

OPENING BULLETIN: FALL 2011 FACULTY REMINDERS

CLASSES BEGIN SATURDAY, AUGUST 20, 2011

FACULTY/STAFF RESOURCE GUIDE is a web-based resource for faculty, classified staff and managers. It is intended to provide easy access to guidelines, policies, processes and procedures to make your job easier. Through its content, you will be guided to information about college life for all employees, from where to pick up your payroll stub, to College and District policies, to accessing your e-mail from home, and much more! Please access and use this valuable resource at: www.crc.losrios.edu/resourceguide.

INSTRUCTIONAL IMPROVEMENT DAYS – August 18 and 19 have been designated Instructional Improvement Days. All full-time faculty are obligated by contract to participate in twelve hours of instructional improvement activity per semester. Your mandatory attendance at Convocation on **Friday, August 19** accounts for six hours of your obligation. Adjunct and overload faculty who have an obligation are required to attend activities on an hour for hour basis. (See notation on your T.C.S. or contact your Division)

Assessment testing for (Course Prerequisites) ONLY—Students that are enrolled in your classes and need Assessment scores to meet a prerequisite can take the Assessment test(s) by appointment only on August 25, 2011 and August 27, 2011. Please have the student call (916) 691-7332, or stop by the Assessment Center (L-106) to make an appointment.

ABSENCE REPORTING – Faculty should report anticipated absences to your Division Office. If you cannot reach anyone in the Division Office, contact the Instruction Office at 691-7426. Please notify the office as soon as possible, if you are unable to meet your class, so that proper notice to students as well as arrangements for a substitute, in cases of prolonged absence, may be made. If you are unable to reach someone at this number, call Campus Police at 691-7777 and press “0”.

PAYROLL PERIODS (Overload/Part-Time Faculty) – Compensation for instruction is processed in five pay periods. Checks/stubs for each pay period will be available for pick up in the College Business Services office after 10:00 a.m. on the 10th of each month, **September through January. During the first 2 weeks of the semester, the staff window will be the first window at the Cashier’s counter (look for signage).** If you have changed campus locations and wish to pick up your check/stub at the new site, please notify District Payroll Services in writing. Please report a change of address to Janet Shaw at 691-7103 or Anne Wong at 691-7426. Any questions concerning payroll or pay periods should be directed to them also.

PARKING – All vehicles parked in campus lots are subject to a parking citation unless a parking permit is displayed. Faculty and staff will be issued one free parking permit authorizing parking in all campus lots and all areas designated “staff” (*yellow curbs*). Parking permits are available at Police Services located in the OPS Building.

Adjunct Parking Permits for the fall 2011 semester will be available as of Monday, August 15th. Summer parking permits will remain valid through August 31st. Please be sure that all permits are picked up from our office as soon as staff is available to do so in order to avoid citations during the fall semester. We ask that staff please display parking permits correctly in the lower passenger side of their windshield.

CLASSROOM KEYS AND SECURITY – You can pick up your **keys and Staff Identification Card** in the College Police Services Office prior to the first day of classes. The Police Services office is located in the OPS Building (Operations and Public Safety building). Please bring your copy of the key request (processed by your Division Office) allowing 24 hours to process, a completed vehicle permit form (provided by your Division Office) and know your employee identification number.

To accommodate faculty and staff on the August 18, 2011 Instructional Improvement Day, the Campus Police Department’s front office will be open from 8:00 a.m. to 7:00 p.m. During the first two weeks of the semester, the College Police Services Office, located in the OPS Building (enter double doors on east side of building) will be open Monday – Thursday, August 22 – 25, 2011 from 7:00 a.m. – 8:00 p.m. and Monday – Tuesday, August 29-30, 2011, from 7:00 a.m. to 8:00 p.m. After the first two weeks, the office hours will be Monday – Friday from 8:00 a.m. to 5:00 p.m. **In order to maintain equipment and classroom security, instructors are asked to close and lock doors at the end of each class unless there is an instructor/class waiting to come in right behind you.** College Police are on campus 24 hours a day, 7 days a week. Faculty and students are advised to park in the lot that is closest to their classroom. Encourage students to walk to and from the parking lot after dark with friends or acquaintances. There is a courtesy escort service available at anytime by calling Police Services, at 691-7777 (or just ‘7777’ from a campus phone) and press 0.

EMERGENCY PROCEDURES (College Police Services) – **In the event of an emergency, immediately call College Police Services at 691-7777 (or just ‘7777’ from a campus phone) OR 558-2221** (when using this second number, be sure to press ‘0’ right away); the call will be answered by a Police Dispatcher. There are also emergency “blue light” phones located in each parking lot and various other areas around campus. Push the button and a Police Dispatcher will answer and an officer will be dispatched. Emergency messages for students are handled through the College Police Services office.

ATTENDANCE, ENROLLMENT, WAIT LISTS, and PRE-REQUISITES –Students who do not attend the first two class meetings should be dropped as “no shows.” All students who are attending your class must be enrolled by the end of the second week of classes in order to be properly accounted for during census week (Board regulations do not allow students to audit). For faculty who are able to add students, you must add them from the wait list in numeric order. Students must receive a permission number from you and must enroll and pay immediately.

Students should be expected to provide proof of having met the course pre-requisite no later than the end of the first week of classes. Your class roster will identify students who have met the course pre-requisite within Los Rios. For all other students, they should be asked to provide proof of having met the pre-requisite. Students, who have holds on their record due to library fines, past-due fees, discipline, etc., will not be allowed to enroll until the hold(s) has been removed by the department that issued it.

LATE REGISTRATION / ADDITIONS TO FULL-SEMESTER CLASSES – For classes that are full and have a wait list, students will automatically be moved from the wait list by the PeopleSoft System as students drop your class through **Friday, August 19, 2011**. Students may also add full-semester classes with available seats through **August 19, 2011**. Once the semester begins, permission numbers, provided by you in class, are required for any student who is to be enrolled. Enrollment for full semester classes must be completed by **September 4, 2011**. Any late enrollments beyond **September 4** will require a completed student petition submitted to the A&R Office in order for the student to be enrolled.

LATE REGISTRATION / ADDITIONS TO SHORT TERM CLASSES – For 1st 8-week and 1st 5-week classes that are full and have a wait list, students will automatically be moved from the wait list by the PeopleSoft System as students drop your class through **Friday, August 19, 2011**. Beginning **Saturday, August 20, 2011**, permission numbers are required for students who are not on your class roster/enrolled.

CLASS ROSTER – Accurate and up-to-date rosters are available via the online grading and roster system. For assistance with the online grading and roster system, please contact Greg Beyrer at 916-691-7607 or x7607 from a campus phone. Your most accurate roster will be available online on **Saturday, August 20, 2011**.

INFORMATION TO STUDENTS (Course Syllabus) – Please provide your Division Dean with a copy of the Course Syllabus and other information distributed to students in your classes. The syllabus, information/handouts relating to course objectives, student learning outcomes, evaluation procedures, grading standards, attendance policy, and other information that helps the student to benefit from instruction, should be submitted to your Division Dean no later than **Friday, September 2, 2011** (end of 2nd week of class).

MIDTERM GRADES – All instructors are required to notify individual students of their academic progress no later than halfway through the academic session for your course (for full semester classes, this is the end of the 8th week of instruction – **Friday, October 14, 2011**). Instructors should inform students who are receiving a substandard grade (D, F, or no pass) that they may seek assistance from you and the learning resource centers on campus. Students may also be directed to contact a counselor for further assistance.

FINAL EXAMINATIONS AND GRADE ROSTERS – Final examinations are required in all classes both on-campus and off-campus. Final exams for DAY and EVENING classes will be administered according to the published schedule beginning **Friday, December 9 through Thursday, December 15, 2011**. For the complete Final Exam Schedule, please go to: http://www.crc.losrios.edu/Current_Students/Final_Exam_Schedule.htm. **Final grades must be entered into the online grading system, no later than Tuesday, January 3, 2012**. You can go to <http://inside.losrios.edu> for instructions on the use of the online grading system.

ADJUNCT OFFICE HOURS – Adjunct faculty who teach a .2 to .39 FTE load are eligible for compensation for nine office hours per semester. Adjunct faculty who teach a .4 FTE or higher load are eligible for compensation for 18 office hours per semester. Interested adjunct faculty members should check with the Division Office to determine their office hour eligibility and if eligible, **must complete the “Adjunct Office Hours Contract Form” and return it to their dean by the end of the first week of the semester.**

DUPLICATING SERVICES (691-7317) – Submit requests from your office or home by completing the Duplicating Services form at: http://www.crc.losrios.edu/Faculty_and_Staff/Campus_Operations/Printing_Services.htm. Duplicating staff will run your materials and have them delivered to your division office. As an alternative, you may deliver/pickup materials directly from Duplicating Services in the southeast corner of the OPS building. When workload permits, walk-in requests will be processed while you wait; however, to ensure that requests are completed by the date needed, please allow at least 24 to 48 hours to process. One request form is required for each document. Duplicating hours are Monday-Thursday 6:30 a.m.-7:00 p.m.; Friday 6:30 a.m.-5:00 p.m.; Saturday August 20 and August 27 only, 7:00 a.m.-11:00 a.m. **Please note that Duplicating will be closing at 5:30 p.m. the week of September 5th, and also on Monday September 12th.** There is a copier available in your Division Office for limited, small-run, self-serve copying. The Division Administrative Assistant or clerical staff will provide assistance in typing and duplicating official college correspondence. Support staff is limited and will require time to prepare materials.

MAIL SERVICES (691-7300) is located in the southeast corner of the OPS Building in the Duplicating area. Mail Services is open from 8:00 a.m. to 2:00 p.m.; however, to be postmarked on the same day, mail needs to be in Mail Services by 12:00 p.m., unless you are hand carrying the mail to the post office.

GRAPHIC DESIGN (691-7115 or 691-7603) is located in the OPS Building. The Graphic Designers, in coordination with the CRC Public Information Officer (691-7199), provide high-quality visual design services for flyers, booklets, conference materials, special programs, advertising, and the class schedules, catalogs and tabloids. The Graphic Designers offer a variety of services to enhance the colleges' desire to maintain a uniform, coherent and consistent visual image on- and off-campus. They will help you coordinate the design of your projects. Please complete the 'Graphic Design Services Request' form, which is available at: http://www.crc.losrios.edu/Faculty_&_Staff/Graphic_Design.htm. Allow time for production, duplication and return. For information on printing and production, including color printing and large posters please contact Duplicating at 691-7317. Please remember to have any class flyers you prepare reviewed by the Public Information Office before printing and distribution to be sure required college information (and logo) is included. Sign-off by the PIO is required before any graphic design project can start.

DISTANCE EDUCATION AND MEDIA SERVICES (DEMS) is located in L-125. DEMS schedules training and equipment reservations for classroom media. DEMS also coordinates eLearning (Desire2Learn) for CRC, including training and administration. Available for use by faculty and staff is a multimedia design lab with Windows and Macintosh computers with digital video editing, scanners, and CD/DVD burning to support the production of multimedia materials. You can visit DEMS from 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Friday to use the equipment or access online resources 24 hours a day on the DEMS web page (<http://www.crc.losrios.edu/dems>). For an up-to-date schedule of on-campus hands-on distance education training opportunities, online equipment reservation, and to get contact information for DEMS staff, visit the DEMS web page. Classroom media: 691-7371; Distance education: 691-7607; IT help desk: 691-7486.

CENTER FOR ADVANCEMENT OF STAFF AND STUDENT LEARNING (CASSL), which is located in the LRC building, LRC-121 is designed to support CRC faculty and staff as they explore the scholarship of teaching and learning. It is a space where we can meet for professional development, research assistance, dialogue, and college planning activities. Current CASSL activities focus on information about our students, teaching methodologies (including student learning outcomes/ assessment) and cultural competence. Open since fall 2004, CASSL has a significant role as the college reflects on practices that support student success. For a complete list of fall 2011 CASSL and other professional development offerings, see the **Professional Development Guide**. For assistance with classroom or program-based research, contact Colette Harris (691-7666) or Jeanne Edman (691-7501) or submit a request to the Research Office, using the form at the following web address: http://www.crc.losrios.edu/Faculty_&_Staff/Research_Office.htm.

LAST DAY FOR TEXTBOOK/COURSE MATERIAL REFUND FOR FULL TERM CLASSES: Friday, August 26, 2011 with receipt or Friday, September 2, 2011 with receipt and proof of having dropped the course.