Faculty Handbook

2016 – 2017

Ventura College

Beacons of Success

INTRODUCTION

Dear Full-Time Faculty Member:

This handbook provides an overview of college and district procedures, policies, and regulations. In addition, a review of the services and resources that are available to assist you is also included.

This handbook does not take the place of the collective bargaining agreement between the District and AFT Local 1828. Please review the collective bargaining agreement for the contract language related to faculty rights and benefits, work assignments, leaves of absence, salary and stipends, evaluation procedures, transfers and other aspects of general working conditions.

Thank you for all that you do to support the success of our students. Please know that you are welcome to stop by any time to visit. I also encourage you to share your ideas on how we can be a more effective "Beacon of Learning" for our students and community.

Sincerely,

Greg Gillespie

President, Ventura College

OUR MISSION

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

OUR VISION

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

CORE COMMITMENTS

At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- ❖ *Embrace the strength of diversity*
- ❖ *Listen with intensity and compassion*
- ❖ *Communicate with integrity and patience*
- ❖ *Design student-centered solutions*
- ❖ *Spark self-confidence and a sense of discovery*
- ❖ *Pursue our vision and goals with passion*

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General Expectations

All faculty members are expected to…

Protect themselves and the college against allegations of fraud by:
- Starting their classes on time and conducting class for the entire scheduled period.
- Meeting with their classes during the designated time during finals week. These hours are part of the class time used to calculate the college's apportionment and the unit credit for the course. Once established, the final exam schedule may <u>not</u> be changed.
- Documenting all absences at the end of the month, using the appropriate form.

Help maintain the college's integrity and accreditation by:
- Teaching to the official course outline of record.
- Putting course-specific student learning outcomes on their syllabi, discussing student learning outcomes with students, and completing student learning outcomes assessments and associated documentation.
- Maintaining currency in their subject disciplines.

Communicate with students and with their departments/divisions by:
- Checking for and responding to district e-mail promptly.
- Picking up print mail frequently from their campus mailboxes.
- Giving students feedback throughout the semester.

Help routine operations run smoothly by:
- Ordering textbooks by the established deadline. This helps the bookstore to acquire a larger number of used textbooks (thus helping to keep costs down for students) and assures that the required resources for classes will be available at the beginning of the semester.
- Submitting grades by the established deadline. Please remember that submitting grades and positive attendance hours on time is very important to your students, as their grades may impact their opportunities to transfer and to maintain financial aid eligibility.
- Refraining from cancelling classes or arranging for substitutes on their own (but instead working through their division offices).
- Locking doors and turning off and securing all computer equipment and overhead projectors at the end of the class period.

(Full-Time Only) Meet their contractual obligations by:
- Posting their office hours and being in their offices at the posted times.
- Documenting an average of five hours per week of college service, and submitting documentation to their deans at the end of the semester.
- Documenting their flex hours and submitting the required reports to their deans at the end of the academic year.

Employee "Housekeeping" Issues

Absences

The different kinds of leaves of absence (both paid and unpaid) are fully explained in Article 8 of the collective bargaining agreement, giving the conditions that are applicable in each case. http://www.vcccd.edu/sites/default/files/imported/departments/human_resources/2013-2016_AFT_Agreement_Indexed_04.14.14.pdf

When circumstances such as personal illness, bereavement, personal necessity, or personal business require you to be absent, please notify your Division Office as soon as possible. When you return to work, contact your Division Office again to complete an **Employee Absentee Report**. The Division Dean will make the decision regarding class coverage for your absence (hiring a substitute or cancelling the class session). Individual faculty members should not cancel class.

In accordance with the collective bargaining agreement, personal necessity days require reasonable advanced notice to the Dean.

Full-Time Faculty Only: Full-time faculty members are paid based on the contract working days on the adopted academic calendar, not on the specific days that they teach. Because of this, eight hours are deducted for each day of absence, regardless of the number of hours you were scheduled to work that day. Additionally, any extra hourly non-contract assignment that meets on the day of the absence will have part-time sick leave deducted on an hour-for-hour basis as well.

Animals on Campus

Per Board Policy 3503, animals (with the exception of those approved by the president for appropriate educational programs or service animals for individuals with disabilities) are not permitted on district or campus facilities.

Assignment Request Forms (ARFs)

All faculty requesting a non-contract assignment must submit **Assignment Request Forms** for each semester or session you wish to teach. You may request your preferences on desired courses to teach and your availability of days and hours for teaching assignments. An AFRF must be received by the District Administrative Center for each semester in order to be considered for non-contract employment. Late or missing ARFs could lead to loss of non-contract assignments. ARFs are available on the portal under the Faculty tab. It is best to submit your ARF online at this site. The portal will keep a record of your submissions.

Children on Campus

Per Board Policy 3504, all children must be accompanied by an adult while on campus, unless enrolled in a college-sponsored program or activity. Children are not allowed in the classroom or in the worksite, and may not be left unattended in any campus facility. Also in accordance with Board Policy 3504, children may not be present at an employee's worksite. This does not preclude short visits when the child is accompanied by an adult.

Classroom and Office Assignments

Classroom assignments and changes are initiated by the Division Dean and coordinated through the

Instructional Data Specialist.

Do not move your class from your assigned room (or use seemingly-empty classrooms for study sessions outside of regularly scheduled hours) without authorization from your Division Dean. To schedule a study session please work with the Administrative Assistant in your division office to schedule a room. The fact that a classroom is vacant on one particular day or evening does not necessarily mean that the room is unassigned. There are, for example, classes starting at varying points throughout the semester. In addition, fee-based classes, special meetings and events are scheduled in classrooms that are officially shown to be vacant. An accurate room assignment is also important when an emergency occurs and a student or instructor needs to be located.

In addition, please do not move furniture from one classroom to another. Student workstations are assigned to specific classrooms based on the room inventory list. Moving furniture and adding or subtracting seats to a room has the potential to negatively impact those who share the classroom with you.

The assignment of full-time faculty offices is coordinated through your Division Dean. Part-time faculty are not assigned individual offices. Shared work space is provided in each division for part-time faculty.

District Vehicle Use

Only district employees are allowed to operate a district-owned vehicle.

Reservations are on a first come, first served basis. For athletics reservations please contact Nancy Fredrickson at ext. 6136 or nfredrickson@vcccd.edu. For all other reservations please contact Eloisa Limon to check availability. You can reach her at ext. 6462 or elimon@vcccd.edu. If a vehicle is available, fill out a Vehicle Request Form and submit it to Eloisa in ADM-22. You can find the form at http://www.venturacollege.edu/departments/administrative/business-and-administrative-services or ask Eloisa to send one to you. If you are using the vehicle for a field trip, Please print a copy of the approved field trip request and submit it with your vehicle request. You can find the field trip approval in the Manage Field Trip Requests link under the Faculty tab on the portal.

To pick up the vehicle, contact Business Services, extensions 6462 or 6354. You will be issued keys and a credit card that may be used for vehicle expenses only. Vehicles are parked at the V Lot. You may leave your personal vehicle there while you are using the van.

Before you return the vehicle, fill the tank with gas, pick up the trash and lock the doors. Please let Nancy or Eloisa know if there were any mechanical issues, and return the keys, credit card, and charge slips to Eloisa Limon in ADM-22. Do not lock keys and/or credit card in the van.

Emergency Mass Notification Alert System

The Emergency Mass Notification Alert System is a system used to convey emergency messages via text (SMS), email, and voice mail to employees and students who register. You are strongly encouraged to register through the MyVCCCD Web Portal. The system will ask for two contact phone numbers: a cell number and a personal landline number. When an emergency is identified, you will receive a text message and a voice message providing information about the nature of the incident. You will be asked to acknowledge receipt of the message (either by pressing a number or sending a reply text).

If you have registered for the emergency notification service, in the event of an emergency or campus closure, you will be notified immediately and receive further instructions, if necessary.

Emergency Alert information is completely confidential, and will not be used for any purpose other than to alert an employee of a problem or emergency on campus. No one will ever receive "spam" or unwanted messages, other than a yearly test of the system.

The District is committed to the safety and well-being of all of its students, staff and faculty and offers this method of communication in conjunction with other aspects of the Safety Program, such as sirens and alarms that will be installed in the near future.

The Chief of Police for the Ventura County Community College District strongly encourages all students, staff and faculty to participate in this program to help maintain their safety.

Emergency Procedures

All emergencies or accidents need to be reported to the Campus Police Department, then to the manager on duty. **In the evening the manager can be located in the Administration Building and can be reached by calling ext. 6153.** When reporting an emergency, be brief and specific when giving information about the emergency you are reporting. Let them know the nature of the emergency and the location so that immediate and appropriate assistance can be provided.

For medical emergencies, call the **Campus Police** at **(805) 289-6486 and the Student Health Center** at **(805) 289-6346.** The Campus Police can provide assistance on the scene and also direct the paramedic truck to the actual location on the campus. Campus Police vehicles are equipped with an automated external defibrillator (AED) that can become a life-saving device in response to a cardiac arrest when seconds are critical.

In an emergency:
- **Dial ext 6486 to connect to Campus Police** from campus phones for the quickest response time *or*
- **Dial (805) 289-6486** from cell phones for quickest response times *or*
- **Dial 911** (Ventura Police/Fire) from campus phones *or*
- **From blue phones in the parking lots, press the button and the dispatch center will answer through the speaker,** *or*

In the event that the Campus Police Office is temporarily unoccupied and locked, you may contact the police by using the emergency phone encased in the red "Emergency" box that has been installed just outside the Police Office. The phones require no dialing. Picking up the phone will connect you directly with the police dispatcher, who will be able to immediately contact an officer via radio.

If a student becomes ill or injured during class time, call the Student Health Center (ext. 6346) for assistance. If the Health Center is closed, call the Campus Police. All student accidents must be documented on the **Report of Personal (Non-Employee) Accident** form and sent with the student to the Health Center or put in the Student Health Center mailbox. This form documents the incident for Risk Management and verifies that the accident occurred on campus. The form is available on the portal in Business Tools under Sub-category: Student Accidents.

A copy of Ventura College's Emergency Plan is available in Division Offices. The purpose of the Plan is to delineate staff responsibilities, emergency procedures, campus resources and the college's relationship to the rest of the community during an emergency. The Vice-President of Business Services is the incident commander with the authority, in conjunction with the President and District Chancellor, to declare an emergency.

Faculty Titles

Per Article 2 of the collective bargaining agreement, official titles for faculty are: instructor, counselor, associate librarian, specialist, coordinator, student personnel worker, facilitator, coach / athletic director, department chair. Per District Administrative Procedure 7220, honorary academic titles are assigned in accordance with the following requirements:

1. Professor: Tenured full-time faculty with seven years in the District of full-time faculty experience.
2. Associate Professor: Full-time tenured faculty.
3. Assistant Professor: Full-time non-tenured faculty; full-time non-tenure-track faculty; full-time temporary leave replacement faculty.
4. Adjunct Professor: Temporary (part-time) faculty completing seven or more semesters in the District.
5. Instructor / Lecturer: Temporary (part-time) faculty with less than seven semesters in the District.

Flex Obligation

The academic calendar includes one mandatory flex day and six self-assigned flex days. During the mandatory flex day, meetings and other scheduled activities take place. This flex day is mandatory for full-time faculty. Part-time faculty are encouraged, but not obligated, to participate.

Optional workshops are offered prior to the fall semester and at other times during the year and can be used to fulfill the self-assigned flex obligation. As described in the collective bargaining agreement, other activities that are appropriate for self-assigned flex include, but are not limited to:

- 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, guidance orientation, matriculation services, and student, faculty and staff diversity;
- Departmental or division meetings, conferences and workshops, and institutional research.

The ability to document that faculty members have made appropriate use of the flex days is linked to the college's apportionment. You will be asked to keep and submit accurate records of your flex activities to your division office in order to help the college document that it has complied with state reporting requirements.

Grants

If you have an idea for a grant, talk with your Dean and Department Chair. They will advise you if they believe the project idea is compatible with the direction of the department and the mission and vision of the college. The first step in the process is to submit a *Request for Cabinet Approval for Conceptual Approval of Grant Proposals* to the Chancellor's Cabinet. The steps to process a grant are found in a document entitled *Grant Application Review and Approval*. This document can be found on the portal under Business Tools.

Once approval in concept is received back from the District Office, work with your Dean, Department Chair and others on project design, narrative ideas, wording, editing, analysis of funding requirements, and budget development, and route the proposal package with applicable forms to all campus and District officials for required signatures/approvals.

The District must receive all grant proposals at least one week prior to the mailing date.

If you are asked to participate in another organization's grant proposal, it is important that you contact your Dean and the Vice President of Academic Affairs before any further discussion with the proposing agency, even if Ventura College will receive no funding from the partnership. **Do not sign any applications, letters of endorsement, or letters of commitment on behalf of (or as an employee of) Ventura College.**

Keys

Keys to college facilities are issued to Ventura College employees only. Request your keys through your Division Office. The unauthorized duplication or unauthorized possession of keys to college property is a misdemeanor and is prohibited by Section 469 of the California State Penal Code. When employment is terminated or key use is otherwise unauthorized, the key must be returned to the division's administrative assistant.

Mileage

Should there be no college vehicle available, or if for other reasons you are required to use your own car for approved college business, the district will reimburse you at the federally-approved mileage rate. In order to receive this repayment for mileage <u>within</u> Ventura County, it is necessary to file a **Mileage Reimbursement Claim Form** with your Division Dean. Please file a **Travel Request Form** for mileage <u>outside</u> of Ventura County.

MyVCCCD Portal

You may access the MyVCCCD portal at http://my.vcccd.edu or from the Ventura college website. This is the district-wide portal used for accessing your college e-mail, class schedules, class rosters, and online library resources. It is also the site you will use to drop students for census reporting, to submit final grades, and to download and print grade change forms, incomplete grade forms, and reinstatement petitions. Through MyVCCCD, you will be able to access common applications, including Outlook email, the distance education course management system, Banner and employee information. MyVCCCD is where you will find the latest news, information, announcements, and receive personal alerts.

<u>Making Use of the "My Courses" Function in the MyVCCCD Portal</u>

The "My Courses" section of the MyVCCCD portal provides a great resource section for your students. When you click on "My Courses," you will find all of the courses you teach listed there, by semester. Just select a course and you are able to access the course LMS (Canvas or D2L): to update with syllabus and course material. Below is a list of a few of the functions that the LMS can be used for. Learn more about other features for Web – Enhancing using Canvas or D2L Contact Distance Education at http://www.venturacollege.edu/online-services/distance-education

- Post an announcement for the class in News (D2L) or Announcements (Canvas)

- Upload and post assignments, links, websites, files and the syllabus in Content (D2L) or Modules (Canvas).

- Send e-mail to individual students, groups of students, or the entire class. (D2L) When you send to multiple students, the other student e-mail addresses are blocked so there are no privacy violations. (Canvas, choose "send individual emails" for the same feature)

- Check on student access. Classlist (D2L) People (Canvas) Next to each student's name in your class you can see the last time they logged in. This is useful if you want to be sure students received your announcements or assignments.

- Contact the Instructional Technologist/Designers on Campus to learn more about web enhancing in D2L /Canvas including using grades/gradebook, discussions and plagiarism detection tools.

The "My Courses" resource allows students to access information whenever they need it, even if they missed class. Screen prints demonstrate how to use "My Courses" --

To Access "My Courses", enter the "MyVCCCD" portal. Click on " My Courses in the Upper right hand Corner.
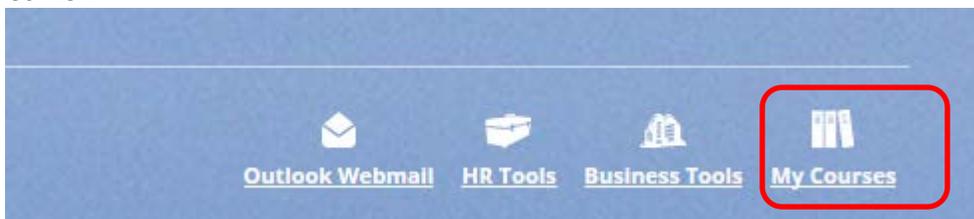
Select the term and course for which you want to post messages or upload files.
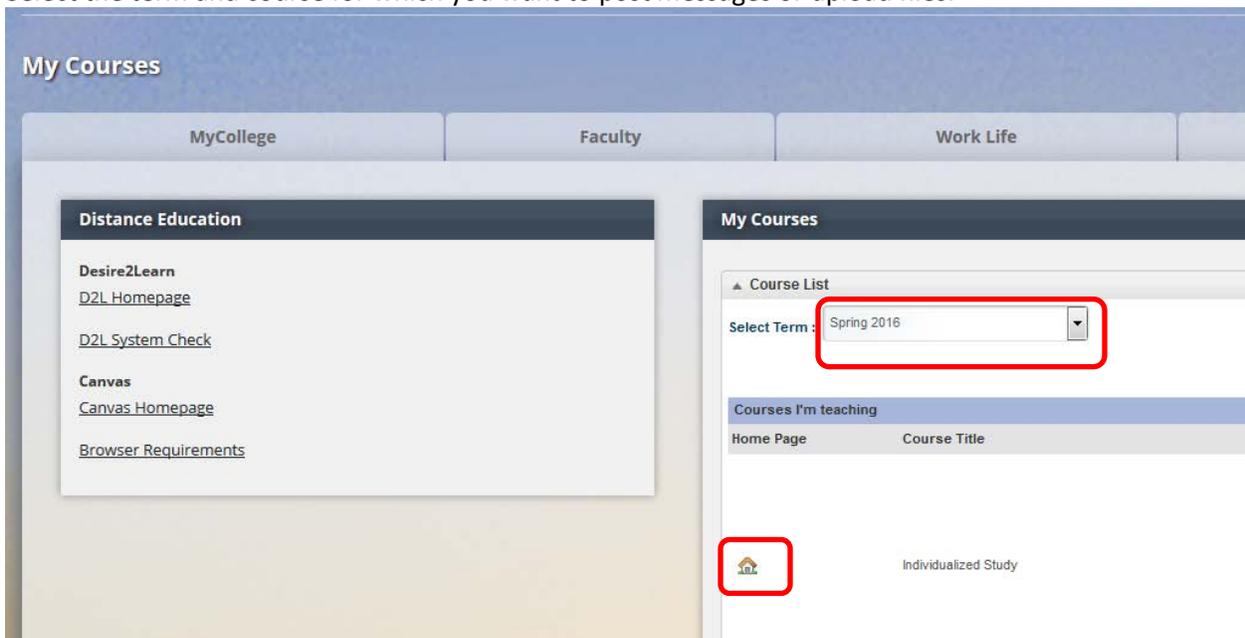
From there access either D2L or Canvas to start adding material.

Contact the instructional Technologists/Designers for d2l and Canvas How to Guides, Consultations or Training at:
http://www.venturacollege.edu/online-services/distance-education/contact-distance-education
Or
http://www.venturacollege.edu/online-services/distance-education/de-faculty/de-and-instructional-tech-training-schedule

Offer of Temporary Non-Contract Employment

All part-time faculty and full-time faculty teaching an extra non-contract assignment will receive an **Offer of Temporary Non-Contract Employment**. This offer will be mailed to you in advance of the start of your class(es). The contract will list the class(es), days, meeting times and weekly/semester hours and compensation for the semester. Review the contract, sign it, accepting or rejecting the offer and return it to District Human Resources. To be paid by the first pay period of the semester, your signed offer must be received by the end of the first week of the month. Offers received after the first week will be paid at the end of the following month. District Payroll will not pay you until your signed contract is on file.

Your **Offer of Temporary Non-Contract Employment** will state which assignments are equal pay and which will require you to submit timesheets:

> **Equal Pay**: Most class assignments are now paid "equal pay." This means that what you are paid is approximately the same each month regardless of how many days are in the month. Full-term classes will be paid in five equal payments. Most short-term classes will be paid in equal payments starting the month after the class begins and ending the month the class completes. For classes starting in August and ending in October, the equal payments will be made in September and October. Timesheets for most classes will no longer be required. However, should you need to use benefit time during the month (sick leave, etc.), you will have to complete an Absentee Report that will document each day that you are not at work.

> **Timesheets**: Some assignments or classes that meet irregular hours will be paid by timesheet. Pay periods are from the 16th of the month through the 15th of the next month. It is your responsibility to project your hours through the pay period on the timesheet, sign it, and turn it into your Division Office by the first of the month. Late timesheets may be held over until the following pay period.

Office Hours

Part-Time Faculty Only: Non-contract faculty with .40 FTE or more of a full-time load will be compensated for one office hour per semester. Compensation is at the appropriate non-contract rate.

Full-Time Faculty Only: In accordance with the collective bargaining agreement, full-time teaching faculty members are required to schedule and maintain five office hours per week. Per the contract, at least one office hour must be scheduled each teaching day. Office hours should be listed on your syllabus, posted on the door of your office, and filed in the Division Office.

If you teach an online course as part of your contract load, you may conduct one office hour online for each .20 teaching load, up to a maximum of two of your required five office hours per week.

Organizational Charts

Organizational charts, showing the names, titles, and working relationships of all administrators, contract faculty and classified staff, are posted on the college web site. Open the following webpage and click on the Organizational Charts / Division Responsibilities link:
http://www.venturacollege.edu/departments/administrative

Parking

Staff parking spaces are provided at various locations on campus and require a staff permit. You may request a parking permit by logging onto the portal and going to Work Life -> Self Service – Employee Services -> Order Staff Parking Permit

Parking regulations are strictly enforced under the vehicle code.

Visitor parking passes are available at the Campus Police Office or at the President's Office.

Day parking passes, available for $2.00, can be purchased from bright yellow machines located in the West, East, and North parking lots.

Payroll Procedures

Monthly paychecks may be direct deposited or picked up in the Student Business Office. Any checks not picked up at the Student Business Office on the day the checks are released will be mailed to your home address.

If you wish to have payroll checks deposited directly to your bank account, you may arrange for this by completing a Direct Deposit Authorization Agreement. This form is located on the portal in Business Tools. Copies of your direct deposit will be put in your mailbox.

Photocopying

The Ventura College Copy Center, operated by Ricoh, is located in the Administration building. You may make your own class-related copies at the self-service photocopy machines or leave your materials for the Ricoh staff to run. You may also submit print jobs through Copy Net, the Ricoh online submission site. Your department will have a code for you to use for the Ricoh copy services. Please consult with the Copy Center or contact College Services for assistance.

The hours of service are: Monday - Thursday, 7:00 a.m. – 7:00 p.m., and Friday, 7:00 a.m. – 3:30 p.m. Summer hours are as posted. You are required to adhere to applicable copyright laws.

Professional Development, Workshops and Conferences

The college's Professional Development Committee regularly plans professional development training opportunities for the Flex Week calendar as well as ongoing workshops throughout the semesters. These workshops and training opportunities offer a wide range of activities from faculty gatherings to discuss pedagogy and classroom management to trainings on latest innovations in technology for enhancing your classrooms. We welcome you to join these activities, all of which are free of charge. We also welcome you to present a workshop or training, familiarize others with your subject area or best practices for achieving student success in your classrooms. Visit the Professional Development web site

for a current listing of activities:
http://www.venturacollege.edu/faculty_staff/staff_development/index.shtml

You may request absence from your class to attend professional meetings, conferences and conventions related to your college assignment, using a **Travel Request Form** that shows the proposed travel and the estimated expenses. This form requires the approval of the Division Dean (for all travel) and the President (for out-of-state travel) <u>before</u> your absence begins. The form will be returned to you after it has been approved.

Within 10 days after completion of the travel, you should indicate on the original request form the actual expenses incurred, attach the original receipts for registration, lodging, meals, transportation, and miscellaneous expenses as required, and submit the completed form for reimbursement.

Full-time Faculty Only: Under the terms of the collective bargaining agreement, the amount allocated for faculty conferences is at least $100.00 per full-time faculty member. This allocated amount is pooled in an account managed by the Faculty Travel Pool Committee and distributed in the fall and spring semesters. For more details about this fund or to submit a travel proposal go to
http://www.venturacollege.edu/committees/professional-development-advisory/travel-fund-pool

Faculty may choose to opt out of the pool and have exclusive use of their $ 100.00. However, opting out forfeits the opportunity to submit proposals to the Travel Fund Pool.

Service Obligation (Full-Time Faculty Only)

If you are a teaching full-time faculty member, you have a contractual obligation to serve an average of five hours per week in instruction-related and student support activities, in addition to your classroom teaching assignment and office hours. Per the collective bargaining agreement, documentation of what was done each semester to fulfill this requirement needs to be submitted in writing to your Dean by December 31 and June 30.

Sexual Harassment

The Ventura County Community College District is committed to maintaining a learning and working environment that is free from sexual harassment. Any suggestions or implications of a sexual nature and any conduct that is demeaning to another's gender, including behavioral, verbal, symbolic, electronic, or pictorial gestures that make others uncomfortable, are unacceptable. Sexual harassment is a violation of one's personal rights and is unlawful conduct on the basis of both federal and state legislation. Faculty who have questions should contact either Damien Pena at (805) 289-6113, Mary Jones at (805) 289-6346 or David Bransky at (805) 289-6153 [See Board Policy Manual, available in the college library and on the district website.]

Signature Authority

All contracts, agreements, leases, proposals, price quotes/estimates, and memorandums of understanding (MOUs) must be reviewed, approved and signed by a District Administrative Center (DAC) manager. No managers, faculty or staff outside the District Office may sign any such agreements. All contracts, agreements, etc., should be sent through channels to the attention of Terry Cobos (DAC Director of General Services) for review, approval, and possible Board action. You need to allow for an appropriate amount of time for this routing, review, and DAC manager approval.

Per Board Policy, the authorization to make purchases or to contract for services is vested in the

Governing Board and no employee of the District, except as designated, may obligate the District for any expenditure of funds without prior approval. The purchase of goods or contracting for services requires the issuance of an approved District purchase order prior to items being ordered or the start of services. Any obligation contracted without appropriate prior approval may become a personal expense of the employee.

Smoking

Smoking is prohibited in all college buildings, college owned vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in main campus parking lots (N, E, S, W, and SW lots) and in designated areas in other lots (A, M&O and ICPD lots). All smoking materials, including cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the designated receptacles located in the parking lots before entering the campus.

Substitutes

Substitutes will be provided when possible with reasonable advance notice for lecture and/or lab classes or when any instructor's cumulative absences total more than a week of missed classes. Arrangements for substitutes are handled through your Dean's office. **DO NOT arrange for a substitute on your own.**

Volunteers

District procedure governs under what limited conditions volunteers may be used on the college campus. Volunteers or guest speakers may not be used to conduct your class in lieu of your being present, nor may they be used to conduct work that falls within any defined employee job description. A form must be filled out that exempts the district from liability and a background screening will be conducted by the district. If you are considering the use of a volunteer, see your division dean for additional information.

Work Injury Reports

If you are injured as the result of a work-related activity, your immediate supervisor or night administrator should be notified immediately. You will be given a Worker's Compensation Claim Form (DWC1), a listing of approved medical facilities and a Treatment Referral and Medical Authorization form to provide to the medical facility.

Classroom Issues

Academic Freedom

The **Statement of Principles on Academic Freedom and Tenure** from the American Association of College Professors provides a nationally recognized definition of academic freedom, its protections and its responsibilities:

Academic Freedom

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of VCCCD that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as defined by the AAUP statement. For additional information, see Board Policy 4030 and the *College Catalog*, Appendix IV.

Auditing Procedure

Auditing enables a student to attend a class without taking exams, receiving a grade or earning unit credit. Students enrolled in ten units or more in Fall or Spring (or three or more unit in Summer) may, with instructor consent, be allowed to audit one lecture class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one lecture class per term for a non-refundable fee of fifteen dollars ($15.00) per unit per semester. Audit students must also pay the health fee. Audit fees are nonrefundable. All fees are subject to change. Priority in class enrollment shall be given to students desiring to take the courses for credit toward a certificate, degree or transfer certification. **Petition to Audit a Course** forms, which require your signature, may be downloaded online at www.venturacollege.edu/forms.

Priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Petitions to Audit are accepted on or after the last two days of program adjustment as specified in the registration calendar. Laboratory and activity classes are not normally eligible for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course, nor are they permitted to challenge the course at a later date. Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course by exam at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same for all other

students as stated in this Catalog. The Petition to Audit is available online at
www.venturacollege.edu/forms.

Class Attendance

Faculty may drop enrolled and waitlisted students who fail to attend the first scheduled meeting of a class, especially if other eligible students are present and seeking admission to the class.

Faculty are <u>required</u> to drop "no show" students from their class rosters before the class census date.

Students are responsible for maintaining regular class attendance. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (equivalent to two weeks for semester-length classes) you may drop the student from the class, which may result in a letter grade of "W." You are strongly encouraged to use your syllabus to alert students to this possible consequence. If dropped from class for lack of attendance, the student may petition you for reinstatement when just cause for the absence exists.

Course Outline and Syllabus

An official course outline of record exists for each course offered at the college. This outline has been used to establish articulation agreements between Ventura College and other colleges and universities. It also serves as the institution's commitment to the state and to the students that a common body of material will be covered in the course, regardless of who serves as the instructor. A copy of the course outline for your class may be obtained at www.curricunet.com/ventura. When you open the page, there is no need to sign in to view course outlines. Click on "Course" which is under the "Search" category. When the page opens select the discipline and course number, then click the "OK" button. The page that opens has the COR as well as the SLOs for the course.

Using the course outline, you will be able to generate the course syllabus, which should be distributed on the first day of class. A typical syllabus provides students with the following information:

- Instructor contact information
- Course description (taken from the College Catalog)
- Course-specific Student Learning Outcomes
- Course objectives (using the official outline of record as a guide)
- Calendar of meeting dates
- Instructional units to be covered
- Examinations (including how many and what types)
- Textbooks and other required materials
- Reading assignments
- Writing assignments
- Field trips required (if any)
- Grading scale
- Ground rules pertaining to attendance, policy on late work and make-up examinations, extra credit opportunities, etc.
- Instructor-imposed penalties for academic dishonesty
- Norms for classroom behavior

A copy of your syllabus should also be posted on your personal and/or course website (if applicable) and should be submitted each semester to your Division Office.

Course Prerequisites, Corequisites and Recommended Preparation

Course prerequisites, corequisites or recommended preparation are specified following course title descriptions in the *College Catalog* and the *Schedule of Classes*. Students must have satisfied the prerequisite and/or corequisite requirements for all courses in which they enroll. A course <u>prerequisite</u> states the preparation required to successfully complete a particular course. A course <u>corequisite</u> states the course or courses in which a student must be concurrently enrolled. <u>Recommended preparation</u> states the preparation suggested by the faculty to successfully complete a particular course.

It is recognized that students may have preparation equivalent to the stated prerequisites or corequisites or may wish to challenge a prerequisite or corequisite as allowed by state law. Documentation of equivalent preparation, usually a transcript from another college, must be presented by the student to the Assessment Office or a counselor for approval. Students wishing to challenge prerequisites should contact the Assessment Office to submit a petition to challenge if they believe any of the following circumstances apply to them:

1. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (student educational plan must be on file).
2. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required (student documentation required).
3. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (student documentation required).
4. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite or corequisite (student documentation required).

Procedures and forms for prerequisite clearance and challenge may be found on the college website at www.venturacollege.edu/prerequisites.

Credit by Examination

The Governing Board has adopted a policy that permits students to gain credit for many courses by examination only. The conditions which students must meet in order to be eligible to obtain such credit are explained fully in the *College Catalog*. Students who seek to do this should be directed to a counselor for the initiation of the required petitioning process. Persons applying to earn credit by examination will be charged a fee equal to the per unit enrollment fee for the class that is being challenged.

Field Trips

If you want your class to meet at an off-campus location, you must submit a Field Trip request through the portal. You can find the Field Trip Request by logging on to the portal and clicking the Work Life Tab. The form is at the bottom of the page in the My Processes section.

All mandatory academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about the date, time, locations, means of transportation, and any fees for which the student is responsible.

If an unforeseen educational opportunity arises later in the term, the faculty member should discuss this as soon as possible with the class. In this case, such a trip shall be considered <u>voluntary</u> (rather than mandatory) for students to attend. Further, according to district policy, no student shall be prevented

from making a voluntary field trip because of lack of funds, nor shall a student be required to pay a fee to participate in a voluntary instructional related field trip.

The Field Trip Request process helps to protect you from liability. Without having an approved request on file, you may be liable for any accident or injury incurred by one of your students, including students driving to and from the field trip site.

Do not arrange for transportation for students or transport students in your personal vehicle.

Final Examination Schedule

The hours designated for the final exam schedule are part of the total time block for which apportionment is claimed with the state. Thus you are <u>required</u> to meet with your classes during the time periods identified in the final examination schedule, either for administering a final examination or for the completion or review of the semester's instruction. Individual students can petition to take an exam earlier than the published date, using a form available in the Admissions and Records Office. The form requires your approval and that of the Division Dean. The final examination schedule is posted on the college website at http://www.venturacollege.edu/apply-and-enroll/academic-calendar.

Guest Speakers

It is recognized that educational progress may be enhanced by using appropriate voluntary guest speakers to provide various points of view. Instructors inviting guest classroom speakers carry an obligation for creating a balance and responsible presentation of controversial issues. While a guest speaker may represent one point of view, it is your responsibility to balance the speaker's presentation within the context of the total course.

Do not schedule a guest speaker to take your place in the classroom when you are absent. Notify your Dean and arrangements will be made to cover your class with a substitute, if necessary.

You can arrange for a guest parking permit for your invited speaker through the Campus Police Department.

Hours of Instruction

The college is paid apportionment from the state based on an established number of hours of instruction. <u>You are expected to conduct your class sessions for the entire range of dates, including finals week, and for the entire time periods listed in the schedule of classes.</u>   Classes should meet for the full time. If for some reason you need to dismiss your class early, inform your division and/or the evening dean. Instructors may not alter the start and ending times of a course.

Make-Up Examinations

You are free to schedule make-up examinations for students who miss a test due to illness, emergencies, or other instructor-approved reasons. The California Education Code <u>mandates</u> that a student who is unable to take a test or exam at the scheduled time because of a religious conflict must be given an opportunity to take the test or exam at a time which would not conflict with the practice of the student's religious belief. Following is a pertinent section of the Code:

> *The governing board of each community college district shall require each community college maintained by the district, in administering any test or examination, to permit any student who*

is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution (E.C. 76121).

During the fall and spring semesters, make-up exam testing can be handled by the VC Testing Center. The Testing Center provides a secure, comfortable and distraction free environment to take make-up exams. The Testing Center is committed to upholding academic integrity and following set testing standards.

Faculty wishing to schedule an exam are asked to complete a Testing Center Rrequest Form available online at http://www.venturacollege.edu/sites/default/files/files/departments/student-services/testing-center/faculty-resources/testing_center_request_form_1.pdf.   Exams, passwords, directions and guidelines must be sent directly to the proctor. These materials may be dropped off before testing hours in the locked drop box located inside of the Reading/Writing Center (Room 155 in the LRC) or via email to vctesting@vcccd.edu. The Testing Center will schedule students to take make-up tests.

Online Courses

Teaching online requires a significant time commitment but can be very rewarding once the course is developed. If interested, you should start by talking to your Department Chair about a course you may want to teach online. Once the Department, Dean, and Curriculum Committee have approved the addition of an online course section, the development begins. Transitioning a course to the online format may require beginning the process a year in advance of when the course will be offered. At minimum, a semester in advance is required if curriculum has been approved for online offering. This year long transition time period from face to face to online includes review by the Curriculum Committee, training with the Distance Education Office, course review prior to live release, and time for schedule development and advertising. The semester long transition period applies to courses where the curriculum has already been approved for online offering.

At the present time, most online courses use the provided online Readiness tools and Quest for Success Orientations to get students started. Some courses online require face to face proctored midterms and finals on campus. These are currently proctored by the faculty teaching the course. Online tools such as Proctorio are available for fully online course testing. Using testing design techniques taught by Instructional Technologist/Designers offer multiple methods for fully online testing to support online course delivery and avoid face to face proctoring. The Distance Education Office has information, resources, and help for any of our faculty interested in finding out more about teaching online. For additional information, see the online services website at http://www.venturacollege.edu/online-services/distance-education or call 805-289-6183 or 805-289-6233.

If you are new to teaching online, the Distance Education Committee recommends beginning by web enhancing your face to face courses. This will give you the opportunity to build the course you eventually want to teach online while you are still teaching face to face. Using this technique you can experiment with having your students use the online learning management system (LMS) as you develop your course. The Committee also suggests moving into a partially online course prior to teaching fully online. Partially online courses may meet as much as once a week for an hour or as little as two to four times a semester for testing and interactive group activities. This step by step approach to

teaching fully online has helped numerous faculty members make a smooth transition to teaching fully online.

Additionally, it is important to complete the free fully online certification training for online teaching and LMS knowledge offered by the Distance Education Professional Development program at Ventura College. Training is available for those new to online teaching, and for those new to teaching online at Ventura College. In addition there are regular trainings to continue to enhance your technology and distant education teaching skills, and for the learning management system (LMS) upgrades. All of these trainings are free to both full and part time faculty teaching at the college. They are scheduled throughout each semester. You can find the listings of the trainings at the Distance Education Web Site http://www.venturacollege.edu/online-services/distance-education

Lastly, the Distance Education Committee recommends reviewing our Distance Education Handbook to become familiar with Regular and Effective Contact expectations for online instruction as well as answers to frequently asked questions. http://www.venturacollege.edu/online-services/distance-education/de-faculty/de-faculty-resources/de-faculty-handbooks

Rubrics

Scoring rubrics are explicit schemes for classifying products or behaviors into categories that vary along a continuum. They can be used to classify virtually any product or behavior, such as essays, research reports, portfolios, works of art, recitals, oral presentations, performances, and group activities. Judgments can be self-assessments by students, or judgments can be made by others, such as faculty, other students, fieldwork supervisors, and external reviewers. Rubrics should be used to provide formative feedback to students, to grade students, and/or to assess programs. Rubrics are required for all course, program, and institutional student learning outcome assessments and should be used as a concrete way of communicating performance expectations in relation to the expected student learning outcomes.

A free source to assist in the development of course-specific rubrics is found at the following website: http://rubistar.4teachers.org/index.php

Student Learning Outcomes

 The development and assessment of student learning outcomes (SLOs) and service unit outcomes (SUOs) has become a focus for Ventura College. This process is a significant component of both program review and institutional effectiveness. Individual faculty will be expected to:

- Include SLOs on all syllabi.
- Discuss SLOs and SLO assessment with students.
- Contribute to this process each semester by assessing the appropriate course, program, and/or institutional SLO or SUO.
- Report assessment results to their department chair for data entry into TracDat, the college's electronic repository for this information.
- Participate in the collaborative SLOs/SUOs and program review processes.

 The goal is to gather data based on SLOs/SUOs and use the resultant data to make informed decisions for program improvement and planning that support student learning and achievement.

Faculty SLO facilitators are available to provide assistance through the process. The Student Learning Outcome Advisory will also meet to monitor and evaluate the entire process.

Institutional, program, and course level SLOs are assessed on a 5-year rotational cycle and SUOs are assessed on a one-year rotational cycle.

To view the complete SLO Handbook go to: http://www.venturacollege.edu/college-information/student-learning-outcomes/slo-training

For information specifically about TracDat, please contact the Office of Institutional Effectiveness at 805-289-6468. For information about any other aspect of the SLO/SUO process, please contact the SLO Facilitators or the Office of Institutional Effectiveness.

Course Level Student Learning Outcomes

Department faculty members collaborate to develop and/or revise student learning outcomes for each course, along with developing rubrics and selecting methods for assessment. Course-level SLOs need to be placed on every syllabus and discussed with students. Students who successfully complete a course should have demonstrated the knowledge and skills set forth in the student learning outcomes for that course. Course-level SLOs can be found on the Student Learning Outcomes section of the college website using the following link: http://www.venturacollege.edu/college-information/student-learning-outcomes/course-student-learning-outcomes-cslos-by-course

Program Level Student Learning Outcomes

Discipline areas that offer degrees or certificates are defined as "programs." In addition to conducting course level SLO assessments, programs are also responsible for developing and assessing program level student learning outcomes. Students completing programs at VC should be able to satisfactorily demonstrate the knowledge and skills required for a degree or certificate for that program. Program-level SLOs need to be discussed with students who are getting degrees or certificates in a specific area. Program-level student learning outcomes are listed in the College Catalog and under the Student Learning Outcomes section of the college website using the following link: http://www.venturacollege.edu/college-information/student-learning-outcomes/program-student-learning-outcomes-pslos-assessment

Program Service Unit Outcomes

Service areas are similarly responsible for developing and assessing outcomes for their programs. The list of Service Programs and their associated Service Unit Outcomes are available on the website under Student Learning Outcomes/Service Unit Outcomes using the following link: http://www.venturacollege.edu/college-information/student-learning-outcomes/service-unit-outcomes-programs-suos

Institutional/General Education Student Learning Outcomes

The faculty of Ventura College have defined five institutional/general education learning outcomes that a student should be able to demonstrate after completing the general education requirements for transfer or the requirements for an associate degree at VC. During the spring 2012 semester, the faculty and SLO Committee revised the institutional/general education learning outcomes, and they were subsequently approved by the Academic Senate. A list of the institutional/general education student learning outcomes is listed in the College Catalog and under the Student Learning Outcomes section of the college website using the following link: http://www.venturacollege.edu/college-information/student-learning-outcomes/institutionalge-student-learning-outcomes-islos

Student Privacy

Students are guaranteed the right to privacy of their educational records by the Federal Education Rights and Privacy Act (FERPA). Please respect those rights by observing the following guidelines:

- Never leave your class record book open in the classroom. Students should not be able to walk by the lectern and casually peruse their grades and the grades of other students. If you are not taking roll or entering grades, close your record book and keep it with you.
- Do not use an attendance roster as your sign-in sheet, or allow students to view their grades from the final grade roster.
- Refrain from using a student's personal e-mail to convey grades or to discuss specific aspects of his/her progress. E-mail addresses are often shared with others and cannot be considered private. Instead, use the college course management system or the college-issued email address that is obtainable through your online class roster to contact students.
- If you include student work from prior semesters as samples in your syllabus, remove the names and obtain permission from the students involved.
- Only discuss a student's grades, work, attendance or other elements that are considered educational records with the student, and in a private setting.
- Do not discuss a student's grades, work, attendance or other elements that are considered educational records with a third party, including parents, unless the student is present and has given written consent. This applies to adult and minor students alike.
- Do not disclose a student's disability to other members of your class.
- Always obtain a signed "Permission to Release Education Record Information" from students requesting letters of recommendation or wishing to give you permission to discuss their academic performance with a parent or other third party.   The form may be downloaded from the Faculty tab in your MyVCCCD portal, under "VC Downloadable Forms."

Textbooks

The College Bookstore is dedicated to providing required textbooks and materials with a focus on affordability. To that end, it is crucial that textbook orders be submitted on time. Textbook adoptions received prior to the deadlines listed below allow the bookstore to acquire maximum inventory of less expensive used books. In addition, book buyback decisions are made shortly after these deadlines. When the Bookstore receives timely re-adoption orders, the students' books are bought back at a higher price and the Bookstore has more used books to offer students in the coming semester.

Many departments coordinate textbooks through the Department Chair while others have each instructor submit his/her individual textbook orders. Please work with your Department Chair to determine the process that is in place for your department. Faculty may order desk and review copies directly from the publisher.

Textbook Adoptions

All textbook orders must be submitted online. From the college website at http://venturacollege.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=78736&catalogId=10001&langId=-1.

Adoption dates will be sent out each semester but generally expect orders to be due:

Spring Semester	Mid-October
Summer Session	Mid-March

Instructor-Created Textbooks and Other Instructional Materials

Instructor-created textbooks, syllabi and other instructional materials are generally prepared for specific courses offered by a college or district, and are often solely or exclusively provided by a district. In accordance with Title 5, section 59402(c), instructor-prepared instructional materials must be provided at the district's actual cost.   This cost cannot include the time it took you to write or otherwise produce these materials and cannot include a royalty paid to you. A district's "actual cost" of producing materials which it solely or exclusively provides can include a small processing markup necessary for selling the item through the College Bookstore. The overall premise is that neither a district nor its employees ought to be making a profit on materials that the district solely or exclusively provides.

To distribute instructor-created materials through the College Bookstore, provide camera ready materials to the Bookstore. The Bookstore with arrange with the Copy Center to print and sell sufficient copies for your students.

Open Educational Resources

As greater numbers of instructional materials become available via the Internet, please review them as carefully as you would a textbook prior to using them in student assignments. A reliable resource for more information about open educational resources is the Community College Consortium for Open Educational Resources at http://oerconsortium.org/

Use of Listening Devices

State law in California prohibits the classroom use of any electronic listening or recording device without prior consent of the teacher. If a student must use an electronic recording device as an academic accommodation for a disability, the student must provide you with appropriate written verification from the campus program for students with disabilities or the Section 504 Coordinator. [E.C. 78907].

What Works in the Classroom (From Our Students' Points of View)

The following information was collected from student focus groups in preparation for the Basic Skills workshop, held on August 15, 2012 at Ventura College.

Effective Classroom Techniques the Work for Students:

1. Class agendas (and reminders of what is due) on the board
2. Scaffolding – breaking large assignments into smaller parts that lead to the completion of the bigger assignment (students need help to "work through it")
3. Templates (an outline, algorithm, "recipe") for how to follow the format to complete a task
4. Provide examples of what the assignment is supposed to look like (including the various stages)
5. Use different learning styles – not everyone learns the same way
    • It is difficult to learn just from lectures
    • Visuals (charts, etc.) are very helpful
6. Students want to "really learn" (vs. learning enough to take/pass a test).
7. Give students something to do while listening to lectures to help them focus (i.e. fill-ins, notes on certain topics, templates, handouts, charts with blanks, etc.)
8. PowerPoint lectures given to students (before class is helpful as well)

9. Pre-tests
10. Practice exams with answers (and where appropriate, the process for how to get that answer)
11. Well organized classes and well organized lectures with a summary at the end
12. Reinforcing connections between lecture points or concepts
13. "Homework clubs" and study sessions
14. Don't "lower the bar"; just help students get where they need to be
15. Students want to learn skills that will help them in future classes

Helpful Qualities in an Instructor, From the Student Perspective:
1. Enthusiasm
2. Organization
3. Structure
4. Motivation
5. "Coaching"
6. Patience
7. Passion about teaching
8. Encouragement

Challenges/Problems, From the Student Perspective:

1. Fear regarding tests. It helps when instructors are supportive and encouraging. Test taking techniques are helpful. Practice tests are very helpful.
2. Fear of asking questions in class (one student said it took him/her 1 ½ years to ask a question in class).
3. Confusion about studying. "Be sure to study" is not clear enough. Specifically, what should students do to study for the class/test?
4. Confusion about getting help from the teacher. Sometimes students do not know what, specifically, to ask their instructors. They are intimidated to go to instructors' offices, but they know that they need help. (They don't know what questions to ask.) They are not sure which faculty members have offices and which don't.
5. Pacing of instruction. The pace of classes is set by the instructor, but sometimes the students are not following. Build in time to check for understanding.
6. Student behavior/appearance. Students may seem uninterested, but that may not be true. Students in the back are often fearful, not necessarily disinterested. Try to engage those students.

Student Conduct Issues

Standards of Student Conduct

Students are expected to conduct themselves in accordance with the standards of the college and must conform to the rules of student conduct that have been established by the Governing Board of the District. Violations of such rules are subject to disciplinary action. For a list of the acts which are considered misconduct, you may refer to Appendix VII in the *College Catalog*.

In these misconduct cases, you have a number of informal and formal options. You may discuss the matter with the student, outside of class and in an informal manner, with the intent of clarifying your expectations. You are encouraged to file a Behavior Intervention Report Form when informal methods do not work. To file a report go to https://cm.maxient.com/reportingform.php?VenturaCountyCCD. Additional options include but are not restricted to: an oral or written warning, referral of the matter to the Vice President of Student Affairs and an instructor-initiated temporary removal of the student from the class for the balance of the class period and the next regular class meeting, with immediate notification to the Vice President of Student Affairs. (For details on the needed criteria for removing a student from a class, please see the section in this document: Removal of Students from Class.)

For details of Student Conduct: Disciplinary Action and Student Conduct: Due Process, see Appendix VII of the *College Catalog*. In circumstances involving student misconduct, all parties must observe due process as described there.

Student Conduct Referral Process

There is an electronic form available that allows you to bring your concerns to a Behavior Intervention Caring Team. You can use this form to formally or informally document student misconduct. You can also alert the team to a concern you have for a student's mental or emotional state.   If the team notices a pattern of such referrals, an action plan may be developed to assist the student through the problem(s) he or she is experiencing, or to refer the student to the variety of support services that are available. The form can be accessed on the college website at https://cm.maxient.com/reportingform.php?VenturaCountyCCD.

If you have a situation where you have an immediate need for Campus Police, they can be reached at 805-289-6486. For consultation purposes, if you would like to speak with someone about a student mental health concern, please call Mary Jones at Student Health Center at 805-289-6346. If you would like to speak with someone about Student Conduct, please call Dr. Damien Pena at 805-289-6113.

Removal of Students from Class

In accordance with college procedure, you may take action to temporarily remove a student from class. The behaviors outlined in Board Policy 5500 that are the most likely to prompt faculty action are continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, open and persistent defiance of authority, persistent abuse of college personnel, or any threat of force or violence.

Prior to removing the student from class, you must provide the student with an oral or written statement that he/she has violated school policy or classroom norms. The exception to this would be cases that involve the threat of violence. In cases of threatened or actual violence, contact Campus Police at 805-289-6486.

If the behavior continues despite this notice, you may direct the student to leave the class and remain away for the balance of the class period and the next regular class meeting. You must also advise the student of the need to see Dr. Damien Pena (Vice President of Student Affairs), who can be reached by calling 805-289-6113.

So that the Vice President can be apprised of the situation in preparation for meeting with the student, you should report the short-term removal of the student from class to the Vice President by as soon as class ends by filling out a BIT Form at https://cm.maxient.com/reportingform.php?VenturaCountyCCD.

Once the student has seen the Vice President, the Vice President will review the action taken and will discuss it with you or with both you and the student.

If appropriate, you and the Vice President may confer regarding the conditions and behavioral expectations under which the student will return to class.

If you encounter any disciplinary problem in your classroom, contact your Department Chair and/or Division Dean for assistance and advice on all the options available to you. In the evening, contact the assigned evening administrator (805-289-6153) or Campus Police (805-289-6486).

Note: Except in cases of threatened force or violence, you may not temporarily remove a student for non-persistent behaviors.

Cheating and Plagiarism

It is the belief at Ventura College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom.   You may elect to assign a letter grade of "F" for any assignment that is found to have involved academic dishonesty, but **you cannot extend this consequence to a failing grade for the entire course** based on that one failed assignment.

Preventing Plagiarism -- Educating Students

You are encouraged to educate students about academic honesty and plagiarism and to clarify consequences for dishonesty. Suggested methods to do this include:

- Provide all students with a syllabus that clearly articulates the VC Academic Honesty Policy, with special emphasis on plagiarism. Indicate clearly on this syllabus the instructor-determined consequences for plagiarism in the class, up to and including receiving a failing grade on the assignment.
- Share with students examples of plagiarism, contrasted with appropriately documented summaries, paraphrases and quotes.
- Ask for questions to be sure all students understand the issues.
- Supply a handout of the VC website section on Academic Honesty or have students work with the website as an online laboratory activity.
- Have all students sign and date a contract that states that they have received, read and agree to abide by the Academic Honesty Policy.

Suggested Sequencing of Intervention When Issues of Plagiarism Arise

1. Document the plagiarized material. *Turnitin* is an online resource that is available to all

faculty for determining and documenting plagiarized material. Call or email Rebecca Chandler at 805-289-6184 or Matthew Moore at 805-289-6183 to set up an individual account for this resource or for more information.

2. After documenting the plagiarized material, meet with the student, present your findings, and listen to what the student has to say. In the course of the discussion, explore whether this is an issue in which the student does not understand the concepts of quoting and documenting, or whether this is an issue of academic dishonesty.

3. In the case of accidental plagiarism, you may want to have the student do exercises on documentation, get tutoring, and eventually write another paper without a grade penalty.

4. In the case of intentional plagiarism, please consult with your academic Dean regarding the following potential consequences:

- Assign the paper an "F."
- Assign the paper an "F" and ask the student to write another for an additional grade.
- Depending on the severity of the infraction, refer the student to the Assistant Dean, Student Services for additional sanctions.

Additional Information on Ventura College Website

For additional information on academic honesty and writing a syllabus, access the Ventura College website at: http://www.venturacollege.edu/faculty_staff/academic_resources/index.shtml

<h1 style="text-align:center;"><u>Record Keeping Procedures</u></h1>

Faculty Tab in the MyVCCCD Portal

The Faculty tab in the MyVCCCD portal is your online access to up-to-date class and waitlist rosters, add authorization codes, enrollments, census rosters, drop rosters, grade rosters, students' addresses and phone numbers, submit ARF requests, manage field trip requests, access DegreeWorks, access Library resources, and locate downloadable faculty forms.

All census information, student drops, early alert reports and submission of grades must be done via the web.

This tab also contains a number of links useful to all faculty in the Faculty Quicklinks column.

Registration and Adding Students

Please refer to the **Guidelines to Faculty Web Services** for complete information and procedures for registration, adding and dropping students. The following are highlights intended to provide an overview of registration activity at the beginning of each term:

- **The automated waitlist process will continue to work through the first week of the fall and spring semesters. This means that students will be able to add themselves to open waitlist seats, and will be moved from the waitlist into the class when classroom seats open.** You should check your rosters often during the first week as your enrollment will change, and you should drop "no-show" students early. You may drop both enrolled and waitlisted students who fail to attend the first class meeting. Add authorization codes will be required for all classes beginning the second week of the semester.

- **If your class is still open as of the first meeting, direct students to register online.** Be sure to provide the correct course reference number (CRN) for your class! Do not allow students to return to class without a student program confirming official enrollment in your class.

- **Add Authorization Codes must be used to add students during the second week. The codes are listed at the bottom of your roster. Give first priority to the students still on the waitlist.** The authorization code will allow the students to register online. Each code may only be used once. Contact the Division office to request additional authorization codes. Advise students who receive the add authorization codes to register immediately.

- **The number of seats available in your class, the number of individuals who can reserve a spot on the waitlist, and the number of add authorization codes you receive can only be adjusted by your division office.** Please contact the division office to request a change in the number of available seats for enrolled or waitlisted students.

- **The automated waitlist process ceases to work at midnight on the day before summer intersession begins.** All classes are closed as of that point, and students need an add code to add any class.

Open Enrollment

To be eligible for state funding, every class for which apportionment funding (FTES) is claimed shall be

fully open to enrollment to any person who has been admitted to the college and who meets college requirements and prerequisites.

Class Roster and Student Enrollment

Funding for the college is based upon student enrollment and attendance, so it is important that student attendance accounting be complete and accurate. The college is required to report to the state on a periodic basis the students actively enrolled in its classes. It is important that you complete these census reports in a timely and accurate manner. It is also a contractual obligation (AFT 5.2.A1). Each roster includes the census date and the drop and withdrawal deadlines that apply to the class.

Online rosters are created from live data, and represent students who are officially registered or waitlisted in your class at the time of printing. It is recommended that you print your rosters no earlier than one day prior to the first class meeting. Use this roster to take roll at the first class meeting. Students who are on your waitlists and in attendance at the first class meeting should be given first priority for open seats.

It is recommended that updated class rosters be printed frequently during the late enrollment/program adjustment period and prior to the census date for all classes. Printed rosters used for keeping attendance and grades must be retained by each instructor as a permanent record for a minimum of six years after they were created. These rosters may be subject to an audit or may be subpoenaed as official evidence in legal proceedings.

Census Rosters

All California community colleges are required to submit census student enrollment data to the state once each semester. Each college and/or district is reimbursed by the state based on this census week data, which is collected on Monday of the fourth week of each semester for full semester classes, and at 20% of class meetings for short term classes. You are responsible for knowing the census date for each of your classes, and for reporting census drops in a timely manner in accordance with state law and the AFT Contract. Every class roster includes the census date and the census reporting deadline for that specific class. Census reporting is done online through MyVCCCD.

Prior to the census date, you are required to review your class rosters to:

- Ensure that all students in attendance are officially registered and showing up on the roster, and;
- Drop any students who were "no shows" or have quit attending class

See the **Guideline to Faculty Web Services** publication (distributed each fall semester and available at the Registrar's Office) for complete information and instructions for Census Procedures. **The Office of the Registrar will notify you of the census reporting period for full semester classes.** During the census reporting period, you are responsible for dropping any student no longer in attendance. The census date and the census reporting deadline for each class is on your printed class roster, and also available for all of your classes using the "Instructor's Detailed Schedule" menu option on Faculty Services. Census drops must be reported *before* the census date.

It is critical that a careful check be made to ensure the accuracy of your class roster. Students not officially enrolled cannot be given credit for the course, and the college will not receive state reimbursement for such students.

While there is a legal requirement for faculty to drop "no show" students before the census date, faculty members are not required to drop students who quit attending after census. It is the student's responsibility to drop classes or withdraw from college. It is strongly recommended that you include a statement regarding your drop policy in your syllabus for each class. Should it be your policy to drop students for absenteeism after census, consult your "Instructor Detailed Schedule" for the drop deadlines. These same deadlines apply to students.

You may reinstate students who have been dropped providing arrangements are made for both assignments and hours to be made up (if necessitated by a lapse in attendance). The form for this purpose, a **Reinstatement Petition**, may be downloaded from "VC Downloadable Forms." Reinstatements require only your signature as the instructor and, if occurring at the end of a semester or class period, the final grade to be awarded.

Grading and Academic Record Symbols

Evaluative Symbols

Per Title 5, Section 55023, the following evaluative symbols will be used to measure student work:

> A – Excellent (4 points per semester unit)
> B – Good (3 points per semester unit)
> C – Satisfactory (2 points per semester unit)
> D – Passing, Less than satisfactory (1 point per semester unit)
> F – Failing (0 points per semester unit)
> P – Pass, At least satisfactory (units awarded not counted in GPA)
> NP – No Pass, Less than satisfactory, or failing (units not counted in GPA)

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

Non-Evaluative Symbols

The District Governing Board has authorized the use of the non-evaluative symbols "I," "RD," "W," and "MW," defined as follows:

I - Incomplete

> Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

> The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

> The instructor is also required to award a default grade with the incomplete. The default grade will become the student's final grade if, at the end of one year, the student has not met the conditions stipulated on the written record.

> The "I" symbol shall not be used in calculating units attempted or for grade point averages.

RD - Report Delayed

> The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

A student may withdraw from a class through the last day of the fourteenth week of instruction for full-semester classes or through seventy-five percent (75%) of a class less than a semester in length. The academic record of a student who remains in a class beyond this time limit must reflect a grade other than a "W."

No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks of a full-semester length class or thirty percent (30%) of a short-term course. Withdrawal between this no-notation deadline (roughly 30% of a course) and the drop deadline (roughly 75% of the course) shall be recorded as a "W" on the student's record.

Please be aware that even though a "W" grade is non-evaluative and non-punitive in that it does not impact a student's grade point average, it is counted as an enrollment attempt. Students have a maximum of three enrollment attempts to achieve a standard passing grade of A, B, C, P, or CR. A withdrawal with a "W" is counted as one attempt, which will limit the student's options for repeating the class. This impact should be considered when advising students.

MW – Military Withdrawal

"Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.

A student requesting military withdrawal must present a written request for withdrawal and a copy of military order or other acceptable documentation which verify the dates and location of the military assignment that interrupted or will interrupt the student's attendance.

The academic record of a student who requests military withdrawal after the fourth week of a full semester course or 30% of a short-term course shall reflect a grade of "W" (rather than a grade of MW).

Military withdrawals shall not be counted in progress probation and dismissal calculations.

Final Grades and Grade Changes

Final grades and (if required for the class) positive attendance hours are submitted online using the Final Grades roster. As stipulated in the Contract [Article 5.2.A (1)] the grades must be submitted online via MyVCCCD under the Faculty tab within two working days after final exams.

The California Education Code and the California Code of Regulations state that you, as the instructor of a college class, have the sole authority and responsibility to evaluate the students' performance in the class and that, **in the absence of fraud, incompetence, bad faith or mistake, your grades are final**. [E.C. 76224(a) and Title 5: 55760]

The VCCCD Governing Board has established board policy and administrative procedures for grade

changes. Consult Administrative Procedure 4231 for details. A student who questions the administration about a grade or grading procedures will be referred back to you. Should that not result in a satisfactory resolution of the question, the student should meet with the appropriate Division Dean and, if necessary, the Executive Vice President. If the student cannot resolve the grade in question after these meetings, the student may file a formal grievance with the Assistant Dean, Student Services.

Instructors may initiate grade changes by petition to correct errors and award grades to replace "incompletes."   A **Petition to Change a Grade** form for this purpose may be downloaded from Faculty Web.

Retention of Instructional Records

In order to comply with the audit standards of California Community Colleges, faculty records relative to student academic performance, grades and attendance hours **should be kept for a minimum of five years after the year in which they were created**.

Hours by Arrangement

Classes may be scheduled wholly or in part on an "hours by arrangement" (HBA) basis. Some such classes may be structured as "positive attendance" and require that you report the actual hours of attendance for every student on the final grade roster, while others may have regularly scheduled meeting times plus a designated amount of time "by arrangement." Please understand that it makes no difference in record-keeping requirements. If you teach a class that has any time scheduled on an "hours by arrangement" basis, you are required to keep a record of the actual time that every student completes under the HBA portion of the class. These records must be clear and understandable to someone outside the college, such as an external auditor.

For purposes of maintaining records that will meet requirements for audit purposes, it is imperative that the college has information on file to verify that class hours are met as scheduled.

- A daily record of attendance must be kept for each student enrolled in a class that includes hours by arrangement.
- Instructors must maintain hard copy records for a minimum of five years past the year in which the records are created.
- A copy of the attendance records should also be on file with the Division Dean, who must retain and make the records available for audit.

General Information

Academic Senate

The Ventura College Academic Senate is the faculty organization empowered by state law to represent the full-time faculty in all professional and academic matters. The Senate President is an official representative at meetings of the Governing Board, at the district Chancellor's Consultation Council and at the college Administrative Council.

The organization, procedures and activities of the Academic Senate, its officers, and its members are governed by its Constitution and Bylaws. The Academic Senate Council includes representatives from instructional and student services departments, as well as the Senate's elected officers. The Academic Senate (either directly or through the committees that report to it) considers the following academic and professional matters:

1. Curriculum, (including establishing prerequisites and places courses within disciplines)
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate

Information about the Academic Senate is at http://www.venturacollege.edu/committees/academic-senate. For additional information, contact the Academic Senate President at ext. 6293.

Equal Opportunity Statement

The Ventura County Community College District is committed to providing nondiscrimination and equal opportunity in education, in extracurricular school activities, and in the workplace.

All members of the College community - students, faculty, administrators, staff, and visitors - must be able to study and work in an atmosphere of mutual respect and trust. Indeed, the District is actively committed to creating and maintaining an environment that respects the dignity of everyone.

Ventura College and the Ventura County Community College District, without regard to age, marital status, race, color, creed, religion, national origin, gender, sexual preference, disability, or status as a military veteran:

- Welcome students for admission to any course of study for which they are otherwise qualified,
- Encourage students to participate in extracurricular school activities,
- Offer all opportunities in Career and Technical Education programs,
- Consider all applications for financial assistance programs, i.e. student loans, work study/compensation, grants, scholarships, special funds, subsidies, prizes, etc., and

- Assure compliance with federal and state guidelines and regulations regarding nondiscrimination in recruitment, hiring, placement, assignment of tasks, hours of employment, levels of responsibility, and pay/compensation.

Harassment of any student, employee or visitor on any ground listed above is strictly prohibited.

Ventura College embraces both the letter and the spirit of the Americans with Disabilities Act (ADA), and fully informs students of the availability of services to ensure equitable access. Access information is disseminated in both printed and electronic form throughout the College's expansive service area.

If you feel that you have been subjected to unlawful discrimination based on disability or in violation of the ADA, or if you feel that you may have been subjected to any other form of unlawful discrimination, including violations of the General Educations Provisions Act (GEPA), and including Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs and activities, please contact Dr. Damien Pena, Vice President, and Title IX Committee Chair, Ventura College, 4667 Telegraph Road, Ventura CA 93003. Telephone: 805-289-6464 or e-mail: dpena@vcccd.edu

General Education Philosophy Statement

The following is Ventura College's general education philosophy statement, as documented in the *College Catalog*:

General education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of the college that those who receive our degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use their knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, general education should lead to better self-understanding.

This understanding involves the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, students should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

To meet the objectives of general education:

A. *Courses in the natural sciences are those that help students examine the physical universe, its life forms, and its natural phenomena; and develop an understanding and appreciation of the scientific method and of the relationships between science and other human activities.*
B. *Courses in the social and behavioral sciences help students develop an understanding of the method of scientific inquiry used in the social and behavioral sciences; stimulate in students critical thinking about human behavior; and promote an appreciation of how societies and social subgroups have operated in the past and function in the present.*
C. *Courses in the humanities help students develop an awareness of how people of different cultures throughout the ages have responded to themselves, other people, and their environment in artistic and cultural creation; develop aesthetic understanding and the ability to make value judgments; and participate in creative experiences.*
D. *Courses in language and rationality help students develop principles and applications of language*

toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol systems the students use.

E.   Courses in health and physical activity help students develop the understanding and skills necessary to maintain a healthful life.

F.   Courses in ethnic and women's studies help students develop an awareness of the historical roots and an appreciation of the cultural contributions of diverse ethnic populations and women; lead to an understanding of the causes and consequences of socio-economic inequality based on race, sex or ethnicity; and explore ways of eliminating such inequalities.

Professional Ethics

The Academic Senate has adopted the American Association of University Professors (AAUP) *Statement on Professional Ethics* as the code of ethics for the faculty. The AAUP *Statement on Professional Ethics* states:

1.   *Professors, 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 subject is to seek and to state the truth as they see it. To this end professors 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 professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*

2.   *As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.*

3.   *As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.*

4.   *As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors 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, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.*

5.   *As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or*

university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The Board of Trustees has also adopted a district employee code of ethics. This code of ethics states:

Ventura county Community College District employees are guided by principles that call for the respect of students, citizens, state policy makers, and the educational community at large. This Code of Ethics demonstrates to the public that our educational community has a vested interest in advancing the reputation and goodwill of the District and higher education.

Employees of the District:

- *Will abide by the Code of Ethics and adhere to its principles.*
- *Will abide by the District's procedures and adopted policies as listed on the District website.*
- *Will use established channels of communication within the District.*
- *Will conduct themselves in a manner consistent with applicable laws, regulations, and codes.*
- *Will be familiar with Administrative Procedure 7700-Whistleblower Protections.*
- *Will be committed to acting with integrity and will be accountable for their actions.*

Ventura College Promise Program

The Ventura College Promise is a program sponsored by the Ventura College Foundation that is designed:
- To remove the economic barriers to education for graduating high school seniors
- To improve the college-going rate in the Ventura College service area
- To enhance the quality of the workforce in the Ventura College service area

Through the program, the Foundation promises that current year Ventura County high school graduates, regardless of family income, will have their enrollment fees covered during their first year of attendance at Ventura College. This same promise is extended to students who have successfully completed their GED requirements or who have completed the coursework for high school during the current year, but have not yet passed their exit exam. Expenses covered by the Ventura College Promise include the per-unit cost of classes, the Health fee and the Student Center fee.

Approximately 1,000 students per year attend Ventura College on the Promise program. To qualify, the Ventura County applicant must:
1. Be at or under the age of 20
2. Live in Ventura County
3. Have recently graduated from a Ventura County high school or received GED in the previous academic year.

The steps to apply are as follows:
1. The student must submit a FAFSA or California Dream Act application.
2. The student must complete an application for Ventura College and complete the college's enrollment requirements:
   a. Identify an educational goal
   b. Take the college's assessment examination
   c. Work with a VC counselor to develop an education plan
3. The student must complete the Promise Application

There is no minimum or maximum number of units that must be taken, and no minimum grade point average or assessment score that must be met. Please refer students who may be interested in the Ventura College Promise to the Foundation Office or to the Counseling Department.

Off-Campus Procedures and Resources
Ventura College Santa Paula Site and High School Concurrent Enrollment

Off-Campus Locations

Ventura College offers instruction, learning resources, and student and faculty services at the Ventura College Santa Paula Site. The site also serves as the center of operations for Ventura College Off-Campus Programs, including Concurrent Enrollment Programs held at various county high schools.

The Santa Paula site is located at 957 Faulkner Road, suite 106, in Santa Paula. This site is open during the fall and spring semesters from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and closed on Fridays. Summer session hours are posted. The office is staffed from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and closed on Fridays. A faculty facilitator is present during evening class hours. Please remember that subject area questions should be addressed to the Dean or Department Chair for that area. Contact the Santa Paula Site with any questions:

Ventura College Santa Paula Site
957 Faulkner Road, suite 106, Santa Paula, CA 93060
Office: 805-525-7136 | Fax: 805-933-1972 | vcsp@vcccd.edu
www.venturacollege.edu/santapaula

On- and Off-Campus Reporting Relationship

In an effort to closely link the off-campus and main campus programs, faculty who teach or provide a service, for all or a portion of their contract load at an off-campus location, report directly to the main campus Division Deans in their subject areas. This means that all supplies and class information will be obtained from the specific Division.

Off-Campus Services for Faculty

Book Sales: Students may purchase textbooks from the Ventura College Bookstore website, and have textbooks shipped to the Santa Paula Site at no cost. Students may also pick up their textbook order from the VCSP front desk. Deliveries are Tuesdays and Thursdays after 1:00pm**.**

Copy Services: A faculty workroom is available and is equipped with a copier, a Scantron machine, and general office equipment. For copies over 50 pages, faculty may use the Ricoh Copy Center on the main campus. The copy center can be reached by phone at 805-289-6376 or e-mailed at vccopycenter@vcccd.edu. The staff at the Santa Paula site can assist you in arranging for the submission and delivery of your copying orders. Please give us one week's notice.

Learning Resource Center: A branch of the Ventura College Library and Learning Resource Center (LRC) is located at the Santa Paula Site and is open to all VCCCD faculty and students. The Santa Paula LRC has a reserve and reference library collection, a small textbook lending library program, and an inter-library loan program. Faculty may place items on reserve for students to utilize outside of the classroom in the

LRC. Students are able to access the online catalog of the Ventura College library and research databases from the open access computer lab, consisting of 30 computer workstations. The latest Windows, Microsoft Office and tutorial software for accounting, English, ESL, medical assisting, keyboarding and math are available on the computers. In addition, study tables and Wi-Fi (wireless internet access), are available to students. For more information, contact 805-525-7136.

Media Services:

The classrooms at the Santa Paula site are equipped as "smart classrooms" with LCD projectors, document cameras, laptop hookups, DVD and sound. Any additional audiovisual equipment need to be requested through the IT Department at 805-289-6417.

The college DVD collection is available through the Library on the main campus. You may search the titles in the college's media collection online through the Library catalog at: www.venturacollege.edu. Click on the Library link on the college home page and search the library catalog. Faculty may check out the DVDs at the main library, or request that they be sent to the Santa Paula LRC for check out there. Please return all the items as soon as you are through with them.

Student Services:

Admissions Office staff is available to assist faculty with questions about their attendance rosters and registration procedures. Students attending classes at the Santa Paula site have access to a one-stop student services office, where they can register, add or drop classes, make payments, submit a special admissions application, and obtain assistance with their MyVCCCD portal. Also available at the Santa Paula site are the services of a full-time academic and career counselor, personal counseling, financial aid workshops, and assessment testing for math, English, and ESL. Contact the Santa Paula site staff for more information and dates at (805) 525-7136.

Vending:

A supply of 882-E Scantron forms and blue books are available for purchase at the Santa Paula site. Limited snack and beverage vending services are also available in the VCSP student lounge.

Off-Campus Room Access

Faculty teaching at the Santa Paula site will be provided a key to open the classroom. Room access for other off-campus classes varies from site to site. Most of the high schools will have the custodial staff unlock and lock the classroom doors. Therefore, it is very important to contact the high school custodial staff if you are leaving your class early. An unlocked classroom is an invitation to vandalism or other crimes.

Off-Campus Mail

If you are scheduled at the Santa Paula site, Fillmore High School, or Santa Paula High School, you will have a mailbox at the Santa Paula site (unless otherwise requested). If requested, the staff will arrange for your District/Division/Department mail to be delivered to Santa Paula Site. All VC faculty may request mailboxes at the Santa Paula site. The Santa Paula site gets inter-office mail pick-up and delivery on Tuesday and Thursday.

Parking Permits for Off-Campus Sites

Parking permits are not needed for any of the off-campus sites; however, a permit *is* needed when you attend any activities on the main campus. These permits are obtained via the MyVCCCD portal. The permit is valid for Ventura, Oxnard, and Moorpark colleges.

Reporting Absences for Off-Campus Classes

It is important that you report your absence for your off-campus class as early as possible. Since it is necessary to post a sign on the classroom door for the students, the off-campus staff needs as much time as possible to notify someone to go to the off-campus site and post the sign. The following is the procedure for reporting an absence. (Please be aware that additional directions given to you by your division or department supersede the following directions.)

1. Contact your Division Office to report all absences. The following are the division numbers:
   Workforce and Economic Development: 805-289-6430
   English & Math ………………………………………………………………………………………………… 805-289-6468
   Sciences & Professional Development: 805-289-6339
   Visual Arts, Behavioral & Social Sciences, & Modern Language: 805-289-6388
   Library, Learning Resources, & Communications: 805-289-6468
   Health, Kinesiology, Athletics, Performing Arts, & Contract Ed: 805-289-6348

2. If you are calling too late to catch anyone at the Division Office, contact the Evening Office at 805-289-6153. You will also need to leave a message with your Division Office to inform them of your absence.

3. If you are calling within a half hour of your class's starting time, please call the Santa Paula site at 805-525-7136, as well as, your Division Office or the Evening Office so that we can have as much time as possible to notify the students and post the cancellation sign.

4. Any planned personal necessity absences need reasonable advanced notice to the Division Dean. Please give as much advanced notice as possible so that a qualified substitute can be found, if funds permit. **DO NOT arrange for a substitute on your own.**

Emergencies at Off-Campus Locations

For life-threatening emergencies, call 911. Some of the classrooms have phones. If there is no phone in your classroom, and if you don't carry a cell phone, ask one of your students. For other emergencies that may likely cause physical harm (spills, hanging light covers, broken windows, exposed electrical wiring, or other safety-related problems), locate a custodian at your campus site immediately. If you are at the Santa Paula site, locate a staff person. Following the accident or emergency incident, please contact Santa Paula site staff so that the proper forms can be completed.

Maintenance and Service Requests for Off-Campus Locations

Contact Santa Paula site staff for any non-emergency maintenance or service requests. Although the high school custodial staff will perform any kind of maintenance or repair, it is better to have those requests come from one source to avoid duplicating requests and annoying the high schools with multiple phone calls. When leaving a voicemail or e-mail message for the Santa Paula site staff, please give a complete explanation of the problem (where, when, what) and leave a number where you can be contacted if there are any questions.

Off-Campus Etiquette for Concurrent Enrollment Classes Held at High Schools

We are guests at the high schools. Faculty who teach part of their load in the high schools are in rooms that are used by full-time high school faculty members during the day. Please do not erase anything on the board that says "Save." Also, please be sure to leave the room in the same or better condition than you found it. That includes erasing the board, putting the chairs back in the same order in which you found them, and having your students pick up papers, cans, and trash from the desks and floor that was generated during your class period.

Resources for Faculty

College Bookstore

In addition to textbooks, the College Bookstore stocks a wide variety of other classroom supplies, soft goods and personal items for the benefit of students, faculty and staff. The Bookstore will attempt to inventory art, drafting or other specific classroom supplies as requested by the faculty.

Normal operating hours for the Bookstore are:

Monday – Thursday	7:30 a.m. – 5:30 p.m.
Friday	Closed

Closing hours are extended during the first week of each semester.

College Technical Services

College Technical Services (CTS) is your first point of contact for your technical support needs across campus. If it affects a college computer, telephone, voicemail, or smart classroom, and you need assistance, contact the Help Line IT at 805-289-6285. If we don't support it, we know who does, and we will direct you accordingly.

Help Desk Hours:

Monday – Friday	8:00 AM to 5:00 PM
Weekends	Closed
Summer and Breaks	As Posted

In addition to dialing 805-289-6285, you can open non-urgent support tickets by sending e-mail to vchelpdesk@vcccd.edu. Please be as detailed as possible in your e-mail requests.

Educational Assistance Center

The Educational Assistance Center (EAC) serves students who have physical, communicative, learning, and other health disabilities. Please stop by if you have a student who you suspect might be having learning or other disability-related problems. Specialists and counselors are available to discuss how the problem can be diagnosed and the support services that are available to assist the student to succeed in your class. The EAC is located in the Administration Building.

For more information about the EAC and their services, please go to http://www.venturacollege.edu/college-information/student-learning-outcomes/service-unit-programs/educational-assistance-center

Faculty and Staff Technology Resource Center

Located in LRC-132, the Faculty and Staff Technology Resource Center is available only to faculty and staff for computer, printing, copying, scanning, and Scantron use needs. The Center has MAC and PC computers and scanners, which support basic word processing, image scanning, brochure creation, presentation creation, web page development, Internet access, e-learning creation, and multimedia

creation. The center is maintained and supported by Instructional Technologist/Designers that manage student employees specifically trained to assist with technology questions and provide support in the areas listed here. Professional Development opportunities are provided during the academic year and at flex days to help faculty and staff learn computer technology usage. For a complete list of training opportunities visit the Professional Development web site for a calendar of scheduled trainings at http://www.venturacollege.edu/committees/professional-development-advisory/faculty-resources/professional-development-flex-week.

The Faculty and Staff Technology Resource Center is available for use during the hours the Library and Learning Resource Center are open.

Fitness Center

You may use the college Fitness Center when it is open without paying an enrollment fee or being graded on your participation. The Fitness Center is located on the upper level of the Athletic Event Center. Come visit the Fitness Center and speak to an instructor to arrange an orientation time and to find out how to get signed up to use the Fitness Center.

Graphic Services

For assistance with marketing of campus events & initiatives or business card orders, please obtain approval and work with your Division Dean to coordinate efforts with the college's Marketing Specialist**.** Marketing assistance for your event may include: professional photography, graphic design, printing, social media, press releases, campus marquee postings, calendar listings, advertising, etc., (with your Dean's approval.)

In order to help maintain a more standard college identity to the public, faculty are asked not to design nor print their own business cards, stationery, or logos. Letter head stationery, business cards, and brochures can be coordinated through your Division Office, using the services of the Ventura College Marketing Specialist.

Learning Center

The Learning Center, located on the first floor of the Library & Learning Resource Center in the "BEACH," has computers available for student use on a drop-in basis. MS Office Suite and the Internet are available for students to conduct research and to complete assignments. Materials and specialized software programs are also available supporting English, English as a Second Language, foreign language, learning skills, math, emergency medicine, health sciences, assistive technology, and many other areas.

Faculty members are able to reserve computer "pods" to bring their class into the BEACH for occasional instruction. Distance Education faculty are also able to schedule orientations and large group examinations in the Learning Center. Reservations are subject to limited availability and must be made by contacting a staff member at (805) 289-6320.

Please contact the Learning Center at 805-289-6320 if you have any questions.

Library

The Evelyn and Howard Boroughs Library is located on the second floor of the Learning Resource Center (LRC). Our primary goals are to support faculty, staff, and students by providing resources relevant to instruction, research based on the curricula of Ventura College.   Faculty play a significant role in building

and maintaining the collection. You are encouraged to order circulating and reference books as well as to suggest databases pertinent to your discipline to support your academic program.   Electronic book order forms can be found under the "Faculty Services" link on the Library home page at: http://www.venturacollege.edu/library. The Library currently holds approximately 90,000 print volumes, 120,000 ebooks, around 200 print periodicals and almost 50 databases. Electronic resources are available from off campus for students, staff and faculty by clicking on the appropriate resource from the Library homepage and then logging in using your portal credentials.

Library Borrowing: Students may check out regular materials for a period of three weeks and have the option to renew up to three times unless there is a hold on the material. Students will use their student ID number for borrowing privileges and may be asked for photo identification. Faculty and staff are exempt from fines and have the privilege of an extended loan period of half a semester for regular library materials unless there is a hold placed on the material or it is close to the end of the semester.

Library Orientations: Upon your request, librarians will work with you to present an orientation to prepare your students for class assignments. Library orientations can be tailored to meet the needs of your class in general or can be designed to assist students working on a specific research project. Orientations can either be in the Library instruction classroom (LRC-205) or librarians can come to your classroom.   To request an orientation session, contact Peter Sezzi via email at psezzi@vcccd.edu or by visiting/calling the Reference Desk (805-289-6382).

Reserves: Instructors are highly encouraged to place material on Reserve by contacting Sara Martinson, Library Assistant, or by contacting the Circulation Desk at 805-289-6482. The loan period and restrictions placed on the Reserve materials are determined by the instructor. "Library use only" is the most popular restriction placed on Reserve materials to ensure fair and equal access to reserve material.   Please allow one week for processing and cataloging before instructing students to consult the library copy of material on reserve.

Textbook Lending: The Lending Library consists of textbooks (both current and older editions) that students may check out for the entire semester. Faculty and students are encouraged to donate to the Lending Library Collection. The program has helped many students who are unable to afford to purchase their books. Please drop off any donations to Dana Boynton or Sara Martinson at the Circulation Desk in the library. Please also indicate if prior editions of texts are acceptable and, if they are, how far back we should retain editions.

Study Areas: The Library has eight (8) group study rooms—two (2) of which may be reserved by students—and forty-eight (48) public computer stations with the complete MS Office Suite and Internet connection. Wi-Fi is available in the library.

Internet Access: Students may access the Wi-Fi using their MyVCCCD username and password. Librarians can help with computer applications or Internet connectivity issues.

Printing & Photocopying: Four (4) combined black and white printer/photocopiers are available in the Library. The cost is .10c a page. Students can pay with credit/debit cards at the printer/photocopiers or by using a copy card which may be purchased in the LRC Lobby first floor next to the elevators. The BEACH and the Library (as well as MC and OC Libraries) all use the same copy card system.

Updated Library hours, as well as complete contact information of librarians and library staff, are posted

on the VC Library home page. For additional information on library services and holdings, please visit the VC Library Web site at www.venturacollege.edu/library.

Make-Up Exam Service

Make-up testing service is available through the Testing Center, located in the Learning Resource Center (LRC)-155, during the fall and spring semesters only. Hours vary and are limited; please see our website for hours of operation, guidelines for submitting requests and a link to the Testing Center Request Form: www.venturacollege.edu/departments/student-services/testing-center.

Due to funding considerations, the Testing Center's services are limited, so faculty members are asked to use it only when they cannot personally accommodate their students. We have set guidelines that students must follow during the exam. Visit the website listed above or call the testing proctor at ext. 6093 for more information.

Media Services

Classroom Equipment: You should contact the College Technical Services HELP Desk at ext. 6285 for media cabinet keys, equipment instruction, and for any problems with classroom equipment.

DVD Collection: The Library houses a small DVD collection of titles recommended by faculty for in-class use. The Library houses the DVD behind the Reserves/Circulation Desk and the titles are arranged alphabetically by title name. To search this collection by subject, simply go the Advanced Search in the Library Catalog (http://dvoyager01.vcccd.edu:7208/vwebv/searchAdvanced) and limit your search to "Videorecording" as a format type. Presently the College does not have a streaming media/video collection but as of this writing (Sept 2016) the Library is exploring this option.

Supplemental Instruction

Supplemental Instruction is available for a limited number of targeted courses.

Specific goals of the SI program:
- Improve student learning and grades in SI courses.
- Reduce attrition rates and increase graduation rates.
- Practice successful learning strategies in the context of course content.

For more information about Supplemental Instruction go to http://www.venturacollege.edu/departments/student-services/supplemental-instruction.

Student Business Office

The Student Business Office provides a variety of financial services for both the students and the faculty. The office receives payment of all student fees. This includes fees for enrollment, non-resident tuition, health services, ASB cards and child care.

The Business Office maintains the Associated Student Body Fund, the Campus Trust Fund, the Co-Curricular Fund, and the ASB Bookstore Loan Fund. In this function the office receives money for deposit and provides a monthly financial statement for each fund.

The Student Business Offices maintains a revolving fund for the campus for approved reimbursements.

The Student Business Office also maintains a petty cash fund for reimbursing approved expenditures under $200.

Textbook Lending

The Ventura College Library has created two textbook collections that are supported by donations from students, faculty and funds from the VC Foundation.

The Reserves textbook collection is located at the Circulation Desk. The collection incorporates most VC textbooks and is supported by donations from faculty as well as with funds from the VC Foundation. Given the cost of textbooks and the significant, yet limited, funding for this collection it is imperative that faculty continue to bring in copies of their textbooks for Reserves. Simply put, our funding does not allow us to purchase every textbook for Reserves. We do purchase all the textbooks for high-impacted courses prior to the start of a term, then purchase textbooks for all other courses based on student demand until our funding is exhausted. The donation of your current textbook for Reserves allows our funding to purchase textbooks in areas where the textbooks are not forthcoming. Please ask your textbook reps for additional desk copies and place these copies on Reserves. Unless otherwise directed by faculty when placing texts on Reserves, students are able to use the Reserves textbooks in the library for a two-hour renewable period.

The textbooks in the Faith George Textbook Lending Library collection are circulated for the entire semester to VC students enrolled in VC courses only. The collection is available to students on a lottery basis prior to the start of the term (to learn about the lottery, see the Library homepage > Textbook Lending Library) and thereafter on a first-come, first-served basis. The Faith George Textbook Lending Library collection is developed mainly through donations from faculty and students and receives very limited funding from the VC Foundation, ASB, and grants. You are encouraged to donate current or prior edition (when acceptable) textbooks to the Lending Library and are asked to encourage your students to do the same. Please also take the time each semester to notify the Library when you change texts and when editions change and how far back (if at all) we should retain prior editions of your text in the Lending Library.

Tutoring Center

Located on the first floor of the Library & Learning Resource Center, the Tutoring Center provides drop-in, group, and individual tutoring for nearly all classes scheduled each semester. All services are free for Ventura College students.

You are encouraged to bring your students into the center for an orientation or invite a tutor to speak to your classes about the center's services. You are also encouraged to donate current textbooks and send your syllabi to the Tutoring Center for use by the tutors and students in studying for classes. The Tutoring Center can also be used for instructor office hours or test preps. For more detailed information, contact Erika Hurtado at ext. 6185.

Ventura College Foundation

The Ventura College Foundation provides financial support to the students and the programs of Ventura College. Through this support, the Ventura College Foundation assists the College in facilitating student success and grows the impact and legacy of Ventura College as a vital community asset. The Foundation was established in 1983 as a separate non-profit organization and has funded over $20 million to thousands of students and the college over the years. The Foundation's main areas of support include:

Ventura College Promise – VCF oversees the application process, awarding, and implementation of this grant which pays for the first-year at VC for just under 1,000 high school graduates.
Textbook Lending Library and Reserve Textbook Bank – VCF funds a large portion of this program
Scholarships – VCF oversees the application process and awarding of over 200 scholarships annually.
Fundraising – VCF cultivates, solicits, and stewards donors for support of Foundation programs, VC programs, and capital projects.
Weekend Marketplace – VCF operates this regular event, for which the proceeds go towards funding Foundation programs.
Visibility – VCF assists in communicating VC's programs to the broad community

Contacts: Jaimee Hanna, Programs and Event Coordinator, jhanna@vcccd.edu; Norbert Tan, Executive Director, ntan@vcccd.edu