# San Diego City College Faculty Handbook
## 2010-2011
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San Diego City College Mission Statement

San Diego City College has as its highest priority student learning and achievement. San Diego City College is a multicultural institution committed to providing open access to all who can benefit from instruction and to meeting the diverse and ever-changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego. As City College prepares world citizens in the twenty-first century, we recognize that the aim of education is the development of the whole person who is prepared to be an active citizen and to participate in a global community. We are committed to the tradition of academic freedom and responsibility and to maintaining a climate that promotes learning, understanding and respect for students, faculty, staff, community, and the environment.

San Diego City College provides

• Lower division and general education courses that lead to Certificates, Associate Degrees or transfer to a four-year college or university;
• Career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region;
• Basic skills instruction to assist all students in meeting their educational goals; and essential student support services for all students.

Additionally, San Diego City College is committed to

• The development of informed, active citizens who will be engaged in the global community, lifelong learners, and literate in information technology;
• Institutional community involvement, community development and community service;
• Equity, inclusiveness and diversity in all of its manifestations;
• High quality instructional programs and essential student support services, including co-curricular and cultural activities;
• Incorporating environmental sustainability into student learning outcomes, as well as implementing a campus culture of conservation; and
• A continuous campus-wide cycle of program review and assessment with integrated planning and resource allocation.

Approved by MP&ROC—10/08/08; Academic Senate, Classified Senate 10/13/08; President’s Council 10/14/08; Board of Trustees 11/25/08
KEY SERVICES

FALL CLASSES • AUGUST 23 – DECEMBER 18, 2010

ADMINISTRATION
Office of the President, E Bldg. East ........................................619-388-3453
Vice President of Instruction, E Bldg. West. ..................619-388-3523
Vice President of Student Services, E Bldg. West ..............619-388-3464
Vice President of Administrative Services, A-105A ..................619-388-3428

ACADEMIC DEPARTMENTS
Arts, Humanities, & Communications
TBA, E Bldg. West ..............................................................619-388-3522

Business, Information Technology, & Cosmetology
Dean Randy Barnes, T-216 ..................................................619-388-3488

Engineering & Technology, Math, Sciences, & Nursing
TBA, E Bldg. West ..............................................................619-388-3520

Behavioral & Social Sciences, and Consumer & Family Studies
Dean Lori Erreca, E Bldg. West ...........................................619-388-3207

Health, Exercise Science, and Athletics
Dean Kathy McGinnis, Harry West Gymnasium ....................619-388-3128

OFFICES & HOURS
Accounting Office: A-114 ..................................................619-388-3458
Admissions: A-112 ..................................................................619-388-3475
Bookstore: A-12 ..............................................................619-388-3548

For the current hours, please call or visit www.bookstore.sdccd.edu

CalWORKs Program: L-206 ..................................................619-388-3797

Cafeteria: D-122 ..............................................................619-388-3415

Please check with cafeteria for hours of operation.

Child Development Center: F BLDG. ..................................619-388-3205

Day and evening child development services available.

Cosmetology: V BLDG. (Call for hours) ..............................619-388-3104

Services open to the public.

Counseling Office: A-110 ..................................................619-388-3540


Evaluations: L-116 ..............................................................619-388-3210, 388-3466

EOPS: L-117 ........................................................................619-388-3209

Financial Aid: A-113 ..........................................................619-388-3501

Financial Aid: A-116 ..........................................................619-388-3450

Free to see RN, MD, Nurse Practitioner for all currently enrolled City College students. Nurse available for walk-in Doctor & Nurse Practitioner by appointment

Honors Program: A-1-N ......................................................619-388-3512

Independent Learning Ctr: R-106 (Lower Level) ..............619-388-3535

Library/LRC: R-Bldg. (Main Level) .....................................619-388-3421

Math Center: L-208 ............................................................619-388-3580

Mental Health Services: A-221 ...........................................619-388-3539

Evening hours available. Please call for appointment.

MESA Program: L-115 ......................................................619-388-3156

New Horizons: L-206 ......................................................619-388-3424

Off-Campus Programs: E-Building (Call for hours) ........619-388-3924

College Classes at ECC ......................................................619-388-4883

Police, College: V-118 ......................................................619-388-3461

Emergencies, 24 hr. Call boxes located in parking lots ...........388-6405

Puente Program: L-121 ......................................................619-388-3668

Records: A-109 ..............................................................619-388-3474

Scholarship Information: D-106 ...........................................619-388-3498

Student Affairs: D-106 ......................................................619-388-3498

Student Cashier’s Office: (window) D-106 .........................619-388-3479

Transfer/Career Center: A-111 ...........................................619-388-3722

TRIO Program: L-114 ......................................................619-388-3407

Tutorial/Learning Center: L-205 ..........................................619-388-3685

Veterans: A-109 ..............................................................619-388-3504

Umoja Program: L-121 ......................................................619-388-3796

Work Experience: A-111 ..................................................619-388-3495

Note: Hours subject to change. Call to verify.

City College is a SMOKE FREE CAMPUS.

Call or visit website for current hours and information
www.sdcity.edu

You must see details online at http://studentweb.sdccd.edu before enrolling
Campus Police Office – (619) 388-3461, T-211

- **Keys** - Some classrooms must be kept locked when not in use. If you are assigned to one of these classrooms, please complete the **Key Request Form** available at your Dean’s office or the College Police Office in Room T-211. Have the form signed by your Dean and personally take the Key Request form to Business Services (Room A-105) for signature and then to the College Police office to receive your key(s). Any office or classroom key issued to you will open faculty restrooms, CitySITE, and roster drop box.

- **Parking Permits** - The College Police Office issues parking permits free of charge (fee for replacements). Please complete the **SDCCD Faculty/Staff Parking Permit Application** provided to you, obtain your Dean’s signature, and personally return the completed form to the College Police Office in Room T-211.

- **Escort** - Should you wish to be escorted to your car, call Campus Police at 619.388.3461 or Police Dispatch at 619.388.6405.

Digital Print Center - 619.388.3444, Room A-8

Printing services are located in Room A-8. 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 individual codes for the self serve copier. Your personal number of copies is limited, so please use this self-serve copier 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 your department chair. Instructors may place print orders for fall during the summer, if they indicate on the request that they will be teaching during the fall. 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. You may email a print job request. Email your document and electronic Print Request Form as attachments to citydup@sdccd.edu. The electronic Print Request Form can be found in Outlook Public Folder, City Duplicating folder. If you cannot access request form thorough Outlook public folder, call us and we will send you the electronic form. Must be following formats: PDF, jpeg, Microsoft PC or Adobe Suite. For more information call the Digital Print Center.

Disability Support Program & Services (DSPS) – 619.388.3513, Room A-115

Students with verified disabilities have the legal right to receive academic accommodations and auxiliary aids to provide access to college programs and activities. Accommodations appropriate to the student’s disability are identified with the DSPS counselor to best demonstrate knowledge of the subject. Students are responsible for discussing the accommodations with instructors at the beginning of the semester. Faculty members are encouraged to consult with DSPS to facilitate test proctoring and other services.

Disruptive Behavior

Refer to Attachment A for guidelines on addressing disruptive behavior. Instructors should consult with Denise Whisenhunt, Dean of Student Affairs, regarding policies and procedures.

Facilities Updates

You may find information on the latest building renovations, construction projects, and how they may impact you at [www.sdcity.edu/buildingupdates](http://www.sdcity.edu/buildingupdates). This site is updated to reflect the status of construction projects and when/where access may be limit.
Faculty Identification Cards – Benefits Office, District, Room 385, 619.388.6587
Faculty ID cards are required for certain services on campus. You may obtain a photo ID card from our district’s Benefits Office. Our District Office address is 3375 Camino del Rio South, San Diego, CA 92108. Walk-in service is available. You will need to pick up a validation sticker for each semester you have an assignment. Obtain a validation sticker from the campus Digital Print Center (A-8).

Fitness Center - (619)388-3704, Park Blvd (west side)
Employees interested in membership in the SD City Fitness Center can register at the center for a fee of $20.00 per semester. The Center offers a cardio circuit training workout during fall, spring, and summer sessions. Check the current class schedule for hours of operation. New members must contact Professor Paul Greer for an orientation and registration information.

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 sits on the southwest corner of campus at Park Boulevard and C Street. The LRC is comprised of the Library, which occupies the main (second) and third floors, and the Independent Learning Center, the Multimedia Center, a videoconference room, and CitySITE which occupy the first floor. San Diego City College students, faculty and staff will find that the LRC provides a multitude of services and scholarly research resources specifically selected to support academic endeavors. Hours for all service areas coincide with the LRC building hours found at http://www.sdcity.edu/lrc/.

- **LRC / Library - (619) 388-3421**
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. The librarians actively cultivate vital relationships with faculty across the campus to enrich our services and resources especially in the areas of instruction and collection development. The instruction program consists of tours of the building, 90-minute research sessions tailored to your specific classes, and a 1-unit transferable information literacy course. Development of and access to reserves, circulation services, and inter-library loan services between district colleges is provided. Computers, WIFI, and group study rooms are available. As an SDCCD instructor, you have borrowing privileges at SDSU and UCSD as well. Click on the Library link found at http://www.sdcity.edu/lrc/ or call 388-3421 for details.

- **LRC / Independent Learning Center - (619) 388-3418**
The Independent Learning Center (ILC) is for San Diego City College students’ use and is equipped with 117 computers (including 5 Macs) with internet access, Microsoft Office Suite, and a wide variety of other specialized classroom-related software. Adaptive software to support DSPS students, DVD players, CD players, VHS tape players, scanners and both black/white and color printers are available. To request installation of specialized software (purchased by your department) for your class, contact the Technical Support Group (388-3636) prior to the start of each semester. It is strongly recommended that this request be completed concurrently with submission of your book order request for the next semester. With advanced scheduling, the ILC staff is able to provide orientations for your class. Click on the ILC link found at http://www.sdcity.edu/lrc/ or call 388-3418 for details.

- **LRC / Multimedia Center - (619) 388-3418**
The Multimedia Center (MMC) offers the campus the educational technology required for a college in the 21st century by providing digital signage, service for “smart” classrooms and maintenance and support of campus-wide audiovisual equipment. Via requests through the Student Affairs Office, the MMC furnishes technical assistance for campus-wide student events.
Learning Resource Center (continued)

The MMC also facilitates borrowing materials, such as DVDs, from the San Diego County Consortium for City College faculty’s classroom use. Click on the Multimedia Center link found at http://www.sdcity.edu/lrc/ or call 388-3418 for details. You will need a Faculty ID card to use Multimedia services.

- **LRC / CitySITE (Faculty/Staff Workroom) – (619) 388-3421**
  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 email. You must have an sdcdd.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 bring their own memory stick to save their work. If you wish to use CitySITE to conduct training for fellow faculty and or staff, please contact Majeda Nasrawi (619-388-3766, mnnasrawi@sdccd.edu) for reservations. 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.sdcity.edu/lrc/ or call 388-3421 for details.

Mail

- **Campus Mail box** - Your mailbox is located in Room A-8. Please check your box when you are on campus. If you find you do not have a mailbox assignment, request one through your Dean.
  - Instructional assignments and other materials intended for campus mailboxes and carried in by students or outside vendors must be dropped in the Counter Slot for distribution. These materials shall be distributed to the appropriate mailbox at regularly scheduled times. Date stamping is not available.
  - Adjunct mailboxes are cleared out after the deadline to submit grades. Remaining mail is given to your Department Chair.

- **Voice Mail box** – Adjunct faculty may request a voice mail box number. Request forms are available in your Dean’s Office or in the public folders. If you are logged into a district computer, go to Public Folders, next All Public Folders, City, and then Business Services. Please activate your voicemail when the semester starts and list it on your syllabus so that your students are able to communicate with you. You may access voice mail messages rather than calling office staff. Please inform your students of this procedure.

- **Email** – Contract and adjunct faculty may request an email account with our district. Make the request to your Dean. Faculty are responsible for maintaining their district email account. District email accounts have a maximum storage limit and will be disabled if this allowance is exceeded. If you do not request an email account with the district, you must provide an alternative email address to your Dean and students.

Mental Health Counseling Center (MHCC) – 619.388-3539, Room A-221
The MHCC is committed to serving San Diego City College’s diverse campus community by providing various counseling services including individual, relationship, group and crisis management. Personnel emphasize prevention services that facilitate a students’ academic and life goal attainment, an enhanced sense of well-being and continued personal growth. Faculty/staff consultation and support is also provided. Class presentations are available and all services are free. Contact Leslie Easton, LCSW, Mental Health Coordinator.
Payroll - Adjunct Instructors
Adjunct instructors teaching during the primary 16-week semester will be paid on a per semester hour (unit) average rate, which will provide equalized monthly checks. Adjuncts teaching outside of the primary session are paid for the hours worked. Hourly time cards may be necessary. If the duration of the teaching assignment is greater than twelve weeks, there will be four or five equal monthly checks. If the duration of the teaching assignment is eight to twelve weeks, there will be two or three equal monthly checks. If a class is cancelled on or after the first meeting day, you will be compensated for the actual time worked. Please contact your Dean’s Office if there is an error in your paycheck.

Your paycheck is mailed to your home on the tenth of each month. Automatic electronic deposit to your bank account is available (obtain the form from your Dean or Dean’s assistant). Please keep your Dean informed of any change of address or telephone number by completing an Address or Name Change Notice form, available in your Dean’s Office. All paperwork and documentation for your assignment must be completed before a paycheck can be disbursed.

Resource Publications
Please refer to the San Diego City College catalog (http://www.communitycollege.net/catalogs/city/) and class schedule (http://schedule.sdccd.edu/) to be informed about courses available, student support services, enrollment procedures (Reg-E), the Academic Calendar, and Records deadlines. The Class Schedule also contains the hours of operations for campus services. The online Campus Handbook: Administration and Governance Guide, provided by the college President’s Office, is an excellent resource for information about the organization of the college (Attachment B), committee organization, and shared governance (http://www.sdcity.edu/faculty-staff.asp).

Wireless Internet (WIFI)
WIFI access is currently available in the following areas on campus:

- Cafeteria (D-Building)
- Associated Students (D-Building)
- Gorton Quad
- Academic Success Center (L-Building)
- Learning Resource Center (R-Building)
- Health and Exercise Science (P-Building)

From a San Diego City College campus computer, go to the Learning Resource Center website (http://www.sdcity.edu/lrc/default.asp) to obtain the wireless access code. You will need to enter your CSID Number and last name. The password changes every semester.
**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 Attachment C for the complete Board of Trustees (BP 4030).

**Class Hours and Breaks**
You are expected to conduct your class as scheduled. If a class is terminated prior to the scheduled time of adjournment, written notice must be given to your Dean. The college’s printed class schedule indicates the beginning and ending time of class and includes break time(s) as follows:

<table>
<thead>
<tr>
<th>Class Hours per day</th>
<th>Break time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than two</td>
<td>no break</td>
</tr>
<tr>
<td>Two – three</td>
<td>one (1) ten minute break</td>
</tr>
<tr>
<td>Three - four</td>
<td>two (2) ten (10) minute breaks</td>
</tr>
</tbody>
</table>

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

If for any reason you will not be in your classroom for the entire scheduled time, you are required to call the Deans’ Office between the hours of 7:00am to 7:00pm Monday through Thursday and 7:00am to 5:00pm Fridays, or call the evening/weekend administrator thereafter (619.559.3468). An administrator is on duty until 10:00pm Monday through Friday and 8:00am to 4:30pm on Saturdays. Instructors may not change classrooms without prior approval from the Department Chair or Dean.

**Classroom Assignment**
If you need to switch or move from your assigned classroom, you must obtain prior approval from your Department Chair or Dean. **Please do not change rooms on your own.** This is extremely important. In case of an emergency, administrators or college police would be unable to locate you or your students. Additionally, classrooms are used for campus events and unauthorized use of a room will cause conflict.

**Code of Professional Ethics**
Please see Attachment D for the faculty Statement on Professional Ethics.

**Committee Participation – (619) 388-3578, Rm. A-2**
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.

**Emergency Information**
In case of serious emergencies call 911. For other emergencies call Campus Police Dispatch at 619.388.6405. During weekend and evening assignments, you may contact the administrator on duty at 619.559.3468.
Emergency Information (continued)

- **Call Button** – Classrooms are equipped with a red call button located in the front of the room. Pushing the call button allows College Police Dispatchers to listen to the classroom activity and provide information to the responding officers.

- **Evacuations/EvacuChair** – The EvacuChair is used when a person in a wheelchair needs to use the stairs (emergency evacuation or elevator malfunction). The EvacuChair is located near A-225 (east wing). If a need arises which requires use of the EvacuChair please contact one of the following for assistance. Derrall Chandler - Facilities Services, Ext. 3537, Darwin Browne - DSPS, Ext. 3513, Dotti Cordell - Health Services, Ext. 3450, Debra Reed - Biology, Ext. 3256, Patricia Fernandez - Digital Print Production & Mail Services, Ext. 3444

- **Fire Alarm** - When a fire alarm sounds, you MUST evacuate the areas affected. Alarms are specific to regions which means they sound only in the areas requiring evacuation. Doors should be closed but left unlocked when you leave the area. If an evacuation is necessary for other reasons, College Police or other designated staff will inform you. Doors should be locked in this instance. After evacuation, you will be advised by College Police (in person) when you may re-enter the classroom.

- **Injury/Illness** - Call College Police Dispatch 619.388.6405 for assistance. Report the incident to your supervisor.

Evaluations - [http://www.sdcity.edu/facstaff/downloads.asp](http://www.sdcity.edu/facstaff/downloads.asp)
Guides to Faculty Appraisal for both contract and adjunct faculty are available on the college’s website. Also, refer to Article XV - Evaluation of Faculty of the AFT College Faculty Agreement for information. You may contact the Evaluation Coordinator at 619.388.3074 for specific questions.

Faculty Absences
Instructors shall report an absence of any duration to his/her immediate supervisor or supervisor’s designee (Department Chair) prior to or during the first working hour of your workday unless an emergency makes notification impossible. (AFT College Faculty Agreement 11.1.2) If you are reporting an absence after hours, please leave a message on the absence line by calling 619.388.3939. If you need to contact the administrator on duty during evening and weekend assignments, call 619.559.3468.

*Request for Leave Of Absence* forms are available online and in the Campus Mailroom (Room A-8). Absence requests due to illness or bereavement are due to your Dean within three days of your return. Other types of absences require prior approval.

Faculty Travel - [http://www.sdcity.edu/facstaff/downloads.asp](http://www.sdcity.edu/facstaff/downloads.asp)
Faculty (contract and adjunct) interested in attending conferences/workshops may submit a Conference/Travel Application for approval by your Department Chair and Dean (Attachment E). Please review District Procedure 8960.2 for complete instructions on travel request process. Funds may be available through the AB1725 Travel and Conference Committee. Apply for AB1725 funds well in advance of the committee’s deadlines.

Field Trips
The Request/Authorization to Conduct Off-Campus Student Activities and Travel Permission Release and Waiver forms must be completed and submitted to your Dean for approval at least two weeks prior to the date of the field trip. All field trips must directly relate to the course content. (Attachments F and G)
Final Exams
City College does not schedule final exams outside of the regularly scheduled class time. You are required to meet with students on the last day of class.

Flex-Instructional Improvement - https://faculty.sdccd.edu/facflex/facflexview.cfm
The 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 the District’s Flex website 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 your activities complete and submit (See "Your Contract")
- monitor your Flex hours (See "Your Contract")

Flex Website System Requirements:
Windows 98 or better, including Windows ME, Windows NT 4.0, Windows NT 2000, or Windows XP. Or MAC OS9 or better. Netscape 4.03 or Microsoft IE 5.0 or better. Other browsers may work, although they have not officially been tested and support is limited. Javascript enabled. Cookies enabled.

Following are guidelines for implementation of the Instructional Improvement (flex) obligation.

All Faculty (contract, adjunct, overload, pro-rata):
- Faculty 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.
- Workshop presenters will receive double the Instructional Improvement (flex) credit for the workshop for preparation time and/or administrative responsibilities. The flex coordinator (Minou Spradley) or designee (Heidi Fox) will be responsible to input the correct hours for presenters.
- 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
Flex-Instructional Improvement (continued)

Heidi Fox (619) 388-3943, hfox@sdccd.edu. Online verification of completion of instructional improvement activities by faculty will be required by the deadline dates listed in 6 above. Faculty must go to "Your Contract" and mark complete for workshops and independent projects.

- Independent Projects are activities 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.

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 the proposal to receive full flex credit.

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

Independent projects must be submitted prior to the tenth working day before the end of each semester (AFT article 7.1.4)

- 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.

- 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.

- Examples of Inappropriate Activities: serving as a member of an evaluation committee, the study time associated with a class.

- Banking refers to the carry-over of time spent on activities appropriate for flexible calendar beyond the number required by the institution. Although banking of hours is discouraged since the flex obligation is "in lieu of instruction", if there are special circumstances, they will be considered on a case-by-case basis. Faculty hours are automatically carried over. Banking will not carry over to a new academic year.

- 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)

The required Instructional Improvement (flex) obligation for 2010-2011 is as follows:

Contract Faculty:
- 10 hours in Fall + 10 hours in Spring = 20 hours = 5 days. Partial contracts will be proportionate.
- If flex activities are conducted during the semester, they must fall outside the 30 hour on-campus requirement for 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 16, 2011**
  - Faculty who do not meet their Instructional Improvement (flex) obligation will have their pay docked for each hour that is not completed.

Adjunct, Overload, and Pro Rata Faculty:
- 1 hour per semester for each weekly hour of classroom assignment. **Example:** 3 hour class = 3 hours Instructional Improvement (flex) obligation for the semester.
- **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 13, 2010
  - **Spring:** 12 noon on May 16, 2011
  - Faculty who do not meet their Instructional Improvement (flex) obligation will have their pay docked for each hour that is not completed.

Guest Speakers
The *Guest Speaker Request Form* (Attachment H) must be completed and submitted to your Dean for approval at least two weeks prior to the desired date of invitation. You must be present throughout the entire time that a guest speaker is in the classroom. You may request a one-day parking permit for your guest from the College Police Office (T-211).

Instructional Supplies
Instructional supplies, (e.g. chalk, erasers, dry-board markers, etc) are usually in the classrooms. If not, you may request these and other supplies from your Department Chair.

Minor Children in Classrooms
Minor children are not permitted in any classroom at any time. Minor children are not to be left unattended at any time while on the campus.
Off Campus Assignments – (619.388.3924)
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 your roster and students in attendance, please call the Off Campus Programs Office.

Services on campus are also available to off campus instructors, although you 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.

Online Resources
The websites for San Diego Community College District and San Diego City College provide access to a wealth of information including the history of our district, online college catalog, and class schedule, and remote access to your email account.

San Diego Community College District:  http://www.sdccd.edu
City College: http://www.sdcity.edu
Faculty Web Services: http://faculty.sdccd.edu
SDCCD Online Learning Pathways: http://www.sdccd.edu/online

Program Cards
Program Cards are a record of each contract faculty member’s weekly schedule including 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. For directions on properly completing your Program Card see Attachment I.
RECORDS – (619) 388-3474

Director: Lou Humphries, humphri@sdccd.edu
Support: Michelle Montanez, mmontane@sdccd.edu
Location: San Diego City College/A-109
Hours: Monday - Thursday, 8 a.m. to 6 p.m.
       Friday, 8 a.m. to noon
       (Holiday and summer hours may vary, please call in advance.)

Policies and Procedures

Intro
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 director, admissions and records, or the vice president, student services.

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.

Faculty Web Services
Faculty Web Services can be accessed at: http://faculty.sdccd.edu. From the class management tab, faculty have the ability to download class roster(s), drop or reinstate students, obtain add codes, view wait lists, check class enrollment, enter grades, as well as add/update email addresses. Faculty Web is unavailable Sunday from 5:00pm – midnight. A tutorial of Faculty Web Services is available under the information tab.

Login:
- To login, enter your CSID and password.
  - First time users should use the “control #” as their password. Your control number will be printed on your roster next to your name or you may contact your Dean’s office for the information. The system is case sensitive so be sure to use capital letters when typing the control number.
- If you do not know your CSID, click on the “Get Your New CSID” on the Faculty Web Portal.
RECORDS (continued)

- If you have forgotten your password, bring a photo I.D. to the Records office, A-109, to reset it. If you are unable to go into the Records office, contact your Dean’s Office. Your dean or dean’s assistant will request that your password be reset.
- All users will be locked out of the system after the third incorrect attempt.

Class Maintenance

- **Online roster:** 
  - "Unofficial" rosters will be available about a week prior to opening day
  - Periodically check your online roster, especially prior to the add/drop and withdraw deadlines. Be sure: 1) students attending class are officially enrolled and 2) students who are no longer attending are dropped.
  - Consequences of inaccuracy include having to assign a letter grade to a student that did not complete the class or inability to assign a grade to a student that did. No late adds or drops will be approved.

- **Drop sheet:** Faculty are required to drop students using the online drop sheet. You must log in to your drop sheet even if you have no students to drop; there is a button to indicate no drops. A calendar for each class with deadline dates is viewable via the online drop sheet. Please be reminded that drops must be submitted no later than noon on the census date of each class. No late drops will be approved. Students dropped in error can be reinstated so in a case of uncertainty, drop the student.

- **Add codes:** Beginning opening day, faculty will have access to add codes via Faculty Web as well as the paper list with the sticker labels that accompanies your opening day roster. Be careful when distributing add codes from both lists to avoid duplicate distribution. An add code can only be used one time. If using both lists, you may want to distribute from the top down on one list and from the bottom up on the other.

**Recordkeeping**

You must keep attendance and grade records in accordance with the District Attendance Policy 3110. Record keeping is very important and a crucial aspect of your teaching assignment. Failure to comply may be grounds for dismissal and withholding of pay warrant until such delinquent grades are submitted (AFT Contract Faculty Agreement Article 6.6.13).

**Official Rosters/Attendance:**

An “Opening Day” roster, along with the Add Code list, Wait List (if appropriate), and many other important documents for the semester/term will be distributed in faculty mailboxes as of opening day. Make note of the deadlines that appear in the upper right-hand corner of your roster. Instructions on how to complete the roster are printed on its reverse.

- **Census:** Faculty will only be required to record student absences through the census date (add/drop deadline). The Official Grade and Attendance roster should be returned to the Records office, A-109, no later than two weeks after the census date.
- **Positive Attendance:** Those teaching Positive Attendance classes must track the students’ hours throughout the entire semester. Rosters are to be submitted at the end of the class with the hours and grades reported for each student.
RECORDS (continued)

Grade submission (grades are due approximately one week after class ends):

- **Census classes**: Grades are submitted online via Faculty Web Services by the deadline. A hardcopy of grades is not required.

- **Positive Attendance classes**: Grades are submitted both online via Faculty Web and via the hardcopy positive attendance roster. Both must be submitted by the deadline.

- **Supplemental documents**: Assignment of Incomplete forms, Tutorial Center Referral Codes and all other documents must be turned in to Records by the deadline. Be mindful of the office hours for submission of paperwork.

The Attendance Accounting and Grade Reporting Manual, which can be found online at [http://faculty.sdccd.edu/docs/manual.pdf](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.

**Substitutes**

Substitute assignments will be made by the appropriate manager. To assist your Administrator/Department Chair in obtaining coverage for your classes, you may provide recommendations of available substitutes. Please leave your telephone number with your Dean's secretary so that your substitute may reach you to discuss the material that needs to be covered. This communication is necessary to provide continuity of instruction during your absence. Substitutes are not available in all departments. Always check with your Dean before planning for a substitute.

**Student Learning Outcomes (SLOs)**

Each discipline or department is involved in student learning outcomes assessment. Most program level outcomes are found in the City College Catalog. Please check with your Department Chair to find out what assessments are currently taking place. For more information contact the Institutional Assessment Committee Co-chairs, Dotti Cordell (619.388.3903) or Berta Harris (619.388.3578).

**Syllabus and Course Outlines**

All faculty must provide their students with a syllabus at the beginning of the semester. Briefly state the course title, objectives, content, grading standards, grading system, required tests and materials, important dates (i.e. drop dates, etc.) and your attendance expectations. To encourage student retention, please include a statement on your syllabus requesting that the student speak to you prior to dropping your class. Send a copy of your syllabus to your Dean and Department Chair.

Please include the following information in your syllabus:

1) The course title, course number, and course reference number (5-digit CRN).

2) Contact information including a voice mail number and email address.

3) 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.

4) Textbook title(s) and information on other required or optional materials.

5) Course objectives/outcomes taken from the official [district-approved course outline](#).
Syllabus and Course Outlines (continued)

Please include the following statements in your syllabi:

1) It is the student’s responsibility to drop all classes in which he/she is no longer attending (for face-to-face classes).

2) It is the student’s responsibility to drop all classes in which he/she is no longer participating (for online classes).

3) It is the instructor’s discretion to withdraw a student after the add/drop deadline [insert date] due to excessive absences.

4) 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.

5) **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].

6) 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 [insert] grade on the assignment in question and may be referred for disciplinary action in accordance with Procedure 3100.2, Student Disciplinary Procedures.

7) Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class. (for face-to-face classes).

8) Students with verified disabilities who may need academic accommodations should contact the instructor as soon as possible. E-mail addresses and telephone #’s are listed on the syllabus. In order to coordinate with the Disability Support Programs and Services (DSPS) department to identify appropriate accommodations, click here CityDSPS@sdccd.edu (for online classes).

9) If you have an unresolved conflict during the class, you must first contact the course instructor in an attempt to resolve the problem. If the results are unsatisfactory, you should next contact the Department Chairperson. If the results are still unsatisfactory, you should contact the School Dean.

Course Outlines

Your 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. See Attachment J for an example.

Course outlines and sample syllabi are available online by going to: http://www.sdccdcurricu.net/sdccd2/ (You do not need a login or password.)
Syllabus and Course Outlines (continued)

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 “Okay.” 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.

Textbooks-Instructor Copies
Check with your Department Chair, she/he may have an extra copy of the text(s). If not, the Chair or the Bookstore can provide you with the telephone number of the publisher’s representative so that you may request a desk copy and other instructional resources. Contact the Bookstore (619.388.3549) for more information.

Textbooks-Student Supplies
Course material requests are now online. Deadlines and instructions will be sent to your District email address by the Bookstore when the requisitions are available. Department chairs should send the information to any faculty who does not have a District email address. Be sure to indicate if the textbook and/or supplies listed are required or optional. Check with your Department Chair 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.

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. Only 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.
This is a guide to addressing issues of student behaviors on campus. This brief guide is designed to provide you with some useful information and suggestions on how you can address issues of conduct in your classroom and throughout campus. Ultimately, you may find that some questions that you have are not covered in this publication. Feel free to contact the Office of Student Affairs if you need additional suggested guidance and input at 619 388-3498.

Just as preparing your syllabus is important for a successful class, so too is it very important that you make sure that you prepare for how you should consider addressing issues of conduct in the classroom.

Please keep the following in mind:

1. Locate the nearest phone to your work site or classroom.
   - Most classrooms are equipped with an emergency communications system (a red apparatus on the wall, which if pushed, will result in a campus police response or a phone which will connect you directly to the District Dispatch officer). If you do not know how to operate the one in your class, then contact campus police.
   - Keep the phone numbers referenced above with you at all times. You can pick up a copy of a business card sized list of these numbers from the Office of Student Affairs.

2. If you are a professor, please review the rules addressed in Policy 3100 with your students the first day of school, so the students are clear of their expectations in the classroom.

3. Make sure a “Policy 3100: Student Code of Conduct” poster or flier is posted in clear view for your students, and any other public visitors. You may pick up a copy of this poster from the Office of Student Affairs.

4. If you are a professor, please review the rules addressed in Policy 3100 with your students the first day of school, so the students are clear of their expectations in the classroom.

5. Make sure your syllabus has a statement on your expectations of student conduct, academic honesty and your absence policy clearly in it. Make sure that the absence policy is clear as well.

**Dealing with Disruptive Students**

*What exactly IS Disruptive behavior?*

Any behavior which interferes with the legitimate instructional, administrative or service functions of the college is considered to be disruptive behavior. Classroom disruption is defined as behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.
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) 388-6419.

Disruptive behavior should not be confused with the students’ rights to express differing opinions and their exercise of fundamental academic freedoms. District Policy 3100.1

If you are not sure if the behavior is disruptive: (1) Get a second opinion; (2) Ask a colleague to sit in your class, and (3) Go with your gut instinct

**What are some of the factors I should consider when assessing conduct?**

Assessing disruptive behavior is both subjective and objective in nature. Each person has his/her tolerance level and strategies for handling disruptions. One must take into consideration the severity of the disruption, as well as the number of times and frequency that a student has been counseled or disciplined for the same behavior.

To identify disruptive behavior in the classroom, professors should consider the impact the disruption has on his/her ability to teach and maintain order in the classroom or online, as well as the impact of the behavior on other students.

**Examples of unacceptable behavior include, but are not limited to:** (1) Cheating; plagiarism; (2) Verbal disruption; (3) Private Conversations; (4) Repeated personal loud electronic equipment

**What are some recommended approaches to disruption in the classroom?**

You are in the classroom or work place, so your judgment is key. Depending on the situation, your reaction should vary. Here are a few suggested examples.

**Ask the student to discontinue the disruptive behavior.** Use discretion to address the student individually outside of the class at a break, etc. You may also want to make a general statement to the class, such as, “there seems to be a lot of private discussions going on here, I am going to ask everyone to please be quiet”.

**If the behavior warning continues, issue a verbal warning to the student, preferably followed up by an email to the student, to have a written record.** Perhaps communicating for example: “If this behavior continues, you may be removed from the class or action may be taken by myself and/or the Dean of Student Affairs”.

**If the student’s conduct persists, consider removing the student from the class for the remainder of that class period and for the following class period.** In issuing a directive to leave, the faculty member determines whether a student's conduct is sufficiently disruptive to warrant dismissal from the classroom. Contact the Office of Student Affairs, x3498 if you have questions.

- Immediately conduct the Department Chair and or School Dean to notify them of the situation. Submit a written email to the Dean of Student Affairs at dwhisenh@sdc.edu of the incident or call her at 619 388-3498, after completing the Faculty Incident Removal form, found on the Faculty website. You may also request a copy from the Office of Student Affairs.
• Contact the Dean of Student Affairs to discuss the removal, and determine the next course of action for your situation. Removals often will resolve the situation. In some situations, matters are further addressed through Policy 3100, the formal disciplinary process of the college.

• If the student refuses to be removed from class, contact campus police at (619) 388-6405.

**General Information on Classroom Removal:**

A professor may remove a student for the day of the incident, and the next day. Absences for this reason are excused for the student; however make up work is at the professor's discretion. Communicate to the student that they are being removed from the class. You can do this in person, email, mailed correspondence, etc. You may also consider referring the student to the Office of Student Affairs to speak with the student about their rights and responsibilities.

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

1. Contact College Police
2. Document the event on the Facility Incident Removal Form
3. Ask the Police Officer to File and Incident Report
4. Notify the Dean of Student Affairs

**Dealing with Distressed Students**

*What exactly IS Distressed behavior?*

The role of faculty and staff in referring students to resources in situations in which they are distressed is essential. In your roles, you are often among the first college personnel to observe a student’s sign of distress. In addition, you may be very helpful in making sure that our students get the help that need in times which they need it the most.

*What are some of the signs that a student is distressed?*

The following may help to identify symptoms, which, when present over an extended period of time, may suggest that a person is dealing with more than “normal” stressors:

- **Behavioral or emotional change.** Unusual or noticeably changed patterns of interactions in the classroom
- **Repeated requests for special considerations** (e.g., deadline extensions, postpone tests)
- **Change in hygiene or appearance**
- **Decline in academic performance** (Inconsistent work, poor performance that is different from beginning of semester; poor attendance)
- **Withdrawal, isolation,** noticeable lack of participation in class; avoidance of professor or other students
- **Excessive or inappropriate anger**
- **Alcohol or drug abuse**
- **Bizarre thoughts or behavior**

*What are some recommended approaches to help a distressed student?*
Your response to handling a distressed student can vary based upon the situation. A simple and straightforward expression of concern is, in most cases, an effective way of helping a student if done in a caring, thoughtful manner. Tell them what you have observed and that you are concerned about their well-being and their success. Explain that there are services available on campus to help students. In some cases, it may be helpful to offer to call or walk the student over to the Mental Health Counseling Center (A-221) at 619 388-3539. Assure the student that counseling services are a confidential place to discuss their concerns.

If the behavior feels potentially harmful, intimidating, threatening, or disturbing, it is wise to consult early on, before the conduct becomes an emergency. The level of risk to the individual or community should determine the course of action taken. Many faculty and staff members find it helpful to consult with their department chair, Campus Police, the Mental Health Counseling Center, and the Dean of Student Affairs to discuss the behavior and possible methods of response. This consultation may lead to referral to one of these services on campus. We encourage you to consult early and often.

**Red Flags That Indicate a Student’s Symptoms may warrant crisis intervention:** Serious stated intent to harm self or others, undue aggressive or threatening behavior towards yourself or others, reports fearful of harm or evidence of injury; severely disruptive or drug use. Contact Campus Police at x6405 and the Mental Health Counseling Center x3539.

**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 (24 hours a day/7 days a week)
- Dean of Student Affairs (619) 388-3498 (M-F– 8:00am-4:30pm)
- Mental Health Counseling Center (619) 388-3539 (M-F-8:00am-4:00pm)

**Call 911 for Medical or Life Threatening situations. Call Campus Police immediately thereafter to notify them of the 911 call.**

**CALL 619 388-6405 for Campus Police when a Person Presents an Immediate Danger to Self or Others.**

The Office of Student Affairs is here to assist YOU!

If you have further questions, please feel free to contact the Office of Student Affairs who can help assist you with issues related to a Students Rights and Responsibilities at the college. Contact us at 619 388-3498
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.

1. **ACADEMIC FREEDOM**

   a. Academic freedom affords the faculty the right to speak freely and write, without unreasonable restrictions or prejudices.

   b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:

      1) Collective primacy in designing and approving curriculum and instructional methods;

      2) Individual faculty determination of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;

      3) Individual faculty freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;

      4) Individual faculty authority to evaluate enrolled students on the basis of the academic merit of the students’ performance;

      5) Individual faculty choice of research topics and methods of investigation—subject to professional and peer-determined standards—as well as unconditional freedom to publish results; and

      6) Faculty participation in shared governance, curriculum review, and accreditation processes.
2. **FREEDOM OF EXPRESSION**

a. Freedom of expression affords the faculty, staff and students the right to speak and write freely in accordance with the constitutional protections of free speech.

b. Faculty, staff and students have the following rights and responsibilities:

1) The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner.

2) The District shall protect the rights of faculty, staff and students to speak freely on matters of public concern.

3) Faculty, staff and students are free to explore a wide range of views and judge the merits of competing ideas.

4) As outlined in District policies and procedures, faculty, staff and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others.

5) Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

Adopted: April 28, 2009

New Policy
APPENDIX I

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 judgement 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 judgement 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.
SAN DIEGO CITY COLLEGE
Travel Request/Expense Form
User Initiation Process

Background: The District has developed a web based Travel Expense Form process. This provides for conveying information and generating estimates or “advances” for lodging, registration, transportation before the trip, and an accounting for expenses after the trip. Department Chairs, Program Managers/Secretaries, and Supervisors have had training opportunities for this new process.

1. Employee uses current form to initiate a travel request.

2. Employee secures approval signatures.

3. Employee submits “approved” travel request to Travel Committee.

4. Travel Committee:
   a) awards funds, affixes budget number and funded amount on the travel request.
   b) returns package of documents to employee.

5. Employee enters travel request information into the SDCCD Expense Admin Application System to generate a Travel Expense Form
   Website: http://bussrv.sdccd.edu

6. Employee prints “top form” (Authorization to Travel Form), signs it and sends it with all supporting travel information documents to Business Services (A-105).

7. Business Services processes Travel Request in accordance with current practice.

On Return from Travel

8. Employee enters “actual costs incurred” information into the SDCCD Expense Admin Application System to report expenses, prints “bottom form”, signs the form and sends it with the required receipts to Business Services (A-105).

   Note: Expense claims must be finalized within 10 days of the last day of travel.

9. Travel Requests received in Business Services on the “old form” cannot be processed and will be returned to the employee.

10. Department Chairs and Program Managers can provide assistance (if necessary) completing the web based forms.

Prepared by Business Services, 9/2/08.
PERMISSION IS HEREBY REQUESTED TO TRAVEL AS INDICATED BELOW

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Name</th>
<th>Employee ID#</th>
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<table>
<thead>
<tr>
<th>Site &amp; Department</th>
<th>Position Title</th>
<th>Contract / Adjunct</th>
<th>Work Phone</th>
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<tr>
<th>Home Address (Include Zip code)</th>
<th>Home Phone</th>
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<tr>
<th>Name of Organization (if any)</th>
<th>Substitute Needed?</th>
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<tr>
<th>City</th>
<th>State or Foreign Country</th>
<th>Inclusive Dates</th>
<th>Member of Organization</th>
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</table>

Purpose of travel potential benefit to the District (Must be considered with Education Code 87032 and District Policy 8960.2 as revised).

### EXPENSE ESTIMATES

**METHOD OF TRAVEL**
- [ ] Air
- [ ] Train/Bus
- [ ] Rental Car
- [ ] Personal Car

**Departure Date / Time** ________  **Return Date / Time** ________

**Transportation not to exceed air coach fare** $ ________
- [ ] Paid by District
- [ ] Paid by Self
- Personal Car ______ miles @ ______ District rate per mile $ ________

**Registration** $ ________

**Lodging** ______ days @ $ ______ day $ ________

**Meals** ______ days @ $ ______ day $ ________

**Miscellaneous (Taxi, parking, phone, etc.)** $ ________

### DIRECT PAY/CASH ADVANCE REQUESTED?

- Registration Fees  [ ] Yes  [ ] No
- Lodging (hotel, motel, etc.)  [ ] Yes  [ ] No
- Air Transportation  [ ] Yes  [ ] No
- Cash Advance (out-of-pocket expenses)  [ ] Yes  [ ] No
- Other (Specify)  [ ] Yes  [ ] No

Are all or portion of expenses to be reimbursed by another agency?
- [ ] No
- [ ] Yes / Name of Agency: ________

### TOTAL EXPENSES ESTIMATE

- TOTAL ADVANCE REQUESTED $ ________

- Requestor’s Signature/Date  ________________________________ __________________________

**Approvals:**  ________Yes  ________No  
Supervisor / Department Chair Signature  __________________________  Date  

____Yes  ________No  
Dean / Program Manager  __________________________  Date  

____Yes  ________No  
Vice President  __________________________  Date  

____Yes  ________No  
Travel Committee / Staff Development / Other  __________________________  Date  

**Funding:**

- Budget # ________  Amount $ ________
- Budget # ________  Amount $ ________

Budget Approval  __________________________  Date  

See District Policy 8960.2 (Revised 7/1/00)

(1) Estimate should include sales tax, occupancy tax, tips, etc. and should also be based on full or partial day per diem limitation in accordance with Policy 8960.2.

Note: District policy 8060.2 (Revised 7/1/00) now requires advance approval and submittal of receipts for certain categories of expenditure.

Revised 10/08

Attachment E-2
San Diego Community College District

REQUEST/AUTHORIZATION TO CONDUCT OFF-CAMPUS STUDENT ACTIVITY

College/Center: ___________________________ Instructor: ___________________________

Course: ___________________________ Title and Number

CRN#: ___________________________ Course Reference number

Type of Activity: (see Policy 3120, Off-Campus Student Activities)

☐ Field Trip, Excursion, Class Convened Off Campus
☐ Optional Visit
☐ Associated Student Body Activity
☐ Cocurricular Activity not a part of a previously Board-approved season schedule
  • Outside California  yes ☐ no ☐
  • Overnight  yes ☐ no ☐
  • Advance of funds will be requested as a part of this activity  yes ☐ no ☐

(If the answer to any statement above is YES, prepare a Board Docket item in accordance with SDCCD Manual 1001, Docket Manual, requesting advance Board approval.)

Time and date of activity: ___________________________

Location where activity is to be conducted: ___________________________

Brief description of the activity/purpose: ___________________________

Transportation:  ☐ Will be the responsibility of each individual
☐ Will be provided by the District

I have read the SDCCD Policy 3120, Off-Campus Student Activities, and certify that to the best of my belief the activity for which authorization is requested is in consonance therewith.

_________________________ ___________________________
Signature of Requester Date of Request

Approval:  ☐ Approved  ☐ Not approved for the reasons shown below

Remarks: ___________________________

_________________________ ___________________________
School Dean Date

Attachment F

Distribution: Original and one copy to approval authority. Retain pink copy for your records.
San Diego Community College District
STUDENT TRAVEL PERMISSION/RELEASE/WAIVER

- INSTRUCTOR: Read paragraph to students
- Duplicate this form if additional lines are needed
- Attach to form 3120.2 and submit to School Dean
- MINOR STUDENTS – Use form 3125.2/minor

IDENTIFICATION, SCHEDULE AND CONDITIONS:

Campus: ☐ City ☐ Mesa ☐ Miramar ☐ Educational Cultural Complex
Course: ____________________________ Title ____________________________
Number ____________________________ Instructor: ________________________
Travel to: ____________________________ Enter destination or attach schedule

Departing: ____________________________ on ____________________________ via ____________________________ provided transportation
College/Center ____________________________ Date ____________________________ District/self ____________________________

I understand that all persons making field trips or excursions are deemed to have waived all claims whatsoever against the State of California, the San Diego Community College District and their agents, officers, and employees for any injury, accident, illness, or death occurring during or by reason of the field trip or excursion; except when the District fails to fulfill its legal obligation to exercise reasonable care in supervising students while they are engaged in District sponsored activities or using District provided transportation.

STUDENT ROSTER

<table>
<thead>
<tr>
<th>Student Name (print)</th>
<th>Signature</th>
<th>Under 18 Yes/No</th>
<th>Transportation Self/District</th>
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3125.2 10/00
# San Diego City College

## Guest Speaker Request Form

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<tr>
<th>Date of Application:</th>
<th>Instructor’s Name*:</th>
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<th>Class (Subject, Course Number, CRN):</th>
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<tr>
<th>Class Time:</th>
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<tr>
<th>Speaker’s Name:</th>
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<tr>
<th>Speaker’s Contact Information (Telephone or Email Address):</th>
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<th>Date and Time of Visit:</th>
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<th>Speaker’s Topic:</th>
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<th>Speaker’s Qualifications:</th>
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- [ ] Approved  - [ ] Declined

**Dean’s Signature**

*You are required to be present the entire time the guest speaker is in the classroom.*
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<th>Time</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT/SUN</th>
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**Contract Assignment Distribution**

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<tr>
<th>Discipline(s)</th>
<th>FTEF</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Non-Classroom Time Total</td>
<td>0.000</td>
<td></td>
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<tr>
<td>TBAs</td>
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<td></td>
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<tr>
<td>Total Paid Contract FTEF</td>
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<tr>
<td>Overload</td>
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<tr>
<td>Grand Total Paid FTEF</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>Flex Obligation</td>
<td>.0</td>
<td>Hours</td>
</tr>
</tbody>
</table>

1. Write in your total contract assignments: course numbers, room numbers, or other non-teaching assignments in the appropriate time blocks for each day of the week.
2. Indicate your planned on-campus hours for each day by drawing a diagonal line. Note: Faculty are assigned 30 hours on campus each week (35 for non-classroom faculty). Do not include overload time or meal time in the on-campus hours.
3. Write in "Office Hour" in the appropriate blocks to indicate the total hours (normally five hours for classroom faculty) you plan to be in your office each week (include an office hour for each day/evening that a class (other than overload) is taught).
4. Identify "Overload" assignments by a plus sign (+) next to the course number (or non-classroom overload activity).
5. Identify "Reassigned Time" (Department Chair, etc.) by filling in a description of the activity in the appropriate time blocks (20% reassigned-time equals 8 hours per week).

Complete all information on the reverse side and return form to the appropriate Dean/Manager.

Attachment I
SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY COLLEGE
ASSOCIATE DEGREE COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Peace Studies 101

COURSE TITLE: Introduction to Peace Studies Units: 3

CATALOG COURSE DESCRIPTION:

This course provides an overview of the field of peace studies and offers an in-depth look into theories related to peace, conflict studies and non-violence. Students gain an understanding of the various tools and processes that are used internationally in working towards a more equitable, just and peaceful world. Contemporary case studies are explored offering students an interdisciplinary approach to the field in order to address the four main pillars of the Peace Studies program which are human rights, conflict studies, peace processes and the concept of justice in relation to peace.

REQUISITES:

Advisory:
ENGL 101 with a grade of "C" or better, or equivalent or Assessment Skill Level W6/R6

FIELD TRIP REQUIREMENTS: May be required

TRANSFER APPLICABILITY: Associate Degree Credit & transfer to CSU and/or private colleges and universities CSU General Education IGETC UC Transfer Course List

TOTAL LECTURE HOURS: 48 - 54

TOTAL LAB HOURS:

STUDENT LEARNING OBJECTIVES:
Upon successful completion of the course the student will be able to:

1. Explain the theoretical basis of the interdisciplinary nature of peace studies.
2. Analyze international peace processes on an intra and inter state level.
3. Define [potential] root causes of war and identify common responses employed to address conflict.
4. Analyze methods of conflict prevention, management and resolution through the analysis of case studies.
5. Apply positive and negative peace theories to one or more regional case studies related to contemporary international conflicts as they affect the cultural, biological and physical environment.
6. Trace the development of human rights throughout history.
7. Evaluate one’s beliefs and positions regarding contemporary definitions of human rights.
8. Assess the role of international institutions and the application of international law during times of war and peace.
9. Analyze the possible relationships between peace and justice.
10. Articulate, analyze and evaluate violent and nonviolent reactions to conflict.