

Instructor Handbook

2009-2010

Rancho Santiago Community College District
Santiago Canyon College Continuing Education Division
PARENT EDUCATION PROGRAM

Jose Vargas, Vice President of Continuing Education
Jim Kennedy, Dean of Instruction and Student Services
Ethel Jordan, Older Adult Coordinator
Orange Education Center
1465 N. Batavia Street, Orange CA 92867
(714) 628-5900

**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.

Santiago Canyon College
Continuing Education Parenting Education Program

INSTRUCTOR RESPONSIBILITIES AND INFORMATION

Registration: Offsite classes

Student registration is the responsibility of the instructor. All new students need to have a full-page, college registration form filled out. All sections must be completed in a legible manner, including an original student signature.

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. 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 Sturuss @ 714-628-5900.

Facility staff persons who are attending 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. Participation in our classes is always optional and at the discretion of the student.

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.

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, Parent Education 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 1 ½-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 OEC Absence Line (714-628-5917) if they are going to arrive more than 5 minutes after the published class start time. Instructors at off-site locations need to also call the facility directly to notify them of the delay. In addition, class times advertised by the community facility must match our class schedule. Notify the Parent Education Coordinator if you notice discrepancies.

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. 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 Parent Education 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, including summers 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 District mailboxes will continue to be maintained and will be used for communication/information that does not lend itself to email distribution. Instructors must continue to check District mailboxes regularly, no less than once a week. Phone and US mail will also be used, as appropriate.

Field Trip Request

Field trips will be considered if the request is submitted to the Parenting Education Coordinator at least two weeks in advance. Field trips must have administrative approval and require a follow-up report and signature from the instructor.

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, 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 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. 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" 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 follow the instructions in paragraph 2 on p. 4.

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.

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 instructor should contact Ethel Jordan to discuss proactive steps that 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 instructor in the requested subject area
- Availability of staff to support the class at the time requested
- Average attendance in existing classes
- The availability of adequate classroom space to support the class requested