

SAN DIEGO CITY COLLEGE

FACULTY
HANDBOOK

2016-2017

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Syllabi and Course Outlines

All faculty must provide students a syllabus on the first day of class. Clearly state the course title, student learning outcomes, grading standards, grading system, required texts and materials, important dates (i.e. drop dates, etc.) and attendance/participation expectations. To encourage student retention, please include a statement in syllabus requesting that the student speak to you prior to dropping your class. Provide a copy of syllabi to the Dean and Department Chair.

San Diego Community College District requires the following information be included in syllabi:

- ❑ The course title, course number, and course reference number (5-digit CRN).
- ❑ Contact information including a voicemail number and email address.
- ❑ Office hours (full-time contract faculty only). Adjunct faculty are not required to hold office hours, but can do so at any of our program centers such as the Tutorial, Math, or English Centers.
- ❑ Textbook title(s) and information on other required or optional materials.
- ❑ Course student learning outcomes taken from the official district-approved course outline.

Specific statements are required to be included in syllabi. Read the SDCCD Faculty Resource for Attendance Accounting and Grade Reporting.

Syllabi and Course Outlines

(continued)

Include the following statements in your syllabi:

- It is the student's responsibility to drop all classes in which he/she is no longer attending (for face-to-face classes).
- It is the student's responsibility to drop all classes in which he/she is no longer participating (for online classes).
- It is the instructor's discretion to withdraw a student after the add/drop deadline [**insert date**] due to excessive absences.
[Click here to see current important dates.](#)
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.
- **Attendance:** If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:

*The final grade in this class will be affected by active participation, including attendance, as follows: [**Instructor: define specifically how attendance, including participation, will affect final grade in the class**].*

- Students are expected to be honest and ethical at all times in their pursuit of academic goals. Students who are found in violation of district Procedure 3100.3, Honest Academic Conduct, will receive a zero grade on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Procedure 3100.2, Student Disciplinary Procedures.

Syllabi and Course Outlines

(continued)

Syllabi statements regarding accommodating Students with Disabilities:

- For an online or hybrid class: “I have made every effort to make this course accessible to all students, including students with disabilities. If you encounter a problem accessing anything in this course, please contact me immediately by email and also contact the college’s Disability Support Programs and Services (DSPS) Office.”
- For a face-to-face class, include these statements in your syllabus:
 - Students with disabilities who may need academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with their professors early in the semester so that accommodations may be implemented as soon as possible.
 - The faculty member will work with the DSPS Office to ensure that proper accommodations are made for each student. By law, it is up to the DSPS Office which accommodations are appropriate, not the student or the faculty. This includes accommodations in a clinical setting.
 - Students that need evacuation assistance during campus emergencies should also meet with the instructor as soon as possible to assure the health and safety of all students.
- For all classes, include this statement in your syllabus:
 - In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. Students must notify the instructor in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. If a student elects to withdraw from the course on or after census, a “W” shall be assigned and the district will work with the student to ensure that the W is not considered in progress probation and dismissal calculations.

For more information, you may contact the DSPS Office on your campus or the website at <http://dsps.sdccd.edu/> or refer to Administrative Procedure, AP 3105.1 Academic Accommodations and Disability Discrimination for Students with Disabilities.

Syllabi and Course Outlines

(continued)

Course Outlines

The syllabus needs to meet department/district outline requirements. A course outline for the class(es) you are teaching is available from your Department Chair and/or Dean's Office. The course outline states the student learning outcomes expected upon completion of the course. It also outlines essential information about the course such as the number of units, required hours and requisites, and transfer applicability. Ideas for assignments and methods of evaluating student performance are also given.

- Course outlines and sample syllabi are available online by going to: <http://www.sdccdcurricu.net/sdccd2/> A login/password is not required to access the information. On the left column of the screen, under "Search" click on "Course". Under "Subject" select from the drop down menu (i.e. PSYC). Enter the course number (i.e. 101). For "Status" select "Active". Click "OK." Click on the blue and red "CO" to view the course outline for PSYC 101. Click on the "S" to view the sample syllabus for PSYC 101.

Final Exams

The college does not schedule final exams outside of the regularly scheduled class time. Faculty are required to meet with students on the last day of class.

Textbooks



Textbooks-Instructor Copy

Department Chairs may have extra copies of the text(s). If not, Department Chairs or the Bookstore can provide contact information of the publisher's representative to be able to request a desk copy and other instructional resources. Contact the Bookstore (619.388.3549) for more information.

Textbooks-Student Copy and Required Supplies

Course material requests are made online. Deadlines and instructions will be sent to District email addresses by the Bookstore once the requisitions are available. Department Chairs will send the information to adjunct faculty who do not have a District email address. Be sure to indicate if the textbook and/or supplies listed are required or optional. Check with Department Chairs for department text requirements/guidelines. Off campus instructors should contact the Off Campus Programs Office (619.388.3924) for information on ordering student textbooks and supplies.

Digital Print Center

Digital Print Center - 619.388.3444, Room R-114

- Printing services are located in Room R-114. A Print Request Form is available in the Digital Print Center and is required for all print orders. Print services for faculty are performed in the shortest time possible, but usually not longer than one working day, except during the two weeks preceding and following the first day of instruction and the two weeks preceding the start of final examinations.
- Five working days are required for word processing requests. Additionally, instructors are given personal codes for the self-serve copier. The number of self-serve copies permitted is limited, please use the option as "emergency back-up" only. One class worth 0.20 FTE allows for 167 self-serve copies. Requests beyond the copy limitation require approval from Department Chairs. Instructors may place print orders for fall during the summer (indicate "Fall Class" on the Print Request Form). Hours of operation for the fall and spring semesters are 6:30 a.m.-8:30 p.m. Monday - Thursday, 6:30 a.m.-4:30 p.m. Friday, and closed Saturday. Call office for summer hours. Email a Print Request Form and document(s) to be printed (as attachments) to citydup@sdccd.edu . The electronic Print Request Form can be found in Outlook Public Folder, City Duplicating or by calling and requesting the file. Files must be following formats: PDF, jpeg, Microsoft PC or Adobe Suite. For more information visit <http://www.sdccity.edu/digitalprinting>

Emergencies

Medical Emergencies

- ❑ For a life threatening situation, call 9-911 from any non-pay campus telephone. You may just dial 9-1-1 from a pay or cell phone.
- ❑ Contact **COLLEGE POLICE DISPATCH** at 619-388-6405. You don't need to memorize this number — **IT IS THE RED LETTERS ON YOUR CAMPUS PHONE. PRESS THIS BUTTON AND CONSIDER PROGRAMMING IT INTO YOUR CELL PHONE.**
- ❑ Remember that the police on campus are the **FIRST RESPONDERS** for emergencies. They are the ones who patrol our campus, and know how to dispatch help to various campus locations, are CPR certified and have defibrillator access (AED). They assure that paramedics can locate the victim and assist in transport of the victim to an appropriate medical facility.
- ❑ Please do not delay emergency care for the victim by first seeking out a Health Services nurse or by going to City Campus Police Office in the V-building (V-100) or by calling the College Police Business Office. This wastes precious seconds in a medical emergency which may delay the Emergency Team response (paramedics) and District Dispatch.
- ❑ Remember, call 9-911 from Campus phones, 9-1-1 from your cell or pay phone, and 388-6405 for District Police Dispatch.

Emergencies (continued)

- All incidents should be reported to Student Health Clinic and an accident report completed by the student to have District Accident Insurance Coverage recapture costs possibly incurred by the student.
- QUESTIONS? Call the Student Health Clinic at 619-388-3450.

Defibrillators (AED)

- Automated External Defibrillator (AED) are safe, effective, and easy to use devices to restore the heart to a normal rhythm. Devices are located throughout the campus. Please see the college map for locations.

Emergencies (continued)

Dismissing Students

For all other non-medical, non-life-threatening, or non-disaster emergencies:

As long as it safe to do so, faculty should not dismiss students unless

- ▣ directed by College Police, College President, College Vice President or designee.
- ▣ the estimated time of returning to the classroom is beyond the scheduled class time.
Faculty must immediately inform the Dean if students are dismissed before the scheduled class ending time.

Campus Alert System

College Police is the primary notification point for emergencies at City College. College Police will begin dispatching public safety services to assist the SIC (Site Incident Commander), pursuant to their policies and procedures.

Emergency Call Boxes

Emergency Call boxes have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Please familiarize yourself with the red "Callbox" location in each environment. You need to push the button for direct dial to College Police Dispatch.

Emergencies (continued)

Fire Alarm

Buildings are equipped with fire alarms. Alarms will sound only in the incident area. In case of a fire alarm, guide students to the designated evacuation area. Do not re-enter the building without the permission of College Police. Follow the guidelines for dismissing students.

Power Outage

In case of a power outage or blackout, notify College Police Dispatch 619-388-6405. Remain in class and continue instruction for as long as it is safe to do so. Follow the guidelines for dismissing students.

Water

In case of a water-related emergency (such as water shut off or isolated flooding), evacuate students to the designated area, if necessary. Call College Police Dispatch 619-388-6405 to report the incident. Inform the Dean. The Dean will look for an available room so that instruction may continue. Follow the guidelines for dismissing students.

Evacuation Plan

Watch the San Diego City College Disaster Preparedness Video
Learn the designated evacuation area for each college building and
public area on campus.

(Video length 13:31 minutes; Closed Caption)

<http://www.sdcity.edu/safetyfirst>

- **EvacuChair** – Device for evacuating those with impaired mobility up and down stairwells. EvacuChairs are located near emergency stairs exits and can be operated by anyone during a real emergency. EvacuChair locations: DSPS, MS Building and Campus Police. Darwin Brown - Disability Support Program & Services.

Rosters, Records Office, and Faculty Web Services

Records Office Contact Information

Records: Policies and Procedures

Records: Faculty Web Services

Records Office Contact Information



RECORDS – (619) 388-3474

Supervisor: Megan Soto, msoto@sdccd.edu

Location: San Diego City College, L-110

Hours: Monday - Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to 3 p.m.

(Holiday and summer hours vary, please call in advance.)

Records: Policies and Procedures

Introduction

The Records Office collects and maintains the grades and attendance records for every student attending the college. The accurate recording of student data is extremely important, and the role each faculty member plays in this process is vital. The accuracy of attendance record keeping and timeliness of reporting student drops is critical for funding purposes, and for record maintenance. It is also a major consideration in the evaluation of contract and adjunct faculty. For questions regarding the policies or procedures for the Records Office, please contact the Admissions and Records Supervisor.

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student educational records. In accordance with FERPA, and district policy, all student information such as name, ID number, mailing/e-mail address, telephone number, grade(s), and/or attendance should NOT be accessible to individuals without the written consent of the student, even if the student is a minor. For more information, please see the FERPA FAQ on Faculty Web:
http://faculty.sdccd.edu/docs/FERPA_QnA.pdf.

Federal Aid/VA Benefits

Federal law requires that students receiving federal aid or VA benefits return money back to the Federal Government if the student receives an “F/NP” grade due to nonattendance. The district is required to report the last date of “known activity” for these students. Therefore, faculty members are required to enter the last date of “known activity” for students identified as FED on the roster when an “F/NP” grade is assigned. Last date of “known activity” is the last physical presence in the class or last online activity for online classes.

Records: Policies and Procedures

(continued)

The Attendance Accounting and Grade Reporting Manual, found online at <http://faculty.sdccd.edu/docs/manual.pdf>, provides information and instructions about district attendance accounting and grade reporting **including forms** and methods, in accordance with the California Education Code and Title 5, California Code of Regulations. For further assistance with any of these subjects please contact the Records office personnel or your dean's office.

Topics addressed:

- Add Codes
- Admission to Class
- Assignment of Incomplete (“I”)
- Change of Course Level within a Discipline
- Frequently Asked Questions
- Grade Assignment/Change, Late Grade Assignment
- Grade Submission Deadline
- Individual Student contracts in Work Experience and Application for Independent Study
- Information to be Included in Class Syllabus
- Official Grade and Attendance Roster
- Online Faculty Grading System
- Petition for Schedule Adjustment after Deadline
- Petition to Challenge Prerequisite, Co-requisite
- Reinstatement of Students after Drop
- Reporting Student Drops
- Student Follow-Up
- Student Telephone/E-mail Information
- Tutorial Referral List
- Wait List

Records: Faculty Web Services



The Faculty Web Services portal can be accessed at:

<http://faculty.sdccd.edu>. Policies, procedures and tutorials are available under the Information Tab. Flex obligations are entered here.

The Class Management tab provides tools and information regarding classes for the semester. All required reporting is done here: drops/withdraws, absences/attendance, census data, and final grades. Printable rosters, student contact information, deadlines, add codes, waitlists, and counseling referrals can be accessed here. Faculty may also print various forms, update email addresses, as well as view course reference numbers (CRN) assigned for upcoming semesters. While unofficial rosters are available a week before classes start, most student related functions won't be accessible until the class start date.

Records: Faculty Web Services

(continued)



To login, enter your CSID and password. First time users should use the “control #” as their password. Your control number will be at the bottom of emails from the district or you may contact your Dean’s office. The system is case sensitive so be sure to use capital letters when typing the control number. All users are locked out of the system after the third incorrect attempt. If you have forgotten your password and/or are blocked from logging in, bring a photo I.D. to the Records Office, L-110, and request the password be reset. If you are unable to visit the campus, contact the Dean. The dean or dean’s assistant will request that the password be reset. If you do not know your CSID, click on the “Get Your New CSID” on the Faculty Web Portal.

Faculty Web Services is unavailable Sunday from 5:00pm – midnight.

Faculty Identification Cards

Payroll Office, District, Room 385, 619.388.6582

Faculty ID cards are required for certain services on campus. Visit the district's Benefits Office to obtain a photo ID card. Our District Office address is 3375 Camino del Rio South, San Diego, CA 92108. Walk-in service is available. New employee paperwork needs to be fully processed by Human Resources. New employees should call the Benefits Office prior to visiting in order to verify eligibility for an ID card. A current semester validation sticker must be affixed to the back of the card. Validation stickers are available from the campus Digital Print Center/Mailroom (R-114).

Flex – Instructional Improvement

The college academic calendar includes 4 Instructional Improvement (Flex) days for all classroom faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment.

Visit Faculty Web Services Flex web application to:

- ❑ review the number of hours you are required to complete (Click “Your Contract”).
- ❑ register for Flex activities (Click “Workshop Registration”).
- ❑ submit an Independent Project Proposal (Click “Independent Projects”).
- ❑ mark activities complete and submit (See “Your Contract”).
- ❑ monitor your Flex hours (See “Your Contract”).

Flex-Instructional Improvement (continued)

All faculty (contract, adjunct, overload) who have a 16-week classroom assignment must meet their Instructional Improvement (Flex) obligation.

There is no Instructional Improvement (Flex) obligation for short-term (less than 16 weeks) or long-term (more than 16 weeks) assignments.

All contract faculty must be on campus, or at a designated SDCCD location for the mandatory Instructional Improvement (Flex) days. Some of the 20 hours of Flex obligation can be fulfilled during these mandatory days.

The required Instructional Improvement (Flex) obligation for 2016-2017 is as follows:

Contract

Fall: 10 hours

Spring: 10 hours

20 hours = 5 days

Partial contracts will be proportionate.

Adjunct/Overload/Pro Rata:

1 hour per semester for each weekly hour of classroom assignment.

Example: 3 hour class = 3 hours Instructional Improvement (Flex) obligation for the semester.

Release time does not have an Instructional Improvement (Flex) obligation.

Non-classroom assignments do not have an Instructional Improvement (Flex) obligation.

Since a person's Instructional Improvement (Flex) obligation can be met by independent contract throughout the semester, faculty may not submit paid leave in lieu of Flex.

Faculty may not teach another class (short-term, weekend, overload, summer, etc.) to meet their Instructional Improvement (Flex) obligation.

If Flex activities are conducted during the semester, they must fall outside the 30 hour on-campus requirement for contract faculty.

Flex-Instructional Improvement (continued)

Presenters will receive double the Instructional Improvement (Flex) credit for the workshop for preparation time and/or administrative responsibilities. The Flex coordinator or designee will be responsible to input the correct hours for presenters.

Example: 2-hour workshop presenter will receive 4 hours Instructional Improvement (Flex) credit.

Deadline Dates

Faculty who do not meet their Instructional Improvement (Flex) obligation will have their pay docked for each hour that is not completed.

Independent Projects

Independent projects must be submitted for approval no later than Monday of the twelfth (12th) week of the primary semester.

Fall: November 7, 2016; Spring: April 17, 2017

Adjunct faculty

Adjunct faculty must meet their Instructional Improvement (Flex) obligation and mark it as completed for both workshops and independent projects by the following dates:

Fall: 12 noon on December 12, 2016

Spring: 12 noon on May 22, 2017

Contract Faculty

Contract faculty must meet their Instructional Improvement (Flex) obligation and mark it as completed for both workshops and independent projects by the following date:

Fall & Spring: 12 noon on May 22, 2017

The Vice President of Instruction will be responsible for addressing concerns of failure to meet the Flex obligation. The semesters are defined as follows:

Fall: July 1 through December 31

Spring: January 1 through June 30

Flex-Instructional Improvement (continued)

Activities may include (per Title 5, Section 55724):

- Course instruction and evaluation;
- Staff Development, in-service training and Instructional improvement;
- Program and course curriculum or learning resource development and evaluation;
- Student personnel services;
- Learning resource services;
- Related activities such as student advising, student orientation, matriculation services, and student, faculty and staff diversity;
- Departmental meeting, conferences, workshops, and Institutional Research;
- Other duties as assigned by the district;
- The necessary supporting activities for above.

Examples of Inappropriate Activities:

- Serving as a member of an evaluation committee
- The study time associated with a class

10-month non-classroom faculty will be required to report back when the semester begins as noted on the academic calendar:

Fall: 08/08/16 Spring: 01/17/17

Classroom faculty with reassigned time will be required to report back when the semester begins for the portion of their teaching assignment for which they are released:

Fall: 08/08/16 Spring: 01/17/17

Classes begin Fall: 08/22/16

Spring: 01/30/17

Flex-Instructional Improvement (continued)

Faculty should enroll in Flex workshops **before** the workshop sessions, but the Flex system allows enrollment up to midnight on the day of the workshop. To enroll after the workshop date, contact the Flex coordinator at your college. Online verification of completion of instructional improvement activities by faculty will be required by the given deadline dates. Faculty must go to "Your Contract" and mark attendance at workshops and completion of independent projects.

Independent Project - an activity that an individual faculty member uses to enhance the quality and effectiveness of their instructional knowledge and/or skill. Faculty will be required to self-report completion of an independent project.

For independent projects that have been submitted ("In Process" status) and approved ("Input" status), faculty must return to "Your Contract" after completion of the project to: 1) mark the project as completed; and 2) click the submit button to receive Flex credit.

Independent Project proposals will not require advance agreement. However, if during the origination of your project the status is "See Dean/Chair," it is best that you check with your Chair and/or Dean for ways to modify the project proposal. You should then resubmit to receive full Flex credit.

Flex-Instructional Improvement (continued)

- Since the Flex obligation is "in lieu of instruction", this obligation must be met each semester. However, if there are special circumstances, they will be considered on a case-by-case basis. Faculty may request an exception via the dean to the Vice President of Instruction. The Flex office will send regular reports to the appropriate Dean/Vice President reflecting remaining Flex hour obligations.
- Banking refers to the carry-over of time spent on activities appropriate for Flexible calendar beyond the number required by the institution. Faculty hours are automatically carried over. Banking will not carry over to a new academic year.

Keys and Alarm Codes

Keys and Alarm Codes

Many classrooms must be kept locked and alarmed when not in use. Contact the Dean to find out if an assigned classroom requires a key and alarm code. Complete a *Key Request Form* available at the Dean's office or the College Police Office (Room V-100). Submit the Key Request form to the Dean. After the Dean signs, you may personally take the Key Request form to Business Services (Room R-109) for signature, and they will forward to College Police office once the VP of Administrative Services approves the request. Please allow up to 5-10 business days for processing. You will be contacted by Campus Police when the key and alarm code is ready. However, if you are not contacted within the 10-day period, please call the College Police Office (619) 388-3460. A photo ID is required. Any college key issued to faculty will open faculty restrooms, and CitySITE.

Parking Permits



The College Police Office issues parking permits free of charge (fee for replacements). Complete the *SDCCD Faculty/Staff Parking Permit Application* available from the Dean or College Police (Room V-100), obtain the Dean's signature. The Dean's assistant will forward the form to College Police. Or, if desired, one may personally take the signed application to the College Police Office. Parking permits are required for all college and district parking lots 365 days per year. SDCCD parking permits are accepted by all community colleges in San Diego and Imperial counties when the permit-holder is conducting SDCCD district business. Read the SDCCD parking regulations.

Resources for Class Management

- Academic Honesty
- Animals on Campus
- Class Hours and Breaks
- Changing Classrooms
- Consensual Relationships
- Disability Support Program & Services
- Disruptive Behavior
- Distressed Behavior
- Field Trips
- Guest Speakers
- Instructional Supplies
- Minor Children In Class
- Petitions
- Students Rights Responsibilities, Policy 3100
- Prohibition of Discrimination and Harassment in the Academic Setting
- Tutorial Services

Academic Honesty



Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Students Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 outlines the process of handling academic honesty issues.

Animals on Campus

Service Animals: Students with disabilities may have service animals to assist with their accommodation needs. Service Animals are allowed to be in the classroom and on campus without coordinating services through DSPS. A service animal can only be a dog or in rare instances, a miniature horse.

- Most times the need for these services are obvious
- If you are not able to identify a disability, you may ask “Do you have a disability” (you may not inquire about the nature of the disability) and if the response is “yes” you may then ask “what task does your service dog provide”. You may not require a demonstration of the task. If you have additional concerns it is recommended that you contact DSPS for assistance. For more details see AP 3105.2

Class Hours and Breaks

Class Hours and Breaks

Faculty are expected to conduct class as scheduled. If a class is terminated prior to the scheduled time of adjournment, written notice (including email) must be given to the appropriate Dean. The college's printed class schedule indicates the beginning and ending time of class and includes break time(s) as follows:

Class hours per day	Break time
Less than two	No break
Two - three	One (1) ten-minute break
More than three	Two (2) ten-minute breaks

Break times must not be scheduled at the beginning or end of class. Consult with the Dean about the length of breaks for classes scheduled outside of this schedule.

- If for any reason faculty will not be in the classroom for the entire scheduled time, call the Deans' Office between the hours of 8:00am to 5:00pm Monday through Thursday and 8:00am to 4:30pm Fridays. Call the evening/weekend administrator (619.559.3468). An administrator is on duty until 10:00pm Monday through Friday and 8:00am to 4:30pm on Saturdays.

Changing Classrooms and Moving Furniture

Faculty must obtain prior approval from the Department Chair or Dean when changing classrooms. Do not change rooms independently. This is extremely important. In case of an emergency, administrators or College Police would be unable to locate the class. Additionally, classroom management software is used to schedule maintenance and events. Unauthorized use of a classroom will cause conflict.

MOVING FURNITURE

Faculty may decide to change the layout of classroom furniture to enhance learning. In consideration of others, please return the classroom to the original layout at the end of each class meeting.

Consensual Relationships

- Board Policy 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee's authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should discourage a student with whom he/she has had a consensual relationship from enrolling in a course the employee is teaching, or seeking other District-related services from the faculty.

<http://www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf>

Disability Support Program & Services (DSPS)

Disability Support Programs & Services

Academic Accommodations and Disability Accommodations:

The procedures associated with this updated policy are found in AP 3105.1.

A letter of authorized academic accommodations is provided to the student by DSPS each semester. These accommodations include their application in the clinical setting should they be needed.

- ❑ You may request to see that letter or to get a copy from the student.
- ❑ DSPS faculty are the experts identified in the district to provide direction in this area; consult with them as soon as possible if you have any questions or concerns about an authorized academic accommodation. When an authorized accommodation is denied to a student it is considered disability discrimination.

Disability Support Program & Services (continued)

- If you have any questions about the accommodations after talking with the student, you should contact the DSPS Office at 619.388.3513, L-206.
- **Test Proctoring:** Instructors must notify students one week in advance of all quizzes and/or exams to allow for proper coordination of test proctoring services. If DSPS is proctoring the exam, the instructor must return the test request form to DSPS at least 1 day before the scheduled exam date. If the instructor is proctoring the exam, the student must be in agreement that all the authorized accommodations will be provided.

Disability Support Program & Services (continued)

Accessible Educational Materials

The district has a standard for access to electronic materials used in the classroom to comply with federal law. This includes accessible websites and any other electronic materials that students need to use to access services or a course.

- ❑ Audio or Video formatted information, such as DVD's, must have captioning.
- ❑ Online software associated with a classroom book must meet the federal standards that allow information to be used with a screen reader for persons needing that accommodation. This might include persons that may be visually impaired or have learning disabilities.
- ❑ Additional information is available in AP 3108.1

Disruptive Behavior in Class

What Is Disruptive Behavior?

Any behavior which interferes with the legitimate instructional, administrative or service functions of the college is considered to be disruptive behavior. However, if the behavior threatens the personal safety of students, faculty, staff, or is displayed with such emotional intensity that it engenders fear or concern in others, then the disruptive behavior should be classified as a crisis and District Police Dispatch should be contacted at (619) 388-6405 or TTY (619) 388-6519. Instructors should be familiar with the location of the closest available telephone in order to respond if necessary. Most classrooms are equipped with emergency communications system. Instructors should be familiar with the location of the **red button** (apparatus) in most classrooms. The red button is directly linked to Dispatch and allows dispatchers to listen in on the class.

Disruptive Behavior (continued)

Recommended Actions:

- ❑ Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the School Dean.)
- ❑ If the behavior continues, issue a verbal warning to the student. Example: “If this behavior continues, you will not be allowed to remain in class.”
- ❑ In the event the behavior continues, remove the student from the class for the remainder of that class period and for the following class period.
- ❑ Immediately after class, consult the Department Chair and School Dean to notify them of the situation.
- ❑ Submit written (or email) description of the incident and reasons for removing the student from class to the Dean of Student Affairs, Department Chair, and School Dean.
- ❑ Complete “Removal of Disruptive Students Faculty/Staff Incident Form” and send to Student Affairs Office.
- ❑ Contact the Dean of Student Affairs to determine the next course of action. (Rm. M-200; T: 619-388-3498; F: (619) 388-3038; E: mperez@sdccd.edu)
- ❑ The student is required to meet with the Dean of Student Affairs prior to return to class.

If in any of the above steps the student becomes abusive or refuses to leave the class:

- ❑ Contact College Police
- ❑ Document the event (form listed above)
- ❑ Ask the police officer to file an incident report
- ❑ Notify the Dean of Student Affairs.

Distressed Behavior

Brief Guidelines for Assisting Distressed Students

- Locate the phone nearest to your work site or classroom. Most classrooms are equipped with an emergency communications system (red button on wall).
- Keep these numbers with you at all times:
 - Campus Police Dispatch (619) 388-6405, 24 hours-a-day/7 days-a-week
 - Access and Crisis Line (800) 479-3339
 - Dean of Student Affairs (619) 388-3498, Monday-Thursday, 8:00am-4:30pm, Friday, 8:00am-3:30pm.
 - Campus Mental Health Specialist (619) 388-3539
- ALWAYS REMEMBER TO CALL 911 FOR MEDICAL OR LIFE THREATENING SITUATIONS. CALL CAMPUS POLICE NEXT TO NOTIFY THEM OF THE 911 CALL.
- CALL CAMPUS POLICE WHEN A PERSON PRESENTS AN IMMEDIATE DANGER TO SELF OR OTHERS.
- Red flags that indicate a student's symptoms may warrant crisis intervention:
 - Serious stated intent to harm self or commit suicide
 - Serious stated intent to harm others
 - Undue aggressive or threatening behavior towards yourself or others.
 - Reports fearful of harm from another or evidence of injury e.g. rape victim, injury from relationship violence, etc.
 - Behavior that is severely disruptive to class or work site.
 - Drug use or impairment from drug/alcohol use that disrupts conduct from class.

Field Trips

Field Trips

The *Request/Authorization to Conduct Off-Campus Student Activities* and *Travel Permission Release and Waiver* forms must be completed and submitted to the Dean for approval at least two weeks prior to the date of the field trip. All field trips must directly relate to course content. Overnight, out-of-state, or international travel requires prior approval from the Board of Trustees. [Click here](#) for complete information about overnight, out-of-state, and international student travel.

See SDCCD Board Policy 3120: Off-Campus Student Activities;
Procedure 3120.2: Authorization to Conduct Off-Campus Student Activities.

Guest Speakers

- The *Lecture/Workshop Speaker Engagement Form* must be completed and submitted to the Dean for approval prior to the lecture/workshop. Faculty must be present throughout the entire time that a guest speaker is in the classroom.
<http://www.sdcccd.edu/CollegeServices/FacultyStaffResources/Forms>
- To provide a guest parking pass, visit the College Police website and submit a *Special Events Request Form*. (619-388-3461, V-100, <http://police.sdcccd.edu/parking/parking.cfm>).
- Volunteers and visitors are expected to adhere to conduct expectations according to Procedure 3100.4.

Instructional Supplies



Instructional supplies, (e.g. chalk, erasers, dry-board markers, etc) are usually in the classrooms. If not, make the request from the Department Chair or the Digital Print Center (R-115).

Minor Children in Class



Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.

Petitions




Students and faculty conduct important college business via petition process. A comprehensive guide to the college's petitions is available online. The information is organized alphabetically by form title and includes procedures to successfully complete the process as well as sample forms.

See “Petition Guide” on the college website.

<http://www.sdcity.edu/CollegeServices/FacultyStaffResources/Forms>

Students Rights, Responsibilities, and Administrative Due Process



Policy 3100 – Students Rights, Responsibilities, and Administrative Due Process

- The San Diego Community College District Board of Trustees, Chapter 5-Student Services, Policy 3100 describes student rights, student responsibilities, and student code of conduct.

Prohibition of Harassment and Discrimination in the Academic Setting

- The District prohibits illegal discrimination. District policy provides “No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of, district programs or activities on the basis of ethnicity, national origin, religion, age, sex, gender identity, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.” Board Policy 3410 Nondiscrimination. <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf>
- All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, and District policy and will not be tolerated. Board Policy 3430 Prohibition of Harassment provides: “The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: ethnicity, national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical disability or mental disability of any person, or because he or she is perceived to have one or more of the foregoing characteristics.” <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf>
- Faculty may take an online training program regarding Sexual Harassment Prevention. Visit <http://sdccd.keenan.safecolleges.com/> and enter your complete District email address (e.g. username@sdccd.edu) or the email address provided to the district as the contact address in order to access the training. The training program is a resource provided by SDCCD Employment and Professional Development Department.

Prohibition of Harassment and Discrimination in the Academic Setting (continued)

- A complaint of unlawful discrimination or harassment can be filed with a Site Compliance Officer (SCO). Please click on the following link for information on how to contact an SCO. Once a complaint is filed, an investigation may be conducted by the SCO as part of the Informal Resolution Process ("IRP") to gather facts and help resolve the complaint (Title V Section 59327). Alternatively, the complainant may file a formal written complaint by submitting a completed San Diego Community College District Unlawful Discrimination Complaint Form to the District's Equal Opportunity & Diversity Officer (Title V Section 59328). Please click on the following link for a copy of the [formal complaint form](#).

Below, please find a list of the Site Compliance Officers and their contact information.

- **San Diego City College**, Edwin Hiel, Training & Investigations, E-Building, ehiel@sdccd.edu | 619-388-3036
- **District Office and Service Center**, Johanna Palkowitz, Training & Investigations jpalkowi@sdccd.edu | 619-388-6591

Tutorial Services

Tutorial Services – (619) 388-3685, L-205

The Tutorial/Learning Center serves San Diego City College and the ECC, and is dedicated to helping students achieve their academic goals. The mission at the Tutorial/Learning Center is to provide high quality academic support to all City College and ECC students. The center encourages and promotes a culturally diverse and inclusive environment and helps to develop students' self esteem, confidence, and persistence. Students who wish to receive tutoring services in Math and English are required to have referral codes issued by their professors. Please call for the current hours of operation.

Faculty Services and Resources

- Academic Freedom
- Club Advisor
- Code of Ethics
- Committee Participation
- Email
- Evaluation Process
- Faculty Absences and Substitute Assignments
- Faculty Travel
- Learning Resource Center
- Mail
- Off Campus Assignments
- Online Instruction
- Payroll
- Posting Signs and Flyers
- Program Cards
- Smoke-Free Campus
- Web-Enhanced Instruction
- Blackboard Shell
- Wireless Internet (WIFI)

Academic Freedom and Freedom of Expression



The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community. Please see the complete Board of Trustees policy on Academic Freedom and Freedom of Expression (Policy 4030).

Club Advisor

Club Advisor is both a rewarding and challenging role. An advisor motivates and provides solid advisement to student organization leaders and assists them in their personal growth and development. Clubs and organizations are active contributors to life on campus, and the Advisor's role is to contribute their time to promote this effort. To that end, the Student Affairs Office encourages you to carefully consider the following roles and responsibilities in agreeing to serve as an Advisor.

Club advising fulfills the campus assigned activities requirement for contract faculty (Faculty Agreement 7.4.4). Adjunct faculty with an active assignment may advise a club with the approval of the Vice President of Student Services (Faculty Agreement A.8). Club advising counts towards an adjunct instructor's maximum workload limit.

Faculty Advisors:

- Attend a mandatory orientation.
- Help students develop critical life skills and promote student development, as well as civic responsibility.
- Provide leadership and supervise all activities of the club or organization be accountable for the implementation of all policies and procedures prescribed by the governing board.
- Attend every meeting and official activity of the club/organization. A substitute pre-approved by administration may act as proxy in the absence of the Club Advisor.
- Provide leadership to the organization and implementation of policies and procedures for approval of funds, requisitions, and purchase requests.
- Serve as a role model, facilitator and a resource to promote the correct use of college procedures, policies and business processes.

Demonstrate effective event planning, organization and establishing interpersonal relationships.

- Be responsible for proper care of college facilities and ensure that rules and regulations are adhered to in connection with use of facilities.
- Travel to and from all events outside of San Diego County with the students. All off-campus travel must be in accordance with Board of Trustees Policy BP3120, Off Campus Student Activities.
- Be responsible for all club or organization expenditures. Ensure that the purchase is appropriate and that the appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. Assist the Club Treasurer in monitoring club or organization expenditures.
- Carefully review the Procedures and Operating Guidelines for Student Clubs/Organizations, Manual 3200, published June 2011.
- Uphold and accept all of the responsibilities as outlined above and consent to be the Faculty Advisor for the above named Club/Organization. Understand that in the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified and approved by administration. Policy 3200 addresses club sanctions, in the event that a club does not adhere to policies and procedures of the college and district at all times. In accordance with Manual 3200, Club Advisors will be recommended by the Dean of Student Affairs and the Vice President of Student Services, and approved by the President of City College.
- Contact the Student Affairs Office for more information. (619) 388-3498

Code of Professional Ethics

- I. Community college 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 faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members 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. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that 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 private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.
- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions 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 all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. 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.

Committee Participation



Committee Participation – (619) 388-3578

Faculty make important contributions to the operation of the college and district through committee participation. Contract faculty are expected to serve on at least one district or college committee. Adjunct faculty are encouraged to participate on committees. Faculty should contact the City College Academic Senate for committee appointment.

Email



Request an SDCCD email account by contacting the Dean. The Dean or Dean's assistant will send login and password information once the account is setup. Faculty may link district email to another email account. (more information).

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. District Policy 0550 reflects these principles within the context of the District's legal and other obligations. Please review Recommended Email Etiquette.

Contact the district Help Desk by calling 619-388-7000 for technical assistance with email and all other district web-based applications.

Evaluation Process

- **Evaluations -**

- http://www.sdcity.edu/Portals/0/CollegeServices/FacultyStaff/Forms_cms/2013/3808_CITY_APPRAISAL_GUIDE_2013.pdf

- The San Diego City College Guide to Faculty Appraisals/Evaluation is available on the college's website. Also, refer to Article XV - Evaluation of Faculty of the AFT Collective Bargaining Agreement for information. Contact Gwyn Enright, Evaluation Coordinator at 619-388-3791 with specific questions.

Faculty Absences

- Instructors must report an absence of any duration to his/her immediate manager (Dean) or manager's designee (Department Chair) prior to or during the first working hour of the assigned workday unless an emergency makes notification impossible. (AFT College Faculty Agreement 11.2.2) Follow the absence reporting procedure prescribed by the dean. To contact the administrator on duty during evening and weekend assignments, call 619-559-3468.
- *Effective January 1, 2016 all absences need to be entered electronically via the PeopleSoft Portal. See Payroll information for more details.*

Substitute Assignments

Substitute assignments are made by the appropriate manager/dean. To assist the administrator and department chair in obtaining coverage for classes, faculty may provide recommendations of available substitutes. Please leave your telephone number with the Dean's secretary so that the substitute may discuss the material that needs to be covered. This communication is necessary to provide continuity of instruction during faculty absences. Substitutes are not available in all departments. *Effective January 1, 2016, substituting faculty will enter substitute hours via the PeopleSoft Portal.* Please see the Payroll information in this handbook for more details.

Faculty Travel



Faculty (contract and adjunct) interested in attending conferences/workshops may submit a *City College Pre-Authorization for Travel* form for approval by Department Chair, Dean, and Vice President. Funds may be available through the AB1725 Travel and Conference Committee. Submit an application for AB1725 funds well in advance of the committee's deadlines. *New travel approval procedures have been implemented effective January 1, 2016.*

Learning Resource Center (LRC)

- **Learning Resource Center (LRC) – (619) 388-3421, R-Building**
- San Diego City College's Learning Resource Center (LRC) is located in the R building which occupies the southwest corner of campus at Park Boulevard and C Street. Library resources and services are accessed on the LRC's second floor (main entrances level) and third floor. The LRC's first floor features the Independent Learning Center (academic computing), CitySITE (Professional Development), a videoconference room, and the Office of Classroom Technology Management and Multimedia. San Diego City College students, faculty and staff will find that the LRC provides a multitude of services and resources specifically selected to support academic endeavors. Hours for all service areas coincide with the LRC building hours found at <http://www.sdcity.edu/CollegeServices/LRCLibrary/CitySITE/HoursContactsPolicies>

Mail

Faculty Mail Box

- Faculty mailboxes are located in Room R-114. Mail is a regular method of communication and conducting business between the college and faculty. Faculty are expected to check mailboxes frequently. Adjunct faculty mailboxes are changed at the end of each semester. Mail left in an adjunct mailbox will be sent to the Dean.

Metered Mail

- All stamped and metered mail is processed by US Postal Services.
- First Class, Priority, Express, Global Express, International – Air
- Metered Mail Mailroom Center will only meter mail this is official college business. No personal mail will be metered or taken to post office. Each mail piece must have college return address with department or senders name.

Mail (continued)

Timelines

- All outgoing mail and packages must be in the center by 12:30 p.m. for processing and pick up by U.S. Postal Services.

Curbside Pickup

- A USPS curbside mail box is located on Russ Blvd by “A” building. Pick up times are 10:30 a.m. and 1:00 p.m.

Delivery – District

- District Mailroom Center delivers and picks up twice a day. District mail is comprised of Mesa, Miramar, Continuing Ed, Unified School District and other select college districts.

Off Campus Assignments

- Various City College courses are made available in the community through classes offered at off campus sites such as high schools, military bases, businesses, social service agencies and at San Diego Community College's Educational Cultural Complex (ECC). Classes scheduled off site are usually offered in 8 or 16 week sessions. Due to the short duration and variable schedules of some off campus classes, it is important that faculty pay close attention to deadline dates for adding/dropping students. Off campus instructors must check class rosters and drop students using online services. If there are discrepancies between students' names on the roster and students in attendance, please call the Off Campus Programs Office.
- Services on campus are also available to off campus instructors, although faculty should contact the Off Campus Programs Office for information about duplicating procedures, mailbox access, audio/visual or other needs. Off campus instructors must report their absences to the office of Off Campus Programs (619-388-3924).

Online Instruction

- Faculty members interested in teaching online should talk with their department chair. The list of courses that have been approved for Distance Education can be found at <http://instsrv.sdccd.edu/curriculum.html>. Additional Distance Education courses are first approved by the City College Curriculum Committee. Once the course is approved, it can be scheduled as fully online or partially online. The District supports the development of online courses through SDCCD Online Learning Pathways (<http://www.sdccd.edu/online>). City College faculty are supported by regular training sessions and individual instructional development and design appointments through SDCCD Online Learning Pathways (www.sdccdonline.net/faculty/training). Faculty members who wish to enhance their face-to-face courses using the course management system should fill out a course request at <http://www.sdccdonline.net/faculty/newcourserequest.cfm>.
- **Faculty Support for SDCCD Online:**
- Faculty Mentor for City College - Aileen Gum agum@sdccd.edu 619-388-3610
- Technical Support - <https://www.sdccdonline.net/help>

Posting Signs, Flyers, and Banners

- ❑ The public may post signs and flyers on campus in designated free speech areas. Posting in areas outside of the free speech zones requires approval from the Student Affairs Office.
- ❑ Signs and flyers sized 8.5in x 11in or smaller.
- ❑ Staples, tacks, or pushpins should be used when posting on bulletin boards. Tape or glue is not allowed. The College Bookstore sells Student Affairs Office does not supply or sell posting materials.
- ❑ Only one flyer may be posted per bulletin board.
- ❑ Do not post over other flyers.
- ❑ Do not remove any flyers. Report improper posting to Student Affairs Office (619)388-3498.
- ❑ The college reserves the right to remove signs and flyers if the above requirements are not met.

Posting Signs, Flyers, and Banners

(continued)



- ❑ All banners must be approved by the Student Affairs Office.
- ❑ Banners may not exceed 30 ft in length.
- ❑ Only painter's tape and/or rope may be used for securing banners. Student Affairs Office does not provide or sell supplies.
- ❑ The college reserves the right to remove banners if the above requirements are not followed.

Smoke-Free Campus



San Diego City College is a smoke-free, vape-free campus.

- ❑ No smoking on campus
- ❑ No smoking in pedestrian walkways
- ❑ No smoking at campus entrances/exits
- ❑ No smoking on or near campus stairs or stairwells
- ❑ No smoking in parking lots or parking structures

FAQs about the college smoke-free, vape-free policy

Web-Enhanced Instruction



Web-Enhanced Instruction

San Diego City College's on-campus faculty can web-enhance their on-campus class by creating course shells within our Blackboard course management system.

On-campus faculty are encouraged to review the section for Blackboard users. *Training and support for online faculty are being provided at City College every week by SDCCD Online Learning Pathways in R-301. For more information, please see the Online Faculty Training page at <http://www.sdccdonline.net/faculty>.*

LRC/Library

- The Library offers an extensive collection of books, e-books, periodicals, and a robust selection of electronic reference resources and electronic periodicals appropriate for academic research and projects. Faculty librarians actively cultivate vital relationships and collaborate with fellow faculty across the campus to enrich our services and resources especially in the areas of instruction and collection development. The library's instruction program consists of tours of the building, 90-minute research sessions tailored to specific classes, and a 1-unit transferable information literacy course. Faculty librarians also provide one-on-one consultations with students. Library services include the development of and access to reserves, circulation, and inter-library loan between district colleges. The library also affords students access to computers, WIFI, and group study rooms. SDCCD instructors have borrowing privileges at SDSU and UCSD as well. Click on the Library link found at <http://www.sdccity.edu/CollegeServices/LRCLibrary/Library/ServicesforFacultyStaff> or call 619-388-3421 for details.

LRC/Independent Learning Center

The Independent Learning Center (ILC) is primarily an academic computing facility for San Diego City College students. The ILC consist of three computer laboratories with a combined total of 108 computers (including 5 Macs) with internet access, Microsoft Office Suite, and a wide variety of other specialized classroom-related software. Adaptive software and hardware are available to facilitate DSPS students. Both black/white and color printers are available along with scanners, DVD players, CD players and VHS tape players. To request installation of specialized software for class (purchased by the department), contact the Technical Support Group (619-388-3636) prior to the start of each semester. It is strongly recommended that faculty complete this request concurrently with submission of a textbook order request for the next semester. With advanced scheduling, the ILC staff is able to provide orientations for a class. Click here

<http://www.sdcity.edu/CollegeServices/LRCLibrary/IndependentLearningCenter.aspx> or call 619-388-3418 for details.

LRC/Office of Classroom Technology and Multimedia

- The Office of Classroom Technology Management and Multimedia (OCTMM) offers the campus the instructional technology required for a college in the 21st century by providing “smart” classrooms and maintenance and support of campus-wide audiovisual equipment. The OCTMM supports digital signage and furnishes technical assistance for campus-wide student events.
- The OCTMM also facilitates borrowing materials, such as DVDs, from the San Diego County Consortium for City College faculty’s classroom use. Click on the OCTMM link found at <http://www.sdcity.edu/CollegeServices/LRCLibrary/OCTMM.aspx> or call 619-388-3418 for details. A Faculty ID card is required for OCTMM services.

LRC/CitySITE

Faculty/Staff Development

- CitySITE (Support for Integration of Technology in Education), is the college's faculty and staff development center located on the lower level of the LRC (R101). Any office or classroom key issued by the College Police Office will open CitySITE. The center provides faculty and staff with resources to develop class materials, conduct online research, learn new software, and access e-mail. One must have a sdccd.edu email account to use the computers in CitySITE. Because Deep Freeze software is installed on all of the computers in CitySITE, faculty and staff are encouraged to save their work on their own portable data storage device. One can reserve CitySITE to conduct training for faculty and or staff, by contacting Majeda Nasrawi (619-388-3766, mnasrawi@sdccd.edu). The room is designed for small group or individual instruction. For privacy and security, CitySITE is restricted to faculty and staff.
- Click on the CitySITE link found at:
- <http://www.sdccity.edu/CollegeServices/LRCLibrary/CitySITE.aspx> or call 619-388-3421 for details.

Payroll Services

SDCCD is implementing the Human Capital Management (HCM) portion of PeopleSoft effective January 1, 2016. PeopleSoft will replace Colleague for HR operations including Employment, Payroll, Compensation, Benefits and Retirement Services. To assist with the transition, the following resources are available to provide information, training and to answer questions.

All employees will be able to access their information via Employee Self-Service, through the Portal when they return from the break, January 4, 2016.

Employee Self-Service allows employees to view and update personal information as well as access employee timesheets for reporting time and requesting leaves. Information that may be accessed via Employee Self-Service includes:

Personal Information (view/update)

Address	Phone Numbers	Time Reporting
Submit Time Worked	Request Leaves	Payroll & Compensation
View Paycheck & W-2 Forms	View/Update Direct Deposit	Paycheck Modeler
Compensation History	Benefits	Health Care Summary
Life Event Changes		

To assist with the transition, the following resources are available to provide information, training and to answer questions.

Payroll Services (continued)

PEOPLESOFT PORTAL

To access the Portal, employees use their network user ID and password. Click on the below links to access the Portal Login page, view resources showing how to navigate to the Portal Login Page and view instructions on how to change your network password.

[Portal Login](#) page

[PDF](#) showing how to navigate to the Portal Login page via the District Homepage

[Quick Reference Guide](#) on how to navigate to the Portal Login page via the District Homepage

[Changing your Password](#)

For issues logging in to Portal, contact the Help Desk at 619-388-7000

SELF-SERVICE INFORMATION

[Employee Service Center Overview](#) - click on the below links to access overview information for navigating through Employee Self-Service information and for quick reference on how to complete employee timesheets

[Personal Information Summary](#)

[Timesheet](#)

[Contract Employees](#) quick reference

[Adjunct Employees](#) quick reference

[Payroll & Compensation](#)

[Benefits Summary](#)

Payroll (continued)

[Manager Service Center Overview](#) - click on the below links for quick reference on how to access the Time and Labor Work Center for viewing and approving timesheets of employee direct reports

[Navigating](#) to the Time and Labor Work Center

[Approving](#) employee timesheets

[Manage Delegation](#)

ADDITIONAL HCM TRAINING

End User Open Lab

[Click here](#) to see a list of dates, times and locations for open lab sessions where employees can come in any time during the scheduled time, to log into Portal for the first time with HR staff on hand for assistance and to answer questions. Additional sessions are expected to be added. Please check back for an updated list.

Manager Self-Service Training

Additional sessions are in the process of being scheduled for January 2016. Please check back for dates, times and locations.

Please Note: Pay checks and W2s prior to January 2016 will not be available in PeopleSoft Employee Self-Service. Historical information will be housed in a data warehouse. Employees may request to have prior year W2s reissued or prior check information re-printed via the District Payroll Office. For questions, please email SDCCD Human Resources sdccdhr@sdccd.edu or call 619-388-6582

Program Cards



Program Cards are a record of each contract faculty member's weekly schedule including office hours, class times, reassigned time, and committee participation. The Program Card form is to be completed by contract faculty and submitted to appropriate Dean prior to the start of the fall and spring semesters.

Wireless Internet (WIFI)



WIFI access is available in outdoor spaces. To acquire a code, access the following link:

<http://www.sdcity.edu/CollegeServices/LRCLibrary/CampusWiFi>.

When prompted, enter your active CSID number and last name. The access code changes at the start of each fall and spring session.

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