

Instructor Handbook

2009-2010

Rancho Santiago Community College District
Santiago Canyon College Continuing Education Division

PERSONS WITH SUBSTANTIAL DISABILITIES PROGRAM

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

Santiago Canyon College
Continuing Education Persons with Substantial Disabilities Program

INSTRUCTOR RESPONSIBILITIES AND INFORMATION

Registration

Student registration is the responsibility of the instructor, but the off-site facility staff members need to work closely with the instructors to ensure the prompt and accurate completion of the initial registration forms. It has been recommended that the facility activity professional complete the SCC registration form as part of their intake process with all new program participants who can benefit from instruction and wish to participate. Participation in our classes is always optional and at the discretion of the student. Master forms have been provided to the activity professionals at the offsite locations and to all instructors. All new students need to have a full- page registration form filled out, including original student signature. All sections must be completed in a legible manner. The accuracy of registration information for ongoing students (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 a student is unable to sign the form due to a disability, “Disabled” should be noted in the box entitled PERSONAL STATUS. The activity professional or facility representative 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 student signature line completed by Jane Doe, Activity Professional, would look like this:

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

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 them 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 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.

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 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 approved course outline. Instructors are responsible for preparing appropriate curriculum materials. Some Substantial Disabilities Program resource materials are available in the storage cabinets in Room 135 at the OEC and may be checked out through the Resource Room (#119).

- Obtain the 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.
- Ask the Resource Room staff to scan your items for check-out.
- Reverse the process to return items.

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, Substantial Disabilities 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-hour classes are expected to provide instruction for 50 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 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 class period 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 report 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 the CI Web Attendance online 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 Substantial Disabilities Program 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." The instructor is responsible for calling the absence line number (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. More often is recommended. 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/information that does not lend itself to email distribution, such as class rosters.

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 Substantial Disabilities Program Coordinator at least two weeks in advance. Field trip request forms must be used if the time, day or location of a class time will be changed. Field trips must have administrative approval and require a follow-up report and signature from the instructor.

Change in Class Day, Time or Location

- If a class addition or change is requested by a facility, the activity professional 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 professional 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 professional, make a recommendation to the appropriate administrator and inform the activity professional 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 professional, 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 professional 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.

Signage and Identification

During each class session, be sure to prominently display the view binder sign which identifies your Substantial Disability class as part of Santiago Canyon College's Continuing Education Division. In addition, Substantial Disability Program 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, 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.

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 4 on p. 4.

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 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 request
- Average attendance in existing classes at the facility
- Physical layout of the facility and the ability to support the class requested