

# SACRAMENTO CITY COLLEGE



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2009 - 2010 FACULTY HANDBOOK

## INTRODUCTION

The Sacramento City College Faculty Handbook is a reference guide intended to outline many of the guidelines, processes, and procedures that are part of campus life and culture. The Faculty Handbook is not intended as a complete resource. Faculty members may also want to check with department and division staff for additional references and more detailed information.

The process of writing this handbook is intended to be dynamic. The handbook is updated yearly and is available under Faculty Handbook on the SCC Web site Quick-link menu.

Please direct comments and suggestions on the Faculty Handbook to the Instruction Office, RHN 257.

**SPECIAL ACKNOWLEDGEMENT TO**

Advisory Team–Content Review – Faculty, Staff, and Administrators involved in the update of this version  
Marilyn Keefe Perry – Content Review, Copy Coordination, and Preparation  
SCC Graphic Impressions – Cover Design

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# Sacramento City College

*Working Together · Pursuing Excellence · Inspiring Achievement*

July 2009

Dear Colleagues:

Welcome to the 2009-10 academic year at Sacramento City College. Each year brings new challenges and opportunities, and this academic year is no exception. The SCC Faculty Handbook contains useful information to help you navigate through an array of operational procedures and expectations, and it will answer many of your more routine questions. As you begin the new academic year, please take time to review the Faculty Handbook and become familiar with its contents so that you might readily find key information when you need it most. The handbook will help you find information that relates to the office of instruction, student services, human resources, and other areas of importance.

SCC has a rich legacy in the region and a well established reputation for quality and excellence. SCC is acknowledged as a source for personal development and skills enrichment. Community members know that through SCC they can open doors to greater opportunity, academic excellence, and diversity of thought and communication. SCC faculty are well known for the way they mentor and care about students. You contribute to this legacy and strengthen our regional presence as a highly sought after "first choice" for higher education.

This year we are experiencing enrollment well above 24,000 students. Because you are celebrated and awarded in your fields of expertise regionally and nationally, record numbers of students continue to enroll in the courses you teach. With your guidance, SCC students excel and they, too, achieve recognition and honor as they progress through their fields of study. Thank you for being part of the SCC family and for the extraordinary way you continue to help students reach and exceed the goals they set for themselves.

I am very proud to work with each of you in pursuit of the SCC mission, vision, and values. As we move forward into the new academic year, I am enthusiastic about our upcoming accreditation visit and am confident we have worked with deliberate intent to focus on institutional planning, program review, and the development of meaningful student learning outcomes. We are collectively meeting the challenges and opportunities that face higher education in our exciting city and state. Let's make 2009-10 another great year!

Go Panthers!

Kathryn E. Jeffery, Ph.D.  
President

3835 Freeport Boulevard, Sacramento, CA 95822-1386

Los Rios Community College District

The Los Rios Community College District is an affirmative action equal opportunity organization.





# Sacramento City College

*Working Together · Pursuing Excellence · Inspiring Achievement*

August 1, 2009

Dear Colleagues,

I would like to take the opportunity to welcome you all back to what will be a challenging, but successful academic year. As faculty of one of the oldest community colleges in California, I know that your skills are extraordinary and you will be able to rise above one of the biggest budget deficits in our state's history to ensure that our students will continue to receive the quality of instruction and student services for which Sacramento City College has become known.

Our collaboration will be of the utmost importance as we prepare Sacramento City College for the accreditation site visit scheduled for this Fall. And, in spite of the dire financial news and yet another increase in student enrollment that we are facing as our new year begins, I know that our faculty, administration, and classified staff will continue to pursue excellence in helping our students achieve academic success.

This faculty handbook is a tool that will help you meet the needs of our students in a highly effective manner. It provides information about the college and the district, including policies and procedures that will be useful in working with your students. The handbook is particularly helpful as a resource for new faculty and will answer the most frequently asked questions.

On behalf of the Academic Senate, I look forward to working with you all as we continue our pursuit of excellence for ourselves and our students.

Have a wonderful year!

Connie Zuercher, President  
Academic Senate

3835 Freeport Boulevard, Sacramento, CA 95822-1386

Los Rios Community College District

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## I. COLLEGE

### CORE VALUES

**Working Together • Pursuing Excellence • Inspiring Achievement**

### MISSION STATEMENT

Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

### VISION

Sacramento City College seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.

### COLLEGE GOALS FOR 2009-10

1. Develop and implement processes to promote engagement and success of first-year students.
2. Implement a systematic enrollment management process that aligns student outreach and recruitment with scheduling of classes, programs, and services based on student interest, demand, time, convenience, and culture.
3. Improve basic skills competencies in reading, writing, and math and improve preparedness for degree applicable courses through developing skills in reading, writing, math, and information competency across the curriculum and throughout the college.
4. Improve processes, services, curriculum, and instructional design to ensure equivalent student outcomes for alternative modalities and locations (i.e., off campus sites, distance education, etc.).
5. Revise or develop new courses, programs and services based on assessment of emerging community needs.
6. Improve staff processes for all classifications including hiring, orientation, mentoring, customer service, training, evaluation, and exit processes, with attention to the selection and retention of staff that reflect the diversity of our students and community.
7. Engage the college community in the process of ongoing institutional evaluation and continuous improvement, in the analysis and review of data, and in ongoing activities related to accreditation.
8. Identify and respond to the needs of the college community that is growing increasingly diverse in terms of demographics and culture.
9. Deliver programs and services that demonstrate a commitment to learner-centered education and training and institutional effectiveness through continuous process improvement.

## FACULTY CODE OF ETHICS

*Preamble: The following is a statement defining some areas of ethical behavior towards students by faculty. It is based on discussions held at a workshop for faculty and staff in the spring of 1987. The Equity Committee unanimously passed the following statement. This statement has been endorsed by the Academic Senate (<http://www.scc.losrios.edu/~asenate/>) and sent to all members of the faculty and to all administrators as a statement of professional standards.*

1. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.
2. Recognizing that student sensitivities must be respected, we must appreciate that remarks based on gender, race, religious or ethnic group, physical handicap or sexual orientation are inappropriate in the classroom environment.
3. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal or exploit confidential information.
4. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon those with authority not to abuse, nor appear to abuse, the power with which they are entrusted.
5. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.
6. Professional interaction between students and instructors should always take place in an academic setting.
7. Instructors should never engage in nor condone sexual harassment. In the academic context, the term "sexual harassment" may be used to describe a wide range of behavior. The fundamental element is the unwelcome personal attention by an instructor who is in a position to determine a student's grade or student employment or otherwise affect the student's academic performance or professional future.

## FACULTY STATEMENT OF PROFESSIONAL ETHICS

- I. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.
- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## ACADEMIC FREEDOM

A faculty member's ability to make professional judgments related to teaching unaffected by pressures from a political or social climate lies at the heart of academic freedom. The importance of this freedom is highlighted where all members of the academic community are committed to recognizing and celebrating the uniqueness of each of its members.

Academic freedom at Sacramento City College is essential for the fulfillment of the educational mission of the college and for the ability of faculty members to perform their professional duties. In addition, academic freedom ensures faculty members' rights and obligations of professional protection, autonomy, and responsibility.

Faculty members shall be protected from censorship, restraint, or dismissal in their ability to study, investigate, present, interpret, or discuss the relevant facts and ideas within the assigned curriculum and outline. They shall also be protected from extraneous considerations such as a faculty member's gender, gender identity, ethnicity, race, religion, political beliefs or affiliation, sexual orientation, or disability being considered in evaluations of professional performance.

Faculty members have the principal right and responsibility to determine the methods of instruction, the planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline, the educational mission of the college and with state laws and regulations.

All faculty members shall provide a classroom environment that is conducive to student learning, growth, and development in which students are free from discrimination, prejudice, and harassment and in which students are free to express relevant ideas and opinions. They shall also clearly differentiate for students the expression of that faculty member's personal opinions or convictions from the objective presentation of theory, fact or ideas.

## FACULTY BY DIVISION

**Advanced Technology**

Armstrong, Joseph  
 Arnold, Darlene  
 Bonawitz, Marcia  
 Button, Donald  
 Cappelletti, Thomas  
 Crandley, Patrick  
 Cypret, Phillip  
 Duvall, Melvin  
 Estabrook, Paul

Finley, Phillip  
 Fitzpatrick, Kenneth  
 Fleming, George  
 Gallup, Ernest E.  
 Handy, Mae Frances (Fran)  
 Johnson, Lawrence  
 Kalber, Thomas  
 Kumar, Shishir  
 Ng, Wang

Olivarez, Norma  
 Seddon, Christopher  
 Sodergren, Kit  
 Tambert, Roxanne  
 Waxman, Robyn  
 Wong, Peter  
 Zeh, Jonathan

**Behavioral and Social Science**

Austin, Grace  
 Bahhur, Riad  
 Block, Angela  
 Bruce, Thomas  
 Cerri, Dominic  
 Chevraux-FitzHugh, Adrian  
 Coppola, Jessica  
 Davis, Craig  
 Doonan, William  
 Flaherty, Pamela  
 Foley, Jo-Ann  
 Frank, Paul  
 Garr, Nancy  
 Giovannetti, Lynne  
 Gould, Kelly L.

Graybill, Stuart  
 Gunderson, Lisa  
 Heningburg, Keith  
 Hilligoss, Tonya  
 Hunter, Michael  
 Keys, Alan  
 Kirkpatrick, Nadine  
 Lindell, Pamela  
 Lopez, Gloria  
 Lorenz, Norman H.  
 McKee, Georgeann  
 Miller, Nicholas  
 Patton, Sherri  
 Perry, Laurie  
 Piscopo, Holly

Pitman, Gayle  
 Polagruto, John  
 Regalado, Maria  
 Sjovold, Carl-Petter  
 Strimling, Amy  
 Takanikos, John  
 Tanghetti, Rosamaria  
 Tedla, Dagne  
 Thorpe, W. Steve  
 Tibbals, Kathleen  
 Tromborg, Chris  
 Trujillo, David  
 Whipple, Charles  
 Xiao, Alex H.

**Business**

Anderson, Kevin  
 Bedford, Brian A.  
 Burbage, Gregory  
 Crumpton, Debra  
 Dawkins, Fred A.  
 Deus, Richard  
 Dixon, Michael  
 Douglass, Bruce

Feder, Sandra  
 Hogarty, Patrick  
 Ing, Celina  
 Pease, Dyan  
 Reynolds, Linda  
 Rishard, Truman  
 Rose, Gregory  
 Smedley, Lauri

Smith, Dennis  
 Stein, Shanna  
 Stroh, Linda  
 Taylor, Timothy  
 Wei, Timothy  
 Zannakis, Amanda

**Counseling and Student Success**

Allred, Mary-Susan  
 Bacod, Maristella  
 Barfield, Annette  
 Beckhorn, Nisha  
 Belair, Diane M.  
 Beyrer, Kimberlee  
 Bui, Dinh  
 Christian, Jeffrey  
 Cornelius, Victoria  
 Culmo, Shannon  
 Davis, Tony  
 Erlich, Richard

Fong, Susan  
 Freas, Adam  
 Gambrell, Deborah  
 Gonzalez, Mauricio  
 Hagerty, David  
 Harvey, Jonathan  
 Henderson, Victoria  
 Janssen, Kristine  
 Jovanovic, Angelia  
 LaChica, Juan  
 Muraki, Keith  
 Parker, Leslie

Rasul, David  
 Reese, Rick  
 Rodriguez, Irma  
 Ruedas, Sandra  
 Scott, Geraldine  
 Slobodnik, Wendy  
 Times, Kenneth  
 Tracy, Gwyneth  
 Villanueva, Maria  
 Williams, Nichelle  
 Woo, Jane  
 Yang, Richard

## Humanities and Fine Arts

Alforque, Angela-Dee  
Altmann, John  
Blanc, Miriam  
Bogushi, Mark  
Church, Kimberley  
Clark, Kevin  
Daubert, Christopher  
Fabian, Mitra  
Fabionar, David  
Fonda, Gioia  
Forrester, Elizabeth  
Garcia, Mari Carmen

Gore, Robert  
Hanson, Luther  
Harris-Jenkinson, Patricia  
Hawthorne, Julie  
Irwin, Doreen  
Jensen, Andre  
Kidrick, Valerie  
Knable, Robert  
Lawson, Douglas  
Lucas, Andrea  
Masterson, Patricia  
Piedra, Erica A.

Petite, Lori  
Poe, Kathleen  
Redmond, Patti  
Severson, Michael  
Shaskan, Isabel  
Shiflet, Kurt  
Weinsheink, Shawn  
Wilson, Emily  
Womack, Jesse  
Zamora, Frank

## Language and Literature

Burrell, Karen I.  
Casteneda, Denise  
Cervin, Richard  
Cirrone, Steve  
Dana, Maureen  
Doersch, Ann  
Gary, Lara  
Haag, Janis  
Hanson, Jon  
Heimer, Dianne  
Hohri, Jennifer  
Ikegami, Robin  
Jackson, Sally-Anne  
Joy, Anna

Kawamura, Sandra  
Keen, Judith  
King, Adrienne  
Knorr, Jeffrey  
Larson, Marie  
Lee, Jan  
Lewis, Ann  
Loomis, Debora  
Miner, Thomas  
Muther, Shantra  
Myers, Troy  
Nuttall, Gabriella  
Olsen, Nancy  
Patton, Marcus

Prado, JoAnna  
Rangel, Makeba  
Roberts, Joshua  
Romero, Danny  
Selva, Marcia  
Silcox, S. Travis  
Spangler, Rachel  
Steward, Mary  
Thomas, D. Brett  
Thomas-Val, Jacinth  
Toupadakis, Barbara  
Waggoner, Camille

## Learning Resources

Chen, Shu  
Chenu-Campbell, Catherine  
Gessford, Virginia  
Green, Melissa  
Griffin, Susan

Hadsell, Jory  
Karlsen, Jeffrey  
McDonald, Stephanie  
Posz, Pamela  
Robinson, Mary Ann

Roundtree, Lorilie  
Somadhi, Kakwasi  
Warmington, Sandra  
Woolley, Nicole

## Mathematics/Statistics & Engineering

Bryant, Deborah  
Deglow, Annette  
Fasman, Lyudmila (Lucy)  
Gonzales, Stephen  
Handel, Janet  
Harbison, Mark  
Johnson, Mai-Gemu  
Kloumova, Irina  
Lambert, Angelena  
Larson, Carillon  
Maloney, Lori

Manriquez, Paul  
Martensen, Carol  
Martinez, Jesus  
May, Alexander  
May, Virginia  
McDonald, Patrick  
Medina, Renee  
Mendez-Nunez, Luis  
Phillips, Joseph  
Rosenberger, Randy  
Sanchez, Michael

Schutte, Matthew  
Segal, Jonathan  
Steever, Joseph  
Styer, Daniel  
Van Sickle, Debra  
Vrechek, Jean  
Walker, Norman  
Wang, Hsiao  
Webster, Mark K.  
Woodmansee, Rick

**Physical Education, Health, & Athletics**

Avendano, Marisa  
 Bauduin, Lisa  
 Blair, Deborah  
 Bomberry, Deskaheh  
 Carmazzi, Paul  
 Carmichael, David  
 Clemons, Michael

Dewar Jr., Robert  
 Griffin, David  
 Jones, Andrew  
 Kiernan, Timothy  
 Kunimura, Karen  
 Maglione, Robert  
 McKay, Ryan

Nash, Laurie  
 Oh, Jang-Ha  
 Pacheco, David  
 Pollock, Koren  
 Sullivan, Jerry  
 Walker, Dannie  
 Zuercher, Connie

**Science and Allied Health**

Ackerman, Alexis  
 Allen, Kathleen  
 Alviar-Agnew Marisa  
 Arya, Palwasha  
 Balakin, Andrey  
 Bennett, Diane  
 Carberry-Goh, Karen  
 Carriere, Sue  
 Cavanaugh, Judith  
 Chan, Cheryl  
 Chape, Elizabeth  
 Chubbic, Dena  
 Cohen, Dale  
 Collins, James  
 Copely, Douglas  
 deGennaro, Paul  
 Emmerling, Heidi  
 Fujikawa, Lynn  
 Greenfield, Joan  
 Greenwell, Andrea  
 Harris, Patricia A.  
 Hoerl, Ada B.

Holland, Gina  
 Holt, Julie  
 Huang, Ling  
 Hussey, Susan  
 Iley II, William  
 Isbell, Maggie  
 Jackson, Brenda  
 James, Stephen  
 Johnson, Denise  
 Johnson, Judy  
 Kjos, Troy  
 Lo, Sandra  
 Lucien, Darreis  
 Manuel, Mara  
 McDaid, Liam  
 Meyer, Virginia  
 Miller, Nicholas  
 Miller, William  
 Minter, Carol  
 Naganuma, Kenneth  
 Newman, Forrest  
 Nuss, Linda

Randolph, Melodi L.  
 Richardson, Michael  
 Roffey, Robin  
 Roper, Susan  
 Sapp, Silvia  
 Sarte, Jaime  
 Serafini, Lisa  
 Sheppard, Laurie  
 Siu, Jennifer  
 Standley, Ellen  
 Stanton, Kathryn  
 Strella, Sheryl  
 Triphon, Joann  
 Wagner, Glenda  
 Warrell, Patricia  
 Wicks, Debra  
 Wyatt, David  
 Zenner, Bruce  
 Zupancic, Niefia

## ADMINISTRATION

### College President

Dr. Kathryn E. Jeffery

### Vice Presidents

Administration  
Instruction  
Student Services

Robert J. Martinelli  
John Ruden, Interim  
Michael Poindexter

### Administrators

Administrative Services  
Advanced Technology  
Behavioral and Social Sciences  
Business  
College and Community Relations  
College Store  
Counseling and Student Success  
Davis Center  
Economic and Workforce Development  
Enrollment and Student Services  
Enrollment Management  
General Education and Outreach Programs  
Health Career Grants  
Humanities and Fine Arts  
Information Technology  
Language and Literature  
Learning Resources  
Mathematics/Statistics and Engineering  
Matriculation, Support Services, and Student Development  
Physical Education, Health and Athletics  
Planning, Research, and Institutional Effectiveness  
Science and Allied Health  
West Sacramento and Downtown Centers

Gregory L. Hayman  
Donnetta F. Webb  
Jesus F. Malaret  
Shirley Short  
Mary Leland  
Randy Clem  
To be Announced  
Donald Palm  
Richard J. Ida  
Catherine Fites  
Dr. Thomas Greene  
Julia Jolly  
James L. Comins  
Chris R. Iwata  
Dr. Elaine Ader  
Albert Garcia  
Dr. Rhonda Rios Kravitz  
Anne E. Licciardi  
To be Announced  
Mitchell L. Campbell  
Dr. Marybeth Buechner  
Dr. Mary Turner  
Dr. Debra J. Luff

## ORGANIZATION OF THE INSTRUCTIONAL AREAS

**Advanced Technology**—Donnetta Webb, Dean, Technology 106A, (916) 558-2491

Aeronautics	Flight Technology	Photography
Cosmetology	Graphic Communication	Railroad Operations
Electric Vehicle Technology	Mechanical-Electrical	Recreational Vehicle
Electronics Technology	Technology	Maintenance
Engineering Design	Metals Industry Technology	Surveying (Geomatics)
Technology	Motorcycle Maintenance	

**Behavioral and Social Sciences**—Jesus (Frank) Malaret, Dean, Rodda North 226, (916) 558-2401

Administration of Justice	Geography	Political Science
Anthropology	Gerontology	Psychology
Early Childhood Education	History	Social Sciences
Family/Consumer Science	Instructional Assisting	Sociology

**Business**—Shirley Short, Dean, Business Building 213, (916) 558-2581

Accounting	Computer Information	Marketing
Bookkeeping and Office	Science	Office Administration
Management	Economics	Real Estate
Business	Management	

**Counseling and Student Success**—To be Announced, Dean, Rodda North 111, (916) 558-2204

Human Career Development	Work Experience and Internships
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**Humanities and Fine Arts**—Chris Iwata, Dean, Auditorium 19a, (916) 558-2551

Art, Art History	Humanities	Sign Language Studies
Communication	Music	Theatre Arts
Foreign Languages	Philosophy	

**Language and Literature**—Albert Garcia, Dean, Rodda South 226, (916) 558-2325

English	English as a Second	Reading
Journalism	Language	

**Learning Resources**—Dr. Rhonda Rios Kravitz, Dean, Learning Resources Center 236, (916) 558-2253

Distance Education	Learning Skills & Tutorial	Media Productions and
Human Services	Program	Services
Instructional Development	Library	Writing Center
Instructional Media and	Library and Information	
Academic Computing	Technology	

**Physical Education, Health and Athletics**—Mitchell L. Campbell, Dean, Hughes Stadium, Sections 1 & 3, (916) 558-2425

Adaptive Physical Education	Athletics	Physical Education
Athletic Training	Health Education	Recreation

**Mathematics/Statistics & Engineering**—Anne E. Licciardi, Dean, South Gym 220, (916) 558-2201

Engineering	Mathematics	Statistics
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**Science and Allied Health Division**—Dr. Mary Turner, Dean, Mohr Hall 18, (916) 558-2271

Allied Health	Dental Hygiene	Occupational Therapy
Astronomy	Geology	Assistant
Biology	Nursing, Registered	Physics
Chemistry	Nursing, Vocational	Physical Therapist Assistant
Dental Assisting		

## II. INSTRUCTIONAL SERVICES AND CURRICULUM DEVELOPMENT

Instructional Services is responsible for the planning, scheduling, development, and delivery of instruction. There are three organizational components to instructional leadership and support: Division Dean/Division Office, Department Chair, and Office of Instruction.

### DIVISION DEAN/DIVISION OFFICE

The Division Dean is the primary contact point with the college administration for faculty. Most instructional activities are carried out through this office. Class scheduling, curriculum activities, and other related activities are the responsibility of the division dean. The division office is also the primary location for all forms and the starting place for most college processes. The division Administrative Assistant will be a valuable resource to you and will be available to answer many of your questions.

### DEPARTMENT CHAIR

Each department has an elected Chair who functions as a liaison between the faculty and the division dean. Curriculum questions and other departmental questions should be directed to this person or your division dean. Refer to the LRCFT Contract for more information at <http://www.losrios.edu/hr/downloads/LRCFT%202008-2011/Online%20Version.pdf>.

### OFFICE OF INSTRUCTION/INSTRUCTIONAL DEANS COUNCIL

Instruction is coordinated through the Office of Instruction in RHN 257. The Vice President of Instruction and the Associate Vice Presidents are located here. It is their responsibility to coordinate the operations of the instructional program and facilitate any activities that are needed to plan, improve, and facilitate the delivery of instruction. Much of this activity is coordinated through the Instructional Deans Council, chaired by the Vice President of Instruction. The Council discusses and reviews problems or issues of general concern, serves as an information center to and from the divisions, and provides a forum for instruction-related issues. The Council meets weekly and consists of all instructional administrators. Other staff members may attend by invitation or request.

### CURRICULUM

As a faculty member working with your colleagues, you will be responsible for the content of your classes, the method of presentation, and the cohesiveness and comprehensiveness of your academic program. Proposals for new curriculum and changes in existing curriculum are submitted for the scrutiny of the full academic community through their representatives on the Curriculum Committee.

### CURRICULUM DEVELOPMENT

Curriculum is a primary responsibility of the faculty. Curriculum ideas can come from many sources including students, alumni, friends, or advisory committees. Department faculty are essential to the development of a formal proposal for the college. In order for an idea to become reality, the college uses an official curriculum process managed by the Curriculum Committee. The Curriculum Committee reviews and approves new and revised curriculum. Included in the process are reviews by the appropriate subcommittees: Prerequisite/Corequisite/Advisory, Distance Education, General Education, Multicultural Graduation Requirement, and Honors. After college approval of curriculum proposals, they are forwarded to the District Curriculum Coordinating Committee, which in turn presents all district curricula to the Board of Trustees for approval. In some cases, curricula are also forwarded to the State Chancellor's Office for state level review and approval. Some programs are forwarded for approval to the Regional Consortia. Because of the many layers of review and approval that are sometimes required, the college has established a set of time lines so that curriculum is processed as efficiently and quickly as possible. The complexity of the curriculum development and review process and the ties to program review and articulation with other two and four-year institutions have led to the development of a computerized curriculum management system. Once curriculum is approved, faculty are obligated to adhere to the approved course outlines.

## **CURRICULUM MANAGEMENT SOFTWARE**

As our multi-college district has grown, so has the number of courses to support our instructional programs. Our district has chosen to have commonality in curriculum across the district in course number, title, unit, academic level, and similar, but not necessarily identical, course descriptions and course content. In that cooperative spirit, a new curriculum management software program has been developed. SOCRATES (System for Online Curriculum Review and Technical Education Support) allows the viewing of course outlines as well as the online development and updating of courses.

Access to the system is available through your Intranet Service Account for online grading and rosters (<http://www.scc.losrios.edu/FacultyStaff.htm>). More information and assistance is available from the Curriculum Committee Faculty Co-chair, the online Curriculum Handbook, and the Office of Instruction.

## **COLLEGE CATALOG**

The College Catalog is published annually to advise students about the educational programs and services offered by Sacramento City College. The catalog is also available at the College Store and online at <http://www.scc.losrios.edu/x1009.xml>.

## **PROCEDURES FOR CLASS SCHEDULE DEVELOPMENT**

The preparation of the college Class Schedule for each session is supervised by an Associate Vice President. It is normally published in November for the spring semester and in April for summer session and fall semester. The Schedule is available for distribution before and during registration and can be found at <http://www.losrios.edu/class-schedules.php>.

The division deans, in consultation with the faculty and department chairs, carry out the preliminary activities of schedule development. Factors considered in schedule-making are: (a) district and college priority guidelines; (b) review of past enrollment patterns and estimates of enrollments in various classes; (c) balance of assignments to cover day, evening, and center classes and to meet budget and FTE allocations; (d) qualifications of faculty members in terms of preparation and interest in subject fields; (e) number of preparations and formula hour loads; (f) balance of hour assignments for faculty; and, (g) availability of rooms and necessary facilities.

## **AVAILABILITY FORMS AND CONTRACTS FOR ADJUNCT AND OVERLOAD TEACHING ASSIGNMENTS**

Faculty must submit an availability form to the division office each semester in order to be considered for adjunct or overload teaching assignments. This form assists the division dean and department chair in ascertaining faculty availability should a future assignment become available. Availability forms are distributed by the division offices and centers to all active faculty each year, per the LRCFT Contract. If you receive forms from your Center, please send your completed form to the appropriate division dean at the college.

## **TENTATIVE CLASS SCHEDULE (TCS)**

Once your teaching schedule has been submitted by the division office to the Office of Instruction, you will receive a Tentative Class Schedule for your review. The TCS specifies your assignment and your Flex obligation. It is the responsibility of the faculty member to indicate if the assignment is correct. Any discrepancies must be reported to your division dean as soon as possible.

## **FACULTY ATTENDANCE, SUBSTITUTES, AND GUEST SPEAKERS**

Faculty are expected to meet with their assigned classes on each day of the academic semester. If you cannot meet your assigned class due to illness, an emergency, or other circumstance, you must call the division office and center office (as applicable) as soon as possible. Your class can then be notified as to your absence. Do not arrange for your own substitute. Also, do not arrange for guest speakers, outside assignments, or others to take your class without the division dean's permission. District guidelines for assigning substitutes will be followed. All substitutes must be a) in the Faculty Service Area (FSA) of the class for which they are substituting, b) on the district's approved list, and c) processed by the district office before they can be hired and paid. Failure to notify the division dean of an absence may result in loss of pay.

### **DISMISSAL OF CLASSES**

Faculty shall arrange their class work in such a way that a full class session will meet at scheduled times. Care must also be exercised not to hold students beyond the scheduled time. Such considerations impact both the district's ability to claim apportionment for all class meeting times and the students' rights to breaks during classes of extended duration. In addition, classes that meet beyond a specified number of minutes must have a break built into each class session. The state education code does not allow for these break times to be waived or placed at the end of the class, even if the class agrees that it would be acceptable. A class vote to waive breaks in favor of early dismissal cannot be honored.

### **GRADES – ONLINE GRADEKEEPING**

Training is available on how to use Excel spreadsheets and/or D2L for grade recordkeeping. The information in the grade records is essential to document the process used to establish final grades for students. Faculty should take care that the information in the grade records reflects the grading criteria established in their student information sheets. These should be maintained for three years. For more information, see section IV Classroom Management, Recordkeeping and Attendance.

Final grades are posted through an online grading system. Training on the online grading system is available each semester. Contact the Staff Resource Center for more information (ext. 2176).

Faculty should not post grades in public spaces, such as outside class rooms or offices, using students' names, student ID numbers, or social security numbers. If faculty choose to post grades, they should use a code or predetermined ID which would not identify specific students. Please announce to your classes that mid-term grades are available in his or her individual eServices account. This information can be helpful for students in assessing their progress during the semester.

### **CENTERS**

Classes are taught at our Centers in Davis and West Sacramento, as well as Downtown Sacramento and occasionally at local high schools and in nearby public and private facilities. If you are assigned to teach a class through one of the centers, please contact the center's staff for information specific to your classroom location. The staff will provide valuable information regarding keys, parking, mail, duplicating procedures, and assist with your instructional and equipment needs.

Counseling services are available to students at the Centers at posted times during the week. Appointments are advisable for students, although walk-ins are accommodated when possible.

Textbooks are also sold at the Centers at the beginning of each semester.

### **EVENING DUTY/ADMINISTRATOR**

An administrator is on duty on campus Monday through Thursday until 8:00 PM on a rotating basis. A bulletin, Evening & Weekend News, is distributed each week by the Instruction Office advising the college community of the contact names and telephone numbers. The Evening Duty Roster is also available on the website at <http://www.scc.losrios.edu/x9278.xml>.

### **TRAVEL REQUEST/AUTHORIZATION AND OUT-OF-STATE TRAVEL**

A Travel Authorization request form must be completed prior to traveling on any approved district business. Forms are available from the division office and must be turned in six weeks prior to any planned travel. See the Business Office (RHN 173) for guidelines. Receipts must be turned in with the claim portion of the authorization for any reimbursement of funds. Out-of-state and international travel and multiple faculty attendance at conferences require approval by the Chancellor's Office. Allow four weeks to process. The Staff Development committee also has a process for distributing funds to support attendance at professional development activities. Please contact the Staff Resource Center for due dates and process (ext. 2176). For more information, see the section on field trips in this handbook under Classroom Management.

**GRANTS**

The college encourages faculty to pursue grants to support their teaching and professional development activities. The office of Planning, Research, and Institutional Effectiveness (ext. 2511) can assist with college processes related to applying for and managing grants.

**SABBATICALS — PROFESSIONAL DEVELOPMENT LEAVES, TYPES A AND B**

These leaves provide faculty members with release time from regular teaching assignments to respond to changing educational conditions and student needs. Tenured faculty members are eligible for both Type A and Type B leaves. Tenure-track faculty who have completed 3 full years of service are only eligible for Type B. Faculty can utilize the release time to engage in studies, projects, or other beneficial activities that fall outside their regular responsibilities. Applications for Professional Development Leaves are considered once per semester. The Professional Standards Committee reviews all faculty applications and submits its recommendation to the College President. For additional information, see the LRCFT Contract, section 9.13, <http://www.losrios.edu/hr/downloads/LRCFT%202008-2011/Online%20Version.pdf>, or contact the Office of Instruction.

**COMMENCEMENT**

The annual commencement exercises in May involve an academic procession; participation in this ceremony will be determined by the College President pursuant to the LRCCD Regulations. Full-time and part-time tenured faculty are required to participate in commencement exercises every other year. Rental fee for the cap and gown and shipping costs are borne by the District. Individual staff members are requested to assume responsibility for rental or purchase of appropriate academic hoods.

**FLEX ACTIVITIES AND OBLIGATION**

Under legislation AB1725, a number of days in the instructional calendar are set aside for professional development activities (flex). Usually, Flex Days are scheduled at the beginning of each semester. They include one or more days of workshops and one day of convocation and division/department gatherings. All full-time and many adjunct faculty have a Flex obligation. Your Flex obligation is the total number of hours you must spend participating in professional development activities. If you are an adjunct faculty member, your Tentative Course Class Schedule (TCS) states your Flex obligation. If you are a full-time faculty member, your Flex obligation is twelve hours, plus any obligation for overload assignments. See the Staff Resource Center web site for the calendar of flex day activities and the division office for questions about documentation.

### III. CLASSROOM MANAGEMENT AND GENERAL PROCEDURES PREPARING FOR AND CONDUCTING YOUR CLASS

#### CURRICULUM COURSE OUTLINE

Copies of the official course outline for your course are available from your division dean and online using the curriculum management system, SOCRATES. The course outline contains the basic course structure that must be followed. This ensures that individual courses are consistent with course standards, regardless of which faculty member is teaching the course.

#### STUDENT INFORMATION SHEETS AND SYLLABI

These terms, Student Information Sheet and Syllabus, may be used differently in divisions and departments across the college. Fundamentally, the Student Information Sheet is a brief overview of key information (requirements, rules, schedules) about your course; the syllabus is the complete listing of course requirements, expectations, and outcomes, along with the schedule for the course. At minimum, a syllabus should include all of the information listed for the Student Information Sheet below. A syllabus may also include course handouts, quizzes, readings, or other materials—all of this is described more completely below.

#### STUDENT INFORMATION SHEET

Students and your dean must be provided with a student information sheet or syllabus with all the information related to your expectations and the administrative processes for your course(s).

Using the course outline, prepare a Student Information Sheet for each course you teach. The Student Information Sheet is one of the single most important documents that you can create for both you and your students. By mapping out a plan-of-action in advance, you will develop a course to its fullest extent while remaining within the practical limitations of the course. The students also benefit from receiving a Student Information Sheet because it answers general questions, such as required and optional books and supplies, descriptions of assignments and exams, classroom policies, a calendar for the course, cheating and plagiarism policies, attendance policies, and grading policies. The Student Information Sheet is considered a contract between you and the students. Every effort should be made to make it as clear and comprehensive as possible in case the grading standards or course content are questioned later in the semester.

When creating your Student Information Sheet, the following may be included:

- Course name, number, and code; meeting room, time and days; semester and year
- Your name, voice mail number, and any other phone numbers where students may reach you as well as your office hours, location, and your Los Rios e-mail address. Do not use private e-mail addresses.
- Required and recommended textbooks and supplies
- Course prerequisites, corequisites, and advisories
- Grading policies, scales and evaluation criteria
- Outline of the course, including specific assignments, and due dates and examination dates
- Course objectives and/or student learning outcomes
- Instructional methods
- Faculty philosophy
- Behavioral standards (including the use of electronic devices - cell phones, pagers, games)
- Plagiarism/Cheating policy
- Tardiness and attendance policy
- Make-up policy
- Accommodations for students with disabilities
- Field Trips

When the Student Information Sheet is complete, duplicate enough copies to distribute to your students at the start of the course. Ensure that a current copy is on file in the division office by the end of the first week of the session in progress. Some divisions will require your Student Information Sheet to be submitted electronically.

**SYLLABI**

The syllabus is a more detailed “roadmap” for the instructional activities that are part of your course. Your syllabus might include information from your Student Information Sheet, copies of articles for class reading, study guides, vocabulary lists, as well as a course schedule, detailed descriptions of assignments, and homework assignments. When syllabi are included in a packet of course materials over 25 pages in length, they will be sold to students through the College Store. In those cases, it is required that those printed materials be used for at least two semesters. See more information in the section on Duplicating.

**OFFICE HOURS**

Full-time faculty should inform their students of their office hours and post their schedule on or near their office doors. It is part of the contractual obligation to hold office hours. Adjunct faculty who teach a .20 load may be eligible for compensation for an office hour. Please submit a copy of your office hours to your division office. Include that information on your Student Information Sheet.

**FACULTY WEEKLY SCHEDULE**

Each full-time faculty member must post outside his/her office a weekly schedule indicating classes and office hours. This schedule is prepared in the division office, and a copy will be given to each faculty member for posting prior to each semester. Schedules for part-time faculty members with required office hours may be obtained from the division office.

**HOMEWORK ASSIGNMENTS**

One credit hour of community college work is defined in the Education Code, Title V, Section 78206, as “approximately three hours of recitation study or laboratory work per week” throughout a semester. This means one hour of lecture and two hours of study or three hours of laboratory with no outside work. Faculty assignments should be geared to this definition in such a way that students with average college ability, putting in this amount of effort, might earn an average grade (“C”). Faculty members have the responsibility of making clear assignments so that students understand what is expected of them.

**FINAL EXAMINATIONS****Final Course Assessment or Examinations**

Los Rios Community College District Policy on Grading Standards and Practices (P-7252) states the following with regard to final examinations:

- 9.1 Final projects, portfolios, performances, examinations, or other assessment must be completed by students enrolled in all courses.
- 9.2 A schedule of final examinations will be announced each semester.

In addition to the above policies, final course assessment and/or examinations (project, performance, portfolio, exam, etc.) must be offered in accordance with the Course Outline of Record (available in the Instruction Office) and the individual course syllabus.

The final examination schedule for each semester is published in the Schedule of Classes. Faculty members must meet their classes during the time scheduled for final assessment or examination, as the hours allocated for such activities are a portion of the total instructional hours for the course. The general principles of grading are that every student shall be required to participate in the final course assessment. Each faculty member shall plan some type of culminating activity to evaluate the student’s overall course progress during the scheduled final examination period for full-term classes or during the last regularly scheduled class meeting for less than full-term classes. Faculty should plan their final course assessments or exams so they have sufficient time to submit their final grades in accordance with the deadlines established by the Dean of Enrollment and Student Services.

In the case of a four- or five-unit course that includes lecture and laboratory, the examination given at the time scheduled for the lecture must not be longer than two hours. If a third hour is needed, it should be scheduled at the examination time listed for the laboratory portion of the course.

In the case of distance education courses that have a regularly scheduled meeting time, final assessment will be conducted in accordance with the published examination schedule. In the case of distance education courses that do not have a regularly scheduled meeting time, faculty must publish the date and time of the final assessment in the course syllabus and make that information available to students during the first week of the course.

It is important for students to be notified of the final assessment/exam schedule in a timely and documented manner. All faculty must announce to their students via course syllabus and other communications the schedule for the final assessment period and conduct the activity at the scheduled time. Students with documented needs for accommodations will be assisted in their final assessment/exam scheduling by the individual faculty member and the Disability Resource Center staff.

Questions regarding procedures related to the schedule or delivery of final course assessments/examinations should be directed to the division dean and department chair.

### **INSTRUCTIONAL MATERIALS**

#### **Textbooks and Textbook Adoption**

The responsibility for textbook selection and recommendation for adoption rests with the teaching faculty. When there are several sections of a course, faculty may adopt uniform textbooks. This is particularly important when the course is part of a sequential development of skills or basic understandings. The department will determine the degree of uniformity required.

When the course is not part of a sequential development, each faculty member may choose the basic syllabus and textbook materials subject to the following: a) the materials relate directly to the content of the approved course of study and b) the total cost of these materials to the students is reasonable and c) the department has approved the textbook. There will be departmental review and approval of all textbooks and syllabi recommendations. Recommendations are forwarded to the department chair/division dean for approval. The division dean sends textbook requisitions to the College Store within established time lines. See the faculty contract for guidelines on self-published materials.

If the division/department textbook committee, department chair, and division dean individually or collectively consider a book to be inappropriate for a course, they shall provide their reasons in writing to the faculty member making the request. The department chair and division dean will work with appropriate members of the department to resolve the issue and ultimately assure that an appropriate textbook has been identified for the course.

#### **SUPPLEMENTARY BOOKS AND MATERIALS**

These are books not required of the student but recommended by the faculty. The student is not to be responsible for their contents in any way (reports, tests, final examinations, etc). Supplementary books are listed as part of the textbook requisition that is signed-off on by the division dean. Textbook requisitions are kept on file in the division office. In addition, there may be supplementary materials, such as goggles, slides, appropriate shoes, etc. needed for course participation. These items should be included on the Student Information Sheet.

#### **RESERVE BOOKS**

The Learning Resources Center needs the help of the faculty. Thousands of our students depend upon the LRC's Reserve Collection to borrow (on a short-term basis) the textbooks assigned for their classes. Although many instructors provide the Reserve Collection with the textbooks, some instructors do not. In an effort to maintain a collection that offers reserve textbooks for the greatest number of classes, the Learning Resources Center dips into its own budget and purchases textbooks from the Campus Bookstore. The amount that the LRC spends on reserve books is significant.

If faculty members want to help the LRC provide this vital service to students and save a lot of money, here's what you can do:

First, when you order your books for each term, contact your publishing representative and ask for an extra copy that may be placed on reserve. Most textbook publishers will provide an extra copy of a textbook that has been ordered for a class.

Second, when the extra copy arrives, take it to the Reserve Desk on the second floor of the LRC.

Third, fill out the form specifying the terms under which the book may be loaned to the students. Submit the form along with the book to the Reserve Desk. There's no need to wait in line.

It is essential that textbooks be available to students on the first day of class. The LRC staff will need about four weeks to process your books, so please bring books to the Reserve Desk as soon as possible before the beginning of each term. We understand that this requires a little extra effort, but the time spent will help the college save thousands of dollars each term.

For forms and information, click on the following link:  
[http://www.scc.losrios.edu/~library/faculty/placing\\_reserve.htm](http://www.scc.losrios.edu/~library/faculty/placing_reserve.htm)

### CLASSROOM MATERIALS

Students are expected to purchase their own textbooks, syllabi, and lab materials where necessary. The items which students are expected to purchase shall be reported by the faculty to the College Store on a requisition form routed through your division office.

### DUPLICATION OF COPYRIGHTED MATERIALS

The policies and regulations governing the development and copyright of materials are fully outlined under section 8330 of the Los Rios Policy/Regulation manual located on the Los Rios Web site. However, the following excerpt might be most useful:

### GUIDELINES FOR OBSERVING COPYRIGHT PROTECTION

**Single copies** may be made of printed materials for purposes of criticism, comment, teaching, scholarship, or research as follows:

- A chapter of a book;
- An article from a periodical or a newspaper;
- A short story, a short essay, or a short poem;
- A chart, a graph, a diagram, a drawing, a cartoon or a picture from a book, a periodical, or a newspaper;
- A single copy of an entire performable unit of music that is confirmed by the copyright to be out of print or that is unavailable except in a larger work, when made for academic purpose other than performance and solely for the teacher's research or class preparation.

**Multiple copies**, not to exceed one copy per student, may be made for or by a faculty member for classroom use, provided that:

- Each copy carries the copyright notice;
- The copying is not used to substitute for the purchase of printed materials;
- The copying is not used to create or substitute for anthologies or other collective works;
- The copying is not from works described as "consumable" such as workbooks, standardized tests, test booklets, answer sheets, etc.; and,
- The copying meets the tests for brevity, spontaneity, and cumulative effect.

### **ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS**

The following statement is excerpted from the College Catalog and is a good reminder for all.

Sacramento City College students are prohibited from using the Los Rios Community College District (LRCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. The Colleges of the LRCCD, including this one, support the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the LRCCD information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at [www.campusdownloading.com](http://www.campusdownloading.com). In addition to being illegal, file sharing drains the LRCCD network's bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. LRCCD and its colleges have developed policies and consequences to ensure that students properly use the information LRCCD network and respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies at <http://www.losrios.edu/legal/Policies/P-8000/P-8000.htm> and especially <http://www.losrios.edu/legal/Policies/P-8000/P-8861.htm>. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts, and CD kiosks. For a list of sources that offer legal downloading sites, access [www.riaa.com](http://www.riaa.com).

### **CLASS ENROLLMENT/ROSTERS**

Faculty are responsible for checking their class rosters for accuracy. Class Rosters are available by accessing the Faculty/Staff page of the SCC Web site under Online Roster/Grading. Faculty will be able to create an intranet account to access your class rosters as soon as they have been assigned a Los Rios email account. Instructions on the use of eServices to access class rosters and the grading system are available on the Web site (<http://www.scc.losrios.edu/FacultyStaff.htm>). No student should be permitted to remain in class whose name does not appear on the on-line class roster or who does not have a copy of their class schedule that includes your class. Students whose names are not listed should be sent to the Registration/Financial Aid Lab (B153) for proper enrollment processing. Auditing is not permitted.

On the census date for your class, please verify that all students listed on your roster are "actively" enrolled. Students who are not attending on the census date must be dropped from your class.

### **CLASS ENROLLMENT COUNTS**

Division deans check with faculty during the first two weeks of instruction to monitor enrollment progress. Decisions regarding continuation of classes and the canceling of sections with inadequate enrollment will be made as soon as possible, but typically not after the end of the second week of classes.

### **ADDING STUDENTS TO CLASS (ADDITIONS/LATE REGISTRATION/WAIT LISTS)**

Each class has been assigned a maximum number of students by the division based on classroom seating capacity and academic and equipment factors. During the first week of the semester, students may enroll into full-semester classes that have seats remaining (have not reached maximum class size) without the faculty member's permission. Beginning the second week, a class permission number is required to add the course. A student may not add a semester length course after the first ten days of the semester. Students may add classes after the last specified date of enrollment only due to extenuating circumstances. Proper forms can be obtained from the division office.

Students may add to a closed class only with the instructor's permission and a permission number issued by the instructor. Faculty with closed classes may add students at their discretion based on room capacity and instructional considerations. Students shall be enrolled in permission number order. A student is not

officially enrolled in class until the faculty has processed the add using the permission number, and the student has registered for the course. It is important to add no more students than is instructionally appropriate or the room can safely accommodate.

### STUDENT PREPARATION

Students should have certain skill levels before they can enroll in some classes or programs; for example, “C” or better in MATH 120 before taking STAT 300. The college identifies these courses as Prerequisites, Corequisites, or Advisories. It is important to know the prerequisites or corequisites for each of your courses. Course prerequisites, corequisites, and advisories are listed on the course outline. Students are not blocked from registering for classes if they have not met prerequisite or corequisite requirements. It is the responsibility of the faculty to check prerequisite and corequisite documentation in class. Advisories are only recommendations and do not need to be checked.

### CHECKING PREREQUISITE OR COREQUISITE DOCUMENTATION

Ask that students bring one of the following to you during the first few days of class. (Math classes will accept only the first two.)

- Assessment Placement Results (The report is from the Assessment Center, verifying that the student has tested at the course placement level appropriate for this course.)
- or
- Transcripts showing that the student has taken the required courses. (Students can print unofficial transcripts at Admissions and Records.)
- or
- Prerequisite Verification Form signed by an SCC counselor (The counselor has reviewed transcripts, assessment scores, Advanced Placement Tests and verified that the student has the required skill level.)

If a student cannot provide one of these documents, the instructor must drop him/her from the course. The student may challenge the prerequisite through your division office. Faculty should allow the student to attend class during the five-day challenge process period.

### RECORD KEEPING AND ATTENDANCE

Record keeping is an important faculty responsibility. It is required that accurate and complete student grade records are kept for a period of three years. Attendance records are only required for positive attendance classes. While keeping attendance is optional for all other classes, attendance records are important if it becomes necessary to drop a student for non-attendance. The attendance accounting period is the third week of instruction. All students who have not appeared for class should be withdrawn before this date. A student may also be dropped from a class for excessive absences. The college policy for absences is that excessive absences are defined as 6% of the total hours of class time. To drop a student, use the process that is provided on the eServices faculty roster. Use discretion in excusing student absences. Documented illness and official college field trips should be excused and the students granted an opportunity to make up the work missed. In any case, any instructor drops should be consistent with the policy outlined in the course Student Information Sheet.

### FINANCIAL AID INFORMATION FOR FACULTY

Students receiving financial aid should be held to the same standard as all other students. Managing your class enrollment and dropping students for non-attendance on a regular basis helps ensure that students are not receiving financial aid when they are no longer attending. The end of semester grading process requires instructors to report the last date of attendance when a student receives an “F” grade. **If you are unsure of this date, please leave it blank.** Entering an early date (when the student actually continued attending) will result in both the student and the college having to repay some of the financial aid awarded. While attendance is not required for non-positive attendance classes, it is important to understand the consequences to students for entering an inaccurate date of last attendance. For more information, please contact the Financial Aid Supervisor.

### **NO-SHOW STUDENTS**

Students who do not attend classes for full-term or short-term courses shall be dropped by the faculty as a “no-show” per Title V 58004(c). “No show” drops must be posted during the first week of the class. Retroactive “no shows” will have a negative implication for Financial Aid Students. This is done by clicking on the drop button next to the student’s name on the on-line drop roster. Faculty must be sure to click on the “Never Attended” box. The on-line roster of active students and dropped students will reflect students still actively enrolled and those that have been dropped.

### **STUDENT DROPS**

It is the responsibility of the student to drop the class to ensure that he/she is officially dropped and will not receive a grade penalty for the course.

### **ABSENCE POLICY**

Excessive absences are defined as 6% of the total hours of class time. Use the same procedures as above to drop students for excessive absence. (<http://www.losrios.edu/legal/Regulations/R-2000/R-2222.htm>)

### **ACADEMIC DISHONESTY/CHEATING**

Faculty members use their professional judgment in determining the effect on their students’ grades should there be sufficient evidence that a student is cheating. Whatever is determined, however, should be based on criteria as stated in the Student Information Sheet. Actions taken which are inconsistent with the standards established in a Student Information Sheet could be the basis for a grievance by a student. In addition to informing students in writing of the consequences of cheating in class, you should also discuss the policy on cheating with the class at the beginning of the semester. Dropping a student from class or placing students on academic probation or dismissal are not options available to faculty members as a disciplinary measure in the case of cheating.

#### **Consequences of Academic Dishonesty**

Academic consequences may include:

1. Receiving a failing grade on the test paper or exam
2. Having the course grade lowered
3. Receiving an F in the course

Administrative consequences may include:

1. Verbal or written reprimand
2. Being placed on disciplinary probation
3. Being placed on disciplinary suspension
4. Being expelled

The office of the dean of the division in which the cheating took place and the Discipline Officer shall maintain a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. This does not preclude more severe administrative discipline for a single incident where the offence is so egregious as to warrant more immediate action. A copy of the Sacramento City College student conduct, discipline and due process procedure is printed in the handbook, and copies are available in the offices of each dean and administrator at Sacramento City College. This document is also printed in the college schedule, catalog, and student handbook and is available on-line in the college website.

Students in the SCC/UCD Workload Program also are reported to the UCD Judicial Affairs Council. Until resolved, a grade of “F” will be submitted.

### **DISCIPLINARY ACTION**

The Board regulations regarding student conduct are thoroughly detailed in the Los Rios Board Regulation #2441, which can be found in your division office. However, the following is a guideline to follow with a disruptive student in the classroom: “A faculty member may remove a student from his/her class for the day (or evening) of removal and the next class meeting.”

Should it be necessary to remove a student from the class, the faculty member should alert the division dean of the circumstances and action. If the occurrence takes place in an evening class, it is advisable to discuss the situation with the evening administrator on duty. In any instance, the division dean and the college's student disciplinary officer should be alerted the next working day. It is critical to document disruptive behavior, notify the division dean immediately, and take all measures to ensure personal safety and the safety of the students. Faculty should become familiar with the student rights and responsibilities statement in the college catalog. This also covers students' due process. For more information, please visit the Los Rios Regulations on Student Conduct, R-2441, <http://www.losrios.edu/legal/Policies/P-2000/P-2441.htm>.

### **CHILDREN IN THE CLASSROOM**

It is a faculty member's prerogative to allow or not allow children in class. While the school policy does not prohibit this, parents must be made aware that if their children are allowed in class, they must not disrupt the class or be left out in the hall or in other rooms. The parent is responsible for the child's behavior and should provide some quiet, non-disruptive activity. The college strongly recommends that children only be brought to class under exceptional circumstances and not on a regular basis.

### **FIELD TRIPS**

Field trips are permitted if they are planned to support the regularly scheduled educational program of a specific class and relevant to the fulfillment of stated course objectives on the Curriculum Course Outline. Required field trips must be in the course description, which appears in the catalog and the schedule of classes, both located online. Furthermore, care should be exercised that field trips do not cause inconvenience to students' other class assignments. Two months advance approval is required for all student travel including field trips. Appropriate forms ("Agreement to Participate and Waiver/Assumption of Risk" and "Student Code of Conduct") must be completed by all participating students and filed in the division office before the field trip takes place.

### **TRANSPORTATION REQUESTS AND FEES**

A faculty member who plans a field trip must complete the Travel Authorization Request and Faculty Advisory Forms and submit them to the division dean with a list of the names of students who will participate.

An "Agreement to Participate and Waiver/Assumption of Risk" form is necessary for each student participating in field trips.

Students may be charged a transportation fee for non-required field trips. Non-required field trips may not be counted toward a student's grade unless an alternate assignment is provided.

### **FIELD TRIP PROCEDURES**

#### **Distances**

- a) Trips scheduled outside the State of California will require special approval.
- b) Overnight bus trips will take priority over one-day bus trips using the established priority guidelines based on course requirements.
- c) Transportation for field trips to locations/activities within a radius of 25 miles of the college sponsoring the field trip will not normally be provided. Students will be expected to reach the location individually through their own means.

#### **Participants**

Forty-nine seat passenger buses will not be scheduled for fewer than 20 passengers without prior approval.

- a) Each campus will be responsible for control of students while using the LRCCD buses.
- b) Vans that can accommodate wheelchairs can be requested.

### **Trip Scheduling**

Field trip requests with possible alternative dates are requested and collected by the Instructional and Student Services offices prior to each semester or at least six weeks prior to the trip. The appropriate associate vice president, in consultation with the appropriate division dean, will determine when field trip fees are required and will contact Operations for an estimate of charges and to arrange for rental buses. Bus Use Fees are no longer charged to students. Bus rentals arranged for optional field trips will be charged to the requesting division.

The Business Office collects all fees paid by students that are related to field trips. Student should be directed to the college Business Office to pay associated fees such as entrance fees and admissions for field trips. The instructor should not collect any moneys from students.

Please refer to Board Regulation R-7133 for detail information related to field trips and other travel related to college programs.

### **TIMELINES**

The timelines for submitting trip authorization requests are February 1 for summer sessions, April 15 for fall semesters, and November 1 for spring semesters.

### **GRADING**

#### **Grading and Examinations**

Division deans and department chairpersons have information on grading policies and practices. They should be consulted to ensure consistent practices among all faculty, especially for sequential courses.

#### **Midterm Grades**

All faculty are responsible for providing a mid-term grade to each student. Inform students who receive a substandard grade (D, F, or NP) so that they may receive assistance from the instructor, a counselor, and/or the tutorial center. The faculty member has the ability to refer students to college tutoring services should that be judged advisable. In addition, Student Services has an early alert system to identify and assist students who are in need of academic assistance to ensure successful course completion.

#### **Final Grades**

Final grades are entered using the eServices faculty Web site. Faculty may not submit final grades before final examinations have been completed. Incorrect withdrawal dates have a direct impact on Financial Aid Students. It is better to leave the date blank than to enter an incorrect date. In deciding the final grade for each student, faculty should weigh collectively all of the factors presented in the Student Information Sheet that were stated as being used for the course, such as exam scores and the grades on any graded assignments. Including such items as class participation and attendance in the final grade is the prerogative of the instructor. However, the instructor should not take into consideration any items not clearly established on your Student Information Sheet as part of the grade.

Faculty are to complete the grade and positive attendance reports (if the latter are required). Instructors need to make certain that all student withdrawal dates shown on the official attendance record and final grade rosters are correct. The Admissions and Records Office will advise faculty of the deadline for submitting final grades. Student grade records should provide appropriate documentation for the final grade awarded to the student and should be consistent with your class Syllabus/Student Information Sheet. These records are essential if a student should file a grievance or if a grade correction is requested. Upon request, faculty provide progress reports on the academic standing of students on probation, those being considered for scholarship recognition, and those participating in student government or intercollegiate sports.

**Incomplete Grades**

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of unforeseeable emergency and justifiable reasons at the end of the semester. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which it was assigned. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

**Change of Grade**

Only the faculty member can submit a grade change for his/her students. The two most common reasons for changing grades are removal of an incomplete and an error in computing or reporting the original grade. In order to accomplish the change, the faculty member must fill out the appropriate grade change form in the Admissions and Records Office.

**Academic Symbols (Title V Regulation 51306)****Grades and Grade Points****Symbol Definition Grade Points**

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less Than Satisfactory	1
F	Failing	0

**Credit/No Credit****Symbol Definition**

P	Pass (At least satisfactory. Units awarded not counted in GPA.)
NP	No Pass (Less than satisfactory or failing. Units not counted in GPA.)

**Non-Evaluative Symbols**

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

**Symbol Definition**

I	Incomplete
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal

For more information regarding grading, please refer to the college Catalog, Title V Regulations (55023), and the Admissions and Records Office.

**ALTERNATIVE INSTRUCTION - INDIVIDUALIZED INSTRUCTION****Independent Study**

Independent Study is for the student who wishes to enroll in a course that is listed in the catalog but is not being offered that semester. The student completes an Independent Study Request card stating the reason for taking the course and secures approval of the faculty and division dean.

The faculty member assumes responsibility for supervising the work as an extra voluntary assignment. The time allotment for credit is based on the same number of hours as a regularly scheduled course, i.e., a minimum of 54 hours of lecture equals three units of credit. An application for Independent Studies must be filed before the end of the eighth week of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new application is not required if the unit(s) are to be granted in a subsequent semester.

### CREDIT BY EXAMINATION

Under special circumstances, students regularly enrolled and in good standing who believe experience or previous training qualifies them, may take a special examination to establish credit in a course in which they are not formally registered. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with grades of "C" or better and initiate the request by the fifth week of instruction. The examining faculty will be responsible for determining the scope and form of the examination.

## IV. INSTRUCTIONAL SUPPORT SERVICES

### CULTURAL DEMOCRACY

The Cultural Democracy concept was introduced to SCC as a strategy to address the achievement gap that was a focus of the 2004 Educational Initiative. The college has created the goal of identifying and responding to the diversity of our college community through both programs and policies. Examples of activities include such programs as the Diversity Conference, cosponsored with the Faculty Association for the California Community Colleges (FACCC) in spring, 2009, Culturally Responsive Instruction training, and Beyond Diversity workshops in addition to on-going programs of the International Studies Program (ISP), Cultural Awareness Center (CAC), and a wide range of programs, activities and services offered throughout the college. Sacramento City College was awarded the John W. Rice Award for Diversity and Equity in July, 2009. The Cultural Democracy program plan for 2009-2010 allows for a faculty coordinator, a steering committee with broad college representation, and programs that further support teaching and learning for all members of the college community.

### STAFF RESOURCE CENTER

The Staff Resource Center is located in the College's Learning Resource Center. The SRC is staffed by faculty coordinators and support staff. The SRC supports the professional development of faculty and staff by delivering programs, finding resources to support teaching and learning, and providing funding support for conference/workshop/ travel activities. The SRC organizes Flex Day workshops and programs, as well as convocation. In conjunction with the staff development committee, the SRC sponsors college-wide initiatives that focus staff development activities on a topic of broad interest to the college community. Notices of events are publicized through the college calendar, notices are sent via E-mail, and announcements are made on the public information voice mail. Take the time to meet your colleagues through the activities of the Center; you and your students will benefit from these resources. (<http://www.scc.losrios.edu/x31577.xml>)

### LIBRARY SERVICES

Library and Instructional Media are available to both students and faculty and supplement the work of faculty in every course. To check out materials, a SCC staff card is needed and can be obtained from Campus Operations on East Road. Library orientations are available for classes. Faculty may recommend new books, DVD's and periodicals for purchase, have bibliographies prepared and/or checked, and arrange for the circulation of reserve books. More information is available at the program website, <http://wserver.scc.losrios.edu/~library>. Faculty should supply the Library with copies of reading lists in all courses involving library books. It is particularly important that reserve lists be given to circulation staff before this information is announced to classes. Faculty members needing non-print resources for reserve or booking for classes (e.g., videos, equipment, DVDs, CDs), need to contact Instructional Media Services at 916-558-2671, and provide them with a list of materials. More information on Instructional Media Services is available at <http://wserver.scc.losrios.edu/~learnres/instmedia.html>.

### INSTRUCTIONAL DEVELOPMENT

An instructional development coordinator and educational media design specialist are available to assist faculty with learning management system (Desire2Learn), multimedia support, web site planning, project planning, PowerPoint, Excel, and Word. A computer lab is available for faculty in the Learning Resources RM 114 for developing multimedia including slide scanning, audio recording and video editing. <http://web.scc.losrios.edu/instrdev/>

### LEARNING SKILLS AND TUTORING PROGRAM

Located in the Learning Resource Center, LR-144, the center offers peer tutoring, online tutoring, Beacon PAL cooperative learning groups, courses in basic and study skills, multimedia instructional materials and various learning assistance and study skills guides. More information can be found at the program website: <http://web.scc.losrios.edu/tutoring>.

### WRITING CENTER

The Writing Center is located in the Learning Resource Center, LR-144, and is a free resource for SCC students from all academic disciplines. Faculty coordinators, instructional assistants, and peer tutors assist students with writing more effectively, spotting and correcting errors, understanding English grammar and punctuation, and managing the writing process. For more information, call 558-2258.

### INSTRUCTIONAL ASSISTANTS

In some classes, instructional assistants are employed to assist faculty with instructional duties by working with students individually or in groups for the improvement of academic knowledge and technical skills and doing related work as required. The faculty is responsible for the instruction and supervision of all students enrolled in the class.

### TECHNOLOGY RESOURCES

There are a number of options available to faculty who are interested in incorporating technology into their classes. Each full-time faculty member has a computer. Adjunct faculty have access to computers in the division offices and in the Learning Resource Center, LR 114. "Smart Classrooms" with computers, projectors, DVDs, VCRs, cable TV, and other equipment have been established in each of the divisions. In addition, AV equipment (projectors, TVs, VCRs) is available in classrooms and as portable units. File servers are available for storing information that can be accessed from office, classroom, or home. Accounts can be requested from Computer Services. Every faculty member has a campus email account (Outlook/Entourage or Outlook Web Access). Full-time faculty have Outlook/Entourage loaded on office computers. Email can be accessed from off campus and on workstations used by adjunct faculty through the Internet (<http://ex.losrios.edu/>). Contact your division office to activate your email account. Training on college email systems is offered during flex. Web resources are available to faculty as well. Those resources do not require a high degree of technical knowledge to use effectively. Contact your division office for a full list of resources available.

There are computer labs for students in many divisions and general access computer labs in the Learning Resource Center and BUS 153 (Business Building).

### ACADEMIC SENATE GUIDELINES FOR DISTANCE EDUCATION

Dialogue should occur within departments on which courses are appropriate for distance education modality. (Note: Definition of Distance Education modes at Sacramento City College: A class that has any in-person instructional time replaced by distance education method of instruction - online, TV, ITV, and hybrid).

Dialogue should occur within departments on which modalities are appropriate (hybrid, online, TV, ITV) for each course.

Department chair, in consultation with faculty members, will make recommendations to division dean as to which courses should be scheduled for distance education.

Department chair, in consultation with faculty members, will make recommendations to division dean as to which courses should be withdrawn from distance education modality through the curriculum process.

Department faculty will periodically compare enrollment trends between distance education modalities and in-person modality in order to determine the viability of continuing to schedule distance education sections of a course. The data will include student retention and student success.

Instructors of sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments. (Title 5, article 2 of chapter 4 of division 4 of 53410)

(Notes: Refer to the LRCFT Contract: Article 4, Workload, 4.3 Special Teaching Conditions and 4.4 Course Assignment. The process is comparable for course assignment and course maximum for in-person and distance education modality. Refer to the LRCFT Contract: Article 8, Peer Review and Appendix C, Forms. The process for peer review is comparable for in-person and distance education modality.)

Appropriate training of individual faculty for distance education modality will be required before an individual faculty member teaches in that modality. If a faculty member has no distance education teaching experience, he or she must meet a minimum of two of the following criteria (a, b, c, d):

- a) Have previously taught the particular course.
- b) Have taken at least one distance education course.
- c) Have taken either:
  - SCC's Online Institute
  - Other Distance Education training courses
- d) Have taken training in or have experience with current course management system (such as D2L).

(Note: Refer to LRCFT Contract: Article 26, Distance Education, 26.5.2 "training....will be made available to employees who have been assigned to provide instruction through the use of instructional technology, including distance learning.")

It is recommended that the Distance Education Coordinator assign the faculty member an appropriate mentor to assist him/her during the first semester of teaching a course in a distance education modality.

### **INSTRUCTIONAL RESOURCES – DISTANCE EDUCATION**

Desire2Learn is the learning management system utilized in the colleges of the Los Rios district. LMS course accounts are created through an online employee self-service request process using your employee identification number and your email password. The campus home page has Quicklinks to D2L, the Faculty Request page, D2L Help Desk for students and faculty.

LMS accounts are available to support fully online classes, hybrid classes, and web enhanced classes. Fully online classes require in-class orientations (room reservations must be made through Facilities at extension 2525). Curriculum to be taught using distance education methods must be reviewed and approved by the Distance Education Subcommittee of the Curriculum Committee. Training on Desire2Learn is offered during a summer institute, scheduled workshops, and online. The team supporting LMS includes the college's Instructional Development and Distance Education coordinators and the Educational Design Specialist. In addition, courses can be offered through interactive television (ITV). Individualized training is available on this medium. Contact the Distance Education Coordinator if interested. Website: <http://web.scc.losrios.edu/de>

### **MEDIA PRODUCTION AND SERVICES**

Media Services supports students, faculty, and staff at the SCC main campus, Downtown, West Sacramento, and Davis Centers. It is located on the first floor of the LRC. Media Services strives to provide a prompt and courteous response to all requests. Assistance is provided to faculty with: Classroom Multimedia Technology; Audio/Visual Equipment Maintenance; Smart Classroom Installations; Media Production; Instructional Television; Broadcasting Services; and Special Event Support. For more information contact the Media Resources Supervisor (LR-110A), (916) 558-2215.

## V. STUDENT SERVICES

### VETERANS AFFAIRS

- The Veterans Affairs office is located in Rodda North 159 and is available to assist veterans, spouses, and children of disabled or deceased veterans who may be eligible for federal and/or state educational benefits.
- Office hours are M-F, 8:30AM-4:45PM. For further information contact the office at [sccveterans@scc.losrios.edu](mailto:sccveterans@scc.losrios.edu)

### FINANCIAL AID

- The financial aid office administers work-study, student loans, and grants to assist eligible students with the cost of education. Further information can be obtained at [scc.losrios.edu/financial-aid](http://scc.losrios.edu/financial-aid)

### ADMISSIONS, RECORDS AND REGISTRATION

- The A&R office administers the application, registration, and graduation programs. Information on instructor grades and other procedures is also available from the office. For further information contact A&R at:

<a href="mailto:sccaeinfo@scc.losrios.edu">sccaeinfo@scc.losrios.edu</a>	for admissions
<a href="mailto:sccreg@scc.losrios.edu">sccreg@scc.losrios.edu</a>	for registration
<a href="mailto:sccgrad@scc.losrios.edu">sccgrad@scc.losrios.edu</a>	for graduation
<a href="mailto:scctranscripts@scc.losrios.edu">scctranscripts@scc.losrios.edu</a>	for transcripts

### COUNSELING AND STUDENT SUCCESS

The Counseling program at Sacramento City College is designed to provide students with academic, career, personal, and crisis counseling. Counselors assist students in developing educational and career goals, developing educational planners, and providing professional confidential counseling services. Students are encouraged to maintain close relationships with counselors of their choice throughout their stay at SCC. Counselors also teach Human Career Development courses, provide new student orientation, and serve as high school liaisons. In addition, counselors are assigned to instructional departments to serve as resources regarding curriculum, transfer, articulation, and student service programs. Counselors foster working partnerships with instructors to promote student success inside and outside of the classroom.

Counselors are available year round on the main campus, Monday-Thursday 8:00am-7:00pm and Friday 8am-5pm, (and some Saturdays) for appointments or walk-ins. Counseling services are also available at centers.

## VI. BUSINESS SERVICES, SECURITY, FACILITIES, AND PROPERTY USE AND OTHER CAMPUS SERVICES

### PAYROLL PERIODS

Payroll warrants for full-time regular faculty are available on the last working day of the month. Payroll warrants for adjunct faculty, substitutes, ESA's, and full-time overload are available on the 10th of the month following the month taught. If the 10th falls on a weekend or holiday, the warrant will be available on the last working day prior to the weekend or holiday. Warrant stubs for those who have electronic transfers are also available from the Business Office (RHN 173) anytime on the last working day of the month. Inquire at the Business Office for information on electronic transfer/deposit. A photo I.D. is required to pick-up warrants and warrant stubs. Questions may be directed to the Instructional Services Office in RHN 257.

### ADMINISTRATIVE SERVICES/BUSINESS OFFICE

Questions about employee benefits can be directed to the Los Rios District Benefits office. In addition, information about benefits is also available at the district web site, <http://www.losrios.edu/>.

### SECURITY OF COLLEGE FACILITIES

All staff are asked to assist with the security and care of physical facilities and equipment. Anyone entering a locked building on a weekend or holiday must notify Los Rios Police (ext. 2221) of arrival and departure time. Staff should be certain facilities are locked when they leave. In accordance with LRCCD Regulations, food and drink are not allowed in classrooms. Upon discovery of theft or unlawful entry, staff or faculty make an immediate report (by telephone or in person) to the Los Rios Police Office and to the appropriate dean or supervisor. A preliminary investigation will be initiated, and the results will be forwarded to Operations. In the event of theft, a complete description of items missing or known to be stolen must be given including make, model, and serial numbers, if any.

Immediate and complete reporting is essential to aid the Los Rios Police in taking appropriate action for recovery. Each staff member is responsible for reporting safety hazards in his/her own instructional area and any other area on the college campus that may come to his/her attention. This report shall be submitted on the College Hazard Report Form to the appropriate division dean and to Operations. Critical immediate hazards shall be reported to Los Rios Police or Operations.

Instructors may not move their classes to other locations without the express approval of the division dean. Scheduling and safety issues must be taken into consideration.

To reserve a room for an event, instructors should contact their division dean, who will assist with contacting Facilities. Instructors are asked to provide as many details about the event as possible so consideration can be given to possible fees and sufficient space. Only designated rooms are approved for serving refreshments.

### USE OF CAMPUS VEHICLES

Campus vehicles are used for district business only. Drivers must be enrolled in the DMV Drivers Program, have less than 2 points on their driving records, and have completed appropriate vehicle training. Faculty contact their division office for the location of vehicle training stations. Vehicle reservations can be made by going to Outlook "Public Folders", "All Public Folders", "SCC Workgroup", "Operations" and filling out the "Vehicle Reservation Form." The form should then be forwarded to the dean for approval. The dean will then forward it to Operations. Vehicles shall be used only under the direct control of a college employee. Driving will be done by the employee or a qualified driver under the supervision of the employee. Every driver must have a valid driver license and show his/her license to Operations upon vehicle check-out. At no time shall an unauthorized person be allowed to drive a district vehicle. Please see SCC Operating Policies and Procedures 9-1 (Vehicle Use Procedures) for additional information.

### USE OF PERSONAL VEHICLES

Before an employee is authorized to utilize a private vehicle for college use, he/she must furnish evidence that the vehicle is covered by insurance at a minimum level consistent with law and Board policy or administrative regulations and procedures.

### USE OF DISTRICT PROPERTY

Use of district property/equipment for private or personal purposes is prohibited. Employees and officers of the district may be authorized to use district property/equipment on a limited basis (not to exceed 15 days) to conduct district related business. Property/equipment to be used away from the district area and facilities in excess of 15 days must be authorized by the Board of Trustees. Forms are available in the division office.

### USE OF INSTRUCTIONAL COMPUTERS

The District owns and operates a variety of computer systems and related equipment intended for instructional purposes. For purposes of these policies and regulations, these systems and any part thereof shall be referred to as the Systems. The Systems are provided for the use of District students, faculty, and staff in support of the educational programs of the colleges and are to be used for such related activities only. Commercial uses of the Systems are prohibited. All students, faculty and staff are responsible for ensuring that the Systems are used in an effective, efficient, ethical, and lawful manner.

The full set of Instructional Computer Use policies and administrative regulations can be found in the 7800 series of Board Policies and Regulations: <http://www.losrios.edu/legal/Policies/P-7000/P-7811.htm> and <http://www.losrios.edu/legal/Regulations/R-7000/R-7811.htm>.

### DUPLICATING SERVICES

Duplicating Services is located in the Reprographics Building at extension x-2458. For faculty and staff without access to division copiers, Duplicating Services provides a self-service, walk-up copier that may be used for no more than 15 minutes at a time. Requests to make up to 3,000 impressions may be submitted online at <http://www.scc.losrios.edu/~repro/> or via a Job Request Form from either Duplicating or Division Offices. A budget code and dean's signature are required for specially-funded programs, i.e. student organizations, sports camps, etc. If more than 3,000 copies are required, Division Dean approval is required. All charges will be billed back to the division.

Duplicating Services also fills Supply Form Requests online at <http://www.scc.losrios.edu/~repro/formrequest.html>

Syllabus printing requests should be sent directly to the College Store for processing, packaging, and preparation for purchase. Syllabus request forms are available at the College Store and/or Division Offices.

In addition Duplicating Services houses the campus mailroom. To request mail be distributed on campus, e.g. a flier publicizing an event, staff should request the campus distribution list for the total number of administrators, faculty, and staff by division and/or area and follow the written instructions on the distribution list. Mailroom personnel will not distribute fliers, brochures, or anything else that is not properly bundled according to the written instructions on the distribution list. The distribution of mail used for personal gain is prohibited.

Duplicating Services does not sort bulk mail. For mass mailings to the community, individual departments, divisions, or programs may contract with outside vendors. The college has a non-profit organization bulk permit number that may be used and/or printed directly on the publication, but prior permission must be obtained from Administrative Services. The cost of mailing and date of distribution must also be reported to Duplicating Services to ensure adequate funds are available in the account.

### MAILBOX

Faculty teaching on campus have mail distributed at division office mailbox locations. Off-campus faculty will receive notification regarding mail distribution options. Instructor mailboxes are provided for college related material only and should be checked frequently.

### **TELEPHONE/VOICE MAIL**

The Public Information Office publishes a telephone directory for full-time faculty each year. Instructors should contact their division office with any changes to the online or hardcopy directory. Instructions on how to use the voice mail system are included. Long distance calls made by anyone for other than approved college or district business are not allowed. Adjunct faculty can obtain a voice mailbox through their division office.

### **E-MAIL, MICROSOFT OUTLOOK**

New faculty will have an Exchange e-mail account established through an interface with PeopleSoft Human Resources once the hiring process is complete. Faculty will need an account to access the new online class rosters and grading system and SOCRATES, the curriculum management system. Instructions are available from your division office. An e-mail account document will be generated by Computer Services and sent to the division office. Email accounts need to be checked regularly as email is a primary communication tool for the college. The District e-mail account should be used for all school related communications. Do not use private email addresses.

### **INSIDE SCC**

Public Folders is no longer available. It served as an electronic bulletin board for a variety of information regarding college matters. The resources available through Public Folders range from committee agendas/activities to unit planning and are now available on Inside SCC at <http://www.scc.losrios.edu/x3927.xml>.

### **TELEPHONE DIRECTORY**

A college telephone directory is available on the SCC Web site at: <http://www.scc.losrios.edu/facultystaff.htm>

### **FAX MACHINE**

FAX service for official college correspondence is available in Duplicating. Faculty should check with their division dean for more information.

### **KEYS**

Keys may be issued to staff members by the Operations Office via a Key Request form obtained from the division office and approved by the division dean.

### **PURCHASING**

Routine supplies are available in the division office. All purchases require prior approval of both the division dean and the Vice President of Administrative Services before any expense is incurred. The college uses the Requisition/Purchase Order process to acquire goods and services. Faculty should check with their division office for ordering information or visit the Administrative Services link on Inside SCC.

### **PARKING**

Faculty and staff are issued parking permits from the Los Rios Police office. Temporary parking permits for emergencies and official guests may be obtained from Los Rios Police. Automobiles parked in a hand-capped zone without proper authorization will be cited. Autos parked at any time in red emergency zones will be cited. Instructors should drop by the Los Rios Police Office for authorization to park in any areas not specifically designated for parking. Students must park only in the stadium lot or other designated student parking lots (permits must be purchased, either daily or by the semester).

## VII. SELECTED DISTRICT AND COLLEGE POLICIES AND PROCEDURES

### **NON-DISCRIMINATION POLICY**

The Los Rios Community College District is in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable Federal, State and local laws.

It is the policy of the Los Rios Community College District to take action to guarantee that no qualified student or prospective student or any person in his/her educational relationship with the District shall be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, sex, age, color, sexual orientation, or physical or mental disability, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when an instructional setting necessitates the use of English for educational or communication purposes.

The District further complies with those Federal and State laws and the regulations of the Board of Governors of the California Community Colleges that prohibit sexual harassment. In addition, the college supports and complies with the Federal Carl D. Perkins Vocational and Technical Education Act of 1998 by reducing sex discrimination, sex bias, and sex stereotyping in vocational education and employment.

Such non-discrimination policies extend to all of the functions and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The college also attempts to achieve a balanced staff representative of the composition of the community so that students will have an opportunity to relate to members of minority races, ethnic groups, individuals with disabilities, and women.

### **EQUITY OFFICER:**

Associate Vice President, 916-558-2407, RHN 257.

Staff or student complaints based on ethnic group identification, religion, age, color, language, physical disability, mental disability, sex (gender), sexual orientation, sex bias, and sex stereotyping.

Trains and appoints staff as Equity and Diversity Committee representatives for employee selection committees.

### **AMERICANS WITH DISABILITIES ACT OFFICER:**

Associate Vice President, 916-558-2407, RHN 257.

Coordinates compliance efforts and investigates complaints presented by students and staff based on physical disability and mental disability.

### **SEXUAL HARASSMENT/TITLE IX/GENDER EQUITY OFFICER:**

Associate Vice President, 916-558-2407, RHN 257.

Facilitates and handles complaints of harassment or discrimination presented by students and staff based on sex (gender), sexual orientation, sex bias, and sex stereotyping.

### **STUDENT DISCIPLINE OFFICER:**

Dean, Enrollment and Student Services, 916-558-2438, RHN 177.

Investigates and makes determinations on student discipline cases for the campus.

**SACRAMENTO CITY COLLEGE IS COMMITTED TO A DRUG AND ALCOHOL FREE CAMPUS**

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. Therefore, the faculty, staff, and administrators of Sacramento City College ask you to support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

**DISTRICT POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES**

Los Rios Community College District Policy 2443 states that the District "...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."

**LEGAL SANCTIONS**

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus or presence on campus under the influence of any controlled substance. If a student abuses drugs or alcohol on campus or appears on campus or at a college-sponsored function under the influence of drugs or alcohol, he/she can be suspended, expelled, and/or criminally prosecuted.

**HEALTH CONSEQUENCES**

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral call the following:

On campus:

Counseling	558-2204
Health Office	558-2367

Off campus:

Sacramento Mental Health Center	732-3637
Sacramento County Services	874-9754
Alcoholics Anonymous	451-1100
Narcotics Anonymous	732-2299

**CONDUCT ON CAMPUS**

You are now a part of this college, and SCC's spirit is a part of you. Show your Panther Pride and honor yourself by honoring your school environment. This includes respecting the rights of others, respecting college facilities, and adhering to the SCC Code of Conduct. Please do not spit, litter, leave gum wads, use profanity, or engage in other intrusive, offensive, or unsanitary behavior in the classrooms, offices, corridors, outdoor walkways, or other public areas of your campus.

### **CAMPUS SECURITY ACT OF 1990**

The Campus Security Act of 1990 (Public Law 101-542) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and the number of arrests on campus for liquor law violation, drug abuse violations, and weapon possessions.

In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to campus security by local law enforcement that may be considered a threat to other students and employees. Direct on-line access to the annual report:  
<http://web.crc.losrios.edu/~police/JClery.htm>.

### **LINK TO LOS RIOS POLICIES AND REGULATIONS**

The full listing of Los Rios policies and regulations can be found at:  
<http://www.losrios.edu/legal/GCpolreg.htm>

## VIII. PARTICIPATION IN COLLEGE GOVERNANCE

### PARTICIPATING IN COLLEGE DECISION-MAKING

In a complex organization, the systems for making decisions can be equally complex. Decisions often affect a broad segment of the organization and are, themselves, influenced by institutional, professional, and personal considerations. How a decision is made is often as crucial to its effectiveness and usefulness as the decision itself.

We treat the full decision-making system as a shared system. All decisions, whether in the administrative structure, in the committees, or within constituent groups, should be characterized by an appropriate level of employee and student involvement. The degree of appropriate involvement will be directly related to the extent of the impact of the decision. Each constituent group is organized to contribute to the decision-making process. For a complete description of SCC's participatory decision-making process go to this link: <http://www.scc.losrios.edu/x3752.xml>.

### ACADEMIC SENATE

The faculty is organized through the Academic Senate. Senators are elected by each division to serve a term of two years. The officers are elected college-wide for a term of two years. The responsibility of the senators is to be an information conduit between their divisions and the Senate and to act on behalf of the division faculty they represent. In addition, AB1725 charges the Academic Senate with the responsibility for policy development and administrative affairs that pertain to academic and professional matters. The president of the Senate represents the views of faculty on the College Executive Council and makes all faculty appointments to standing committees.

### CLASSIFIED SENATE

The SCC Classified Senate was formed in 1991 to facilitate classified staff participation in the shared governance process. The organization has four elected offices: President, Vice-President, Secretary, Treasurer, and a State Representative. Classified Staff members from different areas/departments are selected to be Area Representatives and serve voluntarily for as long as they wish. Their responsibility is to attend the monthly Senate meetings as voting members and report back to their areas on issues discussed. The Classified Senate president represents the views of classified staff on the College Executive Council and makes all classified staff appointments to standing committees.

### SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) consists of college administrators from the President's office, administrative services, instructional services, and student services. The SLT serves as the administrative arm in the shared governance process and is the venue for reviewing proposed governance, district, and college issues. The SLT Representative serves on the College Executive Council and recommends manager appointments to standing committees to the president.

### ASSOCIATED STUDENTS

The presiding body of the Associated Students of Sacramento City College (ASSCC) is known as the Associated Student Government (ASG). The ASG is made up of students elected or appointed to positions that serve to represent and advocate on behalf of the student body at large. For more information, visit <http://web.scc.losrios.edu/asg/>.

### EXECUTIVE COUNCIL

This council advises the president on college-wide decisions and policy. The council membership represents the views of all the constituencies through the presidents of their representative bodies.

### COLLEGE STANDING COMMITTEES

In addition to individual participation in department and division decision-making processes, faculty, staff, and students can participate in the college standing committees. The committees' responsibilities are college-wide and are advisory to the college president. Each faculty member is encouraged to participate; tenured faculty members are expected to participate. The Academic Senate President makes all faculty appointments to committees. For a complete list of current standing committees, their charges, membership, and meeting times, go to this link: <http://www.scc.losrios.edu/x3752.xml>.

## IX. STUDENT CONDUCT

### STUDENT CODE OF CONDUCT

Faculty members need to be aware of the guidelines for student behavior and college expectations for the student body. To that end, the following information is provided, excerpted from the Student Guide.

College students have the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, SCC students are accountable to Los Rios Board policies and SCC rules and regulations. The following Code of Conduct has been adopted by SCC to protect the rights and privileges of students and to allow the college to function properly: Policy 2000, 2440 Standards of Conduct and Due Process, 2441 Standards of Conduct.

#### ALCOHOL AND DRUGS

“. . . the District . . . is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U. S. Drug-Free Workplace Act of 1988, and the drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.”

#### LEGAL SANCTIONS

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession, on campus, of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted.

#### HEALTH CONSEQUENCES

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, sudden death, liver disease, psychological disorders, and brain damage. Likewise, long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems. For confidential assistance and referral, call:

On campus:

Counseling	916-558-2204
Health Office	916-558-2367

Off campus:

Sacramento County Mental Health Treatment Center	916-875-1000
Sacramento County	
Alcohol & Drug Bureau	916-874-9754
National Council on Alcoholics	916-922-9217
Alcoholics Anonymous	916-454-1100
Narcotics Anonymous	916-485-0465

## MISCONDUCT & DISCIPLINE

Misconduct for which students are subject to discipline:

- Obstruction or disruption of the learning process of the college, including teaching, administration, and college activities
- Physical or threatening abuse of any person on college-owned or controlled property or at any college sponsored or supervised activity
- Theft of, or damage to, property of any person on college-owned or controlled property or at a college sponsored or supervised activity
- Unauthorized entry to or use of college facilities
- Violation of college policies or campus regulations. Please refer to [www.scc.losrios.edu/legal](http://www.scc.losrios.edu/legal)
- Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college-sponsored or supervised activities
- Willful disturbance at any college meeting

In addition to the above, to provide quality education for all students, the integrity of the learning process must be maintained. It is important that all students understand exactly what is expected and what is considered inappropriate during the teaching/learning process.

## CHEATING

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Cheating includes the following:

- Copying from someone else's test.
- Submitting work that is not your own.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using material during an exam that is not allowed.
- Consulting with someone, other than the faculty member, during an exam.
- Committing other acts which defraud or misrepresent.

## PLAGIARISM

Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Plagiarism includes the following:

- Incorporating the ideas, works, sentences, paragraphs, or parts of another person's writing without giving appropriate credit and representing the product as your own work.
- Representing another's artistic/scholarly work as your own.
- Submitting a paper purchased from a research or term paper service.

## OTHER ACTS OF DISHONESTY

- Purposely allowing another student to copy from you during a test.
- Giving your homework, term paper, or other academic work to another person to plagiarize.
- Having another student submit work in your name.
- Lying to an instructor to improve your grade.
- Altering a graded work after it has been returned and then resubmitting the work for regrading.
- Removing a test from the classroom.
- Stealing tests.

**CONSEQUENCES OF DISHONESTY**

Depending on the seriousness of the infraction, the following may occur as a result of the dishonesty:

- Receive a failing grade on the test or paper.
- Have a course grade lowered.
- Receive an "F" in the course.
- Placed on disciplinary probation or suspension.
- Expelled.

In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to participate in an informal investigative meeting with the Student Discipline Officer. At such informal meetings or even at more formal Discipline Appeal hearings, students may not be represented by an attorney.

**SEXUAL HARASSMENT**

Please refer to Los Rios Community College Policies Section P-2424 (Sexual Harassment), Regulation 2400, Sections 1.0, 2.0, 3.0, 4.0, 5.0

**ANIMALS AND SERVICE ANIMALS**

Pets and other animals are not allowed in buildings or to be turned loose on campus. They must be contained. Service animals are excepted.

**DEMONSTRATIONS**

Students have the right to demonstrate in a responsible manner, under the following conditions:

- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
- Demonstrations will neither interfere with free ingress or egress from buildings nor block normal traffic flow, pedestrian or vehicular.
- Voice amplification is permitted only during specified time periods (contact Student Leadership and Development for information on time periods). Excessive noise will not be permitted.
- Only persons connected with the college will be permitted to participate in student demonstrations
- Students will not be granted excused absences from classes to participate in demonstrations.
- No obscenities, nor challenges that might incite physical reactions, will be tolerated.
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

**NON-COLLEGE PERSONS ON CAMPUS**

Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and legal actions by the President of the college or his or her designee(s).

**POSTING MATERIALS**

Student fliers, advertisements, or other student-related activities must be approved by the Student Development Office before posting in approved locations. Commercial posting or other non-student oriented materials must be approved by the Facilities Office. Unauthorized material will be removed. Approval is subject to Los Rios Community College Board policies and campus regulations. Please refer to Los Rios Community College Policies Section P-1313 (Solicitation, Advertising and Business Activities), Regulation 1300, Section 3.0.

**PROGRAM SPONSORSHIP**

A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor. Programs open to the student body must be coordinated through Student Development.

### SMOKING

Smoking and the use of tobacco products is prohibited in all buildings. Please refer to Los Rios Community College Policies Section R-2441 (Standards of Conduct), Regulation 2400, Section 3.0, e.

### WEAPONS

Possession or use of explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college President or designated representative is grounds for expulsion.

For more information regarding the Code of Conduct, please contact the Vice President of Student Services, (916)558-2141.

### SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or education setting.

Sexual harassment includes, but is not limited to the following:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response to a sexual advance, such as:
  - Suggesting or actually withholding grades earned or deserved;
  - Suggesting a scholarship recommendation or college application will be denied;
  - Offering favors, or education or employment benefits, such as grades, assignments, or recommendations, in exchange for sexual favors.

If you want to review SCC's complete Sexual Harassment Policy, or if you believe that you may have been the victim of sexual harassment, please contact the Campus Sexual Harassment Officer, (916) 558-2407.

### ACCESS TO AND CONFIDENTIALITY OF STUDENT RECORDS

Student records are protected by state law and Los Rios Community College District Board policy from access by casual or unauthorized persons. Access to records is provided to the student, parents of a dependent student, person having written consent of the student, or by court order or subpoena. Rights and procedures for access to records are outlined in Los Rios Community College District Administrative Regulation 2265. Copies of this document are available for review through: Dean, Enrollment and Student Services, (916) 558-2439; or Vice President, Student Services (916) 558-2141.

### CATALOG RIGHTS

For the purpose of meeting Associate Degree or certificate requirements, students may elect to meet the requirements in the SCC Catalog in effect at the time of first enrollment or at the time of graduation from SCC if they are continuously enrolled for at least one regular semester in each calendar year.

### ASSEMBLY AND SPEECH

Students have the right:

- To hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject;
- To freely assemble, subject to regulations that assure the continued regular functioning of the college, which shall include reasonable provisions for the time, place, and manner of conducting these activities.

**CAUSES**

Students have the right to:

- Take stands on issues;
- Examine and discuss questions or interest to them;
- Support causes by orderly means, which are in harmony with the regular functioning of the institution.

**DECISION-MAKING**

Students have the right to:

- Be informed and participate in campus matters that can be shown to be directly relevant to them;
- Be members of faculty and administrative committees related to students' concerns; such student representatives shall have votes as committee members.

**ORGANIZATIONS**

Students have the right to:

- Form an organization around any particular interest not in violation of campus and district regulations;
- Join established student organizations.

**PUBLICATIONS**

Student publications are generally free from censorship and advance copy approval, providing they;

- Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo;
- State on the education page that the opinions expressed are not necessarily those of the college or of the student body.

For additional information regarding Student Rights and Responsibilities, please refer to the Los Rios Community College District Administrative Regulation/Policy, Sections 2400-2443. Students should feel free to contact the Vice President, Student Services, should clarification be needed.

**STUDENT GRIEVANCE**

While attending SCC, students sometimes have misunderstandings or experience difficulty with a district or college employee. When students feel they have been treated unfairly and believe that one or more of their student rights have been violated, they can pursue remedies or solutions to the problem through the college's Student Grievance Process. The grievance process is explained in detail in LRCCD Board Policy and Regulations P/R-2412 (<http://wserver.scc.losrios.edu/~matric/guide/stugriev.html>).

The levels and time lines of the Student Grievance Process are as follows:

**Informal Grievance, Level 1-**

Student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

**Formal Grievance, Level 2-**

Filing: Within five (5) days of completion of informal procedure, and not later than twenty-five (25) days from the date of the alleged incident, student may choose to file a Student Grievance Form.

Where: RHN 257, Office of the Student Grievance Officer, Associate Vice President of Instruction, (916) 558-2407.

Purpose: Student Grievance Officer to determine grievability of the matter.

Timeline: Within ten (10) days of filing date, Student Grievance Officer must notify all parties of status of grievability;

(a) If deemed not grievable, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state the reason(s) why.

(b) If deemed grievable, a hearing is scheduled.

### **Level 3-**

Hearing: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.  
Decision: Within ten (10) days of receipt of hearing, the Hearing Officer will inform all parties, in writing, of his or her decision.

### **Level 4-**

Filing: Within five (5) days of Level 3 decision, either party may appeal the Hearing Officer's decision.

Where: President, RHN 275.

Decision: Within ten (10) days of receipt of the appeal documents, the President will inform all parties, in writing, of his or her decision, and that decision is final.

Students should be aware that an assigned grade by an instructor is not a grievable matter, except as outlined in Education Code 762442(a), which states: "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 incompetence shall be final."

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, "days" shall mean calendar days, provided, however, that days during winter break, spring break and breaks before and after summer sessions shall not be counted as "days."

**Student Grievance Officer:** Associate Vice President of Instruction, (916) 558-2407, RHN 257.

The Associate Vice President is prepared to assist students in resolving concerns or problems that may be handled through the college's Student Grievance Process and can answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through this office.

A copy of the policy and regulations can also be obtained from Dean of Student Services (RHN 111), Dean of Matriculation and Student Development (SG228), Vice President of Student Services (RHN 272), Instructional Services (RHN 257), as well as all Division Dean offices.

This concludes the excerpt from the Student Guide.

## X. EMERGENCY SERVICES/SAFETY/CRISIS INTERVENTION SERVICES

### EMERGENCY PROCEDURES

The safety of the students and staff of the college is of primary concern to the college. To that end, the college has Emergency Procedures that provide guidance to staff in the event of an emergency. An Emergency Procedures Manual is provided for Los Rios Community College District staff who must respond in the event of an emergency. The procedures outlined in the manual are devoted to the basic welfare and safety of students and staff during school hours. The major objectives are to save lives, protect property, and assist in a smooth transition back to normal operations after a major disaster or system failure. A quick-reference flip-chart is posted in your division office and every classroom.

### ACCIDENTS/EMERGENCIES/POWER OUTAGES

Los Rios Police are available at Extension 2221 if an emergency, accident, or injury occurs to a staff member, instructor, or student. Assistance will be dispatched immediately. Once the Los Rios Police have been contacted and the emergency has been addressed, faculty members need to contact their Division Office. All who are injured on the job must report the accident to the immediate supervisor and complete the injury report as soon as possible. The Emergency Procedures Manual has details. For locked doors, two classes assigned to one room, or minor emergencies, instructors should contact their division office.

If a blackout occurs on campus or at a center, faculty should be aware that classes will continue. During the day, the administrators/supervisors in each building will be assigned to see that persons with special needs are assisted. During evening hours (after dark), students, faculty, and staff should remain in their classrooms or at their workstations. It is safer to remain in the classroom than to attempt to exit from the building. During evening hours, the evening administrator will be responsible for coordinating needed assistance. Should it become necessary to leave a building, faculty and staff are to ensure that persons with special needs are safely evacuated. Los Rios police will be dispatched to check elevators and to provide general direction during the blackout.

### EVACUATION PREPAREDNESS FOR STUDENTS WITH DISABILITIES

Faculty and/or Campus Police Staff shall make every effort to follow these guidelines concerning students with disabilities who are attending class at the time of an emergency situation:

- **Visually Impaired:** Tell the student the nature of the emergency; guide him/her to the emergency exit; inform the student of where you are and advise of any obstacles. After reaching the safety area, orient the student to where he/she is and ask if further help is needed.
- **Hearing Impaired:** The student may not perceive emergency sound alarms, and an alternative warning technique is necessary. One suggestion is to turn the light switch on and off to gain attention, then indicate on the blackboard or by written note what the emergency is and the nearest evacuation route.
- **Students Using Crutches, Canes, or Walkers:** These students should be treated as if they were injured for evacuation purposes. Carrying techniques include using a two-person lock arm position or having the person sit on a sturdy chair, preferably one with arms.
- **Non-ambulatory:** Some students have minimal ability to move and lifting them may be dangerous to their well-being. Consult with the student with regard to being removed from the wheelchair. In any event, determine:
  - the number of people necessary for assistance.
  - whether to bend extremities when lifting due to pain, catheter, leg bags, spasticity, braces, etc.
  - whether to carry forward or backward on a flight of stairs. Some may have no upper trunk or neck strength.
  - if wheelchairs have movable parts that were not constructed to withstand the stress of lifting (e.g. foot plates, arm rests, wheels and leg rests).
  - if a seat belt is attached to the wheelchair, secure the person in the chair.

### **CRISIS INTERVENTION SERVICES**

You may encounter various crises that require urgent attention. You are in a prime position to come into contact with a student who would benefit from prompt counseling assistance for personal or mental health problems.

Crises on campus generally fall into two categories: [1] requires immediate intervention from Campus Police and [2] requires prompt intervention from Counseling Services. The following guidelines will help you determine who to call when faced with a student crisis:

#### **WHEN TO CALL CAMPUS POLICE:**

Any situation perceived as a danger to self or others.

Imminent threat of physical harm to self or others; any crime in progress such as physical altercations, verbal threats to you or others, sexual assault, stalking, individuals under the influence or in possession of drugs or alcohol, destruction of property, graffiti, hate crimes, theft, phone threats, etc.

For other emergencies such as accidents, injury, medical conditions, fire, chemical spills, etc, call extension 2221. Once Campus Police arrive, they will be responsible for coordinating activities.

#### **WHEN TO CALL COUNSELING SERVICES:**

- A student is expressing self-threatening ideas but is not an immediate threat;
- A student you suspect may be seriously depressed, anxious, or despondent;
- A student is in a domestically violent relationship;
- A student whose behavior is unusual or erratic, but not threatening

#### **CALL EXTENSION 1018 (COUNSELING DEPARTMENT HOTLINE):**

Monday - Thursday, 8:00 a.m. to 7:30 p.m.; Friday 8:00 a.m. to 4:00 p.m.

Process: This line is used for urgent situations only. You will be directed to a counselor for immediate assistance. The counselor will discuss the situation with you and help you determine the best course of action. If the Center office is closed, call 9-1-1 for emergencies.

## XI. ADDENDUM

These and other forms are available from your division office and some are available online at <http://www.scc.losrios.edu/x10559.xml>.

Administrative Change of Student Program (Add/Drop)  
 Agreement to Participate and Waiver/Assumption of Risk  
 Change of Program  
 Duplicating Request  
 Excess Units Petition  
 Field Trips/Bus Reservations/Student /Liability/Waivers  
 Flex Activity  
 Grade Change Request  
 Grade Change Report  
 Graduation/Certificate Registration Waiver  
 Late Add Petition  
 Name or Address Change  
 Registration Form  
 Personal Business/Personal Necessity  
 Prerequisite Challenge Form  
 Special Studies/Experimental Offering  
 Student Petition  
 Textbook Approvals  
 Time Conflict Petition  
 Travel Request/Authorization  
 Credit by Examination  
 Reinstatement into Class

### HELPFUL LINKS TO COLLEGE AND DISTRICT WEB SITES

<b>LRCFT</b> (Los Rios College Federation of Teachers)	<a href="http://www.lrcft.org/">http://www.lrcft.org/</a>
<b>SCC Online Catalog</b>	<a href="http://www.scc.losrios.edu/x1009.xml">http://www.scc.losrios.edu/x1009.xml</a>
<b>SCC Schedule of Classes</b>	<a href="http://www.losrios.edu/class-schedules.php">http://www.losrios.edu/class-schedules.php</a>
<b>Staff News</b>	<a href="http://wserver.scc.losrios.edu/~pio/staffnews/staffnews.html">http://wserver.scc.losrios.edu/~pio/staffnews/staffnews.html</a>
<b>The e.press</b>	<a href="http://wserver.scc.losrios.edu/express/">http://wserver.scc.losrios.edu/express/</a>
<b>cityADVANTAGE</b>	<a href="http://wserver.scc.losrios.edu/tab/">http://wserver.scc.losrios.edu/tab/</a>
<b>Inside SCC</b>	<a href="http://www.scc.losrios.edu/x3927.xml">http://www.scc.losrios.edu/x3927.xml</a>
<b>Parking, Transportation and Maps</b>	<a href="http://www.scc.losrios.edu/x1553.xml">http://www.scc.losrios.edu/x1553.xml</a>
<b>Online Roster/Grading</b>	<a href="http://www.scc.losrios.edu/FacultyStaff.htm">http://www.scc.losrios.edu/FacultyStaff.htm</a>
<b>LRCCD Board Policies and Administrative Regulations</b>	<a href="http://www.losrios.edu/legal/GCpolreg.htm">http://www.losrios.edu/legal/GCpolreg.htm</a>
<b>Outlook Web Access</b>	<a href="https://ex.losrios.edu/">https://ex.losrios.edu/</a>
<b>Centers</b>	<a href="http://www.scc.losrios.edu/x1552.xml">http://www.scc.losrios.edu/x1552.xml</a>

GOVERNANCE

<b>Academic Senate</b>	<a href="http://web.scc.losrios.edu/asenate/">http://web.scc.losrios.edu/asenate/</a>
<b>Associated Student Government</b>	<a href="http://web.scc.losrios.edu/asg/">http://web.scc.losrios.edu/asg/</a>
<b>Classified Senate</b>	<a href="http://www.scc.losrios.edu/x26403.xml">http://www.scc.losrios.edu/x26403.xml</a>
<b>District Committees</b>	<a href="http://www.scc.losrios.edu/Documents/main/districtCom05-06.pdf">http://www.scc.losrios.edu/Documents/main/districtCom05-06.pdf</a>
<b>Sacramento City College Committees</b>	<a href="http://www.scc.losrios.edu/x3752.xml">http://www.scc.losrios.edu/x3752.xml</a>
<b>Web Guidelines</b>	<a href="http://www.scc.losrios.edu/x1580.xml">http://www.scc.losrios.edu/x1580.xml</a>

CALENDARS

<b>All Calendar Events</b>	<a href="http://www.scc.losrios.edu/x3927.xml">http://www.scc.losrios.edu/x3927.xml</a>
<b>Academic Calendar</b>	<a href="http://www.losrios.edu/lrc/lrc_calend.php">http://www.losrios.edu/lrc/lrc_calend.php</a>
<b>Athletic Events</b>	<a href="http://www.scc.losrios.edu/x3927.xml">http://www.scc.losrios.edu/x3927.xml</a>
<b>Cultural Awareness Center</b>	<a href="http://wserver.scc.losrios.edu/~cac/events.html">http://wserver.scc.losrios.edu/~cac/events.html</a>
<b>Music Events</b>	<a href="http://www.scc.losrios.edu/SCC_Pages/Calendar_of_Events.htm">http://www.scc.losrios.edu/SCC_Pages/Calendar_of_Events.htm</a>
<b>Staff Resource Center</b>	<a href="http://web.scc.losrios.edu/staffres/">http://web.scc.losrios.edu/staffres/</a>
<b>Theatre Events</b>	<a href="http://www.citytheatre.net/">http://www.citytheatre.net/</a>

SERVICES FOR STAFF

<b>Business Office</b>	<a href="http://www.scc.losrios.edu/x1088.xml">http://www.scc.losrios.edu/x1088.xml</a>
<b>College Store</b>	<a href="http://bookstore.scc.losrios.edu/home.aspx">http://bookstore.scc.losrios.edu/home.aspx</a>
<b>Cosmetology Services</b>	<a href="http://www.scc.losrios.edu/x1103.xml">http://www.scc.losrios.edu/x1103.xml</a>
<b>Cultural Awareness Center</b>	<a href="http://wserver.scc.losrios.edu/~cac/">http://wserver.scc.losrios.edu/~cac/</a>
<b>Dental Health Clinic</b>	<a href="http://www.scc.losrios.edu/x1106.xml">http://www.scc.losrios.edu/x1106.xml</a>
<b>Library</b>	<a href="http://wserver.scc.losrios.edu/~library/">http://wserver.scc.losrios.edu/~library/</a>
<b>Los Rios Police</b>	<a href="http://crc.losrios.edu/~police/">http://crc.losrios.edu/~police/</a>
<b>Saturday Services</b>	<a href="http://www.scc.losrios.edu/x1399.xml">http://www.scc.losrios.edu/x1399.xml</a>
<b>Staff Resource Center</b>	<a href="http://web.scc.losrios.edu/staffres/">http://web.scc.losrios.edu/staffres/</a>
<b>Waste Reduction Program</b>	<a href="http://www.scc.losrios.edu/x1583.xml">http://www.scc.losrios.edu/x1583.xml</a>

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