Copper Mountain College Faculty Handbook 2014



COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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Copper Mountain College

The Copper Mountain Community College School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee / student with regard to race, color, national origin, gender or disability is strictly forbidden. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX Officer and /or Section 504/ADA Coordinator. The Title IX Officer and/or Section 504/ADA Coordinator is the Director of Human Resources, 6162 Rotary Way, Joshua Tree, CA 92252, (760) 366-5267.

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FACULTY INSTRUCTIONAL RESPONSIBILITIES

Copper Mountain College gives primacy to teaching. Teaching is a professional activity that involves the following responsibilities:

- **A.** Meet classes and laboratories on days and times assigned per the published class schedule.
- **B.** Post and maintain required office hours*. At the start of each semester submit your office hours schedule by email to <u>delmore@cmccd.edu</u>. Academic Affairs will provide you with your schedule which is to be posted outside the faculty office doors. *Part-time office hours are currently authorized at one office hour per three SIU class.
- **C.** Develop and implement instruction for each class or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.
- D. Develop a written syllabus for each course to communicate to students Student Learning Outcomes (SLOs), grading criteria, classroom policies and other pertinent information related to student success. The syllabus should be distributed during the first class session and submitted by email to academicaffairs@cmccd.edu.
- E. Periodically assess and advise students of their progress toward meeting SLOs and course objectives.
- F. Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- **G.** Submit textbook changes and/or requisitions for textbooks, and instructional materials to Academic Affairs.
- **H.** Have knowledge of CMC support services and refer students accordingly.
- **I.** Supervise students in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.
- J. Provide academic assistance and student support during scheduled office hours.
- **K.** Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- **L.** Participate in the credit-by-exam program where applicable.
- M. Administer necessary exams and skills tests to satisfy student petitions for credit-by-exam.

REGULATIONS AND PROCEDURES

EMPLOYMENT OF PART-TIME FACULTY

Part-time faculty are required **EACH** semester to sign and return to Academic Affairs a "Part Time Faculty: Conditions of Employment" form. (See example on the following page).



Part-time Faculty Availability Sheets

- Availability Sheet(s) are emailed out to all part time faculty each semester for the NEXT semester(s).
- Make sure your current contact information is correct on the Availability Sheet(s) and submit to Academic
 Affairs.
- Academic Affairs will provide a copy of your Availability Sheet(s) to the Division Chairs to use in planning
 the schedule of classes and/or contacting you as well.

FACULTY RESPONSIBILITIES AND PROCEDURAL INFORMATION

Absence, Reporting of

Faculty members unable to report to work should **notify Academic Affairs at extension 4244 or email to www.academicaffairs@cmccd.edu** as soon as possible; please provide the following information:

- Your name and your Course name
- Section number
- Room number
- Day and time of class
- Number of days you are canceling class
- Reason for cancellation
- Your contact phone number

Absences should be reported accurately on your time sheet. (see pg. 13 under payroll)

Absence, Substitute Instructor

In the event you are unable to meet your assigned class(es) you must notify the Office of Academic Affairs in advance of the class meeting at extension 4244 or email to academicaffairs@cmccd.edu. This will allow the posting of a "CLASS CANCELED" sign for the student's information if there is no substitute. Academic Affairs has a list of qualified and approved instructors in your discipline who are willing to substitute until your return, please call extension 4244. Full-time instructors in the same discipline should be given right of refusal for substituting.

Academic Calendar

The Copper Mountain College academic year is based upon ten school months for accounting and payroll purposes. A complete calendar of the academic year, with holidays and important dates identified is included in the current schedule and on the CMC website at www.cmccd.edu.

Academic Freedom Board Policy 4030

Reference:

Title 5. Section 51023: Accreditation Standard II.A.6

Academic Freedom and Responsibility

The Copper Mountain Community College District supports the PRINCIPLE of academic freedom. College faculty and students must be free to cultivate a spirit of critical inquiry and scholarly pursuit within a collegial atmosphere that demonstrates respect for the opinions of others. The oral and written discussion of concepts and topics should involve a free and uncensored exchange of ideas. Our college believes in the development of the whole person within an environment where respect for the ideas and traditions of others is UPHELD.

The College supports the American Association of University Professors (AAUP) Statement of Principle as it relates to Academic Freedom.

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

- A. Teachers are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. The intention of this statement is not to discourage what is "controversial." Controversy is at the heart of free academic inquiry. The passage serves to underscore the need for teachers to avoid persistently intruding material that has no relation to their subject.
- C. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Adopted: 03/13/2008

Academic Senate

The Academic Senate for Copper Mountain College meets on the first and third Thursday of each month during the regular academic year, from 3:00-5:00 p.m. The Senate is responsible for college programs and curriculum and advises CMC's Board of Trustees on all academic and professional matters.

Assignment, Schedule

- Assignment of Classes Although assignments of classes to faculty members, the class hours, and the assignment of rooms are administrative functions, the preference of the individual will be considered as long as it is consistent with the instructional needs of the college, the best interest of the students, and sound personnel practices. Part-time faculty will need to update their Availability Form as it is used to determine scheduling. A form will be provided to you in your mailbox or you may obtain one from your Division Chair.
- *Class Schedule* The Division Chairs, under the supervision of the Vice President for Academic Affairs, and input from the full-time faculty, formulate the schedule of classes.
- *Dismissal of Classes* No scheduled class may be dismissed, canceled, or otherwise changed without approval from the Dean of Instruction.
- Instructors and students will observe all holidays as indicated in the Academic Calendar.

Audio-Visual Equipment

On the CMC campus, each classroom has a computer connected to the internet, a sympodium, and an overhead projector. Additional equipment <u>may be obtained through the IS department</u>.

Blackboard Shells

If you would like a Blackboard shell created for your brick and mortar class, please email Lisa Larson no less than one month prior to the start of the semester, at llarson@cmccd.edu. Blackboard shells will automatically be created for on-line and hybrid classes.

Course Outlines of Record (COR)

Updated CORs are available for each class assigned. From a campus computer, you may access a COR by clicking on *Forms on the SAN* (desktop icon), *Academic Affairs*, then *CORs*. In teaching your course, you must meet the Student Learning Outcomes (SLOs) of the course stated in the COR. If you have any questions regarding the COR for your class, or would like to further revise the COR, please contact your Division Chair.

Curriculum Committee

The Curriculum Committee meets throughout the academic year on the 4th Thursday of the month at 3:00 p.m.

Curriculum Technical Review Advisory Committee

This advisory committee meets throughout the academic year on the 2nd Friday of the month at 8:30 a.m.

Duplicating Services/Copyright

A faculty copier is located in the Copy Center in Phase II. This copier is intended for small jobs and is available from 8:00a.m.-10:00p.m. Monday through Friday while school is in session.

Large volume jobs should be performed by copy center personnel in the Copy Center. Assistance is available for all duplicating service needs. Normally, a 2-3 day lead-time is required for duplicating materials, depending upon the size of the job. The copy center is staffed from 8:00a.m.-5:00p.m., Monday-Thursday, and 8:00a.m-4:30p.m., Friday. These services are for instructors only. Copying of notes, papers, etc. for students' personal use must be done in the Library for a nominal fee.

All instructors are reminded that there are stringent limits imposed by the Federal Copyright Law. Instructors are responsible for providing the copy center with copyright waivers. These waivers may be obtained from either the publisher or author.

A coin-operated photocopier is available in the Library for student and staff use. Hours are 8:00a.m.-8:30p.m. Monday-Thursday; and 8:00a.m.-6:00p.m. Friday, while school is in session.

Eating and Drinking in the Classroom

CMC policy does NOT allow individuals to eat food or drink beverages in the classrooms. Exceptions are made for special occasions and large group meetings. Please advise your students to consume food and drinks outside the classroom and discard their empty packages or containers in the proper waste receptacle. If possible, please insert this information in your course syllabus.

Email

For communication purposes, you will receive a CMC email account. All college information will go through your CMC email address. It is imperative that you check it regularly.

To access your email from off campus go to www.cmccd.edu and click on Faculty & Staff, then Faculty & Staff, then Faculty & Staff email. Enter your username and password:

CMCCD\first initial & last name Password

Emergency and Incident Reporting

If you have a true emergency, please dial 9-1-1 then call security. Each classroom is equipped with a phone which has a Security button.

- If you are on campus, please review the DISASTER GUIDE posted in each classroom; if there isn't one in the classroom, please inform Academic Affairs.
- Be familiar with your evacuation route and assembly area.
- Make sure you have good accountability of your students.
- If you are off campus, please refer to the local facilities emergency procedures. A Statement of Facts regarding the incident should be submitted to the Director of Maintenance and Operations within 48 hours.
- If you would like Security to speak to your class (on campus only) please contact the warehouse at ext. 4222 or 4223 and leave a message for Security.
- At Twentynine Palms H.S. the night custodian is your POC. From the 60's building classrooms dial *1 9, *2 9, or *3 9 for an outside number. Evacuation routes are posted in the classrooms. In an emergency please call 9-1-1 from your cell phone and contact the night custodian.
- At Yucca Valley H.S. the night custodian is your POC. From a classroom dial 9 for an outside line. Evacuation routes are posted in the classrooms. In an emergency, please call 9-1-1 from your cell phone (or 9-9-1-1 from the classroom) and contact the night custodian.
- At Joshua Springs Calvary Chapel school the POC is the school office, 365-3599, ext. 241, 288, or 289. In an emergency please call 9-1-1 from your cell phone and contact the school office.
- ALERT U EMERGENCY MOBILE TEXT. Copper Mountain College offers a Text emergency notification service for your mobile phone. In an emergency, CMC students, staff and faculty will be alerted in real-time important security information. Sign up for ALERT U on the CMCCD website.

Full-time Faculty Job Description

General Responsibilities: Positions may be tenured, tenure-track, and Categorically/Federally funded non-tenure track.

Under administrative leadership, it is the responsibility of the instructor to conduct assigned classes and participate in the planning, implementation, and evaluation of educational programs, courses and other experiences that will directly result in the educational growth of the students and support advancement of the values represented by the vision statement and mission statement of the District.

Instructional Responsibilities:

- Meet classes and laboratories on days and times assigned per the published class schedule.
- Post, publish in syllabus, and maintain required office hours; advise students enrolled in the instructor's classes in such matters as:
 - Course content, scope and meaning, grading criteria:
 - Major course requirements for degrees or certificates;
 - Strategies to assist students in achieving published SLOs;
 - Collateral or enrichment reading or experience opportunities for further understanding of the course or subject field;
 - Career opportunities related to the subject field.
- Develop and implement instruction for each class and/or laboratory period that fulfills all course requirements contained in the official Course Outline of Record (COR) and is consistent with the academic and vocational program standards and objectives.
- ❖ Develop a written syllabus based on the Academic Senate's standards and submit as per District policy.
- Periodically assess and advise students of their progress toward meeting course objectives.
- Respect student rights as specified in District policy and applicable federal and state laws or regulations.
- Submit requisitions for textbooks and instructional materials in a timely manner, according to the approved Board of Trustees policy.
- When appropriate refer students to tutoring and related student services.
- Supervise students in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.
- Assign and submit grades by deadline in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title 5 regulations for the State of California.
- Participate in the credit-by-examination process where applicable.
- Keep official records, collect date, and submit records by deadlines as required by District policies and administrative procedures.
- Prepare and submit necessary forms in accordance with college procedures.

Curriculum Responsibilities:

- ❖ Participate in program review in accordance with District guidelines.
- ❖ Participate in the program review process to develop and review current curriculum.
- Develop new curriculum based on program review.
- Review and revise, as necessary, transfer CORs every six years and Career Technical Education CORs every 2 years per Education Code 78016 and 55003.

Professional Development Responsibilities:

Participate in professional development activities to stay current in skills and knowledge as they relate to the discipline, teaching and student learning. Participate in Flex activities and Staff Development Day activities each semester per District policy.

Additional Responsibilities:

- Provide the administration with assistance on the evaluation of student petitions and grievances.
- Regularly attend and participate in academic and District meetings.
- Attend and participate in commencement ceremonies.
- Participate in annual advisory committee meetings.
- ❖ Participate as a peer evaluator of full-time and part-time faculty as requested.

- Provide recommendations for instructional supplies, equipment and other program support.
- Consult with management on personnel needs, assist with preparation of position descriptions, and serve on screening/hiring committees as needed.
- ❖ Participate in the process of participatory governance by contributing to the academic community through committee work in the program area, college or district levels, or participate in other significant non-classroom college, district or community activities.
- Participate in supervision of student assistants and paraprofessionals as assigned.
- May act as faculty advisors to student clubs or organizations.
- Participate in articulation activities.
- Abide by District regulations concerning the proper use, care, and security of equipment.
- Advise management of unsafe conditions, potential hazards or accidents in a timely manner.
- Participate in on-going activities such as workshops, meetings, and training to ensure a safe learning and working environment.
- Demonstrate an awareness of and sensitivity to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

EMPLOYMENT STANDARDS

Standards are established in accordance with the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as adopted by the California Community Colleges Board of Governors for the discipline.

This job description was developed mutually by the District, Academic Senate and Faculty Association and is intended to comply with the Collective Bargaining Agreement.

Field Trips/Change of Location

- a. Field trips may be approved when educationally justified and otherwise feasible. Academic Affairs must be notified and paperwork completed prior to field trips or change of locations. The Academic Affairs phone number is (760) 366-3791 ext. 4244.
- b. Any field trip planned outside the Copper Mountain Community College District must be approved at least two (2) weeks prior to the planned trip. The "Notice of Field Trip and Waiver of Liability" form may be obtained from Academic Affairs or Business Services. Only enrolled students, faculty, and other college employees may participate.
- c. Field trips should be scheduled during laboratory hours, or in the case of lecture classes, for the day the class normally meets. In special situations field trips may be scheduled for Saturdays or evenings.
- d. Attendance will be taken and reported as part of regular attendance.
- e. Students may not be able to participate in scheduled field trips. The faculty member needs to offer alternative activities so that the student is able to benefit and complete the assignment despite their lack of participation.
- f. Notify Academic Affairs at extension 4244 of any change in location for class meetings.

Food Service

Prepared food service items will be available Monday through Friday in Bruce's Coyote Kitchen. In addition, drink and snack vending machines are located in the courtyards of Phase I, II, and III.

Guest Speakers

The College encourages the use of guest speakers. However, speakers are not compensated and prior approval is required from the Dean of Instruction. The instructor of record is required to be present in the classroom while guest speakers are in class. Please be sure to obtain a temporary parking permit from the Business Services office or the security guard, and notify Academic Affairs that a guest speaker will be on campus.

Prohibition of Harassment Policy

It is the policy of the Copper Mountain Community College District to provide and maintain the District's facilities, programs, and activities as a place of work, study, and recreation for all students and employees, which is free of any

form of harassment, exploitation, intimidation, or discrimination. Such actions perpetrated on the basis of sex are a violation of *Title VII of the Civil Rights Act of 1964 and/or Title IX of the 1972 Education Amendments*.

Employees and students of the District are prohibited from committing any act of sexual harassment against any employee, student, or agent of the District. Disciplinary action will be initiated against any employee who, after appropriate investigation, is found to have violated this policy.

The attendant rules, regulations, investigation, reporting and grievance procedures will be established by the District and disseminated to all staff and students. The responsibility for enforcement of this policy rests with all employees and students. The Superintendent, through the Human Resource office shall be primarily responsible for the policy and procedure. Any victim of harassment should report the incident promptly to the Human Resources Manager.

Instructor Contact

Please provide your students with a telephone number and email address as a means for them to contact you. You may use your CMC telephone extension as an alternative to giving out your personal telephone number. You may use your CMC email address or select an alternate email address as a means for students to contact you.

Please check your CMC email and voice mail box regularly. When students call and want to leave you a message, they are sent to your voicemail. Instructions on how to retrieve voicemail from a remote location are on page 15.

Instructor Copies of Textbooks and Manuals

Many publishers furnish, upon request, complimentary copies of textbooks and related material for use by assigned instructors. In other cases the College will purchase and provide the material.

Textbooks are selected by the full-time faculty for each program. All requests for complimentary desk copies can be ordered by faculty directly from the publisher or you may make your request through Academic Affairs.

Instructor Typing

Copy Center staff will type tests and other related material for classes. Request forms may be obtained in the Copy Center. Please submit requests one week in advance.

Load Sheets (Full-time Faculty)

All full-time faculty are issued a load sheet with their full-time assignment illustrated and a separate contract for their overload. This process will help payroll identify overload courses for accurate payroll accounting and to insure your paycheck is correct. The load and overload contract must be signed and returned to Academic Affairs by the first week of the semester. Tardy load sheets and contract may result in delay or inaccurate pay.

Mailboxes

Faculty mailboxes are located in the Copy Center. All faculty should assume responsibility for checking mailboxes before each class session since dated material is distributed frequently, and the mailboxes are too small for mail accumulation. STUDENTS ARE NOT ALLOWED TO DISTRIBUTE OR PICKUP MAIL IN THE FACULTY MAILBOX AREA.

Make-Up Tests & Proctoring

Make-up tests are to be arranged between instructors and students.

Mileage

Employees required to use their personal vehicle in the course of their employment will be reimbursed for all mileage, actual and necessary, which exceeds their home-to-job site commute. Reimbursement will be at the current approved IRS rate per mile.

Nurse on Call Notice:

If you experience a workplace injury, please immediately report the injury to your supervisor. If the injury is **not** a medical emergency, *you and your supervisor* are to telephone the **Workplace Injury Hotline (1-888-375-0280)** and speak with a medical professional who will assist you with your medical needs and expedite the claims processing.

Treat a victim of an accident or severe illness as you would in any other public place. (Use good judgment.) If necessary, call 911. (No money is required for 911 calls from pay phones in Phase I, II and III. Campus phones do not require dialing 7 to get a dial tone when dialing 911 or 411.) Remain with the victim until emergency personnel relieve you. You may call Campus Security from any payphone by pushing the security button, or by using an internal phone line by dialing extension 5325. From off-campus, dial (760) 910-3569.

Off-Campus Use of Equipment

Education Code requires that college equipment and supplies be used only in support of the college's educational programs. Therefore, employees are not authorized to remove college property for off-campus use unless the proposed use is consistent with that regulation, and then only after receiving permission from the Dean of Instruction.

Parking

Instructors using the Copper Mountain College parking facilities are required to have and display a campus-parking permit. These permits are available from the Business Office.

Pay Phones

Pay phones are available in Phase II and Phase III courtyards. You do not need money to dial 911.

Payroll

Timesheet forms are emailed directly from the payroll office at the beginning of the month; forms are also available on the SAN drive. Timesheet due dates are printed on the bottom of each form. If you have absences or additional hours to report, the Dean of Instruction must sign your timesheet. If you have no absences to report, please submit your timesheet directly to payroll – you are paid based on your contract. All faculty members must submit a monthly timesheet, even if there are no absences or additional hours to report.

Direct deposit is available; please contact Human Resources for more information. Paychecks/paystubs will be placed in your mailbox unless you have made prior arrangements with the payroll office to hold or mail. If someone else is to pick up your check, a written request must be presented. A "paperless" option is also available with direct deposit. This helps in CMCCD's effort to "Go Green." This non-print option will become mandatory beginning in 2014.

The BEST NET Employee Self Service Site gives you direct access to your personal payroll information. By enrolling you can review, print or save your latest pay stub or annual W-2 tax forms. The site also gives you access to review your available leave balances. For more information and to ask questions, please contact the payroll office.

Regular Effective Contact Policy for Hybrid and Online Courses

Regulations:

Title 5 and the Distance Education Guidelines for the California Community Colleges state:

55211. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district-governing boards shall ensure that:

(a) All approved courses offered as distance education include *regular effective contact* between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. (b) (b) All distance education courses are delivered consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors. *Regular effective contact* is an academic and professional matter pursuant to title 5, section 53200.

Note: Authority cited: Sections 70901 and 66700, Education Code. Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55211

This section defines what contact must be maintained between instructor and student:

Subsection (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term "regular effective contact" in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.

Subsection (b) honors the principle that for DE courses, there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Thus, districts will need to define "effective contact" including how often, and in what manner instructor-student interaction is achieved. It is important that districts document how regular effective contact is achieved. Since regular effective contact was declared an academic and professional matter, this documentation must include demonstration of collegial consultation with the academic senate, for example through its delegation to the local curriculum committee. A natural place for this to occur is during the separate course approval process (see section 55213). Documentation should consist of the inclusion of information in applicable outlines of record on the type and frequency of interaction appropriate to each DE course/section or session. As indicated in the *Guideline to Section 55219*, districts need to describe the type and quantity of student-faculty interaction in their annual reports to their local governing boards and the State Chancellor's Office.

Background:

In hybrid or fully online courses, ensuring **Regular Effective Instructor/Student Contact** guarantees that the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning. In a face to face course the instructor is present at each class meeting and interacts via all class announcements, lectures, activities and discussions that take a variety of forms. For example, discussions can be held as part of a lecture format, group work scenarios, or content review sessions. The instructor also serves as a content advisor when he or she answers questions both as they come up in class and as they arise in individual situations. These types of questions are dealt with via the telephone, email, or face to face office visits.¹

Title V regulations do not make a distinction between regular and distance education courses beyond the need to have a separate curriculum approval process and the need to ensure regular effective contact. Therefore, it is assumed that those qualities of regular effective contact described above for the face to face environment, should also be applied to the distance education situation. The DE Guidelines require colleges to develop a policy regarding regular effective contact that addresses "the type and frequency of interaction appropriate to each DE course/section or session".¹

¹ From MSJC Regular Effective Contact Policy written by Pat James-Hanz

Smoking on Campus

CMC has designated areas for smoking. It is against college policy to smoke in areas other than designated smoking areas, including areas immediately outside classrooms. It is against Federal Law to smoke in areas surrounding explosive containers, such as propane, at public educational facilities. It is against the law to smoke in areas close to the air in-take for air conditioning and ventilation systems for public educational facilities. Please confine your smoking to the designated smoking areas. Please advise your students to confine their smoking to the designated smoking areas. Government code 7597.

Student Submitted Work

You may wish to accept work from students outside of regular class time and after your office hours. In this case, students should be directed to drop off their work at the white, locked box located outside the Copy Center; please instruct your students to submit their work in an envelope with both the instructor's and student's name written on the outside of the envelope. Copy Center personnel will log in the student's submission and place it in your mail box.

Syllabi

Your contract with the student, the syllabus, contains information derived from three main sources: the current class schedule, the Course Outline of Record (COR), and the CMC syllabi template. (Please note: the COR guarantees that the college is meeting the content standard set by the Chancellor's Office; the syllabus is the document that indicates how the standard will be met by a particular instructor.) All instructors are required to submit a copy of the syllabus for each assigned course. Submit them electronically to Jason Hotch at ihotch@cmccd.edu. You may contact Jason at ext. 5405 for your electronic copy of the template or you may access the template from a campus computer by clicking on Forms on the SAN (desktop icon), Academic Affairs, then Forms and Templates. It is also listed on the CMC website, Academic Senate page under Faculty Documents. Please include a statement for students with disabilities referring them to ACCESS in Student Services for support.

Supplies and Equipment

Under no circumstances may any full or part-time employee of the College, through use of personal credit card or otherwise, order supplies, equipment, or services for the College from a vendor without specific approval of the Chief Business Officer, or the Dean of Instruction. The best documentation of that approval will be a college-prepared purchase request submitted through the Dean of Instruction. Cost of items ordered in violation of this procedure may become the personal responsibility of the person who placed the order.

- The Dean of Instruction is responsible for coordinating and verifying the supplies and equipment needs of
 instructors within their academic disciplines. Faculty members should submit a purchase request for
 supplies or equipment through the Academic Affairs office. The Purchase Request form may be obtained
 from Academic Affairs.
- Routine purchases must be paid for from funds previously allotted to Copper Mountain College and existing in the current budget. It is essential that routine expenses be anticipated during the budget <u>planning</u> phase before the budget is approved and implemented. Extraordinary requests to meet emergencies must be specifically approved by the Chief Business Officer.
- To permit timely processing, all routine requests for supplies and equipment should be submitted by Academic Affairs to the Business Services Office.

Telephone Procedures

Voicemail Access (Remote location)

Purpose: To provide Unity Voice Mail Users with convenient and easy to follow instructions for accessing a Unity Voice Mail account when away from the institution. These instructions are for staff use only. Please remember to keep all passwords confidential. For assistance with these directions or any other help needed in using the Unity Voice Mail System, please contact Information Systems at extension 4283.

- 1. Call the Unity Voice Mail System at (760) 366-5201.
- 2. When Unity answers immediately press the [*] key on your phone.
- 3. Using the keypad, enter the ext. provided to you, press the [#] key, and enter your password, then #].
- 4. Press [1] key to hear new messages or press [3] to hear old messages.
- 5. At any time you can repeat the current or last message by pressing the [1] key, save the current or last message by pressing the [2] key, or delete the current or last message by pressing the [3] key.
- 6. Please refer to your Unity User Guide for a more detailed listing of the options available. To obtain a new unity User Guide, please contact Information Systems Help desk at extension 5993.

GENERAL COURSE INFORMATION

There is nothing more important to the students and their records than complete, on time, accurate grade reporting by faculty. The integrity of faculty members and Copper Mountain College is on the line, and therefore justifies the time needed to provide correct and proper evaluation of the quality of work completed by a student during a specific period of time, in a specified course.

Auditing

All individuals attending classes must be registered students. Copper Mountain Community College District does not allow auditing of classes. Children of registered students are not allowed in class or on the campus unattended.

Course Types & Attendance Reporting

The College derives the major portion of the state's contribution to the budget by periodically reporting enrollment figures according to the type of course offered. The two ways in which an instructor might be expected to report student attendance in courses offered at Copper Mountain College are: 1) semester-length and/or short term census attendance classes; and 2) semester-length and/or short term positive attendance classes.

- CENSUS ATTENDANCE (Semester-Length & Short Term)
 See Record Keeping
- POSITIVE ATTENDANCE COURSES (NON-CREDIT COURSES)See Record Keeping

Final Exam Schedule

Final examinations must be given in all credit courses. It is expected that in all cases a sufficient number of examinations of suitable type will be employed to adequately assess and evaluate the course work involved. A student may not be given a final examination before the scheduled examination date without authorization from the Dean of Instruction.

Grading Policies

Your grading policy should be included in your syllabus. Letter grades are required for all classes except some Basic Education courses (please refer to the COR), English as a Second Language and ACCESS, which may use the "pass" or "no-pass" entry.

The Copper Mountain Community College District's grading policies, as adopted by the Board of Trustees, in accordance with Sections 51301 through 55002 of the California Administrative Code (Title 5), are in effect.

To adhere to policies requires a thorough understanding on the part of the instructor. Please read through the policies, particularly Section 51306, Academic Record Symbols and Grade Point Average. Address any questions to Academic Affairs before assigning grades.

Student drop dates are listed on the Academic Calendar in the current semester schedule of classes. You are encouraged to include these important dates in your syllabus. Questions regarding student late withdrawal for extenuating circumstances should be referred to the Office of Student Services.

The following is taken from Grading Administrative Regulations G143.2:

(a) The District Board shall adopt rules setting forth the circumstances that shall warrant exceptions to the standards for dismissal herein set forth and shall file a copy of such rules with the Chancellor.

Section 51306. Academic Record Symbols and Grade Point Average.

(a) Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's G.P.A. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	GRADE POINT
Α	Excellent	4
В	Good	3
С	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
1	Incomplete	0

Incomplete Grade

An Incomplete Grade is issued only upon mutual agreement between the instructor and student. (Please refer to page 31 of the college catalog for the full definition of an Incomplete Grade.) If the instructor agrees to a grade of Incomplete, obtain the Incomplete Grade form from Academic Affairs. The instructor meets with the student to outline the requirements of the outstanding work on the form and both instructor and student sign the form. The student keeps the pink copy and the instructor keeps the yellow copy. The white copy is submitted with the final grade roster to Academic Affairs. The time limit for the student to complete the outstanding work is the end of the following semester unless otherwise stated by the faculty member.

Note: In Datatel the grade of '1' is issued as an IA, IB, IC, ID, or IF. If the student does not complete the outstanding work, the '1' is dropped and the second letter grade is automatically assigned.

Changing a Student's Grade

In the event you need to change a student's grade, contact Academic Affairs at ext. 4244 or academicaffairs@cmccd.edu to obtain a *Change of Grade* form.

Waitlist and No-Show Information

The following information is being shared to address common questions:

Q. I have students who are attempting to 'crash' my course. What do I do?

A. Crashing is not an option; students will be added to your course via the waitlist.

Q. Why are there 47 names on my roster? You have over-enrolled my class!

A. Your roster will indicate all students who have enrolled AND those listed from #1 through infinity that are on the waitlist.

Q. What do I need to do to allow someone from my waitlist into my class?

A. Nothing. If a seat opens up, the first person on the waitlist will be notified via e-mail and will have 24-hours to enroll. A signed Add slip is not necessary within the first 2 weeks of the semester.

Q. When do I need to do an add slip?

A. Add slips come into play after the last day to add a class has passed and need to be processed prior to the 3rd class meeting. (For semester length classes the last to add in *fall '13 is Aug. 30th and for Spring '14 it's Jan. 24*) There are two exceptions to this:

- 1) Semester length classes that meet two times per week are equal to 1 class meeting. IF there is an active waitlist, those students have a right to any openings.
- 2) Short term (compressed) classes can reach the 'prior to the third class meeting' threshold the first week of classes. Please contact AA at ext. 4244 if you are unsure.

Q. I have no-shows and a waitlist. What do I need to do?

A. Indicate the no-shows as drops and bring your roster to Academic Affairs. These individuals will be dropped from your course and the appropriate number of individuals from the waitlist will be notified.

Q. I don't have a waitlist. Do I still need to drop no-shows after the first class meeting?

A. Yes.

Q. Most of my waitlist students have shown up to class hoping to 'crash' the course. Should I allow them to stay?

A. Course maximums have been set by the room dimensions according to Fire Code regulations. The best option is to provide the waitlist student with your syllabus and tell them to check their e-mail frequently. You need not provide EVERY waitlist student with your syllabus. If you have 1 open seat and 17 on the waitlist, only the first student on the waitlist will be offered a chance to enroll. It is your decision as the instructor as to how many waitlisted students you allow to remain in class that first meeting. This does NOT change their status on the waitlist, i.e., the 10th student who stayed for class does not have preference over the first 9 who did not.

Q. Student X is number eight on the wait list and REALLY needs this class to graduate. May I sign an add slip to allow them entry?

A. The waitlist is the most equitable way to admit students to high-demand courses. No signatures can override the established waitlist and allow a student entry over another.

Q. Student X was #1 on the waitlist, but student #3 ended up in my class. How did this happen?

A. Students 1 and 2 did not respond to their e-mail invitation to enroll in the course. Student #3 was monitoring his/her e-mail and quickly responded and ended up with the seat.

Q. Do I need to drop my waitlist students at census?

A. No. These students are not enrolled in your course.

Q. I have 3 no-shows and the top 3 students on the waitlist are here for class. May they stay for class?

A. You would not be in violation of the Fire Code in allowing them to stay for class. Remind these students that they need to ENROLL by the end of the business day they are notified of an open seat.

Q. Can I send my roster indicating drops with a student to Academic Affairs to speed up the process?

A. No; this would be a FERPA violation. Students should not have access to your roster.

Q. What about hybrid and online courses? Are they different?

A. No. The dates are the same.

Q. There has been quite a bit of add/drop activity in my course. How often should I check my official roster?

A. Rosters should be checked weekly – even beyond census. Those who are attending should match those on the roster!

RECORD KEEPING INFORMATION

Attendance Records and Reporting

Attendance Records are required by the Chancellor's Office and must be submitted for each course. At the beginning of each semester, you will receive an email from Academic Affairs with a spreadsheet you can use to record attendance and grades throughout the semester. Hard copies will also be available in the Copy Center. Your signed and dated attendance/grade sheet must be turned in with your grade confirmation sheet to Academic Affairs by the specified due date supplied by Academic Affairs each semester.

Census Rosters: You must submit a census roster each semester. At the beginning of each semester you will receive an email from Academic Affairs with the due date for your census roster. On the census due date print a current roster and place a line through any student who has **never** attended your class. These students will be dropped from your class. Sign and date the roster and submit to Academic Affairs on the due date. A census roster is required even if you will not be dropping students from your class. (Meeting this deadline is critical to the District. It is required by the Chancellor's Office and affects our state funding and our student's financial aid.) Post census, it is the student's responsibility to drop their class.

Printing Rosters/Checking Enrollments

- 1. If you are still using the CMC default password (123456), you MUST change your password for roster and grade security. (To change your password, do a ctrl, alt, delete from your desktop and select the 'change your password' option.)
- From any computer, on campus or off, go to <u>www.cmccd.edu</u> and scroll down to the bottom left and click on "MY CMC."
- 3. Log in with your username only (ex: jdoe). The password is the same as your email password.
- 4. Scroll down to the bottom right under "Coyote tracks-Web Advisor" and click on "Faculty Information."
- 5. You will be presented with two choices: Rosters or Grades.
- 6. To check enrollment and/or print your roster, click on <u>Class Roster</u>.
- 7. You must then click on the drop down and choose the term.
- 8. A list of the classes you are scheduled to teach will appear; choose from the list to check up to the minute enrollment. Note: at the bottom left is the option to have dropped/withdrawn and wait listed students show on the roster.
- 9. To print that roster, go up to the file icon and select print.

Submitting Grades

- 1. If you are still using the CMC default password (123456), you MUST change your password for roster and grade security. (To change your password, do a ctrl, alt, delete from your desktop and select the 'change your password' option.)
- 2. From any computer, on campus or off, go to www.cmccd.edu and scroll down to the bottom left and click on "MY CMC."
- 3. Log in with your username only (ex: jdoe). The password is the same as your email password
- 4. Scroll down to the bottom right under "Coyote tracks-Web Advisor" and click on "Faculty Information."
- 5. You will be presented with two choices: Rosters and Grading; click on Grading.
- 6. You must then click on the drop down and choose the term.
- 7. Click on the drop down and choose 'final grade'.
- 8. A list of your current courses will appear, click on the course to enter grades.
- 9. Carefully enter grades, and the last date of attendance, for each student. When this is done, click 'SUBMIT' at the bottom of the page for grades to be submitted. Print the confirmation page by going to 'file' then 'print' (OR ctrl+P, then click on print). Click 'OK'.
- 10. Sign and date either the confirmation page or the printed grade sheet and turn it in to Academic Affairs along with your signed and dated attendance roster.
- 11. The grade of 'I' (Incomplete) is now issued as an IA, IB, IC, ID, or IF. If the student does not complete the outstanding work, the 'I' is dropped and the second letter grade is automatically assigned.

- 12. There are two types of 'F' grades issued:
 - a) Students who have attended throughout the class and have substandard work receive a grade of 'F'.
 - b) Students who have stopped attending but remain on the roster receive a grade of 'F' and you must include the last date of attendance. Do NOT check the box that states never attended (they should have been dropped at census.)

LIBRARY

The Library provides books, periodicals, online databases, videos, and DVDs to supplement classroom instruction and laboratory experiments.

Hours:

Fall & Spring Semesters 8:00 am – 8:30 pm Monday – Thursday

8:00 am – 6:00 pm Friday

Closed Weekends

Summer Session: 8:00 am – 6:00 pm Monday – Thursday

Closed Friday, Saturday, Sunday

Base Library

Students enrolled in classes at the Marine Base can obtain a library card at the CMC Base Office. Once a card is obtained students can access the online library catalog to locate books or audiovisual materials and then request the items by calling the Library at 366-3791, ext. 4256. The books or audiovisual materials will be delivered to the CMC Base Office where the student can pick up and return items.

Reserves

Instructors may place their own material on reserve in the library for students to use, or may pull existing circulating material from the shelves and place on reserve, with the consent of the Librarian. All reserve materials will be security taped and have a reserve sticker placed on the spine. Reserve materials owned by instructors will be sent back at the end of the semester designated by the instructor.

Faculty Borrowing Privileges

Instructors may borrow library books for one semester; the due date will be the last day of the semester. If a student requests a book checked out to an instructor the instructor will be notified to return the book to the library in a timely manner. Videos, DVDs, and periodicals can only be checked out for the normal loan period. Reference materials can be checked out by instructors on a limited basis, with the consent of the Librarian. All instructors wishing to borrow library materials must have a library card.

Library Tours

Instructors are encouraged to schedule library tours for their classes. Tours will help to acquaint students with the new services and materials available in the library. To schedule tours contact the Librarian. Tours can be conducted for day and evening classes.

Library Workshops on Information Competency

The library offers workshops to assist students in developing information competency skills. Five separate workshops are offered to students on a first come, first serve basis, including a basic library orientation, search strategies, evaluating sources, APA style, and MLA style. The workshop schedule is available on the library website. Assignments are available, if an instructor is interested, for each of the workshops that the librarian will hand out to students, grade, and return to the instructor. For more information please contact Carolyn Hopkins in the library or at 366-5293.

Audiovisual Materials

DVDs are available for students and faculty to checkout, and for use in the classroom. Audiovisual materials for classroom use must be reserved one week in advance to ensure availability.

Library Assistance

The library staff is here to help instructors as well as students. If there are materials or services you would like to see in the library, please feel free to discuss it with the Librarian.

General Library Policies and Information

- a. Any community member or college student is free to use the library. To check out library materials you must have a library card on file. To obtain a card all that is required is a photo ID. Students enrolled in classes at the Marine Base can obtain a library card at the CMC Base Office. Once a card is obtained students can access the online library catalog to locate books or videos and then request the items by calling the library at 366-3791, ext. 4256. The books or videos will be delivered to the CMC Base Office where the student can pick up and return items.
- b. Books circulate for three weeks, periodicals for two weeks and audiovisual materials for one week. The most current issue of any periodical cannot be checked out. Library materials may be renewed only once. However, if any item has been reserved it cannot be renewed.
- c. Reference and Reserve materials are for use in the library only.
- d. If a CMC student, staff or faculty member needs material that are not owned by the library an inter-library loan can be requested. Materials obtained from another library generally take several weeks to arrive, and any charge for borrowing these materials is passed on to the patron.
- e. Fines on overdue materials are collected at the rate of \$.10 per day for each overdue item, up to a maximum of \$3.00 per item. Borrowing privileges will be suspended if a patron accumulates \$6 in fines.
- f. The charge for lost materials is \$25.00 per item.

MARINE BASE PROGRAMS

Marine Base Vehicle Permit and Installation Access Pass Base Instructor Procedure

When you go to the Visitors Center at the main gate you will need to have the following ready:

- Drivers License with a Photo on it
- Current Vehicle Registration
- Current Proof of Insurance

Please fill out the information below and forward with "High Importance" to Raelene Wharff at rwarff@cmccd.edu, Gabriel Moreno – gabrielle.moreno@usmc.mil, Noudam Khamphouy@usmc.mil AND Erin Keeran at Erin.keeran@usmc.mil

- 1. SSN -
- 2. FULL NAME -
- SCHOOL NAME/COMPANY NAME –
- 4. TITLE (e.g. Student, Professor, School Rep, etc.) -
- 5. DATES AUTHORIZED TO BE ONBOARD MCAGCC (START & END) -

Employee will need to present a state-issued ID card, proof of insurance, and car registration before a pass can be issued.

Building 1530

Building 1530 will have Lifelong Learning Center staff available for building access until 10:00 p.m. Your classroom will be open for you when you arrive. If there is any paperwork to be turned into the Base Programs office after hours, please place it in the Copper Mountain College inbox located in the Lifelong Learning Center Office.

Computer Lab

The lab is for CMC students only.

Copies of Materials

If you need copies of instructional materials used in your classes you may complete a copy request form at the Base Programs Office and have it sent through campus mail. Mail is delivered and picked up at the Base Programs Office on Wednesdays. You should check with the Base Programs staff for turn-around time for your copies to be returned in time for your class needs. You may use the copy machine in the Base Programs Office for 25 or less copies or an emergency copying need. To access the CMC copier go to the first floor room 109 (Lifelong Learning offices) to request a key to the CMC office in room 209. You will be responsible to lock up the CMC office when you are done and return the key to the Lifelong Learning Center staff.

Mail

Notify Copy Center Staff if you want your campus mail delivered to the Base Programs Office. There is a faculty mailbox located in the Base Programs Office where you may pick up your mail.

Restrooms

Women's and men's restrooms and drinking fountains are located on each floor of building 1530.

MCAGCC/MAGTFTC

CLASSROOM GUIDELINES

Attending classes aboard this base and in this building is a privilege. Please respect that privilege by observing the following guidelines:

- 1. Students will not be permitted to enter classrooms prior to the arrival of the instructor.
- 2. The consumption of food is prohibited inside the classrooms. If you have brought food to consume please do so in the student lounge on the second floor or outside the building at the picnic tables.
- 3. No beverages (aside from water) are permitted inside the classrooms.
- 4. Absolutely no tobacco products are allowed inside building 1530. This includes, but not limited to chewing tobacco.
- 5. Only the instructor or Education Center personnel are permitted to operate the classroom computers and Smartboards.
- 6. Dispose of any and all trash by placing it in the appropriate receptacles.

It is imperative that we work together to fulfill the letter and spirit of these guidelines to ensure that classrooms aboard the Combat Center continue to be available for our use. If you encounter any problems with your classroom, let the Base Programs Office staff know immediately so we can resolve the problem in a timely manner. Thank you!

Services Available to Students at the CMC Base Programs Office

- Registration for classes is available at the CMC Base Programs Office in Building 1530, room 209.
 While the CMC VA representative is on the main campus, VA students may still receive information, student education plans, and approval of classes for VA payments.
- Tuition Assistance Program Processing for Military Students.
- Academic Advising is available by appointment. Individual Educational Plans are developed to assist the student as they proceed through their program of study.
- Student Tutoring information is available.

AV equipment: The AV equipment includes a laptop, projector and all the cables necessary to teach. Please make arrangements with the Base Programs Coordinator at ext. 5294 or Raelene Wharff at ext. 4368 or email to rwarff@cmccd.edu to check out the equipment.

CMC Library Books and Materials: Students may obtain a CMC Greenleaf Library card application from the Base Programs Office. Access to books and materials are available at a computer workstation in the Base Programs Office. When an order is placed using the library card, books and materials may be delivered to the Base Programs Office to be picked up there and also for returning books.

Base Library Building 1528: CMC textbooks being used in the classes taught on Base during the current term are on reserve in the Marine Base Library, Building 1528.

SOC Agreements: Students should call the Base Programs office at (760) 366-3791, ext. 4368 for an appointment. Military students should provide their SMART, military transcript document when meeting with the counselor.

My CAA: \$6,000 – for active duty military spouses

The Department of Defense's expanded Military Spouse Career Advancement Accounts (My CAA) program is providing \$6,000 of Financial Assistance for military spouses who are interested in pursuing degree programs, or licenses or credentials, leading to careers in high growth, high demand portable career fields.

Steps to Success: Incoming military spouses are given the opportunity to become comfortable, adjusted, and ready to be successful in college. Upon completion of the seminar, participants will be loaned the textbooks for one core class. Call 366-3791, ext. 5816 for details.

Contacts:
Zachary Ginder
Coordinator, Base Programs
(760) 830-4368
zginder@cmccd.edu

Raelene Wharff Admissions & Records Specialist (760) 830-6133 or 830-6375 rwarff@cmccd.edu

ACCESS

ACCESS provides the opportunity for students with a range of disabilities (physical, visual, hearing, learning and psychological) to fully participate in all aspects of college life. Services are based on educational limitations identified through the verification of disability and the interview process with the ACCESS Coordinator. Special services include: e-text, Braille, enlarged print, portable CCTV, ASL interpreter, assistive listening device, talking spell checker, digital recorder, Alpha Smart, closed captioning of college videos, note-takers, adaptive computers and software available in the High Tech Lab, electric wheelchair, golf cart, ergonomic chair and table, learning disability assessment through DSPS 301, priority registration, educational planning, disability related counseling, special tutoring, and as a liaison with campus and community resources. Sometimes creative measures are developed to overcome obstacles. If a student is having difficulties in your class, please refer them to ACCESS for a consultation. You may call (760) 366- 3791, ext. 5861.

ACCESS students will present their instructor with a faculty notification letter with the specific accommodations and or services that are necessary for success in class. Remember this student has an academic limitation that will hinder their ability to succeed without support. A good analogy is a long distance track event; each runner is in their designated lane ready to complete the course. The challenge for the disabled is that their lane is strewn with boulders. The accommodations literally put planks over the boulders making it possible for the student to overcome the learning obstacles with great effort. Without the planks, it would be nearly impossible for the student to be a successful college student.

They have to complete the course using the same criteria as every other student. By taking time to understand a student's academic challenges, you will be able to facilitate their learning. If you have any concerns about the accommodation, please contact Jackie Hanselman, ext. 5286 for further clarification.

Some practical ways you can assist a student with a disability is by locating a competent note-taker. Please make an announcement to your class asking for anyone who would be interested in taking notes. Be certain to reiterate the necessity for legible writing, organized material, and consistent attendance.

There is a gift card to Bruce's Coyote Kitchen. Ask the interested students to bring their notes forward at the end of the class for the student to decide which person's notes best meet their needs. Please be discreet when dealing with the disabled students because of privacy issues.

Another major accommodation is test taking. Please discuss with the disabled student how he/she would like to test. It is totally his/her decision. If the student chooses to test with ACCESS, you cannot deny this option. If a student has "adaptive computer" as part of the testing accommodation, this means that they will either need to have the test read by a screen reader or need an editing program for writing essays. Please have the student's test available for scanning at least three days prior to the test date. If you send the test as an e-mail attachment to accesstesting@cmccd.edu, it facilitates the process. All tests are proctored.

If a student has a hearing impairment, there are two ways that you can assist the student. One way is to use the assistive listening device. This enables the student to hear the lecture clearly even when you are writing on the board. In addition, you will show only closed captioned videos in class. Please go to the Alternative Media Center in Student Services for assistance with closed captioning. We cannot close caption personal videos because of the copyright laws. All videos that ACCESS close captions must have the permission of the producer.

An ergonomic chair is available in the classroom for ACCESS students with back problems. Only those students with a faculty notification indicating permission to use the ergonomic chair are permitted to use the chair. The same is true for the accessible table.

DARE to Care is a training program for faculty to identify and handle disabled student issues in campus or distance learning classes. This is an interactive multimedia web-based simulative environment for faculty available anytime, anywhere. http://dare.lbcc.edu

The ACCESS website, Faculty Resources section, provides important information for teaching students with disabilities. http://www.cmccd.edu/Faculty Resources

If a student is having difficulties in your class, please refer them to ACCESS for possible services.

Notice of Disclaimer

Every reasonable effort has been made to determine that everything stated in this handbook is accurate and current. Because this handbook is prepared in advance of the period of time it covers, changes in some procedures inevitably will occur.