

Santa Ana College

FACULTY HANDBOOK

www.sac.edu



Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, work force and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Core Competencies and Student Learning Outcomes:

<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 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 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>4. Diversity 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 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 Students will develop the knowledge and skills necessary to select and develop careers.</p>	

Instructional Calendar –Fall Semester 2011

August 22	Instruction Begins for full semester and first GR8 Week session
September 5	Labor Day Holiday
September 2	Last date to add a class with instructor signature or add code.
September 4	Last date to drop, AND NOT OWE FEES
September 5	Last date to drop semester length classes and not receive a “W”
September 23	Last date to file pass/no pass for full-semester
October 21	Last date to petition for CSU and IGETC
October 21	Last date to petition for December certificates
October 21	Last date to petition for December graduation
October 17	Second GR8 weeks starts
October 21	Last day to add a second GR8 Weeks class
November 11	Veterans Day
November 13	Last day to drop a full-semester class with a “W” grade
November 24-27	Thanksgiving (Thursday-Sunday)
December 5-11	Week of Finals, scheduled on second class meeting day.

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SANTA ANA COLLEGE ADMINISTRATIVE SUPPORT OFFICES

POSITION	NAME	PHONE: 564-	OFFICE
President	Erlinda Martinez	46975	S-206
Assistant to the President	Kennethia Vega	46975	S-206
Vice President, Academic Affairs	Linda Rose	46082	S-207
Executive Secretary	Marta Barker	46080	S-207
Vice President, Student Services	Sara Lundquist	46085	S-215-2
Executive Secretary	Karen Scott	46085	S-215
Vice President, Administrative Services	Paul Foster	46981	S-203-3
Executive Secretary	Geni Lusk	46128	S-203
Plant Manager	Ron Jones	46319	Z-109-2
Security	James Wooley	46335	X-101
Associate Dean, Admissions & Records	Mark Liang	46040	U-221
Administrative Secretary	Pilar Traslavina	6007	S-104-A
Academic Senate	Ray Hicks	46831	D-403
Registrar	Chris Truong	46042	S-101-2
Director, College Advancement	Christina Romero	46095	S-217
Administrative Secretary	Jennifer Valencia	46095	S-217
Dean, Student Affairs	Lilia Tanakeyowma	46971	S-203
Administrative Secretary	Maria Garibay	46140	S-203
Associate Dean, Student Development	Loy Nashua	46211	U-121-B
Associate Dean, Financial Aid	Robert Manson	46247	U-221
Coordinator	Huong Nguyen	4879	E-104-4
Director, Academic Support	Nick Quach	46425	A-120
SAC ITS Help Desk	Pauline Leon	44357	A-114
Distance Education	Cherylee Kushida	46766	A-101
Administrative Clerk	Janet Eldridge	46725	A-101
Coordinator, Community Services	Lithia Williams	46596	S-201
Dean, Business Division	Allen Dooley	46775	A-103-2
Administrative Secretary	Sheri Bagdonas	46750	A-103
Dean Counseling Division	Micki Bryant	46078	D-128
Administrative Secretary	Diane Caughern	46079	S-106
Dean, Exercise Science, Health and Athletics Div.	Avie Bridges	46900	W-102
Administrative Secretary	Kaye Smith	46903	W-102
Dean, Fine and Performing Arts	Sylvia Turner	45600	A-109
Associate Dean		45600	A-109
Administrative Secretary	Jane Eimers	45600	A-109
Administrative Secretary	Tonimarie Withey	45600	A-109
Dean, Human Services & Technology (interim)	Bart Hoffman	46800	R-107
Administrative Secretary	Virginia Witmer	46800	R-107
Associate Dean, Fire Technology	Ken Soltis	46855	A-113-5
Administrative Secretary	Staff	46407	A-113
Dean, Humanities and Social Sciences	Interim-James Harris	46500	D-435
Administrative Secretary	Pam Hernandez	46500	D-435
Administrative Secretary	Martha Ramirez	46500	D-435

Administrative Secretary	Hang Le	46375	A-101-5
Dean of Science, Math and Health Sciences	Carol Comeau	46606	R-103
Administrative Secretary	Leisa Schumacher	46600	R-103
Associate Dean of Health Sciences	Becky Miller	46839	R-213
Administrative Secretary	Terry Grijalva	46825	R-213

**SANTA ANA COLLEGE
DEPARTMENT CHAIRS, PROGRAM COORDINATORS &
DIRECTORS**

DEPARTMENTS/PROGRAMS	CHAIR/COORDINATORS/ DIRECTORS/FACILATORS	Phone: 564 -
Anthropology, Sociology and Women's Studies	Sandy Wood	46536
Art	Sharon Brown Irene Soriano	45818 45618
Automotive Technology/Diesel/Welding	Glenn Hammonds Doug Wilkes	46664 46667
Biology	Jubal Hampton/Kathy Takahashi	46727/ 46628
Business Administration	Sheila Shain	46788
Business Applications & Technology	Michael T. Nguyen	46876
Chemistry	Crystal Jenkins/Ted Yamada	46635/ 46631
Computer Science	Bruce Nichols	46767
Counseling	Charlene Pearson Caroline Frye-Reed Rochelle Zook	46120 46123 46416
Criminal Justice Department	George Wright Andy Gonis	46817 46817
Criminal Justice Academies	John Finch	566-9201
Dance	Eve Kikawa	45641
Disabled Students	Elyse Chaplin	46277
Distance Education	Cherylee Kushida	46766
Economics	Gus Montez	46530
Ethnic Studies	Angelina Veyna	46546
Engineering	Craig Takahashi	46306
English	Shelly Jaffray	46638
Exercise Sciences	Kim Nutter	6915
ESL-English as a Second Language	Elissa Hassel	46513
Family & Consumer Studies	Karen Warner	46842
Fire Technology	Ken Soltis Don Mahaney	46855 46402
History	Kristen Guzman	46545
Human Development	Gwen Morgan-Beazell	46815
Journalism	Charles Little	45616
Library	Luis Pedroza Nell Yang	46707 46703
Library Technology Program	Yolanda Garcia	46717
Management/Marketing	Madeline Grant	46789
Manufacturing Technology	Dietrich Kanzler	46683
Mathematics	Mike Everett	46957

Media Services:		
Media Production	Joe Pacino	6723
	Brian Yoder	6724
Media Systems		6720
Medical Assisting	Catherin Emley	46820
Modern Languages	Martha Guerrero-Phlaum	46561
Music	Brian Kehlenbach	45653
Nursing	Mary Steckler	46869
Occupational Therapy Assistant	Michelle Parolise	46833
Paralegal	F. Richard Manzano	46858
Pharmacy Technology	KC Huynh	46650
Philosophy	Zac Fish	46532
Physical Science	John Kalko	46629
	Phil Hughes	46610
Political Science	Philippe Andrade	46532
Psychology	Fernando Ortiz	46554
Reading	Genice Gilreaph	46571
Speech	Mary Huebsch	46541
Success Center	George Sweeney	45420
TV/Video Communications	Terry Bales	241-5778
Theatre Arts	Valinda Tivenan	45668

Rancho Santiago Community College District Duties & Responsibilities: Department Chairs

DEFINITION:

A faculty member who coordinates departmental activities under the direction of the division dean or appropriate administrator. Provides academic leadership to the department. Facilitates communication between the departmental faculty/staff and the division dean or appropriate administrator. Meets regularly with department faculty. Attends regularly scheduled meetings as called by the dean of instruction or appropriate administrator.

SELECTION: Elected by faculty as described by district policy.

RESPONSIBILITIES:

A. Curriculum Planning

1. Keeps abreast of changes in career opportunities, job requirements and related interdisciplinary career developments, and demand for workers with training in discipline areas and shares this information with colleagues and the Counseling Department. Keeps abreast of curricular development in other institutions. Acts as a leader in developing departmental offerings in occupational, transfer and general education curricula with appropriate department representatives in other discipline areas.
2. Assists in coordinating curricular offerings with other college departments and other colleges and universities.
3. Jointly, with departmental faculty, reviews current course outlines and prepares revisions or recommends new courses to the area curriculum committee. Jointly, with department faculty, selects textbooks and recommends their adoption.
4. May represent the department by serving on curriculum committees.
5. Responsible for establishing and maintaining department portfolios.
6. Submits pre/co requisites for courses to college Curriculum and Instruction Council.

B. Schedule

1. Responsible for assisting in the development of each semester's master schedule and works with the division dean or appropriate administrator and individual instructors in developing class schedules.
2. Responsible for assisting in the assignment of adjunct faculty.

3. Responsible for assisting in enrollment management and monitoring of class sizes by making recommendations to the appropriate administrator.

C. Budget

1. Collects budget requests from faculty and classified staff in the discipline(s) within the department as appropriate.
2. Analyzes department budget needs with faculty and staff as appropriate.
3. Compiles department budget requests by categories and submits completed lists to the division dean or appropriate administrator by due date.
4. Represents department when setting budget priorities and allocations of resources.
5. Informs department of resources available and submits requisitions for approved budget items.

D. Personnel

1. Working with representative department members, assists in the hiring of adjunct faculty for the discipline(s) within the department.
2. Working with representative department and academic senate members, determines requests for equivalencies of potential faculty for the discipline(s) within the department.
3. Works with program facilitators and appropriate faculty in recommending classified personnel for the department. May assist with the evaluation of and directs the work of classified personnel assigned to the department as appropriate.
4. Serves as a faculty resource in professional development. Assists in the orientation of new faculty. Stimulates faculty cooperation in sharing ideas and materials relevant to departmental courses.
5. Assists the division dean or appropriate administrator in verifying instructional load sheets.
6. Working with representative department members and appropriate administrators, submits requests for additional full time faculty to the Academic Senate. May represent the department in establishing hiring priorities and initiating new disciplines and departments.

E. Facilities, Equipment and Materials

1. May assist the division dean or appropriate administrator in coordinating room assignments and facilities for the department.
2. Distributes, verifies and submits all purchase orders for textbooks and other materials to appropriate classified staff.

3. May coordinate the use of and maintain supplemental instructional resources as appropriate.

F. Registration

1. Handles requests for program waivers, and program equivalencies in a timely manner.

G. Evaluation

1. May assist in providing peer review of adjunct faculty in the discipline(s) within the department. May ask for administrative review of adjunct faculty.

2. Provides for peer review of full-time faculty in the discipline(s) within the department.

3. Coordinates program review for discipline(s) within the department.

H. Liaison, as appropriate, with

1. The Library and Media Services to recommend acquisition of books and materials.

2. The Counseling Department to keep counselors informed of changes in departmental offerings, prerequisites and requirements for majors in transfer institutions and to secure information on test scores of students and other relevant information.

3. Other departments and between colleges or other sites to coordinate course offerings.

4. Similar departments at sister institutions to assimilate course information.

5. Similar departments at transfer institutions for the purpose of course and/or program articulation.

6. Similar departments at high schools to articulate departmental course and activities between the institutions.

7. Advisory committees to give and receive pertinent information related to curriculare offerings and community needs.

8. Responds to community requests for information.

9. District personnel for developing grant proposals.

10. Local businesses and community leaders for program support and development.

I. Responsibilities

1. Handles requests for credit by exam.

2. May field student complaints and refer complaints to the division dean or appropriate administrator when necessary.

SANTA ANA COLLEGE

ADMISSIONS & REGISTRATION INFORMATION

1. Registration Information

Students register online and by telephone, and **are given registration priority in the following order:**

- Disabled Students
- EOPS Students
- Continuing Students in unit priority
- New/Returning Matriculated Students
- New/Returning Non-Matriculated Students
- Capitation Students (CAP)

Admissions Office hours:

- 8:00 a.m. to 8:45 p.m. Monday through Thursday
- 8:00 a.m. to 4:30 p.m. Friday (hours are subject to change)

Online Registration Hours:

Students are permitted to add open sections and request to be added to the Wait List until 5:00 p.m. the Friday before the semester begins. The Wait List is a priority process for petitioning enrollment into a closed class. All registered students are expected to attend the first class meeting or risk being dropped from the course by the instructor. Wait-listed and petitioning students must complete the process of adding the class at Admissions and Records if their instructors have given them signed add cards for enrollment.

The Add/Drop period begins on the first day of instruction and concludes on the last business day of the 2nd week. Students must officially register for full semester length classes by the end of the 2nd week of instruction. Add/Drops during the fall semester will be accepted in the Johnson Center, Room U201, Monday – Thursday, 10:00 a.m. – 6:45 p.m. and Friday, 10:00 a.m. – 3:45 p.m.

2. Temporary Roster

Temporary Rosters are available online. Additionally, hard copy Temporary Rosters (yellow) are distributed to faculty mail boxes the Friday before classes begin. This roster will reflect students who are officially registered as of the Thursday before classes begin. Faculty are **REQUIRED TO RETURN** the Temporary Roster to the Admissions and Records Office at the conclusion of the semester. You can email for a temporary roster (adm_records@sac.edu).

If you did not receive a Temporary Roster in your mailbox, contact the Admissions and Records Office at extension 6015 or adm_rec@sac.edu.

3. Wait List Roster/Adding Petitioners

Wait List Rosters (white) are distributed to faculty mail boxes the Friday before classes begin.

Procedure to add “wait listed” students:

- At the beginning of the first class, take attendance.
If there are seats available, you must first sign add cards for Wait Listed students who are present at the first class meeting, beginning with the top position on the wait list.

- Once all Wait Listed students who are present have been added, you may sign add cards for additional petitioners depending on class size or administrative limits.

- To verify official enrollment, you may request that students show you:
 - the blue and yellow copy of the add/drop card, with a diagonal slash, dated and initialed by Admissions and Records Staff. **It is your responsibility to verify that the student is enrolled.**

4. Late Adds

Students may be added during the third week of instruction, but only with DIVISION DEAN'S approval. Students CANNOT be added after the end of the 3rd week of instruction.

5. Verification Rosters

Faculty will be sent two Verification Rosters during the fall and spring semesters.

1.) The first roster, also often called the No Show Roster will be sent to you during the 1st week of instruction. 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.
- to sign this roster and return it to the Admissions and Records Office, even if they do not drop any students.

IMPORTANT NOTE: Division Deans and the Vice President of Academic Affairs are advised of faculty who fail to submit their 1st week Verification Roster.

2.) The second roster, will be sent to you approximately the 10th week of the semester. This will give you the opportunity to drop students who have excessive absences. Title 5 prohibits a student's withdrawal after the end of the twelfth week. Instructors are required to assign a letter grade to any student officially enrolled after the withdrawal deadline.

3.) Instructors may drop a student anytime throughout the semester for excessive absences. Excessive absence is "**when the total hours of absences exceed 10% of the total scheduled hours of the class.**"(College Catalog) This must be done before the end of the 12th week.

Instructor Change Cards are available in the Admissions and Records Office. In addition to dropping students, instructors can use these cards to reinstate a student, transfer a student from one section of a course to another section of the same course.

6. Permanent Rosters

Permanent Rosters are sent to faculty approximately during the fifth week of the semester. Please review this roster carefully. Phantom Students are a real problem!

A Phantom Student is one who is sitting in your class, but whose name does not appear on this Permanent Roster. The Phantom Student is:

- receiving your instruction free since they are not officially registered,
- the college is not receiving apportionment since they are not officially registered,
- and can be a civil liability because they are not officially registered.

You may NOT add that student to the final grade sheet and give them a grade. Essentially, the student obtained the benefit of instruction for free, and the college did not receive State reimbursement for its expense; hence the student will not receive credit or a grade for the course.

***Please use online rosters weekly to verify actively enrolled students. DO NOT ALLOW STUDENTS WHO ARE NOT OFFICIALLY REGISTERED TO ATTEND CLASS.**

Faculty are also required to submit the Permanent Roster to Admissions and Records at the conclusion of the term.

7. Submitting Final Grades

Submitting grades is a professional responsibility included in a teaching assignment. At a community college, students complete courses for a myriad of reasons: some are seeking associate degrees or transfer to four year universities, and some are completing courses for job advancement and pay raises. As such, faculty are expected to submit their grades to the Admissions and Records Office by the deadline stipulated in submission instructions. Division Deans and the Vice President of Academic Affairs are provided a list of the faculty who fail to meet this professional expectation.

Currently, faculty may submit their grades either online or via an optical scanning (op-scan) form. **IMPORTANT NOTE:** As of summer 2008, with the implementation of a new student information system, faculty will be required to submit their grades online.

●**SUBMITTING GRADES ONLINE:** This system is fast and easy to use. Although it does not eliminate the requirement of turning in supporting documents, it benefits students requesting official transcripts. Grades that are submitted online are posted to the student's transcript every evening. To access the intranet to accomplish online grade submission, users must have an active e-mail account and a confidential password. Please contact Division offices to fill out the Online Grade Activation sheet to establish your account and gain access to the Intranet.

●**PAPER SUBMISSION OF GRADES:** The week before finals, Final Grade Rosters are sent to faculty. The final grade sheet lists all students who are officially registered for your class. You must give all students whose names appear a grade. "W" (withdrawal) grades may NOT be assigned.

● **RECORDS THAT MUST BE SUBMITTED TO ADMISSIONS AND RECORDS:** To comply with State Audit requirements, Faculty must sign and submit the following documents to the Admissions and Records Office:

- yellow temporary roster
- green permanent roster
- records used to record grades (including final grade) and attendance, i.e. excel spreadsheet, etc.
- Op Scan sheets for grades if not submitted online
- Op Scan sheet (orange) for Positive Attendance with the amount of time students attended, if applicable

PLEASE SIGN EVERYTHING... These records are legal, historical documentation and filed in compliance with California State Law. When a student challenges a grade and you are not available, the college is required to produce and rely on these records to respond.

- **POSTING OF GRADES:** Federal Privacy Law, commonly known as FERPA, prohibits the public posting of grades, as this information is classified as confidential. Students may obtain their grades online at the website: www.sac.edu or from the telephone online grade system. Directions for accessing this information is available in the printed Class Schedule, in the Admissions Office, and on the Admissions and Records Office website at www.sac.edu/apps.

8. Student Fees

A. NON-PAYMENT OF TUITION

- Students who have not paid enrollment fees/tuition will have a hold placed on their records. These students will not be able to:

<ul style="list-style-type: none">--request or receive transcripts,--add classes that semester,--enroll in classes in subsequent semesters.

- You will receive DO NOT ADMIT forms in your mailbox identifying students who have not paid enrollment fees/tuition and are enrolled in your class. Send these students to the Cashiers Office. DO NOT allow these students to remain in your class.

- Students can pay fees online or by telephone from 7:00 a.m. - 9:00 p.m. (M-Th).

B. REFUND POLICY

- Students who drop a semester length class by the end of the second (2nd) week of instruction:

<ol style="list-style-type: none">1) enrollment fee/tuition will be completely refunded2) there will be no record of enrollment on the student's transcript
--

- Students who drop a short term class (one that is less than a semester in length) (early or late start) receive a refund during the first 10% of the class.
- Intersession and Summer courses have a different structure:
 - 1) Students will receive a complete refund and there will be no record of enrollment in the class on the student's transcript until the end of the first (1st) week of instruction.

GENERAL INFORMATION

1. ABSENCES FROM CLASS, PROCEDURES FOR ALL FACULTY

A. If you must be absent, call as soon as possible.

- Business Division: (714) 564-6750
Monday through Friday: 8:00 a.m. to 5:00 p.m.
After hours, call: (714) 628-4902
- Counseling Division: (714) 564-6100
- Exercise Science, Health/Athletics Division: (714) 564-6900
Hours:
- Fine and Performing Arts Division: (714) 564-5600
Monday through Thursday: 8:00 a.m. to 5:00 p.m.
Friday: 8:00 a.m. to 3:00 p.m.
- Humanities and Social Sciences Division IV: (714) 564-6500
Monday through Thursday: 7:30 a.m. to 6:50 p.m.
Friday: 7:30 a.m. to 12:00 p.m.
After hours, call: (714) 628-4803
- Human Services and Technology: (714) 564-6800
Monday through Thursday: 7:30-5:00 pm
Friday: 7:30 a.m.-3:30 p.m.
- Science, Math and Health Science Division: (714) 564-6600
Monday through Thursday, 8:00- 5:30 PM
Friday: 8:00-2:00 p.m.

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

C. In case a substitute for your class is necessary go to the Division office.

2. SUCCESS CENTER

Location: L-206, Phone: (714) 564-5420

Hours: Monday through Thursday 8:30 a.m. to 8:30 p.m.

Friday 8:30 a.m. to 12:30 p.m.

Summer and holiday hours may vary.

The Success Center provides computer-aided, individualized instruction in reading, language arts, English, and ESL/ELMS. The content and learning objectives are customized to students' individual skill levels and needs. Students have access to state-of-the-art curriculum and technology. Computer programs are self-paced, giving students many opportunities to improve their academic skills. Both credit and non-credit students may utilize the Center. For credit students, the Center provides supplemental instruction and resources assigned to them through their credit courses. Non-credit students receive instruction and take classes in English as a Second Language and all courses necessary to obtain a high school diploma.

3. BOOKSTORE (also see TEXTBOOKS)

The DON Bookstore

Location: U--126, Phone: (714) 564-6327

Hours: Monday through Thursday 7:45 a.m. to 7:30 p.m.

Friday 8:00 a.m. to 1:00 p.m.

Saturday 8:00 a.m. to 1:00 p.m.

(Hours are subject to change.)

- A. Student may purchase textbooks for SAC courses in person or online at www.donbookstore.com.
- B. 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.
- C. 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.
- D. 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.
- E. A vending machine, located in the E Building stairwell closest to the D Building contains Apperson test forms, blue books, pens/pencils and other supplies.

4. CLASS HOURS and ROOM ASSIGNMENTS

- A. Class hours: Beginning with the first session, the full instructional time allotted for each class should be utilized. A 10 minutes break is customary for each hour of instruction.
- B. Room Assignments: A request to change the location of an assigned class must be approved by the Division office.

5. CLASSROOM REGULATIONS: (see page 21-27, 06/07 SAC catalog)

Please observe and enforce all college regulations and legal requirements.

NO smoking, eating or drinking is allowed in the classrooms.

6. ACADEMIC COMPUTING CENTER: (Two (2) computers available for adjunct faculty)

- A. Location: A-106
- B. Hours: Monday through Thursday: 8:00 a.m. to 7:00 p.m.
Friday: 9:00 a.m. to 1:00 p.m.

7. COMMENCEMENT

All full-time faculty are required to take part in Commencement exercises dressed in academic attire. 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.

8. CONFERENCE REQUEST

Conference request forms are available on the RSCCD Intranet, Accounting/Fiscal Services, Conference Claim Form.

9. COUNSELING AND STUDENT SUPPORT SERVICES

- A. Location: S-121, Call (714) 564-6100 for an appointment.
- B. Hours: Monday through Thursday: 8:00 a.m. to 7:00 p.m.
Friday: 8:00 a.m. to 1:00 p.m.
Counselors provide career, academic and personal counseling.

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

10. 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 ext. 46005.

11. FIELD TRIPS

A. 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:

- 1) Completed Field Trip Request form
- 2) Any required field trip in Syllabus with this field trip highlighted
- 3) Field Trip form: Excursion/Field Trip Notice completed and signed form for EACH student
- 4) One (1) copy of your class roster

B. If you require the College to provide transportation, see your department chair to request timelines and procedures, prior to printing of course syllabus.

C. You may provide an address of the location of the field trips but:

- 1) DO NOT give oral or written directions to students.
- 2) DO NOT "assign" students to a carpool.

Questions regarding liability should be directed to Don Maus, Risk Management, District Office, (714) 480-7570.

12. FOOD SERVICE

A. The Cafeteria, located in Johnson Center, is operated by an independent contractor.
Hours: Monday through Thursday 7:00 a.m. to 9:00 p.m.

B. The Drip, located in the A/B Quad, is operated by an independent contractor.
Hours: Monday through Thursday 7:00 a.m. to 9:00 p.m.

C. The DON Bookstore, located in U-126, sells sandwiches, drinks and snacks.

D. Vending machines are available on the south end of the first floor of the D building.

13. GRAPHIC COMMUNICATIONS

Location: L-119

714-564-6726

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 RSCCD graphics web pages at: www.rsccd.org click on *Public Affairs* and then *Graphic Communications*.

14. HEALTH AND WELLNESS CENTER

- A. Location: U-120, Phone: (714) 564-6216
- B. Hours: Monday through Thursday 9:00 a.m. to 1:00 p.m., 2:00 p.m. to 7:00 p.m.
Fridays 9:00 a.m. to noon
- C. 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. For more information on psychological services see page 32.
- D. Tuberculosis skin tests for faculty and staff: The Education Code requires the tuberculosis skin test take place no longer than 72 hours after initiation. Testing may be initiated on:
Monday and Tuesday
with readings on Wednesday and Thursday, respectively

AND

Wednesday and Friday (between 9:00 a.m. and noon)
with readings on the following Friday or Monday (from 9:00 a.m. to noon)

15. KEYS

Lecture rooms are unlocked by custodians in the early morning and re-locked late evening. Computer rooms and labs are opened 10 minutes prior to the beginning of class. If you require early access to a computer room or lab, please contact Campus Safety in X-101 or call (714) 564-6303. If you require a key to a particular room on campus, please see your Division Office.

16. NEALLEY LIBRARY <http://sac.edu/library>

Hours

Fall and Spring semesters:

Monday – Thursday 8:00am-8:00pm

Friday 9:00am – 1:00pm

Saturday Closed

Sunday Closed

Summer Sessions: Hours may vary, check with the Library.

Intersession: Hours may vary, check with the Library.

Telephone Numbers

Circulation/Reserve Desk (714) 564-6700

Periodicals Desk (714) 564-6711

Reference Desk (714) 564-6708

- Faculty may borrow library books for the length of the semester. Check our library catalog at: <http://saclibrary.sac.edu/>
- Library computers are available for faculty, student 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 is 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 Luis Pedroza at ext. 6707 or pedroza_luis@sac.edu.
- The library facility is ADA-compliant with adaptive computer stations and furniture.

17. 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.

18. MATH STUDY CENTER

Location: L-204

Hours: Monday-Thursday: 8:00 a.m. to 8:50 p.m.
Friday: 9:00 a.m. to 12:00 p.m.

The Math Study Center is a resource for all students enrolled in math courses. Math tutoring is available from instructors and trained peer tutors.

19. MEDIA SERVICES

MEDIA SYSTEMS

Location: L-126 Phone: (714) 564-6720 Fax: (714) 541-8287

HOURS: M –TH 7:00am – 10:00pm, F 7:00 – 5:00pm

The purpose of 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. Equipment may be checked out for [one week](#), with exceptions below:
 - Video equipment may be checked out for [one week](#) only(TV/VCR 13”)
 - Computer, Projector, Digital Camera (Laptop, Video projector, Camcorder) 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 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. 6720)
9. All equipment must be reserved 24 hours in advance.

EQUIPMENT AVAILABLE FROM MEDIA SYSTEMS

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. TV / Video / Visual / Projector / Accessories <ol style="list-style-type: none"> A. Digital (video, still) Camera, B. TV / VCR 1/2" Combo 13" viewable. C. Camera tripod. D. Projector screen. 2. Audio and accessories <ol style="list-style-type: none"> A. MP3/WAV recorder (small unit). B. CD / Cassette, boom box. 3. Public Address Systems. <ol style="list-style-type: none"> A. Speakers with amplifier mixer built in. B. Microphone: hand held or wireless. C. Microphone cables. D. Microphone floor stands or table stands. 4. Off air recording by request. Use form obtained from Media Systems 5. Multimedia Systems <ol style="list-style-type: none"> A. Laptop B. Projector 6. Repair of Equipment <ol style="list-style-type: none"> A. District owned equipment will be repaired at the Media Systems location on the SAC campus (L 117). B. Equipment purchased with out the knowledge of Media Systems will have a delay in repair due to lack of parts and schematics C. Permanently installed equipment can be repaired on site. Please call for more information. | <p style="text-align: center;">Delivery to Classroom</p> <ol style="list-style-type: none"> A. TV monitor and 1/2" VCR on cart. B. DVD /1/2"VCR/monitor on cart. C. DVD/VCR/ Projector on cart. |
|--|--|

MEDIA PRODUCTION

Location: L 116-3 Phone (714) 564-6723 and 6724

The Media Production department located in L 116-3 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

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

20. PART-TIME FACULTY OFFICES

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

21. PAYCHECKS

There are three options for receiving paychecks:

A. Faculty may pick up paychecks after 10:00 a.m. at the Santa Ana College Student Business office in Johnson Center, Room U-218.at the Cashier's Office, E-102, 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.

B. 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.

C. If you prefer direct deposit, part-time faculty are only eligible for direct deposit to the Orange County Teachers' Federal Credit Union (OCTFCU), you must complete paperwork to initiate this method of receiving your paycheck. Full-time faculty may complete paperwork to have paychecks automatically deposited to the bank of their choice.

D. 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.

22. PHOTO ID/PARKING PERMITS

ID cards and parking permits are available in the Student Business Office (6430) in Johnson center, second floor. District parking permits are \$16.00/semester.

23. PUBLICATIONS (District Print Services)

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.rsccd.org click on *Public Affairs* and then *Publications*.

Location:

Orange Education Center
1465 North Batavia St.
Orange, CA
714-628-5951
FAX 714-288-1525

Office Hours:

Monday – Thursday 7 a.m. to 4 p.m.
Friday 7 a.m. to 3 p.m.
(Hours vary by semester and may change)

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.

24. QUICK CENTER

LOCATION Z-107.

Hours: Monday to Thursday 7:00 a.m. to 7:00 p.m.

Friday 7:00 a.m. to 6:00 p.m.

Saturday 8:00 a.m. to noon

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

A Drop off and pick up for RSCCD Publications work

B. Duplicating services

Walk-up services available; you wait while copies are produced.
Limit of 300 total copied pages, i.e., 6 page exam=50 copy limit

C. Self-Service Copier

Copy machine available for making your own copies; same limits apply

D. 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 4:30pm

25. STAFF PARKING

Parking permits and ID cards are available in the Student Business Office, Johnson Center, at a cost of \$16.00 per semester, \$32 for the school year. **Please bring a photo I.D.** 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 \$1.00. 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.

26. STUDENT CONSULTATIONS

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.

27. SYLLABI

A. Any required field trip must be noted in your syllabi.

B. The following Disabilities Statement must be written on your syllabi.

Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Services (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 564-6264 or (714) 564-6819 (TDD for hearing impaired students) or in person at the DSPS Center, U-103.

C. Syllabus Requirements:

Name of College

Division Name

Semester/Year

Course Name/Ticket Number

Meeting dates/days/times

Instructor Name

Instructor Telephone/Email/Contact Number

Office hours/Location (full-time faculty)

Course Description and Objectives: A syllabus must be in accordance with college and department policies

Course Requirements/Procedures/Policies

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

DSPS Statement (see above)

28. TESTING CENTER CLASS TESTS AND MAKE-UP TESTS

Testing Schedule and Guidelines:

The Testing Center purpose is to provide support for instructors, administering class tests and make-up exams. The Testing Center is located on the second floor of the Library building L-221. The Testing Center open hours are as follows:

Monday and Tuesday	12:00 p.m. to 5:30 p.m.
Wednesday & Thursday	8:15 a.m. to 8:00 p.m.
Fridays	8:15 a.m. to 4:00 p.m.

Testing Guidelines

- 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.

29. TEXTBOOKS

To order textbooks for your course(s), online service is available for faculty:

- A. The textbook requisition form is available on the College website: www.sac.edu
- B. Select "Bookstore"
- C. Select "Faculty Resources"
- D. The form is a "template e-mail." It is a blank form you must complete.
- E. Each section provides important information that will aid the Bookstore in ordering the exact textbook you are requesting. If specific information is unknown, please indicate so. For example, if you do not know the ISBN number, please state that it is "unknown."
- F. Complete the form, select "submit form." Your completed form will be emailed directly to the Bookstore. Confirmation will be sent one or two days after your textbook requisition is received by the Bookstore AND a copy of the information will be forwarded to the appropriate Division Office.
- G. There may be restrictions on immediate processing of your textbook order. College departments may limit the use of online textbook requisition order forms. Divisions or Department Chairs may

place a “hold for approval” restriction on ordering textbooks for specific classes and your emailed textbooks requisition form will be held, pending approval of the Division or Department Chair. Once the hold has been removed, the textbook requisition will be processed.

- H. If the Division or Department does not have a hold on textbook ordering for your class, the bookstore will process the order.

The online textbook order form is to provide an additional “vehicle” for instructors to communicate their textbook requests. The Department Chairs and Division Offices continue to monitor, control and direct the manner in which the Bookstore facilitates the order process.

DEADLINES for ordering textbooks:

Summer Session	March 31
Fall Semester	April 15
Intersession	October 1
Spring Semester	October 15

Meeting these deadlines is critical for your textbook requests to be processed in time for the books to be ordered, shipped and placed on the shelves for your students to purchase *and* provides time for buying back used textbooks, which save students 25% or more.

30. THE TUTORIAL LEARNING CENTER

Location: U-103, Phone: (714) 564-6260

The Tutorial Learning Center services are offered free to all SAC students. Tutors are available on a walk-in basis during most hours. Appointments for one-on-one tutoring may be available. Tutor facilitated group tutoring and exam prep sessions are also available.

Tutoring Center staff is available to inform students and instructors about the services available in the center. If an appointment to visit a class to explain the services is preferred, please call (714) 564-6260.

Hiring requirements for peer tutors are:

- A. completion of a course in the discipline (subject) to be tutored, with a grade of A or B;
- B. a recommendation from a full-time SCC instructor
- C. prospective tutor must be enrolled in a minimum of 6 units in the District.

31. ELECTRONIC MAIL 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 (714) 564-4357.

Accessing SAC email messages over the Web

You can access your SAC MS Outlook email messages over the Web from anywhere on planet Earth including your home, using Microsoft Internet Explorer. You may access this feature by launching <http://remote.rsccd.org> into your browser.

Several important notes:

You must use Microsoft Internet Explorer (IE).

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

A-101 (CLI) – part time faculty office area within Academic Computer 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

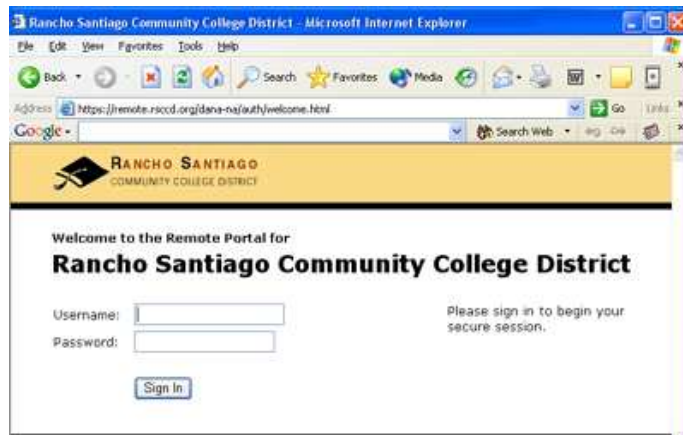
Open Internet Explorer (IE) and type <http://remote.rsccd.org>

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.



32. CENTER FOR LEARNING & INSTRUCTION (CLI)

Location: A 101 Phone (714) 564-6960

Hours: M – TH 7:00am – 7:00pm, F 7:00am – 4:00pm

Ten PCs available for faculty use.

Each PC is equipped with a CD/DVD Drive, USB drive, and a CD burner

- A variety of software is available including the Microsoft Office Suite, Adobe Photoshop, Adobe Acrobat, and others
- A flat bed scanner for pictures and text files; and a slide scanner for single or multiple slides
- Two black and white HP laser printers, one Xerox color printer
- Sony Digital Camera available for check out
- Multiple DVD/ CD burner
- One-on-one and group training are provided for beginners, intermediate, and advanced users, in a variety of software programs
- Assistance with your Outlook e-mail account
- Assistance in accessing your rosters from the intranet and accessing your grade sheets online at the end of the semester
- Workshops are given here throughout the semester. Subject, dates and times are emailed to all faculty.

33. DSP&S (Disabled Student Services & Programs)

Santa Ana College is committed to equal access and opportunity for individuals with disabilities. The DSP&S programs provide academic accommodations and support services to minimize disability related barriers. Services may include; alternate media, interpreting services, assessment for learning disabilities, disability-related advising, testing accommodations, etc.

Please contact any of the DSPS departments listed and we will gladly answer your questions, or assist with any referrals.

Physical Disabilities Program (Main Office)
(714) 564-6295/6296

Russell Hall, R-101

Hours:	Monday, Wednesday and Thursday	8-5:00 pm
	Tuesdays	8-6:00 pm
	Fridays	8-12:00 pm

Additional DSPS Programs:

Acquired Brain Impairment and Communication Disabilities Program

Planetarium, M-105 (714) 564-6280 TTY: (714) 564-6347

Assistive Technology Center

Johnson Center, U-103 (714) 564-6260

Alternate Media Center

Johnson Center, U-103 (714) 564-6819

Deaf and Hard of Hearing Program

Johnson center, U-107 (714) 564-6283 TTY: (714) 564-6284

Learning Disabilities Program

Johnson Center, U-103 (714) 564-6269

Psychological Disabilities Services

Johnson Center, U-103 (714) 564-6260

Continuing Education Center, DS&P

CEC, D-101 (714) 241-5769

Psychological Services (Health and Wellness Center)

(714) 564-6216 Johnson Center, U-120

Fall/Spring Semesters

Monday –Thursday 9:00 am -7:00 pm

Intersession/Summer

Monday and Wednesday 12:00-6:00 pm

Tuesday and Thursday 09:00-3:00 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.

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

ARTICLE I – NAME

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.

ARTICLE II – 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 concerns, 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 cooperate with the community and other organizations 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**.

ARTICLE III – MEMBERSHIP

Section 1. The Faculty.

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.

Section 2. The Senate. The Senate shall be composed of the following members:

- A. The elected officers and the immediate Past-President of the Senate.
- B. Two Senators, who must be full-time faculty, elected from different departments from each of the academic divisions as defined by the Senate for curriculum review.

C. Two Senators elected from the part-time faculty.

Section 3. Duties.

The duties of the College Senate shall be specified in the Bylaws.

Section 4. Election.

Nominations and election of Senators shall be in accordance with the Bylaws.

Section 5. Terms of Office.

- A. Elected division Senators and Senators from the part-time faculty shall serve for terms of two years beginning on the date of the first Senate Business Meeting of the fall semester of the calendar year of 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 divisions' Senators serving the second year of their terms shall be designated Senior Senators and shall have primary responsibility for communications between their electorate and the Senate.
- B. Senators shall be eligible for re-election for consecutive terms.

ARTICLE IV – OFFICERS

Section 1. Officers.

The officers of the Senate shall be President, Vice President, Secretary/Treasurer, immediate Past-President, in the year he or she is elected President-Elect, and the Chair of the Curriculum Committee. In the event the President serves as the Chair of the Curriculum Committee, the President upon consultation with the Senate will appoint a Member-at-Large to serve on the Executive Committee.

Section 2. Duties. The duties of officers shall be specified in the Bylaws and as follows:

2.1 President.

- a. Vote at State Academic Senate. The President or designee shall vote for the College Senate at State Academic Senate Meetings.
- b. Consult collegially. 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.
- c. Act as District Senate President in accordance with the Rancho Santiago Community College District Academic Senate Constitution.

Section 3. Election.

Nomination and election of officers shall be in accordance with the Bylaws.

Section 4. Terms of Office.

- A.** President. The faculty shall elect a President-Elect every other year. In year **one**, the President-Elect shall serve as the President-Elect. In years **two** and **three**, the person so elected shall serve as the President of the Senate, and in year **four**, said person shall serve as Past-President.
- B.** Vice President. The Vice President shall be elected in **odd** years for a term of two years and may succeed himself/herself as many terms as elected.
- C.** Secretary/Treasurer. The Secretary/Treasurer shall be elected in **even** years for a term of two years and may succeed himself/herself as many terms as elected.
- D.** President 2005-2006. For the 2005-2006 election **only**; the President shall be elected to serve a two-year term as President, then shall serve one-year as Past-President.
- E.** All officers to be elected shall be elected as set forth in the Bylaws, and their terms of office shall begin on the date of the first Senate Business Meeting of the fall semester in the calendar year they are elected.

Section 5. Vacancies.

- A.** President. In case of continued disability or resignation of the President, the Vice President shall fill the unexpired term.
- B.** Other. In case of the continued disability or the resignation of any elected officer other than the President, the Senate shall designate one of its members to perform such duties during the remainder of the term of office or shall call a special election to fill the vacancy, in accordance with the Bylaws.
- C.** Past-President. If for any reason the immediate Past-President is unable to serve the Senate as specified in this Constitution and the Bylaws, the office shall remain vacant for the remainder of the term.

ARTICLE V – SENATE COMMITTEES

The Senate shall be empowered to appoint committees, 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.

ARTICLE VI – ASSESSMENTS

Section 1. Dues.

Consistent with **Section 13532** of the California Education Code, the Senate may call upon its members for the payment of professional dues. 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.

Section 2. Yearly.

Faculty-at-Large shall be asked to pay a yearly representation fee to support the expenses of the Senate. On the recommendation of the 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 representation fee shall be adopted by a majority vote of those present at the meeting, provided that a quorum is present.

Section 3. 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.

ARTICLE VII – MEETINGS

Section 1. Regular Business Meetings.

The College 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.

Section 2. 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.

Section 3. 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 at least three days prior to the meeting.

Section 4. Attendance.

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

Section 5. Quorum.

A simple majority, fifty percent (50%) + 1, of the College Senators 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.

ARTICLE VIII – AFFILIATIONS

The Senate may affiliate with 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. Procedure for affiliation shall be established by the Bylaws.

ARTICLE IX – AMENDMENTS

Section 1. Procedure. 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.

Section 2. Adoption.

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.

ARTICLE X – BYLAWS

Bylaws of this Constitution may be adopted or amended at an official meeting by an absolute majority of the members of the College Senate present provided that the proposal has been introduced at a previous meeting.

ARTICLE XI – SENATE RULES

Section 1. Procedure.

The College Senate shall be responsible for constructing its own rules of operating procedure, which shall be known as the Bylaws of this Constitution. The initial adoption of and changes in rules shall be presented to members at an appropriately announced Senate Business Meeting.

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

ARTICLE I – DUTIES OF OFFICERS

Section 1. President. It shall be the duty of the President:

- A. to preside at all meetings of the College Senate.
- B. to serve as President of the College Senate.
- C. to serve as Chairman of the Executive Committee of the Senate.
- D. to be ex-officio member of all College committees, except as otherwise provided in these Bylaws or in the Senate Constitution.
- E. to perform such other duties as may be specified by the Senate Constitution or in these Bylaws.
- F. to serve as the Santa Ana College Senate Delegate to meetings of the State Academic Senate.
- G. to serve as or designate the Chair of the Curriculum and Instruction Council.
- H. to make regular reports to the Board of Trustees at regularly scheduled Board Meetings.

Section 2. Vice President. It shall be the duty of the Vice President:

- A. to serve for the President during any temporary absence of the President.
- B. to serve as Vice President of the College Senate.
- C. to coordinate the appointment of faculty to College committees and councils.
- D. to represent the President, as the President, the Executive Committee, or the Senate may direct.
- E. to coordinate College Senate elections.

Section 3. 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 perform such other duties as may be specified in the Senate Constitution and in these Bylaws.
- D. to collect all assessments of the Senate as directed by the Senate.
- E. to deposit funds in a local bank in the name of the Senate.
- F. to issue checks, co-signed by the College Senate President or Vice President, for expenses incurred by the College Senate as authorized by the Senate or the Executive Committee.
- G. to maintain a record of all receipts and disbursements of Senate monies, and to make this available for audit by the College Senate Executive Committee.

ARTICLE II – ELECTION OF SENATORS

Section 1. Divisions.

For the purposes of providing a broad basis for representation in the Senate, each of the following divisions of the college shall be entitled to have two Senators to represent its interests in the Senate.

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

Section 2. Eligibility.

- A.** Immediately upon completion of the regular annual election of the officers of the Senate, the Senior Senator of each division shall prepare for the division a list containing the names of all members of the division eligible for election to the Senate. Copies of these lists shall also be made available to the Executive Committee.
- B.** 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 that division in which the majority of his/her teaching hours are spent.
- C.** When a faculty member's teaching assignment places him/her at more than one college, his/her primary assignment shall be determined by his/her designation of their home college. A faculty member can only be a member of one College Senate.

Section 3. Election.

Each division shall conduct its own election for Senators from that division. These elections shall be by nomination and by secret ballot.

Section 4. Vacancies.

- A.** The Senate seat of an elected member shall be declared vacant when a member:
 - 1.** resigns from the Senate.
 - 2.** fails to meet 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 consecutive regular meetings of the Senate.
 - 5.** absents himself/herself from three consecutive meetings for reasons, which in the judgment of the Senate, are not justifiable.
- B.** When a vacancy occurs, the Senior Senator for that division shall cause a special election to be held by the remaining members of the division whose seat has been vacated, and report the results of the election to the Senate; or in case no eligible person exists, shall notify the Executive Committee so that the Executive Committee may make an appointment.
- C.** Senators elected or appointed 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. In the event a Junior or Senior Senator is unable to make a number of meetings due to a change in assignment or otherwise, the division may vote to have the Alternate and the Senator exchange positions for the remainder of the term, or as otherwise directed by the division voting faculty. In the event

the division does not choose to exchange the positions, or the Alternate is not willing to serve as the Senator, then a vacancy will occur and the remaining Senator shall cause a special election as outlined above in these Bylaws.

Section 5. General Procedures.

- A.** All elections and polls shall be by secret ballot. Adequate precautions shall be taken to insure that only bona fide members of the electorate may vote. The Executive Committee is expected to take steps to maximize voting participation.
- B.** The electorate shall be composed of all members of the faculty except where the Constitution or these Bylaws specify part-time or full-time members are the only members eligible to vote.
- C.** Whenever it can be determined, in the judgment of the Executive Committee, that an individual will meet the eligibility requirements for election to a given position prior to the start of the term of office, then that person's name shall appear on the list of eligibles for nomination and/or election.
- D.** A record of each election and poll shall be maintained by the Secretary.

Section 6. Duties of Division Senators.

- A.** The primary responsibility of division Senators is to inform division faculty of Senate business, and 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.
- B.** Division Senators elected in **even-numbered** years will serve as ex officio co-chairs of their division's Department Chair Committee. The other co-chair will be elected by committee members.
- C.** Division Senators elected in **odd-numbered** years will serve as ex officio co-chairs of their division's Curriculum Committee. The other co-chair will be elected by committee members.
- D.** Both Division Senators will be jointly responsible for calling division faculty meetings as appropriate during the year to inform and poll division faculty.

ARTICLE III – ELECTION OF FACULTY SENATE OFFICERS

Section 1. 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.** Vice 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 Vice President.

- C. Secretary and Treasurer. Any active, tenured member of the faculty who is eligible for election to the Senate shall be eligible for nomination to the office of Secretary/Treasurer.

Section 2. Nominations.

As soon after **April 1** as possible, and at such other times as the circumstances of a special election may require, the Executive Committee shall request nominations from the active tenured members of the faculty. No person's name shall be included in any list of nominations without his/her consent.

Section 3. Elections.

On the basis of lists of nominees submitted, the Vice President 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 established procedures. Results shall be reported at once to the Senate through the President. The Senate shall immediately publish the results to the entire faculty, and shall cause them to become a part of the records of the Senate.

Section 4. Time.

The regular annual election of officers of the Senate shall be completed prior to the May Business Meeting of the Senate, or as soon thereafter as is practicable.

Section 5. Vacancy.

In the event an officer resigns or is otherwise unable to serve the remainder of his/her term of office, the Executive Committee may appoint an active tenured faculty member to serve the remainder of said officer's term, with the exception of a vacancy of the President wherein the Vice President shall serve the remainder of the President's term of office.

Section 6. Recall of Division Senators.

- A. Division Senators may only be recalled by the following process:

1. Fifty percent plus one faculty member of the constituent body (**50% + 1**) sign a petition to recall the Senator.
2. The Senator who is not up for recall will then hold an election by secret ballot within two weeks of 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. 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 Senator shall hold nominations and an election as soon as practical.

Section 7. Recall of Officers.

- A. Senate officers may only be recalled by the following process:

1. Fifty percent plus one faculty member of the constituent body (**50% + 1**) 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.
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.

Academic Honesty Policy

Prevention and Sanction Guidelines

Forms available in your Division Office

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 for course	Careful proctoring; call for honesty at start of exams
One person allowing another to cheat from his/her exam or assignment	F for course for both persons	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 for course	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 for course 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 for course 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 for course 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 for course and recommendation for 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	Suspension or expulsion from the college; F for course	Keep exams secure prior to use.
Having someone else take an exam for oneself	Suspension or expulsion from the college for both students; F for course	State policies governing the taking of exams at outset of course. Have TAs identify all students taking exams. Ask unidentifiable students to produce ID
Plagiarism	F for course	Careful description of what constitutes plagiarism and of the penalty
Submission of purchased term papers or papers done by others	F for course and recommendation for further disciplinary action (possible suspension)	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 for course	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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Policy 5201*Revised 01/24/00***Standards of Student Conduct**
E. REMOVAL, SUSPENSION, and EXPULSION

1. Good Cause for Removal, Suspension and Expulsion: Good cause for suspension, removal, or expulsion includes, but is not limited to, violations enumerated in the Guidelines for Student Conduct, and the following offenses:

- (a) 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;
- (b) assault, battery or any threat of force or violence upon a student or college personnel;
- (c) willful misconduct which results in injury or death to a student or college personnel 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 cutting, defacing, breaking, etc.);
- (d) use, sale or possession on campus of, or presence on campus 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;
- (e) willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
- (f) knowingly making entry into a computer, a computer system, or the computer network of the district and/or making un-authorized additions, deletions, modifications, or destruction of any data which may reside therein;
- (g) sexual assault or physical abuse, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault upon a student or college personnel;
- (h) willfully breaking the law; the institution will cooperate fully with law enforcement and other agencies if a student is charged by federal, state or local authority;
- (i) persistent, serious misconduct where other means of correction have failed to bring about proper conduct; and violations enumerated in the Guidelines for Student Conduct.

2. Authority for Removal, Suspension & Expulsion

Removal from Class by Instructor: An instructor may remove a student from his or her class for the day of removal and the next class meeting, and shall report all such action to the academic dean of the appropriate division and to the Dean of Student Affairs or designee at Santa Ana College and the Vice President of Student Services or designee at Santiago Canyon College.

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).

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 the appropriate academic dean and the Student Services administrator.

Student Grievance Information

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.

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



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BRISTOL MARKETPLACE SHOPPING CENTER



EMERGENCIES

Call ext. 564-6330

Request 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. They will contact the Security Officers via cell phone.

When the Admissions Office is closed, you should call one of the following resources for help:

1. City of Santa Ana Police Department 9 - 911
2. SAC Security/Safety Department 564-6330 (leave a message)
3. 24-hour number and District-wide Dispatch 564-6330



Information Resource – Administrative Regulation 7000

Rancho Santiago Community College District

INFORMATION RESOURCE USE - AR7000

January 2000

These regulations shall be made available to RSCCD information resource users. These procedures shall not be construed as a waiver of any rights of RSCCD; nor shall the intention be that they conflict with applicable federal, state, and local law; nor do these regulations represent an agreement between the district and the users. The administrator responsible for Information Technology Services shall administer these regulations.

RIGHTS & PRIVILEGES

RSCCD reserves all rights, including termination of all access to information resources that it owns and operates. Access and privileges to RSCCD information resources are assigned and managed by the administrators of individual information resources. Users may be authorized to use information resources and be granted appropriate access and privileges following the approval steps prescribed for specific information resources. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

RESPONSIBILITIES

The system administrator of each system sets minimum guidelines within which users must conduct their activities.

RSCCD information resources are for RSCCD related activities. Anyone who uses the RSCCD's information resources to harass, or make defamatory remarks, shall bear full responsibility for his or her actions.

RSCCD information resources provide access to external networks, including those of public and private sources, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users may encounter material that may be considered offensive or objectionable in nature or content. Users shall not transmit or store any illegal, fraudulent, malicious, harassing, or obscene communications and/or content that is encountered. RSCCD does not assume responsibility for the contents of any external information resource. RSCCD's role in managing these information resources is only as an information carrier.

No user shall attempt to deliberately degrade the performance of an RSCCD information resource.

Users of RSCCD information resources must comply with the acceptable use guidelines for external information resources accessed through RSCCD information resources.

Users of RSCCD information resources must never attempt to transmit, or cause to be transmitted, any communication in which the originator's identity is deliberately concealed (except for those external entities lawfully authorized to do so).

Users of RSCCD information resources must never use any information resources to perform an illegal or malicious act. Any user attempting to change in any way the scope of information resource access to which they are authorized shall be regarded as malicious.

Any RSCCD user who becomes aware of a security issue on any information resource is obliged to report the issue to district Information Technology Services. The system must not be used until the system administrator has resolved the security issue.

System administrators may establish more detailed guidelines and responsibilities, as needed.

ACCOUNTS AND PASSWORDS

Knowledge of information resource passwords or security bypasses shall not be shared.

Users must not use an account not assigned to them without express, written permission from the information resource administrator. Users are responsible for the proper use of individual accounts, including but not limited to, proper password protection.

Knowledge of passwords or bypasses in information resource security shall not be used to damage any information resource, change in any way the authorized scope of information resource access, or otherwise make use of information resources for which proper authorization has not been granted.

CONFIDENTIALITY

RSCCD reserves the right to access all content stored on RSCCD information resources.

In RSCCD information resources, there are two users who have the ability to access accounts and read individual electronic mail: the user to whom the account was issued, and the information resource administrator. While every reasonable attempt will be made to ensure the privacy of user accounts and electronic mail, there is no guarantee that accounts or electronic mail are private. Electronic mail is not 100% secure, nor is it delivered via a 100% secure information resource.

Student files are considered educational records as covered by the Family Educational Rights and Privacy Act of 1974 (Title 20, Section 1232 (g) of the United States Code). Such records are considered confidential under the law, but student files and electronic mail may be subject to search under court order if such files are suspected of containing information that could be used as evidence in a court of law. In addition, system administrators may monitor network traffic and/or access student files or electronic mail as required to protect the integrity of information resources (e.g., examining files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged).

COPYRIGHT

Information resources protected by copyright are not to be duplicated in any form, except as permitted by law or by written contract with or permission from the owner or legal holder of the copyright. RSCCD may require written documentation verifying the user's right to make use of copyrighted materials prior to allowing them to be placed within RSCCD information resources.

VIOLATIONS

A user's information resources privileges may be suspended upon the discovery of violation of these regulations. Violations of these regulations will be dealt with in the same manner as violations of other RSCCD policies and regulations and may result in disciplinary review. In such a review, and as specified in the RSCCD Board Policies and Administrative Regulations, the full range of disciplinary actions is available including the permanent loss of information resource use privileges, dismissal from RSCCD, and legal action. Violations of the above policies may constitute a criminal offense and may be prosecuted under applicable federal, state, and local law.

Legal Reference:

Responsible Manager: Assistant Vice Chancellor, Information Technology Services

Civility - BP4137

CIVILITY - BP4137

Adopted 04/14/97

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.

Curriculum - BP6117

CURRICULUM - BP6117

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

Search

Minimum Class Size - BP6129

MINIMUM CLASS SIZE - BP6129

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

Special Accommodation(s) for Hearing Impaired Students

Procedures to Request Closed Captioning

1. Submit a request for captioning form to the Alternate Media Specialist.
If the video is available with captioning, DSPS will purchase a captioned copy and send it to you when it arrives.
2. Provide the **original** video tape for the captioned copy to the Alternate Media Specialist: Shirley Bowman in U-103 Ext 6810
 - 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 the 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:

Name: _____ Date: _____

Phone: _____ Dept: _____

About the Video:

Video Title: _____

Name of Owner of Original Video: _____

Name of Copyright Owner: _____

Address & Phone of Copyright Owner: _____

For Alternate Media Personnel Use:

Date Original Video received: _____

Date Captioned Video returned: _____

What do I do if your accommodation plan for the hearing impaired fails. (frequently asked questions)

- *it is time to start class and the interpreter(s) haven't arrived?*
 - Please call Deaf and Hard of Hearing Services and Programs at 6283 to report that the interpreter has not arrived. Please give your name, class name, day, time and location. There is the possibility that no one will be there so be sure to leave a detailed message so that as soon as we get it we can start looking for the interpreter or a substitute.
 - After you have notified our office about the absent interpreter you may begin to teach your class. Hopefully the interpreter will show up or a substitute will be sent.
- *the closed captioning doesn't work on the TV I have in my classroom?*
 - When you order AV for your classroom you need to specify at the time of ordering that you need a caption-ready TV and the remote control for the TV.
 - Plan to arrive to class a few minutes early in order to set up the media to be used. Keep the media phone number handy: 6720 is their extension.
- *the volunteer note-taker is absent?*
 - Ask another student in the class to volunteer that day and have the deaf student give them some carbon note paper.
- *the volunteer note-taker runs out of carbon paper?*
 - Ask the student to use any note paper and when class is over either make copies for the deaf student or send them to U-107 where we will make copies for them.
 - The interpreters do not carry extra note paper with them; but the deaf student should have some.
- *it is the first week or two of school and a deaf student is petitioning to get into my class without an interpreter present?*
 - Sign language interpreters are only assigned to classes where the student is officially enrolled. If the student is on the wait list or otherwise petitioning to be enrolled in your class you will not have an interpreter available to the conversation you have about enrolling. You can write your comments to the student on the white board if available or a piece of paper. Once you have signed them into your class they will request an interpreter. It may be a class period or two before the interpreters can be assigned.

Faculty Handbook

Textbook Adoption Process

The textbook adoption deadline is communicated to departments/faculty several months before the start of a given semester. A reminder goes out a couple weeks before the deadline (often a phone call, e-mail, or flyer to division secretaries). The Division secretaries distribute the textbook requests to the Department Chairs. The Bookstore is available to support faculty or Department chairs with requisition information or information on the textbooks. After the deadline passes?

Once the requisitions are received by the Bookstore they begin doing estimates for the requisitions received on time. Any old editions that are no longer being used are sent back to the publishers. *They may try and convince a chair or faculty member to use the old edition if we have a large amount of stock.* There is follow-up communications occur between the bookstore and any faculty or divisions with orders outstanding.

As the Bookstore finish estimates, titles are added to our used book buyback list and wholesale order lists. Buyback begins during finals week of the prior semester. After estimating buyback and determining how many used books we can get from our wholesalers, orders are placed with publishers about a month before the semester begins.

Books are received two to three weeks prior to the semesters start. Late requisitions are worked into the process as they are received. Sales begin two weeks before the semester via web and one week in the store. They attempt to track course cancellations and enrollment changes with the help of some division secretaries and chairs.

Inventories are tracked daily to see if additional orders need to be places (used first). Refunds end two weeks after the start of the semester (one week for shorter non-traditional courses). The refund grace period ends one week later (this is not publicized; we do it for on the spot customer service). The Bookstore begins sending back unsold used copies three to four weeks into the semester (used books have a short return deadline).

Reducing Costs

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

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.

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.

Nondiscrimination Policy

Rancho Santiago Community College District provides opportunities for the pursuit of excellence through educational programs and services primarily for college district residents. The purpose of these programs and services is to enhance the quality of human life by providing public access to college education without regard to race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination. The lack of English language skills will not be a barrier to admission and participation in vocation education programs.

Inquiries regarding the application of this policy may be directed to the appropriate compliance officer for Title IX, Regulation 504 and AB 803: Compliance Officer for students – Dean of Student Affairs; Compliance Officer for employees and job applicants – Director, Personnel Services.