

SAN DIEGO MIRAMAR COLLEGE



2017-2018 Faculty & Staff Handbook

Miramar College

Faculty & Staff Handbook



**10440 Black Mountain Road
San Diego, CA 92126-2999
858-536-7800/619-388-7800**

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
3375 Camino del Rio South
San Diego, CA 92108-3883a**

Dear Miramar College Faculty and Staff:

Welcome to the fall 2017 semester. I am proud to welcome you as a faculty/staff member at a college that takes pride in offering outstanding instruction and services to students. San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, equity, and success while emphasizing innovative programs and partnerships to facilitate transfer preparation, workforce training, and career advancement.

Our students are unique, and as a faculty/staff member, you have the privilege of making a difference in their lives. Learning represents a change in behavior, and you have the responsibility of guiding that change for your students. Your efforts to provide a quality learning experience will be appreciated and remembered. Your performance will be evaluated each day by your students, and you will improve as you focus on each interaction you have with them. As a faculty/staff member, you are a role model that is respected. You are an expert in your discipline, and trusted to be objective and accurate in presenting information. The creativity and excellent work that you display will be greatly valued by your students.

At San Diego Miramar College, the faculty, staff, and administrators always work collaboratively, and are willing to provide assistance and share knowledge with one another. As President, I welcome the opportunity to discuss with you about teaching and learning, and to provide the support you need to help you be successful as a faculty/staff member.

Have a good semester, and best of luck to you. Let me thank you in advance for being a dedicated faculty/staff member.

Patricia Hsieh, Ed.D.

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San Diego Community College District Administration

BOARD OF TRUSTEES

Mary Graham, Rich Grosch, Bernie Rhinerson, Dr. Maria Nieto Senour, Peter Zschiesche, Student Members (3)

CHANCELLOR

Dr. Constance Carroll

BUSINESS & TECHNOLOGY SERVICES

*Bonnie Ann Dowd, Executive Vice
Chancellor*

STUDENT SERVICES

*Dr. Lynn Neault, Vice
Chancellor*

HUMAN RESOURCES

Will Surbrook, Vice Chancellor

FACILITIES MANAGEMENT

Christopher Manis, Vice Chancellor

INSTRUCTIONAL SERVICES

Dr. Stephanie R. Bulger, Vice Chancellor

CITY COLLEGE

*Dr. Ricky Shabbazz
President*

MESA COLLEGE

*Dr. Pamela Luster
President*

MIRAMAR COLLEGE

*Dr. Patricia Hsieh
President*

CONTINUING EDUCATION

*Dr. Carlos Turner Cortez
President*

San Diego Miramar College Administration

PRESIDENT

Dr. Patricia Hsieh

COMMUNICATIONS SERVICES

Stephen Quis, Public Information Officer

SCHOOL OF PLANNING, RESEARCH & INSTITUTIONAL EFFECTIVENESS, LIBRARY & TECHNOLOGY

Dr. Daniel Miramontez, Dean

ADMINISTRATIVE SERVICES

Brett Bell, Vice President

INSTRUCTIONAL SERVICES

*Dr. Paulette Hopkins, Acting
Vice President*

STUDENT SERVICES

Gerald Ramsey, Vice President

SCHOOL OF BUSINESS, TECHNICAL CAREERS & WORKFORCE INITIATIVES

Lynne Ornelas, Dean

STUDENT AFFAIRS

Adela Jacobson, Dean

STUDENT DEVELOPMENT & MATRICULATION

(Vacant), Dean

(Vacant), Associate Dean

SCHOOL OF LIBERAL ARTS

Dr. Lou Ascione, Dean

SCHOOL OF MATHEMATICS, BIOLOGICAL, EXERCISE & PHYSICAL SCIENCES

Dr. Paulette Hopkins, Dean

SCHOOL OF PUBLIC SAFETY

George Beitey, Dean

College Governance & Committees

<http://www.sdmiramar.edu/campus/governance>

COLLEGE GOVERNANCE HANDBOOK

http://www1.sdmiramar.edu/webfm_send/15589

COLLEGE COMMITTEES

Academic Affairs Committee

<http://www.sdmiramar.edu/campus/governance/committees/aafr>

Academic Senate

<http://www.sdmiramar.edu/campus/governance/committees/asen>

Academic Standards Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/astd>

Administrative Services Program Review Task Force

<http://www.sdmiramar.edu/campus/governance/committees/aspr>

Basic Skills Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/bsit>

Budget & Resource Development Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/brds>

Chairs Committee

<http://www.sdmiramar.edu/campus/governance/committees/chrs>

Classified Staff Senate

<http://www.sdmiramar.edu/campus/governance/committees/csen>

College Executive Committee

<http://www.sdmiramar.edu/campus/governance/committees/cexc>

College Governance Committee

<http://www.sdmiramar.edu/campus/governance/committees/cgov>

Commencement Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/grad>

Curriculum Committee

<http://www.sdmiramar.edu/campus/governance/committees/curr>

Curriculum Technical Review Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/ctrs>

Diversity/International Education Committee

<http://www.sdmiramar.edu/campus/governance/committees/diec>

Environmental Stewardship Committee

<http://www.sdmiramar.edu/campus/governance/committees/estf>

Facilities Committee

<http://www.sdmiramar.edu/campus/governance/committees/faci>

Faculty Contract (Hiring) Committee

<http://www.sdmiramar.edu/campus/governance/committees/hire>

Instructional Program Review & SLOAC Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/aapr>

Marketing and Outreach Committee

<http://www.sdmiramar.edu/campus/governance/committees/mktg>

Planning & Institutional Effectiveness Committee

<http://www.sdmiramar.edu/campus/governance/committees/inef>

Professional Advancement Committee

<http://www.sdmiramar.edu/campus/governance/committees/pdev>

Research Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/rsch>

Review of Services Committee

<http://www.sdmiramar.edu/campus/governance/committees/rsvc>

Safety Committee

<http://www.sdmiramar.edu/campus/governance/committees/sfty>

Staff Development Committee

<http://www.sdmiramar.edu/campus/governance/committees/sdev>

Student Services Committee

<http://www.sdmiramar.edu/campus/governance/committees/ssvc>

Student Services Program Review Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/sspr>

Technology Committee

<http://www.sdmiramar.edu/campus/governance/committees/tech>

Website Subcommittee

<http://www.sdmiramar.edu/campus/governance/committees/webc>

COLLEGE PRESIDENT

OFFICE OF THE PRESIDENT

Room N-204, Phone: 619-388-7834

| | | | |
|---------------------|---------------------------|------------|--------------|
| Patricia Hsieh..... | President..... | N-204..... | 619-388-7834 |
| Briele Warren | Executive Assistant | N-204..... | 619-388-7408 |

Communications Services

Room N-203F & L-114B, Phone: 619-388-7876; 619-388-7751

| | | | |
|-------------------|-----------------------------------|-------------|--------------|
| Stephen Quis..... | Public Information Officer | N-204F..... | 619-388-7865 |
| Joan Mize | Graphic Artist/Photographer | L-114B..... | 619-388-7751 |

School of Planning, Research & Institutional Effectiveness (PRIE), Library & Technology

Room L-114L, Phone: 619-388-7333

| | | | |
|-------------------------|-----------------------|--------------|--------------|
| Daniel Miramontez | Dean..... | L-114N | 619-388-7333 |
| Val Sacro..... | Senior Secretary..... | L-114L | 619-388-7318 |

Audiovisual Department (AV), Room L-111

Phone: 619-388-7317

| | | | |
|---------------------------|------------------------------------|-------------|--------------|
| Glenn Magpuri | Audiovisual Supervisor | L-111F..... | 619-388-7613 |
| Yolanda Castillejos | Instructional Lab Technician | L-111J..... | 619-388-7617 |
| Bill Pacheco..... | Instructional Lab Technician | L-111K..... | 619-388-7621 |

Instructional Computing Support (ICS), Room L-114F

Phone: 619-388-7387

| | | | |
|------------------|--------------------------------------|-------------|--------------|
| Kurt Hill | Micro Specialist Supervisor..... | L-114E..... | 619-388-7744 |
| Bill Stamos..... | Instruction Lab Tech, Comp. Sci..... | L-114F..... | 619-388-7745 |

Library Learning Resource Center (LLRC), Room L-200

Phone: 619-388-7310

| | | | |
|-----------------------|----------------------------------|--------------|--------------|
| Mary Hart..... | Librarian/Department Chair | L-215B..... | 619-388-7614 |
| Roger Olson..... | Librarian | L-214C..... | 619-388-7622 |
| Glenn Magpuri | Library Supervisor | L-215A | 619-388-7613 |
| Carol Reagan | Media Technician..... | L-212..... | 619-388-7618 |
| Donna Sanmur | Administrative Technician | L-214..... | 619-388-7616 |
| June Christian..... | Media Clerk..... | L-200..... | 619-388-7836 |
| Tam Quy Nguyen | Media Clerk..... | L-200..... | 619-388-7612 |
| Pamela Phaymany | Media Clerk..... | L-200..... | 619-388-7833 |

Research and Planning, Room L-114A

Phone: 619-388-7333

| | | | |
|---------------|------------------------------------|--------------|--------------|
| Xi Zhang..... | Research and Planning Analyst..... | L-114A | 619-388-7827 |
| (Vacant)..... | Research Associate | L-114C..... | 619-388-7752 |

Web Design, Room L-114G

| | | | |
|---------------------|--------------------|--------------|--------------|
| Bill T. Smith | Web Designer | L-114G | 619-388-7348 |
|---------------------|--------------------|--------------|--------------|

Administrative Services Division

OFFICE OF THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES/BUSINESS OFFICE,

Room N-101

Phone: 619-388-7815

Hours: Monday-Friday, 8:00 a.m.-4:30 p.m.

| | | |
|-----------------------|---|--------------|
| Brett Bell..... | Vice President, Administrative Services | 619-388-7815 |
| Denise Kapitzke | Accounting Supervisor | 619-388-7405 |
| Elaine Vega | Senior Office Manager..... | 619-388-7403 |
| Tia Pickens..... | Administrative Technician | 619-388-7400 |
| Lorena Telo..... | Administrative Technician | 619-388-7406 |
| Caroline De Moll..... | Accounting Technician..... | 619-388-7401 |

REPROGRAPHICS & MAILROOM, Room N-102

Phone: 619-536-7875

| | | |
|-------------------------|---|--------------|
| Stephen Um..... | Word Proc/Dup Support Services Supervisor | |
| Thomas Longfellow | Lead Production Svcs Assistant | 619-388-7875 |
| Christine Parent..... | Production Svcs Assistant | 619-388-7650 |
| Dennis Aquino | Production Svcs Assistant | 619-388-7652 |

STOCKROOM/RECEIVING, Room N-104

Phone: 619-388-7444

Hours: Monday-Thursday, 8:00 a.m. - 5:30 p.m.; Friday, 8:00 a.m.-12:00 p.m.

| | | |
|-------------------|-----------------------------|--------------|
| Joshua Beall..... | Stock Room Supervisor | 619-388-7444 |
| (Vacant) | Stock Clerk I | 619-388-7819 |

STUDENT ACCOUNTING, Room K1-205

Phone: 619-388-7326

Hours: Monday-Thursday, 8:00 a.m.-6:00 p.m.; Fridays, 8:00 a.m.-12:00 p.m.

| | | |
|-------------------------|-----------------------------|--|
| (Vacant) | Accounting Supervisor | |
| Virgilio Afan | Accounting Specialist | |
| Anthony Novak..... | Accounting Technician | |
| Adam Feria | Accounting Technician | |
| Anthony Alfuentes | Senior Account Clerk | |

INSTRUCTIONAL SERVICES DIVISION

OFFICE OF THE VICE PRESIDENT OF INSTRUCTION, Room N-203

Phone: 619-388-7350; FAX 619-388-7902

| | | | |
|----------------------|---------------------------|--------|--------------|
| Paulette Hopkins | Acting Vice President | N-203E | 619-388-7350 |
| Margarita A. Sánchez | Administrative Secretary | N-203 | 619-388-7417 |
| Shaunna Elmone | Administrative Technician | N-203 | 619-388-7418 |
| (Vacant) | Administrative Technician | N-203 | 619-388-7414 |
| Aster Keleta | Senior Clerical Assistant | N-203 | 619-388-7416 |
| Juli Bartolomei | Senior Clerical Assistant | K2-105 | 619-388-7385 |
| Mara Sanft | Articulation Officer | M-107I | 619-388-7501 |

SCHOOL OF BUSINESS, TECHNICAL CAREERS & WORKFORCE INITIATIVES, Room C-121

Phone: 619-388-739

| | | | |
|---------------|------------------|-------|--------------|
| Lynne Ornelas | Dean | C-121 | 619-388-7524 |
| Arnice Neff | Senior Secretary | C-121 | 619-388-7523 |

Advanced Transportation Technology & Renewable Energy

| | | | |
|----------------|-------------------------|-------|--------------|
| Peter Davis | State Sector Navigator | C-120 | 619-388-7673 |
| Jonathan Kropp | Deputy Sector Navigator | C-120 | 619-388-7673 |

Department of Aeronautical & Aviation, F-100

Academic Unit: 3420

Phone: 619-388-7658

| | | | |
|--|-------------------------------|---------|--------------|
| AVIM | Larry Pink, Chair | F1-103F | 619-388-7665 |
| AVIM | Lonny Bosselman, FAA Part 147 | | |
| | Program Director | F1-103G | 619-388-7666 |
| AVIM | David Buser | F1-103B | 619-388-7663 |
| AVIM | Paul Chlapecka | F1-103E | 619-388-7661 |
| AVIA | Max Moore, FAA Part 141 | | |
| | Program Director | F1-103H | 619-388-7660 |
| AVIM | Wheeler North | F1-103I | 619-388-7662 |
| Art Davis, Instructional Assist | | F1-111 | 619-388-7658 |
| Mark Stout, Instructional Lab Technician | | F1-107 | 619-388-7949 |
| Aviation Hanger | Montgomery Field | | 858-277-3950 |

Department of Automotive & Diesel Technology, S-200/C3-100

Academic Unit: 3410

Phones: AUTO 619-388-7634; DIESEL 619-388-7856

| | | | |
|------|-----------------------------------|--------|--------------|
| DIES | Dan Willkie, Co-Chair/Diesel Tech | C3-104 | 619-388-7527 |
| AUTO | Joe Young, Co-Chair/Auto Tech & | | |
| | Program Director-Honda | S-204C | 619-388-7672 |
| AUTO | Mark Dinger, Program Director- | | |
| | Toyota | S-204D | 619-388-7642 |

| | | | |
|--|-------------------|--------------|--------------|
| AUTO | Ryan Monroy | S-204E..... | 619-388-7499 |
| DIES | Gene Choe | C3-103 | 619-388-7526 |
| Jeff Josephson, Instructional Assistant (Auto) | | S-204F | 619-388-7634 |
| John Nicolson, Instructional Lab Tech (Diesel) | | C-SHOP | 619-388-7856 |
| Sean Young, Instructional Lab Tech (Auto) | | S-204F..... | 619-388-7634 |

Department of Business, M-100

Academic Unit: 3460

| | | | |
|--|--|--------------|--------------|
| ACCT | Alan Viersen, Chair | M-107K..... | 619-388-7693 |
| BUSE | Duane Short, Asst. Chair | M-107D..... | 619-388-7812 |
| BUSE/LEGAL | Darrel Harrison, Paralegal Program Director. | M-107Q | 619-388-7457 |
| CISC | John Couture..... | M-107L | 619-388-7698 |
| ACCT | Dawn Diskin | M-107P | 619-388-7699 |
| ECON | Otto Dobre | M-107F | 619-388-7692 |
| BUSE/CBTE | Wahid Hamidy | M-107M..... | 619-388-7702 |
| CISC | Hau Nguyen | M-107O | 619-388-7695 |
| BUSE | David Wilhelm..... | M-107G..... | 619-388-7465 |
| Laurie Vasallo-Dusa, Work Experience | | M-107B..... | 619-388-7703 |

Department of Child Development, F-200

Academic Unit: 3430

Phone: 619-388-7851

| | | | |
|--|---|-------------|--------------|
| CHIL | Dawn DiMarzo, Chair | F-207..... | 619-388-7678 |
| CHIL | (Vacant), CDC Coordinator | F-207..... | 619-388-7678 |
| CHIL | Patricia Hunter, CHIL Program Director. | M-107H..... | 619-388-7464 |
| CHIL | Wai-Ling Rubic | M-107J..... | 619-388-7700 |
| Carrie Green, Instructional Lab Tech | | F-200 | 619-388-7851 |
| Cynthia Marquez, Instructional Lab Tech | | F-200 | 619-388-7851 |
| Elizabeth Thomas, Instructional Lab Tech | | F-211 | 619-388-7684 |

SCHOOL OF LIBERAL ARTS, Room H-101

Phone: 619-388-7873

| | | | |
|--------------------|-----------------------|-------------|--------------|
| Louis Ascione..... | Dean | H-101 | 619-388-7873 |
| Joyce Allen..... | Senior Secretary..... | H-101 | 619-388-7873 |

Department of Arts & Humanities

Academic Unit: 3300

| | | | |
|----------------|----------------------------------|--------------|--------------|
| MUSI | Mark Hertica, Chair | H-215A..... | 619-388-7696 |
| AFTF | Josh Alley | H-110B..... | 619-388-7463 |
| MUSI | Channing Booth | H-216A..... | 619-388-7511 |
| HUMA | (Vacant)..... | H-1100 | 619-388-7518 |
| ARTF | Deirdre Coppedge..... | H-111A..... | 619-388-7514 |
| ARTF | Jessica McCambly | H-112B..... | 619-388-7337 |
| ARTF/GFRX..... | Rex Heftmann | W-221..... | 619-388-7502 |
| PHIL | Michael Lopez..... | H-214 | 619-388-7309 |

Department of English, Communication & Foreign Languages

Academic Unit: 3320

| | | | |
|----------------|--|-------------|--------------|
| ENGL..... | Carmen Jay, Chair | H-110J..... | 619-388-7532 |
| ENGL..... | Adrian Arancibia, Asst. Chair | H-110I..... | 619-388-7421 |
| ENGL..... | Rich Halliday, Asst. Chair | H-110R..... | 619-388-7517 |
| ENGL..... | Allen Andersen..... | H-110H..... | 619-388-7506 |
| ENGL/ESOL..... | Sheryl Gobble..... | H-110M..... | 619-388-7428 |
| ENGL/ESOL..... | Denise Maduli-Williams..... | H-110U..... | 619-388-7512 |
| ENGL..... | Stefanie Johnson Shipman..... | H-10S..... | 619-388-7516 |
| ENGL..... | Lisa Muñoz..... | H-110Q..... | 619-388-7360 |
| ENGL..... | Cheryl Reed..... | H-110S..... | 619-388-7531 |
| ENGL..... | Ken Reinstein..... | H-110E..... | 619-388-7515 |
| ENGL..... | Rodrigo Gomez..... | H-110G..... | 619-388-7536 |
| COMS..... | Lisa Brewster..... | H-211..... | 619-388-7701 |
| COMS..... | Pablo Martin..... | H-213..... | 619-388-7694 |
| COMS..... | Alex Mata..... | H-212..... | 619-388-7548 |
| SPAN..... | April Koch..... | H-110K..... | 619-388-7537 |
| SPAN..... | Virginia Naters..... | H-110L..... | 619-388-7538 |

Department of Social & Behavioral Science

Academic Unit: 3315

| | | | |
|----------------|---------------------------------|-------------|--------------|
| HIST..... | Daniel Igou, Chair | H-110N..... | 619-388-7646 |
| PSYC..... | Molly Fassler..... | H-110C..... | 619-388-7507 |
| ANTH..... | Laura Gonzalez..... | H-110D..... | 619-388-7534 |
| PSYC..... | Jennifer Leaver..... | H-110F..... | 619-388-7504 |
| SOCO..... | Laura Pecenco..... | H-110Q..... | 619-388-7533 |
| POLI..... | Angela Romero..... | H-110V..... | 619-388-7413 |
| HIST/GEOG..... | Thomas Schilz..... | H-110A..... | 619-388-7500 |
| HIST..... | Patricia Manley..... | H-110O..... | 619-388-7518 |

Independent Learning Center (ILC), Room L-104

| | | | |
|-------------------------|---------------------------------------|-------------|--------------|
| Francine McCorkell..... | Instructional Support Supervisor..... | L-104F..... | 619-388-7707 |
| Van Chau..... | Instructional Assistant..... | L-104..... | 619-388-7708 |
| Kayhan Salehi..... | Instructional Assistant..... | L-104..... | 619-388-7709 |

Academic Success Center (Tutorial Services), Room L-101

Phone: 619-388-7852

| | | | |
|---------------------|-----------------------------------|-------------|--------------|
| Donnie Tran..... | Coordinator..... | L-101A..... | 619-388-7631 |
| Reylyn Cabrera..... | Instructional Lab Technician..... | L-104L..... | 619-388-7629 |

SCHOOL OF MATHEMATICS, BIOLOGICAL, EXERCISE & PHYSICAL SCIENCES

Room M-202, Phone: 619-388-7750; FAX: 619-388-7929

| | | | |
|--|---------------------------------------|--------------|--------------|
| Paulette Hopkins..... | Dean..... | M-202..... | 619-388-7748 |
| Melanie Cordero..... | Senior Secretary..... | M-202..... | 619-388-7749 |
| (Vacant)..... | Program Activity Manager-Biotech..... | S5-101B..... | 619-388-7541 |
| Southern CA Biotech Ctr. Director..... | Sandra Slivka..... | S6-115K..... | 619-388-7490 |

| | | | |
|-----------------------|-------------------------------|---------------|--------------|
| Terri Quenzer | State Sector Navigator | S6-112R | 619-388-7284 |
| Kimberly Teston | Deputy Sector Navigator | S6-112O | 619-388-7541 |

Department of Biological Sciences

Academic Unit: 3570

| | | | |
|--|---|---------------|--------------|
| BIOL..... | Andrew Lowe, Chair | S6-112P..... | 619-388-7536 |
| BIOL/CHEM | Rebecca Bowers-Gentry, Asst. Chair .. | S6-112L..... | 619-388-7241 |
| BIOL/MLTT | Anna Dowey, Program Director, Medical Laboratory Technical Training | S6-112G | 619-388-7396 |
| BIOL..... | Patricia Flower | S6-112Q..... | 619-388-7489 |
| BIOL..... | Buran Haidar | S6-112S..... | 619-388-7412 |
| BIOL..... | Marie McMahan | S6-115L..... | 619-388-7497 |
| BIOL..... | Laura Murphy | S6-115J | 619-388-7539 |
| BIOL/EXSC/HEAL | Kevin Petti..... | S6-115E..... | 619-388-7491 |
| BIOL..... | J. Alex Sanchez | S6-115I..... | 619-388-7890 |
| BIOL..... | Sandra Slivka | S6-115K..... | 619-388-7490 |
| BIOL..... | Dan Trubovitz..... | S6-115H | 619-388-7495 |
| Vuong Nguyen, Instructional Support Supvr. | | S5-210..... | 619-388-7440 |
| Emilia Manalastas, Instructional Lab Tech/Cell Biology. | | S6-211B | 619-388-7364 |
| Ann Nicholson, Instructional Lab Tech/Biotech | | S5-102C | 619-388-7878 |
| Erica Zhang, Instructional Lab Tech/Biology..... | | S5-110A..... | 619-388-7567 |
| Betty-Anne Reichard, Instructional Lab Tech/Biotech | | S5-102C | 619-388-7439 |
| Patricia Willy, SCBC Outreach Program. | | S5-101F..... | 619-388-7422 |

Department of Exercise Science, Health & Nutrition

Academic Unit: 3525

| | | | |
|---|--|---------------|--------------|
| EXSC/HEAL | Nicolas Gehler, Chair & Athletic Dir | J-222E | 619-388-7715 |
| EXSC/BIOL/HEAL | Kevin Petti, Asst. Chair | S5-101B | 619-388-7491 |
| EXSC/HEAL | John Landicho | J-222D..... | 619-388-7893 |
| EXSC/HEAL | Matthew Cain | J-222B | 619-388-7767 |
| EXSC/HEAL | Rod Porter, Coordinator of the Fitness Specialist Program. | J-203A..... | 619-388-7442 |
| NUTR..... | Mardi Parelman | J-222D..... | 619-388-7925 |
| Tosh Tepraseuth, Athletics Trainer..... | | J-202A..... | 619-388-7758 |
| (Vacant), Senior Clerical Assistant | | J-222 | 619-388-7760 |

Department of Mathematics

Academic Unit: 3530

| | | | |
|---------------------|---|--------------|--------------|
| MATH | François Bereaud, Chair | M-211E | 619-388-7503 |
| MATH | Julia McMenamin, Asst. Chair | M-211F | 619-388-7690 |
| MATH | Anne Gloag..... | M-211D..... | 619-388-7688 |
| MATH | Ryan Moore | M-211M..... | 619-388-7980 |
| MATH | Wayne Sherman | M-211H..... | 619-388-7689 |
| MATH | Christopher Silva | M-211G..... | 619-388-7691 |
| MATH | Becky Stephens..... | M-211P | 619-388-7993 |
| MATH/MATH LAB | (Vacant)..... | M-211I | 619-388-7141 |
| MATH | Shayne Vargo | M-211O | 619-388-7987 |

MATH Brenda Wilborn M-211Q 619-388-7632
MATH Cheryl Vallejo M-211J 619-388-7570

Department of Chemistry

Academic Unit: 3550

CHEM **Namphol Sinkaset, Chair** S6-112N 619-388-7644
BIO/CHEM **Rebecca Bowers-Gentry, Asst. Chair** S6-112J 619-388-7241
CHEM Daphne Figueroa S6-112A 619-388-7494
CHEM Fred Garces S6-112F 619-388-7493
CHEM Gary Smith S6-112H 619-388-7888
CHEM Cynthia Gilley S6-211S 619-388-7938
CHEM Olga Fryszman S6-112D 619-388-7434
Vuong Tung Nguyen, Senior Instructional Support Supervisor S5-210 619-388-7440
Calvin Le, Instructional Lab Tech/Chemistry S5-211B 619-388-7437
Tien Nguyen, Instructional Lab Tech/Chemistry S6-207-A3 619-388-7390
Afshin Nour, Instructional Lab Tech/Chemistry S6-207-A3 619-388-7439
Aleena Vargas, Instructional Lab Tech/Chemistry S5-211B 619-388-7826

Department of Physical Sciences

Academic Unit: 3580

PHYS/GEOL **Gina Bochicchio, Chair** S6-115C 619-388-7496
PHYS/ASTR Jae Calanog S6-115B 619-388-7671
PHYS/ASTR Sadayoshi Okumoto S6-115A 619-388-7540
Vuong Tung Nguyen, Senior Instructional Support Supervisor S5-210 619-388-7440
Steven Volin, Instructional Lab Tech/Physical Sciences S6-207-A2 619-388-7568

SCHOOL OF PUBLIC SAFETY, Room A-201

Phone: 619-388-7860

George Beitey Dean 619-388-7860
Lisa Howard Clerical Supervisor 619-388-7449
Terrie Hubbard Administrative Technician 619-388-7448
Sara Agonafer Senior Clerical Assistant 619-388-7447

Department of Administration of Justice

Academic Units:

3100 – Administration of Justice

3110 – Law Enforcement In-Service Training

3115 – Police & Sheriff’s Academy

ADJU **Jordan Omens, Chair** A-223C 619-388-7454
ADJU **Scott Moller, Asst. Chair &**
ADJU Program Director A-224B 619-388-7455
ADJU **David Mehlhoff, Asst. Chair** A-224D 619-388-TBA

Department of Fire Technology/Fire Academy/EMT

Academic Units:

3120 – Fire Technology / EMT Program

3125 – Fire Academy

3150 – Fire Technology In-service Training

| | | | |
|-----------------|---|---------------|--------------|
| EMGM | Mary Kjartanson, Chair/EMT Prog Dir. | R1-108C | 619-388-7968 |
| EMGM | Jonathan Salinsky | R1-108D | 619-388-7936 |
| FIPT | Darren Hall, Asst. Chair | R1-108F | 619-388-7969 |
| FIPT | Dennis Sheean | R1-108G | 619-388-7889 |
| FIPT | Martin Walsh | R1-108E | 619-388-7935 |
| Admin Tech..... | Stacy Rodgers..... | R1-108 | 619-388-7937 |

STUDENT SERVICES DIVISION

OFFICE OF THE VICE PRESIDENT OF STUDENT SERVICES, Room N-203

Room N-203, Phone: 619-388-7810 or 858-536-7810

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Gerald Ramsey Vice President N-203B.....619-388-7810
Rachel Martinez Administrative Secretary N-203619-388-7431

SDCCD IT LIAISON, Room L-114C

Phone: 619-388-7743

Hours: Monday, Wednesday, Friday, 8:00 a.m.-5:00 p.m.

Todd Williams Computer Svcs, Administrative619-388-7743

ADMISSIONS & RECORDS, Room K1-207

Phone: 619-388-7844 or 858-536-7844

Hours: Monday-Thursday, 8:00 a.m.-7:00 p.m.; Friday, 8:00 a.m.-3:00 p.m.

Dana Stack..... Student Services Supervisor II (619) 388-7579
(Vacant)..... Student Services Supervisor I/International Students.. (619) 388-7580
Alice Wan Student Services Technician (619) 388-7575
Jessica Aguilar Senior Student Services Assistant..... (619) 388-7573
Armando Gonzalez..... Senior Student Services Assistant..... (619) 388-7088
Robyn Kabonaizi..... Senior Student Services Assistant..... (619) 388-7578
Gloria Carranza..... Student Services Assistant (619) 388-7577
Cleon Platts Student Services Assistant (619) 388-7574

EVALUATIONS, Room K1-207

Phone: 619-388-7371

Eileen Fuerte Senior Student Services Assistant.....619-388-7091
Janee Robinson Senior Student Services Assistant.....619-388-7596

VETERANS AFFAIRS, Room K1-207

Jackie Szitta Student Services Technician619-388-7478
Adrian Tanjuaquio Student Services Assistant619-388-7477

MCAS-MILITARY EDUCATION

Phone: 858-536-4329

Nathaly Arvizu..... Student Services Technician858-536-4329

OFFICE OF THE DEAN OF STUDENT AFFAIRS

Room K1-210, Phone: 619-388-7313

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

| | | |
|------------------------|---|--------------|
| Adela Jacobson..... | Dean..... | 619-388-7313 |
| Sandra Romero | Senior Secretary..... | 619-388-7313 |
| Joseph Hankinson | Placement and Student Life Officer..... | 619-388-7474 |

ASSOCIATED STUDENTS COUNCIL, Room K1-208

| | | |
|---------------------|-------------------------|--------------|
| (Vacant)..... | ASG President | 619-388-7154 |
| Alana Bermodes..... | ASG Vice President..... | 619-388-7877 |
| (Vacant)..... | ASG Secretary | 619-388-7877 |
| (Vacant)..... | ASG Treasurer | 619-388-7877 |

(The New Associated Student Officers do not have SDCCD email address until they take office which will be August 15th)

FINANCIAL AID & SCHOLARSHIPS, Room K1-312

Phone: 619-388-7864 or 858-536-7865

| | | |
|--------------------------|--|----------------|
| Vincent Ngo | Financial Aid Officer..... | (619) 388-7485 |
| Lonnie Pham | Student Assistance Technician | (619) 388-7483 |
| Maria Rico..... | Student Assistance Technician | (619) 388-7484 |
| Lynna Vo | Student Assistance Technician | (619) 388-7487 |
| Kyle Aquino | Senior Student Services Assistant..... | (619) 388-7481 |
| Jenny King | Senior Student Services Assistant..... | (619) 388-7486 |
| Edgar de los Reyes | Student Services Assistant..... | (619) 388-7482 |

HEALTH SERVICES, Room K2-102

Phone: 619-388-7881

| | | |
|-----------------------|---------------------------------|--------------|
| Lezlie Allen | Nursing Center Supervisor | 619-388-7736 |
| Lorna Phillips..... | Medical Office Assistant | 619-388-7881 |
| Judy Patacsil..... | Mental Health Counselor..... | 619-388-7564 |
| Marian Edelbrock..... | Mental Health Counselor..... | 619-388-7881 |

OFFICE OF THE DEAN OF STUDENT DEVELOPMENT & MATRICULATION

Room K1-303, Phone: 619-388-7270

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

| | | |
|---------------|-----------------------|--------------|
| (Vacant)..... | Dean..... | 619-388-7270 |
| (Vacant)..... | Senior Secretary..... | 619-388-7267 |

| | | |
|------------------------|---------------------------------|--------------|
| (Vacant)..... | Associate Dean..... | 619-388-7631 |
| Clarissa Padilla | Administrative Technician | 619-388-7897 |

CAREER PLACEMENT, Room K1-308

Phone: 619-388-7335

Hours: Monday-Thursday, 8:00a.m.-7:00p.m.; Fridays, 8:00a.m.-3:00p.m.

| | | |
|-----------------------|---------------------------------|--------------|
| Mona Patel..... | Counselor/Coordinator..... | 619-388-7170 |
| Damaris Gardino | Student Services Assistant..... | 619-388-7265 |

COUNSELING, Room K1-203

Phone: 619-388-7840 or 858-536-7840

Hours: Monday-Thursday, 8:00 a.m.-7:00 p.m.; Fridays, 8:00 a.m.-3:00 p.m.

| | | |
|--------------------------------|---|----------------|
| Martin Moss..... | Counseling Chair | (619) 388-7565 |
| Alice Nelson | Student Services Supervisor I | (619) 388-7559 |
| (Vacant)..... | Student Services Assistant | (619) 388-7557 |
| (Vacant)..... | Student Services Assistant | (619) 388-7558 |
| Rick Cassar | Counselor | (619) 388-7554 |
| Barbara Clark | Counselor | (619) 388-7562 |
| Lisa Clarke | Counselor | (619) 388-7563 |
| Isabella Feldman | Counselor | (619) 388-7375 |
| Kevin Gallagher | Counselor | (619) 388-7038 |
| Marc Hollman | Counselor/International Student Advisor | (619) 388-7561 |
| Isabella Martin | Counselor | (619) 388- TBA |
| Erica Murrietta..... | Counselor | (619) 388-7562 |
| David Navarro | Counselor | (619) 388-7560 |
| Patricia Martinez Parker | Counselor | (619) 388-7037 |
| Judy Patacsil..... | Counselor/Mental Health, Room K2-102 | (619) 388-7564 |
| Kirk Webley..... | Counselor | (619) 388-7553 |
| Randy Claros | Counselor | (619) 388-7040 |

DSPS, Room K1-204

Phone: 619-388-7312

Hours: Monday-Thursday, 8:00 a.m.-5:00 p.m.; Fridays, 8:00 a.m.-3:00 p.m.

| | | |
|----------------------|--|--------------|
| Kandice Brandt..... | Coordinator/Counselor | 619-388-7604 |
| Dave Clark | Counselor/Alternative Media Specialist | 619-388-7607 |
| Christine Ho | Counselor | 619-388-7312 |
| Rachelle Mojica..... | Access Technology Specialist..... | 619-388-7606 |
| John Park..... | Senior Student Services Assistant..... | 619-388-7603 |

EOPS/CARE/CalWORKs, Room K1-305

Phone: 619-388-7869

| | | |
|------------------------|--|--------------|
| Joan Thompson..... | Counselor/Program Director | 619-388-7544 |
| MaryAnn Guevarra | Counselor | 619-388-7549 |
| Sam Shoostary | Student Assistant Technician..... | 619-388-7545 |
| Rose Marine..... | Senior Student Services Assistant..... | 619-388-7542 |

OUTREACH, Room K2-101

Phone: 619-388-7357

| | | |
|--------------------------------|--|--------------|
| Truongson (Sonny) Nguyen | Outreach Coordinator..... | 619-388-7358 |
| Sarah Haddad..... | Senior Student Services Assistant..... | 619-388-7575 |

ASSESSMENT, Room K2-108

Phone: 619-388-7379

| | | |
|----------------------|--|--------------|
| Meredith McGill..... | Senior Student Services Assistant..... | 619-388-7472 |
| Ellie Atkinson | Senior Student Services Assistant..... | 619-388-7608 |
| Neal Erlandson..... | Senior Student Services Assistant..... | 619-388-7443 |

TRANSFER CENTER, Room K1-306

Phone: 619-388-7380

Naomi Grisham Transfer Center Director & Counselor 619-388-7476
Edwin (Tali) McLemore Student Services Assistant 619-388-7443

INFORMATION & RESOURCES

ABSENCES

Instructor Absences. If an instructor must miss class, the instructor must notify the school dean's office as far in advance as possible, with the reason for the absence, so that a substitute may be secured. After 5:00 p.m. the instructor must call the Office of Instruction at 619-388-7350 or the Miramar switchboard at 619-388-7875. Although an instructor may wish to recommend a substitute, the instructor may not contact the substitute. This function is performed by the school dean or designees. All absences must be reported, and no informal arrangements between instructors will be permitted. Reminder: the Office of Instruction must have your home phone number and a number where you can be reached during the day. Instructor's home phone numbers are for emergency use only and will not be available to students.

If you are an instructor for an aquatics class, students may not enter the water if you are absent and do not have a substitute.

Classified Staff Absences. Classified Staff are required to report their absence to the Business Office by calling 619-388-7815. When calling before or after hours, please leave a message to report your absence. The Business Office staff will notify the appropriate supervisor/manager and secretary of the absence. Please submit a Request for Leave of Absence form upon your return to work.

Student Absences. Instructors are asked to inform their students that they are not to call the college to report their absence from class. They should leave all messages using the faculty voice mail system.

ACADEMIC FREEDOM STATEMENT

Please see Board of Trustee Policy 4030 on Academic Freedom and Freedom of Expression (<http://www.sdccd.edu/docs/policies/Student%20Services/BP%204030.pdf>).

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community. Academic freedom affords the faculty the right to speak freely and write without unreasonable restrictions or prejudices. In accordance with the doctrine of academic freedom, faculty members have the following fundamental rights:

- Collective primacy in designing and approving curriculum and instructional methods;
- Individual faculty determination of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;
- Individual faculty freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;
- Individual faculty authority to evaluate enrolled students on the basis of the academic merit of the students' performance;
- Individual faculty choice of research topics and methods of investigation—subject to professional and peer-determined standards—as well as unconditional freedom to publish results; and faculty participation in participatory governance, curriculum review, and accreditation processes.

- Freedom of expression affords the faculty, staff and students the right to speak and write freely in accordance with the constitutional protections of free speech. Faculty, staff and students have the following rights and responsibilities:
 - The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner.
 - The District shall protect the rights of faculty, staff and students to speak freely on matters of public concern.
 - Faculty, staff and students are free to explore a wide range of views and judge the merits of competing ideas.
 - As outlined in District policies and procedures, faculty, staff and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others.
 - Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

ACADEMIC HONESTY

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Student Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 describes the academic and administrative sanctions for students who are found to be cheating. A copy of Procedure 3100.3 can be obtained in the Dean of Student Affairs Office and on the Student Affairs Website at: http://www.sdccd.edu/docs/procedures/Student%20Services/AP%203100_03.pdf.

ACCIDENT PROCEDURES

Serious Injury Requiring Immediate Transportation and Medical Treatment:

- **Life-threatening emergencies: Dial 911**, and then call College Police Dispatch at 619-388-6405. For other emergency first aid situations, call College Police Dispatch using the red call box located in each classroom or call 619-388-6405.
- Injuries not requiring immediate transportation: Contact College Police Office Dispatch for first aid as appropriate at ext. 6405. First-aid materials are maintained in the Health Services Center (K2-102), College Administrative offices (N-101), and Custodial Services office (U-3).

Follow-up Actions:

Student Accidents.

- The San Diego Community College District provides accident insurance for students and student athletes for accidents resulting in injuries occurring on District property or during certain off campus activities. Illnesses are not covered by Student Accident Insurance. The insurance is secondary insurance and pays only those specified medical expenses not covered by the student's own medical insurance. The policy has various coverage limits and is not a substitute for private medical insurance.
- To file a claim, students must report injuries to their campus Student Health Service, or the Athletic Department (for athletic injuries). A district representative will complete the Student

Accident/Injury Report (contact Risk Management for form) and route as indicated on the form. The Student Health Office or Athletic Department representative will provide the student with the necessary student insurance forms, if warranted. It is important to report injuries as soon as possible after an accident, as the insurance has strict claims reporting procedures

- Employee Accidents. Report name and details to Business Office immediately at ext.7815 (N-101). Workers Comp packets are available in the Business Office. Applicable forms must be completed and returned to the Business Office within 24 hours. A supervisor's report should be completed for all employee accidents/injuries.

Note: District employees should not transport injured persons. No statement should be made regarding liability or district insurance limits. A college police report should be completed for all accidents/ injuries that occur on Miramar property.

ACCOUNTING OFFICE, Room K1-205

Phone: 619-388-7326

Hours: Monday-Thursday, 8:00 a.m.-6:00 p.m.; Fridays, 8:00 a.m.-12:00 p.m.

The Accounting Office serves as the central collection point for student tuition and fees as well as other funds deposited to college accounts. This unit oversees all accounts receivables generated through the student registration process and other financial obligations for students and third-party sponsors. The Accounting Office focuses on:

- Student Financial Services. Many of the services offered such as tuition and fee schedule, general payment guidelines, refund policies, payment of fines, and required forms are included in the student web portal, Reg-e online registration system and class schedules.
- Sponsor Account Services. The Accounting Office is responsible for approving third-party billing arrangements, such as Employer Tuition Assistance plans, scholarships, billing and collections, tuition payment vouchers, and third agency accounts.
- Cash Management and Banking. The Accounting Office administers the college's system of internal controls, anticipates and supervises audits, initiates and monitors responses to auditor's inquiries and suggestions. The office handles all banking relations for the college, administrates collections by various departments, and provides fiscal oversight of all cash disbursements.
- Financial Accounting and Reporting for the Miramar College Foundation, Inc. Associated Student Council and other student clubs, student representation fees, fiduciary trust and agency funds, revolving cash fund and co-curricular RCF. The Accounting Office develops, compiles and coordinates financial report preparation, reconciliation of balance sheet accounts, reconciliation of balance bank accounts, and maintenance and review of accounting fiscal records.

ADDRESS/NAME CHANGE

Promptly report any change of address, name, phone or other significant contact information to your dean/supervisor via a Payroll Address or Name Change Notice form, available in the Business Office or deans' offices. If you have WebAdvisor, you will also need to update your information online.

ADJUNCT TIME CARDS

Most adjunct instructors are on unit pay. Payment is made based on the information indicated on the Tentative Assignment Offer (TAO); no time card is needed for instructional faculty. All other adjunct instructors (those who team-teach, have non-classroom assignments or a varied work schedule) must complete individual timecards. If a timecard is required, a timecard will be placed in the instructor's campus mailbox. The timecard should be completed in ink, signed, dated and forwarded to the dean's office. Deadlines for the submission of timecards are posted in the Mailroom (N-203) and the Business Office (N-101).

Timecards are generated by the Tentative Assignment Offer (TAO); therefore, it is critical that the TAO is signed and processed at least two weeks in advance of the start of the semester and/or class. A late TAO will be processed as time permits, but may result in a late payment.

Questions may be directed to the school dean's office or the Business Office (N-101).

ADMISSIONS & RECORDS, Room K1-207

Phone: 619-388-7844

<http://www.sdmiramar.edu/students/admissions>

The Admissions and Records Office facilitates the enrollment process through the establishment and maintenance of records so that students may achieve their educational goals. Services for students, staff, faculty and administration include:

- Application for admission
- International student admission
- Residency
- Assessment and challenge exam appointments
- Enrollment assistance
- Deadline information
- Student identification cards
- Student records
- Transcript requests
- Referral to other student services offices
- Assistance with Faculty Web Services
- Collection of Official Grade and Attendance Rosters
- Grade changes

APPLICATION FOR EMPLOYMENT: ADJUNCT (PART-TIME) FACULTY

Employment Application — New & Returning Faculty

All first-time (teaching with the District) or returning faculty (after not having been actively assigned for over one year) must complete an online employment application available on the District website at <https://www.sdccdjobs.com/>.

ASSOCIATED STUDENT COUNCIL, Room K1-208

The Associated Student Council (ASC) is the college-recognized student government organization established for the purpose of promoting and representing the best interests of the students and the college. Students can join the Associated Students Council and any of the many student clubs or start a new one to meet their needs. The following is a partial list of clubs and organizations that have been active at Miramar College:

- Child Development Professionals
- EOPS Student Association
- Filipino-American Student Association (FASA)
- Parent Student Advisory Board
- Phi Theta Kappa/Beta Iota Lambda
- Science Club

BOOKSTORE, Room K1-105

Bookstore hours are available at <http://www.bookstore.sdccd.edu/miramar/>. Extended hours are available during the beginning of the semester and other events. The campus store provides printed and digital materials requested by faculty members.

BUSINESS OFFICE, Room N-101

Phone: 619-388-7815; FAX: 619-388-7900

Hours: Monday-Friday, 8:00 a.m.-4:30 p.m.

The Business Office provides technical and procedural services and support including:

- Personnel services/hiring practices, classified and certificated payrolls, employee evaluations, 175-day monitoring, position control, pay warrant distribution, and employee accident reporting.
- Fiscal control, budget monitoring, requisitions, chargebacks, revolving cash fund, mileage reimbursement, transfers, journal entries, Planning and Budget campus support and campus travel liaison.
- Facilities/operational support, key control, civic center/use of facilities, review of services, transfer of equipment, capital projects.

CAFE - MIRAMAR CAFÉ, Room K1-101

Phone: 619-388-7636

Hours: Monday-Thursday, 7:00 a.m.-8:30 p.m.; Friday, 6:00 a.m.-2:00 p.m.

CalWORKs, Room K1-305

Phone: 619-388-7378

CalWORKs offers support services to students who receive TANF funding. Specialized services include academic and vocational counseling, job placement, career transition, counseling, workshops, childcare, work study placements and verification of Welfare-to-Work hours.

CAREER SERVICES, Room K1-308

Phone: 619-388-7335

Services include assistance with selection majors and required courses, assessments utilizing EUREKA, COPS, Myers-Briggs, exploring career opportunities, and developing skills to win a job.

The office provides students with access to employment opportunities and career resources. Services include: job listings, career advisement, resume development, job search assistance, workshops, labor market data, occupational information, and internet access to on-line job listings and resume posting websites.

CIVILITY AND MUTUAL RESPECT POLICY

Miramar College is aligned with the SDCCD's policy of Civility and Mutual Respect which fosters "...an environment which maximizes student learning and employee performance, and a climate of civility among all employees and students of the District." --Policy BP 7150.

<http://www.sdccd.edu/docs/policies/Human%20Resources/BP%207150.pdf>

CHEATING AND PLAGIARISM

It is important to notify your students in writing that academic honesty is one of the fundamental bases for the academic community. To this end, we wish to assist students in defining acceptable standards of academic honesty as they pertain to written work. It is important to acknowledge sources used when writing papers. Plagiarism -- to take and pass off as one's own work or ideas of another -- is a form of academic dishonesty, and penalties may be assigned for any form of academic dishonesty. Plagiarism is any one of the following:

- Verbatim copying without proper acknowledgment on term papers, homework or tests/exams;
- Paraphrasing without proper acknowledgment;
- Putting together a "patchwork" paper from diverse sources, without proper acknowledgment of those sources;
- Unacknowledged appropriation of information or of someone else's ideas. For more details visit <http://www.sdmiramar.edu/faculty/facultypolicies>

CLASS HOURS AND BREAKS

You are expected to conduct your class as scheduled. If a class is terminated prior to the scheduled time of adjournment, written notice must be given to your dean. The college's printed class schedule indicates the beginning and ending time of class and includes break time(s) as follows:

| <u>Hours Per Day</u> | <u>Break Time</u> |
|-----------------------------|--------------------------|
| Two hours or less | no break |
| Two-three hours | one 10-minute break |
| Three-four hours | two 10-minute breaks |

Consult with your dean about the length of breaks for classes scheduled outside of this schedule.

(Continued on next page)

(Continued)

If for any reason you will not be in your classroom for the entire scheduled time, you are required to call the dean's office between the hours of 8:00 a.m. to 4:30 p.m. From 4:30 -9:30 p.m. contact the Evening Duty Administrator at 619-301-1348 or the Office of Instructional Services until 7:45 p.m. at 619-388-7350.

COUNSELING, Room K1-203

Phone: 619-388-7840

Hours: Monday - Thursday, 7:30 a.m.-6:00 p.m.; Fridays, 8:00 a.m.-12:00 p.m.

Program advising, personal, career transfer and veterans' counseling are available for day and evening students.

Students with questions regarding transfer or graduation requirements, or needing other support services, may be referred to Counseling. Counselors are available to consult with faculty on behavioral or other student matters.

COLLEGE POLICE BUSINESS OFFICE, Room T-100

Phone: 619-388-7353

Dispatch: 619-388-6405

Any time a police officer is required, faculty and staff should contact College Police Dispatch at (619) 388-6405, and an officer will be dispatched to your location.

CONDUCT AND DISCIPLINE

District Policy 3100 (<http://www.sdccdonline.net/handbook/StudentCodeofConductGuidelinesFINAL.pdf>)

describes the specific code of conduct that students are expected to follow. Should a student exhibit behavior which, in the instructor's view, is a violation of that code, the incident should be reported to the school dean and the Dean of Student Affairs. In the event of disruptive or violent behavior, faculty should notify the College Police immediately using the emergency call boxes located in the classrooms. For more details visit <http://www.sdmiramar.edu/faculty/facultypolicies> and also see the college catalog.

COURSE MATERIALS

Department chairs will inform instructors of departmental policies regarding approved textbooks. The following procedure for obtaining desk copies has been adopted due to publisher policies regarding obtaining desk copies.

- Instructors are required to request a desk copy of the adopted textbook directly from the publisher. Instructors should contact the publisher or the local representative at the time textbooks are requested. Some publishers may provide digital copies.
- If the publisher does not respond to the request, notify the department chair or Miramar College Bookstore, 619-388-7866, for assistance. Publisher's desk copies may vary depending on quantities ordered and other factors.

In instances where an instructor receives an assignment within two weeks preceding the start date of classes, a copy of the textbook will be obtained from the Miramar Bookstore. Note: Please don't mark in that copy! It must be returned for credit upon receipt of the publisher's complimentary copy or the

instructor's department budget will be charged after 60 days of receipt of the desk copy. Course materials offered at the Campus Store include new, used, rentals, custom packets, access codes, clickers, digital access codes, e-books, open-source materials. Course materials are ordered via the course requisition website. Links are available at <http://faculty.sdccd.edu>. Log-in and password information is available at the Miramar [Bookstore or via email at mirareqs@sdccd.edu](#).

To ensure materials are available for students at the beginning of the semester, requests should be made as assignment documents are received for the semester.

COURSE SYLLABUS

The Board of Trustees has adopted the following policy regarding student rights:

Policy 3100, Section I. Students shall have the right to impartial objective evaluation of their academic performance and to receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives including the method by which the final grade is determined.

<http://www.sdccdonline.net/handbook/StudentCodeofConductGuidelinesFINAL.pdf>

With the adoption of this policy, all instructors are required to provide a syllabus to students every semester. The syllabus is a means of communicating to the student the instructor's course criteria, and should follow the outline and syllabus sample, available in the school dean's office.

The syllabus must be distributed to your students no later than the second class session, with a copy to the appropriate school dean. Important information for syllabi can be found in the 2016-2017 Faculty Resource Handbook, <http://faculty.sdccd.edu/docs/manual.pdf>.

Each instructor will receive a district-approved course outline for the course(s) to which the instructor is assigned. Each instructor retains the right to determine the methods of evaluation and instruction.

Examples of Syllabus Statements:

- Classes Taught On Campus. Students with disabilities who may need academic accommodations should contact me as soon as possible. You and I can coordinate with the Disability Support Programs and Services (DSPS) department to identify your appropriate accommodations. DSPS is located in Room K1-204 and can be reached at (858) 536-7212 or (619) 388-7312.
- Classes Taught On-Line:
- "Students with disabilities who may need academic accommodations should contact me by email, fax or phone as soon as possible. You and I can coordinate with the Disability Support Programs and Services (DSPS) department to identify your appropriate accommodations. If you would like further information or have questions about DSPS services, please email DSPS at miradsps@sdccd.edu."

- Syllabus Statement to be Included in all online Class Syllabi. “ATTENTION: I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact me immediately.”

DISABILITY SUPPORT PROGRAMS & SERVICES, Room K1-208

Phone: 619-388-7312

Support services for students with physical, other health, and/ or learning disabilities are available through the DSPS Office. Services may include academic accommodations, test proctoring, readers, interpreters, alternative media for Deaf and other services as needed. The High Tech Center offers training in the use of adaptive computer hardware and software, as well as instruction in word processing, internet and keyboarding. Call DSPS for more information or visit the website at <http://www.sdmiramar.edu/students/dsps>.

DROPS

An official drop from a class may be submitted by the student or initiated on the student’s behalf by the instructor. Instructors will use the online Drop Sheets to report drops. The following conditions apply to an official drop:

- No record of the class will be entered on the student’s permanent record if the official drop is made on or prior to the first census date which is printed on your roster.
- If a drop is made after the first census date and before the withdrawal deadline for that particular session, a grade of “W” will be recorded on the student’s permanent record. A student who is officially enrolled in class beyond the withdrawal deadline will NOT be eligible to receive a “W” symbol for that class. An appropriate academic grade or “incomplete” must be assigned by the instructor for that class.
- Withdrawal deadlines are printed on grade rosters and in the calendar section of the class schedule. Withdrawal deadlines are usually 60% of the term for regular classes and short-term classes, respectively.
- Official withdrawals from class will not be permitted after the withdrawal deadline.

Exceptions to this policy are authorized in certain extenuating circumstances. These circumstances are defined as accident, illness or other circumstances beyond the control of the student. Such withdrawal is initiated by the student after consultation with the instructor. The following procedure is established in accordance with state regulations: (a) student submits a Student Petition to the instructor of each course in question (in the event the instructor cannot be contacted, submit the petition to the department chair); (b) instructor signs the Student Petition indicating his/her recommendations; (c) Vice President of Student Services reviews the petition and verifies the extenuating circumstances; and (d) District Student Services Office records the “W” on student’s academic history.

All drops MUST be processed online via Faculty Web Services at <http://faculty.sdccd.edu/>. If the student to be dropped is a veteran, the last date of physical presence is required. The Veteran’s Administration requires that veterans be dropped immediately and reported no later than 22 calendar days from the last date of attendance.

ENGLISH CENTER, Room L-104

Phone: TBA

September 8 – December 10, 2015. Hours TBA.

The Center provides tutoring services (individual and small group) and workshops for students in all English and ESOL courses.

ENROLLMENT MINIMUM

Classes may be terminated due to insufficient enrollment. The minimum number of students required to continue a class may vary according to circumstances.

EVENING ADMINISTRATOR, Room N-203

Hours: Monday-Thursday, 5:00-10:00 p.m.

Support Staff is available in the Instructional Services Office until 7:00 p.m.

After regular office hours, an Evening Administrator is available in the Instructional Services Office from 5:00–7:30 p.m. in Room N-203, and in his/her office from 8:00-10:00 p.m., Monday through Thursday. At times, a Department Chair will serve as the Evening Administrator. The Evening Administrator is available in person and can be reached by the **evening phone number 619-301-1348** in the case of any emergency until 10:00 p.m. If it is after 10:00 p.m., or the person on duty is not available, contact the **College Police Dispatch at 619-388-6405**. If there is a need to leave a message about a cancelled class, etc., for the following day, please contact the dean of your school.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS) AND CARE, Room K1-305

Phone: 619-388-7869

EOPS is a state-funded student support services program. Its purpose is to provide enhanced recruitment, retention and transition services to eligible students. The services offered are above and beyond those offered by general counseling. Primary services include assistance in the following areas: priority enrollment, counseling and advisement, preparation for transfer to four-year schools or the workplace, and financial assistance.

For detailed information on all services offered and application procedures, contact the EOPS Office.

FACILITIES SERVICES, Room U-300

Phone: 619-388-7823

FACULTY WEB SERVICES

The San Diego Community College District provides many resources for faculty via Faculty Web Services at <http://faculty.sdccd.edu/index.cfm>, which includes a downloadable roster, an online drop sheet, various forms, as well as important information and deadline dates.

FIELD TRIPS & OPTIONAL OFF-CAMPUS ACTIVITIES

Each instructor desiring to convene a class at an off-campus location must submit a Request/Authorization to Conduct Off-Campus Student Activity form to his/her school dean three weeks prior to the proposed activity. The links are below; these forms may also be obtained in the Office of Instruction, N-203, or the Business Office, N-101.

<http://www.sdmiramar.edu/sites/default/files/documents/studentlife/Request%20Authorization%20For%20Off%20Campus%20Activities.pdf>. http://www.sdmiramar.edu/sites/default/files/documents/studentlife/3125.2_Travel_Form.pdf.

General Provisions

Instructors should notify students if they plan to hold a class session at an off-campus location three weeks in advance of the scheduled meeting date, preferably including the date in the class syllabus.

Field trips may be required only if the catalog course description indicates that a field trip may be required. Off-campus activities involve the District when they are an integral part of programs offered by the District. If possible, activities shall be scheduled to avoid requiring that students be absent from other classes.

Minor permission forms must be utilized for students under the age of 18. Transportation to the approved off-campus location is generally the students' responsibility, unless specific arrangements for public or District transportation have been made/approved.

Overnight trips outside California shall be individually approved in advance by the Board of Trustees. Overnight trips within California shall be individually approved in advance by the College President. District vehicles, including contract carriers, may be used to provide transportation.

No expenses other than transportation of students may be paid from District funds; for example, entry fees, food, lodging, etc.

Definitions

Field trips, excursions and classes convened off-campus are defined as those activities which replace regularly-scheduled class sessions. Students are expected to attend since the activity is a part of the regularly-scheduled class time.

- The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
- The learning experience must be conveniently available to students outside class time.
- Adequate preparation or orientation shall be provided in advance.
- The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
- The requirement for the activity shall be specified in the catalog course description.
- These activities shall not be authorized if any student cannot participate because of lack of funds. (Community service groups should be solicited to provide funds for students in need.)
- Optional visits are defined as field trips, excursions and classes convened off-campus, except they are not a required part of an educational program.

- The visit shall not be during, nor may it replace, a regularly- scheduled class session.
- Students are encouraged, but shall not be required, to attend.
- No penalty for nonattendance may be reflected in the course grade, nor may any student be held accountable in any way for the learning experience which would have been gained through attendance.
- The activity need not be specified in the catalog course description.

FINANCIAL AID & SCHOLARSHIPS, Room K1-312

Phone: 619-388-7864

The Financial Aid Program assists students who might otherwise be unable to attend college because of financial disadvantage. Financial aid awards consist of enrollment fee waivers, grants, loans and college work study. Financial aid funds for books and living expenses are available for those who qualify. Students may apply for a Board of Governors Fee Wavier (BOGW-B) using the e-bogw application located on the student website. To apply for all other types of aid, including a BOGW-C, students may apply online at www.fafsa.ed.gov. Applications for both programs are available in the Financial Aid Office, room K-312. While financial aid is not meant to provide the total living expenses for a student, its purpose is to bridge the gap between the total educational cost and the money available from family, work, savings and other resources. Applications for student aid are accepted throughout the entire school year.

FLEX

Adjunct Information for FLEX

- Non-classroom faculty and adjunct faculty teaching classes shorter than full-term are exempt.
- Adjunct faculty who teach a class that is a 16-week, primary-term course, are obligated to participate in one (1) hour of FLEX activity for every weekly classroom hour.
- Your FLEX obligation lists the hours you need to complete, an option to enroll in any workshop, and a calculation of completed hours. This is your on-line FLEX contract.
- All workshops must be arranged with the FLEX Coordinator, who will also review and approve independent projects.
- You can find the policies, forms and procedures for completing your FLEX obligation at <http://www.sdmiramar.edu/faculty/flex>.
- Click on “Flex Obligations and Workshops” and follow the guidelines to understand the process. To see your own FLEX contract, you will need your faculty ID number and a password, the same one you use for completing drops and turning in grades.
- Information on your FLEX obligation is printed on your TAO. See your school secretary or Admissions to get a password if you do not have one. For questions on FLEX (other than a password) contact the FLEX Coordinator, David Mehlhoff at dmehlhof@sdccd.edu.

GRADES

Visit <https://faculty.sdccd.edu/facultygrade/>.

Incomplete: The symbol “I” (incomplete) may be assigned by an instructor when the student has been unable to take the final examination or to complete other requirements of the course by reason of illness

or any other unavoidable circumstance. The instructor will complete an Assignment of Incomplete Grade form indicating the conditions for removal of the “I” as well as the grade to be assigned in one year if work is not completed. A final grade will be given when all required work has been completed by the student and the grade change form has been submitted to the Admissions Office or when the time limit for completion of the work has passed.

Posting Grades: It is a violation of the Family Educational Rights and Privacy Act to publicly display student grades. Posting of student lists using Social Security numbers, initials or other forms of coding is prohibited. Students may log on to e-grades on or after the dates published in the class schedule.

GUEST SPEAKERS

Any instructor wishing to invite an outside speaker into a classroom must receive prior permission from the school dean. Request forms are available in the Office of Instruction (N-203) and the Business Office (N-101). They must be completed and returned to the dean at least one week prior to the speaker’s scheduled appearance. A guest speaker does not replace the requirement for a certified instructor to be in attendance at all classes.

INDEPENDENT LEARNING CENTER (ILC), Room L-104

Phone: 619-388-7365

Weekly Hours: Monday-Thursday, 8 a.m.-7 p.m.; Friday 8 a.m.-12 p.m.; and closed Saturdays.

The Independent Learning Center is a state-of-the-art computer lab. The ILC provides all enrolled college students with the many instructional support services necessary to successfully complete classroom assignments. Along with a friendly, helpful staff, the ILC offers Miramar students access to computers (PCs and Macs), the Internet, printing, photocopying, and supplementary materials provided by various faculty.

For more information, please contact Francine McCorkell, Instructional Support Supervisor in the ILC at 619-388-7707.

KEYS/ALARM CODES

Key request forms may be obtained from your school dean, Business Office or College Police. The request must be approved by the immediate supervisor/dean and forwarded to the Business Office. Instructors will be notified via email or campus mailboxes when keys/codes are available. Once notified, keys can be picked up in the College Police Office, Room T-100.

LEAVES

Please refer to your specific Collective Bargaining Unit Agreement for details. Leaves require prior approval from your supervisor/administrator in addition to adequate time of notification. All leaves require a completed form with your signature and your supervisor/dean’s signature within the timeframe indicated in your specific Collective Bargaining Unit Agreement.

District Procedure 8960 provides the complete guidelines for mileage reimbursement. Rates for reimbursement are normally changed annually, the rate being set by the board of trustees. Mileage reimbursement claims are completed via People Soft using the Expense Report function.

MAILROOM, Room N-103

Phone: 619-388-7648 or Repro 619-388-7875

Hours: Monday-Thursday, 7:30 a.m.-10:30 p.m.; Fridays, 7:30 a.m. 7:30 p.m.

Faculty Mailboxes. Faculty mailboxes are located in N-103. Each faculty member should check his/her box prior to each class. Only instructors, staff and authorized personnel are allowed in N-103; under no circumstances are students allowed in this area. Mail can be released only to the instructor unless prior arrangements are made with the Repro Center. Students must take any correspondence/messages for instructors to N-203, the Office of Instruction.

U.S. Mail. All outgoing U.S. mail must arrive with a completed postage slip at the Mailroom by 8:30 a.m. in order to be processed by pick-up deadline. Please remember to indicate your department as a return address; otherwise mail will be opened to determine which department to charge for postage, and to write that return address on the envelope.

MATH LAB, Room M-210

Walk-In Math Tutoring, Homework Help, and Study Space. No Appointments Needed.

Phone: 619-388-7141

August 31 – December 18, 2015. Weekly Hours: Monday–Wednesday, 9:00 a.m.-6:30 p.m.; Thursday, 9:00 a.m. 8:00 p.m.; Friday 9:00 a.m.-noon

MATRICULATION & STUDENT SUCCESS

Matriculation is a process that enhances students' accessibility into the college and promotes efforts to ensure that they are successful in achieving their educational goals. The process requires a commitment on the part of the college as well as the student. In other words, we ask students to commit to an educational goal, and we promise to help them succeed.

The matriculation process is made up of the following steps:

- Admissions
- Assessment
- Orientation
- Education Plan
- Follow-up.

The matriculation process has been designed especially for students who intend to earn a certificate or degree at the college or to transfer to a four-year college or university, and the services are available to all students at the college.

MCAS MIRAMAR FACULTY NOTES

- Miramar College classes held at MCAS Miramar are held in The HUB, Building 5305, which is the location for the on-base Miramar College Office.
- A vehicle pass is required for your automobile. All vehicles are subject to a vehicle safety inspection by MCAS Security at the time a vehicle pass is issued.
- When driving on-base, please observe all speed limits, use seat belts, do not park in blue/reserved areas, and during the evening hours remember to turn off your lights when approaching the gate.
- If you have any questions concerning your on-base classes or pass procedures, please contact Annette Ragsdale, 858-536-4329, or the Office of Instruction.

MILEAGE REIMBURSEMENT

All district employees must receive, from the responsible administrator, prior approval for use of a personal vehicle for work-related activities for which mileage reimbursement will be requested. Employees are required to maintain a detailed mileage record for audit purposes, which is to be reviewed by the appropriate administrator, and maintained by the employee for one year after the close of the fiscal year. Reimbursement claims may be submitted once a month or less frequently if the accumulated mileage is less than 100 miles. Mileage reimbursement claims for January through May must be submitted by June 1st. Mileage reimbursement claims for June must be submitted by the last working day in June. As per District Procedure 8960.1.2.3, "Claims submitted after the end of the fiscal year (June 30) in which the travel took place will not be approved for payment, and the employee will not be reimbursed for the mileage."

OFF-CAMPUS LOCATIONS

As a Miramar College instructor assigned to teach off-campus, please make every attempt to remember that we are guests and have an obligation to treat our hosts' property and personnel with respect and professional cooperation. Please note and share the following with students:

- No food/drinks/smoking in the classroom.
- Note the arrangement of furniture when you enter the room and ensure that it is returned to the same arrangement when you leave.
- Do not disturb other classroom materials/projects/equipment.
- Do not litter.
- Park only in marked stalls.
- Erase boards after class.
- At the end of class, close and lock windows and shut the door.
- Audio visual services: refer to Library/LRC information in this handbook.

OFFICE OF INSTRUCTION, Room N-203

Phone: 619-388-7350

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.; closed Saturdays, Sundays and holidays.

After regular office hours, an Evening Administrator is available in the Instructional Services Office from 5:00–8:00 p.m. in Room N-203, and in his/her office from 8:00-10:00 p.m., Monday through Thursday. At times, a Department Chair will serve as the Evening Administrator. The Evening Administrator is available in person and can be reached by the **evening phone number 619-301-1348** in the case of any emergency until 10:00 p.m. If it is after 10:00 p.m., or the person on duty is not available, contact the **College Police Dispatch at 619-388-6405**. If there is a need to leave a message about a cancelled class, etc., for the following day, please contact the dean of your school.

ONLINE INSTRUCTION SUPPORT

SDCCD Online Learning Pathways offers support for online faculty and students. Contact SDCCD Online Learning Pathways at 619-388-7330 for more information or visit <http://www.sdccdonline.net/faculty>.

- Online Faculty Training Certification Program is offered to all on-campus and online faculty. See <http://www.sdccdonline.net/faculty/training> for description and sign-up information.
- Online Student Training and Orientation is offered to all online students. See <http://www.sdccdonline.net/students/training>. Ask your students to complete the orientation.
- All Blackboard course shells contain links to training, tutorials and resources for online students.
- Provide information on your Course Information Page (<http://www.sdccdonline.net/infoPages.cfm>) during the registration period about your course requirements and your expectations. Instructions for creating Course Information Pages are at <http://www.sdccdonline.net/faculty/>.
- Remind students of the netiquette guidelines and the academic integrity requirements for online students: <http://www.sdccdonline.net/students/resources>.
- Refer to the Student Code of Conduct Guidelines for Online Classes in the case of a disruptive student: <http://www.sdccdonline.net/handbook>.
- Offer an opportunity for student introductions to get to know each other and to build a supportive learning community atmosphere.
- Keep your online course simple, easy to navigate, and consistent in format. Refer to the Checklist of Course Readiness and the Online Syllabus Checklist at <http://www.sdccdonline.net/faculty/resources>.
- Follow the Rubric for Quality Online Courses: <http://www.sdccdonline.net/faculty/blackboard>.
- Encourage involvement, participation, and inquiry. Provide feedback and offer encouragement, suggestions, ideas and direction.
- Make sure your course includes regular, effective instructor-initiated contact via discussion forums, announcements, courses messages, and feedback on assignments. Instructors teaching online need to verify student participation and interaction with the course material in order to comply with State Distance Education regulations. Be sure that your online course materials comply with copyright laws. All online courses must be accessible to students with disabilities. The requirements are at <http://www.sdccdonline.net/faculty/resources>.

- New Federal Guidelines for online attendance require monitoring of first and last date of attendance, which is the last known "academically related activity." Logins are not considered sufficient evidence of attendance in an online class.
- Expect and plan for technical glitches and students with computer issues. Refer students to the 24/7 Helpdesk at <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=4216>.
- Take advantage of the course design support, training, tutorials and instructional technology workshops for all faculty at <http://www.sdccdonline.net/faculty/training>.

ONLINE FACULTY TRAINING CENTER, 9315 Hillery Drive, Room W-222

Dave Giberson Instructional Design Coordinator619-388-7332
 Kathryn Palacios Instructional Design Coordinator619-388-7327
 Paula Miranda Curriculum Tech.....619-388-7331

ONLINE ORIENTATION & ASSESSMENT, Room K2-108

Online Orientation is available at <http://www.sdmiramar.edu/students/counseling/orientation>. This must be viewed and the Orientation Learning Outcomes form completed before scheduling a placement assessment. Assessment times and locations are available at: <http://www.sdmiramar.edu/students/admissions/assessment..>

OUTSIDE SPEAKERS IN CLASS

Any instructor wishing to invite an outside speaker into a classroom must receive prior permission from the school dean. Request forms are available in the Office of Instruction (N-203) and the Business Office (N-101). They must be completed and returned to the dean at least one week prior to the speaker’s scheduled appearance. A guest speaker does not replace the requirement for a certified instructor to be in attendance at all classes.

PARKING

Staff and Faculty must have a parking permit for all lots and areas at Miramar College. Obtain a temporary SDCCD parking permit from the College Police/Parking Office, T-100. This valid parking permit must be displayed in/on the vehicle. Information/applications for parking permits are available in the College Police/Parking Office, T-100. Request for Parking Permit forms are available in the Business Office and dean’s offices, and are processed in approximately two weeks. Follow up with the College Police/Parking Office after two weeks.

PAY RATE

If you have questions regarding your pay rate, contact Human Resources, Classification/Compensation Department, District Office, Room 330; Phone: 619-388-6576.

PAY SCHEDULE

Unless direct deposit has been elected, pay warrants for adjunct instructors are mailed to the home address of record. If direct deposit is elected, the first pay warrant is mailed to the home address of record, and future warrant confirmations are placed in the instructor's campus mailbox on a quarterly basis, or instructors may go to PeopleSoft to access their pay warrants on line. Should the 10th fall on a weekend or holiday, the pay date is the last working day prior to the holiday or weekend.

Contract employees are paid on the last working day of the month. Contract employees who have direct deposit can view their warrant information online through PeopleSoft. For questions regarding access to PeopleSoft, contact the Business Office at 619-388-7815 or District Payroll, 619-388-6582.

If any person other than the employee is requesting to pick up a pay warrant or warrant confirmation, the individual must present a signed authorization designating the individual to receive the warrant or warrant confirmation. Electronic Deposit Authorization forms are available in the Business Office (N-101).

PROFESSIONAL ETHICS (APPENDIX I) FROM AFT GUILD -- COLLEGE FACULTY AGREEMENT

- I. Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members 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 faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*
- II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.*
- III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.*
- IV. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to*

criticize and seek revision. Faculty members 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, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

- V. *As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.*

PROPERTY DAMAGE, INSTRUCTOR OR STUDENT

Any damage to personal property, to college property or to property at one of the satellite locations should be reported as soon as possible to College Police. To make a report, call College Police Dispatch at ext. 6405 (619-388-6405). The report should state what was damaged and how it was damaged.

REPROGRAPHICS CENTER, Room N-102

Phone: 619-388-7875

Hours: Monday-Thursday, 7:30 a.m.-7:30 p.m.; Fridays, 7:30 a.m.-4:00 p.m.

The Reprographics Center (Repro) assists faculty and staff with clerical and duplicating needs in the preparation of instructional materials.

Reprographics assistance includes:

- Duplicating/copying (NCR, card stock, bond paper)
- Stapling/collating/cutting/padding/3-hole punching/folding/laminating/binding/production of signs
- Word processing (Microsoft Word)
- Mail services
- Voicemail system
- Telephone services

Word processing can be submitted to the Center via email by using the address repro@sdccd.edu, or in the drop box located in the mailroom (N-103) and in N-102.

COPYRIGHT POLICY

Faculty and staff are referred to the SDCCD Copyright Guidelines: <http://isp.sdccd.edu/copyright>

It is the policy of Miramar College to adhere to copyright laws. A copy is posted in the Mailroom and the Repro Center and it is the individual's responsibility to read and reference the law before submitting material for duplication. The Repro staff will reject material violating copyright laws.

DUPLICATING PROCEDURES

Work order forms are located on the counter in N-102 and N-103 (the mailroom). The Repro staff understands your hurry to complete your work order form, but please take time to carefully mark your instructions. If you are uncertain about any item, feel free to ask for assistance from the Repro staff,

who can best meet your needs if they know what you expect. Please have all material to be duplicated copy-ready, unless word processing is needed.

Always provide a due date that allows as much time as possible for our staff to complete your order. We realize there will be those rush jobs which cannot be avoided, but please keep rush jobs to a minimum and speak to a staff member if you do have an emergency.

Secure the work order to your originals and drop them either in the tray on the counter in N-101, the mailroom or in the tray on the front counter of the Repro office in N-102.

Upon completion, your work can be found either in your mailbox or the storage area under the mailboxes. All test and quiz materials are held in the Repro Center, N-103.

We do accept work to be duplicated as an attachment via your email. Along with your documents, send an attached work order form. You can get this form from Miramar College's Website in the faculty and staff area.

ORIGINALS

Please make sure to have at least 5/16" margin on all four sides of material(s). To ensure legible copies, be sure the print on your originals is written or typed in black ink, not penciled. When work is submitted for word processing, please consult with a Repro staff member as to format and timelines. When requesting a test to be assembled by the Repro staff, indicate on your work order form if you will be using a SCANTRON test form, and if you would like to proofread the work.

WALK-UP PHOTOCOPIER, Room N-102

Photocopiers available for faculty use for instructional purposes are located in the Reprographic office. The photocopiers are accessed by a code number (check with the Repro staff for your access number). Please remember that photocopiers are for instructional use only and are intended for one class size. Copy needs for more than one class size should be processed through the Repro Center on a work order.

Please note that copies run on the photocopier in N-102 are charged to your department at the rate of three cents per side, whereas copies run on the photocopier in the Repro Center cost your department 0.026 cents per side for walk-in orders or 0.036 cents for back-to-back. All instructors are urged to use the Repro Center services whenever possible.

WALK-IN SERVICES

Walk-in services are available for instructors who need to make a last-minute set of copies for one class size for that day. Copies will be charged to the department budget at the rate of \$0.026 cents per side for walk-in orders or \$0.036 cents for back-to-back. Walk-in orders are limited to white paper only and no 3-hole punching. All other work orders must be processed by a job work order form. Walk-in hours are offered during all hours the center is open.

REVOLVING CASH

Reimbursement from the Revolving Cash Fund account is subject to procedures established by the District. Items purchased without prior approval by the dean will become the responsibility of the employee making the purchase. Contact the Business Office for the appropriate form which includes the guidelines. Equipment cannot be purchased through the Revolving Cash Fund.

SCHEDULING OF CLASSES

Only the school deans or their designees have the authority to open or close a class, reschedule a class or change assigned rooms. If it is necessary to make any changes in the class meeting, either in time or location, prior approval must be obtained from the deans.

SDCCD ONLINE LEARNING PATHWAYS, District Room 125

Dr. Kats Gustafson.....Dean, Online and Distributed Learning619-388-6750
Mary Kingsley.....Senior Secretary.....619-388-6974

SICK LEAVE

Adjunct instructors' sick leave accrues at the rate of .057 hours per hour of instruction. Contract employees' sick leave accrues at the rate of 8 hours per month. Absence from assignment because of illness will be paid up to the extent of accrued sick leave. All instructors are to notify their dean's office in the event of an absence. Contract staff are to notify the Business Office. Leave of Absence forms may be picked up in the Dean's office or the Business Office or on the college web site in the Faculty/Staff section, Forms & Documents. Please submit your complete leave of absence form upon your return to work within the timeframe indicated in your Collective Bargaining Unit Agreement.

SMOKING POLICY

Miramar College became a non-smoking campus effective October 1, 2012. Joint-Use Facilities with the City of San Diego include the Aquatic Center and Hourglass Park and are smoke-free facilities.

For the complete District Smoking Policy, please reference SDCCD Procedure 0505.2.

<http://www.sdccd.edu/public/district/policies/>

STOCKROOM/RECEIVING, Room N-104

Phone: 619-388-7819

Hours: Monday-Thursday 8:00 a.m.-5:30 p.m.; Fridays, 8:00 a.m.-12:00 p.m.

Supplies may be obtained by:

- Telephone request, extension 7819
- At the counter
- Written request. Evening faculty and staff may submit a written request by placing an order in the Stockroom mailbox located in N-104.

Limited stock items are available and on hand at the Stockroom. Please contact your school dean to order supplies via People Soft e-procurement and Office Solutions.

It is recommended that you call ahead if you plan to pick up items from the Stockroom. Should you wish to order special supplies for your classes, you should contact your school dean or department chairperson prior to any ordering or purchasing.

STUDENT AFFAIRS, Room K1-210

Phone: 619-388-7313

The Office of Student Affairs offers a variety of services designed to provide students with a well-balanced academic and extra-curricular college experience. Services offered through the Office of Student Affairs include:

- Support for the Associated Students
- Student club formation, certification and support
- Scholarship opportunities
- Campus posting and vendor guidelines
- Student grievances
- Student Discipline

Student leadership opportunities, including involvement with the Associated Students and a variety of student clubs, are a focal point of the services offered.

STUDENT COMPLAINTS, RIGHTS, RESPONSIBILITIES & ADMINISTRATIVE DUE PROCESS

Each instructor is responsible for becoming familiar with Policy 3100, Student Rights, Responsibilities and Administrative Due Process. The policy appears in the Miramar College catalog and online at: <http://www.sdccd.edu/docs/policies/Student%20Services/BP%203100.pdf>.

STUDENT DEVELOPMENT & MATRICULATION OFFICE, Room K1-303

Phone: 619-388-7270

STUDENT GOVERNMENT, Room K1-208

The Associated Student Council (ASC) is the college-recognized student government organization established for the purpose of promoting and representing the best interests of the students and the college.

SUBSTITUTES

All substitutes must meet established District requirements. Hourly substitutes must be approved by the dean's office. If a contract instructor wishes to be paid to substitute, the instructor must (a) substitute at a time beyond the instructor's regularly-scheduled classes and/or office hours, and (b) notify the dean as to how the instructor's existing schedule will be changed to accommodate substituting hours. Remember, only the dean can approve the assignment of a substitute.

Substitute Time Cards: When any instructor substitutes, the appropriate paperwork must be completed prior to the substitute assignment. Substitute cards may be obtained from the dean's office or the Business Office.

THE ACADEMIC SUCCESS CENTER • Room L-101

Phone: 619-388-7897

Hours: Monday–Thursday, 8:30 a.m.-6:30 p.m.

The Academic Success Center is dedicated to helping all Miramar students succeed in their classes by providing quality academic support services in the following areas:

- One-on-one tutoring in a variety of subjects
- Online tutoring
- Open Writing Labs
- Open Math Labs
- On-going study groups and workshops
- Computers for classroom internet assignments and tutorial software in a variety of subjects
- Various other books, tapes, videos to help students with study skills
- ESOL students can practice speaking and reading with audio tapes, textbooks, and computer programs.

Faculty members are encouraged to refer students to The Academic Success Center for academic assistance. The Academic Success Center tutors are faculty-recommended, -trained and -supervised.

TELEPHONE SERVICES

If you require repairs or other services to your faculty office or lab phone, please contact the Repro Center, extension 7875.

TRANSFER CENTER, Room K1-306

The Transfer Center is dedicated to help students successfully transfer to four-year institutions. The Transfer Center provides information and resources including workshops, transfer fairs, meetings with college representatives, campus tours, resource library of catalogs and publications on transfer guarantees, and computer software for college research. For more information call (619) 388-7380 or visit www.sdmiramar.edu/transfer.

TRAVEL

Refer to Board Policy 6310.1 District Travel:

(http://www.sdccd.edu/docs/procedures/Business%20Services/AP%206310_01.pdf). Prior approval by the appropriate administrator must be obtained by completing a Travel Authorization in People Soft. Contact the travel liaison in the Business Office for assistance.

For information regarding student travel, please work with the School Dean and Dean of Student Affairs, to ensure proper procedures are followed. Student Travel information and forms are located on the Student Affairs Website as follows: <http://www.sdmiramar.edu/students/studentlife/studentaffairs>.

TUTORING

See English Center, Math Lab, and The Academic Success Center.

VOICE MAIL

Each faculty member will have a voice mailbox to receive messages. For new instructors, voice mailbox numbers are distributed within the first two weeks of class. Check with the Repro Center supervisor for operating instructions and voice mailbox number.

VETERAN AFFAIRS, Room K1-207

Phone: 619-388-7862

The Veteran Affairs Office provides information and guidance to veterans and assists in the selection of educational programs that qualify for veterans' benefits. Drop reports for veterans must be submitted to the Veterans Office within 22 calendar days after the student has been officially dropped in order to avoid overpayments. For more information, call 619-388-7862 or stop by K-207. This link is just for online classes: <http://www.sdccdonline.net/handbook/StudentCodeofConductGuidelinesFINAL.pdf>.

INDEX OF RESPONSIBILITIES

| <i>Assignment</i> | <i>Responsible</i> | <i>Room</i> | <i>Phone</i> |
|--|---|-----------------------|---------------------|
| Academic Affairs Co-Chair | Paulette Hopkins | N-203E..... | 7350 |
| Academic Affairs Co-Chair | Mary Kjartanson..... | R1-108C..... | 7968 |
| Academic Affairs Support Staff..... | Margarita Sanchez | N-203..... | 7417 |
| Academic Senate President | Marie McMahon | Ss5-101E..... | 7497 |
| Academic Senate Support Staff | Juli Bartolomei | K2-105 | 7385 |
| Accident Reports (Days)..... | Immediate Supervisor/Business Office... | N-101..... | 7815 |
| Accident Reports (Evening)..... | Evening Administrator | N-203... 619-301-1348 | |
| Admission of Students | Dana Stack..... | K-207 | 7844 |
| Articulation | Mara Palma-Sanft | M-107I..... | 7501 |
| Assessment | Meredith McGill..... | K2-108 | 7472 |
| Assignments, Faculty | Deans' Offices | (various) | (various) |
| Associated Students, President | Jocelyn-Marie Felicano | K-208 | 7877 |
| Athletics | Nicolas Gehler | J-222E | 7715 |
| Audio/visual | Yolanda Castillejos | L-111..... | 7619 |
| Bookstore | Lily Cava..... | K-105 | 7641 |
| Business (Administrative) Services | Brett Bell | N-101..... | 7815 |
| Cafeteria..... | Patrick Breen..... | K-101 | 7636 |
| CalWORKs..... | Joan Thompson..... | K-305 | 7544 |
| Career Placement..... | Mona Patel..... | K-308 | 7474 |
| Civic Center | Business Office | N-101..... | 7815 |
| Classified Senate President..... | Terrie Hubbard..... | A-201..... | 7448 |
| College Police Business Office..... | | T-100 | 7353 |
| College Police Dispatch | | | 6405 |
| Commencement | Adela Jacobson..... | K1-210 | 7313 |
| Communications | Stephen Quis..... | N-203F..... | 7865 |
| Computers (Administrative) | Todd Williams | L-114C | 7743 |
| Computers (Instructional)..... | Kurt Hill | L-114E..... | 7744 |
| Counseling..... | Martin Moss..... | K1-203 | 7565 |
| Crisis Response | Police Dispatch | B-102..... | 7353 |
| Curriculum Committee Chair | Duane Short | M-107D | 7812 |
| Curriculum Committee Support Staff | Shaunna Elmone | N-203..... | 7418 |
| Custodial Services | Dane Lindsay | U-300..... | 7823 |
| Deans' Council..... | Paulette Hopkins..... | N-203E..... | 7810 |
| Deans' Council Support Staff | Margarita Sanchez | N-203..... | 7417 |
| Disability Support Programs & Services (DSPS) .. | Kandice Brandt..... | K-204 | 7604 |
| Discipline, Student | Adela Jacobson..... | K-210 | 7313 |

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|--|------------------------------------|---------------|------|
| Drops..... | Dana Stack..... | K-207..... | 7579 |
| Duplicating or Copy Services..... | Stephen Um..... | N-102..... | 7655 |
| Emergency Student Loans..... | Financial Aid..... | K-312..... | 7864 |
| English Center..... | Sheryl Gobble..... | H-110M..... | 7428 |
| EOPS..... | Joan Thompson..... | K-305..... | 7544 |
| Equipment Transfers..... | Business Office..... | N-101..... | 7815 |
| Facilities Services..... | Dane Lindsay..... | U-300..... | 7823 |
| Faculty Evaluations..... | John Salinsky..... | R1-108D..... | 7936 |
| Faculty (Contract) Hiring Committee Co-Chair ... | Paulette Hopkins..... | N-203E..... | 7350 |
| Faculty (Contract) Hiring Committee Co-Chair ... | Mary Kjartanson..... | R1-108C..... | 7968 |
| Faculty (Contract) Hiring Committee Support ... | Margarita Sanchez..... | N-203..... | 7417 |
| Field Rentals..... | Dan Gutowski..... | P-103A..... | 7717 |
| Financial Aid..... | Teresa Vilaboy..... | K-310..... | 7864 |
| Fire/EMT..... | George Beitey, Dean..... | A-201..... | 7860 |
| Flex..... | David Mehlhoff..... | A-224D..... | 7924 |
| Grounds-keeping..... | Roy Kinley..... | U-300..... | 7823 |
| Health Services..... | Lezlie Allen..... | K2-102..... | 7881 |
| Help-line, Students..... | Dana Stack..... | K-207..... | 7300 |
| Hourglass Support Services..... | Dan Gutowski..... | P-101B..... | 7717 |
| Keys..... | Elaine Vega..... | N-101..... | 7815 |
| Keys/Permits..... | College Police/Beth Daugherty..... | T-100..... | 7815 |
| Library..... | Mary Hart..... | L-215B..... | 7614 |
| Library..... | Glenn Magpuri..... | L-215A..... | 7613 |
| Mail Service..... | Christine Parent..... | N-103..... | 7650 |
| Mailroom..... | Stephen Um..... | N-102..... | 7655 |
| Maintenance..... | Staff..... | U3-107..... | 7823 |
| Mental Health..... | Judy Patacsil..... | S-101..... | 7840 |
| Math Lab..... | (Vacant)..... | M-210..... | 7141 |
| Mileage Reimbursement Forms..... | Carrie De Moll..... | N-101..... | 7815 |
| Miramar College Foundation..... | President's Office..... | N-204..... | 7834 |
| News Media Liaison..... | Stephen Quis..... | N-203F..... | 7752 |
| Online Courses..... | Kats Gustafson..... | District..... | 6750 |
| Online Faculty Mentor..... | Rechelle Mojica..... | C-304..... | 7865 |
| Outreach..... | Truongson Nguyen..... | K2-101..... | 7357 |
| Parking Services..... | Debra Picou..... | DSC..... | 6419 |
| Payroll & Employment..... | Elaine Vega..... | N-101..... | 7815 |
| PIE Committee Co-Chair..... | Daniel Miramontez..... | L-114L..... | 7333 |
| PIE Committee Co-Chair..... | Naomi Grisham..... | K-306..... | 7476 |
| PIE Committee Support Staff..... | Val Sacro..... | L-114..... | 7318 |
| Professional Development..... | Joan Thompson..... | K-305..... | 7544 |
| Publicity..... | Stephen Quis..... | N-203F..... | 7865 |

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| Records, Student..... | Annie Novak | K-207 | 7578 |
| Refunds, Student..... | Virgil Afan..... | K1-205 | 7588 |
| Registration Payments | Virgil Afan..... | K1-205 | 7588 |
| Reprographics & Mailroom..... | Stephen Um | N-102..... | 7655 |
| Requisitions, Supplies | Business Office | N-101..... | 7815 |
| Research Subcommittee Chair..... | Xi Zang..... | L-114A | 7827 |
| Residency | (Vacant)..... | K1-207 | 7573 |
| Room Reservations/Classrooms | Shaunna Elmone | N-203..... | 7418 |
| Room Reservations/Conference Rooms: | | | |
| A-201A..... | Lisa Howard..... | A-201 | 7449 |
| K1-107 | Rachel Martinez | N-203..... | 7810 |
| K1-209 | Sandra Romero | K1-210 | 7313 |
| K1-302 | Rachel Martinez | K1-303 | 7267 |
| L-105, L-107, L-108..... | Val Sacro..... | L-114L..... | 7333 |
| N-201..... | Shaunna Elmone | N-203..... | 7418 |
| N-206..... | Briele Warren | N-204..... | 7834 |
| R1-108A..... | Stacy Rodgers..... | R1-108 | 7200 |
| San Diego Regional Law Enforcement | | | |
| Training Center..... | George Beitey | A-201 | 7860 |
| Scholarships | Financial Aid | K-312 | 7864 |
| Security/Police | Sgt. Nick Johns | T-100 | 7353 |
| Site Compliance Officer | George Beitey | A-201..... | 7860 |
| Stockroom & Receiving..... | Joshua Beall..... | N-104..... | 7444 |
| Student Accounting..... | Virgil Afan..... | K1-205 | 7588 |
| Student Affairs | Adela Jacobson..... | K1-210 | 7313 |
| Student Clubs | Adela Jacobson..... | K1-210 | 7313 |
| Student Crisis Counselor | Judy Patacsil | S-101 | 7564 |
| Student Employment/Career Office | Mona Patel..... | K1-308..... | 7474 |
| Student Services..... | Gerald Ramsey | N-203..... | 7810 |
| Student Services Committee Co-Chair..... | Gerald Ramsey | N-203..... | 7810 |
| Student Services Committee Co-Chair..... | Glenn Magpuri | L-111F..... | 7619 |
| Student Services Committee Support..... | Rachel Martinez | N-203..... | 7810 |
| Substitutes, Faculty..... | School Deans..... | (various) | (various) |
| Swimming Pool..... | Dan Gutowski | P-103A..... | 7717 |
| Technology Co-Chair | Daniel Miramontez | L-114L..... | 7333 |
| Technology Co-Chair | Kurt Hill | L-114E..... | 7744 |
| Website Subcommittee Chair | Kurt Hill | L-114E..... | 7744 |
| Telephones..... | Stephen Um | N-102..... | 7655 |
| Test Proctoring for Disabled Students | DSPS | K1-204 | 7312 |
| Testing Center | Sonny Nguyen | K1-308 | 7474 |
| Transfer Center | Naomi Grisham | K1-306 | 7380 |

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| Travel & Conference Request | Deans' Offices or Immediate Supvr. ..(various) | (various) |
| Travel Liaison (Business Office)..... | Carrie De Moll | N-101..... 7401 |
| Tutorial Services..... | Daphne Figueroa..... | L-101..... 7631 |
| Veterans Affairs | Jacki Szitta | K1-207 |