SAN DIEGO MIRAMAR COLLEGE

2012 Faculty and Staff Handbook

A product of the Office of Instruction

Dear Miramar College Faculty and Staff:

Welcome to the 2011-2012 academic year. I am proud to welcome you as a faculty/staff member in a college that takes pride in providing outstanding instruction and services to students. San Diego Miramar College's mission is to prepare students to succeed in a world of dynamic change by providing an environment which values diversity, excellence in teaching, learning and services.

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

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

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

Patricia Hsieh, Ed. D. President

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 92108-3883

San Diego Community College District Administration

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STUDENT AFFAIRS
Adela Jacobson, Dean

Shared Governance

SHARED GOVERNANCE AND COMMITTEE STRUCTURE

COLLEGE EXECUTIVE COMMITTEE
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Gail Conrad .....Interim VP Student Services
Jerry L. Buckley..... VP Instruction
Brett Bell.....VP Administrative Services.
Sandra Trevisan .....Info Officer, Admin. Rep.
Daphne Figueroa .....Pres., Academic Senate
Joyce Allen .....Pres., Classified Senate
Terrie Hubbard.....VP, Classified Senate
Victor Bohm ..... Pres., Associated Students

ACADEMIC SENATE
Curriculum Committee Academic Senate Committees

CLASSIFIED SENATE
Classified Senate Committees

ASSOCIATED STUDENTS
Student Clubs

MIRAMAR COLLEGE
SHARED GOVERNANCE COMMITTEES
Academic Affairs Committee
— Honors Subcommittee
— Basic Skills Subcommittee
Associated Students
Classified Senate
College Executive Committee (CEC)
Computer & Information Tech Committee
Curriculum Committee Facilities Committee
Hourglass Committee
Marketing Committee
Planning & Budget
Shared Governance
Staff Development Committee
— Flex Subcommittee
— Cultural Diversity Committee
Student Services Committee
— Graduation Work Group

CITIZENS ADVISORY COUNCIL

PROGRAM ADVISORY COMMITTEES

DISTRICTWIDE SHARED GOVERNANCE COUNCILS
Chancellor's Cabinet
District Executive Council
Information Systems Council
Instructional Council
Management Services Council
Marketing Council
Research and Planning Council
Student Services Council
United Student Council

DISTRICTWIDE COMMITTEES
Academic Calendar Committee
Administrative Systems User Group
Automated Voice Technology (Telephone Registration)
Auxiliary Business Services Organization
Budget Development & Institutional Planning
Committee on Academic Personnel (CAP)
Curriculum Instructional Council
Distance Education User Group
Faculty Service Area Commission
Hiring Procedures Committee
Information Systems Council
Internet Users Group
Library Automation User Group
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Media Committee
Microcomputing User Group
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Parking Committee
Parking Citation Appeals
Regional Safety and Health
Research and Planning Council
Student Services Council
Telecommunications User Group

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Accounting Office
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Reprographics
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Communications Services

Office of Instruction Organization

School of Liberal Arts
Department of English, Communication, and Foreign Languages
Department of Liberal Arts
Department of Social and Behavioral Science

School of Mathematics, Biological, Exercise & Physical Sciences
Department of Biological Sciences Department of Exercise Science, Health & Nutrition
Department of Mathematics
Department of Physical Sciences Work Experience

School of Public Safety
Administration of Justice
Fire Technology/Fire Academy/EMT

School of Business, Technical Careers & Workforce Initiatives
Department of Advanced Transportation Technology
Department of Aeronautical & Aviation
Department of Automotive & Diesel Technology
Department of Business
Department of Child Development

School of Library and Technology
Audiovisual Department
Independent Learning Center (ILC)
Instructional Technical Support
Library

SDCCD Online

Student Services Organization
Admissions & Records
Career Placement & Assessment
Counseling
DSPS
EOPS/CARE/CalWorks
Financial Aid
Health Services
Outreach
Student Affairs
Transfer Center
Veterans Affairs
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ADMINISTRATIVE SERVICES

ACCOUNTING OFFICE C-303A
Phone: 858-536-7226 or 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.

BUSINESS OFFICE A-101
Phone: 858-536-7815 or 619-388-7815
FAX: 858-536-4316 or 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.

REPROGRAPHICS CENTER A-117
Phone: 858-536-7875 or 619-388-7875
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
- 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 and in A-119.

COPYRIGHT POLICY
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 A-117, T-101 and A-119, the mailroom. We understand 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. We can best meet your needs if we 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 A-119, the mailroom or in the tray on the front counter of the Repro office in A-117.

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, A-117.

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/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 oder form if you will be using a SCANTRON test form, and if you would like to proofread the work.

WALK-UP PHOTOCOPIER A-117

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 A-117 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.

FAX MACHINES

There are three FAX machines on campus for faculty use:
Library, C-400, FAX 858-536-7837 or 619-388-7918
Business Office, A-101, FAX 858-536-4316 or 619-388-7900
Reprographics, A-117, 619-388-7922

MAILBOXES

Faculty mailboxes are located in A-119. Each faculty member should check his/her box prior to each class. Only instructors, staff and authorized personnel are allowed in A-119. 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 A-104, the Office of Instruction.

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

VOICE MAIL
Each faculty member will have a voice mailbox to receive messages. For new instructors, voice mailbox #'s are distributed within the first two weeks of class. Check with the repro supervisor for operating instructions and voice mailbox number.

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 postage, and to write that return address on the envelope.

STOCKROOM/RECEIVING A-121
Phone: 858-536-7819 or 619-388-7819
Hours: Monday-Thursday 7:30 a.m.-6:30 p.m. Fridays 7:30 a.m.-4:00 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 A-101C.

Many items are available in the Stockroom, including pens, pencils, tape, transparencies, index cards, labels, video tapes, diskettes, etc.
United Parcel Service (UPS) shipping/receiving is also available through the Stockroom.
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.

GENERAL INFORMATION

ABSENCES
Instructor Absences
If an instructor must miss class, they 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 p.m. the instructor must call the office of instruction at (619) 388-7350 or Miramar's switch board at (619) 388-7875. Although an instructor may wish to recommend a substitute, he/she 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 Absense form upon your return to work.

ACCIDENT PROCEDURES
Serious Injury Requiring Immediate Transportation and Medical

1. Treatment:
   If emergency first aid appears necessary, dial College Police Dispatch at (619) 388-6405 or use a red college police button to locate a college police officer or other trained individuals on campus.

2. Injuries Not Requiring Immediate Transportation: Contact College Police Office for first aid as appropriate, extension 7353. First aid materials are maintained in the Health Services Center (S-103). Admissions Office (C-303), College Administrative offices and Custodial Services office.
3. Follow-up Actions:
   Student Accidents: Students must file a "Student Accident Report" in person with the Office of Student Affairs, Room S-101, within 20 days of the accident. Student Affairs will assume responsibility for notification of next of kin and follow- up for the insurance forms/accident reports. Note: Student insurance does cover ambulance service. Faculty and witnesses can also file a report.

Employee Accidents: Report name and details to Business Office (A-101). Workers Comp packets are available in the Business Office. 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.

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 dean's offices.

ADJUNCT TIME CARDS

Most adjunct instructors are on unit pay. Payment is made based on the information indicated on the TAO; no time card is needed. All other adjunct instructors (those who team-teach, have nonclassroom assignments or a varied work schedule) must complete individual timecards. If a timecard is required, a blank timecard will be placed in the instructor's 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 (A-119) and the Business Office (A-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. Late TAO(s) will be processed as time permits, however, late TAO(s) may cause a late payment.

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

BOOKSTORE

Room D-301

Bookstore hours are available at 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.

CAFE - MIRAMAR CAFE

Room D-201; 619-388-7636

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

COLLEGE POLICE

Room T-100

If the services of a College Police Officer are required, instructors should contact the College Police Dispatch at (619) 388-6405 or come by the College Police Office in B-102, 619-388-7353.

FACILITIES SERVICES

Room B-101; 619-388-7823

KEYS/ALARM CODES

Key requests 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.

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.

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."

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. Reimbursement claim forms are available in the Business Office. The forms must be completed, signed by the employee and appropriate administrator and forwarded to the Business Office.

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/application 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, contact Human Resources, Classification/Compensation Department, District Office (Room 330), 619-388-6576.

PAY SCHEDULE
Pay warrants for adjunct instructors are mailed to the home address of record, unless direct deposit has been elected. 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 mailbox, or instructors may sign up for Web Advisor 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 instructors are paid on the last working day of the month and are requested to pick up their pay warrants in the Business Office (A-101) after 10:00 a.m. if they do not have direct deposit. Adjunct instructors pay warrants not picked up within three (3) days are returned to the District's Payroll Department. Contract instructors who have direct deposit can view their warrant information online through Web Advisor. For questions regarding access to Web Advisor contact 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 (A-101).

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, preferably in writing, to the College Police Office, (x7353). The report should state what was damaged and how it was damaged.

REPROGRAPHICS CENTER
See page 6.

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.

SICK LEAVE
Adjunct instructors: Sick leave accrues at the rate of .057 hours per hour of instruction. Contract instructors sick leave accrues at the rate of 8 hours per month of instruction. 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. 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.

SMOKING REGULATION
This procedure is applicable to all District facilities. It implements the Board policy of consonance with the City of San Diego's ordinance regulating smoking in public facilities. The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognized the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, discourages the practices of smoking, but provides for opportunities for those who smoke as long as there is no impact upon the rights and health of non-smokers. It is not the intent that the program be a prohibition of smoking, rather it is intended to recognize the rights of the smoking/nonsmoking public.

The posting of no smoking signs without the corresponding designation of smoking permitted areas is not in consonance with the intent of the procedure.

All campuses of the San Diego Community College District operate in compliance with AB 846. As required by this law, City College, Mesa College, Miramar College, and the Centers for Education and Technology will not permit smoking within 25 feet of main entrances to buildings, exits or any operable windows. In addition, smoking is prohibited inside all public buildings. The colleges and centers will enforce the new ordinance at all times. Additional information is available in the College Police office on each campus.

Smoking is not permitted in District facilities which are open to the public and used as: Classrooms, Meeting Rooms, Theatres, Restrooms, Libraries, Cafeterias, Bookstores, Service Lines, Elevators, or Faculty Offices. Smoking is not permitted in vehicles used for transportation of students.

Each site determines areas for smoking and areas for nonsmoking in accordance with the SDCCD procedures and San Diego Municipal Code.

Signs indicating SMOKING PERMITTED and NO SMOKING should be posted conspicuously in each area. Site presidents/provost/facility managers may designate areas within NO SMOKING areas where smoking is permitted, under the general guidance of San Diego Municipal Code.

For complete Smoking Policy, please reference SDCCD Procedure 0505.2. Joint-Use Facilities with the City of San Diego include the Aquatic Center and Hourglass Park and are smoke-free facilities.

STOCKROOM (SUPPLIES)
See page 7.

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.

TRAVEL

Travel procedures can be found on the District's web page at http:// bussrv.sdccd.edu/expense/. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the College Travel Liaison, Business Office, A-101

INSTRUCTIONAL SERVICES

THE OFFICE OF INSTRUCTION
Room A-104
Hours: Monday-Thursday, 7:30 a.m.-7:00 p.m. during Fall and Spring Semesters
(7:30 a.m.-8:00 p.m. during first and last two weeks of each semester)
Friday, 7:30 a.m.-5:00 p.m.
closed Saturdays, Sundays and holidays.
Evening Duty Administrator in A-104
Monday-Friday 5:00-9:30 p.m.

ACADEMIC FREEDOM STATEMENT
Please visit http:hr/hr/POLICIES/BP%204030HTM for Board of Trustees Policy 4030 on Academic Freedom and Freedom of Expression. 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 have the following fundamental rights:

1) Collective primacy in designing and approving curriculum and instructional methods;
2) 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;
3) 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;
4) Individual faculty authority to evaluate enrolled students on the basis of the academic merit of the students' performance;
5) 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
6) Faculty participation in shared 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:

1) 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,
1) such controversy should be addressed in a mutually respectful manner.
2) The District shall protect the rights of faculty, staff and students to speak freely on matters of public concern.
3) Faculty, staff and students are free to explore a wide range of views and judge the merits of competing ideas.
4) As outlined in District policies and procedures, faculty, staff and students have responsibilities which are based upon principles
5) of fairness, integrity, confidentiality, safety, professionalism, and respect for others.
6) Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

APPLICATION FOR EMPLOYMENT: ADJUNCT (PART-TIME) FACULTY
Employment/Application packet — 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.

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. 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.

CONDUCT AND DISCIPLINE

Policy 3100 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 college police immediately. Please use your emergency call boxes located in your classroom. For more details visit http://www.sdmiramar. edu/faculty/facultypolicies, also see the college catalog.

COURSE MATERIALS

Your department chairperson will inform you of departmental policies regarding approved textbooks. The following procedure for obtaining desk copies has been adopted due to publisher policies regarding obtaining desk copies.

1. 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.
2. If the publisher does not respond to the request, notify your department chair or Miramar College Bookstore, 619-388-7866 for assistance. Publisher's desk copies may vary depending on quantities ordered and other factors.
3. 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 this copy! It must be returned for credit upon receipt of the publishers complimentary copy or your department budget will be charged after 60 days of receipt of the desk copy.
4. Course materials offered at the Campus Store include new, used, rentals, custom packets, access codes, clickers, digital access codes, ebooks, open source materials.

Course materials are ordered via the course requisition website. Links are available at Faculty web services or at http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6071.

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 letters 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.

THE FOLLOWING ARE 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 building C-304 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.

Students with disabilities who may need academic accommodations should contact me by email or phone as soon as possible. You and I can coordinate with the Disability Support Programs and Services (DSPS) department to identify your appropriate accommodation. If you would like further information or have questions about DSPS services, click here: www.sdmiramar.edu/dsps.

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. 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.

DROPS

An official drop from class(es) may be submitted by the student or initiated on his/her 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 to department chair); (b) instructor signs the "Student Petition" indicating his/her recommendations; (c) VP, Student Services reviews the petition and verifies the extenuating circumstances; and (d) District Student Services Office records the "W" on 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. Veteran's Administration require that veterans be dropped immediately and reported no later that 22 calendar days from last date of attendance.

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.

FIELD TRIPS AND 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. These forms may be obtained in the Office of Instruction, A-104, or the Business Office, A-101.

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.

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.

If possible, activities shall be scheduled to avoid requiring that students be absent from other classes.

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, e.g. entry fees, food, lodging, etc.

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.

A. 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.

1) The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
2) The learning experience must be conveniently available to students outside class time.
3) Adequate preparation or orientation shall be provided in advance.
4) The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
5) The requirement for the activity shall be specified in the catalog course description.
6) 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.

B. Optional visits are defined as field trips, excursions and classes convened off-campus, except they are not a required part of an educational program.

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

FACULTY WEB SERVICES

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

FLEX

Adjunct Information for FLEX

Non-classroom and adjuncts 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 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.faculty.sdccd.edu/.

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, Dr. Thomas Schilz at tschilz@sdccd.edu.

GRADES

visit http://faculty.sdccd.edu

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” 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.

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:

Hours Per Day	**Break Time**
Two or less	no break
2-3	one (1) 10 minute break
3-4	two (2) 10 minute breaks

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

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.-4:30 p.m. From 4:30 -9:30 p.m. contact the Evening Duty Administrator at 619-301-1348 or the Vice President of Instruction’s office until 7:45 p.m. at 619-388-7350.

INDEPENDENT LEARNING CENTER (ILC)
Room I-130; 858-536-7365 or 619-388-7365
Monday-Thursday, 8 a.m.-7 p.m.; Friday 8 a.m.-12 p.m.; and
closed Saturdays.

The ILC is a state-of-the-art computer lab dedicated to assist all college enrolled students through self-paced computer business technology classes, math classes, a variety of tutorial CDs (English, Math, Spanish, Speech), online course materials (biology, health, chemistry, Java), adapted computers for students with disabilities, Internet access, e-mail access, with helpful, friendly staff.

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

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.

EVENING ADMINISTRATOR

An administrator or faculty member is available in the evening (Monday through Thursday). In the case of an emergency, contact the Office of Instruction at 619-388-7350 before 8 p.m. After 8 p.m. contact College Police at 619-388-7353, or you may contact the Evening Duty Adminstrator directly by calling 619-301-1348.

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. If you keep this relationship in mind, there is every reason to believe that our "hosts" will reciprocate.

The following points should be noted and shared 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. Remind students not to disturb other classroom materials/projects/ equipment.
- Remind students not to litter.
- Park in marked stalls only.
- 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.

ONLINE INSTRUCTION TIPS

SDCCD Online Learning Pathways offers these support tips and guidelines for online faculty success. Contact SDCCD Online Learning Pathways at 619-388-6750 for more information, or visit http://www.sdccdonline.net/faculty

- Ask students to take the Online Learning Readiness Assessment at http://www.sdccdonline.net/assess.htm and to complete the "Get Ready for Online Learning Success" activities at http:// www.sdccdonline.net/students/training before they start your online course.
- Set expectations for your students and post these expectations on your Course Information Page (http://www.sdccdonline.net/ faculty) during the registration period and during the first week in a prominent location in your course and in your Syllabus. Offer students an opportunity to ask questions about the expectations that you have set, and respond to questions openly. Remind students of the netiquette guidelines for online students at http://www.sdccdonline.net/students/resources.
- 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. It is not necessary to include all the available technological tools. Simple formats and presentations can be very effective. Refer to the Checklist of Course Readiness at http://www.sdccdonline.net/faculty/resources as a guideline.
- 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, class email, 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 posted to http://www.sdccdonline.net/faculty/resources.
- Expect and plan for technical glitches and students with computer issues. Refer students to the 24/7 Helpdesk at https:// www.sdccdonline.net/help. •
- Take advantage of the course design support, training, tutorials and instructional technology workshops for all faculty
- provided by SDCCD Online Learning Pathways at http://www. sdccdonline.net/faculty/training.

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, A-104, and the Business Office, A-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 requirement of a certified instructor to be in attendance at all classes.

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 judgement 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 obligationto promote conditions of free inquiry and to further public understanding of academic freedom.

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.

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.

THE PLACe • PERSONAL LEARNING ASSISTANCE CENTER

PLACe Tutoring Service Days/Hours: Monday – Thursday 8:30 a.m.-6:30 p.m.

The PLACe (Personal Learning Assistance 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 & 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 are encouraged to refers students to The PLACe for academic assistance. The PLACe tutors are faculty recommended, trained and supervised.

LIBRARY/LRC SERVICES

AUDIOVISUAL SERVICES
Building C-400
Phone: 619-388-7317
Email: avmira@sdccd.edu www.sdmiramar.edu/academics/av
The A/V Department is located in the west corner of the C-400 (Library) building and offers a variety of equipment and services for instructional use. To enter the Audiovisual department, use the door on the west side of the building.

For reservation forms and general information about A/V services visit their website.

EQUIPMENT
A variety of media equipment is available for instructional use. Check the Audiovisual website for a listing of equipment and check-out procedures.

CHECK-OUT REQUESTS
To request equipment, complete an A/V Request Form (available on the website or at the A/V front counter) at least 3 days in advance of the needed date. With a valid SDCCD ID card, the A/V Department will check out equipment to faculty, staff, and administrators. Adjunct faculty must renew their employment validation sticker each December. Students with a valid I.D. and note from their instructor may pick up equipment that the instructor has reserved. Returning the equipment safely is the instructor's responsibility.

PURCHASE OF AUDIOVISUAL EQUIPMENT
Please consult with the Audiovisual Department in planning for the purchase of departmental equipment. This will ensure the equipment meets District standards.

CLASSROOM EQUIPMENT TRAINING
For classrooms equipped with multimedia systems, please contact the A/V Department to receive training and your code to access the equipment. For an appointment, stop by the A/V Department, call (619) 388-7317 or email avmira@sdccd.edu.

PRODUCTION AND CAMPUS SPECIAL EVENT SERVICES
The A/V Department can set up a public address (PA) system for your meeting or event. They can also videotape or photograph your event. In addition, they are capable of editing audio and/or video that is not copyrighted.

Off-air programs can be videotaped for classroom use only. After 45 days, the tape must be returned to the A/V Department for erasure, unless copyright approval is on file on campus. Copyright law does not allow editing, copying, transferring, or manipulating copyrighted materials such as videos, news or television programs, or 16mm films. If you are in doubt as to copyright status, please consult the A/V Department in conjunction with "district legal counsel."

To request any production and/or campus special event services please submit the corresponding form to the AV Department at least one week in advance. Forms are located in the AV Department and on the AV website. Call (619) 388-7317 or email avmira@sdccd. edu if there are any questions regarding how to complete the forms.

A/V EQUIPMENT REPAIR
Please notify the Audiovisual Department immediately when equipment needs repair. Call (619) 388-7317 or email avmira@ sdccd.edu.

OFF-CAMPUS CONTACT INFORMATION
- Mira Mesa High School: contact the Miramar College AV Department, 619-388-7317.
- MCAS Miramar: for overhead projectors and TV/VCR/DVD, contact Annette Ragsdale, 858-536-4329. Laptops and desktop projectors can be checked out from the Miramar College AV Department.
- NTC: contact Stacy Rodgers, 619-221-2142.

LIBRARY SERVICES
Building C-400
Circulation Desk, 619-388-7310
AV Department, 619-388-7317
www.sdmiramar.edu/library
Check the web site for updated listings of hours, services, policies, and events. Many forms for Library/LRC services are available online, as well as access to the online catalog for materials owned by the SDCCD libraries system.

HOURS OF OPERATION FOR INSTRUCTORS
Monday – Thursday – 8:00 a.m.-8:00 p.m. Friday – 8:00 a.m.-12:00 p.m.
Saturday – Closed
Sundays, Holidays, Semester Breaks – CLOSED (Enter via side door if public entrance is closed)

LIBRARY INSTRUCTION
Library orientations are scheduled on a first-come, first-served reservation basis. Instructors interested in having a presentation done for their class must schedule at least one week in advance.

Note that according to District policy, librarians are considered "guest speakers," thus instructors must accompany their classes during the orientation.

1. Obtain an "Orientation Request Form", available from the web site (under "Faculty/Staff Documents-Bibliographic Instruction") or from the Circulation Desk or Reference Desk.
2. Send the completed form to the Library, to the attention of Mary Hart, the Department Chair.
3. You will be contacted by the Department Chair to confirm the reservation and the topics to be covered.

Library instruction empowers students and helps them become successful learners. Instructors and students are encouraged to take advantage of library instruction in order to keep up with the latest resources and techniques available to fulfill research needs.
A basic orientation class is taught by a librarian in the Library and lasts about 45 minutes. Topics include:

- An overview of Library/LRC policies, collections, and services.
- A presentation on research tools available in the Library, including the online catalog, electronic databases, and the Internet. Orientations and exercises can be customized to follow a specific class assignment or scheduled to fit a certain time frame.

CLASS VISITS
If you wish to bring your class to the Library for an assignment, even if it will not involve a librarian, you must call ahead to inform the Library staff that such a group will be arriving in the building. Space and equipment limitations in the Library could cause traffic flow problems if more than one group were to show up unexpectedly.

COLLECTION DEVELOPMENT
The Library maintains a collection of over 60,000 print and non-print materials. Your recommendations for additions or deletions will help keep the collection vital, current and responsive to the college's curriculum changes. To help develop the ever- expanding collection, please:

- recommend subjects that need strengthening
- recommend titles that support the instructional programs
- periodically survey the collection for obsolete or dated materials. Each librarian is assigned specific subject areas to develop.

See the library web site under "Staff Directory" to contact the person responsible for the collection in your subject area.

ACQUISITIONS
Library staff will make every attempt to acquire the materials you recommend. To request the ordering of resources on a specific subject, please contact the Librarian responsible for your subject area. To recommend specific titles to add to the collection:

- Write as much information as you have for each title — author, title, format, publishing information, ISBN, etc.
- Submit your written request to the librarian responsible for your subject area (e-mail is ok).
- Allow a minimum of three months for the materials to be ordered and processed.
- You will be notified when the material becomes available.

CIRCULATION
Upon presentation of a current SDCCD identification card, the Library will check out library materials to faculty and staff. Adjunct faculty must renew their employment validation sticker each December. Renewal stickers are available in the VPI office. All materials must be checked out from and returned to the Circulation Desk. Books circulate four weeks; other materials have various loan periods. One two-week renewal is available if no requests for the material have been made. Renewals are not available during summer semesters.

RESERVES
Reserve service is provided to make accessible personal or departmental materials. Instructors are encouraged to place Library materials, departmental materials, and personal copies of materials on Reserve. Materials will be available on Reserve for students within 72 hours. Instructors will determine whether or not the material can be checked out of the library and, if so, for how long. Personal materials will be processed and tagged for circulation, and will be returned at the end of the Reserve period. Please use the form, "Miramar College Library Instructor Reserve", available at the Library and on the web site under "Faculty/ Staff Documents-Reserve Request."

DONATIONS
The Library/LRC accepts gifts of books, media and periodical subscriptions and can provide a gift acceptance letter for tax purposes. Please call the library for guidelines.

REFERENCE
Reference assistance is available any time the Library is open. The reference librarian can quickly find specific answers to your questions, expertly guide you in extensive research or help you find materials to check out. If you need more comprehensive information than the Library can offer, a reference librarian can direct you to the appropriate library.

INTERLIBRARY LOAN
Instructors can check the Library holdings in the online catalog on the web site under "Library Catalog" If the Miramar College collection does not have the materials you need, a Reference librarian may be able to locate and borrow them from another SDCCD library. The librarian will complete the "Interlibrary Loan" form for your request.
For audio-visual materials in the County cooperative collection, see the Audio-Visual Services section in this handbook.
The Miramar College library does not have reciprocal borrowing agreements with other institutions outside the SDCCD system.

STUDENT SERVICES

ASSOCIATED STUDENTS
Students can join any of the many student clubs or start a new one to meet their needs. The following is a list of clubs and organizations that have been active at Miramar College:

Students can join 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

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 Office of the Vice President of Student Services or Student Affairs.

ADMISSIONS & RECORDS
Room C-303; 858-536-7844 or 619-388-7844
Admissions and Records 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

CALWORKS
Room C-301; 858-536-7278 or 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 & ASSESSMENT
Room B-203; 619-388-7335
Services include assistance with selection of a major and required courses, assessments — EUREKA, COPS, Myers-Briggs, exploring career opportunities, 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.

COUNSELING

Room C-302; 858-536-7840 or 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 may be referred to Counseling. If you feel that a student needs other support services, a referral to Counseling could be helpful. Counselors are available to consult with faculty on behavioral or other student matters.

DISABILITY SUPPORT PROGRAMS & SERVICES

Room C-304; 858-536-7212 or 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.

EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS) & CARE

Room C-301; 858-536-7869 or 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.

FINANCIAL AID

Room B-205; 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-bogg 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 B-205. 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 through the entire school year.

MATRICULATION

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:

1) Admissions
2) Assessment
3) Orientation
4) Education Plan
5) 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.

ONLINE ORIENTATION & ASSESSMENT
Room B-203
Online Orientation is available at 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 www.sdmiramar.edu/students/admissions/assessment.

OFFICE OF STUDENT AFFAIRS
Room S-101, 858-536-4313 or 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 & 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 AND 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://hr.sdccd.net/hr/policies/3100.htm.

STUDENT GOVERNMENT
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.

TRANSFER CENTER
Room B-203
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.

VETERAN AFFAIRS
Room D-203 858-536-7862 or 619-388-7862
The Veterans 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 858-536-7862 or 619-388-7862, or stop by D-203.

RESOURCES

President's Office Organization

Room A-102; 858-536-7834 or 619-388-7834
Patricia Hsieh, President
Sara Agonafer, Executive Assistant to the President
Vacant, Senior Clerical Assistant

Administrative Services

Accounting Office

Room C-303A; 858-536-7226 or 619-388-7326
Hours: Monday-Thursday 8:00 a.m.-6:00 p.m.; Fridays 8:00 a.m.-12:00 p.m.
Carmen Martinez-Coniglio, Accounting Supervisor
Virgilio Afan, Accounting Specialist
Anthony Novak, Accounting Technician
Adam Feria, Accounting Technician
Anthony Alfuente, Senior Account Clerk

Business Office

Room A-101; 858-536-7815 or 619-388-7815
Hours: Monday-Friday 8:00 a.m.-4:30 p.m.
Brett Bell, Vice President Administrative Services
Denise Kapitzke, Accounting Supervisor 619-388-7405
Elaine Vega, Senior Office Manager 619-388-7403
Gale Banez, Admin Tech 619-388-7400
Shaunna Elmone, Admin Tech..... 619-388-7406
Mary Patterson, Accounting Tech..... 619-388-7401
Vacant, Accounting Tech

Reprographics

Room A-117; 858-536-7875 or 619-388-7875
Stephen Um, Word Proc/Dup Supp Srvs Supervisor

Stockroom/Receiving

Room A-121; 858-536-7819 or 619-388-7819
Hours: Monday-Thursday 8:00 a.m. – 5:30 p.m.;
Fridays 8:00 a.m. – 12:00 p.m.
Dante Mora, Stock Clerk I

Communications Services

858-536-7876 or 619-388-7876
Sandra Trevisan, Public Information Officer, Room M-107D
Joan Mize, Graphic Artist/Photographer, Room M-107C

Office of Instruction Organization

Room A-104; 858-536-7350 or 619-388-7350
Randall A. Barnes, Interim Vice President
Katinea Todd, Administrative Secretary
Tom Davenport, Senior Clerical Assistant
Terrie Hubbard, Administrative Technician
Aster Keleta, Senior Clerical Assistant

Duane Short, Articulation Officer, Room M-107G, 619-388-7426

School of Liberal Arts
Room H-101; 858-536-7873 or 619-388-7873
Louis Ascione, Dean
Joyce Allen, Senior Secretary

Department of English, Communication, and Foreign Languages

ENGL	Allen Andersen	H-110H	619-388-7506
ENGL	Adrian Arancibia	H-110I	619-388-7421
ENGL/ESOL	Clara Blenis	H-110P	619-388-7533
SPEE	Lisa Brewster	H-211	619-388-7701
ENGL/ESOL	Sheryl Gobble, Co-Chair		
		H-110M	619-388-7428
ENGL	Rich Halliday	H-110R	619-388-7517
ENGL	Carmen Jay	H-110J	619-388-7532
SPEE	Leslie Klipper	H-213	619-388-7694
SPAN	April Koch	H-110K	619-388-7537
ENGL	Mark Manasse, Co-Chair		
		H-110G	619-388-7536
ENGL	Lisa Munoz	H-110Q	619-388-7360
SPAN	Virginia Naters	H-110L	619-388-7538
ENGL	Cheryl Reed	H-110S	619-388-7531
ENGL	Ken Reinstein	H-110E	619-388-7515

Department of Liberal Arts

MUSI	Channing Booth	H-216A	619-388-7511
HUMA	Paula Carrier	H-1100	619-388-7518
ARTF	Dierdre Coppedge	H-111A	619-388-7514
ARTF	Robert Fritsch, Chair	H-112B	619-388-7337
ARTF	Rex Heftmann	W-221	619-388-7205
MUSI	Mark Hertica	H-215A	619-388-7696
PHIL	Michael Lopez	H-214	619-388-7309

Department of Social and Behavioral Science

SOCO	Marilyn Espitia	H-110F	619-388-7504
HIST	Parvine Ghaffari	H-110N	619-388-7507
ANTH	Laura Gonzalez	H-110D	619-388-7534
HIST	Daniel Igou	H-110C	619-388-7646
PSYC	Kenneth McPherson	H-110T	619-388-7516
POLI	Angela Romero	H-110V	619-388-7413
HIST/GEOG	Thomas Schilz, Chair	H-110A	619-388-7500

School of Mathematics, Biological, exercise & Physical Sciences
Room M-202; 619-388-7750
Paulette Hopkins, Dean
Melanie Cordero, Senior Secretary

Department of Biological Sciences

BIO/CHEM	Rebecca Bowers-Gentry	M-211Q	619-388-7241
BIOL	Patricia Flower	S5-101F	619-388-7489
BIOL	Buran Haidar	S5-101D	619-388-7412

BIO/CHEM ..... Andrew Lowe S5-101H 619-388-7170
BIOL..... Marie McMahon, Chair
.... S5-101E 619-388-7497
BIOL..... Laura Murphy S5-101G 619-388-7539
BIOL/PHYE ..... Kevin Petti S5-101B 619-388-7491
BIOL/BIOTEC ..... Sandra Slivka S5-101C 619-388-7490
BIOL..... Dan Trubovitz S5-101A 619-388-7495
Instr. Support Vuong Tung Nguyen, Supervisor
.... S5-201B 619-388-7440

ILT, BIOL ..... Sharon Price, SCBC Outreach Program
ILT, BIOL ..... Emilia Manalastas M-211-L 619-388-7422
ILT, BIOL ..... Carol Smith S5-102C 619-388-7364
ILT, BIOL ..... Torhea Williams S5-110A 619-388-75

Department of Exercise Science, Health & Nutrition
PHYE ..... Nicolas Gehler, Athletic Director
.... J-222E 619-388-7715
PHYE ..... Sean Bowers J-222C 619-388-7232
PHYE/BIOL ..... Kevin Petti S5-101B 619-388-7491
PHYE ..... Rod Porter, Chair J-203A 619-388-7442

Department of Mathematics
MATH ..... Francois Bereaud M-211I 619-388-7503
MATH ..... Wayne Sherman M-211H 619-388-7689
MATH ..... Harvey Wilensky, Chair
.... M-211E 619-388-7510

Department of Physical Sciences
PHYS..... Gina Bochicchio M-211M 619-388-7496
BIO/CHEM ..... Rebecca Bowers-Gentry
.... M-211Q 619-388-7241
CHEM ..... Daphne Figueroa M-211J 619-388-7494
CHEM ..... Fred Garces S5-210 619-388-7493
PHYS/ASTR ..... Sadayoshi Okumoto .. M-211Q 619-388-7540
CHEM ..... Namphol Sinkaset M-211P 619-388-7644
CHEM ..... Linda Woods, Chair .. M-211K 619-388-7434
Instr. Support Vuong Tung Nguyen, Supervisor
.... S5-201B 619-388-7440
ILT, CHEM ..... Dam Le S5-211A 619-388-7437
ILT, CHEM ..... Tien Nguyen S5-211A 619-388-7371
ILT, PHYS ..... Steve Volin S5-110A 619-388-7568
ILT, CHEM ..... Diep Vu S5-211B 619-388-7438

School of Public Safety
Room A-201; 858-536-7860 or 619-388-7860
George Beitey, Dean
Peggy Hunt, Clerical Supervisor

Administration of Justice
ADJU..... Steve Lickiss, Chair... A-224C 619-388-7455
ADJU..... Jordan Omens, Program Dir

		A-223B	619-388-7454

Fire Technology/Fire Academy/EMT

Admin Tech	Stacy Rodgers	NTC	619-221-2142
FIPT	Darren Hall – Prog Dir		
		NTC	619-221-2145
FIPT	Martin Walsh	NTC	619-221-2146
FIPT	Dennis Sheean	NTC	619-221-2143
EMGM	Mary Kjartanson, Chair		
		NTC	619-221-2144
EMGM	Johnathan Salinsky	NTC	619-221-2147

School of Business, Technical Careers & Workforce Initiatives

Room C-120, 858-536-7392 or 619-388-7392
Lynne Ornelas, Dean
Leticia Bareno, Senior Secretary

Advanced Transportation Technology

Gregory Newhouse, Associate Dean		S203A	619-388-7673

Department of Aeronautical & Aviation

Tool Crib, 8830 Relco Rd.; 858-200-3840

AVIM	Lonny Bosselman	B-403C	619-388-7666
AVIM	David Buser, Chair	M-107G	619-388-7663
AVIM	Paul Chlapecka	B-403G	619-388-7661

Department of Automotive & Diesel Technology

619-388-7634

AUTO	Vacant	S-204C	619-388-7498
AUTO	Mark Dinger	S-204D	619-388-7642
AUTO	Ryan Monroe	S-204E	619-388-7499
AUTO	Joseph Young, Co-Chair		
		S-204C	619-388-7672
Inst. Lab. Tech. Auto.	Sean Young	S-204F	619-388-7670
Inst. Asst. Auto	Kieran Moran	S-204F	619-388-7634
DIES	John Choe	C-122	619-388-7526
DIES	Daniel Wilkie, Co-Chair		
		C-122	619-388-7527

Department of Business

CISC	Ed Brunjes	M-107J	619-388-7700
CISC	John Couture	M-107L	619-388-7698
ECON	Octavian (Otto) Dobre		
		M-107F	619-388-7692
CBTE	Wahid Hamidy	M-107M	619-388-7702
LEGAL	Darrel Harrison	M-107Q	619-388-7457
CISC/ACCT	Alan Viersen, Chair	M-107K	619-388-7693

Department of Child Development

858-536-7851 or 619-388-7851

CHIL	Vacant	B-302E	619-388-7678
CHIL	Dawn Burgess, Chair.	F-207	619-388-7681

CHIL..... Peter Elias..... F-201 619-388-7677

Director Work Experience (General/Occupational)
WORK Laurie Vasallo-Dusa, Adjunct..... M-107B 619-388-7703

School of Library and Technology
Room T-401, 619-388-7333
Susan Schwarz, Dean
Temmy Najimy, Senior Secretary
Bill T. Smith, Web Designer..... 619-388-7348

Audiovisual Department
Room C-400; 619-388-7317
Glenn Magpuri, Inst. Support Supervisor 619-388-7619
Yolanda Castillejos, ILT 619-388-7617
Bill Pacheco, ILT 619-388-7621

Independent Learning Center (ILC)
Room I-130
Francine McCorkell, Instructional Support Supervisor 619-388-7707
Kayhan Salehi 619-388-7709
Van Chau..... 619-388-7708

Instructional Technical Support
Room T-402
Kurt Hill, Micro Specialist Supervisor..... 619-388-7744
Todd Williams..... 619-388-7746
Bill Stamos 619-388-7745

Library
Library Supervisor
..... Glenn Magpuri C-403A 619-388-7613
Librarian ..... Mary Hart, Chair C-402 619-388-7614
Librarian ..... Eric Mosier..... C-403D 619-388-7622
Librarian ..... Vacant..... C-402 619-388-7615
Circulation Desk..... ..... C-400 619-388-7310
Reference Desk C-400 619-388-7316
Reserve Collection
..... Carol Reagan C-400 619-388-7618

SDCCD Online Learning Pathways
District Room 125
Andrea Henne, Dean, Online and Distributed Learning 619-388-6750
Mary Kingsley, Senior Secretary 619-388-6974

District Computing Warehouse, 9315 Hillery Drive, W-222
Dave Giberson, Instructional Design Coordinator..... 619-388-7332
Kathryn Palacios, Instructional Design Coordinator..... 619-388-7327
Paula Miranda, Curriculum Technician 619-388-7331

Student Services Division

Room A-105; 858-536-7810 or 619-388-7810

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

Gail J. Conrad, Interim Vice President
Edith Pollack, Administrative Secretary
Vacant, Clerical Assistant, .50 FTE

Admissions & Records
Room C-303; 858-536-7844 or 619-388-7844
Hours: Monday-Thursday 8:00 a.m.-6:00 p.m. Fridays 8:00 a.m.-12:00 p.m.
Dana Stack, Student Services Supervisor II.. 619-388-7579
Kare Furman, Student Services Supervisor I 619-388-7580
Alice Wan, Student Services Tech. 619-388-7575
Kathy Burke, Senior Student Services Assistant 619-388-7573
Annie Novak, Senior Student Services Assistant..... 619-388-7590
Maryam Latif, Student Services Assistant 619-388-7574
Gloria Carranza, Student Services Assistant. 619-388-7577
Jessica Aguilar, Student Services Assistant 619-388-7576

Career Placement & Assessment
Room B-203, 619-388-7335
Joseph Hankinson, Placement Officer 619-388-7474
Toniann Johnston, Senior Student Services Asst 619-388-7472

Counseling
Room C-302; 858-536-7840 or 619-388-7840
Hours: Monday-Thursday 8:00 a.m.-6:00 p.m. Fridays 8:00 a.m.-12:00 p.m.
Ellie Atkinson, Student Services Assistant 619-388-7558
Rick Cassar..... 619-388-7554
Martin Moss 619-388-7565
Isabella Feldman 619-388-7375
Lisa Clarke 619-388-7563
Judy Patacsil, Mental Health..... 619-388-7564
Kirk Webley 619-388-7553
Alice Nelson, Student Services Supervisor I 619-388-7596
Marc Hollman, International Students 619-388-7565
Erica Murrietta 619-388-7562
David Navarro, Chair 619-388-7560
Isabella Feldman 619-388-7375

DSPS
Room C-304; 858-536-7212 or 619-388-7312
Hours: Monday-Thursday 8:00 a.m.-5:00 p.m.
Fridays 8:00 a.m.-12:00 p.m.
Rechelle Mojica..... 619-388-7606
Kandice Brandt, Co-Chair..... 619-388-7604
Vacant, Senior Student Services Assistant.... 619-388-7637
Jeff Higginbotham..... 619-388-7607

EOPS/CARE/CALWORKS
Room D-203; 858-536-7869 or 619-388-7869
Joan Thompson, Chair..... 619-388-7544
Mary Ann Guevarra .. 619-388-7549

Sam Shooshtary, Student Assistant Technician 619-388-7545

EVALUATIONS
Room D-203
Helen Houillion 619-388-7596

Financial Aid
Room B-205;858-536-7865 or 619-388-7864
Teresa Vilaboy, Financial Aid Officer 619-388-7485

Health Services
Room S-103; 619-388-7881
Lezlie Allen, Nursing Center Supervisor 619-388-7736
Lorna Phillips, Medical Office Assistant 619-388-7881

Outreach
Sonny Nguyen, Outreach Coordinator B-304 619-388-7358
Vacant, Clerical Assistant, .50 FTE 619-388-7357

Student Affairs
Room S-101;858-536-7313 or 619-388-7313
Adela Jacobson, Dean 619-388-7313
Carletta Middleton, Senior Secretary 619-388-7313

Transfer Center
Room B-203, 858-536-7380 or 619-388-7380
Naomi Grisham, Director 619-388-7564
Edwin Mclemore (Tali), Student Services Assistant 619-388-7443

Veterans Affairs
Room D-203; 619-388-7862
Christine Barlolong, Senior Student Services Asst 619-388-7478
Jessica Aguilar, Student Services Asst..... 619388-7477

Who is Responsible: Index of Responsibilities

Assignment	Individual Responsible	Room	Phone
Academic Senate President	Daphne Figueroa	S5-201	7494
Juli Bartolmei, Senior Clerical Asst		M-107V	7385
Accident Reports (Days).	Immediate Supervisor/Business Ofc	A-101	7815
Accident Reports (Evening)	Evening Administrator	A-104	619-301-1348
Accounting	Carmen Martinez-Coniglio	C-303	7326
Admission of Students	Dana Stack	C-303	7844
Site Compliance Officer	Judy Patacsil	C-302	7840
Affirmative Action/Staff Students.	Adela Jacobson	S-101	7313
Articulation	Duane Short	M-107I	7812
Assignments, Faculty	Dean's Offices		
Associated Student, President	Victor Bohm	S-101	7877
Athletics	Nicolas Gehler	J-222E	7715
Audio/visual	Yolanda Castillejos	C-400	7619
Bookstore	Sol Madrid	D-301	7641
Business (Administrative) Services	Brett Bell	A-101	7815
CalWORKs	Joan Thompson	C-301	7544
Cafeteria	Vince Margetta	D-201	7636
Career/Transfer Center	Naomi Grisham	D-203	7476
Career Placement	Joseph Hankinson	B-203	7474
Classified Senate President	Joyce Allen	H-101	7425
College Police	Sgt. Louis Zizo	T-100	7353
Commencement	Adela Jacobson	S-101	7313
Communications	Sandra Trevisan	M-107D	7752
Counseling	David Navarro	C-302	7560
Crisis Response	Police Dispatch	B-102	7353
Curriculum Committee Chair	Dan Igou	H-110C	7646
Curriculum Committee Secretary	Terrie Hubbard	A-104	7418
Custodial Services	Dane Lindsay	B-101	7823
Disability Support Programs & Services (DSPS)	Kandice Brandt	C-304	7604
Discipline, Student	Adela Jacobson	S-101	7313
Drops	Dana Stack	C-303	7579
Duplicating or Copy Services	Stephen Um	A-117	7655
Emergency Student Loans	Financial Aid	B-205	7864
EOPS	Joan Thompson	C-301	7544
Equipment Transfers	Business Office	A-101	7815
Facilities Services	Dane Lindsay	B-101	7823
Faculty Evaluations	Joan Thompson	C-301	7544
Financial Aid	Teresa Vilaboy	B-205	7864
Groundskeeping	Rick Covert	B-101	7823
Health Services	Lezlie Allen	S-103	7881
Help-line, Students	Dana Stack	C-303	7300
Instruction	Jerry L. Buckley, VPI	A-104	7350
Keys	College Police, Charlene Morford	B-102	7353

Keys	Elaine Vega	A-101	7815
Mail Service	Christine Parent	A-117	7650
Maintenance	Glenn Darden	B-101	7823
Mental Health	Judy Patacsil	C-302	7840
Mileage Reimbursement Forms .. Business Office		A-101	7815
Miramar College Foundation	President's Office	A-102	7834
News Media Liaison	Sandra Trevisan	M-107D	7752
Newspaper, The Sage	Leslie Klipper	H-213	7694
Online Courses	Andrea Henne	District	6750
Parking	Debra Picou	DSC	6419
Payroll	Elaine Vega	A-101	7815
Professional Development	Joan Thompson	C-301	7544
Publicity	Sandra Trevisan	M-107D	7752
Records, Student	Annie Novak	C-303	7578
Refunds, Student	Carmen Martinez-Coniglio	C-303	7326
Registration Payments	Carmen Martinez-Coniglio	C-303	7326
Requisitions, Supplies	Business Office	A-101	7815
Residency	Kathy Burke	C-303	7573
Room Reservations			
Classrooms	Tom Davenport	A-104	7417
A-200	Peggy Hunt	A-201	7449
S-102	Carletta Middleton	S-101	7313
A-102A	Sara Agonafer	A-102	7408
Library	Staff	C-400	7310
Civic Center	Shaunna Elmone	A-101	7403
Field Rentals	Dan Gutowski	P-103A	7717
SD Law Enforcement			
Regional Training Ctr	George Beitey	A-201	7860
Scholarships	Financial Aid	S-101	7313
Security/Police	Sgt. Louis Zizzo	B-102	7353
Site Compliance Off	Judy Patacsil	C-302	7840
Stockroom & Receiving	Dante Mora	A-121	7444
Student Affairs	Adela Jacobson	S-101	7313
Student Clubs	Adela Jacobson	S-101	7313
Student Crisis Counselor	Judy Patacsil	C-302	7564
Student Employment/Career Office			
	Joseph Hankinson	B-203	7474
Student Services	Vacant	A-105	7810
Substitutes, Faculty	School Deans		
Swimming Pool	Dan Gutowski	P-103A	7717
Telephones	Stephen Um	A-117	7655
Testing Center	Joseph Hankinson	B-203	7474
Test Proctoring for DSPS	DSPS	C-304	7312
Transfer Center	Naomi Grisham	B-203	7380
Travel and Conference Request .. Deans' Offices or Immediate Supervisor			
Travel Liaison	Mary Patterson	A-101	7401
Tutorial Services	Daphne Figueroa	D-106	7631
Veterans Affairs	Christine Barlolong	D-203	7862

RETENTION

General Campus-Wide Retention Strategies The following suggestions focus on efforts to increase student awareness of procedures, services and programs, to facilitate student access to college services by improving systems, and to plan new events and innovative programs that will further support our students.

- Provide information booths on campus.
- Offer in-service Flex related to learning styles, universal design and notetaking skills (study skills) and "best practices."
- Support efforts to develop an enrollment sheet with student phone numbers and e-mail addresses to facilitate contact.
- Develop and distribute recommended course sequence flyers.
- Plan more student social events such as multicultural festivals, ice cream socials, and music performances.
- Use student clubs, such as the Filipino American Student Association and others, to market the college, to recruit prospective students, and to support present students.
- Provide on-going training to faculty/staff on using all the features of the voice mail system.
- Use campus bulletin boards to advertise lists of available programs at Miramar College, criteria regarding required qualifications and information about the application and approval process timeline.
- Plan multiple speakers' series on a variety of topics including affirmative action, disabled-student rights and education, multiculturalism, etc.
- Provide information to students about support programs available such as EOPS, CARE, DSPS, and The PLACe.
- Check that textbooks are available in the Bookstore; attempt to get them in sooner.
- Place signs on all campus front office counters that state Miramar College's commitment to providing an open,

The Individual Instructor: Strategies for the First Few Days of the Semester

In the first days of the semester, the individual instructor is a key information provider regarding class expectations, college services, facilities (notably, the Library/LRC, Bookstore, the PLACe).

The following list of retention ideas outlines efforts to provide a supportive classroom environment through successful instructor/ student interaction.

- Prominently wear name tags and have students wear them in the first few weeks.
- Provide a thorough review of syllabus and office hours information.
- Be sure office schedules are posted in Room A-104 and individual instructors' offices.
- Distribute brief campus/program information sheet or bookmark.
- Be informed about learning strategies and how they affect teacher/student interaction.
- Ask students to complete an information sheet or an index card listing name, address, phone number, e-mail address, major, work information, why they are taking this class, strengths and weaknesses, previous related courses, etc.
- Review learning skills and note-taking skills while in an introduction mode in class.
- Have students interview each other and subsequently have them introduced to the class.
- Develop in-class orientation to campus process, student commitment and responsibility, and expectations for course, including expected level of preparation and competency.
- Include student participation in scheduled Flex Day activities.
- Show the services – take class to the Library/LRC, The PLACe, the Career Transfer Center and the Cafeteria.
- Explain the relevance of your class to their majors and to their lives today.

- Invite a representative from The PLACe to come to class. Check for stress reduction workshops and skills building workshops and announce to students.
- Join along with students in student functions.
- Reduce fear of intimidation by giving less emphasis to competition.
- Outline expectations first day – make sure students are aware of the expectations – include time commitment.
- Respect students, check your own attitude, be friendly and show you care that they learn.
- Try to identify struggling students. Give a first day writing sample or pretest to identify misplaced students or those who may require special attention.
- Place textbooks on reserve to aid financially strapped students and push for financial aid for book purchases.
- Review the college catalog to be familiar with and be updated on the various offerings and requirements.
- Incorporate The PLACe reading or writing assignment into the syllabus. See the list of resources available and use the Faculty Request for Services form if needed.
- Provide an environment in which there is acceptance of diversity and respect for the individual.
- Encourage students with disabilities to contact you early about the reasonable accommodations they will need in your course.
- Use multicultural readings and/or assignments to encourage cooperative learning and a sensitive academic climate.
- Help ESOL students by providing them with general class information and by directing them to the resources at the PLACe.

Strategies to Implement Throughout the Semester

The following suggestions emphasize additional assistance to students throughout the semester. In addition to the continuing role of information provider, instructors are challenged to implement ways to better direct students to proper counseling and academic support services, and to create projects to get involved in campus events — activities that may help students attain their goals.

- Increase the emphasis on informing students about services such as The PLACe, Career Transfer Center, counseling, "survival skills."
- Early in the semester introduce students to the Library/LRC by scheduling an orientation.
- Schedule mandatory "help" sessions for students at risk.
- Follow up on students identified on the drop sheets as having academic difficulty.
- Establish a good climate in the classroom by building peer evaluation projects for students to get to know each other.
- Be specific when giving feedback. Point out both the positive and the negative aspects in student work. Discuss how to accept feedback — the importance of listening. Encourage students to ask for a clarification when needed.
- Call absent students.
- Post course flyers for Personal Growth classes in every room.
- Get involved with the Majors Fair, Career/Transfer Day, and other student activities by submitting materials for display, representing your discipline at a booth and announcing the event to students.
- Offer workshops to educate faculty on how to utilize a variety of presentation techniques and props that employ technology, audio visuals and kinetics.
- Convey how to "enjoy the journey" through education and make it a part of their lives.
- Make office visits mandatory within the first week.
- Direct students to The PLACe for workshops on areas of need, especially reading, writing, study skills and math.
- Have students write their needs and woes at every midterm or during drop sheet period.

- Provide sufficient break time in classes with a three-hour time block.
- Provide a classroom environment which allows students to fail with dignity, but only after maximum faculty effort has been given to help students succeed.
- Keep contact with struggling students through conferences, etc.
- Select a conference week in the semester for mandatory meetings with students; this can be done during scheduled office hours.
- Consider class size when providing time for discussion for research/term papers.
- Have department and intra-department meetings that focus on sharing teaching/learning tips or strategies. Invite adjunct faculty to participate.

Teaching Techniques for Student Success

Miramar College faculty share the following teaching techniques and other strategies that may help students attain their academic goals.

- Reinforce that you are a "resource" as well as an instructor.
- Encourage class participation with provocative questions and feedback.
- Provide students with a study guide at least one week prior to a test and review test material. Include help with answering essay questions and for taking timed exams.
- Be enthusiastic, warm, and use humor.
- Help student groups maintain harmony by encouraging suspect of all contributions.
- If you collect homework assignments, be sure to correct students' mistakes and return. Have students redo the assignments.
- Use the whiteboard or overhead projector to better assist ESOL students.
- Provide clear deadlines (due dates) for assignments.
- Institute a penalty (for example, 10% per week or drop one letter grade) for late assignments.
- Have an attendance policy in which students are required to call in the reason for absence.
- Design an instructional support tutorial using the computer, audio-visual or text resources at the PLACe.
- Group tests – form groups first day of class – keep groups for entire semester. Have instructor participate in each study group.
- Give a quick pre-test; identify those who need help.
- Use the jigsaw method – groups do parts of a lesson and then present oral reports.
- Give immediate feedback on tests.
- Tell success stories of past students.
- Assign collaborative homework assignments to develop student networking.
- Group students when reviewing a test. Encourage study groups by distributing a sign-up sheet.
- Give learning styles test and help students interpret the results.
- When appropriate, offer a hands-on application of classroom lecture, subject, etc.
- Identify "the lies" – what didn't go well because of messages earlier in life — "not good at math."
- Explain the relevance of the class to their goals. Why should I do this? Why should I learn this? What happens if I don't?
- Frequent evaluation through quizzes and/or short assignments are good indicators of student progress; use time strategy and give quizzes after class breaks.
- Start session by having each student summarize/discuss something from current session.
- Don't highlight or dwell on wrong answers; remember to offer positive reinforcement.
- Consider student perceptions of course and content when creating exams.
- Always begin your class with a quick review of the last class session and outline key expectations and objectives for the current class.

Ideas for Testing Preparation and for helping Students with Disabilities

Focusing specifically on the disabled student, the following may provide faculty with ideas for testing preparation and for successful instructor/student interaction.

- DSPS Office staff can attend department meetings to better inform and educate instructors about the needs of students with disabilities and to reinforce the referral process to DSPS.
- Schedule some training for faculty to identify problems and tactics to address.
- Work closely with Counseling on class planning and advising with both disabled and regular students.
- Place notification in each classroom about DSPS program and services.
- Plan a faculty in-service re: orientation/study skills and how to recognize and deal with disabilities (not just legal issues).
- Offer a variety of tests — objective/subjective and take- home.
- Try not to write on the board and talk at the same time.
- Counsel students on test-taking and study habits.
- Recommend The PLACe for appropriate workshops or tutoring needs.
- Refer students to Disabled Student Programs and Services (DSPS) or contact DSPS if you have concerns about a student's accommodations.
- Don't concentrate on disabilities; allow students to find and accept their own levels.
- Develop and use a comprehensive list of campus and community resources that may solve problems which interfere with the student's ability to return to school.
- Be aware of the use of terminology that may cause stress or anxiety.
- Recognize that even students with disabilities are different and that extended time on an exam, if authorized, can vary.

Administrative Support for Student Retention

Effective student retention strategies include administrative support.

- Develop a more non-threatening process to address student grievances/concerns.
- Provide faculty with a profile of class re: basic skills, GPA, etc.
- Test student learning styles during assessment and report results to faculty.
- Plan an in-service day for training about learning modalities (styles).
- Develop an adjunct faculty orientation.
- Suggest that students call Counseling if they have a personal problem that prevents them from attending class. Support efforts to provide an Information Booth or a multimedia terminal to provide students with information about programs and services.
- Support visibility of programs such as Veterans Affairs, EOPS, DSPS, CARE and The PLACe.