

of NP (non-payment) for those students who were dropped for non-payment. They are not registered in your class if you see an NP status.

Students who have outstanding fees (health fee, parking, material fees) will have a hold placed on their records. These students will not be able to:

- Request official transcripts/view student information online,
- Add classes that semester,
- Enroll in classes in subsequent semesters.

Students can pay fees online or in person at the Cashier's Office, S-104, Monday-Thursday 8:00 am – 5:00 pm

REFUND POLICY – *IN PERSON ONLY*

If a student drops a full semester class by the end of the second (2nd) week of instruction:

1. Enrollment fee/tuition will be completely refunded, and
2. There will be no record of enrollment on the student's transcript.

If a student drops a class that is less than a full semester in length (early or late start), the refund period is the first 10% of the class meetings. View section information on WebAdvisor if you need a specific date. Summer courses follow this same refund policy.

GRADES

Faculty are required to submit grades online using WebAdvisor. After completing grades, Admission must collect all documentation you used to record and calculate grades. You must sign and return your documentation (i.e. summary of attendance, summary of graded assignments such as quizzes, exams, etc). These items can be mailed, emailed, or dropped off in person.

NOTE: PLEASE SIGN EVERYTHING. These records are historical documentation and are filed in compliance with California State law. If you are not available to meet with a student challenging a grade, these records will be used to respond to the challenge.

ONLINE GRADE SUBMISSION SYSTEM: This system is fast and easy to use. Although it does not eliminate the requirement of turning in your supporting paperwork, it benefits students requesting certified transcripts. When you submit your grades online, the grades are loaded immediately and placed on student transcripts.

ONLINE INSTRUCTIONS FOR FINAL GRADE REPORTING: Go to WebAdvisor for instructions and video assistance.

END OF TERM GRADING AND DOCUMENTATION RESPONSIBILITIES

The deadline for reporting grades is the Thursday after the term ends. Grades must be submitted online through WebAdvisor. If grades are not turned in by the deadline, your Dean will be notified. The deadline is necessary for pre-requisite and course repetition checking for registration in the subsequent term. In *addition, transferring students must meet a deadline for submitting final transcripts.* **Students are adversely affected by instructors who do not meet the deadline for submitting grades.** If you are assigning a student an incomplete grade, paperwork is required; if there is an academic honesty incident in your class, paperwork is required.

The deadline for submitting supporting documentation is three weeks after the term ends. Support documentation includes attendance documentation, a printed copy of the grading spreadsheet, the chart or form you used to tabulate a student's grade, and copies of any incomplete or academic honesty forms you submitted.

GENERAL INFORMATION:

ABSENCE FROM CLASS: PROCEDURES FOR ALL FACULTY

If you must be absent, call as soon as possible. If the Division Office is closed, please contact Safety and Security (714) 564-6330.

Business Division	(714) 564-6750
Counseling Division	(714) 564-6100
Fine and Performing Arts Division	(714) 564-5600
Humanities and Social Sciences Division	(714) 564-6500
Human Services and Technology	(714) 564-6800
Kinesiology/Athletics Division	(714) 564-6900
Science, Math and Health Science Division	(714) 564-6600
Continuing Education Employee Services	(714) 241-5706

The Division Office must be notified of any class cancellation. A roster will be posted for student notification.

Please contact the Division Office if a substitute will be necessary for your class. A substitute is only permitted for lengthy absences.

ACADEMIC COMPUTING CENTER

Phone (714) 564-6731

Location A-106

For the latest information on hours, go to the following web site.

<http://www.sac.edu/AcademicProgs/Business/ACC/Pages/default.aspx>

The Academic Computing Center is a general-purpose computing laboratory for the college serving students and faculty from all disciplines. The Center provides equipment, software and instructional help to meet the academic technology needs of the students and staff.

Two (2) computers are available for adjunct faculty.

ACADEMIC HONESTY POLICY INFORMATION

(Santa Ana College 2013-2014 Catalog, pg. 33)

Introduction

Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

PROCEDURES

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Misconduct Incident Report" form and distribute the form to the appropriate offices listed.

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F" for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student's standing with the college-at-large, up to and including suspension or expulsion from the College.

In matters relating to academic honesty violations, the primary responsibility for disciplinary proceedings rests with the instructor and the academic division where the violation allegedly occurred. The Dean of Student Affairs will assist in all College-wide sanctions.

VIOLATIONS, MAXIMUM SANCTIONS, AND PREVENTIVE MEASURES

Violation (Exams)	Recommended Sanction (assuming first offense)	Possible Preventive Measures
Roving eyes during exam	Warn; move to another seat; F or zero on exam if repeated	Seat examinees as far apart as possible; use multiple exam versions; warn at outset of exam.
Copying answers from other students on exam	“F” can only be assigned to violation in question (exam, homework, paper, etc.)	Careful proctoring; call for honesty at start of exams
One person allowing another to cheat from his/her exam or assignment	“F” can only be assigned to one or both students to the violation in question (exam, homework, paper, etc.)	Seat examinees as far apart as possible; use multiple exam versions if appropriate; warn at outset of exam
Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor	“F” can only be assigned to violation in question (exam, homework, paper, etc.)	Have students place all materials at front of the room or out of sight; supply bluebooks; warn at outset of exam
Continuing to write after exam has ended	F or zero on exam if continued after warning	Collect papers immediately after declaring exam ended
Taking exam from room and later claiming that the instructor lost it	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (possible suspension)	Closely monitor all departures; warn before exam begins that F will be assigned to all students whose papers are not turned-in
Claiming instructor did not collect exam and turning it in next time with answers correct	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (possible suspension)	Closely monitor all departures; warn before exam begins that F will be assigned to all students whose papers are not turned in; count students during exam and the number of exams afterward

Changing answers after exam has been returned	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (suspension)	Grade all papers carefully; warn that no claim for incorrect grading will be honored for any erasures or added material. You may consider photocopying corrected exams before returning to students; return photocopied exams, not originals
Fraudulent possession of exam prior to administration	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (possible suspension)	Prepare exams yourself and keep them secure prior to their administration; multiple sections meeting at different times should use different exams
Breaking into a file or office to obtain exams	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (possible suspension or expulsion)	Keep exams secure prior to use.
Having someone else take an exam for oneself	“F” can only be assigned to violation in question (exam, homework, paper, etc.) and recommendation for disciplinary action (possible suspension)	State policies governing the taking of exams at outset of course. Have TA’s identify all students taking exams. Ask unidentifiable students to produce ID
Plagiarism	“F” can only be assigned to violation in question (exam, homework, paper, etc.)	Careful description of what constitutes plagiarism and of the penalty
Submission of purchased term papers or papers done by others	“F” can only be assigned to violation in question (exam, homework, paper, etc.)	Warn students; monitor progress by, for example, asking for periodic outlines and rough drafts of major papers; vary topics whenever possible
Submission of the same term papers to more than one instructor, where no previous approval has been given	“F” can only be assigned to violation in question (exam, homework, paper, etc.)	Warn students; check with instructors in fields related to subject of term paper; monitor progress by, for example, asking for outlines and rough drafts of major papers

ACADEMIC HONESTY INCIDENT REPORT FORM

This form is available in your Division Office.

Attach additional pages or supplementary report as necessary; please include original, photocopy, or facsimile copies of supporting documents.

Copies of this form are to be sent by the instructor to the following: Student, Division Dean, and Vice President of Student Services.

**Santa Ana College
Academic Honesty Incident Report**

Student Name: _____ Date: _____	
<i>first</i>	<i>last</i>
Student SS# or Perm #: _____	Student Phone #: _____
Class: _____	
<i>course title</i>	<i>ticket #</i>
<i>semester #</i>	
Instructor: _____	
<i>name</i>	<i>phone # (office)</i>

<i>department/division</i>	

Date of Incident: _____

Description of Incident: *(Attach additional pages or supplementary report as necessary; please include original, Xerox, or facsimile copies of supporting documents)*

Academic penalty assessed by instructor: _____

_____ Please check if the student has been informed that he/she may not withdraw from the course with a mark of "W".

Instructor Signature _____	Date _____
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Copies of this form are to be sent by the instructor to the following: Student, Academic Dean, Dean of Student Development.

4/16/09	Distance Education	Academic Dean
4/16/09	Distance Education	Academic Dean
4/16/09	Distance Education	Academic Dean

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BLACKBOARD

<http://rsccd.blackboard.com>

Blackboard (Bb) is SAC's course management system. Instructors may use Blackboard for their course materials, online assessments, communication tools, and gradebook.

Contact Distance Education at (714) 564-6725, sac_disted@sac.edu, for training or log-in help.

TURN-IT-IN



turnitin is an easy to use plagiarism detection tool that is available to all faculty and for use both in and out of Blackboard.

BOOKSTORE (ALSO SEE TEXTBOOKS)

<http://www.donbookstore.com/donbook/>

Phone (714) 564-6435

Location U-126

Fall and Spring Semesters

Hours	Monday-Thursday	8:00 am – 7:30 pm
	Friday, Saturday	8:00 am – 12:00pm

Summer Session

Hours	Monday-Thursday	8:00 am – 7:00 pm
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For the latest information on hours, go to the web site.

Student may purchase textbooks for SAC courses in person or online at www.donbookstore.com.

Receipts are necessary for refunds. Traditional fall/spring semester deadline for refunds is the end of the second (2nd) week of instruction. The deadline for summer and early/late start courses is at the end of the first (1st) week of instruction.

Book buy back dates will be during finals week for traditional fall/spring semesters. Additional book buy back dates will be advertised for the beginning of each semester.

In addition to textbooks, the bookstore also stocks course materials, backpacks, gift items, Apperson test forms, supplies, clothing, greeting cards, college logo gifts, catalogs/schedules, brown bag sandwiches, snacks, drinks, stamps, student bus passes.

A vending machine, located in the lobby of the A Building near the southeast entrance, contains Apperson test forms, blue books, pens/pencils and other supplies.

CLASS HOURS & ROOM ASSIGNMENTS

Class hours: Beginning with the first class session, the full instructional time allotted for each class should be utilized.

Room Assignments: A request to change the location of an assigned class must be approved by the Division Dean.

CLASSROOM REGULATIONS

Please observe and enforce all college regulations and legal requirements.

NO smoking, eating or drinking is allowed in the classrooms. Any faculty who move chairs and/or tables should restore them to their original arrangement at the end of class.

CLOSED CAPTIONING

Please observe and enforce all college regulations and legal requirements. See “Accommodation(s) for Deaf or Hard of Hearing Students” in the Appendix for additional information.

COMPUTER LAB

See “Academic Computing Center”

COMMENCEMENT

All full-time faculty are required to take part in commencement exercises dressed in academic attire. Faculty and staff members are to provide their own attire. Cap and gown rental order forms will be distributed early so faculty may indicate whether they wish to rent a cap, gown, or hood, or supply their own. A bulletin of details of the exercise will be issued well in advance.

CONFERENCES

A conference request form must be completed for any off-campus conference (or meeting) you plan to attend regardless of cost and/or duration of the conference. The form is available on the RSCCD Employee Intranet, <https://intranet.rsccd.edu>.

Conference request and reimbursement steps:

1. Obtain the Conference Request Claim form (on the District Intranet, click Accounting/Fiscal Services, click Conference Claim Form).
2. Complete the top portion including the account number of the funding source, the amount of funding being requested, information about the conference, and signature (Part I). If an advance on the funding is being requested (no more than 75% of the total amount), complete the Request for Advance section (Part II).

3. Confirm the mileage allowance and per diem rate for meals (if allowed by the funding source) through the District Intranet (click Accounting/Fiscal Services, click Documents, click Accounts Payable Info, click Reimbursement Rates).
4. Attach a copy of the flyer about the conference including the agenda.
5. Submit the conference request form for signatures – Dean, Vice President of Academic Affairs, and President. Allow two weeks processing for signatures. If an advance is being requested, allow additional time.
6. If an advance has been approved, the department must create a Purchase Requisition through Datatel. Two copies of the PR, conference request, and specification of what the advance is paying must be submitted to Accounts Payable. Allow enough time (2 weeks) prior to when the payment is needed to complete this portion of the process. A check will be sent to the department.
7. Attend the conference, keeping receipts for travel, registration, lodging, parking, and other expenses.
8. Complete the lower portion of the form (Part III), including the specific amounts for travel, registration, lodging, meals, and other. Re-confirm the mileage allowance and per diem rate for meals (if allowed by the funding source) through the District Intranet.
9. Total the amount (subtracting any advance); sign at the bottom.
10. If the total amount exceeds the original request, contact the Dean for approval to have the amount adjusted.
11. If mitigating circumstances resulted in the conference not being attended but registration was paid, request a receipt from the organization showing registration had been paid. Complete Part III and sign.
12. Submit the original form and receipts to Accounts Payable.
13. If the funding source was the Career and Technology Education Act (CETA), complete and submit a Conference Summary (obtained from the Human Services and Technology Division Office). Submit the original form, receipts, and summary to the Human Services and Technology Division Office.
14. Reimbursement will be forthcoming within approximately 2 weeks depending on sufficient funds being in the account.

COUNSELING & STUDENT SUPPORT SERVICES

<http://www.sac.edu/StudentServices/Counseling/Pages/default.aspx>

Phone (714) 564-6100

Location S-121

Hours Monday-Wednesday 8:00 am – 7:00 pm

Thursday 8:00 am – 5:00 pm

Friday 8:00 am – 12:00pm

Counselors provide career, academic and personal counseling.

Additional programs & services for students:		Location /Phone
EOPS (Extended Opportunity Program and Services)	U-101	(714) 564-6232
Transfer Center	S-132	(714) 564-6165
Career Center	L-225	(714) 564-6224
Job Placement	U-222	(714) 564-5617
Placement Testing	L-221	(714) 564-6147
Cal Works	CEC B-11	(714) 241-5725

DEPARTMENT CHAIR RESPONSIBILITIES

See “Department Chair Resource Guide” in the Appendix

DISABLED STUDENT SERVICES AND PROGRAMS

<http://www.sac.edu/StudentServices/DSPS/Pages/DSPS-Main-Office.aspx>

Phone (714) 564-6295 & (714) 564-6264

Location U-103

Hours Monday - Thursday 8:30 am – 5:00pm

Friday 8:30 am – 12:00pm

The DSP&S provides academic accommodations and support services to students with disabilities to ensure equal access to educational opportunity. Services may include alternate media, interpreting services, assessment for learning disabilities, disability-related advising, testing accommodations, etc.

To receive services, **students must:**

1. Complete a DSPP Application for Services;
2. Provide verification of their disability (unless they are completing a learning disabilities assessment or the disability is observable);
3. Schedule an intake appointment with a DSPP professional to have their needs evaluated.

SERVICES: DSPP services are authorized based on students’ individual disability related needs. Available services include, but are not limited to the following:

- Priority Registration
- Registration Assistance
- Test-taking Accommodations
- Learning Disabilities Assessment
- Assistive Technology
- Disability related counseling
- Alternate Media Materials
- Sign Language Interpreters
- Liaison with faculty, staff and community agencies
- Note-taking Assistance

DSPS SERVICES

<http://www.sac.edu/StudentServices/DSPS/Pages/Disabled-Students-Programs-and-Services.aspx>

Acquired Brain Impairment and Communication Services	(714) 564-6280	TTY: (714) 564-6347
Assistive Technology Services	(714) 564-6264	
Alternate Media Services	(714) 564-6264	
Deaf and Hard of Hearing Services	(714) 564-6283	TTY: (714) 660-3075
Learning Disabilities Services	(714) 564-6264	
Psychological Disabilities Services	(714) 564-6264	

CLOSED CAPTIONING

See “Accommodation(s) for Deaf or Hard of Hearing Students” in the Appendix

EDUCATIONAL MULTI-MEDIA SERVICES

<http://sac.edu/AcademicProgs/Business/EducationalMultimediaServices/Pages/default.aspx>

Phone (714) 564-6723 or (714) 564-6724

Location L-116-3

The Media Production department provides support services for Santa Ana College faculty and staff in the development of media projects.

Services offered by two instructional media producers include:

- Audio-Video Production
- Multimedia (CD & DVD) Production
- Video & CD Duplication

- Web Media Support
- Videoconferencing
- Power Point Presentations
- Digitizing videos for CD or DVD playback
- DVD Authoring (Menus with Links to Video Segments)
- Interactive CD-Rom
- Digital photography for web or PowerPoints
- Support for on line courses
- Converting audio and/or video for web playback
- Web animation
- Training during flex week and throughout the semester
- In-House video (close captioning available)
- Documenting on-campus events

Most projects require previous planning with the media producers. After an initial meeting, timelines are set and work can begin.

EMAIL AND OFFICE SOFTWARE

Campus email and the Internet may be accessed from all systems located on campus. Standard office software including word processing, spreadsheet and presentation-design software is available. Personalized instruction in Web Design, PowerPoint presentation, email services or any additional software requirements is available upon request by calling the ITS Help Desk at (714) 564-4357.

EMAIL – REMOTE ACCESS

<http://remote.rscgd.edu>

You can access your SAC MS Outlook email messages over the Web from anywhere on planet Earth including your home.

Note that Web access is merely a shell of Microsoft Outlook; full features and functions are limited.

Password changes can ONLY occur at these locations:

Division Office computers

Part-time faculty office area within the Academic Computing Center

For help contact SAC Help Desk at (714)-564-HELP.

Please look at your email on a regular basis and delete all unwanted messages routinely.

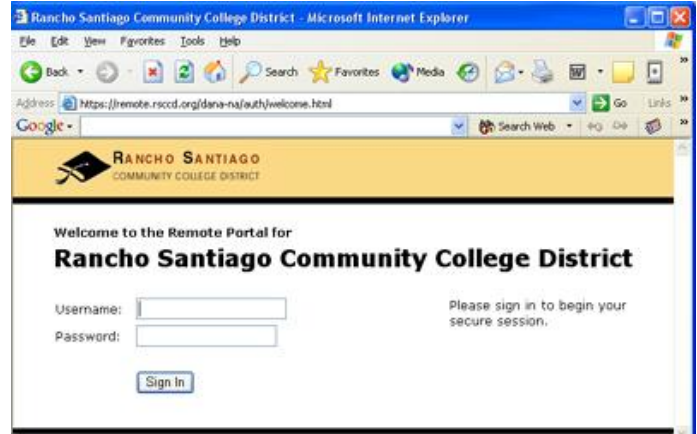
Step 1

Open your browser and type
<http://remote.rccd.edu>

This message is displayed requesting your username and password. Once those two items are entered it will connect you to all the District Services (Outlook Web Access, District Intranet and other services).

Step 2

Type your User Name and Password click on sign in. **Congratulations you're on.**



EMERGENCIES

LIFE THREATENING: 911

NON-LIFE THREATENING: x46330

Request the staff member to radio Security for assistance. Please stay on the line, if possible, until Security has been contacted so that you may give them complete information.

There are eight (8) emergency call boxes located on campus which go directly to SAC Security. Calls will contact the Security Officers via cell phone.

You should call one of the following resources for help:

- SAC Security/Safety Department 714-564-6330 (leave a message)
- 24-hour number and District-wide Dispatch 714-564-6330
- City of Santa Ana Police Department 911

STUDENT EMERGENCY NOTIFICATIONS

The following is a list of emergency preparedness guidelines that faculty should communicate to their students during the first week of the semester. These guidelines serve to prepare faculty and students to deal with emergency situations that could occur while class is in session.

- Point out the exits to the building.

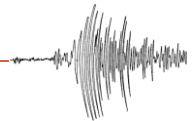
- Inform the class that there is a copy of the EMERGENCY PRODEDURES GUIDE for their reference posted in the front of the classroom. (If your classroom does not have a copy of the EMERGENCY PROCEDURES guide, please notify your Division secretary).
- Tell the class that in case of an emergency they should call 9-1-1 from their cell phone or any campus phone. This will call outside services such as Fire, Police, or Paramedics. Faculty SHOULD NOT call the campus “Health Center” in an emergency situation; instead call 911 because care should not be delayed. If students need to call Campus Safety, they can call 3-3-3 from any CAMPUS phone. If students need to call Campus Safety from their cell phone, they should call 714-564-6330. Suggest to students that they program the number in their cell phone.

FIRE ALARM



1. If the fire alarm sounds, students should evacuate as quickly as possible. Stay calm and leave in an orderly fashion.
2. Take personal belongings such as keys, purses, and wallets with you. You will not be allowed back into the building until college or public safety officials deem it safe.
3. Do not take the elevator when evacuating.
4. Meet outside at the designated area (as indicated on the included map).
5. Those who are physically capable should assist others in the room to safety.
6. Call 911 anytime you see smoke or fire. Do not rely on someone else to call.

EARTHQUAKE RESPONSE



1. In the event of an earth quake you should **DROP, COVER & HOLD**. Drop to the floor; take cover under a sturdy desk or table, and hold on to it firmly. Be prepared to move with the object of cover until the shaking stops.
2. Once the shaking stops, college officials will evaluate the need to evacuate.
3. If we do evacuate, do not take the elevator.
4. Meet in the designated area as shown on the back.
5. Take your belongings with you, college officials may dismiss students from the assembly area and not allow you to return to the building.
6. Those who are physically capable should assist others in this room to safety.

DANGEROUS PERSON INSIDE THE CLASSROOM

1. Call 911 on your cell phone or campus security anytime you feel threatened.
2. If you feel threatened, you may leave the room at any time.
3. You do not need your instructor's permission to leave the room if you feel threatened. You can call 911 at any time.

ACTIVE SHOOTER



For more information, please watch this video “run-hide-fight”

<http://www.youtube.com/watch?v=5VcSwejU2D0>

1. **Run; *get out if you can.*** In general, the more distance you can put between yourself and the shooter the better.
2. **Hide; *wherever you can.*** If you cannot get out of the area but are somewhat distant from the shooting consider hiding out and locking down your area as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured.
3. **Fight; *as group if you can.*** A last option, you may choose to fight back instead of being a passive target. An individual must use his/her own discretion about when he or she must engage a shooter for survival. Creating a distraction, by yelling or throwing something at or towards the assailant might provide a momentary advantage. Quietly discuss with others in the room what you will do if the shooter enters the room.

STUDENTS WITH DISABILITIES

1. If you need assistance during an evacuation, please notify your instructor.
2. In an emergency evacuation, students with mobility disabilities will be directed to a location to shelter in place, such as the top of a stairwell.
3. Safety personnel will be notified of your location, and you will be given top priority.
4. You will be safely removed from the building as soon as the elevators are secured by safety personnel.

EMERGENCY TEXT MESSAGES

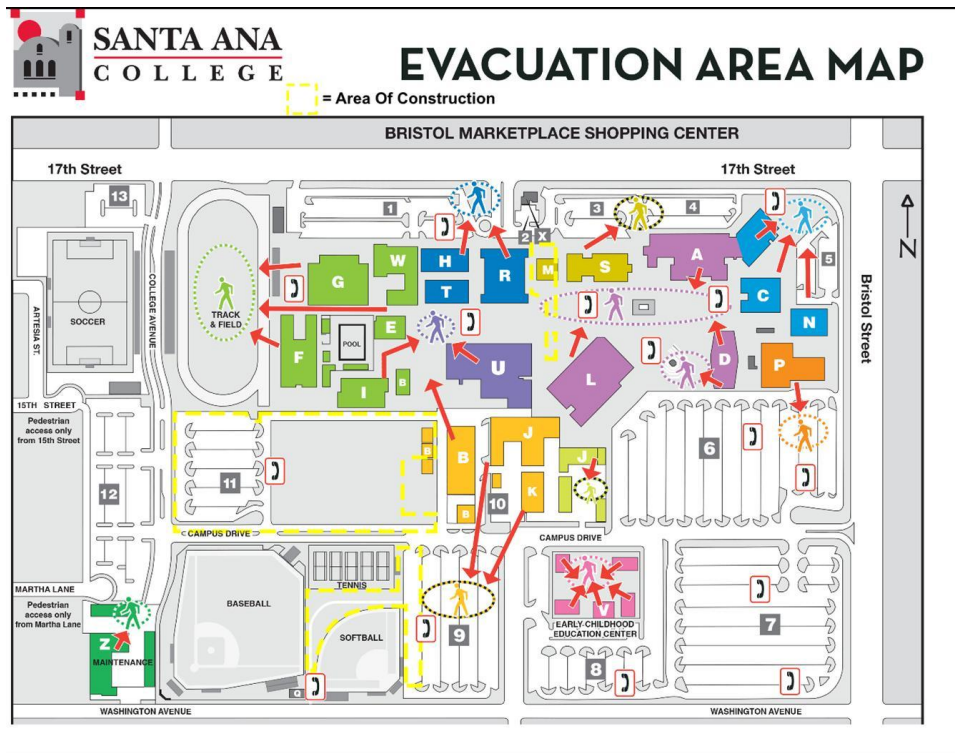
AlertU is one of the mass communication methods that will be used during emergencies. It is a text messaging service that provides students and staff who subscribe up-to-date information for their safety and security. To get these messages, text “SAC” to 253788 (AlertU: please write this

number on the board), and reply “y” when you get a confirmation text. Standard rates apply, and users may unsubscribe at any time.

EVACUATION MAP

For the latest Evacuation Map, go to the following website:

http://sac.edu/StudentServices/Security/Documents/SAC_Evac_Area_Map.pdf



Summer 2014

EVENING SITE COVERAGE

If you have a problem and need to contact an administrator on campus after the division offices have closed, please call Admissions at (714) 564-6005 or Security at (714) 564-6330.

FIELD TRIPS

To obtain approval for a field trip with students providing their own transportation, one week prior to the field trip, instructors must submit to the Division Dean:

Completed Field Trip Request form. Dean's signature is required.

Information about any required field trip must be included in the syllabus. If there is a cost associated with the field trip and a student cannot afford it, an alternate activity must be available at no cost.

One (1) copy of your class roster.

Requests for use of a college-owned vehicle must be submitted to Administrative Services. Complete Request for Use of College Vehicle(s) form. Faculty intending to drive a college vehicle must complete an Approved Driver's form through RSCCD Risk Management. Both the Division Dean and department chair should be informed of any request to use a college vehicle.

You may provide an address of the location of the field trips to you students but:

DO NOT give oral or written directions to students.

DO NOT "assign" students to a carpool.

Questions regarding liability should be directed to RSCCD Risk Management at (714) 480-7570.

FOOD SERVICE

<http://www.sacdiningservices.com/dining.html>

Phone (714) 564-6438

In addition to the options available in the numerous vending machines located across campus, a variety of food and sundry items are available at the following locations:

DON BOOKSTORE

Location Downstairs in Johnson Center.

Hours Monday-Thursday 8:00 am- 7:00pm

For the latest information on hours, go to the following web site.

<http://www.donbookstore.com/donbook/>

DON EXPRESS

Location Between Phillips Hall and Dunlap Hall

Hours Monday-Thursday 7:30 am – 7:30 pm

THE DRIP

Location The quad

Hours Monday-Thursday 7:00 am – 9:00 pm
Friday 7:45 am – 11:30am

GRAPHIC COMMUNICATIONS

<http://www.rscgd.edu/Departments/Public-Affairs/Pages/Graphic-Communications.aspx>

Phone (714) 564-6726

Location L-119

Graphic Communications staff provides design of materials for print and electronic marketing and communication. Requests for printed materials that are charged back to departments must be approved by the area administrator. See the RSCGD graphics web pages at: www.rscgd.org click on Public Affairs and then Graphic Communications.

HEALTH AND WELLNESS CENTER

<http://sac.edu/StudentServices/HealthCenter/Pages/default.aspx>

Phone (714) 564-6216

Location U-120

Hours Monday 9:00 am – 6:00 pm
Tuesday-Thursday 9:00 am – 5:00 pm
Friday 9:00 am – 12:00pm

Students may see nursing staff, on a walk-in basis, at any time during operating hours. Physicians and psychologists are available each week by appointment only.

Tuberculosis skin tests for faculty and staff: The Education Code requires the tuberculosis skin test be placed and read no longer than 72 hours after initiation. Testing may be initiated on:

Monday and Tuesday 9:00 am – 4:30 pm
with readings on the following Wednesday and Thursday, respectively

AND

Wednesday 9:00 am – 11:30 am
with readings on the following Friday 9:00am – 11:30 am

In case of emergency, please dial 911.

Psychological Services for students are available in the Health and Wellness Center.

Hours Monday-Thursday 9:00 am – 5:00 pm

Services include short-term counseling for individuals and couples, group counseling, career development counseling, referral services, psycho-educational workshops and crisis intervention for SAC students. Consultation with faculty/staff regarding students' psychological and cognitive development is available. Services are provided by mental health professionals and by advanced doctoral psychology interns under the supervision of licensed psychologists.

KEYS

Lecture rooms are unlocked by custodians in the early morning and re-locked late evening. If you require early access to a locked room or lab, please contact Safety and Security in X-101 or call (714) 564-6330. If you require a key to a particular room on campus, please see your Division Office.

THE LEARNING CENTER

<http://sac.edu/AcademicProgs/HSS/LearningCenter/Pages/default.aspx>

Phone (714) 564-6569

Location D-307

Hours Monday-Thursday 9:00 am – 7:00 pm

Friday 10:00 am – 2:00pm

For latest hours, go to the website above

The Learning Center is staffed with instructors, trained tutors and learning assistants. Beginning the second week of each semester, it offers a wide selection of resources providing students with skills and strategies to promote their academic success. Services include supplemental learning (DLAs), conferencing/tutoring, computer-aided instruction, and workshops in the following subjects: reading, writing, English for the Multilingual student (EMLS), modern foreign languages, and communications. All services are free to SAC students, and appointments are not necessary. Class orientations can be arranged for the first week of the semester.

LIBRARY – NEALLEY LIBRARY

<http://sac.edu/StudentServices/Library/Pages/default.aspx>

Phone	(714) 564-6700	Circulation
	(714) 564-6711	Periodicals
	(714) 564-6708	Reference

Location L-bldg

Fall and Spring Semesters

Hours	Monday-Thursday	8:00 am – 8:00 pm
	Friday	9:00 am – 1:00pm

Hours vary; please check the website for updated information

The Nealley Library promotes educational success, information competency and lifelong learning through the implementation of quality programs, services and equitable access to current and relevant sources. Services include:

- Faculty may borrow library books for the length of the semester. Visit the library home page to search for books.
- Library computers are available for faculty, student, staff and community use. Laptops are available for in-house use.
- Full-text access to databases and e-books is available on campus and remotely. See Reference Librarian.
- Interlibrary Loan is available for material that the library does not own.
- Faculty are encouraged to participate in collection development. Please contact your Division Liaison Librarian with your recommendations.
- Contact the library Circulation Desk to place textbooks or other required class materials on Reserve.
- Free library instruction workshops are offered each semester. Contact the Library's main office for information.
- The library facility is ADA-compliant with adaptive computer stations and furniture.

MAILBOXES

The Santa Ana College mailroom is located in the administration (S) building. The district mail is an important means of communication; please check your mailbox each time you are on campus. Mail will be delivered and picked up each day when classes are in session.

PLEASE, do not send students to check mail.
Students are not allowed in the mailbox area.

MATH CENTER

<http://sac.edu/AcademicProgs/ScienceMathHealth/MathCenter/Pages/default.aspx>

Phone (714) 564-6677

Location L-204

Hours vary; please check with the website for updated informations.

The Math Center is a resource for all students enrolled in math courses at Santa Ana College. Math tutoring is available on a drop-in basis from instructors and trained tutors. Workshops are offered that cover most of the mathematics curriculum offered on campus. Pre-semester preparatory programs are offered to help students prepare for Trigonometry, Pre-Calculus and Calculus. Review and training for the Math Placement Tests is also available.

MEDIA SERVICES

<http://www.sac.edu/AcademicProgs/HST/MS/Pages/default.aspx>

Phone (714) 564-6720

Location L-117

Hours Monday-Thursday 6:30 am – 10:30 pm

Friday 6:30 am – 5:00pm

The purpose of the Media Systems Department is to assist the faculty and staff in the instructional objectives of the district. Towards this end, the following policies and procedures have been established:

1. Equipment is to be used by district personnel only.
2. Most equipment may be checked out for one week. However, computers, projectors, and digital cameras (laptops, video projectors, camcorders) may be checked out for 2 days only.
3. If a department has a constant need for a certain type of equipment, that department should purchase this equipment. The Media Systems Manager will assist you with purchasing specifications.

4. The nature of check-out equipment makes it an easy target for theft. Please, do not leave equipment unattended in classrooms, unlocked cars, or other unsecured areas.
5. Lost or stolen equipment should be reported to Media Systems and District Safety.
6. Media Systems staff will assist you with check-out and check-in of equipment. Make sure that you sign and date check out Patron Cards when equipment is returned.
7. All equipment must be returned to Media Systems at the end of each semester. We need to provide maintenance, repairs, and inventory all of our equipment.
8. Please report equipment malfunctions to Media Systems staff. (Ext. 46720)
9. All equipment must be reserved 24 hours in advance.

EQUIPMENT AND SERVICES AVAILABLE FROM MEDIA SYSTEMS

TV / Video / Visual / Projector / Accessories

- Digital (video) Camera
- DVD/VCR
- Camera tripod
- Projector screen

Delivery to Classroom

- TV monitor and 1/2" VCR on cart
- DVD /1/2"VCR/monitor on cart
- DVD/VCR/ Projector on cart

Audio and Accessories

- MP3/WAV recorder (small unit).
- CD / Cassette, boom box.

Public Address Systems

- Speakers with amplifier mixer built in.
- Microphone: hand held or wireless.
- Microphone cables.
- Microphone floor stands or table stands.

Multimedia Systems

- Laptop
- Projector

Repair of Equipment

District owned equipment will be repaired at the Media Systems location on the SAC campus.

Equipment purchased without the knowledge of Media Systems will have a delay in repair due to lack of parts and schematics.

Permanently installed equipment can be repaired on site. Please call for more information.

PART-TIME FACULTY OFFICES AND STUDENT CONSULTATIONS

Office space for part-time faculty is available in some Division and Department offices.

Adjunct faculty instructors may wish to meet with students outside of class. A good time to meet with students is either before or after your class meets; however, you should not assume that the classroom will be available. You may have to find another location outside of the classroom to meet with students. Check with your Division Office for suggestions on possible locations.

PAYCHECKS

There are three options for receiving paychecks:

Faculty may pick up paychecks between 8am and 5pm in Payroll (District Office, 4th floor), on the last working day of the month. **Please bring a photo I.D.** It is required that each instructor pick up his/her own check unless a written authorization for alternative pick-up has been filed with the Payroll Office.

If you prefer to have your paycheck sent to your home, you must complete a Mail Authorization form, available at the District Office, Payroll, (714) 480-7526.

If you prefer direct deposit, all faculty are eligible for direct deposit to the bank/credit union of their choice. You must complete paperwork to initiate this method of receiving your paycheck: call or stop by the Payroll Department.

Full-time Faculty: Certificated pay dates will be the last working day of the month, September 30 through June 30 (10 equal payments) with one exception—in order to avoid issuing thirteen (13) paychecks in a twelve month period, the December paycheck will be issued on the first working day in January.

Pay stubs are available on the Employee Information System (EIS) at <https://eis.ocde.us>

You will need your 10-digit employee number beginning with 920... and your password.

New users and users who have lost or forgotten their password must contact Payroll (714) 480-7526.

PHOTO ID/PARKING PERMITS/GATE AND ELEVATOR ACCESS CARDS

ID cards and parking permits are available in the Student Business Office (SBO, x46430) in Johnson Center, second floor. Please bring a Photo ID.

District parking permits are \$50.00/year, July 1 – June 30. Staff can park in either staff or student parking. Permits must be hung on the rear view mirror.

Faculty may also purchase daily parking passes for a cost of \$2.00. These passes may be purchased from the yellow dispensing machine located at the east end of Lot #2. Daily parking passes are valid for use in student parking spaces ONLY.

Safety and Security Office, located in X-101 will provide jump starts for dead batteries and unlock cars without power locks.

You may request an escort from your classroom to your car at any time. To make arrangements for an escort, please call the Safety and Security Office (714) 564-6330.

Gate and elevator access cards are also available at the SBO for \$5.

PUBLICATIONS

<http://www.rscgd.edu/Departments/Public-Affairs/Pages/Publications.aspx>

Phone (714) 628-5955

Location Orange Education Center

1465 North Batavia St.

Orange, CA

Hours Monday-Thursday 7:00 am – 4:00 pm

Friday

7:00 am – 3:00pm

District Publications provides in-house print production including reprographics (high speed copiers), offset printing, and bindery services for the faculty and staff of the district. All requests must be submitted with the Publications Job Request Form available in the SAC Quick Center or by request. Offset print and color digital print requests require administrative approval on the job request form and the artwork must be created according to specific requirements for these specialized equipment processes. There is a chargeback for all color digital and some offset work. You may submit copier jobs electronically through the Employee Intranet. Click on the Xerox Web Submission link on the RSCCD Intranet Homepage (near the top right). See the RSCCD publications web pages at: www.rscdd.org click on Public Affairs and then Publications.

Customer parking for drop off and pick up of work is available in front of publications on Batavia.

Important Copyright information:

All copy requests must comply with the Copyright Act of 1978 (Title 17, U.S. Code)

Copyrighted materials will be returned to the requester unless a valid "Permission to Use" letter is attached.

Submitting Print Jobs:

Quick Center, Drop-off or Mailroom Submission:

Hard copy originals can be dropped off at the publications center or mailed via interoffice mail.

SAC Quick Center will forward jobs to publications and printed jobs are returned to the Quick Center for pick-up.

Web Submission:

Web submission allows RSCCD employees to request copies from publications through the RSCCD intranet from work or home.

See the publications web pages for specific information on how to access and use this service.

Publications staff are available by phone or email for questions related to web submission.

Business Card Request

A form for requesting business cards is located on the employee intranet on the publications homepage. The cost for business cards will be charged to your Division.

QUICK COPY CENTER

Phone (714) 564-6722

Location Z-107

Hours Monday-Thursday 7:00 am – 8:00 pm

Friday 7:00 am – 7:00pm

The Quick Center provides faculty and staff with first-come-first-served walk-in service.

- Drop off and pick up for RSCCD Publications work.
- Duplicating services
- Walk-up services available; you wait while copies are produced.
- Limit of 200 total copied pages. For example, a 4 page exam = 50 copy limit.
- Self-Service Copier
- Copy machine available for making your own copies; same limits apply.

Additional Services

- Poster maker –limit to 4
- Laminating 24” wide
- Paper cutter
- GBC Punch and Bind
- Test scanner
- 1 computer for faculty/staff use
- Overhead transparencies; film must be provided

Clerical supplies Hours: M – F 8:00am to 4:00pm

Note: All copying requests must comply with the Copyright Act of 1978 (Title 17, United States Code)

SEXUAL VIOLENCE INFORMATION

In accordance with Assembly Bill 1088, Santa Ana College is readily available to assist students who become victims of sexual violence.

What is Sexual Violence?

Sexual violence consists of any type(s) of behavioral events, whether physical or verbal, that is unwanted by the recipient. The extent of the incident/behavior could vary from somewhat bothersome words to actual sexual abuse and assault.

What to do if You've Been Sexually Assaulted- Who Should You Contact?

- If you are on-campus: Go directly to the Health and Wellness Center in U-120. You will be provided with immediate confidential care. If the Health Center is closed, contact Campus Safety and Security directly in Building X-101, or call (714) 564-6330. You may also call the 24 Hour Hotline at (714) 957-2737 or (714) 836-7400.
- If you are off-campus: Contact 911 and local law enforcement will be contacted.
- It is strongly urged that you do not wash, douche, change clothes or clean up until after talking to the police and going to the hospital. Doing so could affect the preservation of valuable evidence.
- As a victim of sexual assault, reporting a rape or other act of sexual violence does not commit you to filing charges.
- Whether or not a sexual assault victim was under the influence of alcohol and/or drugs at the time of an attack does not change the fact that a crime has occurred. The California Penal Code states that sexual assault victims cannot be charged with any misdemeanor related to alcohol or drug use at the time of the attack.
- If you are a student at Santa Ana College, have been the victim of a sexual assault, and did not immediately seek help, you can still request the assistance of trained professionals during this difficult time. Proceed to the Student Health & Wellness Services in Building U-120 for information regarding existing on- and off- campus counseling and other support services.
- Remember: You are not to blame for what happened. You are alive; you are a survivor and now is the time to begin the process of recovery. Reaching out for support is part of the healing process.

Common Myths and Facts About Sexual Violence

Myth: Most sexual assaults are committed by strangers. It is not rape if the people involved knew each other.

Fact: Approximately 85% of victims are acquainted with their assailant.

Myth: Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.

Fact: Rape and sexual assault are crimes of violence and control stemming from someone's determination to exercise power over another. Forcing someone to engage in non-consensual sexual activity is sexual assault; regardless of the way the victim dresses or acts.

Myth: It's only rape if the victim puts up a fight and resists.

Fact: There are many reasons a victim might not fight or resist an attacker. Fighting or resisting an attacker might make the attacker angry and result in more severe injury to the victim. Not fighting may also serve as a coping mechanism by the victim to deal with the trauma of being sexually assaulted. The lack of fighting or resistance to an attack also does not constitute the victim's consent to the attack; it may instead be the best way a victim knew to protect herself/himself from further injury.

Specific Forms of Sexual Violence

Dating Violence – Controlling, abusive, and aggressive behavior which can include verbal, emotional, physical, or sexual abuse, or a combination of these.

Rape – The use of force to harm or a verbal threat to inflict harm on a person in order to engage in forced sexual intercourse against the will of the victim. In addition, rape takes place when a perpetrator overpowers a victim who is unable to refuse or defend her/himself from the act.

Sexual Assault – Forcing a person to participate in sexually related acts even though he/she is unwilling. It is believed that sexual assaults are not motivated by the offender's desire to have sex, but as a vehicle for the offender to fulfill a need for control and power. To this extent, the offender frequently tends to use a mixture of coercion by physical force, verbal threat intimidation and even placing blame on the victim in order to perpetrate the attack. Any sexual activity with a minor also constitutes sexual assault.

Domestic Violence – This condition can be of a varied nature, whether sexual, economic, physical or psychological, and occurs when one person uses unreasonable and irritant behavior that causes emotional damage to another.

Stalking Crimes – These are usually a series of repeated acts towards a chosen individual, always along the lines of contact, harassment or unwanted attention that will result in intimidation and fear.

Consequences for Committing Acts of Sexual Violence

Due to the seriousness of sexual assault, Santa Ana College maintains a zero tolerance policy when dealing with such matters. Consequently, all such allegations will be investigated to the maximum extent to apply proper disciplinary, criminal or legal action, so that applicable sanctions can be rendered by either the College, the District and/or the State in accordance with the legal system.

The College will give both the accuser and the accused their rights to have others present during the on campus disciplinary proceedings. These proceedings are applicable to individual students, student organizations and College faculty or staff involved in any allegations of sexual violence. As outlined in RSCCD Board Policy 5201, college sanctions following campus disciplinary procedures rely upon the outcome and can range from suspension to expulsion. The College will report acts of sexual violence to local law enforcement agencies for criminal investigation and prosecution.

STUDENT LEARNING OUTCOMES (SLO)

Student Learning Outcomes (SLO) for each course can be found in the official course outline. SLOs are now required in the course overview that you hand out to students.

You may find specific course student learning outcomes in Curricunet, <http://www.curricunet.com/sac/>. Click on Courses directly on the homepage – no need to log in with any passwords etc.

From *The Follow-Up Report* by Todd Titterud:

Student Learning Outcomes for the classroom describe the knowledge, skills, abilities or attitudes that a student can **demonstrate** by the end of your course.

- Don't think about content or coverage – consider what students should be able to DO with what they've learned by the end of the semester.
- How will students demonstrate this?
- What can they produce to show faculty that they have learned to apply their new knowledge?

When trying to define Student Learning Outcomes for a course, think of the big picture. SLOs:

- Describe the broadest goals for the class, ones that require **higher-level** thinking abilities.
- Require students to **synthesize** many discreet skills or areas of content.
- Ask them to then **produce** something – papers, projects, portfolios, demonstrations, performances, art works, exams, etc. – that **applies** what they have learned.
- Require faculty to **evaluate** or **assess** the product to measure a student's achievement or mastery of the outcomes.

Course objectives are on smaller scale, describing small, discreet skills or “nuts and bolts” that require basic thinking skills. They are subsets of outcomes. Think of objectives as the building blocks used to produce whatever is used to demonstrate mastery of an outcome. Objectives can be practiced and assessed individually, but are usually only a portion of an overall project or application.

Objectives	Outcomes
Objectives describe skills, tools or content that a student will master by the end of a course.	Outcomes describe over-arching goals that a student will be able to demonstrate by the end of a course.
Objectives require the use of basic thinking skills such as knowledge, comprehension and application.	Outcomes require the use of higher level thinking skills such as analysis, synthesis and evaluation.
Objectives do not necessarily result in a product. Most often, objectives are synthesized or combined to produce something that measures an outcome.	Outcomes result in a product that can be measured and assessed.

Source: Cabrillo College, Student Learning Outcomes and Assessment in the Classroom: A Work Book

SYLLABI

The following Disabilities Statement must be written on your syllabi:

Your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in U-103 and their phone number is 714-564-6264. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

SYLLABUS REQUIREMENTS:

Name of College
 Division Name
 Semester/Year
 Course Name and Section Number
 Meeting dates/days/times
 Instructor Name
 Instructor Telephone/Email/Contact Number
 Office hours/Location (full-time faculty)
 Course Description and Objectives

Student Learning Outcomes
Course Requirements/Procedures/Policies/Definition of Participation
Absence/Tardiness/Drop Policies
Lab Requirements (schedule/time/place/safety rules)
Field Trip Requirements
Academic Honesty Policy
Class Rules of Conduct
Required Course Textbooks/Materials
Grading Policies/Procedures/Grading Scale
DSPS Statement (see above)

TESTING CENTER

<http://sac.edu/StudentServices/TestingCenter/Pages/default.aspx>

Phone (714) 564-6147

Location L-221

Hours Monday 12:00 pm – 5:30pm

Tuesday 12:00 pm – 7:45pm

Wednesday & Thursday 8:15 am – 7:45 pm

Friday 8:15 am – 12:00pm

The Testing Center's purpose is to provide support for instructors, administering class tests and make-up exams.

MAKE-UP TESTS

- Walk-in testing for class, make-up or computerized testing is available during times listed above.
- Picture ID is required from all students for testing.
- Students **MUST** begin test at least **ONE** hour before the Testing Center closes.
- It is the student's responsibility to inquire and verify the Testing Center's business hours. Students may call (714) 564-6147 or check our website:
http://sac.edu/students/admissions/placement_testing/makeuphourspdf

- Tests, along with clear and specific test administration instructions (fill out instructions form), may be delivered to the Testing Center in person or via the Test Proctor mailbox.
- Make-up exams should be limited to paper/pencil format. Oral directions, oral examinations, or laboratory experiments cannot be accommodated.
- Entire classes cannot be accommodated.
- Absolutely no tests will be given to students after the test cut-off date.
- Students should know instructor's last name and course name and number at the time of testing. They should have the materials needed to take their tests.
- Students caught cheating will have their test confiscated. A report will be filed and the student will be subject to suspension.
- DSPS accommodations include audio/visual software assistance as well as extended time.

TEXTBOOKS

TEXTBOOK ADOPTION INFORMATION

The Don Bookstore orders new textbooks, used textbooks and any other required materials for all classes being offered at Santa Ana College. The Higher Education Opportunity Act (HEOA) requires course material information be provided to students at the time of registration. In complying with the HEOA, Santa Ana College provides the following information to faculty on the course material ordering process.

- Textbook Requisition Forms are delivered to the college divisions approximately 3 weeks prior to the due date for each semester. The due dates listed below are a guideline:
 - Fall Semester – April 15th
 - Spring Semester – October 15th
 - Summer Semester – April 1st
- Faculty are to submit their requisition forms or complete the online requisition form prior to the due date.
 - The online form is available in the Faculty Resources section of the Don Bookstore's website: www.donbookstore.com.
 - The hard-copy and interactive form will show previous course material information if applicable.
 - Please note whether a requested title is Required or Optional

- If a book contains package components, like access codes or study guides, please let the bookstore know if these items are optional or required. We can order used if not required.
- Requisitions can be submitted directly to the bookstore or to the divisions. Please check with your division regarding their policy.
- Custom course packets or course notes can be produced by the Don Bookstore through Montezuma Publishing at a very reasonable price; please contact Chris Wild at x46889 if you would like to have this available for your course.
- Desk Copies should be requested directly from the publisher. A list of contact information is available at www.donbookstore.com in the Faculty Resources section. If you need a copy quickly you may purchase one from the Don Bookstore and receive a refund when your desk copy arrives.

COURSE MATERIALS ORDERING AND SALES INFORMATION

Part of the mission of the Don Bookstore is to assist the educational process by offering quality, affordable, course materials. Access to course materials is an important part of academic success and making them affordable to students is a major goal of the Don Bookstore. Some strategies that help achieve these goals are:

- The Don Bookstore staff will start researching and ordering the requested course materials as soon as a requisition is received.
 - The bookstore sources books from many different vendors, including used book wholesalers and internet sellers, to offer our students the lowest prices available.
 - The bookstore offers textbook buyback year-round to acquire used titles from students to resell on campus or to used book wholesalers, lowering the overall cost of textbooks to students
 - The earlier the bookstore receives adoptions the more likely bookstore staff will be able to acquire more used and alternate sourced materials from buyback and from vendors.
 - The bookstore may suggest alternate versions or custom editions of a title that can be less expensive than used books if available.
- The Don Bookstore orders course material quantities based on previous sell-through history of a course and professor to keep costs low. On average, Santa Ana College sells approximately 30% of the required books requested for classes. We find the largest relationship to students purchasing their books to be an instructor's endorsement and commitment to the course materials required.
 - We make every effort to properly forecast textbook needs including over-enrollment trends. If the bookstore runs low on a textbook we will rush ship textbooks, generally a 4 day window, within the first two weeks of classes.

- The Don Bookstore provides a price comparison and purchasing tool at www.donbookstore.com allowing Santa Ana College students to purchase their books online from the lowest priced online sellers available. This tool displays the price from the Don Bookstore as well as from several different internet sellers including Amazon, Half, BookRenter and many others.

REDUCING THE COST OF TEXTBOOKS

Suggestions for Reducing the Cost of Textbooks

Early and on-time textbook requisitions allow for increased availability of used versions. The earlier the bookstore knows what needs to be ordered, the earlier it can seek used copies from wholesale vendors. Additionally, textbooks are only added to the internal buyback list once official requisitions are completed. Increasing the availability of used copies is the easiest way to help students save.

Be aware of the “bundle impact.” Limiting the number of components in a bundle can reduce costs, limit the time it takes a publisher to process an order, and facilitate end of the semester buyback. Please include only those study guides/aids, web access codes, and additional materials that your students will utilize and will add truly needed value to your course.

Encourage publishers to “guarantee” the availability of an edition for a specific period of time (e.g., 3-5 years). Discourage publishers from making unnecessary new editions and mid-year edition changes. The bookstore can offer “guaranteed buyback” status when all parties sign off on using an edition for 3 or more years.

Consider customized editions at reduced costs. “No frills/readers digest” text options can significantly reduce prices (soft cover, no color, etc.). Also, many publishers allow unutilized chapters to be deleted from a text as a means to slightly reduce costs. It is crucial that price and availability guarantees are obtained in these situations. Note: the return privileges on custom texts are strictly limited by publishers (your enrollment estimates are crucial).

Carefully identify which texts are required and which texts are optional. Students rely on the required/optional information supplied by the bookstore (which is taken from the faculty requisition form). This helps guarantee the students initially utilize their financial resources to buy their required texts.

Where two or more options from different publishers are equivalent, congruent with the course needs and factually sound, the less expensive text should be strongly considered.

Where it makes sense, attempt to use texts for two or more courses in a series. The net cost per course is reduced and the buyback potential is increased.

Be aware of the impact of ordering unnecessary, complimentary examination copies. Although publishers offer copies at no charge, they often incorporate those costs into the student text prices. Consider donating unneeded copies toward student gift certificates.

Have publisher representatives provide a “cost to the bookstore” price quote. Communicate the quoted price to the bookstore to ensure accuracy. If issues arise, concerns should be directed to your vendor representative and the bookstore.

Consider placing a copy of your textbook on reserve in the library. The bookstore and library can assist in this process.

Sources:

The Academic Senate for California Community Colleges

National Association of College Stores / California Association of College Stores

TUTORING CENTER

See “Learning Center”

APPENDIX

ACADEMIC SENATE

Contact info SAC_AcademicSenate@sac.edu

(714) 564-6831

Location S-211

CONSTITUTION OF THE ACADEMIC SENATE OF THE FACULTY OF SANTA ANA COLLEGE

The name of this organization shall be The Academic Senate of the Faculty of Santa Ana College, herein referred to as Senate, faculty and College, respectively. Faculty shall be understood as all full-time and part time certificated personnel whose primary assignment is at Santa Ana College and whose assignment does not include evaluation of other certificated personnel in a supervisory role. A supervisory role does not include the “peer review” or “tenure review process” in which the general faculty is expected to participate. While the Senate may call upon its members for the payment of professional dues as described in the Senate Bylaws, professional dues are not a condition of eligibility to membership in the Senate, and no sanctions will be imposed upon those members who do not pay such professional dues.

PURPOSES

The Senate shall have the following purposes:

1. to promote the general welfare of the College, its faculty, and its students.
2. to assure that the faculty has formal and effective procedures for participating in the formation of College policies on academic and professional matters in accord with the provisions of the California Administrative Code providing for the establishment of College Senates, especially Sections 53200 through 53206.
3. to encourage a sense of responsibility among faculty for maintaining a superior level of instruction and professional commitment.
4. to represent the faculty in making recommendations to the administration of the College and the Board of Trustees with respect to academic and professional matters.
5. to affiliate with other educational or professional organizations and the community to improve the status of community college education in California, especially with respect to matters directly affecting faculty.
6. to properly assume the role of the Academic Senate as mandated by AB 1725.

AMENDMENTS

This Constitution may be amended in the following ways:

- A. An Amendment may be proposed in writing to the Senate by the Executive Committee or by a member of the Senate. If accorded a favorable vote, the proposed Amendment shall be submitted for approval to the entire College faculty.
- B. An Amendment may be proposed by a petition to the Senate by twenty-five percent (25%) of the members of the College faculty; the President shall submit the proposed Amendment to the entire faculty as in (A) above. Adoption by a two-thirds majority of the votes cast shall be required for adoption of an Amendment, and the Amendment shall become effective upon such adoption unless otherwise provided.

The selection process and duties of officers, the selection process and duties of members and the procedures and methods of operations of the organization will be detailed in the Senate Bylaws.

*Approved by Faculty on May, 2012

BYLAWS OF THE ACADEMIC SENATE OF THE FACULTY OF SANTA ANA COLLEGE 2013-2014

The membership of the Santa Ana College Academic Senate and the duties of the Senate and Senate officers shall be specified in these Bylaws.

MEMBERSHIP

The Senate shall be composed of the following voting members:

- A. The Senate President, the immediate Past-President or President-Elect (as determined by the election cycle) and the Secretary/Treasurer, herein referred to as Officers.
- B. Two Senators from each of the academic divisions listed within these Bylaws, preferably elected from different departments (where applicable), herein referred to as Division Senators.
- C. Two Senators elected from the part-time faculty, herein referred to as Adjunct Senators.

and the following non-voting, advisory ex-officio members:

- A. The faculty co-chairs of the college shared governance committees including, but not limited to, Planning & Budget Committee, Facilities Committee, Institutional Effectiveness and Assessment Committee.
- B. Academic department chairs

C. Chair of the Curriculum and Instruction Council

OFFICERS

The officers of the Senate shall be President, Secretary/Treasurer, and Past-President or President Elect.

DUTIES OF OFFICERS

President

It shall be the duty of the President:

- A. to serve as President of the Academic Senate and preside at all meetings of the Senate.
- B. to serve as a member of College Council.
- C. to serve as chair of the Executive Committee of the Senate.
- D. to be ex-officio member of all college committees.
- E. to perform such other duties as directed by the Academic Senate.
- F. to serve as the Santa Ana College Senate Delegate at meetings of the State Academic Senate.
- G. to appoint, with approval of the Senate, the Chair of the Curriculum and Instruction Council.
- H. to appoint, with approval of the Senate, faculty co-chairs and representatives to participatory governance committees.
- I. to appoint faculty to other committees.
- J. to report to the Board of Trustees at regularly scheduled Board Meetings.
- K. to consult collegially with College and District administration as directed by the Senate. The President and/or designee shall be responsible for consulting collegially as specified in AB 1725 and/or to represent the faculty on all College matters that do not, by law, come within the purview of the collective bargaining units.
- L. to act as District Senate President in accordance with the Rancho Santiago Community College District Academic Senate Constitution.
- M. to perform such other duties as directed by the Academic Senate.

President-Elect

It shall be the duty of the President-Elect to:

- A. to serve as President-Elect in order to become familiar with the roles, duties and responsibilities of the President.
- B. to serve for the President during any temporary absence of the President.
- C. to advise and serve as directed by the President and the Academic Senate.

Past-President

It shall be the duty of the Past-President:

- A. to serve for the President during any temporary absence of the President.
- B. to coordinate the election of President and Secretary/Treasurer.
- C. to advise and serve as directed by the President and the Academic Senate.

Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer:

- A. to issue calls to meetings, publish agendas, keep appropriate records and publish minutes of all meetings of the Senate.
- B. to conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Senate activities in addition to Business Meetings.
- C. to collect all assessments of the Senate.
- D. to deposit funds in a local bank in the name of the Senate.
- E. to issue checks, co-signed by the College Senate President or Past-President or President-Elect, for expenses incurred by the Senate as authorized by the Senate or the Executive Committee.
- F. to maintain a record of all receipts and disbursements of Senate monies and to make this available for audit by the Senate Executive Committee.
- G. to maintain a current list of all full-time Santa Ana College faculty.
- H. to advise and serve as directed by the President and the Academic Senate.
- I. to present, for approval, a yearly budget to the Academic Senate.
- J. to maintain the Senate web site.

ELECTION OF FACULTY SENATE OFFICERS

Eligibility

- A. President: Any active, tenured member of the faculty who is eligible for election to the Senate shall be eligible for nomination to the office of President.
- B. Secretary/Treasurer: Any active, tenured member of the faculty who has not just completed three consecutive terms as Secretary/Treasurer and is eligible for election to the Senate shall be eligible for nomination to the office of Secretary/Treasurer.

Terms of Office

- A. President: Elections for the office of President will be held every other year. In year one, the person so elected shall serve as the President-Elect. In years two and three, said person shall serve as the President of the Senate. In year four, said person shall serve as Past-President.
- B. Secretary/Treasurer: The Secretary/Treasurer shall be elected in even years for a term of two years and may succeed himself/herself for no more than three consecutive terms.
- C. All officers to be elected shall be elected as set forth in these Bylaws and their terms of office shall begin on the first day of the school year in which they were elected.

Nominations

During the 8th week of the spring semester, and at such other times as the circumstances of a special election may require, the Executive Committee shall request nominations from the full-time members of the faculty. No person's name shall be included in any list of nominations without his/her consent.

Elections

During the 10th week of the spring semester, on the basis of lists of nominees submitted, the Past-President, with the assistance of the Secretary/Treasurer, shall prepare ballots and make available to all full-time faculty members, whose primary assignment is Santa Ana College, as of the first day of the spring semester for that year and conduct an election according to procedures as established by the Senate. Results shall be reported at once to the Senate through the President. The Secretary/Treasurer shall immediately make public the results to the entire faculty, and shall include them in the records of the Senate.

Time

The regular annual election of officers of the Senate shall be completed prior to the 12th week of the spring semester.

Vacancy

In the event an officer resigns or is otherwise unable to serve the remainder of the term of office, the Senate President may appoint, with approval of the senate, a faculty member who meets the eligibility requirements of the office to serve the remainder of said officer's term, with the exception of a vacancy of the President wherein the Past-President or President-Elect shall serve the remainder of the President's term of office.

Recall of Officers

Senate officers may only be recalled by the following process:

1. A simple majority of the eligible voting members of the Senate (**50% + 1**), or twenty percent of the total full-time faculty, sign a petition to recall the officer.
2. The Secretary/Treasurer (or other officer appointed by the Executive Board if the officer to be recalled is the Secretary/Treasurer) will then hold an election by secret ballot within two weeks of receiving the recall petition. All full-time faculty will be eligible to vote in the election.
3. In order for the recall to be effective, **two-thirds** of the ballots returned must be in favor of the recall. The recall would be effective on the date of the election.
4. If the recall petition is approved by **two-thirds** of the ballots returned, the remaining officer running the election shall hold nominations and an election as soon as practical.

SENATORS

Terms of Office

- A. Division and Adjunct Senators shall serve for terms of two years beginning on the date of the first Senate Business Meeting in the fall semester of the calendar year of the election. The terms shall be arranged so that one of the Senators from each division shall be elected each year. The Senators serving the first year of their terms shall be designated Junior Senators. The division Senators serving the second year of their terms shall be designated Senior Senators.
- B. Senators shall be eligible for re-election for consecutive terms.

ELECTION OF SENATORS

Senate Divisions

For the purposes of providing a broad basis for representation in the Senate, each of the following senate academic divisions of the college shall be entitled to have two senators to represent faculty interests in the Senate. To ensure adequate broad based and reasonably proportional faculty representation, the list of senate divisions shall be reviewed and necessary modifications proposed at the penultimate (next to last) senate meeting of the year. The list of Senate divisions for the following academic year will be approved at the final Academic Senate meeting of the year.

For the academic year 2013/2014

- A. Adjunct Faculty
- B. Business
- C. Continuing Education
- D. Counseling
- E. Kinesiology
- F. Fine and Performing Arts
- G. Human Services
- H. Humanities
- I. Library
- J. Social Sciences
- K. Math
- L. Science
- M. Health Sciences
- N. Student Services
- O. Technology

Eligibility

Any full-time faculty member at SAC is eligible to serve as a Division Senator in the Academic Senate. Any adjunct faculty member at SAC is eligible to serve as an Adjunct Senator in the Academic Senate. When a faculty member's teaching assignment places him/her in more than one division, he/she shall be considered, for election purposes, to be in the division in which the majority of his/her teaching hours are spent. When a faculty member's teaching assignment places him/her at more than one college, his/her primary assignment shall be at the college in which the majority of his/her teaching hours are spent. A faculty member can only be a member of one college Senate.

Election

Immediately upon completion of the regular annual election of the officers of the Senate, each Junior Senator shall prepare a list containing the names of all full-time faculty members of the division eligible for election to the Senate. Copies of these lists shall also be made available to the Executive Committee. Each division shall conduct its own nominations and election for Senators from that division.

Vacancies

- A. The Secretary/Treasurer shall declare the Senator's seat to be vacant when the Senator:
 - 1. resigns from the Senate.

2. No longer meets the eligibility requirements for membership in the Senate.
 3. accepts a leave of absence of any kind.
 4. encounters any other conditions which necessitate absence for three or more regular meetings of the Senate in any academic year.
 5. is present for less than half of three or more meetings in any academic year for reasons which, in the judgment of the Senate, are not justifiable.
- B. When a vacancy occurs, the remaining Senator for that division shall call a special election to be held by the remaining members of the Senate division whose seat has been vacated, and report the results of the election to the Senate. The position will remain vacant until filled by the division.
- C. Senators elected to fill vacancies shall complete the term of office of the Senator they replace.
- D. A division may elect to have an Alternate elected from the division. The Alternate will attend all meetings the Junior or Senior Senator is unable to attend, and may vote in the absence of the Senior or Junior Senator. The Alternate will only be counted toward a quorum in the event either the Junior or Senior or both Senators are not present at the meeting. The Alternate will receive copies of all agendas and correspondence from the Senate as do the Junior and Senior Senator.

General Election Procedures

- A. All elections and polls shall be by secret ballot or other agreed-upon processes.
- B. Adequate precautions shall be taken to ensure that only eligible members of the electorate may vote. The electorate of division senators shall be composed of all members of the full-time faculty. Two senators shall be elected from the part-time faculty by the part-time faculty.
- C. A record of each election and poll shall be reported to and maintained by the Secretary/Treasurer.

Duties of Senators

- A. The primary responsibilities of Division and Adjunct Senators are:
 1. to regularly attend Academic Senate meetings (currently 2nd and 4th Tuesdays of each month at 1:30 pm in room A-130).
 2. to inform Division faculty of Senate business in a regular and timely manner.
 3. to determine the will of their constituency and to vote and represent that view to the Senate, its officers, the division Deans, other academic Deans and to appropriate councils and committees.
 4. approve faculty appointments to college shared governance committees and other appointed faculty positions.
 5. to obtain knowledge of and uphold 10+1 from Title 5 (RSCCD Board Policy 9001, <http://rscdd.edu/apps/rpub.asp?Q=1773>) and other pertinent Board Policy administrative regulations.
 6. to inform new faculty within their constituent body (Senate Division or Adjunct Faculty) of the dues structure of the Senate.

- B. Division Senators elected in even-numbered years will serve as ex-officio members of their division's Department Chair Committee. In the case where an operational division is comprised of more than one Senate Division, all of the Senators within the operational division elected in even-numbered years will serve as ex-officio members of their operational division's Department Chair Committee (e.g., the operational division of Humanities and Social Sciences is comprised of two Senate Divisions: 1. Humanities; 2. Social Sciences). The meetings of the Department Chair Committee will be attended by at least one of the ex-officio members. The attendee(s) may be determined on a rotating basis or any other method mutually agreed upon by the ex-officio members. The faculty co-chair of the Department Chair Committee will be elected by the committee members.
- C. Division Senators elected in odd-numbered years will serve as ex-officio members of their division's Curriculum Committee. In the case where an operational division is comprised of more than one Senate Division, all of the Senators within the operational division elected in odd-numbered years will serve as ex-officio members of their operational division's Curriculum Committee. The meetings of the Curriculum Committee will be attended by at least one of the ex-officio members. The attendee(s) may be determined on a rotating basis or any other method mutually agreed upon by the ex-officio members. The faculty chair of the Curriculum Committee will be elected by the committee members. The two Senators within each Senate Division may exchange their membership duties between the Department Chair Committee and the Curriculum, if the exchange is mutually agreed upon by the both Senators. Such an exchange should be made before the beginning of the semester and should be reported to the Secretary/Treasurer.
- D. Both Division Senators have the authority to call Division faculty meetings as appropriate during the year to inform and poll Division faculty.
- E. Both Adjunct Senators have the authority to call Adjunct faculty meetings as appropriate during the year to inform and poll Adjunct faculty.

Recall of Senators

Senators may only be recalled by the following process:

1. A simple majority (50% + 1) of the eligible voting members of the constituent body (Senate Division or Adjunct Faculty) sign a petition to recall the Senator. The petition will be submitted to the Senate President for presentation to the Senate for informational purposes.
2. The Senator who is not up for recall will then hold an election by secret ballot within two weeks of the Academic Senate receiving the recall petition.
3. In order for the recall to be effective, two-thirds of the ballots returned must be in favor of the recall. If approved, the recall would be effective on the date of the recall election.
4. If the recall petition is approved by two-thirds of the ballots returned, the remaining Senator shall hold nominations and an election as soon as practical.

EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the senate officers, the faculty co-chairs of: the Planning & Budget Committee, the Facilities Committee, the Curriculum & Instruction Council,

and the Institutional Effectiveness & Assessment Council. The President may appoint a Member-at-Large.

DISTRIBUTION OF SENATE LHE

The total LHE as negotiated with FARSSCD will be distributed each semester at the discretion of the President. An example of such distribution:

Senate President – 12 LHE

President Elect/Past President – 4 LHE

Secretary/Treasurer - 3 LHE

Curriculum & Instruction Council Chair – 5 LHE

Planning & Budget Committee Faculty co-chair – 2 LHE

Facilities Committee Faculty co-chair – 2 LHE

At the discretion of the President – 2 LHE

SENATE COMMITTEES

The Senate shall be empowered to appoint committees and/or workgroups, conduct studies, and conduct such business and review such concerns as shall be deemed appropriate by the Senate. All committees shall report their findings to the Senate, unless otherwise instructed. Chairs and membership of committees and workgroups will be appointed by the senate President and approved by the Senate.

ASSESSMENTS

Dues

Consistent with **Section 13532** of the California Education Code, the Senate may call upon its members for the payment of professional dues which are currently assessed at \$5.00 per month for 10 months or \$50.00 per year. However, professional dues are not to be a condition of or eligibility to membership in the Senate, and no sanctions are to be imposed upon those members who do not pay such professional dues.

Yearly

Faculty shall be asked to pay a yearly fee to support the expenses of the Senate. On the recommendation of the Secretary/Treasurer, the Senate, at its last business meeting of the spring semester of the preceding academic year, shall agree upon the amount to be requested in order to meet the budget adopted for the following year. The amount of the fee shall be adopted by a majority vote of those present at the meeting, provided that a quorum is present.

Special

The Senate may levy special assessments at any time, if approved by a two-thirds vote of members present at a regular Senate Business Meeting, provided that a quorum is present and the levy had been proposed at a previous meeting.

MEETINGS

Regular Business Meetings

The Senate shall meet regularly at least once a month during the academic year. It shall keep a systematic record of its proceedings, which shall be accessible to the faculty. A resume of the minutes of both regular business and special meetings shall be made available to the certificated staff and the members of the Board of Trustees.

Special Meetings

The President may call special meetings if in his or her judgment such special meetings are warranted. Special meetings shall be called by the President upon a written request submitted to the President by twenty-five (**25%**) of the faculty or by ten percent (**10%**) of the members of the Senate.

Agenda

The agenda of each regular business meeting and each special meeting shall be made available to members of the faculty, administration, and Board of Trustees of the District by the Secretary/Treasurer at least three days prior to the meeting and should contain as much information and detail to allow all faculty to be aware of items to be discussed or acted upon.

Attendance

Meetings of the Senate are open to all members of the faculty. The meetings shall be held in accordance with the Brown Act.

Quorum

A simple majority, fifty percent (**50%**) + 1, of the voting members of the senate shall constitute a quorum. If a Senator is unable to attend, the Senator may designate, in writing, any other member of the Senate as Proxy to speak for and to cast votes in that Senator's name. All Proxies must be in the hands of the Secretary/Treasurer prior to roll call of any meeting. In no case shall any Senator hold more than one Proxy at any given meeting. Each Senator who expects to be unavailable during the summer shall appoint a Proxy and so notify the Senate in writing to serve in case of special meetings.

AFFILIATIONS

The Senate may affiliate by a simple majority vote of the senate with other educational or professional organizations, local or otherwise, provided always that such affiliation does in no manner restrict or infringe upon the independence of the Senate.

BYLAWS

These bylaws shall be reviewed and amended as determined necessary by the Senate and then adopted by a simple majority of the voting members present at the first senate meeting of each academic year and at other regular senate meetings as needed.

10+1

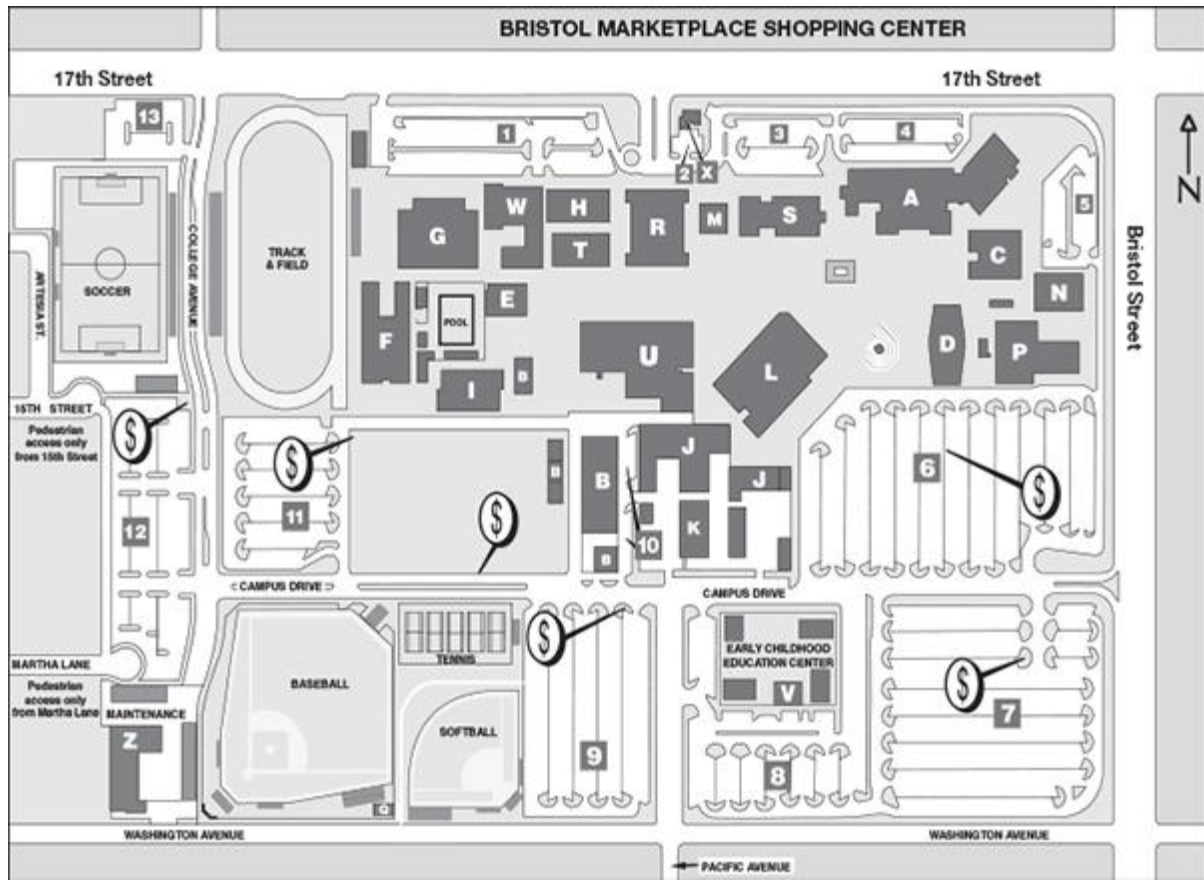
ASCCC SECTION 53200 DEFINITIONS

Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

CAMPUS MAP, SAC



DEPARTMENT CHAIR RESOURCE GUIDE

Department Chairs are a key part of the shared governance processes at Santa Ana College and are charged to be representatives of department faculty. Department Chairs are not managers but they are leaders who help shape, guide and gather consensus from their department. The Chair is a facilitator/liaison/ problem solving person who notices the needs within the department and helps all to work together in a cooperative way. The following is a list of guidelines/best practices to help a Department Chair be more effective.

ELECTION OF A DEPARTMENT CHAIR

- The Department Chair election process should be determined by each department and might range from formal nominating and voting to an informal open discussion leading to a consensus choice. The process should be open, transparent and, preferably, agreed to by a majority of the faculty members.
- The election of Department Chair should include all full-time faculty members of a department including both tenured and non-tenured faculty.
- The position of Department Chair should be open to all full-time faculty members interested in serving. If possible, the chair should be tenured.
- If there are no full-time faculty in a department, then that department should align itself with a department, in the same division, that does have full-time faculty.
- In the event elections are not done annually, to ensure clarity, the process that has been chosen should be in writing and shared with all members of the department and forwarded to the Secretary/Treasurer of the Academic Senate.
- While it is up to each department to determine how long any individual may serve as Department Chair, it is recommended that the position periodically (2-4 years) be rotated.

DUTIES WITH STUDENTS

- Handle student concerns by talking with students, faculty, or dean as needed. Serious concerns and complaints involving faculty should be brought to the dean's attention.
- Urge your faculty to copy you on any pertinent communication regarding student/classroom/grade issues.
- Complete petitions submitted by students i.e. Program Waivers, Program Equivalencies, Petition to Repeat a Course (not the petition to repeat with substandard grades), etc.
- Advise students or find someone to advise them when they have concerns.
- Assist students with requests for Credit by Exam (if applicable).
- Advise students regarding your program.
- Track, store and monitor student data for purposes of accreditation, program re-accreditation (CTE), grants and improving student success.

DUTIES WITH FACULTY

The Department Chair has the responsibility to gather information from department faculty and carry the department's positions forward to the Division Dean and/or Division Senators as appropriate and to keep department faculty informed regarding issues brought forward from the Division Dean and Division Senators.

Department Meetings

Organize monthly department meetings. Department meetings are key to maintaining good communication within your department and being in touch with the will of the department. Allowing open communication is a good thing, but teachers like to talk. You'll need to be able to balance the use of meeting time between productive discussions on a topic and moving the meeting along. Sometimes that can be very challenging. The focus should not be about keeping the meetings short but about keeping the meeting time productive. Productive communication is healthy for a department and helps you stay in touch with the needs of your department.

It's a good idea to have the agenda available a few days prior to the meeting. Items on the agenda should include a department chair's report in which you report on all of the meetings you have attended and information you have gathered. Other items should include a senate report, curriculum report and other committee reports. After the meeting, be sure to follow up.

Peer Evaluations

Establish Peer Review Committees (PRC)

See FARSCCD contract

Organize classroom observations for part-time faculty. Your Dean will provide you with a list.

Curriculum

The curriculum process is completely faculty-driven. Curriculum is proposed by faculty, written by faculty and approved by faculty. As the Department Chair, it is your responsibility to oversee curriculum as it moves through your department, curriculum committee and on to the Curriculum and Instruction Council.

Other Duties with Faculty

- Remind faculty of deadlines.
- Delegate departmental duties. You don't have to do everything yourself.
- Fulfill or find a faculty member to fulfill requests made of the department.
- Facilitate setting departmental practice and see that it is written down in the minutes or as a separate document.

- Request new hires and help organize screening committee serving as co-chair.
- Write letters of recommendation for part-time faculty.
- Maintain lab environments.
- Oversee textbook requisitions.
- Facilitate planning of departmental flex workshops.
- Encourage all faculty to be proactive members of the college community inside **AND** outside the department by participating on committees.
- Welcome new faculty and help them become proactive members of the department.
- Meet with part-time faculty during flex week. Arrange an alternative activity for faculty missing the meeting to fulfill their flex requirement.
- Ensure that all faculty are aware that they have access to all course outlines on Curricunet.
- Review copies of instructors' syllabi.
 - A syllabus is a contract between the instructor and the student. See the **Syllabus Checklist** for a list of information that the syllabus should contain. You may wish to keep a current collection of course syllabi so that you can review one if a student approaches you with a concern.
- Coordinate interviewing and hiring of part-time instructors in collaboration with your dean.
 - Train and assimilate part-time instructors into the department.
- Complete requests for equivalency. If you consider equivalencies, you need to have a Form I already on file with HR.
- Assist in scheduling classes, full-time and part-time faculty teaching schedules.
- Read student evaluations for part-time faculty. Your Dean should send them to you.
- Assist transitions within the department from year to year so that important ideas or plans are not lost.
- Facilitate writing of Department goals and maintain PA/PR.
- Facilitate the prioritization of budgetary needs and possible grant opportunities.
- Monitor budget and ordering of supplies.
- Facilitate the writing of SLO's, revisions of course outlines and quadrennial reviews.
- Facilitate changes in curriculum through Curricunet, your division curriculum committee and to CIC.
- Keep track of issues that concern faculty so that everyone feels heard and has a voice in departmental decisions.
- Communicate regularly with your division senator.

DUTIES WITH DEAN AND OUTSIDE THE DEPARTMENT

- Be the conduit of communication between the Division Dean and the Department.
- Attend your Dean's Department Chair meetings and report back to the department.
- Communicate with your Dean on a regular basis.
- Attend Academic Senate and CIC meetings as needed.
- Be the advocate for your faculty to Administration.

- Be the liaison, contact person and represent the will of the department to the rest of the college.
- Be the contact person for other institutions.
- Facilitate coordination and communication with SCC.
- Participate in and represent your department in the accreditation process.
- Remember that a Department Chair is NOT a manager of faculty. Faculty do not manage faculty.
- Maintain the department web site.
- Participate in statewide subject/policy evaluation meetings.
- Monitor articulation with high schools/ROP, CSU and UC.
- Facilitate community advisory meetings (Career Technical Education).
- Develop community partnerships (CTE).
- Oversee program (re)accreditation, certification and licensing (CTE).
- Monitor compliance with local state and federal operating regulations (CTE).

THINGS YOU SHOULD KNOW OR BE FAMILIAR WITH

- The FARSCCD contract
 - <https://intranet.rsccd.edu/apps/pubs.asp?Q=1&T=FARSCCD+Bargaining+Agreement&P=>
 - Some department chairs receive LHE. LHE for chairs is negotiated through FARSCCD and listed in the contract. If you believe that the negotiated LHE is not adequate compensation for the work that you do, contact the FARSCCD president.
- Equivalency process
 - Information located on the SAC Academic Senate web site
- Administrative Regulation on program Discontinuance (AR #6134)
 - <http://www.rsccd.org/apps/rpub.asp?Q=1923>
- Board Policy on Minimum Class Size (BP #6129)
 - <http://www.rsccd.org/apps/rpub.asp?Q=1761>
- Administrative Regulation on Full Time Faculty Recruitment and Employment (AR #4102.1)
 - <http://www.rsccd.org/apps/rpub.asp?Q=1871>
- Academic Senate processes and the role of the senate - Ideally, a department chair should have some experience serving on the Academic Senate.
 - “10 + 1” with respect to Academic and Professional Matters as defined by Ed Code and Title 5 (BP #9001)
 - <http://www.rsccd.org/apps/rpub.asp?Q=1773>
- Curriculum Process – Ideally, a department chair should have some experience serving on the Curriculum & Instruction Council.
 - Curricunet : www.curricunet.com/sac
- Academic Freedom – Academic Freedom is not about doing anything you want any time
- How to deal with disruptive students

- Syllabus Checklist and information
- Processes for PA/PR
- Department Planning Portfolio (DPP)

RESOURCES

- The SAC Academic Senate
 - Senate President for guidance on academic and professional issues
 - Senate web site for resources: http://sac.edu/academic_senate/index.htm
- FARSCCD President for guidance on workplace and contractual issues

BEST PRACTICES

- Have a course coordinator for each course (Math, Chemistry)
- Maintain a department web site
- Maintain a department directory on the “H” network drive to keep departmental files such as election procedures, department practices, etc...
- Schedule social events i.e. holiday party, BBQ, sports game, hike, happy hour, etc

Approved: SAC Academic Senate 5/8/12

ACCOMMODATION(S) FOR DEAF OR HARD OF HEARING STUDENTS

<http://sac.edu/StudentServices/DSPS/Documents/Closed%20Captioning%20Resources%2006272012.pdf>

CAPTIONING RESOURCES

Santa Ana College

Nealley Library (L Building)

714-564-6700

Distance Education Office

Cesar Chavez Building (A-101)

714-564-6725

Santiago Canyon College

Library (L Building)

Contact Circulation Desk

714-628-5000

All library owned videos at Santa Ana College and Santiago Canyon College are closed captioned.

Ensure that all items in Reserve Collection are captioned.

The following programs are available on portable external drives for faculty to check out and use to develop screen captioned educational media.

- Camtasia
 - Video-based screen capturing software program
- Dragon Naturally Speaking
 - Speech recognition software

Online Video Library

- Intelcom (contact Distance Education, x46725, for subscription access)
 - Academic Disciplines
 - *Allied Health, Anatomy, Business, Civics, Computer Science, Earth Sciences, Economics, Education, Environmental Studies, Ethnic Studies, Family/Consumer Science, Health, History, Linguistics, Math Preview, Oceanography, Philosophy, Physical Education, Physics, Political Science, Psychology, Religion, Sociology, and Urban Studies*
- Khan Academy (www.khanacademy.org)
 - Educational Material

- *Algebra, Arithmetic, Banking and Money, Biology, Calculus, Chemistry, Cosmology and Astronomy, Current Economics, Finance, Geometry, Linear Algebra, History, Organic Chemistry, Physics, Pre-algebra, Pre-calculus, Probability, Statistics, Trigonometry, and many more.*
- NBC Learn (<http://www.nbclearn.com/portal/site/learn>)
 - Provides original captioned NBC resources (news, video clips, and films)
- Printed transcripts are available

USING WEB RESOURCES

- If classroom instructor plans on using web resources (i.e. YouTube):
 - Choose web resources that provide the option to caption (cc button) or videos already captioned.
 - The Captioned Accuracy Rate MUST be 100%
 - Captioning You Tube video Procedures
 - Visit http://www.youtube.com/t/captions_about
 - Contact owner and request captioning
 - Include a line on syllabus
 - “This class will occasionally use web resources. If captioning is not functioning properly, contact instructor immediately.”
 - Once instructor is aware of the need, contact the Alternate Media Specialist, and a transcript will be provided for the student if captioning cannot be accomplished within the timeframe (3-4 weeks).

AVAILABLE FUNDING AND CRITERIA

- Distance Education Captioning and Transcription (DECT) Grant
 - If there is an “online” or “hybrid” component such as placing course documents (i.e. course syllabus, assignments, reading material, etc...) online, then, the educational media qualifies for the Distance Education Captioning and Transcription (DECT) Grant.
- Criteria (http://www.canyons.edu/Offices/Distance_Learning/Captioning/faq/faq.htm)
 - Hybrid classes (some instructional hours offered at a distance)
 - On-campus classes utilizing distance methods of content delivery as they evolve (e.g., class capture, web conferencing, vodcasting, podcasting, content posted within a Learning Management System)

- Digital learning object repositories used to collect and make available digitized content; this content could be used by on-campus, hybrid, online, and other delivery methods

PROCESS FOR EXISTING UNCAPTIONED EDUCATIONAL MEDIA

- Each classroom instructor and/or department is responsible for getting their videos captioned.
 - Responsibilities:
 1. Secure permission from the copyright owner (or at least be able to provide evidence of attempts (3) to secure permission)
 2. Securing funding for captioning fees
 - Permission granted to caption
 - Contact the Alternate Media Specialist for outsourcing information and to obtain a quote.
 - Quote is obtained from captioning vendor.

CAPTIONING FEES

Captioning Fees without menu	Captioning Fees with menu
\$3.35 per minute (Flat Rate for Captioning)	\$4.35 per minute (Flat Rate for Captioning)
Other fees may apply <ul style="list-style-type: none"> ● Format Conversion (16 MM to DVD; VHS to DVD etc...) ● Shipping 	

NEW EDUCATIONAL MATERIAL PURCHASES

- Must be captioned
- Faculty purchased educational material must be captioned

MEDIA SERVICES

Phone (714) 564-6720

Location L-117

- Will ONLY provide copies of captioned educational material

LEGISLATION

- Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 et seq.)
- Sections 504 of the Rehabilitation Act of 1973 (29 U.S.C. §§ 794, as amended in 1998)
 - Prohibit discrimination against persons with disabilities.
 - <http://www.ada.gov/taman2.html>
 - <http://www2.ed.gov/about/offices/list/ocr/504faq.html>
- **Section 508 of the Rehabilitation Act**
 - *Section 508 requires Federal departments and agencies that develop, procure, maintain, or use electronic and information technology to ensure that Federal employees and members of the public with disabilities have access to and use of information and data, comparable to that of the employees and members of the public without disabilities—unless it is an undue burden to do so.*
 - <http://section508.gov/>
 - <http://www.access-board.gov/508.htm>
 - <http://www.justice.gov/crt/508/508home.php>
 - <http://www/htctu.net/publications/guidelines/altmedia/altmedia.htm>
- **Closed captioning of audiovisual materials in video format: Legal Opinion M 02-22**
 - This advisory answers questions which were raised by college officials about the options available to colleges to ensure that students with disabilities are provided equal, effective and legally-required access to audiovisual materials in video format.
 - http://www.cccco.edu/Portals/4/SS/DSPS/dsps_09-10/11_closed_captioning_legal_opinion_M_02-22.pdf

RESPONSIBLE AGENCIES FOR ENSURING COMPLIANCE

- **Office for Civil Rights**

<http://www2.ed.gov/about/offices/list/ocr/index.html>

The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

We serve student populations facing discrimination and the advocates and institutions promoting systemic solutions to civil rights problems. An important responsibility is resolving complaints of discrimination. Agency-initiated cases, typically called compliance reviews, permit OCR to target resources on compliance problems that appear particularly acute. OCR also provides technical assistance to help institutions achieve voluntary compliance with the civil rights laws that OCR enforces. An important part of OCR's technical assistance is partnerships designed to develop creative approaches to preventing and addressing discrimination.

- **The United States Department of Education**

<http://www2.ed.gov/about/landing.jhtml>

ED was created in 1980 by combining offices from several federal agencies. ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. ED's 4,200 employees and \$63.7 billion budget are dedicated to:

- *Establishing policies on federal financial aid for education, and distributing as well as monitoring those funds.*
- *Collecting data on America's schools and disseminating research.*
- *Focusing national attention on key educational issues.*
- *Prohibiting discrimination and ensuring equal access to education.*

Any questions regarding Closed Captioning Services at SAC please contact:

Angela Tran, Alternate Media Specialist

Phone (714) 564-6819

Email tran_nguyen_angela@sac.edu

Location M-105

Telephone: (714) 564-6819

PROCEDURES TO REQUEST CLOSED CAPTIONING

<http://sac.edu/StudentServices/DSPS/Documents/Procedures%20to%20Request%20Closed%20Captioning%2006272012.pdf>

1. Submit a request for captioning form to the Alternate Media Specialist (If the video is available with captioning, your department will purchase a captioned copy.)
2. Provide the *ORIGINAL* videotape/DVD for the captioned copy to the Alternate Media Specialist: Angela Tran in U-103; ext 46819
 - a. If the copyright owner of the original video is someone other than Santa Ana College, a form will be sent to the copyright owner for permission to caption. Once permission is received, the process will proceed.
 - b. The video will be sent out for Professional Captioning at a cost of VHS \$4.95 or DVD \$5.95 per minute
 - c. A final captioned copy will be produced.
3. The Alternate Media Specialist will contact you when the production is complete. Please allow 4-6 weeks for the complete process. At that time, if the copyright is not owned by Santa Ana College, you must shelve the original copy and only use the captioned copy, as only one copy may be in circulation at a time.

What videos are eligible for captioning?

Any video OWNED by Rancho Santiago Community College District that meets the following criteria:

- Must be produced by the College for District, office or classroom use.

OR

- Commercial videos used by Santa Ana College personnel for training or other official District use and for which copyright holder's permission has been obtained

Taped videos are not eligible for captioning.

(PERSONAL VIDEOS WILL BE CAPTIONED ONLY IF YOU AGREE TO LEAVE THE ORIGINAL COPY TO SANTA ANA COLLEGE UPON YOUR DEPARTURE)

Closed Captioning Request Form

Person requesting captioning:

Date: _____
Name: _____
Phone: _____
Department: _____
Owner of Visual Media: _____
Requested Return Date:
(at least a month) _____

Class Information:

Course Title: _____
Section Number: _____
Anticipated Enrollment: _____
Semester & Year _____
Delivery Mode: Online Hybrid Telecourse Other (Specify) _____

Media Information:

Video Title and Minutes
(VHS/DVD): _____
Name of Owner of Original Video: Personal Department Other: _____
Name of Copyright Owner: _____
Address of Copyright Owner: _____
Phone number of Copyright
Owner: _____

Alternate Media Use:

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BOARD POLICIES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD POLICY 4119, UNLAWFUL DISCRIMINATION AND SEXUAL HARASSMENT

<http://rsccd.edu/Trustees/Pages/Board-Policies-Personnel-BP4119.aspx>

Revised 04/13/2009

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Rancho Santiago Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Rancho Santiago Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Rancho Santiago Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Rancho Santiago Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom the District will consult with a faculty member appointed by the appropriate Academic Senate with respect to contemporary practices and standards for course content and delivery.

Responsible District Officer

The District has identified the Executive Vice Chancellor of Human Resources and Educational Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer. The appropriate forms and procedures for filing and investigating complaints of unlawful discrimination are contained in Administrative Regulation 4119.

Legal References:

20 U.S.C. § 1681 et seq.;
Ed. Code, §§ 66270, 66271.1, 66281.5;
Gov. Code, §§ 11135-11139.5;
Cal. Code Regs., tit. 5, §§ 59300 et seq.;
34 C.F.R. § 106.8(b).

REGULATIONS FOR REPORTING COMPLAINTS OF UNLAWFUL DISCRIMINATION AND SEXUAL
HARRASSMENT - AR4119

<http://rsccd.edu/Trustees/Pages/Administrative-Regulation-Personnel-AR4119.aspx>

The regulations for reporting complaints of unlawful discrimination and sexual harassment can be found at the above website.

BOARD POLICY 4137, CIVILITY

<http://www.rscsd.edu/Trustees/Pages/Board-Policies-Personnel-BP4137.aspx>

Adopted 04/14/1997

All employees of the Rancho Santiago Community College District retain their freedom of speech under both the federal and state constitutions. Freedom of speech is a fundamental personal right, but it does not confer an absolute right to speak, without responsibility, whatever one may choose, or an unrestricted license that gives immunity for every possible use of language.

The Rancho Santiago Community College District respects and even encourages its employees to exercise their freedom of speech on issues of public importance. The District, however, properly may regulate speech if it injures the District, its employees, its students or members of the public. There is an expectation that all employees will be courteous and polite to one another in any interaction while they are in the course and scope of their employment. Discourtesy and impoliteness constitute unacceptable professional behavior.

This Board Policy does not completely or comprehensively attempt to regulate the conduct of District employees. Its purpose is to communicate the requirement that interactions between employees, which may involve spirited and serious debate or criticism, may not involve any threat, coercion, intimidation, use of obscenities, illegal harassment, assault or battery.

BOARD POLICY 5201, STANDARDS OF STUDENT CONDUCT

<http://www.rscsd.edu/Trustees/Pages/Board-Policies-StudentsStu-Pers-Servs-BP5201.aspx>

Revised 03/23/2009

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

I. GUIDELINES FOR STUDENT CONDUCT

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.

- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;
- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.
- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
 - (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
 - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
 - (c) Using or causing to be used, computer services without permission.
 - (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
 - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
 - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
 - (g) Using any account or password without authorization.
 - (h) Allowing or causing an account number or password to be used by any other person without authorization.
 - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
 - (j) Use of systems or networks for personal commercial purposes.
 - (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another

person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

II. DISCIPLINARY ACTIONS FOR STUDENTS

Student conduct must conform to the standards established by the Board of Trustees.

Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order.)

Disciplinary actions may be imposed singly or in combination.)

- A. **WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.
- B. **REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.
- C. **PROBATION** - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.
- D. **RESTITUTION** - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).
- E. **REMOVAL**

An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

- F. **SUSPENSION**

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. EXPULSION

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

III. DUE PROCESS

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

IV. DUE PROCESS HEARING

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or

- the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.
2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:
 - 1 RSCCD Student
 - 1 Administrator
 - 1 Faculty Member
 - 1 Classified Staff
 3. The student shall be notified in writing at least two school days before the hearing of the following:
 - (a) The time, date, and place set for the hearing;
 - (b) The charges to be brought;
 - (c) Documentary evidence that will be introduced at the hearing;
 - (d) The right of the student to appear in person and present his or her position;
 - (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
 - (f) The right to present evidence or witness(es) on own behalf.
 - (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.
 4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

 - (a) If the Board is considering the suspension or expulsion of the student.

- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.
5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.
 6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.
 7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Legal references: Education Codes 66300, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

BOARD POLICY 6117, CURRICULUM

<http://www.rsccd.edu/Trustees/Pages/Board-Policies-Instruction-BP6117.aspx>

Adopted 03/28/77

Revised 01/22/07

Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval,

following state regulations. Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

Legal Reference: Education Code 51022, Instructional Programs

BOARD POLICY 6129, MINIMUM CLASS SIZE

<http://www.rscsd.edu/Trustees/Pages/Board-Policies-Instruction-BP6129.aspx>

Revised 09/14/92

Guidelines - Minimum Class Size

Lecture Seminar and Laboratory Classes

Minimum class size shall be 20 students in lecture, seminar, and laboratory classes (television courses shall have a minimum class size of 40).

Exceptions to Minimum Class Size

The following type of classes may be exceptions to the minimum of students:

1. Courses required for graduation
2. Courses required in a major or in career subject areas
3. Courses offered irregularly based on enrollment and need
4. Limited classroom or laboratory facilities
5. Experimental or pilot programs
6. Statutory and state regulations mandating class size

Exemptions from Minimum Class Size

The following types of classes are exempt from the minimum of 20 students:

1. Independent study
2. Research
3. Coordinated Instruction Systems
4. Classes by arrangement
5. Nursing Program
6. Honors Program
7. Open entry/open exit
8. Special Services and Adaptive Exercise Science

BOARD POLICY 7000, INFORMATION RESOURCE USE

<http://www.rscsd.edu/Trustees/Pages/Board-Policies-General-BP7000.aspx>

Information Resource Use - BP7000

Adopted 09/13/99

The Rancho Santiago Community College District owns and operates a variety of information resources, including hardware, software, and Internet access. These information resources are provided solely for the use of RSCCD students, faculty, and staff in support of the education, research, academic development, and public service programs of RSCCD.

RSCCD information resources provide access to information content, and communication worldwide. Access to, and use of, these information resources is a privilege, which is to be used responsibly. RSCCD information resources users must respect the rights of other users, respect the integrity of the information resources, and observe all relevant RSCCD Board Policies, Administrative Regulations, and federal, state, and local laws. All students, faculty, and staff are responsible for seeing that these RSCCD information resources are used in an appropriate, effective, efficient, ethical, and lawful manner.

Administrative regulations establish rules and prohibitions that define acceptable use of RSCCD resources. Unacceptable use is prohibited, and is grounds for loss of use of information resources, as well as discipline or legal actions as provided for under RSCCD Board Policy and federal, state, and local laws.

EFFECTIVE CONTACT

REGULAR EFFECTIVE CONTACT GUIDELINES FOR FACE-TO-FACE AND ONLINE TEACHING

Santa Ana College and Santiago Canyon College

Regular Effective Contact Guidelines

Regulations:

Title 5 and the Distance Education Guidelines for the California Community Colleges state:

These two sections emphasize the extent to which course quality depends upon the full involvement of faculty in DE design and application.

55211. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district-governing boards shall ensure that:

- (a) All approved courses offered as distance education include regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.
- (b) All distance education courses are delivered consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors. Regular effective contact is an academic and professional matter pursuant to title 5, section 53200.

Note: Authority cited: Sections 70901 and 66700, Education Code.

Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55211

This section defines what contact must be maintained between instructor and student:

Subsection (a) stresses **the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status.** The use of the term “regular effective contact” in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.

Subsection (b) honors the principle that for DE courses, there are a number of acceptable interactions between instructor and student, not all of which may require in person contact. Thus, districts will need to define “effective contact“ **including how often, and in what manner instructor-student interaction is achieved.** It is important that districts document how regular effective contact is achieved. Since regular effective contact was declared an academic and professional matter, this documentation must include demonstration of collegial consultation with the academic senate, for example through its delegation to the local curriculum committee. A natural place for this to occur is during the separate course approval process (see section 55213). Documentation should consist of the inclusion of information in applicable outlines of record on the type and frequency of interaction appropriate to each DE course/section or session. As indicated in the *Guideline to Section 55219*, districts need to describe the type and quantity of student-faculty interaction in their annual reports to their local governing boards and the State Chancellor’s Office.

Rationale: In traditional face to face classes, students have the opportunity to interact with the instructor in person to facilitate their learning. In the online or hybrid class, it is essential to ensure regular effective instructor/student contact to provide an effective learning environment. The instructor’s role a source of information as well as a facilitator of communication must be closely delineated as it takes on different forms. In the face to face class, students meet with the

instructor and receive announcements, course information, lectures, and participate in activities and discussions.

According to Title 5 regulations the same standards of course quality shall be applied to distance education classes as to traditional on campus courses with the only distinctions being the need for a separate curriculum approval process and the need to ensure regular effective contact. In the traditional face to face course, the interaction is in the form of lectures, group work activities and/or discussions, information such as responding to questions in class. Instructors also interact via the telephone, email, or office visits. The same qualities of regular effective contact should be applied to distance education.

Policy: Regular effective contact in all distance education courses, whether fully online or hybrid, shall include:

Initiated interaction: Instructors will regularly initiate interaction with students to ensure participation in course activities as well as to ascertain that they are accessing and comprehending course material. Providing open ended question forums and or discussions is part of this interaction, but is not sufficient in itself.

Frequency: Because distance education courses are considered to meet the same quality standards, the frequency of contact will be at least the same as would be established in a traditional, face to face course. At the very least, the number of instructor contact hours per week that would be available for face to face students, will also be available, in asynchronous and/or synchronous mode, with distance education students. Contact should occur as often as is appropriate for the course in a manner that ensures that regular contact is maintained. It may be distributed in a variety of ways based on asynchronous instructional methodologies.

Establishing expectations and managing unexpected instructor absence: At the beginning of the semester, the syllabus should include the instructor and/or department policy describing the frequency and timeliness of instructor initiated contact and instructor feedback. The announcements area of the course will be used to notify students if an instructor must be out of contact for a brief period for an unexpected reason, such as illness or family emergency. If the instructor is offline for a lengthy time (more than three or four days) a substitute instructor should be available to assist students while the instructor is unavailable.

Type of Contact: All Santa Ana College and Santiago Canyon College distance education instructors will use varied means of contact, including, but not limited to, the following:

- Weekly announcements in Blackboard or other course management system;
- Discussion forums with appropriate and consistent feedback from instructor;
- Instructor prepared electronic lectures or introduction to any publisher created materials;

- Timely feedback for student work;
- General email;
- Telephone contact as necessary.

Suggestions: Instructors should also choose to use other forms of communication as mentioned in section 55211 of Title 5. (“...through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, email, or other activities.”) and/or CCCConfer, video conference, pod cast, or other synchronous technologies may also be included.

A threaded discussion forum that is used for general questions about the course is very helpful and may be used along with weekly or other timely, question and answer sessions.

FACULTY ACADEMIC FREEDOM POLICY

Board Policy

Adopted 04/24/95

The teacher should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern of the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

Legal Reference:

Education Code

51500. Prohibited instruction or activity

51501. Prohibited means of instruction

51511. Religious matters properly included in courses of study

51530. Prohibition and definition

78907. Prohibited use of electronic listening or recording

PROCEDURES FOR STUDENT GRIEVANCES

SERIES: Students & Student Personnel Services.

SUBJECT: Procedures for Student Grievances Regarding Grades.

Education Code 76224 states:

- (a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Procedure

1. Student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean.
3. The student may be requested to set up an appointment with the appropriate Division Dean to discuss the written grievance.
4. The appropriate Division Dean will review the allegations and consult with the instructor.
5. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
6. The decision of the Division Dean is final.

STATEMENT OF PROFESSIONAL ETHICS

(Adopted by the Academic Senate and endorsed by the RSCCD Board of Trustees)

I. Statement of Need

A viable ethical code of conduct is perhaps the best evidence of the existence of profession. The teaching profession has expanded its goals and changed many of its methods which has made its function more difficult to understand and to evaluate. The community grants professionals through the Board of Trustees the authority to make their specialized decisions as long as they do not misuse these powers. In that we must work in an atmosphere of trust and respect, we have and must maintain a contract with the public demonstrating that we understand and assume the obligation that this trust extends to us and that we intend to merit it. Any such contract may be understood differently by different persons, but the question of behavior is left to the teacher, subject to the influence of the judgments and ideals of professional colleagues. The following document endeavors to make more explicit the professional ethics by which teachers evaluate themselves and their colleagues.

II. Preamble

Teachers believe in the dignity and the worth of the individual. They are committed to the principles of honesty and fairness, to the confronting of issues and people without prejudice, and to the pursuit of excellence in education without compromise. Teachers demand for themselves and encourage freedom of inquiry and communication, and they accept the responsibility this freedom confers. The faculty of Rancho Santiago Community College District recognizes that membership in this academic profession carries with it special responsibilities. They understand that they respond to many sources: to students, to Rancho Santiago Community College District, to colleagues, and to the community. In pursuit of these ideals and in order to show the nature of the responsibility felt, Rancho Santiago Community College District Faculty affirms support of the following statement of professional ethics.

RESPONSIBILITIES OF INSTRUCTORS

- I. With respect to students, the Rancho Santiago Community College District instructor has the responsibility to:
 - A. Respect the dignity and worth of each individual student.
 - B. Protect the student from unnecessary embarrassment or disparagement and to maintain a relationship which preserves confidentiality.
 - C. Maintain high standards of professional competency, through careful preparation, accurate information, and scholarly instruction.
 - D. Refrain from discrimination against any student, and to deal objectively with topics that could be offensive to some.
 - E. Recognize the need for continued learning in preparation for changing conditions.

- F. Encourage participation and involvement of the student in determining the direction of the learning process.
 - G. Uphold professional standards in meeting contractual duties: consistent meeting of classes, keeping scheduled office hours, constant preparedness of up-to-date teaching materials, avoidance of delegating evaluative work to students, maintaining a consistent, fair grading system consistent with the academic standards of the college.
 - H. Insure that statements in the catalog and course outlines are accurately followed in terms of subject matter to be covered, and the nature of the classroom experiences.
 - I. Refrain from neglecting students in favor of research, writing, other work, or leisure.
 - J. Exemplify intellectual honesty as well as critical self-discipline and judgment in using, extending, and transmitting knowledge.
- II. With respect to the district, the Rancho Santiago Community College District instructor has the responsibility to:
- A. Participate in the development of a climate of trust and mutual respect through support of district programs and policies.
 - B. Abide by the policies and procedures governing instructor employment.
 - C. Promote a feeling of cooperation by encouraging and/or participating in college programs.
- III. With respect to colleagues, the Rancho Santiago Community College District instructor has the responsibility to:
- A. Respect his or her own intellectual freedom and that of colleagues and be open minded.
 - B. Encourage a climate of trust and mutual support through willing interchange of ideas and interdisciplinary cooperation.
 - C. Evidence respect for colleagues by discouraging criticism of them.
 - D. Support admonition of a colleague whose conduct reflects negatively on the teaching profession.
- IV. With respect to the Community, the Rancho Santiago Community College District instructor has responsibility to:
- A. Assume the obligation to promote public understanding of the educational system.
 - B. Live up to and not abuse the trust extended through the profession.
 - C. Clearly differentiate those actions and opinions pursued as a private citizen from those that are expressed as a representative of the college.

Non-discrimination Policy

The [Rancho Santiago Community College District](#) is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

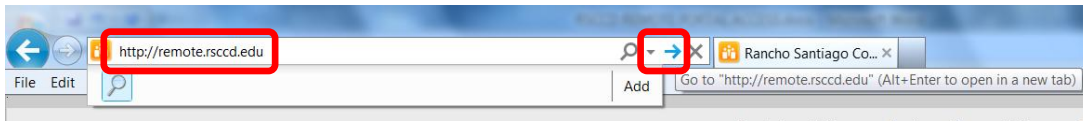
Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

Rancho Santiago Community College District
Title IX Officer and Section 504/ADA Coordinator
John Didion
2323 N. Broadway
Santa Ana, CA 92706
Phone: (714) 480-7489

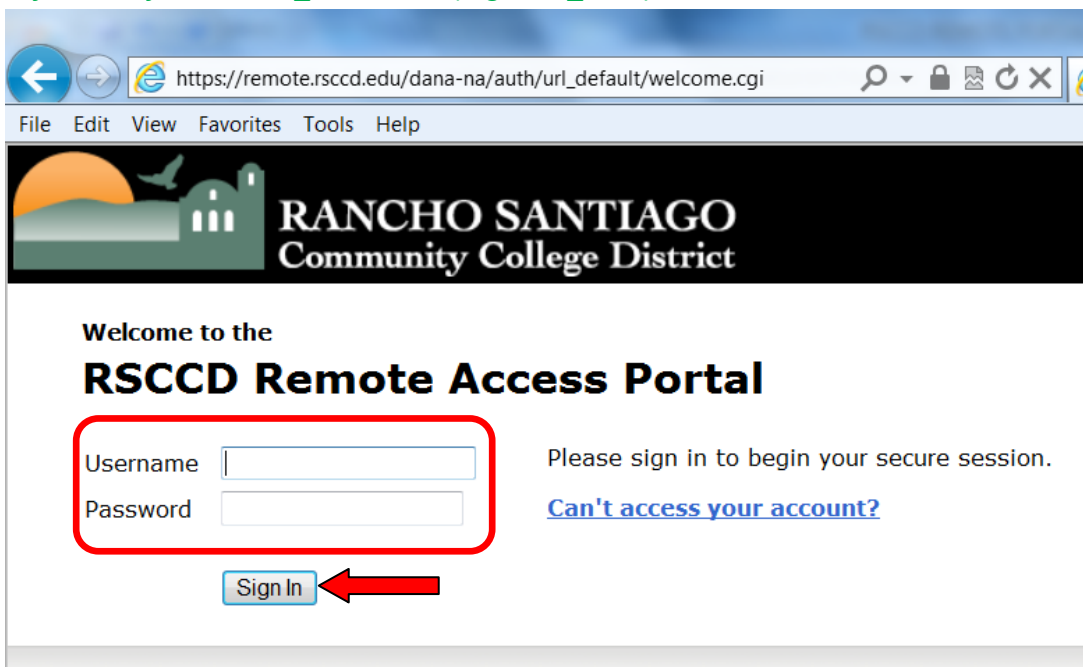
H:DRIVE

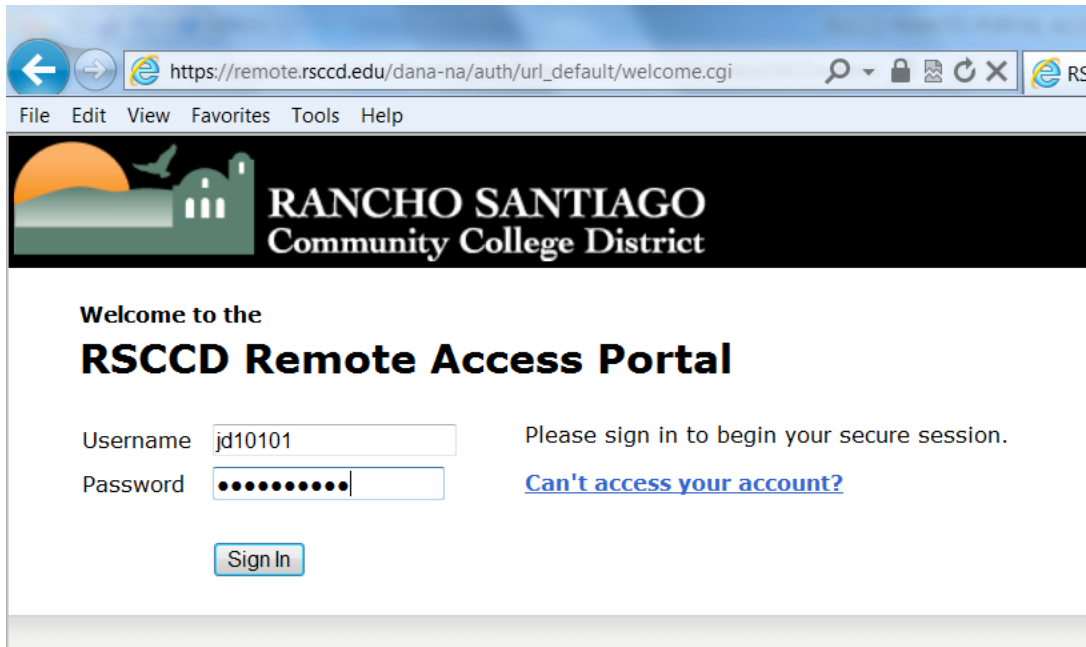
TO ACCESS THE RSCCD REMOTE PORTAL

1. Open an Internet Browser page. Type <http://remote.rsccd.edu> in the address line, and click “Go” which may be represented by the “→” icon.

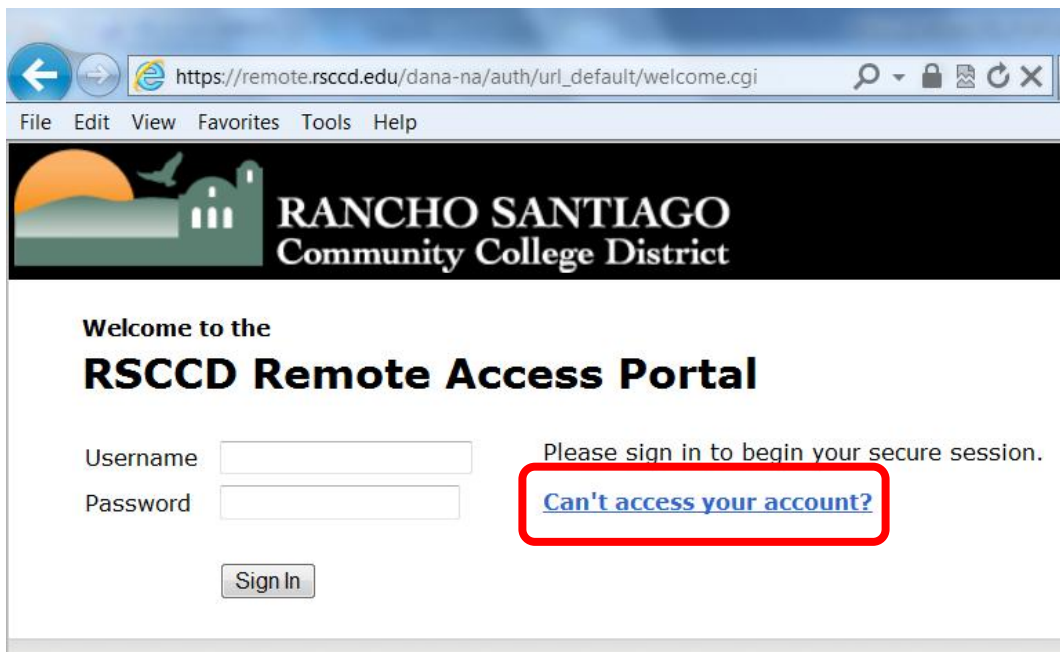


2. On the RSCCD Remote Access Portal log in screen, enter an RSCCD User ID in the “User Name” field, and RSCCD Password in the “Password” field. RSCCD User ID’s are a combination of two letters and five numbers (e.g. pq54321). Use lower case letters for the User ID. Click “Sign In” to continue. **NOTE:** *Current RSCCD Employees may still have a User ID format of LastName_FirstName (e.g. Doe_John).*

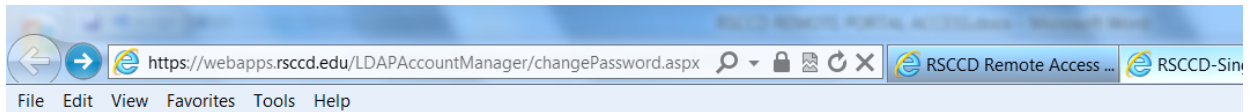




3. Users who may be unsure of their RSCCD User ID and/or password, or are having issues logging onto the RSCCD Remote Portal can click the “Can’t access your account?” link located next to the “Password” field on the RSCCD Remote Access Portal home page.



- The “Can’t access your account?” link will redirect users to the RSCCD password management page. The password management page allows users to change their RSCCD password (the current password must be known), look up their User ID, show their password hint, or reset their RSCCD password (if the current password is not known). Detailed instructions on how to use the RSCCD password management page can be found at www.rsccd.edu/its.



RSCCD Single Sign-On

CHANGE PASSWORD | **RESET PASSWORD**

Change Password

User ID [What is my User ID?](#)

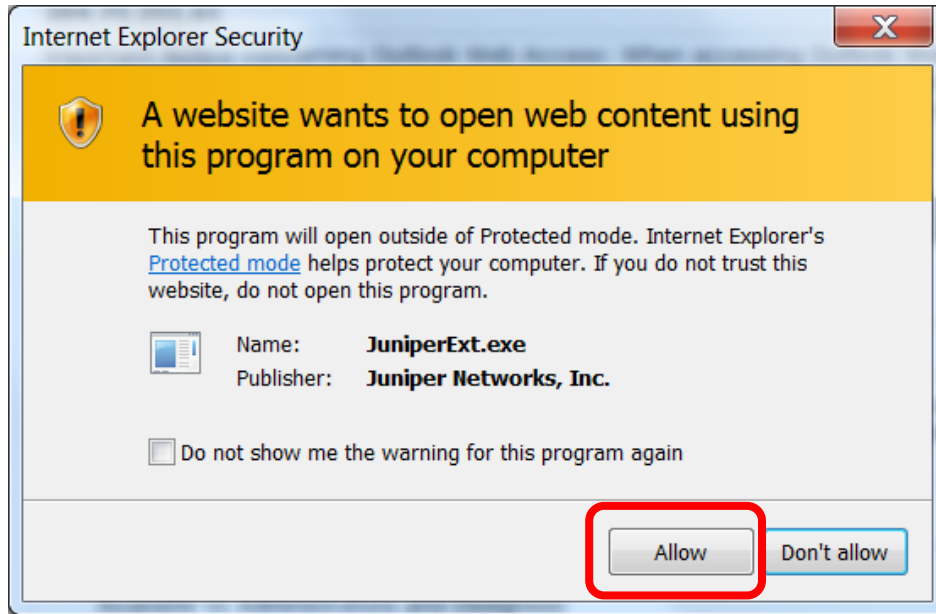
Old Password [Forgot your password?](#)

New Password

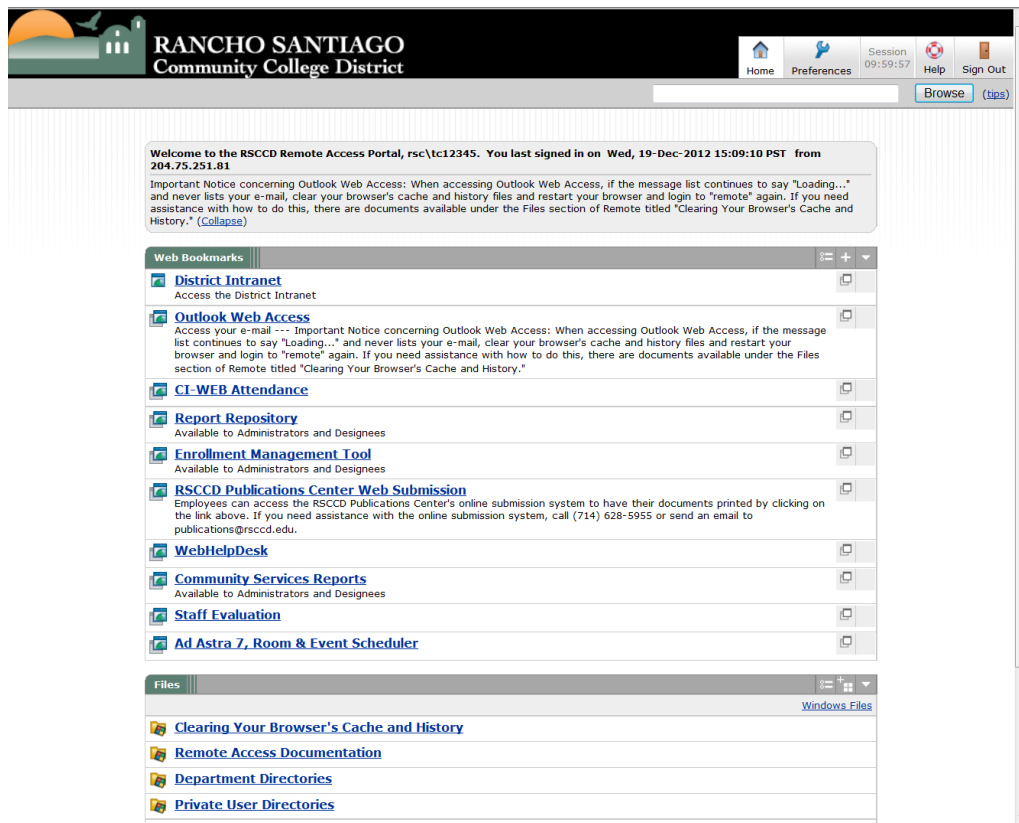
New Password(confirm)

Password Hint

5. Remote requires a plug-in from Juniper Networks in order to function. If prompted, "Allow" the download from Juniper to install on the computer.

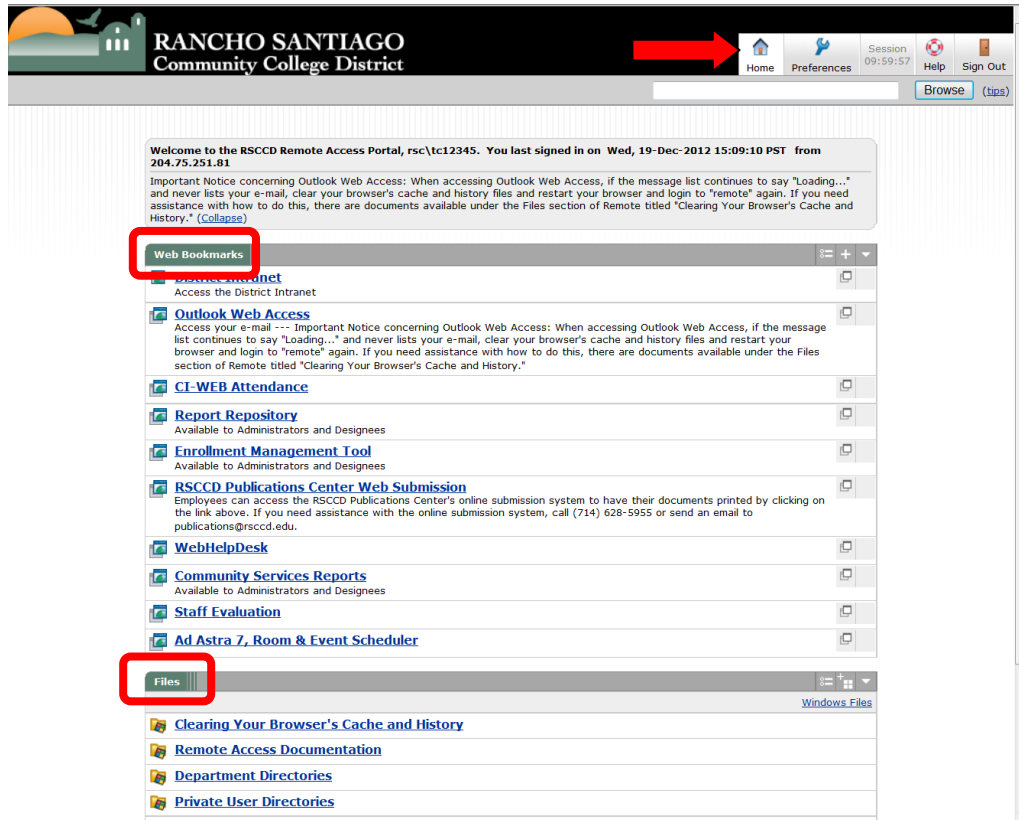


6. Once logged on, the RSCCD Remote Home Page will appear.

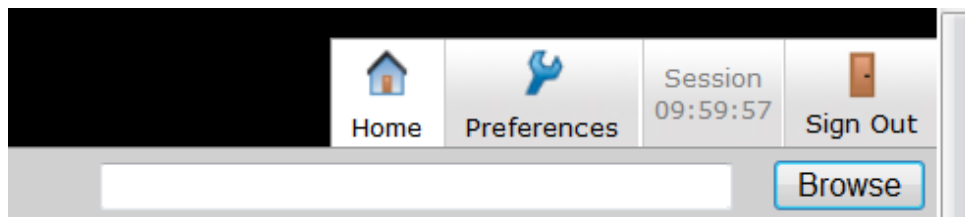


NAVIGATING THE RSCCD REMOTE PORTAL HOME PAGE

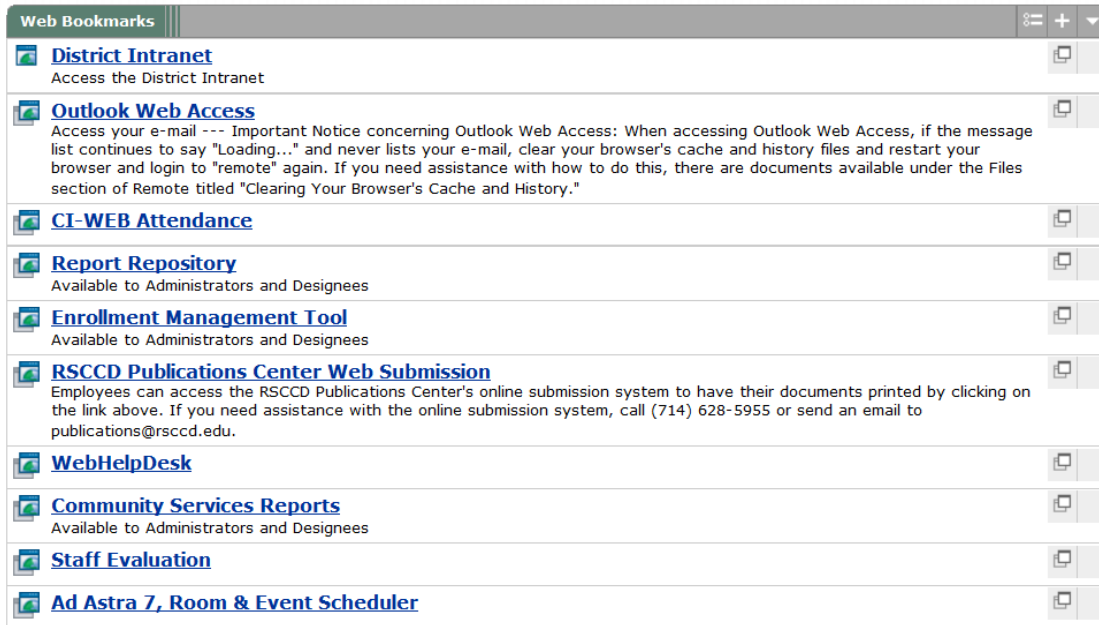
- The Remote Home Page has a “Quick Link” menu located in the top right corner of the screen. The top section of the page is web bookmarks, and the lower section is file bookmarks.



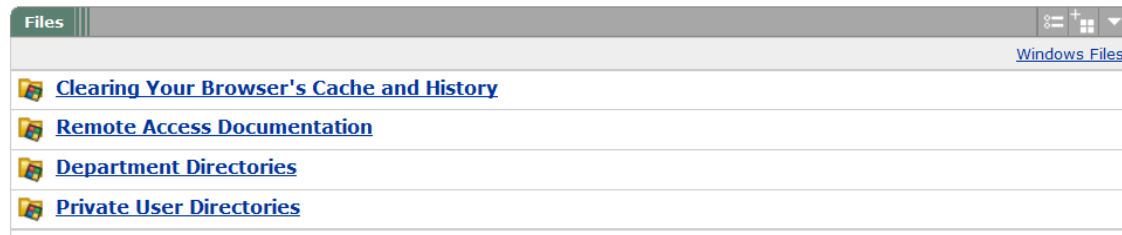
- The “Quick Link” tool bar contains links to the Home Page, Preferences, a session timer, and Log Off. There is also an address line that allows access to the District’s network sites.



9. The top section of the home page is Web Bookmarks, which include the District Intranet, Outlook Web Access (for District Email), and other District applications.

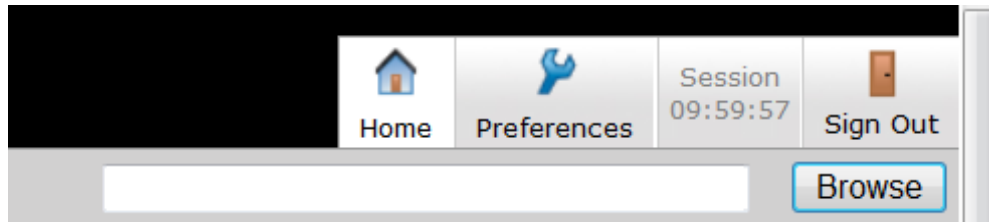


10. The lower section is file bookmarks, which include documentation, department and individual user (H-Drive) directories.



USING THE QUICK LINK MENU

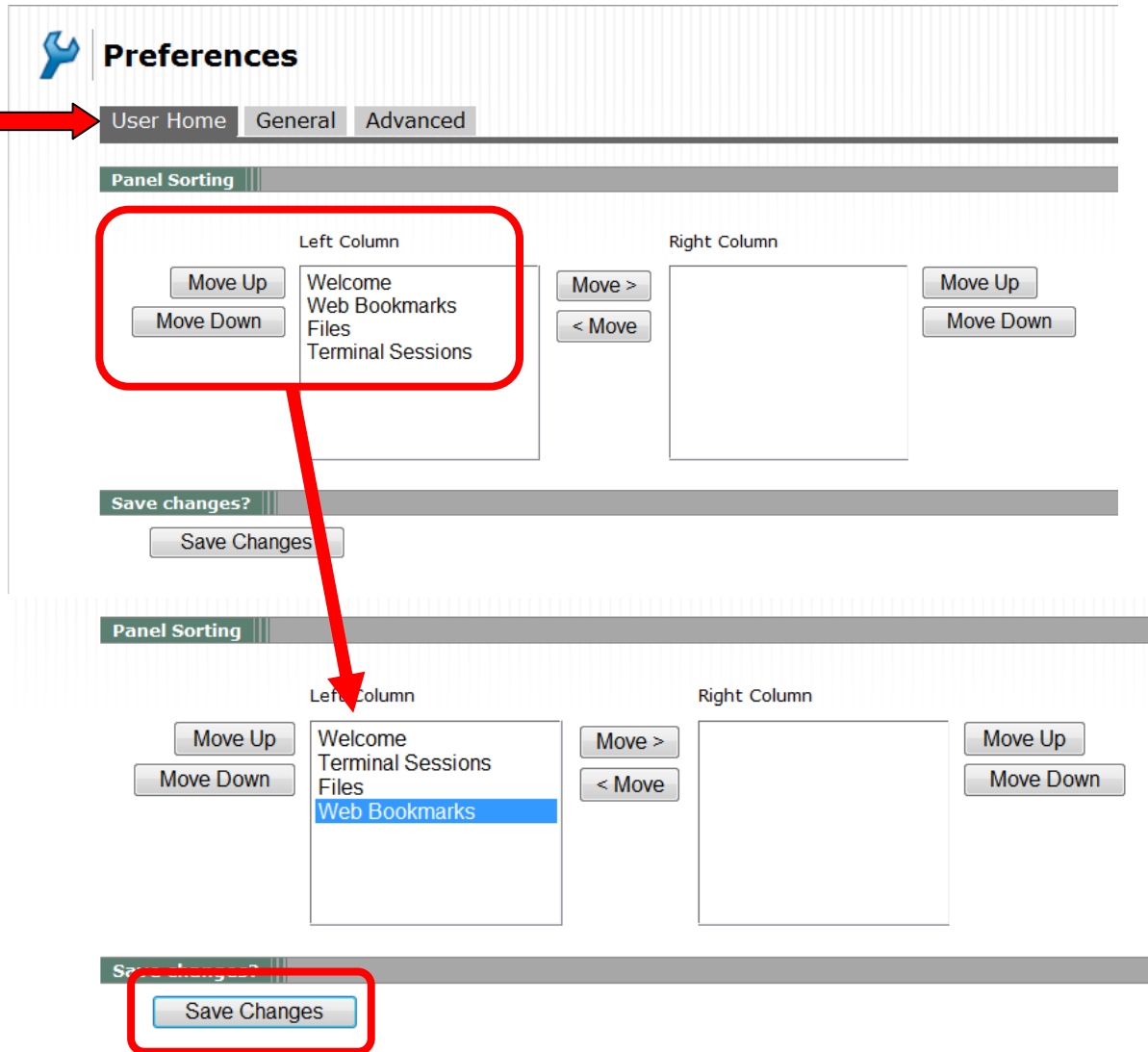
11. The Quick Link tool bar allows users to access the Home Page, Preferences, session timer, and to Log Out. The address line allows user to access sites on the District's Network.



- “Home” link returns users to the main RSCCD Remote Home Page.
- “Preferences” link enables users to change the appearance of the page.
- “Session” timer tracks the remaining time available for the session. Remote sessions have a maximum login time of five (5) hours. After five (5) hours has elapsed, the session will “time out” and terminate. The user will then have to log back into Remote to establish a new session.
- “Sign Out” terminates the remote session.
- “Browse” address line allows users to access any network server, folder, or file by address.

PREFERENCES

12. Preferences allow the Remote Home Page to be reordered.
13. To change the appearance of the home page, click the “Preferences” link, then select the “User Home” tab. The sections of the home page can be moved up or down to customize the page. To move a section, click once on the section name to select it, then click “Move Up” to move it up on the page or “Move Down” to move it down on the page. Click “Save Changes” at the bottom when the sections have been moved to their desired location.



14. The home page has one column as a default setting. Preferences will allow the page to be organized in two columns. To create a two column view, use the “Move <” and “Move >” buttons to move the sections to either the left or the right column. The sections can also be moved up and down in each of the columns as described above. Once the sections are in the desired column and location, click “Save Changes.”

Preferences

User Home | General | **Advanced**

Panel Sorting

Left Column | Right Column

Move Up | Move Down | Welcome | Terminal Sessions | **Move >** | **< Move** | Web Bookmarks | Files | Move Up | Move Down

Save changes? | Save Changes

15. The home page will reflect the changes.

RANCHO SANTIAGO
Community College District

Home | Preferences | Session 09:06:05 | Help | Sign Out

Welcome to the RSCCD Remote Access Portal, rsc\tc12345. You last signed in on Wed, 19-Dec-2012 15:09:10 PST from 204.75.251.81

Important Notice concerning Outlook Web Access: When accessing Outlook Web Access, if the message list continues to say "Loading..." and never lists your e-mail, clear your browser's cache and history files and restart your browser and login to "remote" again. If you need assistance with how to do this, there are documents available under the Files section of Remote titled "Clearing Your Browser's Cache and History." ([Collapse](#))

Terminal Sessions

Work Computer

Web Bookmarks

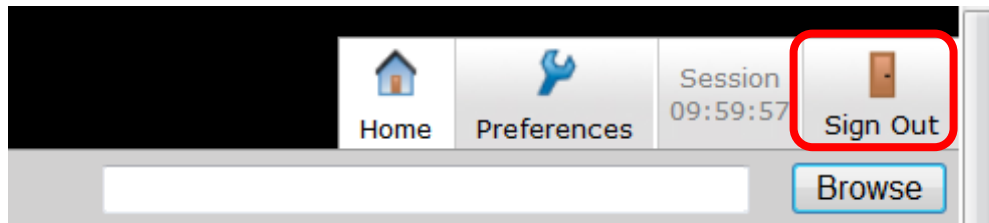
- [District Intranet](#)
- [Outlook Web Access](#)
- [CI-WEB Attendance](#)
- [Report Repository](#)
- [Enrollment Management Tool](#)
- [RSCCD Publications Center Web Submission](#)
- [WebHelpDesk](#)
- [Community Services Reports](#)
- [Staff Evaluation](#)
- [Ad Astra 7, Room & Event Scheduler](#)

Files

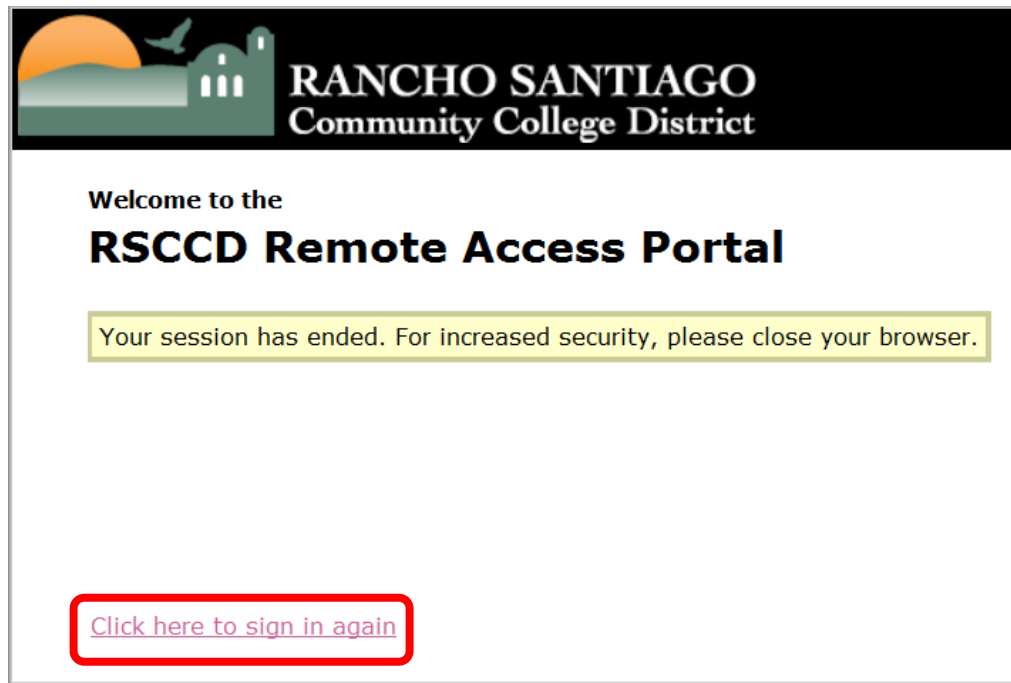
- [Clearing Your Browser's Cache and History](#)
- [Remote Access Documentation](#)
- [Department Directories](#)
- [Private User Directories](#)
- [Public](#)
- [ITS Department Folder](#)

SIGN OUT (LOG OFF)

16. Click the “Sign Out” icon to end a remote session. If a user forgets to log off, their session will time out after five (5) hours, and the connection will be terminated. For security reasons, it is recommended that the browser be closed, once the session has been terminated. **NOTE:** *The “Log Off” icon in Outlook Web Access only logs the user out of Outlook Web Access, and does not log out of the Remote session.*

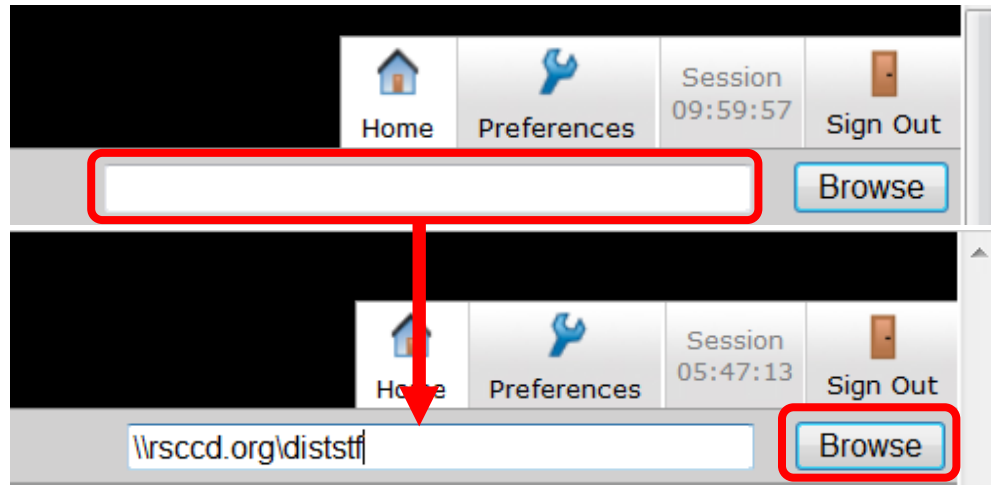


17. To launch a new Remote session after logging off, select “Click here to sign in again.” This will return users to the Remote log in page.

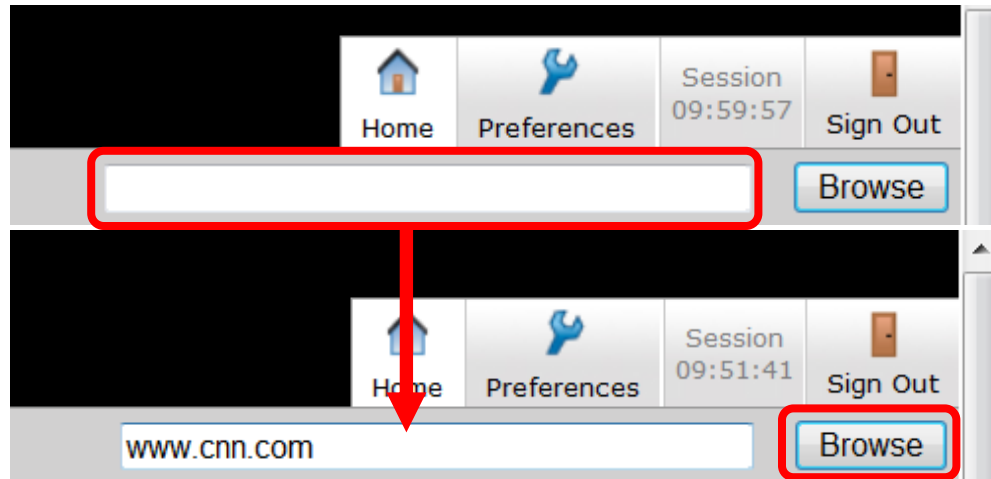


BROWSE ADDRESS LINE

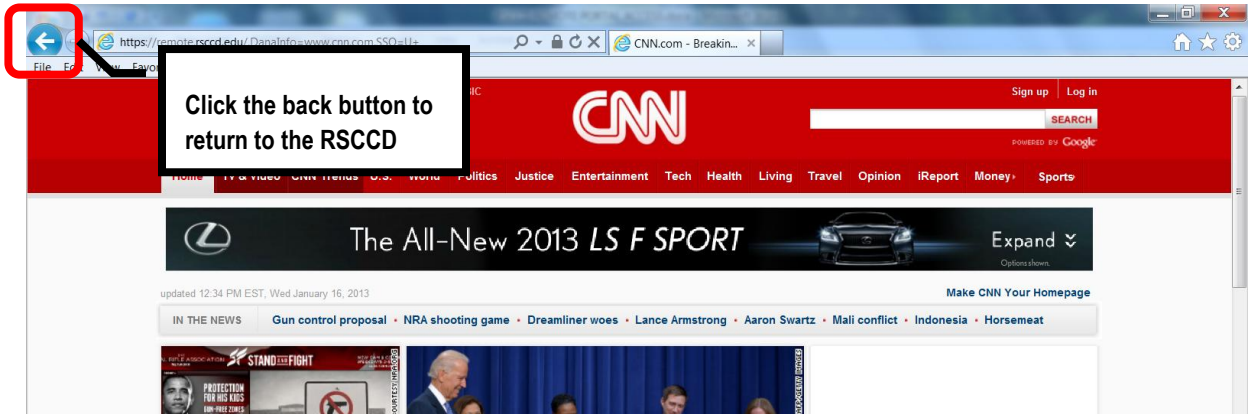
18. The browser address line allows users to access any network server, folder, or file by typing the complete network address into the address line, and clicking the “Browse” button.



19. Specific internet websites can also be accessed using the browser address line. Enter the specific website address in the browse field

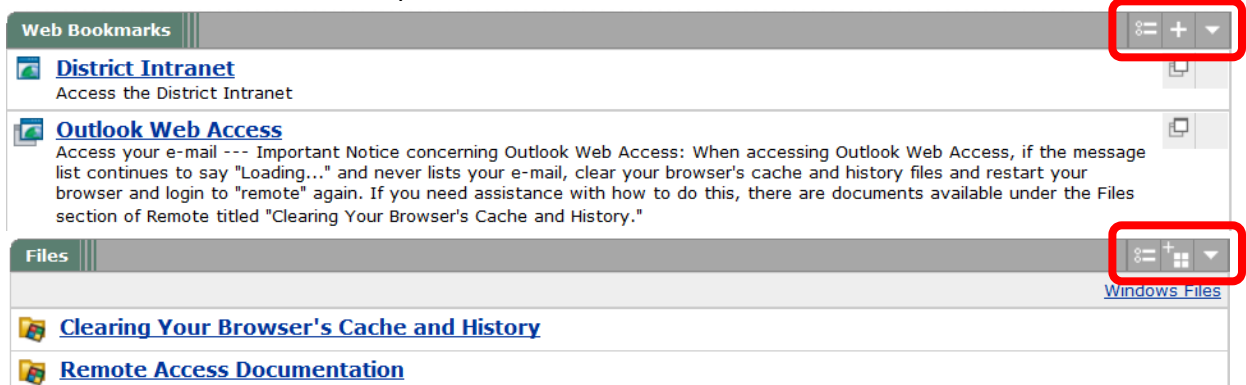


20. To return to the RSCCD Remote home page, click the “Back” button in the upper left corner. This is the only way to return to the Remote home page.

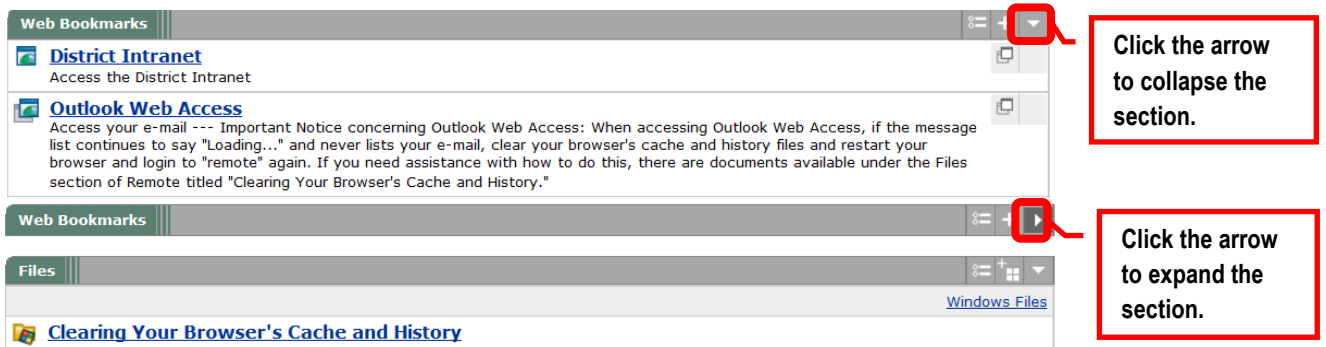


PANEL HEADERS

21. Panel Headers contain quick link icons to change panel preferences, add a bookmark, and collapse or expand the view. Panel Headers are located in the upper right corner of the “Files” and “Web Bookmarks” panels.



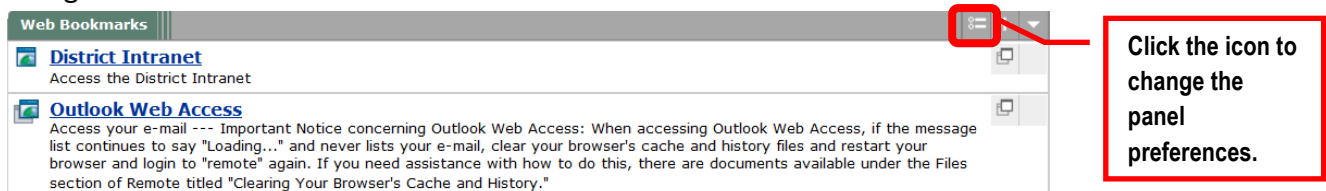
22. The arrow icon is the collapse or expand panel header. This icon can be used to collapse (hide) or expand (open or show) the content of that section.



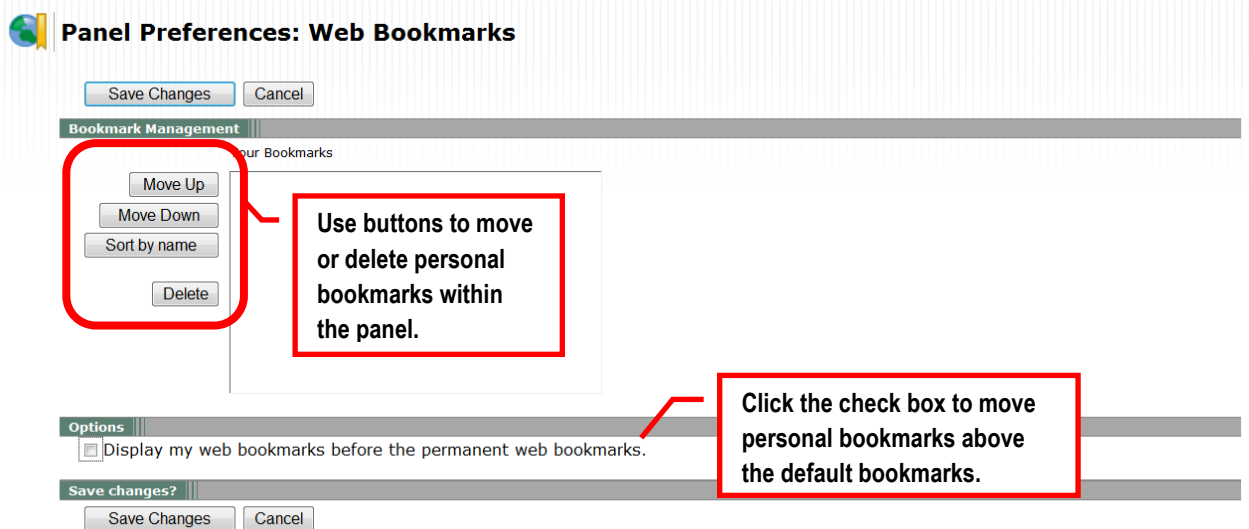
23. Web Bookmarks can be opened in a separate window. To open a web bookmark in a separate window, click the "Window" icon to the far right of the bookmark to be opened.



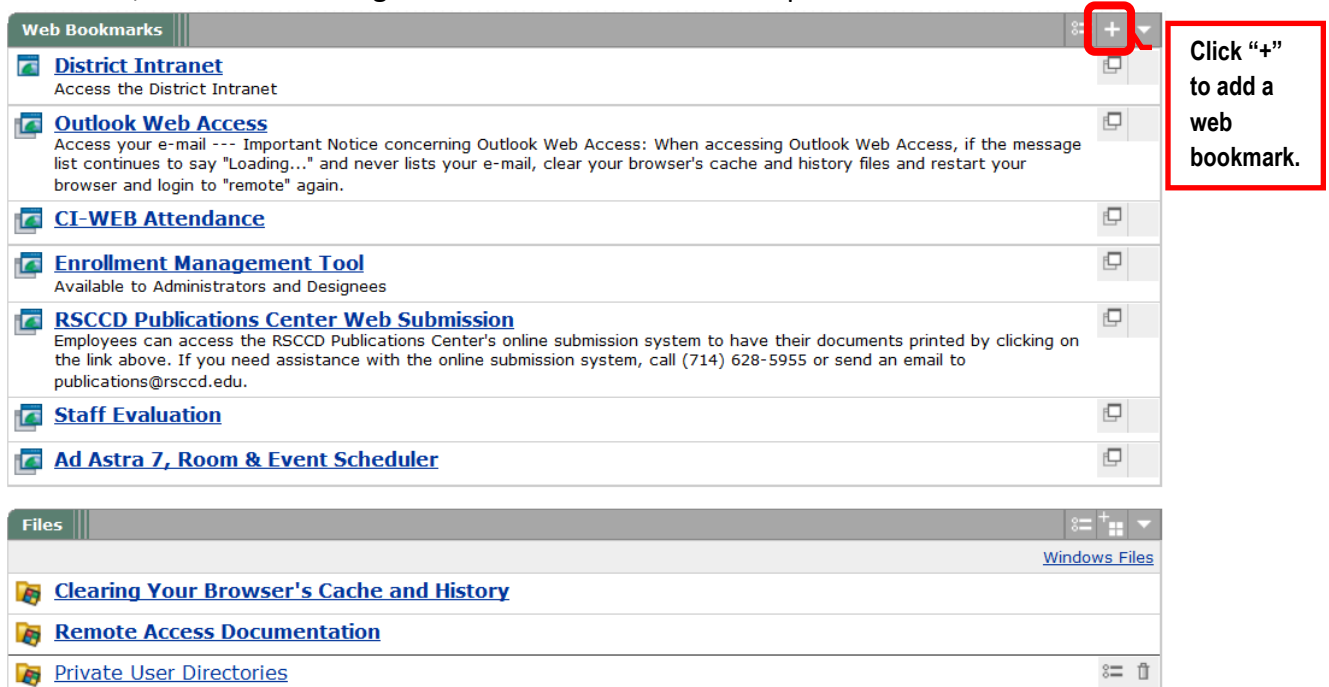
24. The list icon is a quick link to the panel preferences. Panel Preferences allow users to change the order of the links within each section.



25. The panel preference will allow users to reorder any personal bookmarks that have been added. The bookmarks can be moved up or down, and be displayed before the default or permanent bookmarks in the section. To move a bookmark, click once to select it, and use the buttons on the left side to move the link to the desired location in the panel. Once the preferences have been set, click "Save Changes" to save, or "Cancel" to cancel the reorganization. **NOTE:** *The default District links cannot be deleted.*



26. Bookmarks can be created in Remote for frequently used websites. To add a web bookmark, click "+" on the right side of the Web Bookmarks panel header.



27. Enter a Bookmark Name and the URL address of the website. Http:// must be entered preceding the web address (e.g. <http://www.cnn.com>). Click the box next to “Open Bookmark in a new window” to select it. Click “Add Bookmark” to complete the process.

Add Web Bookmark

Details

Bookmark Name:

Description:

* URL: example: http://www.example.com

Display options

Open bookmark in a new window

Do not display the Web browser's URL address bar

Do not display the Web browser's menu and the toolbar

Add bookmark?

* indicates required field

Annotations:

- Red box around the "Bookmark Name" field with text: "Enter a name for the web bookmark."
- Red box around the "URL" field with text: "Enter the URL web address of the website."
- Red box around the "Open bookmark in a new window" checkbox with text: "Click the check box to open the website in a new browser window."

Add Web Bookmark

Details

Bookmark Name:

Description:

* URL: example: http://www.example.com

Display options

Open bookmark in a new window

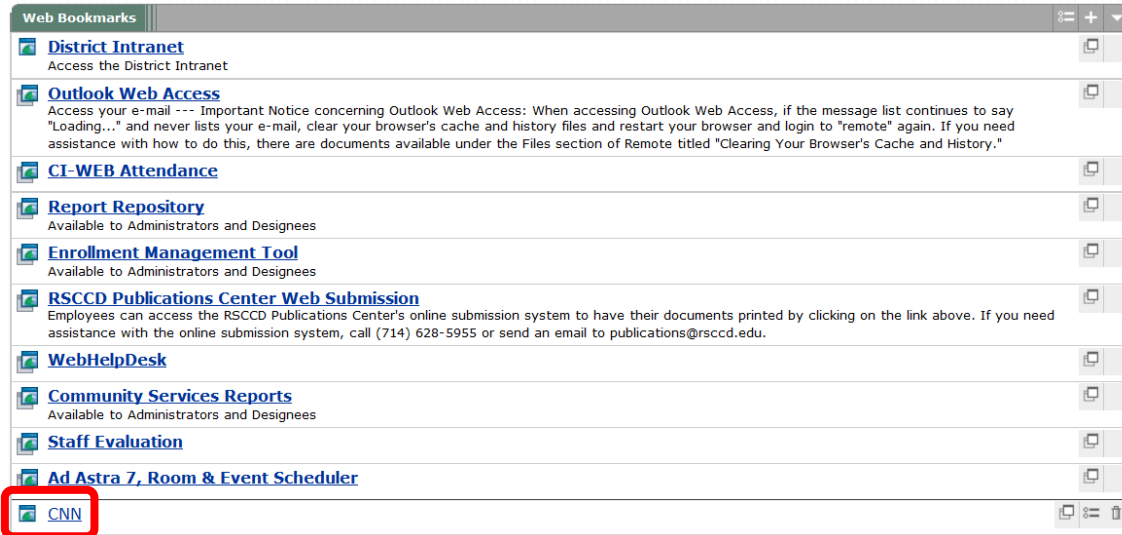
Do not display the Web browser's URL address bar

Do not display the Web browser's menu and the toolbar

Add bookmark?

* indicates required field

28. The new bookmark will appear under the default bookmarks in the Web Bookmarks panel.

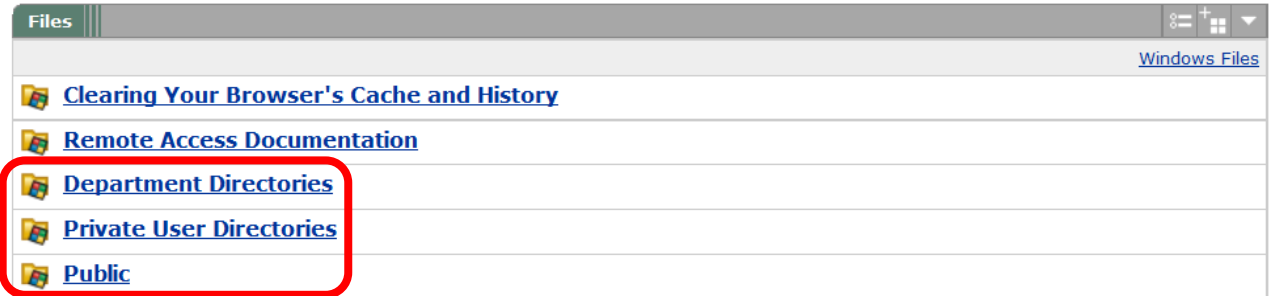


29. To delete a Web Bookmark, click on the “trash can” icon to far right of the bookmark to be deleted. The bookmark will be deleted. Deleted bookmarks cannot be recovered, if a bookmark was deleted in error, it will need to be recreated.

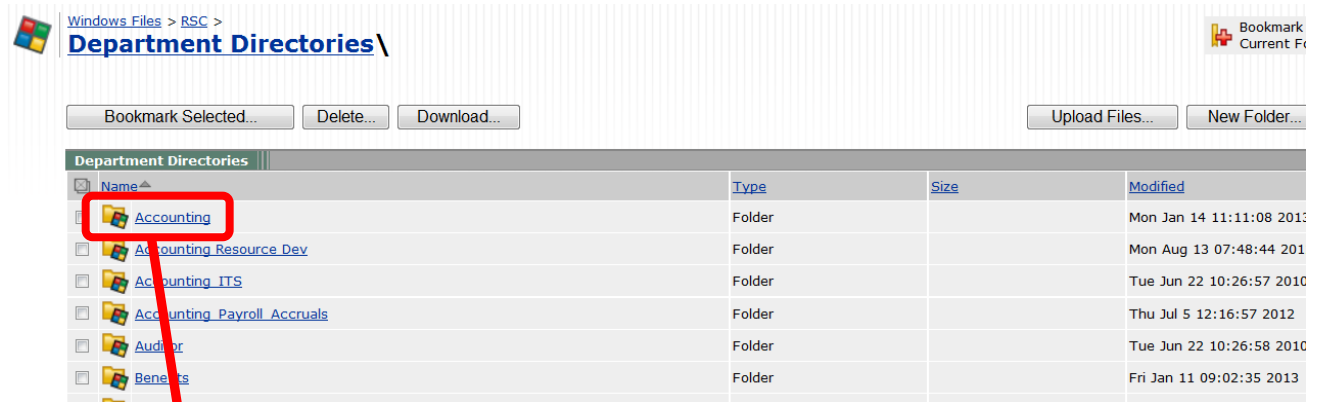


FOLDER / FILE ACCESS

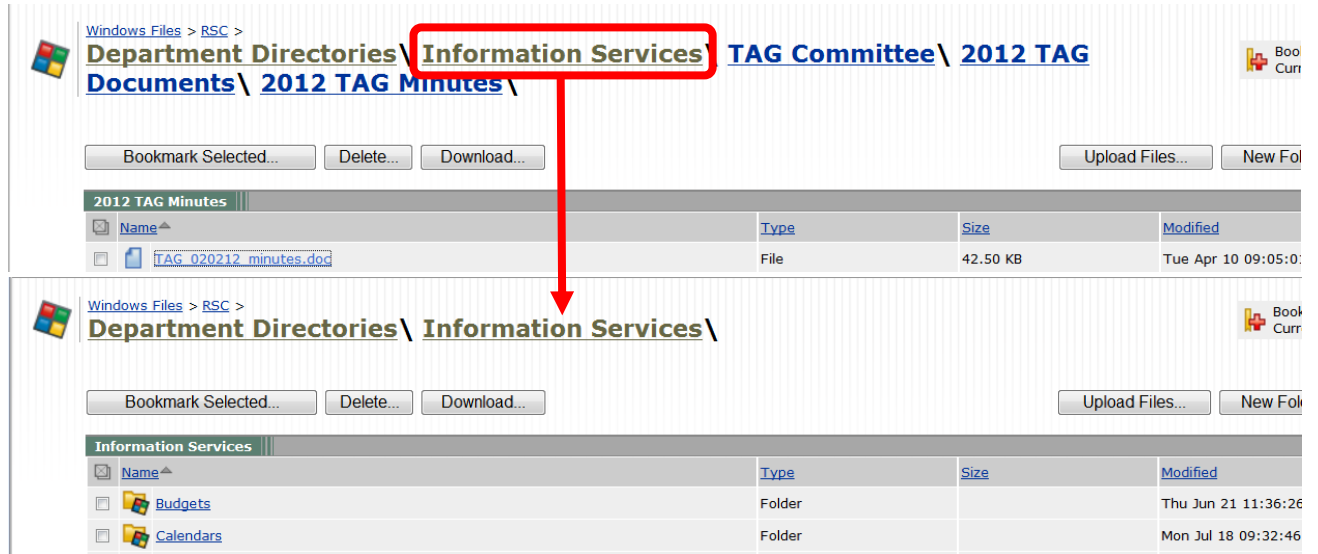
30. Users can access public, department or personal (H Drive) folders from Remote. First, select the folder's location: “Public” for public folders, which are folders that everyone can access; “Department Directories” for department folders; or “Personal Directories” for personal (H Drive) folders. Access to Department and Private Directories requires specific account permissions. For security and privacy reasons, employees can only access their own personal folder. Click on the appropriate link under the “Files” section.



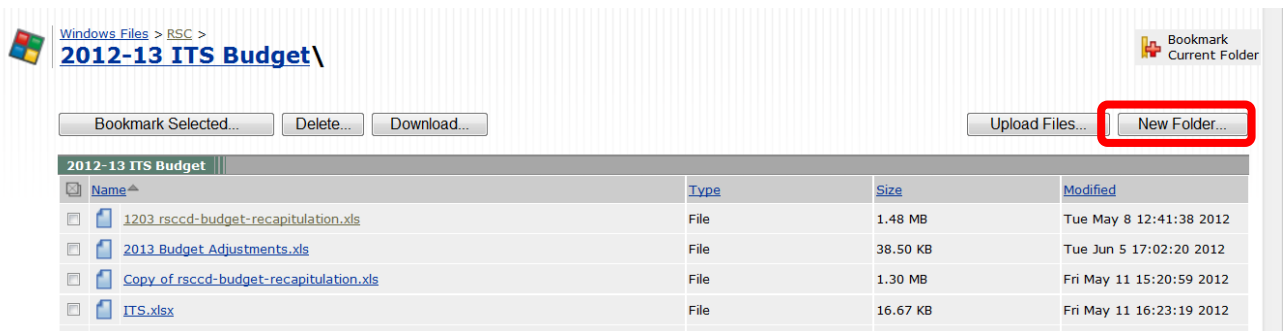
31. From the selected Directory, scroll down and double click on the folder or sub folder to open.



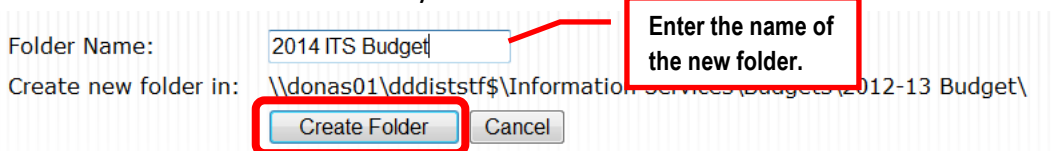
32. To return to a previous menu (directory), click on the portion of the current directory at the top. For example, to return to the “Information Services” department folder in the example below, click on “Information Services.”



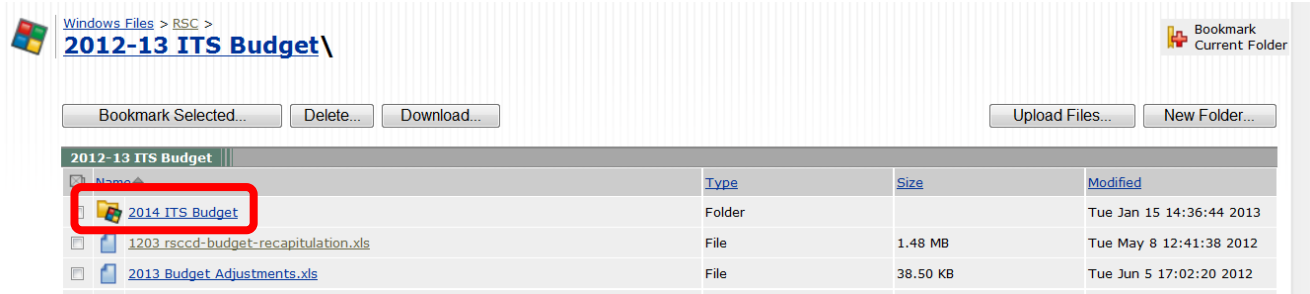
33. To create a new folder on the H drive in Public, Department, or Personal Folders access the appropriate folder. Click the “New Folder” button in the upper right corner.



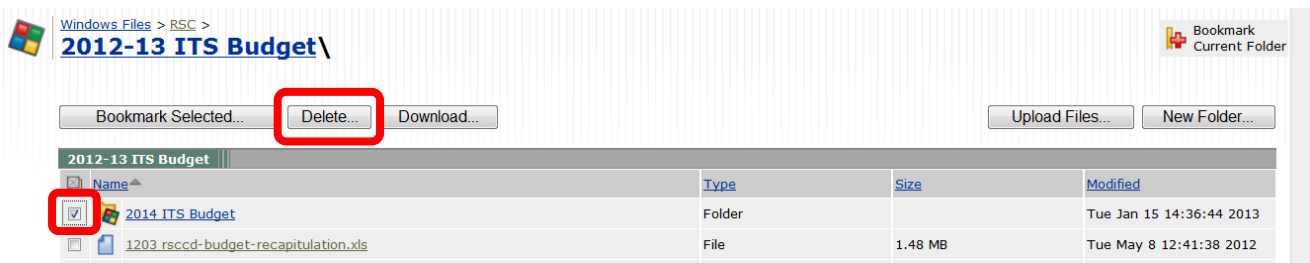
34. Enter the name of the new folder in the “Folder Name” field. Click “Create Folder” to add the folder to the current directory.



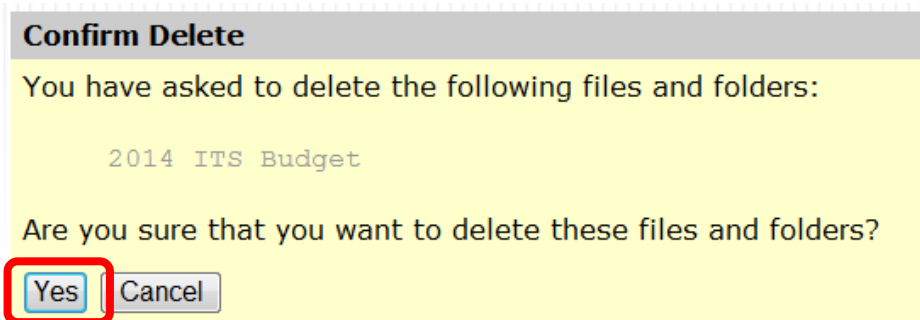
35. The new sub folder will appear in the directory or parent folder that was selected.



36. To delete a sub folder, click in the box next to the folder name. A check mark will appear. Click "Delete" to continue.



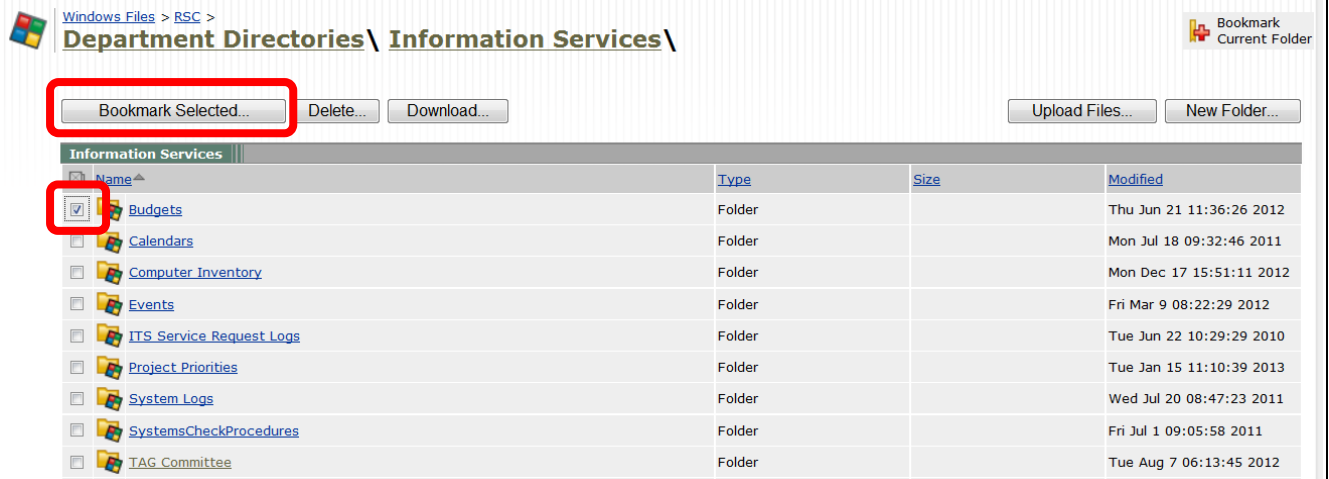
37. A confirmation screen will appear. Click "Yes" to confirm that the selected folder and the files that it contains are to be deleted. "Cancel" will cancel the deletion.



38. The selected folder will be permanently deleted. **Deleted folders and/or files cannot be recovered.** *NOTE: The system will not allow "Parent" folders, folders containing sub folders, to be deleted in this way. To delete "Parent" folders, the sub folder(s) must be deleted first. Then the parent or primary folder can be deleted.*

DIRECTORY AND FOLDER BOOKMARKS

39. To add a Department or Private User directory or folder as a personal bookmark, click the box next to the desired object to select it. A check mark will appear in the box. Then click “Bookmark Selected.”



Windows Files > RSC > Department Directories \ Information Services \

Bookmark Selected... Delete... Download... Upload Files... New Folder...

Information Services

Name	Type	Size	Modified
<input checked="" type="checkbox"/> Budgets	Folder		Thu Jun 21 11:36:26 2012
<input type="checkbox"/> Calendars	Folder		Mon Jul 18 09:32:46 2011
<input type="checkbox"/> Computer Inventory	Folder		Mon Dec 17 15:51:11 2012
<input type="checkbox"/> Events	Folder		Fri Mar 9 08:22:29 2012
<input type="checkbox"/> ITS Service Request Logs	Folder		Tue Jun 22 10:29:29 2010
<input type="checkbox"/> Project Priorities	Folder		Tue Jan 15 11:10:39 2013
<input type="checkbox"/> System Logs	Folder		Wed Jul 20 08:47:23 2011
<input type="checkbox"/> SystemsCheckProcedures	Folder		Fri Jul 1 09:05:58 2011
<input type="checkbox"/> TAG Committee	Folder		Tue Aug 7 06:13:45 2012

40. To bookmark the current folder, click “Bookmark Current Folder” in the upper right corner.



Windows Files > RSC > 2012-13 ITS Budget \

Bookmark Selected... Delete... Download... Upload Files... New Folder... Bookmark Current Folder

2012-13 ITS Budget

Name	Type	Size	Modified
<input type="checkbox"/> 1203 rsccd-budget-recapitulation.xls	File	1.48 MB	Tue May 8 12:41:38 2012
<input type="checkbox"/> 2013 Budget Adjustments.xls	File	38.50 KB	Tue Jun 5 17:02:20 2012

41. Change the Bookmark Name from the file path to something more descriptive. Click “Add Bookmark” to complete the process.



Add Windows Bookmark

[\\donas01\dddiststf\\$\Information Services\Budgets\](#)

Bookmark Name: ITS Budgets

Change the bookmark name.

Description:

Shared Folder: \\donas01\dddiststf\$\Information Services\Budgets

Add bookmark?

Add Bookmark

Cancel



Add Windows Bookmark

[\\donas01\puddiststf\\$\tc12345\](#)

Bookmark Name: My H Drive

Description:

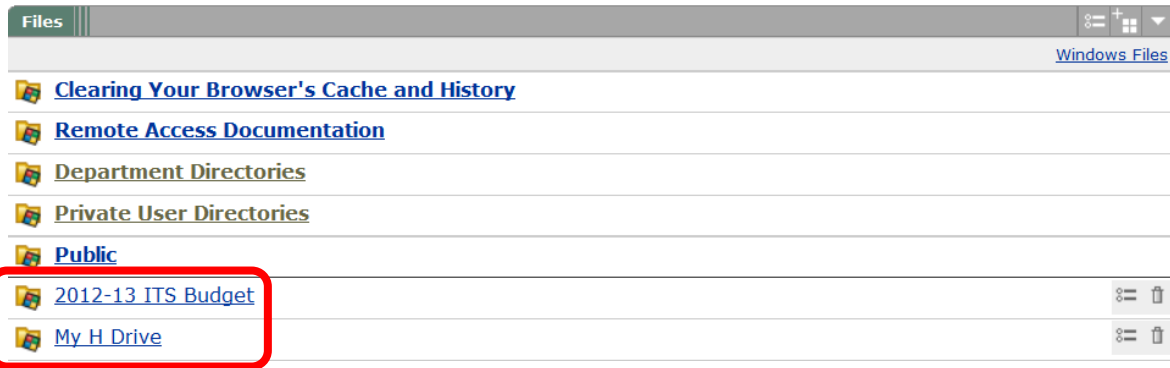
Shared Folder: \\donas01\puddiststf\$\tc12345

Add bookmark?

Add Bookmark

Cancel

42. The added bookmarks will appear under in the “Files” section on the Remote home page.

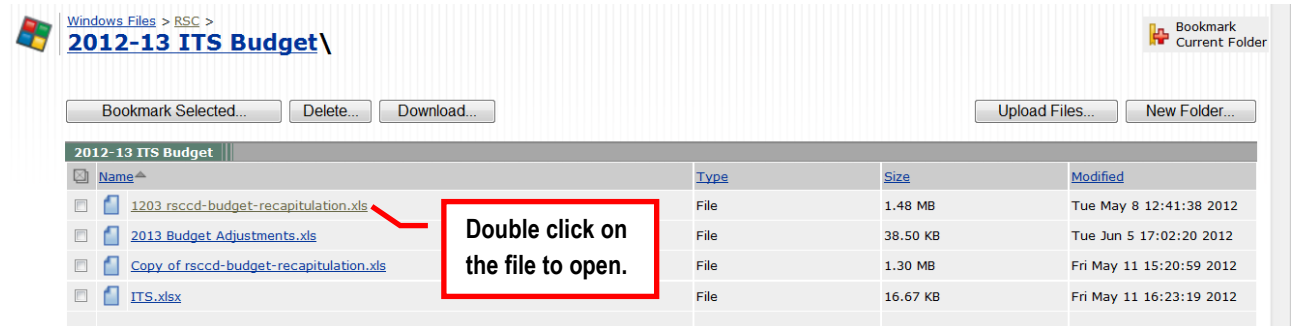


43. To delete Personal Bookmarks, click the trash can icon on the far right.



DOWNLOAD / UPLOAD FOLDERS AND FILES

44. To open a file, access the appropriate folder and double click on the file to be opened.



45. A dialog box will prompt to either open or save the file. Select, “Open” to simply open the file for immediate use, or “Save” to save the file to the computer to be opened or used at a later date. **NOTE:** Remember when the file is saved to select the “Save As” option by clicking on the down arrow next to the save button. Otherwise, the file will be stored in a temporary folder that may be difficult to locate on the computer.

Do you want to open or save TAG_020212_minutes.doc from remote.rsccd.edu?

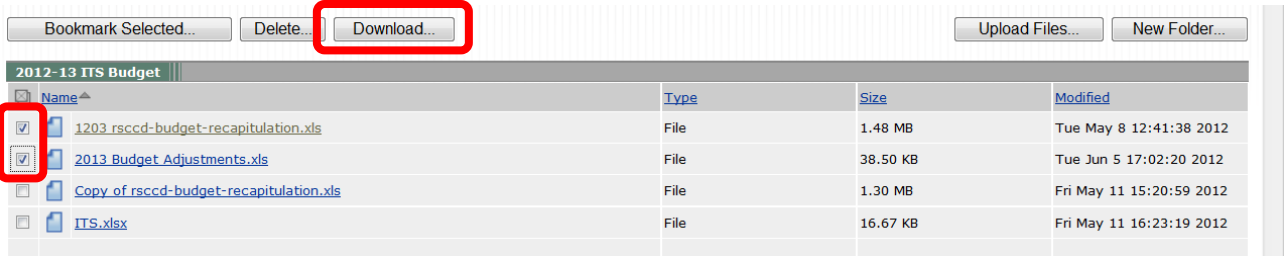
Open

Save

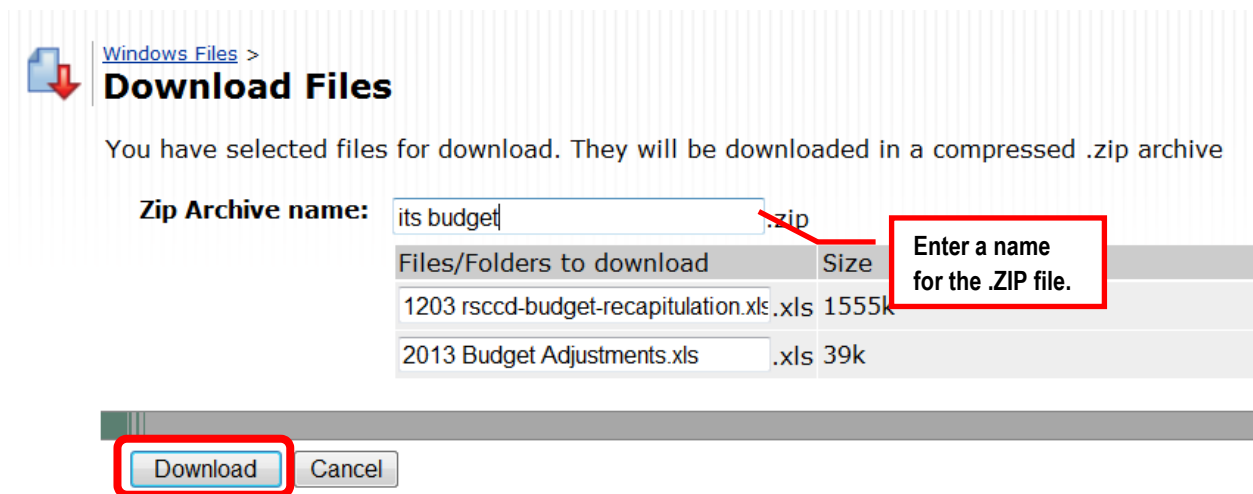
Cancel



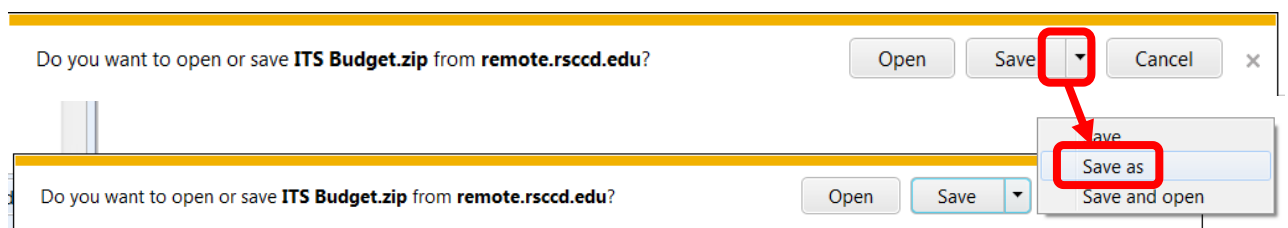
46. To download single or multiple folders or files, click the box next to each folder or file that is to be downloaded. A check box will appear next to the select file(s). Click "Download."



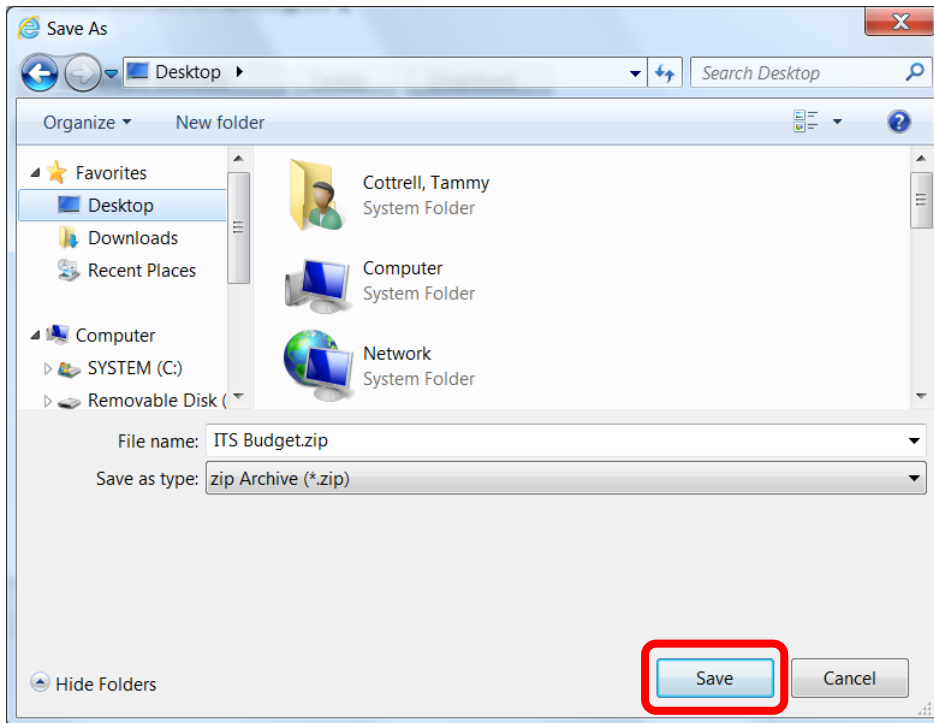
47. The folders or files will be converted to a .ZIP file. Enter the name for the .ZIP file, then click "Download."



48. A dialog box will prompt to open or save the file. Click the down arrow next to "Save." Select "Save As." This will allow the location the file will be saved to be selected.

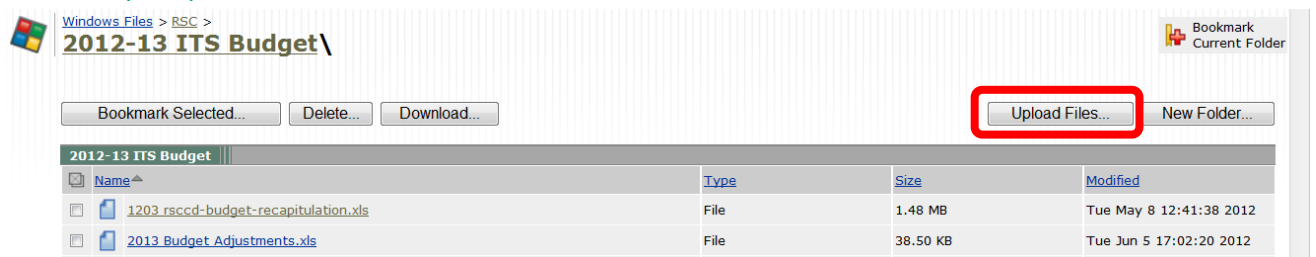


49. Select the location that the file should be saved to. Click “Save” to complete the process.

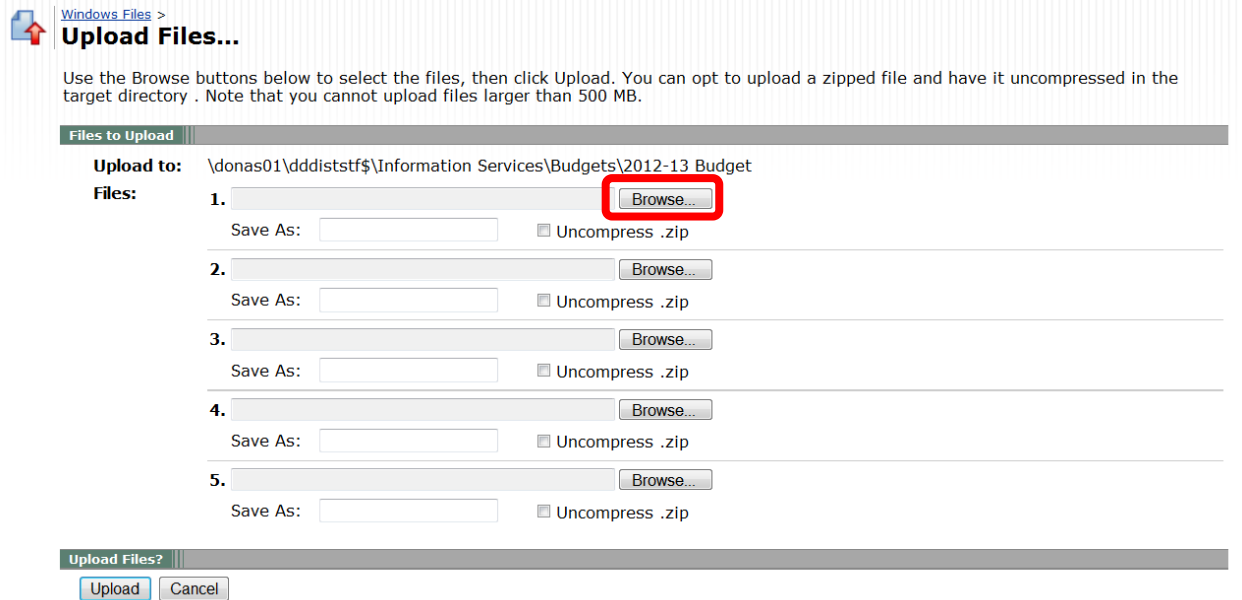


50. To upload a file(s) to Public, Department, or Personal Folders. Open the destination folder of the file(s) to be uploaded. Click the “Upload Files” button in the upper right corner.

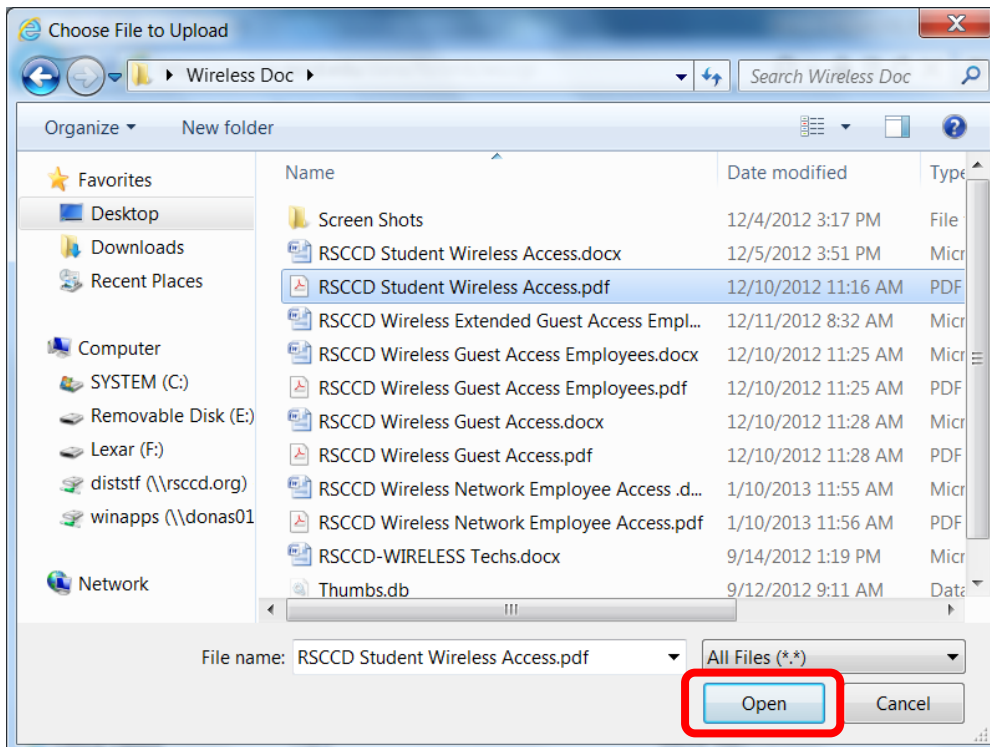
NOTE: Up to five (5) files can be uploaded at one time. Each upload (one or a combination of files) has a maximum size of 500MB. Uploads larger than 500MB can be broken down into multiple uploads.



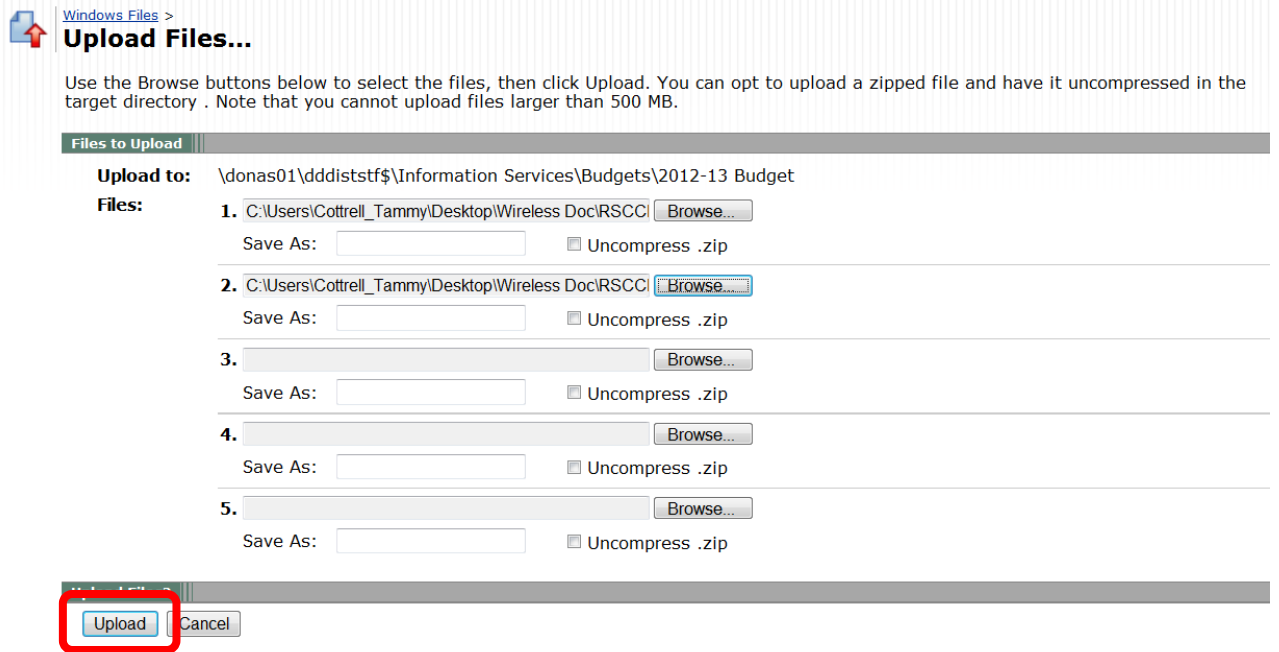
51. Click the “Browse” button to access files on the computer currently in use.



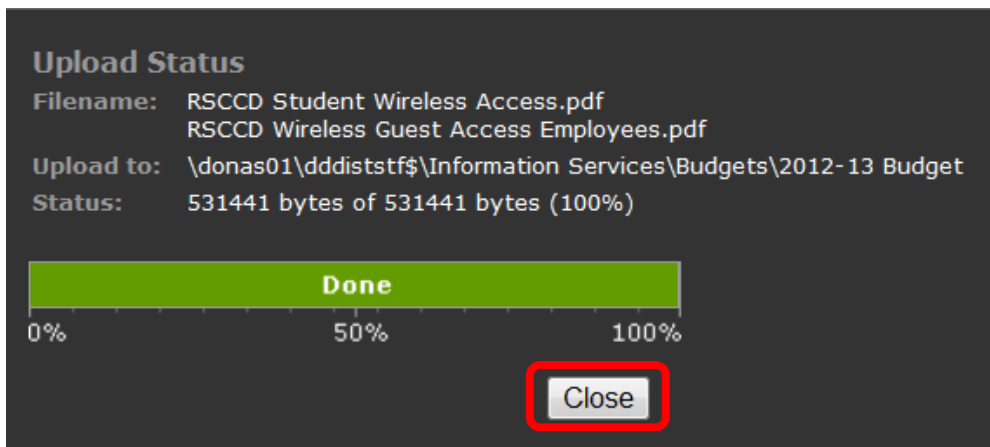
52. In the “Choose File to Upload” dialog box, click once to select the file to be uploaded, and then “Open” button.



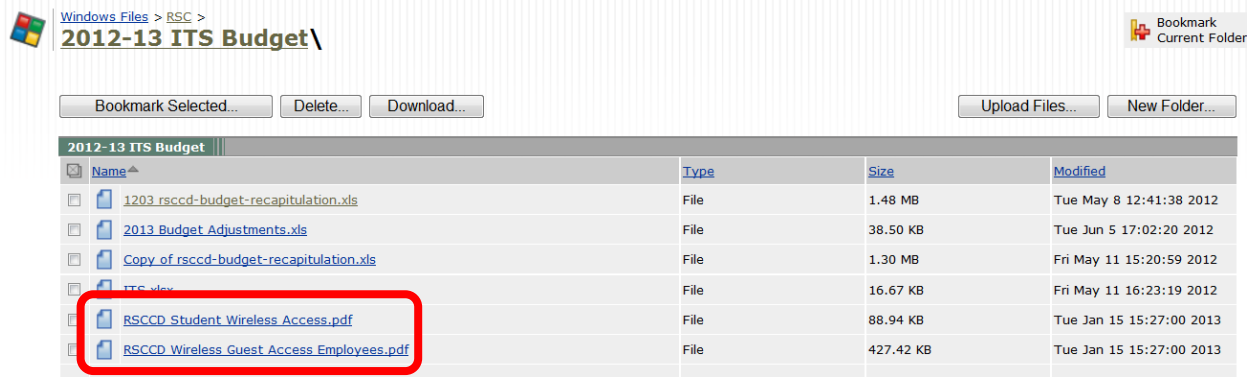
53. Repeat the Browse and Open steps for each file to be uploaded (up to five). Click “Upload” to complete the process.



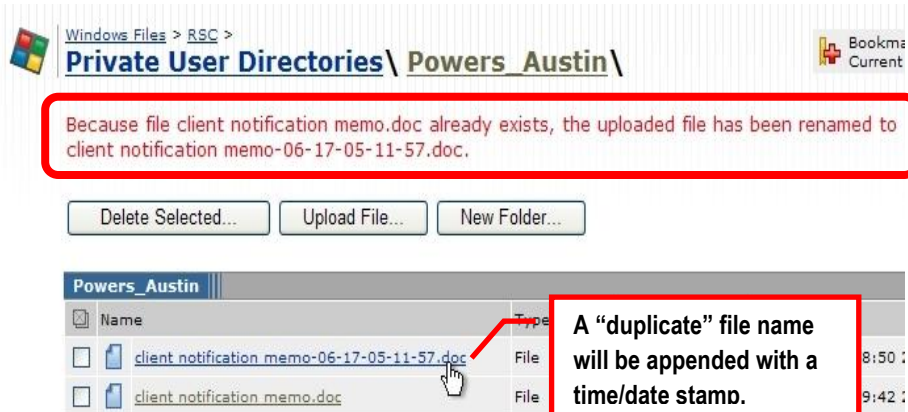
54. A dialog box will appear to provide a status of the upload. Click “Close” when the upload is complete.



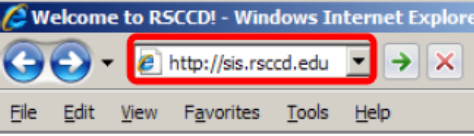
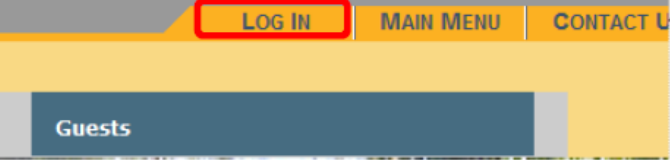
55. The newly uploaded files will appear in the select folder.



NOTE: If an uploaded file has an identical name as an existing file in the folder, the newly uploaded file will be appended with the date/time stamp at the end of the file name. If the existing file is to be overwritten, it must be deleted prior to uploading the revised or new file of the same name.

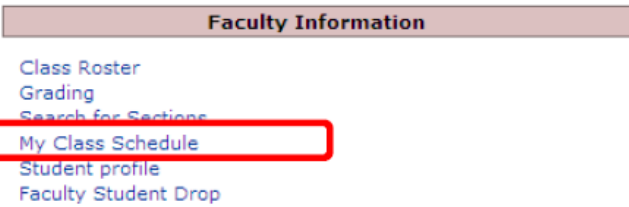
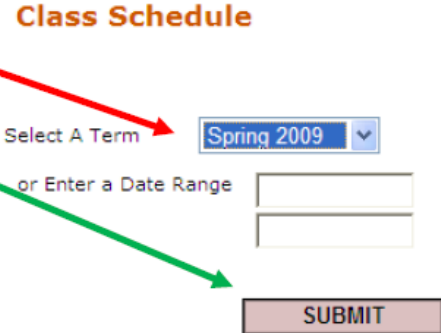
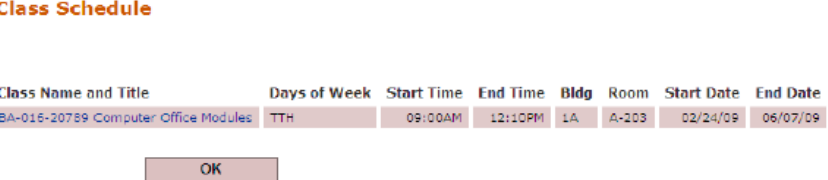


LOG IN

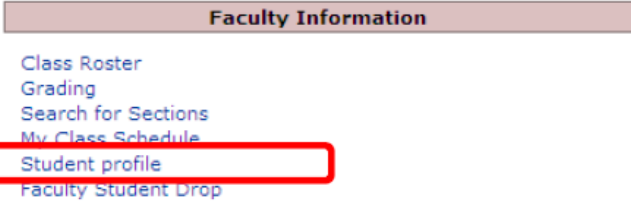


STEPS	SCREENSHOT
1. Open Internet Explorer version 7 or below.	
2. Enter the url http://sis.rsccd.edu on the top most window and press Enter.	
3. Click on LOG IN tab	
<p>4. Enter your User ID. It is 7 digits combining your initials and 5 random numbers: ms12345.</p> <p>5. If it is your first time log-in, the password is the digits of your birthday expresses as mmddy.</p> <p>6. You will be asked to change password after you log-in</p> <p>NOTE: If you don't know you're your user ID or password, go back to WebAdvisor home page and click on What's My User ID? or What's My Password? link at the bottom right.</p> <p>A. Enter your last name and your SS# or the <u>last 7 digits</u> of your employee ID in the Student ID text box (you can find your employee ID from your paystub. It starts with 920xxxxxx)</p>	<p>Log In</p> <p>Is this your first time logging onto WebAdvisor? If so, your temporary password is your birth month, birth day, and two digit birth year (mmddy) You will be prompted to change your password after you first log on.</p> <p>User ID <input type="text" value="ms12345"/></p> <p>Password <input type="password" value="....."/></p> <p>What's My User ID? What's My Password?</p> <p>Last Name* <input type="text"/></p> <p>SSN <input type="text"/></p> <p>OR</p> <p>Student ID <input type="text"/></p>

<p>B. After you click on SUBMIT, a temporary password is sent to your email. <u>This password is one-time used only</u>. You will be asked to change password after you logged in.</p> <p>C. Open your email and get the password to log in WebAdvisor.</p>	
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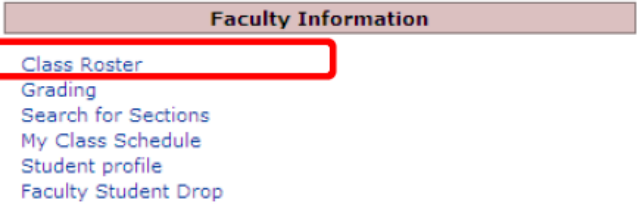
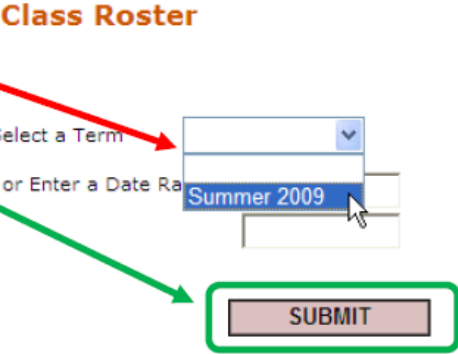
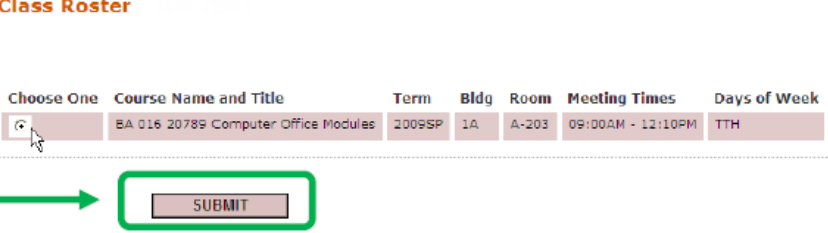
VIEW MY TEACHING CLASS SCHEDULE

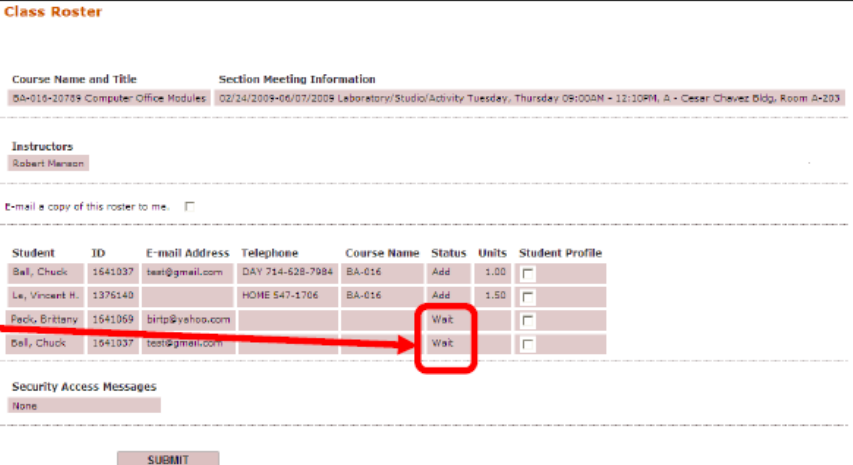
STEPS	SCREENSHOT
<p>1. From the Faculty Information menu, click the “My Class Schedule” link.</p>	 <p>The screenshot shows a 'Faculty Information' menu with several options: Class Roster, Grading, Search for Sections, My Class Schedule (highlighted with a red box), Student profile, and Faculty Student Drop.</p>
<p>2. To select a roster: A. Select the term in the drop-down menu B. Click the SUBMIT button.</p>	 <p>The screenshot shows the 'Class Schedule' selection interface. A red arrow points from step 2A to the 'Select A Term' dropdown menu which is set to 'Spring 2009'. A green arrow points from step 2B to the 'SUBMIT' button. There are also input fields for 'or Enter a Date Range'.</p>
<p>3. Now you can view your class schedule.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Clicking the OK button will take you back to the faculty menu. • You can use your browser’s print button to print this page for your records. 	 <p>The screenshot shows the resulting class schedule table. The table has columns for Class Name and Title, Days of Week, Start Time, End Time, Bldg, Room, Start Date, and End Date. The data row shows: BA-015-20789 Computer Office Modules, TTH, 09:00AM, 12:10PM, LA, A-203, 02/24/09, 06/07/09. Below the table is an 'OK' button.</p>

VIEW STUDENT CONTACT INFORMATION

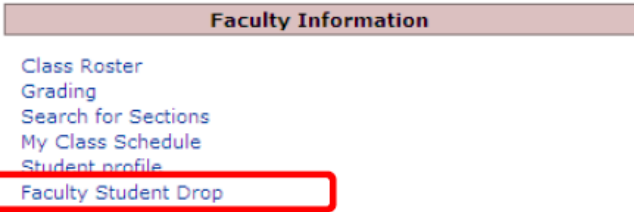

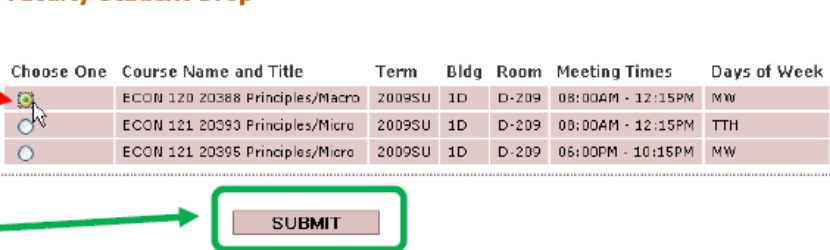
STEPS	SCREENSHOT																		
<p>1. From the Faculty Information menu, click the “Student profile” link.</p>	 <p>Faculty Information</p> <ul style="list-style-type: none"> Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop 																		
<p>2. Enter the student’s ID or SSN in the appropriate field and click the SUBMIT button.</p>	 <p>Student profile</p> <p>Enter the student’s ID or Social Security/Social Identification Number.</p> <p>Student ID <input type="text" value="1641037"/></p> <p>Social Security Number <input type="text"/></p> <p>SUBMIT</p>																		
<p>3. View student contact information.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Clicking the OK button will take you back to the faculty menu. You can use your browser’s print button to print this page for your records. 	 <p>Student Profile</p> <p>Student ID: 1641037 Preferred Name: Chuck Bell</p> <p>Preferred Address: 1234 New Address Garden Grove, CA 92640</p> <hr/> <p>E-mail Address Type ted@gmail.com</p> <hr/> <p>Phone Number Extension Type 714-528-7984</p> <hr/> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Academic Level</th> <th>Degree</th> <th>Anticipated Completion Date</th> <th>Academic Standing</th> <th>Major</th> <th>Minor</th> <th>CCD</th> <th>Specialization</th> </tr> </thead> <tbody> <tr> <td>Education: Elementary Education (AA)</td> <td>CC</td> <td>AA</td> <td></td> <td></td> <td>Educi Elementary Education</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <p>Advisor Advisor Type Phone Number Extension E-mail Address None Specified</p> <hr/> <p>Counselor Counselor Type Phone Number Extension E-mail Address None Specified</p> <hr/> <p>OK</p>	Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization	Education: Elementary Education (AA)	CC	AA			Educi Elementary Education			
Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization											
Education: Elementary Education (AA)	CC	AA			Educi Elementary Education														

VIEW MY CLASS ROSTER

STEPS	SCREENSHOT														
<p>1. From the Faculty Information menu, click the Class Roster link.</p>	 <p>The screenshot shows a header bar labeled "Faculty Information". Below it is a list of links: "Class Roster", "Grading", "Search for Sections", "My Class Schedule", "Student profile", and "Faculty Student Drop". The "Class Roster" link is highlighted with a red rectangular box.</p>														
<p>2. To select a roster: A. Select the term in the drop-down menu B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Class Roster" page. It has a heading "Class Roster" in orange. Below the heading are two options: "Select a Term" with a dropdown menu and "or Enter a Date Range" with a date input field. The dropdown menu is open, showing "Summer 2009" selected. A red arrow points from step 2A to the dropdown menu. A green arrow points from step 2B to a "SUBMIT" button, which is highlighted with a green rectangular box.</p>														
<p>3. To select a class section: A. Click the radio button next to your class section. B. Click the SUBMIT button.</p>	 <p>The screenshot shows the "Class Roster" page with a table of class sections. The table has columns: "Choose One", "Course Name and Title", "Term", "Bldg", "Room", "Meeting Times", and "Days of Week". The first row is selected, with a radio button checked. A red arrow points from step 3A to the radio button. A green arrow points from step 3B to a "SUBMIT" button, which is highlighted with a green rectangular box.</p> <table border="1" data-bbox="581 1102 1404 1165"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>BA 016 20789 Computer Office Modules</td> <td>2009SP</td> <td>1A</td> <td>A-203</td> <td>09:00AM - 12:10PM</td> <td>TTH</td> </tr> </tbody> </table>	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	<input checked="" type="radio"/>	BA 016 20789 Computer Office Modules	2009SP	1A	A-203	09:00AM - 12:10PM	TTH
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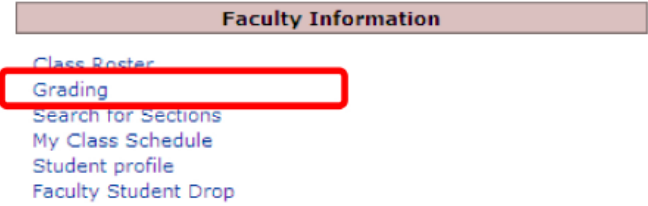
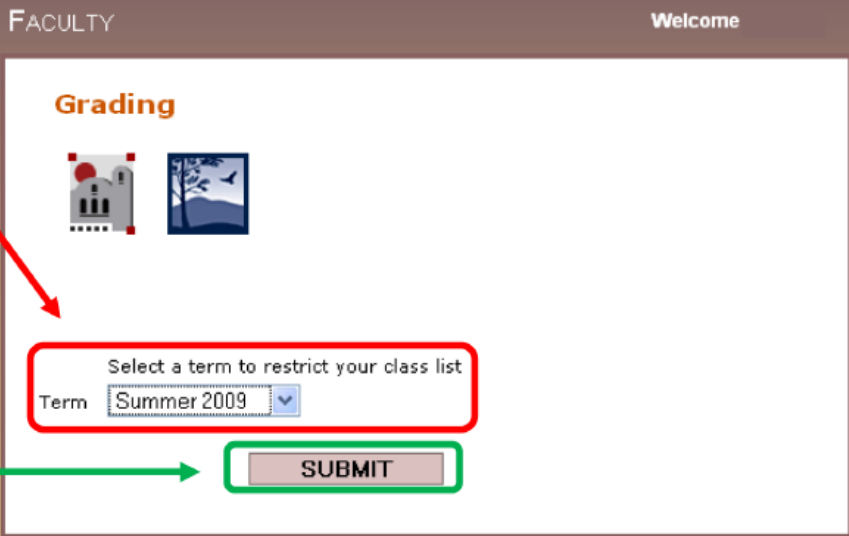
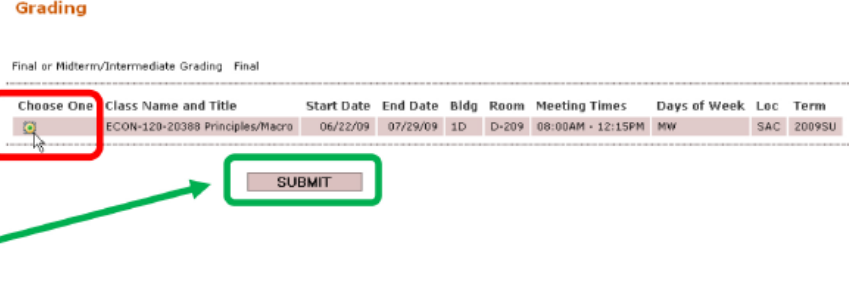
STEPS	SCREENSHOT																																								
<p>4. The roster for the class section selected will be displayed.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • A status of Add or New means the student is registered for the class. • Waitlisted students will be displayed at the bottom of the same roster page with a status of Wait. The order they appear is the order they were added to the waitlist. In the example to the right, there are two waitlisted students. <p>Status</p> <p>Wait</p> <ul style="list-style-type: none"> • If no students are waitlisted then no students will appear on your roster with a status of Wait. 	 <p>Class Roster</p> <p>Course Name and Title: 08-016-20799 Computer Office Modules Section Meeting Information: 02/24/2009-06/07/2009 Laboratory/Studio/Activity Tuesday, Thursday 09:00AM - 12:10PM, A - Cesar Chavez Bldg, Room A-203</p> <p>Instructors: Robert Merson</p> <p>E-mail a copy of this roster to me: <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>E-mail Address</th> <th>Telephone</th> <th>Course Name</th> <th>Status</th> <th>Units</th> <th>Student Profile</th> </tr> </thead> <tbody> <tr> <td>Bell, Chuck</td> <td>1641037</td> <td>test@gmail.com</td> <td>DAY 714-628-7984</td> <td>BA-016</td> <td>Add</td> <td>3.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Li, Vincent H.</td> <td>1376140</td> <td></td> <td>HOME 547-1706</td> <td>BA-016</td> <td>Add</td> <td>1.50</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Peck, Brittany</td> <td>1641069</td> <td>brtp@yahoo.com</td> <td></td> <td></td> <td>Wait</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bell, Chuck</td> <td>1641037</td> <td>test@gmail.com</td> <td></td> <td></td> <td>Wait</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Security Access Messages: None</p> <p>SUBMIT</p>	Student	ID	E-mail Address	Telephone	Course Name	Status	Units	Student Profile	Bell, Chuck	1641037	test@gmail.com	DAY 714-628-7984	BA-016	Add	3.00	<input type="checkbox"/>	Li, Vincent H.	1376140		HOME 547-1706	BA-016	Add	1.50	<input type="checkbox"/>	Peck, Brittany	1641069	brtp@yahoo.com			Wait		<input type="checkbox"/>	Bell, Chuck	1641037	test@gmail.com			Wait		<input type="checkbox"/>
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Peck, Brittany	1641069	brtp@yahoo.com			Wait		<input type="checkbox"/>																																		
Bell, Chuck	1641037	test@gmail.com			Wait		<input type="checkbox"/>																																		
<p>There are different ways to download a roster</p>	<p>Go to page 13 of this manual for detailed information. Or go to http://insidesac.net/studentGrade.htm on InsideSAC for a tutorial</p>																																								

DROP A STUDENT

STEPS	SCREENSHOT																												
<p>1. From the Faculty Information menu, click the "Faculty Student Drop" link.</p>	 <p>Faculty Information</p> <ul style="list-style-type: none"> Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop 																												
<p>2. To select a term:</p> <p>A. Select the term in the drop-down menu.</p> <p>B. Click the SUBMIT button.</p>	 <p>Faculty Student Drop</p> <p>Required</p> <p>Select a Term* <input type="text" value="Summer 2009"/></p> <p>SUBMIT</p>																												
<p>3. To select a class section:</p> <p>A. Click the radio button next to your class section.</p> <p>B. Click the SUBMIT button.</p>	 <p>Faculty Student Drop</p> <table border="1"> <thead> <tr> <th>Choose One</th> <th>Course Name and Title</th> <th>Term</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>ECON 120 20388 Principles/Macro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20393 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>TTH</td> </tr> <tr> <td><input type="radio"/></td> <td>ECON 121 20395 Principles/Micro</td> <td>2009SU</td> <td>1D</td> <td>D-209</td> <td>06:00PM - 10:15PM</td> <td>MW</td> </tr> </tbody> </table> <p>SUBMIT</p>	Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week	<input checked="" type="radio"/>	ECON 120 20388 Principles/Macro	2009SU	1D	D-209	08:00AM - 12:15PM	MW	<input type="radio"/>	ECON 121 20393 Principles/Micro	2009SU	1D	D-209	08:00AM - 12:15PM	TTH	<input type="radio"/>	ECON 121 20395 Principles/Micro	2009SU	1D	D-209	06:00PM - 10:15PM	MW
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<input type="radio"/>	ECON 121 20395 Principles/Micro	2009SU	1D	D-209	06:00PM - 10:15PM	MW																							

STEPS	SCREENSHOT																																
<p>4. In the Faculty Student Drop screen:</p> <p>A. Click the check boxes in the Drop column next to each respective student you want to drop from the class.</p> <p>B. Click the SUBMIT button.</p>	<p>Faculty Student Drop</p> <p>Course Name and Title ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/28/2009 Last date to drop for excessive absence 05/31/2009</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Drop</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td>lorialbert@gmail.com</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1000170</td> <td></td> <td>JENNIFER.BOWEN@YAHOO.COM</td> <td>FR</td> <td>Add</td> <td>3.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td>AMBITIONGOAL@YAHOO.COM</td> <td></td> <td>Add</td> <td>3.00</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">SUBMIT</p>	Student	ID	Access	E-mail address	Class	Status	Credits	Drop	Albert, Lori A.	1090577		lorialbert@gmail.com		Add	3.00	<input checked="" type="checkbox"/>	Bowen, Jennifer L.	1000170		JENNIFER.BOWEN@YAHOO.COM	FR	Add	3.00	<input type="checkbox"/>	Brooms, Sharon D.	1068760		AMBITIONGOAL@YAHOO.COM		Add	3.00	<input checked="" type="checkbox"/>
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Brooms, Sharon D.	1068760		AMBITIONGOAL@YAHOO.COM		Add	3.00	<input checked="" type="checkbox"/>																										
<p>5. After submitting the drops, the Student Drop Confirmation screen will display your dropped students.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Clicking the OK button will take you back to the faculty menu. You can use your browser's print button to print this page for your records. 	<p>Student Drop Confirmation</p> <p>Course Name and Title ECON-121-20872 Principles/Micro</p> <hr/> <p>Instructors Serg Rodriguez</p> <hr/> <p>Last date to drop as no show 02/20/09</p> <hr/> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Access</th> <th>E-mail address</th> <th>Class</th> <th>Status</th> <th>Credits</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dropped</td> </tr> </tbody> </table> <hr/> <p>Security Access Messages None</p> <hr/> <p style="text-align: center;">OK</p>	Student	ID	Access	E-mail address	Class	Status	Credits	Action	Albert, Lori A.	1090577						Dropped	Brooms, Sharon D.	1068760						Dropped								
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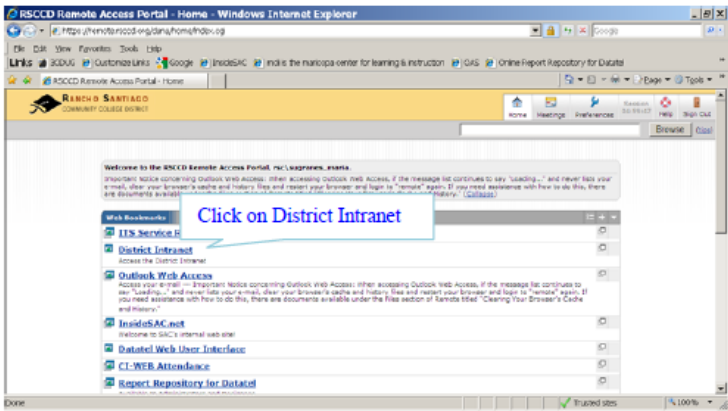
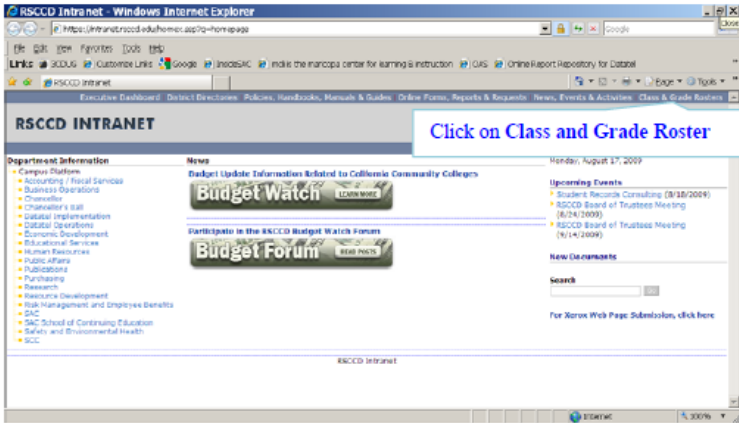
SUBMIT GRADES

STEPS	SCREENSHOT																				
<p>1. From the Faculty Information menu, click the "Grading" link.</p>	 <p>Faculty Information</p> <ul style="list-style-type: none"> Class Roster Grading Search for Sections My Class Schedule Student profile Faculty Student Drop 																				
<p>2. To select a term:</p> <p>A. Select the term in the drop-down menu</p> <p>B. Click the SUBMIT button.</p>	 <p>FACULTY Welcome</p> <p>Grading</p> <p>Select a term to restrict your class list</p> <p>Term <input type="text" value="Summer 2009"/></p> <p>SUBMIT</p>																				
<p>3. To select a class section:</p> <p>A. Click the radio button next to your class section.</p> <p>B. Click the SUBMIT button.</p>	 <p>Grading</p> <p>Final or Midterm/Intermediate Grading Final</p> <table border="1"> <thead> <tr> <th>Choose One</th> <th>Class Name and Title</th> <th>Start Date</th> <th>End Date</th> <th>Bldg</th> <th>Room</th> <th>Meeting Times</th> <th>Days of Week</th> <th>Loc</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>ECON-120-20388 Principles/Macro</td> <td>06/22/09</td> <td>07/29/09</td> <td>1D</td> <td>D-209</td> <td>08:00AM - 12:15PM</td> <td>MW</td> <td>SAC</td> <td>2009SU</td> </tr> </tbody> </table> <p>SUBMIT</p>	Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	<input checked="" type="radio"/>	ECON-120-20388 Principles/Macro	06/22/09	07/29/09	1D	D-209	08:00AM - 12:15PM	MW	SAC	2009SU
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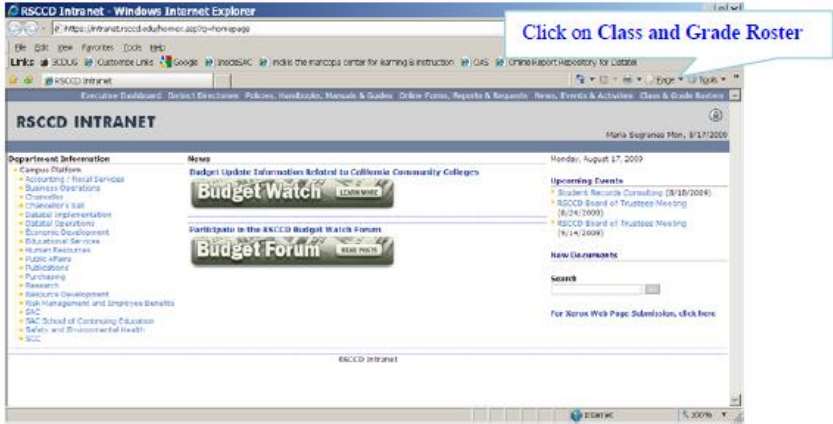
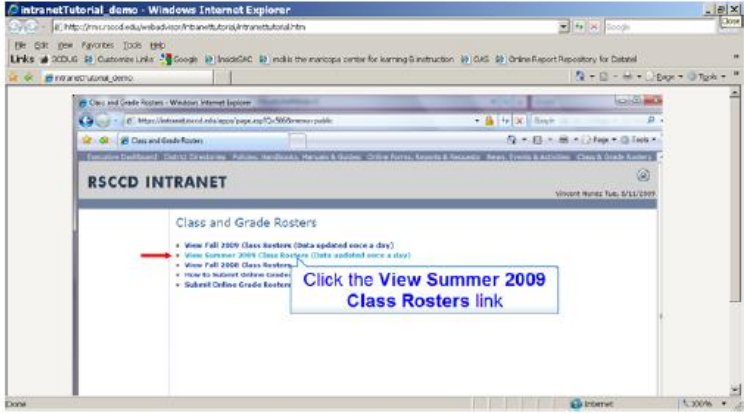
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<p>1. In the Final Grading screen:</p> <p>A. Enter a grade for each respective student in the Grade column fields. Use the TAB key to advance from student to student.</p> <p>A - Excellent B - Good C - Satisfactory D – Less Than Satisfactory F - Fail P - Pass NP – No Pass I – Incomplete (see notes on next page)</p> <p>B. Click the SUBMIT button.</p>	<p>Final Grading</p> <p>Class Name ECON-120-20388 Title Principles/Macro Location Santa Ana College Term Summer 2009</p> <p>Instructor Serg Rodriguez</p> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Grade</th> <th>Expire Date</th> <th>Units</th> </tr> </thead> <tbody> <tr><td>Albert, Lori A.</td><td>1090577</td><td>N</td><td>A</td><td></td><td>3.00</td></tr> <tr><td>Bowen, Jennifer L.</td><td>1380170</td><td>N</td><td>C</td><td></td><td>3.00</td></tr> <tr><td>Brooms, Sharon D.</td><td>1068760</td><td>N</td><td>D</td><td></td><td>3.00</td></tr> <tr><td>Chew, Wendy</td><td>1069277</td><td>N</td><td>F</td><td></td><td>3.00</td></tr> <tr><td>Dinh, Bay V.</td><td>1000003</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Ignacio, Moises J.</td><td>1104021</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Lam, Huong X.</td><td>1329943</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Medina, Elizabeth</td><td>1196391</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Mendez, Vanessa</td><td>1218500</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Morris, Kandace D.</td><td>1338629</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Nguyen, Nhatruc K.</td><td>1069295</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Pham, Tan D.</td><td>1226124</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>Stone, Michael C.</td><td>1025671</td><td>N</td><td></td><td></td><td>3.00</td></tr> <tr><td>To, Van T.</td><td>1419559</td><td>N</td><td></td><td></td><td>3.00</td></tr> </tbody> </table> <p>SUBMIT</p>	Student	ID	Status	Grade	Expire Date	Units	Albert, Lori A.	1090577	N	A		3.00	Bowen, Jennifer L.	1380170	N	C		3.00	Brooms, Sharon D.	1068760	N	D		3.00	Chew, Wendy	1069277	N	F		3.00	Dinh, Bay V.	1000003	N			3.00	Ignacio, Moises J.	1104021	N			3.00	Lam, Huong X.	1329943	N			3.00	Medina, Elizabeth	1196391	N			3.00	Mendez, Vanessa	1218500	N			3.00	Morris, Kandace D.	1338629	N			3.00	Nguyen, Nhatruc K.	1069295	N			3.00	Pham, Tan D.	1226124	N			3.00	Stone, Michael C.	1025671	N			3.00	To, Van T.	1419559	N			3.00
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STEPS	SCREENSHOT																														
<p>2. After submitting the grades, the Grading Confirmation screen will display your final grades.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Clicking the OK button will take you back to the faculty menu. • You can use your browser's print button to print this grade confirmation for your records. 	<p style="text-align: center;">Grading Confirmation Form</p> <p>Class Name ECON-120-20388 Title Principles/Macro Location Santa Ana College Term Summer 2009</p> <p>Instructor Serg Rodriguez</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Albert, Lori A.</td> <td>1090577</td> <td>N</td> <td>A</td> <td></td> <td>3.00</td> </tr> <tr> <td>Bowen, Jennifer L.</td> <td>1380170</td> <td>N</td> <td>C</td> <td></td> <td>3.00</td> </tr> <tr> <td>Brooms, Sharon D.</td> <td>1068760</td> <td>N</td> <td>D</td> <td></td> <td>3.00</td> </tr> <tr> <td>Chew, Wendy</td> <td>1069277</td> <td>N</td> <td>F</td> <td></td> <td>3.00</td> </tr> </tbody> </table> <p style="text-align: center;">OK</p>	Student	ID	Status	Final Grade	Expire Date	Credits	Albert, Lori A.	1090577	N	A		3.00	Bowen, Jennifer L.	1380170	N	C		3.00	Brooms, Sharon D.	1068760	N	D		3.00	Chew, Wendy	1069277	N	F		3.00
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<p>NOTE: For Incomplete grades, the system will automatically enter a one year expiration date upon submission.</p> <p>After the expiration date the Incomplete will turn to a Fail grade.</p>	<p>Class Name BA-016-20789 Title Computer Office Modules Location Santa Ana College Term Spring 2009</p> <p>Instructor Joyce M. Miller Robert Manson Linda J. Dussault</p> <p style="text-align: center;">** Your changes have been saved. Modified records are shown below **</p> <table border="1"> <thead> <tr> <th>Student</th> <th>ID</th> <th>Status</th> <th>Final Grade</th> <th>Expire Date</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Ball, Chuck</td> <td>1641037</td> <td>A</td> <td>I</td> <td>05/18/2010</td> <td>1.00</td> </tr> </tbody> </table> <p style="text-align: center;">OK</p>	Student	ID	Status	Final Grade	Expire Date	Credits	Ball, Chuck	1641037	A	I	05/18/2010	1.00																		
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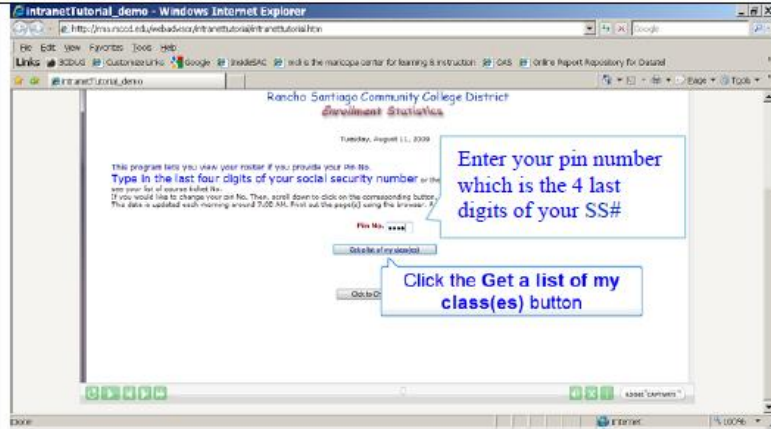
DOWNLOAD ROSTER TO EXCEL

STEPS	SCREENSHOT
<p>There are different ways to download a roster.</p> <p>Option 1:</p> <p>Use Blackboard to manage your grades. Student information is imported to Blackboard daily.</p>	<p>For information on using Blackboard please contact the Distance Education Office in R 105, 564-6725.</p>
<p>Option 2:</p> <p>Go to the district Intranet at https://intranet.rccd.edu or go to http://remote.rccd.edu and select the Intranet. You will need to login with your network/Outlook login.</p> <ol style="list-style-type: none"> Login as you do for the network and email. Go to the top right hand corner of the screen and click on the Grades option Select the appropriate term using the drop down arrow Import your grades to Excel and SAVE the worksheet. Save the Excel spreadsheet. 	 

MANAGE EXCEL ROSTER

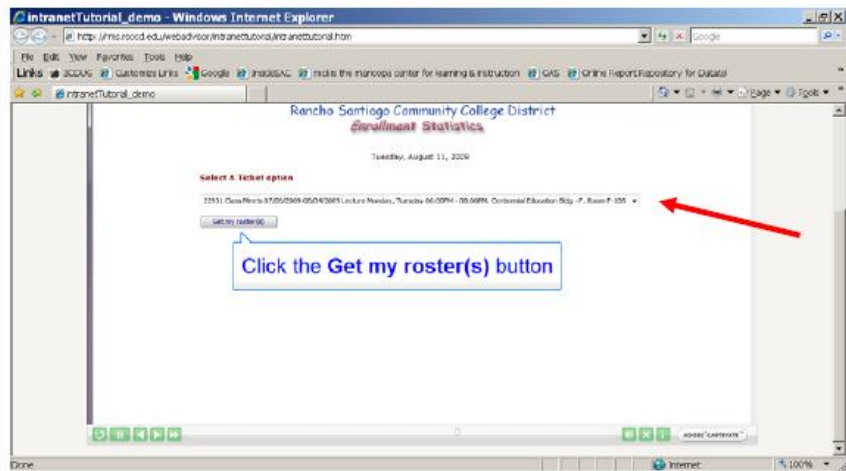
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<p>C. Click on the appropriate roster.</p>	

D. Enter your pin number which is the 4 last digits of your SS#

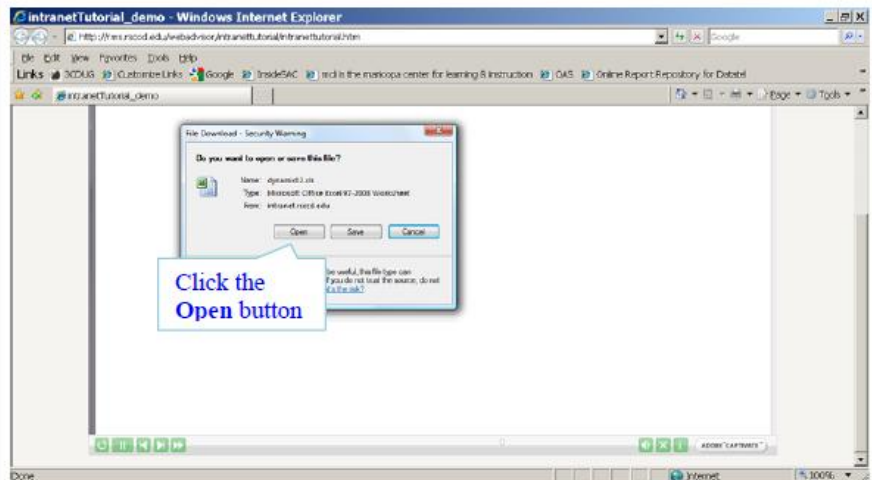


E. Select the appropriate term using the drop down arrow

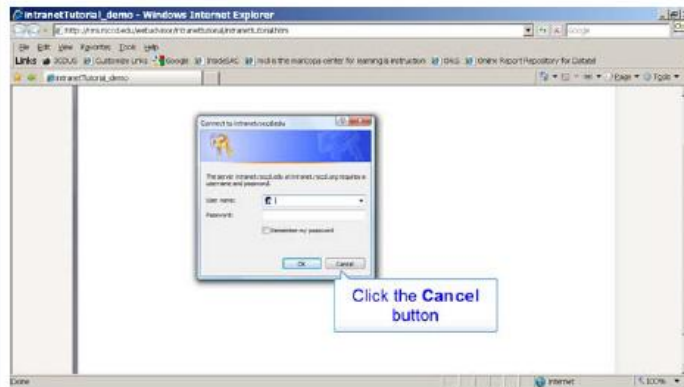
F. Click the link to download your roster to Excel



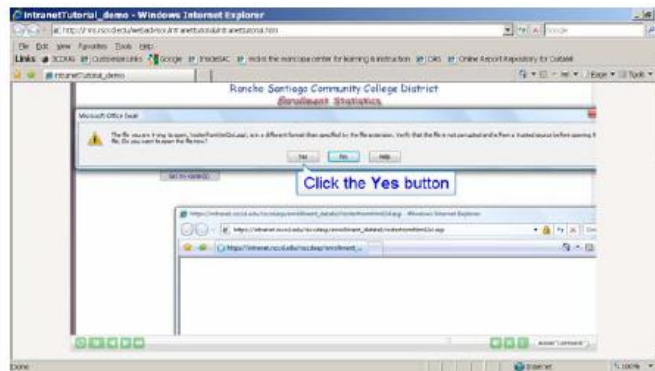
G. Open the Excel file.



H. Enter Cancel when asked to login again.



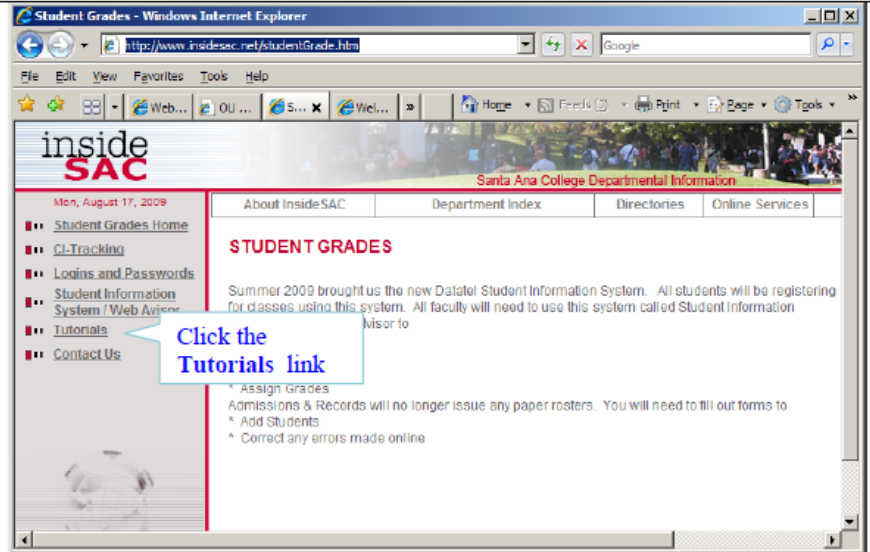
I. Select Yes to ignore the dialog box.



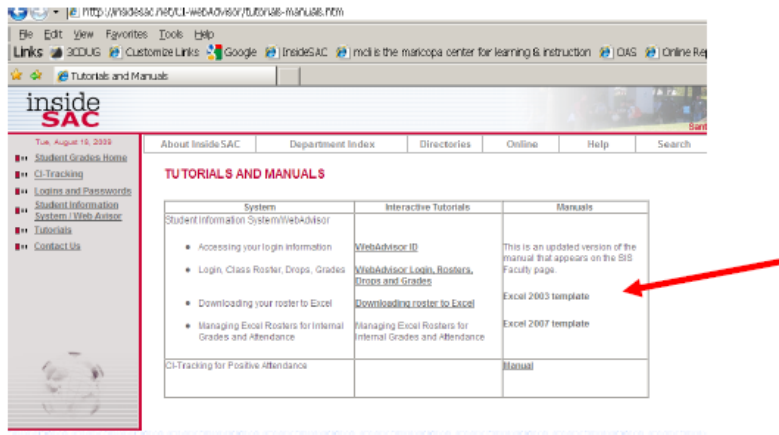
J. Your roster is now imported to an Excel file. We will save the file later.

Seq	Student	ID	Email Address	Telephone	Status	Units
1	Venissa Claudio	7721854			Add	0
2	Karna Noermin	5682940			New	0
3	Agnes Tabaresum	7222940			Add	0
4	Sabrina Blanca	6248936			New	0
5	Joyd Mora	8054281		HOME 714-555-5555	Add	0
6	Brownie L. Gyle	7378912			New	0
7	Marlette Pivar	802675		HOME 714-555-5555	New	0
8	Konnye Mabeo	7054280			Add	0
9	Plesteros Stefania	8221999			Add	0
10	Taukha Linda	205498			Add	0
11	Platonis Ieri	1874268			New	0
12	Laurence Pical	8668315			Add	0
13	Amylyng Kimbra	5478392		HOME 714-555-5555	New	0

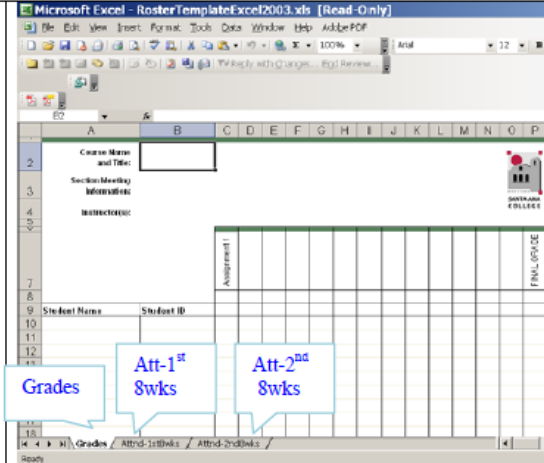
K. In order to manage your roster, open roster and attendance templates available on <http://www.insidesac.net/studentgrade.htm>. Click on the Tutorials page



L. Select the Excel template—either the 2003 or 2007 version. Note Excel 2007 files can be saved as 2003 files.



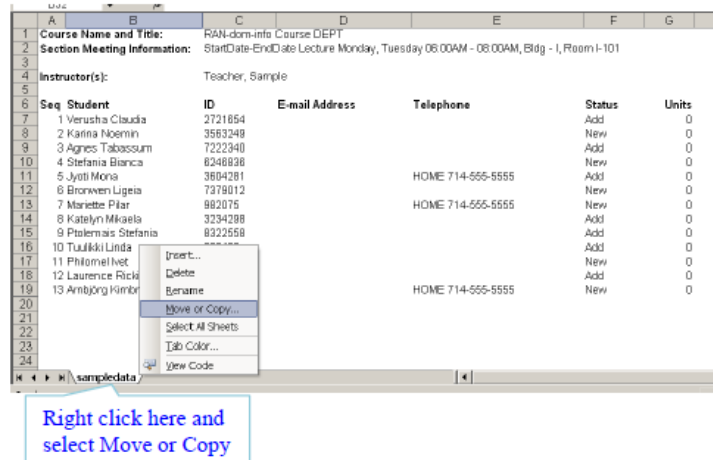
- M. There are 3 worksheets in this file: Grades, Attendance 1st 8 weeks, Attendance 2nd 8 weeks. You will need to turn in your internal grades and attendance to A & R at the end of the term.



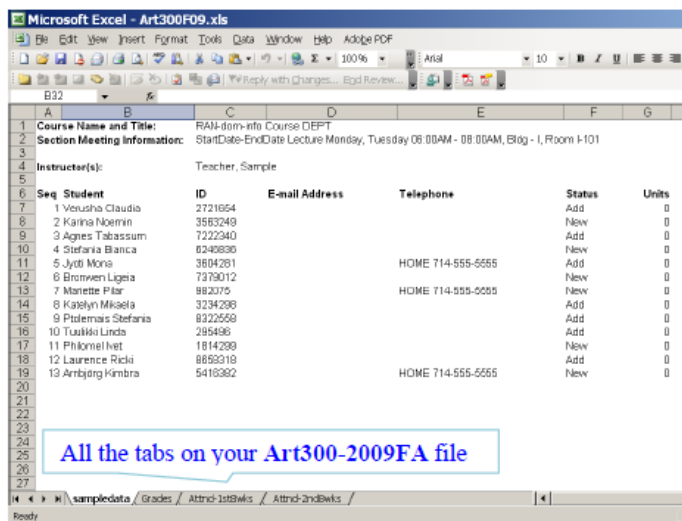
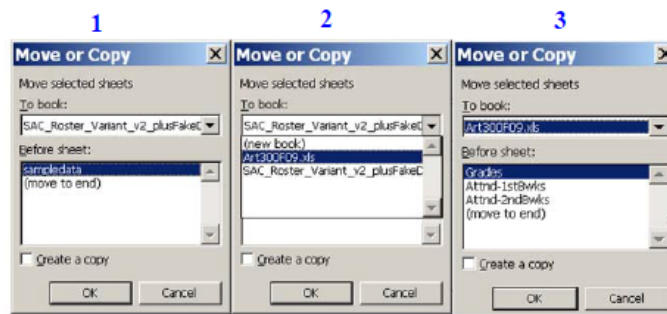
- N. Save the template to your local drive. Your file name should reflect the class and semester. For example: Art300-2009FA . You might want to add the section number.
- Suggestion: use your thumb or USB drive for more flexibility.



- O. Right click on the tab and select Move or Copy.



P. When you click on Move or Copy, the box labeled “1” will pop up. Select the down arrow to find your target file: Art300F09 as shown in box number 2. The result will be shown in box number 3. Press **OK**. Your data has now been transferred. See next page.



NOTE: all the tabs on your Art300-2009FA file.

Q. To insert your student into the template, highlight the student data and ID columns. Do not include the column headers.

Seq	Student	ID	E-mail Address	Telephone	Status	Units
7	Verusha Claudia	2721654			Add	0
8	Karina Noemin	3583249			New	0
9	Agnes Tabassum	7222340			Add	0
10	Stefania Bianca	6246836			New	0
11	Jyoti Mona	3604281		HOME 71 4-565-5555	Add	0
12	Bronwen Ligeia	7379012			New	0
13	Manette Pilar	982075		HOME 71 4-565-5555	New	0
14	Katelyn Mikaela	3234299			Add	0
15	Ptolemis Stefania	8322558			Add	0
16	Taukiki Linda	295496			Add	0
17	Philoniel Iviet	1814299			New	0
18	Laurence Ric-ki	8059318			Add	0
19	Ambirg Kimbra	5418362		HOME 71 4-565-5555	New	0

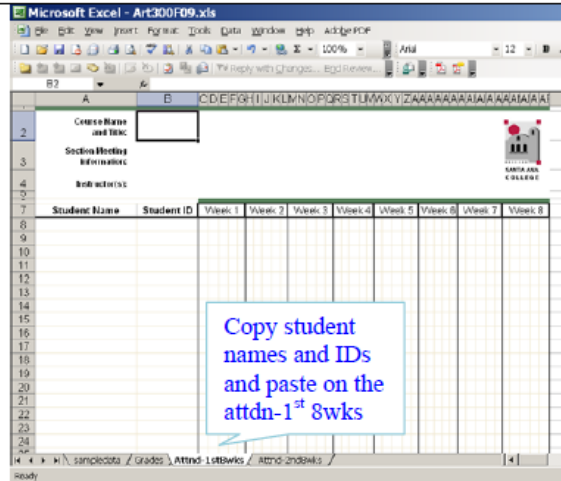
R. Copy the highlighted area by pressing **Ctrl C** or using **Copy/Paste** on the top tool bar

Student Name	Student ID	Assignment 1	FINAL GRADE
Verusha Claudia	2721654		
Karina Noemin	3583249		
Agnes Tabassum	7222340		
Stefania Bianca	8246836		
Jyoti Mona	3604281		
Bronwen Ligeia	7379012		
Manette Pilar	982075		
Katelyn Mikaela	3234299		
Ptolemis Stefania	8322558		
Taukiki Linda	295496		
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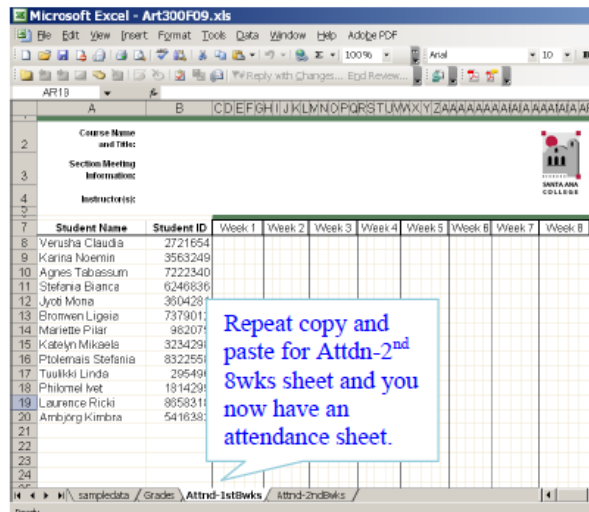
S. Go to the destination page and click on the cell below student name and press **Ctrl V** or the paste icon on the tool bar to paste.

T. **SAVE** your work!

U. Open the next tab to copy your student names and IDs to the first attendance sheet. Repeat the copy and paste process above.



V. You now have an attendance sheet.



BE SURE TO SAVE YOUR WORK.

You will need to repeat the process for each of the sections that you are teaching.

