2019 - 2020
FACULTY HANDBOOK
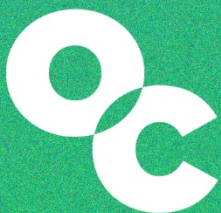
OC | OXNARD COLLEGE

Academic Calendar

FALL SEMESTER 2019:   AUGUST 19 – DECEMBER 18, 2019

August 19	First day of semester-length traditional classes. First day of late registration.
August 30	Last day to add semester-length classes.
	Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes. No refunds or credits after this date for semester-length classes.
August 31 –	
September 2	*Labor Day* – NO CLASSES
September 6	Last day to drop semester-length classes without a transcript entry
September 20	Last day to declare Pass/NoPass (P/NP) grading option for semester-length classes. (Formerly called CR/N)
October 31	**At 12 Noon -** Last day to apply for **Fall 2019** Associate Degree or Certificate of Achievement
November 9- 11	*Veterans Day* – NO CLASSES
November 22-28	Last day to drop semester-length classes with a "W" (withdrawal)
December 1	*Thanksgiving Holiday* – NO CLASSES
December 12-18	Final Exam Week for Fall 2019

SPRING SEMESTER 2020:   JANUARY 6 – MAY 14, 2020

January 6	First day of semester-length traditional classes. First day of late registration.
January 17	Last day to add semester-length classes.
	Last day to drop a class and apply for enrollment, health and parking fee refunds. Last day account credited if dropping classes.
January 18 - 20	*Martin Luther King Jr. Day* – NO CLASSES
January 24	Last day to drop semester-length classes without a transcript entry
February 7	Last day to declare P/NP (formerly CR/N) grading option for semester-length classes
February 14 - 17	*Presidents Day Holiday* – NO CLASSES
March 6	**At 12 Noon -** Last day to apply for **Spring 2020** Associate Degree or Certificate of Achievement
March 19 - 20	Self-assigned Flex days – NO CLASSES
April 4 - 5	Saturday/Sunday Classes Held
April 6 - 12	Spring Break – NO CLASSES
April 17	Last day to drop semester-length classes with a "W"
May 8 - 14	Final Exam Week for Spring 2020
May 14	**GRADUATION**

SUMMER INTERSESSION 2020   Oxnard College typically offers classes in the summer that meet anywhere from four to eight weeks with classes starting in May, June, and July. The goal is to maximize offerings at times most helpful for all students, including returning students, graduating high school seniors and students home for the summer from four-year colleges. The summer Schedule of Classes is available online at www.OxnardCollege.edu/schedule.

Ventura County Community College District
2019-2020 Instructional Calendar

SUMMER 2019

Moorpark College:
- 4-Week Session: May 20-June 14
- 4-Week Session: June 17-July 12
- 4-Week Session: July 15-August 9
- 6-Week Session: July 1-August 9
- 8-Week Session: May 20-July 12
- 8-Week Session: June 17-August 9
- 12-Week Session: May 20-August 9

Oxnard College:
- May 20: 12-Week and 6-Week Summer Sessions
- June 17: 4-Week, 6-Week, and 8-Week Summer Sessions
- July 1: 6-Week Summer Session
- July 15: 4-Week Summer Session

Ventura College:
- 4-Week Session, May Start: 5/20-6/13
- 6-Week Session, June Start: 6/17-7/25
- 8-Week Session, June Start: 6/17-8/8

Holidays 5/27, 7/4

Summer 2019

		S	M	T	W	Th	F	S
May	2019	19	20	21	22	23	24	25
		26	27	28	29	30	31	
June	2019							1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30						
July	2019		1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			
August	2019					1	2	3
		4	5	6	7	8	9	10

Saturday Classes

	Summer 2019	Fall 2019	Spring 2020
Possible Instructional Days:	10	14	15
First Day of Instruction:	6/1	8/24	1/11
No Instruction:	5/25	8/31, 11/9, 11/30	1/18, 2/15, 4/11
Last Instruction Day/Final Exam:	8/3	12/14	5/9

Fall Semester 2019: 88 days

- Instructional Days: 84 (includes final exam days)
- Self-Assigned Flex Days: 3
- Mandatory Flex Days: 1
- First day of instruction for full-semester classes: 8/19
- Holidays: 9/2, 11/11, 11/28-29
- Final Exam Week: 12/12-12/18
- Last day of fall semester: 12/18

Spring Semester 2020: 87 days

- Instructional Days: 84 (includes final exam days)
- Self-Assigned Flex Days: 3
- Mandatory Flex Days: 0
- First day of instruction for full-semester classes: 1/6
- Holidays: 1/20, 2/14, 2/17
- Spring Break: 4/6-4/10
- Final Exam Week: 5/8-5/14
- Last day of spring semester: 5/14

Fall 2019

		S	M	T	W	Th	F	S	
August	2019					1	2	3	
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	1
		25	26	27	28	29	30	31	2
September	2019	1	2	3	4	5	6	7	3
		8	9	10	11	12	13	14	4
		15	16	17	18	19	20	21	5
		22	23	24	25	26	27	28	6
		29	30						
October	2019			1	2	3	4	5	7
		6	7	8	9	10	11	12	8
		13	14	15	16	17	18	19	9
		20	21	22	23	24	25	26	10
		27	28	29	30	31			11
November	2019						1	2	
		3	4	5	6	7	8	9	12
		10	11	12	13	14	15	16	13
		17	18	19	20	21	22	23	14
		24	25	26	27	28	29	30	15
December	2019	1	2	3	4	5	6	7	16
		8	9	10	11	12	13	14	17
		15	16	17	18	19	20	21	18
		22	23	24	25	26	27	28	
		29	30	31					

Spring 2020

		S	M	T	W	Th	F	S	
January	2020				1	2	3	4	
		5	6	7	8	9	10	11	1
		12	13	14	15	16	17	18	2
		19	20	21	22	23	24	25	3
		26	27	28	29	30	31		4
February	2020							1	
		2	3	4	5	6	7	8	5
		9	10	11	12	13	14	15	6
		16	17	18	19	20	21	22	7
		23	24	25	26	27	28	29	8
March	2020	1	2	3	4	5	6	7	9
		8	9	10	11	12	13	14	10
		15	16	17	18	19	20	21	11
		22	23	24	25	26	27	28	12
		29	30	31					
April	2020				1	2	3	4	13
		5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	14
		19	20	21	22	23	24	25	15
		26	27	28	29	30			16
May	2020						1	2	
		3	4	5	6	7	8	9	17
		10	11	12	13	14	15	16	18
		17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	
		31							

Campus Map

Building KEY

AA Administration Annex & Associated Student Government (ASG)
AT Automotive Technologies
CDC Child Development Center
CH Condor Hall
DH Dental Hygiene
LA Liberal Arts Building
LS Letters & Science Building
LLRC Library / Learning Resource Center
M&O Maintenance & Operations & Warehouse
MC McNish Gallery
NH North Hall
OE Occupational Education Building & Bookstore/Copy Center
PAB Performing Arts Building (Theaters)
PE Physical Education (Gym)

Student Services Building

Division Office –
   Student Services,
   Admissions & Records
Assessment Center
Counseling
Educational Assistance Center
Financial Aid
Health Center
Welcome Center/ Information
Outreach & Recruitment
Student Business Office
CalWORKs
EOPS
Veterans Center

Administration Building

Campus Police - First Floor
Transfer Center - First Floor
Administration –
   Second Floor
   (President, Vice President,
   Foundation, Reception)

Table of Contents

Department Chair Listing

CTE Division

Dean Robert Cabral
- **Kevin Corse** – Auto Services - AT, AB
- **Mary Pinto-Casillas** – Business Information - ACCT, BUS, CAOT, CNIT, DMS, CIS
  (Note: Fall '19 Mary will be on sabbatical and Alex Lynch will serve as chair for semester.)
- **Armine Derdiarian** – Dental (FT coordinator) Dental Assisting-DA,
  Dental Hygiene-DH
- **Mike Ketaily** – Public Safety - FT, FA, EMT
- **Alan Ainsworth** – Hospitality - CRM, HM, ACS, HVAC/R
- **Michael Webb** – Law and Community - PLS, ECE, CDC, ADS

Counseling

Vice President Oscar Cobian / Dean Leah Alarcon
- **Jose Vega** – Counseling

Liberal Studies Division

Dean *vacant*
- **Emily Zwaal** – Letters (Elissa Caruth on sabbatical)
- **Amy Edwards** – Visual & Performing Arts
- **Josh Lieser** – Social Sciences

LTSHAPE Division
(Library, Transitional Studies, Health, Athletics, PE)

Dean Luis Gonzalez
- **Jonas Crawford** – Health, Athletics, PE
- **Mati Sanchez** – Transitional Studies

Math/Science Division

Dean Carolyn Inouye
- **Steve Hall** – Math
- **Shannon Newby** – Co-Chair, Science
- **Justin Miller** – Co-Chair, Science

QUESTION	PERSON OR OFFICE	LOCATION	EXTENTION
Who do students see to register for my class?	Admissions & Records Apply/register on web	Student Services	678-5810
Where do I clear up a class roster problem?	Admissions & Records Faculty web lists dropped students	Student Services	678-5810
Where do students go to drop my course?	Admissions & Records Web	Student Services	678-5810
Who do students see for financial help to attend school?	Financial Aid	Student Services	678-5828
Who do I see to discuss my class schedule?	Division Dean/Department Chair	(see below)	(see below)
How do I find out where my class meets?	Schedule of Classes	Online	
Where do I obtain a code for the copy machine?	Division Office	(see below)	(see below)
Who do I see to order my text or supplies?	Bookstore Website – Text Div. Dean - Supplies	oxnardcollege.edu (see below)	678-5826
Who do I see to set up a field trip?	Division Dean*/Director	(see below)	(see below)
Who should I contact if there is an accident in my class?	Health Center (day) Night Administrator Campus Police (after 7:30 pm)	Student Services Administration	678-5832 678-5800 678-5805
Where do I find out about my salary?	District Human Resources Department	761 Daily Drive Camarillo, CA 93010	652-5518
Who do I see if I just need help?	Division Dean/Director of Office of Academic Affairs	(see below) Academic Affairs	(see below) 678-5814
Who should I contact if there are behavioral problems?	Health Center	Student Services	678-5832

Oxnard College Mission Statement

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

Values Statement

We, the members of Oxnard College, are inspired by and will strive to exemplify through our collaborative actions the following core values:

- **Diversity and Commonality** - We value others and ourselves as unique individuals and embrace the commonalities and the differences that promote the best of who we are.
- **Excellence -** We value vision, creativity, risk taking and innovation to achieve and sustain excellence.
- **Integrity and Civility -** We value integrity, honesty and congruence in action and word by demonstrating kindness and respect in all our interactions.
- **Learning -** We value learning as a lifelong process in the pursuit of knowledge and personal growth.
- **Shared Decision Making** - We value shared decision making (shared governance) as the process that provides each of us the opportunity to build consensus.

College Goals

- Provide instructional programs and student services that meet the current and future needs of students so that they may excel in a positive learning environment.
- Provide faculty and staff with continuous improvement through professional development opportunities that will allow them to excel in the current and future work environment.
- Provide students, faculty and staff with appropriate technology in the classroom and work environment that supports student learning outcomes and productivity.
- Provide a campus environment that enhances student learning.

Ventura County Community College District

The Ventura County Community College District Board of Trustees operates three colleges: Oxnard, Ventura, and Moorpark. Each college has a president who, as chief administrative officer, is directly responsible to the District Chancellor for carrying out the policies of the District. Authority, thus, flows from the Board of Trustees through the Chancellor to the President of each college.

The District Administration Center is located at 761 East Daily Drive, Camarillo, California, 93010. The Board typically meets at 7:00p.m. on the second Tuesday of each month.

Oxnard College

Administratively, the college is organized into three major areas of responsibilities: Academic Affairs, Student Development, and College Services.

Academic Affairs and Student Learning encompasses instruction, and Student Development includes all student services. Each division is headed by a Vice President who reports directly to the college President.

College Services includes Fiscal Services, Student Business Office, Payroll, Bookstore, Police Services, Publications, Switchboard and Mailroom, Maintenance & Operations, and Technology Services.

Management Responsibilities & Job Descriptions

Management personnel at Oxnard College are charged with administrative responsibility for the operation of all facets of the college. Oxnard College managers, from the President through Deans, are listed below.

Interim President	**Mr. Luis P. Sanchez**
Acting Vice President of Business Services	**Mr. Christopher Renbarger**
Interim Vice President of Academic Affairs & Student Learning	**Dr. Art Sandford**
Vice President of Student Development	**Dr. Oscar Cobian**
Dean of Career and Technical Education	**Mr. Robert Cabral**
Dean of Liberal Studies	*vacant*
Dean of Mathematics and Science	**Dr. Carolyn Inouye**
Dean of Transitional Studies, Health, PE, and Athletics	**Dr. Luis Gonzalez**
Dean of Student Success and Support	**Ms. Leah Alarcon**
Dean of Institutional Effectiveness & HSI Grant Initiatives	**Dr. Cynthia Herrera**
Director of Information Technology	**Mr. Michael Alexander**
Director of Maintenance & Operations	**Mr. Bob Sube**

College Committees

Administrative Committees

Oxnard College's committees provide for the extensive participation of faculty, as well as students, classified staff, and managers in the development and review of college-wide policies and procedures. Standing committees meet on a regular basis throughout the academic year; they may be supplemented by ad hoc committees appointed to respond to specific needs and disbanded after those needs have been met.

All essential elements of the college curriculum and organization are included in the purview of the committee structure. It is hoped that faculty members will take their committee responsibilities seriously and make every effort to make committee meetings worthwhile. Appointments to committees are normally made by the President in consultation with senior staff, and the Academic Senate and/or the Classified Senate, as appropriate.

College Committees
President's Cabinet
Deans' Council
Department Chairs

Participatory Governance Committees
Campus Use, Development and Safety Committee (CUDS)
Curriculum Committee
Planning and Budgeting Council (PBC)
Professional Development Committee (PDC)
Program Effectiveness and Planning Committee (PEPC)
Student Success Committee

Standing Committees
Distance Education Committee (Curriculum sub-committee)
Library & Learning Resources Advisory Committee
Community Outreach and Events Committee

Ad-hoc Committees
Accreditation Committee
EOPS/CARE Advisory Committee
Financial Aid Appeals Committee
General Education Committee
Grievance Committee
Graduation Committee
STEM Advisory Committee
Various CTE Advisory Committees—Check with your Dept. Chair

College committees are important to the collegial governance of the college. Every full-time faculty member is encouraged to participate on at least one college committee annually.

Academic and Classified Senates

The **Academic Senate** of Oxnard College represents all faculty, ensuring effective participation in the formation of District policies on academic and professional matters. The Senate provides the conduit for faculty governance on campus and in the District in the spirit of participatory governance.

On campus, each department is represented in the Academic Senate. The Academic Senate President represents the college faculty on the Chancellor's Consultation Council. Statewide, the Academic Senate for the California Community Colleges in California is a dynamic organization that has taken the leadership in many areas, such as articulation, matriculation, student competency requirements, and other issues raised at its statewide meetings. They meet the 2nd and 4th Monday of every month.

The **Classified Senate** of Oxnard College represents all classified employees. It deals with concerns other than negotiable items. The executive board, which includes a president, first vice president, second vice president, secretary and treasurer, meets quarterly.

Unions

The faculty is represented by the *Ventura County Federation of College Teachers*, **AFT Local 1828, AFL-CIO**.

Classified employees are represented by the *Service Employees International Union* **(SEIU)**, **Local 99, AFL-CIO**.

FACULTY

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Faculty Code of Ethics

The Senate approved the following on January 29, 2008

The Oxnard College Academic Senate adopts the American Association of University Professors (AAUP) Statement on Professional Ethics, as printed below:

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

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.

Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

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

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

General Responsibilities of Instructors

The instructor's main job is the education of the students of Oxnard College. This alone will test the ingenuity, creativeness, sensitivity, academic knowledge, and professional skill of every instructor.

Instructor Specific Duties

The duties and responsibilities of instructors, in addition to their main and overriding function, are as follows:

- Fulfill, under appropriate supervision, all legal requirements of the District for employment and performance of duties.
- Keep up to date in subject field, learning/teaching strategies, and professional skills through in-service training and other means of professional growth. Establish goals and/or objectives for classes, plan and organize instruction and methods of evaluation, and administer final examinations.
- Assist in the student activity program by accepting assignments as advisors, sponsors, or supervisors of student organizations and events.
- Provide a syllabus for each class that includes the following: goals and/or objectives, course content, attendance expectations, examinations, the basis for assigning grades, and Student Learning Outcomes (SLO's).
- Keep appropriate records on student progress and assign grades based on stated criteria.
- Offer suggestions for the improvement of instruction and initiate curriculum development.
- Participate in the evaluation of faculty peers.
- Make recommendations for textbooks, supplementary learning materials, equipment, and supplies in assigned courses.
- Recommend the selection of library books, reference materials, and periodicals for student use in the library.
- Submit required reports, such as attendance accounting reports, grades, scholastic checks, and others as assigned. Preparation and grading for assigned classes, including submission of grades/positive attendance hours within two working days after finals and timely submission of census data.
- Maintain regularly scheduled office hours, as required.
- Observe, support, and enforce the regulations, policies, and programs of Oxnard College as published and announced.
- Attend assigned committee meetings, subject-field meetings, division meetings, and general faculty meetings.
- Participate in the development and functioning of Oxnard College by suggesting improvements in its policies and procedures through appropriate channels.
- Provide for the development of course outlines and curriculum content in assigned classes. Conduct assigned classes in accordance with established course outlines.
- Stimulate thought and inquiry in classroom activities and work with colleagues to improve effectiveness of instruction.
- Perform other duties, as assigned.
- Faculty have the responsibility to inspect and ensure the functionality of the classroom and its equipment, and to report any needed maintenance to the Department Chair and/or Dean or OC Help Desk.

Counselors

General Responsibilities of Counselors

Counselors are responsible for assisting students in their determination and pursuit of professional and occupational goals, helping them in personal growth, development toward mature citizenship, and support of academic achievement.

Counselor Specific Duties

- Provide educational, career, and personal counseling services through individual conferences with students. Assist students in the interpretation of their assessment abilities and in the selection of appropriate courses of study.
- Conduct group counseling and guidance sessions, as needed.
- Assist in the development and dissemination of educational and career information.
- Assist in the input for development and administration of the college testing program and in assessing the abilities of students.
- Serve as liaison persons between assigned high schools and Oxnard College, in cooperation with the appropriate manager.
- Assist in the input for institutional research related to the counseling program, as well as student performance.
- Work closely with faculty and divisional deans on problems of individual students.
- Assist in locating and serving students in need of financial aid.
- Serve as resource persons to the Office of Student Learning, divisional deans, and faculty in the development of curricula and the instructional schedule. Keep informed about the current educational offerings of Oxnard College and assist in planning the suggested curricula section of the college catalog.
- Maintain information regarding careers requiring two years of college and advise on occupational programs.
- Assist in orienting new students to Oxnard College and provide educational planning.
- Keep informed of college policies and developments through attendance at divisional and advisory meetings.
- Perform other duties as assigned.

Counseling faculty can support instructional faculty in the following ways during the semester:
- Provide class visits to discuss campus resources, available services, help students understand the role of the counselor (including to discuss barriers that make success difficult), and invite students to visit counseling if they are having difficulties or need help planning their course of study.
- Early Alert—If you notice a student (or students) who are getting behind early in the semester (due to poor attendance, bad grades, inattention, etc.), communicate with the Counseling Department and we will meet with the student, try to mitigate the circumstances and create an action plan for success.
- Meet with a student before they drop the class to ensure the student is aware of potential consequences (i.e., financial aid requirements, academic progress issues, probation, etc.).
- Assist students with transfer information.

Department Chair General Responsibilities

In accordance with Article 13.1 A. of the Agreement between the VCCCD and AFT Local 1828, department chairs are selected by secret ballot by the department members present at the advertised department meeting, subject to approval by the College President.

Department Chair Specific Duties

The department chair shall provide leadership to the department and shall assist the dean/immediate supervisor in duties such as:

- Recruitment, selection and orientation of the new faculty and classified employees who will be assigned to the department.
- Development of department instructional schedule.
- Development and revision of curriculum including course outlines, and course and catalog descriptions, and corresponding student learning outcomes and assessments.
- Evaluation of faculty in the department.
- Development and conducting of department meetings, and preparation and distribution of minutes of such meetings.
- Communications with students, faculty and other employees.
- Maintenance and improvement of facilities, equipment, and supplies.
- Representation of and liaison for the department within the college.
- Attend monthly Department Chair Meetings.
- Other duties as determined jointly by the contract faculty in the department and dean/immediate supervisor which are reasonably related to the needs of the department and the college.

Full-Time Certificated Employees

A

Abram, Michael W., Professor
Biology 2004
B.A., University of California, Santa Barbara
D.C., Cleveland Chiropractic College

Ainsworth, Alan, Professor
Environmental Control Technology 2008
A.A., Moorpark College
A.S., Moorpark College

Alarcon, Leah, Dean
Student Success 2016
B.A., M.S., California Lutheran University

B

Bassey, Ed-Rissa K., Professor
Business 1988
B.S., Morgan State University
M.B.A., University of Baltimore
J.D., University of San Francisco

Bates, Mark, Professor
Mathematics 2000
B.A., M.A., University of California, Santa Barbara

Black, Bret S., Professor
Mathematics 2001
B.A., University of California, Santa Barbara
M.S., California State University, Fullerton

Bonham, Teresa, Professor
English 2006
B.A., M.F.A., St. Mary's College of California
M.A., California State University, East Bay

Bouma, Hank, Professor
CIS/Computer Apps/Office Technologies 1999
A.A., Phoenix College
B.S., California State University, Long Beach
M.A., Webster University, Missouri

C

Cabral, Robert, Dean
Business 2004
B.A., University of California, Santa Barbara
M.A.O.M., Antioch University
M.S., Walden University
C.P.M., Stanford University

Caruth, Elissa S., Professor
English 2000
B.A., M.A., California State University, Northridge
M.A., University of Birmingham

Chaparro, Linda, Professor
Psychology 1987
B.A., California State University, Northridge
M.S.W., University of California, Berkeley
Ph.D., University of Michigan

Cobian, Oscar, Vice President
Student Development 2015
A.A., Ventura College
B.A., California State University, Northridge
M.A., California Lutheran University
Ed.D., University of Southern California

Corse, Kevin, Assistant Professor
Automotive Technology 2016
A.S., Ventura College

Crawford, Jonas, Professor / Athletic Director
Athletics/Health Education/Physical Education 2009
B.A., San Diego State University
M.S., Azusa Pacific University

Crudo, Tamara, Associate Professor
Fire Academy 2012
The California Fire Academy at Asilomar

D

Danza, James, Assistant Professor
Geography 2016
B.A., M.S., California State University, Fullerton

Davis, Shannon, Professor
Counseling / Articulation Officer 2007
B.A., M.S., California Lutheran University

Dean, Marlene, Professor
Math 2005
B.S., Albertson College of Idaho
M.S., California State University, Northridge

Derdiarian, Arminé, Professor
Dental Assisting/Dental Hygiene 2008
B.S., D.D.S, University of California, Los Angeles

E

Eberhardy, Diane, Professor
Computer Information and Business 2000
A.S., Ventura College
B.A., University of California, Santa Barbara
M.B.A., Ed.D., California Lutheran University

Edwards, Amy F., Professor
Communication Studies 2004
B.A., M.A., Ed.D., California State University, Northridge

Edwards, Ishita M., Professor
Economics/Interdisciplinary Studies 1991
B.A., Delhi University
M.A., University of Jammu & Kashmir
M.A., American Public University
Ph.D., University of Poona, India

Enriquez, Richard P., Professor
Dental Hygiene 2000
D.D.S., University of Southern California

Espinoza-Lopez, Gloria, Professor
Counseling - EOPS/Outreach 1999
B.A., California State University, Northridge
M.S., California Lutheran University

F

Fahs, Hussein G., Professor
Mathematics 2004
B.S., M.S., California State University, Northridge

Flores, Cesar, Associate Professor / EOPS Coordinator
Counseling - EOPS 2013
B.A., University of California, Santa Barbara
M.S., California Lutheran University

Fontenette, Tim, Assistant Professor
Business 2017
B.S., University of California, Santa Barbara
M.B.A., University of Phoenix

Fontes, Ross, Professor
Counseling - EOPS 2002
A.A., Ventura College
B.A., University of California, Santa Barbara
M.A., California State University, Northridge

Frehlich, Dianne, Assistant Professor
Health Education/Physical Education 2016
B.S., California Lutheran University
M.S., California State University, Northridge

Fulkerson, Marcia A., Assistant Professor
Communication Studies 2017
B.A., M.A., San Diego State University

G

Goicoechea, Daniel, Professor
Counseling 2005
B.S., Southwest Missouri State
M.A., Drake University
D.C., Cleveland College of Chiropractic

Gonzalez, Luis, Dean
Library Services, Transitional Studies, Health, Athletics, and Physical Education 2016
B.A., M.A., Ed.D., University of California, Santa Barbara

Guevara, Gloria Y., Professor
Political Science 2001
B.A., University of California, San Diego
M.A., California State University, Northridge
M.A., Ph.D., University of Southern California

H

Hall, Steven C., Professor
Mathematics 1996
B.A., M.S., San Diego State University
Ed.D., Pepperdine University

Harber, James, Professor
Biology 2007
B.S., University of California, Davis
M.A., Humboldt State University
Ph.D., State University of New York at Stony Brook

Hart, Adam, Assistant Professor
Culinary Arts & Restaurant Management 2017
A.A., Le Cordon Bleu, San Francisco
B.A., Chapman University, Orange, California
M.B.A., Argosy University, Los Angeles, California

Hayashi, Alan, Professor
Mathematics 1991
B.S.C., B.A., University of California, Riverside

Helfrich, Lisa, Associate Professor
English 2016
B.A., M.A. California State University, Northridge
M.A., California State University, Bakersfield

Herrera, Cynthia, Dean
Institutional Effectiveness 2015
B.S., M.A., Western Michigan University
Ph.D., University of La Verne

Horrock, Christopher, Professor
Philosophy 1992
B.A., Connecticut College
M.A., University of Washington

Hughes, Kevin, Associate Professor
History 2012
A.A., Ventura College
B.A., University of California, Santa Barbara
M.A., California State University, Northridge

Hurtado, Milena M., Assistant Professor
Spanish 2016
B.A., M.A., Ph.D., University of California, Santa Barbara

I

Inouye, Carolyn, Dean
Mathematics and Science 2007
B.A., M.A., Ph.D., University of California,
Los Angeles

K

Kama'ila, Linda L., Professor
Anthropology 1990
B.A., M.A., Ph.D., Stanford University

Ketaily, Michael, Associate Professor
Fire Technology 2014
B.A., University of Redlands

Kuang, Jessica, Professor
Mathematics 2012
B.S., Ph.D., University of California, Davis

L

Lawson, Anitra, Assistant Professor
Film, Television and Electronic Media 2017
B.A. & B.S., Florida A&M University
M.F.A., California Institute of the Arts

Lawley, Erin, Assistant Professor
Athletics/Health Education/Physical Education 2017
B.A. California State University, Monterey Bay
M.A. Concordia University

Lieser, Joshua, Associate Professor
History 2014
B.A., M.A., California Polytechnic
State University, San Luis Obispo
Ph.D., University of California, Riverside

Lulejian, Jerry, Associate Professor
Paralegal Studies 2012
B.A., California State University, Long Beach
J.D., Southwestern University School of Law

Lynch, Alex E., Professor
Engineering Technology 2004
B.A., Washington State University
M.A., Azusa Pacific University

M

Ma, Yong Chun, Professor
Chemistry 1996
B.S., Fudan University, China
M.S., University of Mississippi

Mack, Rainer, Assistant Professor
Art History 2016
B.A., University of Chicago
Ph.D., University of California, Berkeley

Maldonado, José Antonio, Assistant Professor
English 2016
B.A., University of California, Santa Barbara
M.F.A., California State University, Long Beach

McArthur, Judy, Professor
Counselor - Educational Assistance Center (EAC) 2005
B.A., California Lutheran University
M.A., California State University, Northridge

McClurkin, Lawrence R., Professor
Athletics/Health Education/Physical Education 1996
A.A., El Camino College
B.A., California State University, Dominguez Hills
M.A., Azusa Pacific University

McFadden, Deanna, Coordinator / Nurse
Student Health Services 2012
A.S., Modesto Junior College
B.S., California State University, Dominguez Hills
M.S., University of California, Los Angeles
D.N.P., Western University of Health Sciences, Pomona

McPherson, Gaylene, Professor
English 1992
B.S., Kansas State University
M.A., California State University, Sacramento

Melidonis, Arion, Associate Professor
Anthropology 2012
B.A., Rutgers University
Ph.D., Princeton University

Mendez, Patricia, Professor
Early Childhood Education 2001
B.A., M.A., California State University, Northridge

Milán, Cecilia, Professor
Spanish 2004
B.A., Universidad de Cuyo, Argentina
M.A., University of Oregon

Miller, Justin, Professor
Physics 2012
B.S., University of California, Santa Barbara
M.S., California State University, Northridge

Mojica, Leticia, Professor
Counseling - Transfer Center 2006
A.A., Oxnard College
B.A., California State University, Northridge
M.A., Ed.D., California Lutheran University

Moreno-Parsons, Claudia, Assistant Professor
English 2017
B.A., M.A., Brooklyn College, City University of New York
Ph.D., The Graduate Center, City University of New York

Morla, Christine J., Professor
Art 2004
B.A., Loyola Marymount University
M.F.A., Claremont Graduate University

Morris, Robert, Associate Professor
Emergency Medical Technology 2013
A.A., Santa Ana College

Muñoz, Marta, Assistant Professor / Coordinator
Counseling - CalWORKs 2017
A.A., Rio Hondo College
B.A., California State University, Los Angeles
M.A., Azusa Pacific University

Munyantwali, Julius, Assistant Professor
Counseling 2016
B.S., Drexel University
M.S., M.B.A., California Lutheran University

N

Najarian, Raffi G.
Dental Assisting 2018
B.S., University of California Riverside
D.D.S., University of Southern California

Newby, Shannon, Professor
Biology 2005
B.S., University of Washington
Ph.D., State University of New Jersey, Rutgers

Newlow, Della, Professor
Educational Assistance Center (EAC) 2008
B.S., University of Southern California
M.S., California Lutheran University

Newville, Margaret, Professor
Dental Hygiene 2007
B.S., University of South Dakota
M.Ed., Azusa Pacific University

Nicholson, Michael, Assistant Professor
Biology 2016
A.S., Harper College
B.S., M.S., Eastern Illinois University
M.S., Capella University
Ph.D., The Pennsylvania State University

O

O'Neil, Thomas J., Professor
Geology/Oceanography 1976
B.S., Roanoke College
M.S., Louisiana State University

Orange, Leo, Professor / Coordinator
Educational Assistance Center (EAC) 2001
B.S., M.S., California State University, Los Angeles

Ortega, José, Professor
Automotive Body and Fender Repair 1991

Ortiz, Dolores C., Assistant Professor
Sociology 2017
B.A., B.A., University of Southern California
M.A., University of California, Riverside

P

Pinto-Casillas, Mary, Professor
CIS/Computer Applications/Office Technologies 1995
A.A., Oxnard College
B.S., M.S., University of La Verne

Pitones, Juan M., Assistant Professor
Sociology 2016
B.A., M.A., University of California, Riverside

R

Ramirez, Charles, Associate Professor
Counseling 2014
B.A., California State University, Northridge
M.A., Azusa Pacific University

Redding, Jeannette E., Professor
English 2001
B.A., M.A., University of California, Los Angeles

Rivera, Everardo, Professor
Counseling - EOPS/CARE 2005
A.A., Oxnard College
B.A., University of California, Los Angeles
M.S., California Lutheran University

Rodriguez, Anthony, Professor
English 1998
B.A., M.A., Pepperdine University

Ruvalcaba, Lilia, V.R., Professor
Mathematics 2004
A.A., Oxnard College
B.A., M.Ed., University of California, Santa Barbara

S

Sanchez, Luis, JD, LLM
Interim President

Sanchez, Matilde, Professor
English/ESL 1989
B.A., M.A., University of California, Santa Barbara

Sandford, Art, Interim Vice President
Liberal Studies 2015
B.A., California Polytechnic State University,
San Luis Obispo
M.A., California State University, Northridge
Ph.D., University of California, Santa Barbara

Stough, Thomas, Professor / Librarian
Librarian 2000
B.A., Wichita State University
M.L.I.S., University of Oklahoma

Sutton, Karen, Professor
English 2001
A.A., Oxnard College
B.A., California Lutheran University
M.S., California State University, Los Angeles

T

Ta, Jacquelyne, Assistant Professor
Mathematics 2016
B.S., California State University, Northridge
M.S., California State University, Channel Islands

Toy-Palmer, Anna, Assistant Professor
Chemistry 2016
B.S., California State University, Dominguez Hills
M.S., Ph.D., University of California, San Diego

Trefts, Shannon, Counselor
Counseling 2018
A.A., Moorpark College
B.A., Political Science and Sociology,
California State University, Channel Islands
M.S., Counseling & Guidance and Ed.D. Higher
Education Leadership, California Lutheran University

Tudman, Kari, Associate Professor
English 2014
B.A., University of California, Los Angeles
M.S., University of Southern California

V

Vega, Jose, Professor
Counseling 1997
A.A., Oxnard College
B.A., California State University, Northridge
M.S., California Lutheran University

W

Webb, Linda, Assistant Professor
Counseling 2016
B.A., University of California, Riverside
M.A., California State University, Dominguez Hills

Webb, Michael, Professor
Addictive Disorders Studies 2008
B.S., M.P.A., California Lutheran University
D.P.A., University of La Verne

Willers, Renee S., Assistant Professor
English 2016
B.A., Pepperdine University
M.A., Ph.D., Claremont Graduate University

Williams, Richard, Associate Professor
Automotive Technology 2008
A.A., Los Angeles Community College

Wilson-González, Jennifer, Assistant Professor
History 2017
A.A., Mt. San Antonio College
B.A., University of California, Los Angeles
M.A., University of California, Riverside

Wolf, Scott, Associate Professor
Music 2015
B.A., University of California, San Diego
M.M., New England Conservatory
D.M.A., University of Southern California

Y

Yang, Catalina, Professor
Mathematics 2006
B.S., M.S., California State University, Long Beach

Z

Zsarnay, Lois, Assistant Professor
Addictive Disorders Studies 2016
B.S., State University College, Buffalo, New York
M.S., California Lutheran University

Zuniga, Olea, Juan, Assistant Professor
Mathematics 2016
A.A., Oxnard College
B.S., M.S., Cal State University, Channel Islands

Zwaal, Emily, Associate Professor
American Sign Language 2014
B.S., Radford University
M.A., Gallaudet University

Absence from Duty

Faculty members, from time to time, find it necessary to be absent from the College for a variety of reasons. District policy governing absence from duty for certificated personnel is delineated in the agreement between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828, If you are going to be absent, please contact the Division office to report your absence and to discuss the status of your class. (See Substitute Procedures)

Academic Freedom

The College and the District recognize the instructor's right to academic freedom in discussing subjects in the classroom and in research and publishing the results thereof. The District's policy on academic freedom is at:

http://www.vcccd.edu/board_of_trustees/policies_and_procedures.shtml

▸ Go to the **Policies/Procedures** link for the VCCCD Board Policy Manual

▸ Click on **Chapter 4 Academic Affairs** and then click **BP4030 ACADEMIC FREEDOM**

- The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his/her other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- The teacher is entitled to full freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter, which has no relation to his/her subject.
- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community
- Imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public might judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should respect others' opinions, and should make every effort to indicate that he/she is not an institutional spokesperson.

NOTE: The Board approved the preceding statements on academic freedom as a basic policy expression. However, it wishes to further emphasize the responsibility of the teacher to present, to the best of his/her ability, the pros and cons of such controversial ideas as he/she may discuss under this policy, and to use language which is in keeping with accepted contemporary standards in higher education.

Animals on Campus

Per Board Policy 3503, animals are not permitted on VCCCD facilities with the following two exceptions:

- Animals may enter facilities approved by the College President for appropriate educational programs.
- Animals may be in facilities for use as service animals for qualified individuals with disabilities. The District is committed to ensuring that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and that the District does not discriminate on the basis of disability.

Comfort animals are not permitted in District facilities.

Attendance Reporting & Accounting

Instructions related to student record keeping, including attendance reporting and accounting and grade submission are included in the back of this Faculty Handbook. Please also watch your mailbox and email for this important information.

During the first week of class, the waitlist is still active in Banner.

The census date is located on the faculty member's Summary Class Roster, top left-hand side.

Enrollment activities are generally confusing under the best of circumstances so every effort should be made to keep an accurate record of who is attending classes and who is enrolled. Ideally, the two sets of records will correspond; if they do not, please identify discrepancies and take appropriate action. Please check the Faculty Portal to verify if a student is active on the roster (RE, RW in status column - D code indicates student is inactive).

Students adding a class should be given an add code. Instructors are encouraged to accept students as long as the class capacity has not been reached with students actively enrolled. A student who misses the first day of scheduled class and has not contacted the instructor should be dropped as a "no show" to make room for students wanting to add.

Faculty should check their course roster online every day during the first three weeks of class. Only students who are officially registered are allowed to be in class.

It is the faculty member's responsibility to drop all no-shows prior to the census date.

Withdrawal from class is primarily the student's responsibility. However, an instructor has the prerogative of initiating the withdrawal at any time the attendance record suggests a cessation of active enrollment. The withdrawal can be made at any time an instructor desires up to 75% of class meetings or prior to the census period. It is easier to reinstate a student who was dropped in error than to go through a change-of-grade petitioning procedure after a mandatory "F" has been recorded. Faculty may use the faculty website to drop a student. (*https://ac-count.vcccd.edu*).

Oxnard College Distance Education Drop Policy

The *Oxnard College General Catalog* states, "Absence for any reason does not relieve the student from the responsibility of completing all class requirements. It is also the responsibility of students . . . to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled.

When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g., absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may drop such student from the class and record a grade in accordance with the policy for dropping a course."

For **Distance Education** classes, specifically those that are *100% online*, the drop policies of the individual instructor (as stated in the syllabus and/or the college's drop policy) may vary but must be based upon the following:

- All students are expected to attend the online class regularly, for a minimum number of hours and/or to complete a minimum number of assignments or quizzes as determined by the instructor.
- Students enrolled in online classes must regularly login and actively and substantively participate or they may be considered non-participatory and thus may be dropped.
- Although it is the responsibility of the student to withdraw from a class, the instructor also has the authority to drop a student for lack of active, substantive participation. The instructor is not required to notify the student after having provided students with the drop policy in the course syllabus.

Business Tools

Almost all forms faculty would needs are available behind the **MyVCCCD** portal (best accessed through the Oxnard College website at https://www.oxnardcollege.edu/.
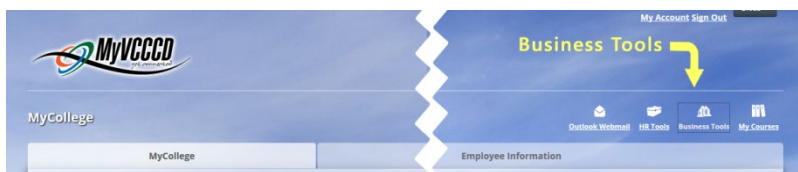
Business Tools is located in the upper right of the MyVCCCD portal home page. You may have to sign in again for Office 365.

Forms on Accounting, Employee Travel, Grants, IT, Banner, Payroll, Parking, Purchasing, Risk Management, Accidents and Field Trips are here. Scroll down to find the desired Sub-category, along with instructions.

Children on Campus

Per Board Policy and Administrative Procedure 3504, all children must be accompanied by an adult while on campus, unless enrolled in a college sponsored program or activity. Children are not allowed in the classroom or in the worksite and are not to be left unattended in any campus facility. Children may not be present at an employee's worksite.

Only enrolled students may be present in classrooms or lab facilities. Children may not attend class, or class activities such as field trips, along with enrolled students.

Children may not be present at an employee's work site during a staff member's assigned work hours. This does not preclude short visits when the child is accompanied by an adult. College employees must advise students that it is a violation of college policy to allow children in the classroom. Students who do not comply with a request to remove dependent children from class will be dealt with in accordance with the Standards of Student Conduct and Disciplinary Action.

College employees and students are not allowed to leave unattended children on campus. Staff or students who observe children who appear to be unattended should contact Campus Police. Campus Police staff will handle the matter in accordance with appropriate State of California education and penal codes.

Computer & Network Use

(Administrative Procedure 3720, addressing Computer and Network Use, as approved by the Board in August 2009)

In keeping with its mission, the District provides computing resources to members of the District community. The computers, networks, and computing facilities made available by the District for students, faculty, and staff use are the property of the Ventura County Community College District, and are provided for the completion of academic requirements, scholarships, and District business. Use of these resources is a privilege, and may not be used by any person without the proper authorization of the District.

This procedure applies to all District students, faculty, staff, and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes desktop computers, laptop computers, servers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

The principal concern of this responsible use policy is the effective and efficient use of information technology resources. This policy is intended to ensure:

1) The integrity, reliability, and good performance of College resources;
2) The resource-user community operates according to established policies and applicable laws;
3) These resources are used for their intended purposes; and
4) Appropriate measures are in place to assure the administrative procedure is honored.

This administrative procedure is intended to promote and encourage responsible use while minimizing the potential for misuse, and avoiding imposition of broad-based restrictions on all users.

This administrative procedure is not intended to prevent or prohibit the sanctioned use of campus resources as required to meet Oxnard College core values, mission and academic and administrative purposes. The above is intended a summation of VCCCD Computer and Network Use Agreement. The entire administrative procedure may be viewed on-line at:

http://www.vcccd.edu/departments/information_technology/agreement.shtml

Additional information on this policy may be obtained from the District Information Technology Office at (805) 652-7777.

Course Syllabus

Course information provided to students at the beginning of the semester should include grading information, required textbooks, the quiz or examination schedule with particular emphasis given to the date and time of the final exam, a schedule of reading assignments and general topics considered, and instructor availability for consultation.

All course syllabi must also include the Student Learning Outcomes associated with that course. All current course SLOs are handled within *eLumen.* If office hours are given to students in the syllabus, they should correspond to the hours posted in the division.

Faculty must submit a copy of their syllabus electronically for each course to their respective Dean's office by the end of the first week of class. This allows the College to remain compliant with Articulation and Accreditation requirements. As well, in case of a grievance, the course syllabus may be used as evidence.

Curriculum Development & Evaluation

For complete information, forms, and guidance in curriculum development please go to the Oxnard College Website at *Curriculum Forms & Information.*
(*https://www.oxnardcollege.edu/committees/curriculum-committee*)

Here you will find the Curriculum Handbook and other guidelines. In Fall of 2109, the college will be transitioning from **CurricUNET** to *CourseLeaf* for its curriculum data and workflow application.

Curriculum development is a primary responsibility of the College faculty and may be included as one of the instruction related student support service activities required in the AFT contract. Suggestions for new courses or revisions to existing courses may be initiated by any number of sources: students, faculty, administration, advisory committees or members of the community. However, any new or revised course must be prepared by a member of the College faculty.

Preparation of a new or revised course involves the faculty member in a process that is a mixture of research, creativity and paperwork. The content of the course has to satisfy criteria established by departments and divisions, the College, the District and the state. Title 5 standards require specificity in the preparation of course outlines. Copies of these standards should be carefully reviewed before beginning the development of a course.

With few exceptions, General Education courses are expected to articulate at the baccalaureate level in order to be associate degree appropriate courses. The faculty member preparing a proposal should be prepared to support such articulation possibilities by identifying comparable lower division courses at several CSU and/or UC campuses. Faculty members developing new or substantially revised courses may wish to consult with Shannon Davis, College Articulation Officer.

All new and revised courses must be approved by the Department, the Curriculum Committee and the District Governing Board before they can be offered. In this instance, a course revision constitutes a change in title, catalog description, unit value, and repeatability information. Other revisions simply require department and Curriculum Committee approval.

Distance Education

Policy Guidelines & Regular Effective Contact

For more detailed information regarding teaching online see the Distance Education Handbook at *Distance Education:*

(*https://www.oxnardcollege.edu/committees/curriculum-committee/distance-education*)

Each instructor is required to drop all students who fail to attend the first meeting of a class if they have not made prior arrangements with that instructor, and may drop students who arrive late at the first meeting of a class or who fail to attend the second meeting if they have not made prior arrangements with that instructor.

Each instructor is required to drop all students who become nonparticipants by the census date. (Contact the Registration Office.) After the census date and before the final drop deadline for the class, each instructor has the option of dropping students who, in his or her judgment, become inactive in class.

What This Means for Distance Education

It is essential for online and hybrid instructors to create a coherent and well-defined course drop policy and to articulate this in the initial email and welcome letter sent to the students prior to the course start date as well as in the online course syllabus.

Establishing a Drop Policy

- Create a course **Check-In Procedure**, such as a discussion forum, an introductory email that students send to the class, or a self-assessment. Simply having the student login for the first day of class is not enough. **New Federal guidelines to prevent financial aid fraud state that student logins no longer count as participation.**

- State the **last day for Check-In** to occur. For example – the second or third day after the course begins.

- Require students to complete *ALL* assignments in the first learning unit by the due date.

- Be specific as to the **exact day, date and time of your drop deadline**. Include time zone information (e.g. PST/EST) so that there is minimal confusion for students.

Frequency & Timeliness of Interactions

- Maintain an active daily presence, particularly during the first few weeks of a course.
- Establish guidelines for frequency of contact, and define what interactions a student can expect each week and the average time commitment required of students.
- Communicate response time for student questions/inquiries and assignment feedback (e.g. 1-2 instructional days.)
- Give frequent and substantive feedback throughout the course.

Expectations for Interactions

- Specify course policy regarding frequency and timeliness of all contact initiated by the instructor in the syllabus.
- Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.) in the syllabus.
- Outline and explain netiquette in initial course documents.
- Clarify important dates, such as assignment and assessment deadlines, not only in the beginning but also throughout the course.

Types of Regular Effective Contact

Instructor — Student Interaction:

Course announcements
Messaging via the LMS
Personalized feedback
Discussion boards
Chat/IM
Social media such as Twitter
Videoconferencing/Skype

Student — Student Interaction:

Messaging via the LMS
Discussion boards
Chat/IM
Collaborative projects: group blogs, wikis, audio or video presentations

EMERGENCY PROCEDURES

In case of fire or other emergency during school hours, call the Oxnard Campus police at Extension 5805.

After hours, call (805) 678-5805. Give your name and extension number. Describe the nature and location of the emergency. Remain in the immediate area of the emergency until the appropriate personnel arrive. Emergency procedures are posted in each classroom.

Evaluation of Academic Employees

Periodic faculty evaluations are directed toward improvement of instruction and serve both guidance and administrative functions. In the former case, evaluation upgrades instruction through professional counseling on job performance and services to identify standards and conditions of professional service. Administratively, periodic evaluation provides a record of the quality of each staff member's service. In compliance with the State Education Code, each full time instructor shall be evaluated at least once every six semesters, after initial evaluation during the tenure review process. After initial evaluation during the first semester of employment with the District, part time instructors shall be evaluated at least every six semesters thereafter.

Guidelines for the evaluation of academic employees are set forth in the collective bargaining agreement. The criteria upon which faculty members will be evaluated (Article 12.2) are as follows:

12.2.A. Classroom Teaching Faculty

1) Continuing professional development in subject areas of assignment.
2) Current curriculum preparation for courses assigned.
3) Complete and timely preparation for classes taught.
4) Class objectives being achieved.
5) Class meetings held as scheduled.
6) Necessary administrative paperwork processed in a timely, accurate, and appropriate manner.
7) Colleagues and staff treated in a professional manner.
8) Students treated with respect and sensitivity.
9) Progress toward self-determined individual instructional and developmental goals.
10) For contract faculty only: participation in college-wide and instruction related/student support activities, in accordance with Section 5.2A(3).
11) For contract faculty only: participation in division and departmental activities.

12.2.B. Non-Classroom Teaching Faculty

1) Continuing professional development in subject areas of assignment.
2) Current preparation for service assignment.
3) Service assignment objectives being achieved.
4) Students treated with respect and sensitivity.
5) Colleagues, staff and public treated in a professional manner.
6) Necessary paperwork processed in a timely, accurate and appropriate manner.
7) Appointments and work assignments held as scheduled.
8) Progress toward self-determined individual work assignment and professional goals.
9) For contract faculty only: participation in college-wide and instruction related/student support activities, in accordance with Section 5.3D.
10) For contract faculty only: participation in division and departmental activities.

Field Trips & Alternate Class Sites

Various forms are available behind the **MyVCCCD** portal (best accessed through the Oxnard College website at *https://www.oxnardcollege.edu/.*
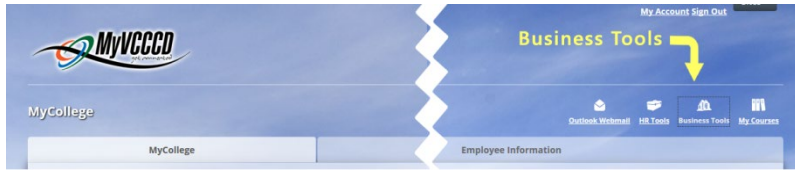
You may have to sign in again for Office 365....

Scroll down to the subcategory **Sub-category: Student Field Trips/Excursions**.

You will find instructions, forms and waivers necessary for field trips. The actual form must be filed with the Dean/Director at least **10** business days before the activity date.

Grading System

Visit the Faculty portal (*http://my.vcccd.edu*) to enter your final grades and/or positive attendance hours, check your class schedule, view/download your class roster, and enter instructor drops. "Early Alert Reporting" is available through the seventh week of the semester. Grades must be submitted within two working days of the course final.

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

Symbol	Grade	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass	
NP	No pass	
I	Incomplete (I, plus grade default + B, C, D, F, NP—computer generated)	

Plus (+) and minus (-) grades are *not* used.

In addition, the following non-evaluative symbols have been administratively assigned:

RD   **Report delayed** - Instructor has not posted grades

W   **Withdrawal** - Student/Faculty/Administrative drops

EW   **Excused Withdrawal:** An Excused Withdrawal (EW) is a non-evaluated symbol used to permit a student to withdraw from a course for reasons beyond their control. It may be requested by the student at any time during the semester (effective January 2018) and no later than three

(3) years after the term in which the course was taken. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. Check with the Admissions and Records Office for the specific requirements and procedures.

MW   **Military Withdrawal** - A Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Military Withdrawal is assigned in Admissions and Records after documentation is presented.

Definitions of these terms may be found in the College Catalog. Please refer to the catalog for other grading-related issues as well, including withdrawal from class, pass/no pass options, grade changes, course repetition, academic renewal without course repetition, credit by examination, and credit for military service.

The Oxnard College Catalog can be found at: College Catalog (*https://www.oxnardcollege.edu/apply-and-enroll/college-catalog*)

Suggestions for avoiding grade appeals include the following:

Explanation of Grading
- A syllabus is required for all courses, although the format is not uniform and is at the discretion of the individual faculty member. The Academic Senate and the Office of Student Learning urge that all instructors fully inform students of the manner of their evaluation, as well as the course requirements and assignments at the start of each semester. Typically, a syllabus is combined with oral explanations at the first class meeting. Instructors should clearly communicate how the various components of the course will be used to determine a final grade and what policies, if any, will be followed on attendance, participation, homework, make-ups, extra credit, and the like. Neither the College nor the Academic Senate intends to intrude on the instructor's prerogative, but students must be given an opportunity to understand the rules under which they are to operate. All faculty must submit a copy of each course syllabus each semester to their respective Dean's offices. The syllabus is required for meeting Articulation Agreements and Accreditation Standards.

Changing Requirements in Mid-Stream -
It is possible, due to unforeseen circumstances, that an alteration of assignments or the basis for grading may be necessary. In such cases, it is critical that a clear explanation is given as to how the change will affect grading and why the change is necessary. Particular care should be taken to avoid giving the impression that the change is arbitrary, frivolous, or irresponsible. Needless to say, such changes should be kept to an absolute minimum.

Record Keeping and Availability
- One of the most frequent causes for grade complaints stems from a situation in which an instructor is unwilling or unable to explain grades or has not returned papers. Faculty are urged to keep complete records for a sufficient length of time to be available for review in the event of a dispute.

Positive Attendance courses meet less than 5 times in a semester, are open entry/open exit, or have an irregular meeting pattern. Attendance hours must be recorded and totaled at the end of the semester and submitted with the course grade on your Final Grade Roster on the WEB. If a student drops your course and does not appear on your final grade roster, please submit hours of attendance for each of these students to Admissions and Records for state reporting.

Use of the Incomplete - Students who are at the end of a term and have failed to complete the required academic work of a course because of an unforeseeable emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records. The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages. The student does not re-enroll in the class.

Cheating - It is the policy of the VCCCD that an instructor has both the responsibility and authority for dealing with cheating or academic dishonesty. Actions taken by an instructor may include a failing grade on an assignment, which may result in a failing grade in a class. However, a faculty member may not fail a student based on a single incident of verified cheating. All instances of cheating should be reported to the Vice President of Student Development so that appropriate action may be taken for violation of the Student Code of Conduct. Such measures are separate from the grade assigned for cheating or plagiarism on an assignment.

Faculty has the responsibility both before and during exams to take measures to ensure that cheating is discouraged and detected if it occurs.

Waitlists - Fall/Spring – The Waitlist process will remain active through the first week of the semester for primary terms (summer may differ). Add authorization codes will be available on Monday of the second week for full-term courses. Students should use online registration to enter a course with an add authorization code, and faculty are strongly encouraged to check their rosters daily during the first three weeks to ensure that only officially enrolled students are sitting in class.

Guest Speakers

It is recognized that using appropriate guest speakers to provide various points of view may enhance educational programs. Instructors inviting guest classroom speakers carry the same obligation for creating a balance and responsible presentation of controversial issues, while a guest speaker may represent one point of view, it is the instructor's responsibility to balance the speaker's presentation within the context of the total course. Guest speakers invited to speak at the College in other than a classroom setting must be approved in advance by the President or designated authorities.

Keys

Keys for Oxnard College facilities will only be issued according to the following:

- All keys will be issued and distributed by Maintenance and Operations (M&O).
- All employees will fill out a Key Request form and submit to M&O, after obtaining the division dean's signature. A separate form is required for each key requested. A key control card must be signed by the employee at the time keys are issued. No key shall be issued until this control card has been completed and signed. The key control cards will be used to keep a record of all keys that have been issued.

- Under no circumstances will keys be issued or given to a student or to any person who has not checked the keys out as directed by this policy.
- All keys will be returned to M&O at the end of the employee's assignment or when no longer needed.

All persons who have been issued keys must conform to the following guidelines:
- *Keys may not be duplicated under any circumstances.*
- When a change of assignment or responsibility eliminates the need for a specific key, the employee will return that key to the M&O and sign off on the key control card, indicating the key has been returned.
- Employees will assume responsibility for the security of all keys issued to them. All lost or stolen keys must be reported immediately to the Campus Police or M&O in person or by telephone. The employee must complete a lost key report in person as soon as possible.
- When keys are reported lost or stolen, the division Dean or Manager must determine the appropriate action to take. Security concerns should be reported to the respective Dean or the Vice President of Business Services.

Lost, Stolen or Damaged Property

The following policy establishes the reporting procedures of College/District-owned or an employee's personal property that has been stolen, lost or damaged. This procedure puts the responsibility for reviewing the claim and assuring that the property documentation is complete in the hands of the Business Services Office at each campus. It also requires a review by the employee's supervisor prior to submission.

To File a Claim
1) All claims are initially filed with the Business Services Office at each campus, which will forward complete documentation to the District Administration Center Risk Manager.
2) The department or individual with the loss should complete a Report of Stolen, Damaged or Lost Property form and submit it within 15 calendar days of the incident.
3) If the loss is reported to the campus or local police, obtain and attach the police report to the Report of Loss form.
4) The individual and immediate supervisor must sign the Report of Loss form.

Reimbursement Policy
1) To obtain reimbursement for lost or damaged personal property, written prior approval for use must be obtained from the College.
2) Personal insurance should be the first recourse for reimbursement of personal property losses.
3) The burden of proof of loss of personal property is with the employee claiming a loss.
4) All reimbursements to the campus, department or individual, from our self-insurance reserve, or settlement with the insurance company, will be in accordance with Board Policy and agreements with the SEIU and AFT.

Office Hours

Students should be notified of the times when instructors are available for consultation; therefore office hours should be announced early in the class and included in the class syllabus. If office hours are given to students, they should correspond to the hours posted in the division and/or on your office door. When hours will not be met as scheduled, faculty are urged to notify the appropriate administrative assistant. Faculty are encouraged to hold 1-2 hours each week in the Library Learning Resource Center (LLRC). Please coordinate your planned times with the Library Learning Resource Center.

Prevention of Sexual Harassment for Students, Faculty & Staff

All forms of harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other harassment and discrimination, including that which is based on any of the following statuses: ethnic group identification, race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, veteran status, marital status, sex or gender, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment and discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment and discrimination or for participating in a harassment or discrimination investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Chancellor or her designee shall ensure that the institution undertakes education and training activities to counter harassment or discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor or her designee shall establish procedures that define harassment on campus. The Chancellor or her designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Professional Conduct

All members of the Oxnard College community, including faculty, classified employees, administrators, and student workers, have their vital functions to perform. While those functions are connected with qualifications gained through study, training, and experience, they are all crucial to the operation of an institution which claims to teach, accredit, and serve community interests and needs, and to render legal and ethical accountability to those who support it—the citizens of the State of California.

However precise the lines of authority and diverse the functions of the College's personnel, the individual men and women who serve in the institution are equal. Each deserves the respect of all as a human being, independent of function. Moreover, since there are means and established procedures for evaluating performance, each deserves equal and professional treatment as a human being, regardless of race, sex, class, background, ethnicity, religion, job specifications, or level of performance.

This means that we are all expected to behave professionally in respect to one another. Professional behavior in the workplace means:

1) Treating one another with courtesy in speech and actions and respecting sensitivities whenever and wherever possible;
2) Refraining from reacting unprofessionally when the conduct of others falls below these norms;
3) Tolerating the diversity of beliefs, ideas, practices, and styles of one another, whether to our personal liking or not;
4) Extending the principle of giving the benefit of doubt, wherever possible, when conflicting perceptions and situations arise; and
5) Respecting the workplace of each individual whether private, public, or whether defined physically and conceptually or not.

Professional conduct in a context wherein all employees are equally valuable to the mission of the whole takes for granted that each individual dedicates himself/herself to the conscientious and expeditious fulfillment of assigned duties and assumes that we all appreciate the dignity of labor of whatever kind.

Professional Development Days

Professional Development days are designed to provide professional development for faculty and staff. Consult the VCCCD Instructional Calendar for 2019-2020 located on the front inside page of this handbook. Faculty members will enter into flex day contracts in accordance with the collective bargaining agreement; those contracts will reside in the appropriate managers' offices.

Smoking Policy

In response to requests from all segments of the campus community, the VCCCD Board of Trustees has approved a "no smoking" policy, which is currently in effect. (Board Policy Manual, BP 6810, adopted 12/11) It reads, "In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional programmatic, or official District or College function, in all District vehicles, in all District buildings, and within 20 feet of the exit or entrance of any building."

Oxnard College is a Smoke Free Campus. Smoking is prohibited in all College buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances and all open areas. Smoking is permitted only in campus parking lots. All smoking materials including cigarettes, cigars, pipes, and any other apparatus used to smoke organic and non-organic materials must be extinguished and properly disposed of in the designated receptacles located in the parking lots before entering our smoke free campus. Smoking Cessation Counseling and Patches are available free at the Student Health Center.

Smoking Enforcement:

- First time offenders will be informed of the regulation
- Repeat offenders who are **students:** the Vice President of Student Development will be notified
- Repeat offenders who are **employees**: the Dean of their division will be notified

Student Conduct & Discipline

VCCCD has high standards for student conduct, and appropriate procedures for student discipline. The purpose of these standards is to ensure a safe, respectful and productive learning environment for VCCCD students, staff, faculty and administrators. In order for the colleges and the District to fulfill their mission of student learning achievement, all employees must feel secure in their work setting. Student conduct that negatively impacts the ability of students to meet their educational goals or employees to carry out their professional job responsibilities will be subject to the terms of this procedure (source: VCCCD AP 5500: Student Conduct).

For the complete list of specific expectations for student conduct, visit the Ventura County Community College District website at: *Policies and Procedures* and choose **Chapter 5 Student Services**, then down to **BP 5500 STANDARDS OF CONDUCT**.

For a complete explanation of your rights and responsibilities in disciplining students, again go to *Policies and Procedures,* then scroll a bit further down **to BP 5520 STUDENT DISCIPLINE PROCEDURES.**

Please note that it takes an action of the Board to expel a student; your main forms of discipline are warnings, asking a student to leave class (in which case it is highly advisable to report the conduct in question to your Dean), and asking your Dean to warn the student either in person or in writing.

For student misconduct, complete the online *BIT Reporting Form* which will be submitted to the Behavioral Intervention Team on campus who will assess the situation and follow-up with you.

Substitute Procedures

- When a full-time instructor is absent, the Division Dean/Director's office is to be notified.
- When a part-time instructor is absent, the Division Dean/Director's office and the Switchboard Operator should be notified.
- If time permits, a certified substitute instructor will be obtained from a list of instructors who either teach part-time or are available for substitution. A full-time faculty member may be used, providing there is no conflict with a current teaching schedule. The District Employee Absentee Report should be kept updated as the month progresses and submitted to the appropriate division office at the end of each month. The hours and cause of each absence must be noted according to the codes on the form.
- The Faculty Absence and Notice of Substitution Form is then forwarded to Payroll.

Teaching Controversial Subjects

Citizens in a free society should be afforded the opportunity to examine varying points of view regarding the major issues presented to them. In the discussion of controversial issues, the colleges of the District shall provide suitable learning materials and the relevant data in an atmosphere of objectivity and respect for others that will ensure balanced presentations of these subjects.

Textbook Adoption

Basic Textbook - The instructional staff within a division, both day and evening, will be responsible for selecting and recommending to their divisional deans basic instructional materials which are required for a specific course. A faculty member obtains textbook adoption guidelines from the divisional office or the Bookstore. Adoptions should be completed online on the bookstore website by the designated deadline date and confirmations should be forwarded to the division dean.

In some courses, it may be preferable that the same basic instructional materials be used in all sections of the course. Consideration should be given to the right of the instructor to select supplemental materials in keeping with the stated objectives of the courses he/she teaches. Basic instructional materials that are required for a basic course should be kept to a minimum.

Since the best available books and instructional materials should be used, instructors are encouraged to recommend changes whenever they are convinced that better books and materials are available. Changes requested after the textbooks have been ordered are subject to bookstore manager and division approval.

Whenever changes in editions or revisions occur in currently adopted textbooks and the newer version is preferred for use, the old adoption must be canceled and the new edition recommended. All divisions must follow this procedure in order to maintain an accurate master file of adopted textbooks currently in use. When a text has been approved for adoption, instructors and/or divisional deans are responsible for placing orders with the bookstore by the designated deadline date.

Faculty should refrain from any practice which could be viewed as entrepreneurial in nature. An example of this is making copies of materials and then personally selling the compiled materials to students for cash. All handbooks or compilations should be sold through the bookstore. This is imperative to not only avoid the perception of impropriety and/or profiting from students, but also to avoid violation of copyright laws.

Supplementary Textbooks - In addition to the basic text required for a specific course, a faculty member may request supplementary texts, which are considered as instructional supplements integrated into the instructional program. Whether or not students are required to purchase the supplementary texts, it is the instructor's responsibility to see that the materials are available to students. The ordering procedure for supplementary texts is the same as for regular textbooks. When a supplemental text is discontinued, the faculty member should promptly inform the bookstore.

Book Orders – It is important for faculty to submit their book orders (sometimes called "adoptions") in a timely manner. Students who are engaged (have and use required materials) are more successful. One critical factor effecting student willingness to acquire needed materials is price. Established deadlines are set in order to maximize the bookstore's ability to source lower priced used books, as well as pay students a higher value during buyback. Oxnard College also has an obligation under the Higher Education Opportunity Act to post complete book information online by the time registration begins. Your role is critical. Thank you in advance for submitting your adoptions on time.

Online Bookstore: https://www.facultyenlight.com/?storeNbr=8101.

Transportation

All uses of college transportation must be for college business. Prior to being scheduled, use of District-owned vehicles must be approved by the appropriate management personnel. Use of District vehicles is generally scheduled on a first-come, first-serve basis, but the District reserves the right to cancel any reservation on the basis of a greater need. Cancellations are exceptional, however, and will not be made without prior consultation with the person holding the reservation.

The use of College vehicles is preferred to use of private cars; however, mileage reimbursement for private vehicles may be authorized if District transportation is not available. In order to reserve a vehicle, the College's Transportation Request Form, fully completed and authorized by the appropriate supervisor, must be received in the M&O office. Vehicles will be issued only to authorized personnel who are appropriately licensed. Valid license must be shown when checking out vehicle keys. Students must have DMV printout and be accompanied by a faculty member.

Travel

The employee authorized to travel is responsible for complying with State statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses and adhering to all VCCCD policies, regulations and procedures related to travel by employees.

Employee Travel & Meeting Expenses

Employees are expected to exercise prudent judgment in incurring travel expenses. It is the District's policy to reimburse employees out-of-pocket and direct expenses incurred while traveling on official District business. Expenses will be reimbursed in accordance with VCCCD Board Policy Manual and VCCCD Administrative Procedures 6336 and 6337, and that are evidenced by itemized receipts (must include date of transaction and vendor name). Meal expenses follow the per diem limits and do not require an itemized receipt, unless purchased with a procurement card.

I.   AUTHORIZATION TO TRAVEL

Travel Request form (Form No. 14001) must be approved in advance by the appropriate College President or designee, or Vice Chancellor or designee in order to receive authorization to travel. See **Business Tools** (behind the MyVCCCD portal) for more information on where to get the appropriate forms.

II.   ENCUMBERING FUNDS

1) To ensure funds are available at the completion of travel, funds will be encumbered, in advance, based on the estimated total cost of the travel calculated on Form No. 14001.

2) Funds will be encumbered at each College against the budgeted funding source indicated on Form No. 14001.

3) The Travel Request form should indicate the method of transportation (airfare, mileage for use of personal vehicle, car rental, etc.) with estimated amounts indicated in the "Estimated Expenses" column.

4) All travel must be approved and encumbered in Banner prior to making any travel arrangements.

5) Travel with no cost to the District is not required to be encumbered in Banner.

III. ALLOWABLE TRAVEL EXPENSES

A. Meals

Employees may be reimbursed for actual out-of-pocket expenses at the District's current rates.

1) Reimbursement for the cost of meals consumed as part of approved travel will be based on actual costs, and limited to $25 per meal with a maximum daily limit of $55, inclusive of all taxes and gratuity (gratuity must not exceed 15%). Meal purchases made with procurement cards must be evidenced by an itemized receipt (must include date of transaction and vendor name). All other meal expenses within the per diem limits do not require an itemized receipt.

2) When a meal is offered at an additional cost (not included in registration fee) that exceeds the maximum meal limit of $25.00, and is considered part of the conference/workshop, those amounts will supersede the meal limit rates and be allowed.

3) When the request for reimbursement of meals exceeds the maximum limits, a written justification is required with approval by the College President or designee for College staff, or Chancellor or designee for District Administrative Center staff.

4) The purchase of alcohol is not a reimbursable travel expense.

B. Transportation

All travel by public conveyance shall be at the lowest available fare

1. Mileage: Mileage incurred in conjunction with other travel expenses should be claimed on a Travel Request form. Reimbursement for mileage with no other associated expenses shall be claimed on a Mileage Reimbursement Claim form (Form No. 14002). Mileage reimbursement shall be allowed from an employee's official work site or official residence, whichever is less. Reimbursement for private auto mileage will be at the current reimbursement rate identified by the Internal Revenue Service. Employees electing to drive to a conference may be compensated the lower of mileage reimbursement or an amount equivalent to the lowest available airfare, car rental or other applicable costs. When more than one employee is attending a meeting, conference, or conducting business travel, employees shall be encouraged to carpool. Only the owner/driver of the vehicle will be reimbursed mileage. Employees traveling between multiple assigned work locations will not be reimbursed mileage.

2. Air Travel: Air transportation shall be by the least expensive class. Travel by non-commercial airplane is not permitted. Incidental expenses such as long-term parking, shuttle and taxi fares (including tips not exceeding 15%), will be reimbursed at actual cost as evidenced by itemized receipts.

IV.   UNALLOWABLE TRAVEL EXPENSES

(this list is intended to be illustrative and not all inclusive)

- Purchase of alcohol
- Tips for baggage handling, concierge, maid service
- Personal telephone calls
- In-room Internet connectivity charge where there is no business need
- Additional days lodging costs when there is no business need
- Personal sundry items (toiletries, clothing)
- Spouse or family member's travel costs
- Pay-for-view movies in hotel/motel room
- Traffic citations, parking tickets and other fines

V.   TRAVEL EXPENSE ADVANCES

Travel advances to employees for approved travel for anticipated out-of-pocket expenses are available. Direct payment to vendors for associated costs may also be requested prior to the actual travel.

A.   Allowable Advances

1) Pre-payment of registration fees, lodging and commercial carrier travel to a vendor may be requested and in fact is encouraged in order to take advantage of any fee discounts and to secure space for the traveler.

2) An advance to an employee for approved travel may be requested to cover anticipated out-of-pocket expenses, with the exception of mileage as noted #3 below.

3) Estimated mileage reimbursement may not be requested as an advance to the employee.

B.   Requesting an Advance

1) To request an advance to a vendor or employee, the Estimated Expenses column and the Advance Payment Request box on the Travel Request Form No. 14001 must be completed.

2) The Travel Request form must be signed by the Division/Budget Manager and approved by the Vice President or designee for the Colleges, or the Vice Chancellor or designee for District Administrative Center.

3) Authorized Travel Request forms must be received the District Administrative Center at least 15 days in advance of the date of travel or payment deadline (this includes any processing time required by the College Fiscal Services Department).

4) Employees may not use approved but unspent advance funds towards a different approved travel, or to reimburse oneself for business mileage. Each Travel Request form must be closed out and any remaining advanced funds returned intact.

5) Employees may not transfer unspent advance funds to another VCCCD employee who is also traveling to the same sponsored event. Each Travel Request form must be closed out and any remaining advanced funds returned intact.

VI. FINAL REPORTING/EXPENSE REIMBURSEMENTS

A. Procedure

1) In order to certify costs and reimbursements for out-of-pocket expenses, the approved "Travel Request" form must be submitted after completion of travel (even if additional reimbursement is not requested). Travelers must provide an adequate accounting or substantiation of their actual travel related expenses.

2) The Actual Expenses columns of the Travel Request form must be completed and signed by the claimant and approved by the College Vice President or designee for College staff travel, or by the Vice Chancellor or designee for District Administrative Center staff travel.

3) Claims should be submitted to the District Administrative Center no later than 15 calendar days following the completion of travel (this includes any processing time required by the College Fiscal Services Department).

4) Cancellations and refunds are the responsibility of the employee. The District is not responsible for payment of ticket penalties or non-refundable fees when cancellation or change of trip occurs through no fault of the District.

INTERNATIONAL TRAVEL

The Ventura County Community College District recognizes the need for international travel and related expenses in connection with District/College business, training, instruction or presentations. International travel covers all destinations outside the Continental United States. The purpose of International travel must clearly support and is directly linked to the requestor's role at VCCCD and should result in a net benefit to students or programs authorized by the College.

Completion of the VCCCD Authorization for International Travel (form 14041) form must be submitted no later than 90 days prior to making travel arrangements, this allows for appropriate approval of the College President, Chancellor, and Board of Trustees. If District funds are being utilized for the International travel, employee must also submit District-wide Form No. 14001, VCCCD Travel Request form. Employees, who obtain approval for international travel, MUST not travel to countries for which a travel advisory has been issued by the State Department of the United States. It is the employee's responsibility to contact the State Department to obtain a list of current advisories at: Travel.State.Gov.

Faculty Resources

Educational Assistance Center

The Educational Assistance Center (EAC) works to meet accessibility requirements of federal and state law related to persons with disabilities. EAC promotes the educational and vocational potential of students with mobility, visual, hearing, speech, learning, acquired brain injuries, developmental, or other disabilities by total integration into the mainstream of college life.

Special instruction for students with verified disabilities includes basic reading, spelling, math, vocabulary development, improving written language skills, and memory.

Support services, based on educational limitations are designed to promote success in integrated campus classes. Note takers, tutorial groups, interpreters for deaf studies, and computer access are available to students with disabilities to use for the special benefits of technology and computer-assisted instruction. Specific adaptive equipment includes screen readers, enlarged print, speech synthesizers, keyboard adaptations, optical character recognition and voice-activated computers. Assistive technology is also available in the library and in other campus computer labs. For more information stop by the Student Services Building or call (805) 678-5830 or FAX (805) 678-5928.

Electronic Communication

Each faculty is provided with a district email account and it is expected that this account will be used for all digital communication relating to the workplace. VCCCD maintains a secure environment that meets federal and state standards regarding digital communication, for the protection of faculty and students alike.

Faculty Resource Center

The Facility

The Faculty Resource Center (FRC) is located in Condor Hall Room 334. It is a technology-rich environment created for use by full- and part-time faculty, staff, and administrators. It houses several computer workstations, a high-speed scanner, and a high-quality laser printer. The FRC is intended to help enhance teaching methods, support distance learning, and provide professional development. It also serves as a place where faculty can meet formally or informally to share ideas, lower barriers between disciplines, form learning communities, and promote innovation. Instructional Support Services (ISS) is currently located on the second floor of the Administration Building. ISS administers the Center and is available to assist faculty in discovering, exploring, sharing, developing, and utilizing technologies.

Policies

I. General Use of the Facility
The FRC is open for use by all Oxnard College faculty, staff, and administrators. Users of the FRC are responsible for their personal possessions. Oxnard College is not responsible for personal items that are lost, stolen, or damaged; please refer to the Faculty Handbook for policies and procedures regarding lost, stolen, or damaged personal property. If you see unauthorized personnel, unauthorized activity, or unaccompanied students in the FRC, please inform campus police at extension 5805 (or 805-678-5805).

II. Access

The FRC should be accessible and open at all times. If the door to the FRC is closed, please contact campus police at extension 5805 (or 805-678-5805).

III. Computer Use

FRC users must log onto FRC computers using their portal ID and password. Instructions on how to do so are available in the FRC. FRC users are permitted to save files to local hard drives temporarily and at their own risk. *Instructional Support Services or IT Services may delete files on the computers at any time and without warning.* Instructional Technology and Oxnard College are not responsible for files that are lost, stolen, or deleted. FRC users are encouraged to back up their files with portable/flash drives, online storage solutions, and/or email copies.

Individual computers are available on a first-come, first-served basis and cannot be reserved in advance. If someone is waiting to use the Video Workstation or another machine with specific hardware or software installed, please limit yourself to one hour of use. Each computer in the FRC has Microsoft Office 2013, Microsoft Visual Studio 2005, and internet access. In addition, the FRC Video Workstation includes Adobe Creative Suite 5.5, Sony Vegas, Camtasia, Audacity, and Epson Scan software as well as a high-speed document scanner. Please contact Instructional Technology about the possibility of installing other software programs or acquiring additional hardware. If any computer equipment malfunctions, users should not attempt to repair it. Please notify Instructional Technology, or IT Services immediately. If supplies in the Center are running low, please notify a member of the Instructional Technology staff. Please confine consumption of foods and beverages to areas away from the computers.

IV. Printer Use

The FRC is equipped with a high-quality laser printer. Users are expected to be conservative in their use of paper and to exercise discretion when printing documents in order to conserve expensive printing materials. For large documents or multiple-copy print jobs, please use the OC Publications service, which can be reached by phone at extension 5842, by email at *ocpublications@vcccd.edu.*

Publications/Copy Center Online:

https://www.oxnardcollege.edu/departments/administrative/office-of-business-services/publicationscopy-center

If the printer fails to respond correctly, do not try to print the document again. Please contact Instructional Technology or IT Services for assistance.

V. VCCCD Computer and Network Use Agreement

All use of the computers in the FRC is subject to the VCCCD Computer and Network Use Agreement (AP 3720-A). All District employees should be aware of this agreement, which is signed during the hiring process. The full text of AP 3720-A is available online at:

https://www.vcccd.edu/departments/information-technology/use-agreement-ap-3720

Key provisions of the VCCCD Computer and Network Use policy include:

- **Modification or Removal of Equipment:** Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

- **Unauthorized Use:** Computer users must not interfere with other's access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

- **Commercial Use:** District information resources should not be used for commercial purposes. Users also are reminded that ".edu" domains on the internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

- **No Expectation of Privacy:** The District reserves the right to monitor all use of the District network and computers. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

- **Public Records:** The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of "public record," and nonexempt communications made on the District network and computers must be disclosed if requested by a member of the public.

Software Resources

There are several major software tools available for use by Oxnard College faculty. The most widely used are listed in this section. For more information on these and other tools, please contact Oxnard College Instructional Support Services at *ociss@vcccd.edu*

CCC Confer Zoom

CCC Confer Zoom is a teleconferencing system that is based on Blackboard's Elluminate system. It is a free service provided to the California Community Colleges by the State Chancellor's Office, and offers the ability to conduct group meetings, office hours, and more by phone, online, or both. See http://www.cccconfer.org for details.

CurricUNET will be changed to CourseLeaf

The new CourseLeaf system, due to come on-line in Fall of 2019, allows for online management of course outlines. With this program, you can access course outlines and submit revisions online, and the curriculum approval process can be managed more efficiently. More information will be forthcoming, including links, training and the schedule for transition from the old CurricUNET system.

SharePoint

The Microsoft SharePoint® server is an online space for storage of important community documents, such as meeting minutes and notes, accreditation documents, senate forms, and more. It is accessible online at: *http://omoss.oxnardcollege.edu.* Keep in mind that Internet Explorer is the best browser to use with this tool.

Canvas

Canvas is the district's online learning management system. It is the tool used for conducting online or hybrid courses and includes an online gradebook and the ability to collect assignments electronically. Canvas is accessed via the MyVCCCD portal. All courses in the VCCCD have a Canvas "shell" automatically created for them. Contact Instructional Support Services and your Dean for more details at ociss@vcccd.edu.

A generic Canvas landing page is at: *https://vcccd.instructure.com/.*

eLumen

The *eLumen* program is our Student Learning Outcomes (SLOs) database. Faculty enter their SLO assessment information into the system once a term, facilitating both reporting and program review. Login/passwords for eLumen are different than your VCCCD credentials. Contact Janet Dawald at *jdawald@vcccd.edu* for help. ELumen is at: *http://elumen.oxnardcollege.edu.*

For more information on SLOs, see *https://www.oxnardcollege.edu/committees/curriculum-committee/student-learning-outcomes-definition* on the College website.

Oxnard College Foundation

The mission of The Oxnard College Foundation is to provide support to campus development, student scholarships, educational programs, and other College needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence and enable the College to serve as an exemplary multi-cultural community resource.

The Oxnard College Foundation is a Section 501(c) (3) tax-exempt philanthropic organization formed to attract, manage, and distribute the income from gifts of capital for student scholarships, as well as faculty, program, and campus support. It is also a vehicle through which individuals, families, businesses, and nonprofit organizations can more effectively support the College and its students.

The Board of Directors of The Oxnard College Foundation consists of community leaders who establish policy and provide governance, direction, and oversight of Foundation activities and finances. The Foundation's finances are comprised of unrestricted and restricted funds established by individuals, families, charitable organizations and corporations - a community of donors. The Board of Directors authorizes the investment of unrestricted and restricted funds. The income is distributed in the form of student scholarships, co-curricular activity support, faculty and staff professional development, capital improvements, and special projects.

Faculty members are invited to join the community donors by supporting the philanthropic activities of The Oxnard College Foundation with tax-deductible contributions available through payroll deduction. For additional information about The Oxnard College Foundation, please contact the Foundation Office at (805) 678-5889.

Library Learning Resources Center

The Library Learning Resource Center (LLRC) at Oxnard College is a beautifully crafted building that is home to Library Services, Learning Resource Services, Writing and Reading Center, and Tutoring Center . The LLRC provides a variety of services designed to enhance student learning, student success and faculty instruction and interaction.

Mail & Messenger Service

Each instructor is provided with a physical mailbox on campus. A messenger service transports mail to the District Administration Center and Ventura and Moorpark Colleges. In-district mail drops are located in the Administration building. ***All faculty are expected to check their mailbox on a regular basis.***

Maintenance & Operations

Every effort will be made by the maintenance staff to service the needs of the staff quickly and efficiently. Any special custodial service or facility alteration request to M&O must be approved in advance by the appropriate divisional Dean and submitted as a work order after consultation with the Vice President of Business Services.

Staff members desiring to schedule the use of any facility must complete the necessary form in the Student Learning Office where the master calendar is kept. If the Maintenance and Operations staff is to furnish special set-ups for an event, a ten-day notice is required.

Professional Development

Oxnard College has an active Professional Development committee, comprised of faculty, classified staff, and managers. Professional development funds may be used for purposes that conform to the authorized uses as stated in AB 1725. Information on available funds generally is made available at the beginning of the Fall and Spring semesters and is distributed via email, on Share-Point, and on the District portal (*http://my.vcccd.edu*).

Reproduction of Materials

Oxnard College's Publications Department provides reproduction services for instructors and staff members. Instructors are encouraged to talk with the publications staff about their reproduction of materials needs and to allow ample time for completion of needed materials. As of fall 2010, all color copy requests will need prior management approval.

The easiest and most effective means of obtaining copies of documents to be used in class, is to have them printed by Publications. When you have materials that need to be printed/reproduced, please send them *occopycenter@vcccd.edu.*

Telephone & Voice Mail Service

Telephone Calls: Telephones are provided for college business purposes; personal toll calls by employees or students are not, under any circumstances, to be made from a college phone, and business-related toll calls should be kept to a minimum. Students may not make toll calls, unless authorized to the college operator by a faculty member. Contact the Operator at extension "0" if you need to place a toll call.

Telephone Services: For installation of new phones, changes to existing phones (including additions, deletions, and changes of telephone extensions), relocation of phones, or repairs to telephones, contact your Dean who will place an order for the required work.

Voice Mail Services: For addition of new service, deletion of existing service, changes to existing service, or correction of voice mail problems, contact the Switchboard Operator by dialing "0". All faculty members are encouraged to use the voice mail system for messages and to check their voice mail frequently. Full-time faculty receive voice mail at their regular telephone extensions; part-time faculty receive a voice mailbox number when they complete the form, sign, and submit it to the Switchboard Operator.

Lync Phone System:

Microsoft's system for unified communications in the enterprise. It includes instant messaging (IM), voice and video calling and Web conferencing both within the College, District and externally.

- Roaming phone profile. Extension goes where you go within the District.
- Enables users to communicate securely anywhere they have network connectivity.
- Makes communicating easier with a consistent and familiar experience available on Windows PCs, Windows Phone, iOS, and Android smartphones.
- Unifies voice and video calls, Lync Meetings, presence, and instant messaging (IM) in one easy-to-use client.
- Unified communications securely over the Internet i.e.: Skype.
- Joining a Lync Meeting requires only a single touch or click on smartphones, tablets, and PCs. Remember, your PC must be on in order to make your desk phone work.
- Allows PC and Mac users to join a Lync Meeting from a browser.

Faculty Handbook

Please send your suggestions on improving this publication to the Office of the Vice President of Academic Affairs. The Handbook is updated every summer, and posted on the Oxnard College Website as a PDF at:

https://www.oxnardcollege.edu/faculty-staff/instructional-support-services/technology-resources/resources-for-faculty-and-staff

My VCCCD 2019-2020

Welcome! This section of the faculty handbook will discuss facts and guidelines to assist you in the use of *MyVCCCD*. During the semester you will receive reminders and updates via Outlook.

If you have further questions during the semester, the Admissions staff is available to assist you at 678-5810, 678-5850 or 678-5843.
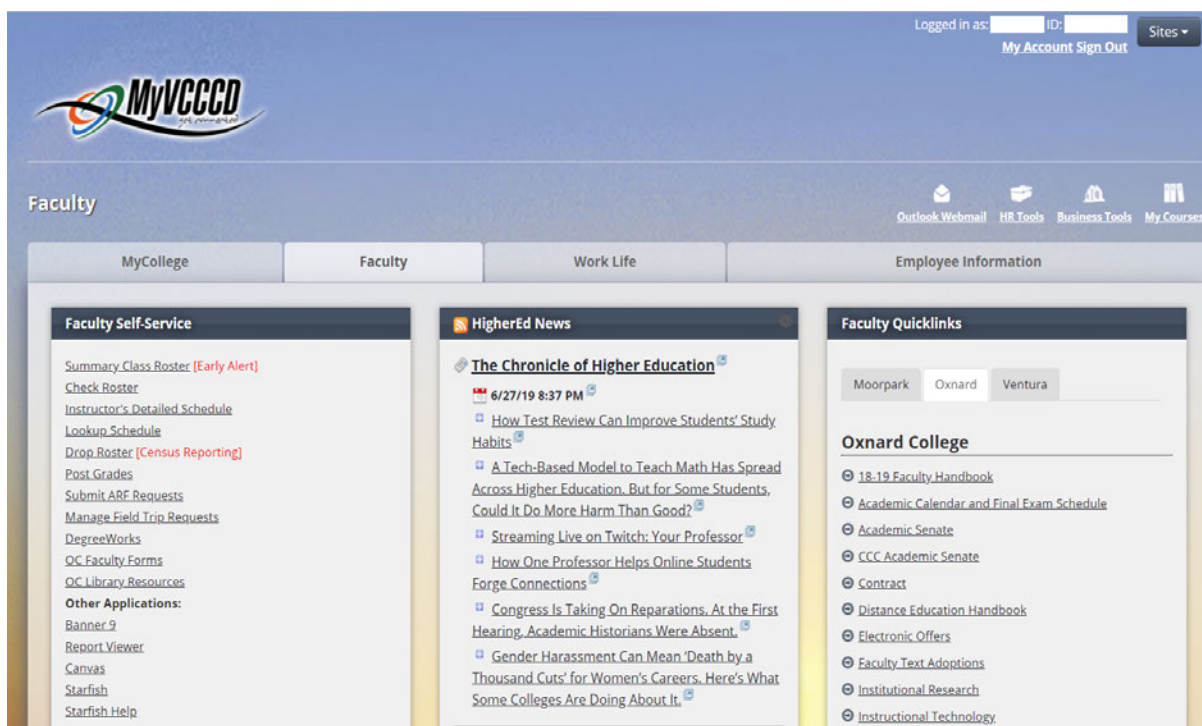
The MyVCCCD portal provides faculty with access to a number of key systems. This includes Banner, where faculty can see their schedules, view/print class rosters, census reporting, drop students, early alert reporting, and also input grades. Instructors that teach Online, Hybrid, or Web-enhanced courses can also access them via the portal in Canvas. The portal also provides access to District email, instructional calendars, and downloadable forms.

If you need training please contact the Admissions & Records Office to schedule an appointment at 678-5810.

Have an enjoyable semester!

Joel Diaz, Registrar

Admissions and Records Office Welcome

The **Admissions and Records Office** provides a variety of services to students and faculty, including admission, registration and add/drop activity, transcript processing, evaluation and posting of degrees, certificates, general education certifications for transfer to the UC and CSU systems, verification and certification of student eligibility for athletics, enrollment verifications and VA educational benefits.

We oversee *MyVCCCD*, assist students and faculty with questions about web features and services, coordinate the collection of census reports, grades and positive attendance hours, process grade changes and Incompletes, academic renewals, petitions for course repetition, credit-by-exam, Pass/No Pass, subpoenas and student enrollment and or degree verifications.

LOCATION: **Student Services Building**

HOURS:
Monday & Thursday	**8:00 am** to **5:00 pm**
Tuesday	**8:00 am** to **7:00 pm**
Wednesday	**10:00 am** to **7:00 pm**
Friday	**8:00 am** to **Noon**

PHONE: **805-678-5810 / 678-5850**   FAX: 805-678-5943

805-678-5843   (Registrar's Office)

Joel Diaz	Registrar	5843
Deborah Tyson	Assistant Registrar	5850
Tonia Arias	A&R Tech	5844
Tara Harold	A&R Tech	5284

FERPA at a Glance

Overview:

The **Family Educational Rights and Privacy Act** (a.k.a. FERPA or the Buckley Amendment) is federal legislation enacted in 1974 that controls student records. It grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student and/or the student's designee. FERPA applies to all current and former students of the University.

What rights are granted to students under FERPA?
- Right to Inspect and Review Records
- Right to Request to Amend Records
- Right to Limit Disclosure of "Personally Identifiable Information" (Information that would directly identify the student or make the student's identity easily traceable)

What records are NOT education records under FERPA?
- Sole Possession Records
- Law Enforcement Unit Records
- Employment Records
- Medical Records
- Post-Attendance Records

Information that is FERPA protected:
- Grades
- Test Scores
- I.D. Numbers or Social Security Numbers
- Financial Records
- Disciplinary Records
- Class Schedule

Disclosure of information from confidential educational records is limited to the eligible student or to others:
- To whom the eligible student releases the records;
- Who have a "Legitimate Educational Interest";
- Who are entitled or permitted to know the content of the records by virtue of one or more FERPA "exceptions."

PA "Danger Zones" for Faculty (not related to posting of grades):

- Circulating a printed class list with student name and Student ID number or grades as an attendance roster.
- Discussing the progress of any student with anyone other than the student without the consent of the student (e.g. parents, employers, other students).
- Providing anyone with lists of students enrolled in your classes for any commercial purpose.
- Providing anyone with student schedules or assist anyone other than college employees in finding a student on campus.
- Giving out directory information about a student who has requested confidentiality.
- Re-disclosing confidential information to a third party without authorization.
- Including personally identifiable information about student "A" in student "B's" record without student A's permission.
- Including FERPA protected information in a letter of reference without the student's written permission (this includes the student's GPA or grade in your class). A release form can be accessed through the portal by clicking on OC Faculty Forms.

To avoid FERPA "Danger Zones" related to the posting of grades, MAKE SURE TO:

- Never leave graded tests in a stack for students to pick up by sorting through the papers of all students. You may leave them with an assistant and/or receptionist to give out to the student and you may place each test in a sealed envelope with the student's name on it.
- Never link the name of a student with that student's ID number in any public manner.
- Never post the grades, even if coded, in alphabetical order or any other recognizable order.
- Post grades only for students who have given written consent for such a posting.
- Never mail grades to students UNLESS consent is received and a self-addressed envelope (no post cards) is supplied by the student.
- Use e-mail as a last resort. While emailing grades is permissible under FERPA, the Department of Education has ruled that an institution will be held responsible for a violation if any unauthorized individual sees the grade via your electronic transmission.
- If you are giving out grades or other FERPA protected information over the phone, make sure that the person you are speaking to is your student. Ask questions that only the student could answer, such as the name of the course, an example of an assignment from the course, or questions that were on the final exam.

U.S. Department of Education Family Educational Rights and Privacy Act is at:

https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?

Faculty Preparation – Prior to First Class Meeting

Steps to Print Multiple Class Rosters with Add Authorization Codes

(Add Authorization Codes will not be available until the 2nd week of the semester for primary terms. The waitlist function will remain active through the end of the 1st week of the semester.)

1) Go to *my.vcccd.edu*
2) Log in with "User Name" and "Password"
3) Click on the "Faculty" tab
4) Click on the "Check Roster" under faculty self service
5) Make sure the *current term* is highlighted
6) All of your CRNs should be listed on the menu
7) Select multiple CRNs by checking the boxes next to the course number. You may print as many of the rosters as you wish.
8) Your online rosters will come up on the screen. You can view your current seat count, the census and drop deadlines for your courses, an alphabetical listing of the students currently enrolled, the "add authorization" codes for each CRN (issued the 2nd week of the term), dropped students, waitlisted students, and auditing students.
9) PRINT ROSTERS: Go to the "File" option at the top of the screen and click on it to see the drop-down list of functions. Find the "Print" command, click on it. A box will come up that identifies the printer to be used; verify that it is the correct printer, and click "OK". Your rosters and add authorization codes will print to the identified printer.
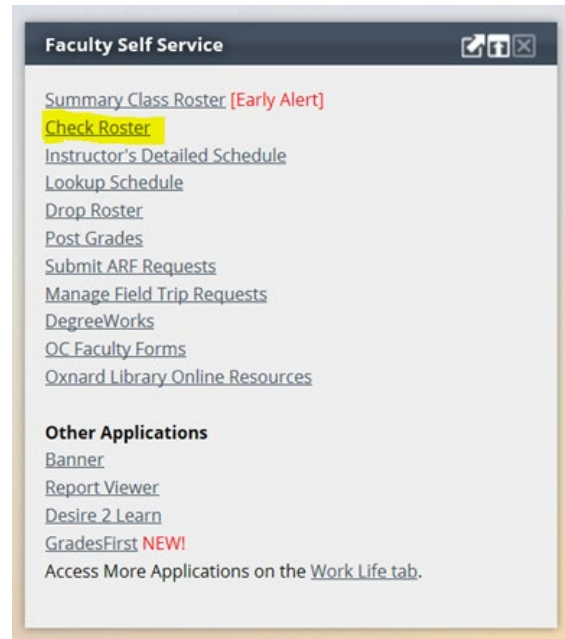
Please check your rosters to make sure students attending your class are registered. If not registered, direct the student to A&R and require proof of registration to re-enter your class. When a student registers with an **Add Authorization Code** it is recorded next to the student's name on the Summary Class Roster and removed from your authorization code list.

Dropped students appear at the bottom of your Summary Class Roster. Summary Rosters will accommodate posting of absences, quiz and test scores, and positive attendance hours.

Waitlist: A **5-person waitlist** option is activated once a course fills to its maximum limit. This option will allow students to add their name to a priority list. If space becomes available in the course **through the end of the first week of the semester**, students will automatically be registered into the course in priority order.

Add authorization codes are available beginning the second week of the semester. Summer session procedures may differ. While the college will make every attempt to notify students via e-mail when they are moved from the waitlist into the class, it is the student's responsibility to be aware of their registration status. A waitlist priority status does not guarantee admission to the class.

Waitlist students should attend the first class meeting. The instructor will utilize the waitlist to assign add authorization codes if seats are available. The waitlist process activity will **cease at midnight** prior to the 2nd week of the semester for full-term courses. The waitlist will be available for faculty to view for **14 calendar days (3 days for short term classes)** after the start date and no longer available. Students adding the class will need to drop themselves from the waitlist and then add the course with an Add Authorization Code online. **Add Authorization Codes are required for all open and closed courses as of the second week of the semester.**

Census Reporting

REPORTING STUDENT DROPS: It is the instructor's responsibility to clear rosters of inactive enrollment including "no show" (zero attendance) or a student that is no longer actively attending/participating before census, since apportionment (FTES) may legally be claimed only for "active enrollment". All census drops must be completed prior to the census date.
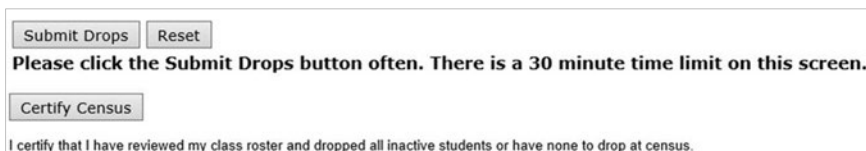
Title 5, section 58004 reads, "District shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment".

Each semester the College is required to report an accurate count of its students. Only those students who are officially enrolled and actively attending/participating in classes are eligible to be included in the census count. The college's funding for the entire semester is based on this census. Your role in this process is to certify that the enrollment in each of your classes is accurate prior to the census date.

For census and apportionment funding purposes, all students must be added prior to census. The census date is located on your class roster.

The three steps below MUST be completed to comply and certify your course(s):

1) **Review your class roster for each class.**
2) Drop any "no show" or inactive students, if you have any.
3) Click on the "Certify Census" button at the bottom of the drop roster. Once you click on it, the button will then be replaced by the date/time you certified your roster. This box will disappear as of the census date as the census reporting deadline will have passed.

Submit Drops	Reset

Please click the Submit Drops button often. There is a 30 minute time limit on this screen.

Certify Census

I certify that I have reviewed my class roster and dropped all inactive students or have none to drop at census.

Note: The Certify Census button must be clicked to certify and comply with census reporting requirements.

*Financial aid fraud continues to rise. **As faculty, you play an essential role in preventing student aid abuse.***

Please make sure you drop "No Shows" and or a student that is no longer actively attending/participating. Allowing these students to remain on your roster is only aiding in their fraud attempt by not dropping them. A student can receive up to $7,000 in Financial Aid.

Return to Title IV Drops: In accordance with federal law, if a student who has been awarded Title IV financial aid withdraws, is withdrawn, stops attending, or fails to earn a passing grade in a semester, Oxnard College must calculate the amount that must be returned by the school and/or student to Title IV programs. To ensure the accuracy of Title IV calculations and to prevent the college from paying these fees back, please make sure you drop students that are no longer actively attending.

Short-Term/Summer Classes: Please check your roster for add, refund, and drop dates. Many deadlines dates fall on the first day of your class. If the drop deadline falls on the first day please drop your "no-shows" on first day on faculty web. If a student attending class is not registered for the class prior to the first class meeting and the class is closed, assign the student an add authorization code to enable students to register online that day.

Dual Enrollment Student Registration for K-8 grades: There is no pre-registration for K-8 grades. Students must receive written signature from the instructor to enter a course the first day of class. If approved by instructor, registration requires an add authorization code issued the second week of class.

Reporting Early Alert in Starfish

Starfish is designed to help you communicate academic progress concerns with students in your classes, identify resources that might be helpful to their success, and provide them positive feedback on improved progress.

- Increases communication between faculty and students
- Provides personalized feedback to students about their academic progress the moment a tracking item is raised
- Catches students early in the semester to provide them opportunities to improve
- Gives the ability to provide positive recognition to students

Faculty Self-Service

Summary Class Roster [Early Alert]
Check Roster
Instructor's Detailed Schedule
Lookup Schedule
Drop Roster [Census Reporting]
Post Grades
Submit ARF Requests
Manage Field Trip Requests
DegreeWorks
OC Faculty Forms
OC Library Resources
Other Applications:
Banner 9
Report Viewer
Canvas
Starfish
Starfish Help
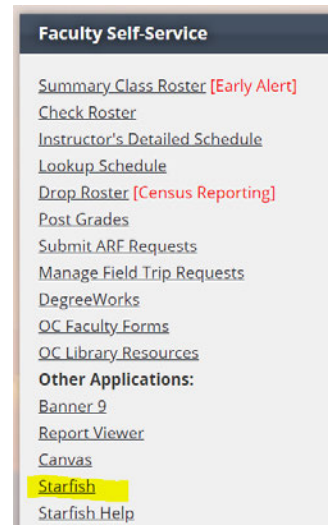
Getting Started with Starfish

Getting started is easy! Access Starfish by logging into **my.vcccd.edu** portal and clicking the Starfish link in the "Faculty Self Service" area of the "Faculty" tab.

Set up your Starfish Profile

Your Starfish profile will let your students know who you are and how to contact you. Your profile also allows you to set appointment and email preferences. Some components of your profile, such as your contact information, are imported from Banner.

1. Login to **Starfish** with your **portal username and password.**
2. Click on the triple bar icon (▤) in the top left corner then click on **your name**.
3. Click on the **Institutional Profile** tab.

   Help students put a face to your name by using the **Upload Photo** link beneath the photo placeholder to upload a photo (this is not a requirement to use the program).

   Add information to the **General Overview** and **My Biography** sections to let students know more about you. This information will eventually be visible to students who can make appointments with you in Starfish. Using StarFish to setup appointments with students is optional and other methods can be used.

Click **Submit** to save your changes.

View your students

In Starfish, you are able to see students that you have a connection with. These connections are coming from information entered in Banner so you will only be able to see students enrolled in your classes. From the Students navigation item, you are able to find information about your students and communicate with a student or group of students.

1. Login to Starfish.
2. Click on the triple bar icon in the top left corner then click on the Students navigation item to see your list of students.
3. Click on My Students.

In the **Search** bar, you are able to enter a student's name or 900# to search for them.

Under **Connection**, you can filter your view of students by the connection that you have with them.

Under **Term**, you are able to filter students enrolled in classes by the term.

To view a student's profile, click on their **name**.
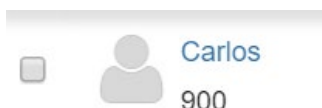
Set up your office hours

The first time you login to the Starfish Portal, a 'wizard' to walk you through setting up your office hours will appear. This enables students to schedule appointments with you. Using Starfish to setup appointments with students is optional and other methods can be used.

If your office hours are different week to week, follow the "If your office hours don't repeat weekly, click here" link. If your office hours recur, complete the fields presented to specify:

1. What day(s) do you have office hours? Check the boxes for each day.
2. What time are your office hours? Enter a start and end time.
3. Where are they? Select the Type of setting and enter the Details in the field provided (e.g. the building and room number of your office).
4. If relevant, provide Instructions for students who make appointments with you. For example: "Thank you for scheduling an appointment with me. Please arrive at my office promptly. Bring any questions you may have to discuss. I look forward to meeting with you."
5. Click the Set up Office Hours button to save your office hours.

What are Tracking Items?

Within the system, you can raise flags, send kudos, and make referrals to campus services.

- Send a flag when you are concerned with progress in a course.
- Send a kudo when you are pleased with student progress or performance.
- Make a referral when you think a student could benefit from additional campus services. Students and any other relevant personnel will receive notifications about these items in the form of an email message.

Flags are intended to warn students that they need to take some action. Assigned academic counselors are also notified of these flags because they are a key resource to students who may not know how to best respond to the warning.

Once a flag gets a student's attention, the flag has done its job.

Flags (Alerts/Notices)	Referrals you can Make		Kudos (Positive Feed-back) you can Share
• Attendance/Participation Concern • Low Quiz/Test Scores • Missing/Late Assignments • General Academic Progress Update • At Risk of Failing • Intervention Needed • General Concern *3 or more flags triggers internal triage workflow to appropriate counselors.	• CalWORKs • Career Center • Counselor • EAC • EOPS • Financial Aid • FYE • Health Center	• Library • Personal Counseling • Program Dean • STEM Center • Student Food Pantry • Transfer Center • Tutoring • Veterans Center	1. Great Follow Through 2. Keep up the Good Work 3. Outstanding Academic Performance 4. Showing Improvement

How to provide feedback using Starfish

1. Progress Surveys - academic surveys are administered several times a semester to help alert students to their overall academic progress in the course(s).

2. Individual Flags and Kudos - can be raised anytime during the semester and is ideal for faculty who have individual concerns or praise about a student.

When you have a concern with a particular student, raise a flag to communicate your observations.

1. Once logged in to Starfish, click on the Students tab.
2. Find the appropriate student by searching for the student's name, 900# number, or by using the Connection dropdown to view your students by connection (advisor, instructor, specific class, etc.).
3. Click on the box to the left of the student's name and select Flag (or Kudos or Referral). Only instructors are able to raise certain flags.

    - The Flags displayed will depend on your connection with the student.

- For the Flag you raise, be aware of who can see the specific item. After you select a specific flag, you will see **Student View** and **Permissions**. Make sure the comments you include are appropriate for the audience that will read them. **Students and counselors are able to view the comments for** *almost* **all Flags and referrals.**

- When finished, click Save.

IMPORTANT: When you raise a tracking item, the student will receive an immediate email notification for each flag, kudo, and referral. *These emails include any comments you entered.* In all of the templates, instructors have an opportunity to outline details of the specific concern or praise in the comments section. The message template also encourages the student to see you to discuss any concerns. A copy of each message is sent to the student's academic counselor and other key student support staff who may also be working with the student.

What happens when you raise a flag or kudo?
- Students will receive a pre-configured email that *includes your comments.*
- Students are encouraged to reach out to you for additional information about these comments.
- Students are sent links to campus resources.
- Academic counselors can see your comments for their assigned students.

Who closes flags that are raised?
Faculty are expected to clear any flags raised for a student as soon as possible and before the beginning of the next term. A flag should be cleared when any of the following apply:

- The student responded to communication attempts
- The student did NOT respond to communication attempts
- The concern is no longer relevant
- The flag was raised by mistake

Note: Intervention Needed, General Concern and 3+ Flag Flags that are raised can be cleared by counselors and referrals cleared by referring office.

How to Clear Tracking Items You Created

1. Open Starfish and click on the triple bar icon (▤) in the top left corner then click on Students
2. Click on Tracking
3. Select the student and click on Resolve
4. Add a comment and click on submit to clear the flag.

For additional information on Starfish, please visit the website at:
https://www.vcccd.edu/departments/information-technology/starfish.

Posting Grades & Positive Attendance Hours

Process your grades and hours from any computer that has Internet access!

The Faculty Resource Center (FRC) is located in Condor Hall Room 334. The FRC has computers, printers, scanners and equipment.

It is very important that final grades be submitted in a timely fashion.

- Grades must be posted and reviewed before Financial Aid can be awarded. **Financial Aid needs to calculate the Standards of Progress and all grades must be posted by the grade submission deadline. If grades are delayed, so are FA awards, which means students don't have disbursements early enough to get textbooks at the beginning of the semester.**
- The new California Community College Promise Grant. Academic standing cannot be run until all grades have been submitted.
- Pre-requisite drops cannot be run until all grades are in.
- Students need to know if they have to repeat a course. A timely submission will allow students to plan out their schedule, and register for another class if needed.
- Students who are applying for job promotions, employee reimbursements and employment opportunities may be compromised in their efforts to pursue such opportunities if their transcripts are not up-to-date with all grades reported.
- Final transcripts cannot be processed in a timely manner.
- Students who are awaiting admission decisions from Universities will experience delays until grades are posted.

You are now required to input the last date of attendance for any students who receive an "F" or "NP" grade. Your online grade roster will return an error if an "F" or "NP" is awarded without the attendance date. **PLEASE NOTE THAT AN ERROR WILL PREVENT ALL GRADES FROM BEING SUBMITTED UNTIL THE REQUIRED DATE IS PROVIDED! IF A STUDENT ATTENDED ALL SEMESTER AND EARNED AN "F", THEN THE LAST DATE OF ATTENDANCE SHOULD BE THE LAST DAY OF THE TERM.**

Positive attendance courses meet less than 5 times in a semester, or are designated as open entry/open exit, short-term courses including "hours by arrangement", or have an irregular meeting pattern. Your Final Grade Roster indicates if your class is considered a Positive Attendance course by a blank "Attend Hours" box. Attendance hours must be recorded and totaled at the end of the course. Hours are submitted simultaneously with the grade on your Final Grade Roster in the "Attend Hours" box.

All students that enrolled in your course will appear on your final grade roster, even if they dropped the course. Please record all hours for all students (including students that dropped with a "W"), as apportionment is based on total posted hours.

Both primary and secondary instructors have web access to class and grade rosters.

The hours will be reported online using the Final Grade roster at the same time you submit your grades.

1) Go *https:/my.vcccd.edu* to access the "Faculty" portal
2) Log in using your portal "Username" and personal "Password"
3) Click on "Faculty" tab
4) Click on "Post Grades" under faculty self service
5) Select the current term and click the submit button
6) Select the correct CRN and click the submit button
7) Grade students by selecting the appropriate grade from the drop-down box in the Grade column (positive attendance course – post hours).

General Information on Grading Practices & Procedures

- All final grades and positive attendance hours are due online no later than 2 days after the final exam for the course. (See AFT Contract)

- Short-term classes – grade within 2 days after final exam.

- You may only submit appropriate grade mode symbols for each student – in most cases this will be a letter grade, but if the student has elected the Pass/No pass grading option, or courses mode is designated as P/NP the online grade roster will only accept grades of P or NP.

- You may award **Incompletes** online as long as you also indicate the default grade. The default grade will replace the incomplete after two semesters, unless you submit a grade change to A&R in the interim.

- **You must complete the "Incomplete Student Agreement"** that details the work to be completed which confirms the default grade, and submit to A&R. These forms can be downloaded from Faculty tab, click on "OC Downloadable Forms".

- Students who appear on your grade roster must receive a final grade unless already posted with a W grade. You may not award a "W" grade for any student still actively enrolled after the final drop deadline has passed. Students, however, have the right to petition to have a grade changed to a "W" based on demonstrated extenuating circumstances. Students requesting to have a grade changed to a "W" should be referred to the Admissions and Records Office.

- There is a 30-minute time limit for submitting grades to the online roster. If you anticipate that it will take longer than 30 minutes to enter your grades, please click the "Submit" button often to ensure that you do not lose the grades you have already entered.

- You may change online grades on the same day you submitted them. An overnight process rolls the grade to student academic history requiring a manual change by A&R staff based on approved grade change petitions.

- For positive attendance-type classes, enter the positive attendance hours on the final grade roster at the same time you submit your grades. Most classes are not positive attendance, so the HOURS column will say N/A.

- Students can view their grades on MYVCCCD on the following day that they are posted. **Student complaints regarding late grade submission are directed to your division dean.**

- You are now required to input the last date of attendance for any students who receive an "F" or "NP" grade.

Hints for Successful Online Grading

If you are grading students for multiple CRNs, click on "Return to Menu" at the top right of the screen and click on "CRN Selection". After the correct CRN is selected, click on submit and select "Final Grades". Do only AFTER you click the "submit" button for each CRN.

If you **have more than 50 students**, there is an option at the top and bottom of the roster to proceed to students **" 51 – ??"** and so on.

Record Sets: 1 - 50   51 - 100   101 - 108

- You can award an Incomplete with default grade online, but you must still complete and submit the appropriate paperwork to the Admissions Office.
- If a student's name shows up on your grade roster who you believe had dropped the class, it means the student is still actively enrolled and must receive the appropriate grade. The student may petition for a late "W" based on documented extenuating circumstances.
- Plus (+) or minus (-) grading is not available.

The column "**Grade**" indicates the grade mode of the class or the grade mode the student has chosen for the class. Please assign grades as follows:

If the grade column is a letter grade, assign a letter grade of **"A", "B", "C", "D", "F" or "I"** with default grade, (grade to be issued should the Incomplete grade not be made up within 2 semesters (e.g. IF). If assigning an incomplete grade due to unforeseeable, emergency, or justifiable reasons please meet with the student and discuss make-up options and have student sign the Incomplete Grade/Student Agreement (Downloadable form on my.vcccd.edu). Submit the signed agreement to the Admissions Office after the grade is posted. Plus/minus grading is not available. Note: An "IC" does not stand for incomplete. If you award an "IC" you are awarding the student an incomplete with a default grade of a "C". A student that is awarded an "IC" will receive a grade of "C" if they don't make up any work within a year.

If the course is offered on a pass/no pass grading or the student has petitioned for a pass/no pass grading option in lieu of a letter grade, assign a Pass (P) or No Pass (NP) grade. If the student earned an A, B, C grade would receive a Pass (P). If the student earned a D or F grade would receive a No Pass (NP).

Important Information

District employees are assigned an Employee User Name (i.e.: jdiaz). To login to MyVCCCD, provide your "User Name" and personal Password. If you forget your Password you may reset it by clicking on forgot password. You will be prompted to enter you MyVCCCD username. An email will be sent to your Password Reset Email address for instructions to reset your password. If you are unable to reset you password, please contact the District IT help desk at 805-652-7777 for assistance.

Student ID - In order to provide students with additional security and confidentiality, the colleges of the VCCCD assign student ID numbers, replacing social security numbers as the primary student identifier. The student ID will appear on notices from the college and all faculty rosters. Social security numbers will still be collected for such purposes as, financial aid, and Hope Scholarship Tax Credit reporting, and only the last four digits will appear on official transcripts.

⚠️ **Faculty MyVCCCD**
Offline from **3:00 am – 5:00 am daily** for system maintenance.

Registration Code Definitions:

RE   Registered at A&R office
RI   Reinstated after a drop
RL   Registered from the Waitlist
RW   Registered on web
EW   Excused Withdrawal   (new)
DN   Drop with no refund
DR   Drop with a Refund
DW   Drop with a "W"
MW   Military Withdrawal
AU   Student Auditing Course. Will appear on the last
        page of your roster if you have any audit students.

Students receive a confirmation number when they drop via *MyVCCCD.* Instructor, student, and administrative drops appear at the bottom of your class roster (below the Add Authorization Codes on the web Summary Class Roster).

Faculty Drop Error - If you drop a student in error you can reinstate the student - please complete and process a Reinstate Petition located on the Faculty tab under faculty self-service, click OC Faculty Forms. The Reinstate Petition also requires the signature of your dean; please forward to your dean for approval. These forms are not available to students and should not be given to students. The dean will forward the petition to the admissions and records office so it can be processed once it is approved.

Add Authorization Codes (assigned by faculty) **WILL BE ISSUED THE 2ND WEEK OF THE SEMESTER** - Please advise students with add authorization codes to register online at MyVCCCD.

Requests for additional add authorization codes must be requested through your Dean.

After a student registers with an Add Code, the student name is added to the class roster with the assigned add code number next to the student name, thus removing the code from the add authorization list at the bottom of the Summary Class Roster. **The following add deadlines only apply to full-term courses**. Short-term courses have shorter deadlines and appear on the top, left side of the faculty roster.

Short-term courses: As a general rule, short term course deadline dates for all California Community Colleges are determined as follows (deadline dates are located on the top of your Roster and on the searchable schedule by clicking on the CRN:

Refund Deadline:	10 % of class session	No "W"/Pass/No Pass Deadline:	16% of class session
Add Deadline:	15% of class session	"W" Deadline:	75% of class session

Pass/No Pass Grading Option: Some courses are offered on **a Pass/No Pass** basis only. The second category of Pass/No Pass options are courses designated by the college wherein each student may elect by no later than the end of the first 30 percent (Full term courses) of the term or length of the class whether the basis of evaluation is to be Pass/No Pass or a letter grade. Once the 30 percent deadline has passed, the request cannot be withdrawn. It is the student's responsibility to notify the instructor of his or her intent to be graded on a Pass/No Pass basis and to file the appropriate form: otherwise a letter grade will be assigned. The petition for this purpose, "Request for Pass/No Pass," is available in the Admissions & Records Office or on the college website.

Grades and positive attendance hours are officially **due two working days after finals, per AFT contract.** The timely reporting of grades is essential to student progress and success. If grades are delayed, students may be denied admission or registration privileges at their transfer school, eligibility for financial aid or scholarships, employment or job promotions. You may post student grades as soon as your class ends. *Delays in processing official transcripts could delay a student's academic progress and lead to possible litigation for the instructor.*

Pre-requisite Course – Students using add authorization codes to enter your class will be blocked if they have not met the prerequisites for the course. *Students are not officially enrolled until their name appears on your current summary class roster.*

Student Phone Numbers/Addresses are located on myvcccd. Select Summary Class Roster and click on the student's name.

Email Your Class – *An option is available to send emails to all students in your class or a specific student!* The email will be sent to the college assigned email. If student has a different email address, please encourage students to forward their college emails. Emails will also be sent to any student that is auditing a course.

Fees - All fees are due immediately. Students who do not pay their fees or arrange for payment will be dropped from their classes and required to re-enroll.

Students that are registered through the waitlist will have seven days to pay before they are dropped for non-payment.

Canvas – Distance Education Courses

- Canvas can be accessed via the MyVCCCD portal and clicking on the My Courses icon. You can also access Canvas directly using your portal credentials at *https://vcccd.instructure.com*.

- Enrollment updates are posted to Canvas once per day at ~7:00am. If your student just enrolled in an online course but cannot access Canvas or see their newly enrolled course, please have them try again the next day after 7:00 am. *Note: During the first 2 weeks of the semester, two uploads are done (7:00 am and 4:15 pm).*

- Student's waitlisted to online courses will have access to Canvas until the end of the 2nd week of the semester for full term courses (3 days for short term courses).

- To find Canvas, you can *watch a video here* or scan the QR code with your phone to launch the video.

- If you are unable to access Canvas, please contact the District Help Desk Monday through Friday 8:00 a.m. to 5:00 p.m. at (805) 652-7777.

- For technical problems or errors with Canvas, please contact the Canvas technical support at (844) 603-4262 (24 hours a day/7 days a week).

- Instructor Support Services are available by contacting **Laura Gentry** at *lgentry@vcccd.edu.*

- Waitlisted students in a Distance Education course will show up with a role of "Waitlist" in Canvas under the "People" tab indicating that they have full access as a student until the second week of class for full term classes and three days after the class starts for short-term classes. After the second week of class, if the waitlisted student has not rolled off of the waitlist and into the course, that student will need an add code in order to maintain access to the Canvas course.

- Faculty can drop waitlisted students via the drop roster in the Portal, not in Canvas. Those updates will show up in Canvas when the system is updated at 7:00 am the following day.

Online Rosters provide you with real-time information. You can periodically check student enrollments, for drops, and adds utilizing the add authorization codes you have given out. By clicking on the student's name, you can access their mailing address, phone number or send them an e-mail.

The rosters also provide key dates you will need to know – the census date for your class is printed above the CRN and course title. The deadlines to drop with or without a "W" are printed just under the instructor's name.

To ensure an accurate account of enrolled and waitlisted students, it is recommended that faculty print their class rosters on the first day of instruction. **The waitlist will continue to process during the first week of the semester for full-term courses, with add codes being issued the 2nd week of the semester.** Check your online roster often during the semester.

Note: The waitlist process for short term courses ceases as of the first day of instruction. A student adding a short term class will need an add authorization code as of the first day of instruction to add.

eLumen – Student Learning Outcomes

The *eLumen* application is used for tracking Student Learning Outcomes (SLOs). I can be directly accessed at:

https://oxnard.elumenapp.com

Students are assessed with a Mastery Level rubric once a term. The data (instructors, student rosters, sections and courses) is imported from the Banner grading system. The instructor is presented with a scorecard for every section that he/she taught in the term. If there are four course SLOs for that course, then the student will have four individual CSLOs to score.

SLOs are not the same as grades. Course SLOs are statements that specify what students will, be able to do or be able to demonstrate. Course SLOs must be on the syllabus.

MyVCCCD Portal

Go to *http://my.vcccd.edu* and enter your "Username" and "Password". NOTE: On occasion, the portal will insist that you come to it from the Oxnard College website. If you get an authentication error and you know your credentials are correct. please go to the OC Website home page at *https://www.oxnardcollege.edu/* and click on the MyVCCCD PORTAL Icon. You can also download a mobile version.
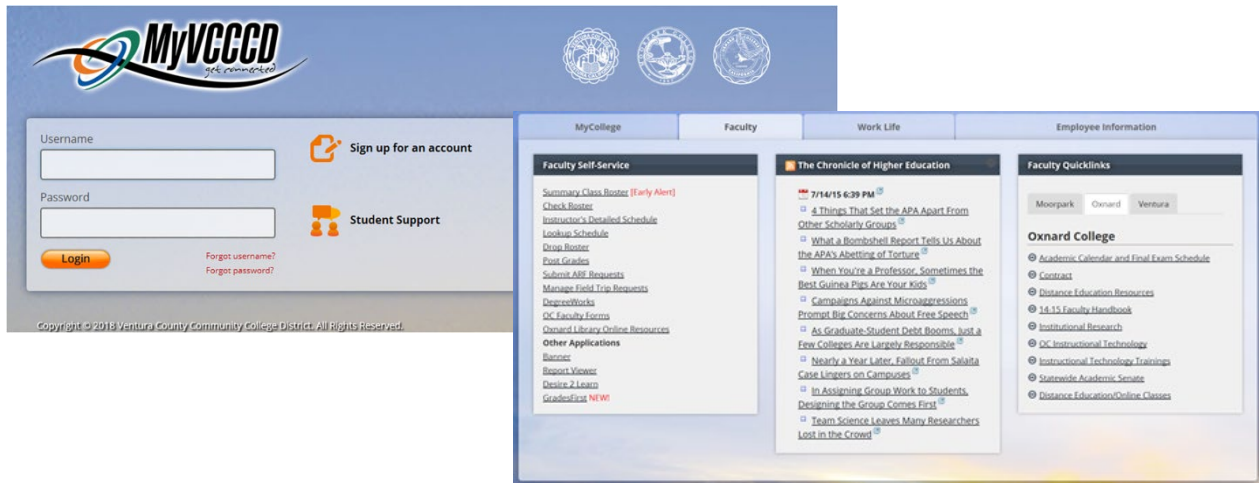
Faculty Self Service

Summary Class Roster

Rosters include add authorization codes, a list of dropped students, tutoring referral, email students, and student contact information.

Check Roster

Select 1 or more CRNs. Press the "Create Roster(s)" button when ready.

Includes:

- The course reference number (CRN) and meeting dates/times of the course
- The census deadline and census date that applies to the course
- The deadline date for drops with and without a "W" grade
- The names and ID numbers of all currently registered students
- The names and ID numbers of students on a waitlist for the class, in priority order based on the day and time they placed themselves on the waitlist.
- A separate list of any students who drop the course after the first meeting. A list of add authorization codes that instructors may give to students to add the class online once it has closed. Any students that are auditing the courses.

Census

Add Authorization Codes

VCCCD Production Database
Spring 20
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
	COMM	023		PUBLIC SPEAKING	3.00		UG

INSTRUCTOR(S) - (P)rimary

	TYPE	DAYS	TIME	BLDG	ROOM
	Dist Ed: Internet delayed	F	0900-1150am	FH	214
	Dist Ed: Internet delayed	TBA	–	WEB	

DATES: Class starts: 07 JAN 20   Class ends: 17 MAY 20
        Census Deadline: 27 JAN 20   Census Date: 28 JAN 20
        Deadline to drop WITHOUT "W": 27 JAN 20   Deadline to drop WITH "W": 19 APR 20

DIVISION: **Arts & Communications**

Add Authorization Codes

Auth#	Student Name	Date
049088		
170145		
959104		
722019		
375190		

Waitlisted

VCCCD Production Database
Fall 20:
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
42	COMM		0	PUBLIC SPEAKING	3.00		UG

INSTRUCTOR(S) - (P)rimary

	TYPE	DAYS	TIME	BLDG	ROOM
	Dist Ed: Internet delayed	TBA	–	WEB	
	Dist Ed: Internet delayed	W	0700-0950pm	LMC	124

DATES: Class starts: 19 AUG 20   Class ends: 18 DEC 20
        Census Deadline: 08 SEP 20   Census Date: 09 SEP 20:
        Deadline to drop WITHOUT "W": 09 SEP 20   Deadline to drop WITH "W": 22 NOV 20

DIVISION: **Arts & Communications**

Seats	Taken	Available	Waitlisted
32	32	0	1

Waitlisted Students As of: 02-JUL- 12:15:15

	Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
1		900	WL	.00																								
2																												

Drops

This is the screen that show after the fact that students have dropped. This is your live roster. To drop a student, see **Drop Roster** below.

Spring 20
Full Term

CRN	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
301	COMM	01	023	PUBLIC SPEAKING	3.00		UG

INSTRUCTOR(S) - (P)rimary	TYPE	DAYS	TIME	BLDG	ROOM
	Dist Ed: Internet delayed	F	0900-1150am	FH	214
	Dist Ed: Internet delayed	TBA	-	WEB	

DATES: Class starts: 07 JAN 20 Class ends: 17 MAY 20
Census Deadline: 27 JAN 20 Census Date: 28 JAN 20
Deadline to drop WITHOUT "W": 27 JAN 20 Deadline to drop WITH "W": 19 APR 20

DIVISION: **Arts & Communications**

Seats	Taken	Available	Waitlisted
32	18	14	0

Dropped Students As of: 02-JUL-20 12:08:14

Week
Date

	Student Name	ID	Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
1		900	DR	.00																								
2		900	DW	3.00																								
3		900	DR	.00																								
4		900	DR	.00																								
5		900	DW	3.00																								

Instructor's Detailed Schedule

A listing of your classes for the semester. Enrollment counts, census dates, and critical deadlines for each CRN.

Summer 2014 schedule for

Course Description	CRN	Status	
ENGL R101	54163	Closed	College Composition

Critical Dates				Enrollment		
Start Date	End Date	Census Date		Max Allowed	Enrolled	Available
17-JUN-2014	07-Aug-2014	24-Jun-2014		27	27	0
Last Day to Add Class	Last Day to Drop with Refund	Last Day to Drop without a "W"	Last Day to Drop with a "W"			
19-JUN-2014	19-JUN-2014	24-Jun-2014	24-Jul-2014			

Time		Days		Date		Location
Start	End	Mo Tu We Th Fr Sa Su		Begin	End	
1600	2015	T R		17-JUN-14	07-AUG-14	Oxnard Letters & Science Bldg.2-LS Rm:11

Lookup Schedule

Faculty schedule by day and time.

Faculty Schedule by Day and Time

Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Go to (MM/DD/YYYY): [   ] Submit
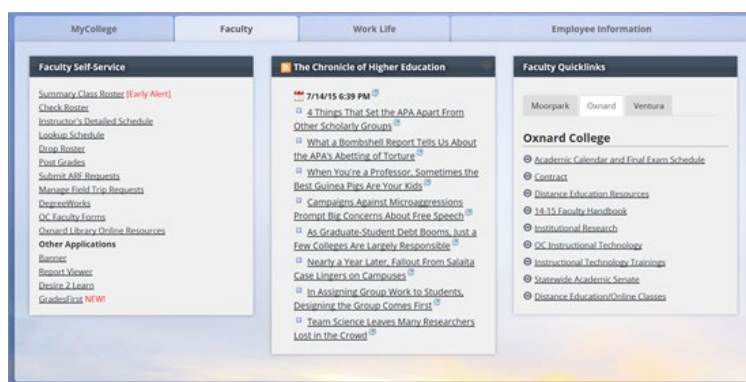
Previous Week   **Week of Jul 08, 2013** (549 of 572)   Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	PSY R101-0 55632 Class 8:00 am-10:50 am 2-OE 1	PSY R101-0 55632 Class 8:00 am-10:50 am 2-OE 1	PSY R101-0 55632 Class 8:00 am-10:50 am 2-OE 1				
9am							
10am							

Drop Roster

Process "No-Show" or inactive student census drops, after-census drops AND Activate "No Drops to Declare" Button.

This is where instructors go for the process of dropping a student. Requires the action be Submitted.

If you drop a student by mistake, please complete a "Reinstate Petition" form located in the Faculty tab under faculty self-service – OC Faculty Forms.

It is critical to drop no shows or students that stop attending or actively participating prior to census. If you award a student an "F" or "NP" and input a last date of attendance prior to census... we cannot claim apportionment for that student. Students who stop showing up prior to census should be dropped via your "drop roster." Allowing students to remain on your roster who stop attending and indicating a date prior to census opens the college to potential audit issues. For this reason, we have to retroactively drop these students from our MIS data that we submit to the state for funding. This translates into a funding lost for the college.

Equally problematic is that there are potential losses in terms of financial aid. Because our records show these students enrolled in classes, if they were on financial aid, they received funding based partially on these units.

Please make sure to drop all students who either never showed up or who stopped attending class *prior to census*. If you think someone is still attending but you realize a couple of weeks after census that they are no longer coming to class, please drop them immediately. Financial Aid will catch this change in units and adjust the mid-semester disbursement.

Post Grades

Post grades, positive attendance hours and last date of attendance for any "F"s or "NP"s awarded.

Preparation for Accounting - ACCT R001 0
CRN: 30604
Duration: Jan 09, 2012 - May 15, 2012
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	55	19	36
Wait List:	0	0	0
Cross List:	55	27	28

Students Registered: 19
⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:43 pm on Apr 26, 2012 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0- 999999.999	Registration Number	Email
1	Ambriz, Rosa M.	900	3.000	**Web Registered** Nov 28, 2011	None ▾	N	None	None	16	✉
2	Andrade, Nestor	900	3.000	**Web Registered** Nov 30, 2011	None ▾ None	N	None	None	26	✉
3	Arevalo, Manuel	900	3.000	**Web Registered** Nov 10, 2011	A B C	N	None	None	2	✉
4	Armendariz, Rocio	900	3.000	**Web Registered** Nov 23, 2011	D F	N	None	None	11	✉
5	Arroyo, Maria M.	900	0.000	Drop Full Refund Jan 10, 2012	IB IC	N	None	None	24	✉
6	Ayala, Jacqueline	900	3.000	Withdraw Mar 23, 2012	ID IF	Y	None	None	46	✉

[Submit]   [Reset]

⚠ Please submit the grades often. There is a 30 minute time limit

This grade roster only requires the grades to be issued. The hours attended are not required because it is not a positive attendance class. (Note: None in the "Attend Hours" box.)

A Positive Attendance course will have a box to input the hours in the "Attend Hours" column. In addition to the grade, the hours of attendance for each student must be keyed into the "Attend Hours" box. Hours must be posted for every student, including those that appear on the grade roster with a drop designator.

Example of a positive attendance course: ⬇

CRN: 33053
Duration: Jan 09, 2012 - May 15, 2012
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	70	10	60
Wait List:	0	0	0
Cross List:	0	0	0

Students Registered: 10
⚠ Please submit the grades often. There is a 30 minute time limit starting at 04:59 pm on Apr 26, 2012 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0- 999999.999	Registration Number	Email
1	Covarrubias, Vanessa	900	0.500	Registered Apr 03, 2012	None ▾	N	None	[ ]	23	✉
2	DeSantiago, Martin	90u	0.000	Drop Full Refund Jan 09, 2012	Not Gradable	N	None	[ ]	4	✉

❶ You have errors on the page. Correct the errors to submit all grades for this roster.
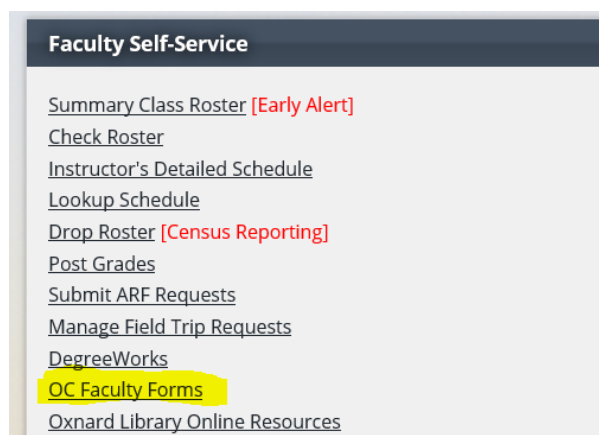
Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number	Errors	Email
1	Valerie	900	3.000	**Web Registered** Jul 01, 2013	F ▾	N	10/25/2013	None	2	Last date of attendance required for this grade.	✉

⬅ Inputting a last date of attendance for "F"s and "NP"s:

OC Downloadable Forms:

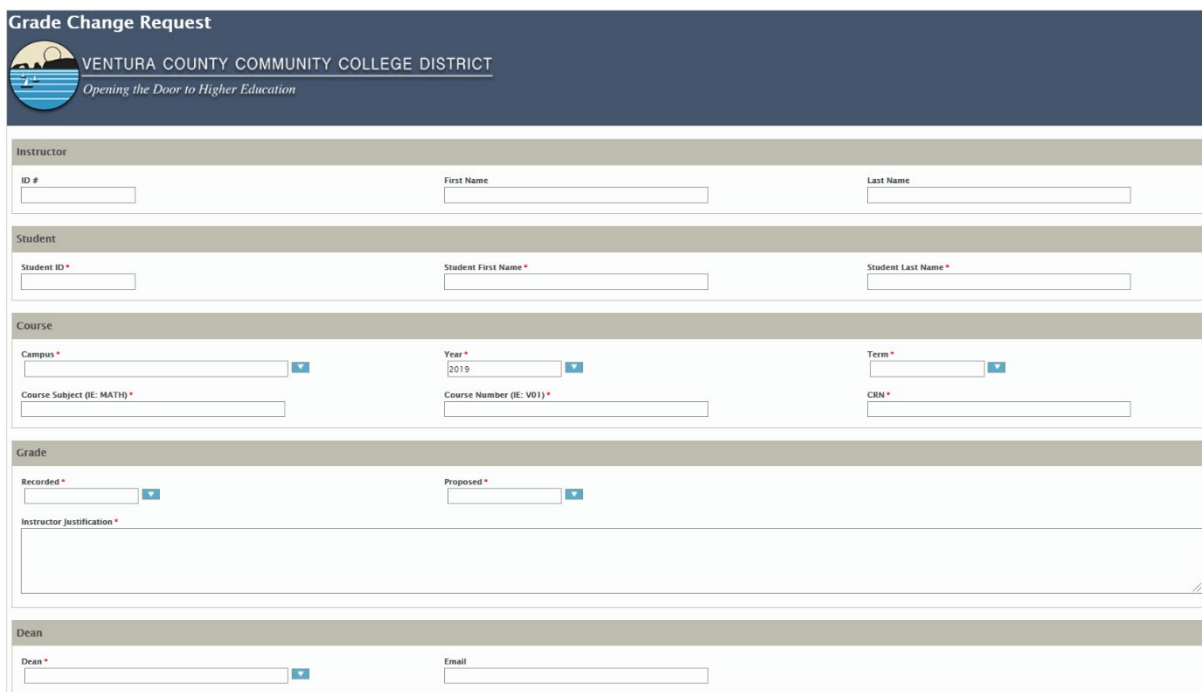The forms can be accessed on the Faculty tab under OC Faculty Forms.

Faculty Self-Service

Summary Class Roster [Early Alert]
Check Roster
Instructor's Detailed Schedule
Lookup Schedule
Drop Roster [Census Reporting]
Post Grades
Submit ARF Requests
Manage Field Trip Requests
DegreeWorks
OC Faculty Forms
Oxnard Library Online Resources

Electronic Forms (NEW):

Online electronic forms have been developed to save time and resources by routing the forms electronically. The online forms provide a paperless solution to processing forms, thus eliminating the need to mail, email or print the forms. The forms can be accessed on and off campus securely via the MyVCCCD portal. Once approved, the form will be routed electronically to the Admissions and Records Office so it can be processed.

The electronic forms can be accessed on the Faculty tab under OC Faculty Forms. Below is a sample of one of the electronic forms that has been developed.

The following forms are available in an electronic format:

- Census Certification Deadline Exception
- Incomplete Grade Change
- Positive Attendance Record Submission
- Incomplete Grade Agreement
- Grade Change Request
- Reinstatement Petition

Records, Drops, Waitlists, Canvas & More

How long should I keep my instructional records?

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

When we will the add authorization codes be available?

Add authorization codes will be available the 2nd week of the term. Once the add codes have been generated, they can be accessed online through your rosters.

Will the waitlist process continue as of the 1st day of instruction for short term courses?

No, the waitlist process will cease as of first day of instruction for short term courses. Students attempting to add a short term class as of the 1st day of instruction, will be prompted for an add authorization code. Add authorization codes will be generated for all short term courses that start in 1st week of the term. If the add codes were not generated for your short term class, please contact your dean for assistance.

Note: The process described in this question is only applicable to short term classes.

Can I drop students on the waitlist?

Yes, faculty can drop students from the waitlist. Students can be dropped online through your drop roster.

Will students have access to Canvas if they are on the waitlist?

Yes, waitlisted students will have access to Canvas for **14 calendar days** (3 days for short term classes) after the class starts..

What does the Summary Class Roster Provide?

- The course reference number (CRN) and meeting dates/times of the course
- The census date that applies to the course
- The deadline date for drops with and without a "W" grade
- The names and ID numbers of all currently registered students
- The names and ID numbers of students on a waitlist for the class, in priority order based on the day and time they placed themselves on the waitlist.
- A separate list (bottom of the page) of any students who drop the course after the first meeting.
- Access to students' addresses, phone numbers and email addresses
- A list of add authorization codes (bottom of the page) that instructors may give to students if authorizing to enter the course. Codes are issued the 2nd week of the primary term.

Can I print my roster?

Yes. You have the options of printing a single roster for one class, or printing multiple rosters for some or all of your classes.

What if I can't print my roster because the Instructor is still listed as "STAFF"?

Contact your Dean's Office. Support staff can provide you with the necessary rosters, and add authorization codes. If unavailable contact the Admissions Office.

Make sure that all of your paperwork has been processed through HR. You will not be listed as "Instructor of Record" until this is done. You will be unable to access your faculty website to process drops or report early alerts. You can process "No Show" drops in Admission until the problem is resolved.

How does the waitlist work once my class has closed (has reached maximum seat count)?

Once the enrollment in your class reaches the maximum seat count, the class is closed to registration and students have the option of placing themselves on a waitlist (5 maximum). The waitlist will continue to be active through the first week of the semester. If students drop the first week or faculty drop No-Shows it will move students from the waitlist into the class. If you still have waitlisted students the 2nd week of the term you can issue an Add Authorization code in the order in which they appear on the waitlist roster.

IMPORTANT: Students have through the first week of semester to add themselves to the waitlist. You will want to print a roster on the first day of class for an accurate picture of the waitlist. **The waitlist process will remain active through the first week of the semester for full-term courses. Add Authorization Codes will be issued the 2nd week of the term.**

What if my class is closed on the first day but I have no waitlisted students?

In this case, advise the students attempting to add your class to place themselves on the waitlist. If the students are still on the waitlist as of the second week, you will need to give them an add authorization code to register online. The add authorization codes will be available in the 2nd week of the term.

What are Add Authorization Codes?

Add authorization codes allow students to add a CLOSED CLASS using the **MyVCCCD Online Registration s**ystem. Five unique add authorization codes have been generated for each of your classes. Additional codes must be requested through your division dean.
Please observe the following:

- The add authorization codes are listed at the bottom of your online Summary Class Roster and at the bottom of your printed Basic Roster, **issued the 2nd week of term.**
- Every student you agree to admit to your closed class must receive an add authorization code. *Students cannot register without this code.*
- Students should be directed to MyVCCCD online services to add a closed class using the add authorization code. They must drop themselves off the waitlist and re-add the course.
- Each add authorization code is unique, and can only be used once.
- Your online rosters will identify students who have added using the authorization codes, so you can more easily track late enrollments into your classes.
- All add authorization codes expire on the day before the census date for each class.

When do I use the Online Drop Roster?

CENSUS REPORTING

Faculty is required to report census activity early in the semester as follows:

1) Know the census date for each of your classes – it is on your Roster Selection Menu, top left side above the CRN.
2) File your census report using the online drop roster before the census date for each class you teach.
3) **Drop all "No-Show" students (zero attendance) or any students that are no longer actively attending before the census date –required by law.**
4) If you have no drops to report for census, Click the button at the bottom of the page that says "No Drops to Report". Note: You are still required to click on the no drops to report button to confirm your class enrollment.

The census reporting deadline is always the day before the census date. If you miss the deadline come to the Admissions Office to file the necessary paperwork required for audit accountability.

POST-CENSUS DROPS

· After the census date, faculty may drop students who have quit attending through the deadline to drop with a "W" grade.

· **Return to Title IV Drops:** In accordance with federal law, if a student who has been awarded Title IV financial aid withdraws, is withdrawn, stops attending, or fails to earn a passing grade in a semester, Oxnard College must calculate the amount that must be returned by the school and/or student to Title IV programs. To ensure the accuracy of Title IV calculations and to prevent the college from paying these fees back, please make sure you drop students that are no longer actively attending.

Whose responsibility is it to Drop?

Faculty is mandated to clear rosters of inactive enrollment (No shows and students no longer actively attending/participating) prior to the census date. After that date, it is the student's responsibility.

While it is the student's responsibility to drop after census, it is highly recommended that faculty drop students that are no longer actively attending. Dropping after census will allow financial aid to accurately calculate the 2nd financial aid disbursement for students. It will also allow A&R to satisfy the 30 day reporting requirement for Veterans using GI Benefits when a change in the student's schedule occurs.

When can I post student grades?

The timely reporting of grades is essential to student progress and success. If grades are delayed, students may be denied admission or registration privileges at their transfer school, eligibility for financial aid or scholarships, employment or job promotions. You may post student grades as soon as your class ends.

1) Grades are officially **due 2 working days** after the last day of the term per AFT contract
2) Your students have immediate access to their grades
3) POSITIVE ATTENDANCE hours are also recorded on the final grade roster,

4) If there is an open box for each student in the column called "Attend Hours", the class requires that the instructor record the actual hours that each student attended during the semester.
5) Caution: There is a 30-minute time limit on the grade roster, so click the "SUBMIT" button often!
6) See the information on Grading Practices and Procedures in this packet.

What is a Positive Attendance class?

A positive attendance course is a class that has fewer than five meeting days or it has irregular meeting times.

When you teach a positive attendance class, you are also required to keep a detailed record of each student's daily attendance hours. The records must be in a legible manner that can be clearly interpreted by others (such as auditors). Every year the college is audited and if your class is selected for the audit then you will be required to provide documentation of the student's daily attendance hours.

The funding for positive attendance courses is solely based on the number of hours inputted so it is very important that you keep a detailed record of the student's attendance.

When you input the final grades, you will also be required to input the hours of attendance for each student. Any course that has a regular meeting time and hours by arrangement, then the total hours reported will be the total for both the meeting time and the hours by arrangement. The following are examples of positive attendance classes:

- Short term classes that meet less than five times
- Short term classes that include "hours by arrangement"
- Full term classes with irregular meeting times

To ensure that we have the necessary attendance records for future audits, the attendance records for positive attendance courses must **now be submitted to A&R at the end of every semester**. This will avoid the tracking down of these records during an audit. When you submit your records please make sure they are legible and you sign the documents.

How do I award a grade of Incomplete?

1) Select "OC Faculty Forms" from the Faculty tab under faculty self-service.
2) Download and print the **"Incomplete Grade Petition"**
3) On the final grade roster, award the student an incomplete and the default grade that will replace the incomplete in one year if the student doesn't complete the work.
4) Complete the petition. Provide one copy to the student and one to the Admissions Office. Keep a copy in your files.
5) When a student successfully completes the required work, fill out the "Request to Change Incomplete Grade." Submit the form to the Admissions Office. Keep a final copy for your files.
6) Students that receive an Incomplete Grade do not enroll in the course during the following semesters.

What if I need to change a grade I've already posted? (A grade may be changed online the same day you did the posting, otherwise:)

1) Select "OC Faculty Forms" from the Faculty tab under faculty self-service.
2) Download and print the "Petition to Change Grade"
3) Complete and submit to your division Dean for signature. *Keep a copy.*
4) If approved, the completed petition will be forwarded to A&R for processing.

How does a student add a course with an add code?

The student must complete the following steps to add a course with an add code. Start on step 2 if student is not waitlisted in the class.

1) Go online (my.vcccd.edu) and drop the waitlisted class.

Current Schedule

Status	
Wait List on Jan 08, 2019 You are 1st of 1 waitlisted	None Drop Before Class Begins

2) Re-enter the course number and click on "Save Schedule Changes".

Add Classes Worksheet

CRNs

30563 [   ]

Save Schedule Changes

3) Enter the Add Authorization Code and click "Submit".

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title
INCOMPLETE	692057	30563	FT	R170	001		Firefighter I Academy

Submit   Reset

4) Click on "Submit Changes" and pay for the class. Once the add authorization number is approved, the student must click on the "Submit Changes" button to add the class.
   If this step is skipped, the student will not be registered for the class.

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred
APPROVED	692057	30563	FT	R170	001	

Submit   Submit Changes   Reset

5) Click on "Pay Fees & Complete Registration" to pay for the course.
   All fees are due at the time of registration.

Pay Fees & Complete Registration

⚠ Registration is not finished until you click this button and pay fees.

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