

Faculty Handbook

2016-2018 EDITION



Pictured: 2015 Excellent Educator and 2016 Hayward Award Winner Dr. Melinda Kashuba, Geography



Shasta College

www.shastacollege.edu

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SECTION I: INTRODUCTION

WELCOME

Shasta College appreciates your willingness to become a member of the faculty. Your dedication to your discipline and your desire to impart your knowledge and skills to others in the lifelong pursuit of knowledge is a very noble deed. The college provides many types of support services to assist you in achieving professional success. We hope that your experiences as a faculty member at Shasta College will be very positive and rewarding, and we encourage your active participation in the college's planning process through involvement in one of the campus's participatory committees, your participation in your Division's Annual Area Plan and/or Program Review, your service on one of the many advisory boards, or your representation of the college within the community.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide you with information related to your employment, your classroom, and the many resources available to support your instruction. The handbook attempts to address many of the District's policies. Much of the information will be familiar to the experienced faculty member; however, many of the [administrative procedures](#) (the APs) have been revised and updated. If the handbook does not answer your particular questions, please contact your Division Office or Extended Education campus supervisor/secretary for assistance. Throughout your tenure, your Division Office or Extended Education Office will become an invaluable asset.

MISSION STATEMENT

Shasta College provides students of diverse backgrounds, interests, and abilities with open access to educational and life-long learning opportunities, thereby contributing to the social, cultural, and economic development of our region. The District offers programs and extensive distance education offerings in general education and transfer curriculum, career-technical education, and basic skills education where students are provided opportunities to practice and improve critical thinking, effective communication, quantitative reasoning, information competency, community and global awareness, self-efficacy, and workplace skills.

ACCREDITATION

Shasta College is fully accredited by the Western Association of Schools and Colleges, and is listed as a public community college on the approved list of the Education Directory, Higher Education Part 3, published by the U.S. Office of Education. Follow the college [Accreditation](#) process and related documentation on the school website.

PLANNING

As part of the requirements for accreditation, in Fall 2012, Shasta College completed the Shasta-Tehama-Trinity Joint Community College District [Educational Master Plan 2012-2030](#)

[\(EMP\)](#). This document provides the overall vision for the College and drives all planning decisions, including instructional initiatives. The College has also produced an [Integrated Planning Manual](#) that describes the timelines and processes used in decision-making and resource allocation district-wide. Creation and assessment of [Student Learning Outcomes](#) (SLOs) is an integral part of the planning cycle, starting with the identification of seven Institutional Learning Outcomes (ISLOs) in the Mission Statement. All course-level SLOs and Program-level Learning Outcomes (PLOs) should support the ISLOs. In addition, the results of SLO assessments conducted by faculty in their classes inform Annual Area Plans and Program Reviews, which are used to determine priorities for the college. You may want to familiarize yourself with the documents mentioned above as well as the Integrated Planning Cycle (see page 5 of the Integrated Planning Manual above).

BOARD OF TRUSTEES

A seven-member [Board of Trustees](#) governs the Shasta-Tehama-Trinity Joint Community College District.

ORGANIZATIONAL BACKGROUND

Shasta College, founded in 1948, continues to be a major provider of educational programs and workforce preparation for the tri-county district community. The goals, objectives, institutional description and purpose as well as the [historical background](#) and quick facts on college demographics and enrollment data are available on the college website.

ORGANIZATIONAL STRUCTURE

Mr. Joe Wyse, Superintendent/President, provides oversight of the college's organizational structure and operational functions. The college operates under a participatory governance model (see the [Participatory Governance Manual](#)) that uses an **Integrated Planning Process** involving all constituents of the college through committee representation. Additional information about the organizational structure (including organizational charts) and the college planning process is located on the website under the link "[About Shasta College.](#)"

SECTION II: EMPLOYMENT MATTERS

EMPLOYMENT RECORDS

Before a paycheck can be issued, all required employment forms must be completed and submitted to the Human Resources Office. Payroll checks cannot be issued until the Human Resources Office has approved the status as an employee, and has placed the employee on the appropriate salary scale according to Faculty Collective Bargaining Agreement (link available on the [Human Resources website](#)). Placement is based on documentation of educational background, work experience and teaching assignment category.

TB AND FINGERPRINTS

New full-time and part-time faculty members are required to submit to the Human Resources Office the results of a TB test administered at a medical establishment of their choice and to be fingerprinted prior to beginning employment. TB test verification is thereafter required every four years. Some specific programs (e.g. Nursing and Dental Hygiene) may require annual TB testing as a clinical affiliation requirement. In such cases, the Instructional Division will track verification.

PAY DAY AND BENEFITS

Full-Time Faculty Members

Regular paychecks are available on the last working day of the month. Faculty members have a choice of receiving ten (for the academic year) or twelve paychecks (for the calendar year). Paychecks may be mailed to the home address, electronically deposited at designated banks, or picked up at the Business Office between 8:00 a.m. and 4:45 p.m. For assistance with payroll, faculty may call the District Payroll Office at 242-7680.

The college provides a benefit package of health, dental, and vision insurance for full-time faculty and their immediate families. Faculty members are enrolled in the State Teachers Retirement System (STRS). Information regarding benefits may be obtained by contacting the [Human Resources Office](#).

Full-time faculty teaching overload assignments follow the part-time faculty guidelines as outlined below.

Part-time Faculty Members

Part-time faculty members and overload assignments are paid based on the number of hours the class meets according to the schedule of classes. They also will receive pay for activities spent on professional development (see *Faculty Excellence Program* below).

All part-time faculty teaching full-semester classes will be paid in five equal payments on the 10th of each month of the semester. For less than full-semester classes, the total hours of the class will be divided by the number of months the class is scheduled and payment will begin on the 10th of the following month. Paychecks may be mailed to the home address, electronically deposited at designated banks, or picked up at the Business Office between 8:00 a.m. and 4:45 p.m. For assistance with the part-time/overload payroll, please call the Hourly Faculty Technician at 242-7642.

Part-time faculty members and full-time teachers teaching overload accumulate sick leave credit according to the [Faculty Collective Bargaining Agreement](#) and their sick leave plans can be viewed by logging into [MyShasta](#).

THE FACULTY EXCELLENCE PROGRAM AND MANDATORY FLEX DAYS

Full-time faculty are required to complete sixty-six hours (eleven days) each year in professional development activities. This is called the Faculty Excellence Program (or Faculty Professional Development). Twelve of these hours are designated for Mandatory Flex Days, twelve are designated for participation in area-planning and learning outcomes assessment, and the remaining forty-two hours are for individual professional development activities.

1. Mandatory Flex Days (one each semester, six hours each)	12 hours
2. Area-Planning and Learning Outcomes Assessment	12 hours
3. Individual Professional Development Activities	<u>42 hours</u>
	66 hours total

Many pre-approved activities are listed on the [Menu of Pre-Approved Activities](#). For most of these, faculty do not need approval of their immediate supervisor. Any activities beyond this, however, should receive pre-approval from the immediate supervisor before the activity in begun.

Part-time faculty members are encouraged to participate in the Faculty Excellence Program. The number of hours for which each part-time faculty member can be compensated is identified in his or her individual contract. Part-time faculty members who have some class hours replaced with flex hours will not receive maximum pay unless they participate in flex activities.

Mandatory Flex Days are normally held each semester either the day prior to the commencement of classes, or once the semester has begun. Part-time faculty are eligible to receive up to a total of six hours of pay for their Mandatory Flex Days attendance. Timecards are sent to part-time faculty via email and the faculty must fill them out and submit them to the Division Office or Extended Education campus in order to be paid.

Full details on the Faculty Excellence Program can be found in the Faculty Excellence Handbook, which can be found at the website for the [Office of Instruction](#).

PART-TIME FACULTY ORIENTATION

Part-time faculty are strongly encouraged to attend the annual Part-time Faculty Orientation. New part-time faculty may receive two hours of part-time pay for attending, and continuing part-time faculty are encouraged to re-attend the orientation. However, with current budget constraints, only those continuing part-time faculty who have not attended in the past two years will be eligible for two hours of part-time pay. For eligibility, please check with the Hourly Faculty Technician.

MILEAGE AND TRAVEL ALLOWANCE

Part-time faculty shall be paid for travel to their class or classes at the regular college (IRS) rate per mile, only for miles over 45 miles per round trip with a maximum number of 80 paid miles. For example, if a part-time faculty member drives 50 miles round trip to and from class, reimbursement will be for five miles. The distance is measured from city center to city center. Mileage trips allocated for each class are located in the mileage column on the hourly contract. Mileage is paid after completion of the semester for those instructors eligible to receive a mileage reimbursement and who have verified their mileage reimbursement invoice. The check is mailed to the address on file and is not included with a payroll check.

All faculty teaching ITV classes may be reimbursed mileage for the total miles when they travel from the originating ITV site to another ITV site; however, this reimbursement must be pre-approved by the Extended Education Dean. See Article 3.0 - Travel Reimbursements in the current [Faculty Collective Bargaining Agreement](#) on the college website.

OFFICE HOURS

Full-Time Faculty Members

Full-time faculty members are required to maintain five student conference (office) hours per week (250 minutes, with a minimum of 30 minutes for each session). Faculty members shall remain in their offices during these scheduled hours unless other arrangements have been approved in advance and in writing by the appropriate Dean or director. Office hours for all full-time faculty members are provided in the Schedule Supplement on the college's website entitled [Catalog/Class Schedule](#). Full-time faculty members are not allowed to participate in the Part-time Office Hour Program.

Part-time Faculty Members

Part-time faculty members may qualify to have office hours as part of their paid assignment. The program is funded by the Chancellor's Office and Shasta College and may be reduced or

withdrawn due to funding availability. The number of total hours allotted for each instructor depends on how many instructors sign up for the program.

The following criteria are used to determine eligibility for part-time faculty members:

- Part-time faculty members who teach at least one three-unit course with a lecture component shall be eligible to participate in the office hour program for a maximum of two eligible courses per faculty member. The time for office hours shall be mutually agreed upon between the part-time faculty member and the Dean, and shall be posted. Generally, office hours are held immediately before or after class and are held in at least half-hour sessions.

The Office Hour program will generally begin in the fourth week of the semester at which time email notification will be sent regarding the Office Hour Participation. If a part-time faculty member wishes to participate, he or she must respond to the email for participation. Near the end of the semester, the part-time faculty member will be instructed to submit the Office Hour Verification form(s) to the Division or the Extended Education Office to obtain the Dean's signature prior to payment.

Participation in the Office Hour program is voluntary and will not count toward employment for purposes of determining full-time equivalent employment percentage towards obtaining tenure. Office hours are paid at the rate of \$30.00 per hour.

MAIL AND EMAIL

Full-time faculty mailboxes are located in the Administration Building (100) mailroom. Many Divisions and each of the Extended Education campuses have mailboxes for part-time faculty in their respective offices. Faculty should contact their respective Division or Extended Education Office to find out mail delivery procedures.

At the time of hiring, an email account is established for each faculty member on the Shasta College server. The college depends on email communication extensively, for communication on all levels. All official college communications are sent via email. Emails are used by Admissions and Records, the Business Office, Division staff, the Bookstore, and other college personnel to keep everyone apprised of updates, changes in procedures, student learning outcomes, due dates for census rosters and grades, or personnel matters.

Faculty members have the option of forwarding their college email to a home personal email. Faculty may obtain the necessary forms from their Division or Extended Education Office. They may also simply fill out the [Email Forward Request](#) form online. Faculty members should check their campus email at least on a weekly basis.

MYSHASTA

In addition to using a Shasta College email account, it is equally important for faculty to use [MyShasta](#), a link for which appears on the Shasta College website. MyShasta is a user-friendly portal that allows access to not only payroll and leave plan summaries but also class rosters, student profiles, and schedules. It is also the mechanism for printing Census Rosters, managing waitlists, completing Early Alert notifications, and reporting grades (each a critical element of each class). To insure MyShasta account is activated, faculty should contact the college's Help Desk at 242-7999, option #2, or their Division or Extended Education Office.

PARKING REGULATIONS

When classes are in session, parking permits are required to park on the Redding and Tehama campuses. Annual parking permits are available at the HR Reception Window or Tehama Campus office and should be acquired within the first week of the fall semester.

With the exception of those individuals with a valid Disabled placard issued by the DMV, all students and faculty must have a valid parking sticker visible on their vehicle to park in Redding and Tehama campus lots. Meter parking is also available on the Redding campus.

SHASTA COLLEGE WEBSITE

The college's website (www.shastacollege.edu) contains many reference materials and information regarding policies, procedures and general information. An especially helpful website is the [Faculty Corner](#), which brings together many faculty resources, including important links, forms, and information on Institutional Learning Outcomes (ISLOs), Program Learning Outcomes (PLOs), General Education Learning Outcomes (GELOs), and Student Learning Outcomes (SLOs).

ABSENCE AND USE OF SUBSTITUTES

If a faculty member needs to be absent from class for any reason, prompt notice **MUST** be given to the appropriate Division Office or Extended Education campus. If you are teaching after your Division Office has closed, and you need to report a last-minute absence, please call Campus Safety at 242-7910.

The college does not provide substitute faculty except in extreme circumstances such as long-term illness. All substitute faculty members must be approved by the Dean or other site administrator and cleared through the Human Resources Office **prior** to subbing for class.

Unauthorized substitutes will not be paid.

Faculty members must report all absences to the Division Office and complete a [Faculty Absence Report](#). This form can be accessed on the Shasta College website in the [Human Resources/Forms](#) section and is listed as "Leave Report – Faculty". Some Division Offices have

an electronic version on the website for your use. Check with your Division or Extended Education Office for instructions. If teaching through Extended Education at one of its locations (including ITV), faculty must notify the Extended Education campus by phone or email.

Sick leave is accumulated based upon teaching hours completed. Time missed due to an absence will be deducted from the faculty member's accumulated sick leave. In the event there is no remaining sick leave balance, a payroll adjustment will be made on the next paycheck.

Any arrangements to reschedule a class during the regular dates of the semester **MUST** be approved by the Division or Extended Education Dean.

EVALUATION OF FACULTY

The District shall evaluate bargaining unit members on a uniform basis and in accordance with the current [Faculty Collective Bargaining Agreement](#). This process may include classroom observations by others as well as Student Opinion of Teaching surveys administered in class.

Probationary Full-Time Faculty

All probationary full-time faculty members must go through a four-year tenure process in order to become permanent faculty members. Refer to the [Faculty Collective Bargaining Agreement](#), Article 5.0 for details of the Tenure Review process.

Tenured Full-Time Faculty

All tenured full-time faculty members shall be evaluated at least once every three academic years.

Part-time Faculty

During the first semester of employment (per Title 5) a peer faculty member, appointed by the instructional administrator, will perform an evaluation of the part-time instructor according to procedures outlined in article 5.10 of the [Faculty Collective Bargaining Agreement](#), including a classroom observation, pre- and post-conference with peer evaluator, and student evaluations. At the end of the semester, once grades have been submitted, a part-time faculty member will also receive a copy of any student evaluations administered during the term. The purpose of the evaluation process is to provide the instructor with feedback regarding his/her teaching and to improve the instructional process. After the first year, most part-time faculty members are evaluated every three years.

FACULTY ASSOCIATION

Faculty members for Shasta College are officially represented by the California Teachers Association (CTA) and National Education Association (NEA) affiliated Shasta College [Faculty](#)

[Association](#). Under conditions of the Faculty Collective Bargaining Agreement negotiated by selected representatives, faculty are required to be paid-up members of the unit or pay an agency fee as provided in Article I of the bargaining agreement.

The Board recognizes the Association as the exclusive representative of all full-time and part-time regular or contract academic employees, summer school academic employees, and employees who are replacements for academic employees on leave of absence or sabbatical leave. Payroll deductions for unit membership for part-time employees only exist during the period of actual employment.

If for reasons of religious conviction a member of the bargaining unit cannot support membership in the Association, he/she shall contribute an amount equal to all regular and periodic dues as appropriate to the Shasta College Scholarship Fund. If already a CTA/NEA member through a different institution, the faculty member must provide membership verification to the Association and will only be required to pay the Local Faculty Association dues. For information on dues and contract questions, see the [Faculty Association](#) website or call the organization's office at 242-7727.

COMMENCEMENT

Both full-time and part-time faculty are strongly encouraged to join with the other faculty and graduates at the annual Commencement Ceremony held on the last Friday of the spring semester.

SECTION III: CLASSROOM PREPARATION

SYLLABUS

Perhaps one of the most challenging tasks associated with teaching a class for the first time is the development of a class syllabus (oftentimes referred to as a First-Class Handout). All Shasta College faculty members are required to prepare a syllabus and present it to students during the first class meeting. And while one should consult the [Sample Syllabus](#) (link also available at the [Faculty Corner](#) website) and ask for examples from the Division or Extended Education offices, the handout developed reflects how the faculty member intends to accomplish the course objectives. It requires thought and time to prepare. If the handout will be a hard copy to be handed out to students, faculty may be required to submit the document to the Division or Extended Education Office up to two months in advance. This will insure that the Print Shop can have them printed in time for classes.

The intent of the syllabus is to familiarize students with a comprehensive overview of the course, classroom procedures, course objectives, grading, and the general manner in which the course will be conducted. **The syllabus is considered a contract between faculty and students.** It may be changes once classes begin. However, students should be given adequate advance notice of any changes. It defines instructional responsibilities and the expectations for students.

The syllabus must agree with the information that has been approved by the Curriculum Council for the course and college catalog. This information is on file at the appropriate Division Office and the Office of Instruction. You may also find it online at [CurricUNET](#) (skip the log in and simply go to “Search” and “Course”). As per the Syllabus Sample, the syllabus must contain the class name, instructor's name, units, catalog description, course objectives, course outline by week of instruction, examination schedule by week of instruction, required and suggested textbooks, associated materials fees, participation and drop policy, teaching methods, extra credit work, grading standards, out-of-class assignments, and student learning outcomes. These academic requirements are necessary for all classes including physical education activity classes and all laboratory classes. If a class requires a field trip, please refer to Section IV: Class Begins.

There are a number of other recommendations for content that should be included in the syllabus. For instance, including a comment and contact information for students with disabilities may facilitate accommodations should they be necessary. Reminding students of their responsibility to register for or drop the class can alleviate some problems when census

date comes. The syllabus should also clarify that only registered students are allowed in a class (this is school policy and has to do with liability issues).

More ideas to incorporate into the syllabus may be found in Section IV: Class Begins.

STUDENT LEARNING OUTCOMES (SLOs)

Student Learning Outcomes (SLOs) are general statements of the measurable skills and abilities a student will possess upon successfully finishing a specific course. Broader in scope than “objectives,” SLOs focus on the important general abilities a successful student will take away from the class and apply toward program and institutional outcomes. All full-time and part-time faculty members will be engaged in the ongoing process of SLO development, assessment and data analysis for all courses, program, and institutional student learning outcomes. Course SLOs must be listed in the course syllabus. See the [SLO](#) website for useful and pertinent information to assist and guide faculty members with this task.

TEXTBOOK

Examination Copy

An important part of any class is the selection of the textbook. Faculty should take time to research what is available, taking care to get textbook orders in on time and to select cost-effective options for students. Consultation with colleagues within the discipline can provide ideas and recommendations. Faculty should consult with their Division on whether there are any department-approved or department-recommended textbooks for their courses and participate in the department’s/Division’s established processes for updates and changes.

Most textbook companies have toll-free telephone numbers or websites to order examination (instructor) copies at no charge. The most efficient method to acquire an examination textbook is for the faculty member to make personal contact with the publisher directly or the publisher’s representative to Shasta College. The company will advise what other materials are available for use in the classroom. As a rule, textbook companies will mail the desk copy directly to the instructor’s home. Also, consider ordering an extra copy to put on reserve at the college library. And if your students will be using one of the learning centers (like the Writing Center or Math Lab) for tutoring help, order a copy for the lab. For assistance in publisher contact information, contact your Division or Extended Education Office.

Bookstore Textbook Order

In order for students to get textbooks before the first class AND take advantage of used textbook availability (and hence save money), it is important for the faculty to identify the

required text early in class preparation. The Division and Extended Education Offices require textbook information to be submitted three (yes, 3) months in advance of scheduled class to comply with legislation. Course adoption forms for the Summer semester are typically due around March 15, for the Fall semester around April 15, and for the Spring semester around October 15.

Shasta College's bookstore is leased to a private company call Follett. Faculty may call the Bookstore, the Division Office, or the Extended Education campus for specific instructions regarding textbook ordering procedures. Faculty may also visit the Bookstore website at bkstr.com.

Note that the Bookstore also has a book rental option that many students appreciate. Visit www.rentatext.com to see what is available on their national list. If you are using the same title for four semesters or more, the Bookstore can probably add your title to the local rental list. Also, if you are interested in digital textbooks, the Bookstore offers a digital platform called CafeScribe (www.cafescribe.com).

Coursepacks

In order for students to be aware of textbook costs up front, coursepacks sold at the Bookstore must be listed on the course adoption prior to the beginning of the semester. Printed coursepacks, digital coursepacks, and original works by faculty all must undergo copyright clearance. Xanadu Publishing does this for Shasta College, a process facilitated by the Bookstore, which also will sell the coursepack.

For new coursepacks, please make sure the Bookstore has all the materials at least twelve (12) weeks before the start of the semester. If you are doing minor changes to a coursepack you've used previously, please allow 4-6 weeks.

For questions about coursepacks or textbooks, you may contact the Bookstore Manager at 0651mgr@follett.com (242-7574), or the Textbook Manager at 0651txt@follett.com (242-7577).

INSTRUCTIONAL/OFFICE SUPPLIES

Some courses have a "Materials Fee" that students pay at registration. These funds are used to purchase instructional supplies for use in the classroom (e.g., clay for a ceramics course) and the material purchased is kept by the student. Materials Fees are approved each year by the Board of Trustees and the fee, collected at the time of registration, is listed in the Class Schedule. It is extremely important that faculty members do not collect any money from students for any type of activity. Faculty should contact their Division or Extended Education

Office for additional guidance on purchase requests using Materials Fee funds for a class and what, if any, restrictions might be placed on its use.

Purchase of other instructional supplies to support classroom activities or office environment is accomplished by submitting a request through the Division or Extended Education Office. Faculty should submit their requests as soon as possible to insure the supplies can be acquired prior to their needed use.

All purchases are made by the college using prescribed procedures. The college is not responsible for payment for items not authorized or obtained prior to purchase approval.

INFORMATION SYSTEMS AND TECHNOLOGY SUPPORT

Shasta College provides wired computer access in classrooms, labs, and offices on all of its campuses. Wireless access is also available in many locations on these campuses.

The Information Systems and Technology Support department's webpage can be found off of the Shasta College home page by

- Clicking "Faculty/Staff" along the left side of the main Shasta College homepage
- On the Faculty and Staff Resources page, under "Offices," click on Information Systems and Technology Support"

[Help Desk \(SysAid\)](#)

The department has implemented a Help Desk ticketing and tracking system from SysAid for any classroom or office computer or classroom technology issues. The webpage has a link to both SysAid and an instruction document that will assist you in entering tickets. Here is how one logs on:

- SysAid user name = Shasta College computer/e-mail logon user name
- SysAid password = Shasta College computer/email logon password

If you are in a classroom and need immediate assistance during business hours (8:00AM-4:45PM), you can call 242-7999, Option 2 (hardware or software issue) or Option 1 (MyShasta/Colleague).

Requests for assistance received via email or voicemail will first be entered into SysAid as help tickets before they are assigned to an I.T. staff member. Faculty are encouraged to become familiar with entering help tickets to expedite this process, for more efficient service. The linked [User Guide](#) will explain the process of entering tickets and is found on the I.T. webpage.

MULTI MEDIA

Classroom Lecture Components

Most classrooms are equipped with a Windows computer (with Microsoft Office Suite), internet access, a document camera, and a video projector. DVD/VCR player combos are available in many rooms, and the computer has a DVD drive as well. To confirm what a classroom might have, as well as coordinate acquiring what might be needed, faculty should review their assigned room or confirm with their Division or Extended Education Office.

MARKETING COLLEGE CLASSES

Every effort is made by the Division Dean to advertise and promote low-enrollment classes. Instructors are not allowed to market/advertise their own college classes through newspapers, radio, brochures or flyers without the review/approval of the college's Communications Design Coordinator and the respective Division or Extended Education Dean. To submit a request, you need to start by completing a [Communications Request Form](#) and bringing it to your dean.

KEYS FOR OFFICES AND CLASSROOMS

In order to maintain security for District property and control access to the college's buildings, the college has developed a key policy which is enforced by the Physical Plant and Campus Safety Departments. Faculty can check with the Division secretary or Extended Education campus secretary to request a key for the Division/campus office and the classroom in which their class has been assigned. Keys are issued through Campus Safety.

Instructors are required to return their keys to Campus Safety if they have a change in their classroom assignment or upon leaving employment with the District.

OTHER IMPORTANT INFORMATION

Each Division operates slightly differently from one another. Faculty are encouraged to get to know the others within their Division and discipline, including their Faculty Area Coordinator. Faculty should meet with their Dean. Some Division Deans also assign a mentor to new faculty to assist them with orientation and adjustment to a new environment. Faculty can consult the current [Academic Calendar](#) and upcoming [Class Schedule and Supplements](#) on the college website for important information and dates.

SECTION IV: CLASS BEGINS

BE PREPARED

Outstanding preparation and instruction are retention's greatest allies. Students appreciate and respond to excellent teaching, and the college aims to assist faculty in reaching that level.

REGISTRATION

As was mentioned earlier, [MyShasta](#) is the key to monitoring registration in a class even before the class begins. If faculty need assistance accessing their MyShasta account, they can contact the Help Desk at 242-7999, Option #2.

In addition to displaying those registered, MyShasta will also provide faculty with the names of students on the waitlist for their course. Each student on the waitlist will have a unique 5 digit "reg code". If faculty choose to add students from the waitlist, they can give the proper code to each individual to complete the process online. Complete directions can be found at the [Expedited Waitlist Procedure](#) website. Please note: Faculty must add the students in the order in which they appear on the list through the second class meeting.

If a student's name does not appear on your MyShasta roster, the student must complete a registration form, obtain the instructor's signature and date of first attendance, and within 24 hours submit the registration form to Admissions and Records or an Extended Education campus office.

Faculty must insure that all students in attendance are registered and reflected on their MyShasta class roster. Unregistered students may not attend class.

Late Registration

Faculty members should encourage all students to register as soon as possible. Please refer to the calendar section of the Shasta College Schedule of Classes for registration dates and for information regarding adding and dropping classes, attendance, and related policies and guidelines. If faculty are not sure of the correct deadline or date for late registration and/or drops, they may contact appropriate staff in the Admissions and Records Office or an Extended Education campus for more information. Students cannot be added/registered after Census Day without approval from the Division or Extended Education Dean, regardless of whether or not they attended prior to that date.

Adding and Dropping Students

All students are responsible for insuring they are registered for any classes they are attending. Faculty cannot add students to their roster at any time. Students must officially

“add” (enroll in a course) through the Admissions and Records or Extended Education Office and pay all required fees to be *“official”* on the class roster. Students wishing to *“drop”* a class or who are no longer attending a class are responsible for completing a drop form with the Admissions and Records Office or any Extended Education Campus, or go online in MyShasta and officially drop the class. It is not the faculty member’s responsibility to drop students from a class. However, **faculty members are required to note on their census roster if a student has never attended their course prior to the census date.**

- No drops will be backdated
- No drops will be permitted after the *“W”* drop date
- No drops will be permitted on the final grade rosters

Instructor Initiated Drops

After Census Day, the instructor can initiate a drop of a student between the no record drop deadline (approximately 20% of term) and the *“W”* drop deadline (approximately 75% of the term) by completing an *“Instructor-Initiated Drop”* form and submitting it directly to the Admissions and Records or Extended Education campus office.

The *“Instructor-Initiated Drop”* form is processed according to the date received by the Admissions and Records Office or by the official postmark on incoming envelopes for off-campus faculty. Whether to proceed with an Instructor-Initiated Drop is entirely up to the instructor. But again, students are ultimately responsible for dropping a class as detailed in the college Schedule of Classes, the Catalog and other registration-related materials.

Special Admits (Concurrent Enrollment)

With the written permission of his/her respective K-12 school principal and parent or legal guardian, a K-12 student may enroll in Shasta College classes as a Special Admit (concurrently enrolled) student. Instructors may face discipline or maturity challenges with such students. That said, these students are to be treated the same as any other student in the course and meet the same standards.

REGISTRATION FEES

Students will be assessed appropriate registration and enrollment fees at the time of actual registration. Out-of-state residents will pay appropriate out-of-state tuition fees in addition to other standard student fees. Current fees, including any associated Materials Fees, are listed in detail in the Schedule of Classes. **Under no circumstances should a faculty member ever collect registration fees, materials fees, or any money from any students enrolled in their classes.** Please refer all payments to the Extended Education campus or to the Admissions and Records Office. Students with specific questions regarding refund of fees should be directed to

the Extended Education campus or to the Admissions and Records Office on the Redding campus.

MINIMUM ENROLLMENT/AUDIT STUDENTS

The minimum enrollment for classes is typically 20 students. Classes with very low enrollments may be cancelled before the beginning of the semester while other courses may wait until the first class meeting in anticipation of last minute registrations. Depending on the course and sequence in a field of study, a lower enrollment number may be determined by the Division or Extended Education Dean in consultation with the Vice President of Instruction. Faculty should keep track of registrations on their MyShasta account, particularly up through Census Day.

We have set an unlimited number for waitlists to help determine if we need to add additional sections for certain classes. Instructors cannot count students auditing classes as part of achieving minimum enrollment.

Students are automatically refunded any fees paid for a class that is cancelled due to low enrollment.

ATTENDANCE ACCOUNTING

Instructors need to check class rosters for both types of attendance accounting at the first class meeting to verify all of the students are in attendance. If they are not on the roster but in attendance, the students must go to the Admissions and Records Office or an Extended Education campus office to register before participating further in the class. The college can be held liable if a non-registered student gets injured in an instructor's class.

Following the first class meeting and up through Census Day, an instructor must verify the class roster (using MyShasta) to confirm enrollments and late registrants.

All due dates for census and positive attendance reports and grades must be met.

State apportionment is determined by two methods of attendance accounting: census and positive attendance.

Census accounting is conducted once each semester on a date (*Census Day*) determined by the Admissions and Records Office. On Census Day, faculty are required to submit a class roster from MyShasta verifying the names of students in their class. This is extremely important. Students may NOT be "added" to the census roster by the instructor. Full-term class census dates are approximately two weeks into the semester, while short-term class census dates are at other specific dates throughout the semester. All census due dates are reflected on an email reminder sent directly to the instructor of the course by Admissions and Records.

Positive attendance classes include the following:

1. Classes fewer than five days in length
2. Any class less than the full semester with any TBA hours
3. Classes not consistently held on the same days or at the same time

Daily attendance in these classes must be accounted for throughout the class and totaled after the last class meeting. The Admissions and Records Office will provide faculty with the necessary forms and instructions to conduct their attendance accounting.

CHANGING ASSIGNED CLASSROOMS

To avoid scheduling problems for the college or the inability to find a student in the event of an emergency, faculty should **not** relocate to another classroom before consulting with the Division Dean or Extended Education campus staff. If an instructor has specific needs regarding a classroom, he or she should consult with their Dean or Extended Education campus staff for assistance.

CLASS HOURS AND BREAKS

Classes should begin on the hour listed in the printed semester schedule. A class hour is 50 minutes long followed by a 10-minute break. Classes longer than one hour can be taught in a time format agreeable to the faculty member and the students, as long as the prescribed break time of 10 minutes per hour is accommodated in some way within each hour. Faculty members cannot “bank” the 10 minutes of break time per hour to take it at the end of the class session. Faculty members are required to be in attendance at all times specified in their employment contract.

ATTRITION/RETENTION

A major concern with classes involves attrition and the inability to retain students until they have completed their course work. By the first census, some students may drop out. Some students do not attend any classes in which they have registered. There are many ways in which faculty can assist students in completing their courses. Suggestions include the following:

1. Keep accurate records of students and their status.
2. Get to know students by name and demonstrate interest in each of them.
3. Faculty may wish to call or email students after they have missed two consecutive class sessions. Inquire as to why they missed class and encourage them to return. The last known telephone number for each student is listed on the class roster or can be

acquired by contacting the Extended Education campus office or the Admissions and Records Office.

4. Be a well-prepared, enthusiastic faculty member. Outstanding instruction is retention's greatest ally.
5. Encourage students to make use of available assistance programs including tutoring centers, counseling, financial aid, EOPS, DSPS, etc. Provide information about these programs in the syllabus when possible.

EARLY ALERT PROGRAM

In Title 5 Section 55526, Student Follow-up specifies, "Each community college district shall establish a student follow-up process to assist the student in achieving his/her educational goal. The follow-up system shall ensure that the academic progress of each student is regularly monitored to detect early signs of academic difficulty and students shall be provided with advice or referral to specialized services or curriculum offerings where necessary."

The Academic Senate adopted the Early Alert Program to meet this mandate. During the 5th and 10th week of each semester, faculty will receive an email from the Dean of Enrollment Services with notification that it is time to identify students who are struggling in their courses. Directions on how to complete the Early Alert notice on MyShasta will be included in the email. If faculty have any questions regarding this program or how to complete the notice on MyShasta, they may contact the office of the Dean of Enrollment Services. Identified students will be contacted with suggestions for assistance and for improving their performance.

STUDENT BEHAVIOR

Facing increasing economic, academic and social pressures, students may experience distress, depression, anxiety, and even thoughts of suicide. These conditions may also compromise academic achievement. As an educator, each faculty member can play an important role in identifying these students and ensuring they are made aware of the many resources available.

The college's [Behavioral Intervention Resource Team](#) (BIRT) may also be of help with identifying interventions that assist stressed or disruptive student situations. The Distressed Student Handbook is also available on the [BIRT](#) website. The [Student Health and Wellness Office](#), whose mission is to offer holistic mental and physical health services, is another great resource for faculty. In cases where a tragedy strikes, for example, such as the death of a student, instructors may work with the Student Health and Wellness Office to arrange a visit by the school Psychological Counselor.

STUDENTS WITH DISABILITIES

The Shasta College [Disabled Students Programs and Services \(DSPS\)](#) program, 242-7790, is the primary provider for support programs and services that facilitate equal educational opportunities for students with disabilities. DSPS assists the college and faculty in meeting the federal and state legal mandates regarding services to students with disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, adaptive equipment, instructional programs, rehabilitation counseling and academic counseling ([Board Policy 5140](#)).

Eligibility for Accommodations

The term “accommodation” refers to academic adjustments such as extra-time on exams, provision of an in-class note-provider, course material in Braille format, sign language interpreters, etc. To be eligible for accommodations, students must submit documentation of their disability to the DSPS office. All evaluation of documentation related to a disability will be done by DSPS. Should a student present or offer documentation of disability to a faculty member then the student should be referred to the DSPS office. Faculty should not ask a student to show them documentation of disability. Instead, the instructor should require the student to show them a DSPS accommodation form which specifies the accommodations for that class.

The certification of a disability by DSPS is binding upon the District (Shasta College [Administrative Procedure 5140](#)). The DSPS professional staff possesses the necessary education and training, as prescribed by the Chancellor’s Office, to verify disabilities, determine educationally related limitations that may result from the disability, and select appropriate accommodations to help compensate for those limitations. These decisions are made on a case by case basis. Once appropriate accommodations for an individual class are approved by DSPS the student is given a document to give to each of her or his instructors. This document specifies which accommodations are reasonable for each course.

If an instructor suspects that a student may have an undiagnosed learning disability they can refer that student to DSPS for a learning disability evaluation. This evaluation includes standardized testing, is free of charge, and can result in the student becoming eligible for accommodations and services.

Be aware that some students may have a condition such as dyslexia, psychological conditions, or physical conditions such as spinal problems or carpal tunnel syndrome, whereby there may be no outward visible signs of the disability to the instructor. Faculty are prohibited from identifying a student as having a disability in front of other students. This violates the student’s confidentiality rights. Additionally, if an instructor persistently denies a student their DSPS approved accommodation without consulting DSPS, they expose themselves, and the college, to legal action by the U.S. Office of Civil Rights, and civil litigation.

Accommodations provided by DSPS

The three most common accommodations that faculty become involved with are:

- *Extra-time on exams:* DSPS has several testing rooms at their location in Room 2005 on the main campus. There are also rooms available in the Tehama Campus, the Trinity Campus and the Intermountain Campus sites. If a student with a disability requires extra-time then the student can request that DSPS make arrangements to secure a testing room, obtain a copy of the test from the instructor, and provide a test proctor. Alternatively, if the instructor can provide extra-time during their office hours, or some other arrangement, the student could choose that method of receiving extra time on their exam. For online exams, DSPS can assist an instructor in making online arrangements for extra-time.
- *Note-providers:* DSPS will give the student a document to give to the instructor. The document contains a 3-4 sentence script that the instructor reads to the entire class. The script indicates that DSPS is looking for a note-provider in the class and provides monetary and other compensation for those services. It also provides DSPS contact information. The instructor should not indicate which disabled student that the accommodation is for. That would violate the student's confidentiality rights.
- *Voice recording of lectures:* Occasionally, a student may have an accommodation for voice recording lectures. Title 5 of the California Education Code permits this kind of accommodation for some students (not all) with disabilities. The authorization for this accommodation is made by DSPS. Instructors who are reluctant to have their lecture recorded should consult with DSPS regarding the limitations of recording and possible alternative methods of compensating for the student's educational limitations.

Other accommodations provided by DSPS include the following:

- Disability management counseling
- Teaching-learning strategies (i.e. memory improvement, overcoming test anxiety, etc.)
- Converting printed exams into audio and visual format
- Scribes for exams
- Course materials in Braille
- Sign language interpreters
- Visual enlarging of course materials
- Computer screen reader technology (auditory)
- Textbooks in audio format

- Voice recognition word processing
- Adaptive ergonomic equipment including ergonomic chairs and computer work stations

In the course syllabus, faculty should include a statement inviting students with special needs to contact DSPS, or yourself, to discuss how accommodations can be arranged. For example, “If you have special needs related to a disability and will require academic accommodations/adjustments, please contact Disabled Students Programs and Services at 242-7790, or myself, regarding how these arrangements can be made.” Implementing this suggestion will help meet the Title 5 Section 56020 that states “each community college district . . . shall employ reasonable means to inform all students and staff about the support services or instruction available.”

STUDENT CONDUCT

A student enrolling in Shasta College courses may rightfully expect that the faculty, administrators, and other students will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner.

If a situation should arise where a student poses a serious discipline problem, the matter should be referred to the Division Dean, Extended Education supervisor, the Vice President of Student Services, or Campus Safety. The faculty member should brief those concerned immediately and thoroughly of the situation, particularly in the event that a conference with the student is necessary.

If faculty are unable to contact an administrator, they have the authority to suspend a student from class for two class periods for disruptive behavior (see [AP 5520](#)). Details for the suspension will be submitted to the Division or Extended Education Dean which will be forwarded to the Vice President of Student Services for a disciplinary hearing.

Students must respect and obey civil and criminal law and are subject to legal penalties for violation of laws of the city, county, and state. Violations of such rules and regulations for which students are subject to disciplinary action include but are not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a

grade or obtaining course credit, and includes all student behavior by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted. See the [Academic Senate's Academic Honesty Policy](#).

- b. Furnishing false information to any Shasta College official, faculty member or office.
 - c. Forgery, alteration or misuse of any Shasta College document, record or instrument of identification.
 - d. Tampering with the election of any Shasta College-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Shasta College activities including its public-service functions on or off campus, or other authorized non-Shasta College activities when the act occurs on Shasta College premises.
 3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or conduct which threatens or endangers the health and safety of any person.
 4. Sexual harassment as defined by law or by regulation of the college or the District.
 5. Attempted or actual theft of and/or damage to property of Shasta College or property of a member of the Shasta College community or other personal or public property, or knowingly receiving stolen district property or private property on campus.
 6. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
 7. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.
 8. Failure to comply with direction of Shasta College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to one of these persons when requested to do so.
 9. Unauthorized possession, duplication or use of keys to any Shasta College premises or unauthorized entry to or use of Shasta College premises.
 10. Violation of published Shasta College policies, rules or regulations.
 11. Violation of federal, state or local law on Shasta College premises or at Shasta College sponsored or supervised activities.

12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and Shasta College regulations.
14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals including but not limited to any facsimile firearm, knife, explosive or weapon on Shasta College premises.
15. Participation in a campus demonstration that disrupts the normal operations of Shasta College and infringes on the rights of other members of the Shasta College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
16. Obstruction of the free flow of pedestrian or vehicular traffic on Shasta College premises or at Shasta College sponsored or supervised functions. The use of bicycles, roller blades and skateboards is not permitted in heavy traffic areas or in buildings.
17. Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.
18. Theft or other abuse of computer time and network resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Unauthorized use of phone and electronic devices such as radios, etc.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or Shasta College official.
 - f. Use of computing facilities to send obscene or abusive messages.
 - g. Use of computing facilities to interfere with normal operations of Shasta College computing systems.
19. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a Shasta College official.
 - b. Falsification, distortion or misrepresentation of information before a hearing officer.

- c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
 - g. Failure to comply with the sanction(s) imposed under the Student Code.
 - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.
20. Willful or persistent smoking in any area where smoking is prohibited by lawful authority.
21. Littering of any kind.
22. Misrepresentation of oneself or of an organization to be an agent of Shasta College.
23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlines in [AP 5520](#).

GRADES

It is the responsibility of each faculty member to keep accurate and appropriate records regarding the performance of each student in the class. The records should be in accordance with the grading policy established in the syllabus, and defined in terms that can be interpreted by other administrative personnel if the need arises. The grading record is turned in each semester as a permanent document that is kept on file by the Admissions and Records Office.

Grading Policy

The college catalog specifically outlines the grading standards, definitions, and symbols designated for evaluating student course work. It is the faculty's responsibility to become familiar with the "Grading and Academic Standards" (see Chapter 4 of the [Catalog](#)) set forth

by the college. All classes must meet these academic requirements including physical education activity classes and laboratory classes.

It is a violation of the Family Educational Rights and Privacy Act ([FERPA](#)) to publicly display students' grades. **Posting of student grades using Social Security numbers, initials, or other decipherable forms of identification is strictly prohibited.** Specific questions regarding student privacy issues should be directed to the Dean of Enrollment Services.

Grade Reporting

Grade reports, including final grades, **must** be sent to the Admissions and Records Office by the specified deadline (typically, three days after your final). Faculty must enter all final grades electronically over the Internet via [MyShasta](#). The Admissions and Records Office will distribute specific training and instructions in the use of [MyShasta](#). Sessions on [MyShasta](#) may "time out," so it is good practice to click "save" frequently to avoid losing grade entries. Instructors cannot issue a plus or minus grade.

Dropping students from a course will not be permitted on the final grade report. As soon as grades are reported and verified, they will be available to students on [MyShasta](#). Final grades will not be available before that time unless the faculty member provides them directly to the student.

It is essential to turn grades in on time. Here are some complications for students when this does not happen:

1. Admissions and Records is unable to verify if prerequisites for specific courses have been met to allow registration in the subsequent term. Those who did not meet prerequisites must then be notified after classes have begun that they must drop those classes.
2. Admissions and Records is unable to run probation reports. Students who are at dismissal status begin attending classes.
3. Students who were on a waitlist (for classes that probation and dismissal students must drop) have been unable to enroll in the class even though the class is no longer full.
4. Dismissal and probation students have purchased books and must try to get a refund if the refund date hasn't passed.
5. If probation notices go out late, counseling appointments are backed up into time slots typically used for FFT students.
6. Records of students who are transferring are delayed and they are unable to verify that GE is completed, that prerequisites are met, or that they met admission or graduation requirements.

7. Students are unable to receive reimbursement when the employer is paying for fees and books for the previous semester.
8. Promotions and raises are delayed when the transcripts are not available.
9. Students cannot verify their status in order to receive financial aid for spring semester.
10. Students cannot verify grades for car insurance “good driver” discounts.

Instructors should save their grade sheets and student work (e.g., major graded assignments such as exams or papers) for at least two years in case a student wishes to contest a grade. Similarly, instructors who teach online courses should back up their classes at the end of each term and save the backup file for at least two years.

Change of Final Grade

A change in letter grade can be made only in the case of a declared error by the faculty member, an administrative error in posting the grade, or fraud, bad faith, or incompetence (see [AP 4230](#)). Under no circumstances, except for completion of work for removal of an Incomplete (see the [Catalog](#) for guidelines about giving an Incomplete), may a grade change be made as the result of work completed or presented following the close of a grading period. The Incomplete (I) must be completed no later than one year following the end of the term in which it was assigned.

All grade changes must be submitted to the Admissions and Records Office directly by the faculty member. Under no circumstances should a student handle a grade change form.

EXAMINATIONS

Faculty members are expected to routinely and thoroughly evaluate the students’ grasp of course material. The grade value for each examination and the total cumulative worth of all examinations must be a part of the syllabus and must be thoroughly explained to students. All classes must meet these academic requirements including physical education activity classes and laboratory classes. The syllabus is the instructor’s contract with the students and must clearly state how labs, tests, quizzes and participation are graded (attendance cannot be part of the grading criteria).

Final Examinations

In 2014-2015, Shasta College moved to a 17-week schedule, which eliminated the traditional final exam week. The last week of fall and spring semesters is treated like any other week. Instructors are expected to meet with their classes for all class periods and will handle their finals in a variety of ways. Some instructors will use the final class period for an exam; some will use a day earlier in the week and reserve the last class period for other uses (handing back graded work, for example; consulting with students about grades; class

celebration; etc. Instructors should check with their faculty coordinators regarding any departmental expectations regarding final exams.

FIELD TRIPS

Field trips are a recognized, valuable part of classroom instruction and as such are extensions of the classroom to off-campus locations. All field trips must be approved by the appropriate administrator/Division Dean prior to the field trip. In-state field trips require at least 10 days prior approval; out of state field trips require at least 30 days prior approval. A field trip request form is available from the appropriate Division or Extended Education campus office.

All field trips must also be approved by the Board of Trustees. If a field trip is not a required component of the class and not “required” based on the syllabus, a student may not be penalized for not attending. When a field trip is part of a course requirement, such requirement must be cited in the catalog course description or students must be given alternative methods for obtaining the necessary information.

Field trips are governed by the same regulations that govern classroom instruction and participation: the faculty member must be present on each field trip.

In accordance with Administrative Procedure 4300 ([AP 4300](#)), a field trip will be limited to:

1. Any trip taken by any recognized Shasta College group, class, club or athletic team, either academic-, social-, or student activity-related where the trip is an integral part of the group activities, either mandatory or voluntary.
2. Any trip taken by Shasta College students for an express purpose related to a college function or activity.
3. Classes which meet at an off-campus location are considered field trips when prior attendance at the nearest campus center location is required during the same class period.

Only those persons officially registered in a class or activity, employees of Shasta College affiliated with the class or activity, designated college chaperones, and drivers are authorized to participate in college field trips. Any exceptions must be specifically authorized by the Board of Trustees prior to the trip.

No group may take a field trip if such trip will exclude a member of the group from participation because of lack of funds. District policy mandates that students taking out-of-District field trips must be transported to the location by District-approved transportation. Instructors can direct students to meet at the specified site, but the District does not want to encourage students to

carpool. It is the students' responsibility to find transportation to the site if it is not provided by the college.

GUEST SPEAKERS

If an instructor has scheduled a guest speaker, that instructor must still attend the class. The faculty must obtain a Request for Guest Speaker form from the Division or Extended Education campus office. The form must be approved by the Dean before the guest speaker attends your class. If a faculty member is absent, a guest speaker may not teach in their place. Faculty can arrange for a parking permit for their guest speaker from the Division or Tehama Campus Office.

SUPPLIES/PURCHASE REQUISITIONS

Should a faculty member discover the need for additional supplies during the course, he or she may submit a request to the Division or Extended Education campus office. However, the college is not responsible for payment for items not authorized or obtained prior to purchase approval.

CUSTODIAL SERVICES

All faculty members are asked to leave their classrooms in an orderly condition, ready for use by the next class. It is a matter of professional courtesy to erase boards and return classroom fixtures and other items to their original location so that the next person using the classroom can do so without performing housecleaning chores. However, if upon arrival to a classroom an instructor discovers that custodial services are necessary, he or she should contact the Division or Extended Education campus secretary for assistance.

DUPLICATION SERVICES

Limited duplication services are available for instructional classroom support in each Division office, and policies will vary from Division to Division. All Divisions have a maximum number of copies instructors can make per class section and will oftentimes issue faculty a copier code. Copy machines are available at many locations on campus and at Extended Education campuses. Faculty may contact the Division or Extended Education campus office for details.

Duplication of class packets/materials through the on-campus college Print Shop is available and strongly encouraged, but this requires that faculty plan ahead. Print Order forms are available in the Division and Extended Education Offices. Allow at least one week (five school days) turnaround to get materials printed. Coursepacks are addressed on page 18 of this handbook.

STUDENT GRIEVANCE PROCEDURE

The College Student Grievance Procedure is available to students who claim that legal rights have been adversely affected by a college decision or action. There are six levels in the Grievance Process. The [Student Rights and Grievances Policy](#) and procedure as well as other student rights and responsibilities are published in the [College Catalog](#) available on the college website.

SECTION V: GOOD TO KNOW

CONTACT INFORMATION

Contact information for all departments, faculty and staff are available in the [Shasta College Directory](#). You may also find the Directory at most Shasta College websites under the “Contact us” link in the upper right hand corner. For your personal contact information, if it changes, please be sure to let your Division and the Extended Education Office know as soon as possible.

SAFETY AND EMERGENCIES

Campus Closure

In the event of inclement weather or other emergency conditions, any one of the college campuses may be closed. The decision to do so is made by the Superintendent/President. Each Division and Extended Education Office maintains a calling tree to facilitate notifying faculty of any closure. The closure is also posted on the college’s home page.

Emergencies

Emergencies must be addressed in an appropriate and timely manner. On the wall of each classroom is an Emergency Procedure Flipchart detailing what to do in a variety of situations: student accident, school shooting incident, fire, etc. Be sure to familiarize yourself with its content.

In general, with emergencies that are life threatening, such as the need for a police officer, medical emergency or fire, please call 911 immediately. Other types of emergencies that are not life threatening may be referred to the appropriate college administrator during the day or by calling the appropriate number listed below. On the main campus in Redding, faculty can also use the blue phones which are located in each of the buildings on campus. Then place a call directly to Campus Safety (242-7910).

In addition to the emergency numbers listed below, there is another non-emergency resource available on the main campus. The Extended Education Office, located in Room 2143 of the 2100 Building, is open until 10 p.m. Mondays through Thursdays. The telephone number is 242-7750. The staff will assist faculty with a variety of matters.

Should a life-threatening emergency arise at sites other than the main campus, again, dial 911. At the Health Science building downtown, the gray classroom phones are available for internal use. Follow posted directions to contact facility secretary (dial 3606) or in an emergency, use “security button” speed dial and college security will answer. The Division

Office is located in room 8204 (extension 3606) and the on-site Campus Safety officer in room 8116 (extension 7199).

Classrooms that are locked

If a classroom on the main campus is not open, contact Campus Safety at 242-7910 or use one of the blue telephones located in each building. The Campus Safety officer on duty will see that the classroom is opened as soon as possible for your classroom use.

If a classroom on the downtown campus is not open, contact the Division Office (339-3606) or Safety Officer at 339-3632.

If a classroom at one of the Extended Education campus or site locations is not open, contact the respective Extended Education campus office staff.

Accidents and Reporting

Should an accident occur that involves a student, guest, or faculty member, an Accident Report must be filled out as soon as possible. Once the report is complete, it should be submitted to the Health and Wellness Office or, in the case of a faculty member, to the Human Resources Office.

In the event of an injury, please note the following procedures:

1. **Determine whether or not the student's injury needs immediate attention** (excessive bleeding / difficulty breathing / loss of consciousness), and if it does, dial 911 or (9-911), then call Campus Safety at 242-7910. Campus Safety is on the main campus most of the time and are trained First Responders; the College Nurse may not be on campus. After Campus Safety, call 242-7580 during office hours, Monday through Friday 8:00 a.m. – 12:00 p.m., and 1:00 p.m. – 4:00 p.m., and ask if the College Nurse is available to assist.
2. **Complete an Accident Report form regardless of the seriousness of the accident.** The forms are available the Health and Wellness Office (242-7580), your Instructional Division, and Extended Education campuses. The Accident Report is a *positive* thing to do to protect the college and assist the student with access to an insurance claim, if indicated. All student / athlete accidents must be documented in an accident report initiated by the supervising district employee. Not all student injuries result in an insurance claim.
3. **Instruct the student to follow up with the [Health and Wellness Office](#)** to report what happened and report whether or not he/she saw a physician.

If questions arise regarding an injured student and college insurance policies, contact the Health and Wellness Office for assistance. Faculty must not commit the college to any type of financial obligation for accidents or injuries received by students during a class.

Students injured while attending regularly scheduled college classes, or while attending college-sponsored activities, including club activities, or traveling under college supervision to and from college-sponsored events have available to them a District-sponsored accident insurance plan. This plan only provides benefits for covered expenses not paid or payable under any other insurance or medical coverage, except for certain governmental programs. This plan does not apply to injured student employees who should be referred to the Human Resources Office.

Eye Safety and Protective Clothing

Education Code Sections 32030, 32031, and 32032 and General Industry and Safety Orders Section 3382 require that eye protective devices must be worn in a class in which an activity or use of hazardous substances may cause injury to the eyes.

Similarly, gloves and other protective clothing will be required in a class in which an activity or use of hazardous substances may cause bodily injury.

SCHEDULE DEVELOPMENT AND TEACHING ASSIGNMENTS

Class schedules are prepared for fall, spring, and summer sessions approximately six months in advance. The courses to be scheduled are determined by:

- Program requirements
- Input from the community, faculty, and students
- Continued interest in a course
- Availability of facilities and qualified faculty members

The Division Deans or the Extended Education campus supervisors develop the Schedule of Classes. Faculty requests for classes may be initiated with the Division Dean or the Extended Education campus supervisor who has the responsibility for preparing each schedule and recommending faculty to teach specific assignments. The Division and Extended Education Dean make the final teaching assignments based upon qualifications, availability, etc.

[Class schedule](#) information is provided in an online version only. The college Catalog is available in both printed and [electronic](#) formats. Printed copies of the catalog are available at the Redding campus and all Extended Education campuses. The online – electronic format is the most current and official catalog document and class schedule which is updated when needed throughout the year.

TO BE ARRANGED (TBA) CLASSES

All TBA hours must appear in the published schedule of classes or a schedule addendum. Note that these TBA classes must be under the immediate supervision and control of the supervising faculty member. Faculty may see the Division Dean or Extended Education campus supervisor for information on TBA classes.

PROPOSING NEW COURSES

The college encourages and welcomes proposals for new curriculum. All curriculum materials must be developed and approved through the appropriate Division Dean. Faculty should contact the Dean or Extended Education campus supervisor for appropriate forms, procedures, and assistance.

Once curriculum materials have been approved by the Division, they are submitted to the Curriculum Committee. The Office of the Vice President of Instruction has all course outlines on file and can provide assistance on a variety of curriculum matters.

Distance Education

Shasta College offers a wide array of courses available to the distant learner. Faculty resources to assist with teaching in the online environment including a newsletter, best practices, accessibility guidelines, forms for curriculum approval, etc. can be found at the Shasta College [Extended Education](#) website or through your Division office.

All Shasta College courses are given a Canvas shell which instructors can opt to use or not. Canvas is the College's designated learning management system, and it provides a password-protected way for instructors to post grades, assignments, resources, and interactive exercises (online discussions, quizzes, etc.). Instructors can use Canvas for fully online courses, hybrid courses (partially online), or web-enhanced courses. Information about Canvas and training opportunities for the system can be found at [Shasta College Online](#).

EXPANDING YOUR TEACHING ASSIGNMENT

When hired, a faculty member may have been given a limited teaching assignment. If interested in teaching additional courses either in the current discipline or a different one, a faculty member must be able to demonstrate minimum qualifications for the new assignment based on the [guidelines](#) established by the Chancellor's Office. For assistance, contact your Division Office.

LIBRARY

The [Shasta College Library](#) collection comprises 80,000 print books, audio books, DVDs, and videos; academically oriented online eBooks; and over forty online, full-content literature,

streaming video, and image databases. [EBooks and databases](#) are available 24/7, on campus and off, to both students and faculty with a Shasta College [library card](#). Additional resources available for short-term loan to faculty include laptops, iPads, a projector, a digital camera, and a camcorder.

Academic publishing is ever changing, and the Library's collection is similarly dynamic. Faculty members are encouraged to meet with a librarian to plan library support for courses. This support includes:

- Acquisition of new books, periodicals, and audiovisual materials [upon recommendation by faculty](#)
- The placement of assigned and supplemental materials on [Course Reserve](#) in the Library or online via Canvas, the College learning management system
- [Interlibrary loan services](#)
- Specialized [library research guides](#), in print and online
- Collaboration with library staff
- Exhibits and guest speakers
- [Library instruction](#)

Library instruction is most effective when customized to feature a small core of resources, skills and services in support of a specific course or assignment. It can include a formal presentation (library orientation) by the librarian, hands-on practice in the Library Instruction Center or instructor's classroom, online tutorials, and print and [online research guides](#).

Library services reach far beyond the Redding campus. The library staff is eager to serve online and Extended Education students. Faculty members are encouraged to remind their face-to-face and online students to obtain their Shasta College Library cards and take advantage of the full complement of online resources as well as online reference assistance via [Ask-a-Librarian](#) (email) and chat (real-time). Librarians also routinely travel to each of the Extended Education campuses to host both formal library instruction sessions and individual research appointments.

COMMITTEES

A number of [committees](#) comprise the college's participatory planning and decision making process. Faculty are encouraged to be a part of them as either a member or observer. See the [Participatory Governance Manual](#) for additional information.

In addition to the participatory committees and regular Division meetings, career technical disciplines have advisory committees that meet periodically throughout the year. These

committees provide administrators, faculty and staff with updated, current information to ensure that curriculum taught meets industry standards.

The [Academic Senate](#) is the faculty's "formal means whereby college faculty can make recommendations to the administration and governing board or their representatives and meet and confer with the administration and governing board or their representatives regarding these recommendations. These areas would include any district policy or procedure relating to academic and professional matters, such as curriculum, student relations, selection of administrators, professional relations, and any other matter not specifically within the scope of the employee collective bargaining agreements under California law or any area specifically excluded by California law." The Senate also has standing subcommittees and has taken the lead in the development of SLOs.

FACULTY CODE OF ETHICS

The Academic Senate has adopted its Code of Ethics from the American Association of University Professors:

AAUP Ethics Statement

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas

professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

STUDENT SUPPORT SERVICES

Through the Office of the Vice President of Student Services, Shasta College provides a wide variety of [student services](#) and offers many programs designed to help students succeed. These include orientation, assessment, counseling, probation interventions, academic early alert systems, transfer and career information, child care services and assistance, financial aid and scholarships, Extended Opportunity Programs and Services, foster youth services, book loans, veterans' educational benefits, Student Health and Wellness Services, disabled and learning support services, job placement and employment development services, learning resources/library services, and tutorial services. Many of these same services are available at the Extended Education campuses of Tehama, Trinity, and Intermountain.

[Admissions and Records](#)

Students can apply to Shasta College, or find out how to get high school or other college transcripts. For information on admission, requirements, and current enrollment fees, call 242-7650.

[Assessment Center](#)

English assessment and math self-placement and assessment are available at all Shasta College sites. For more information about these services or the nearest site, call 242-7751.

[Counseling](#)

Students may meet with a counselor by appointment or by drop-in “Express” Counseling. Orientation sessions are scheduled for first-time students to help them understand the college campus, its programs and services. For more information, call 242-7724.

[DSPS](#)

The Disabled Students Programs and Services (DSPS) program provides services to students needing accommodations for disabilities. Services include readers, note takers, Braille texts, taped texts, interpreters, designated parking areas, special equipment, assistive technology, and test facilities. For more information, call 242-7790.

[EOPS/CARE](#)

The Extended Opportunity Programs and Services (EOPS/Care) program provides comprehensive support services to eligible students. These include counseling, books, priority registration, transportation services, university tours, study groups, emergency loans, childcare assistance, and referral to community services. To find out about eligibility for EOPS/CARE, call 242-7540.

[Financial Aid](#)

Grants, loans, part-time employment, and scholarships are available to students who meet the eligibility requirements. For more information, call 242-7700.

[International Students Program](#)

The Shasta College International Students Program recruits foreign students from over 23 different countries. Students currently enrolled as full-time students can participate in a Student Exchange as “Cultural Ambassadors” at Soonchunhyang University in South Korea. Information about Study Abroad Programs is available to students throughout the academic school year. For more information call 242-7956.

[Residence Halls](#)

Shasta College maintains two dormitories, one for 60 women and one for 60 men. A full range of social and recreational activities are programmed monthly for the enjoyment of residents. For more information, call 242-7740.

[Student Activities](#)

Many student activities are available on campus. These include [Student Senate](#), the Intercultural Club, Phi Theta Kappa and various special interest clubs. All student clubs must have a faculty advisor. If interested in serving, call 242-7743.

[Student Employment Services](#)

Students needing job information and employment opportunities both on and off-campus should stop by the office in building 100 or call 242-7728 for more information.

[Student Health/Wellness Services](#)

The mission of the Student Health and Wellness Office is to offer holistic mental and physical health services that contribute to student retention and promote lifelong well-being. Student Health and Wellness services are available to Shasta College students who have paid the semester health fee (done at the time of registration) and are registered at the time of service in credit-bearing courses for the current semester. Enrollment is verified with each visit.

Available Services:

*Services are free except those indicated with **

First Aid/care provided for minor injuries, Over-the-Counter (OTC) medications, Tuberculosis Skin Tests (PPD), health education and information, short-term psychotherapy, treatment of short-term illnesses (bladder infection, sore throat, etc.), short-term prescription medications when ordered by the college physician (limited), health screenings including blood pressure checks, vision screening, hearing screening, tobacco cessation counseling, cholesterol screening * (nominal fee – call for details), diabetes screening, body composition (Body Fat %) analysis.

This website contains many helpful resources, including anonymous online mental health, alcohol and marijuana screenings.

Please note: the Student Health and Wellness Office is not a physician's office. Hours and/or days of service are subject to change. There may also be times when the College

Nurse and/or Psychological Counselor are out of the office or off campus, during regular office hours. Physician Clinic services are contracted for specific days each year.

[Transfer Center](#)

The Transfer Center offers workshops, university tours, university representative visits, and assistance with ADTs (Associate Degree for Transfer) or TAG (Transfer Admission Guarantee) agreements.. For information, call 242-7570.

[TRiO and GEAR UP Partnership](#)

Support services including tutoring, counseling, book lending, workshops, cultural and social activities, university tours, and transfer assistance for eligible students preparing to transfer are provided. For complete information about TRiO-GEAR UP services, call 242-7695.

[Tutoring Services](#)

Free tutoring services are available in writing, mathematics, science, business, and through the DSPS Office. These include the following:

- The Writing Center: Located in the 700 building, this tutoring center is a Writing across the Curriculum center offering tutoring by appointment in any class that requires writing. Some two dozen student-use computers are available as well as printing services.
- The Math and Business Lab: Also located in the 700 building, this lab offers drop-in tutoring in mathematics. One dozen student-use computers are available.
- The ESL/World Languages Lab: Also located in the 700 building, this lab provides tutoring in English as a Second Language, Spanish, and sometimes French.
- The Science Learning Lab: Located on the north side of the 1600 building, this lab provides tutoring in the biological and physical sciences.

Information on these tutoring centers is provided at the [Tutoring Centers](#) website.

Faculty are encouraged to walk their classes through these sites early in the semester and/or to schedule an orientation.

The Tehama campus also provides tutoring at its new Tehama Learning Center. There is limited tutoring at other Extended Ed sites as well. Faculty are encouraged to check with Extended Ed staff about what is available.

Finally, online tutoring is available 24/7 in a wide variety of subjects via [NetTutor](#). All Shasta College courses have a Canvas shell which instructors can opt to use or not; each shell is linked to [NetTutor](#). Instructors can also direct students to the [Online Tutoring](#) link.