

SAN DIEGO CONTINUING EDUCATION

Faculty and Staff Handbook

2018-2019

SAN DIEGO
CONTINUING
EDUCATION





Table of Contents

INTRODUCTION	
President's Message	2
San Diego Continuing Education Administration	2
Vision	3
Philosophy	3
Core Values	3
Mission	3
GOVERNANCE	
Administrative Staff	4
Academic Senate	4
Classified Senate	4
ALPHABETIC LISTING OF TOPICS	5
CAMPUS LOCATIONS	23
INDEX	24
KEY TELEPHONE NUMBERS	26



PRESIDENT'S MESSAGE

You have joined one of the most diverse workplaces in San Diego. Our faculty and staff have varied backgrounds, which gives our organization a culturally-rich environment. We are also exceptionally proud of our student population that represents more than 150 countries—making Continuing Education among the most diverse educational institutions in the entire state. Our organization is the largest, separately accredited institution of its kind in the nation.

We serve 40,000+ students each year at six main campuses around San Diego. Our students attend classes for various reasons: some are preparing for college or planning to complete a certificate program; many are looking to sharpen career skills; and several attend personal enrichment classes. These are just some examples of how we are educating San Diego, and making history, one student at a time.

Feel proud that you have joined the ranks of the best in the nation. While student success stories remind us of our mission, it is our highly qualified, experienced faculty and staff who are the real super stars.

Welcome!

Carlos O. Turner Cortez, Ph.D., President
San Diego Continuing Education

A San Diego Continuing Education Administration

Carlos O. Turner Cortez, Ph.D. President

Michelle Fischthal, Vice President of Instruction

Carol Wilkinson, Ed.D., Acting Vice President of Student Services

Jacqueline Sabanos, Vice President of Administrative Services

Stephanie Crosby, Ed.D., Dean of DSPPS and Student Affairs

Michelle Gray, Dean of the Business and Information Technology Program and the North City Campus

Lorie Howell, Ph.D., Dean of ABE, ASE, GED, and Culinary Arts and Hospitality Studies Programs and the West City Campus

Stephanie Lewis, Dean of Career and College Transitions

Andrei Lucas, Dean of the CTE Program, Employee Training Institute, and the ECC Campus

Jessica Luedtke, Dean of Institutional Effectiveness

Esther Matthew, Dean of Counseling and Student Success

Linda Osborn, Acting, Dean of the Parent Education and Emeritus Programs and the CE Mesa Site

Barbara Pongsrikul, Ed.D., Dean of the ESL Program and the Mid-City Campus

Maureen Rubacaba, Dean of Student Equity

Cassandra Storey, Dean of the Allied Health Program, Community Education, and the Cesar Chavez Campus

Kelly Henwood, Special Project Manager

Alex Berry, Program Activity Manager

Roberta Krauss, CalWORKs Program Director

SAN DIEGO CONTINUING EDUCATION HISTORY

As part of the San Diego Community College District, San Diego Continuing Education (SDCE) has been serving the needs of the community for over 100 years, and since 1970, as a separate community college district under a local governing board.

SDCE plays a strong role in assisting the adult continuing education student. It is one of the major educational providers for underserved, underemployed, displaced, and disenfranchised adults in the City of San Diego.

The SDCCD Master Plan states that the mission of Continuing Education is not to select students who will be successful, but to make successful those who come, through the provision of quality instruction and support services. As stated in the Master Plan: “people have the capability of change and education can transform individuals and enrich lives. The educated person will reach out to the community with a greater sense of responsibility and service. In reaffirming that education unlocks the doors of opportunity, we are dedicated to keeping those doors open.”

Vision

San Diego Continuing Education will be the state’s leading noncredit educational provider, based on quality of services offered and variety of courses available, assisting students to transform their lives.

Philosophy

San Diego Continuing Education is a multicultural institution dedicated to providing educational access and lifelong learning opportunities. Our commitment is to all students who come through our doors, without regard to their academic skill or life’s challenges, offering innovative, high quality instruction and student support services. We believe that people have the capacity to change and that education can positively transform individuals, enriching their lives and contributing to our community.

Core Values

We, the Continuing Education faculty, staff, and administration of San Diego Community College District, acknowledge our responsibility to society and believe that access to lifelong learning is a cornerstone of a democratic society. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape the future. We place students at the center of all that we do, supporting and promoting excellence in their endeavors. We affirm and embody pluralism; we value collaboration and shared decision-making; and we honor creativity and innovation.

Mission (Abstracted)

To provide ongoing learning opportunities, preparing diverse individuals for career advancement, a college education, or enriched lives through good health and personal fulfillment.

Mission (Comprehensive)

San Diego Continuing Education has roots dating to 1914. It is one of the largest separately accredited noncredit programs in the nation, offering no and low cost classes throughout San Diego. Continuing Education seeks to integrate lifelong learning into all San Diegan’s lives, as evidenced by growing enrollments. Continuing Education students come with varied educational goals, including career advancement, college preparation, and life enrichment. To serve these student goals, we recruit diverse faculty with extensive experience and education, including professional certifications, Master’s, and/or Doctorate degrees. Faculty professional development to maintain subject area expertise is critical to our success. Continuing Education strives to diversify its course offerings, creating a vast array of lifelong learning opportunities. Continuing Education’s programs and courses relate to the following:

- Basic skills courses for those needing basic reading, writing, and math skills
- English as a Second Language (ESL) courses for limited English speakers
- High school completion and GED preparation courses for those not completing high school
- Older adult courses supporting and promoting positive aging
- Disability Support Programs and Services courses for persons with disabilities
- Parent Education courses to increase parenting skills
- Community Education courses providing fee-based professional/personal enrichment classes

- Contract Education courses customized to the specific needs of business and industry
- Career Development and College Preparation (CDCP) courses.

Continuing Education functions as an integral part of the San Diego Community College District, providing transitional pathways to the three credit institutions: City College, Mesa College, and Miramar College. Continuing Education's six campuses and more than 250 community locations are important to our community presence and image/identity. Campuses are staffed by professional and competent classified and administrative personnel, who strive to serve the best interests of students. Continuing Education's vision, philosophy, values, and mission is founded on hiring qualified persons without regard to age, gender, disability, ethnicity, religion, or national origin.

Governance

The governance structure of Continuing Education is designed to:

1. Put the interests and successes of Continuing Education students first, above all else;
2. Create a process to promote open communications between and among constituencies;
3. Develop and promote an atmosphere of transparency and accountability;
4. Implement the mission of Continuing Education through compliance with AB-1725;
5. Provide the opportunity for input from all Continuing Education constituencies; and
6. Base the decision making process on open communication and shared information.

Executive Governance Council

Co-Chairs: Continuing Education President; Academic Senate President; Classified Senate President

Committee Membership

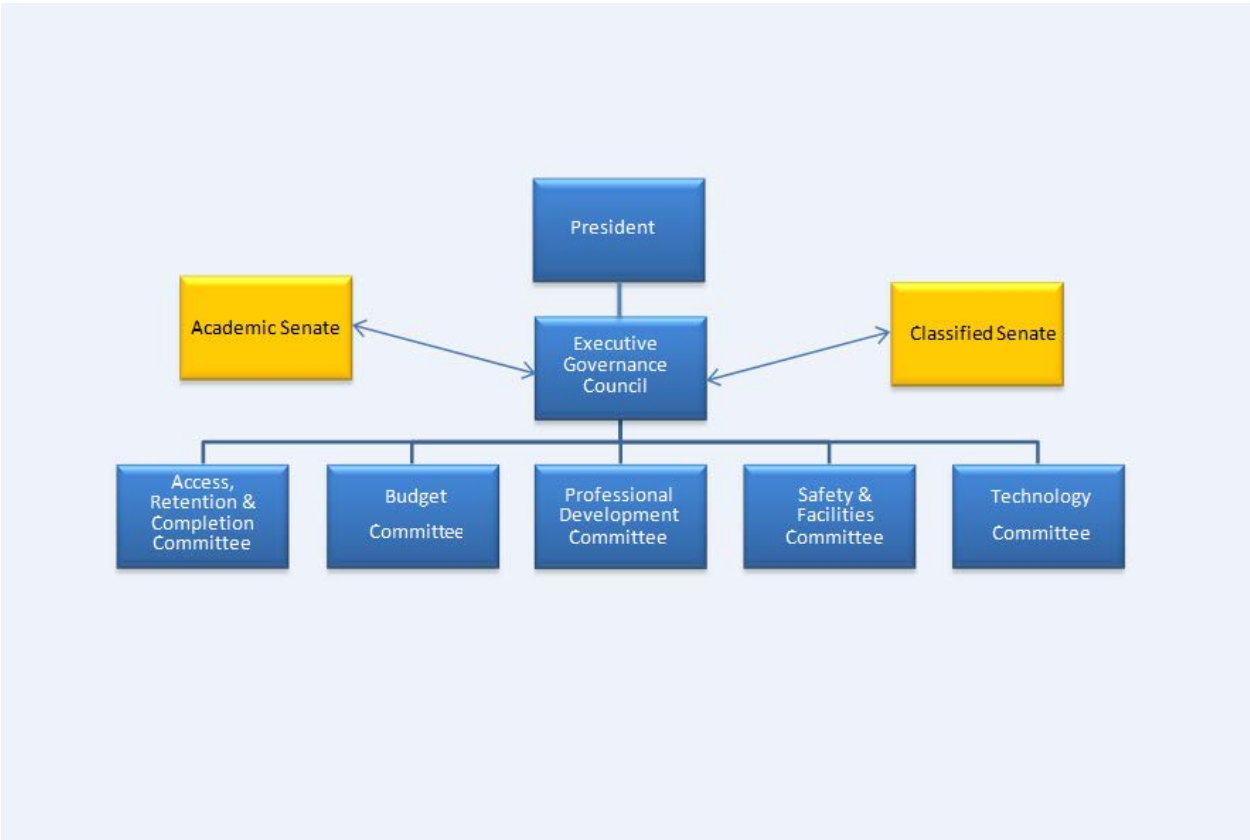
There is no tenure in the Executive Governance Council (EGC). Membership in EGC is exclusively by position held as follows:

Administration: Continuing Education President, Vice President of Instruction, Vice President of Student Services and Vice President of Administrative Services

Academic Senate: Academic Senate President, Academic Senate Vice President, Chair of Program Chairs

Classified Senate: Classified Senate President, Classified Senate Past President, Classified Vice President

PARTICIPATORY GOVERNANCE CHART <http://www.sdce.edu/organization/governance>



ALPHABETICAL LISTING OF TOPICS

ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community.

1. ACADEMIC FREEDOM

- a. Academic freedom affords the faculty the right to speak freely and write, without unreasonable restrictions or prejudices.
- b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:
 - 1) Collective primacy in designing and approving curriculum and instructional methods;
 - 2) Individual faculty determination of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;
 - 3) Individual faculty freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;
 - 4) Individual faculty authority to evaluate enrolled students on the basis of the academic merit of the students' performance;
 - 5) Individual faculty choice of research topics and methods of investigation--subject to professional and peer-determined standards—as well as unconditional freedom to publish results; and
 - 6) Faculty participation in shared governance, curriculum review, and accreditation processes.

2. FREEDOM OF EXPRESSION

- a. Freedom of expression affords the faculty, staff and students the right to speak and write freely in accordance with the constitutional protections of free speech.
- b. Faculty, staff and students have the following responsibilities:
 - 1) The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner.
 - 2) The District shall protect the rights of faculty, staff and students to speak freely on matters of public concern.
 - 3) Faculty, staff and students are free to explore a wide range of views and judge on matters of public concern.
 - 4) As outlined in District policies and procedures, faculty, staff and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others.
 - 5) Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

ACADEMIC SENATE

The representative body for Continuing Education faculty on academic and professional policies is also known as the Faculty Senate. Each site in CE can send up to three representatives (contract or adjunct) to attend monthly meetings of the Senate and voice the concerns of all site faculty. These meetings are always open to all CE faculty. However, only the site-elected representatives can make motions and vote. Currently the monthly meetings are being held at ECC. Meeting notices are posted at the sites. Each unit in the SDCCD has its own Academic Senate. The Senate represents the faculty on academic and professional matters such as hiring procedures, program review and approval, curriculum review and approval, and budget. The Senate acts on

behalf of all faculty and can meet with the Chancellor and/or Board of Trustees on faculty matters of particular urgency. The president of the Senate is the official spokesperson for the Academic Senate and the faculty at large. Come to the Senate meetings and get involved in the academic and professional decision making matters that may affect you directly. Everyone is welcome and anyone can voice an opinion or concern. Contact the Senate Office at (619) 388-4835. http://employee.sdcc.edu/faculty/academic_senate.

ACCESSIBILITY STANDARDS FOR PEOPLE WITH DISABILITIES (Available in Public Folders)

Effective June 21, 2001 implementation of Section 508 has required that electronic and information technology developed, procured, maintained, or used by the community colleges receiving Federal money is accessible to people with disabilities. San Diego Community College District has approved [Board Policy 3108](#) and [Administrative Procedure 3108.1](#) to support electronic access. A copy of the policy and procedures are available on the District's website:

<http://sdccd.edu/public/district/policies/> in the Board Policies/Student Services file.

ACCIDENTS/INJURIES

In the event of an injury to a student or employee, contact your campus office immediately and complete the appropriate accident report. As the classroom instructor, you are in charge. Above all, keep calm, and use common sense. Exercise your initiative in sizing up the situation. Take appropriate action. This is particularly applicable to instructors teaching at off-campus sites. **The college police are in charge when they are present.**

Injury to Students: Any accident involving a student during class or on school premises (or on an approved non-school location) must be reported to the College Police at (619) 388-6405 and your campus administrative office immediately and an accident report form completed by the instructor. Accident reports and insurance forms are available from the general office. Instructors must obtain names of any witnesses to the accident and include these names in the accident report. (The district's liability insurance provides protection against suits for damages against instructors when they are acting within the scope of their assignment.)

For life threatening emergencies, dial 9-111. After completing the first call, notify College Police at (619) 388-6405 of the incident and also that you have called 911.

College Police (from on-campus): 6405. For Emergency Only (from on-campus: 9-911)

Injury to Faculty/Staff: A district employee injured while on duty may be covered by Workers' Compensation. All injuries while on duty or while on the school premises should be reported to the campus administrative office **immediately**. An accident report form **must** be completed by the employee's supervisor and a claim form completed by the injured employee. For medical treatment, the employee will be referred to the nearest Sharp Rees-Stealy Medical Group location or to a Kaiser facility if enrolled in the Kaiser-On-The-Job program. If you want to be treated by your personal physician should you be injured on the job, you must have on file in the District's Benefits Office a form (Employee Notification of Personal Physician) designating your personal physician. Call the Benefits Office (388-6587) or contact the timekeeper to obtain this form.

Continuing Education has complied with Cal/OSHA General Industry Safety Order #3203 by establishing an Injury and Illness Prevention Program. Employees have the following rights under this program:

- To be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.
- To provide information to the employer on safety hazards, request information or make safety suggestions without fear of reprisal.

Employees have a duty to comply with the following requirements to make the workplace safe for themselves and fellow employees:

- Know the Codes of Safe Practices for the general work area and for your job.
- Comply with working conditions, safe work practices and personal protective equipment requirements for your job.
- Report unsafe conditions and injuries/illnesses to your supervisor.
- The campus administrator will conduct inspections to identify unsafe conditions and violations of safety rules.

ACCREDITATION

San Diego Continuing Education was accredited in 2016/17 for a six-year term through June 30, 2022 by the Accrediting Commission for Schools of the Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, California 94010, (650) 696-1060, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

ANCILLARY ACTIVITIES OF ADJUNCT FACULTY

The Request Form must be submitted to the Office of the Vice-President of Instruction four weeks prior to the beginning of the semester the ancillary activity is to occur.

Approved Categories of Ancillary Activities

Category 1- Governance:

This includes participation in the formal governance process and structure of Continuing Education, including assignment to a standing governance committee, a special governance assignment, or other governance activities outside those covered by other articles of the AFT-Guild 1931 contract.

Category 2 - Staff Development:

This includes participation in training and professional development activities such as pre-approved department training, and professional development activities supporting broad-based strategic themes, research and development of new curricula, and other professional development activities outside those covered by other articles of the AFT Guild 1931 contract. **For purposes of Ancillary Activities, Staff Development does not include activities by faculty which are eligible for classification as FLEX activities or Salary Class Advancement.**

Category 3 - Grant Writing:

This includes participation in pre-grant workshops, grant meetings and presentations, grant research and development, grant writing, and other approved grant activities outside of those covered by other articles of the AFT Guild 1931 contract.

Category 4 - Advising Student Organizations:

This includes activities of development and advisement of Associated Student Government in organization, management, and leadership, and other activities outside those covered by other articles of the AFT Guild 1931 contract.

ASSOCIATED STUDENT BODY (ASB)

The ASB is the recognized student government organization established for the purpose of promoting the best interests of students and the campus. An ASB Council may be elected at each campus and will work under the leadership of the ASB Advisor. Participation provides the opportunity for involvement in student government and student activities, development of leadership skills, and a role in the decision-making process of the campus and Continuing Education. All students, as well as faculty and staff, are encouraged to participate and may purchase membership. The funds are used to support student sponsored events, activities and scholarships. ASB membership costs \$4.00 and is good for the entire academic year; the ASB stickers will be attached to the back of the Student Attendance Card in the upper left hand corner.

ATTENDANCE ACCOUNTING POLICIES AND PROCEDURES (Available in Public Folders)

Each instructor should have a copy and be familiar with the *Attendance Accounting Policies and Procedures* that is to be followed by **ALL** Continuing Education (CE) Faculty and Staff.

- This document covers important attendance information and deadlines for submittal of: Registration Forms, CAV's, CAV Summaries, Attendance/Grade Rosters, and Rollbooks/Rollcards.
- All student records are confidential and should be kept in a secure place at all times.
- All student records are required to be turned in at the end of each semester. Instructors cannot keep any copies of student records.
- Each campus has printed copies of the Attendance Policies and Procedures available and it is also in CE Public Folders under Faculty Resources.

ATTENDANCE POLICY

Regular attendance is expected in all classes in accordance with the approved class schedule. Any student absent for three consecutive class meetings may, at the discretion of the instructor, be dropped from the class. Those students receiving Veteran's Benefits must comply with the attendance requirements specific to these programs. Some instructors may have attendance requirements which are specific to the class or program. These requirements will be found in the class syllabus. Students should direct questions regarding class attendance to the instructor at the time they enroll in the class. All instructors should have a copy of the Continuing Education Attendance Policies and Procedures handout.

Non-fee classes may be closed when student attendance falls below a required level. Students are urged to be in regular attendance and to assume, through regular attendance, the responsibility for keeping the class in session.

AUDIO/VISUAL SERVICES

The Audio/Visual services office is located at ECC and is available to assist during ECC events. Equipment available for check-out include: screen, projectors, laptops, etc. Contact the A/V office at (619) 388-4805.

AVERAGE CLASS SIZE (ACS) GUIDELINES

All classes with an ACS of less than 26 will be placed on an enrollment watch list.

The following guidelines will be used to determine if class with less than an ACS of 26 will continue:

- If 18 to 25 students at any session, the class may continue with Program Dean approval.
- If 15-17 students at any session, meet the full class hours on that day but inform students that future class sessions may be cancelled. Program Dean approval is required to continue holding class with an ACS of 15-17 students.
- If 14 or less, meet the full class hours and notify Program Dean. Again, inform students that future class sessions may be cancelled. Program Dean approval is required to continue holding class with an ACS of 14 students or less.

Please refer any questions regarding average class size (ACS) to your Program Dean and/or campus administration.

CAMPUS EVENTS GUIDELINES AND MAJOR EVENTS FORMS (Available in Public Folders)

Please refer to these guidelines when scheduling all events and celebrations:

- If the entire class is to participate in a campus event or celebration, a field trip form will be needed with appropriate signatures. The event should relate to and augment the content of the course as defined in the course outline and occur in a common area.

- If the entire class does not participate, those that do will need to sign out on the CAV upon leaving the class. A field trip form is not needed and the event may or may not relate to the content of the course.
- In general, all campus events and celebrations should be educational in nature either augmenting course content or supporting institutional initiatives (e.g. cultural diversity) and scheduled so that students are not absent from class.
- Where possible, all campus events and celebrations should occur in common areas and not in the classroom setting.

All major events need prior approval from your Program Dean. Please use the correct form for all requests. In addition, refer to the Major Event Timeline Form when planning an event. Forms can be found in your campus office or online at <http://employee.sdce.edu/resources/forms>.

CERTIFICATES

All certificates issued must be pre-approved by the Program Dean. All certificates must list the competencies on the reverse side. No “official certificates” are to be issued without competencies on the back.

CHILDREN IN CLASS

Please insure that no children are allowed in the classrooms at any time, with the exception of the Parent Education classes.

CLASS SCHEDULE CHANGES

Instructors may not change the hours or days they teach without the approval of their Program Dean and/or campus administration. All paperwork must be in agreement in case of an audit. Any deviation from time, day, evening, or location of class as scheduled requires **prior approval**. Classes are to be convened promptly at the scheduled time and dismissed no earlier than the scheduled ending time.

CLASSIFIED SENATE

The Classified Senate Executive Council is the highest level Classified Senate committee in the Continuing Education participatory governance structure. The primary function of the Classified Senate Executive Council is to provide Continuing Education’s classified members a leadership voice in the institution. The Classified Senate Executive Council is an equal partner in the governance of Continuing Education. The Classified Senate Executive Council creates sub-committees as needed to review, research, and analyze specific matters. These subcommittees make recommendations to the Classified Senate Executive Council, which it receives as input to rely primarily on for an ultimate recommendation to Continuing Education’s Executive Governance Council. The Classified Senate Executive Council also serves to represent classified constituency at districtwide governance meetings such as the District Governance Council. <http://www.sdce.edu/organization/governance/classified-senate>

CLASSROOM USAGE

- **All Continuing Education Campuses are smoke-free. No smoking will be allowed anywhere on campus including the parking lots.**
- **No food or refreshments are to be brought into the classrooms.** All eating and drinking should be done in the designated common area of the facility.
- **Rooms should be left in good order for the next teacher** – boards erased, supplies replenished, equipment stored, and furniture put back in its original place, if necessary.
- **Chairs or other furniture should not be moved from one room to another.** If additional chairs or furniture are required, please notify the office staff.

- **All room changes, even temporary, must be cleared through the campus office.** This is essential to avoid confusion in room schedules, to send new students to the proper rooms, and to reach students and teachers in case of an emergency.

Instructors should become familiar with safety measures and emergency drills for fire, earthquake and air raid. See College Police Safe and Sound brochure and read emergency information posted in classrooms.

COLLECTIVE BARGAINING AGREEMENTS

Instructional faculty, counselors and classified staff are represented by AFT Guild. Management and supervisory staff are considered meet-and-confer units. Individual unit contracts are on the AFT Guild website. It is your responsibility to know the contract and benefits, procedures and policies that are covered by your unit's contract. Go to www.aftguild.org for more information.

CONFIDENTIAL STUDENT INFORMATION

Information regarding students is confidential and all requests for information should be referred to the campus administration office. Instructors cannot release any information to anyone regarding students this includes the student themselves. Written student permission must be acquired prior to the release of information to any person, private institution, or public agency and must remain a part of the student permanent record. Please check with the campus administration office for more detailed guidelines.

Both State and Federal law concerning the privacy of student records **prohibit the posting of student grades by name, initials, social security number, or any other means by which anyone other than the student themselves- be able to identify a given student's grade.** It would be lawful to post by code number, known only to the individual student, if done in a manner that assures that the student's privacy is fully protected.

The use of a student's telephone number is also protected under a student's right to privacy. Accordingly, **if an instructor wants to collect and retain student phone numbers on a semester basis, each student must complete a "Voluntary Student Authorization for Faculty Use of Student Telephone Numbers" form.** These forms must be destroyed at the end of each semester. The link below provides the correct form for obtaining a student's permission: [Use of Student Telephone Number Form.](#)

COPYRIGHT RESPONSIBILITY

Any duplication request of copyrighted materials for use in the Continuing Education instructional programs must be accompanied with written permission from the copyright owner. Any duplication of copyrighted materials by student; staff or faculty is to be for the sole purpose of private scholarly study. Since the liability for infringement for statutory or common-law copyright occurs during misuse of duplicated materials, the duplicated copies cannot be sold nor distributed. A designated portion of the duplicated copy cannot be included in another's work without the written permission of the copyright owner. All copyright responsibility is assumed by the individual requesting the duplication. Continuing Education, its agents, representatives and employees are held harmless against all claims, suits, damages costs and expenses of charges of statutory or common-law infringement resulting from Continuing Education's efforts to provide services, materials and equipment to the requestor. For additional information, see SDCCD [Board Policy 5750](#).

COUNSELING/STUDENT SERVICES

Counselors are available at each campus to assist students in determining their educational and transition goals. They are also available to assist faculty with students who are not making academic progress. See the Referral to Counseling Form and other related forms and polices in the Public Folders OR at [Policy 3100 and Related Forms](#) and [Counseling](#) for more information.

The Career Development Services counselor provides individual and in-classroom job search assistance workshops, an active website, and JobConnect job bank support. Instructors may contact the CDS office at (619) 388-4847 to arrange a presentation and are encouraged to refer students to the website: <http://cds.sdce.edu> for job search and career planning resource.

COURSE ADVERTISEMENT (FLIERS)

All requests for fliers to advertise and promote an instructor's class must be submitted to the Program Dean and the Resident Dean prior to posting. Fliers are generated through the Public Information Office at CE Headquarters and will be produced in accordance with Communications Office standards. Duplicating/Reproduction is at the campus/program discretion.

COURSE OUTLINES

Each instructor is expected to obtain a current copy of the official course outline for each course taught. Copies can be obtained from the Program Dean or from SDCE Instructional Services Curriculum Analyst. Faculty interested in initiating program change requests or developing a new course proposal should contact their Program Dean or Program Chair for more information. New courses and programs, or course and/or program changes, are subject to the curriculum approval process. See Curriculum Resources for more information, <http://www.sdce.edu/organization/faculty-staff-resources>

COURSE SYLLABUS

At the beginning of each semester, every instructor is expected to provide each of their students and the Program Chair with a copy of their current course syllabus stating:

- The specific competencies to be demonstrated,
- The methods to be used to evaluate student progress including the method by which the final grade is derived for courses that meet 30 hours or more,
- The primary methods of instruction -- lecture, labs, demonstration, individualized study, multi-media, field trips, etc. that will be used to deliver the course of instruction,
- The class-specific assignments,
- The required texts and materials for the course and
- Any other information, which advises students of requirements by the instructor for meeting course objectives.
- A statement that students with disabilities may contact the DSPS office at their campus if they want to request services.
- A copy of the Student Code of Conduct flier.

DISABILITY SUPPORT PROGRAMS AND SERVICES

The DSPS staff is available to assist students with disabilities in meeting their educational and vocational goals. Support services and assistive technology are offered to enable students to participate as fully as possible in classes and programs. DSPS classes are available for students who desire more individualized and adaptive instruction. If you have a student with a disability in your class, you may refer them to the DSPS office at your campus or contact DSPS for a consultation. DSPS services are voluntary and a student may decline the offer to contact DSPS. See [DSPS](#) for more information.

DIVERSITY

SDCE affirms and embodies pluralism which is a CE core value. The concept of pluralism relates to a social system based on mutual respect for each other's cultures. Under a pluralistic society, subgroups, whoever they may be, do not have to forsake their lifestyle, traditions, religion, languages, or customs. Instead, they can express their cultural differences and participate in the larger society free of prejudice. Every day, more than 50 languages are spoken by students across Continuing Education. Our student body is comprised of representatives from more than 160 countries. With all this diversity, we in Continuing Education think about differences in new ways. We are not merely a "melting pot," where differences are defused and tolerated. We are a pluralistic community, where differences are appreciated and accepted. We understand that these differences strengthen, enrich, and balance our community. For these reasons, we *affirm and embody pluralism* and have written a pledge that you may sign on the website.

<http://www.sdce.edu/organization/diversity/pledge>

DIVERSITY PLEDGE

As a community, we believe that...

Every person has worth as an individual. Every person is entitled to dignity and respect, regardless of age, class, color, disability, gender, nationality, race, religion or sexual orientation. Thoughts and acts of prejudice have no place in the San Diego Continuing Education community;

Therefore, I pledge...

To treat all people with dignity and respect, to discourage others' prejudice in all its forms, and to strive to maintain a climate for work and learning based on mutual respect and understanding;

And from this day forward,

Knowing that both the SDCE community and the world will be a better place because of my efforts, I will incorporate this pledge into my daily life.

EMAIL

Much of the communication in CE is done via district email. Every employee should have a district email account assigned when hired. This is the fastest and most convenient way of keeping informed about CE and district news/events. Employees are responsible to keep their district email boxes clear of excess messages and "junk mail" to avoid system overload.

EMPLOYEE ASSISTANCE PROGRAM

The employee assistance program (EAP) is a benefit offered to employees and their dependents. This program provides short-term counseling and support services for employees with personal problems that may affect their work performance. <https://www.liveandworkwell.com/content/en/public.html>

FACULTY EVALUATIONS

All faculty evaluations are subject to agreed-upon factors contained in the AFT Guild contract:

www.aftguild.org

FACULTY TRAVEL

Any faculty member interested in attending conferences or workshops should meet with their Program Dean for prior approval. Applying for travel expenses requires the processing of certain forms and advance notice due to the length of time involved in the processing. Please allow a minimum of 60 days prior to the workshop/conference dates for all travel plans. Prior approval is required.

FIELD TRIPS (Available in Public Folders)

[District Board Policy 3120](#) (Off-Campus Student Activities) states the following: In accordance with Educational Master Plan Goal I: TO MINIMIZE ANY SITUATION THAT ACTS AS A BARRIER TO EDUCATION, and Goal II: TO

CREATE A CLIMATE THAT FOSTERS LEARNING AND ELICITS THE BEST PERFORMANCE FROM EACH INDIVIDUAL; the Board hereby defines, authorizes, and regulates off-campus student activities under the following rules:

Field trips, excursions, and classes convened off campus are defined as those activities which replace regularly scheduled on-campus class sessions. Students are expected to attend since the activity is a part of regularly scheduled class time.

1. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
2. The learning experience must not be conveniently available to students outside class time.
3. Adequate preparation or orientation shall be provided in advance.
4. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
5. The requirement for the activity shall be specified in the catalog course description.
6. Overnight trips or trips outside California shall be individually approved in advance by the Board. The Chancellor may approve travel within California.
7. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.
8. No expenses other than transportation for students may be paid from District funds; e.g., entry fees, food, lodging, etc.
9. These activities shall not be authorized if any student cannot participate because of lack of funds. Community service groups should be solicited to provide funds for students in need of them.
10. The necessary expenses of staff/chaperones may be paid from budgeted funds.

**IN ORDER TO IMPLEMENT THE RULES SET FORTH IN POLICY 3120,
CONTINUING EDUCATION ADOPTS THE FOLLOWING GUIDELINES:**

1. Field trip destinations and relevance to subject matter should be included in the course **syllabus** that is distributed on the first day of class (or on monthly syllabi). This syllabus can be attached to the REQUEST/AUTHORIZATION TO CONDUCT OFF-CAMPUS STUDENT ACTIVITY (**Field Trip Request Form**) and submitted to the Program Dean at the beginning of the semester.
2. A **lesson plan** for the field trip class including location, time, travel arrangements, fees (if any) and purpose of the visit, including anticipated objectives, should be attached to the Field Trip Request Form when submitted for approval.
3. Field Trip Request Forms must be submitted a minimum of ten working days prior to the scheduled field trip. If an instructor is concerned that a planned location may be questionable, it is strongly suggested that the form be submitted 15 working days before the scheduled event.
4. Field trips may take place on a day **other than the regularly scheduled class meeting day**, with prior approval from the Program Dean and evidence that students are able and willing to attend.
5. The designated instructor for the field trip MUST be present with ALL students at ALL times during a scheduled field trip.
6. Destinations that will not be approved:
 - a. Pose a significant danger or health hazard to the students.
 - b. Anywhere to eat a meal (exceptions will be made for certain culinary art or nutrition classes if the tasting of a food product is the concluding event after a field trip to observe kitchen practices and food preparation).
 - c. Locations that the general public would view as "recreational: - e.g. Sea World, Zoo, Wild Animal Park, sporting events, movie theaters, etc. (Certain exceptions will be made for Child Development Classes, conditionally with point #7).
7. Field trips should never represent more than 10% of the scheduled class time of any semester.
8. Travel time to and from a field trip location cannot be counted as class time for apportionment or instructor pay. (Certain exceptions may be made if travel is by rented bus and the lesson plan clearly delineates activities for the travel time).
9. On occasion, a RARE exception to 6(c) may be granted (for disciplines other than Child Development), but only with prior approval of the Program Dean and the Vice President, Instructional Services.
10. Approved off-campus, "on-location" classes such as, *Landscape Painting On Location* or *Parenting - Outdoor Classroom* do not require the standard field trip form, however, the "peripatetic nature" of the course must be noted in the Continuing Education Class Schedule and a complete syllabus including all locations must be submitted to the Program Dean for approval and referral, at least two weeks prior to each semester.

Transportation to field trip locations shall be the sole responsibility of the student, unless District approved alternatives (e.g. rented bus) are arranged (see SDCCD [Board Policy 3120](#) #7, above). District employees are **expressly** prohibited from transporting students to or from field trip locations.

FORMS

Most forms can be found on the Faculty and Staff Resources webpage as an attachment or link to the form in the Resources folder. <http://www.sdce.edu/organization/faculty-staff-resources> OR on the SDCCD website at <https://www.sdccd.edu/about/departments-and-offices/index.aspx>

FOUNDATION

The San Diego Continuing Education Foundation (SDCEF) supports the goals of San Diego Continuing Education and is a nonprofit public benefit corporation. Complete information about the foundation can be found at: <http://www.sdce.edu/organization/foundation>

GRADING AND CREDIT POLICY (Available in Public Folders)

The following criteria should be adhered to when faculty elect to issue grades and credit:

- **Grades** are only to be issued in high school classes and vocational classes. Grades issued for any other classes will be approved by the Program Dean on a case-by-case basis.
- **Grades** are only to be given when a student completes a minimum of 30 hours of attendance in high school and applicable vocational classes.
- **Incompletes – Any student with 30 hours or more and a passing grade may be given an incomplete for the class. Incomplete grades MUST be completed the NEXT semester (summer sessions excluded). Students enrolled in Learning Centers MAY receive an incomplete with less than 30 hours.**
- **Credit** should only be given to students in high school and vocational classes that apply toward the Joint High School Diploma Program.
- **Credit** is only to be given for a high school course when a student completes a minimum of 54 hours of attendance and for a vocational course, which applies toward the high school diploma, when a student completes a minimum of 70 hours of attendance. In both instances, the student must also complete the assigned coursework.
- Record all grades and credit issued on the Attendance/Grade Roster.
- Click on the following link to view the memo regarding this matter:

GUEST SPEAKERS

Instructors may find that guest speakers will stimulate interest in the class and the use of guest speakers is encouraged. Instructors are cautioned to use discretion in selecting speakers and to avoid those who might be offensive to the conscience of adult students. All instructors using guest speakers should have written clearance from the campus administrator before scheduling. Guest Speaker forms are available in the faculty workroom and must be on file before the guest speaker addresses your class. Guest speakers are not substitute instructors and you must be present during the session.

INFORMATION TECHNOLOGY

HELP DESK

The District's Information Technology Department handles all computer access and repair requests usually via your Program Dean. The I.T. webpage has procedures for handling Help Desk requests:

Help Desk online: ithelp@sdccd.edu Phone: Extension 7000 (619 388-7000)

Help Desk hours: Monday-Friday 7 a.m. – 5 p.m.

After Hours: For URGENT or NEXT DAY requests, call the IT Help Desk and a technician will record and forward your issue to our on-call support technician, who will return your call within 30 minutes. For all NON-URGENT ISSUES, use the Online Support Request. A help desk technician will follow-up with you by the next business day.

WEB POLICY

The World Web Policy and Procedure is designed to provide consistent principles, standards and procedures for the San Diego Community College District colleges and Continuing Education, district offices, departments, student organizations and individuals publishing information on district websites. The district supports providing the academic community with the greatest possible freedom to use computing resources creatively and responsibly in accordance with the district's mission.

It is the policy of the Board that computing resources must be used in accordance with state and federal law, as well as the guidelines enumerated in (SDCCD [Board Policy 6100](#)).

COMPUTER USE GUIDELINES

Use of computers in San Diego Continuing Education (SDCE) is with the instructor's permission only and requires active participation in a lab or classroom course of instruction. If permission is granted to use the Internet, the following guidelines must be followed:

- "Chat" and personal e-mail (including the printing of e-mail) are not appropriate classroom activities unless specifically authorized by the classroom or lab instructor.
- Do not access Internet sites that may be offensive to your instructor or fellow students. Any form of pornography or improper use of the Internet is not allowed.
- The instructor has the final say on the appropriate use of SDCE computers and appropriate use of the Internet.
- Do not download any unauthorized material from the Internet on district computers.
- No games should be played on SDCE computers unless specifically authorized by the classroom or lab instructor.

Violation of any of the above guidelines may be grounds for disciplinary action (SDCCD [Board Policy 3100](#)).

EMAIL – EXCERPTS FROM DISTRICT POLICY

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy reflects these principles within the context of the District's legal and other obligations. (SDCCD [Board Policy 0550](#))

Functions and Responsibilities

The District encourages the use of its electronic mail system and respects the privacy of users. The Email system shall be used for District business and only incidentally for personal use which does not violate District policies or restrictions. While the District does not routinely inspect, monitor, or disclose electronic mail without the Email Holder's consent, the confidentiality of any Email message cannot be guaranteed. Subject to the requirements for authorization and notification, the District may deny or revoke access to its electronic mail when required by and consistent with law, when there is a substantiated reason to believe that violations of District policy and procedures or law have taken place, or when required to meet time-dependent, critical operational needs. Except in emergency situations, inspection must be authorized in writing by the Chancellor or appointed designee. When appropriate, the District's legal counsel's advice should be sought.

Restrictions

Use of District Email shall not be for communications that:

1. Discriminate on the basis of race, creed, color, gender, religion, disability, sexual orientation;
2. Constitute sexual or other forms of harassment;
3. Infringe copyright law;
4. Breach security of unauthorized access;
5. Constitute political campaigning for or against any candidate for public office or any ballot proposition, or constitute lobbying any federal, state, or local official (elective or non-elective) with respect to any matter not involving official District business;
6. Promote personal or commercial business interests; or
7. Violate District policy or state or federal law;

INSTRUCTIONAL SUPPLIES

Each department/program has a budget allocated for supplies to supplement the instructional program. Submit all orders first to your department chair for their approval and then to the account technician. The campus administration must also approve all purchases. Orders take approximately four weeks for delivery after being placed with the account technician.

INSTRUCTOR EXPECTATIONS

1. Demonstrate professional conduct and appearance. Be a role model for students.
2. Begin class promptly at the prescribed hour.
3. Teach the assigned time for class. If a class is not held for the assigned time, the attendance sheet must reflect the exact hours of time the class met.
4. Break time is calculated based on 5 minutes per class hour. **Break time(s) may not be saved to the end of class in order to dismiss the class early.**
5. Remain in the classroom during all classroom instructor time.
6. Class Attendance Verification (CAV), registration forms, and roll cards/roll books are legal documents. If a student signs the attendance sheet, they must be in attendance and registered in the class. It is the instructor's responsibility to motivate students to remain for the full class time. All partial attendance must be reported accurately.
7. Enforce all campus policies, such as: no smoking, no alcohol or drugs on the premises, no food/drink in classrooms, and no children in classrooms.
8. Demonstrate current knowledge of subject area.
9. Leave the classroom in an orderly fashion, ready to be used by the instructor who follows you.
10. Complete and submit Field Trip and Guest Speaker forms (for all off-campus activities and speakers other than the assigned teacher) at least ten days in advance.
11. Prepare lesson plans, which utilize a variety of teaching/learning activities (lecture, discussion, small-group work, instructional media, etc.).
12. Provide materials and lesson plans for substitute instructors.
13. Provide each student and the office with a current written course syllabus at the beginning of each semester.
14. Provide students with the opportunity to do course and/or instructor evaluations at the conclusion of each course.
15. Use good class management strategies and inform students of the Code of Conduct and their rights and responsibilities.
16. Demonstrate Characteristics of an Effective Teacher (per Ann Tolstoy, 1985):

Firmness	Fairness	Flexibility	Organization
Honesty	Humor	Professionalism (speech, appearance)	
Enthusiasm	Expertise	Humaneness (see each as an individual)	

INSTRUCTOR TRAINING AND CERTIFICATION TO TEACH ONLINE

San Diego Continuing Education faculty are required to complete the 'Online Faculty Certification Training' prior to being assigned an online teaching assignment inclusive of: Fully Online (100%), Partially Online (50% or more online), or Hybrid Courses (50% or more on campus; less than 50% online). Completion of this training must occur no later than July 1 of an academic year in order for an online assignment to occur during the following fall semester or thereafter.

The Online Faculty Certification Training is self-paced and fully online with the faculty member enrolled simultaneously in two training course sites: one as a student along with a cohort of other faculty trainees and one as an instructor to demonstrate proficiency in the training objectives. Trainees progress through the self-paced modules with guidance and feedback provided by SDCCD Online Learning Pathways and takes approximately 20-30 hours to complete. This training ensures that all online instruction meet State and Federal

regulations and WASC accreditation distance education guidelines and that faculty are proficient in the tools and techniques for effective online teaching.

If faculty desire to use this training to fulfill their flex obligation, an independent project will need to be submitted for review and approval. Contact the SDCE Flex Coordinator regarding this option. To enroll in the Online Faculty Certification Training please email Kathryn Palacios (kpalacio@sdccd.edu). For more information, go to [Blackboard Training for On Campus Faculty](#).

KEYS/ROOM ACCESS

Keys/access codes for campus buildings are usually issued by the campus Office Manager for faculty. Complete the Key Request form for approval and processing. Requests for an alarm code to rooms with electronic alarms should be made to the Office Manager and require processing by the College Police who will issue a room access code.

LEAVES

Consult your AFT Guild agreement for all leave provisions. Instructors are required to submit applicable leave documents in a timely manner following their absence from assigned work schedule and record leave claims on timecard.

MAIL BOXES

Each instructor must personally check his/her mailbox at the campus administration office once a week and turn in requested documents. Please check your mailbox each time you submit your CAV(s). This "trip to the office" is often the only opportunity the office staff has of getting to know the instructors and keeping instructors well informed.

PARKING

Parking spaces are limited at most campuses. Be aware of restricted areas such as fire lanes and disabled parking spaces. Faculty permits and temporary passes for guests are available from campus office. If your worksite is at any district facility requiring a parking permit, please see your campus office staff for the parking permit request form.

PHONE

Any problems with phone instruments or lines should be communicated to your campus Office Manager.

PHOTOCOPYING, PRINTING AND DUPLICATING (PUBLIC FOLDER)

Copy machines are available for instructor use -- see the office staff for your personal copy code. All copy costs are charged to the department supply budget. Instructors need to allow adequate time to complete their job in the event that the photocopier is in use or under repair. See Copyright Responsibility.

PHOTOS IN THE CLASSROOM

All students must sign a [Photo Release form](#) prior to having their photo taken in the classroom for public use.

PROFESSIONAL ACTIVITIES

The following information has been taken from San Diego Community College District Policy and Procedure Manual to provide you with appropriate guidance in areas, which affect many instructors.

GIFTS: "District employees shall not receive gifts, presents, or articles of value from pupils or classes, nor shall they give such presents." This should be made clear to students prior to holidays, birthdays, and end-of-year activities to avoid possible violation of this procedure and to minimize student sensitivities. (SDCCD [Board Policy 0900](#))

COMMERCIAL ACTIVITIES: "Employees shall not act as agents to introduce any article into the school district, Education Code 9256." The District, its schools, and its employees, MUST NOT recommend any commercial product or service, nor aid in distributing literature or publicity endorsing or recommending such product or services.

POLITICAL ACTIVITIES: "Political activities during assigned hours of duty are prohibited. Proposed legislation affecting the school program shall not be discussed with pupils with the intent of influencing support of or opposition to a particular measure." (SDCCD [Board Policy 0509](#))

TUTORING OF PUPILS FOR PAY: "Remuneration for tutoring of students presently enrolled or who were enrolled in an instructor's classes during the past two semesters is not permissible." (SDCCD Administrative Procedure 4460.2)

PROFESSIONAL ADVANCEMENT COMMITTEE

The committee is composed of four members: two members appointed by the Academic Senate and two members appointed by AFT. The role of the committee is to review all faculty members' request for credits as a result of coursework and scholarly and creative works for salary advancement. The committee also reviews and approves sabbatical leave applications. All faculty are strongly encouraged to review the AFT contract regarding salary advancement.

PROFESSIONAL DEVELOPMENT (FLEX)

The mission of the San Diego Continuing Education Professional Development Committee is to support the professional growth of faculty and staff by providing activities and events with the ultimate goal of maintaining the highest quality of service for our students.

Faculty should go to their online Flex Contract at: <https://cefaculty.sdccd.edu/cefex/cefexview.cfm> to view their Flex Contract, register for Flex Professional Development events, and submit Independent Projects for Flex credit.

RESEARCH INVOLVING DISTRICT STUDENTS

In order to balance the goals of educational research, a student's right to privacy and a relatively uninterrupted course of study, the Board of Trustees has adopted SDCCD [Board Policy 0400](#). For more information, contact the Instructional Services at 619-388-4850.

SCHOOL CALENDARS

Classes can meet only on authorized school days. All holidays must be observed. Please refer to the current Continuing Education calendar and note all District (non-working) holidays. No classes should be held on a Saturday or Sunday after a Friday Holiday or on a Sunday prior to a Monday holiday. All off-campus classes will follow the calendar of their host facility. Check your tentative assignment offer for your specific class dates. Calendars are available in the campus administration office and online at <http://studentservices.sdccd.edu/index.cfm?action=calendar>.

SITE COMPLIANCE

The District Director, Legal Services & EEO is responsible for legal mandates related to compliance and employment. Discrimination complaint investigations and resolutions are also the responsibility of the District

Office in consultation with the Site Compliance Officer at each College and Continuing Education. The Site Compliance Officer is the first responder to complaints and issues on campus, in consultation with the President, and may resolve certain complaints as appropriate. Contact Lynda Reeves, SDCE Site Compliance Officer for assistance, (619) 388-1800.

SMOKING REGULATIONS

All Continuing Education Campuses and district properties, including parking lots are smoke-free. In an effort to prevent serious health risks associated with exposure to second-hand smoke, student, faculty, staff and visitors who choose to smoke can only do so off-campus. (SDCCD [Board Policy 0505](#))

STUDENT DISCIPLINE, DISRUPTIVE STUDENTS, CODE OF CONDUCT AND DISTRICT BOARD POLICY 3100

An instructor may remove a student from class for the day of the offense and the next class meeting if the student has violated the Student Code of Conduct (see [Board Policy 3100](#)). The instructor must notify the campus administrator and submit the Removal of Disruptive Student Form to the Dean of Student Affairs. A student may also be referred for counseling for poor academic achievement, irregular attendance, and attitude in class, as well as other behavioral issues. A Referral for Counseling Form must be completed and submitted to the campus administration office. This is usually the first step in a progressive discipline process.

Ask your campus administrative office for a copy of Policy 3100-Student Rights, Responsibilities and Administrative Due Process, [District Administrative Procedure 3100.2-Student Disciplinary Procedures](#), and [Administrative Procedure 3100.1-Student Grievance](#). See [SDCCD Board Policy 3100](#) and Related Forms.

STUDENT ATTENDANCE CARD

All students are required to obtain a **Student Attendance Card** which includes their name and CSID number. CSID cards are available free-of-charge from the main office of each campus during normal business hours.

STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs) are the knowledge, skills, and attitudes that students possess and can demonstrate upon completing a course or program of study.

Institutional Student Learning Outcomes

The following are the current institutional SLOs:

1. **Social Responsibility**
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. **Effective Communication**
SDCE students demonstrate effective communication skills.
3. **Critical Thinking**
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. **Personal and Professional Development**
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

Program Student Learning Outcomes

Individual programs within SDCE have developed their own SLO's, which can be found on this webpage: <http://slo.sdce.edu/>

STUDENT PRIVACY

Privacy of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student education records. FERPA requires that schools have signed consent in order to release information when the student reaches the age of 18, or if the student is under 18 and attending a school beyond the high school level (including parents or family members). In accordance with FERPA, no student information will be released from the San Diego Community College District without consent of the student, even if the student is a minor. Therefore, you must have a signed written authorization from the student to conduct business on their behalf.

District Employee Access to Student Records

Access to student record information is not automatically provided to district employees. In accordance to the Family Education Right and Privacy Act (FERPA), access to student information must be based on legitimate educational interest (need to know).

Student Emergency Calls/Messages

The Family Rights and Privacy Act (FERPA) protects student information and records. It is important to remind your staff that, what may seem like an innocent call or an effort to help someone, no personal student information may be shared without written consent, a court order or subpoena. The District receives many calls to locate students in class to give a message due to an emergency. The following procedure was developed to minimize disruption of classroom instruction, not violate FERPA, as well as notify a student of a legitimate emergency. An emergency is defined as life threatening and involving a person within the immediate household.

The procedure is as follows:

- All calls/inquiries should be referred to the College Police at 388-6405.
- No information should be given to the requestor.
- Dispatchers are trained to handle all calls.
- If a dispatcher is uncertain about a bona fide emergency, dispatch will contact the District Student Services Office to confer (8:00 am - 5:00 pm) or the evening administrator if after 5:00 pm.

Student Telephone Numbers

If an instructor, as part of their classroom management practices, contact students by phone during the semester, they must use the "Voluntary Student Authorization for Faculty Use of Student Telephone Numbers" form. If student phone numbers are collected and retained, it is the responsibility of faculty to ensure these records are security maintained and destroyed at the end of each semester.

SUBPOENAS

Subpoena for Student Records: If a person comes to the office to serve a subpoena for any kind of STUDENT RECORDS, direct them to Student Services, Room 100 at the District Office.

Subpoena Directly to a Student: If an individual comes to the office to serve a subpoena DIRECTLY TO A STUDENT, the server must know the exact room number the student is in and the time they will be in that classroom. If the server has that information, the Dean should ask him/her to wait in the office. The Dean will then go and ask the student to accompany them back to the office.

IF THE SERVER DOES NOT KNOW WHERE THE STUDENT IS, WE CANNOT DIRECT THEM TO THE CORRECT CLASS OR PROVIDE ANY OTHER STUDENT INFORMATION TO THEM.

NOTE: NO INFORMATION CAN BE GIVEN OUT REGARDING A STUDENT WITHOUT THAT STUDENT'S WRITTEN RELEASE.

Subpoena Directly to an Employee: If an individual comes to campus to serve a subpoena ON AN EMPLOYEE, ask the server to wait in the Dean's office. The Dean will then go and ask the employee to return with him/her so that the subpoena can be served in the privacy of the Dean's office.

SUBSTITUTES FOR INSTRUCTORS

If you need a substitute, call the campus administrative office as soon as you know you will not be teaching to allow enough time to arrange for a substitute. All classes must be taught by instructors who meet the minimum qualifications for that program and who have been approved by the Human Resources Department and officially assigned as a substitute. **Instructors may NOT assign substitutes.**

Your recommendation of a properly qualified instructor familiar with your class is welcome but **ALL ARRANGEMENTS AND CONFIRMATIONS MUST BE MADE BY CAMPUS OFFICE PERSONNEL.**

To ensure that a substitute will do a good job and provide continuity for your students, all instructors are **required** to provide the substitute with a lesson plan and other necessary materials for the class.

A class may not be cancelled without prior approval of the campus administrator.

TELEPHONE USE

Office telephones are for school business only. Long distance business telephone calls may be arranged via the campus administration office.

TEXTBOOKS FOR STUDENTS

Textbook orders must be placed with the account technician a minimum of eight (8) weeks prior to the start of class to ensure that the books will be available in a timely manner. Textbook orders for sale to students are coordinated and approved through the campus administrator.

A full refund will be made for books that are clean and unmarked if the following conditions are met:

- A cash register tape receipt from the campus bookstore **MUST** be presented.
- A request for the refund of a cash purchase is made within 10 days from the date of the receipt.
- A partial refund will be made if the above criteria are not met.

THREAT ASSESSMENT

Prompt reporting of threatening comments is one of the best strategies to prevent campus violence and have any threat assessed. If you become aware of comments that seem to indicate an individual is considering harming him/herself or others report the incident **IMMEDIATELY** to:

- Campus police: Use the dispatch number (619) 388-6405
- Your Campus Dean
- The Instruction Services Office (619) 388-4850
- We suggest that you keep these important numbers on your Contact List on your phone

TIME SHEETS / PAYROLL ONLINE

Adjunct instructor pay periods are based on the calendar month. **YOU ARE RESPONSIBLE FOR FILLING IN YOUR TIMESHEET ONLINE EACH MONTH.**

Time shown on the time sheet must be confirmed by the Tentative Assignment Offer and the CAV'S. Instructors are paid based on data taken **DIRECTLY FROM A TIME SHEET**. Be sure your hours shown on your time sheet are correct. Inaccuracies will cause a delay in your salary payment and must be corrected by you personally before being resubmitted. You must identify sick leave and other leaves separately when submitting your time sheet.

VERIFICATION OF ENROLLMENT, ATTENDANCE, AND TRANSCRIPT REQUESTS

All official or unofficial requests for attendance or enrollment verification or transcript requests must go through the campus counseling office. Instructors are not allowed to give attendance or enrollment verifications, transcripts or any other information directly to a student. All requests for student information is required to go through the campus counseling office, no exceptions.

VOLUNTEERS

For insurance purposes, district programs must obtain advance permission from the Risk Management Office to use volunteers. Instructors are required to complete a Volunteer Form prior to the use of any volunteer worker and submit the form to the campus administrator. In addition, the volunteer will need to submit a Request for Live Scan fingerprint service, get a Tuberculosis test, and complete the Confidential Conviction Questionnaire in advance. These forms can be obtained from the office manager. The instructor will be notified when the volunteer may begin. Volunteers are not allowed access to any student records.

CAMPUS AND SITE LOCATIONS

Continuing Education offers classes at major locations throughout San Diego. Each campus and site have its own character, reflecting the needs of the surrounding community it serves. In addition to these facilities, we offer classes in hundreds of off-site locations.

San Diego Continuing Education Headquarters

4343 Ocean View Blvd., San Diego, CA 92113-1915
Carlos O. Turner Cortez, Ph.D., President

388-4990 | FAX 388-4981
Kim Laramie, Executive Assistant

César Chávez Campus

1901 Main Street, San Diego, CA 92113-2129
Resident Dean: Cassandra Storey
Communities Served: Barrio Logan, East Village, Downtown San Diego, Mission Hills, Hillcrest, and Golden Hills.

388-1910 | FAX 230-2078
Office Manager: Diana Romero

Educational Cultural Complex

4343 Ocean View Boulevard, San Diego, CA 92113-1915
Resident Dean: Andrei Lucas
Communities served: Southeast San Diego, Southcrest, Skyline, Paradise Hills, Memorial Park, South Park, Mount Hope and Encanto.

388-4956 | FAX 388-4983
Office Manager: Ruth Carroll

Mid-City Campus

3792 Fairmount Avenue, San Diego, CA 92105-2204
Resident Dean: Barbara Pongsrikul, Ed.D.
Communities served: City Heights, Chollas View, Rolando, Normal Heights, North Park, College, University Heights, Kensington, Talmadge, East San Diego, Allied Gardens, San Carlos and Del Cerro.

388-4500 | FAX 388-4590
Office Manager: Karen King

North City Campus

8355 Aero Drive, San Diego, CA 92123-1720
Resident Dean: Michelle Gray
Communities served: Linda Vista, Kearny Mesa, Mission Valley, Mission Village, Serra Mesa, Tierrasanta, Clairemont and University City.

388-1800 | FAX 388-1839
Acting Office Manager: Michelle Sussely-House

CE Mesa Site

7350 Armstrong Place San Diego, CA 92111
Acting Resident Dean: Linda Osborn

388-1950 | FAX: 388-1995
Acting Office Manager: Michelle Sussely-House

Communities served: Linda Vista, Kearny Mesa, Mission Valley, Mission Village, Serra Mesa, Tierrasanta, Clairemont and University City.

West City Campus

3249 Fordham Street, San Diego, CA 92110-5332

Resident Dean: Lorie Crosby Howell, Ph.D.

Communities served: Point Loma, Ocean Beach, and Old Town.

388-1873 | FAX 221-6951

Office Manager: Cindy Ybarra

INDEX

Administration	2
President’s Message	2
History	2
Vision.....	2
Philosophy.....	2
Core Values	3
Mission.....	3
Executive Governance Council	4
Participatory Governance Chart	4
Academic Freedom and Freedom of Expression	5
Academic Senate.....	5
Accessibility Standards for People with Disabilities	6
Accidents/Injuries	6
Accreditation.....	7
Ancillary Activities of Adjunct Faculty	7
Associated Student Body (ASB)	7
Registration & Attendance Accounting Policies & Procedures	8
Attendance Policies and Procedures	8
Attendance Policy	8
Audio/Visual Services.....	8
Average Class Size Guidelines	8
Campus Events	8
Equipment Checkout	8
Certificates.....	9
Children in the Classroom.....	9
Class Schedule Changes	9
Classified Senate	9
Classroom Usage.....	9
Collective Bargaining Agreements.....	10
Confidential Student Information.....	10
Copyright Responsibility	10
Counseling/Student Services	10
Student Services.....	10
Course Advertisements (Flier)	11
Course Outlines.....	11
Course Syllabus	11
Disability Support Programs and Services (DSP&S).....	11
Diversity	12
Electronic Roll Book	12
E2CE	12
Email.....	12
Employee Assistance Program.....	13
Faculty Evaluations	13
Faculty Travel.....	13
Field Trips	13/14
Forms	14
Foundation.....	15
Grading and Credit Policy	15

Guest Speakers	15
Information Technology	15
Help Desk	
Web Policy	
Computer Help Desk	15
Computer Use Guidelines	16
Instructional Supplies.....	17
Instructor Expectations.....	17
Instructor Training and Certification to Teach Online.....	17
Keys/Room Access	18
Leaves	17
Mail Boxes.....	18
Parking	18
Phone	18
Photocopying, Printing and duplicating	18
Photos in the Classroom	18
Professional Activities.....	18
Professional-Advancement Committee.....	19
Professional Development / FLEX.....	19
Research Involving District Students	19
School Calendars.....	19
Site Compliance	19
Professional Policies and Review Committee	19
Sex Offender Registration	20
Smoking Regulations.....	20
Student Discipline, Disruptive Students, Code of Conduct and Policy 3100	20
Student Attendance Card	20
Student Learning Outcomes (SLOs)	20
Student Privacy	20
Emergency Procedures	21
Subpoenas.....	21
Substitutes for Instructors	22
Telephone Numbers	27
Telephone Use	22
Textbooks for Students.....	22
Threat Assessment.....	23
Time Cards / Payroll.....	23
Verification of Enrollment, Attendance, and Transcript Requests.....	23
Volunteers.....	23
Campus/Site Locations	24

KEY TELEPHONE NUMBERS

Academic Senate.....	388-1255
Administrative Services	388-4884
Audio/Visual.....	388-4805
Bookstore.....	388-4863
Business Services	388-4821
CalWORKS	388-4933
Career Development Services	388-4847
General Information	388-1234
College Police.....	388-6405
Communications/Public Information Officer	388-4833
Computer Support	
Cesar Chavez – Farzad Pishyar	388-4641
ECC - Tim Saylar	388-4818
Mid-City - Farzad Pishyar	388-4505
North City – Jim McElree	388-1801
West City - Doug Cruger	388-1874
CE Mesa – Doug Cruger.....	388-1950
Counseling/Student Services	
Cesar Chavez	388-1910
ECC	388-4956
Mid-City	388-4500
North City	388-1800
West City	388-1873
DSPS	
Cesar Chavez	388-1910
ECC	388-4812
Mid-City	388-4500
North City	388-1821
West City	388-1866
Management Contacts	
President’s Office	388-4990
Vice President’s Office of Instructional Services.....	388-4850
Vice President’s Office of Student Services	388-4935
Vice President’s Office-Administrative Services	388-4884
Dean, Business Information Technology	388-1800
Dean, Career Technical Education	388-4956
Dean, Career & College Transition.....	388-1257
Dean, Community Education, Allied Health	388-1910
Dean, Counseling & Student Success.....	388-4935
Dean, Disability Support Programs and Services	388-4812
Dean, Emeritus Program, Parent Education	388-1950
Dean, English as a Second Language, Citizenship	388-4500
Dean, High School Diploma/High School Equivalency/Basic Skills Program, and Hospitality & Consumer Services	388-1873
Dean, Planning, Research & Institutional Effectiveness	388-4920
Dean, Student Affairs	388-4500
Dean, Student Equity and CalWORKS	388-4500
Special Projects Manager.....	388-4893

Program Activity Manager	388-1933
Employee Training Institute (ETI)	388-1250
ESL Resource Office (Mid-City)	388-4512
Facilities Services	
Cesar Chavez	388-1910
ECC	388-4844
Mid-City	388-4528
North City	388-1800
North City-CE Mesa	388-1950
West City	388-1861
Instructional Services Office	388-4850
Management Services (ECC)	388-4884
Miramar ESL	388-7825
New Horizons Program (ECC)	388-4912
Parking Information	388-6416
Parking Permits (employee)	388-4956
Parking Permits (student)	388-4956
Site Compliance	388-1800
Student Services Office	388-4935