

Instructor Handbook

2009-2010

Rancho Santiago Community College District
Santiago Canyon College Continuing Education Division
OLDER ADULT PROGRAM

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**Santiago Canyon College Continuing Education
2009-2010 Instructional Calendar**

Fall Semester

First Day of Instruction
Labor Day
Veteran's Day
Thanksgiving Recess
Last Day of Instruction
Winter Recess/Staff Development

August 31, 2009-December 19, 2009

Monday, August 31, 2009
Monday, September 7, 2009
Monday, November 9, 2009
Thursday - Saturday, Nov. 26-28, 2009
Saturday, December 19, 2009
December 20, 2008 – January 9, 2010

Spring Semester

First Day of Instruction
Martin Luther King's Birthday
Lincoln's Birthday
President's Day
Spring Recess
Memorial Day
Last Day of Instruction

January 11, 2010 – May 29, 2010

Monday, January 11, 2010
Monday, January 18, 2010
Friday, February 12-13, 2010
Monday, February 15, 2010
March 29-April 3, 2010
Monday, May 24, 2010
Saturday, May 29, 2010

Summer Session

First Day of Instruction
Independence Day
Last Day of Instruction

June 7 – July 31, 2010

Monday, June 7, 2010
Monday, July 5, 2010 (observed)
Saturday, July 31, 2010

No classes can be taught on the following legal holidays:

Veteran's Day Nov. 9, 2009
Thanksgiving Day Nov. 26, 2009
Christmas Day Dec. 25, 2009
New Year's Day Jan. 1, 2010
MLK Birthday Jan. 18, 2010

Lincoln's Birthday Feb. 12, 2010
President's Day Feb. 15, 2010
Memorial Day May 24, 2010
Independence Day July 5, 2010

In addition, Older Adult classes will not meet on the following days:

Friday & Saturday, Nov. 27 & 28, 2009
Saturday, Feb. 13, 2010

(RSCCD noncredit programs operate on an open-entry, open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing District, site and student needs. 8/19/09

INSTRUCTOR RESPONSIBILITIES AND INFORMATION

Registration: Offsite classes

Student registration is the responsibility of the instructor, but the offsite Older Adult facility staff members need to work closely with the OA instructors to ensure the prompt and accurate completion of the initial registration forms. It has been recommended that the facility activity professionals complete the SCC registration form as part of their intake process with all new residents who can benefit from the instruction provided in our classes and wish to participate. Participation in our classes is always optional and at the discretion of the student. All new students need to have a full-page, college registration form filled out. Master forms have been provided to the activity professionals at the offsite locations and to all instructors. All sections must be completed in a legible manner, including an original student signature. The accuracy of registration information for ongoing students and those who were registered in the past is very critical. The spelling of names, DOB and social security or student number information must match existing computer records.

If an OA student is unable to sign the form due to a disability, “Disabled” should be checked under PERSONAL STATUS. The activity director should then write the student’s name on the student signature line followed by a slash mark (/) and the AD’s initials. Thus, a disabled OA student signature line completed by Jane Doe, Activity Director, would look like this:

Susie Resident / J. D., Act. Dir.

Each July, full page registration forms need to be completed for all students (returning and new) in preparation for the new fall semester. During the semester, students whose names appear on an instructor’s online roster but who have never attended class or are no longer attending must be dropped by the instructor in a timely manner, via WebAdvisor. Please drop “no shows” and “inactive” students each month. If a student who has already completed a full registration form during the current academic year (Sept. through Aug) wants to add a class, a completed add form must be submitted to the OEC Registration Office. The add form must also have a student signature. For a student with a disability which prevents him or her from signing the form, the signature can be handled as indicated in paragraph 2 above. Timeliness is of the utmost importance to ensure accurate and complete records and rosters.

Prompt and complete registration of new students is absolutely necessary in order for attendance hours to be reported and classes to be maintained. Any student who does not appear on the CI Web Attendance on-line class roster when you record your weekly attendance needs to be registered. If the student is already registered in other SCC Continuing Education classes, an add form can be completed as described above. Specific registration questions can be directed to Teri Sturrus @ 714-628-5900.

Facility staff persons who are attending an OA class as part of their job responsibilities should not be registered as students.

Students must understand that they are taking a class offered by Santiago Canyon College.

Registration: OEC classes

All students attending classes at the Orange Education Center will complete the registration process at the OEC registration office located in the center of the building. Students are not permitted to sign up for two classes that have overlapping schedules.

Students whose names appear on an instructor's online roster but who have never attended class or are no longer attending must be dropped by the instructor in a timely manner, via WebAdvisor. Please drop "no shows" and "inactives" each month. Instructors of classes with wait lists will follow the procedure outlined by the Dean and Coordinator. If a student who has already completed a full registration form during the current academic year (Sept. through Aug) wants to add a class, he or she must do so at the OEC Registration Office. All individuals attending class must be registered. Specific registration questions can be directed to Teri Sturuss, 714-628-5900.

Open Access Policy

All college classes are listed in the SCC Division of Continuing Education "Schedule of Classes", which is available online and in hard copy at the OEC before the start of each semester. Any California resident 18 years of age and older who desires to register for a class must be enrolled. We have an "open access" policy for any student and any class.

Instruction

Instruction must be provided within the parameters of the state-approved course outlines. Instructors are responsible for preparing appropriate curriculum materials and lesson plans.

Older Adult resource materials are available in the storage cabinets in Room 135 at the OEC and may be checked out through the Resource Room (#119), using the following process:

1. Obtain the OA cabinet key from the Resource Room staff, unlock appropriate cabinet in Room 135, retrieve items to be checked out, lock the cabinet and return key and items to Room #119.
2. Ask the Resource Room staff to scan your items for check-out.
3. Reverse the process to return items.

Current and recent issues of Creative Forecasting magazine are housed in the Resource Room. Those may not be checked out, but older issues in Room 135 may be checked out.

Older Adult instructors are encouraged to work with the facility activity directors to meet the educational needs of their residents. However, there are some activities that are not approved by the state. The following paragraph from the Older Adult Model Standards is included for your reference:

"The older adult program is not a recreational program to which people come to socialize and use previously acquired skills primarily for enjoyment. Although older adults may desire leisure activities, such as

dancing, cards and bingo, these activities are best provided by city recreational programs, various senior or community groups, or a school's community service education (fee) program. They do not fit within the parameters of an educational program."

Instructors are required to prepare course syllabi, detailing the specifics of each of their classes. Please be very specific in the description of your class(es), following the format provided by the program coordinator. Update your syllabi each semester and distribute hard copies to your students on their first day of class each term. In addition, give a copy of each syllabus to Ethel Jordan, Older Adult Coordinator, and to Linda Frederick in the office of the Dean of Instruction and Student Services. Electronic copies are preferred.

Instructors are required to meet their class(es) as scheduled by the college. Instructors are entitled to one ten (10) minute break for each hour taught. Instructors scheduled for 1½-hour classes are expected to provide instruction for 1 hour & 15 minutes. Instructors scheduled for 2-hour classes are expected to provide instruction for 1 hour & 40 minutes. A scheduled break may be taken at the middle or end of a session. It is mandatory that classes begin at the scheduled time and meet for the full class period, as described above. Instructors need to call the facility directly as well as the OEC Absence Line (714-628-5917) if they are going to arrive more than 5 minutes after the published class start time. In addition, class times posted on facility calendars must match our class schedule. Notify the Older Adult Coordinator if you notice discrepancies.

Please inform the coordinator of any changes at community facilities that may affect our class offerings, including but not limited to the following:

- Meal schedule, including room preparation before and clean-up following
- Activities offered simultaneously with our class schedule
- Changes in the facility's population which might affect class size or participation
- Change in classroom location within facility

Printing a Class List or Sign-in Sheet Before the First Scheduled Meeting of the Term

All instructors need to print out a class list before the first class meeting of the term and check for accuracy of the list at the first class meeting. To do this, follow the current OEC CI Web Attendance Procedures.

Student Attendance

Accurate and timely maintenance of attendance rosters is the responsibility of the instructor of record for the class. Attendance needs to be taken at each class session. The facility will provide assistance with in-class attendance recording if requested by the instructor. Only registered students who are present in class for the majority of the instructional time can be reported on the daily attendance. Classes must maintain a minimum of 22 students in attendance. Classes that do not meet this requirement may be canceled.

Instructors are required to record attendance in CI Web Attendance as soon after the class meeting as possible, but no later than once a week. Failure to submit accurate and complete attendance reports in a timely manner may affect future class assignments. Currently, instructors are recording and reporting attendance using CI Web Attendance

system. Instructions have been provided via Outlook and are copied in this handbook. If you need additional training, please contact your coordinator to arrange a time to do this.

Substitutes must deliver attendance to the instructor of record via email or OEC mailbox no later than 48 hours after substituting. The name of class and instructor of record, date, class time, substitute's name and all students' names should be written in a legible manner on the form provided. Substitutes that sub 5 or more **consecutive** class sessions need to give **copies** of sign in sheets for data entry to Diane Espitia or Pat Alvano in the Administration Office (Room 104.). The sub needs to give the original sign in sheets to the instructor of record, for his/her files. For absences of less than 5 consecutive class sessions, instructors will be responsible for transferring/recording the attendance that was taken by their sub directly into CI Web Attendance.

Requests for time off

Requests for unpaid time off during a class term (Fall semester, Spring semester, Summer Session, Extended Summer Session) should be rare. It is expected that instructors who accept a teaching assignment will be available to teach the entire term, as stated on the assignment letter, and will complete all obligations as the teacher of record for his/her class(es). Requests for unpaid time off must be submitted to the Older Adult Coordinator in writing at least 2 weeks prior to the absence. After reviewing the request, the coordinator will then forward it to the appropriate administrator. Reference the CEFA contract for information on "Leaves." In addition, it is the instructor's responsibility to always call the absence line (714-628-5917) to report an absence of any nature.

Communication

The District Outlook email system is the primary means by which information is communicated to instructors. Instructors are expected to check their Outlook email account remotely from home or on a District computer at least once a week. More often is recommended. For instructors who do not have a summer assignment, email should be checked regularly in the summer if a fall assignment is anticipated. Email is usually the most efficient manner in which to communicate non-urgent needs/questions to the coordinator. Your District email account will be used for work-related correspondence.

Instructor OEC mailboxes will continue to be maintained and will be used for communication and information that does not lend itself to email distribution. Instructors must continue to check OEC mailboxes regularly, no less than once a week. Phone and USPS mail will also be used, as appropriate.

Change in Class Day, Time or Location

- If a class addition or change is requested by a facility, the activity director should communicate the request, in advance, to the coordinator. The coordinator will discuss the request with the instructor, make a recommendation to the appropriate administrator and inform the activity director and instructor of the outcome.
- If a change is requested by the instructor, the instructor will communicate the requested change, in advance, to the coordinator. The coordinator will discuss the request with the activity director, make a recommendation to the appropriate administrator and inform the activity director and instructor of the outcome.

The published schedule of classes is the college's official statement to the public regarding class meeting times. If something prevents a class from meeting at the published time, the coordinator needs to be notified so an official change can be made.

Many factors need to be considered by the coordinator when recommending a class addition or change. Requests for class changes that are related primarily to an instructor's personal schedule should be made on the instructor availability form that is distributed prior to the planning of each new schedule.

Assistance to Instructors

- At community locations, an activity director, assistant or other facility staff member needs to be present in the classroom during class time.
- The classroom area will be set up prior to the starting time of each class. *Instructors are not allowed to move furniture or any other heavy objects at the facility.*
- The activity director or designee will have students present for the class at the beginning of the class period. *Instructors are not to move students or assist them to and from their rooms.*
- In addition, the facility staff member needs to help encourage student participation throughout the class session.

Please inform the Older Adult Coordinator immediately if you experience problems with any of these points.

Signage and Identification

During each class session, be sure to prominently display the view binder sign which identifies your older adult class as part of Santiago Canyon College's Continuing Education Division. In addition, Older Adult instructors need to wear their SCC name badge during the time they are representing SCC at an offsite location. Facilities are requested to display signs which read "Santiago Canyon College, Continuing Education Division, Orange Education Center offers classes at this location."

Emergency Procedures

Become familiar with the Emergency Procedures Handbook in the addendum of this packet and have it with you at all times during class. In the event of an emergency during class, the instructor is the responsible person until the facility personnel (off site classes) or SCC security officer and/or administrator (OEC) takes charge. Emergency incidents which result from instruction or which result in personal injury must be reported to Jim Kennedy, Dean of Instruction and Student Services, and Ethel Jordan, Older Adult Coordinator.

Selling Products or Goods

The selling of products or goods to students by the instructor or guest speaker during class time is prohibited by the Education Code of California.

Food and Drink Policy

No food or drink except bottled water is allowed in the OEC classrooms. Please remind students to use the student lounge area, hallway benches or outside table areas when eating.

ABSENCES/CANCELLATIONS

Instructor Absences/Substitutes

Instructors need to call the OEC absence line (628-5917) as soon as possible when reporting an absence and provide the following information: 1) instructor's name 2) reason for absence 3) date 4) name of class 5) beginning and ending time 6) location. **If an instructor is reporting an absence for the "same day" or is calling after 8 pm on the day before the absence, it is the instructor's responsibility to also call the facility.**

When you call the facility to report a "same day" absence, ask that the facility's activity director be notified directly regarding the absence; be sure to make note of the name of the person who takes the message. NO SUBSTITUTES WILL BE PROVIDED FOR "SAME DAY" ABSENCES IN THE OFF-SITE OLDER ADULT CLASSES.

If the instructor reports an absence with advance notice (prior to 8 pm the day before the absence), all efforts will be made to provide a substitute. OEC staff will call the facility to inform them of the substitute's name no later than 1 hour before the start of class. If no substitute is found, the facility will be notified no later than 1 hour before the start of the class. It is the responsibility of the instructor of record to provide lesson plans for a substitute via email, mailbox or fax (714-628-5909.) It is the substitute's responsibility to provide meaningful instruction and take attendance, using the "Substitute Attendance for Offsite Locations" form. The attendance needs to be given to the instructor of record via email or OEC mailbox within 48 hours. It is the responsibility of the OEC office staff member who arranges the sub coverage to give the name of the sub to the instructor of record and also let the sub know whose class they are covering. This will usually be done via District email. A substitute who is teaching for an instructor who has been absent 5 or more consecutive class sessions should turn in the sub attendance directly to the A&R office at the OEC.

If an absence in a specific class is frequent, the facility may request a change of instructor or may replace our class with another activity. We need to remain respectful of our partnership with the community facilities in which we teach.

Instructors cannot arrange for their own substitutes, "switch" classes, "make up" classes, or otherwise arrange for class coverage in their absence. Please reference the CEFA contract for specific language relating to instructor absences.

All instructor absences must be reported via the absence line (628-5917), as stated above.

Facility Class Cancellation

It is extremely important that the facility avoid schedule conflicts with the SCC Older Adult classes. However, if a facility must cancel a class, the activity professional must call Ethel Jordan (714) 628-5938 or the main office at (714) 628-5900 as soon as possible. An OEC staff member will contact the instructor directly.

OEC Class Cancellation

Classes must maintain a minimum of 22 students in attendance. When attendance falls below that number, the class is at risk of being cancelled. If attendance drops, the

activity director and instructor should discuss strategies to encourage student participation. Ethel Jordan must be informed about classes that are not meeting the minimum attendance requirement so that proactive steps can be taken to recruit students.

ADDITIONAL CLASSES

Additional class requests should be made by directly contacting Ethel Jordan. The following factors will be among those considered when a request for a new class is received:

- The Rancho Santiago Community College District's ability to sustain growth
- Availability of instructors in the requested subject area
- Availability of staff at the facility to support the class at the time requested
- Average attendance in existing classes at the facility
- Physical layout of the facility and the ability to support the class requested

OLDER ADULT PROGRAM COURSE DESCRIPTIONS

Creative Cooking

Demonstrations and lectures include information on basic nutrition, meal planning and a variety of dishes, as well as international favorites.

Manipulative Skills

This course involves basic manipulative skills, which concentrates on improvement of motor skills through a variety of art and media techniques. Topics may include:

Arts and Crafts
Quilting
Watercolor Painting
Drawing

Music Arts

Develops interest and appreciation of music in everyday life, as well as providing an opportunity for socialization and a positive framework for developing and enhancing basic vocal music skills.

Physical Fitness

Teaches movement exercises designed to improve individual fitness, cardiovascular functions, posture, flexibility and relaxation. Emphasizes motor movement, eye-hand coordination and body-space awareness.

Seminar

Provides stimulating discussion and information specific to the needs and interests of older adults. Topics may include:

Art History	Current Events	Reminiscence
Biographies	Science	Travel
Book Reviews	Mental Aerobics	Memories in the Making

EQUIPMENT AND MATERIAL REQUESTS AND CHECK-OUT

Equipment and Materials

Please submit requests for equipment, materials and supplies in writing to Ethel Jordan by the announced deadline, using a copy of the form provided. A “needs and wants” file will be maintained by the coordinator so requests can be considered when funds become available. Purchases made by RSCCD are District property and must be inventoried and available for use by all instructors. Purchasing items personally and then requesting reimbursement will not be permitted.

Procedures for checking out the Older Adult equipment and non-consumable materials stored at the OEC are outlined in “**Instruction**” on page 3.