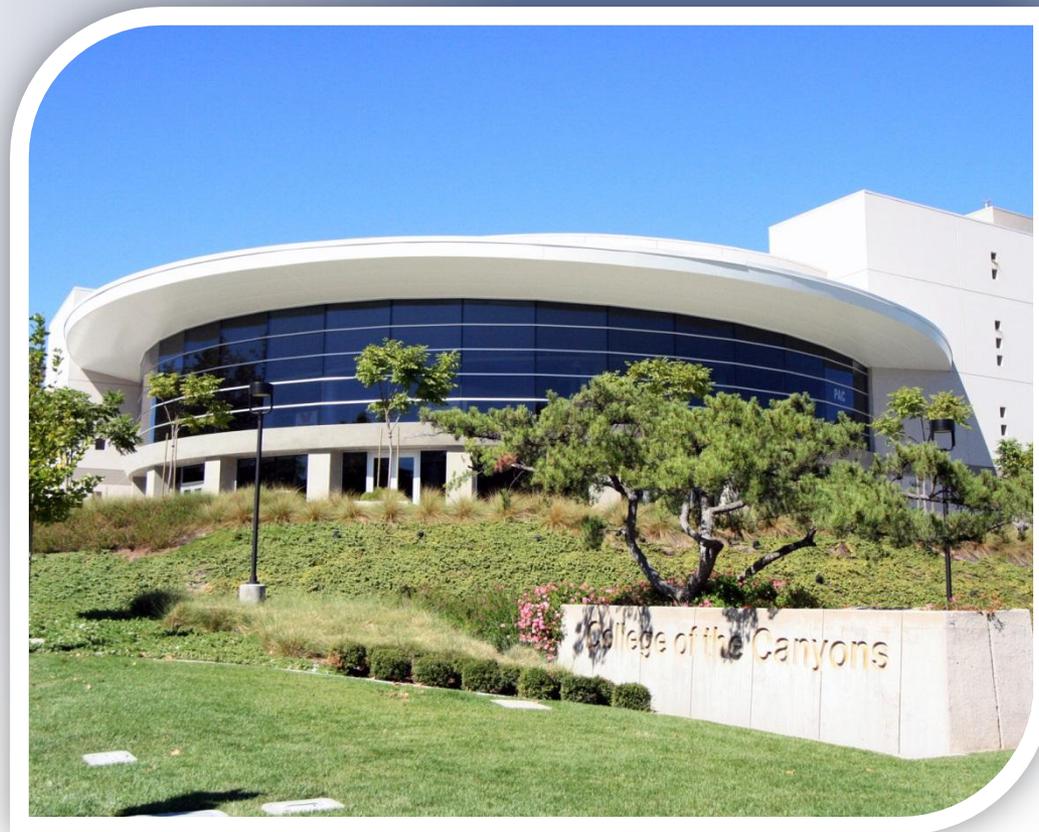


Adjunct & Noncredit Faculty Meeting

Fall 2013



Agenda



1. *Welcome and Student Success*
2. *FAQ, Course Outlines of Record, Final Exams, & Instructional Resources*
3. *Academic Records Requirements, Deadlines, & Grades*
4. *Student Conduct and Campus Safety*
5. *Faculty Evaluations, Office Hours, Assignments and Scheduling, Noncredit Faculty, & FLEX Requirements*
6. *AFT Information with local AFT President, Dr. Pete Virgadamo*

Welcome



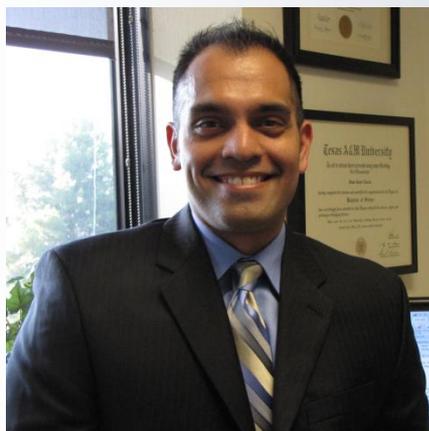
Dr. Jerry L. Buckley
Vice President, Instruction

Student Success



Audrey Green
Associate Vice President, Academic Affairs

Instruction



Omar Torres
Dean of Math/Sciences/Engineering

Introduction to Campus

Classroom Keys

Available from the Instruction Office (Valencia) or CCC Switchboard (Canyon Country)

Parking Permit

Campus Safety X8 (Valencia) or Quad 7 Room 700A (Canyon Country)

Email

www.canyons.edu/offices/css/account_request/account_req_form.asp

Security or Emergency

Dial "7" from any Valencia campus phone or "77" from any CCC campus phone

Mailbox

Will be issued either at Valencia Switchboard or CCC Switchboard, depending on primary teaching assignment location

IT Help Desk

Dial extension 3953 (Valencia) or extension 3533 (CCC)

Evening Support Services

Evening Administrator

Dial Switchboard at either campus

Valencia: Dial "7"

CCC: Dial "77"

Campus Police

Valencia: Dial "7"

CCC: Dial "77"

Facilities Maintenance

During regular hours, Facilities Maintenance should be reported to your Dean, who can place a Work Order.

During the evenings, you can also dial the following if immediate assistance is required

Valencia: Dial "7"

CCC: Dial "77"





Instruction

Course Outline of Record (COR)

Available from www.curricunet.com/canyons (no username/password required)

Student Learning Outcomes

Available on the COR, must appear on your syllabus (an Accreditation requirement), and will be assessed based on department assessment schedule

Length of Classes and Final Exams

No formal Final Exams Week at College of the Canyons; finals are given during the last class period of the semester or term, and classes should meet for the entire duration each meeting

Grading and Incompletes

Refer to the COR for Methods of Evaluation for your course. Incompletes should only be assigned at the end of the semester or term for emergency purposes if the student is passing the course.

Attendance and Participation

Students can be dropped from a course if they miss class for one more time than the class meets for one week (regular semester). Otherwise, attendance should not be used to determine a student's grade, only participation.

Instructional Resources



Reprographics

Submitted online via www.canyons.edu/offices/repro (Valencia) or ccc repro@canyons.edu (CCC); can also be submitted in person (BONH-125) in Valencia

Textbooks

Contact your department chair or full-time lead discipline faculty member for copies of the textbook. Alternatively, books can also be ordered from the Publisher. The Campus Bookstore can no longer lend textbooks to faculty.

Printing

Faculty can print in the Adjunct office (BONH-312) in Valencia; on the Canyon Country Campus, please go to either CCC-205 or CCC-507.

Absences

Notify the Instruction Office, preferably both electronically and via telephone – Nancy Williams (extension 3411) or Steph Paglia (extension 3412). It is helpful if you also contact your department chair and dean, as a substitute may be arranged if you are absent for more than one class period at the dean's discretion.

Instructional Deans 2013-2014

Instructional Dean	Division
Jennifer Brezina	Dean of Humanities
Carmen Dominguez	Dean of Fine and Performing Arts
Cynthia Dorroh	Dean of Allied Health and Public Safety
James Glapa-Grossklag	Dean of Education Technology, Learning Resources, and Distance Learning
Kristin Houser	Dean of Career Technical Education
Len Mohny	Dean of Physical Education and Athletics
Deborah Rio	Dean of Enrollment Services (and Counseling)
Patty Robinson	Dean of Social Science and Business
Diane Stewart	Dean of Early Childhood Education, Continuing Education, and Teacher Training Programs
Ryan Theule	Dean of Canyon Country Campus
Omar Torres	Dean of Mathematics, Sciences, and Engineering

Contact Info

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Omar Torres
Dean of Math, Sciences, and Engineering
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omar.torres@canyons.edu

Student Services



Dr. Jasmine Ruys
Director of Admissions, Records, and
Online Services

Admissions and Records

- **Classroom management**

Rosters, waitlists, add codes, drops, late adds

- **Deadlines**

Based on your course length and start dates- located at the top right hand corner of your class roster.

Deadline	Full Term	Short Term
Refund	2 nd Friday	10%
Add	2 nd Friday	20%
Drop without a W	2 nd Friday	20%
Drop with a W	12 th Friday	75%
Grades Due	December 17	48 hours after end of course

Admission and Records

- **Drops**

No Show*, Census*, Withdrawal

*REQUIRED

- **Grades**

Submit on My Canyons

A, B, C, D, F, FW, Incompletes

Grade Changes

- **Petitions**

Admissions and Records

- **Handouts**

Admissions and Records Faculty Handbook
My Canyons Handbook

- **Contact Information**

Linda Rios- De Leon, Faculty Liaison, x3629

linda.rios@canyons.edu

Jasmine Ruys, Director, A&R, x3466

jasmine.ruys@canyons.edu

VLC Bonelli Room 239 or CCC Quad 1

Student Services



Michael Joslin
Dean of Student Services

Student Conduct

- Preventing violations
- Resources for students
- Process for handling alleged violations
- Roles of faculty and staff
- Punitive grading
- Timelines

Student Conduct

Preventing Violations

- Most Common Violations in the Classroom
 - plagiarism
 - cheating
 - disruptive behavior
- Place Language in Course Syllabus
- Class Discussion
- Resources and Handouts for Students

Student Conduct

Preventing Plagiarism

- Know Your Students
- Discuss Expectations
- Provide Examples for Citing Sources
- Provide Resources

Student Conduct

Preventing Cheating

- Understand How Students Cheat
 - cheat sheets
 - text messages
 - signals or codes
- Prevention During Exams
 - seating arrangements
 - different versions of tests
 - no hats, sunglasses
 - desktops clear
 - walk about room
 - no restroom

Student Conduct

Q. If I believe a student in one of my classes has violated the Student Conduct Code, can I handle the matter myself?



Student Conduct

Q. What are some questions I should ask myself if I believe a violation has occurred?



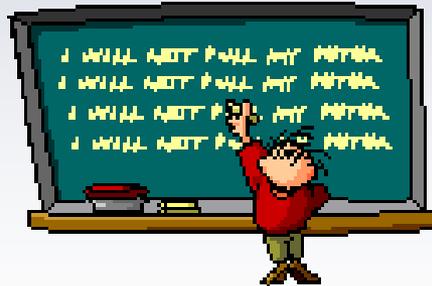
Student Conduct

Q. What should I send forward to the Office of the Dean of Students to represent my viewpoint of the alleged matter?



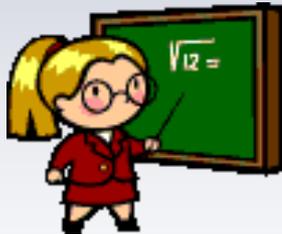
Student Conduct

Q. What might be the result of a meeting between the student and the Dean of Students?



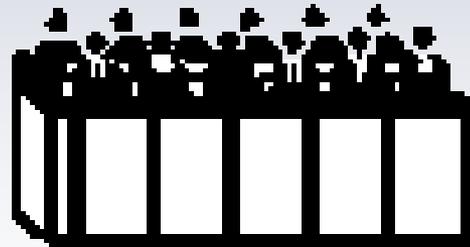
Student Conduct

Q. Who composes the membership of the Student Conduct Committee?



Student Conduct

Q. What is the role of the Student Conduct Committee?



Student Conduct

Q. If I discover a student in one of my classes cheats on an exam or commits plagiarism writing a paper, can I assign zero points for the exam or paper when I discover the alleged violation?



Student Conduct

- Q.** Once a student admits to being culpable for cheating or committing plagiarism on a particular assignment in my course, can I fail the student for the entire course?



Student Conduct

Q. What is my role in the matter once I refer the alleged misconduct to administration?



Student Conduct

Q. How much time will it take to resolve a case of alleged misconduct?



Student Conduct

Q. What rights does a student have in matters of alleged violations of the Student Conduct Code?



The Behavioral Intervention Team

Who are we?

Michael Joslin,
Dean of Students, BIT Chair

Colleen Reeves,
Director, Student Health & Wellness Center

Tammy Castor,
Director, Campus Safety

The Behavioral Intervention Team

What do we do?

- Behavioral Intervention
- Crisis Intervention
- Threat Assessment
- Training for Campus Constituents

Changes in Student Body

- Increase in the number of students with mental health concerns – Hofstra University study
- Suicide ideation and rates among college students – NACHA study
- Increase in returning veteran students
- Suicide ideation and rates among veterans

In 2010, at the 118th American Psychological Association's Annual Convention, John Guthman, Director of Counseling Services at Hofstra University and author of a study on college student mental illness said, "In the last 10 years, a shift in the needs of students seeking counseling services is becoming apparent. University and college counseling services around the country are reporting the needs of students seeking services are escalating toward more severe psychological problems. While the condition of students seeking counseling doesn't necessarily reflect the experience of the average college student, our findings may suggest students with severe emotional stress are getting better education, outreach and support during childhood that makes them more likely to attend college than in the past.

Disruptive Students

Misconduct or Distressed Behavior?

- Use of cell phone
- Not willing to work in a group
- Leaves in the middle of class

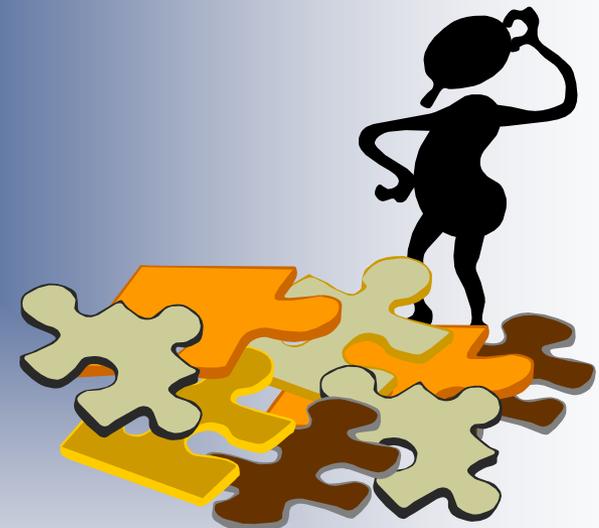
EDUCATION CODE SECTION 76032

76032. The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer for appropriate action. If the student removed by an instructor is a minor, the college president or the president's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

Level 1

DOCUMENT FROM THE START...
as soon as you think there
may be a problem

- Minor problem:
 - Changes in...
 - Behavior
 - Attendance
 - Attitude
 - Academic work
 - Minor disruptive behavior



Give us a call to brainstorm about your next step

Level 2

To refer or not to refer...?
...YES, please refer!

- **Negative attention seeking behavior in classroom**
Behavior interferes with educational goals; cheating
- **Threats to harm self or others disclosed either in a direct or disguised manner**
Jokes, sarcasm, drawings, writing assignments
- **Withdrawn behavior of increasing concern**
Vacant stare, crying or deep sadness
- **Openly confrontational with others**
Agitation or intimidating behavior
- **No participation in class discussions and activities with passive/aggressive behaviors and acting out**

Level 3

Is this an
emergency?

What does it look like?

- Weapon present or mentioned
- Escalating threats
- Unsafe behavior
- Immediate harm to self or others
- Severe disruption to the academic or department process
- If you are afraid

Dial “7” from any campus
phone on Valencia campus

Dial “77” from any campus
phone at CCC

Contact Info

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Dean of Student Services

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Tammy Castor

Director, Campus Safety

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tammy.castor@canyons.edu

Human Resources



Christina Chung
Director of Human Resources

Human Resources

<https://intranet.canyons.edu/offices/aft>

Article 6: Assignments and Scheduling

Article 8: Evaluations

Article 21: Office Hours

Article 22: Noncredit Faculty (pending ratification)

FLEX Opportunities

Faculty Evaluations

AFT Contract- Article 8 (Evaluations)

- Frequency of Evaluations
 - New adjuncts - during first semester
 - Thereafter, at least once during every 4 semesters of employment
- Evaluator designated by Department Chair
- Evaluation report consists of:
 - Student evaluation
 - Classroom observation
 - Adjunct's self-reflection
- Evaluation conference
 - Meet to discuss contents of report

Assignment & Scheduling

AFT Contract- Article 6

- Staffing of Classes
 - Full-time faculty
 - Management and classified staff that teach
 - Adjunct faculty (notified via email of available classes)
- Factors to be considered (Criteria listed in section 6.A.)
- Adjunct Eligibility list
 - List determined every Spring by HR
 - Taught 4 consecutive semesters in last 3 yrs
 - Overall evaluation of 1 or 2 in section H
 - Continue meeting criteria in 6A
 - Used for scheduling upcoming Fall & following Spring semesters

Assignment & Scheduling (Cont...)

AFT Contract- Article 6

- Adjunct's responsibility
 - Be informed of timelines per the contract
 - Keep Department Chair updated with current email contact
 - Check emails and respond by deadlines
- Bumped or cancelled class
 - Within 1 week of initial class meeting
 - Paid 3 hours
 - After initial meeting
 - Paid for actual time worked

Office Hours

AFT Contract- Article 21

- One office hour per 3 TLUs taught
- Email from Academic Affairs provides information
 - TLU information
 - Instructions on submission of office hours schedule
 - Responses to frequently asked questions
 - Information due by 9/3/13
- Other requirements
 - List office hours on syllabus
 - Majority of time must be on campus if on-ground class
 - Online classes may have online office hours
 - Notification of changes
 - Does not apply to non-instructional faculty

FLEX Opportunities

<http://www.canyons.edu/offices/PD/>

AFT Article 19- Professional Growth

- COC values employee development- can attend as many FLEX workshops as an active adjunct
- Paid up to 3 hours of college sponsored flex activities per semester
- Paid up to 2 hours for attending department retreat or approved meeting per semester

Noncredit Faculty

AFT Article 22- Noncredit Faculty (pending ratification)

- Recognition as part of unit
- Rights and Responsibilities
- Assignment & Scheduling
- Evaluations

Contact Info

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