

AFT's SURVIVAL TIPS for COC and CCC

Fall, 2013

Welcome to College of the Canyons (COC). To help you get through the following months, we have compiled "Survival Tips." If you have ideas or suggestions for future editions of "Survival tips," please leave them in the AFT mailbox. Thank you!

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President, AFT Local 6262*

AFT Website – www.aftcoc.org

THE ADJUNCT OFFICE

We have an office/lounge in BONH 312, which is reserved for the part-time faculty. It has a telephone, several computers, and a printer, plus a small refrigerator and a microwave. It also contains a large table for your books, laptops, and backpacks, plus a comfortable sofa. There are file cabinets too, but drawer space is very scarce and is on a "first-come, first-served" basis. Our office is a great place to relax before your classes, eat your meals in peace and quiet, check your Internet messages, do some computer work, and meet your part-time colleagues. There is even a Scantron machine for grading your tests.

THE SWITCHBOARD

For campus information and directions, the key person at the 'Switchboard' is Mary on the 2nd floor of Bonelli Hall at the Valencia campus. She cheerfully greets us each day and provide lots of help. The switchboard is opened from 7:30 AM to 10 PM on Monday through Thursday, but closes at 9 PM on Fridays. Cathy is there in the evenings. On Saturday, it is open from 7:30 AM to 3 PM, with Pam at the counter.

REPROGRAPHICS OFFICE

Probably the best "Repro Office" in Southern California, it is located in BONH 125. The staff provides prompt and excellent service. Sharon and Jeff work directly with the faculty, and Derek is the office supervisor. You can use the walk-up copier for 30 copies or less; check with Sharon or Jeff for your department code number and instructions on how to use the machine. If you need copies ASAP, Sharon or Jeff can help; use the yellow request form. For all other repro orders, use the white form. There is a scantron machine on the table to the left. Deliveries are made to CCC, but make sure you give the staff extra time for CCC orders. You should use the COC logo, available on the college's website, on the front sheet of your handouts to the students. If you have any questions, ask the repro staff—they are top rate.

THE INSTRUCTION OFFICE

If you have questions about your teaching assignment or various forms, check with Nancy Williams and Stephanie Paglia in Bonelli Hall. They are extremely helpful, with tons of information at their fingertips. Stephanie issues the keys for your classrooms and Nancy, a twenty year veteran of COC, is especially knowledgeable and is excellent with sensitive questions.

THE TECH CENTER

Located in BONH-106, this has lots of computers [including Macs] and high quality printers. To get started, check with the staff or call the Help Desk [ext. 4953] to solve your computer problems. Jim Temple is the supervisor who oversees the very capable and friendly staff. This invaluable office is open Monday through Thursday from 7 am to 9 pm, and on Friday from 7:30 am to 5:30 pm. On Saturday the office is closed but the Help Desk is available from 8 am to 4:30 pm.

PAYROLL

Payday is the 5th of the month; you can have direct deposit or you can pick up your paycheck in X-6, one of the portable offices behind the Student Center building, downstairs from the cafeteria. Ms. Amy Martinez, at ext. 3018, works directly with the part-time faculty; the office supervisor is Ms. Mimi Spankroy. Paychecks are officially available at 2 pm on payday although they are sometimes available earlier in the day.

LIBRARY

Modern, well-equipped and well-staffed, its director, Ms. Leslie Bretall, is great for information on resources and especially with the Internet. All of the staff is quite capable and COC is blessed with a strong Inter-Library Loan system; check with the staff for books or tapes that she can obtain which are not in our Library. There is a small library at CCC; also deliveries can be made from Valencia to CCC.

SUPPLIES

Budget cuts have greatly reduced office supplies for the faculty, which has hit the part-timers especially hard. Request white board markers from your division dean; for a ream of copy paper, see the staff in Reprographics.

PARKING & SECURITY

Pick up your faculty parking permit in the campus Safety Office in X-8, next to the Payroll Office. COC is quite safe and the Safety Office, led by Ms. Tammy Castor, is friendly and helpful. If you teach in the evening, you may want to park in the South Lot at night, right next to the Library. This is the shortest and quickest route to your vehicle after a night class. Or you can call the Campus Escort service at x3225 or the Switchboard for a quick ride to your vehicle. Also, remember that if you have a 'tech key' for your classroom, please lock the room when your class is finished.

THE TLC LAB

If your students are having academic problems, especially in Math and English, there are excellent tutors in the TLC, located right next to the library. Also, there are free computers for student use in this office. Ms. Mojdeh Mahn is the director and Ms. Renee McConnell is the person to see for tutors and make-up exams, as well as for general information.

CAFETERIA

Also known as “The Cougar Lounge,” the cafeteria is located in the Student Center building. It is surprisingly well stocked for a campus cafeteria with decent pizza, a grill, and a Subway outlet, plus the staff is friendly and helpful. The grill opens at 7:30 am, Monday through Friday, and closes at 3 pm. Subway opens at 9 am and closes in the evening at 7 pm. Both close at 2 pm on Friday and are not open on Saturday. Food is available at CCC in room 300.

GRADES & ROSTERS

All student roster sheets are submitted to the desk of Ms. Linda Rios in BONH-209, across the hall from the Switchboard. Grades can be submitted to her directly or submitted online. If you would like to submit your grades online, call Linda at ext. 3629 to get a username and a password. Or you can send her an email at linda.rios@canyons.edu

WARNING – All grades are due within 48 hours of the last day of class or within 48 hours of your last Final Exam. DO NOT miss this deadline! Students need the grades for transcripts, financial aid and transfers.

UNION MEMBERSHIP

All part-time faculty are represented by AFT Local 6262. Dues are \$21.25 per pay period and are deducted from your paycheck. However, there are two levels of participation – a formal member with full rights, or a “fair share” payer with limited rights.

To become a formal member, you need to submit an application, which is included in this packet. This entitles you to rights and privileges such as voting in union elections, running for office, free life insurance for a year, etc. Or you can choose to be a “fair share” payer; it costs the same \$21.25 but you have no rights or privileges.

You can submit the completed application into the AFT mailbox at the start of the mailbox names. I strongly encourage you to become a formal member and support AFT in promoting your interests as well as protecting your rights. This decision, full union member or ‘fair share’ participant, is really a no-brainer since the costs are the same. Heck, it doesn’t take an Einstein to figure this one out. Indeed, when Albert Einstein was a college teacher in the 1930s, he chose to become an AFT member.

PROBLEMS? CONCERNS?

Your first semester at COC, indeed, your first year of teaching here, can be challenging. You may face new situations or new concerns; in such cases you may need the help of others. There are times when even the best of us need the advice of a veteran colleague. Remember - we are here to help you and to protect you.

Listed below are the members of our Executive Board of AFT Local 6262; we have been at COC for several years and can help you on a wide range of issues.

Pete Virgadamo – Acting President

Rob Collins - Vice President for Grievances

John Francis – Vice President for Membership

Ruth Rassool – Vice President of Communications

Frank de Los Reyes – Treasurer

Kerry Osborne – Interim Vice President

Guadalupe Garcia – Interim Vice President

Canyon Country Campus (CCC)

Our Canyon Country campus is about ten miles east of the Valencia campus at 17200 Sierra Highway, on the right side and up the hill. At this point it is still a ‘work in progress’ with temporary modules for the classrooms and the offices. There will be lots of construction ahead as they work on the permanent structures; this makes the site a bit dusty. Keep in mind that the CCC can be much warmer than the Valencia campus, so we recommend that you take cold bottled water, sunglasses and a hat. Also, in winter it can be colder, so bundle up.

It will take time to shift all the offices and functions to the new campus. For some services, such as photocopying, you might want to complete your Xerox work at the Valencia campus before you go to the Canyon Country Campus, although the Repro Office does send work over to CCC every day. There is a bookstore and food in Room 300.

Ryan Theule is currently the Acting Dean of the CCC campus and can be reached at 362-3305. He is assisted by Sally at the Switchboard and by three capable coordinators led by Ms. Jamie Milteer, with Ms. Robynn Fridlund and Ms. Gail Ishimoto; they can be reached at (661) 476-3900. The main telephone number for the new campus is (661) 476-3800.

It will take you between 20 and 30 minutes to drive from Valencia to the new campus. At the back of the Class Schedule is a schematic drawing of the modules and the parking

lots. Below is a hand-drawn map [not to scale] on how to reach the new campus; the campus is about 2 miles north of Soledad Canyon Road.

Surviving Your Evaluation

One of the most important steps in your first semester at COC/CCC is your evaluation, which is in two parts. First is the evaluation by your students – you will receive a packet of evaluation forms in your mailbox, which you give to your students. You cannot be in the room, so appoint a student to take the envelope of forms down to the Switchboard in the A- Building.

Second is your evaluation by a senior instructor, most likely a full-time instructor and sometimes your department chair. You should be at your best for the peer evaluation, so choose one of your favorite lectures and select a day that is right for you.

Here are some reminders of teaching techniques that you should do every day but are especially important on the day of your peer evaluation. Go to class a bit early and write on the board a brief outline of the lecture, as well as the key terms. Have a hand-out to give to the students and if possible, use PowerPoint for part but not all of the class time.

Make sure that you cover the key questions in the Evaluation Sheet that will be used by the peer evaluator; the Sheet is in the back of your Adjunct Faculty Handbook. Keep in mind that the evaluator will be grading you on the basis of the key questions in the Evaluation Sheet, so make sure you cover them well.

Tell your students well in advance that you will be evaluated on a certain day. Remind them to come on time, to behave themselves [no cell phones and no texting], to ask questions and to participate extra good in the class discussions of that day.

Peer evaluations can be nerve-racking and the best way to handle it is to be very well prepared. Make sure you have everything ready in advance – the outline you are to write on the board, the key terms to write on the board, your lecture notes, the handouts, the PowerPoint material, etc. Indeed, you might want to make a checklist for things to bring to class that important day.

Take several deep breaths, relax and then start your class - - it will be a piece of cake!

AFT Student Scholarships

Every Spring semester, AFT Local 6262 awards two \$500 scholarships for our students, which are the Linda Cushing Scholarships. One scholarship is based on academic merit and one is based on financial need. AFT Local 6262 is the newest union on campus but the only union to award student scholarships. We have given thousands of dollars to our students but only adjunct instructors can nominate a student.

However, to nominate a student, you have to be a formal member of our part-time teacher's union. To do so, simply fill in the membership form and give it to one of the AFT officers at the Adjunct Orientation or submit it anytime to the AFT mailbox in the Switchboard area.