

## **Diablo Valley College**

### **Faculty: Frequently Asked Questions**

The questions and answers below are not intended to substitute for official documents such as the DVC Catalogue, the United Faculty contract, or Contra Costa Community College District policies.

How do I get a DVC email address?

Your division dean will arrange this for you; once your email account is set up you will be contacted and given your password. Reset your password so that you can access your DVC email off campus. Please check your DVC email account regularly. It will be this email account that students will find when they search for your name on the DVC homepage. In addition, important announcements from your division dean, human resources and admissions and records are typically distributed by email.

How do I get a DVC mail folder for hard copy mail?

Division secretaries emailed a list of names to Central Services and a folder is made for you. If you don't have a folder, you may request one from the mailroom administrator and he will make one for you on the spot. You can pick up your mail during regular Central Services hours.

How do I get a voicemail extension?

Joyce Riley-Williams in Central Services (925 685-1230 or x22052; [jriley-williams@dvc.edu](mailto:jriley-williams@dvc.edu)) will arrange one for you – drop by her desk in Central Services.

How do I get a parking permit?

Rhonda Mims of Police Services is here to arrange one for you. You can also go to Police Services and get one; bring proof of your faculty status.

How do I get a Connect (faculty identification) Card?

A faculty identification card is a great thing to have. Among other purposes, it serves as your library card (including a passcode to the DVC electronic library databases) and earns you a discount at a variety of venues. Bring picture ID and get one for free on the spot at the library or the Student Union building.

Do I get an office?

Office space may be available and is arranged through your division dean, division secretary or department chairperson.

How do I get a key to my office?

There is a form your division dean must sign. Bring this form to Police services and you will be issued a key.

What are the required office hours?

Full time instructors must hold five office hours per week, with no more than 1/5 office hours on any single day. Instructors teaching online may hold office hours online in proportion to their online load.

Any instructor may designate up to 1 hour of regular office hours as an “online” office hour. The online office hour must be a regularly scheduled hour, posted along with on-campus office hours, during which the faculty member is available online (via Skype, WebCT, D2L, email, or other electronic means) to consult with and respond to students. Part-time faculty members must have and use a District email address to designate an office hour (or half-hour) as online.

Part-time instructors are not required to hold office hours, but it benefits students if they do. Compensation for part-time instructor office hours is at the non-instructional salary rate. Your load determines the number of office hours per week for which you may be compensated: 0.2 – 0.399=0.5 office hour per week; 0.4-0.599 load=1.0 office hour per week; 0.6 load-1.5 office hours per week.

Part-time instructors should check with their department chair or division dean to determine if they are eligible for paid office hours. If eligible part-time faculty opt to participate in paid office hours, they will need to complete an office hour form available from the division dean and return it by the deadline. Office hours must be included on all syllabi.

How do I access my class roster?

Once you are officially hired you will be able to log onto WebAdvisor using the login instructions on the website. You can use WebAdvisor to access rosters, add codes, and to email any or all students enrolled in your course. It is a good idea to periodically check your course rosters to ensure that all students that are attending your classes are officially enrolled. Students who are not officially enrolled in your class must not be allowed to sit in your classroom as there are insurance liability issues should they accidentally become injured.

What are the guidelines for underage students?

Students in the “sophomore” high school year (below 11<sup>th</sup> grade or younger than 16) must get the instructor’s permission before enrolling; you have the right to accept or reject admission for such students. Junior and senior level high school students may enroll as special admit students in course with the permission of their principal and parent.

How do I get copies made for my courses?

Originals of handouts can be emailed to [dvcprintshop@dvc.edu](mailto:dvcprintshop@dvc.edu) as attachments, or brought to the printshop (in Central Services), M-F, 8:00 am – 5 pm (pick up until 7 pm). The print shop offers while you wait service some of the time; you also have the option of filling out a Work Order, attach it to your originals, and put your packet in the box next to the switchboard. Your copies will be placed on the shelf by the last letter of your name. Note: the printshop accepts PDF or any Microsoft Office file.

How do I get exams duplicated in a secure manner?

The email address is for exam duplication is [examonly@dvc.edu](mailto:examonly@dvc.edu); only classified or hourly staff will process and copy exams from this email address. You can also drop off exams in the exam lock box outside of the mailroom or have them copied while you wait.

How do I pick up exams that have been duplicated?

If you have exams to be duplicated they will be locked in the exam case and available for pick-up during regular printshop hours or from the evening operator M-Th until 7 pm.

What if I can't make it to the printshop by 5 pm?

There is a self-service machine available M-Th, 6-10 pm in the Evening Office (AB 214). Copies made on this machine will be charged to your instructional division. Faculty teaching in the evenings (M-Th) can pick up copies and exams from 5 pm until 9 pm by going to Central Services and asking the switchboard operator for access. Weekend faculty need to make arrangements to pick up copies (including exams) prior to 5 PM on Friday. Central Services is not open on the weekends.

How do I use the copier in my division office?

Your division secretary will program the copy machine with an identification code (usually the last four digits of your social security number). Faculty are allowed a specific number of copies from the division copy machine; check with your division secretary for this number.

Are there restrictions on what I can duplicate?

Be aware of "fair use" copyright issues – the printshop can give you guidelines on this.

How do I order textbooks for my classes?

Check with your dean or department chair on deadlines and subject matter protocol. In cases where you may select your own texts, review the course outline and sample syllabi, check what other faculty are ordering in the DVC Book Center, and consult with other instructors. The Book Center does not provide you with desk copies; order these on your own from the appropriate publisher representative. If possible, order two desk copies and put one in limited reserve in the library for students to use. Please keep costs in mind; assign books that will really be used. Deadlines for textbook orders will be sent to you via email.

What must I consider when building my course?

Be sure to read the course outline and student learning outcomes (SLO's) for your course. They are linked to the faculty webpage. A course outline is the official document listing the curriculum covered by a given course. The course outline is used in articulating courses with other colleges. Instructors are responsible for covering all the topics on the course outline.

What must be included on the syllabus for a course?

Each instructor is responsible for providing students with a written course syllabus on the first day of class. The syllabus acts as a contract between the instructor and students, especially with regards to grading policies; if, for example, a student goes through the stages of a formal grade appeal, the review committee uses the syllabus to help reach a decision. SLO's must appear on the course syllabus, as well as the days/times and location(s) where office hours will be held.

Division offices maintain syllabi from each class, each semester, as part of the college's recordkeeping. At the beginning of each semester, provide your Division

Office with the syllabus for your course/s. Syllabus guidelines are linked in the For Faculty webpage.

How do I use the Make Up Testing Center?

Drop a copy of the test with a filled out instruction form into the green makeup test box on the table in the mailroom. Students must bring photo identification when they go to take the test. Contact the proctor, at [makeuptest@dvc.edu](mailto:makeuptest@dvc.edu)

What kind of IT (technical services and support) is available to me?

Faculty drop-in hours for instructional technology support are held in staff development (AB 217) and communicated by email at the start of the semester. Technical support is also available by appointment through Jeanette Peavler, [jpeaveler@dvc.edu](mailto:jpeaveler@dvc.edu), and Neal Skapura, [nskapura@dvc.edu](mailto:nskapura@dvc.edu). D2L accounts are available through Jeanette. Be sure to take advantage of staff development workshops (for Flex credit) offered throughout the semester through Staff Development. Audio-visual support is available by calling media services at extension 22569/22577.

Am I required to give a final exam?

You are not required to give a final exam, but you must meet your class during the final exam period that is designated in the course schedule.

When are my grades due?

Grades are due no later than 3 days after the end of the term.

How do I submit my grades?

Submit your grades electronically via WebAdvisor. Be sure to print out a hard copy of your grade roster for your records – do not submit a hard copy to Admissions & Records. If you teach a positive attendance class (requiring daily attendance), your roster is due via WebAdvisor within 3 days after the end of the term. If you issue an Incomplete grade, the Incomplete Grade Contract is due to the Admissions and Records Office within 3 days of the end of the term.

How do I access my class roster?

Access your class roster via WebAdvisor (link on the DVC homepage: [www.dvc.edu](http://www.dvc.edu)). Once you are officially hired, you will be able to log onto WebAdvisor using the login instructions on the website. It is a good idea to periodically check your course roster(s) via WebAdvisor to ensure that all students that are attending your class(es) are officially enrolled. Students who are not officially enrolled may not attend your class. WebAdvisor can be accessed both on campus and off campus.

How long must I keep my grading records?

Grading records must be kept for a minimum of 3 years. If you are unclear about whether you will return to DVC the subsequent semester, give your grading records to your dean's office (in the unlikely event of a grade challenge, the college needs to have the necessary back-up information to allow us to resolve the issue).

What do I do with student work that is not picked up?

Papers, exams and other graded work that is not picked up by students must be kept for one year. If you are unclear about whether you will return to DVC the subsequent semester, give the student work to your dean's office.

Police Services

Non-emergency: 925 969-2785 (or x22785)

Emergency: 925 969-2300 (or x22300)

Media services

Classroom delivery: 925 969-2574 (or x22574)