



DVC

DIABLO VALLEY COLLEGE

SAN RAMON CAMPUS

DVC - San Ramon Campus
FACULTY HANDBOOK

Diablo Valley College
SRC Division
1690 Watermill Road
San Ramon, CA 94582
925-866-1822

This handbook is intended to give instructors basic information about teaching at SRC. It is not intended to substitute for official documents such as the DVC catalogue, The United Faculty Contract, Contra Costa Community College District policies, SRC Department Bylaws or SRC Division Bylaws. We urge all instructors to become familiar with these documents as well.

We thank the English and Mathematics Department on the Pleasant Hill Campus, on whose handbook ours is based. We will update this handbook as needed.

REVISED FALL 2018

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WELCOME TO THE SAN RAMON CAMPUS OF DIABLO VALLEY COLLEGE

The San Ramon Campus (SRC) is a campus of Diablo Valley College, offering educational services for those who live and work in the San Ramon Valley. Founded in 1986 as the Center for Higher Education (CHE), San Ramon now serves over 5,000 students of all ages and interests each semester. San Ramon offers general education courses, which allow students to fulfill all their lower division pre-transfer requirements. In addition, San Ramon's extensive computer-training curriculum provides hands-on experience using hardware and software with business applications. The campus moved to its permanent campus facilities in November 2006.

IMPORTANT INFORMATION

While this handbook contains a lot of information, this is a summary of the most important information. Please refer to this for the most important FAQ's.

1. ABSENCE POLICY:

- A. **PLANNED ABSENCES:** If you know in advance you are going to miss a class, you must fill out the "Request for Leave" form at least one week in advance. The form can be found by the management offices (ask Maureen or the front desk where you can find it). If possible, please work with your department chair for assisting in finding a substitute for your class who is already a teacher in the district (though for the first absence you should just cancel class) and indicate who it is on the "Request for Leave" form. Any substitutes **MUST** be approved by the Senior Dean.
- B. **DAY OF ABSENCES:** If you need to cancel class at the last minute **DO NOT CALL MAUREEN MCCOLLUM OR THE ADMISSIONS STAFF**. It is not guaranteed that someone will answer this number or listen to the voice mail in time for your class. Please call the **ABSENCE LINE at (925) 551 – 6200**. Additionally, if possible email your students and post it on Canvas.

2. CENSUS ROSTER:

- A. **CENSUS ROSTER:** The census roster **MUST BE TURNED IN** on time. You will receive it in your mailbox and you have 1 week to fill it out, sign it and return it to Admissions and Records. Please **DROP NO SHOWS** on the Insite Portal Site after the second week and do not wait for the census roster to do so.
- B. **STUDENTS NOT ON THE CENSUS ROSTER:** If a student is attending your class and **IS NOT ON THE CENSUS ROSTER**, they are not allowed in the class until they officially add the class. **PLEASE DO NOT LET A STUDENT ATTEND CLASS IF THEY ARE NOT ON THE CENSUS ROSTER.**

3. **FINALS WEEK:** Finals week is part of the academic calendar and even if you are not giving a final you **MUST hold class during your scheduled final**. You have the choice of when to hold the final during the last week of the instruction, but all classes **MUST** be held.

4. **LATE ADDS:** After the last day to add (which is listed on your census roster and needs to be on your syllabus) students **WILL NOT** be able to add the class without the Dean's approval. **The student must have been attending the class and have a legitimate excuse for not having already added the class.** It is the instructor's responsibility to have an accurate census roster and to make sure all students sitting in your class are on the official roster. If the student is not on the official roster they will not be able to get a grade for the class. Please check Insite Portal for the official roster.

5. **OFFICE HOURS:** If you plan to offer office hours you must fill out the "Load Period and Office Hours Commitment" form and return it to the Satellite Center Coordinator. You must be present for your office hours (in the part-time office or classroom if available) and if you **CANNOT** attend office hours please call the absence line (see above).

6. **FIELD TRIP FORMS:** If you have any field trips in your class (required or optional) there are 2 forms you must fill out. First, fill out the "Field trip Request" form and return it to the Senior Dean at least 2 weeks before the field trip. Second, each student must fill out the "Consent and Release" form before they attend the field trip. Please make a copy of all of these forms (along with an accurate class roster) and give the originals to the Division Office before the fieldtrip occurs. The copies must be taken with you on the field trip.

7. **LIBRARY:** SRC has a joint-use agreement with the Dougherty Station Library. You can put any texts on reserve and have the librarian come to your classroom to give a presentation on how to use the library databases or do meaningful internet research. Please email Michelle Krasowski at mkrasows@ccclib.org.

PEOPLE AND PLACES

SRC ADMINISTRATION OFFICE AND RECEPTION

Here instructors will find:

Admissions and Records
Reception
Part-Time and Full-time Faculty Offices
Counseling Offices
Conference Rooms
Mail Room – photocopy, scanner, and FAX
Classroom Supplies (whiteboard markers, pens, etc.)

Management Offices
Senior Dean: Mike Holtzclaw
Dean: Kenyetta Tribble
Satellite Center Coordinator: Maureen McCollum

Learning Commons
Student Services Support Coordinator: Ann Uawithya
Police Services: Jason Curtis
Bookstore: Bobby Sarkar

SRC DIVISION STRUCTURE

Applied Arts/Social Sciences

Administrative Justice, Anthropology, Art, Art History, Communication Studies, Counseling, ECE, Film, History, Humanities, Music Lit, Philosophy, Political Science, Psychology, Social Science, Sociology

FT Faculty

Rick Godinez
Nancy Luciano
Taylor Oliver
Bridgitte Schaffer, Chair
Jennifer Tejada
Carolyn Warren

Math and Sciences

Biology, Chemistry, Geology, Health, Math, Nutrition, Oceanography, Physics

FT Faculty

Emmanuel Akanyirige
Anne Petersen
Anna Levin
John Polos
Asa Scherer
Glenn Scott
René Sporer, Chair

Language Arts

Arabic, English, Spanish, Sign Language

FT Faculty

Michael Colson
Chuck Shackett, Chair
Renee Swindle
Lynn Huang

CIS/Business

Business, CIS, Economics, Kinesiology

FT Faculty

Luc Huynh
Mauricio Najarro
Mario Tejada, Chair

JOINT USE SRC-DOUGHERTY STATION LIBRARY Located adjacent to SRC and the San Ramon Community Center
17017 Bollinger Canyon Road, San Ramon, CA 94582 925-973-3380

Hours:

Monday and Thursday: 10:00 AM to 8:00 PM
Tuesday and Wednesday: 12:00 PM to 8:00 PM
Friday, Saturday: 10:00 AM to 5:00 PM
Sunday: Closed

Access:

Contra Costa County Library: <http://www.ccclib.org/>
DVC Library: <http://www.dvc.edu/library>
(925) 973-3380

Dougherty Station Library offers a full range of services and information resources for students and faculty, including:

- Free access to all Contra Costa County Library and DVC Library print and online resources
- Research tools—electronic books, scholarly journals and periodicals available 24/7
- Access to SRC course materials and texts on reserve
- Free Wi-Fi and use of study rooms
- Assistance from experienced librarians

Workshop and information sessions are available in class or at the library.

SAN RAMON CAMPUS

925-866-1822

OFFICE		EXT/PHONE	BUILDING/ROOM		
Admissions & Records		50000	West - 150		
Bioscience Lab		56210 / 56211	East		
Bookstore		56214	West - Learning Commons		
IT/Media Services		56240	West - 150		
Counseling		56209	West		
Custodians		56244	West - Central Plant		
Division Office		56202	West - W132		
Faculty & Staff Absence Line		56200/925-551-6200	West		
Fax		925-242-0856	West		
Library		925-973-3380	Dougherty Station Library		
Office 118		56218	W118		
Office 119		56220	W119		
Police Services		56212	West - Learning Commons		
Student Services		56215	West - 109		
NAME	EXT	DIRECT DIAL NUMBER	ROOM	DEPT.	EMAIL
Adebiji, Kazeem	56241	925-551-6241	W201	IT	kadebiyi@dvc.edu
Akanyirige, Emmanuel	56231	925-551-6231	W141	Faculty	ekanyirige@dvc.edu
Barnhart, Julie	56208	925-551-6208	W150	A&R	jbarnhart@dvc.edu
Beil, Eileen	56210	925-551-6210	E239	Science Lab	ebeil@dvc.edu
Bell, Andrea	56256	925-551-6256	W129	Admin. Assistant II	abell@dvc.edu
Colson, Michael	56223	925-551-6223	W120	Faculty	mcolson@dvc.edu
Curtis, Jason	56212	925-551-6212	W102	Police Services	jacurtis@4cd.edu
Curtis, Jennifer	56205	925-551-6205	W150	A&R	jcurtis@dvc.edu
De Jesa, Napoleon	56244	925-551-6244	Maint. Plant	Custodial	ndejesa@dvc.edu
Gabaldon, Tony	56244	925-551-6244	Maint. Plant	Custodial	tgabaldon@dvc.edu
Godinez, Rick	56232	925-551-6232	W141	Faculty	rgodinez@dvc.edu
Holtzclaw, Mike	56203	925-551-6203	W130	Senior Dean	mholtzclaw@dvc.edu
Huang, Lynn	56264	925-551-6264	W121	Faculty	lynnhuang@dvc.edu
Huynh, Loc	56227	925-551-6227	W122	Faculty	lhuynh@dvc.edu
Kahue, Marc	56258	925-551-6258	W102	Police Services	mkahue@4cd.edu
Leak, Terry	56245	925-551-6245	Maint. Plant	Lead Grounds Worker/Gardener	tlead@dvc.edu
Levin, Anna	56233	925-551-6233	W142	Faculty	alevin@dvc.edu
Luciano, Nancy	56238	925-551-6238	W145	Faculty	nluciano@dvc.edu
McCollum, Maureen	56202	925-551-6202	W132	Satellite Center Coordinator	mmccollum@dvc.edu
Mongold, Santina	56211	925-551-6211	E239	Science Lab	smongold@dvc.edu
Najarro, Mauricio	56228	925-551-6228	W125	Faculty	mnajarro@dvc.edu
Oliver, Taylor	56237	925-551-6237	W117	Faculty	toliver@dvc.edu
Paris, Gene	56265	925-551-6265	Maint. Plant	Buildings & Grounds	gparis@dvc.edu
Petersen, Anne	56247	925-551-6247	W142	Faculty	ahoreis@dvc.edu
Pham, Anhoa	50181	925-551-0181	W181	Math & Science Lab Coord.	apham@dvc.edu
Polos, John	56226	925-551-6226	W143	Faculty	jpolos@dvc.edu
Sarkar, Bobby	56213	925-551-6214	W107	Book Center	bsarkar@dvc.edu
Schaffer, Bridgitte	56248	925-551-6248	W144	Faculty	bschaffer@dvc.edu
Scherer, Asa	56224	925-551-6224	W124	Faculty	ascherer@dvc.edu
Schmidt, Roxann	56262	925-551-6262	W148	Instructional Lab Coordinator	rschmidt@dvc.edu
Scott, Glenn	56235	925-551-6235	W124	Faculty	gscott@dvc.edu
Shackett, Charles	56217	925-551-6217	W117	Faculty	cshackett@dvc.edu
Sporer, Rene	56234	925-551-6234	W143	Faculty	rsporer@dvc.edu
Swindle, Renee	56263	925-551-6263	W121	Faculty	rswindle@dvc.edu
Tejada, Jennifer	56236	925-551-6236	W144	Faculty	itejada@dvc.edu
Tejada, Mario	56225	925-551-6225	W122	Faculty	mtejada@dvc.edu

Tribble, Kenyetta	56204	925-551-6204	W131	Dean	ktribble@dvc.edu
Uawithya, Ann	56215	925-551-6215	W109	SS/Instr. Support Coord.	auawithya@dvc.edu
Warren, Carolyn	56239	925-551-6239	W146	Faculty	cawarren@dvc.edu
Young, Steve	56240	925-551-6240	W201	Sr. Computer Network Specialist	syoung@dvc.edu

GETTING READY TO TEACH

EMAIL ACCOUNTS

It's required that all SRC faculty check their DVC email accounts regularly. The Division and Departments communicate solely through the DVC email system. Students often need to contact their instructors outside the classroom; faculty colleagues and administrators also need a way to get in contact with each other. We make all offers of teaching assignments solely through the dvc.edu email accounts. Please ask students to contact you through your dvc.edu email account in your syllabus.

Email accounts are routinely created for new full- and part- time instructors when they are hired. The first use requires faculty to create their own password that must contain at least eight characters, at least one capital letter, at least one lower case letter and at least one number. Faculty can access DVC email from off campus by going to mail.4cd.edu. Enter your username (typically first initial, last name, last three digits of employee ID number @email.4cd.edu; example jgorga925@email.4cd.edu) and your password to login. You will be sent an email with your password once your account is set, but the initial password for email and WebAdvisor/Insite portal is typically: Welcome2srcxxxx where xxxx is the last 4 of your SSN.

COLLEGE & DIVISION WEBSITE

Diablo Valley College, www.dvc.edu, contains the DVC Catalog and Course Outlines. Linked to the DVC website is the San Ramon Campus website at <http://www.dvc.edu/sanramon/> Additional faculty resources for the San Ramon Campus are found under the faculty resources link at: <http://www.dvc.edu/sanramon/faculty/index.html>

Canvas

All instructors will automatically be assigned a Canvas course shell for each course section they are teaching. Many faculty use Canvas to supplement face to face instruction. It is an excellent place to post course syllabi, assignments, grades, links to readings or reference sites, and other materials. Many students are proficient at using Canvas and appreciate the ready access to this resource.

There are workshops throughout the semester on how to use Canvas but if you have any questions contact Jeanette Peavler (jpeavler@dvc.edu, 925-969-2277 or ext. 22277 if calling from campus).

To access your Canvas site, please use the following link:

DVC Canvas Site - <https://dvc.instructure.com>

Or from the main DVC Website - <http://www.dvc.edu>

The Canvas link is located at the top middle section of DVC website homepage.

The Canvas login uses the same username and password assigned to you for your DVC Email.

Additional resources can be found on the DVC website under Instructional Technology or go to:

<http://www.dvc.edu/instruction/technology/canvas.html>

CAMPUS MAIL

All full-time and part-time instructors teaching face to face classes at SRC have mailboxes in the Division Office. Mail is sent home to those teaching only online courses. It's very important that instructors check their mailboxes regularly as important information will be placed in your mailboxes. Packages are put in bins alphabetically and instructors are informed by a notice in their mailbox. If you have a night class, it is important to check your mail before class. If you need to get in after this time, please talk to Police Services OR call 55050 from your classroom.

OFFICE HOURS and OFFICE SPACE

Full-time instructors must hold five office hours per week, with no more than 1.5 office hours (online or on-campus) of the five on any one day. Unless you are teaching online classes, only 1 hour of office hours can be online office hours. During your online office time you must be available to students by email, Canvas or other means. Instructors teaching online may hold office hours online in proportion to their online load.

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 (you must fill out the office hour form and submit it to the Division Office in order to get compensated. The form must be turned in within 2 weeks of the start of the semester. An instructor's load determines the number of office hours per week for which they may be compensated:

0.2 – 0.399 load	0.5 office hours per week
0.4 – 0.599 load	1.0 office hours per week
0.6 & above load	1.5 office hours per week

At this time, part time instructors at SRC may hold office hours in an empty classroom, or in the Part Time Faculty Office in the Admissions and Records Lobby. We encourage instructors to hold office hours immediately before or after classes if possible.

The part-time faculty office, located in the Admissions and Records Lobby, offers computers, a printer, storage space (first come; first served) and telephones to check voicemail. Instructors who would like to use a classroom for office hours, must schedule the room with the Satellite Center Coordinator.

PARKING PERMITS

Faculty can get parking permits from the Police Services office in the Learning Commons. This parking permit is valid on all campuses of the Contra Costa County College District. Permits are required to park in designated SRC Faculty/Staff parking spaces. All other non-marked spaces do not require a permit. The parking lot is often very full during the first few weeks of classes, so please give yourself plenty of time.

SUPPLIES

- Whiteboard markers, pens, pencils, pads, index cards, paper clips, envelopes, may be obtained from the Satellite Center Coordinator, or SRC staff. These supplies are to be used for work directly related to your SRC teaching assignment. Our supply budget is very limited. Please give ample time to make sure that you have time to find someone to help you obtain the supplies. You may not be able to get help directly before class.
- *Request for leave*, Substitute Time Cards, Field Trip forms, and Scantrons, may be obtained from the Satellite Center Coordinator. Change of grade, and Incomplete Grade contracts may be obtained from SRC Admissions staff who may require an instructor's photo identification.
- *Course outlines* can be accessed at: <http://www3.dvc.edu/org/info/course-outlines/index.htm>
- *SLO's (student learning outcomes)* can be accessed at: <http://web.dvc.edu/webslos/> SLO's for each course MUST BE ON THE SYLLABUS. To find the SLO's for your course, click on the "Course/Program SLO Database" on this page and then select the course you are looking for.
- *Copy machine* for single copies or last-minute emergency copy needs. Obtain a copy machine code from the Satellite Center Coordinator. Each instructor is granted a limited number of copies for each semester. If you are in the middle of copying something and run out of copies you will not be able to finish. Please plan ahead and see below for major copy needs.

Note: The photocopy and workrooms are for faculty and staff only. Students who wish to leave documents for instructors should give them to SRC staff in the Admissions and Records lobby for placement in mailboxes.

PHOTOCOPIES FOR INSTRUCTIONAL NEEDS

The DVC Print Shop, located in Central Services on the Pleasant Hill Campus, is the place to go for most copying needs. Instructors can drop off a hard copy at Central Services; note that there is a special box for exams, which should be placed in the large envelopes marked EXAM. Instructors may also email word, excel, or .pdf format files to srcprintshop@dvc.edu. Be sure to mark orders to be delivered to SRC (in both the subject line and the body of the email). For added security, exams should be sent to srcexamonly@dvc.edu. Please give them at least 48 hour notice. Photocopies and exams are typically delivered sometime in the early afternoon (though it is not guaranteed). Please note that exams will be locked inside a cabinet for extra security. You will need to find an SRC staff member to unlock the cabinet, so give yourself some time to find them!

TEXTBOOKS

In many disciplines, instructors may choose their own textbooks (though they may be limited to what is on the course outline). Please talk to your department chairs to get the policy for your department or discipline and see if they have a list of potential textbooks for your course. In some cases, you may need to email the department chair of your discipline at the Pleasant Hill Campus if the department chair is not familiar with your discipline. To choose a textbook, we suggest that new instructors review the course outline and sample syllabi, talk with their department chairs, check what other faculty are ordering in the DVC Book Center, and consult with other instructors. The Book Center does not provide instructors with desk copies; order these from the appropriate publisher representative. Please keep costs in mind; assign books that will actually be used. It's also important to select texts as early as possible. Many students depend on book sell-back to have funds for new text purchases. Buy-back rates for texts ordered early can be 30% higher than for texts ordered late by the instructor. Additionally, new federal laws require that students know the full cost of classes (including required texts and supplies) before they register for classes. Therefore, it is important to order texts by the deadlines indicated by the bookstore staff. **Please order additional textbooks to be placed in our joint use Dougherty Station Library and/or the Math and Science Tutoring Center and the Reading and Writing Center to be put on reserve for student use.**

DURING THE SEMESTER

COURSE OUTLINES AND SAMPLE SYLLABI

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 (specifically the UC and CSU systems). Instructors are responsible for covering all the topics on the course outline. Course outlines are available in the Division Office, or online at <http://www3.dvc.edu/org/info/course-outlines/index.htm>. Use the course outline to plan your course syllabi. A "syllabus" is a legal document that describes an individual instructor's approach to the course outline (see below). Samples of course syllabi for specific classes are also available in the Division Office (see the Satellite Center Coordinator). In addition to checking syllabi, we strongly recommend consulting with other instructors who have previously taught the course for help with pacing and rigor. Here is one of the ways a mentor can be of help (see *New Faculty Mentoring*).

COURSE SYLLABI

Each instructor is responsible for providing students with a written course syllabus on the first week of class (either by hard copy or online). Division offices maintain syllabi from each class, and each semester, as part of the college's recordkeeping. Note that 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. At the beginning of each semester, instructors must provide the Division Office with an electronic version of their syllabus; email syllabi as an attachment to the Satellite Center Coordinator, Maureen McCollum, mmccollum@dvc.edu. Senior Administrative Assistant, Andrea Bell, abell@dvc.edu.

ESSENTIAL SYLLABUS CONTENT (see attached sample syllabi)

Definition of a Syllabus: The syllabus refers to a written course description that provides the objectives, assignments, and schedule/calendar of activities and due dates. The syllabus serves as a contract between the faculty member and the student, outlining expectations and requirements for successful completion of the course. If necessary, it is okay to update the syllabus during the semester, though the revised copy must be made available to the students and sent to the Satellite Center Coordinator or Division Office (with the revised date on the syllabus).

Essential Elements of a syllabus:

- Instructor name, email, phone number and office hour times and locations
- Current semester and year
- Course number, course title, section number, and number of units
- Room, days, and times of class meetings
- Brief course description (should be taken from the course outline)
- Any prerequisites or co-requisites for the course
- Important Admission and Records Dates and Deadlines including: last day to drop with a full refund, last day to add, last day to drop without a W, and last day to drop with a W

Student Learning Outcomes: There must be a statement linking subject matter and student performance. Learning outcomes include competencies, skills, and knowledge students should acquire by the end of the course. The SLO's for your course **must** appear on your syllabus and can be found at: <http://web.dvc.edu/webslos/>

Texts and other required materials:

- Required and Recommended Texts and Materials: including the title, edition, and whether text and materials are required or recommended. Please also mention if there is a copy on reserve at the Dougherty Station Library.

Attendance policy:

- Instructors are required to align their attendance policy to the policy stated in the DVC catalog at <https://www.dvc.edu/communication/policies/academic/attendance.html>

Grading policy

- A description of how you are going to calculate the grades and what is required to receive a particular grade for your course **must** appear on your syllabus and should include:
 - Information about the student effort and coursework required to pass the course.
 - Breakdown of percentages/points required for letter grades or weight of assignments aligned to letter grades/percentages.
 - Although class attendance cannot be calculated as a part of a student's grade, instructors may wish to include participation points in their grading scale.

Academic Honesty and Classroom and Course Management Policies

- Instructors are required to align their Academic Honesty policies with the Academic Dishonesty policy stated in the DVC Course Catalog at <https://www.dvc.edu/communication/policies/student-rights/academic-integrity.html>. SRC strongly encourages faculty to announce to students at the beginning of the semester that they will report incidents of academic dishonesty to the Senior Dean for documentation and that further or multiple infractions will result in action by the college.
- Specify how you manage tardiness, absences, late assignments, test/assignment make-ups, and academic misconduct, as well as whether you have policies regarding food and drink in the classroom.
- Refer to and follow the DVC Student Code of Conduct as outlined in the DVC Catalog at <https://www.dvc.edu/communication/policies/student-rights/code-of-conduct.html>
- Specify any cell phone/electronic device policies for your class.

Disability Statement

- Consider including a statement regarding disability support and services. Students should discuss any special testing accommodations they need in advance of the first exam.
- Examples of written statements are:

"Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request help from SRC Disability Support Services. Please see the SRC DSS counselor if you have any questions. For more information please visit: <https://www.dvc.edu/student-services/disability-support-services/>

"Students with any learning disabilities are encouraged by Diablo Valley College to participate in the College's courses, programs, and activities. Should you need any type of accommodation in this course or have questions or concerns about access, please talk to me so we can set up an appointment with appropriate DSS counselor. For more information please visit: <https://www.dvc.edu/student-services/disability-support-services/>

Course Calendar or Schedule

- While not required, it is ideal to supply a schedule of events that may include discussion topics, exam dates, assignments, and readings to be completed for each class meeting.

Disclaimer Statement

- While not required, it is helpful to have a disclaimer statement in your syllabus. An examples is:
“The above schedule and procedure for this course are subject to change in the event of extenuating circumstances. This syllabus binds both the student and the instructor to the procedures outlines above. In the event of a conflict between the procedures outlines above and those established policies of the CCCC and/or DVC, the district/college policies shall prevail.”

ROSTER MANAGEMENT—See Sample Roster—attached

Insite Portal/Web Advisor

Insite Portal/Web Advisor is a web tool that allows students to register for courses online and provides instructors with online access to current rosters and other information. Access Insite Portal/Web Advisor from the DVC website or through <https://insite.4cd.edu/>. Instructors are given login and password information upon employment (it is the same as your email and Canvas login). Instructors may print a roster at any time from Insite Portal. You can also find late add codes, can drop no-shows or students who stop attending lecture, as well as other tools. It also gives instructors access to student email addresses, which may be helpful in contacting students who are not attending class or if you want to send the information to the whole class. Instructors are required to submit final grades through Insite Portal (see **Submitting Grades**). We advise instructors to cross check their rosters frequently to ensure that all students who are attending class and whose work is being graded are, in fact, enrolled. If students are not enrolled, they will not be able to receive a grade for the class.

To get to faculty information, log on to Insite Portal and under the WebAdvisor box click “**Faculty**” and then click on “**Faculty Information and Tools.**”

OPENING ROSTER

An email will be sent to the instructors DVC email account at midnight the day of the first meeting of their class, and will include the roster and late add codes for each section. Instructors can also print opening rosters from Insite Portal/WebAdvisor at the beginning of the semester, as well as Late Add Codes using the Late Add Inquiry option under the Faculty Information and Tools menu. The opening roster includes all students currently registered and on the waitlist (however, you must click on “show waitlisted students” on the bottom and hit “submit” to see the students on the waitlist. Please take attendance using this roster on the first day of class. Students who do not attend the first class meeting or contact the instructor right away should be dropped by going to the “Drop Roster” under the Faculty Information and Tools menu on WebAdvisor. Instructors should keep copies of rosters for their records.

ADDING STUDENTS

The contract between the United Faculty and the District sets class maximums with attrition in mind. Please consider this when adding students. It's very important to respect the contractual agreement about maximum class size. If there are vacancies, add students by giving them an add code or by signing an add form. If course enrollment is at the class maximum, direct the students to SRC Admissions and Records lobby for announcements of open sections. It is up to the individual faculty about whether or not they want to add students above the course maximum (though you can only add up to the number of seats in your classroom). Please keep in mind though that adding too many students may drain students from low-enrolled sections that stand in danger of being cancelled. Instructors need to remind students whom they admit to the class, that they still have to add the course on Insite Portal/WebAdvisor with a Late Add Code. The last day to add is printed at the top of each roster. If students do not add by this date they will have to see the Senior Dean and sign a “Late Add” petition. **It is the instructor's responsibility to make sure that all students attending their class are on the official course roster (and the students responsibility to add the class using the Late Add Code)** After the census date students who are not on the official roster will need to have a Late Add Petition approved by the Senior Dean in order to add the class.

CENSUS ROSTER – Date indicated on all rosters in upper left corner

Instructors receive the census roster(s) as a hard copy in their mailboxes; it is the most important roster for state funding purposes. The college is funded, according to Title 5, only for those students who are registered for the course at the census date (located in upper left hand corner of all rosters). By the time of this census an instructor's roster must reflect actual enrollment. If students have not attended or have stopped attending class, instructors must drop them on the census roster (but should do it through Insite Portal after the first or second week of classes). Instructors are required to drop students who have never appeared. The census roster needs to be marked, signed and returned to SRC Admissions office within seven days of receiving it.

If a student has been attending but is not listed on the census roster, it is essential that the instructor refers that student immediately to the Division Office, to petition for a late add. Students may not be added into a class beyond the three-quarters point of the class (the last day to drop with a W), even with good reason. Please note that the policy on allowing students to add late is becoming increasingly strict. Do not allow students who are not on the census roster to continue attending class until they have presented proof of registration and appear on your WebAdvisor roster. Instructors who have dropped a student on the Census roster in error need to consult with SRC Admissions staff for help.

The census roster must be signed and submitted to SRC Admissions by the date indicated on the roster instructions, even if there are no changes. It's also a good idea to make a copy of the signed and dated roster for the instructor's own records.

LAST DAY TO DROP W/O A "W"— Date indicated on all rosters in upper left corner

This is the last date to drop a student so that no record appears on his or her transcript. These dates usually coincide with the census roster date, but please check the dates at the top of rosters to verify. At any time prior to the three-quarters point in a class, instructors can use WebAdvisor to drop or reinstate a student. However, students will have a "W" indication on their transcripts if they are dropped after the "drop without a W" deadline. Instructors may remind students that the Last Day to Drop without a "W" is also the last date to choose a Pass/No Pass grading option in classes that allow "Student Choice" in grading.

LAST DAY TO DROP WITH A "W"—Date indicated on all rosters in upper left corner

The District sets the last day for a student to drop a course and still receive a "W" on their transcripts, in accordance with state law. Instructors must use WebAdvisor rosters if they choose to drop any student who has not been attending class. Additionally, instructors should use this time to verify the registration of those who are attending. Some instructors check with students who are failing to see if they wish to be dropped. After the deadline, instructors must assign a letter grade of A, B, C, D, F, CR, or NC. Instructors may not drop students on the final grade roster. If a student has extenuating circumstances requiring withdrawal between the last day to drop and the end of the term, that student may appeal with the staff at SRC Admissions and Records. The drop is then handled administratively, not by the instructor.

SUBMITTING GRADES

Submit final grades on WebAdvisor within 3 business days of the last day of classes. Instructions are available from the WebAdvisor faculty menu. After submitting grades, print the final grade roster from WebAdvisor, and keep a copy. When an instructor delays submitting grades, students are negatively impacted; students often need to report grades for the purposes of graduation, promotions, stipends, licenses, or transfer. Students are able to access their course grades on WebAdvisor after midnight of the day instructors submit them. Instructors who do not turn in their grades in a timely manner will be required to complete a change of grade form for every student who appears on the final roster.

Incomplete grades for a student may only be assigned for extenuating circumstances. If you are assigning an incomplete grade, please enter the incomplete default grade (IB, IC, ID, IF or IN) and the expiration date for completing the incomplete in WebAdvisor. You will get an error message if you only enter an "I" or fail to enter an expiration date. To be eligible for an incomplete, the student must have completed at least 75% of the term/session and was receiving a passing grade at that point. The student may not re-enroll in the course or sit in the course to complete the incomplete. Any incomplete grade assigned must be accompanied by an incomplete grade contract signed by the instructor, the student, and the division dean. You may pick up an incomplete grade contract at the SRC Admissions and Records Office. This documentation is necessary for audit purposes.

SAMPLE ROSTER WITH IMPORTANT DATES:

Class Roster

Course Name and Title / Meeting Info

OCEAN-102-9475 Fundamentals of Oceanography/Lab
Lecture M W 12:30PM - 01:50PM
San Ramon Campus, Room E232
08/15/2014 - 12/17/2014
Lab W 02:00PM - 04:50PM
San Ramon Campus, Room E240
08/15/2014 - 12/17/2014
Diablo Valley College

Important Dates / Information

Grading Method:	Student Choice
Last Date to Add:	08/28/14
First Date to Drop:	08/15/14
Last Date to Drop with no 'W':	09/07/14
Last Date to Drop with 'W':	11/21/14
Last Date to Drop with Refund:	08/28/14
Census Date:	09/08/14
Last Date to Request P/NP:	
Attendance Method:	Weekly Census

OTHER IMPORTANT DATES

Consult the Academic Calendar on the DVC website for the beginning and ending instruction dates, the dates of holidays, registration dates for full-term classes such as the last day to add, last day to choose the P/NP grading option, last day to drop, etc. Some of these dates are also printed at the top of rosters. The final exam schedule is available online from the DVC website with the schedule. While the final exam day and time may vary from the regular class hours, **the exam period is a required instructional day, and must be held at the assigned time.** Instructors **must** meet with their classes during finals week.

INSTRUCTOR ABSENCES

Instructors must contact the Division Absence Line at 925-551-6200, or Ext. **56200** as soon as they know they will be absent. As a general rule, instructors who will be absent for one class session should expect that class to be cancelled. However, if the class is at a point where that absence would unduly harm the learning process, if the class is scheduled to take an exam or undertake an activity that cannot be postponed, or if the absence is projected ahead of time, instructors should contact the Senior Dean, to get authorization for a substitute. Please work with your department chair to procure a substitute (though the substitute must be approved by the Senior Dean. All absences require that an official notice be posted on the classroom door to notify students of class cancellations. The Division Office posts cancellations from 8 AM until 7:00 PM. For planned absences you must fill out the "Request for Leave" form (see "Important Information" page).

FAIRNESS IN GRADING

During the first week of each course, instructors will give their students a copy of their course syllabus, which will include their grading policies.

Students may expect instructors to:

- record the student's grade for each oral and written test or report that will affect the final grade, notify the student of the grade, and, if necessary, review the results with the student
- Evaluate the student within the first quarter of the course and notify the student of the results of the evaluation

- Count a final examination for no more than half the course grade
- Base final grades on at least three of the student's tests and/or reports.

Note: Instructors are expected to retain any test or report that is not returned to a student for a period of one academic school year after the semester. Grade records should be available for a period of three years after grades are awarded. [Instructors who plan to move out of the area or who are not scheduled to teach in the subsequent semester should leave their records for storage in the Division Office for the required amount of time. They should also give current contact information for the three years following their departure to the Satellite Center Coordinator in the Division Office.

Grading Issues:

- Sometimes students inappropriately request an incomplete grade when they fail to achieve a passing grade in a class. An "incomplete" grade is meant for extenuating circumstances only. Consult the DVC Catalog for details.
- Students who believe that they have received an incorrect grade must initiate a grade change within one calendar year after they received the grade. To have a grade changed, students must appeal to the instructor to change the grade. If the instructor agrees, the instructor must submit a grade change form through Admissions and Records. The instructor has final authority to determine if the student's grade should be changed. If the student is dissatisfied with the grade, the student needs to follow the college procedure to appeal the grade set forth in the college catalog which states that the teacher's grade cannot be changed except in cases of mistake, fraud, bad faith or incompetence.
- Instructors may not change a student's grade from an "F" to a "W" or "I," except in extenuating circumstances such as serious illness and with the approval of the DVC Registrar (see staff at Admissions and Records for more information). If the reason for the "F" to "W" change is serious illness or other extenuating circumstances outside of the class, then the student must request an administrative drop from the DVC Registrar (see staff at Admissions and Records for more information) using forms available in Admissions and Records for that purpose. It is the student's responsibility to withdraw from a course prior to the drop deadline.

Student grade complaints and appeals: For full information on the grade appeal process, consult College and Student Policies in the DVC Catalog or on the DVC website.

PROVIDING FEEDBACK ON STUDENT WORK

Instructors should provide regular feedback to students about their work in the course and their grade to date. To allow underprepared students to withdraw without penalty, we encourage instructors to give substantive feedback on the student's work before the last date to drop without a "W" (Census Date). Some instructors post cumulative grades (by student ID, not name) after each exam. It is essential for instructors to maintain accurate grade records.

INCOMPLETE GRADES

When a student has been performing satisfactorily in a class, but has an extenuating situation occur--outside his or her control--that prevents him or her from completing a small portion of class requirements, then it may be appropriate to assign an Incomplete. Students must initiate the process to apply for an incomplete grade. The specific work to be completed, manner of submission, and deadline by which the work must be done (periods of four to six weeks are often granted) should be discussed with and agreed by the student before an Incomplete grade is assigned. If you are assigning an incomplete grade, please enter the incomplete default grade (IB, IC, ID, IF or IN) and the expiration date for completing the incomplete in WebAdvisor. You will get an error message if you only enter an "I" or fail to enter an expiration date. To be eligible for an incomplete, the student must have completed at least 75% of the term/session and was passing at that point. The student may not re-enroll in the course or sit in the course to complete the incomplete. Any incomplete grade assigned must be accompanied by an incomplete grade contract signed by the instructor, the student, and the division dean. You may pick up an incomplete grade contract at the Admissions and Records Office. This documentation is necessary for audit purposes. This is true even if for some reason the instructor is no longer teaching at DVC. Please consult the DVC Catalog for details of the policy.

GRADE CHANGES

In addition to changing an incomplete ("I") to another grade, instructors may also change a grade when they discover an error in grade calculations. We do not, however, allow students who do not have an incomplete to submit additional work after the end of the semester to raise a grade, nor may students submit new work for a course or retake an exam once the course is over. To

change a student's grade after final grades have been submitted, instructors must complete a grade change form at SRC Admissions and Records; A&R staff may request an instructor's photo ID before issuing the forms. Submit the grade change form to the Senior Dean for a signature. The Dean will then send the form to the SRC Admissions and Records Office. Instructors should make a photocopy of the completed form for their records before submitting it to the Senior Dean. Although students are not allowed to repeat most classes they have passed, some repeats are allowed. Check the college catalog for the current policy. In this case, the student needs to file a petition to repeat the class. The petition can be found online at:

<http://www3.dvc.edu/org/departments/counseling/repeatPetition.htm>

SRC COMPUTER LABS

SRC has three Computer Labs (E160, 161, 164) available for class work. Reserve a lab two weeks in advance with the Senior Office Assistant (at 925-551-6256)

Software can only be installed by campus technicians. This ensures that software is legally obtained (properly licensed) and behaves well on the network. Current software installation policy at San Ramon Campus requires that instructors submit requests to have software installed prior to the beginning of the semester. Please contact your Department Chair if you require specific software. Requests to install software will only be considered if:

1. Software is properly licensed
2. Software is installed and tested prior to installation
3. Software installation is requested before the beginning of the semester.

SRC MEDIA SERVICES

Requests are made through the Dougherty Station Library. Please give at least 72 hour notice to ensure you get the material in time (as it often has to come from Pleasant Hill). Each SRC Classroom is outfitted as a "smart classroom" and includes: a computer, document camera, LCD projector, Screen, White Board, DVD/VHS player, and the ability to connect individual laptops and/or MP3/iPod players. If you have any questions about how the systems work, please dial 55050 on the classroom telephone (usually indicated by a red button).

Additional items available at SRC:

- Two mobile multimedia carts with LCD projectors, DVD/VCR, Computer.
- Slide projectors
- CD/Cassette players/recorders
- P.A. systems

STUDENT PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) protects students from having their records released to persons or institutions without the student's written consent. This means that instructors are legally prohibited from discussing the status of a student's presence in class, a student's performance or any related information with anyone other than the student, including parents, family members, and other students. This applies to all students of any age who attend the college. For more information:

<https://www.dvc.edu/communication/policies/student-rights/privacy.html>

ACADEMIC INTEGRITY

Instructors should emphasize the importance of academic integrity and explain the appropriate use of sources and citations. Instructors need to teach proper documentation skills. The SRC librarian is available to assist with this if requested. You can find more information at: <http://www.dvc.edu/communication/policies/studentrights/academic-dishonesty.html>

The following TIPS come from the DVC Faculty Senate:

Definitions:

Cheating - unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials

Tampering - altering or interfering with evaluation instruments or documents:

Fabrication - falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used;

Plagiarism - representing someone else's words, idea, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own

Assisting - assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

What's an Instructor to Do? Start by informing students about academic integrity and including specific policies in syllabi. Stress the importance of integrity in the learning process. Honest work builds character, knowledge and skills. There is a sense of pride in an honestly achieved grade, but little real sense of achievement if the grade is not earned. Cheaters don't learn. They undermine the quality of education and they devalue the reputation of DVC and the degrees and certificates we offer. Include expectations for academic honesty prominently in course syllabi. Spell out the penalties that will be imposed for violations. Communicate the mantra of academic integrity clearly both verbally and in writing. Do it often. Set clear standards for assignments and grading. Tell students whether they may collaborate on a particular assignment, and to what degree.

What Can Instructors Do to Prevent Cheating? Here are a few tips: Monitor all exams regardless of the mode of instruction (e.g., lecture, lab, online). Confront suspicious conduct promptly. Prohibit talking during tests; for questions, have students ask the instructor directly. Number and collect exams and include the number on the student's work. Know where students are seated during an exam. Have students cover their work while taking a test. Check photo ID of every student each semester. Use multiple versions of exams; change questions every term. Put multiple choice and true/false questions at the bottom of the page where it is harder to copy answers. Refuse credit for correct answers unless ALL work is shown. Watch for wandering eyes, talking, passing notes or other communication (e.g., cell phones and other electronic devices that can send wireless messages). Have students put all books, notes, backpacks, etc., out of sight. Provide paper for written exams instead of using blue books. Watch for hidden crib notes. Check to see that all students turn in their exams. For example, use a sign-in sheet for students as tests are turned in to prevent "lost" exams. Mark wrong answers or blank spaces with a clear "x" or slash so correct answers cannot be added after the tests are returned. Restate rules for each exam on each page of the exam so no one "forgets" them. (Approved DVC Faculty Senate, ASDVC & DVC Leadership Council Spring, 2004).

DVC Academic Dishonesty Procedure for Instructors:

When an act of academic dishonesty comes to an instructor's attention, the following procedures, summarized from the DVC Catalog, shall be followed:

- Collect and copy evidence to document the incident
- Permit the accused student an opportunity to explain
- Advise the student of possible penalties.

If there is clear evidence of a violation of the DVC Academic Integrity Policy, the instructor may:

- Inform the student of the academic penalty, which may include one or more of the following:
 - A reduced score on the assignment or exam;
 - A score of zero or "F" on the assignment or exam;
 - A reduced grade in the course;
 - An "F" in the course for repeat offenses;
 - Removal from class for one or two class days as outlined in the Education Code
- Inform the student of the right to appeal the academic penalty, in cases of mistake, fraud, bad faith or incompetence.
- Inform the student of recommendations for further action, which may include:
 - No further action, or
 - Disciplinary Review with the Senior Dean
 - Recommendation of suspension or expulsion.
- Send a "Report of Academic Dishonesty" form to the SRC Senior Dean Mike Holtzclaw (see link to form below)
 - The Manager will keep this report in a confidential file for three years
 - This will help identify repeat patterns of academic dishonesty
 - The Manager will address violations of academic integrity in accordance with the Student Code of Conduct.

Consult the DVC Catalog for details of this legal procedure. Find the Academic Dishonesty Report Form Rev 090804.doc at <https://www.dvc.edu/communication/policies/pdfs/ADRF.pdf>

CLASSROOM MANAGEMENT

DISRUPTIVE STUDENTS

Information on the Code of Conduct policy is found at: <http://www.dvc.edu/communication/policies/studentrights/code-of-conduct.html>. A pamphlet Addressing Disruptive Behavior in the Classroom, available in the Part-Time Faculty Office, is a helpful resource. If a student is disrupting class, remind the student of behavioral expectations and ask for cooperation. In some instances it is good to follow up by speaking to the student privately outside the classroom. Clearly explain unacceptable behavior, and listen to the student's response. If disruptive behavior continues, instructors are allowed to ask the student to leave the class and return only after an appointment with the SRC Senior Dean. If a situation is reaching this point, please feel free to discuss it with the department chair prior to action. Instructors may not drop a student for disruptive behavior.

STUDENT COMPLAINTS

Students who have a dispute with or complaint about their instructor are advised first to try to work things out directly with the instructor. If the issue is not satisfactorily resolved, the next step is for the student to make an appointment with the department chair. A student can get contact information for the department chair from any SRC staff members. If a student makes a complaint and is willing to give his or her name, the department chair will contact the instructor and ask for a response. The department chair will attempt to facilitate a solution satisfactory to both student and instructor. If the complaint is not satisfactorily resolved the department chair will refer the matter to the SRC Senior Dean, for a final attempt to facilitate an informal resolution of the matter between instructor and student. If the complaint is still not resolved, the student may file a formal complaint – please see the Catalog on the DVC website.

FINAL EXAMS

The final exam date/time is considered part of the required instructional period for a class during that semester. Instructors are expected to hold a final exam or other culminating activity during the final examination period which is the last week of the semester.

EMERGENCY PROCEDURES

If an emergency occurs in the classroom, dial 55050 on the classroom telephone. A human will answer and contact police services if necessary. Instructors may also dial 9—911 if necessary. If an instructor feels unsafe in the classroom because of student behavior, he or she should consult with SRC Senior Dean. For further details about emergency procedures, consult materials posted in classrooms as well as the DVC Catalog.

STUDENT SERVICES

Instructors will become more effective instructors as they familiarize themselves with the range of services available to assist DVC students. The following offices can assist students address various academic and non-academic needs at SRC. Some programs, as noted, exist on the Pleasant Hill Campus only.

ACADEMIC SUPPORT

SRC Reading and Writing Center: Free tutoring for reading and writing across the curriculum is available in W148 Mondays through Thursdays with hours posted on the door. All students currently registered in credit courses in any subject area are eligible for two hours of reading and/or writing tutoring per week. Trained peer tutors help students develop, clarify, and organize their ideas as well as learn how to find and correct errors. English tutors can also help students develop effective reading strategies and good study skills. In addition, the Reading and Writing Center offers computer-assisted learning in grammar, reading comprehension, writing, vocabulary, spelling, and pronunciation. Students may make appointments or see a tutor on a drop-in basis.

SRC Math and Science Tutoring: The Math and Science Tutoring Center is located in Room E181. Math and Science Tutoring provides free tutoring Monday through Thursday with hours posted on the door. Tutors and instructors are available to assist students with homework and class material. Students must sign in and out of the tutoring center. The lab is designed for students to work together on projects and assignments, but students logged into the computer must be working on math or science material.

DSS/MAKE UP TESTING

SRC's Student Services/Instructional Support Coordinator provides testing accommodations for students with disabilities as well as make-up testing approved by instructors. We also offer English and Math Placement Tests periodically throughout the semester. Instructors who wish to allow students to make up an exam, need to complete a form found in the Division workroom and deliver it to Ann Uawithya, Student Services Instructional Support Coordinator at least 24 hours in advance. DSS and Make-Up Testing hours are limited and vary from semester to semester.

COUNSELING

SRC counselors provide academic, career, and personal counseling to students. Students may drop in (five to ten minute session) or make an appointment (thirty minutes) days and early evenings. Counselors also offer classes and workshops throughout the semester to meet the diverse interests and needs of students. Students can make appointments online, by phone or in person in the Admissions and Records Lobby.

DISABILITY SUPPORT SERVICES

DSS provides services to students with documented disabilities who are registered with the DVC DSS Office. Reasonable accommodations for student with disabilities are required by law. Students self-disclose their disability at their discretion. Instructors may receive a letter from DSS informing them of necessary accommodations, such as sign language interpreters, before the semester begins. Occasionally instructors are asked to make an announcement to help find a note-taker. The accommodation most frequently encountered by instructors is for DSS-registered students to receive extra time on exams in the DSS Testing Center. The student must provide the instructor with a form prior to each exam, and the instructor delivers the exam to the DSS testing center at least 24 hours in advance to the test date. Make every effort to preserve student confidentiality when handling DSS accommodations. Faculty and students should direct questions about accommodations to the SRC DSS Counselor. Additionally, if you are worried about a student, you may make an appointment with the DSS Counselor to privately discuss your concerns. Pamphlets on DSS services can be found in the Admissions and Records Lobby and/or the Learning Commons.

CRISIS COUNSELING

Occasionally an instructor encounters a student in emotional crisis. The campus offers emergency crisis counseling for students in distress. Please phone 55050 from a classroom telephone and, if possible, walk the student to Counseling and have the talk directly to a counselor, or to SRC staff in the Admissions and Records Lobby who will get them an immediate appointment. Counselors will refer students to appropriate outside services when necessary. In emergencies, Police Services can also be called at Ext. 55050. In emergencies, 9-911 can be dialed from classroom phones.

EOPS: The Extended Opportunity Programs and Services (EOPS) provides college support services for low-income and educationally disadvantaged students. Students can pick up and drop off applications to the SRC Admissions and Records office. SRC has counselors who can provide EOPS counseling.

Career and Employment Services: Career postings are available in the Learning Commons and through the online posting board at <https://www.collegecentral.com/dvc/>. Other services are offered on the Pleasant Hill Campus in SSC 202; this office also houses the CalWORKs Program, Volunteer Services, and Workability III.

Transfer Center: College and University catalogs are available at SRC in the Learning Commons. Representatives from the PHC Transfer Center visit SRC monthly. The Transfer Center (in the PHC Counseling Center) also helps students transfer to four-year colleges and universities by providing information the courses needed to transfer, how to apply, how to connect with college representatives, and many other aspects of the transfer process. Additionally, college representatives often hold drop-in hours in the Admissions and Records Lobby or the Learning Commons.

Financial Aid: The Financial Aid Office on the PHC (in the Student Services Center, SSC) offers information and help in determining eligibility for federal and state financial aid. Grants, work-study, and other forms of aid are available to close the gap between student resources and academic expenses. A representative from the Financial Aid Office visits SRC on Wednesday. Dates and times will be posted in the Learning Commons. For more information go to: <https://www.dvc.edu/student-services/financial-aid/index.html>

Scholarships: Information about scholarships and applications are available in the Learning Commons at SRC. The DVC Scholarship Program in the Student Services Center at the PHC offers a variety of scholarships application. For more information go to: <https://www.dvc.edu/student-services/financial-aid/scholarships/index.html>.

PROFESSIONAL RESPONSIBILITIES AND OPPORTUNITIES

FLEX (Professional Development)

As negotiated by the United Faculty and the Contra Costa Community College District, instructors are responsible for attending professional development activities called FLEX. FLEX hours help meet state requirements regarding the number of instructional days per year and semester; as the semester calendars vary yearly, the FLEX obligations change as well. The number of FLEX hours required is referred to as a "FLEX obligation," and it depends on the type (A—regular full-time, C—part-time, or A/C-additional full-time) and amount of the instructor's load.

The FLEX schedule and a list of Division-approved FLEX activities are available online from the DVC – San Ramon website under "Faculty Resources at SRC." Early each semester a form will be distributed to each instructor to help instructors keep track of their FLEX obligation; at the end of the semester, faculty are asked to turn in a record of how they met this obligation. **Faculty who do not turn in their form will have money deducted from their pay.**

The FLEX requirement for part-time instructors will be, at most, an hour of FLEX for every unit taught. Part-time instructors may use Department and Division meetings to fulfill FLEX obligations. The Division occasionally offers Best Practices sessions throughout the semester that fulfill FLEX obligation.

FACULTY EVALUATIONS

Instructor evaluation follows guidelines negotiated by the faculty union. Part-time instructors are evaluated by a full-time faculty member in their first semester and the fourth semester; in their seventh semester they are evaluated by two faculty (in two different sections or the same section twice) and once every six semesters thereafter. The evaluation consists of a classroom observation and report by the evaluator and student evaluations. The Division Senior Dean provides faculty to be evaluated with all forms well in advance of the observation and evaluation. In addition, any instructor may ask a colleague to informally observe his or her teaching and make suggestions. Information, including appropriate forms go to: <http://uf4cd.org/>

SCHEDULING and STAFFING

SRC Department Chairs build the schedule and staff classes each semester to create the best possible schedule for students and programs. Full-time instructors are staffed first, then part-time instructors holding Staffing Preference, then the remaining part-time instructors. NOTE: Additional scheduling guidelines and policies are listed in Bylaws of each department.

PART-TIME STAFFING PREFERENCE

Part-time instructors may apply for Staffing Preference after their seventh semester teaching in a department at SRC. Staffing Preference is granted on a per-department basis within SRC Division and between an SRC department and another at the Pleasant Hill Campus. For example, an instructor who teaches biology at SRC and at PHC, will need to apply to each department for Staffing Preference. Criterion to earn Staffing Preference includes strong evaluation results, timely submission of rosters and grades, and appropriate handling of student complaints. The application form can be found on the CCCC Website: <http://www.4cd.edu/hr/docs/Application%20for%20Preferential%20Staffing%20Status.pdf>. NOTE: Additional staffing guidelines policies are listed in the bylaws of individual departments.

DEPARTMENT MEETINGS/COMMUNICATION

Each semester the Division holds meetings on a monthly basis and each department holds meetings as needed. Full-time instructors are expected to attend, and part-time instructors are encouraged to attend, their schedules permitting. Agendas are distributed before meetings.

Department communications are usually conducted through email and may also be published as hard copies in instructors' mailboxes. Once again, it is an essential professional responsibility to obtain and use a DVC email address. Instructors need to check email and mailboxes regularly. DVC email is our standard method of communication; using personal or alternative email addresses makes contact difficult and may limit receiving crucial information.

NEW FACULTY MENTORING

The Division has developed a program that matches newly hired part-time instructors with full-time faculty in an effort to help new faculty become active members of our Department. Mentors are assigned to new faculty for their first year of employment. Typically, mentors and new faculty discuss such issues as course goals, best practices and effective assignments, and the evaluation process, but there are no limits to what mentors and new faculty may discuss. Assignments are made as early as possible in the first year.

BEST PRACTICE

Each semester the Division and some Departments offer sessions devoted to particular topics related to teaching, e.g., giving feedback on written work or dealing with disruptive students. The topics vary from semester to semester. All faculty are encouraged to participate in these valuable discussions.

SERVING ON DEPARTMENT COMMITTEES

The Department does much of its work through its committees and occasional taskforces. Full-time instructors have a contractual obligation to serve on Department, Division and College Committees; part-time faculty are strongly encouraged to participate. Unfortunately, however, there is no compensation for part-time instructors who choose to serve.

FACULTY SENATE

The Faculty Senate of Diablo Valley College <https://www.dvc.edu/about/governance/faculty-senate/index.html> continues a long tradition of faculty leadership in the formulation of educational and professional policies of colleges and universities. It derives from the experience that faculty morale, effectiveness, and institutional commitment are all enhanced according to the degree of faculty involvement in policy making. Part time instructors are encouraged to consider serving on the Faculty Senate as part-time faculty representatives.

UNITED FACULTY

The United Faculty of Contra Costa Community College District is the independent collective bargaining association representing all full-time and part-time instructors. Part time instructors have the option of joining the UF, but are represented in any case and are bound by the negotiated agreement between the Union and the District. The United Faculty Contract 2008—2011 can be found at <http://uf4cd.org/>

HUMAN RESOURCES AND PAYROLL

The hiring of full- or part-time instructors is not complete until fully processed by District HR. The HR office is on the Pleasant Hill Campus (AB first floor, X 22020); it provides, among other things, information concerning parking permits, benefits, and pay rates.

SAMPLE SYLLABI: The following are sample syllabi to give you an example of what is expected on your syllabus. Please feel free to use any of the information.

OCEAN 102: Fundamentals of Oceanography with Lab (4 units) Fall 2014

Lecture: MW 12:30 – 1:50 SRC E232

Lab: W 2:00 – 4:50 SRC E240

Section #9475

Instructor: Dr. Joe Gorga

Email: jgorga@dvc.edu

Office Hours: M W: 10:00 – 11:00

T TH: 11:00 – 12:30 and by appointment

Office Phone: (925) 551 – 6216

Office: West 117

Textbook: Oceanography – 8th Edition – Tom Garrison (Hardcover or Unbound)

Additional readings will be handed out during class or put online. I expect you to complete the assigned reading prior to coming to lecture and will assume that you have some working knowledge of the material. You only need to bring your book to class when I ask. Please note: though the unbound version of the textbook is initially less expensive, the bookstore will not buy it back at the end of the semester.

Class Objective: The objective of this class is to learn the basic principles and processes essential to oceanography, which will be the building blocks for you to expand from throughout your academic career and in life in general. The study of the ocean is interdisciplinary and requires knowledge in chemistry, geology, physics and biology. In particular, this class will focus on the geology of ocean basins, the physical and chemical properties of seawater, air-sea interactions, currents, waves, tides, coastal processes, life in the oceans, resources of the sea, and ecological problems of the local bay, estuary, delta, and state wide water resources. There will be an abundance of material to learn and digest throughout this class. However, the purpose of this class is not to memorize a list of facts. Instead, I expect you to learn the fundamental concepts of oceanography, and be able to make connections between subjects using critical thinking. This is important, because many of the subjects covered in this class relate directly to areas of current concern, and it is great to learn about the ocean because we live so close to it. This course fulfills the G.E. requirement for **Physical Science with Laboratory for CAL STATE and U.C. SYSTEMS.**

Class attendance and participation will be essential for you to be successful in this course. **Please communicate to me if I talk too quickly, go over a subject too rapidly, or you do not understand the material. Do not wait until the day before the exam to start studying or to ask me questions on class material. Also, I will require all students to visit me during office hours to go over study habits and any course material you are uncomfortable with.** My goal is to guide you through the material as smoothly as possible and to help you succeed **while challenging and stimulating you to learn**, so please let me know if you have any suggestions or comments.

Who should be taking this course?

- Students fulfilling general education physical science requirements who wish to know something of modern trends and discoveries in oceanography and marine biology without entering deeply into the physics, mathematics, chemistry, biology and geology of the oceans.
- Students seeking to appreciate better the marine environment and to permit richer enjoyment of leisure pursuits associated with the ocean.
- Students who are interested in majoring in the marine sciences.

Learning Objectives: By the end of the semester I hope that you will leave this class with the ability to

- demonstrate knowledge of geological, chemical, physical, and biological features of the oceans
- describe techniques and instruments used by oceanographers
- evaluate the objectivity and accuracy of media accounts of oceanography
- evaluate how humans use and impact the world's oceans

Tentative Course Outline

Date	Topic	Reading	HW Due
Aug 18	Lec #1: Introduction		
Aug 20	Lec #2: Scientific Method	Ch 1	
Aug 25	Lec #3: Scientific Method/Origin of the Earth	Ch 2	
Aug 27	Lec #4: Origins of Ocean/Earth's Makeup – Review #1 Due		HW #1
Sept 1	No Class – Labor Day		
Sept 3	Lec #5: Earth's Makeup/ Plate Tectonics – Review #2 Due	Ch 3	HW #2
Sept 8	Lec #6: Plate Tectonics (Cont)	Ch 3	HW #3
Sept 10	Lec #7: Plate Tectonics (Cont) – Review #3 Due		HW #4
Sept 15	Lec #8: Plate Tectonics (Cont)	Ch 3	
Sept 17	Lec #9: Plate Tectonics (Cont)		HW #5
Sept 22	Exam #1 – Reviews #4 and #5 Due		HW #6
Sept 24	Lec #10: Ocean Basins	Ch 4	
Sept 29	Lec #11: Marine Sediments	Ch 5	
Oct 1	Lec #12: Atoms, Bonds and Water – Review #6 Due	Ch 6	HW #7
Oct 6	Lec #13: Properties of Water	Chs 6 & 7	
Oct 8	Lec #14: Heat and Water Properties – Review #7 Due		HW #8
Oct 13	Lec #15: Temperature and Salinity of Water	Chs 6 & 7	
Oct 15	Lec#16: Salinity and Density of Water		HW #9
Oct 20	Exam #2 – Reviews #8 and #9		HW #10
Oct 22	Lec #17: Dissolved Gases and Light in Water	Chs 6 & 7	
Oct 27	Lec #18: Light and Pressure in Water	Chs 6 & 7	
Oct 29	Lec #19: Ocean Acidification/Atmosphere Basics – Review #10 Due	Chs 7 & 8	HW #11
Nov 3	Lec #20: Why are the tropics so hot?	Ch 8	
Nov 5	Lec #21: The seasons and Wind – Review #11 Due		HW #12
Nov 10	No Class – Veterans Day		
Nov 12	Lec #22: Winds and Coriolis	Ch 8	HW #13
Nov 17	Exam #3 – Reviews #12 and #13 Due		HW #14
Nov 19	Lec #23: Winds of the world	Ch 8	
Nov 24	Lec #24: Hurricanes and Climate Change	Ch 8 & 18	
Nov 26	Lec #25: Surface Currents – Review #14 Due	Ch 9	HW #15
Dec 1	Lec #26: Surface Currents (Cont)	Ch 9	
Dec 3	Lec #27: Thermohaline Circulation – Review #15 Due		HW #16
Dec 8	Lec #28: Waves	Ch 10	
Dec 10	Lec #29: Tides and Marine Pollution	Chs 11 & 18	HW #17 & 18
Dec 15	Optional Cumulative Final 1 – 3 PM (in Lab)		
Dec 17	Exam #4 10:30 – 12:30 PM – Reviews #16 and #17 Due		HW #19

Grading Policy:

Lecture:

Exams (4) 100 points each

Homework and Participation 180 points

Total 580 points

Grades will be based on a scale of: A= 90 – 100%, B= 80 – 90%, C= 70 – 80%, D= 60 – 70% and F= <60%. **DVC does not use +/- with letter grades (Example: B+).** The final grade will contain a lecture and lab portion. **You must pass both the lecture and lab in order to pass the class. The lecture portion of Oceanography 102 is worth 75% of the overall course grade, while the lab portion of Oceanography 102 is worth 25% of the overall course grade. An example of a grade calculation is below.**

A student that has earned 95% of the points possible in lab and 85% of the points possible in lecture would have an overall percentage of: $(.95)(25) + (.85)(75) = 23.75 + 63.75 = 87.5\%$ and would earn a "B" in Oceanography 102.

A student that has earned 75% of the points possible in lab and 95% of the points possible in lecture would have an overall percentage of: $(.75)(25) + (.95)(75) = 18.75 + 71.25 = 90.0\%$ and would earn a "A" in Oceanography 102.

Class participation and attendance are important and will have an influence on your final course grade!

Attendance Policy: While it may not appear that I am taking attendance during class, I assure you that **I am keeping a record. Poor attendance in this class will prevent you from getting important information, completing in class assignments, and will ultimately impact your grade.** While I do not want to force you to come to class, **I strongly encourage you to attend all the classes and participate in class discussions.** This will help you solidify your understanding and prepare you for tests. **You will not succeed if you do not regularly attend the lecture.** Please understand that each thing discussed in class is genuinely important, or it would not be discussed. Instructors get a cold, empty feeling in the pits of their stomachs when a student comes up after missing a lecture and asks: "I was gone Tuesday. Did I miss anything important?" If you say this please be prepared to duck and run, because I certainly would not be taking 40 students' time with an idea I did not consider important! **Persistent non-attendeess will be dropped from the class. Tardiness will be not be accepted** and may be considered an absence. It is very disturbing to me and to your fellow students. If you can't make it to class on time, please do not come at all. Many important announcements and in class assignments occur in the first few minutes of class so persistent tardiness will impact your grade. **You can think of it like having a job where you have 3 sick days and 1 personal day, after that you will be dropped from the class or your grade will be impacted.**

Homework Policy: Homework is assigned to help you study for the classes and to make sure you understand the material. You will not get full points for just turning it in! I will grade these thoroughly so please take these seriously and take your time working on them. **Late homework will not be accepted!** Remember that homework is worth almost 1.5 exams! IF you don't do it, you will fail the course. **So the bottom line: Take the homework seriously and turn it in on time!**

Exams: The exams will cover lecture material, including material outside the textbook (including any class handouts). The exams will be a mixture of multiple choice, true/false, fill in the blank, and matching (~50% of the exam), with the remainder being short answer (with critical thinking involved). **There will be no make-up exams in this class unless there is a legitimate excuse.** If there is an emergency, please contact me as soon as possible to make other arrangements (within 48 hrs). The following are the only legitimate excuses accepted:

- A) An illness that is documented by a doctor's letter or note and receipt (an appointment card from your doctor is not acceptable). In addition, the student must provide her/his doctor with written authorization to disclose information to the Instructor should the Instructor require additional information in order to verify that the illness was significant enough to miss the exam.
- B) A religious holiday, that is celebrated by the student AND that is officially recognized by the College.
- C) A College-sponsored event (which must be documented by a letter from the sponsor or coach and given to the Instructor prior to the date of the exam that will be missed).
- D) A death in the family (which must be documented according to the Instructor's request).

Oversleeping and travel plans are not acceptable excuses for missing an exam. Documentation of a legitimate excuse for missing an exam is required before the make-up exam will be administered. The Instructor may seek to verify the submitted documentation by talking to the person who signed or wrote the documentation.

The cumulative final is optional and will replace your lowest midterm grade (unless it is lower than all your midterms, in which case it will not count towards your grade).

Websites:

- A. Required – DVC’s “Canvas”:** “Canvas” will be used during this course and you will be required to check it regularly and use it. You can access Canvas at: <https://dvc.instructure.com>. You will use the same login ID and password you use to access your Insite/WebAdvisor account. Within Canvas, you will find the homework, lecture schedule, lecture notes, exam schedules and announcements. This web page is intended for you and I am open to any suggestions that you might have for improving the site (please note this is the first time I have used Canvas, so there may be some small bumps we will have to overcome together). Please contact me if you have any difficulties with the website or available files.
- B. Textbook website:**
- The textbook has new digital technology associated with it. This will be set up on Canvas. However, this is brand new and I don’t have any information on it! I will update you on the information as I learn it throughout the semester.

Changing your Profile on Canvas: Follow these steps in order to get emails or texts sent to you with important notifications and announcements.

1. Log onto Canvas and click on our class.
2. On the very upper right corner of the screen should be your name with a down arrow. Click on the down arrow. Then click on “notifications”.
3. Under “contact methods” change your email address and add your cell phone number.
4. Go down to “Instant Notifications” and choose which you want to get an email or text from. I highly recommend clicking on both “news” tabs and the “quizzes” tab”. Additionally, you can click on the “grades” tabs if you want to get your updated grades.

Notes on Reading Assignments: Use your book as a tool – don’t read straight through a chapter. Flip through the assignment, look at illustrations, read captions, see what correlates with lectures. Pay close attention to the numbered “Concept Checks” (the first of these, in the blue-colored box, pops up on page 3), as they’re a great way to see if you comprehend the material. You may finish reading an assignment before *or* after you come to class, but try not to delay more than a day, and at least have a general understanding of the material before lecture! There will be assignments that will require you to read the text before class, so make sure have a copy. If not, there is a copy on reserve in the library.

Policy on Electronic Devices: Unimaginable though it seems to us, through most of human history folks were *actually out of contact* with each other for periods of time exceeding an hour and fifteen minutes. The horror! The use of cell phones (including text messaging), pagers, mp3/cd players, programmable calculators, digital dictionaries and foreign language translators is NOT permitted during class time. Please be respectful of your Instructor and classmates and turn ALL electronic devices OFF before class begins. So how about I make you a *special deal!* I will turn off my cell phone (or not bring it) and you do the same. So, turn them off during class time! Text messaging in class? Don’t even think about it. Drives me crazy. I am at the front of the room and have eyes like a hawk, so don’t think you will get away with it. You will be given a public warning the first time, but every time after that you will be asked to leave the class. **Please give me the courtesy of abandoning your cell phone for 75 minutes!**

Academic Integrity: Please read the College’s Academic Integrity Policy (<http://www.dvc.edu/communication/policies/studentrights/academic-dishonesty.html>). Each student in this course is expected to work entirely on her/his own while taking any exam, completing any assignments, and completing any work for any points in this course, unless directed otherwise by the instructor. Students are also expected to abide by all College and Department policies regarding academic integrity and academic dishonesty. Academic dishonesty is not limited to simply cheating on an exam or assignment. You are responsible for understanding the policy, so please ask questions if there is any doubt!! **Students caught cheating on an assignment or exam will receive zero points for that assignment or exam.** At the Instructor’s discretion, a “Report of Academic Dishonesty” may be filed with the Dean of Student Life. Additionally, an “F” in the course can be assigned by the Instructor for repeat offenders.

Additionally, it will be expected that you behave appropriately in class. **I strongly encourage you to ask me any and all questions in class. However, it is extremely disruptive when you are talking to your classmates (even if you are asking a question about the class).** When you are in class I expect you to be ready to learn and to pay attention. This includes active discussion with the entire class, questions, ideas, or even opinions, but not individual conversations about your weekend (there is plenty of time for that after class). You will be warned the first time you exhibit disruptive behavior. After that you will be asked to leave class, and ultimately dropped from the class. If you have any questions on the college's policies, please visit:

<http://www.dvc.edu/communication/policies/studentrights/code-of-conduct.html>

Disability Support Services: Students with learning disabilities are encouraged by Diablo Valley College to participate in the College's courses, programs, and activities. Should you need any type of accommodation in this course or have questions or concerns about access, please talk to me so we can set up an appointment with the appropriate DSS counselor. If you are already working with a counselor please talk to me so we can make sure you get the appropriate support in this class. For more information please visit:

<http://www.dvc.edu/studentervices/dss/index.html>

Drop/Withdraw: If you wish to withdraw from the course, it is your responsibility to do so, or you may receive an F. The drop and withdraw dates are as follows:

8/28 – Last day to drop with full refund

9/5 – Last day to drop without a “W”

11/21 – Last day to drop with a “W”

Expectations for time commitment: I will work hard to make the information you need to learn for this class clear and understandable for you, but in order to do well in this course you will need to commit a significant amount of time to studying each week. The class contains a substantial amount of information and you should expect to spend at least 2 – 4 hours of time at home studying for each hour of lecture time. I **strongly** suggest studying lecture material weekly, rather than waiting until the quiz or exam. If you need help with study skill or ideas about ways to study for the class, please talk to me in office hours.

Student Learning Objectives: By the end of the semester the student will be expected to:

Lecture Objectives:

- Demonstrate knowledge of the geological, chemical, physical, biological, and ecological features of the oceans.
- Explain (in general terms) the history of oceanography and how societal influences and motivations for studying the oceans have changed throughout history.
- Explain (in general terms) how the world's oceans act as a dynamic force in shaping the earth, dominating its weather and climate, and providing food, energy, mineral resources and transportation opportunities for its inhabitants.
- Describe and interpret the interactions of organisms within marine ecosystems.
- Explain the importance of managing pollution and fisheries globally.
- Define the current and future problems of the San Francisco Bay and San Joaquin Delta as they relate to state and federal water and fisheries management, and evaluate proposed solutions to these problems.
- Evaluate the objectivity and accuracy of typical media accounts of oceanographic happenings such as tsunamis, hurricanes, sea monsters, etc., and ecologically sensitive topics such as climate change, invasive species, and water management.
- Assess changes occurring in local bay, delta and offshore waters and other marine and fresh water habitats.
- Demonstrate an understanding of the scientific method.