

# SACRAMENTO CITY COLLEGE



CELEBRATING OUR CENTENNIAL YEAR

2016-2017 FACULTY HANDBOOK



## **Introduction**

The Sacramento City College Faculty Handbook is a reference guide intended to outline many of the guidelines, processes, and procedures that are part of campus life and culture. The Faculty Handbook is not intended as a complete resource. Faculty members may also want to check with department and division staff for additional references and more detailed information.

The process of writing this handbook is intended to be dynamic. The Faculty Handbook is reviewed and updated yearly through a collaborative effort between the Academic Senate and the Instruction Office. It is available on the Faculty/Staff page of the SCC Website under Manuals & Handbooks. The link is: [http://www.scc.losrios.edu/FacultyStaff/Faculty\\_Handbook.htm](http://www.scc.losrios.edu/FacultyStaff/Faculty_Handbook.htm).

In addition to the Faculty Handbook, SCC also has updated our “Faculty How-To” website which is dedicated to being a “one stop shop” for information for faculty. This site can be found at <http://www.scc.losrios.edu/facultyhowto/>.

Please direct comments and suggestions on the Faculty Handbook to the Instruction Office, RHN 257.

### **Special Acknowledgement to:**

Faculty, Staff, and Administrators involved in the update of this version  
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## Table of Contents

<b>Letters from Michael Poindexter, Interim, College President, and Troy Myers, Academic Senate President .....</b>	<b>7, 8</b>
<b>I. Sacramento City College .....</b>	<b>09</b>
Core Values	09
Mission Statement	09
Vision Statement	09
College Goals and Strategies	09
Faculty Code of Ethics	11
Faculty Statement of Professional Ethics	11
Academic Freedom	12
Faculty by Division	14
Administration	17
Organization of the Instructional Areas	18
<b>II. Instructional Services and Curriculum Development .....</b>	<b>20</b>
Availability Forms for Adjunct and Overload Teaching Assignments	20
Centers	20
Class Schedule Development	20
College Catalog	21
Commencement	21
Curriculum	21
Curriculum Development	21
Curriculum Management Software	22
Department Chair	22
Dismissal of Classes	22
Division Dean and Division Office	22
Evening Duty Administrator	22
Faculty Attendance, Substitutes, and Guest Speakers	22
Flex Activities and Obligations	23
Grades – Online Grades Recordkeeping	23
Grants	24
Office of Instruction and Instructional Deans Council	24
Professional Development (Sabbatical) Leaves, Types A and B	24
Professional Development Leaves, Type C	24
Tentative Class Schedule (TCS)	25
Travel Request/Authorization and Out-of-State Travel	25
<b>III. Classroom Management and General Procedures .....</b>	<b>26</b>
Absence Policy and Student Drops	26
Academic Dishonesty and Cheating	26
Academic Symbols (Title V Regulation 51306), Grades, and Grade Points	28
Grades of Pass/No Pass	28
Non-Evaluative Symbols	28

<b>III. Classroom Management and General Procedures .....</b>	<b>Cont'd</b>
Adding Students to Class	28
Children on Campus	29
Class Enrollment Counts	29
Class Meeting Times and Breaks	29
Classroom Materials	30
Class Rosters	30
Credit by Examination	30
Curriculum Course Outline	31
Duplication of Copyrighted Materials	31
Faculty Weekly Schedule	32
Field Trips	32
Transportation Requests and Fees	32
Field Trip Procedures	32
Final Course Assessment or Examinations	33
Financial Aid Information for Faculty	34
Grading	36
Homework Assignments	38
Illegal Distribution of Copyrighted Materials	38
Independent Study	39
No-show Students	39
Office Hours	39
Prerequisite or Corequisite Documentation	40
Record Keeping and Attendance	40
Reserve Books	41
Student Discipline Process	41
Student Information Sheet	42
Student Gmail	45
Student Preparation – Prerequisites, Corequisites or Advisories	45
Supplementary Books and Materials	46
Textbooks and Textbook Adoption	46
 <b>IV. Instructional Support Services .....</b>	 <b>47</b>
Cultural Democracy	47
Distance Education-Academic Senate Guidelines	47
Distance Education Courses	48
Distance Education-Instructional Resources	48
Instructional Assistants	49
Instructional Development	49
Instructional Media Circulation Counter	49
Learning Skills and Tutoring Program	49
Library Services	49
Media Production and Services	50
Staff Resource Center	50
Technology Resources	50
Writing Center	51

<b>V. Student Services .....</b>	<b>52</b>
Admissions, Records, and Registration	52
Counseling and Student Success	52
Disability Resource Center (DSPS)	52
Extended Opportunity Program and Services (EOPS)	52
Financial Aid	53
Summer Success Academy	53
Veterans Affairs	53
Veterans Resources Center	53
 <b>VI. Business Services, Security (Payroll, Benefits, Leaves), Facilities and Property Use, and Other Campus Services .....</b>	 <b>54</b>
College Hour	54
E-Mail, Microsoft Outlook	54
Employee Benefits	54
FAX Machine	54
Inside SCC	54
Keys , Access, and Alarms	54
Leaves	55
Mailbox	55
Parking	55
Payroll Periods	55
Purchasing	55
Reprographics and Duplicating Services	55
Security of College Facilities	56
Staff ID Cards	57
Telephone Directory	57
Telephone and Voice Mail	57
Use Policies	57
Campus Vehicles	57
District Property	57
Personal Vehicles	57
SCC Facilities	57
 <b>VII. Selected District and College Policies and Procedures .....</b>	 <b>59</b>
Campus Security Act of 1990	59
Conduct on Campus for Students	59
Drug and Alcohol Free Campus	59
District Policy on Alcohol and Controlled Substances	59
Health Consequences	59
Legal Sanctions	60
Non-Discrimination Policy	60
Policies and Regulations - Los Rios Community College District	61
Smoking Policy	61

<b>VII. Selected District and College Policies and Procedures .....</b>	<b>Cont'd</b>
Student Discipline Process	61
Student Records – FERPA	63
Guidelines for Release of Student Information	64
Security of Student Records	64
Posting Grades	65
Returning Graded Papers and Assignments	65
Sending Grades to Students	65
Access to Student Records	65
Parents Requesting Information	65
Crisis Situation and Emergencies	65
Who to Contact With Questions and Concerns	65
 <b>VIII. Participation in College Governance and Planning .....</b>	 <b>66</b>
Academic Senate	66
Classified Senate	66
College Decision-Making	66
Executive Council	66
Institutional Plans	67
Program Plans	67
Resource Plans	67
Senior Leadership Team	67
Standing Committees	67
Strategic Planning Committee	67
Strategic Planning System	67
Student Associated Council	67
Unit Plans	68
 <b>IX. Student Standards of Conduct .....</b>	 <b>69</b>
Misconduct and Discipline	69
Cheating	69
Plagiarism	69
Other Acts of Dishonesty	70
Consequences of Dishonesty	70
Alcohol and Drugs	70
Legal Sanctions	70
Health Consequences	70
Non-College Persons on Campus	71
Animals and Service Animals	71
Demonstrations	71
Posting Materials	71
Program Sponsorship	72
Smoking	72
Weapons	72
Sexual Harassment, Title IX	72
Access to and Confidentiality of Student Records	72

<b>IX. Student Standards of Conduct .....</b>	<b>Cont'd</b>
Catalog Rights	73
Assembly and Speech	73
Causes	73
Decision Making	73
Organizations	73
Publications	73
Student Grievance	73
Student Grievance Officer	75
<b>X. Emergency Services, Safety, and Crisis Intervention Services .....</b>	<b>76</b>
Accidents, Emergencies, and Power Outages	76
Crisis Intervention Services	76
Emergency Procedures	76
Evacuation Preparedness for Students with Disabilities	77
Los Rios ALERT (Emergency Notification)	77
Student Behavior Reference Guide	78
<b>XI. Addendum .....</b>	<b>79</b>
Calendars	79
Forms	79
Helpful Links to College and District Web Sites	80
<b>XII. Index .....</b>	<b>87</b>

*Fall 2016*

*Esteemed faculty -*

*Welcome to the 2016-17 academic year at Sacramento City College – the 100th anniversary year of this fine institution!*

*If this is your first year with us, we look forward to using your enthusiasm and expertise to keep Sacramento City College one of the finest community colleges anywhere. If you are returning, we welcome you back with open arms and thank you for your unwavering and longstanding commitment to student success.*

*SCC continues its century-long legacy of providing students with opportunities to grow their minds, bodies and souls. The college is well known for the expertise of its caring faculty who mentor and guide students to attain high standards of academic, personal and professional achievement. Numerous SCC students have been recognized with local, regional and national awards thanks to the commitment of its faculty.*

*Sacramento City College boasts more than 300 full-time and 450 part-time faculty. You prepare our diverse student population to thrive and persist in reaching the highest levels of academic proficiency, critical thinking, job preparedness and transfer readiness.*

*Still there are more students who can benefit from our expertise. Please indulge me in a small request that can add up to a huge, positive impact for the institution. Please take a moment to do one -- or both -- of the following:*

- *Retain, engage, and connect with a minimum of one additional student;*
- *Recruit a new student to enroll for the next fall 8-week course and for 2017 spring courses.*

*When you meet as a department, division, or in your committees please discuss what YOU can do to recruit, retain, connect, and engage with more students at the college.*

*Thank you for helping SCC enrich the lives of so many students throughout the decades and strengthening the economic vitality of the Sacramento region.*

*Sincerely,*

*Michael Poindexter  
Interim President*



*Fall 2016*

*Dear Colleagues,*

*Welcome back to another exciting academic year! As you know, Sacramento City College is one of the oldest community colleges in the State of California and has provided life-enhancing educational opportunities to those in our area for 100 years. Sincere congratulations to all of you who contribute professionally to this remarkable institution.*

*The faculty handbook is a tool that will help you meet the needs of our students. It contains information about the college and the district, including policies, regulations, procedures, and best practices that will be useful in working with your students and colleagues. The handbook is particularly useful as a resource for new faculty and answers many of the most frequently asked questions.*

*The second centenary of Sacramento City College begins with a particular challenge as colleges across northern California find their enrollments shrinking. With our district funding based on attendance, every member of the Sacramento City College family will be asked to participate in the effort to increase the number of those we serve. This will not be onerous work as we advocate an elevated cause: as a community college working within the California Master Plan, we accept the top 100 percent of those who come to us seeking higher education. Sacramento City provides access to basic skills courses, certificates and associate degrees, transfer to four-year institutions, career technical programs, and opportunities for life-long learning. Not one year passes that our college does not improve thousands of lives.*

*On behalf of the Academic Senate, I look forward to working with each of you as we pursue academic excellence and the continued success of our students.*

*My heartfelt thanks to all.*

*Troy Myers  
Department of English  
President, Academic Senate*

## I. Sacramento City College

### Core Values

Working Together • Pursuing Excellence • Inspiring Achievement

### Mission Statement

Sacramento City College is an open-access, comprehensive community college, serving a diverse student population. We provide a wide range of educational opportunities and support services leading to transfer, career advancement, basic skills development, degree and certificate attainment, and personal enrichment. Our commitment to continuous improvement through outcome-guided assessment, planning, and evaluation promotes student learning. Through these efforts, we contribute to the intellectual, cultural, and economic vitality of the community.

### Vision Statement

Sacramento City College seeks to create a learning community that celebrates diversity, nurtures personal growth, and inspires academic and economic leadership.

### College Goals and Strategies for 2014-15

The College Goals are broad accomplishments that the college seeks to achieve over a period of time; they are data driven and linked to unit and program plan objectives as part of the annual college planning cycle. Strategies are implementation actions undertaken as shared functions across units or programs that lead to the accomplishment of the college goals. (Note that the strategies listed are not a comprehensive set of all possible strategies that would support the college goals.)

**SCC Goal A: Deliver student-centered programs and services that demonstrate a commitment to teaching and learning effectiveness and support student success in the achievement of basic skills, certificates, degrees, transfer, jobs and other student educational goals.**

#### Strategies:

- A1. Promote the engagement and success of all students, with a special emphasis on first-year students who are new to college.
- A2. Review courses, programs and services and modify as needed to enhance student achievement.
- A3. Provide students with the tools and resources they need to plan and carry out their education, complete degrees and certificates, and/or transfer.
- A4. Improve basic skills competencies in reading, writing, math, and information and technological competency across the curriculum in order to improve student preparedness for degree and certificate courses and for employment.
- A5. Deliver services, curriculum, and instruction that result in equivalent student outcomes for all modalities and locations.
- A6. Identify and disseminate information about teaching practices and curriculum that are effective for a diverse student body.
- A7. Implement practices and activities that reduce achievement gaps in student success.
- A8. Assess student learning at the course, program, and institutional levels and use those assessments to make appropriate changes that support student achievement.

- A9. Implement a formal college-wide plan to increase the completion of degrees and certificates across the college.
- A10. Ensure that students have opportunities to be involved in a range of co-curricular activities.

**SCC Goal B: Align enrollment management processes to assist all students in moving through programs from first enrollment to completion of educational goals.**

Strategies:

- B1. Revise or develop courses, programs, schedules and services based on assessment of emerging community needs and available college resources.
- B2. Use quantitative and qualitative data to identify strategies which improve enrollment management processes.
- B3. Explore and create multiple ways to disseminate information to students in order to engage them with learning in the college community.
- B4. Support “front door” policies and practices that assist students with the transition to college.
- B5. Maintain the quality and effectiveness of the physical plant in order to support access and success for students (i.e. modernization, TAP improvements, equipment purchases, etc.).
- B6. Expand interactions with community and industry partners in order to increase student opportunities for experiences that help them transition to careers (career exploration, completion of licenses, internships, etc.).
- B7. Provide students with clear pathways to goal completion.
- B8. Provide programs and services that help students overcome barriers to goal completion.

**SCC Goal C: Improve organizational effectiveness through increased employee engagement with the college community and continuous process improvement.**

Strategies:

- C1. Review staff processes, including those for hiring, orientation, training, customer service, evaluation and professional development and modify as needed in order to make them more effective and inclusive.
- C2. Build and maintain an effective staff that reflects the diversity of our students and community.
- C3. Promote health, wellness and safety throughout the institution.
- C4. Utilize quantitative and qualitative data to help guide decision-making throughout the institution.
- C5. Increase the effectiveness of communication both within the college and between the college and the external community.
- C6. Continue to exercise transparent and fiscally sound financial management.
- C7. Encourage collegiality, connection, and participatory decision-making at the college.

### **Faculty Code of Ethics**

The following is a statement defining some areas of ethical behavior by faculty towards students. It is based on discussions held at a workshop for faculty and staff in the spring of 1987. The Equity Committee unanimously passed the following statement. This statement has been endorsed by the Academic Senate and sent to all faculty members and administrators as a statement of professional standards.

1. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.
2. Recognizing that within the context of specific curricula, where the examination and discussion of certain sensitive topics, terms and attitudes are not only unavoidable, but necessary, instructors are (nonetheless) responsible for cultivating and maintaining a safe and respectful learning environment. Outside of these academic parameters, direct or indirect derogatory references based on actual or perceived race, ethnicity, national origin, accent or linguistic variation, religion, age, color, gender and sexual diversity, ancestry, and physical or mental disability are inappropriate in the college environment.
3. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal, or exploit confidential information.
4. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon those with authority not to abuse, nor appear to abuse, the power with which they are entrusted.
5. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.
6. Professional interaction between students and instructors should always take place in an academic setting.
7. Instructors should never engage in or condone sexual harassment. In the academic context, the term "sexual harassment" may be used to describe a wide range of behaviors. The fundamental element is the unwelcome personal attention by an instructor who is in a position to determine a student's grade or student employment or otherwise affect the student's academic performance or professional future.

### **Faculty Statement of Professional Ethics**

- I. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their students is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

- II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.
- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not conflict with academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their discipline, to their students, to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### **Academic Freedom**

A faculty member's ability to make professional judgments related to teaching unaffected by pressures from a political or social climate lies at the heart of academic freedom. The importance of this freedom is highlighted where all members of the academic community are committed to recognizing and celebrating the uniqueness of each of its members.

Academic freedom at Sacramento City College is essential for the fulfillment of the educational mission of the college and for the ability of faculty members to perform their professional duties. In addition, academic freedom ensures faculty members' rights and obligations of professional protection, autonomy, and responsibility.

Faculty members shall be protected from censorship, restraint, or dismissal in their ability to study, investigate, present, interpret, or discuss the relevant facts and ideas within the assigned curriculum and outline. They shall also be protected from extraneous considerations such as a faculty member's gender, gender identity, ethnicity, race, religion, political beliefs or affiliation, sexual orientation, or disability being considered in evaluations of professional performance.

Faculty members have the principal right and responsibility to determine the methods of instruction, the planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline, the educational mission of the college and with state laws and regulations.

All faculty members shall provide a classroom environment that is conducive to student learning, growth, and development in which students are free from discrimination, prejudice, and harassment and in which students are free to express relevant ideas and opinions. They shall also clearly differentiate for students the expression of the faculty member's personal opinions or convictions from the objective presentation of theory, fact or ideas.

## Faculty by Division, 2015-16

### Division of Advanced Technology

Allen, Randy  
Bonawitz, Marcia  
Buonauro, John  
Burg, Thomas  
Button, Donald  
Cappelletti, Thomas  
Crandley, Patrick  
Cypret, Phillip  
Estabrook, Paul  
Fitzpatrick, Kenneth  
Gentry, Richard  
Gohering, Kevin S.  
Handy, Mae Frances (Fran)  
Johnson, Lawrence  
Ng, Wang  
Olivarez, Norma  
Seddon, Christopher  
Tambert, Roxanne  
Waxman, Robyn  
Wong, Peter  
Zeh, Jonathan

### Division of Behavioral and Social Science

Austin, Grace  
Bahhur, Riad  
Block, Angela  
Carbary, Kathleen  
Cerri, Dominic  
Chevraux-FitzHugh, Adrian  
Coppola, Jessica  
Davis, Craig  
Dennis, Mark  
Doonan, William  
Foley, Jo-Ann  
Frank, Paul  
Frazier, Surangi  
Giovannetti, Lynne  
Gould, Kelly L.  
Graybill, Stuart  
Grofe, Michael J.  
Heningburg, Keith

Hunter, Michael  
Johnson, Ilana  
Keys, Alan  
Kirkpatrick, Nadine  
Lindell, Pamela  
Logan, Shane  
Lorenz, Norman  
Lum, Belinda  
McKee, Georgeann  
Miller, Nicholas  
Patton, Sherri  
Perry, Laurie  
Piscopo, Holly  
Pitman, Gayle  
Polagruto, John  
Regalado, Maria  
Sjovold, Carl-Petter  
Strimling, Amy  
Tanghetti, Rosamaria  
Tedla, Dagne  
Tromborg, Chris  
Trujillo, David  
Whipple, Charles  
Xiao, Alex H.  
Zaragoza, Diana

### Division of Business and Computer Information Science

Anderson, Kevin  
Andrews, Dean S.  
Camarena, Sandra  
Costello, Linda D.  
Crompton, Debra J.  
De Mey, Suzanne L.  
Dixon, Michael  
Douglass, Bruce  
Hogarty, Patrick  
Krofchock, Bryan  
Little, Myra (Sheley)  
Mom, Brian  
Parks, Karen  
Pease, Dyan  
Reynolds, Linda

Rishard, Truman  
Rose, Gregory  
Smedley, Lauri  
Stein, Shanna  
Taylor, Timothy  
Town, James  
Wei, Timothy  
Williams, Gayle  
Xu, Lily  
Zannakis, Amanda

### Division of Counseling and Student Success

Allred, Mary-Susan  
Bacod, Maristella  
Barfield, Annette  
Belair, Diane M.  
Beyrer, Kimberlee  
Bui, Dinh  
Christian, Jeffrey J.  
Cornelius, Victoria  
Davis, Tony P.  
Freas, Adam  
Gambrell, Deborah  
Gilley, Shannon R.  
Gomez, Wendy  
Gonzalez, Mauricio  
Guzman, Sandra  
Harvey, Jonathan  
Henderson, Victoria  
Hodge, Tracey  
Janssen, Kristine  
LaChica, Juan  
Lepe, Leonela  
Malik, Jamil  
Muraki, Keith  
Newman, Toni J.  
Nguyen, Anh  
Parker, Leslie  
Rodriguez, Irma  
Ruedas, Sandra  
Scott, Geraldine  
Stone, Leila  
Times, Kenneth

Tracy, Gwyneth  
Villanueva, Maria C.  
Williams, Nichelle  
Yang, Richard  
Yaroshevich, Nataliya

**Division of Humanities and Fine Arts**

Anderson, Catherine  
Barbaria, Miriam  
Boguski, Mark  
Church, Kim  
Clark, Kevin  
Daubert, Christopher  
Fabionar, David  
Fonda, Gioia  
Forrester, Elizabeth  
Garcia, Mari Carmen  
Gore, Robert  
Hanson, Luther  
Harris-Jenkinson, Patricia  
Jensen, Andre  
Kidrick, Valerie  
Knable, Robert  
Lawson, Douglas  
Lucas, Andrea  
Masterson, Patricia  
Paulson, Daniel I.  
Peterson, Terry  
Petite, Lori  
Piedra, Erica A.  
Poe, Kathleen  
Quandt, Timothy  
Redmond, Patti  
Rodriguez, Tanya  
Severson, Michael  
Shearer, Kit B.  
Shiflet, Kurt  
Weinsheink, Shawn E.  
Wilson, Emily  
Young, Robert  
Zamora, Frank

**Division of Kinesiology, Health, & Athletics**

Allender, Julia  
Avendano, Marisa  
Bauduin, Lisa  
Blair, Deborah  
Bomberry, Deskaheh D.  
Carmazzi, Paul  
Dewar Jr, Robert E.  
Griffin, David  
Hanson, Steve  
Herlihy, John  
Jones, Andrew  
Kiernan, Timothy  
Nash, Laurie  
Oh, Jang-Ha  
Pacheco, David  
Sullivan, Derek  
Walker, Dannie  
Zuercher, Connie

**Division of Language and Literature**

Angel, Jodi  
Armstrong, Dana  
Burrell, Karen I.  
Castaneda, Denise  
Cervin, Richard  
Cirrone, Steve  
Dana, Maureen  
DeMartini, Dawna L.  
Doersch, Ann  
Felker, Jeffery J.  
Gary, Lara  
Gomez, Tracey  
Haag, Janis  
Hanson, Jon  
Hawthorne, Julie  
Heimer, Dianne  
Ikegami, Robin  
Jackson, Sally-Anne  
Kawamura, Sandra  
King, Adrienne  
Knorr, Jeffrey  
Laird, Hayley

Leonard, Duane  
Lewis, Ann  
Limon Guzman, Jesus  
Loomis, Debora  
Marks, Carrie S.  
Muther, Shantra  
Myers, Linda  
Myers, Troy  
Nuttall, Gabriella  
Olsen, Nancy  
Patton, Marcus  
Prado, JoAnna  
Rangel, Makeba  
Roberts, Joshua  
Romero, Danny  
Selva, Marcia  
Silcox, S. Travis  
Spangler, Rachel  
Thomas, D. Brett  
Thomas-Val, Jacinth  
Toupadakis, Barbara  
Waggoner, Camille

**Division of Learning Resources**

Chen, Shu  
Chenu-Campbell, Catherine  
Griffin, Susan E.  
Karlsen, Jeffrey  
Knudson, Kandace  
Lopez, Antonio J.T.  
Pogue, Brian  
Posz, Pamela  
Richard, Loretta  
Robinson, Mary Ann  
Tercho, Karen  
Woolley, Nicole

**Division of Mathematics/Statistics & Engineering**

Bryant, Deborah  
Deglow, Annette  
Dibble, Cindy  
DuVernay, Tara N.  
Fasman, Lyudmilla (Lucy)  
Gonzales, Stephen  
Harbison, Mark



Hunter, Mark  
Johnson, Mai-Gemu  
Lambert, Angelena  
Larson, Carillon  
Li, Lu  
Maloney, Lori  
Manriquez, Paul  
Martensen, Carol  
Martinez, Jesus  
May, Alexander  
May, Virginia  
McDonald, Patrick  
Medina, Renee  
Mendez-Nunez, Luis  
Ngai, Tsz Yan P.  
Phillips, Joseph  
Romani, Annette N.  
Rosenberger, Randy  
Sanford, Tricia L.  
Schutte, Mathew  
Segal, Jonathan  
Steever, Joseph  
VanSickle, Debra  
Vrechek, Jean  
Walker, Norman  
Wang, Hsiao  
Webster, Mark K.  
Woodmansee, Rick

**Division of Science and Allied  
Health**

Ackerman, Alexis  
Alviar-Agnew, Marisa  
Arya, Palwasha  
Beadles, Lynnette  
Bennett, Diane  
Carberry-Goh, Karen  
Chubbic, Dena  
Clark, Bonnie  
Copely, Douglas  
Dao, Binh C.  
DeGennaro, Paul  
Fellman, Melissa  
Fujikawa, Lynn  
Greenwell, Andrea  
Hoerl, Ada B.  
Holland, Gina  
Holt, Julie  
Huang, Ling  
Hussey, Susan  
Iley II, William  
Iredale, Michael  
Ishchuk, Alex  
James, Stephen  
Johnson, Denise  
Johnson, Judy

Jones, Christine  
Lane, Tammie R.  
Lucien, Darreis  
Manuel, Mara L  
Marchi, Annemarie  
Marshall, Doris  
McDaid, Liam  
Meyer, Virginia  
Miller, William  
Naganuma, Kenneth  
Newman, Forrest  
Nuss, Linda  
Randolph, Melodi L.  
Rice, Helen  
Richardson, Michael  
Roffey, Robin  
Sarte, Jaime  
Serafini, Lisa  
Sheppard, Laurie  
Siu, Jennifer  
Stanton, Kathryn J.  
Thompson, Irwin S.  
Triphon, Joann  
Wagner, Glennda  
Wallace, Shanda  
Wyatt, David  
Zenner, Bruce

## **Administration**

### **College President. Interim**

Michael Poindexter

### **Vice Presidents**

Administrative Services  
Instruction, Interim  
Student Services, Interim

Laduan Smedley  
Donald Palm  
Dr. Debra Luff

### **Associate Vice Presidents**

Economic and Workforce Development  
Enrollment and Student Services, Interim  
Education and Outreach Programs

Gabriel Meehan  
TBA  
Julia Jolly

### **Deans**

Advanced Technology  
Behavioral and Social Sciences, Interim  
Business and Computer Information Science  
Counseling and Student Success  
Davis Center, Interim  
Enrollment and Student Services  
Equity and Student Success  
Humanities and Fine Arts  
Information Technology  
Language and Literature  
Learning Resources  
Mathematics/Statistics and Engineering  
Kinesiology, Health and Athletics  
Planning, Research, and Institutional Effectiveness  
Science and Allied Health  
West Sacramento Center

Donnetta F. Webb  
Carl Sjovold  
Dr. Deborah Saks  
Andre Coleman  
Frank Malaret  
Christine Hernandez  
Molly Springer  
Chris R. Iwata  
Dr. Elaine Ader  
Dr. Albert Garcia  
Kevin Flash  
Dr. Daniel Styer  
Mitchell L. Campbell  
Dr. Marybeth Buechner  
James Collins  
Art Pimentel

### **Other Administrators**

Administrative Services Director  
College Advancement Director, Interim  
College Store Manager  
Nursing Director  
Public Information Officer

Margaret Lednický  
William McCarty  
Randy Clem  
Carel Mountain  
Rick Brewer

## Organization of the Instructional Areas

### Advanced Technology

Donnetta Webb, Dean, Technology 106A, (916) 558-2491

Aeronautics	Engineering Design	Mechanical-Electrical
Air Traffic Control	Technology	Technology
Aircraft Dispatcher	Flight Technology	Photography
Cosmetology	Graphic Communication	Railroad Operations
Electronics Technology		Surveying (Geomatics)

### Behavioral and Social Sciences

TBD, Interim Dean, Rodda North 226, (916) 558-2401

Administration of Justice	Family and Consumer	International Studies
Anthropology	Science	Nutrition and Food
Community Studies	Fashion and Interior Design	Political Science
Early Childhood Education	Geography	Psychology
Education/Teaching	Gerontology	Social Sciences
Ethnic Studies	History	Sociology
	Interdisciplinary Studies	Women's Studies

### Business and Computer Information Science

Dr. Deborah Saks, Business Building 213, (916) 558-2581

Accounting	Computer Information	Management
Bookkeeping and Office	Science	Marketing
Management	Customer Service	Office Administration
Business	Economics	Real Estate

### Counseling and Student Success

Andre Coleman, Dean, Rodda North 111, (916) 558-2204

Human Career Development	Work Experience and Internship	Career Center
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### Humanities and Fine Arts

Chris Iwata, Dean, PAC 137, (916) 558-2551

Art	Humanities	Theatre Arts
Art History	Music	Theatre Arts Film
Communication	Philosophy	Theatre Arts Performance
Foreign Languages	Sign Language Studies	

**Kinesiology, Health and Athletics**

Mitchell L. Campbell, Dean, Hughes Stadium, Section 1B, (916) 558-2425

Adaptive Physical Education  
Athletic Training

Athletics  
Health Education

Kinesiology  
Recreation

**Language and Literature**

Dr. Albert Garcia, Dean, Rodda South 226, (916) 558-2325

English  
English as a Second Language

Journalism  
Reading

**Learning Resources**

Kevin Flash, Dean, Learning Resources Center 236, (916) 558-2253

Distance Education  
Human Services  
Instructional Development  
Instructional Media and  
Academic Computing

Learning, Tutoring and  
Academic Technology  
Library  
Library and Information  
Technology

Media Productions and  
Services  
Writing Center

**Mathematics/Statistics & Engineering**

Dr. Daniel Styer, Dean, Rodda Hall North 301, (916) 558-2201

Engineering

Mathematics

Statistics

**Science and Allied Health Division**

Dr. James Collins, Dean, Mohr Hall 18, (916) 558-2271

Allied Health  
Astronomy  
Biology  
Chemistry  
Dental Assisting

Dental Hygiene  
Geology  
Nursing, Registered  
Nursing, Vocational

Occupational Therapy  
Assistant  
Physical Therapist Assistant  
Physics

**Student Equity & Student Success SSSP (formerly Matriculation)**

Dr. Molly Springer, SOG 226, (916) 558-2194

**Student Leadership and Development**

Dr. Deb Luff, RHN 272, (916) 558-2141

Student Leadership

Student Government

## II. Instructional Services and Curriculum Development

Instructional Services is responsible for the planning, scheduling, development, and delivery of instruction, as well as supporting faculty in awarding grades. There are three organizational components to instructional leadership and support: Division Dean/Division Office, Department Chair, and Office of Instruction.

### **Availability Forms for Adjunct and Overload Teaching Assignments**

Faculty must submit an availability form to the division office each semester in order to be considered for adjunct or overload teaching assignments. This form assists the division dean and department chair in ascertaining faculty availability should a future assignment become available. The division offices and centers distribute availability forms to all active faculty each year, per the LRCFT Contract, and are due back to the division office the fourth Friday of September. If faculty receive forms at the center where they are teaching, they should send their completed form to the appropriate division dean at the college.

### **Centers**

Classes are taught at our centers in Davis and West Sacramento, as well as occasionally at local high schools and in nearby public and private facilities. Each center has a slightly different student body that reflects the community it serves; each center strives to offer services for students and faculty equivalent to those on the main campus. A center dean is available and provides administrative oversight for the facility, managing the class schedule and day-to-day operations.

Faculty and students with any administrative, instructional, or student services needs should check with the staff at the main office. If an instructor is assigned to teach a class through one of the centers, he/she should contact the center's staff for information specific to his/her classroom location. The staff will provide valuable information regarding keys, parking, mail, and duplicating procedures and assist with instructional and equipment needs.

Counseling services are available to students at the centers at posted times during the week. Appointments are advisable for students, although walk-ins are accommodated when possible.

Students can buy textbooks online and pick them up at the centers during business hours for no extra cost. After placing the order, it will take at least three (3) days before their order will be ready for pick-up.

The Davis Center is in UC Davis's West Village at 1720 Jade Street, Davis, CA 95616. Phone: (530) 747-5200, Fax: (530) 747-5211.

The West Sacramento Center is at 1115 West Capitol Avenue, West Sacramento, CA 95691. Phone: (916) 375-5511, Fax: (916) 375-5520.

### **Class Schedule Development**

The Vice President of Instruction supervises the preparation of the college Class Schedule for each session. Each division works with their assigned Associate Vice President of Instruction to build, staff, and modify the schedule for their academic area. The schedule is normally published online in April for summer session and fall semester and in October for the spring semester. The college no longer prints copies of the schedule for wide distribution because of the fluidity of the document. The Schedule can be accessed at <http://www.losrios.edu/class-schedules.php>.

The division deans, in consultation with the faculty and department chairs, carry out the preliminary activities of schedule development. Factors considered in schedule-making are: (a) district and college priority guidelines including student success and completion; (b) review of past enrollment patterns and estimates of enrollments in various classes; (c) balance of assignments to cover day, evening, and center classes and to meet budget and FTE allocations; (d) qualifications of faculty members in terms of preparation and interest in subject fields; (e) number of preparations and formula hour loads; (f) balance of hour assignments for faculty; and, (g) availability of rooms and necessary facilities.

### **College Catalog**

The College Catalog is published annually by the Office of Instruction to advise students about the educational programs and services offered by Sacramento City College. The catalog is also available at the College Store and online at <http://www.scc.losrios.edu/catalog/>. Updates to the College Catalog are available as addenda posted to the main college website.

### **Commencement**

The annual commencement exercises in May involve an academic procession; participation in this ceremony will be determined by the College President pursuant to the LRCCD Regulations. Full-time and part-time tenured faculty members participate in commencement exercises every other year as part of their professional responsibilities. Rental fees for the cap and gown and shipping costs are borne by the District. Individual staff members are requested to assume responsibility for rental or purchase of appropriate academic hoods.

### **Curriculum**

Faculty are responsible for initiating curriculum development and revision, including establishing prerequisites and planning courses within disciplines [Title 5 §53200(b)]; the content of their classes; the method of presentation, and the cohesiveness and comprehensiveness of their academic program.

Proposals for new curriculum and changes in existing curriculum are submitted for review to the college Curriculum Committee which includes representatives from the entire college community. The Curriculum Committee promotes development of curriculum and courses that meet the identified needs of the students, community, regional work places, and global society; reviews and recommends changes in instructional programs and courses, implementation of graduation and breadth requirements, and identifies courses which meet them; ensures compliance with statewide educational policy and articulation with other educational institutions; and examines topical instructional issues of major importance to the college.

### **Curriculum Development**

Curriculum is a primary responsibility of the faculty. Curriculum ideas and/or recommendations may be considered from such sources as colleagues, students, alumni, and advisory committees. Department faculty are essential to the development of formal course and program proposals for the college. In order for an idea to become reality, the college uses an official curriculum process managed by the Curriculum Committee. The Curriculum Committee reviews and approves new and revised curricula. Included in the process are reviews by the appropriate subcommittees: Prerequisite/Corequisite/Advisory, Distance Education, General Education, Multicultural Graduation Requirement, and Honors. After local approval new curriculum proposals are forwarded to the District Curriculum Coordinating Committee, which in turn presents all district curricula to the Board of Trustees for approval. In some cases, curricula are also forwarded to the State Chancellor's Office for state level review and approval. Programs for Career-Technical Education programs must also seek approval from the North/Far North Regional Consortia. Because of the many layers of review and approval that are sometimes required, the college has established a set of time lines for processing curriculum as efficiently and quickly as possible. The SCC Curriculum

Handbook is available on the Faculty/Staff page of the SCC Website under Manuals & Handbooks. The link is: <http://www.scc.losrios.edu/facultystaff/>.

### **Curriculum Management Software**

Our district has chosen commonality in curriculum in course number, title, unit, academic level, and similar, but not necessarily identical, course descriptions and course content. Los Rios uses SOCRATES (System for Online Curriculum Review and Technical Education Support), a curriculum management software program, for the online development and updating of courses and programs.

Access is available through the Intranet Service Account for online grading and rosters. The link is: <https://inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=SCC>. More information and assistance is available from the Curriculum Committee Faculty Co-chair, the online Curriculum Handbook, and the Office of Instruction.

### **Department Chair**

Each department has an elected Chair who functions as a liaison between the faculty and the division dean. Curriculum questions and other departmental questions should be directed to this person or the division dean. Faculty should refer to the LRCFT Contract for more information at <http://www.losrios.edu/hr/contracts.htm> and then click on the link to “Los Rios College Federation of Teachers.”

### **Dismissal of Classes**

Faculty shall arrange their class work in such a way that a full class session will meet at scheduled times. Care must also be exercised not to hold students beyond the scheduled time. Such considerations impact both the district’s ability to claim apportionment for all class meeting times and the students’ rights to breaks during classes of extended duration.

### **Division Dean and Division Office**

The Division Dean is the primary contact point with the college administration for faculty. Most instructional activities are carried out through this office. Class scheduling, curriculum activities, and other related activities are the responsibility of the division dean. The division office is also the primary location for all forms and the starting place for most college processes. The division Administrative Assistant is a valuable resource to faculty and will be available to answer many of their questions.

### **Evening Duty Administrator**

An administrator is on duty on campus the first Saturday of each semester from 8:00 a.m. to noon and Monday through Thursday of the first week of each term until 8:00 p.m. The Instruction Office distributes a bulletin, Evening & Weekend News, advising the college community of the contact names and telephone numbers along with information on evening support for technology and audio visual resources. This information is available on the website at <http://www.scc.losrios.edu/instructionalservices/evening-weekend-news/>.

### **Faculty Attendance, Substitutes, and Guest Speakers**

Faculty members are expected to meet with their assigned classes on each day of the academic semester. If an instructor cannot meet his/her assigned class due to illness, an emergency or other circumstance, the instructor must call the division and/or center office as soon as possible. The class can then be notified as to the instructor’s absence. Faculty are also strongly encouraged to notify their students directly when they are going to be late to class or cancelling class via their Online Rosters or D2L. Failure to notify the division dean of an absence may result in loss of pay.

Faculty may consider adding language similar to the following to their Course Information Sheets or Syllabi to cover instructor absences:

“I pride myself on being early to each class meeting in order to answer questions prior to the start of class. If there is a case that warrants tardiness on my part, I ask that students stay for the first fifteen minutes of class. If I am still missing, students are free to leave for the day and will be contacted via D2L as soon as possible. Students will not be marked absent and will not be marked down on homework or in-class activities. Scheduled quizzes or tests will be moved to the following class session.”

Furthermore, faculty may not arrange for guest speakers, or others to assume responsibility for their classes without first obtaining approval from their division dean as District guidelines for assigning substitutes must be followed. Faculty should not arrange for their own substitutes unless they have been authorized to do so by their deans. All substitutes must be (a) in the Faculty Service Area (FSA) of the class for which they are substituting, (b) on the district’s approved list, and (c) processed by the district office before they can be hired and paid.

### **Flex Activities and Obligation**

Under legislation AB1725, a number of days in the instructional calendar are set aside for professional development activities (Flex). At Sacramento City College, Flex Days are scheduled at the beginning of each semester. They include one or more days of workshops and one day of convocation and division/departments gatherings. Division and Department meetings throughout the regular semester count towards college service and not flex (LRCFT 4.1.3).

All full-time and many adjunct faculty have a Flex obligation. Flex obligation is the total number of hours faculty must spend participating in professional development activities. For adjunct faculty members, their Tentative Class Schedule (TCS) states their Flex obligation, which is based on teaching contact hours on Thursdays and/or Fridays. For full-time faculty members, the Flex obligation is twelve hours, in addition to any obligation for overload assignments scheduled on Thursdays and/or Fridays. The Staff Resource Center website has a calendar of Flex Day activities. Faculty can also contact their division office for questions about documentation.

### **Grades — Online Grade Recordkeeping**

Training is available on how to use Excel spreadsheets and/or D2L for grade recordkeeping. The information in the grade records is essential to document the process used to establish final grades for students. Faculty should take care that the information in the grade records reflects the grading criteria established in their student information sheets. Grade records should be maintained for three years. For more information, see Section IV (Classroom Management, Recordkeeping, and Attendance).

Final grades are posted through the Online Grading System (OGS) via the Los Rios Intranet. Training on the OGS is available each semester. Faculty should contact the Staff Resource Center for more information (ext. 2176).

Faculty should not post grades in public spaces, such as outside classrooms or offices, or on course websites using students’ names, student ID numbers, or social security numbers. If faculty choose to post grades, they should use a code or predetermined ID that cannot be utilized to identify specific students. Faculty members are required by Board policy and regulation (P-7252, R-7252 §8.1) to provide a mid-term grade to each student. Those students whose performance is substandard (D, F, or NP (formerly NC)) must receive



written notice and be directed to counseling services for assistance. At this time, faculty cannot send mid-term grade information to students via the OGS so they must utilize another method to communicate with students (e.g., D2L or written notice).

### **Grants**

The college encourages faculty to pursue grants to support their teaching and professional development activities. The office of Planning, Research, and Institutional Effectiveness (ext. 2511) can assist with college processes related to applying for and managing grants.

### **Office of Instruction and Instructional Deans Council**

Instruction is coordinated through the Office of Instruction in RHN 257, where the Vice President and the Associate Vice Presidents of Instruction are located. It is their responsibility to coordinate the operations of the instructional program and facilitate any activities that are needed to plan, improve, and facilitate the delivery of instruction. Much of this activity is coordinated through the Instructional Deans' Council, chaired by the Vice President of Instruction. The Council discusses and reviews problems or issues of general concern, serves as an information conduit to and from the divisions, and provides a forum for instruction-related issues. The Council meets biweekly and consists of all instructional administrators. Other staff members may attend by invitation or request.

### **Professional Development (Sabbatical) Leaves, Types A and B**

These leaves provide faculty members with release from regular duties to enable them to respond to changing educational conditions and student needs. These leaves allow time for faculty to engage in studies, projects, or other beneficial activities which do not fall within their regular responsibilities. Type A leave is one (1) semester at full pay or one (1) year at half pay. Type B leave is leave at full pay of up to one hundred percent (100%) reassigned time for up to one (1) year in duration. Tenured faculty members are eligible for both Type A and Type B leaves. Tenure-track faculty who have completed three full years of service are only eligible for Type B leaves. The Professional Standards Committee reviews all faculty applications once per semester and submits its recommendations to the College President. Final approval of the leaves is granted by the Board. Additional information is available in the LRCFT Contract (section 11.6). The contract can be accessed by clicking on the link *Los Rios College Federation of Teachers* at <http://www.losrios.edu/hr/contracts/htm>. Faculty can also contact the Office of Instruction for information.

### **Professional Development Leaves, Type C**

Faculty who teach overloads without additional compensation may accrue the equivalent formula hours (EFHs) up to a maximum of thirty (30) EFHs which may be applied towards a Type C Professional Development Leave. A Type C leave allows the faculty member to take a paid leave of up to a full year. Fifteen (15) equivalent formula hours must be accrued prior to taking the leave and are required for each semester of Type C leave. Faculty who wish to accrue or "bank" their overload must submit the appropriate form prior to the start of the semester or contract year in which the non-paid overload assignment occurs. Prior to taking the leave, faculty must submit a written request (Application for Type-C Leave, P-145) to their division dean. The applications are due April 1 for Fall semester leaves and November 1 for Spring semester leaves. Forms can be found on the LRCCD District Human Resources site at <http://www.losrios.edu/hr/HumanResourcesForms.html>. More information on Type C Leaves is available in the LRCFT Contract (section 11.7).

### **Tentative Class Schedule (TCS) – Adjunct and Overload Assignments**

Once an instructor's teaching schedule has been submitted by the division office to the Office of Instruction, a Tentative Class Schedule (TCS) is generated for adjunct and overload assignments. The TCS specifies a faculty member's assignment and Flex obligation. It is the responsibility of the faculty member to review their TCS and report any discrepancies to his/her division dean as soon as possible.

### **Travel Request/Authorization and Out-of-State Travel**

Travel must be coordinated with division deans, and faculty must complete a Travel Request/Travel Authorization form prior to traveling on any approved district business. Forms are available from the division office and must be signed and submitted to the Business Office at least *one month* in advance of the travel. Out-of-state, international, or group travel (four or more persons attending the same conference outside of the district service area [Sacramento]) requires the Chancellor's approval. This means the forms must route from the faculty to the dean, to the appropriate VP, to the Business Office, to the College President, and finally to the Chancellor before final approval can be assured. This also does not include the time necessary for the form to also route to the Staff Resource Center if there is a request for CWT funding. Travel requests for these types of travel must be submitted to the division dean at least *six to eight (6-8) weeks* prior to the travel date in order to meet the deadline for the Business Office.

Faculty can find the Travel Authorization & Reimbursement guidelines by going to *Information Sheets* under the *Administrative Services* tab on Inside SCC or <http://www.scc.losrios.edu/forms/>. Information on field trips may be found in this handbook under Classroom Management. Receipts for all travel must be turned in with the claim portion of the authorization for any reimbursement of funds.

The Staff Development Committee also has a process for distributing funds to support attendance at professional development activities. Faculty should contact the Staff Resource Center for due dates and process (ext. 2176).

### III. Classroom Management and General Procedures

#### Absence Policy and Student Drops

A student may be dropped from a class at any time during the semester for excessive absences, which are defined as 6% of the total hours of class time. The LRCCD excessive absence regulation can be accessed at <http://www.losrios.edu/legal/Regulations/R-2000/R-2222.pdf>. Students are dropped by instructors through the Online Grading System (OGS). To be enforced, absence policies for a course must be included in the Student Information Sheet.

A faculty member in an instructional area (especially career technical areas) may establish a policy that is more restrictive than the college policy when required by an outside accrediting and/or licensing agency. When faculty members utilize either the college absence policy or their own policy, they must provide the policy to students in the Student Information Sheet.

Faculty members are encouraged to use discretion in excusing student absences. For example, documented illness and official college field trips could be considered as valid reasons for students to be excused from class and granted an opportunity to make up the work missed. In any case, any instructor drops should be consistent with the policy outlined in the course Student Information Sheet.

It is the responsibility of the student to drop the class to ensure that he/she is officially dropped by the drop deadline and will not receive a grade penalty for the course. However, faculty are responsible for ensuring the accuracy of their class rosters.

#### Academic Dishonesty and Cheating

Faculty members use their professional judgment in determining the effect on their students' grades should there be sufficient evidence that a student is cheating. Whatever is determined, however, should be based on criteria as stated in the Student Information Sheet. Actions taken which are inconsistent with the standards established in a Student Information Sheet could be the basis for a grievance by a student. In addition to informing students in writing of the consequences of cheating in class, faculty should also discuss the policy on cheating with the class at the beginning of the semester. Assigning an "F" grade for the course, dropping a student from class, or placing students on academic probation or dismissal are **not** options available to faculty members as a disciplinary measure in the case of cheating. If faculty have questions about discipline issues, they should contact their division dean or Debra Luff at 558-2139, [LuffD@scc.losrios.edu](mailto:LuffD@scc.losrios.edu).

#### Faculty Options When a Student is Suspected of Cheating

##### *Face-to-Face Courses:*

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Meet with the student or students and give counsel regarding the unacceptable nature of the offense. References should be made to the policy and consequences outlined in the syllabus.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper. (Note – not for the course.)
4. Inform the division Dean and Student Discipline Officer of the offense and instructor response. The SDO will check the student's name and student ID against the college's list of students who have been referred for student discipline actions. If the student has been found to have committed similar or other violations of the Student Standard of Conduct, other sanctions may be invoked.

5. Require the student to attend a workshop. The area dean will send the student a letter requiring the student attend an Academic Integrity workshop held in the LRC. A workshop schedule will be made available. Verification that the student attended the workshop should be provided by the student to the Student Discipline Officer.

In those cases in which a student has cheated multiple times in one class, the instructor may take one of the following actions:

1. Suspend the student for two class periods. If this sanction is invoked, the Dean and Student Discipline Officer need to be notified for further action before the student is readmitted to class. The suspension days can be counted toward the student's allowed number of class absences, which may cause the student to exceed the college's absence policy.
2. Award "no credit" for the assignments. This may have the effect of giving the student an "F" in the course.
3. Refer the student to the Disciplinary Officer for consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College.

*Online Courses:*

An instructor may choose one or more of the following steps when a student has engaged in behavior deemed to be dishonest:

1. Meet with the student or students and give counsel regarding the unacceptable nature of the offense. References should be made to the policy and consequences outlined in the syllabus.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper. (Note – not for the course.)
4. Inform the division Dean and Student Discipline Officer of the offense and instructor response. The SDO will check the student's name and student ID against the college's list of students who have been referred for student discipline actions. If the student has been found to have committed similar or other violations of the Student Standard of Conduct, other sanctions may be invoked.
5. Require the student to attend a workshop. The area dean will send the student a letter requiring the student attend an Academic Integrity workshop held in the LRC. A workshop schedule will be made available. Verification that the student attended the workshop should be provided by the student to the Student Discipline Officer.

In those cases in which a student has cheated multiple times in one class, the instructor may take one of the following actions:

1. Suspend the student for two class periods (which may cause the student to exceed the college's absence policy). If this sanction is invoked, the Dean and Student Discipline Officer to be notified for further action before the student is readmitted to class. Suspending a student from an online class will involve withdrawing the student from PeopleSoft and reinstating the student at the appropriate time. This will have the effect of denying the student access to the course module in D2L. Please work with Enrollment Services on this process.
2. Award "no credit" for the assignments. This may have the effect of giving the student an "F" in the course.
3. Refer the student or students to the Disciplinary Officer for consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College.

## Academic Symbols (Title V Regulation 51306), Grades, and Grade Points

### Symbol Definition Grade Points

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less Than Satisfactory	1
F	Failing	0

### Pass/No Pass Symbol Definition

P	Pass (C or better) - Units awarded but not computed in GPA (formerly CR)
NP	No Pass (Less than C) – Not computed in GPA, but affects progress, probation, and dismissal (formerly NC)

### Grades of Pass/No Pass (formerly known as Credit/No Credit Grading)

A student may elect one course per semester to be graded on a Pass or No Pass grading basis. A request form must be filed with the Admissions and Records Office for this option prior to the end of the fifth week for a regular semester course or by the 30% meeting in a short-term class (see <http://www.scc.losrios.edu/admissionsrecords/files/2014/01/pass-nopass.pdf> for an online form). The deadlines for filing the request for short-term courses are published in the online class schedule. The equivalent of an A, B, or C received for the course will be recorded as “P”, with units earned. The equivalent of D or F will be recorded as “NP”, with no units earned.

### Non-Evaluative Symbols

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

### Symbol Definition

I	Incomplete
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal

## Adding Students to Class (Additions/Late Registration/Wait Lists)

Each class has been assigned a maximum number of students by the division based on classroom seating capacity and academic and equipment factors. During the first week of the semester, students may enroll into full-semester classes that have seats remaining (have not reached maximum class size) without the faculty member’s permission. Beginning the second week, a class permission number is required to add the course. A student may not add a semester-length course after the first ten days of the semester. Students may add classes after the last specified date of enrollment only due to extenuating circumstances. Proper forms can be obtained from the division office.

Students may add to a closed class only with the instructor’s permission and a permission number issued by the instructor. Faculty with closed classes may add students at their discretion based on room capacity and instructional considerations. Students shall be enrolled first by waitlist order. Once the waitlist has been exhausted, faculty may add additional students through an equitable method of their choice (random selection, order of class sign in, etc.). A student is not officially enrolled in class until the faculty has processed the add by providing the student with a permission number and the student has registered for the course. It is important to add no more students than is instructionally appropriate or the room can safely accommodate.

## **Children on Campus**

### **Children in Classrooms:**

It is a faculty member's prerogative to allow or not allow children in class. While the school policy does not prohibit this, parents must be made aware that if their children are allowed in class, they must not disrupt the class or be left out in the hall or in another room. The parent is responsible for the child's behavior and should provide some quiet, non-disruptive activity. The college strongly recommends that children only be brought to class under exceptional circumstances and not on a regular basis.

### **Children in the Learning Resource Center and Library:**

The Sacramento City College Library/Learning Resource Center (LRC) is freely open to college students, faculty staff and the community at large. Its mission is to provide resources to support the educational needs of the students. As such, the LRC provides unfiltered Internet access and some resources and materials that are not appropriate for children. Parents or guardians of minor children must assume responsibility for their children's use of the Internet and inform them about information they should not access. Parents or guardians must also assume responsibility for their children's behavior. If that behavior is disruptive or distracting to others, they may be asked to leave.

In addition, there is no area specifically designed for children's use. Unattended children in the LRC are vulnerable, and the staff cannot ensure their safety and security. Therefore, the LRC is an inappropriate place for unsupervised or unattended children. Children 12 and under who are not students at Sacramento City College must be under the direct supervision of a parent or guardian. Children between the ages of 13 and 18 who are not students at Sacramento City College are considered community users and must abide by stated policies.

The Learning Resources Division cannot assume responsibility for visiting children who are in the LRC without adult supervision. This applies to children of students, employees and community members. The LRC staff may contact Campus Police if a child is left unattended in the LRC.

### **Class Enrollment Counts**

Division deans check with faculty during the first two weeks of instruction to monitor enrollment progress. Decisions regarding continuation of classes and the cancellation of sections with inadequate enrollment will be made as soon as possible, but typically not after the end of the second week of classes. The SCC Class Cancellation Guidelines are utilized to guide decision-making. These guidelines are available on the Instructional Services Resource Site at:

<http://www.scc.losrios.edu/instructionalservices/resources/>.

### **Class Meeting Times and Breaks**

The class meeting time is based on a 50-minute period rather than the clock hour. A 10-minute break is required once a class is scheduled for 100 minutes. Thereafter breaks are required for every 50 minutes or less of meeting time. For example, a class scheduled from 8-9:20 a.m. includes 80 minutes of instructional time and no breaks. If the class is scheduled from 8-9:50 a.m., the class includes 100 minutes of instructional time and one 10-minute break. If the class meets from 8-11:25 a.m., the class includes 185 minutes of instructional time and two 10-minute breaks. The state education code does not allow for these break times to be waived or placed at the end of the class, even if the class agrees that it would be acceptable. A class vote to waive breaks in favor of early dismissal cannot be honored.



### **Classroom Materials**

Students are expected to purchase their own textbooks, lab materials, and/or supplemental materials where necessary. The items that students are expected to purchase shall be reported by the faculty to the College Store on an online requisition form. Students may also rent textbooks from the College Store when available. Education Code §76365 allows districts to require students to provide various types of other instructional materials, however, there are generally strict limitations on charging a required “instructional materials fee.” Regulations found in Title 5 §59400-59408 guide districts in establishing materials fees for those items deemed to be of continuing value to students outside of the classroom setting. Specific guidance on such fees can be found in the “Student Fee Handbook” published by the California Community Colleges Chancellor’s Office. Faculty should consult with their division dean prior to instituting any additional fees for a class.

### **Class Rosters**

Instructors are responsible for checking their class rosters for accuracy throughout the term. Class Rosters are available by accessing the Faculty/Staff page of the SCC website under Online Roster/Grading. Faculty will be able to create an intranet account to access class rosters as soon as they have been assigned a Los Rios email account. Instructions on the use of eServices to access class rosters and the grading system are available on the website: <http://www.scc.losrios.edu/FacultyStaff.htm>.

**Auditing is not permitted:** A student may not remain in class if his/her name does not appear on the on-line class roster or does not have a copy of their class schedule that includes the class. Students whose names are not listed on the class roster should be sent to the Registration/Financial Aid Lab (B153) or Admissions & Records for proper enrollment processing. Graded work should not be returned to students who are not officially enrolled in a course.

Monitoring of class rosters throughout the semester is critical since failure of faculty to drop non-attending students may result in a liability for the college if the student is receiving financial aid (see also Financial Aid Information for Faculty). On the census date, faculty should verify that all students listed on their roster are “actively” enrolled. Students who are not attending on the census date must be dropped from the class. If students are dropped in error, faculty may contact Admissions & Records to have the student re-instated. In addition, rosters must be accurate at the time final grades are submitted. For faculty who maintain course materials on D2L, both the D2L and the official Intranet rosters must be maintained.

### **Credit by Examination**

Under special circumstances and with the concurrence of the department, students who are regularly enrolled and in good standing who believe experience or previous training qualifies them, may take a special examination to establish credit in a course in which they are not formally registered. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at SCC with grades of “C” or better and initiate the request by the fifth week of instruction. The examining faculty will be responsible for determining the scope and form of the examination.

Successful completion of a course by examination is recorded on the permanent record as a “P” grade. The “P” grade does not enter into the computation of the student’s grade point average. A maximum of 15 units of credit (LRCCD R-7252) may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veterans’ programs, social security, etc. Students will be assessed the regular enrollment fee for all challenged courses.

Procedures for students:

1. Prior to the fifth week of instruction, visit the instructional areas division office to determine if an instructor is available to conduct the exam.
2. Obtain a Credit by Exam form from the division office and submit it to the Admissions and Records Office for verification of eligibility.
3. Take the completed form to the Business Office to pay the Credit by Exam fee.
4. Contact the instructor to schedule a time and location to take the exam.
5. When you have completed the exam, the instructor will submit the completed form to the Office of Admissions and Records. Either a Pass or a No Pass notation will be entered on your transcript at the end of the semester.

NOTE: Mathematics Course Challenge. Credit for a challenge examination will not be awarded when a student has successfully completed a course at a level more advanced than that represented by the examination in question.

### **Curriculum Course Outline**

Copies of the official course outlines are available from division deans and online using SOCRATES, the curriculum management. The course outline contains the basic course structure that must be followed, ensuring that individual courses are consistent with course standards, regardless of which faculty member is teaching the course.

### **Duplication of Copyrighted Materials**

The policies and regulations governing the development and copyright of materials are fully outlined under section 8330 of the Los Rios Policy/Regulation manual located on the Los Rios Web site at <http://www.losrios.edu/legal/Regulations/R-8000/R-8333.pdf>.

However, the following excerpt might be useful:

### **Copyright Protection Guidelines**

**Single copies** may be made of printed materials for purposes of criticism, comment, teaching, scholarship, or research as follows:

- a chapter of a book;
- an article from a periodical or a newspaper;
- a short story, a short essay, or a short poem;
- a chart, a graph, a diagram, a drawing, a cartoon or a picture from a book, a periodical, or a newspaper;
- a single copy of an entire performable unit of music that is confirmed by the copyright to be out of print or that is unavailable except in a larger work, when made for academic purpose other than performance and solely for the teacher's research or class preparation.

**Multiple copies**, not to exceed one copy per student, may be made for or by a faculty member for classroom use provided that:

- Each copy carries the copyright notice.
- The copying is not used to substitute for the purchase of printed materials.
- The copying is not used to create or substitute for anthologies or other collective works.
- The copying is not from works described as "consumable" such as workbooks, standardized tests, test booklets, answer sheets, etc.



- The copying meets the tests for brevity, spontaneity, and cumulative effect. In addition, the SCC Library website has additional information on copyright:  
[http://wserver.scc.losrios.edu/~library/faculty/copyright\\_plagiarism.htm](http://wserver.scc.losrios.edu/~library/faculty/copyright_plagiarism.htm).

### **Faculty Weekly Schedule**

Each full-time faculty member must post outside his/her office a weekly schedule indicating classes and required office hours. This schedule is prepared in the division office, and a copy will be given to each faculty member for posting prior to each semester. Schedules for part-time faculty members with identified office hours may be obtained from the division office.

### **Field Trips**

Field trips are permitted if they are planned to support the regularly scheduled educational program of a specific class and relevant to the fulfillment of stated course objectives on the Curriculum Course Outline. Required field trips must be in the course description, which appears in the catalog and the schedule of classes which are both located online.

Furthermore care should be exercised that field trips do not cause inconvenience to students' other class assignments. Title 5 §55220 states that "no student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds." Faculty should consult with their division dean if they have students who are in need of financial assistance. Two months' advance approval is required for all student travel including field trips. Appropriate forms ("Agreement to Participate and Waiver/Assumption of Risk" and "Student Code of Conduct") must be completed by all participating students and filed in the division office before the field trip takes place.

### **Transportation Requests and Fees**

A faculty member who plans a field trip must complete the Travel Authorization Request and Faculty Advisory Forms and submit them to the division dean with a list of the names of students who will participate.

An "Agreement to Participate and Waiver/Assumption of Risk" form is necessary for each student participating in field trips.

Students may be charged a transportation fee for non-required field trips. Non-required field trips may not be counted toward a student's grade unless an alternate assignment is provided.

### **Field Trip Procedures**

#### **Distances:**

- a) Trips scheduled outside the State of California will require special approval.
- b) Overnight bus trips will take priority over one-day bus trips using the established priority guidelines based on course requirements.
- c) Transportation for field trips to locations/activities within a radius of 25 miles of the college sponsoring the field trip will not normally be provided. Students will be expected to reach the location individually through their own means.

#### **Participants:**

Forty-nine seat passenger buses will not be scheduled for fewer than 20 passengers without prior approval.

- a) Each campus will be responsible for control of students while using the LRCCD buses.
- b) Vans that can accommodate wheelchairs can be requested.

#### **Trip Scheduling:**

Six weeks prior to the completion of a semester, Operations will send a Bus Requirements Schedule request for the following semester to each Division for their completion. Division Deans/Directors will submit their “Pre-Planned” travel requirements to Operations for scheduling. If a trip is determined to be required after the initial submission it is considered “unplanned” and requires approval from the appropriate VP prior to submission to Operations. Operations will forward the consolidated Division requirements to a contracted bus company for estimated cost. At least six weeks prior to the actual trip, each coach/instructor must complete a Bus Travel Request Form and submit to their Dean/Supervisor for approval before forwarding to Operations. The Bus Travel Request form is located in *Inside SCC > Administrative Services > Forms* at: <http://www.scc.losrios.edu/forms/>. Operations will send the approved Bus travel Request form to the chartered company and return a copy to the requester with a confirmation number for reference. For further information please contact Operations at 558-2304.

The Business Office collects all fees paid by students that are related to field trips. Students should be directed to the college Business Office to pay associated fees such as entrance fees and admissions for field trips. The instructor should not collect any monies from students.

Please refer to Board Regulation R-7133 for detailed information related to field trips and other travel related to college programs.

### **Final Course Assessment or Examinations**

Los Rios Community College District Policy on Grading Standards and Practices (P-7252) states the following with regard to final examinations:

9.1 Final projects, portfolios, performances, examinations, or other assessments must be completed by students enrolled in all courses.

9.2 A schedule of final examinations will be announced each semester.

In addition to the above policies, final course assessment and/or examinations (project, performance, portfolio, exam, etc.) must be offered in accordance with the official course outline in SOCRATES and the individual course syllabus.

The final examination schedule for each semester is published online at <http://www.scc.losrios.edu/instructionalservices/final-exam-schedules/>. **Faculty members must meet their classes during the time scheduled for final assessment or examination, as the hours allocated for such activities are a portion of the total instructional hours for the course.** If faculty do not meet their class during finals week, the class may be at risk for not meeting the required minimum course hours necessary to grant credit to the students. The general principles of grading are that every student shall be required to participate in the final course assessment. Each instructor shall plan some type of culminating activity to evaluate the student’s overall course progress during the scheduled final examination period for full-term classes or during the last regularly scheduled class meeting for less than full-term classes. Faculty are required to submit their final grades in accordance with the deadlines established by the Dean of Enrollment and Student Services and distributed at the beginning of each semester and/or term.

In the case of four- or five-unit courses that include lecture and laboratory, the examination given at the time scheduled for the lecture must not be longer than two hours. If a third hour is needed, it should be scheduled at the examination time listed for the laboratory portion of the course.

In the case of distance education courses that have a regularly scheduled meeting time, final assessment will

be conducted in accordance with the published examination schedule. In the case of distance education courses that do not have a regularly scheduled meeting time, faculty must publish the date and time of the final assessment in the course syllabus and make that information available to students during the first week of the course. Even for these distance education courses, the final exam should take place during finals week.

All faculty must announce to their students via the course information sheet the scheduled final examination time and conduct the activity at the scheduled time. Students with documented needs for accommodations will be assisted in their final assessment/exam scheduling by the individual faculty member and the Disability Resource Center staff.

Questions regarding procedures related to the schedule or delivery of final course assessments/ examinations should be directed to the division dean and department chair.

### **Financial Aid Information for Faculty**

Students receiving financial aid should be held to the same standard as all other students. Managing class enrollment and dropping students for non-attendance on a regular basis helps ensure that students are not receiving financial aid when they are no longer attending. The end of semester grading process requires instructors to report the last date of attendance for a student receiving an “F” grade. It is important that instructors enter the accurate date of last attendance. Entering an inaccurate date may have negative consequences for both the student and the institution. For more information, faculty should contact the Financial Aid Supervisor.

While faculty members are not expected to know everything about financial aid and should always refer students to the Financial Aid Office, it is always helpful to know a few of the basic rules. The following information will provide faculty with some basic financial aid information as it relates to attendance and academic progress and how it affects financial aid. These changes are effective for the 2015-16 year.

**Satisfactory Academic Progress (SA):** Students must maintain satisfactory academic progress towards achieving a degree or certificate to receive financial aid. Financial Aid Grade Point Average (GPA) is different and more restrictive than the Academic GPA noted on the student’s transcript.

Sacramento City College students are evaluated based on the following standards:

- **maintain progress** – complete at least 67% of units enrolled; Progress Percentage = total units with grade of F, NC, W, NP, IP and I divided by total units attempted. Non-completion percentage must be 33% or less.
- **maintain a minimum 2.0 (college) Cumulative Grade Point Average (GPA).** Students must maintain a GPA consistent with graduation requirement and have a 2.0 or above GPA. The GPA will include the last repeated class and also the academic renewal units.
- **maximum timeframe** – students who have completed a Bachelor Degree or higher (including a foreign degree) or who have attempted more than 150% of the units required for a degree or certificate program will be denied financial aid. Units completed at other colleges or taken without the assistance of financial aid are calculated into the total number of units attempted. Up to 30 units of remedial coursework may be deducted from the total units accumulated. ESL classes are counted toward the total number of units attempted. Students who enroll in ESL or excessive remedial courses that don’t apply to their degree or certificate may exhaust their financial aid eligibility.
- **Course repetition** – to determine the student’s GPA, the most recent grade for a repeated course will be used. All units (both current and prior) from repeated courses are counted toward the 150%

maximum timeframe of units a student is permitted to attempt. Students are not eligible to receive financial aid for more than one repetition of a course that has been previously passed.

- Go to the financial aid website to review the satisfactory academic progress policy and appeal eligibility guidelines for more details: <http://www.scc.losrios.edu/financialaid/sap-policy/>.

### **Frequently Asked Questions:**

*Why do financial aid students on the waiting list say they must be immediately enrolled or they will not receive financial aid?*

Financial aid is based on actively enrolled units. Being on the waiting list is not considered being actively enrolled. Additionally, students are only paid for the courses they are currently attending. Late start classes are not funded until the classes begin. There are two major Financial Aid disbursements during the Fall and Spring terms, usually the first week and at the 60% point of the semester; however, financial aid disbursements are made on a weekly basis once student financial aid files are reviewed. A student may receive an initial loan disbursement prior to the start of classes although the majority of financial disbursements do not begin until the end of the 1<sup>st</sup> week of classes. Major financial aid disbursements usually occur at the end of the 1<sup>st</sup> and 9<sup>th</sup> week of the semester. Faculty members should routinely update their rosters by submitting appropriate “no show” or “faculty drops” so ineligible students do not receive financial aid payments.

*What happens when a student drops a course?*

Students are paid based on their enrollment status – .5-5.9 (less than half-time), 6-8.9 units (half-time), 9-11.9 units (three-quarters time), and 12+ units (full-time). When students drop units, it sometimes places them into a different enrollment status. When that occurs, the students may have to repay some of their financial aid. The same is true if they add units, they may be awarded additional aid. The students will be billed and will have to repay their overpayment in full, and in some cases the overpayment can be forwarded to the Department of Education for the student to make payment plans.

*Why do some students ask faculty to reinstate them in a course after they have already dropped (or have been dropped by the instructor) even if they are failing?*

If students receive financial aid as full-time students, then they are expected to complete the courses for which they were paid. Once the students discover that they are obligated to repay the financial aid awarded before they reduced their status to half time, they want to re-enroll in the class even if it means they will receive an "F" grade to avoid repayment. We do not encourage students to ask to be reinstated in the class for repayment purposes.

*Why would financial aid students opt to receive an "F" grade in lieu of withdrawing from the class?*

If students do not withdraw from their classes they do not have to repay any financial aid. However, they are still held to the standards set forth in our satisfactory academic progress policy and will eventually be dismissed from receiving financial aid if they continue this pattern of unsuccessful course completion.

*What should faculty do if students beg not to be dropped from a class because it will affect their financial aid?*

Financial aid students should be held to the same standards as all other students and must be held accountable for their actions. The appeal process is in place in order to address special circumstances that occur, which affect the satisfactory academic progress standing.

*What happens when a student completely withdraws from the college?*

Federal regulations require students who withdraw before completing 60% of the semester to repay a prorated amount of their financial aid.

*Where should faculty send students who need financial aid assistance?*

The Registration/Financial Aid Lab in B153 specializes in helping students complete online BOG fee waivers and the FAFSA and provides training on the use of "My City Aid" (self-service financial aid information). The main Financial Aid Office in Rodda North is where a student can drop off paperwork and speak to financial aid staff.

*Why are faculty asked to enter the last date of attendance when entering an "F" grade during the grading process? Is this related to financial aid?*

Yes. If a student stops attending a course and does not officially drop, thus receiving an "F" grade for the course, it may affect his/her financial aid. Students who drop, or stop attending, prior to the 60% date must repay a prorated amount of their financial aid.

*Can students re-establish financial aid eligibility?*

Students who are denied aid due to their failure to meet SAP standards, may regain Title IV eligibility by reestablishing their eligibility by meeting the SAP standards based on their own actions, or by being approved on Appeal. Students who want to appeal must meet the appeal eligibility criteria and submit an appeal form and all supporting documentation to the financial aid office.

Students who have attempted 150 or more units or have BA degree or higher are not eligible to appeal the denial of aid regardless of the reason. (This total attempted units includes units transferred in from other colleges and completed at other LRCCD colleges). If a student has been approved on appeal prior to reaching 150 units, the student may continue to receive aid until the end of their program as long as they meet the requirements of their probation. If the student fails to meet the requirements of their probation and is beyond 150 units, the student is no longer eligible for appeal.

## **Grading**

### **Grading and Examinations:**

Division deans and department chairpersons have information on grading policies and practices. They should be consulted to ensure consistent practices among all faculty, especially for sequential courses.

### **Attendance and Grading:**

Class attendance, or a student's physical presence in the classroom, is not a measure of performance or proficiency. Title 5, Section 55002 (a) (2) (A) states, "Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with Section 55758 of this Division. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students."

In other words, attendance may not be used in calculating a grade\*, but attendance linked to "participation" in class activities such as discussions or projects does contribute to demonstrated proficiency and could be considered appropriate. Instructors should carefully consider their rationale for any grading practice and be able to explain why the methodology was selected, how it supports course SLO's and how it is linked to "the ability to demonstrate proficiency." Questions about grading practices should be directed to your department chair or dean.

If a course is on “Positive Attendance Reporting,” faculty members must report actual hours of student attendance when submitting grades so attendance tracking is critical. These attendance records must be maintained by the faculty member for a minimum of one year. In the event of an audit, faculty members must be able to provide the attendance records for each student. Faculty members must also indicate the “last date of attendance” when issuing an unsatisfactory grade to students. This requirement is linked to financial aid.

\*Some programs leading to licensure, such as cosmetology or vocational nursing, may be required to include attendance as a more significant component of students’ grades because of the clock hours required by outside regulatory agencies.

### **Midterm Grades:**

Faculty members are required by Board policy and regulation (P-7252, R-7252 §8.1) to provide a mid-term grade to each student. Those students whose performance is substandard (D, F, or NP (formerly NC)) must receive written notice and be directed to counseling services for assistance. At this time, faculty cannot send mid-term grade information to students via the OGS so they must utilize another method to communicate with students (ex., D2L or written notice). In addition, Student Services has an early alert system to identify and assist students who are in need of academic assistance to ensure successful course completion. Upon request, faculty will provide progress reports on the academic standing of students on probation, those being considered for scholarship recognition, and those participating in student government or intercollegiate sports.

### **Final Grades:**

Final grades are entered using the Intranet (Rosters/SOCRATES) web site so it is imperative that faculty check the accuracy of course rosters prior to the start of the final examination period. Faculty may not submit final grades before final examinations have been completed. In deciding the final grade for each student, faculty should collectively weigh all factors that were stated as being used for the course, such as exam scores and the grades on any graded assignments, and presented in the Student Information Sheet. Items not clearly identified on the Student Information Sheet cannot be utilized as part of the grade.

Faculty completes the grade and positive attendance reports (if the latter are required). Positive attendance reporting is used to record the actual number of hours the student participated in the course. Instructors need to make certain that all student withdrawal dates shown on the official attendance record and final grade rosters are correct. The Admissions and Records Office will advise faculty of the deadline for submitting final grades. Student grade records should provide appropriate documentation for the final grade awarded to the student and should be consistent with the class Syllabus/Student Information Sheet. These records are essential if a student should file a grievance or if a grade correction is requested. Positive attendance and grading records should be maintained for a period of at least three years.

### **Incomplete Grades:**

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of unforeseeable emergency at the end of the semester. Examples of such emergencies include physical or mental illness, death in the immediate family, or employment changes. Generally, a student should have completed at least two thirds of the coursework with a passing grade and be attending regularly up until the point the incomplete is requested; it is also expected that the student initiate the process and ask for the incomplete grade on or before the last class meeting. The decision to grant an incomplete is always the instructor’s.



To receive credit for the course, the student must finish the incomplete work no later than one year from the end of the semester in which it was assigned. The instructor may, as an option, require the work be finished at the end of the next regular semester rather than one full year if the instructor believes this is in the student's interest. When selecting to issue an "Incomplete", the instructor must also select the default grade that will be posted if the student's work is not completed within the identified time period. The "Incomplete" grade change is the only grade change that can be processed through the Online Grading System (OGS). A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

### **Change of Grade:**

Only the faculty member can submit a grade change for his/her students. The two most common reasons for changing grades are removal of an incomplete and an error in computing or reporting the original grade. In order to accomplish the change, the faculty member must fill out the appropriate grade change form in the Admissions and Records Office.

For more information regarding grading, please refer to the college Catalog, Title V Regulations, and the Admissions and Records Office.

### **Homework Assignments**

One credit hour of community college work is defined in the Education Code, Title V, Section 78206, as "approximately three hours of recitation study or laboratory work per week" throughout a semester. This means one hour of lecture and two hours of study or three hours of laboratory with no outside work. Faculty assignments should be geared to this definition in such a way that students with average college ability, putting in this amount of effort, might earn an average grade ("C"). Faculty members have the responsibility of making clear assignments so that students understand what is expected of them.

### **Illegal Distribution of Copyrighted Materials**

The following statement is excerpted from the College Catalog and is a good reminder for all:

Sacramento City College students are prohibited from using the Los Rios Community College District (LRCCD) information network to illegally download or share music, video, and all other copyrighted intellectual property. The Colleges of the LRCCD, including this one, support the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about LRCCD information network users who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). In addition to being illegal, file sharing drains the LRCCD network's bandwidth, slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. LRCCD and its colleges have developed policies and consequences to ensure that students properly use the

information LRCCD network and respect music and other forms of intellectual property as well as conduct reflecting responsible use of the Internet. Review these policies at:

<http://www.losrios.edu/legal/Policies/P-8000/P-8000.htm>

and especially <http://www.losrios.edu/legal/Policies/P-8000/P-8861.pdf>.

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts, and CD kiosks. For a list of sources that offer legal downloading sites, access [www.whymusicmatters.com](http://www.whymusicmatters.com).

### **Independent Study**

Independent Study courses are for an individual student or small group of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among the college, faculty member and student(s). The student completes an Independent Study Request card stating the reason for taking the course and secures approval of the faculty and division dean.

The faculty member assumes responsibility for supervising the work as an extra voluntary assignment. The time allotment for credit is based on the same number of hours as a regularly scheduled course, i.e., a minimum of 54 hours of lecture equals three units of credit. An application for Independent Studies must be filed before the end of the eighth week of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new application is not required if the unit(s) are to be granted in a subsequent semester.

### **No-Show Students**

Any student who does not attend the first class session should be dropped by the instructor as a no-show per Title V 58004(c). This is done by clicking on the drop button next to the student's name on the on-line drop roster. Faculty must be sure to click on the "Never Attended" box. The attendance accounting period for full-term classes is the Monday of the third week of instruction. The instructor should drop all students who have stopped attending class before this date. The on-line roster of active students and dropped students will reflect students still actively enrolled and those who have been dropped.

Faculty who teach distance education should also establish a policy for dropping students who have not logged in or communicated by a specific day of the course.

### **Office Hours**

Full-time faculty members are required to hold five (5) office hours per week as part of their contractual obligation. In addition, due to the compressed calendar, faculty must also complete 11 additional office hours during the academic year (LRCFT 4.7.2). This requirement can be met by either lengthening the time of the weekly office hours or by scheduling additional hours throughout the fall and spring semesters. Faculty members not teaching distance education courses may choose to hold one (1) online office hour off campus.

Faculty must inform their students of their office hours and post their schedule on or near their office doors. Faculty members who are unable to attend a regularly scheduled office hour due to an illness or approved leave may reschedule such office hour, up to a maximum of four (4) office hours per semester. Faculty must notify the appropriate administrator of the cancelled/rescheduled office hour(s) as soon as reasonably possible. Faculty must also notify students of the cancelled/rescheduled office hour(s) as soon as reasonably possible by posting a notice on the faculty office door and through other communication methods which



may include e-mail, the learning management system, class announcements, or other means. Office hours must be rescheduled within ten (10) instructional days. Faculty may also, with prior approval, reschedule an office hour to fulfill a professional obligation such as participation in a meeting. In these cases, they should provide students with advance notice. See also Faculty Attendance, Substitutes, and Guest Speakers in Section II. Instructional Services and Curriculum Development. Faculty should consult with their deans if they have questions regarding office hours.

Adjunct faculty who teach a minimum of .20 load may be eligible for compensation for an office hour during the fall and spring semesters. The compensation is based on the total load within the four Los Rios colleges (ex., .20 load at SCC and .20 load at ARC). Payment will occur at the completion of the semester. Adjunct faculty members must submit an office hour interest form/and a copy of his/her course information sheet which includes the scheduled office hours to their division office by the end of the first week of scheduled classes each semester in order to receive payment.

### **Prerequisite or Corequisite Documentation**

Faculty should ask that students bring one of the following during the first few days of class. **(NOTE: Math and English classes will accept only the first two – assessment placement results or transcripts.)**

- Assessment Placement Results (The report is from the Assessment Center of any Los Rios campus, verifying that the student has tested at the course placement level appropriate for this course.)
- or
- Los Rios transcripts showing that the student has taken the required courses (if the student is not listed on the automatic prerequisite checker linked to the class roster.) Students can print unofficial transcripts at eServices in BUS 153, or request a copy at Admissions and Records.
- or
- Prerequisite Verification Form signed by an SCC counselor (The counselor has reviewed transcripts, assessment scores, Advanced Placement Tests, and verified that the student has the required skill level.)

If a student cannot provide one of these documents, the instructor must drop him/her from the course unless the student has a prerequisite challenge in process. In that case, faculty should allow the student to attend class during the five-day challenge process period.

Students may challenge the prerequisite or corequisite if the course that provides the prerequisite is not readily available or if the students believe that (a) they meet the course requirements, (b) they have knowledge or ability to succeed in the course without the prerequisite, or (c) the prerequisite is discriminatory or being applied in a discriminatory manner.

The Prerequisite Challenge Forms can be obtained from the division office. Since processing of a prerequisite challenge may vary slightly by division, please check with your division dean or department chair for specifics.

### **Record Keeping and Attendance**

Record keeping is an important faculty responsibility. It is required that accurate and complete student grade records be kept for a period of three years. Attendance records are only required for positive attendance classes. In these classes, attendance records should also be kept for three years. While keeping attendance is optional for all other classes, attendance records are important if it becomes necessary to drop a student for non-attendance. In the event of an audit, faculty members must be able to provide the attendance records for each student dropped because of poor attendance. Faculty members must

also indicate the “last date of attendance” when issuing an unsatisfactory grade to students. This requirement is linked to financial aid.

### **Reserve Books**

The Learning Resources Center needs the help of the faculty. Thousands of our students depend upon the LRC’s Reserve Collection to borrow, on a short-term basis, the textbooks assigned for their classes.

Although many instructors provide the Reserve Collection with the textbooks, some instructors do not. In an effort to maintain a collection that offers reserve textbooks for the greatest number of classes, the Learning Resources Center dips into its own budget and purchases textbooks from the Campus Bookstore. The amount that the LRC spends on reserve books is significant.

If faculty members want to help the LRC provide this vital service to students and save a lot of money, here’s what they can do:

- Contact the publisher’s representative and ask for an extra copy that may be placed on reserve when ordering books for each term. Most textbook publishers will provide an extra copy of a textbook that has been ordered for a class.
- Take the extra copy to the Reserve Desk on the second floor of the LRC.
- Complete the form specifying the terms under which the book may be loaned to the students. The form can be submitted along with the book to the Reserve Desk.

It is essential that textbooks be available to students on the first day of class. The LRC staff will need about 3 to 4 days to process the books, so instructors should bring books to the Reserve Desk as soon as possible before the beginning of each term. This requires a little extra effort, but the time spent will help the college save thousands of dollars each term.

For forms and information, click on the following link:

[http://wserverscc.losrios.edu/~library/faculty/placing\\_reserve.htm](http://wserverscc.losrios.edu/~library/faculty/placing_reserve.htm)

### **Student Discipline Process**

#### **Student Discipline Process - Classroom Focus:**

The Board regulations regarding student conduct are thoroughly detailed in the Los Rios Board Regulation #2441, which can be found in your division office or at:

<http://www.losrios.edu/legal/Policies/P-2000/P-2441.htm>.

A faculty member may remove a student from his/her class for the day (or evening) and the next class meeting based upon disruption of the learning environment.

Sacramento City College has a student discipline process for faculty and staff to follow in cases in which students are disrupting the learning or service environment:

1. Faculty should set the tone for their classes early. Behavioral expectations should be clarified in the course syllabus and/or in the first class session. If instructors do not permit cell phones or texting in class, the syllabus should say so. If faculty set an expectation, this should be enforced consistently. The time that faculty spend on the syllabus will pay off in more time on instruction and less on behavior issues throughout the semester.

2. If a student starts to exhibit behavior that violates the classroom or service norms that are in the Student Standard of Conduct or that have been set for the course, the instructor should talk with the student at the first instance and follow up with a written communication with a copy to the dean. At this point, a faculty member has the option of privately showing the student the regulations that allow student removal for two class periods based on disruption of the learning environment. The student is thus forewarned about possible removal.
3. If the behavior persists, the instructor should fill out an Incident Report, which can be found on the student discipline page and send it to the dean or supervisor and Dr. Debra Luff, Dean, Enrollment and Student Services, 916-558-2139, STS 105, who serves as the first point of contact for student discipline issues.  
( <http://www.scc.losrios.edu/counseling/crisis-intervention/> ).
  - a. The Student Discipline Officer will crosscheck the student discipline files to see if the student is already on file. If so, the student will be called in for an investigative meeting.
  - b. If the student is not already on file, the dean or supervisor can meet with the student to reinforce classroom expectations and clarify the student discipline process.
4. Faculty members have the right, under the California Education Code, to remove a student for up to two classroom periods or the equivalent in online settings. If a faculty member chooses that option, the Student Discipline Officer and dean should be notified so that classroom expectations can be set for the student's return or if the incidents indicate that further disciplinary actions are appropriate.
5. If a faculty or staff member feels threatened, he or she should call campus police immediately at 558-2221 and press "0" for the operator. Not only will the campus police remove the student from the classroom, but they will also notify the Student Discipline Officer of the incident and the student discipline process will be invoked.

To recap, faculty should:

- Set and enforce expectations consistently.
- File out an incident report and send it to the Student Discipline Officer and dean/supervisor.
- Contact campus police if feeling threatened.

More information on Student Discipline and Crisis Intervention can be found at the following Student Services site on Inside SCC: <http://www.scc.losrios.edu/counseling/crisis-intervention/>.

### **Student Information Sheet and/or Syllabus**

The terms Student Information Sheet and Syllabus may be used differently in divisions and departments across the college. Fundamentally, the Student Information Sheet is a brief overview of key information (ex., requirements, rules, exam dates) about a course. Every instructor is required to give a copy of the Student Information Sheet to each student in his/her class and to the dean. These may be hard copies or electronic copies.

The syllabus is a more detailed "roadmap" for the instructional activities that are part of a course. Faculty are not required to give out a Student Information Sheet in addition to a syllabus if the latter already includes all necessary information (see Required Information). Other information and materials may be included in a course syllabus, such as an instructor's teaching philosophy, copies of articles for class reading, study guides, and vocabulary lists, as well as a course schedule, detailed descriptions of assignments, and homework assignments.

When they are included in packets of course materials over 25 pages in length, syllabi will be sold to

students through the College Store. In those cases, it is required that those printed materials be used for at least two semesters. See more information in the section on Duplicating.

### Information to Include

Using the course outline, faculty should prepare a Student Information Sheet or Syllabus for each course they teach. The Student Information Sheet or Syllabus is one of the most important documents that faculty can create because it clearly states course policies and requirements. The Student Information Sheet or Syllabus is considered a contract between the faculty and the students. Faculty should make the document as clear and comprehensive as possible in case the grading standards or course content are questioned later in the semester. Even though there are college standards for absences and code of conduct, it is strongly recommended that faculty include information specific to their course in their Student Information Sheet or Syllabus rather than refer to students to other sources such as the Student Guide.

When creating the Student Information Sheet or Syllabus, faculty **MUST** include the following information:

- ✓ **Course name, number, and code; meeting day and time, meeting location, semester and year**
- ✓ **Instructor's name and contact information: phone number, voice mail, or other such as cell; Los Rios e-mail address; office location; and, office hours**
- ✓ **Student learning outcomes from current official course outline in SOCRATES**
- ✓ **Required and recommended textbooks and supplies**
- ✓ **Grading policies, scales, and evaluation criteria**
  - Note: Faculty are not required to include rubrics for specific assignments in their syllabus, but providing that information to students at the time the assignment is given is a good practice.

Faculty **should** include the following information for their own protection since, as stated above, this document is considered a contract between the faculty and the student:

- ✓ Approved course description from SOCRATES or, at minimum, a reference to the course description in the college catalog
- ✓ Course prerequisites, corequisites, and advisories from the official course outline in SOCRATES
- ✓ Course objectives
- ✓ Instructional methods of choice from the official course outline in SOCRATES (optional)
- ✓ Weekly course outline and/or calendar including specific assignments, due dates, and examination dates
- ✓ Behavioral standards for the classroom, including the use of electronic devices – cell phones, pagers, games (see examples of general statements below)
- ✓ Plagiarism/Cheating policy (see Student Standard of Conduct at [http://www.scc.losrios.edu/Current\\_Students.htm](http://www.scc.losrios.edu/Current_Students.htm) <http://www.scc.losrios.edu/campuservices/studentstandardofconduct/>)
- ✓ Tardiness and attendance policy (see Record Keeping and Attendance)
- ✓ Make-up policy (at instructor's discretion)
- ✓ Extra credit policy (at instructor's discretion)
- ✓ Accommodations for students with documented disabilities through the Disability Resource Center -- DSPS (see section V. Student Services)
- ✓ Field Trips, if applicable to the course (see Field Trips)

Below are sample statements addressing appropriate behavior and student conduct in the classroom:

- “All students shall adhere to the *SCC Student Standard of Conduct*. Inappropriate behavior in the classroom may result in a referral to the Student Discipline Officer for disciplinary due process.”  
Or
- “Attend class ONLY if you wish to learn and contribute to this class and your own educational goals. If you cannot arrive on time, stay the full meeting and conduct yourself in a way that is respectful of others’ desire to discuss and learn, please do not attend.” If you do not attend, for this or any other reason, you may be dropped for non-attendance.  
Or
- “Standard of Student Conduct: obstruction or disruption of teaching and learning or any college activity shall not be tolerated. A copy of the *SCC Student Standard of Conduct* is attached for your reference.”  
Or
- “All students shall comply with the *SCC Student Standard of Conduct*. If a student disrupts the learning environment in any way s/he will be asked to leave class for the remainder of the class and the next class meeting and may be subject to further disciplinary action.”  
Or
- Faculty can create their own.

Below are additional samples of other statements faculty may wish to include in their information sheets:

- Academic honesty (cheating/plagiarism)  
Academic honesty is expected. Students are required to do their own work. If cheating of any sort (plagiarism, letting other students copy your work, etc.) occurs, a grade of zero will be assigned for the assignment, quiz, exam, etc. The matter will be referred to the Division Dean and the Campus Discipline Officer for appropriate action which could include, but may not be limited to, failing the class or even being expelled from school, depending on the severity and/or number of times an issue of academic dishonesty has arisen during a student’s coursework.
- Accommodations  
If you are a student with a learning disability, or other special needs, please let me know as soon as possible if you need special accommodations. These discussions are best handled by a scheduling a special appointment with me. All needs that have been verified through the Disability Resource Center on campus will be accommodated.
- Excessive absences.  
Students may be dropped for non-attendance in accordance with the Sacramento City College campus policy: “Students are expected to attend all sessions of classes in which they are enrolled. A student having excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 6% of the total hours of class time.” (See the catalog for additional information.)

For an online class: Attendance is very important in an online class. Completing assignments is the only way to document your attendance. You cannot be passive in an online course; you are required to be active in this class. You are expected to attend class each week. I will use the following to document your attendance: completion of tests and quizzes, submission/completion of assignments (through the digital drop box or discussion forums), or communication with the instructor. One week of non-participation (6% of the class) or two weeks with less than full participation will be grounds for being dropped from the class.

Optional instructor tardiness and/or attendance policy:

- Students may leave if the instructor is more than 15 minutes late.
- If the instructor is late for class, the student must wait near the classroom until the scheduled class time is finished. If the student departs, the instructor will note that the student was absent.

When the Student Information Sheet is complete, faculty should duplicate enough copies to distribute to their students at the start of the course or ensure students can access electronically. A current copy should be on file in the division office by the end of the first week of the session in progress. Some divisions will require the Student Information Sheet to be submitted electronically.

### **Student Gmail**

Los Rios Gmail is the student email system for Sacramento City College and the Los Rios Community College District. Gmail is the primary way students receive enrollment information (class adds, drops, payment information, etc.), messages from instructors through the OGS notification system, reminders on important deadlines, and much more. Please remind your students to activate and monitor their Los Rios Gmail account and use the account to communicate with your students.

### **Student Preparation – Prerequisites, Corequisites or Advisories**

Students should have certain skill levels before they can enroll in some classes or programs, for example, “C” or better in MATH 120 before taking STAT 300. The college identifies these courses as Prerequisites, Corequisites, or Advisories. It is important for faculty to know the prerequisites or corequisites for each of their courses. Course prerequisites, corequisites, and advisories are listed on the course outline, in the college catalog, and in the class schedule. Students are not blocked from registering for classes that have prerequisites or corequisites with the exception of mathematics and statistics courses (see note below). It is the responsibility of the faculty to check prerequisite and corequisite documentation for any students who are not listed as having met the prerequisite on the Prerequisite Checker in the OGS.

The OGS Prerequisite Checker has the following known limitations

- The lists do not show students who may have completed the course prerequisite at a non-Los Rios college.
- The lists reflect only the passing grades that were submitted via the Los Rios Online Grading System. Grade changes for incompletes or other reasons are not reflected in these lists.
- The lists contain only information from 2003 on. Students who completed the prerequisite prior to 2003 won't be listed.
- The lists contain only information about students who have completed the given course's prerequisites *directly*. For a list of students who completed another course with the same prerequisite, or a higher level course whose prerequisite chain includes the given course's prerequisite, please visit the **Indirect Prerequisite Checker** link on the course Prerequisite Checker page.

NOTE: Students will be automatically cleared to enroll in a mathematics or statistics course if they are currently enrolled or have completed the appropriate prerequisite with a C or better at either SCC or



another Los Rios College or if they have taken the assessment test and placed into the math class they want to add. For more information on how students may verify prerequisites for mathematics and statistics courses, please go to <http://www.scc.losrios.edu/admissionsrecords/prerequisite-information/>.

### **Supplementary Books and Materials**

These are books not required of the student but recommended by the faculty. The student is not to be responsible for their contents in any way (reports, tests, final examinations, etc.). Supplementary books are listed as part of the textbook requisition that is signed off on by the division dean. In addition, there may be supplementary materials, such as goggles, slides, appropriate shoes, etc. that are required for course participation. These items should be included on the Student Information Sheet. Some supplemental materials can be made available to students through the College Store. Consult with the College Store manager to determine if the specific course materials can be ordered.

### **Textbooks and Textbook Adoption**

The responsibility for textbook selection and recommendation for adoption rests with the teaching faculty. When there are several sections of a course, faculty may adopt uniform textbooks. This is particularly important when the course is part of a sequential development of skills or basic understandings. The department will determine the degree of uniformity required. Faculty are encouraged to utilize a textbook for at least a minimum of two semesters or longer if appropriate for instructional needs.

When the course is not part of a sequential development, each faculty member may choose the basic syllabus and textbook materials subject to the following: (a) the materials relate directly to the content of the approved course of study and (b) the total cost of these materials to the students is reasonable and (c) the department has approved the textbook. There will be departmental review and approval of all textbooks and syllabi recommendations. Recommendations are forwarded to the department chair or department textbook committee and the division dean for approval.

If the division/department textbook committee, department chair, and division dean individually or collectively consider a book to be inappropriate for a course, they shall provide their reasons in writing to the faculty member making the request. The department chair and division dean will work with appropriate members of the department to resolve the issue and ultimately assure that an appropriate textbook has been identified for the course.

Faculty submit textbook orders directly to the College Store by doing the following:

1. Go to the SCC web site and look for the College Store link on the left side of the page.
2. Click on the Faculty Adoptions tab and follow the steps.
3. To finalize the order, click "submit."

Textbook orders are due by the following dates:

- Summer Term – April 1
- Fall Semester – April 15
- Spring Semester – October 15

See the faculty contract for guidelines on self- published materials.

## IV. Instructional Support Services

### Cultural Democracy

The Cultural Democracy concept was introduced to SCC as a strategy to address the achievement gap that was a focus of the 2004 Educational Initiative. The college has created the goal of identifying and responding to the diversity of our college community through both programs and policies. Examples of activities include such programs as the Diversity Conference, cosponsored with the Faculty Association for the California Community Colleges (FACCC) in spring 2009, Culturally Responsive Instruction training, and Beyond Diversity workshops in addition to on-going programs of the International Studies Program (ISP), Cultural Awareness Center (CAC), and a wide range of programs, activities and services offered throughout the college. Sacramento City College was awarded the John W. Rice Award for Diversity and Equity in July 2009.

### Distance Education - Academic Senate Guidelines

Dialogue should occur within departments on which courses are appropriate for distance education modality and which modalities are appropriate for each course. (Note: Definition of Distance Education modes at Sacramento City College: A class that has any in-person instructional time replaced by distance education method of instruction—online, TV, ITV, and hybrid).

The department chair, in consultation with faculty members, will make recommendations to the division dean as to which courses should be scheduled for distance education and which courses should be withdrawn from distance education modality through the curriculum process.

Department faculty will periodically compare enrollment trends between distance education modalities and in-person modality in order to determine the viability of continuing to schedule distance education sections of a course. The data will include student retention and student success.

Instructors of sections delivered via distance education technology shall be selected by the same procedures used to determine all instructional assignments (Title 5, article 2 of chapter 4 of division 4 of 53410).

(Note: Refer to the LRCFT Contract, Article 4, Workload, 4.3 Special Teaching Conditions and 4.4 Course Assignment. The process is comparable for course assignment and course maximum for in-person and distance education modality. Refer to the LRCFT Contract, Article 8, Peer Review and Appendix C, Forms. The process for peer review is comparable for in-person and distance education modality.)

Appropriate training of individual faculty for distance education modality will be required before an individual faculty member teaches in that modality. If a faculty member has no distance education teaching experience, he or she must meet a minimum of two of the following criteria (a, b, c, d):

- a) Have previously taught the particular course.
- b) Have taken at least one distance education course.
- c) Have successfully completed either:
  - The SCC Online Institute
  - Other Distance Education training courses
- d) Have taken training in or have experience with current learning management system (such as D2L).



(**Note:** Refer to LRCFT Contract, Article 26, Distance Education, 26.5.2 “training.... will be made available to employees who have been assigned to provide instruction through the use of instructional technology, including distance learning.”)

It is recommended that the Distance Education Coordinator assign the faculty member an appropriate mentor to assist him/her during the first semester of teaching a course in a distance education modality.

### **Distance Education Courses**

Desire2Learn (D2L) is the current learning management system (LMS) utilized in the colleges of the Los Rios district. LMS course accounts are created through an online employee self-service request process using your employee identification number and your email password (<http://www.losrios.edu/ess>). The D2L login page (<http://d2l.losrios.edu>) has links to D2L resources such as the D2L Help Desk for students and faculty. The district will be transitioning to the Canvas LMS starting in January of 2017.

D2L is available to support fully online classes, hybrid (partially online classes), and web-enhanced classes. Curriculum taught using distance education methods must be reviewed and approved by the Distance Education Subcommittee of the Curriculum Committee. Training on D2L is offered regularly via an online institute, scheduled workshops, and other instructional development opportunities. Individualized and group training is available; check (<http://www.scc.losrios.edu/instrdev/>) for more information.

Technical support is available to faculty and students through the Los Rios Online Help Desk, Monday through Friday, 7:00 a.m. until 6:00 p.m. The LRO Help Desk can be reached via e-mail at [lrohlp@losrios.edu](mailto:lrohlp@losrios.edu) or by telephone at 916-568-3012 (local) or 855-321-3232 (toll-free.) Help desk hours may be extended during peak usage times such as the beginning of the semester.

Assistance with lecture capture, video editing, and video captioning is available for faculty. Contact David Martin, Educational Media Design Specialist, at 916-650-2726 for more information.

### **Distance Education -- Instructional Resources**

Faculty teaching courses in the fully online or partially online (hybrid) modalities should contact the Distance Education office for access to technology resources that support distance education. Examples of available resources include consultation or workshop opportunities to learn about online best practices, access to the Instructional Development Lab (LR-114) or solo capture studio, assistance with accessibility and the Desire2Learn (D2L) and Canvas learning management systems, content management strategies, multimedia development, and group (departmental) training.

For assistance, faculty should select the appropriate contact:

D2L Assistance	Educational Media Design Specialist	916) 650-2726 (916) 558-2635	<a href="mailto:_MartinD@scc.losrios.edu">_MartinD@scc.losrios.edu</a>	LRC-114
DE Policy and strategic planning, DE curriculum approval, reporting,	Distance Education Coordinator	(916) 558-2636	<a href="mailto:KnudsoK@scc.losrios.edu">KnudsoK@scc.losrios.edu</a>	LRC-112

Advanced D2L or Google Apps technical assistance, content development, best practices , training, accessibility	Instructional Development Coordinator	(916) 558-2637	PogueB@scc.losrios.edu	LRC-112
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### **Instructional Assistants**

In some classes, instructional assistants are employed to assist faculty with instructional duties by working with students individually or in groups for the improvement of academic knowledge and technical skills and doing related work as required. Instructors are responsible for the instruction and supervision of all students enrolled in the class.

### **Instructional Development**

Assistance is available for faculty who need support with the learning management system (Desire2Learn or D2L), integrating multimedia in courses, web site planning and creation, and use of instructional software. Faculty may use the posted drop-in assistance times at the Online Teaching Lab (LRC-114) or schedule an appointment. SCC also provides faculty with a list of free or college-provided instructional technology resources in the form of an Online Faculty Toolkit. More information about these instructional development resources is available at the COVE (Center for Online and Virtual Education) website: <http://www.scc.losrios.edu/instrdev/>.

### **Instructional Media Circulation Counter**

The IM Circulation Counter (LR-144) not only handles the library's non-print materials, but it also checks out AV equipment (projectors, TVs, video cameras, etc.) to faculty and staff at SCC. All equipment is on a self-serve basis; delivery is not available. Equipment is in limited supply. Faculty should reserve in advance by calling (916) 558-2671. For information about what equipment is available, faculty can call or go to the following website: <http://www.scc.losrios.edu/library/services/instructional-media/>.

### **Learning Skills and Tutoring Program**

Located in the Learning Resource Center, LR-144, the Learning Skills and Tutoring Center offers peer tutoring, Beacon PAL cooperative learning groups, courses in basic and study skills, multimedia instructional materials, and various learning assistance and study skills guides. More information can be obtained by calling 558- 2675 or visiting the program website at: <http://www.scc.losrios.edu/learningskillstutoring/>.

### **Library Services**

Library and Instructional Media are available to both students and faculty and supplement the work of faculty in every course. To check out materials, a SCC staff card is needed and can be obtained from Campus Operations on East Road. Library orientations are available for classes. Faculty may recommend new books, DVDs and periodicals for purchase, have bibliographies prepared and/or checked, and arrange for the circulation of reserve books. More information is available at the program website: <http://www.scc.losrios.edu/library/>. Faculty should supply the Library with copies of reading lists in all courses involving library books. If instructors say on their syllabus that the library owns a copy of their textbook, it is particularly important that they verify that the book is actually on reserve before this information is announced to classes. Faculty members needing non-print resources for reserve or booking for classes (e.g., videos, equipment, DVDs, CDs) need to contact the Instructional Media Circulation Desk at 916-558-2671. More information is available at: <http://www.scc.losrios.edu/library/>.

## Media Production and Services

Media Services supports students, faculty, and staff at the SCC main campus, West Sacramento Center, and Davis Center. Media Services is located on the first floor of the LRC. Media Services strives to provide a prompt and courteous response to all requests. Media Services staff assist faculty with smart classrooms and other audiovisual systems, multimedia production, broadcast and streaming video delivery, and event support. In addition, Media Services staff installs and maintains smart classrooms and other audiovisual systems.

For assistance, faculty should select the appropriate contact:

Media needs for major events, advice on AV purchasing, smart room training, general questions	Media Resources Supervisor	(916) 558-2215	SCC-MediaServices@scc.losrios.edu	LRC-110
Smart classroom issues, AV equipment repair, and technical support	AV Production & Maintenance Technicians	(916) 558-2436	SCC-MediaServices@scc.losrios.edu	LRC-113
Multimedia development, hosting, file conversion	Media Services	(916) 558-2379	SCC-MediaServices@scc.losrios.edu	LRC-126

For more information contact the Media Resources Supervisor (LR-110), (916) 558-2215 or see <http://www.scc.losrios.edu/mediaservices/>.

## Staff Resource Center

The Staff Resource Center is located in the College's Learning Resource Center. The SRC is staffed by faculty coordinators and support staff. The SRC supports the professional development of faculty and staff by delivering programs, finding resources to support teaching and learning, and providing funding support for conference/workshop/ travel activities. The SRC organizes Flex Day workshops and programs, as well as convocation. In conjunction with the staff development committee, the SRC sponsors college-wide initiatives that focus staff development activities on a topic of broad interest to the college community. Notices of events are publicized through the college calendar, notices are sent via E-mail, and announcements are made on the public information voice mail. Selected workshops are also being recorded and are available for viewing on the SRC website. Take the time to meet your colleagues through the activities of the Center; you and your students will benefit from these resources. (<http://www.scc.losrios.edu/src/>)

## Technology Resources

There are a number of options available to faculty who are interested in incorporating technology into their classes. Each full-time faculty member has a computer. Adjunct faculty have access to computers in the division offices and in the Instructional Development Lab in the Learning Resource Center, LR 114.

"Smart Classrooms" with computers, projectors, DVDs, VCRs, cable TV, and other equipment have been established in each of the divisions. In addition, AV equipment (projectors, TVs, VCRs) is available in classrooms and for checkout from the Instructional Media Circulation Counter. File servers are available for storing information that can be accessed from office, classroom, or home. Accounts can be requested

from Computer Services.

Every faculty member has a campus email account (Outlook/Entourage or Outlook Web Access). Full-time faculty have Outlook/Entourage loaded on office computers. Email can be accessed from off campus and on workstations used by adjunct faculty through the Internet (<http://ex.losrios.edu/>). Your email account should be activated upon employment. Questions about your email account should be directed to your division office. Training on college email systems is offered during flex.

Web resources are available to faculty as well. Those resources do not typically require a high degree of technical knowledge to be used effectively. Information and assistance with resources for online and hybrid courses can be found in the section about distance education.

There are computer labs for students in many divisions and general access computer labs in the Learning Resource Center and BUS 152 (Business Building). Information regarding lab hours can be found online at: <http://www.scc.losrios.edu/campuservices/computerlabs/>.

### **Writing Center**

The Writing Center is located in the Learning Resource Center, LR-144, and is a free resource for SCC students from all academic disciplines. Faculty coordinators, instructional assistants, and peer tutors assist students with writing more effectively, spotting and correcting errors, understanding English grammar and punctuation, and managing the writing process. Online writing tutoring services are available. Faculty can receive more information by calling 558-2126 or by visiting the program website: <http://www.scc.losrios.edu/writingcenter/>.

## V. Student Services

### Admissions, Records and Registration

The A&R office administers the application, registration, and graduation programs. Information on grading and other procedures is also available from this office. Further information is available by contacting the following:

sccaeinfo@scc.losrios.edu	for admissions
sccreg@scc.losrios.edu	for registration
sccgrad@scc.losrios.edu	for graduation
scctranscripts@scc.losrios.edu	for transcripts

### Counseling and Student Success

The Counseling program at Sacramento City College is designed to provide students with academic, career, personal, and crisis counseling. Counselors assist students in setting educational and career goals and developing educational plans (iSEP)/ In addition, counselors provide professional confidential counseling services. Students are encouraged to maintain close relationships with counselors of their choice throughout their stay at SCC. Counselors also teach Human Career Development courses, provide new student orientation, and serve as high school liaisons. In addition, counselors are assigned to instructional departments to serve as resources regarding curriculum, transfer, articulation, and student service programs. Counselors foster working partnerships with instructors to promote student success inside and outside of the classroom.

Counselors are available year round on the main campus by appointment or walk-in “Quick Question” services. Counseling services are also available at the outreach centers. See the Counseling Services website at <http://www.scc.losrios.edu/counseling/> for specific hours of services. A list of liaison counselors for divisions and departments is available through your division office.

For information on other services, such as EOPS, CARE, and more, faculty should contact the Counseling Center.

### Disability Resource Center (DSPS)

The Disability Resource Center (DRC) serves students with documented physical, learning, communication, developmental, psychological and acquired brain injury disabilities, and other impairments. A variety of services are available for students including, but not limited to, alternate media format materials, assistive computer technology, counseling, exam accommodations, interpreters, mobility assistance, note-takers, and priority registration. To learn about the services, faculty can watch a helpful video, “Introduction to DSPS,” which can be found at <http://www.scc.losrios.edu/careercenter/students/resources-for-students-with-disabilities/>. Faculty can also call 558-2087 for more information.

### Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) at Sacramento City College is a student support program for educationally and economically disadvantaged students, funded by the State of California and the Los Rios Community College District. It is designed to provide opportunities in higher education for students with academic potential who, historically, would not have attended college. More information can be found at: <http://www.scc.losrios.edu/eops/>.

### **Financial Aid**

The financial aid office administers work-study, student loans, and grants to assist eligible students with the cost of their education. Further information can be obtained at [sccfinaidinfo@scc.losrios.edu](mailto:sccfinaidinfo@scc.losrios.edu) through My City Aid.

### **Summer Success Academy**

Summer Success Academy (SSA) is a 4-week bridge program designed to embrace high school graduates transitioning into Sacramento City College who are interested in getting a head start with their higher education. The program emphasizes college success and transitional support. This has been achieved by incorporating career exploration, university visits, and community artists from various mediums to expose the participants to topics of critical thinking, community and global identity, as well as self-efficacy and its impact on higher educational success. Upon completion, students will have gained a network with other students, developed better self-awareness, and joined a community of scholars who are excited about supporting them in their future endeavors.

Admission into the program requires students to complete the matriculation process and an academy application, and attend a special orientation. For further information, faculty should contact Tanya Anderson at 650-2914 or [AndersT@scc.losrios.edu](mailto:AndersT@scc.losrios.edu).

### **Veterans Affairs**

The Veterans Affairs Office is located in Student Services Building, STS 103, and is available to assist veterans, spouses, and children of disabled or deceased veterans who may be eligible for federal and/or state educational benefits. For further information, faculty should contact the office at [sccveterans@scc.losrios.edu](mailto:sccveterans@scc.losrios.edu).

### **Veterans Resources Center**

The Veterans Resource Center (VRC) is located in the Student Center Conference Room, SOG 102. The VRC provides counseling services and assistive technology, and promotes camaraderie and wellness among Veterans. Hours of operation are from 8:00 a.m. – 4:00 p.m. on MF and from 8:00 a.m. – 10:00 a.m. TTH. Appointments to see a counselor may be made through the Veterans Affairs Office or through the Counseling Department.

## **VI. Business Services (Payroll, Benefits, Leaves), Security, Facilities and Property Use, and Other Campus Services**

### **College Hour**

College Hour is time set aside on Tuesdays and Thursdays from 12:00-1:00 p.m. and 5:00-6:30 p.m. for faculty, staff and students to participate in events and activities. SCC has a policy governing outdoor use of amplified sound during designated college hours. For more details or questions related to college hour policies, faculty should contact the Facilities Office or see the Facilities Handbook at SCC Homepage > Faculty/Staff > Facilities Use/Event Planning or, <http://www.scc.losrios.edu/facultystaffcalendar/events/>.

### **E-Mail, Microsoft Outlook**

New faculty will have an Exchange email account established through an interface with PeopleSoft Human Resources once the hiring process is complete. Faculty will need an account to access the online class rosters/grading system and SOCRATES, the curriculum management system. Instructions are available from your division office. An email account document will be generated by Computer Services and sent to the division office. The employee's official SCC e-mail account needs to be checked regularly as email is a primary communication tool for the college. The District email account should be used for all school related communications. Faculty may choose to have their official Los Rios e-mail forwarded to a private email address, but should not use their private e-mail for college business.

### **Employee Benefits**

Questions about employee benefits can be directed to the Los Rios District Benefits office. In addition, information about benefits is also available at the district web site, <http://www.losrios.edu>.

### **FAX Machine**

FAX service for official college correspondence is available in Reprographics/Duplicating. Faculty should check with their division offices on the availability of fax serve in their areas.

### **Inside SCC**

Inside SCC is a website oriented toward faculty, staff, and administrative needs. Each of the college service areas has a site that includes information on programs, services, plans, handbooks, forms, calendars, organizational charts, policies/procedures, and data relevant to its area. Additionally, Inside SCC provides an access point for information on the shared governance process, including committee agendas/activities as well as information on college planning and research. Inside SCC is available at: <http://www.scc.losrios.edu/facultystaff/>.

### **Keys, Access, and Alarms**

Keys are issued to faculty by the Operations Office via a Key Request Form submitted through their Division Office. Faculty members are expected to return their keys to Operations at the completion of their employment or room use. Locknetics fobs and Electronic (Imron) Access cards are also requested on a Key Request Form. Employees must come to Operations to be photographed for this access card. In addition, if staff members are using a room with an alarm, they must contact their division office to request an alarm code. Employees must bring a valid ID and their current SCC issued keys when picking up new keys. Keys are NOT issued to students.



## **Leaves**

Information about leaves available to faculty can be found in the Los Rios Colleges Federation of Teachers (LRCFT) contract on the district website or through the division office.

## **Mailbox**

Faculty teaching on campus receives mail at division office mailbox locations. Off-campus faculty will receive notification regarding mail distribution options. Instructor mailboxes are provided for college related material only and should be checked frequently.

## **Parking**

Faculty and staff are issued parking permits from the Los Rios Police Department. Temporary parking permits for emergencies and official guests may be obtained from Los Rios Police Department. Automobiles parked in a handicapped zone without proper authorization will be cited. Autos parked at any time in red emergency zones will be cited. Instructors should drop by the Los Rios Police Office for authorization to park in any areas not specifically designated for parking. Students must park only in the stadium lot or other designated student parking lots (permits must be purchased, either daily or by the semester).

## **Payroll Periods**

Payroll warrants for full-time regular faculty are available on the last working day of the month. Payroll warrants for adjunct faculty, substitutes, ESA's, and full-time overload are available on the 10th of the month following the month taught. If the 10th falls on a weekend or holiday, the warrant will be available on the last working day prior to the weekend or holiday. Warrant stubs for those who have electronic transfers are also available from the Business Office (RHN 173) anytime on the last working day of the month. A photo I.D. is required to pick-up warrants and warrant stubs through the Business Office. Pay stubs and tax information are also available to employees through the District Employee Self Service (ESS) website, [http://www.losrios.edu/lrc/lrc\\_employee.php](http://www.losrios.edu/lrc/lrc_employee.php).

Information on electronic transfer/deposit can be obtained from the Business Office.

If faculty members have questions about their pay, they should first contact their division dean. Depending upon the nature of the question, faculty may be referred to the Instructional Services Office in RHN 257 or to District Payroll Services.

## **Purchasing**

Routine supplies are available in the division office. All purchases require prior approval of both the division dean and the Vice President of Administrative Services before any expense is incurred. The college uses the Requisition/Purchase Order process to acquire goods and services. Faculty should check with their division office for ordering information or visit Administrative Services section of Inside SCC.

## **Reprographics -- Duplicating Services and Graphic Impressions**

Reprographics, which includes Duplicating Services and Graphic Impressions, is located in the Reprographics Building. Duplicating Services handles duplicating and mail services and can be contacted at [duplicating@scc.losrios.edu](mailto:duplicating@scc.losrios.edu) or 558-2458. Duplicating requests may be submitted online at: <http://www.scc.losrios.edu/reprographics/duplicating-services/> or via a Job Request Form available through Duplicating or Division Offices. A budget code and dean's signature are required for specially funded programs (e.g., student organizations, sports camps, etc.). Duplicating Services also fills Supply Form Requests online at: <http://www.scc.losrios.edu/reprographics/duplicating-services/>.



Syllabus printing requests should be sent directly to the College Store for processing, packaging, and preparation for purchase. Syllabus request forms are available at the College Store and/or Division Offices.

Duplicating Services houses the campus mailroom. To request mail be distributed on campus (e.g., a flier publicizing an event), faculty should request the campus distribution list for the total number of administrators, faculty, and staff by division and/or area and follow the written instructions on the distribution list. Mailroom personnel will not distribute fliers, brochures, or anything else that is not properly bundled according to the written instructions on the distribution list. The distribution of mail used for personal gain is prohibited.

Duplicating Services does not sort bulk mail. For mass mailings to the community, individual departments, divisions, or programs may contract with outside vendors. The college has a non-profit organization bulk permit number that may be used and/or printed directly on the publication, but prior permission must be obtained from Administrative Services. The cost of mailing and date of distribution must also be reported to Duplicating Services to ensure adequate funds are available in the account. Areas are expected to cover the costs for specialized mailings.

Graphic Impressions may be contacted at [reprographics@scc.losrios.edu](mailto:reprographics@scc.losrios.edu) or 558-2168. Graphic Impressions specializes in the professional design and production of printed materials including brochures, posters, fliers, stationery systems, logos, carbonless forms, newsletters, handbooks, guides, mailers, flyers, event invitations and programs, postcards, informational graphics (charts, tables, graphs), and illustrations. Business cards may be ordered online through Graphic Impressions and require payment via personal check or college budget account.

### **Security of College Facilities**

All faculty and staff are asked to assist with the security and care of physical facilities and equipment. Anyone entering a locked building on a weekend or holiday must notify Los Rios Police (ext. 2221) of arrival and departure time. Faculty should be certain facilities are locked when they leave. Upon discovery of theft or unlawful entry, faculty should make an immediate report (by telephone or in person) to the Los Rios Police Office and to the appropriate dean or supervisor. A preliminary investigation will be initiated, and the results will be forwarded to Operations. In the event of theft, a complete description of items missing or known to be stolen must be given including make, model, and serial numbers, if any.

Immediate and complete reporting is essential to aid the Los Rios Police in taking appropriate action for recovery. Each faculty member is responsible for reporting safety hazards in his/her own instructional area and any other area on the college campus that may come to his/her attention. This report shall be submitted on the Employee Safety Information Form to the appropriate division dean and to Operations. Critical immediate hazards shall be reported to Los Rios Police or Operations.

Instructors may not move their classes to other locations without the express approval of the division dean. Scheduling and safety issues must be taken into consideration.

To reserve a room for an event, instructors can contact the Facilities Office in Operations (x2525) and complete a Facilities Use Request. Instructors are asked to provide as many details about the event as possible so that consideration can be given to possible fees and sufficient space. Only designated rooms are approved for serving refreshments.

### **Staff ID Cards**

Staff ID cards are issued by the Operations Office. Staff members need to come to Operations and bring a valid ID and documentation of employment, such as a contract, to obtain a card.

### **Telephone Directory**

A college telephone directory is available on the SCC Web site at:

<http://www.scc.losrios.edu/faculty-staff-directory/>.

### **Telephone and Voice Mail**

The Public Information Office publishes a telephone directory for full-time faculty every other year, with updates on a yearly basis. Instructors should contact their division office with any changes to the online or hardcopy directory. Instructions on how to use the voice mail system are included. Long distance calls made by anyone for other than approved college or district business are not allowed. Adjunct faculty can obtain a voice mailbox through their division office.

### **Use Policies**

#### **Campus Vehicles:**

Campus vehicles may be used for District-related business or activities and utilized only by authorized drivers. To become an Authorized Driver all Los Rios faculty, staff and employee drivers must be enrolled in the DMV Pull Notice Program, complete the appropriate vehicle training, and submit a DMV Record Release form to Operations. Training must be renewed every three years and a new DMV Record Release form submitted every two years. Training and DMV documentation takes approximately 2 to 4 weeks for processing. Students and Volunteers may become authorized drivers by completing the appropriate paperwork/training and must always be accompanied by college faculty/employees during use of the vehicle. District Vehicle Use R-8343 provides additional information. To reserve a vehicle, authorized drivers must submit a Travel Authorization Form to their Dean for approval and forwarding to Operations. The Travel Authorization Form is located on "Inside SCC > Administrative Services > Forms," <http://www.scc.losrios.edu/forms/>. Vehicle reservations are on a first come, first served basis. To obtain information about necessary driver training and vehicle reservations, faculty should contact Operations at 558-2304.

#### **District Property:**

Use of district property/equipment for private or personal purposes is prohibited. Employees and officers of the district may be authorized to use district property/equipment on a limited basis (not to exceed 15 days) to conduct district related business. Property/equipment to be used away from the district area and facilities in excess of 15 days must be authorized by the Board of Trustees. Forms are available in the division office.

#### **Personal Vehicles:**

Before an employee is authorized to utilize a private vehicle for college use, he/she must furnish evidence that the vehicle is covered by insurance at a minimum level consistent with law and Board policy or administrative regulations and procedures.

#### **SCC Facilities:**

Faculty and staff may reserve rooms for class/club functions through the Facilities Office in Operations (x2525). If the event is not a campus function, it will be reviewed to determine if charges or insurance requirements apply. Use of District facilities is categorized as either COLLEGE USE or a RENTAL; District regulations do not allow "co-sponsorships." If food is going to be served, by contract City Café (Aramark) has first right of refusal to provide food for both on campus and rental events. If Aramark is unable to

support the event, outside food services may be procured. Faculty should contact the Vice President of Administrative Services Office if they have any questions.

Scheduling of SCC facilities occurs as follows:

- Student Center and Cultural Awareness Center – contact Student Leadership & Development (x2382)
- All other SCC facilities – contact the Facilities Office (x2525 or x2304).

If the facility use requires audio or video support, faculty should first reserve the facility and then contact Media Services to arrange details of the AV setup.

Standard campus facility reservations and AV setups require a minimum of 2 weeks lead time; when food is involved (City Café/Aramark), 3 weeks lead time is necessary; custom setups require a minimum of 4 weeks lead time. The Quad, Student Center, Cultural Awareness Center, and meeting rooms may be scheduled for the entire year. Classrooms must be scheduled on a semester-to-semester basis. Facilities are in high demand, so for best availability of a facility, faculty should schedule an event as early as possible. For more details or questions related to facilities use and event planning, faculty can contact the Facilities Office or see the Facilities Handbook at SCC Homepage > Faculty/Staff > Facilities Use/Event Planning or, <http://www.scc.losrios.edu/operations/facilities-event.planning/>.

## VII. Selected District and College Policies and Procedures

### Campus Security Act of 1990

The Campus Security Act of 1990 (Public Law 101-542) requires that all colleges and universities receiving Title IV student aid assistance prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes which occur on campus and the number of arrests on campus for liquor law violation, drug abuse violations, and weapon possessions.

In addition, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to campus security by local law enforcement that may be considered a threat to other students and employees. Direct on-line access to the annual report: <https://police.losrios.edu/clery/jeanneclerydisclosure.aspx>

### Conduct on Campus for Students

Students are a part of this college and expected to demonstrate Panther Pride by honoring themselves and the school environment. This includes respecting the rights of others, respecting college facilities, and adhering to the SCC Student Standard of Conduct. Students should not spit, litter, leave gum wads, use profanity, or engage in other intrusive, offensive, or unsanitary behavior in the classrooms, offices, corridors, outdoor walkways, or other public areas of campus.

### Drug and Alcohol Free Campus

Sacramento City College is committed to a Drug and Alcohol Free Campus. The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. Therefore, the faculty, staff, and administrators of Sacramento City College support the creation of a drug and alcohol free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

### District Policy on Alcohol and Controlled Substances

Los Rios Community College District Policies 2443 and 9154 state that the District "...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."

### Health Consequences

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, faculty should call the following:

On campus	
Counseling	558-2204
Health Office	558-2367

Off campus	
Sacramento Mental Health Center	732-3637

Sacramento County Services  
Alcoholics Anonymous

874-9754  
454-1100

### **Legal Sanctions**

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus or presence on campus under the influence of any controlled substance. If a student abuses drugs or alcohol on campus or appears on campus or at a college-sponsored function under the influence of drugs or alcohol, he/she can be suspended, expelled, and/or criminally prosecuted.

### **Non-Discrimination Policy**

The Los Rios Community College District is in compliance with all pertinent Titles and Sections of the Civil Rights Act of 1964, the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable Federal, State, and local laws.

It is the policy of the Los Rios Community College District to take action to guarantee that no qualified student or prospective student or any person in his/her educational relationship with the District shall be discriminated against or excluded from any benefits, activities, or programs on the grounds of ethnic group identification, religion, sex, age, color, sexual orientation, or physical or mental disability, nor shall any students be discriminated against for conversing in a language other than English. However, students shall be required to speak English when an instructional setting necessitates the use of English for educational or communication purposes.

The District further complies with those Federal and State laws and the regulations of the Board of Governors of the California Community Colleges that prohibit sexual harassment. In addition, the college supports and complies with the Federal Carl D. Perkins Vocational and Technical Education Act of 1998 by reducing sex discrimination, sex bias, and sex stereotyping in vocational education and employment.

Such non-discrimination policies extend to all of the functions and activities of the Los Rios Community College District including employment and employment selection, educational programs, services, admissions, and financial aid. Student equity in all academic and vocational programs is a primary goal of the college.

The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The college also attempts to achieve a balanced staff representative of the composition of the community so that students will have an opportunity to relate to members of underrepresented races and ethnic groups, individuals with disabilities, and individuals of all genders and gender-orientations.

**Equity Officer:** Julia Jolly, Associate Vice President, 916-558-2407, RHN 257.

The equity officer handles staff, faculty, or student complaints based on ethnic group identification, religion, age, color, language, physical disability, mental disability, sex (gender), sexual orientation, sex bias, and sex stereotyping.

The equity officer trains and appoints staff as Equity and Diversity Committee representatives for employee selection committees.

**Americans with Disabilities Act Officer:** Julia Jolly, Associate Vice President, 916-558-2407, RHN

257.

The Americans with Disabilities Act officer coordinates compliance efforts and investigates complaints presented by students and staff based on physical disability and mental disability.

**Sexual Harassment/Title IX/Discrimination Equity Officer:** Julia Jolly, Associate Vice President, 916-558-2407, RHN 257.

The equity officer facilitates and handles complaints of harassment or discrimination presented by students and staff based on sex (gender), sexual orientation, sex bias, and sex stereotyping.

**Student Discipline Officer:** Dr. Debra Luff, Associate Vice President, Enrollment and Student Services, 916-558-2139, STS 105.

The student discipline officer investigates and makes determinations on student discipline cases for the campus.

### **Policies and Regulations – Los Rios Community College District**

The full listing of Los Rios policies and regulations can be found at:

<http://www.losrios.edu/legal/GCpolreg.htm>

### **Smoking Policy**

In addition to the current Los Rios Community College District (LRCCD) policy of no smoking within 30 feet of building entrances, outdoor air intakes, and operable windows, there is now no smoking on campus except in Designated Smoking Areas (DSAs). A map of the DSAs is available at <http://www.scc.losrios.edu/healthservices/designated-smoking-areas/>.

### **Student Discipline Process**

#### **Student Discipline Process – Classroom Focus:**

Sacramento City College has a student discipline process for faculty and staff to follow when students disrupt the learning or service environment:

1. Faculty should set the tone for their class early. They should clarify behavioral expectations in their syllabus and/or in the first class session. If instructors do not permit cell phones or texting in class, they should say so. If they set an expectation, they should enforce it consistently. The time that faculty spend on the syllabus will pay off in more time on instruction and less on behavior issues throughout the semester. (See Student Information Sheet and Required Information in section III. Classroom Management and General Procedures)
2. If a student starts to exhibit behavior that violates the classroom or service norms set by the instructor or stated in the Student Standard of Conduct, faculty should talk with the student at the first instance and follow up with a written communication with a copy to the dean. At this point, a faculty member has the option of privately showing the student the regulations that allow student removal for two class periods based on disruption of the learning environment. The student is thus forewarned about possible removal.
3. If the behavior persists, the instructor should fill out an Incident Report and send it to the dean or supervisor and Dr. Debra Luff, Associate Vice President, Enrollment and Student Services, 916-558-

2139, STS 105, who serves as the first point of contact for student discipline issues. The form is available on the student discipline page, at

[https://file.scc.losrios.edu/insidescc/StudentServices/Crisis%20Intervention/Incident\\_Report.pdf](https://file.scc.losrios.edu/insidescc/StudentServices/Crisis%20Intervention/Incident_Report.pdf).

- a. The Student Discipline Officer will cross check the student discipline files to see if the student is already on file. If so, the student will be called in for an investigative meeting.
  - b. If the student is not already on file, the dean or supervisor can meet with the student to reinforce classroom expectations and clarify the student discipline process.
4. Faculty have the right, under the California Education Code, to remove a student for up to two classroom periods or the equivalent in online settings. If the faculty member chooses that option, the Student Discipline Officer and dean should be notified so that classroom expectations can be set for the student's return or if the incidents indicate that further disciplinary actions are appropriate.
  5. **If a faculty or staff member feels threatened**, he or she should call campus police immediately at 558-2221 and press "0" to speak to a dispatcher. Not only will the campus police remove the student from the classroom, but they will also notify the Student Discipline Officer of the incident and the student discipline process will be invoked.

To recap, faculty should:

- Set expectations and enforce consistently
- Fill out an incident report and send it to the Student Discipline Officer and dean/supervisor.
- Contact campus police if feeling threatened.

#### **Student Discipline Process – Service Area Focus:**

Service areas are areas on the campus outside of the classroom. They include, but are not limited to, areas such as the College Store, Counseling, the Learning Resource Center, and computer labs.

Sacramento City College has a student discipline process for faculty and staff to follow when students disrupt the learning or service environment. The SCC Student Standard of Conduct and LRCCD Board Policies and Regulations on student rights and responsibilities (P2441-2442; R2441-2442) apply everywhere on campus—not just the classroom. Faculty should post The Student Standards of Conduct in their service area so that they can refer to it if there is an incident.

1. Faculty should set the tone for their service area and clarify behavioral expectations in their service area with signage. If they do not permit cell phones or food in their service area, they should say so. If faculty set an expectation, they should enforce it consistently.
2. If a student starts to exhibit behavior that violates the service norms that are in the Student Standard of Conduct, faculty should talk with the student at the first instance and notify their supervisor or dean. If a faculty member is not comfortable talking with the student, the faculty should call the supervisor or manager. The manager has the ability to tell the student to leave and not to return until the discipline officer contacts him/her. In the evening, the evening dean can exercise that authority. **If a faculty or staff member feels threatened**, he or she should call campus police immediately at 558-2221 and press "0" to speak to a dispatcher. Not only will the campus police remove the student from the area, but they will also notify the Student Discipline Officer of the incident and the student discipline process will be invoked.
3. In addition to talking with student or calling the supervisor or manager, faculty should complete an Incident Report on the student discipline page and send it to the dean or supervisor and the Student



Discipline Officer. The form is available at <http://www.scc.losrios.edu/crisisanddiscipline/>.

- a. The Student Discipline Officer will cross check the student discipline files to see if the student is already on file. If so, the student will be called in for an investigative meeting.
  - b. If the student is not already on file, the dean or supervisor can meet with the student to reinforce service expectations and clarify the student discipline process.
4. If a student demonstrates behavior that violates the Student Standard of Conduct and does not respond to a verbal notification or warning, faculty should contact campus police, who can remove the student from the service area or from campus if warranted. If that situation occurs, faculty should complete an Incident Report and send it to the Student Discipline Officer and manager/supervisor immediately so that discipline processes can be followed.

To recap, faculty should:

- Set expectations and enforce consistently
- File out an incident report and send it to the Student Discipline Officer and dean/supervisor.
- Contact campus police if feeling threatened.

### **Student Records - FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. FERPA affords students certain rights with respect to their education records, including the right to inspect their records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosures without consent. Generally, the law provides that, with some exceptions, no information, applications, forms, letters, records, transcripts, etc. may be released, whether orally or in writing, without prior written consent, dated and signed by the student, specifying the offices of which information may be released and to whom the records are to be released.

One of the exceptions permitted by FERPA, is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Sacramento City College, in the majority of situations, does not release any student information, even Directory Information, without the prior written consent of the student. Directory Information is only released to the National Student Clearinghouse. Directory Information Released to the Clearinghouse includes:

1. Student name
2. Date of birth
3. Dates of attendance
4. Degrees and awards received
5. Field of study
6. Participation in activities and sports
7. Weight and height of members of athletic teams
8. Most recent school attended

NOTE: Students may withhold Directory Information by notifying the Office of Admissions and Records in writing. Declining the release of Directory Information will prevent the electronic enrollment update for



student loan deferments, which will then go into collection.

**It is the practice of the Sacramento City College Office of Admissions and Records NOT to release any student records or information without the written consent of the student, other than to school officials with a “need to know.”**

This includes Directory Information. Directory Information is only released to the National Student Clearinghouse.

For more information about FERPA guidelines: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Guidelines for Release of Student Information**

#### **A. To the Student**

- In person: no signature is required after verification of identity; if in the presence of other 3rd parties, the college only information specifically requested by the student.
- Phone requests: the college will not release any information by phone.
- Fax requests: the college will release information to a 3rd party upon receipt of a written request, signed by the student.

#### **B. To School Officials**

- A student signature is not required if the requester has “need to know” that pertains to current responsibilities.

#### **C. Third Parties (including parents, spouses, other students, references, schools, basically anyone)**

- Student information can only be released with the written consent of the student. Information provided will be only specific information designated by the student.

Note: Instructors are not obligated by FERPA to release information to third parties; therefore, it is always best to refer these requests to the Office of Admissions and Records to make this determination.

### **Security of Student Records**

If their office is in an open area, faculty should:

- A. Close all files when not in use or when 3rd parties are present.
- B. Position computer screen so that 3rd parties cannot see information; log out whenever leaving work area.
- C. Monitor security of information sent to printers, copiers, fax machines, etc.
- D. Use caution when discussing educational record information with a student so that conversations aren't overheard.
- E. Never leave class rosters and grade sheets where they can be seen by another student.

### **Posting Grades**

The public posting of grades either by the student's name or student ID number without the student's written permission is a violation of FERPA even if the names are concealed. Instructors can assign students unique numbers or codes that can be used to post grades, but the order of the posting must not be alphabetic.

### **Returning Graded Papers and Assignments**

Distributing graded work in a way that exposes the student's identity (such as on a web site) or leaving personally identifiable graded papers unattended is no different from posting grades publicly. If the papers contain "personally identifiable" information, then leaving them unattended for anyone to see is a violation of FERPA. Possible solutions for distributing grade information to students would be to leave the graded papers (exams, quizzes, and homework) with an assistant or secretary who would ask students for proper identification prior to distributing them or leave graded work in a sealed envelope with only the student's name on it.

### **Sending Grades to Students**

Instructors can notify students of their final grades via the U.S. mail if the information is enclosed in an envelope. Notification of grades via a postcard violates a student's privacy. Notification of grades via Los Rios Gmail or D2L is permissible since the student must authenticate using an ID and password, but there is no guarantee of confidentiality. Posting grades on a web site that is open to public access or in a way that exposes individual grades to other class members is not acceptable.

### **Access to Student Records**

Faculty members are normally considered "school officials," but a faculty member will have to demonstrate "legitimate educational interest" (e.g. advising students, retention study, etc.) to receive access to student records beyond their class and grade rosters. Instructors do not have access to student academic records unless their normal job duties specifically require access.

### **Parents Requesting Information**

Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student's education record. This information is protected under FERPA, and; parents may not have access unless the student has provided the instructor with written authorization that specifically identifies what information may be released to the parent(s). If faculty has questions, they should contact Admissions & Records prior to release of any information.

### **Crisis Situations and Emergencies**

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." In the case of an emergency, contact the Campus Police office at 916-558-2221.

### **Who to Contact With Questions and Concerns**

General questions may be directed to the Admissions and Records Office at 558-2351.

## **VIII. Participation in College Governance and Planning**

### **Academic Senate**

The faculty is organized through the Academic Senate. Senators are elected by each division to serve a term of two years. The officers are elected college-wide for a term of two years. The responsibility of the senators is to be an information conduit between their divisions and the Senate and to act on behalf of the division faculty they represent. In addition, AB1725 charges the Academic Senate with the responsibility for policy development and administrative affairs that pertain to academic and professional matters. The president of the Senate represents the views of faculty on the College Executive Council and makes all faculty appointments to standing committees.

### **Classified Senate**

The SCC Classified Senate was formed in 1991 to facilitate classified staff participation in the shared governance process. The organization has four elected officers: President, Vice-President, Secretary, Treasurer, and a State Representative. Classified Staff members from different areas/departments are selected to be Area Representatives and serve voluntarily for as long as they wish. Their responsibility is to attend the monthly Senate meetings as voting members and report back to their areas on issues discussed. The Classified Senate president represents the views of classified staff on the College Executive Council and makes all classified staff appointments to standing committees.

### **College Decision-Making**

In a complex organization, the systems for making decisions can be equally complex. Decisions often affect a broad segment of the organization and are, themselves, influenced by institutional, professional, and personal considerations. How a decision is made is often as crucial to its effectiveness and usefulness as the decision itself.

We treat the full decision-making system as a shared system. All decisions—whether in the administrative structure, in the committees, or within constituent groups—should be characterized by an appropriate level of employee and student involvement. The degree of appropriate involvement will be directly related to the extent of the impact of the decision. Each constituent group is organized to contribute to the decision-making process. A complete description of SCC's participatory decision-making process is available at this link: <http://dms.scc.losrios.edu/alfresco/d/d/workspace/SpacesStore/1bc523ae-9bb3-4826-bdc3-178ec70638e4/TheBlueBook2012-13.pdf>.

### **Executive Council**

Executive Council provides a forum where representatives from all constituency groups can represent the views of their constituencies on campus-wide issues prior to a decision, with the goal of reaching a consensus prior to making a recommendation to the president. In addition to the College President, membership includes the constituency leaders--one representative from Academic Senate, Classified Senate, Associated Students, and the Senior Leadership Team. Ex-officio members include the Vice President of Administration, Vice President of Instruction, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, and the Public Information Officers. This council advises the president on college-wide decisions and policy. The council membership represents the views of all the constituencies through the leaders of their representative bodies.

### **Institutional Plans**

The Educational Master Plan, Student Support Services Plan, and Resource Management & Capital Outlay Plan are institutional plans. They describe the planning context and planning activities of each of these major college areas.

### **Program Plans**

College-wide activities that are funded from “above the line” sources (e.g. DE, IT, or staff development) are described by program plans. They include objectives, outcome measures, and resource requests. Program plans are developed each fall and are reviewed by the College President.

### **Resource Plans**

Resource plans describe the resource allocation process for financial, facilities, and IT resources and faculty and classified positions.

### **Senior Leadership Team**

The Senior Leadership Team (SLT) consists of college administrators from the College Service Areas (President’s Office, Administrative Services, Instruction, and Student Services). The SLT serves as the administrative arm in the shared governance process and is the venue for reviewing proposed governance, district, and college issues. The SLT Chairperson serves on the College Executive Council and recommends manager appointments to standing committees to the president.

### **Standing Committees**

In addition to individual participation in department and division decision-making processes, faculty, staff, and students can participate in the college standing committees. The committees’ responsibilities are college-wide and are advisory to the college president. Each faculty member is encouraged to participate; tenured faculty members are expected to participate. The Academic Senate President makes all faculty appointments to committees. A complete list of current standing committees, their charges, membership, and meeting times, can be found at this link: <http://www.scc.losrios.edu/prie/institutional-effectiveness/governance/participatory-governance/standing-committees/>.

### **Strategic Planning Committee (CSPC)**

The CSPC provides leadership in strategic planning for the college. The committee reviews the college mission, vision, values and goals and is key to implementing the planning system. Membership includes the leadership of, and additional representatives from, each of the college constituencies.

### **Strategic Planning System**

Working together to plan for the future is an essential activity across the college and input from the entire college community is vital. The SCC planning system is designed to gather input into college planning from the operational unit level to the strategic viewpoint of the broader college. Each department develops local unit plans. Broader college-wide functions are captured by program plans and institutional plans. Resource plans describe the resource allocation process for each type of resource. The strategic master plan encompasses the entire family of plans and the college mission, vision, values, and goals. Faculty participate at all levels of planning at SCC. The Planning, Research, and Institutional Effectiveness Office is available to provide assistance as needed.

### **Student Associated Council**

The Student Associated Council (SAC) is a team of student leaders dedicated to representing the interests and protecting the future of a diverse student body and is the official representative body for

the students of Sacramento City College. The SAC includes the Student Senate, the Clubs and Events Board, and the Joint Budget Committee as a means to provide students with a voice in the shared governance process, advocate for the common interests of students, facilitate student involvement and activities, promote student life on campus, and appropriately allocate funds for these purposes.

Involvement in student leadership provides students the opportunity to learn and apply new skills, develop friendships, and have fun. All students are welcome.

More information can be found by quick linking to Student Leadership and Development from the SCC home page: <http://www.scc.losrios.edu/sac/>.

### **Unit Plans**

Unit plans are the annual action plans developed by college departments. Each fall, in a process facilitated by the chair, each department identifies objectives and associated outcome measures for the next academic year and prioritizes those objectives. Additional prioritization occurs at the division and CSA levels. Unit plan objectives are intended to guide the work of the department over the next academic year and may or may not be associated with resource requests. Those objectives related to resource requests move forward to the Budget, IT, and Facilities resource allocation processes.

## IX. Student Standards of Conduct

**Faculty members need to be aware of the guidelines for student behavior and college expectations for the student body. To that end, the following information is provided, excerpted from the *Student Guide*.**

College students have the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, SCC students are accountable to Los Rios Board policies and SCC rules and regulations. The following Code of Conduct has been adopted by SCC to protect the rights and privileges of students and to allow the college to function properly: Policy 2000, 2440 Standards of Conduct and Due Process, 2441 Standards of Conduct.

### Misconduct and Discipline

Misconduct for which students are subject to discipline:

- Obstruction or disruption of the learning process of the college, including teaching, administration, and college activities
- Physical or threatening abuse of any person on college-owned or controlled property or at any college sponsored or supervised activity
- Theft of, or damage to, property of any person on college-owned or controlled property or at a college sponsored or supervised activity
- Unauthorized entry to or use of college facilities
- Violation of college policies or campus regulations
- Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college-sponsored or supervised activities
- Willful disturbance at any college meeting

In addition to the above, to provide quality education for all students, the integrity of the learning process must be maintained. It is important that all students understand exactly what is expected and what is considered inappropriate during the teaching/learning process.

### Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Cheating includes the following:

- Copying from someone else's test
- Submitting work that is not your own
- Submitting work presented previously in another course, if contrary to the rules of either course
- Altering or interfering with grading
- Using material during an exam that is not allowed
- Consulting with someone, other than the faculty member, during an exam
- Committing other acts which defraud or misrepresent

### Plagiarism

Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

Plagiarism includes the following:

- Incorporating the ideas, works, sentences, paragraphs, or parts of another person's writing without giving appropriate credit and representing the product as your own work.

- Representing another's artistic/scholarly work as your own.
- Submitting a paper purchased from a research or term paper service.

### **Other Acts of Dishonesty**

- Purposely allowing another student to copy from you during a test
- Giving your homework, term paper, or other academic work to another person to plagiarize
- Having another student submit work in your name
- Lying to an instructor to improve your grade
- Altering a graded work after it has been returned and then resubmitting the work for regrading
- Removing a test from the classroom
- Stealing tests

### **Consequences of Dishonesty**

Depending on the seriousness of the infraction, the following may occur as a result of the dishonesty:

- Receive a failing grade on the test or paper
- Have a course grade lowered
- Placed on disciplinary probation or suspension
- Expelled

### **Alcohol and Drugs**

The District is committed to maintaining a drug and alcohol-free workplace in accordance with the requirements of the U. S. Drug-Free Workplace Act of 1988, and the drug and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989.

### **Legal Sanctions**

The LRCCD Standards of Student Conduct prohibit the use, sale, or possession, on campus, of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled and/or criminally prosecuted.

### **Health Consequences**

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, sudden death, liver disease, psychological disorders, and brain damage. Likewise, long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems. For confidential assistance and referral, call:

On campus:	
Counseling	916-558-2204
Health Office	916-558-2367
Off campus:	
Sacramento County Mental Health Treatment Center	916-875-1000
Sacramento County	
Alcohol & Drug Bureau	916-874-9754
National Council on Alcoholics	916-922-9217
Alcoholics Anonymous	916-454-1100



In any conflict related to student discipline, students shall be informed in writing of charges to be brought against them, and they shall have the right to participate in an informal investigative meeting with the Student Discipline Officer. At such informal meetings or even at more formal Discipline Appeal hearings, students may not be represented by an attorney.

### **Non-College Persons on Campus**

Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and legal actions by the President of the college or his or her designee(s).

### **Animals and Service Animals**

Pets and other animals are NOT allowed in campus buildings or on campus grounds. Exceptions are made for service animals if they meet the criteria established by LRCCD Policy 2113 and LRCCD regulations 2426, 5178 and 6167. In summary, service animals are permitted on campus in compliance with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act, the Unruh Act and all other relevant laws and regulations. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Questions on this policy should be directed to either the Vice President of Administrative Services or the Vice President of Student Services.

### **Demonstrations**

Students have the right to demonstrate in a responsible manner, under the following conditions:

- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
- Demonstrations will neither interfere with free ingress or egress from buildings nor block normal traffic flow, pedestrian or vehicular.
- Voice amplification is permitted only during specified time periods (contact Student Leadership and Development for information on time periods). Excessive noise will not be permitted.
- Only persons connected with the college will be permitted to participate in student demonstrations
- Students will not be granted excused absences from classes to participate in demonstrations.
- No obscenities, nor challenges that might incite physical reactions, will be tolerated.
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

### **Posting Materials**

The Student Leadership and Development Office must approve student fliers, advertisements, or other student-related activities before posting in approved locations. The Facilities Office must approve commercial posting or other non-student oriented materials. Unauthorized material will be removed. Approval is subject to Los Rios Community College Board policies and campus regulations. Please refer to Los Rios Community College Policies Section P-1313 (Solicitation, Advertising and Business Activities), Regulation 1300, Section 3.0.

### **Program Sponsorship**

A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor.

### **Smoking**

No smoking is allowed within 30 feet of an operating door, window, or air intake. Please refer to Los Rios Community College Policies Section R-2441 (Standards of Conduct), Regulation 1410, Section 5.10. In addition to the current LRCCD policy of no smoking within 30 feet of building entrances, outdoor air intakes, and operable windows, there will now be no smoking on campus except in Designated Smoking Areas (DSAs).

### **Weapons**

Possession or use of explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college President or designated representative is grounds for expulsion.

For more information regarding the Code of Conduct, please contact the Vice President of Student Services, (916) 558-2141.

### **Sexual Harassment and Title IX**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or education setting.

Sexual harassment includes, but is not limited to the following:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response to a sexual advance, such as:
  - Suggesting or actually withholding grades earned or deserved;
  - Suggesting a scholarship recommendation or college application will be denied;
  - Offering favors, or education or employment benefits, such as grades, assignments, or recommendations, in exchange for sexual favors.

If you want to review SCC's complete Sexual Harassment Policy, or if you believe that you may have been the victim of sexual harassment, please contact the Campus Sexual Harassment Officer, (916) 558-2407. Please refer to Los Rios Community College Policies Section P-2424 (Sexual Harassment), Regulation 2400, Sections 1.0, 2.0, 3.0, 4.0, 5.0.

### **Access to and Confidentiality of Student Records**

Student records are protected by state law and Los Rios Community College District Board policy from access by casual or unauthorized persons. Access to records is provided to the student, parents of a dependent student, person having written consent of the student, or by court order or subpoena. Rights and procedures for access to records are outlined in Los Rios Community College District Administrative Regulation 2265. Copies of this document are available for review through: Dean, Financial Aid and Student Services, (916) 558-2439; or Vice President, Student Services (916) 558-2141.

### **Catalog Rights**

For the purpose of meeting Associate Degree or certificate requirements, students may elect to meet the requirements in the SCC Catalog in effect at the time of first enrollment or at the time of graduation from SCC if they are continuously enrolled for at least one regular semester in each calendar year.

### **Assembly and Speech**

Students have the right:

- To hear speakers on any subject and on-campus recognized student organizations shall have the right to present speakers on any subject;
- To freely assemble, subject to regulations that assure the continued regular functioning of the college, which shall include reasonable provisions for the time, place, and manner of conducting these activities.

### **Causes**

Students have the right to:

- Take stands on issues;
- Examine and discuss questions or interest to them;
- Support causes by orderly means, which are in harmony with the regular functioning of the institution.

### **Decision-Making**

Students have the right to:

- Be informed and participate in campus matters that can be shown to be directly relevant to them;
- Be members of faculty and administrative committees related to students' concerns; such student representatives shall have votes as committee members.

### **Organizations**

Students have the right to:

- Form an organization around any particular interest not in violation of campus and district regulations;
- Join established student organizations.

### **Publications**

Student publications are generally free from censorship and advance copy approval, providing they:

- Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo;
- State on the education page that the opinions expressed are not necessarily those of the college or of the student body.

For additional information regarding Student Rights and Responsibilities, please refer to the Los Rios Community College District Administrative Regulation/Policy, Sections 2400-2443. Students should feel free to contact the Vice President, Student Services, should clarification be needed.

### **Student Grievance**

While attending SCC, students sometimes have misunderstandings or experience difficulty with a district or college employee. When students feel they have been treated unfairly and believe that one or more of

their student rights have been violated, they can pursue remedies or solutions to the problem through the college's Student Grievance Process. The grievance process is explained in detail in LRCCD Board Policy and Regulations P/R-2412 (<http://wserver.scc.losrios.edu/~matric/guide/stugriev.html>).

The levels and time lines of the Student Grievance Process are as follows:

**Informal Grievance, Level 1:**

Student is required to meet with staff member(s) and/or immediate supervisor of the staff member(s) in an attempt to mutually resolve the matter. This discussion must take place within ten (10) days of the alleged incident.

**Formal Grievance, Level 2:**

Filing: Within five (5) days of completion of informal procedure, and not later than twenty-five (25) days from the date of the alleged incident, student may choose to file a Student Grievance Form.

Where: RHN 257, Office of the Student Grievance Officer, Associate Vice President of Instruction, Julia Jolly, (916) 558-2407.

Purpose: Student Grievance Officer to determine whether the matter warrants a grievance.

Timeline: Within ten (10) days of filing date, Student Grievance Officer must notify all parties of status of grievability;

- (a) If the matter is determined to not warrant a grievance, the Student Grievance Officer will notify the student, in writing, that the grievance has been rejected and state the reason(s) why.
- (b) If the matter is determined to warrant a grievance, a hearing is scheduled.

**Level 3:**

Hearing: Formal hearing scheduled within ten (10) days following the appointment of a Hearing Officer.

Decision: Within ten (10) days of receipt of hearing, the Hearing Officer will inform all parties, in writing, of his or her decision.

**Level 4:**

Filing: Within five (5) days of Level 3 decision, either party may appeal the Hearing Officer's decision.

Where: President, RHN 275.

Decision: Within ten (10) days of receipt of the appeal documents, the President will inform all parties, in writing, of his or her decision, and that decision is final.

Students should be aware that an assigned grade by an instructor does not warrant a grievance, except as outlined in Education Code 762442(a), which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence shall be final."

Students should remember that it is important to fully understand and comply with the various time lines. As used in these procedures, “days” shall mean calendar days, provided, however, that days during winter break, spring break and breaks before and after summer sessions shall not be counted as “day”.

**Student Grievance Officer**

Associate Vice President of Instruction, (916) 558-2407, RHN 257. The Associate Vice President is prepared to assist students in resolving concerns or problems that may be handled through the college’s Student Grievance Process and can answer questions students have about any aspect of the process. The Student Grievance Form and LRCCD Board Policy and Regulations P/R-2412 are available through this office.

A copy of the policy and regulations can also be obtained from the Dean of Counseling and Student Success (RHN 111), Associate Vice President of Enrollment and Student Services (STS 105), Vice President of Student Services (RHN 272), Instructional Services (RHN 257), as well as all Division Dean offices.

*This concludes the excerpt from the Student Guide.*

## **X. Emergency Services, Safety, and Crisis Intervention Services**

### **Accidents, Emergencies, and Power Outages**

If an emergency, accident, or injury occurs to a staff member, instructor, or student, Los Rios Police can be reached at Extension 2221 by pressing “0.” Assistance will be dispatched immediately. Once the Los Rios Police have been contacted and the emergency has been addressed, faculty members need to contact their Division Office. All who are injured on the job must report the accident to the immediate supervisor and complete the injury report as soon as possible. The Emergency Procedures Manual has details. For locked doors, two classes assigned to one room, or minor emergencies, instructors should contact their division office.

If a blackout occurs on campus or at a center, faculty should be aware that classes will continue. During the day, the administrators/supervisors in each building will be assigned to see that persons with special needs are assisted. During evening hours (after dark), students, faculty, and staff should remain in their classrooms or at their workstations. It is safer to remain in the classroom than to attempt to exit from the building. During evening hours, the evening administrator will be responsible for coordinating needed assistance. Should it become necessary to leave a building, faculty and staff are to ensure that persons with special needs are safely evacuated. ACES (Action Coordinators for Emergency Survival) units are available to assist with building evacuation and can be recalled through use of the Los Rios Alert System (LRAS). Los Rios police will be dispatched to check elevators and to provide general direction during the blackout.

### **Crisis Intervention Services**

Faculty may encounter various crises that require urgent attention. Instructors are in a prime position to come into contact with a student who would benefit from prompt counseling assistance for personal or mental health problems.

The Crisis Intervention Team (CIT) was formed in 2009-2010 as a Student Services workgroup to help work with members of the college community on issues involving student behavior and service needs.

The CIT meets weekly or as needed to discuss the needs of individual students as well as the issues, policies, and procedures that affect the college teaching, learning, and service environments.

CIT members are available to meet with departments and divisions to discuss college services, policies, and procedures as well as hear about the specific needs and concerns. Faculty should contact Elaine Ader at 2062 or [adere@scs.losrios.edu](mailto:adere@scs.losrios.edu) to schedule a meeting.

The Student Behavior Reference Guide, at the end of this section, describes some student behaviors that can cause concern and who to call to get help.

### **Emergency Procedures**

The safety of the students and employees of the college is of primary concern to the college. To that end, the college has Emergency Procedures that provide guidance to employees in the event of an emergency. An Emergency Procedures Manual is provided for Los Rios Community College District employees who must respond in the event of an emergency. The procedures outlined in the manual are devoted to the

basic welfare and safety of students and employees during school hours. The major objectives are to save lives, protect property, and assist in a smooth transition back to normal operations after a major disaster or system failure. A quick-reference flip-chart is posted in division offices and in every classroom.

### **Evacuation Preparedness for Students with Disabilities**

Faculty and/or Campus Police Staff shall make every effort to follow these guidelines concerning students with disabilities who are attending class at the time of an emergency situation:

- **Visually Impaired** – Faculty should: tell the student the nature of the emergency; guide him/her to the emergency exit; inform the student of where you are and advise of any obstacles. After reaching the safety area, faculty should orient the student to where he/she is and ask if further help is needed.
- **Hearing Impaired** – The student may not perceive emergency sound alarms, and an alternative warning technique is necessary. One suggestion is to turn the light switch on and off to gain attention, then indicate on the blackboard or by written note what the emergency is and the nearest evacuation route.
- **Students Using Crutches, Canes, or Walkers** – For evacuation purposes, these students should be treated as if they were injured. Carrying techniques include using a two-person lock arm position or having the person sit on a sturdy chair, preferably one with arms.
- **Non-ambulatory** – Some students have minimal ability to move and lifting them may be dangerous to their well-being. Faculty should consult with the student with regard to being removed from the wheelchair. In any event, faculty should determine:
  - the number of people necessary for assistance.
  - whether to bend extremities when lifting due to pain, catheter, leg bags, spasticity, braces, etc.
  - whether to carry forward or backward on a flight of stairs. Some may have no upper trunk or neck strength.
  - if wheelchairs have movable parts that were not constructed to withstand the stress of lifting (e.g. foot plates, arm rests, wheels and leg rests).
  - if a seat belt is attached to the wheelchair, secure the person in the chair.

### **Los Rios ALERT (Emergency Notification)**

The LRCCD is committed to providing an environment that is safe for all employees. The District may need to notify faculty of an emergency situation. Emergency notification will be done through the Los Rios Alert System (LRAS). In order to contact faculty by email or cell phone, their current and correct information must be on file. Faculty can provide their “ALERT” information by going to the LRCCD Self Service Webpage, clicking on “Los Rios Alert Sign-Up,” and entering their information.



## STUDENT BEHAVIOR REFERENCE GUIDE

Campus Police (558-2221) press 0 for dispatch	Student Discipline Officer 558-2062	Counseling (558-2204)	DSPS 558-2087
If you see any of these behaviors below, contact the above number in that category			
<ul style="list-style-type: none"> <li>Any acting out and appears to be potentially violent</li> <li>Any violent behavior towards self or others</li> <li>Any threat to harm or kill self or others (also call counseling)</li> <li>Student refuses to leave after being directed by campus personnel</li> <li>Inappropriately focusing attention on self</li> <li>Irrational or inappropriate behavior</li> <li>Unrelated or bizarre comments</li> <li>Verbally abusive</li> <li>Defiant</li> <li>Exhibitionist</li> </ul> <p><b>Suggested actions:</b></p> <ul style="list-style-type: none"> <li>Protect personal safety and that of others.</li> <li>Immediately call campus police</li> <li>Buy time by talking calmly and with concern until help arrives</li> <li><b>FOR ANY CALL TO CAMPUS POLICE, NOTIFY YOUR DEAN OR SUPERVISOR AND SUBMIT AN INCIDENT REPORT FORM TO THE STUDENT DISCIPLINE OFFICER</b></li> </ul> <p><b>Also contact Campus Police for:</b></p> <ul style="list-style-type: none"> <li>Any other crimes in progress</li> <li>Any appearance of being under the influence of alcohol or drugs. (Also contact Counseling)</li> </ul>	<p><i>Good Cause Excerpt: defined in Education Code 76033</i></p> <p>(a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.</p> <p>(b) Assault, battery, or any threat of force or violence upon a student or college personnel.</p> <p>(c) Willful misconduct which results in injury to any real or personal property owned by the district.</p> <p>(d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance.</p> <p>(e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.</p> <p>(f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.</p> <p><i>Good Cause Further Defined:</i></p> <p>(a) Violation of college rules, and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression and distribution of materials.</p> <p>(b) Obstruction or disruption of teaching, research, administrative disciplinary procedures or other college activities, including its community service activity, or of other authorized activities on college-controlled premises.</p> <p>(c) Willful misconduct which results in injury to any real or personal property owned by the district.</p> <p>(d) Unauthorized entry to or use of college facilities</p> <p><b><u>(e) Dishonesty, such as cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identifications.</u></b></p> <p>(f) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on college property or at a college function without prior authorization of the College President or designated representative.</p> <p>(g) Use, possession, distribution or being under the influence of alcoholic beverages, narcotics or dangerous drugs on college property or at College-sponsored events.</p> <p>(h) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation or other discipline pursuant to this policy.</p> <p>(i) Violation of any order of a college president, notice of which has been given prior to such notice may be given by publication in the college newspaper, by posting on an official bulletin board designated for this purpose or by any other means reasonably calculated to inform students of its provisions.</p> <p>(j) Attempting to commit an act that would be cause for disciplinary action identified in Sections 3.1 or 3.2 above.</p> <p><b>Download Incident Report Form at: <a href="http://www.scc.sosrios.edu/facultystaff/staff_resource_center/crisis_intervention_and_student_discipline.htm">http://www.scc.sosrios.edu/facultystaff/staff_resource_center/crisis_intervention_and_student_discipline.htm</a></b></p>	<ul style="list-style-type: none"> <li>Nervous or anxious</li> <li>Sad, crying or depressed</li> <li>Inability to concentrate</li> <li>Spaced-out or disheveled appearance</li> <li>Angry behavior</li> <li>Under the influence (Also call Campus Police)</li> <li>Excessive demand for reassurance or support</li> <li><b>Expressing suicidal thoughts</b> (Whenever a student expresses this, take them seriously and get help immediately by calling Counseling and Campus Police, also notify the Vice-President of Student Services at 558-2141. Escort them to Counseling Services if possible.)</li> </ul> <p><b>Student Grievance:</b> 558-2407</p> <p><b>Sexual Harassment Officer:</b> 558-2407</p>	<ul style="list-style-type: none"> <li>Difficulty processing information</li> <li>Poor memory</li> <li>Language processing difficulties</li> <li>Difficulty with verbal and written expression not of an ESL nature</li> <li>Difficulty with social interaction</li> <li>Difficulty with concentration</li> <li>Difficulty with reading comprehension</li> <li>Challenges with physical limitations</li> <li>Reversal of words, letters or numbers</li> <li>Inability to understand the meaning of numbers and inability to apply math principles to solve problems</li> <li>Disorganization</li> <li>Slow to respond to questions</li> <li>Boredom and carelessness</li> <li>Disinterest in school</li> <li>Excessive absences</li> <li>Blurring out comments not related to topic in class</li> </ul>

## **XI. Addendum**

### **Calendars:**

#### **All Calendar Events**

<http://www.scc.losrios.edu/facultystaffcalendar/events/>

#### **Academic Calendar**

[http://www.losrios.edu/lrc/lrc\\_calend.php](http://www.losrios.edu/lrc/lrc_calend.php)

#### **Athletic Events**

<http://www.scc.losrios.edu/calendar/events/>

#### **Cultural Awareness Center**

<http://www.scc.losrios.edu/cac/>

#### **Music Events**

<http://www.scc.losrios.edu/calendar/events/>

#### **Staff Resource Center**

<http://www.scc.losrios.edu/src/>

#### **Student Leadership and Development**

<http://www.scc.losrios.edu/sld/>

#### **Theatre Events**

<http://www.scc.losrios.edu/calendar/events/>

### **Forms:**

These and other forms are available from your division office and some are available online at:

<http://www.scc.losrios.edu/forms/>.

Agreement to Participate and Waiver/Assumption of Risk Change of Program (Liability Waiver)

Bus Travel Request

Credit by Examination

Duplicating Request

Excess Units Petition

Field Trips/Bus Reservations

Flex Activity

Grade Change Request

Name or Address Change

Registration Form

Personal Business/Personal Necessity

Prerequisite Challenge Form

Reinstatement into Class

Special Studies/Experimental Offering Form  
Student Petition (Late add/drop)  
Textbook Approvals  
Time Conflict Petition  
Travel Request/Authorization

## **Helpful Links to College and District Web Sites:**

### **Academic Senate**

<http://www.scc.losrios.edu/academicsenate/>

### **Catalog**

<http://www.scc.losrios.edu/catalog/>

### **Centers**

**Davis** - <http://www.scc.losrios.edu/daviscenter/>

**West Sacramento** - <http://www.scc.losrios.edu/westsaccenter/>

### **Classified Senate**

<http://www.scc.losrios.edu/classifiedsenate/>

### **Committees – LRCCD**

<http://www.scc.losrios.edu/prie/>

### **Committees – SCC**

<http://www.scc.losrios.edu/x3752.xml>

### **LRCFT (Los Rios College Federation of Teachers)**

<http://www.lrcft.org>

### **Online Roster and Grading**

<https://inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=SCC>

### **Parking, Transportation and Maps**

<http://www.scc.losrios.edu/campus-map/>

### **Policies and Administrative Regulations – LRCCD**

<http://www.losrios.edu/legal/GCpolreg.htm>

### **Outlook Web Access**

<https://ex.losrios.edu/>

### **Sac City Express**

<http://www.scc.losrios.edu/pio/>

### **Schedule of Classes**

<http://www.losrios.edu/class-schedules.php>

**Smoking Areas**

<http://www.scc.losrios.edu/healthservices/designated-smoking-areas/>

**Staff News**

<http://www.scc.losrios.edu/src/professional-development-news/>

**Student Associated Council**

<http://www.scc.losrios.edu/sac/>

**Susurrus – Sacramento City College Literary Journal**

<http://www.sccsusurrus.com/>

**Web Guidelines**

<http://www.scc.losrios.edu/pio/documents/scc-style-guide-mini-090313.pdf>

**Services for Staff**

**Business Office**

<http://www.scc.losrios.edu/administrativeservices/>

**College Store**

<http://bookstore.scc.losrios.edu/home.aspx>

**Cosmetology Services**

<http://www.scc.losrios.edu/cosm/cosmetology-services/>

**Cultural Awareness Center**

<http://www.scc.losrios.edu/cac/>

**Dental Health Clinic**

<http://www.scc.losrios.edu/dentalhealthclinic/>

**Facilities Event Planning**

<http://www.scc.losrios.edu/operations/facilities-event-planning/>

**Library**

<http://www.scc.losrios.edu/library/>

**Los Rios Police**

<http://police.losrios.edu/>

**Operations Division**

<http://www.scc.losrios.edu/operations/>

**Saturday Services**

<http://www.scc.losrios.edu/operations/>

**Staff Resource Center**

<http://www.scc.losrios.edu/src/>

**Travel Authorization & Reimbursement**

<http://www.scc.losrios.edu/src/individual-professional-development-opportunities/>

**Waste Reduction Program**

<http://www.scc.losrios.edu/policiesproceduresregulations/>








- ▶ COURSE DESCRIPTION, OFFICE HOURS, TEXTBOOK INFO, SLOS, AND D2L ..... 1
- ▶ GRADING, DUE DATES, ACADEMIC HONESTY, PROJECT ..... 2
- ▶ CLASS SCHEDULE ..... 3
- ▶ GRADING, POSSIBLE POINTS, LATE WORK, SUPPLIES, ACCOMMODATION, ENROLLMENT DATES ..... 4

Fall | MW 10:30 | 2013  
 Room B223

# Intro to BUS

CONTACT INFORMATION FOR PROFESSOR PEASE OFFICE: B209  
[peased@scc.losrios.edu](mailto:peased@scc.losrios.edu)  
 Message Phone: 558-2363

*Introduction to Business is a survey business course providing a multidisciplinary examination of how culture, society, human behavior and economic systems interact with legal, international, political, and financial institutions to affect business policy and practices within the U.S. and the global marketplace. Students will evaluate how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, and financial practices; the stock and securities markets; and therefore affect a business' ability to achieve its organizational goals.*



## Important information

### Office Hours:

Monday: 8:30 – 9:00 am & 1:30 – 2:30 pm  
 Tuesday: 4:30 – 5:30 pm  
 Wednesday: 8:30 – 9:00 am, 1:30 – 2:30 pm  
 Friday: 10:00 am – 11:00 am

### Required Text:

**M: Business, 3e**, O.C. Ferrell, Geoffrey Hirt, and Linda Ferrell, McGraw-Hill/Irwin, 2012, ISBN 13- 9780073524580

*Additional readings will be assigned throughout the course.*

Bus DIV Dean: 916-558-2581

### Learning Outcomes and Objectives:

*Upon completion of this course, you will be able to:*

- assess the relationships and interdependencies of economic, social, legal, and global environments in which businesses operate.
- examine the major functional areas of business including management, human relations, marketing, finance, accounting, and international business.
- demonstrate an understanding of the vocabulary of business.
- build an understanding of business skills to succeed in the world of business.



## Desire To Learn

I support this class with a D2L site, which you will access by going to <http://d2l.losrios.edu> and clicking on the **Fa13 BUS300 Pease** class link. Copies of handouts, class PowerPoint slides, homework quizzes, exam study guides and other important information will be found on our D2L site.



## ACADEMIC

### HONESTY / PLAGIARISM

Academic honesty is expected. Students are required to do their own work. If cheating or plagiarism occurs, a grade of zero will be assigned for the assignment or exam. The matter will be referred to the Business Division Dean and the Campus Discipline Officer for appropriate action, which could include failing the class or being expelled from school, depending on the severity.



### Student Evaluation and Grading Procedures:

Letter grades will be determined using a standard percentage point evaluation. E.g.: If you earn 90% or more of the possible points, you earn an A. If you earn between 80% and 89.9% of the points, you earn a B, etc. Your grades will be confidentially posted online.

You will take an online, open-book quiz on each chapter. The Quizzes will be open in D2L for a week and are due by the following dates:		Points
Chapters 1/15	Closes: Sunday, Sept. 1, 11:59 PM	25
Chapter 2	Closes: Sunday, Sept. 8, 11:59 PM	25
Chapter 3	Closes: Sunday, Sept. 15, 11:59 PM	25
SOM Quiz	Closes: Sunday, Sept. 22, 11:59 PM	15
Chapters 4/5	Closes: Tuesday, Sept. 24, 11:59 PM	25
Chapters 11/12/13	Closes: Tuesday, Oct. 1, 11:59 PM	25
Chapters 6/7	Closes: Tuesday, Oct. 22, 11:59 PM	25
Chapters 9/10	Closes: Tuesday, Nov. 5, 11:59 PM	25
Chapter 14	Closes: Sunday, Dec. 1, 11:59 PM	25
Chapter 16 + Appendix D	Closes: Sunday, Dec. 8, 11:59 PM	25

Put reminders in your phone or calendar!

In addition, you have three other homework assignments that will be turned in at class:		Points
Beige Book Assignment	Due Monday, Sept. 9	45
Accounting Problem Set	Due Wednesday, Dec. 4	45

*Note: Quizzes are always due before we discuss the topic in class. This is on purpose. The result is that you will be prepared to participate in the discussion.*

**Technology** Cell phones must be turned off or set to vibrate when you come to class. If you *must* return an emergency call during class, please exit the classroom. Cell phones, iPods, and similar devices are put away during exams. If you bring a computer to class and plan to have it open, you must sit in the front of the class and be willing to close it when I ask you to close it.

**Sleeping:** It is not appropriate to sleep in class. This should be obvious. If you are so tired you need to sleep, then you need to go home and sleep. I will ask you to leave if you sleep in my class.

### Semester Project:

The semester project has the following steps:		
Assignment	Due Date	Points
SOM proof of registration	Mon., Sept. 9	5
Company Choice	Mon., Sept. 16	5
Three References	Mon., Oct. 21	30
Outline	Wed., Oct. 30	30
First 40 seconds	Wed., Nov. 13	30
Finished Presentation	Mon., Nov. 25	130
<b>Total</b>		<b>230</b>

This project requires that you have access to a computer with Internet access, a microphone, and a flash drive.

If you miss parts of the assignment along the way, you may still turn in the final presentation.

**Note:** The final presentation may not be used as your late option.



**Course Schedule:** *Subject to change based on the needs of the class*

Day	Date	Topic	Reading for next class
1	8/26	Introductions, Syllabus, and Course Objectives	Chapter 1 (PDF in D2L)
2	8/28	Ch. 1: Business overview/Economics	Chapter 15
<b><i>September 2 is Labor Day Holiday</i></b>			
3	9/4	Ch. 1: Economics (cont.) Ch. 15: Money and the Fed	Chapter 2
4	9/9	Ch. 2: Corporate Social Responsibility (CSR)	
5	9/11	Ch. 2: Ethics	Chapter 3
6	9/16	Ch. 3: Global Business: exchange rates	
7	9/18	Ch. 3: Global Business: free trade	
8	9/23	<b>Exam 1: Ch. 1, 15, 2, and 3</b>	Chapter 4
9	9/25	Ch. 4: Forms of Business Ownership	Chapter 5
10	9/30	Ch. 5: Entrepreneurship / Bus Plans	Chapter 11
11	10/2	Ch. 11: Market Segmentation & Target Marketing	Chapter 12
12	10/7	Ch. 12: Marketing Mix: Price & Products	
13	10/9	Ch. 12: Marketing Mix: Promotion & Distribution	Chapter 13
14	10/14	Ch. 13: Digital Marketing	
15	10/16	<b>Exam 2: Ch. 5, 6, 11, 12, 13</b>	
16	10/21	<b>Meet in Computer Lab</b>	Chapter 6
17	10/23	Ch. 6: Management / Strategy	
18	10/28	Ch. 6: Leadership vs. Management	Chapter 7
19	10/30	Ch. 7: Org Culture / Structure / Communication	
20	11/4	<b>Meet in Computer Lab</b>	Chapter 9
21	11/6	Ch. 9: Motivation	Chapter 10
<b><i>November 11 is Veteran's Day</i></b>			
22	11/13	Ch. 9: Motivation	
23	11/18	Ch. 10: Labor – Management Relations	
24	11/20	Ch. 10: Human Resources	
25	11/25	<b>Exam 3: Ch. 6, 7, 9, and 10</b>	Chapter 14
26	11/27	Ch. 14: Accounting cycle and income statements	
27	12/2	Ch. 14: Balance sheets and financial ratio analysis	Chapter 16
28	12/4	Ch. 14: Finish up and review accounting topics	
29	12/9	Ch. 16: Reading Company Financial Statements	APPX. D (PDF in D2L)
30	12/11	Appendix D: Personal Finance	
	12/16	Our last Exam is scheduled on this day from 10:15 to 12:15 in our regular classroom Ch. 14, 16 and Appendix D only	



Category	Points	% of Grade
Exams (3 @100 pts. each + final @ 140 pts.)	440	40%
Semester Project	230	~21%
Online Open book Chapter Quizzes (9 @ 25 pts. each) + SOM quiz @ 15 points	240	~22%
Homework: Beige book (45 pts.) Accounting Problem Set (45 pts.)	90	~8%
Required Elements	100	9%
Total	1100	100%

### Late Work

All assignments are due on the day the assignments are due. I do not take late work.

**Exception to above rule:** you each get one late assignment (tests cannot be taken late and I will not accept anything during the week of finals). Your late assignment is to be turned in within a week of the assignment due date. The only way to reschedule a test is to talk to me ahead of time!



## Grading and Evaluation

*Grades are an objective measure of your mastery of the objectives of the class. You determine your grade by showing me that you have learned the course material.*

**Enrollment:** If you are absent more than 6% of class hours (two class meetings) during the semester you may be dropped from this class. The last day to drop this class and qualify for a refund for enrollment and tuition fees is Sept. 6. The last day to drop this class without a notation on your record is Sept. 8. The last day to drop this class with a "W" grade is Nov. 19. If you decide to stop attending class please contact the instructor so we can make sure you get dropped from the course.

**Accommodation:** If you have a learning disability or a physical disability that requires accommodation, please let me know as soon as possible. All needs that have been verified through the Disability Resource Center will be accommodated.

**Exams:** We will have 4 exams in this course. Mark the dates for each exam in your calendar because I do not offer make-ups for missed exams.

**Required Elements**  
I believe in an active class experience. The only way to learn is to be involved in the material. Thus, part of your grade is based on required elements of active learning. You start with all of the points and only lose them when you do not satisfy the required elements of the class. Required elements are anything from preparing yourself for class and participating in class, to completing assignments and adding positively to the learning environment.

## SUPPLIES

You will need for this class



You will need an 882-E scantron test form for each exam. These can be purchased in the campus store. In addition, you will need a notebook or binder dedicated to this course for taking notes during class.

## **XII. Index**

### **A**

Absence Policy and Student Drops	26
All Calendar Events	79
Academic Calendar	79
Academic Dishonesty and Cheating	26
Academic Dismissal	36
Academic Freedom	12
Academic Honesty	44
Academic Probation	35
Academic Progress	34
Academic Senate	66, 80
Academic Symbols (Title V Regulation 51306), Grades, and Grade Points	27
Access to and Confidentiality of Student Records	72
Access to Student Records	65
Accidents, /Emergencies, and Power Outages	76
Accommodations	44
Acts of Dishonesty	70
<b>Addendum</b>	79
Adding Students to Class	28
Administration	17
Admissions, Records, and Registration	52
Alcohol and Drugs	70
Americans with Disabilities Act Officer	61
Animals and Service Animals	71
Assembly and Speech	73
Athletic Events	79
Attendance and Grading	36
Auditing is Not Permitted	30
Availability Forms for Adjunct and Overload Teaching Assignments	20

## **B**

Business Office	81
-----------------	----

<b>Business Services (Payroll, Benefits, Leaves), Security, Facilities and Property Use, and Property Use, and Other Campus Services</b>	<b>54</b>
--	-----------

## **C**

Calendars	79
Campus Police (Los Rios, ext. 2221), Emergency	77
Campus Security Act of 1990	59
Campus Vehicles	57
Catalog	80
Catalog Rights	73
Causes	73
Centers	20, 80
Davis	80
West Sacramento	80
Change of Grade	38
Cheating	26, 69
Checking Prerequisite or Corequisite Documentation	41
Children on Campus	29
Children in Classrooms	29
Children in the Learning Resource Center and Library	29
Class Enrollment Counts	29
Class Meeting Times and Breaks	29
Class Rosters	30
Class Schedule Development	20
Classified Senate	66, 80
<b>Classroom Management and General Procedures</b>	<b>26-46</b>
Classroom Materials	30
College Catalog	21
College Decision-Making	66
College Goals and Strategies	9



College Hour	55
College Standing Committees	68
College Store	81
Commencement	21
Committees – LRCCD	80
Committees – SCC	80
Conduct on Campus for Students	59
Consequences of Dishonesty	70
Cosmetology Services	81
Copyright Protection Guidelines	31
Core Values	9
Counseling and Student Success	53
Credit by Examination	30
Crisis Intervention Services	76
Crisis Situation and Emergencies	65
Cultural Awareness Center	79, 81
Cultural Democracy	47
Curriculum	22
Curriculum Course Outline	31
Curriculum Development	21
Curriculum Management Software	22

## **D**

Decision Making	73
Demonstrations	71
Dental Health Clinic	81
Department Chair	22
Desire2Learn and Online Classes – Distance Education	49
Disability Resource Center (DSPS)	52
Disciplinary Action	62
Dismissal of Classes	22
Distance Education-Academic Senate Guidelines	47

Distance Education Courses	48
Distance Education-Instructional Resources	48
Distances	32
District Policy on Alcohol and Controlled Substances	59
District Property	57
Division Dean and Division Office	22
Drug and Alcohol Free Campus	59
Duplication of Copyrighted Materials	31
Duplicating Services	56

## E

E-Mail, Microsoft Outlook	54
<b>Emergency Services, Safety, and Crisis Intervention Services</b>	76
Emergency Procedures	76
Equity Officer	60
Employee Benefits	54
Evacuation Preparedness for Students with Disabilities	77
Excessive Absences	44
Executive Council	66
Extended Opportunity Program and Services (EOPS)	52
Evening Duty Administrator	22

## F

Face-to-Face Courses	26
Facilities	58
Facilities Event Planning	81
Faculty Attendance, Substitutes, and Guest Speakers	22
Faculty by Division (Faculty Names)	14
Faculty Code of Ethics	10
Faculty Options When a Student is Suspected of Cheating	26
Faculty Statement of Professional Ethics	11
Faculty Weekly Schedule	32

FAX Machine	54
Field Trip Procedures	32
Field Trips	32
Final Course Assessment or Examinations	33
Final Grades	37
Financial Aid	53
Financial Aid Information for Faculty	34
Flex Activities and Obligations	23
Formal Grievance, Level 2	74
Level 3	74
Level 4	74
Forms	79
Frequently Asked Questions	35

## **G**

Goals for Sacramento City College	9
Good Standing	35
Grades of Pass/No Pass	28
Grades – Online Grade Recordkeeping	23
Grading	36
Grading and Examinations	36
Grants	23
Guest Speakers	23
Guidelines for Observing Copyright Protection	32
Guidelines for Release of Student Information	64

## **H**

Health Consequences	59, 70
Hearing Impaired	77
Helpful Links to College and District Web Sites	80
Homework Assignments	38



## I

Illegal Distribution of Copyrighted Materials	38
Incomplete Grades	37
Independent Study	39
Informal Grievance, Level 1	74
Inside SCC	54
Institutional Plans	66
Instructional Assistants	49
Instructional Development	49
Instructional Materials	31
Instructional Media Circulation Counter	49
Instructional Resources - Distance Education	49
<b>Instructional Services and Curriculum Development</b>	20-24
<b>Instructional Support Services</b>	47

## K

Keys, Access, and Alarms	54
--------------------------	----

## L

Learning Skills and Tutoring Program	49
Leaves	55
Legal Sanctions	60
Level 3	74
Level 4	74
Letter from Academic Senate President Virginia May	8
Letter from President Dr. Kathryn Jeffery	7
Library Services	49, 81
Links to College and District Web Sites	81
Los Rios Alert (Emergency Notification)	77
Los Rios Police	81
LRCFT (Los Rios College Federation of Teachers)	80

## **M**

Mailbox	55
Media Production and Services	50
Midterm Grades	37
Misconduct and Discipline	69
Mission Statement	9
Multiple Copies	31
Music Events	79

## **N**

Non-Ambulatory	77
Non-College Persons on Campus	71
Non-Discrimination Policy	60
Non-evaluative Symbols	28
No-show Students	39

## **O**

Office Hours	39
Office of Instruction and Instructional Deans Council	24
Online Courses	27
Online Roster and Grading	80
Operations Division	81
Organizations	73
Organization of the Instructional Areas	18
Other Acts of Dishonesty	69
Outlook Web Access	80

## **P**

Parents Requesting Information	65
Parking	55
Parking, Transportation, and Maps	80
Participants	33

Participating in College Decision-Making	67, 74
<b>Participation in College Governance and Planning</b>	66
Payroll Periods	55
Personal Vehicles	57
Plagiarism	69
Police - Los Rios (ext. 2221), Emergency	77
Policies and Administrative Regulations – LRCCD	80
Policies and Regulations - Los Rios Community College District	61
Posting Grades	65
Posting Materials	71
Preparing For and Conducting Your Class	25
Prerequisite or Corequisite Documentation	40
Professional Development (Sabbatical) Leaves, Types A and B	24
Professional Development leaves, Type C	24
Professional Standards and Ethics	11
Progress Probation	35
Program Plans	67
Program Sponsorship	72
Publications	73
Purchasing	55
 <b>R</b>	
Record Keeping and Attendance	40
Reprographics and Duplicating Services	55
Reserve Books	41
Resource Plans	67
Returning Graded Papers and Assignments	65
 <b>S</b>	
<b>Sacramento City College</b>	9-18
Sac City Express	80
Saturday Services	81

SCC Facilities	57
SCC Goal A	9
SCC Goal B	10
SCC Goal C	10
Schedule of Classes	80
Security of College Facilities	56
Security of Student Records	64
<b>Selected District and College Policies and Procedures</b>	59
Sending Grades to Students	65
Senior Leadership Team	67
Services for Staff	81
Sexual Harassment Title IX	72
Sexual Harassment/Title IX/Gender Equity Officer	61
Single Copies	31
Smoking	72
Smoking Areas	81
Smoking Policy	61
Staff ID Cards	56
Staff News	81
Staff Resource Center	50, 79, 82
Standing Committees	67
Strategic Planning Committee (CSPC)	67
Strategic Planning System	67
Student Absence Policy, Record Keeping	27, 37
Student Associated Council	67, 81
Student Behavior Reference Guide	78
Student Drops	27
Student Discipline Officer	61
Student Discipline Process	41, 61
Student Discipline Process – Classroom Focus	41, 61
Student Discipline Process – Service Area Focus	62
Student Gmail	45

Student Grievance	73
Student Grievance Officer	75
Student Information Sheet	42
Student Leadership and Development	79
Student Preparation Prerequisites, Corequisite or Advisories	45
Student Records – FERPA	63
<b>Student Services</b>	52
<b>Student Standards of Conduct</b>	69
Student Using Crutches, Canes, or Walkers	77
Substitutes	23
Summer Success Academy	53
Supplementary Books and Materials	45
Supplies	56
Susurrus – Sacramento City College Literary Journal	81
Syllabi	43
 <b>T</b>	
Technology Resources	50
Telephone Directory	56
Telephone and Voice Mail	57
Tentative Class Schedule (TCS) – Adjunct and Overload Assignments	24
Textbooks and Textbook Adoption	46
Theatre Events	79
Transportation Requests and Fees	32
Travel Authorization and Reimbursement	82
Travel Request/Authorization and Out-of-State Travel	24
Trip Scheduling	33
 <b>U</b>	
Unit Plans	68
Use Policies	57

**V**

Vehicles, Use of	58
Vision Statement	9
Visually Impaired	77
Veterans Affairs	53
Veterans Resources Center	53

**W**

Waste Reduction Program	82
Weapons	72
Web Links	80
Web Guidelines	81
When to call Campus Police	77
When to call Counseling Services	79
Who to Contact with Questions and Concerns	65
Writing Center	51



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