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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 on the Web.

Please direct comments and suggestions on the Faculty Handbook to the Instruction Office, RN257.



Sacramento City College

Working Together · Pursuing Excellence · Inspiring Achievement

June 2005

To The Faculty:

It is my pleasure to extend to you my best wishes for a successful experience during this coming academic year. Student learning is the college's primary responsibility, and as a faculty member you and your colleagues are the key to quality student learning. I am proud of the level of professionalism and commitment that faculty members have continually brought to this challenge.

Although there are more than 800 full-time and part-time faculty at Sacramento City College, your individual contribution will be distinct among them. You reach your students in unique ways that could significantly change their lives. When we focus on student learning, students have the opportunity to succeed and meet their goals.

Sacramento City College faculty members win awards and recognition worldwide, in the community, among their colleagues and, even more importantly, they win praise from their students. Our faculty provides students with opportunities to learn and build a solid academic foundation for scholarly achievement and continuing education. Because of the quality of student learning, the college is an essential element and catalyst in the economic vitality of the Sacramento region.

Throughout the year, I look forward to seeing each of you at staff development and Flex Day activities, award ceremonies, a multitude of cultural events, and a variety of special occasions. These events, and the many fine staff members throughout the college, are part of our college community. Together, we inspire achievement.

Dr. Patricia C. Hsieh
President, Interim

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 2005

Dear Colleagues,

Sacramento City College is one of the oldest and most respected community colleges in California. Our students prepare to transfer to four year colleges, earn certificates and degrees in vocational areas, and update their job skills by taking a few courses.

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

The faculty, along with other constituency groups, at Sacramento City College is committed to the success of our students and the needs of the community. On behalf of the Academic Senate, I invite you to be a part of this challenging and exciting process.

Linda Stroh, President
Academic Senate

3835 Freeport Boulevard, Sacramento, CA 95822-1386

Los Rios Community College District

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Special Acknowledgment to

Advisory Team—Content Review

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III. District and College

Los Rios Community College District

The Los Rios Community College District is composed of American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College. The Board of Trustees subscribes to the worth and dignity of every individual, the conviction that community colleges occupy a unique position in the general program of higher education and vocational/technical education, and the necessity of responding to the needs of the community.

Vision Statement

The Los Rios Community Colleges challenge students to meet or exceed their educational goals; we dedicate ourselves to providing access for our community to outstanding educational programs and services.

Mission Statement

We are a community of colleges dedicated to excellence. We achieve excellence by:

- Promoting access and success for a diverse population of students
- Supporting teaching and learning innovation
- Contributing to community and economic development
- Supporting life-long learning
- Enhancing organizational effectiveness

In our community and nationwide we distinguish ourselves by:

- Offering outstanding certificate, associate degree, and transfer programs
- Preparing students for transfer and careers in an international marketplace
- Providing comprehensive and caring student services
- Preparing students for access to college-level courses
- Promoting the use of technology
- Providing professional development opportunities for our employees
- Assessing our effectiveness

In furthering our goals of excellence and innovation, we partner with students, faculty, staff, administrators, the Board of Trustees, and our community. We are committed to:

- Providing our students with educational and student services programs that challenge them and support their shared responsibility in the learning process.
- Supporting faculty as leaders in the teaching and learning process and ensuring that faculty have the resources and flexibility necessary to help students meet or exceed their educational goals.
- Supporting staff leadership and their contributions to our colleges, to the teaching and learning process, and to the success of our students.
- Supporting effective leadership and the contributions of administrators to the teaching and learning process.
- Challenging the staff to develop the systems, tools, and strategies necessary for our colleges to meet and exceed their educational mission.
- Responding to the leadership and vision of our elected Board of Trustees. We partner with them in our accountability to the community and in our responsiveness to students.
- Being active and effective partners with our community in promoting the educational, social, and economic development of our students.

Sacramento City College

Our Core Values

Working Together • Pursuing Excellence • Inspiring Achievement

Our 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. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

Goals For Sacramento City College

The college's goals have been developed out of the Unit Based Planning Process. This process is designed to identify what the staff of each college unit believes will be required to improve services. In this process, they are guided by the College Mission, the District Strategic Plan, and College Themes. Unit Plans are organized by division and department. They can be found in Division Offices and through the following electronic path on Microsoft Outlook (E-mail): Public Folders, All Public Folders, SCC Workgroup, Standing Committees, Unit Plans.

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://web.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.

Sacramento City College Faculty Listing by Division

Division of Advanced Technology

Armstrong, Joseph
Arnold, Darlene
Bonawitz, Marcia
Brooks, Bradley
Cosper, Michael
Crowe, Billy
Cypret, Phillip
Daniels, Gerald
DeLucia, Andrew
Duvall, Melvin
Finley, Phillip
Fitzpatrick, Kenneth
Fleming, George
Gallup, Ernest E.
Handy, Mae Francis
Johnson, Lawrence
Kalber, Thomas
Kumar, Shishir
Ng, Wang
Seddon, Christopher
Sodergren, Kit
Tambert, Roxanne
Uber, James
Waxman, Robyn
Winther, Carl

Division of Behavioral and Social Science

Bahhur, Riad
Block, Angela
Bruce, Thomas
Coppola, Jessica D.
Curiale, Angela
Davis, Craig
Davis-Lyman, Barbara
Doonan, William
Flaherty, Pamela
Foley, Jo-Ann
Frank, Paul
Garr, Nancy
Gould, Kelly L.
Graybill, Stuart
Gunderson, Lisa
Heningburg, Keith
Hilligoss, Tonya
Hunter, Michael
Keys, Alan
Lindell, Pamela
Lopez, Gloria

Maschmeyer, Marie
McKee, Georgeann
Palm, Donald
Patton, Sherri
Perry, Laurie
Pitman, Gayle
Sarasohn, Eileen
Sjovold, Carl-Petter
Takanikos, John
Takeguchi, Elsie
Tedla, Dagne
Thorpe, W. Steve
Tibbals, Kathleen
Tromborg, Chris
Waite, Ava
Whipple, Charles
Xiao, Alex H.

Division of Business

Anderson, Kevin
Burbage, Gregory
Camarena, Kathleen
Deus, Richard
Dixon, Michael
Douglass, Bruce
Feder, Sandra
Hogarty, Patrick
Ing, Celina
King, Elizabeth
Low, Stephanie
Pease, Dyan
Quackenbush, Mary
Reynolds, Linda
Rishard, Truman
Rose, Gregory
Schaefer, David
Smedley, Lauri
Smith, Dennis
Stroh, Linda
Taylor, Timothy
Wei, Timothy
Zannakis, Amanda

Division of Counseling and Student Success

Allred, Mary-Susan
Bacod, Maristella
Barfield, Annette
Belair, Diane M.
Cornelius, Victoria
Erlich, Richard

Fabionar, Maria
Fong, Susan
Gomez, Lupe
Gonzalez, Mauricio
Hagerty, David
Hart, Beora
Hinerman, James
Janssen-Kays, Kristine
Jovanovic, Angelia
LaChica, Juan
Moralez, Cecelia
Muraki, Keith
Phillips, Maxine
Reese, Rick
Ruedas, Sandra
Scott, Geraldine
Sheppard, Marian
Woo, Jane
Yang, Richard

Division of Humanities and Fine Arts

Alforque, Angela-Dee
Altmann, John
Bielick, Joanne
Blanc, Miriam
Bodley, Derrill
Carroll, Robert
Clark, Kevin
Dalkey, Fredric
Daubert, Christopher
Esquibel, George
Fabionar, David
Forrester, Elizabeth
Garcia, Mari Carmen
Ginsburg, Liz
Gore, Robert
Hanson, Luther
Harris-Jenkinson, Patricia
Hawthorne, Julie
Irwin, Doreen
Kidrick, Valerie
Knable, Robert
Lawson, Douglas
Masterson, Patricia
Ovesen, Dawn
Reding, Christine
Redmond, Patti
Severson, Michael
Shaskan, Isabel

Weinsheink, Shawn E.
Wilson, Emily J.
Womack, Jesse
Zamora, Frank

Division of Language and Literature

Cervin, Richard
Chambers, Carole
Dana, Maureen
Doersch, Ann
Ford, Rebecca
Gary, Lara
Haag, Janis
Hanson, Jon
Heimer, Dianne
Ikegami, Robin
Joy, Anna
Kawamura, Sandra
Keen, Judith
King, Adrienne
Klein, Linda
Knorr, Jeffrey
Larson, Marie
Lee, Jan
Lewis, Ann
Loomis, Debora
McReynolds, Virginia
Miner, Thomas
Myers, Troy
Nuttall, Gabriella
Patton, Marcus
Prado, JoAnna
Romero, Danny
Schiller-Chainey, Susan
Selva, Marcia
Silcox, S. Travis
Spangler, Rachel
Steward, Mary
Thomas, D. Brett
Thomas-Val, Jacinth

Division of Learning Resources

Chen, Shu
Chenu-Campbell, Catherine
Gessford, Virginia
Green, Melissa
McDonald, Stephanie
Posz, Pamela
Robinson, Mary
Roundtree, Lorilie
Somadhi, Kalewasi
Warmington, Sandra
Woolley, Nicole
Wiecking, Kirk

Division of Mathematics/Statistics & Engineering

Bryant, Deborah
Deglow, Annette
Fasman, Lyudmila
Gonzales, Stephen
Handel, Janet
Harbison, Mark
Hatton, Ronald
Johnson, Mai-Gemu
Kloumova, Irina
Larson, Carillon
Licciardi, Anne
Maloney, Lori
Martinez, Jesus
Martensen, Carol
May, Alexander
May, Virginia
McDonald, Patrick
Medina, Renee
Mendez-Nunez, Luis
Phillips, Joseph
Rosenberger, Randy
Sanchez, Michael
Segal, Jonathan
Styer, Daniel
Van Sickle, Debra
Vrechek, Jean
Walker, Norman
Wang, Hsiao
Webster, Mark K.

Division of Physical Education, Health, & Athletics

Avendano, Marisa
Bauduin, Lisa
Blair, Deborah
Brown, Shirley
Carmazzi, Paul
Carmichael, David
Clemons, Michael
Dewar Jr., Robert E.
Griffin, David
Jones, Andrew
Kiernan, Timothy
Kunimura, Karen
Maglione, Robert
McKay, Ryan
Nash, Laurie
Oh, Jang-Ha
Pacheco, David
Pollock, Koren
Sullivan, Jerry
Zuercher, Connie

Division of Science and Allied Health

Allen, Kathleen
Bennett, Diane
Blackmer, Alexis
Brosin, Jonathan
Caldwell, Zoe
Carberry-Goh, Karen
Carlson, Joanne
Carriere, Sue
Cavanaugh, Judith
Chape, Elizabeth
Chinn, Cheryl
Cohen, Dale
Collins, James
Copely, Douglas
Dunne, Michael
Greenfield, Joan
Greenwell, Andrea
Harris, Patricia A.
Holt, Julie
Huang, Ling
Hussey, Susan
Iley II, William
James, Stephen
Johnson, Denise
Johnson, Judy
Lannom, Debra
Lo, Sandra
Lucien, Darreis
Maloyed, Lynda
McDaid, William
Meyer, Virginia
Miller, William
Minter, Carol
Naganuma, Kenneth
Newman, Forrest
Nuss, Linda
Richardson, Michael
Rodenberg, Jennifer
Roffey, Robin
Roper, Susan
Sarte, Jaime
Serafini, Lisa
Sheppard, Laurie
Siu, Jennifer
Standley, Ellen
Stanton, Kathryn J.
Triphon, Joann
Wagner, Glennda
Warrell, Patricia
Welch, Diane
Wicks, Debra
Wyatt, David
Zenner, Bruce

Administration

College President

Arthur Q. Tyler

Vice Presidents

Administration
Instruction
Student Services

Cory E. Wathen, Interim
Deborah J. Travis
Rosemary Montijo, Interim

Administrators

Administrative Services
Administrations, Records, and Special Programs
Advanced Technology
Behavioral and Social Sciences
Business
College and Community Relations
College Store
Counseling and Student Success
Davis Center
Economic and Workforce Development
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

Robert J. Martinelli
Sam T. Sandusky
Donnetta F. Webb
Jesus F. Malaret
Shirley Short
Mary Leland
John Working
Delecia J. Nunnally
John E. Ruden
Richard J. Ida
Julia Jolly
James L. Comins
Chris R. Iwata
Dr. Elaine Ader
Albert Garcia
Yvonne Maller
David A. Blackwell
Lawrence G. Dun
Gary E. Torgeson
Dr. Nelle Moffett
Mary Turner
Dr. Debra J. Luff

Organization of the Instructional Areas

Advanced Technology

Donnetta Webb, Dean

Auditorium 1

(916) 558-2491

Aeronautics

Cosmetology

Electric Vehicle Technology

Electronics Technology

Engineering Design

Technology

Flight Technology

Graphic Communication

Mechanical-Electrical

Technology

Metals Industry Technology

Motorcycle Maintenance

Photography

Railroad Operations

Recreational Vehicle

Maintenance

Surveying (Geomatics)

Behavioral and Social Sciences

Jesus F. Malaret, Dean

Rodda North 226

(916) 558-2401

Administration of Justice

Anthropology

Early Childhood Education

Family and Consumer Science

Geography

Gerontology

History

Instructional Assisting

Political Science

Psychology

Social Sciences

Sociology

Business

Shirley Short, Dean

Business Building 213

(916) 558-2581

Accounting

Bookkeeping and Office

Management

Business

Computer Information

Science

Economics

Management

Marketing

Office Administration

Real Estate

Counseling and Student Success

Delecia J. Nunnally, Dean

Rodda North 111

(916) 558-2204

Human Career Development

Work Experience and

Internships

Humanities and Fine Arts

Chris Iwata, Dean

Auditorium 19a

(916) 558-2551

Art

Communication

Foreign Languages

Humanities

Music

Philosophy

Sign Language Studies

Theatre Arts

Language and Literature

Albert Garcia, Dean

Rodda South 226

(916) 558-2325

English

English as a Second Language

English

Journalism

Reading

Learning Resources

Yvonne Maller, Dean

Learning Resources Center 236

(916) 558-2253

Library

Library and Information

Technology

Physical Education, Health and Athletics

Gary Torgeson, Dean

Hughes Stadium, Sections 1 & 3

(916) 558-2425

Adaptive Physical Education

Athletic Training

Athletics

Health Education

Physical Education

Recreation

Mathematics/Statistics & Engineering

David Blackwell, Dean

South Gym 220

(916) 558-2201

Engineering

Mathematics

Statistics

Science and Allied Health Division

Mary Turner, Dean

Mohr Hall 18

(916) 558-2271

Allied Health

Astronomy

Biology

Chemistry

Dental Assisting

Dental Hygiene

Geology

Nursing A.D.N.

Nursing, Licensed Vocational

Occupational Therapy

Assistant

Physics

Physical Therapist Assistant

IV. 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

Campus Police are available at Extension 2365 if an emergency, accident, or injury occurs to you or a student. Assistance will be dispatched immediately. Once you have contacted the Campus Police and the emergency has been addressed, contact your 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, contact your division office.

If a blackout occurs on campus or at a center, you 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 your room 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. College 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 which 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 2365. 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 Outreach Center office is closed, call 9-1-1 for emergencies.

V. Instructional Services and Curriculum Development

Instructional Services is responsible for the planning, scheduling, development, and delivery of instruction, as well as awarding grades. 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 Secretary 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_contract_2005-08.pdf

Office of Instruction/Instructional Deans Council

Instruction is coordinated through the Office of Instruction in RN 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/Corerequisite/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 curriculum to the Board of Trustees for approval. In some cases, curriculum is 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 has led to the development of a computerized curriculum management system. Once curriculum is approved, faculty are expected 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 new system is available through your Intranet Service Account for online grading and rosters (<http://www.scc.losrios.edu/facultypage.html>). More information and assistance is available from the Curriculum Committee Faculty Co-chair, the online Curriculum Handbook, and the Office of Instruction.

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 on the SCC (<http://www.losrios.edu/class-schedules.html>) and Los Rios Web sites (http://www.losrios.edu/lrc/eserv_faq.html).

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 outreach 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 outreach centers to all active faculty in August each year. If you receive forms from your Outreach Center, please send your completed form to the appropriate division dean at the college. The forms are due back to the division office in early September for fall, spring, and summer schedule planning. Extra forms are available at division and outreach offices.

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 approval and signature. The TCS specifies your assignment and your Flex obligation. It is the responsibility of the faculty member to indicate if the assignment is accepted and to sign and return the bottom portion of the green copy to the Office of Instruction.

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 outreach 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 he/she is 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.

Grade Books – Online Gradekeeping

Grade Books may be available to you along with other instructional supplies through your division office. The information in the grade book is essential to document the process used to establish final grades for students. Faculty should take care that the information in the grade book 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.

Additionally, training is available on how to use Excel spreadsheets and/or Blackboard for grade book recordkeeping. 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).

Outreach Centers

Courses are taught in outreach locations (Davis, Downtown, West Sacramento, and occasionally at local high schools and in public and private facilities nearby). If you teach at one of these locations, you will be provided with information from the outreach dean and support staff to assist with obtaining video or audio equipment, accessing duplicating services, or addressing any instructional need.

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

Extended Hours/Administrative Contact

Division offices and college services such as Duplicating, Counseling, Business Office, and Admissions and Records, have extended hours (typically 8:00 AM until 8:00 PM) Monday through Thursday. There is an administrator 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 campus of the names and telephone numbers for contacts. The Evening Duty Roster is also available under the Evening/Weekend News public folder in Outlook (email) at this location: Public Folders, All Public Folders, SCC Workgroup, Evening Duty/News.

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. International travel requires prior notice. See the Office of Instruction for guidelines. Receipts must be turned in with the claim portion of the authorization for any reimbursement of funds. Out-of-state travel and multiple faculty attendance at conferences require approval by the Chancellor's Office. 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). Contact your dean about field trips and form requirements and timelines.

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 tenure-track faculty members with release time from regular teaching assignments to respond to changing educational conditions and student needs. 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://scc-web-rsearch.scc.losrios.edu/policiesprocedures/structCompTenure.rtf>, 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. Your Tentative Course Class Schedule (TCS) states your Flex obligation. See the Staff Resource Center web site for the calendar of flex day activities and the division office for questions about documentation.

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 online at <http://scc.losrios.edu> and at the College Store.

VI. Classroom Management and General Procedures

Preparing For and Conducting Your Class

Curriculum Course Outline

You should have a copy of the official course outline available from your division dean. 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 Sheet

Your students must be provided with all the information related to your expectations and the administrative processes for your class in this sheet. Examples are available from your division dean.

Using the course description and course outline, prepare a Student Information Sheet for each course you teach. Your division dean must also receive a copy of your Student Information Sheets. 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 be able to 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 about the course 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:

1. Course name, number, and code; meeting room, time and days; semester and year
2. 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.
3. Required and recommended textbooks and supplies
4. Required and advised prerequisites, corequisites, and advisories
5. Grading policies, scales and evaluation criteria
6. Outline of the course, including specific assignments, and due dates and examination dates
7. Course objectives and/or student learning outcomes
8. Instructional methods
9. Faculty philosophy
10. Behavioral standards (including the use of electronic devices - cell phones, pagers, games)
11. Plagiarism/Cheating policy
12. Tardiness and attendance policy
13. Make-up policy
14. Accommodations for students with disabilities
15. 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 areas 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 .40 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 members’ 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 college’s examination schedule is published in the Schedule of Classes for each semester. 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 class. 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 Admissions and Records.

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.

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.

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. You will be able to create an intranet account to access your class rosters as soon as you 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/facultypage.html>). 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 documentation from the Admissions and Records Office indicating proper enrollment. Students whose names are not listed should be sent to the Admissions and Records Office for proper enrollment processing. Auditing is not permitted.

Class Enrollment Counts

Your division dean will be checking with you 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 18-week 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 in the college catalog and 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, you must drop him/her from the course. The student may challenge the prerequisite through your division office. 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 attendance and grade records are kept for a period of three years. Attendance records are especially important if it is necessary to drop a student for non-attendance. The attendance accounting period is the fourth 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. Additionally, the state monitors whether students who receive financial aid are attending classes. 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.

No-show Students

Students who do not attend either one of the first two class meetings for full-term courses or the first class meeting for short-term courses may be dropped by the faculty as a "no-show". This is done by clicking on the drop button next to the student's name on the on-line drop roster. The on-line roster of active students and dropped students will reflect students still actively enrolled and those that have been dropped. 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. If a class is full and students are on the waitlist, those students present may be added by giving them a permission number. Please insure that students are taken according to their priority on the waitlist.

Absence Policy

Excessive absences are defined as 6% of the total hours of class time. (<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 your 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 your policy with your 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 your 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 should you have a disruptive student in your class:

"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 your class, you should alert your division dean of the circumstances and your 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, your division dean and the college's student disciplinary officer should be alerted the next working day. It is critical that you document disruptive behavior, notify the division dean immediately, and take all measures to ensure your safety and the safety of your students. Please also become familiar with the student rights and responsibilities statement in the college catalog. This also covers students' due process. For more information, please visit Microsoft Outlook (e-mail), Public Folders, All Public Folders, SCC Community, Student Discipline, or 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. Advance approval is required for all 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

Bus Requests are forwarded to the Instruction Office with possible alternate dates before each semester begins or at least six weeks before the trip. Field trip fees will be determined as required per LRCCD R-7133 for courses with required field trips. Fees to be charged per student will be noted on the travel authorization form, and fees will be collected in the College Business Office prior to a scheduled departure date.

Initial approval for field trips must be obtained from the appropriate division dean. Final approval is recommended by the Associate Vice President, then the Vice President of Administration. Requests are to be submitted as early as possible but not later than six weeks in advance. Arrangements for buses and/or other district vehicles are to be made through your division office. Before forwarding field trip requests, confirm that the procedural guidelines have been followed: trips requiring fees have been noted as to cost per student; vehicles are available; faculty will accompany students in buses; and provisions or alternate assignments have been made for those students not participating in the field trip.

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.

Field trips can enhance the instruction program when they are planned for a specific course. Care should be exercised that field trips do not cause inconvenience to students' other class commitments. Field trips that are part of the class requirements and are noted in the catalog course description will be without cost to students. Students will 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, except for the Reno/Tahoe area, will require special approval.
- b) Overnight bus trips will take priority over one-day 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

The Instruction Office will collect all field trip requests with possible alternative dates prior to each semester or at least six weeks prior to the trip. The Associate Vice President, in consultation with the appropriate division dean, will determine when field trip fees are required per Los Rios regulations (R-7133, <http://www.losrios.edu/legal/Regulations/R-7000/R-7133.htm>); will contact Facilities Management for an estimate of charges in cases of overnight field trips; and will forward college requests to Facilities Management or arrange for rental buses. Fees to be charged per student will be noted on the travel authorization. Field trip fees will be collected in the College Business Office at least seven (7) days prior to scheduled departure date.

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 should notify individual students of their academic progress no later than the end of the ninth week of instruction for full-semester classes. Inform students who receive a substandard grade (D, F, or NC) so that they may receive assistance from you, 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. Please do not submit final grades before final examinations have been completed. 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, you 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 required). 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 you 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 are expected to 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

- CR Credit (At least satisfactory. Units awarded not counted in GPA.)
- NC No Credit (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, 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 and 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.

VII. Instructional Support Services

Staff Resource Center

The Staff Resource Center is located in the College's Learning Resource Center. It is staffed by a faculty coordinator and support staff. Their goal is to provide you with the resources you need to be an effective faculty member at Sacramento City College. In addition to providing the primary support for the Flex Day workshops and programs, staff development programs are offered throughout the school year on a variety of topics. Notices of events are put in your mailbox, sent via E-mail, and announced 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/~stafres/>)

Library Services

Library services are available to both students and faculty and supplement the work of faculty in every course. Faculty may obtain a library card from the circulation desk or by obtaining an SCC staff card. Library orientations are available to your classes, as well. Faculty may recommend new books and periodicals for purchase, have bibliographies prepared and/or checked, and arrange for proper circulation of reserve books. 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. (<http://www.scc.losrios.edu/~library/>)

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. "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 or Outlook Web Access). Full time faculty have Outlook loaded on office computers. Email can be accessed from off campus and on workstations used by adjunct faculty through the Internet (<http://ex.scc.losrios.edu/>) . Contact your division secretary 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. Training on Manila (one of the content management systems) is available during flex. 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 B153 (Business Building).

Instructional Resources – Distance Education

Blackboard is the course management system utilized in the colleges of the Los Rios district. Blackboard accounts are available to support fully online classes, hybrid classes, and web enabled classes. Fully online classes require in class orientations. Curriculum to be taught using distance education methods must be reviewed and approved by the Distance Education Subcommittee of the Curriculum Committee. Training on Blackboard is offered during a summer institute and by working with the college's Instructional Development Coordinator. In addition, courses can be offered through interactive television (ITV). Individualized training is available on this medium. Contact the Distance Education Coordinator if interested.

VIII. Student Services

Summer Bridge/Summer Academy

- New first time college students can prepare for the transition to college by participating in this program
- Some of the benefits include free books, enrollment fees, lunch, parking/RT, and job opportunities
- Contact sceops@scc.losrios.edu for further information

Veterans Affairs

- The Veterans Affairs office is location 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.

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 sccfinaidinfo@scc.losrios.edu

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:

sccaeinfo@scc.losrios.edu	for admissions
sccreg@scc.losrios.edu	for registration
sccgrad@scc.losrios.edu	for graduation
scctranscripts@scc.losrios.edu	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-8:00pm and Friday 8am-5pm, (and some Saturdays) for appointments or walk-ins. Counseling services are also available at outreach centers.

IX. 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, 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 holiday (after 3:00 p.m.). Warrant stubs for those who have an electronic transfer are also available from the Business Office (RN173) anytime on the last working day of the month. Inquire at the Business Office for information on electronic transfer/deposit. Questions may be directed to the Instructional Services Office in RN257.

Administrative Services/Business Office

Questions about employee benefits and other fiscal matters can be directed to the Los Rios District Administrative Services office. In addition, information about benefits is available at the district web site (http://www.losrios.edu/lrc/lrc_dist_office.html).

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 Campus Police (ext. 2365) 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, make an immediate report (by telephone or in person) to the Campus 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 Campus 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 Campus Police or Operations.

Please do not move your class to another location without the express approval of your division dean. Scheduling and safety issues must be taken into consideration.

If you'd like to reserve a room for an event, please contact your division dean, who will assist you with contacting Facilities. Provide as many details about your 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 have DMV clearance and vehicle training. Please contact your division office for the location of vehicle training stations. Vehicle reservations can be made by phoning Campus Police at least two weeks before usage. 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 Campus Police upon vehicle check-out. At no time shall an unauthorized person be allowed to drive a district vehicle.

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.

