



Faculty Handbook

2018-2019

Supporting MSJC faculty in their teaching and professional development with information about college policies and procedures.

 **San Jacinto Campus (SJC)**

District Headquarters

1499 N. State Street

San Jacinto, CA 92583

951-487-MSJC (6752)

 **Menifee Valley Campus (MVC)**

28237 La Piedra Road

Menifee, CA 92584

951-672-MSJC (6752)

 **Temecula Higher Education Center (THE Center)**

43200 Business Park Drive

Temecula, CA 92590

 **San Gorgonio Pass Campus (SGP)**

3144 W. Westward Avenue

Banning, CA 92220

951-922-1327

 **Temecula Education Complex (TEC)**

27447 Enterprise Circle West

Temecula, CA 92590

951-506-MSJC (6752)

Additional Information

- Introduction to MSJC
- Faculty Resources
- Student Enrichment
- Procedures
- End of Term
- Disabled Students
- Library Services
- Learning Resource Centers
- Shared Governance
- Curriculum
- Program Review
- Academic Freedom
- Professional Ethics
- Equivalency Committee
- Dual Enrollment
- Locations and Maps

PREFACE

The purpose of the Mt. San Jacinto College (MSJC) Faculty Handbook is to provide faculty with information about college policies and procedures and to serve as resource for faculty in support of their teaching and professional development.

Every effort is made to maintain the currency of the information, however, please keep in mind that changes and transitions do occur.

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COLLEGE MISSION

Mt. San Jacinto College (MSJC), a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

INSTITUTIONAL LEARNING OUTCOMES

- **Communication:** The student will communicate effectively, expressing thoughts, goals and needs through use of appropriate modes and technologies.
- **Critical Thinking:** The student will reason and think critically.
- **Aesthetic Awareness:** The student will possess aesthetic awareness.
- **Social Awareness:** The student will demonstrate societal awareness.
- **Responsibility:** The student will display personal and civic responsibility.
- **Scientific Awareness:** The student will possess an awareness of the physical and biological principles related to science.
- **Information and Technology Literacy:** The student will access, interpret, evaluate and apply relevant information sources and digital media effectively, and in an ethical and legal manner.

At Mt. San Jacinto College, faculty, staff, administrators, and students all share in the student learning outcomes and assessment process. The process for incorporating student learning outcomes into our college culture led to the adoption in 2007 of the Institutional Learning Outcomes or education core competencies. The MSJC College Catalog lists discipline-level student learning outcomes for each program of study at the college. All faculty members are involved in the process of developing and assessing student learning outcomes for the courses which they teach.

STRATEGIC MASTER PLAN GOALS

- Goal 1: Promote Research-Based High Impact Instructional and Student Support Practices to Decrease Excessive Unit Accumulation
- Goal 2: Create Structured Educational Experiences that Support Students from Point of Entry to Attainment of Educational Goal
- Goal 3: Promote Student Engagement in College-Wide and Community Events and Activities
- Goal 4: Strengthen Institutional Capacity to Improve Student Preparation, Transition, and Successful Course Completion in Distance Education and Online Learning
- Goal 5: Strengthen Institutional Capacity to Improve Student Preparation, Transition, and Successful Course Completion in Distance Education and Online Learning
- Goal 6: Increase Development of Standard Operating Procedures Effectively Across the Institution to Ensure Consistent and Effective Implementation and Application of MSJC Board Policies and Administrative Procedures
- Goal 7: Improve Timely Access to Relevant Data for Decision-Making through Creation of Standards and Tools to Determine Appropriate Levels of Access to Sensitive Information and Support the Classification of Institutional Data
- Goal 8: Develop and Implement a Transparent Prioritization Structure at the Institutional Level.
- Goal 9: Improve Dialog for All District Positions to Better Identify Organizational Structures and Support Personnel Needs.
- Goal 10: Develop and Implement a Total Cost of Operation Model that Addresses Human, Physical, and Financial Resources Necessary to Operate the College in a way that Best Serves Students, Faculty, and Staff.
- Goal 11: Pursue Sustainable Resources and Solutions that Improve Efficiencies in Processes District-Wide while also Considering the Institution's Carbon Foot Print.
- Goal 12: Actively Promote a Welcoming Campus Environment for Students, Faculty, and Staff
- Goal 13: Reinforce and Strengthen Partnerships between Faculty, Instructional, Student and Administrative Services to Promote Collegiality and Improve Cross-Divisional Processes and Procedures for the Purpose of Better Serving Students
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- Goal 15: Improve and Enhance Processes/ Structures that Bridge College Programs with High School Students and Staff

INTRODUCTION TO MT. SAN JACINTO COLLEGE

As a comprehensive community college, MSJC offers courses and programs that satisfy the transfer requirements of four-year colleges and universities. We offer a variety of vocational and technical programs to prepare students for a rewarding career. Basic Skills and English as a Second Language (ESL) training programs are designed for students who want to build a strong foundation and ensure academic success. Community Education programs and classes help lifelong learners and those seeking personal enrichment.

The Mt. San Jacinto Community College District was formed in 1962 by a vote of the citizens in Banning, Beaumont, Hemet and San Jacinto. Named for the majestic 10,000-foot peak that dominates the area's skyline, the Mt. San Jacinto Community College District stretches 45 miles from east to west and 35 miles north to south. It includes the communities of Banning, Beaumont, Idyllwild, San Jacinto, Hemet, Perris, Sun City, Lake Elsinore, Canyon Lake, Murrieta, Menifee, Temecula, Aguanga and Anza. Economic activity includes a varied agricultural industry, light manufacturing, tourism and a thriving service sector meeting the needs of the region's growing population. District geography is diverse, ranging from desert and valley grasslands to pine-forested mountains.

The college enrolled its first students in the fall of 1963, holding classes in rented facilities in Banning. The San Jacinto Campus (SJC) was opened in 1965 with two buildings and has grown into a comprehensive college campus serving the needs of students and the community. In 1975, the residents of Temecula, Lake Elsinore, Perris and adjacent areas voted to join the Mt. San Jacinto Community College District, increasing the college's area to the present 1,700 square miles. The Menifee Valley Campus (MVC) opened in 1990. The College experienced rapid expansion in 2008. That year it opened the Temecula Education Complex (TEC), giving residents of the Temecula and Murrieta areas one location to register, receive counseling and placement testing and also take classes. That same year, the college opened its San Gorgonio Pass Service Center to provide counseling, registration and other services to residents of the Banning and Beaumont areas. In January 2011, students began attending classes at the new San Gorgonio Pass Campus (SGP) located just south of Interstate 10 in Banning. The Temecula Higher Education Center (The Center), located approximately a mile north of TEC started offering classes in fall 2014.

MSJC Enrollment Overview

2016-17

Students

| | |
|-----------------------------|------------|
| FTES Funding Level | 11,957 |
| Number of Students | 20,962 |
| Percent Female | 58.2% |
| Percent Male | 40.9% |
| Percent Multi-Race | 7.6% |
| Percent White | 30.2% |
| Percent Hispanic | 48.7% |
| Percent Black | 7.6% |
| Percent Filipino | 2.9% |
| Percent Asian | 2.3% |
| Percent American Indian | 0.5% |
| Percent Pacific Islander | 0.3% |
| Percent Disabled | 7.5% |
| Percent First Generation | 36.0% |
| Basic Skills Placement year | 2016 |
| Bellow college level | |
| Mathematics | 83.0% |
| English | 67.4% |
| Ages of Students | |
| Percent Less Than 18 | 5.0% |
| Percent 18 & 19 | 27.4% |
| Percent 20 to 24 | 37.4% |
| Percent 25 to 29 | 15.3% |
| Percent 30 or More | 23.2% |
| Number of Degrees | |
| (AA/AS)/year | 2,010 |
| Percent Female | 64.0% |
| Percent Male | 35.0% |
| Percent Multi-Race | 6.2% |
| Percent White | 31.9% |
| Percent Hispanic | 47.8% |
| Percent Black | 6.2% |
| Percent Filipino | 3.5% |
| Percent Asian | 2.0% |
| Percent American Indian | 0.8% |
| Percent Pacific Islander | 0.1% |
| Fall Enrolled Seats/FTES | |
| SJC 11,461/1455 | 12031/1547 |
| SGP 855 / 100 | 811/99 |
| MVC 18,169/2275 | 19167/2389 |
| TEC 2,863 / 336 | 2546/292 |
| Online | 8023/595 |

Associate Degree for Transfer

The Associate Degree for Transfer- ADT's (A.A.-T or A.S.-T) are specific transfer degrees offered at California Community Colleges, intended as a pathway into a similar Baccalaureate degree at CSU.

The A.A./A.S.-T guarantee means that students who earn an ADT degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, with a similar Baccalaureate degree but not necessarily to a particular campus or major. With this type of degree, students may be given a GPA bump when applying to an impacted CSU campus outside the local area or an impacted major that is deemed similar. In addition, once admitted at the CSU, and enrolled in a designated similar degree program a student will complete the bachelor's degree within the 60 semester units or 90 quarter units of upper division coursework after transfer.

MSJC ADT Degrees

- Administration of Justice
- Anthropology
- Art:
 - Art History
 - Studio Arts
- Business Administration
- Early Childhood Education
- Communication Studies
- Computer Science
- Economics
- English
- Film, TV, and Electronic Media
- Geography
- History
- Mathematics
- Music
- Philosophy
- Political Science
- Psychology
- Theater Arts

INSTRUCTIONAL DIVISION MISSION

We are dedicated to the quality, integrity, and breadth of all educational programs in the District and support the college's mission of successful student learning by providing programs that are innovative and responsive to all students and ensures that teaching excellence and a learner-centered curriculum are core values. The Instructional Services Division provides leadership and support for all instructional programs both credit and non-credit on all instructional sites within the District.

INSTRUCTIONAL SERVICES DIRECTORY

EVENING COVERAGE

Administrators and office staff have normal work hours. At SJC and MVC, a member of the deans' staff is normally on duty until 8 pm. Staff members can also be found at the Libraries until 8 pm, and in the Learning Resource Centers until 7 pm, on Mondays-Thursdays. At SGP and TEC, Evening Administrators take turns providing coverage Monday through Thursday evenings, 4:30 pm to 10:00 pm.

The first week of the fall and spring terms there is an administrator in the Instruction office at SJC and MVC until 8 pm.

| | |
|--------------------------------------|----------------|
| Week 1 Evening Dean, SJC | (951) 487-3400 |
| Week 1 Evening Dean, MVC | (951) 639-5400 |
| Evening Classified Staff Member, SJC | (951) 487-3400 |
| Evening Classified Staff Member, MVC | (951) 639-5400 |
| Evening Administrator, SGP | (951)-264-2992 |
| Evening Administrator, SGP | (909)-435-5554 |
| Evening Administrator, SGP | (951)-222-1034 |
| Evening Administrator, TEC1 | (951)-764-2465 |
| Evening Administrator, TEC1 | (909)-229-0645 |



ACADEMIC CALENDAR

2018-2019

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Fall semester commences 2018-2019 AY

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 16 | 18 | 18 | 17 | 17 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 4 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5 | 9 | 10 | 11 | 12 | 13 | 14 |
| 6 | 16 | 17 | 18 | 19 | 20 | 21 |
| 7 | 23 | 24 | 25 | 26 | 27 | 28 |
| 30 | | | | | | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 8 | | 1 | 2 | 3 | 4 | 5 |
| 9 | 7 | 8 | 9 | 10 | 11 | 12 |
| 10 | 14 | 15 | 16 | 17 | 18 | 19 |
| 11 | 21 | 22 | 23 | 24 | 25 | 26 |
| 12 | 28 | 29 | 30 | 31 | | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 13 | 4 | 5 | 6 | 7 | 8 | 9 |
| 14 | 11 | 12 | 13 | 14 | 15 | 16 |
| 15 | 18 | 19 | 20 | 21 | 22 | 23 |
| 16 | 25 | 26 | 27 | 28 | 29 | 30 |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 17 | 2 | 3 | 4 | 5 | 6 | 7 |
| 18 | 9 | 10 | 11 | 12 | 13 | 14 |
| 19 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 23 | 24 | 25 | 26 | 27 | 28 |
| 21 | 28 | 29 | 30 | 31 | | |

88 Service Days
(1 Conv, 86 Teaching, 1 Flex)

- # = Fall Semester
- # = Spring Semester
- # = Final Exams
- # = Holiday - College Closed
- # = 6 Week Summer Session
- # = 8 Week Summer Session

Summer Session

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 16 | 18 | 18 | 17 | 16 | | |
| 1 | 2 | 3 | 4 | 5 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

88 Service Days
(1 Grad, 85 Teaching, 2 Flex)

- 10 = Convocation - Required Faculty Day
- # = Optional Instructional Improvement Days
- 20 = Classified Staff Development Day
- 23 = Commencement - Required Faculty Day
- 6 = Voting Day - College Open and Classes in Session
- # = No Classes - College Closed

EagleAdvisor

Faculty EagleAdvisor is a portal for faculty information and processes. Accessing Faculty EagleAdvisor is essential for faculty to perform their duties. Below is information for accessing Faculty EagleAdvisor.

1. Click on Eagle Advisor on the right hand side.

The screenshot shows the homepage of Mt. San Jacinto College (MSJC). At the top, there is a logo of a stylized eagle and the text "MSJC MT. SAN JACINTO COLLEGE". On the left, a vertical red sidebar lists various college services. In the center, there is a large red banner with the text "DON'T TOUCH THE ART. LET THE ART TOUCH YOU." Below the banner are links for "For Students", "For Faculty & Staff", "For Alumni & Friends", "For Business & Community", and "Jobs". To the right of the banner, there is information about the "MSJC Fine Arts Gallery" at the "San Jacinto Campus" from "March 6 - April 13, 2017". Further down, there are sections for "Special Notices" (Facilities Bond Measure AA), "News" (with links to softball wins, student honors, and tennis team), "Quick Links" (for prospective students and contact info), and "Events Calendar" (represented by a grid icon). A red button labeled "Apply Now" is prominently displayed. On the far right, a "My MSJC" sidebar includes links for "EagleAdvisor", "Blackboard", "Canvas", "Account Management", and "Student Email". A note at the bottom right says "Important Semester Dates" and "Summer 2017".

2. Enter Username and password and enroll in the Single Sign on Accounts Management program.

See instructions at <https://www.msjc.edu/MyMSJC/Pages/default.aspx>



The image shows the MSJC MT. SAN JACINTO COLLEGE login page. At the top is the college logo with a stylized eagle above the letters 'MSJC' and the text 'MT. SAN JACINTO COLLEGE'. Below the logo is a 'Username' input field. To its right is a note: 'First Initial of First Name + Last Name + Last 3 digits of Student ID (ex jdoe789)' and a link 'What is my MyMSJC username and Student ID?'. Below the input field is a 'Password' input field. To its right is a note: 'New users: initial password is your 6 digit birth date (MMDDYY)' and a link 'Forgot Password?'. A large red 'Login' button is centered below the input fields. At the bottom left is a 'Need Help?' link and a 'Documentation available at <http://msjc.edu/MyMSJC/>' link.

To Access MSJC faculty Email click on link below and enter your username and password.

<https://outlook.msjc.edu>

The first time you log in you will be asked to reset your password.

Password requirements are as follows:

- a. The password must be at least 6 characters in length and have three of the following 3 requirements:
 - at least one upper case alphabet,
 - at least one lower case alphabet,
 - a number or a symbol.
- b. The password cannot be any part of your name, Date of Birth, or the last 5 passwords you have used.
- c. **Passwords expire every 90 days,**
Helpdesk suggests you put a reminder in your Outlook Calendar on day 85 from the day you reset your password to remind you that it needs to be updated.

3. Enter username (First initial of your first name and full last name (no digits), then enter your password.



If you have any questions, or need further assistance, please contact the Helpdesk@msjc.edu, or call (951) 639-5344.

College Name & Acronym

The legal name of the college is the Mt. San Jacinto Community College District. It is also proper and more colloquial to use: Mt. San Jacinto College.

DO NOT use "Mount," or any other variation, as it is not interchangeable with Mt. The acronym

for the college is MSJC, which stands for Mt. San Jacinto College.

DO NOT use MSJCC or MSJCCD or any other variation.

The proper names of the MSJC locations are: Menifee Valley

Campus

San Gorgonio Pass Campus

San Jacinto Campus Temecula

Education Complex

Temecula Higher Education Center

QUICK-START: PREPARING FOR THE FIRST DAY OF CLASS

COURSE SYLLABUS

All faculty members must provide students with a course syllabus specific to the class. The Academic Senate has developed the [Syllabus Content Checklist](#). The syllabus includes instructor contact information, course description, courses objectives, [student learning outcomes](#), assigned texts and materials, grading policy, expectations for classroom behavior, plagiarism policy and penalties, disability statement, and a schedule of topics, reading, activities, and assignments.

The syllabus is a contract with the students in the class. The clearer the detail, the fewer misunderstandings will arise. Instructors often include detailed descriptions of assignments and rubrics for evaluation. The syllabus may include safety procedures, especially in lab classes. While syllabi should be available on the first day of classes, they do not need to be provided in hard copy form. Many instructors are using the Canvas course site to post the syllabus for student download.

Faculty must submit a copy of their respective course syllabi to the Office of Instruction no later than the 2nd week of the semester. Your syllabi should be submitted by email:

SJC/SGP Faculty Syllabus Email Address: sjcsyllabi@msjc.edu

MVC/TEC Faculty Syllabus Email Address: mvcyllabi@msjc.edu

The staff who monitor and track syllabi submissions request that faculty title each attachment with the course name, section number, and instructor's name to make it easy to file in the appropriate folder. For example, Sigmund Freud is teaching PSYC 101, section 1234. His attachment (the syllabus) would ideally be named: **PSYC 101-1234 S. Freud**.

Syllabus Checklist

Preamble

The course syllabus provides vital information for the students and protects and supports faculty members. The following guidance is intended to help you start your class with a syllabus that will serve both you and your students.

Organization

The syllabus should be divided into two sections, one section addressing policy information and the second section addressing course information.

Part I: Policy Section

Introduction

The syllabus should contain the following information in this section:

1. Mt. San Jacinto College (on the first page)
2. Basic course information including:
 3. Course number
 4. Section number
 5. Course description
 6. Course objectives
 7. Course Learning Outcomes (CLOs)
 8. Room number
 9. Meeting day(s) and time(s)

Note:

- Course description information is located in the course outline of record or college catalog. Please use the link above to view the course outline of record and CLO's.
- Please use the link above, ***and only this link***, to access your CLOs.
- Do not utilize CLOs from eLumen, CurricUNET, Canvas or instructor/department websites.

Personal Information

1. Information about you
2. Name
3. E-mail/social media connections
4. Office number
5. Office Hours (for full-time faculty)

Materials

Books and assigned materials and resources (list complete information addressing all recommended and required reading materials and resources).

Note: If the list is excessive then it may be appropriate to have a separate sheet for course materials.

Grading Policy

- Grading policies should address the following:
- Grade system: point, letter, %, etc.
- Late work
- Make-up work
- Exams and quizzes
- Class participation

Note: While it is appropriate to base grades on class participation, it is not appropriate to use attendance as a grading criterion; however, you may drop a student based upon missing a stated amount of class time.)

Miscellaneous

Classroom Etiquette: use of technology, inappropriate talking in class, tardiness or early departures, sleeping, etc.

Netiquette: rubric for grading discussions and expected discussion etiquette.

Regular Effective Contact (online only): policy describing faculty interaction with students including frequency, expectations, absences, and type of contact.

Plagiarism and Cheating: copyright policy, process and consequences for addressing cheating or plagiarism, consequences for source use outside authorized source list, inappropriate use of technology, etc.

Note: refer to the Standards of Student Conduct (AP 5500), Student Discipline Procedures (AP 5520), and/or the Acceptable Use Policy. Standardized language on plagiarism and cheating is also available in the course catalog.

Academic Support: support services are provided for students through each campus Learning Resource Center or Career and Technical Tutoring Center. Inquire at each center regarding hours of operations and specific subjects for which tutors are available. In addition, some subject area specialist tutors are available for courses through specific departments. Ask your instructor if specialized tutors are available for your individual course. Additional Services: Veteran Resources, Disabled Student Services, EOPS, Puente Project, more.

Disability Statement: Mt. San Jacinto College abides by the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students in this course who have a documented disability, that limits a major life activity which may have some impact on your work in this class and for which you may require accommodations should meet with a counselor in [Disabled Students Programs and Services](#) (DSP&S) as soon as possible.

Part II: The Schedule

List every meeting or week when your class will meet. Include descriptions of the following:

- Topics covered
- Homework and assignments
- Anticipated assignments and test due dates
- Grade weight of the assignments if not already mentioned in the policy section.
- A statement that the final is a requirement of the course and the final will be administrated at the scheduled time and day.

Note: The final schedule should be followed as closely as possible and only modified for individual students under only exceptional circumstances. To change the final requires administrative approval.

Effective summer 2012, the state has instituted a new policy regarding repetition and withdrawal. According to this new policy, students will be limited to **THREE** enrollment attempts in a course if a student has earned an F, D, NP, NC, and/or W. This policy does not affect repeatable courses (courses that can be taken more than one time for credit). This means students who have enrolled in the same course three times with any combination of substandard grades and/or Ws will not be permitted to enroll in that same course again beginning summer 2012. All past enrollments before this change **will count** towards this new limit. Drops that do not result in a W grade will not count towards this limitation. One additional enrollment may be permitted by petition with documented extenuating circumstances.

Once students have reached the maximum number of enrollments, if they would like to repeat the course again, they will have to attend another institution to enroll in the course. Students should therefore be much more judicious when considering whether to stay in a class that they do not have the time to devote to as well as whether to drop a class if doing so will result in a W.

Part III: Submission

Submit the completed syllabus to the following:

San Jacinto/Banning/San Gorgonio: SJCsyllabi@msjc.edu

Menifee/Temecula: MVCs syllabi@msjc.edu

Revised and Adopted February 2017 by the Academic Senate.

Adopted April 28, 2015

Academic Senate working in conjunction with the VP of instruction (Pat Schwerdtfegger)

COURSE ENROLLMENT/CLASS ROSTERS

Faculty members play a key role in ensuring that all students attending classes are properly registered in each class. While Enrollment Services can tell you who is enrolled, they don't know who isn't enrolled unless you tell them.

Check your class roster(s) on EagleAdvisor (ea.msjc.edu) under the Faculty EagleAdvisor menu. Directions for EagleAdvisor (ea.msjc.edu): Viewing/Printing Class Rosters, Waitlists, Late Add Codes, Census Rosters, Entering Positive Attendance and Grading

SPECIAL NOTICE: You must make certain that all students attending your class are officially enrolled and appear on your class roster by the end of the second week.

We are providing these written directions for you to utilize in EagleAdvisor (ea.msjc.edu) to view/print rosters, waitlists, late add codes, submit census rosters, enter positive attendance (if needed) and submit grades.

- Go to the MSJC website at www.msjc.edu and click on [EagleAdvisor \(ea.msjc.edu\)](http://ea.msjc.edu).
- Login to the site by using your first initial, full last name and the last three digits of your ID number (e.g. rrowley123). If you do not know your ID number, please see your Administrative Associate in the Instruction Office. Your password is your six-digit birth date entered in mmddyy format (e.g. 120152). For security reasons you will be asked to change your password when you login to EagleAdvisor (ea.msjc.edu) the first time.

Should you have questions about enrollment procedures, you may visit or call one of the Enrollment Services staff members during office hours.

Cheri Naish, Director of Enrollment Services (SJC) (951) 487-3210
Susan Loomis, Dean of Student Services (MVC) (951) 639-5210

Spring and Fall Hours
San Jacinto and Menifee Valley Campuses
Monday – Thursday 8 am-5:30 pm
Friday 8am-12:00pm

Temecula Education Complex Monday -
Thursday 8 am-5:30 pm Friday -Closed

San Gorgonio Pass Campus Monday -
Thursday 8 am-5:30 pm Friday -Closed

WAITLIST

When a class section enrollment reaches capacity and closes, a waitlist will open (if the course section has a waitlist option). If a student enrolled in a closed section drops the course, the waitlist procedure will auto-enroll the first student from the waitlist into the section.

If you wish to get a list of students who have requested to be waitlisted in your closed class, check the box “Print Waitlist Roster” when you are requesting the class roster.

VIEWING/PRINTING CLASS ROSTERS

Click on Faculty EagleAdvisor (ea.msjc.edu) menu and then on “Class Roster, Waitlist and Late Add Codes.” Login, enter the term and click on the Submit button. On the next screen you can select the roster you wish to view/print (if you have more than one class) and then click on the Submit button. Use your browser print button to print the roster.

CANVAS

Every course offered at MSJC is given an online site for posting materials through our Course Management System. At the beginning of each semester a space will be opened for your course and your students will have access to it when they enroll. You may choose whether to use the course space or to leave the institutional informational message automatically posted there by our Academic Technology Services.

- Go to www.msjc.edu. In the “MY MSJC” area click on “Canvas”
- For information, please check our [online resources](#) or contact our [distance education coordinator](#).

TEXTBOOK REQUISITIONS

Informing the bookstore about textbooks is an essential element of schedule development. In order to provide students with the correct texts at the best price, we need information from faculty in a timely manner. The Higher Education Opportunity Act (2008) requires colleges have book lists available for students on the day of registration, so they can assess the true cost of taking a particular course.

Below is a link to the MSJC Textbook Requisition web site. Please use the link even if you are not ordering textbooks- simply select the option that no textbooks are required. However, all course material needs to be available in the bookstore so that students receiving the multiple forms of aid that are available (Financial Aid, EOPS, CalWorks, etc) are able to use their resources.

In some departments, the faculty decide to use the same texts. In that case, individual faculty members do not need to submit textbooks requisitions. It is done by the chair of the department. When in doubt, check with the chair of your department.

Faculty is responsible for confirming a textbook selection. Please support the District efforts to support student success by submitting text requisitions timely.

Please submit your book orders online. Below is a link for textbook requisitions. You will find an option to select a term.

[MSJC Online Faculty Textbook Requisition](#) or

http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6036

DESK COPIES

Contact the office of the appropriate dean. SJC/SGP
(951) 487-3400
MVC/TEC (951) 639-5400

FIRST-DAY SUGGESTIONS

The first day of class can be challenging, especially when most sections are full with sizable waitlists of anxious, possibly frustrated, students trying to add classes. Here are some guidelines developed from past experience:

- Please hold to class caps as closely as possible. Besides the issue of fire code violations in the classrooms, the Curriculum Committee has approved class size based on pedagogical reasons. Adding more students compromises the experience for all students. Let students know that class size is not determined by the number of seats available in the classroom. Administrators know that exceeding class-size sometimes happens inadvertently, but please hold to the caps as closely as possible.
- In addition, please do not bring in furniture from surrounding classrooms to accommodate students. It will leave the other rooms short and create problems for multiple instructors. If you need seats in order to accommodate the class cap, let your Instruction Office know. We need to work out a long term solution for your class.
- Be aware that you have the right to drop no-shows at the first class meeting, and use this right with discretion. Registered and waitlisted students are required to be present the first day to protect their status. If a registered student communicates with you about an extenuating circumstance which prevents him or her from attending the first day, we encourage you to work with this student to stay in the class.
- Use your waitlist to add students. It is the fairest and least biased way to approach this stressful situation. Some students may argue that they were not able to get on the waitlist. Be assured that the students on the waitlist have been waiting longer and may have just as compelling reasons to be added to the class as those who tried to register later.
- Be empathic and gentle in turning students away even though they may express anger and frustration. Deescalate the emotion, but hold firm on your decisions.
- Avoid giving petitioning students the option to return to the class another day. If it is unlikely that a space will open up, they are much better off looking for another class, rather than spinning their wheels.

- When you give a student a late-add code, check your class roster on EagleAdvisor to ensure that they have enrolled before the next class meeting. After the first day, no student should be sitting in your class who is not enrolled.

Your administrators know that turning away students is not easy. We are here to help you deal with this and other situations. Let us know how we can assist you.

CLASS SIZE AND CANCELLATION

Class sizes vary based on subject area and available facilities. Classes may be cancelled if there is not sufficient enrollment. Monitor your enrollments, for example by checking the number of open seats through “Search Open Classes” on the main MSJC web site. Contact your Department Chair or Dean of Instruction for additional information.

FACULTY RESOURCES

FACULTY MAILBOXES

An instructor's mail will be placed in mailboxes located at each campus where you teach most of your classes. Only one mailbox per instructor is assigned district-wide:

- San Jacinto Campus
Full-Time Faculty – Room 1256 Associate Faculty –
Room 1201G
- Menifee Valley Campus Full-Time -
Building 1020
Associate Faculty - Building 1020 Nursing Faculty -
Nursing Department
- Temecula Education Complex (TEC)
See the evening administrator for location.
- San Gorgonio Pass Campus
Full-Time Faculty - Building 100 Associate Faculty -
Building 100

FULL-TIME FACULTY VOICEMAIL

To set up voicemail, select the Messages button on your office phone and follow the oral instructions. When voicemail is ready to be received, the red light on the receiver will be lit. To check voicemail, press the Messages button and follow the oral instructions.

ASSOCIATE FACULTY VOICEMAIL

VoiceMail Phone Numbers

SJC – (951) 487-3335

MVC – (951) 639-5335

VoiceMail Extension

Your voicemail extension(s) will be prefix 6 + 4-digit Class Section number. Example: Teaching Section 2110, your extension number is 62110.

Teaching Multiple Sections

You will be granted multiple extensions. You can choose to use all extensions, by class, or choose to use only one. Just let your students know what number you are going to use for class communications.

Accessing your voicemail

1. Dial (951) 487-3335 (SJC) or (951) 639-5335 (MVC)
2. Enter your Voicemail Number 6 + four-digit class section number
3. Press the * (Star) key
4. Enter your password four-digit Class Section Number

Password:

Your password is the four digit section number Example: Teaching Section 2110

Password: 2110

Problems Checking Voicemail:

Contact HELP! At 951-487-3411

Tip!

For more updates from Information Technology, visit our website at www.msjc.edu/IT/Pages/helpdesk.aspx

ASSOCIATE FACULTY WORKROOM

There is an Associate Faculty workroom space on each of the two campuses, San Jacinto and Menifee. The spaces are available to all Associate Faculty members whenever classes are in session and/or the College is officially open for business. The workrooms are equipped with worktables and chairs, interoffice/ intercampus mailboxes, basic office and instructional supplies (pens, pencils, markers, paper, staplers, etc.), bulletin board, a telephone for the use of Associate Faculty members in support of their instructional activities and working computers with software appropriate to maintain instructional service. The District provides and maintains photocopying equipment in the workrooms for use by Associate Faculty for their MSJC students.

PARKING***Who to Contact:***

Lana May, (951) 487-3182

Dispatch, (951) 639-5188

Please take the time to familiarize yourself with the district's rules and regulations regarding parking on campus. Your initial permit will be issued at no charge, additional permits can be purchased at the cost of \$10.00 each. Parking permits will be valid in Staff lots and staff spaces on all campuses, as well as in all student areas. Staff lots are clearly posted with signs that state "Staff/Faculty parking only." Employees are not allowed to utilize visitor spaces.

Your permit should be placed in the lower left portion of your vehicle's front windshield. This is a static cling permit and can be easily moved for your convenience. Please note that failure to display your permit may result in a citation being issued. Employment by the district does not exempt you from fines incurred for parking or traffic violations that occur on campus. For this reason it is extremely important that you understand the rules and regulations regarding parking.

If you do not have your parking permit, you may contact the Campus Safety. Parking permits can be obtained by contacting Lana May (951) 487-3182 or Dispatch (951) 639-5188.

PRINT SHOP

Who to Contact:

Steve Runner, Print Shop Supervisor Rm 800 (SJC)/Rm 1020 (MVC)

Phone: (951) 487-3120 (SJC)

(951) 639-5122 (MVC)

Scope of Service

The Print Shop furnishes to faculty and administration a wide variety of printing and bindery services. Examples of printed materials include, syllabi, reports, brochures, invitations, memo pads, flyers, testing materials, instructional printed material, Board of Trustee agenda/materials, athletic programs, business cards, posters, applications, tickets, registration materials and more.

HOURS OF OPERATION

| <u>San Jacinto Print Shop</u> | <u>Menifee Print Shop</u> |
|---|--|
| M– Th 6:30 a.m. to 4:00 p.m. F 8 a.m. to 12 p.m. | M–Th 6:30 a.m. to 4:00 p.m. F 8 a.m. to 12 p.m. |
| <u>BOTH Print Shops closed Saturday and Sunday</u> | |

SGP faculty should utilize the SJC Print Shop. TEC faculty should utilize the MVC Print Shop.

Guidelines

The Print Shop only copies materials for use at Mt. San Jacinto College. Please place Mt. San Jacinto College somewhere on the first page of the document.

All requests shall be made on the Request for Printing Form. Fill out the form completely. A budget code for instructional material is not needed.

Electronic Print Request Forms – Word Document

The Print Shop accepts print requests online. Click here for the [On-Line Print Request Form](#)

You may also request a copy of the On-Line Print Request Form by sending an email to printshop@msjc.edu and the form will be sent to you as an attachment.

Save the form to your computer by right clicking on the form link and selecting “Save Target As...” Note that the form is “read only”. If you want to save a copy of this after filling it out save it under a different name.

Email Print Request Guidelines/Instructions

- Open the print request form as “read only”
- Please fill out the Print Request completely. Use Tab Key or Mouse to move throughout form.
- Document Name – Use the exact name that you have used for the document.
- Please place Mt. San Jacinto College somewhere on the first page of the document.
- Email the completed form and your documents as attachments to printshop@msjc.edu
- Accepted document formats: Microsoft Word, Excel, Power Point, Adobe Acrobat PDF,

Adobe PageMaker, Adobe Photoshop, or Corel Draw.

- You will receive a reply informing you of the receipt of your print request
- If you use other programs, they must be saved in a format the Print Shop can open. Please use standard type fonts, such as Times Roman, Arial, and Helvetica.
- For MS Outlook Email users: Upon completion of the form, do not close the file. Select File from the menu, Select "Send To", Select "Mail To" (as attachment) VERY IMPORTANT! A Mail message will appear with the attached form. Address the message and e-mail to the Print shop.
- Please remove "path footers" on your documents. The print shop computer automatically changes footers and headers to reflect current user and paths.

Guidelines for Quick Print Jobs

We do not Print Copyrighted materials, if you send copyrighted materials without written permission from the author attached, they will be returned. We do not accept verbal approval.

1. Copy for quick print jobs should be submitted in camera ready form. Remember the quality of the originals you send us will control the quality of the job you receive from us.
2. Do not use dark colored paper for your originals or light type, they do not copy well. Use red or black ink only.
3. Highlighting words or sentences blocks out the material you are highlighting. Underlining is better.
4. Do not use lightweight paper such as onionskin or tracing paper. They can be copied; however the Print Shop will not be responsible for any damages to the originals.
5. Staples will bind all multiple page copies unless otherwise requested.
6. Submit quick print jobs (3) days in advance of your deadline. Large books or long runs require more time; check with the Print Shop staff if in doubt.
7. Make your due date the day before you need it.
8. When ordering, if you will use the material for more than one class, order enough for both at the same time.
9. Please do not order your entire semester's needs at the beginning of the semester, spread out your requests over the semester.
10. All copying will be double sided to save paper and costs unless justified otherwise. (Except tests and quizzes). Write reasons under special instructions.
11. Customers who plan ahead will be given priority over those who don't. We can no longer stop a job in progress to handle walk-in customers who expect immediate service.

Copyright Policy (Board Policy 501.05 – Copyright)

It is the intent of the Board of Trustees of Mt. San Jacinto College to adhere to the provisions of the current copyright laws and Congressional guidelines. The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law, which is in conflict with the educational goals of this District.

The Board directs that District employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyright", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:

1. Only lawful copies of copyrighted materials may be reproduced on College-owned equipment.
2. Only lawful copies of copyrighted materials may be used with College- owned equipment, within College-owned facilities, or at College- sponsored functions.

MSJC BOOKSTORE – ONE STOP EAGLE SHOP

San Jacinto Campus – Building 1450

Menifee Valley Campus – Building 250

Hours: Monday – Thursday 7:30 – 6:00
 Friday – 8:00 – 12:00
 Saturday & Sunday CLOSED

San Gorgonio Pass Campus – Testing Supplies Only Available during regular hours of operation

Temecula Education Complex – Full Service Vending Machine Available during regular hours of operation

Temecula Higher Education Center – Full Service Vending Machine Available during regular hours of operation

Who to Contact:

Julie Venable, Dean of Administrative Services/Controller, 951-487-3040, jvenable@msjc.edu

Tammy Cunningham, Supervisor Procurement and General Services, 951-487-3116,
tcunningham@msjc.edu

Sarah Ide-Walton, MVC Temp Support Services Assistant, Bookstore II, 951-639-5130,
sawalton@msjc.edu

Cindy Davis, MVC Bookstore Assistant II, 951-639-5132, cdavis@msjc.edu

Morgan Ward, Sr. Textbook Coordinator 951-639-5133, mward@msjc.edu

Claudia Marquez, SJC Bookstore Assistant II 951-487-3130, cmarquez@msjc.edu

Patti Ward, SJC Bookstore Assistant II 951-487-3130, pward@msjc.edu

Bookstore Policies

a. Textbook Orders

Textbook orders are submitted on the textbook requisition site. For faculty that have not utilized the Bookstore's online requisitioning system or if you need your login information reset, please contact Morgan Ward mward@msjc.edu to obtain login information.

b. Desk Copies

The Bookstore cannot order desk copies. Contact your area Department Chair Support staff member for assistance with ordering desk copies of texts.

c. Syllabus or Booklet

If you plan to use an MSJC-published syllabus or booklet rather than a textbook, it must be ordered on a textbook requisition form. An original of your syllabus must be submitted to the Bookstore. The MSJC Print Shop will not produce your syllabus unless it is ordered by the Bookstore. The syllabus needs to be approved by your department chair for content.

d. Instructor Charges

All instructors wanting to charge books or supplies must have a purchase requisition, authorized by their Dean of Instruction (available from the Office of Instruction), and processed through Business Services.

e. Class Enrollment

If you admit more students to your class than the number of books you ordered, please notify Morgan Ward, Menifee Valley Campus, (951) 639-5133, San Jacinto Campus, (951) 487-3133 as soon as possible.

f. Return Policy

Textbooks can be returned with a receipt and in good condition/ unopened if wrapped, 5 days from the start of class for a full refund.

AFTER THE FIRST DAY: COLLEGE INFORMATION AND RESOURCES

CENSUS ROSTERS

Census Rosters are a mandatory requirement of employment. All faculty members are required to submit census rosters electronically *prior to the census roster due date*. The education code mandates completion of census rosters to provide an accurate count of students. The college submits census data to the Chancellor's Office to determine state funding for the district.

Faculty members need to submit census rosters electronically through Faculty EagleAdvisor.

The aim of the census is to clear your roster of students who have not attended or who have stopped attending.

The census deadline is usually about 3 weeks into the start of a full-term class. There is a window of time to submit a census roster. Do not wait until the deadline!

Be sure to check your course early to determine the date which each census roster is due. Due dates are determined by education code and will vary based on the start date and the length of the class.

LATE ADD CODES

Late Add Codes will appear on your class rosters and can be issued to those students entering your class from the waitlist who were not auto-enrolled into the section. You can view your class roster with Late Add Codes three days prior to the start of the class.

Print out a list of Late Add Codes along with your class and waitlist roster. These codes are available **three days** prior to the start of the term for full- term classes. If you are teaching a short-term class, your codes are available **three days** prior to the start of the class.

ADD PROCEDURES

Students who wish to add a class the first week of the semester (or proportional amount of time for those classes that are shorter than semester) or who wish to enroll in a class that is full must receive a late add code. Beginning Spring 2011 the number of late add codes for classes that require *Instructor Consent* will match the class capacity. Now students will not have to go into Enrollment Services to register, instead they can register online in the Eagle Access Center or from a home computer. However, they **still need to submit their *Instructor Consent* form to Enrollment Services** prior to enrolling in the course for prerequisite documentation. The form can be found by clicking on the following link: [Enrollment Services – Commonly Needed Forms](#) and can be submitted to Enrollment Services at any time prior to enrollment for approval. Once the student has gained approval via the *Instructor Consent* form and has submitted it to Enrollment Services they can register in an open class online. Once the class

starts, registration will require a late add code to be used online in which there should be an adequate number available.

In addition, this will enforce the same means of registration (late add codes) uniformly once a class starts.

MAINTAINING CLASS ROSTERS

At the beginning of the semester, it is important to monitor class rosters and take attendance.

Students who are not on your roster are not registered for your section, and they should not be attending the class.

There are many reasons why a student may not be registered. For example, waitlisted students sometimes believe that they automatically become registered when the instructor accepts them into the class. Alternatively students have been known to register for one section of a course and attend another section. It also happens that the instructor in a cross-listed class does not look at the roster for the cross-listed section. Students who are no longer on the roster may have dropped the wrong class. In other cases, students are lurking in the hopes that they can complete the class and get a grade, in spite of the fact that they were never allowed to register.

In many cases, the remedy for handling an unregistered student is simply letting the student know that he or she is not registered and should not be attending your class. If you believe that there are extenuating circumstances, please see your dean to discuss the issues and the options available on a case by case basis. Do it immediately. It cannot be emphasized enough that unregistered students should not be in a classroom.

DROP PROCEDURES

Student Initiated Withdrawal

A student who decides to voluntarily withdraw from a class has the responsibility to go through the online drop procedure in EagleAdvisor to ensure that they do not receive an F in the course.

A student may drop a class with no grade at any time during the first three or four weeks of the semester depending on the length of the semester. From the fourth or fifth week to the end of the thirteenth or fourteenth week of the semester a student who drops a class will receive a "W" grade. The last date to drop with a "W" grade in short-term and fast-track classes is calculated at the 75% point in a course; if you need help with the drop dates for these types of courses please contact your department chair or dean.

If the student does not drop the course and the instructor does not drop the student from the course by the drop deadline, the student will receive an "F" grade on his/her transcript.

Instructor Initiated Drops

Mandated: Students **must be dropped** from class for failure to attend the first meeting of the class if they have not made prior arrangements. Students may be dropped for failure to attend the second meeting if they have not made prior arrangements with the instructor.

Online:

The student check-in process begins five business days prior to the first class date, and the last day for check-in for classes is the second day after the first class date. If students have not checked in by midnight on the second day, faculty reserve the right to drop them and add students from the waitlist. The procedure is to email students being dropped to inform them that they have not checked in and will be dropped from the course. It will be followed by an email to the students on the waitlist, in order, to let them know that they may be added if they email the faculty member by the end of the first week of classes (faculty can set the time). Students will be required to contact enrollment services to pay for the course and complete their registration. Faculty are required to send an add code to the student on the waitlist using MSJC email obtained from the student roster in Eagle Advisor. It takes approximately one hour for a student who is added to the system to be enrolled in the course. If a class is not full, the instructor can at his/her discretion to keep the non-checked in student in the class. In this case, faculty may want to send an email to the student letting them know that they need to check in. Below are examples of the emails that an instructor can send to the students:

To dropped student:

Please be informed that since you have not checked into your online course, [course name, and section], you will be dropped from the course effective at midnight [insert date here], to allow waitlisted students to enroll.

To Waitlisted student:

It is my pleasure to inform you that as of [insert date her], you will be added to [course name and section] if you respond to this email by 9:00a.m. on [insert date here]. It is your responsibility to contact enrollment services with this adds code [put in code] as soon as possible so that you can be added to this online course. **Please let me know immediately, via email, if you do not intend to participate in the course this semester so that I may give this slot to another student on the waitlist.**

Faculty are required to add an announcement when the course shell is open for student check in that distinguishes an online course from a hybrid course indicating the appropriate definition as an announcement.

Students are dropped through the faculty EagleAdvisor system. Faculty teaching learning communities should communicate instructor drops with fellow instructors to ensure each faculty member drops the student from their roster.

Definitions of nonparticipation shall include, but not be limited to, excessive unexcused absences. Students who have not engaged in the academic activities of the course for the equivalence of two weeks of a full- term class, or 11% of a short term (weeks) class, may be dropped. It is the instructor's responsibility to document the date that the student stops engaging in the academic activities of the class.

It is the student's responsibility to officially drop. However, if the student does not drop the course, and the instructor does not drop the student from the course by the drop deadline, the student will end up with an "F" grade on his/her transcript which must be issued.

Guidelines:

- Be reasonable with the first day of class. Students often go to the wrong site or may have difficulty finding parking, etc. It's a good idea to wait until the end of the class session to drop or add students.
- If you mistakenly drop a student and want to add them back to the class, but you have given their "seat" to a student from the waitlist, please contact your dean for permission to add that student back in, if it would exceed the capacity of your class. (Example: If you get home from class and find that three students have emailed you that they had legitimate reasons for missing the first class, and you gave other students access, call your dean for assistance. **If possible, always check your email right before the first class session.**)
- The waitlist is compiled on a first-registered basis. Students on the waitlist should be considered in the order they are presented on the list. Do not arbitrarily distribute add codes out of order (you can't sell them either) or to students who are not on the waitlist until you have exhausted the list.
- Clarification regarding the right to fail vs. last date of attendance requirements: Students who engage in the academic activities of a class for online or continue to come to class, for FTF, have the right to earn their "F" by completing sub-standard work. If they stop attending in a FTF class, or stop engaging in an online class, you may drop them. The difference is that if you could drop the student for non-engagement/non-attendance and you choose not to, you still have to document the LDA and grades for that student.

STUDENT ABSENCES

Students are expected to attend all classes in which they are enrolled. Experience demonstrates that absence and tardiness contribute to academic failure. Absence interferes with the instructional process; the legitimacy of the reason for absence in no way mitigates the loss incurred.

The instructor of a course is in the best position to judge the effect of any absence on the progress of a student in that course; hence, it is the instructor's prerogative to report excessive absence, to recommend withdrawal or to drop a student from the course, if the student has clearly stopped attending. Each instructor, will, in the individual course requirements, establish the grading criteria; specify the written course of objectives and the standards for attendance in each class. While the instructor cannot specifically grade attendance, participation can be included in the assessment of student achievement. All requirements for the course should be included in the syllabus.

INSTRUCTOR ABSENCES

Instructors are required to meet all classes including final exam periods assigned to each course. In all cases, an absence from class must be requested or followed up with an Absence Request Form or Conference Attendance Request (in the case of discipline-related professional activity). If the instructor wishes to have a substitute, only a department chair is authorized to arrange for a substitute with the approval of the appropriate dean of instruction. Assignment of a substitute is granted on a case-by-case basis by the dean and cannot be guaranteed.

- **San Jacinto Campus.** In case of absence, notify the **Office of Instruction (951) 487-3400** as early in the day as possible. Notice of class cancelations will be posted.
- **San Gorgonio Pass Campus.** In case of absence, notify the SJC **Office of Instruction (951) 487-3400** as early in the day as possible. Notice of class cancelations will be posted.
- **Menifee Valley Campus.** In case of absence, notify the **Office of Instruction (951) 639-5400** as early in the day as possible. Notice of class cancelations will be posted. If you need to e-mail class cancelation information, please send it to your department's administrative associate as well as the receptionist.
- **Temecula Education Complex.** In case of absence, notify the **Office of Instruction (951) 506-6466** as early in the day as possible. Notice of class cancelations will be posted. If you are calling for an evening class late in the day please contact the evening administrator (numbers are provided on page 11 of this handbook) to make the notification. In any case, you must call the Menifee Valley Campus Instruction Office (951) 639-5400 as a backup to notify them of your absence.

You are responsible for submitting an Absence Request Form within two days of your absence. Send your form to the appropriate administrative assistant.

GUEST LECTURERS

Guest lecturers often bring special insights and expertise to the classroom and inviting them is encouraged. Naturally, you are also encouraged to get them to speak for free. Approval forms are available in the Office of Instruction. These forms ensure that you have District backing in case of disputes over controversial issues. If you are using a guest lecturer who will require payment, please get approval from your Dean prior to completing paperwork, and provide at least two months of lead time because the Board must approve the speaker and fee before an offer and payment can be made. It can be embarrassing if your speaker has to wait. Guest parking passes are available through Campus Safety.

CLASSROOM TEACHING MATERIALS AND SUPPLIES

Dry-erase markers are available in various Instruction Offices. Please be conservative with use of these and be sure to bring them to each class meeting. We only have a limited supply per semester. Instructional videos (VHS tapes and DVDs) may be checked out for one week from the respective campus libraries. They should be reserved in advance to ensure availability. Some departments have their own media collections. For other instructional materials, contact the appropriate department chair or dean for supply requisitions.

ACADEMIC TECHNOLOGY SERVICES

Who to Contact

SJC - Randi Lee at (951) 487-3773, email rlee@msjc.edu.

MVC - Teresa Davis at (951) 639-5773, email tdavis@msjc.edu;

Media Equipment - Most classrooms are equipped with a monitor and/or video projector.

The ATS Department services and maintains classroom equipment, and will also loan equipment that is not a permanent fixture in the classroom to instructors. The following equipment is available for loan from the audiovisual services department: viewers, DVD viewers, overhead projectors, slide projectors, and digital cameras. An audiovisual request form must be completed for all reservations. At least 24 hours notice must be given for all requests.

FIELD TRIPS

If a field trip is a **required** activity and uses college vehicles, it is eligible for district funding. However, funds are limited. **Field trips must be requested and approved no less than two weeks in advance of the trip by the campus administration.** **Field Trip Request forms, Field Trip Notice and Medical Authorization forms** are available online and at the Office of Instruction AND ARE REQUIRED TO BE SUBMITTED PRIOR TO ANY FIELD TRIP. Please submit the completed forms to your appropriate Dean for processing.

Click here for [field trip forms and information](#).

EARLY ALERT

Instructors are asked to assist students in their classes who may be having difficulty by completing an "Early Alert" form usually around the sixth week of class. The reason(s) an instructor may be concerned about a student's progress could range from excessive absences to a failing test grade. The Early Alert form contains recommendations to various student services such as the Learning Center (tutorial), making an appointment with the instructor or seeking counseling. Early Alert is completed via the Faculty EagleAdvisor area of the website.

TUTORING REFERRAL

Title 5 Regulations require faculty to formally refer students to our tutoring centers in order for us to be able to serve them. If you would like the students in your classes to have access to tutoring in writing, math or a variety of other disciplines, you will need to submit a referral roster. This can easily be done in the Faculty EagleAdvisor area as accessed via the

EagleAdvisor (ea.msjc.edu). Select “refer for tutoring” from the list of options, select the term, click on submit, and then select a course to refer from your list of courses. The roster of students will appear with boxes checked for each student. By clicking on submit, you will be referring your entire student roster, which allows students to use the services of all of the campus tutoring centers. (You can choose to NOT refer a particular student by unselecting the box in front of the student’s name.) This task should be done at the end of the first week of classes and then again after census, if you have added students.

GRADE INFLATION

In order to ensure that students transferring to four-year universities and colleges are properly prepared, the college discourages grade inflation.

The "good" student who is doing better than average work is a "B" student. The grade "A" is reserved for excellence. Average students receive a "C", below average a "D", and "F" reflects a failing grade. The "W" is assigned to a student who drops a course or who is dropped by the instructor between the fourth and fourteenth week of the semester (Depending on length of semester). After this time, a letter grade must be assigned.

STUDENT RETENTION

College goals and objectives are focused on procedures designed to ensure retention and success of students in the classroom.

PASS/NO PASS CLASSES

Students who wish to take a class on a pass/no pass basis must complete a "Pass/No Pass" form (may be obtained from the Enrollment Services Office), which must be submitted by the deadline printed in the schedule of classes. When the final grade sheet is printed, the pass/no pass selection will be indicated adjacent to the student name and ID number. Pass (P) is equivalent to completing the course work and earning a "C" grade or better in the class. If the student performs at less than a satisfactory level, he/she would receive no pass (NP). Neither the "P" nor "NP" grade is entered into the computation for the grade point average. Once the student has elected to take a course on a pass/no pass basis, this decision may NOT be reversed by either the student or the instructor.

ONLINE INSTRUCTION

- For information, please check our [online resources](#) or contact our Distance Education Activity Coordinator at dhelms@msjc.edu. [Distance Education Policies and Resources](#)
- To get to Canvas go to www.msjc.edu and log in as directed
- For problems with log in or password, please contact Helpdesk, (951) 639-5344

Online Materials and Class Support: While instructors are encouraged to provide syllabi, course documents, student grades, testing options, group discussion forums, and additional course-related materials, activities, and links, it is important for the instructor to include any online requirements in the course syllabus. It is also important to understand that ***none of these online activities can take the place of*** scheduled class time. The only exception is to provide students with information and activities in lieu of an instructor absence. However, the instructor is still

required to submit an Absence Request Form to cover this class time.

Online Instruction: MSJC offers a comprehensive online program for students and holds regular in-service training on how to use the course management system, how to teach online, and how to integrate technology into your teaching. The MSJC Academy Program offers workshops twice a year, during winter and summer break. The Academy is open to all faculty and staff and registration is free.

Information for Online Instructors: All online courses require a completed and approved addenda. Click here for the [Curriculum Committee website](#) for complete information about this process. [Distance Education Faculty Handbook](#)

Online courses will be open for check-in five days prior to the official beginning of the class. Students have until two days into the course (a seven day window) to check into the class. After the seven days have been exhausted, instructors may choose to drop students from the course and add students from the waitlist. It is the instructor's responsibility to email the student to inform them that they are being added to the course and that they should finalize their registration through enrollment services.

Online hybrid classes deliver instruction in both online and face-to-face formats. It is important to follow the face-to-face meeting times as they are stated in the schedule of classes. When an instructor is not able to meet with a class during a scheduled meeting time, the instructor must submit an Absence Request Form. While it is recommended that online activities be substituted for the missed class time, the absence still needs to be reported to the Instruction Office.

STUDENTENRICHMENTOPPORTUNITES

HONORS

Who to Contact:

SJC Site Coordinator: Christina Yamanaka (951) 487-3522 cyamanaka@msjc.edu

MVC Site Coordinator: Erik Ozolins (951) 639-5725 eoziolins@msjc.edu

The Honors Enrichment Program maintains three primary objectives for student work in honors courses: first, to deepen the student's understanding of the subject matter; second, to increase the student's ability to think critically; and third, to challenge the student to go beyond rote learning to discover creative or original solutions and conclusions. All three of these objectives are vital to students' success as they continue their education and enter the work place.

The Honors Enrichment Program spans the breadth of academic disciplines and IGETC area standards and provides students with numerous avenues for academic enrichment. Each Honors section at Mt. San Jacinto College is limited to five openings, thereby facilitating collaboration among Honors students in group or seminar style learning environments. By embedding Honors sections within traditional sections, the program discourages feelings of elitism among Honors students and promotes the sharing of knowledge with non-Honors peers.

In order to complete the program, an Honors student must complete one of the Honors Studies Courses (HEP 201, 202, or 203) and at least four other Honors classes in three separate academic disciplines for a minimum of 15 units. Honors courses must be taken for a letter grade in order to count toward completion of the Honors Program. Students need to maintain a 3.3 cumulative grade point average, a 3.0 GPA in Honors coursework, and completion of 200 activity points.

Honors courses are governed by an addendum to the course outline of record approved by the Curriculum Committee. Honors addenda express course objectives, course content, course assignments, and methods of evaluation, and additional methods of instruction to distinguish honors courses from the non-Honors versions of the courses. All Honors students must be given an Honors syllabus at the beginning of the course. Reflecting the Honors addenda to the course outline of record, Honors syllabi describe opportunities for course enrichment such as research projects, additional reading, and writing assignments that focus on analytical, theoretical, and critical thinking, and opportunities for hands-on educational experiences through field trips. Honors sections will also include faculty meeting with Honors students outside of class. All faculty who teach honors courses must attend an Honors Faculty Training workshop prior to teaching an Honors section. These workshops are held regularly through the semester and at the MSJC Academy.

SPECIAL PROJECTS (299s)

Who to Contact:

Contact your department chair for additional information.

For students with previous course work in the specific program area, arrangements may be

made with an instructor to supervise the special project. These projects are available for variable units (see individual Program Planning Guides for number of units) and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. See specific subject areas for the course number of the special project class. Times are by arrangement. Before a student can register for the 299, a written agreement must be developed between student and instructor which details the objectives and expectations for the project.

OCCUPATIONAL INTERNSHIPS (149s)

Who to Contact:

Matt Leyden

CTE Counselor (951) 639-5437, mleyden@msjc.edu

The Cooperative Work Experience Education (CWEE) Program is a unique program that has been integrated into academic Career Education departments throughout the College. The program allows students to apply knowledge gained in their college courses with practical work experience to develop job readiness skills. This would be in a paid or unpaid work setting that provides elective college credits.

FACULTY & ADMINISTRATIVE PROCEDURES

ASSOCIATE FACULTY TEACHING LOAD LIMITATION

Per Education Code, no Associate Faculty member may teach more than 67% of a full-time load at any one college. Assignments at all MSJC locations— San Jacinto, Menifee, Banning, Temecula, online, and the high schools-factor into the load limit.

Load is calculated by contact hours, not units. For example, a 3 unit lecture class (54 contact hours per semester) is 20% of a full-timer's load. A 1 unit lab (54 contact hours per semester) is also 20% of a full-timer's load.

For more information, contact your Instructional Dean. The 67% limit may include classroom, non-classroom and long-term substitute assignments.

FLEX

According to the [California Community Colleges Chancellor's Office](#), "The Flex program consists of staff development activities 'in lieu of' regular instruction. Flex activities (Title 5, Section 55724, Item A-4) can be, and are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials, and other instruction-related activities." Flex activities must fulfill one or more of the three Flexible Calendar classifications: Student Improvement, Staff Improvement, and/or Institutional Improvement.

December 1st is the submission cutoff date for Associate Faculty and May 1st is the final cutoff date for all faculty submissions. Flex submissions cannot be accepted after the deadline.

Submission for Associate Faculty flex must be approved by department chair, then Flex coordinator, Academic Senate President, and Vice President of Instruction. From the Vice President of Instruction the submission goes to HR to verify eligible hours and if eligible hours are available, HR sends it to payroll for payment.

For more information on eligible activities, as well as necessary forms, please visit:
www.msjc.edu/FLEX

FACULTY EVALUATIONS

Faculty will be evaluated using a combination of student, peer, administrative, and self-evaluation. Faculty scheduled for evaluation are notified by their respective dean early in the semester.

Associate faculty are evaluated during their first semester of service and every six semesters thereafter. Contract (Full-time interims and tenure-track) faculty will be evaluated each year for the first four years of service. Regular (Tenured) Faculty will be evaluated once every three years. Evaluation procedures are governed by the Faculty Contracts.

[Evaluations](#)

CONFIDENTIALITY & COMPLAINT PROCEDURES

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In order to protect students' right to privacy, federal and state laws place strict limits on the release of student records and information. These limits apply to college employees and a third party as well as to the students themselves. As a faculty member of MSJC, you may have access to the student records as long as your access is for educational purposes. Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. Students have a right to expect that their academic records are being treated with the same care and respect that we would for our own records; therefore, posting of grades by social security or student identification numbers is not permissible.

Parents of community college students do not have a right to access their children's student records regardless of whether the student is under the age of 18. In some cases, these students will give permission for access to their parents. Please check with the Enrollment Services Office.

Faculty who have a "need to know" may review student records if they present a valid education related reason why they should have such access. The official custodian of all student records is the Associate Dean, Student Support Services. The Associate Dean, Student Support Services or the Vice President of Student Services determine validity of requests and provide appropriate access.

If you are in doubt or have questions about the F.E.R.P.A., please contact Cheri Naish, Director of Enrollment Services and Student Support Services (SJC), or Susan Loomis, Associate Dean, Student Support Services, or John Colson, Vice President of Student Services.

UNLAWFUL DISCRIMINATION POLICY

The policy of the Mt. San Jacinto Community College District is to provide an educational and employment environment including but not limited to access to its services, classes and programs in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in any program or activity that is administered by, funded directly by, by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. [AP 3410 – Unlawful Discrimination](#)

SEXUAL HARASSMENT POLICY

Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination, such as that based on race, color, sex, ancestry, national original, disability (mental and physical), including HIV and AIDS, medical conditions such as cancer, age (40 and above), and marital status, are also prohibited. Sexual harassment is abusive and illegal behavior that harms victims and negatively impacts the district's culture by creating an

environment of fear, distrust and intolerance. Because the district is committed to provide a safe, healthy environment for all employees and students that promote respect, dignity, and equality, it is the purpose of this policy to create and preserve an educational environment free from unlawful sexual harassment and discrimination on the basis of sex.

The District requires that all reports of discrimination, including harassment on the basis of disability, be addressed by the District's complaint procedure pursuant to California Code of Regulations, Title 5, sections 59300 et seq. The District's procedures for complaints of discrimination may be found in the "Mt. San Jacinto Community College District Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Sections 59300 et seq." and in "Mt. San Jacinto Community College District Notice of Grievance Procedures for Complaints of Discrimination Under Sections 59300 et seq."

STUDENT GRIEVANCES

The Mt. San Jacinto Community College Board of Trustees has established a grievance policy that helps to ensure that every student has the right to pursue an educational goal in an environment that is supportive, fair, and conducive to learning. It is the policy of the Mt. San Jacinto Community College District that all students who believe they have been treated unfairly or inappropriately have the right to pursue a grievance against the employee or employees alleged to have committed the unfair act or acts against the student. The college shall develop, maintain and publish procedures for students to seek redress of their grievances in a fair and timely manner.

A formal process has been established for student grievance; however, as part of the administrative procedures, a student must first attempt to resolve the conflict with the instructor before the official grievance may be filed and the process initiated.

Items that are grievable include:

- Americans with Disabilities Act (A.D.A.) for issues of student access or alleged illegal discrimination -- heard under separate process handled by the ADA/§504 Coordinator.
- Sexual Harassment by an employee against a student – heard under separate process handled by Human Resources.
- Harassment based upon gender, race/ethnicity, religion/creed, or other areas protected under the law.
- Unfair acts by an employee against a student where the act has a negative impact on the student.

Items that are not grievable include

- Grades except with evidence of:
 1. Mistake – unintentional error on part of the instructor.
 2. Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome.
 3. Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student.
 4. Incompetence – there is evidence that the instructor does not have the knowledge, skills and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident.

- Acts by another student (see Student Code of Conduct).
- Acts which, though deemed unfair, do not have a specific negative impact on the student.
Included among non-grievable issues are situations which are deemed to be petty or to have no significant negative impact upon the student in question.
- Acts which affect another student. Only the student affected by an act may file a grievance.
A student may not file on behalf of another student.

To view the full copy of the student grievance policy and procedures, please consult the current MSJC catalog or go to www.msjc.edu and click on Student Services.

[AP3430 – Prohibition of Harassment.](#)

AFTER THE FIRST DAY: ADDITIONAL INFORMATION

CAMPUS SECURITY

MSJC Campus Safety phone number is 7777 from a campus phone (951) 639-5188 from an outside line.

CLASSROOM EMERGENCY COMMUNICATIONS PROCEDURE

EMERGENCY - DIAL 7777 FROM A CAMPUS PHONE OR 9-911

Mt. San Jacinto Community College District is committed to employee and student safety. Good communications are essential in reducing or eliminating potential injury to staff and students, and damage to property.

This procedure shall be used in coordination with the adopted [Emergency and Disaster Preparedness Plans of Mt. San Jacinto College](#). This procedure is established to improve classroom communications in the case of an emergency and is written as part of the district's Injury and Illness Prevention Program.

A classroom emergency is considered, but not limited to, a medical emergency, a possible threat of injury or medical emergency, or an incident or potential incident that poses a threat to the welfare of teachers, staff, and students, or damage to property.

Each instructor shall follow this general classroom emergency communications procedure. This procedure is written to allow for flexibility and adaptability to each class. It is each teacher's responsibility to adopt a classroom emergency communications procedure that addresses the specific needs of the class by using the Emergency Communications Procedure - Classroom Plan which is located on page 20 of the Emergency and Disaster Preparedness Plan.

Each instructor shall be aware of the location of each public phone on campus, the main campus switchboard, the campus offices that are open and accessible during the period of class, and the nearest fire alarm lever.

San Jacinto Campus Public Phones

- On the side of the 1500 building (Theater) facing the parking lot.
- In-between the entrances to DSPS and EOPS.

Menifee Valley Campus Public Phones

- On the west side of the 300 (Science) building.
- On the west side of the 100 (Student Services) building.

All Classrooms are equipped with phones. In the event of an emergency, the phone acts as a public address system where information will be provided to classrooms over the speaker of the classroom phone. You may also use this phone to contact Campus Safety at 7777 or Call 9-1-1 (Dial 8 for an outside line and then 9-1-1.)

Each instructor should select two (2) or more students and alternates to be classroom "runners." "Runners" are students who agree to assist the instructor in case of a classroom emergency.

In the case of a classroom emergency the runners may be asked to seek assistance for the class by leaving the class and using the nearest campus emergency phone or other appropriate assistance.

CLASSROOM EMERGENCY QUICK GUIDE

Faculty play an important role in guiding students in an emergency. This information should be reviewed with students at the beginning of each semester.

WHAT TO KNOW AT THE BEGINNING OF A NEW SEMESTER

BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS

Building evacuation routes and evacuation assembly points are

posted at building exits. For this class, the closest building exit

is: _____

We will meet at: _____

BUILDING DOORS AND WINDOWS

Become aware of how many classroom doors and windows operate. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.

EMERGENCY COMMUNICATIONS

Dial 9-1-1 from any phone for emergencies. Non-emergency dial 7777 from any campus phone for Campus Safety or 951-639-5188

EMERGENCY NOTIFICATION

Information about a campus emergency will be initiated as soon as the situation allows and may be communicated using a variety of methods, including text message, outdoor loud speakers, MSJC Home page, recorded emergency information line.

[Signup to receive emergency notification via text message at www.msjc.edu/alert](http://www.msjc.edu/alert)

WHAT TO DO DURING A DRILL OR AN ACTUAL EMERGENCY

BUILDING ALARM - EVACUATE

FIRE - EVACUATE

POWER OUTAGE - EVACUATE IF INSTRUCTED TO DO SO

EARTHQUAKE - DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL. (PROTECT HEAD AND NECK)

EVACUATION PROCEDURES

- Evacuate to the nearest exit.
- Secure any hazardous material before leaving.
- Take personal belongings
- Walk-DON NOT RUN. DO NOT USE ELEVATORS.
- Assist individuals with disabilities.
- Assemble at the building evacuation assembly point unless otherwise instructed.
- Provide emergency personnel with relevant information.
- Remain at evacuation assembly point and do not re-enter building until authorized.

SHELTER IN PLACE PROCEDURE

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure the door is closed.
- If applicable, and time permits, lock doors and silence cell phones.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further notice.

ACTIVE SHOOTER/VIOLENT INTRUDER -SHELTER IN PLACE OR EVACUATE IF SAFE TO DO SO

REVIEW ACTIVE SHOOTER HANDOUT AND RESPONSE PROTOCOL AT <https://www.msjc.edu/CampusSafety/Pages/Campus-Safety-Video-Series.aspx>

ACCIDENT/INJURY PROTOCOLS FACULTY AND STAFF

If You Experience or Someone Near You Experiences a Life Threatening Injury On Campus

- If you, a co-worker, staff member, student, or member of the public is seriously injured and need help, call 911.
- Call 8-911 from a district phone.
- Notify the office of the dean of instruction as soon as possible. As soon as you are able, provide a written statement with as many details as possible.

If You Experience A Non-Life Threatening Injury On Campus

- For non-emergency situations call **Company Nurse at 1-877-518- 6702**, immediately.
- Report the incident to the office of the dean of instruction immediately and to risk management.

If You Witness An Accident

- Talk to the person and ask them how they feel and what happened.
- For any person, when in doubt about the extent of injuries call 911.
- For non-emergency situations, refer injured employees to **Company Nurse at 1-877-518-6702**.

What about students?

- Report student injuries to campus safety. If Campus Safety is not available, complete an incident report and email to Risk Management (kmcgee@msjc.edu).
- Report the incident to the office of the dean of instruction immediately and to risk management.

After Addressing Immediate Concerns

- Write down what you experienced, heard, or witnessed. Provide as many details as possible.
- Describe medical complaint/injured part of body. Document the scene. For example: a broken chair; poor lighting; extension cord across a pathway; a bunched rug, standing water, etc. What was the employee doing when accident occurred? What actions, events or conditions contributed most directly to the accident? Take pictures in addition to writing notes.

Important Phone Numbers

| | |
|-----------------------|-------------------------------|
| Emergencies | 8-911 (from a district phone) |
| Company Nurse | 1-877-518-6702 |
| Office of Instruction | 951-487-3400 |
| Campus Safety | 951-639-5188 |
| Risk Management | 951-487-3190 |

ACCOMODATIONS

Who to Contact:

Your Dean

Human Resources. (951) 487-3150

Faculty and staff should request an accommodation when there is a barrier that prevents or makes it difficult for them to perform their job functions, meet job standards, or otherwise disrupts standard practices. Medical conditions are confidential information. Faculty do not need to discuss reasons for needing an accommodation. Your department chair, fellow faculty, college staff, etc. should not be asking you about your medical conditions.

If your doctor determines that you need an accommodation to perform your job, submit your request in writing to your dean or to Human Resources. Typically a physician or other care provider provides specific recommendations, for example, that a wheelchair is needed for 3 months, or that an employee should not be seated for more than two hours at a time.

Approval of requests for accommodations is not automatic. The District carefully considers all inquiries for accommodations and will work with the employee and the supervisor to meet all reasonable requests.

If a staff or faculty member has a serious illness, injury, or situation that causes them to miss work, they should contact their supervisor (the dean) or Human Resources before returning to work. They must not ask fellow faculty, fellow staff members, students, family members, etc. for assistance as this would create liability for the college. Any assistance/accommodation request must be formally approved by the college.

FOOD SERVICE

MVC CAFÉ

Bldg. 200

M-TH 8:00 am-6:00pm
F 8:00 am-12:00pm
Closed – Weekends and
Holidays

SJC EAGLE EXPRESS

Bldg. 1100

M-TH 8:00 am-6:00pm
F 8:00 am-12:00pm
Closed – Weekends and
Holidays

Pens, pencils, blue books, and scantrons are available at vending machines at both locations.

PAYROLL

Pay stubs are mailed to your home address. Please make sure your address is correct.

END OF TERM: EXAMS, GRADING/POSITIVE ATTENDANCE

POSITIVE ATTENDANCE

Positive attendance (PA) is an accounting method, primarily for very short classes or irregularly scheduled ones. If you have a Positive Attendance class, you will have to input the total number of hours attended for each student. You will also assign each student a grade. The rules for (PA) also require each instructor to keep daily attendance logs.

FINAL EXAM SCHEDULE

The official final exam schedule will be available at the homepage and the “For Faculty and Staff” page of MSJC’s web site.

1. **Please** honor the final exam schedule. While it is not mandatory to give a final exam, the instructor must meet the class and use the time constructively.
2. If you have a major conflict (professional commitment elsewhere on the day of an exam), please discuss the matter with your Department Chair or Dean of Instruction.
3. If a student wants an early final, refer the student to the appropriate Dean where he/she will have to receive approval before you offer an early exam.
4. Pay special attention to the needs of disabled students. Special testing accommodations may be required for DSP&S students. You will receive written requirements from the DSP&S department that will be put in your campus mailbox prior to any tests.

GRADING

Please note that each student listed on the roster is officially enrolled in your class and must receive a grade. Students auditing courses will not appear on the grading screen. **Grading is available seven (7) days prior to the end of full-term courses and one (1) calendar day prior to the end of short-term courses. The deadline to submit grades is five (5) working days after the end of the term.** You may go into a particular section and enter grades as long as it is within the grading period timeframe. **All dates are listed for each of your class sections.**

The authorized grades are A, B, C, D, F, P, NP or I. (Note: The district is now replacing the grade “C” – Credit or “NC” – No-Credit, with “P” – Pass, and “NP” – No Pass.) If you issue an Incomplete (I) grade, you must submit an “Incomplete Grade Form” to Enrollment Services prior to or when you submit your roster online. Click here for the [Request for Incomplete Grade form](#).

INCOMPLETES

The “I” (Incomplete) grade is given only in cases in which a student is doing passing work, but is unable to complete the requirements for the course during the semester **due to an emergency in the last few weeks of school.**

The Incomplete Form is available from Enrollment Services.

It is the instructor's responsibility to submit the Incomplete Form by the deadline for submitting grades- 5 days after the end of the semester/term.

If an instructor fails to submit the Incomplete Form by the deadline for submitting grades, she/he will appear on Student Services' *Missing Grades Report*. The instructor should contact the dean immediately specifying the reason for the delay. Every effort possible should be made by the instructor to submit the Incomplete Form within 48 hours after the release of the *Missing Grades Report*.

The "I" grade should be made up within 6 weeks following the semester in which the "I" grade was given.

To change the "I" to a letter grade, the instructor must complete a "Change of Grade" form and submit it to the Enrollment Services Office.

The "I" may be made up no later than 6 weeks into the following semester.
Instructors must assign a specific task or tasks for the students to complete such as:

1. Make up hours missed.
2. Submit mandatory papers and all exams.
3. Complete term paper and two tests. If a student requires longer time to make up the work, then an extension may be approved. However, the maximum time is one year.

After submitting your grades, you will get a resolution screen that shows all the grades submitted. You are not required to submit any roster(s) to Enrollment Services; however, you may print the resolution screen that shows after the grades are submitted. If you wish to submit any attendance information or other class assignment information to be kept on a permanent basis, please send it along with the web printout.

SUBMITTING ASSESSMENT DATA

Early every semester, the list of courses scheduled for assessment will be e-mailed to you. For every section of each course, please enter your course learning outcome data into our assessment software eLumen.

Login using your Canvas username and password. Click [here](#) to access eLumen.

The common assessments to be administered to your students, along with the grading rubrics, will be provided by your department chair. IF YOU HAVE NOT RECEIVED THESE BY MID- TERM, CONTACT YOUR CHAIR.

There is no aggregate scoring so make sure to record individual student scores. Also please upload 3 - 5 examples of graded student assessments into eLumen. [Here are the instructions.](#)

Submission of student scores and examples of graded student work are due THE SAME TIME AS YOUR COURSE GRADES (see above). If you have questions regarding assessment or eLumen, please contact [Paul Hert](#).

POSTING GRADES

It is the faculty member's obligation to complete and submit grades by the designated date each semester. Grades may be submitted online by going to www.msjc.edu, click on EagleAdvisor (ea.msjc.edu) login and click the **Faculty EagleAdvisor** menu. Grading starts on the last day of the term and continues for five working days. After that time, all students will be graded with an RD (report delayed) grade.

When grades are not submitted on time, an RD (report delayed) notation appears on the students' transcripts. Students can actually be denied graduation, scholarships or admission to transfer institutions as a result of RD grades. Please support our students by timely submission of all grades.

If an RD grade is issued, you must follow the following process to change the grade for your students. You must submit a "grade change form" for each student enrolled in your course. Please contact Enrollment Services for further information.

COLLEGE RESOURCES FOR FACULTY AND STUDENTS

STUDENT CODE OF CONDUCT

Who to Contact:

Fred Frontino, Director of Student Judicial Affairs 951-639-5301

AP5500 Standards of Student Conduct is available at the student conduct web page msjc.edu/studentconduct.

Disruptive Students

Faculty members have rights, though somewhat limited, to keep a student out of class when that student is disruptive. However, the instructor must carefully adhere to the student's due process rights.

Faculty must advise students about class conduct requirements in advance. It is best when this occurs in the syllabus. Be sure to mention that repeated or extreme violations of class conduct policies will result in a two day suspension and possible further disciplinary action by the college. Except in serious disruptive situations, the student should get at least one in-class warning before disciplinary action takes place. In serious cases of disruption, however, the instructor may act on the first incident.

The instructor may suspend the student from the class section in question for a maximum of two class days. Two class days is defined as the day of the infraction plus the next class meeting. However, the student may attend all other classes, including other classes with the same instructor. Use of the two- day suspension should be applied sparingly, and only as a last resort with a prior warning. Any breach of due process can create a real problem. When in doubt, always contact the Director of Student Judicial Affairs or your area dean. If you remove the student from class you should file a conduct report that day and you should also contact your department chair and or dean to let them know what is going on as the student may be complaining to them.

Filing a Student Code of Conduct Complaint

Report student code of conduct violations in writing no later than 5 working days after the incident by submitting the online Public Incident Report at: <http://msjc.edu/reportform> Verbal or email submissions will not be accepted. Information regarding student conduct can be found on the college's Student Conduct page at: <http://www.msjc.edu/studentconduct>. On this website you will be able to access the online Student Code of Conduct violation form in addition to the College's policies and procedures. When utilizing the online violation form you are also able to upload supplemental documents along with the complaint; if you are unable to electronically upload the documents, you may forward them to the Director of Student Judicial Affairs (see above contact information) through intercampus mail. Please include a note with your name and the student's name along with the documents.

CHEATING & PLAGIARISM

Who to Contact:

Fred Frontino, Director of Student Judicial Affairs 951-639-5301

It is important to notify your students in your syllabus that academic honesty is one of the fundamental bases for the academic community. To this end, we wish to assist students in defining acceptable standards of academic honesty as they pertain to written work. It is important to acknowledge sources used when writing papers. Plagiarism – to take and submit it as one's own work or using the work or ideas of another are forms of academic dishonesty.

Plagiarism is any one of the following:

- Verbatim copying without proper acknowledgment;
- Paraphrasing without proper acknowledgment;
- Assembling a “patchwork” paper from diverse sources, without proper acknowledgment of those sources;
- Unacknowledged appropriation of information or of someone else’s ideas.

VeriCite is a plagiarism protection application that can be used in conjunction with Canvas Assignments.

What is VeriCite?

VeriCite is a plagiarism detection service that identifies potentially plagiarized or improperly cited text. VeriCite is most commonly used within a learning management system to scan student submissions. The service automatically checks submitted work against an ever-increasing index of online sources. VeriCite is available integrated into the Canvas, Moodle, and Sakai learning management systems, or as a standalone IMS Learning Tools Interoperability (LTI) service which can be integrated into any other platform or LMS that supports LTI. Our inspiration for creating this service was to provide our clients with an affordable, reliable plagiarism service that delivers reports instantly.

How Does VeriCite Work?

VeriCite can consume student on-line submissions and submission files in most common file formats (e.g. pptx, html, docx, pdf, txt, rtf, ppt, doc, odf, etc.). It converts the student submission into plain text and excludes any quoted material from matching. The rest of the text is then compared for exact matches with existing source material. VeriCite uses string matching methods, along with a series of algorithms and scoring processes, to identify matching texts. A final report is presented to the user highlighting different levels or amounts of matching per submission. There is an overview score as well as a side by side comparison of the matching text and sources.

VeriCite reports are created on demand every single time you click to view the report. This means that there is no waiting for the report; all reports are delivered instantly. Reports are also non-static. If a student submits a paper and gets a plagiarized score of 0, and then another student in another class submits the same paper, then both reports and plagiarism scores will update to 100 to show that they have plagiarized. This dynamic updating can help prevent cases where groups of students or paper mills share the same paper.

All submitted papers are indexed in a completely encrypted form then stored securely in a repository that is specific to each subscribing institution.

Additionally, the institution maintains full ownership and control of their repository materials.

Grade Center Integration

VeriCite assignments are created with associated Grade Center items. The score is then recorded in the Grade Center. For more information about the Grade Center, refer to the [Canvas Instructor Guide](#).

Filing a Student Code of Conduct Violation

If a student has committed an act of plagiarism or cheating, please:

1. Complete a Standards of Student Conduct Violation Form outlining the student's action. The form is available online: www.msjc.edu/studentservices/studentconduct
2. Attach all relevant documentation, e.g. paper, sources, etc.
3. Submit the documents to the Director of Student Judicial Affairs at ffrontino@msjc.edu, if you cannot attach them to the public report form.

It is assumed you have already approached the student, cited your policy and consequences from your syllabus and informed him/her the act is a violation of student conduct and has been reported. Students cannot be permanently removed or dropped from a class without benefit of due process. Assigning a failing grade for the class must be based upon the holistic grading procedures of the instructor; academic sanctions for plagiarism and/or cheating that may be applied by the instructor include assigning a failing grade for the assignment or zero points for the assignment.

Once the Director of Student Judicial Affairs receives the on-line complaint form with the attached documents he will call the student in and speak with them. The sanction for first offenses is usually a verbal warning as well as some explanation of what resources we have on campus to help the student with their papers and citations. It is always assumed that the instructor has given a zero for the assignment. You will not be contacted by the conduct officer unless you ask for follow up.

MSJC Cares Team

Campus Assessment, Response, Evaluation and Support Team

MSJC.EDU/Cares

What is The MSJC CARES Team?

Mission

The Mission of the MSJC Campus Assessment, Response, Evaluation and Support Team, (MSJC CARES) is to provide a coordinated analysis and response plan for the college's high-risk students and critical incident cases within the framework of ensuring a safe campus community. These efforts consist of providing a central place to report behaviors of concerns, gathering relevant information, proactively meeting with students, making referrals and taking other action as appropriate.

Purpose

The conceptual purpose of the MSJC CARES team is caring, preventive, early intervention with students whose behavior is disruptive or concerning.

How We Can Help

The MSJC CARES Team will look at situations that have been referred to us and determine a course of action depending on the specifics. Actions may include meetings with CARES team members, referral to on campus or off campus resources, or a threat assessment to determine potential threats to the college. The CARES Team cannot do significant crisis counseling at this time, but can primarily assess and refer.

What Do I Report?

Behaviors of concern include any disruptive, disturbing or destructive behaviors demonstrated by students, employees, or visitors.

Concerning Behaviors may include:

- ◆ Pronounced and sudden change in attendance patterns
- ◆ Changes in academic performance in the classroom
- ◆ Dress/grooming has drastically changed
- ◆ Person's demeanor changes

- ◆ Student has a pattern of making unrelated incoherent statements to the material presented during class
- ◆ Person appears sad or depressed
- ◆ Person's behavior is highly disturbed
- ◆ Student repeatedly disrupts class and interferes with class management
- ◆ Person's emotional response is unusual or exaggerated (venting, screaming and swearing)
- ◆ Direct or indirect threats to harm self or others
- ◆ Person has made suicidal remarks or attempts
- ◆ Person has submitted disturbing written material
- ◆ Alarming reference to guns, ammunition, terrorism or explosives

How Do I Report?

To Make a Confidential CARES Team Referral:

Go to: msjc.edu/cares

Click the Make a CARES Report link at the top left of the page.

STUDENT ACADEMIC COUNSELING

Who to Contact:

Dean of Counseling and Student Support Services (951) 639-5250

| | |
|--|--|
| <p>San Jacinto Campus 1499 N. State St. Building 1150 San Jacinto, CA 92583 Phone: (951) 487-3255</p> <p>Monday—Thursday 8:00am—5:30pm</p> <p>Fridays 8:00am—12:00pm (Closed Fridays in Summer)</p> | <p>Menifee Valley Campus 28237 La Piedra Rd. Building 100 Menifee, CA 92584 Phone: (951) 639-5255</p> <p>Monday—Thursday 8:00am—5:30pm</p> <p>Fridays 8:00am—12:00pm (Closed Fridays in Summer)</p> |
| <p>San Gorgonio Pass Campus 3144 W. Westward Ave. Banning, CA 92220 Phone: (951) 922-1327 Fax (951) 922-1408</p> <p>Monday—Thursday 8:00am - 5:30pm</p> <p>Fridays Closed</p> | <p>Temecula Education Complex 27447 Enterprise Circle West Temecula, CA 92590 Phone: (951) 308-1059 x 6300 Fax: (951) 693-5309</p> <p>Monday—Thursday 8:00am—5:30pm</p> <p>Fridays Closed</p> |

Mt. San Jacinto College offers comprehensive counseling services to assist students in meeting academic, personal, transfer and career goals. The counseling program further seeks to contribute to the development and maintenance of a college environment.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see a counselor each semester to review their educational plan. Additional services provided by the counseling staff include: 1) assistance to adults returning to school; 2) interpretation of aptitude and career assessments; 3) information and guidance for transfer

to other colleges and universities; 4) information regarding completion of MSJC certificates and associate degrees; 5) personal counseling and crisis intervention; 6) New Student Counseling Sessions; 7) assistance with development of a student educational plan; and 8) counseling for students who are on academic and/or progress probation.

Other Services provided are Athletic, ESL, Veterans, Financial Aid, Foster Youth and Honors Counseling, as well as, Study Abroad Advisement/Assistances, Online Advising, and Graduation and Transcript Evaluations.

The counseling staff utilizes the expertise of and can refer students to the Career/Transfer Center, Child Development and Teacher Training Centers, Extended Opportunity Programs & Services (EOP&S), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSP&S), Financial Aid, and Learning Resource Center.

Counseling Appointment

Counseling appointments are scheduled on a “same day” basis only. The counseling department does not book appointments in advance. Therefore, if you need an appointment with a counselor, you will need to either call or come in on the precise day of which you are trying to make the appointment for. However, if you have quick questions for a counselor, you may elect to take advantage of our “Walk-in Express Counseling.” Please note that Express Counseling is limited to 15 minutes. Therefore, if you require services that will exceed 15 minutes of individual counseling attention, you will need to make a “same day” appointment.

Express Counseling

Express Counseling is available for quick questions every day during normal Counseling Office hours. Students are served on a first-come, first serve basis. Express Counseling is limited to 15 minutes for general information only. Students who need a comprehensive educational plan or have transcripts from other colleges or universities are required to schedule a 30 minute same day appointment.

Additionally note that due to the high volume of students requiring Express Counseling services, we may stop taking students 2-3 hours before closing time to ensure that all students who are placed on the Express Counseling list are seen.

Life Skills Counseling

Counselors are available to work with students who have been identified as needing assistance with managing daily life stress. The program offers life skill groups which include building skills to manage conflict with peers, parents, relationship problems and school stress.

Counselors are available for classroom presentations on most counseling topics, such as career, transfer, student success skills, and graduation requirements. Contact the Counseling Office for more information or visit www.msjc.edu/counseling.

FACULTY RESOURCES FOR DISABLED STUDENTS

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Who to Contact:

San Jacinto Campus DSP&S Office (951) 487-3305

San Gorgonio Pass Campus contact San Jacinto Campus (951) 487-3305

Menifee Valley Campus DSP&S Office (951) 639-5305

Temecula Education Complex contact Menifee Valley Campus (951) 639-5305

In accordance with current federal and state legislation, each student at Mt. San Jacinto College is afforded the same rights and privileges as any other student to enter the mainstream of the college's programs, activities, and classes; this includes students with disabilities.

The mission of DSP&S is to empower students with disabilities to attain maximum independence, and provide them access to academic accommodations that are designed to help them achieve success in an equally accessible college environment. Mt. San Jacinto College is dedicated to providing educational opportunity to students with disabilities because of the institution's commitment to equal access to education. MSJC'S views this commitment as essential to the welfare of the community, the state, and the nation.

This dedication commits the college to offer opportunities to students to develop their maximum potential and to explore their individual abilities, interests and talents. It commits the college to promote the idea that students pursue education beyond the curriculum, to widening horizons ad opportunities throughout their lifetime. Thus, MSJC strives to provide post-secondary opportunities to all, including citizens with disabilities. Further, it commits the college to continuously evaluate the quality of its offerings, the standard of achievement, effectiveness of its instruction, relevance of its programs, and accessibility for all students.

Students with disabilities, like all students, have the responsibility to communicate directly with you with any questions they may have about the course. After the student and DSPS counselor develop an Academic Accommodation Plan (AAP), based upon the educational limitations related to their documented disability, they are required to complete a Request for Service that will notify you of their approved accommodations.

Services for Students

A primary goal of the Disabled Students Programs and Services (DSPS) is to assure equal access to education for students with disabilities. A list of frequently used academic accommodations has been provided below as an example of some of the services DSPS provides.

- Adaptive Furniture
- Alternative Media Trainings
- Assistive Listening Device (ALD)
- Real Time Captioning
- Counseling
- Facilitated Seating
- High Tech Center
- Sign Language Interpreters
- Large Print
- Learning Disabilities Referrals
- In-Class Note Takers
- Priority Registration
- Test Facilitation

For more detailed information regarding accommodations and services for students with disabilities provided through DSP&S, please visit the [DSP&S website](#).

SUGGESTIONS FOR HELPING STUDENTS WITH DISABILITIES SUCCEED IN THE CLASSROOM

- Provide students with a clear and detailed course syllabus, which explains expectations for course (e.g. grading, material to be covered, projects, exams, due dates).
- In addition, DSPPS has collaborated with the MSJC Academic Senate in its adoption of a syllabus statement for instructors and is available from the DSPPS website, under Resources for Faculty, <http://www.msjc.edu/DSPPS/Pages/Faculty-and-Staff.aspx>. The adopted statement states:

“Mt. San Jacinto College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 that prohibits federal and state agencies or programs from discriminating against qualified individuals with disabilities. Students who have a documented disability which may impact work in this course should meet with a counselor in Disabled Students Services and Programs (DSPPS) as soon as possible.

Students with disabilities qualifying for DSPPS services are required to follow the guidelines and procedures set forth in the DSPPS Students with disabilities electing to use qualified testing accommodations must arrange for those accommodations to be rendered at the DSPPS office in accordance with the DSPPS Test Accommodation Procedure. Missing a scheduled exam appointment at the DSPPS office constitutes exam absenteeism. Students with disabilities who choose not to requisition testing accommodations at the DSPPS office in accordance with the DSPPS Test Accommodation Procedure are expected to take their exams without accommodations in the regular classroom setting.”

Start each lecture with an outline of material to be covered that period. At the conclusion of the class, briefly summarize key points.

Speak directly to students, and use gestures and natural expressions to convey further meaning. Do not address your questions to an aide, attendant, or communication specialist in the classroom who is working with a student with a disability. In class lectures and demonstrations, try to use concrete examples, dramatic attention-getting devices and practical applications to highlight important information.

- Present new or technical vocabulary on the board or in a handout. Terms should be used in context to convey greater and more accurate meaning.
- Give assignments *both* orally and in written form to avoid confusion.

- Announce extra-required reading assignments well in advance for students who are using alternate media approaches. Supplemental materials which are required by some students need to be submitted well in advance.
- Provide study questions for exams that demonstrate the format, as well as the content of the test. Explain what constitutes a good answer and why. If a student who is eligible requests a note taker, ask the class for a volunteer without identifying the student eligible for the service.
- Encourage tape recording of class lectures and verbal presentations that will enable the student to re-listen to promote and increase information gained and/or fill-in notes where information was missed or noted incorrectly. The Instructor Communication Form may indicate the student with a disability needs to use a tape recorder. Under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and Section 56026 of Title V regulations, this student may need to tape your class as reasonable accommodation for his/her disability.
- Structure class so that all students must participate or are asked to become more involved in the learning process.
- Provide adequate opportunities for questions and answers, including review sessions.
- Encourage students who qualify to use campus support services such as pre-registration, notetakers, assistance in ordering taped texts, alternative testing arrangements, and academic tutoring early in the semester.
- **Suggested Tip:** faculty can use the Notes feature in the Canvas gradebook to document reminders for those students requiring accommodation.

LEARNING SKILLS PROGRAM

Who to Contact:

SJC – Marlene Cvetko, Learning Disabilities Specialist, (951) 487-3490

MVC – Learning Disabilities Specialist, (951) 639-5491

This academic department offers specialized classes in math, adaptive technology, learning strategies, and English to students who have been identified with specific learning disabilities or other cognitive difficulties. Referral for testing to identify a specific learning disability may be made directly to the Learning Skills Program or through DSP&S.

KEY SIGNS OF POSSIBLE LEARNING DISABILITIES

The characteristics listed are indicators that a diagnostic evaluation might be appropriate. If you think a student may have some of these characteristics, please refer them to a Learning Disabilities Specialist or DSP&S.

- Extreme difficulty reading textbooks, reading aloud, or pronouncing long and unfamiliar words.
- Extreme difficulty understanding basic math facts language, or concepts.
- Extreme difficulty understanding lectures or written or verbal directions not attributed to language barriers or educational deprivation.

- Apparent discrepancy between verbal ability and written performance including significant errors in spelling, grammar and mechanics.
- Disorganized thinking, writing, and speaking.
- Poor memory or failure to take appropriate class notes.
- Poor grades on tests that are not congruent with the student's apparent understanding of material presented.

MSJC LIBRARIES

Library Hours Mon–Thurs 7:30am-8pm
Friday 7:30am-5pm

Website: libguides.msjc.edu/msjclibraries

Menifee Valley Campus

Circulation Desk 951-639-5455
Reference Desk 951-639-5450

Librarians

Sherri Moore 951-639-5451, smoore@msjc.edu
Vacant 951-639-5456,

San Jacinto Campus

Circulation Desk 951-487-3455
Reference Desk 951-487-3452

Librarians

Adrienne Walker 951-487-3450, awalker@msjc.edu
Anya Franklin 951-487-3451, afranklin@msjc.edu

Resources & Services

Library Catalog – [MSJC Libraries Catalog](#) provides access to books, eBooks, streaming video and more.

Databases – The MSJC Libraries subscribe to more than 60 databases that provide access to full-text journals, magazines, newspapers, encyclopedias, streaming audio and video, and other reference materials. Databases are accessible through the [MSJC Libraries Website](#).

Reference/Research Help – Librarians assist students, faculty and staff with their research needs and provide instruction in database searching, formulating search strategies, and selecting appropriate resources.

Library Orientations – Available online and face-to-face. Face-to-face orientations provide an overview of library resources and services including searching the library catalog and databases, as well as formulating search strategies to identify appropriate resources. Orientations can be general or customized to specific assignments and usually last from 45 minutes to an hour. Contact the MVC or SJC librarians about online orientation options or to schedule a face-to-face orientation at the appropriate campus.

Textbooks – The Libraries offer open-shelved in-library-use-only textbooks through Student Equity funding. Instructors may also donate textbooks to the Libraries by filling out a donation form at the Circulation Desks or print the form from the library website [MVC Textbook Form](#) or [SJC Textbook Form](#).

Reserve Materials – Supplementary items such as readings, articles, or other learning materials may be placed on reserve for 2-hour checkout in the library. Forms are available at the Circulation Desks.

Bring textbooks or supplemental materials to the library at least two weeks in advance to ensure that materials can be processed and made ready for students by the beginning of each semester.

- Reserves/Textbooks – Jeanne Maggard - (MVC) 951-639-5455
- Reserves/Textbooks – Robert Pipes - (SJC) 951-487-3455

Suggestions for Purchase of Materials – Librarians accept recommendations from faculty any time during the year. Requests may be emailed to the librarians or submitted through our online request forms

[MVC Library Purchase Request](#) or

[SJC Library Purchase Request](#).

Faculty Borrowing – Faculty must present a MSJC faculty ID card in order to check out materials. Enrollment Services provides free ID cards.

Interlibrary Loans – Instructors and students may borrow from other libraries throughout the United States for a fee of \$2.00 per item. Please allow at least one week for delivery of materials. Interlibrary Loan Request forms are available [at MVC Interlibrary Loan Request](#) or [SJC Interlibrary Loan Request](#).

- Interlibrary Loans/Tracy Pitt - (MVC) 951-639-5455
- Interlibrary Loans/Robert Pipes - (SJC) 951-487-3455

LEARNING RESOURCE CENTERS

The Learning Centers at the San Jacinto and Menifee campuses offer a variety of services to both students and instructors. This guide provides a brief description of our services and procedures. We invite you to stop by for a visit, meet the staff, and let us assist you in your efforts this semester. All services are free to enrolled students. We ask that you present your college ID card when you check in and out of the center.

| San Jacinto Campus | Menifee Valley Campus |
|---|---|
| Learning Resource Center/Library 300 Building | Learning Resource Center/Library 800 Building, First floor/812C |
| M - TH 7:30am to 7:00pm | M - TH 9:00am to 7:00pm |
| F 8:00am to 12:00pm | F 9:00am to 12:00pm |
| Phone: (951) 487-3480 Tutoring starts at 9am | Phone: (951) 639-5480 Tutoring starts at 9am |

Learning Resource Center Staffing - The Learning Centers are under the supervision of academic deans. Both Learning Centers are under the direction of faculty coordinators with the support of a Tutorial Services Specialist. [Learning Resource Center website](#)

SERVICES AVAILABLE FOR STUDENTS

Tutoring - The Learning Centers at both campuses offer trained, highly qualified tutors for most academic areas. The centers are staffed with Associate Faculty and peer tutors. The peer tutors have taken the classes for which they provide tutorial assistance and have received an A/B in those classes. All peer tutors have successfully completed a tutor training class and have received recommendations from college instructors. Each year a memo is sent to all instructors inviting them to recommend their top students as potential tutors. Instructor recommendations have provided the Learning Centers with a continuing source of high quality tutors.

Title 5 regulations require instructors to refer students to the centers which allow students to receive services. Referrals should be made via EagleAdvisor at the beginning of each semester.

Online Tutoring - Online tutoring is available through NetTutor, which can be accessed through Canvas. This is free to students, and follows the pedagogical guidelines we use in the Learning Centers. For more information regarding online tutoring contact the Learning Resource Center at either the Menifee campus or the San Jacinto campus.

Computer Lab - The Learning Centers at both campuses maintain an instructional computer lab with computers and software available for student use. All of the computers are equipped with word processing software, which students may use for writing term papers and other course

assignments. They all have internet connectivity. Students must bring their own storage media. In addition, a wide range of academic support software is available at both campuses. If you utilize specific software in a class and would like the software made available to your students in the Learning Centers please contact the respective Tutorial Services Specialist or Faculty Coordinator. As long as there are no licensing issues and/or software incompatibility issues, the software will be made available for your students in the LRC.

Testing Services - Testing services are available to students who must make up missed exams. Please see the MVC and SJC Learning center websites for more detailed information as this policy is different on each campus.

Resource Handouts - The Learning Centers at both campuses maintain a supply of resource handouts which are available to students at no charge. These handouts include term paper packets, MLA and APA documentation guidelines, English and Math worksheets, and helpful information on study skills and time management. Other materials are developed as the need arises.

SERVICES AVAILABLE FOR INSTRUCTORS

Classroom Visits - Each semester, upon the instructor's request, members of the Learning Center staff will visit your classroom and explain the services of the Center to your students. To schedule a visit, just fill out the online form or e-mail the Tutorial Services Specialist or Faculty Coordinator and return it to the appropriate Learning Center's mailbox. The promotional visits take approximately ten to fifteen minutes and include time for student questions. When a personal visit is not possible due to schedule conflicts or off-campus location of classes, the Center will provide copies of brochures or an electronic document, which describe the services available at each campus.

Computers - Faculty are welcome to use computers in the Learning Center labs as long as no students are waiting to use them. More and more publishers are providing computer software to supplement textbooks used in college classes. As part of our plan to improve Learning Center services and to better meet the needs of our students, we are offering to house your academic support software and to make it available to your students during our hours of operation. Please identify your computer disks and CDS with your name and course number if you wish them to be returned. Provide instructions, if necessary on how to access the disk and how to run the program.

NOTE: The Offices of Instruction **DO NOT** accept homework from students. Please inform your students that they should use the Learning Center in order to drop off homework or other assignments for your classes.

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is a premier academic assistance program that provides out-of-class review sessions for students enrolled in identified historically difficult courses. Student SI Leaders provide peer assistance by facilitating out-of-class collaborative SI review sessions that integrate course content and learning strategies. Data consistently demonstrate that students who participate in SI earn higher grades and persist at higher rates than non-SI participants.

The MSJC SI Program earned certification by the International Center for Supplemental Instruction in January 2018. Certification endorses the MSJC SI Program's commitment to the core principles of the SI Model.

SI Staffing – The SI Program is under the supervision of an academic dean. The SI Program is coordinated by a full-time faculty Coordinator and a part-time staff Specialist.

SI Contacts

SI Coordinator (district):

Janice Levasseur, jlevasseur@msjc.edu, 951-639-5427

SI Specialist:

Kathalena Rios, krios@msjc.edu, 951-487-3251

SI Rooms

Menifee Valley Campus 500 Building, Room
505

San Jacinto Campus 1250 Building, Room
1250B

SHARED GOVERNANCE

ACADEMIC SENATE

In the spirit of collegiality and in accordance with Title 5 of the Administrative Code of California, Section 53200, the faculty is provided the opportunity to participate in the formulation and development of district and college policies and procedures that will have an effect on teaching, learning, or faculty responsibilities. The Academic Senate is the representative body that effects this participation. Specific areas of participation, as outlined in Title 5 California Administrative Code 53200, are:

1. Curriculum, including establishing prerequisites and places courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

According to Education Code, the Academic Senate is also responsible for jointly developing with the District policies and procedures related to faculty hiring (section 87360B), Administrative retreat rights (section 87458A), and Delegation of Authority to the Academic Senate (BP 2100.1 and 2100.2 - Reference BP 4011.1).

[MSJC Academic Senate's web site](#)

Academic Senate Executive Committee, 2018-2019

| | |
|--|-----------------|
| President | Tamara Smith |
| Vice – President | Ted Blake |
| Correspondence Secretary | Julie Freeman |
| Appointment Secretary | Peter Zografos |
| Associate Faculty Representative – SJC | Jennifer Allard |
| Associate Faculty Representative – MVC | Cara Tan |

Site Councils, 2018-2019

| | SJC Site Council | MVC Site Council |
|-----------|------------------|------------------|
| President | Tamara Smith | Ted Blake |

| | | |
|------------------------|-----------------------|-------------------|
| Vice-President | Julie Freeman | Peter Zografos |
| Secretary | Lyndsey Tone | Anjeanette Oberg |
| Senator | Jennifer Borton | Morgan Hoodenpyle |
| Senator | Michelle Vogel Trautt | Roy Mason |
| Associate Faculty Rep. | Jennifer Allard | Cara Tan |

SHARED GOVERNANCE COMMITTEE STRUCTURE

The structure of collegial consultation at Mt. San Jacinto College is a committee structure. This committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Management) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action. The following are standing committees:

- **College Council** – The College Council is the decision-making body that forwards recommendations on shared governance issues that do not require mutual agreement between the Academic Senate and Board to the Superintendent/President for action or for presentation to the Board for action. The College Council provides the means for the combined thinking of faculty, staff, students, and management to be included in the formation of all these recommendations except curriculum issues. The College Council may also review and provide input for all items that require MAC consideration with the exception of Curriculum Committee issues.
- **Mutual Agreement Council (MAC)** – The Mutual Agreement Council is composed of the College President, Vice President of Instruction, Academic Senate President, and Vice President of the Academic Senate. MAC may function in two ways: First, it may respond to actions initiated by the co-chairs of standing committees or by the College Council. Second, it may initiate actions, introducing them into the shared governance committee structure for consideration.
- **Basic Skills Committee** – This committee shall serve to organize, coordinate, assess, and recommend programs and services related to Basic Skills students and programs to increase student success. The committee shall also decide matters of dispersal of funds such as those from the Basic Skills Initiative and track yearly expenditures related to that funding and/or other funding designated for basic skills use.
- **Budget Committee** – Budget Committee is charged with recommending the parameters, process, and documentation for developing the annual budget; reviewing and recommending the process by which the District's discretionary funds are allocated; and assessing the effectiveness of the allocation process in the prior and current years.
 - **Bookstore Commission (Budget Committee Ad Hoc)** – The Bookstore Commission is an ad-hoc committee of the Budget Committee. The Commission will ensure the District Bookstore continues the dedication of serving the campus community and providing the needed tools for students to achieve their educational goals. As one of the few remaining independent College Bookstores, the Commission will discuss and ensure effective practices and procedures in accordance with [AP 6900](#).
- **Career Education Advisory Committee** – The Career Education Advisory Committee will study the needs for career education, workforce development, and professional training programs in the Mt. San Jacinto College District. The committee will make recommendations to the Career Technical Education department, administration, and the Curriculum Committee as they relate to the planning and improvement of new and existing programs.
- **Curriculum Committee** - The Curriculum Committee shall serve to consider and recommend policies and procedures regarding curriculum development, prerequisites, graduation requirements, general education requirements, program review, grading policies, and program discontinuance.

- **District Professional Development** – The District Professional Development Committee advocates for and coordinates the critical professional development needs of faculty, associate faculty, classified, and management employees
- **Diversity Advisory Committee** – The Diversity Advisory Committee engages in an ongoing, active process that creates, celebrates, and promotes knowledge and respect for the diversity of the human experience within the District and surrounding communities. Active engagement involves the creation, promotion, and maintenance of programs/activities that further the understanding of diversity and programs/activities that discourage discrimination and intolerance.
- **Educational Technology Committee** – The committee will address the evolving technology needs of Mt. San Jacinto College in a variety of areas related to the use of technology for instructional purposes and function as the recommending body for curriculum, policies, procedures, systems and purchases that relate to distance education and technology used for teaching and learning.
- **Information, Communication, and Technology Committee** – The Information, Communication, and Technology Committee (1) identifies and evaluates district technology support resources; (2) develops, monitors, and updates District Technology Master Plan; (3) performs continuous assessment of technology, (4) recommends goals and priorities and incorporate a process for continuous replacement and upgrading as appropriate.
- **Institutional Planning Committee** – The Institutional Planning Committee shall oversee and coordinate district-wide strategic planning through the following: (1) review and provide advice to the groups on campus that develop plans and the budget development committee, (2) review and endorse the Integrated Institutional Plan, Education Master Plan, Facilities Master Plan, Strategic Master Plan, Staffing Plan and Technology Plan; (3) review critical data needed for planning, including analysis of internal and external trends, and publish its findings to assist planning throughout the college; (4) contribute to the development of District annual strategic and multi-year planning goals; (5) review forecasts and recommend planned growth, program development parameters for education planning, and staffing allocation levels; and (6) complete an annual review of the IPC charge to confirm that the committee is working to meet internal expectations and accreditation standards.
- **Institutional Assessment and Program Review Committee** – The IAPRC will oversee assessment and program review throughout the district. It will ensure practices and processes support high-quality, efficient programs and services. Recommendations will go to the senates and appropriate shared governance committees. The committee will recommend improvements to the assessment model and program review process as needed.
- **Physical Resources Committee** – The Physical Resource Committee will oversee the college's facilities improvements to ensure compliance with the Facilities Master Plan and advance planning for capital projects, space management, facility efficiencies, and to evaluate the total cost of ownership of any facility modifications and new construction projects. The committee will make recommendations to the Budget Committee for further consideration.
- **Safety Committee** – The Safety Committee assumes the responsibility of overseeing and promoting safety throughout the College based on Local, State, and Federal laws and regulations as they pertain to the facilities and their occupants. Included in the charge of this committee is the responsibility of conducting periodic inspections of all facilities and work sites.
- **Student Equity Committee** – Works to advance institutional equity at Mt San Jacinto College. The committee acts as the oversight of the Student Equity Plan and all components of the plan. The committee will develop goals and oversee the implementation of activities addressing Student Equity populations and indicators as defined in statute and Title 5 based on the disproportionate impact data as described in MSJC's Student Equity Plan.
- **Student Services Committee** – The Student Services Committee studies the support needs of students and

recommends changes in policy and procedures to the College Council. The areas of concern are primarily admissions and records; registration procedures; attendance; grading policies; athletics; academic and career counseling; articulation; disabled student programs; EOPS; student activities; financial aid and academic standards. Select committee members, not to include student members, also functions as the appeals committee for academic standards and financial aid petitions. Recommendations will be made to College Council or the appropriate steering committee.

For more information go to the [MSJC Shared Governance](#) or [Academic Senate](#) webpages.

CURRICULUM

Courses offered by the college must be taught following an outline of record which is approved by the local Curriculum Committee, the MSJC Board of Trustees, and the California Community College Chancellor's Office. In addition, degrees and certificates granted by MSJC must be likewise approved. Faculty members are responsible for developing and reviewing curriculum and awards.

The curriculum at MSJC has been used as a model across the state. The Curriculum Committee website and various publications developed by the Committee detail the process and procedures by which courses, degrees, and certificates are written, adopted, and revised (See in particular MSJC Curriculum Best Practices Handbook and CurricUNET Guide.)

The Chancellor's Office identifies as necessary for good curriculum (derived from statute, regulation, guidelines provided by transfer institutions [including IGETC] and industry, recommendations of accrediting institutions and standards of good practice established in the field of curriculum design):

- Appropriateness to mission. A course or program should be an appropriate level for a community college, should address a valid transfer, occupational, basic skills, civic education or lifelong learning purpose, and should provide distinct instructional content and specific instructional objectives.
- Need. There should be evidence of the need for a course or program in the college service area.
- Curriculum Standards. There should be a local approval process that includes scrutiny by faculty and administrators, consistent with the requirements of accrediting agencies.
- Adequate Resources. The college should have the resources needed to offer the course or program at the quality described in the course outlines of record.
- Compliance. The design of a course or program cannot be in conflict with any state or federal law, statutes or regulations.

Since curriculum develops out of Program Review, faculty members who wish to get involved in writing and revising curriculum should contact their department chairs before starting to make sure that courses and programs fit the need and direction of the department. The Curriculum Committee offers periodic workshops for faculty members who are writing and revising curriculum. Courses and programs are developed through the CurricUNET database; therefore, faculty authors must take CurricUNET training.

PROGRAM REVIEW

Program Review relies on data analysis to improve programs, inform planning and drive budget allocation. It is a continual, on-going process. For this process, a **program** is either 1.) a collection of courses that leads to a degree or certificate or 2.) an entity that has its own budget.

At MSJC, we have a three-year program review model. Every instructional, student services and administrative unit program completes a review every year. The instructional program review template captures data analysis from achievement and learning outcome data and updates the goals and needs of the program. Completed program reviews are housed at the [Program Review](#) web page.

ASSESSMENT

Learning Outcomes Assessment is the measurement of core student knowledge, habits, traits and values. Outcomes exist at the course, program and institutional levels. At least three (3) course learning outcomes (CLOs) are utilized every time a course is assessed. Every program has program learning outcomes (PLOs). There are seven (7) institutional level outcomes, called core competencies (CCs).

At the course-level, data collection occurs at the conclusion of course learning experiences. This course learning outcome data is entered by faculty into [eLumen](#), our assessment software. The following semester, analysis of this data is recorded in Course Improvement Plans (CIPs), also housed in eLumen and exported to the Program Review webpage. The course learning outcome data is exported to the [Learning Outcomes Assessment](#) web page.

ASSESSMENT, PROGRAM REVIEW AND BUDGET ALLOCATION

Each semester, assessment data collected the prior semester is analyzed. This analysis, captured in the course improvement plan (CIP), is incorporated in the annual program review. When improvements to student learning documented in the program review require funding beyond the annual program budget, a Resource Allocation Proposal (RAP) is submitted. By connecting data analysis to budget allocation, program review ensures district resources support those improvements that align most closely with district plans and priorities. In other words, successful RAPs fund improvements that are most likely to increase student learning and achievement. [Here](#) is our glossary of acronyms and terms.

VISUALS

[General Assessment Cycle: CLOs, RAPs, Closing the Loop](#)

[The Specifics of Assessment, Program Review and Budget Allocation](#)

ACADEMIC FREEDOM AND PROFESSIONAL ETHICS

Academic freedom and professional ethics are governed by Board Policy.

[BP 4030 – Academic Freedom](#)

**Mt. San Jacinto College Academic Senate
Ethics Statement**

Mt. San Jacinto College faculty members are educators committed to student success and the advancement of knowledge. We, as faculty members, recognize our special responsibilities as teachers and counselors, scholars, colleagues, members of an academic community, and citizens. Our profession is guided by a deep conviction of the worth and dignity of the advancement of knowledge, and as such, we recognize the special responsibilities placed upon us as educators.

We will always honor our responsibility to advance the knowledge of our students in the most effective ways possible, and strive to always seek and state the truth as we see it. We will carry out our professional duties honestly, fairly, and reflectively while showing respect for all persons. In line with that objective, we are committed to maintaining our scholarly and academic competence in our respective fields, and to respecting our ethical responsibilities to our students, colleagues, institution, and community alike.

● **MAINTAINING SCHOLARLY AND ACADEMIC COMPETENCE**

Every discipline requires scholarship. It is a faculty member's obligation to pursue professional and academic development enabling them to offer students the best available information based on current research, and to infuse appropriate changes in curriculum and practices as necessary to ensure a competitive and effective education for our students. As lifelong scholars, faculty members:

- Practice the best scholarly and ethical standards of their discipline.
- Accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
- Practice intellectual honesty.
- Although faculty may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- Maintain currency in our discipline(s), which includes participating in professional organizations in order to maintain and improve knowledge and skills
- Influence the broader course of our profession by seeking and sharing knowledge and skills.
- Develop and improve our pedagogical/andrological competence; including attending conferences and acquiring additional training to improve our teaching and practical competencies in and outside the classroom.

In addition, faculty members have academic freedom to pursue the truth. The intellectual virtues of being open-minded, fair, honest and objective in the consideration of differing views, reaching a well-reasoned viewpoint, should all be fostered within the intellectual character of the faculty member, and effectively modeled for our students.

● **ETHICAL OBLIGATIONS TO STUDENTS**

As educators, we should encourage the free pursuit of learning in our students. Faculty should always demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. We

should make every reasonable effort to foster an honest and effective academic environment, for all students. As honorable educators, faculty members have the following responsibilities to, and for, our students:

- When relating to students as individuals, faculty members should strive to recognize the unique circumstances of each student and use pedagogical tools recognized for reaching those students.
- Motivate and guide students to achieve their full academic potential.
- Keep current with changing college/university policies and standards and transmit accurate information to assist students in their educational planning.
- Maintain the confidential nature of the relationship between professor and student.
- Protect students' academic freedom and encourage tolerance and open-mindedness in the pursuit of learning, while modeling and fostering honest academic conduct.
- At all times, avoid any intimidation, exploitation, harassment, or discriminatory treatment of students.
- Acknowledge significant academic or scholarly assistance from students.
- Avoid favoritism, nepotism, breaches of confidentiality, and creating appearances thereof.
- Avoid romantic or sexual relationships with students under our academic charge.
- Do not allow our personal problems to diminish the learning/counseling environment.
- Distribute and follow a comprehensive syllabus that is consistent with the course outline of record.
- Assure that evaluations of students reflect each student's true merit.
- Maintain accurate class records and inform students of progress in a timely manner.
- Begin classes on time and productively use the allotted time.
- Keep announced office hours and other appointments.

Finally, faculty members have an ethical responsibility as educators to minimize barriers to the pursuit of education and to seek new methods to assure our students' success in a fair and equitable manner. "As participants in the development of educational policies at our institutions, we must remain diligent to protect students' right to freely pursue their education, watching closely to prevent barriers to access, particularly to those from historically under-represented groups" (East Los Angeles College Faculty Ethics Policy, 2013). These barriers may include restrictive or difficult admission procedures, lack of access to counseling, unjustified prerequisites, and other obstacles. It is critical that we advocate for students who are disproportionately impacted and work to create a college culture free of insensitivity and discrimination; but instead actively work to create an environment of awareness and support, curiosity and creativity, rich in cultural sensitivity, appreciation for diversity, dialogue, and respect for diverse experiences and worldviews.

- **ETHICAL OBLIGATIONS TO COLLEAGUES**

As colleagues, we should always respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own (AAUP, 2009). It is imperative that we always strive to be objective in our professional judgment of colleagues and actively work in partnership to honor our collective responsibility for the governance of our institution. In line with those objectives, faculty have a responsibility to:

- Encourage and respectfully support our colleagues in all aspects of academic life.
- Respect and defend the free inquiry of associates.
- Strive to be objective and fair in our professional judgment or evaluation of colleagues.
- Do not discriminate against or harass colleagues.
- Accept our share of faculty responsibilities for the governance of our institution, including attendance at department meetings and participation in the Faculty Association and Academic Senate, actively serving on

committees and contributing to other college efforts that support the success and well-being of our students (The Ethical Professor, 2002).

- **ETHICAL OBLIGATIONS TO INSTITUTION**

Although professors observe institution regulations, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision of such policies and practices. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. We actively work to create an effective institutional culture that supports the wellbeing of our students, staff, faculty, administrators, and community alike. As such we maintain the following responsibilities as part of supporting a thriving larger institutional culture:

- Seek above all to be effective teachers, scholars, advisors and counselors.
- Exercise our rights and responsibilities to review and revise institutional regulations to best serve the needs of the students above all else.
- Do not allow the pursuit of subsidiary interests to compromise the integrity of our academic mission.
- Duly consider the effect of a decision to interrupt or terminate our service upon the program and the institution and give due notice of our intentions (The Ethical Professor, 2002).

Finally, it is important that we give proper consideration to our role within the institution and make every effort to actively contribute to healthy institutional functioning for as long as we are part of the college. “All faculty members have a responsibility to act in good faith and be active participants in contributing to the creation and enhancement of a community culture of respect, inclusion, civility, dignity and understanding for the people with whom they work” (East Los Angeles College Faculty Ethics Policy, 2013).

Respecting individuals across the institution is an ethical imperative for faculty. “All individuals deserve the respect of faculty regardless of their cultural background, ethnicity, race, gender, religious beliefs, political ideologies, disability, learning differences, sexual identity, gender identity, sexual orientation, age, or socioeconomic status. Not only should faculty exhibit an appreciation and respect for individuals from all backgrounds, but it is also imperative that they teach and model behavior which is tolerant and shows appreciation and respect for others. Different ways of approaching a topic are an essential component when fostering diversity of ideas and understanding of new concepts which are at the heart of academic freedom. Faculty must be cognizant of the possible perceptions and interpretations that others may have in response to their interaction. All parties, at a minimum, are required to be open about concerns and listen to each other’s point of view. Incivility and disrespect in the workplace can be a barrier to effective communication” (East Los Angeles College Faculty Ethics Policy, 2013). The barriers can escalate, which may lead to more severe behaviors including workplace harassment and violence. Incidents of incivility cannot be ignored and must be addressed. The College should not tolerate any type of harassment, bullying, or retaliation in any form (e.g. electronic communication, verbal and nonverbal communication), and faculty should actively strive to ensure the institutional culture free of such things. Rather, we should work toward the ongoing improvement of practices, policies, and cultural views that support the overall well-being of all members of our institution with fairness, compassion, and respect.

- **ETHICAL OBLIGATIONS TO COMMUNITY**

As members of their community, faculty, have the rights and obligations of other citizens. Faculty should 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 faculty speak or act as private persons, we should avoid creating the impression of speaking or acting for the college or institution as a whole. Faculty have an obligation to promote

free inquiry and to further the understanding of academic freedom. Therefore, we should maintain the following obligations to our community:

- Maintain awareness of pressing community issues and needs that may be served through college partnerships, and/or student engagement.
- Understand the social and industrial needs of our surrounding communities and develop programs and curriculum that can effectively meet those needs as much as is reasonable.
- Provide education and events aimed at raising community awareness and addressing larger public issues that benefit from scholarly knowledge and guidance.
- Impress upon our students their civic responsibilities and the importance of applying their critical thinking skills and educational knowledge toward the betterment of their communities.

Works Cited

Statement on Professional Ethics | AAUP. (2009). Retrieved from <https://www.aaup.org/report/statement-professional-ethics>

East Los Angeles College Faculty Ethics Policy. (2013). Retrieved from
<https://www.elac.edu/facultyStaff/committees/acadsenate/doc/policies/ELACEthicsPolicy.pdf>

The Ethical Professor - SMC.edu. (2002). Retrieved from
http://www.smc.edu/ACG/AcademicSenate/Documents/Professional_Ethics_and_Rules/Ethical_Professor_Vol_I-XIII/EP_Vol_1- Is_accepting_gifts_from_students_ethical.pdf

Adopted by the Academic Senate, 2/2018

Equivalency Committee

The Academic Senate formed an [Equivalency Committee](#) to review applicant hiring requests and make recommendations for granting an equivalency to the state minimum qualifications. Equivalency expands hiring pools and supports qualified candidates. Equivalency, however, is not a hiring process and does not support emergency hiring practices. The committee is charged with ensuring that the equivalency process meets all legal requirements and adheres to the standards and requirements of the board of governors' minimum qualification regulations (Title 5, Sections 53400-53430) as set forth within the disciplines lists and guidelines in the *Minimum Qualifications for Faculty and Administrators in Community Colleges* handbook, along with guidance from discipline experts (department chairs). The most recent edition of the Minimum Qualifications handbook, committee charge and processes, schedule of meetings, and all related forms are posted on the Equivalency web page for committee and faculty reference.

Dual Enrollment Program

The purpose of the [Dual Enrollment](#) Partnership is to afford current high school students the opportunity to enroll in dual-credit courses. The Dual Enrollment program expands student access to affordable higher education, provides challenging academic and occupational experiences to qualified high school students during their sophomore, Junior and senior years, and reduces costs of a college education for students and their families.

Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two-and four-year colleges and universities and satisfy high school graduation requirements. Additionally, successful completion of Career/Technical Education courses will allow students to simultaneously earn college credits to satisfy State and/or MSJC and high school graduation requirements, and to assist in the transition to the community college, job opportunities or careers.

An Affiliation Agreement will be developed, signed, and approved by both MSJC and participating high school districts each academic year. A template of the current Affiliation Agreement is in the appendix.

Policies and Regulations:

Dual Enrollment courses are governed by the policies and regulations of Mt. San Jacinto College and the High School District. These policies, regulations and standards apply to students, faculty, staff, instructional procedures, academic standards and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and internet, or at secondary schools.

Dual enrollment faculty must adhere to the same academic and professional standards of all MSJC faculty outlined in this handbook. Syllabi for Dual Enrollment courses should be submitted to dualsyllabi@msjc.edu.

[Dual Enrollment Documents](#)

DIRECTIONS TO CAMPUSES AND SITES

SAN GORGONIO PASS CAMPUS

3144 West Westward Avenue,
Banning, CA 92220
(951) 922-1327

From San Jacinto or Hemet

Take N. State St. north. It becomes Gilman Springs Rd. Turn right (north) onto SR.79, Beaumont Ave. At I-10, go east (right). Exit Sunset (city of Banning). Turn right (south). Continue on Sunset approximately $\frac{1}{2}$ a mile. The campus is on the left.

From Riverside

Take SR 60 east until it merges with I-10. Continue on I-10 east. Exit Sunset (city of Banning) Turn right (south). Continue on Sunset approximately $\frac{1}{2}$ a mile. The campus is on the left.

From Redlands

Take I-10 east. Exit Sunset (city of Banning) Turn right (south). Continue on Sunset approximately $\frac{1}{2}$ a mile. The campus is on the left.

Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for \$1.00.

SAN JACINTO CAMPUS

1499 N. State Street San Jacinto, CA 92583 (951) 487-6752
(800) 624-5561 (Toll free number accessible in 951 areas only)

From Moreno Valley

Take SR. 60 east towards Beaumont. Exit Gilman Springs Rd. Continue on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave. Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus. The campus is on the left.

Option 1-North Campus Parking

Turn left onto Community College Entrance. Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Option 2-South Campus Parking

From N. State St. turn left onto Community College Drive at the southern edge of the campus. Staff Parking (Lot A) is on the left.

From Redlands

Take I-10 east towards the city of Beaumont. Exit Beaumont Ave.
Turn right (south) onto Beaumont Ave. (SR. 79). Exit Gilman Springs Rd.
Turn left (east) on Gilman Springs Rd.
Stay on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave.
Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus.
The campus is on the left.

Option 1-North Campus Parking

Turn left onto Community College Entrance.
Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Option 2-South Campus Parking

From N. State St. turn left onto Community College Drive. Staff Parking (Lot A) is on the left.

From Beaumont/Banning

Take I-10 west towards Riverside. Exit Beaumont Ave.
Turn left (south) on Beaumont Ave. (SR. 79). Exit Gilman Springs Rd.
Turn left (east) on Gilman Springs Rd.
Stay on Gilman Springs Rd. You will be heading southeast. Stay on Gilman Springs as it crosses underneath SR. 79/Sanderson Ave.
Gilman Springs Rds. turns into N. State St. approximately 1 mile before reaching the campus.
The campus is on the left.

Parking Option 1-North Campus Parking Turn left onto Community College Entrance.

Turn right at the stop sign. There are three Visitor and Student Parking Lots options (B, D, & E).

Parking Option 2-South Campus Parking

From N. State St. turn left onto Community College Drive. Staff Parking (Lot A) is on the left.

Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for \$1.00.

MENIFEE VALLEY CAMPUS

28237 La Piedra Road Menifee, CA 92584

951) 487-6752

(800) 624-5561 (Toll free number accessible in 951 areas only)

From Lake Elsinore

Take Railroad Canyon Rd. east.
Railroad Canyon Rd. becomes Newport Rd. Take Newport Rd. across I-215.
Turn right (south) onto Antelope Rd. The campus is on the left.
There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From Moreno Valley

Take I-215 S east towards Escondido Take the Newport Rd. exit.
Turn left (east) onto Newport Rd.
Be on the right hand lane as you cross the bridge. Turn right (south) onto Antelope Rd.

The campus is on the left.

There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From the San Jacinto Campus

Turn left (south) onto N. State St.

Turn right (east) onto Cottonwood Ave. Turn left (south) onto Sanderson Ave.

Turn right (east) onto Domenigoni Parkway.

As you get closer to MVC Domenigoni Parkway becomes Newport Rd. Turn left (south) on Menifee Rd.

Turn right (east) on La Piedra Rd. The campus is on the left.

There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

From Temecula

Take I-15 N toward Riverside.

At the I-15, I-215 split stay on the right continuing north on I-215. Take the Scott Road exit.

Turn right (east) onto Scott Road. Turn left (north) onto Antelope Rd. The College will be on the right.

There are parking lots on the east and north sides of campus (Lots A, B, C, & D).

Parking permits are required on campus. A daily parking permit may be purchased at the entrance to each parking lot for \$1.00.

Temecula Education Complex (TEC 1) 27447-27463 Enterprise Circle West Temecula, CA 92590

(951) 506-6752

From Lake Elsinore

Take I-15 south towards Escondido. Exit Winchester Road.

Turn right (west) on Winchester Rd.

Turn left (south) on Enterprise Circle South.

Enterprise Circle South turns into Enterprise Circle West. College building is on the right hand side.

From San Jacinto or Hemet

Take Domenigoni Parkway west toward I-215. Take I-215 south then merge to I-15 south.

Exit Winchester Road.

Turn right (west) onto Winchester Rd.

Turn left (south) onto Enterprise Circle South. Enterprise Circle South turns into Enterprise Circle West. College building is on the right hand side.

From Moreno Valley

Take I-215 south towards Escondido. Merge onto I-15 south.

Exit Winchester Road Exit Winchester Road.

Turn right (west) onto Winchester Rd.

Turn left (south) onto Enterprise Circle South Enterprise Circle South turns into Enterprise Circle West College building is on the right hand side.

Temecula Higher Education Center (THE Center)

43200 Business Park Drive Temecula, CA 92590

(951) 506-6752

From Menifee

Take I-215 south and merge onto I-15 south. Exit Winchester Rd./CA-79.
Turn right (west) onto Winchester Rd. Turn left (south) onto Diaz Rd.
Turn right (west) onto Rancho Way. Turn right (north) onto Business Park Dr. The Center is on the left.

From Escondido

Take I-15 N toward Riverside
Exit Rancho California Rd. toward Old Town Front St. Turn left (west) onto Rancho California Rd.
Turn right (north) onto Diaz Rd. Turn left (west) onto Rancho Way.
Turn right (north) onto Business Park Dr. The Center is on the left.

[Maps and Directions to MSJC Locations](#)

[Campus Maps and Contacts](#)