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# LOS MEDANOS COLLEGE

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Faculty Handbook  
2024-2025

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# General Information

## Office of Instruction

The Office of Instruction provides academic management and support for all instructional programs, including program development and review, comprehensive course offerings, program staffing, and management, in order to facilitate student success. The office is located in SS4-447 is open Monday –Thursday, 10:00 am – 4:00 p.m. in-person hours; 8:00 am – 5:00 pm remote hours and Friday, 8:00 am – noon by appointment.

### Office of Instruction:

A'kilah Smith	Vice President of Instruction, Interim	x37401
Rachel Anicetti	Dean of Instruction, Liberal Arts, Interim	x37405
Dennis Franco	Dean of Instruction, CTE	x37410
Nicole Trager	Dean of Instruction, Math and Sciences	x37404
Eileen Valenzuela	Office of Instruction Supervisor	x37406
Michele Laruta	Administrative Assistant, III	x37419
Tanita Richardson	Administrative Assistant, III	x37424
Lyssa Shabusheva	Administrative Assistant, III	x37409
Irene Sukhu	Scheduling Specialist, Senior	x37408
Grace Villegas	Curriculum Management Specialist	x37407
Sheri Wolz	Administrative Assistant, Senior, Interim	x37806

The Office of Instruction has a web page on the college site:

<http://www.losmedanos.edu/intra-out/ui/>

**The web page lists general information and electronic versions of most forms that you may need.**

## Process of Reporting an Absence from Class / Daily Class Cancellations

Please inform the college of an absence from class, lab and/or office hours, and the type of leave you are requesting prior to its occurrence.

### For same day cancellations:

Report same day absences as early in the day as possible by completing the following steps:

- Call the **Cancellation** line: (925) 473-6699
- Leave your name, reason (sick/personal), class(es) you are canceling, including the time and location, and a short message for your students if needed.
- Complete the [Leave Request Form](#) to officially report your absence. Or to request a future leave request for planned days off
- 

The Office of Instruction will officially cancel the class and notify students by posting the cancellation on the Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>). This cancellation process sends students a text message or an email message notifying them of the cancellation.

### For planned and/or advanced notice of an absence :

Please complete the Faculty Leave Request form located on the Faculty Forms tile on InSite. This is a Dynamic form. Please submit your request at least one week prior to your planned absence. If your

leave is approved, please notify your students via Canvas and/or email your students. The Office of Instruction will process class cancellations on the dates the classes are cancelled. Please instruct your students to check this site frequently (Daily Class Cancellation page (<http://www.losmedanos.edu/classcancel/>)).

The absence line is checked throughout the day, 7:30 am - 5:30 pm. Please note that Requests for Leave should be submitted any time an official college meeting or event will occur at an off campus site, including field trips, or conferences that occur on days you are not scheduled to teach.

Please understand that faculty need to report all absences in a timely manner. Please report your absence as early in the day as possible.

### **Substitute Arrangements**

LMC is responsible for covering the cost of faculty substitutes. When requesting a substitute, please leave an assignment for the class to do. Please email your Dean to request substitutes. Please inform your Department Chairperson.

A Dean of Instruction or the Vice President of Instruction must authorize the substitute **before** the service occurs. A time card will need to be promptly submitted to the Office of Instruction for the class being substituted.

The substitute should be one who:

- has already been hired in the District;
- is qualified; according to the Chancellor's Office disciplines list, as stipulated on the course outline of record;
- has the necessary expertise and the time to adequately prepare to teach the section(s).

### **Field Trips**

All field trips require prior college approval. The Field Trip form is available on the Office of Instruction Faculty Resources page: <https://www.losmedanos.edu/intra-out/oi/faculty/index.aspx>

Please email the form to [OfficeofInstruction@losmedanos.edu](mailto:OfficeofInstruction@losmedanos.edu) for processing, at least one week prior to the field trip. For out-of-state and out-of-country field trips, a Field Trip Student Release Form is required of each student and Governing Board approval is required. Please consult with your Dean.

### **Temporary Classroom Relocation**

Notify the Office of Instruction in advance any time your class will not meet at its scheduled time or location. Contact your Dean if there are issues regarding the location of your class. Please do not relocate your class meeting location or change the class meeting time without consulting your Dean.

### **Mailboxes, Log-on Access and Email**

Faculty are provided log-on access, e-mail, phone numbers and campus mailboxes. Campus mailboxes are located in Central Services, CC1-119. Brentwood Center faculty have their campus mailboxes at the Brentwood Center.

For part time faculty, email accounts will be continued each semester unless there is a break in service. Part-time faculty are provided a voicemail account upon request.

Visit Central Services for the location and combination lock number for your campus mailbox. Please check your mailbox regularly. Accumulation of mail in your box can lead to distribution of mail being

ceased until the mailbox is emptied. Faculty who only teach on Saturdays, have access to their campus mailboxes via Police Services.

Every faculty member is responsible to check email and voicemail (if applicable) on a regular basis. If numerous messages accumulate, messages cannot be delivered to inboxes and voicemail boxes, which cause problems in the entire system.

## **College Mail**

**U.S. Mail** must be placed in the designated box in Central Services. **District Mail** must be placed in the designated box by 12:00 noon to make that day's mail. District mail is used for communication with the Brentwood Center, CCC, DVC, the District Office and the San Ramon Center .

**Campus Mail** is distributed throughout the morning and afternoon.

## **Resources for Information and Assistance**

The primary resource for help are the faculty colleagues in your department as well as the Department Chair. The Office of Instruction staff is also available for assistance.

### **Assistance During the Evening:**

From campus phones dial ext. 37332 or from your cell phone dial 925-473-7332 to contact Police Services.

**TDD/TTY:** Dial 925-439-5709

**Police Services (Business and Emergency):** 925-473-7332

### **Brentwood Center (when classes are in session):**

A parking officer is available at the Brentwood Center Monday – Thursday, until 10:15 pm. This person is located at a work station at the entrance to the Brentwood Center and is easily accessible to faculty and staff, providing needed support. Office staff are available until 5 pm, Monday through Friday providing support to the faculty, students and to contact to the main campus, as needed.”

## **Contract Load Reports, Notice of Assignments and Schedule Grid/Office Hours**

Prior to each semester, the instructional assignment of the faculty must be reviewed and accurate, so that faculty are compensated correctly and on time.

### **Full-time Faculty Contract Load Reports**

Contract Load Reports are prepared at the end of each semester for the next semester. These reports will be emailed for faculty to review before leaving for the break. The contract load report should be checked carefully, corrected and approved via the dynamic form prior to you leaving for the semester. After this, changes to the contract load report can only be made if there are changes to the assignment such as a cancelled class or a change of instructors.

The top sheet reflects “A” (regular) load. The second sheet is “A” contract “cumulative load variance.” indicating if your “A” load assignment is over or under 100%. The third sheet is the “AC” assignment -- hourly overload; regardless of time of day. The current United Faculty contract provides that “overload assignments will be limited to fifty percent (50%), which may be averaged over the two semesters of the academic year, unless approved by management.”

For some faculty that have reassigned time loads and/or student services assignments may not be listed yet on the contract load report. If there is any missing reassigned time load, please note it clearly on the dynamic form. The contract load report will be corrected and reprinted for your review and signature.

Remember to review your load report and approve it via the Dynamic Form process.

### **Part-Time Faculty Notice of Assignments**

Part-time faculty are paid for semester length courses (and short term courses) shall be pay by the course (instead of by the hour) per Article 20.3.5.2 of the United Faculty Bargaining Agreement. Notice of Assignment (NOA) sheets are emailed to the part time faculty by the second week of the semester. Part-time faculty should check their NOA sheets carefully to acknowledge their teaching assignment, make corrections, as needed and approve via the dynamic form process.

### **Office Hours and Schedule Grid for Full-time Faculty**

Full-time faculty need to submit their Office Hours/Schedule grid at the start of the new semester. Hours are reported to the Office of Instruction via a Dynamic Form. The information to report your contractual faculty assignment is contained on your load sheet.

Receiving the required information at the start of the semester allows us to inform students of faculty availability and to code absences correctly. In addition, a copy of the grid should be posted in a conspicuous place on or near your office door for student use. The information will also be on file in the Office of Instruction.

Specifically indicate the following on the grid:

1. All scheduled **course hours** identified by course and section, e.g. ENGL 200-0125.
2. **Lab hours** – scheduled and by arrangement. Indicate specific days and hours during which you hold the hours by arrangement, tied to specific sections. Note that the UF Contract defines lab as the instructor “supervising students who are working on laboratory experiments and exercises” so the faculty member must be present in the lab during the entire stipulated time.
3. **Student services hours** (if applicable). Indicate the proper number of scheduled hours, based on contract provisions – i.e., a full counseling load is 27.5 hours per week, learning specialists and librarians are scheduled for 35 hours per week, etc.
4. **Office hours.** The UF contract requires five (5) hours per week for teaching faculty (proportional to the instructional assignment), no more than 1½ hours per day. Please be sure that your office hour schedule complies with this provision of the contract. The hours can be in-person and/or online hours.
5. Some reassigned time assignments are included on your load sheet. Note that per discussions with the UF you are not required to list the exact times of reassigned time activities on the grid. However, the contract stipulates that reassigned time percentages for coordination positions (i.e. program directors, grant activity directors, coordinators) are based on a 35-hour week and faculty should schedule their work time accordingly.

Note that the hours should not overlap, except in the case of approved “multiple” sections – e.g. lab and office hours cannot be held simultaneously.

## **Office Hours for Part-Time Faculty**

All part-time faculty shall hold regularly scheduled office hours in proportion to their teaching assignment as follows: one office hour per week for every 20% load, rounded to the nearest half hour, up to a maximum of five office hours.

## **Emergency Procedures**

If you witness a crime or accident on campus, contact Police Services at extension 37332 (925-473-7332). If there is an emergency, dial extension 37333 (925-473-3333). These telephones are staffed from 7:00 a.m. to 10:30 p.m. weekdays. At all other times, dial 9-911 (from campus telephones) for emergencies and 646-2441 (Sheriff's dispatch) for non-emergencies.

## **Emergency Evacuation**

Evacuation routes are posted in classrooms and offices.

Notification of an evacuation is the fire alarm. If there is another type of emergency situation that requires everyone to stay indoors, you will be notified by the Shoretel public address system, via text message, campus email or by staff in your area.

## **Safety**

The college is responsible for maintaining a safe environment and providing adequate supervision of students in potentially dangerous situations. All employees share in this responsibility. All student injuries on campus must be promptly reported to Police Services, extension 37332.

Students should be carefully supervised in the use of laboratory and other equipment in order to promote safety, reduce damage, and to insure essential supplies and equipment are constantly available. Any equipment stolen or damaged and any safety hazards should be reported to the Office of Instruction and Police Services immediately.

## **Employee Injuries/Accidents**

An employee injury/accident should be reported as soon as possible to 1) your Dean and Police Services and 2) to the Company Nurse at 1-888-375-9779. You will be asked for the Group Code, which is CSIG; Employer is Contra Costa County Schools Insurance Group, District & Site. The District's Company Nurse Service will give you further guidance for treating your injury. You will complete a report that will be filed with the District's Worker's Compensation carrier.

## **Student Injuries/Accidents**

A student injury/accident should be reported as soon as possible to 1)) Police Services and 2) to your Dean. Police Services will complete a report that you will review.

## **Evening Escorts**

Evening escorts are available upon request from Police Services, extension 37332, Monday through Thursday. These Police Aides can provide assistance to individuals, students or faculty, who wish an escort from one location to another on campus. You may also contact the switchboard to make escort arrangements.

## **Parking**

There is no charge for faculty parking permits. **All faculty are required to have a current parking permit and must park in faculty/staff parking spaces (yellow-lined).** Permits may be secured online via InSite.

Temporary parking permits can be requested from the Office of Instruction for guest speakers or class visitors. Advanced notice is required.

## **Custodial Services and Buildings and Grounds**

If you have any acute problems with cleanliness in your office or classroom space during the day, please contact the Buildings and Grounds Department at extensions 37376 or 37375.

For routine graveyard shift custodial services, dial extension 37393 (voice mail for the Custodial Hotline) and leave a detailed message. Your request should be completed that night by the custodial staff.

## **Faculty Associations**

The LMC Academic Senate is an active district faculty association. It represents faculty interests in academic matters through shared governance. The United Faculty is the independent union which represents faculty interests regarding wages, working conditions and agreements with the Contra Costa Community College District. For this academic year, the United Faculty Vice President is Milton Clarke (ext. 37840). The Academic Senate President is Mark Lewis (ext. 37686).

## **Academic Freedom**

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction. Members of the college faculty are citizens, members of a learned profession and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution's views.

## **Academic Balance**

The college follows the Accrediting Commission for Community and Junior Colleges standards of good practice. One standard requires employees to “distinguish between personal conviction and professionally accepted views in a discipline and (to) present data and information fairly and objectively.



# Your Class

## Class Rosters

The opening day roster is available on the Classes tile from InSite, at any time after registration begins for students. It will be updated daily as students continue to enroll. This roster will contain student information: ID number, Name, and InSite email address. In addition, there is a link for deadline dates which instructors and students must be aware of. Also included, there is a link to access students on the wait list. Instructors who do not have access to a class roster, may email Admissions and Records Office at [admissions@losmedanos.edu](mailto:admissions@losmedanos.edu)

If there are questions, contact the Admissions and Records Office, 925.473.7500.

## Attendance Accounting

The method of attendance accounting varies according to the class meeting schedule. In general:

- Weekly census - semester-length classes with regularly scheduled hours; can include lab hours by arrangement.
- Summer and Daily census - short-term classes with regularly scheduled class meeting days; less than a semester in length with a minimum of five meeting days.
- Positive attendance - short-term classes, less than five days, or other irregularly scheduled class meeting days.
- Weekly census or daily census - online classes
- Independent study, work experience, hybrid classes use an alternative attendance accounting method.

## Roster Access /InSite Log-on

To access class roster(s), log into InSite. To access your roster and other forms, login to InSite, click on the red “Classes” tile. From the drop-down menu, click “Multi-Purpose Roster”. Manage your courses by selecting a section. To log into InSite, first letter of first name, full last name, and the last three digits of Employee ID number (lower case and no spaces). For help with your ID number, click on “Lookup Username”.

## Rights of Instructors <https://www.losmedanos.edu/services/scholarship.aspx>

LMC Instructors have the following rights (as stated in the college catalog):

- 1) The right to drop students who fail to attend the first meeting of any course.
- 2) The right to deny permission to use an audio/video recorder in class.
- 3) The right to drop the student when he/she is absent during two consecutive weeks of lab or lecture or when students are tardy to the degree that classes and learning opportunities are disrupted.
- 4) The right to drop a student at any point that the instructor concludes that absences have irretrievably affected a student's progress in a course.
- 5) The right to remove a student from a single course session and one following for conduct disturbing to the class or the instructor.
- 6) The right to recommend suspension of a student.

## Responsibility for Student Registration in Your Class

All students who are attending classes must be officially enrolled in the course; official enrollment produces funding (FTES) for the college. **Auditing of classes is not allowed.** Please make it clear that children/teens that are not enrolled are not permitted to attend classes or labs with their parent/guardian.

Anyone attending the course **MUST BE** officially enrolled in order to remain in the class. The student **MUST** be officially enrolled by the last day to add into the class.

If students are attending a class and do not appear on the Class Roster, they should not be permitted to stay in class until they show proof of enrollment (registration statement or appearing on your roster); this must be done by the end of the late registration period. The last day to add is listed on the “Deadline Dates” link on your Multi-purpose roster.

After the start of instruction, if the class has filled to the maximum enrollment, instructors may continue to allow additional students into the class by completing the Late Add Authorization process. If there is a **Wait List** associated with the class, the priority is given to students who are on the Wait List. Additional students may then be added on a space available basis.

You may access your InSite from a laptop, iPad, or phone using your app to perform any of the functions below.

## Multi-Purpose Roster

**<https://www.losmedanos.edu/admissions/4faculty/webadvisor.aspx>**

- To access your roster and other forms, login to InSite, click on the red “Classes” tile. From the drop-down menu, click “Multi-Purpose Roster”. Manage your courses by selecting a section. On the “Section Details” page there is a link for: Deadline Dates, Waitlisted Students, and Dropped Students. On the same page there are tabs for each key function: Roster, Grading and Permissions. Roster Tab: Provides a list of students registered for your class, their Student ID, major and email address. Email your entire class, print, or export the roster to Excel from this tab.
- Grading Tab: Drop students and post final grades in this tab. When dropping students, you can select “Never Attended” or enter the “Last Date of Attendance”. Once it is time to enter your final grades, you will enter them on this screen by using the drop-down arrow to select the grade for each student enrolled in your course. If you are assigning an Incomplete, you will also enter the expiration date.
- Permissions Tab: Authorize students for late registration into your class through Add Authorization. This replaced the Late Add Code process. See instructions below.

## Late Add Authorization Process

**<https://www.losmedanos.edu/admissions/4faculty/faq.aspx>**

To authorize a student for late registration into your class, login to InSite and follow the process above for accessing your Rosters. Click on the Permissions tab. Click on the box Add Authorization; enter the Student’s ID number in the search text box or search by student last name, first name. Once results are displayed, click on the student’s name you would like to grant authorization to add. A pop-up box confirming your selection will appear to ask, “Do you want to grant an Add Authorization for <student name>?” Click “Ok” to confirm your

selection. Next, you will see the student's name, ID number, Status Date and Status in the Student Add Authorization box (the authorization codes are not shown after they have been assigned to a student). The status column will indicate when the student has registered.

**Important:** Add authorizations become **active** on the first day the course begins.

The student receives an email once the course has been authorized by the instructor. The course will also show a message on the student's educational plan through InSite of "Authorized for Add" beneath the section information. Students may only add courses once add authorizations become **active on the first day the course begins** after assignment is granted by the instructor.

All late enrollments must be completed by the end of the late registration period. For semester-length classes, this will be within the first two weeks of the new semester. For short-term classes, refer to the dates that are printed on the "deadline dates" link of your roster.

### Late Add Petitions

If you find there is a student attending your course, but they did not register using the assigned add authorization by the last date to add, you may complete an electronic Late Add Petition using the "LMC Faculty Forms" tile on InSite. This form requires your faculty attestation that the student has been in attendance **prior** to census. Once signed by you, the form will route to the student for their signature.

The form will be routed to the Director of Admissions & Records for approval and will require the Instructional Dean's approval for any form submitted after **the 5<sup>th</sup> business day** from the course census date. Once all signatures have been collected, the Admissions & Records team will process the enrollment manually.

### Dropping Students Who Miss the First Class Meeting

<https://www.losmedanos.edu/services/scholarship.aspx>

<https://www.losmedanos.edu/admissions/4faculty/faq.aspx>

While it is the students' responsibility to drop their courses through InSite, instructors **MUST** drop students from their rosters if students are "no shows" or who have stopped attending prior to Census.

Faculty should drop students on InSite; instructors may drop students beginning the first day of class through the last day to withdraw with a "W".

Log into InSite, select "Classes" tab, then "Multi-purpose roster". Click on the "Grading" tab; select never attended or last date of attendance. Instructors will receive a confirmation page and an email. Students will receive an automated email informing them of their dropped status.

NOTE: If students have a registration block, instructors will be alerted that the drop was not successful. Please email a request to the Admissions & Records Office, [admissions@losmedanos.edu](mailto:admissions@losmedanos.edu)

An email will be sent to you when your census roster is ready to be completed. The link to access your roster will be located in the red "LMC Faculty Forms" tile in InSite but will also be sent to you in the email. Please note your census roster will only become active on your census date and

the fields will not populate before it is time to complete the roster. The census roster is a record of who was in attendance on census date. On the census date, the district takes a snapshot of all the students registered in classes. The state funds the district based on a formula (FTEs). **Please be aware that the state requires faculty to drop students who were no-shows, therefore the return of the census roster is mandatory.** Instructors must return their Census Roster with electronic signature to indicate the roster is correct, even if students are not being dropped. Please check your Census Rosters carefully for students who do not appear but are attending; these students must submit a Late Add Petition. Students must be officially registered by **five business days past census**.

Admissions & Records will not send clean up rosters because instructors are able to drop students online at any time throughout the semester through the last date to drop with “W”. Keep in mind that dropping students past the last day to drop with a “W” is not permitted.

If a dropped student later returns, instructors may reinstate the student if it is appropriate. Reinstate forms are available on InSite on the LMC Faculty Forms tile. Reinstatement of students must be processed by the time grades are posted.

It is the instructor’s responsibility to drop any students who are on the roster but do not attend the first day of class. LMC has publicized that students who do not attend the first day of class may be dropped. If students who wish to add the class and replace “no show” students, it is permitted to do so. Census Rosters must be submitted to the Admissions & Records Office within 5 working days.

## **Dropping Students with Excessive Absences**

Instructors may drop students who have been absent for two consecutive weeks of instruction and/or if the absences have irretrievably affected the student’s progress. Beyond this guide, instructors should use their own judgment of what is the best absence policy for the course; the policy should be part of the syllabus. If students are to be dropped for excessive absence, then do so before the drop deadline.

If you drop a student who later returns, you may reinstate the student; the forms are available on InSite on the LMC Faculty Forms tile.

Notwithstanding the above, it is the student’s responsibility to drop the class before the withdraw drop deadline, which is 75% of the course. If a student is not dropped; the instructor is required to give them a grade at the end of the term.

Note that the college catalog stipulates that “grades should not be used as a punishment for absences.”

## **Expected Class Hours and Breaks**

Classes meeting for two consecutive hours or more requires a ten-minute break for each hour of instruction. Classes meeting for one and a half clock hours or less should not take a break. Arrangement of break time in classes of more than two hours is the prerogative of the instructor as long as student receive a break after 90 minutes of instruction and break time is not used to dismiss class early

Early dismissal of classes prevents students from obtaining their full learning experience. If you dismiss your class early, you should also report your leave from the class to the Office of Instruction.

## College Rules for the Classroom

Food and beverages are generally not allowed in labs and classrooms. Please help to maintain a clean and comfortable learning environment for everyone. Please be mindful the risks of uncovered hot beverages and undisclosed food allergies.

If you need to rearrange classroom desks, please return them to their original configuration at the end of the session.

## Ordering Textbooks and Desk Copies

Textbooks are stipulated in the official course outline. Work with your department chair on textbook issues. The Department Chairperson is your liaison with the College Bookstore.

## Requesting Supplies

Supplies can be requested through your department.

## Requesting a Change in Classroom

Classrooms are assigned during the schedule building process. Requests for classroom changes should be made to your department chair and dean. You will need to check **25 Live** (log into InSite, click on District Resources tab and then you will see the 25 Live link on the right side of the page) for available classrooms. Please do not simply move to another room. Campus maps are available at this link:

<http://www.losmedanos.edu/maps/>

## Class Cancellation Due To Low Enrollment

The District usually requires a minimum enrollment of twenty (20) students in a class. A decision to cancel a class due to low enrollment will be made prior to the start of the semester. The Dean will inform the Department Chair and faculty member of the cancellation. Up-to-date enrollment figures are available on InSite and through your dean. You will be informed as to whether the class will be officially cancelled as soon as possible.

A class may be allowed to continue with fewer than twenty (20) students only with approval of your dean. Issues with load and/or schedule should be worked out with your dean.

## Final Exams

You are required to hold a “Final” of some sort. A Final does not necessarily mean a test, but it does mean that you meet with students and engage in an academic activity. Final examinations will be held during the last week of instruction, during class time.

## Grading <https://www.losmedanos.edu/services/scholarship.aspx>

LMC offers courses:

1. **Pass or No Pass grade** (P/NP);
2. **Standard letter grade** (A, B, C, D, F); and
3. **Student choice:** (SC).the student may choose to complete a course for either pass/no pass or a standard letter grade
4. **SP for NonCredit Courses**

Courses offered as pass/no pass only or those that allow the pass/no pass option (SC) are identified in the course description section of the College Catalog. Students must submit a petition to the Admissions & Records Office before the deadline in order to choose the P/NP option. The selection of P/NP is irreversible once the deadline has passed. **If you are unsure as to the grade**

type (letter grade, pass/no pass, or student choice) associated with your class, refer to the information printed on the upper left side of your section roster.

**\*Note** that when a student has a choice as to the type of grade they receive (SC), a letter grade needs to be awarded when inputting final grades and the system will make the conversion to P/NP, as appropriate.

Please refer to our current college catalog (see “Standards of Scholarship”) for information on grading, transferability of college courses, probation information, etc.

### **Final Grades <https://www.losmedanos.edu/services/scholarship.aspx>**

After the drop deadline, all students on the final grade roster must receive a letter grade of A, B, C, D, F, P/NP. No student may be dropped on the final grade roster.

**All instructors are expected to enter final grades and positive attendance hours (if applicable) online in InSite.** Follow the link from InSite to faculty information to the Grading option. Final grade rosters do not have to be submitted to the Admissions & Records Office. **However**, if you have positive attendance, you **MUST** submit signed positive attendance rosters to the Admissions & Records Office.

**Final grades, Positive Attendance and Positive Attendance Rosters must be posted in InSite no later than 3 working days after the end of the term/course.**

### **Grade Changes**

Board Policy 4005, adopted on April 30, 2008, states that the grade given each student shall be determined by the instructor. The instructor’s determination is final in the absence of (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency. (Education Code Sections 76224, 76232) If an instructor determines that a grade should be changed after it has been entered through InSite, the following procedure must be followed:

1. The Grade Change Form may only be obtained from InSite on the LMC Faulty Forms tile by the faculty member to ensure the integrity and security of the form and process. You will need to select the student’s name, ID, section, term and grade. The forms will be available only on InSite.
2. The instructor who initiates the grade change request must complete the Grade Change Form, clearly stating the reason for the grade change, and signing it. Error on the part of the instructor is the only valid reason for a grade change. **The instructor cannot accept work late.**
3. The instructor must submit the signed form electronically.
4. The Dean must sign the Grade Change Form to acknowledge their review of the validity of the reason for the request and to ensure the form was submitted by a faculty member. The Dean will submit the Grade Change Form to the Director of Admissions & Records.
5. The Director of Admissions & Records must sign the Grade Change Form prior to authorizing a designated staff member to post the grade change.
6. The instructor will receive an email when the grade has been changed.

If an instructor does not enter grades through InSite by the College’s end-of-term deadline, the affected students will have an RD posted on their academic record, which indicates “Report Delayed.” Upon

submission of the late grade roster, the instructor will be required to complete a Grade Change Form for every student who received a RD on their grade record. Please do not leave any grades blank when posting grades. If you have questions, please contact A&R.

The grade change procedures enumerated above must be followed in such cases.

## **Incomplete Grades**

**NOTE:** Please remember that an incomplete grade should only be given because of an unforeseeable emergency at the end of the term and should not be given if the student is missing work.

If the student contacted you regarding assigning an Incomplete, you may assign the grade of incomplete by utilizing the incomplete default grade ((IB, IC, ID, IF, or INP). This will convert the incomplete grade to the default grade after one year or after the expiration date which is entered by you, if the student did not complete the work. If you do not enter an expiration date for the Incomplete, you will receive an error message.

You need to complete an Incomplete Contract (available on InSite on the LMC Faculty Forms tile) and submit electronically-with email from student. An explanation of the extenuating circumstances must be listed. The student must request the incomplete and agree to the terms. The form must be signed by your Dean and the Director of Admissions and Records.

The student may not re-enroll in the course while the incomplete grade remains on the student record. Once the student completes the work for the Incomplete grade, you will need to submit a Grade Change Form. The form can only be obtained on InSite on the LMC Faculty Forms tile.

## **Handling Disruptive Students and Academic Dishonesty**

Academic integrity and appropriate classroom behavior are fundamental to maintaining a positive and productive educational environment. However, occasionally a small number of students will make mistakes and poor choices with regard to their actions in the classroom that can impact or disrupt the educational process for themselves and/or others.

As a faculty member, you serve as the primary source of authority in your classroom, and we encourage you to take a proactive approach to setting the expectations for conduct in your classroom early in the semester. As you work to develop the culture of learning for your unique classroom, you are encouraged to establish appropriate academic and behavioral standards that are consistent with the Student Code of Conduct.

To support a positive and productive environment and expectations in your classroom, you are encouraged to consider the following strategies:

- Behavioral standards that are thoughtfully developed and effectively communicated at the start of the semester, and reinforced when needed, may exert a positive influence on classroom conduct.
- Behavioral concerns and/or expectations that, in your judgment, require special emphasis should be addressed in your course syllabus, and should be discussed with the entire class early in the semester.
- Addressing what may seem to be smaller issues/concerns with individual students early, can often help to resolve issues that might otherwise “snowball” throughout the semester.

- Faculty are highly encouraged to include in a statement of warning in your course syllabus about academic honesty, including cheating and plagiarism, and the consequences of these forms of misconduct.

## **Student Disruption**

If you need to file a complaint regarding a student who is disruptive, contact the Dean of Student Success (who will address the situation with regard to the Student Code of Conduct). You are also encouraged to notify your Department Chair and/or Academic Dean.

If you ask a disruptive student to leave your class, you may require the student to meet with the Dean of Student Success before returning. If you do so, please immediately notify the Dean of Student Success with the specific nature of the issue.

If at any time your interaction falls outside the normal range of interactions in class, and you are unsure of how to address the student/situation, you are encouraged to contact your Academic Dean for consultation and guidance. You are also encouraged to write and keep notes for yourself describing any incidents.

## **Academic Dishonesty**

Faculty reserve a range of discretion in responding to cases of academic dishonesty with students. Legal opinion states that a failing grade may be assigned to a particular exam or assignment in the case of academic dishonesty.

However, this may be the first time the student has been “caught” engaging in academic dishonesty. As such, in addition to any specific penalty that you might impose, you are encouraged to hold a developmental discussion with the student about the repercussions for such actions in your class, college, and beyond.

You are also encouraged to inform the Office of the Dean of Student Success of incidents of students engaging in academic dishonesty. The Dean’s office will note the student and incident in order to track specific student’s future patterns of behavior, and may pursue additional action related to the Student Code of Conduct depending on the nature of the situation. When informing the Dean, please include the following:

- Student Name and ID#
- Course & Section #
- Description of the Incident
- Description of the Faculty Response (and any penalty imposed)
- Requested action from the Dean (if any)
- Copies of related evidence

## **Student Complaints**

If a student has a complaint about an employee, the student should follow the process outlined in the Student Complaint/Appeals Procedures (available on the website). Before filing a formal complaint, the student should contact the department chair to seek an informal resolution. A range of informal and formal procedures may follow. If a student complains about you, you may be invited to an informal meeting with your department chair or dean or both. Depending on the nature of the complaint, you may also be asked to meet with a senior dean or a District investigator (sometimes a lawyer or paralegal). In any of these cases, and whenever there is a possibility that a meeting may result in disciplinary action, you have the right to have a Union representative with



you at the meeting. You also have the right to delay the meeting (with no negative consequences to you for the delay) until a UF representative is available to join you. These are called your “Weingarten Rights” (named after the legal case where these rights were established). The UF strongly recommends that you ALWAYS invoke your Weingarten Rights and insist that a Union representative join you if you are asked to meet to discuss an allegation of misconduct. Even when you are sure that you have done nothing wrong, you should have a UF representative at any meeting that is part of an investigation (both to protect your rights and to be a witness to what is asked and answered). You also have the right to interrupt a meeting after it has started, to ask that the discussion stop until a Union representative can join you.

## Course Syllabus - First Day Handout

At the beginning of the term and for each course taught, all faculty are *required* to submit an electronic copy of their course syllabus. You will be contacted by the Office of Instruction where to upload your PDF on SharePoint. The importance of the course syllabus cannot be overstated. It is the first step in setting expectations for the class and performance standards for students. Many student disagreements and complaints can be averted by a comprehensive and detailed course syllabus. The tone of the syllabus is important, as it should be as student-friendly and a tool for student success, but it should also be clear and concise to ensure that students understand all elements of the course and expected behaviors. In particular, grading criteria should be clear, and weighted grading criteria be thoroughly described and demonstrated in the course syllabus. This item in particular can prevent messy grade appeals that are stressful for students and faculty (hint- have a friend or colleague review your course syllabus and have them check your grade section to ensure it is clear).

The course syllabus ties the actual content of the course to the Course Outline Of Record (COOR), which is the official document that captures the District approved Course-level Student Learning Outcomes (CSLO's). The COOR is the document that goes through a lengthy approval process that includes college approval, Board of Trustee approval, and then registration with the state chancellor's office. CSLO's listed in the COOR are *required* to be listed on course syllabi for all respective sections of the course. Course Outlines of Record can be accessed here <https://www.losmedanos.edu/catalog/coor/index.aspx>, and can be cut and pasted into course syllabi.

In summary, time and effort spent on a comprehensive course syllabus will be time well spent. The course syllabus is integral to the success of students and faculty since it is directly tied to the student complaint and faculty evaluation processes. Additional content recommendations such as sample statement for DSPS and other key topics follow this section and sample syllabi are posted to the Office of Instruction website: <http://www.losmedanos.edu/intra-out/oi/resources.asp>

An electronic copy of your syllabus should be submitted to the office of instruction by the first day of your class meeting. Please upload your PDF to SharePoint. You will be sent an email with the link to upload your syllabi.

**Submitting your information via the SharePoint folder on InSite is the only way to submit your first day handout – course syllabi.**

If you are having problems accessing the SharePoint folder (it may be because your email will need to be added to the All Faculty at LMC email list) please let us know by emailing [Officeofinstruction@losmedanos.edu](mailto:Officeofinstruction@losmedanos.edu)

We would appreciate it if you could name your file(s) using this naming convention: **Class-section FA23 your last name i.e. MATH-100-1234FA23Smith** Using this format will help organize and sort the files in the folder.

## CONTENT AND FORMAT FOR COURSE SYLLABUS

### Tone

- The tone should be respectful, encouraging, and welcoming to students
- Tone communicates a helpful, positive attitude
- Tone is motivational and nonthreatening

### Communication of High Expectations

- All students are expected to succeed in the course
- Belief that all students are capable of obtaining their educational goal
- Descriptions that empower all students to believe they can meet and excel at the course goals and objectives
- All students are expected to actively participate in classroom discussions and rigorous learning activities
- All students and faculty are to be highly respectful of each other

### Course Information

- Title and course number
- Department name
- Number of units
- Semester (fall, spring, or summer)
- Materials fee (if applicable)
- Meeting time and location
- If the course has “Hours by Arrangement” the syllabus must include the specific block of times when the TBA/HBA hours must be filled and include the instructional activities to be conducted during TBA/HBA. While *attendance* cannot be used as a factor in determining grades, it is important to emphasize that *participation* in lab activities is mandatory and must be factored into the final grade.

### Instructor Information

- Name of instructor
- Office address and phone extension
- LMC Email address (no personal email address is allowed due to FERPA)
- Student hours (formerly office hours) – list all 5 weekly hours (some can be scheduled in the CORE)
- Preferred method of communication (phone versus email versus other)
- Daily Class Cancellation page: <http://www.losmedanos.edu/classcancel/>

### Textbooks and other readings

- Required texts and articles
- Recommended texts and articles
- Readings (including optional) and other preparations for each class meeting
- Other course-related materials (if any)

- Where to locate or purchase texts and materials – availability in the library or the reserve section

### **Course Calendar or Schedule**

- Sequence of course topics aligned with course content in COOR (Course Outline Of Record) with tentative (or firm) dates
- Due dates for and nature of assignments, exams
- Calendar of class activities

### **Grading/Evaluation Methods**

- Grading procedures for assignments and exams
- Procedure for determining final grade
- Components of final grade
- Weighting of components
- Attendance alone cannot be a factor in grading; however, if participation is included in grading, clearly explain how it will be assessed.
- Indicate if the course is ‘student choice’ with a brief explanation that it is irreversible. Student choice options means that grading can be letter grade, or Pass/no Pass. Faculty should consult with department chair on grading guidelines consistent with COOR.

### **Course Policies**

- College-based policies (such as academic dishonesty, expected behavior, etc.) Legal opinion states that a failing grade can be assigned to a particular exam or assignment (not the course) in the case of academic dishonesty. The Student Code of Conduct that defines misconduct and describes disciplinary procedures is on the college website at:  
<http://www.losmedanos.edu/studentcodeofconduct/>
- Departmental policies
- Course-specific policies (such as attendance, dropping the class, missed exams, makeup work, collaborative work, use of technology, electronic/social media, etc.)
- Statement on ADA accommodations: *Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”*
- If you need additional information on ADA issues, please contact DSPS department at ext. 37470.
- All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment

### **Classroom conduct and student expectations**

- Regular and timely attendance
- No food or drinks in computer labs
- Children and non-enrolled persons are not allowed to ‘sit-in’ in the class
- Create a respectful learning environment for all students in the class

### **Consideration of Students’ Needs, Aspirations and Resources**

- Development of students’ study skills and critical thinking abilities

- Location of additional resources: Labs, Center for Academic Support, tutoring, counseling, study skills courses, library, and other support services
- Description of how class and course objectives will prepare students for future courses and/or academic goals
- Transfer information as applicable. LMC's Academic Senate has asked faculty to include detailed information on the transferability of courses (CSU/UC/IGETC, area/requirement fulfilled, etc.) Please encourage students to see a counselor to develop an educational plan and/or for detailed transfer information.
- Description of type of support students could receive in preparation for tests and papers
- **If the course has "Hours by Arrangement" the syllabus must include the specific times and instructional activities. Participation is mandatory and must be factored into the grade**
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

### **Introduction to the Course**

- Overview of course material
- Connection to overall program. Transfer information.

### **Course/Instructor Philosophy**

- Philosophy on teaching and learning
- Conceptual structure used to organize the course and why it is organized that way

### **Prerequisites**

- What classes they should already have had or what they should know to succeed
- What they should do if they don't meet the prerequisites

### **Student Learning Outcomes (Accreditation Requirement)**

- What knowledge should students demonstrate at the end of the course
- What skills should students demonstrate at the end of the course
- The outcomes will be assessed (evaluated) by the instructor in order to improve the teaching/learning process
- Accreditation requires us to include SLOs as written in the COOR, in every syllabus and students are expected to "demonstrate awareness" of the SLOs of the course and the program.

### **Teaching and Learning Strategies**

- Format of class
- Required activities: wide-variety of instructional techniques and resources
- Recommended activities; expectation of active participation by all students
- Suggested learning strategies

### **College Policies**

#### **Sample Statement on Academic Honesty for Syllabi:**

Los Medanos College is committed to student learning, and in order to protect the validity of students' intellectual work and the authenticity of their achievements, the

college expects that all students will be committed to the value of academic honesty. As such, the Student Code of Conduct holds students accountable for the integrity of the work they submit in all courses. Students should be familiar with the policy and know that it is their responsibility to follow instructor and general academic expectations with regard to academic honesty, including proper citation of sources in written work and the integrity of work submitted in exams and assignments. Serious consequences can result from engaging in academic dishonesty of any sort, including plagiarism, cheating, or assisting others in acts of academic dishonesty. Consequences may include a warning, loss of points on specific assignments, removal from class for the day, and/or notification to the Dean of Student Success office for disciplinary review.

For more information and the complete Student Code of Conduct, visit:  
<http://www.losmedanos.edu/studentcodeofconduct/>

**Statement on ADA accommodations:**

Students with documented learning and/or physical disabilities may receive reasonable classroom and/or testing accommodations. Please make these arrangements with the instructor at the beginning of the semester or as soon as possible after documentation has been determined. Last minute requests may not be determined to be “reasonable.”

**Statement about Auditing Policy**

All students must be enrolled – the college does not permit sitting in or auditing. All students must enroll prior to the deadline for late enrollment.

**Student Religious Observance Policy**

In accordance with Education Code Section 76121, it is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class (es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the period of absence. Any student who is eligible to take a test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. However, this requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

**emic Senate Student Religious Observance Syllabus Template**

It is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the students' faith without penalty.

It is the obligation of the student to provide written notice of the date(s) of religious observance on which they will be absent prior to the last day to add the course. Absence from class(es) or examinations for religious observance does not relieve students of responsibility for any part of the course work required during the

period of absence. Any student who is eligible to take a test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. However, this requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

### **Connection to Student's Cultural and Historical Backgrounds**

- Statement on the valuing of diversity
- Choose texts and materials that reflect a variety of cultural experiences
- Relevance of course to student's socio-cultural realities

Once you have written the syllabus, share it with others for feedback as to its clarity, completeness, and tone.

### **Additional ideas and information that a syllabus may include:**

#### **Course/Instructor Philosophy**

- Philosophy on teaching and learning
- Conceptual structure used to organize the course and why it is organized so

#### **Consideration of Student Needs, Aspirations and Resources**

- Development of student study skills and critical thinking abilities
- Location of additional resources: labs, Center for Academic Support, tutoring, counseling, study skills courses, library, and other support services
- Description of how class and course objectives will prepare students for future courses and/or academic goals and careers
- Transfer information as applicable. LMC's Academic Senate has asked faculty to include detailed information on the transferability of courses (CSU/UC/IGETC, area/requirement fulfilled, etc.)
- Program Information. Please include information about where this course fits in the program to encourage more completions of certificates, degrees and transfers.
- Please encourage students to meet with a counselor to develop an individual educational plan.
- Description of type of support students could receive in preparation for tests and papers
- Provide students the link to the class cancellation notice on main LMC webpage. Here is the link: <http://www.losmedanos.edu/classcancel/>

#### **Teaching and Learning Strategies**

- Format of class
- Required activities: wide-variety of instructional techniques and resources
- Recommended activities; expectation of active participation by all students
- Suggested learning strategies

### **Connection to Student's Cultural and Historical Backgrounds**

- Statement on the valuing of diversity
- Choose texts and materials that reflect a variety of cultural experiences
- Relevance of course to student's socio-cultural realities

### **For CTE Majors**

- Include information about the annual CTE Employment Outcomes survey that students will receive from the college once they have completed their studies. Example:

“Los Medanos College is partnering with community colleges from around the state to assess the effectiveness of our Career Technical Education (CTE) programs. We are participating in a study that will gather student perspectives on issues such as whether students became employed within their field of study, if their community college coursework positively affected their earning potential and how CTE programs can be improved.

Sometime following the completion of your studies at LMC (at least one full year) you will receive a survey by email, US mail and/or telephone. Completing the survey will greatly benefit the mission of the college as it relates to workforce development. Your participation will support the college’s goal to deliver high-quality and effective educational programs to our community.”

### **Once class begins, how do you best use your new syllabus?**

While there is no one particular rule to follow, below are a few suggestions that have been collected from instructors who use syllabi successfully.

- *Distribute the syllabus on the first day of class.* When you do this you set the tone for the course. The syllabus lets students know you have completed your preparation and intend to present an organized course.
- *Review and discuss the syllabus with your students.* Be prepared to answer questions about your testing and grading policies, and other matters of concern to students. Discussions on topics such as classroom behavior may be valuable.
- *Duplicate more copies than you have students.* Be prepared to replace lost syllabi, and have copies made for students enrolling late.
- *Put a copy of the syllabus on the course website.* Take advantage of the web and provide hyperlinks to resources to which the syllabus refers. Send an electronic copy to the office of Instruction.
- *Print the syllabus in bright, colored paper.* Students will be able to find it easily during the semester.

## **Photocopying & Printing of Classroom Materials**

### **COPY AND PRINTING SERVICE**

<https://www.losmedanos.edu/copycenter/>

### **Request & Delivery Expectation Times for Copies in Brentwood**

<https://www.losmedanos.edu/copycenter/>



## **Turnaround Expectation for Jobs Beyond Basic B/W Copies**

<https://www.losmedanos.edu/copycenter/>

## **Making Modules for Sale at Bookstore**

<https://www.losmedanos.edu/copycenter/>

## **Email Ordering System**

The Print & Stock page on the Print Shop webpage

(<https://www.losmedanos.edu/copycenter/printandstock.aspx>) will give you instructions and the request form you need to send with your original file/s. After clicking the button and opening the Print & Stock form, download and save it to your Hard Drive. The PDF form will not save what you input online; nor does the preview/reading pane in Outlook save changes to the form. You must open your downloaded form in Acrobat or Acrobat Reader to fill-in the fields. Then, save your changes, and attach with your original printing file/s to an email message addressed to us. If experiencing problems with the form, please contact us.

Our group email address is: [printshop@losmedanos.edu](mailto:printshop@losmedanos.edu)

After your print or copy jobs are completed, they will be placed in your mailbox. A notification slip regarding completion of your job/s will be placed in your mailbox for pick-up in the Print Shop when the job exceeds your mailbox capacity. If you work at the Brentwood Center and would like your copies sent to you, there is a box on our form you can check mark labeled: "DELIVER TO BRENTWOOD CENTER." If you do not have a mailbox at the main Pittsburg campus and your copies are normally sent to Brentwood, you do not need to specify this. However, if you want to stop a routine Brentwood delivery for specific copy job/s and instead pick them up at the Pittsburg campus, please check the box labeled: "I WILL PICK-UP @ PRINT SHOP."

## **Departmental Costs**

<https://www.losmedanos.edu/copycenter/>

## **Location, Hours of Operation, & Contact**

The Print Shop is located in the Central Services department, room CC1-119.

This is on the basement level of the main college complex building.

Print Shop line: (925) 473-7354

Hours: Central Services is open Monday through Thursday 8:00am - 5:00pm. The Self-Service b/w copier is available during these times.

Central Services may be open on Friday at the start of the semester – please call ahead.

Assistance with Self-Service Copying and Printing is available Monday through Thursday 8:00am - 12:00pm

Operational hours can vary based on semester, but never open weekends or holidays.



# Your Employment in the Contra Costa Community College District

## Hiring Process

Being hired as a part-time faculty is a two-step process. First you document how you meet the minimum qualifications for the discipline in which you will work. Second, you have 60 days from your first day of employment to provide all your education and relevant work experience to be salary placed. If you do not provide the latter by the first payroll period, you will be paid at the lowest salary placement of \$55.20 per hour for teaching. You will then be paid retroactively to the first day of instruction when you have submitted all your experience and education within those 60 days. You may contact the College Human Resources Assistant on your hiring process, and any subsequent questions, extension 37345.

## Updating Employment Records

All change of address, telephone number, or emergency contact can be made through InSite. You should make changes promptly as this can affect the timely routing of vital District notices and pay warrants. Tax withholding changes may be made through campus Human Resources.

## Tuberculosis Examination

Employees are required to obtain a tuberculosis exam every four years and submit the original exam results to the LMC Human Resources Office. The employee pays the cost of the initial exam upon employment. Subsequent exams are available at no cost to the employee at District sanctioned locations. If your TB clearance is about to expire, a notice will be printed on your check stub. The form to have completed with the list of facilities is located in the LMC Business Services Office. Please contact the LMC Human Resources Office at extension 37345 if you need additional information.

## Evaluation Policy for Part-time Instructors

All faculty members are required to have periodic evaluations. The District evaluation procedures for part-time faculty are based on peer and student evaluations. **Part-time faculty are evaluated in their first, fourth, and seventh semesters, and then every sixth semester thereafter.** Information on evaluation criteria, processes and forms can be found in evaluation guidebooks that make up Appendix X of the UF Contract. These are available at the Office of Instruction at LMC and from the United Faculty on the UF website: [www.uf4cd.org](http://www.uf4cd.org).

## Reemployment Staffing Preference

Staffing Preference (sometimes called “Rehire Rights”) is described in Article 25 of the UF Contract. The purpose of Staffing Preference is to give established part-time faculty some job security and stability. Faculty may apply for Staffing Preference any time after the seventh semester evaluations have taken place. To qualify, one needs to have received a summary score of “Consistently High Ratings” on one’s most recent evaluation or to have received a score of “Satisfactory” with a majority of 4s and 5s on both the classroom observation and student evaluation forms. For more details about applying or qualifying, please consult the UF Office. Staffing Preference is not awarded automatically. You need to fill out an application and qualify. Applications are due by the end of the second week in any semester to qualify for Preference Status beginning in the following semester. Note too that you can be denied Preference (or lose it) for a number of disqualifying actions, such as not turning in rosters and grades in a timely manner or failing to follow the rules for leaves of absence such as sick leave. Once you have Staffing Preference, you must re-qualify with each new evaluation, but you do not need to apply again. Faculty members with Staffing Preference are automatically reconsidered every six semesters (after each new evaluation). Having Staffing

Preference means that your department must offer you courses every semester based upon your historical load, before they can offer those courses to other part-time faculty who do not have Staffing Preference. Preference does not give you the right to specific courses or sections, however, but only to be offered load at your historical level, if possible.

## **Professional Learning (Flex) Program**

LMC participates in the State Chancellor's Office Flexible Calendar program which is a part of the contractual agreement between the District and the United Faculty (see Article 10), designed to provide faculty with paid time to participate in professional learning activities. The specific dates for Mandatory (All College Day) and Optional Flex activities are agreed upon each year by the District in consultation with the United Faculty. Both Mandatory and Optional Flex occur just before the start of instruction in August (fall semester) and January (spring semester). Additionally, Variable Flex activities or Special Projects (for Flex credit) may be scheduled throughout the academic year with prior approval by the LPG or the appropriate dean, respectively.

Faculty members have a contractual obligation to complete their Flex hours, as they are hours which are paid to faculty as part of their teaching contract. The number of required hours is based upon faculty load and contract type (part-time/adjunct, full-time faculty, or first or second year faculty members). Professional Learning (Flex) week activities include and welcome the engagement of the entire campus community of faculty and staff.

It should be noted that all full-time faculty must complete a Flex Faculty Agreement form for each Academic Year. (Adjuncts: Forms must be completed each semester.) Associated forms and additional information can be found at: <https://www.losmedanos.edu/profdev/flexinfo.aspx> You can also contact ext. 37556 with questions.

## **Payroll Warrants**

The payroll cycle is monthly with payment on the 10th of the month for part-time faculty and at the end of the month for full-time faculty. You are given the option at time of hire to elect a check or direct deposit of your pay. Full semester classes are paid in five equal payments for five months. Summer classes and short-term classes are also paid on the 10<sup>th</sup> of the month over the duration of the class for exact hours in the previous month. If the 10th falls on a weekend, pay is available on the Friday before, beginning at 9am. Pay advices are no longer printed. Whether you receive a paper payroll check or are on direct deposit, you can view all pay check data, including earnings, benefit deductions and taxes online through InSite. This information is available to view three calendar days prior to the pay date.

## **Step Advancement: Credit for In- Or Out-Of District Service**

When you have accumulated the equivalent of a year of full-time District service (1.0 for Spring and 1.0 for Fall = 2.0 FTE), you will automatically be included on a report from the District Office for the College HR Assistant to generate a Step advancement for you. The FTE for lecture is based on 270 hours per semester, 15 hours/week x the 18-week semester. Qualified District service excludes leave without pay and intermittent service as a substitute. Summers count for load beginning with SU06. The 2.0 FTE is calculated based on a summer, fall, and spring teaching sequence, such as SU16, FA16 and SP17. If you obtain a Step advancement at the conclusion of spring, your Step is effective August 1; if you obtain the Step at the conclusion of fall, your Step is effective January 1. Therefore, the raise is applied in the semester after attainment. If you teach in a college District other than ours, you must submit a verification of load to the College HR Assistant to have this load manually entered in our system. You may obtain the necessary form by calling x37345. This out-of-District teaching must be at the college level to qualify. In no way may you earn more than a 2.0 FTE from all sources during the same summer/fall/spring time

period; if you do, the excess is deducted. Some Step advancements do not yield a new hourly rate as there are plateaus built into the salary schedule. All salary schedules may be found on the District website, [www.4cd.edu](http://www.4cd.edu), Human Resources, Salary Schedules.

### **Salary Reclassification: Credit for Additional Education**

Following your first 60 days and the establishment of your final, original salary placement, you may request a Reclassification based on additional completed education at a later date. You must have official transcripts sent to the College HR Assistant for evaluation of the new education. After your final, original salary placement cumulative total of at least 60% of this new education must be non-lower division, and 40% may be lower division, and you may not re-take the same courses within a 10-year period. If qualifying, your Reclassification is effective either August 1 or January 1 for part-time professors; and July 1 for full-time professors. You must complete the education prior to the first day of Flex or your first mandatory service day in Fall (or Spring if hired in the spring) for F/T faculty.

### **Leave Entitlement**

#### **Sick Leave**

Part-time instructors earn one hour of sick leave for each nine hours taught. Sick leave accumulates from semester to semester and the balance is printed on your pay warrant. Each month, the balance reflects earnings and time taken through the previous month.

#### **Personal Necessity Leave**

Part-time Instructors shall be granted a maximum seven (7) days leave of absence in any school **year** without loss of pay in cases of personal necessity. Such leave shall be deducted from the employee's accumulated sick leave.

Personal necessity is the illness or death of a member of the immediate family (not covered by Family Leave or Bereavement Leave), an accident involving the member's person or property or the person or property of a member of the immediate family; appearance in court as a litigant or as a witness under official order; or, compelling personal business which cannot be conducted before or after the employee's regular assigned duty day.

Reasonable notice in advance is required, where possible. Pay will be rendered as long as you have available sick leave and have not exceeded the 7 day limit.

**"Members of the immediate family,"** means the mother, father, grandmother, grandfather, grandchild, or domestic partner of the employee or spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister-in-law or sister of the employee or domestic partner, or any relative living in the immediate household of the employee.

#### **Educational Conference Leave**

All faculty may apply for Educational Conference Leave, which requires management approval and does not deduct from your sick-leave bank.

#### **Family Leave**

Family Leave may be used to care for an immediate family member, as defined by the Federal Family Leave Act, and is limited to six days per year (plus you may use your seven days of Personal Necessity Leave to care for family member who is ill). Additional Family Leave may be available based on available funding, so contact the UF if you need more time to care for a family member. Family leave uses hours from your accrued sick leave.

**Bereavement Leave**

Bereavement Leave is paid leave up to a maximum of 5 days per academic year and covers a death in one's immediate family. Faculty may apply for an extension of bereavement leave not to exceed six days.

**Jury Duty/Judicial Leave**

Judicial leave includes time to be on a jury or a witness in a court case.

**Military Leave**

Military leave is used for required military duty.

**Parental Leave (Maternity, Paternity, Adoption, Baby Bonding)**

There are parental leave charts on the UF website that detail faculty options ([www.uf4cd.org](http://www.uf4cd.org) ... search for "maternity" and they come right up). Parental leave is deducted from your accumulated sick-leave bank, but there are options for extensions depending on your circumstances. If you have questions, contact District Human Resources or call the UF Office.

**Religious Observance Leave**

Religious Observance Leave is granted for special religious observances that fall on a regular workday.

**Industrial Accident and Illness Leave**

For job-incurred accidents or illnesses, 60 days leave may be available. Part-Time faculty also have State Disability Insurance. For any job-incurred accident or illness, we recommend contacting Human Resources and the UF Office.

**Extended and/or Unpaid Leave**

There are often options, including combining leaves and taking unpaid leave, which are available in case of urgent need. If you are faced with a crisis that requires you to be absent from class for an extended period, we recommend that you contact both the Human Resources Department at your college and the UF to discuss your options.

In calculating leave limits, any part of a day missed counts as a full day, regardless of the number of hours you work that day. **There is no vacation leave for faculty.**

# Teaching Resources

## Center for Academic Support/Tutoring For Your Students

Tutoring services at LMC are coordinated by the department chairs. Contact the appropriate faculty member for more information about available services for your classes. The Core: Center for Academic Support, located in the Core Building, level 3, is available to assist students in all disciplines with reading and writing assignments.

## Canvas: Course Management System for Online Learning Environment

Canvas is the district-wide course management system designed to create a rich online learning environment for students. It can be used for any course: face-to-face, hybrid or completely online. User accounts and classes are created automatically each semester and made available to instructors several weeks before the start of a semester. Your Canvas course site enhances instruction with 24/7 access to course-related materials, electronic drop boxes for assignments, online quizzes, grades, and more.

Need help or have questions about using instructional technologies? Contact Courtney Diputado, Technology Training & Development Coordinator, at 925-473-7712 or [cdiputado@losmedanos.edu](mailto:cdiputado@losmedanos.edu).

Phone and email support is available Monday-Friday, 8:30 a.m.-5:00 p.m. Services and support include, but are not limited to:

- One-on-one training during drop-in hours and by appointment (Variable Flex credit available).
- Technical questions.
- Technology in face-to-face classes.
- Lecture capture and video captioning.
- Smart room orientations for new faculty and staff.
- Assistance in developing best practices for online or hybrid course pedagogy.
- General instructional technology hardware and software questions

## Library

The Library provides a full range of materials and services. Upon request, librarians will advise or assist in the preparation of study guides and bibliographies, give library orientations to classes, assist with computer database searches, and secure materials from other libraries, if available. Instructors are encouraged to request books to be ordered for the library collection. In addition, instructors are encouraged to request textbooks from publishers to be put on reserve for students. For additional information on the faculty resources that the library offers, please visit

<http://losmedanos.libguides.com/faculty>

## Information Technology & Services

The Los Medanos College Information Technology & Services department makes every effort to accommodate your audio-visual equipment and event setup requests. In order to fulfill your requests, please be sure to familiarize yourself with their policies and procedures.

**Media: Event setup & equipment requests:**

All classroom equipment requests as well as special AV setups and large events require **a minimum of one week advance notice**. All special events require a consultation meeting with IT&S staff. To request classroom equipment or a special event setup, please enter a ticket at **LMC Media and A/V Request Portal**. **Five days (business days) advance notice is required**.

**Equipment Repairs:**

For an equipment repairs please use <https://contracosta.sysaidit.com/>.

**Smart station keys:**

Podiums are to be locked at all times. To check out a key for the semester, pick one up at the service counter on the 2<sup>nd</sup> floor of the library. You must bring valid identification as well as read and sign the [Key Acknowledgment](#) form to receive your key.

**Note:** Although we will make every attempt to have your key ready for pickup as soon as possible, 48-hours advance notice is required.

We want everyone to be able to use and enjoy LMC's audio-visual equipment and technology resources. Following these policies will help ensure the department is able to accommodate your requests for service. For the full text of the Department's policies, procedure and guidelines please go to their webpage at: <http://www.losmedanos.edu/its/ITsupportserviceslist.asp>

## Appendix

A. [2024-2025 Academic Calendar](#)

B. [Instructional Personnel Listing, Fall 2024](#)

C. Completing a Time Card for Substituting a Class