Welcome Back Faculty!
Classes Begin Monday, August 25

Faculty Survival Guide

Essential Faculty Information

Prep Work

To prepare for your classes, you will need a copy of the department/discipline’s **Course Outline of Record (COR)** for each of the classes that you are teaching. The COR contains the content guidelines, Student Learning Outcomes, and textbook guidelines that your course MUST adhere to as set by the faculty and approved by the Academic Senate.

To find the COR for your class(s), on the RCC homepage, click on “Faculty & Staff” then click on “CurricUNET” in the left column. On the lower left side of the gray column on the CurricUNET home page, find “Search” and click on “Course.” Then, select your discipline, type in the course number (e.g.: 101), and click “Ok” on the lower right corner of the frame. Finally, click on the “WR” next to the course name. When the COR opens, you can right-click it to save it on your computer for future reference.

Syllabi:

Your syllabi are legal documents that serve as your contract with your students; they are also reviewed as part of measuring RCC’s adherence to accreditation standards.

- Syllabi must include class days, times, place; instructor contact information; attendance/tardy policy, even if it is just referring students to the Student Handbook on the RCC home page; academic honesty policy; grading criteria/percentages/points; student learning outcomes; assessment strategies; required/recommended textbooks; Disabled Students accommodations statement (pg. 33); lab requirements and positive attendance requirements.
- Recommended for inclusion is course assignments; course calendar; reading assignments/homework.
- A copy of each course’s syllabus is due to your IDS by the end of the first week of class.

WebAdvisor:

Use [WEBADVISOR](http://www.rcc.edu) to sign your TAs; view the details of your pay stubs; access and print attendance rosters, waitlists and add codes for your classes; email your students; and submit final grades and, if required, positive attendance hours. WebAdvisor for Faculty is located in the right column on the RCC Faculty & Staff web page.

- **TEACHING ASSIGNMENTS (TA):** Current and past TA approvals are located on the bottom right of the WebAdvisor main menu. You will receive an email from your dean or department chair prompting you to approve your TA. You will have a short time to approve it; if this is not done, then you have to wait until the following month, which will delay your pay. TAs are done between the 1st and 10th of each month, so if you have one to complete, be sure to check by the 8th of the month.
- **PAY PER COURSE PAYROLL BY TERM:** This is new as of Spring 2014. Faculty can use this tool to view a full breakdown of their hourly rate, pay grade, and pay period breakdown that is not reflected on physical pay stubs.
- **ROSTERS:** Look up and print your class rosters, or you can export them to another program. Rosters must be turned in to your IDS at the end of the semester.
- **WAITLISTS:** Once your class roster has filled, students will be Waitlisted in the order they signed up, and these lists will automatically update your enrollment nightly until two days before class.
Faculty Services:

- **BOOK ORDERS**: Book orders are done through Faculty Enlight at the RCC Bookstore at www.rcc.bncollege.com. Select Faculty at the top of the page and enter your information. You will need the class information available on WebAdvisor and your textbook info. All textbook selections must adhere to the discipline requirements found in the Course Outlines of Record and are subject to department chair/dean approval.

- **DUPICATING, WORD-PROCESSING, AND MAILROOM**: On-campus duplicating, word-processing, and mailroom services are available in AD 123; small print orders can be done on a walk-up basis; all orders can also be emailed to <rivadminsupport.center@rcc.edu>, but please allow 48 hours for large orders. Faculty can also have mailboxes upon request (recommended); please check these at least once a week so materials do not pile up.

- **STUDENT ASSIGNMENT/HOMWORK DROP-OFF**: Please do not send students to the mailroom to drop off assignments; instead, direct them to the front desk of Administration where they can sign-in submissions, and staff will place them in your mailbox.

- **INSTRUCTIONAL MEDIA CENTER (IMC)**: IMC handles all technology requests. IMC orders can be placed online at imc.rcc.edu/orderform.htm, or via phone at (951) 222-8511, or through order forms in the Mailroom. All orders require 48 hours notice. For special events or large requests more than 48 hours notice may be required. The IMC website is imc.rcc.edu. For technical assistance, call (951) 222-8511.

  **Note**: For MTSC, Nursing, and the Quad, faculty submit requests to the IMC but will be issued keys by their department IDSs so they can open the cabinets themselves; please make sure that equipment is turned off and cabinets are locked before leaving the classroom. Faculty are required to attend a one hour training before keys are issued. Please contact your IDS to arrange for a key if you need one.

- **EMAIL**: All faculty have an RCCD email address, and these addresses need to be activated immediately and checked weekly. College communications, HR, TAs, deadlines, and an array of vital information are sent via email, and less and less are being printed as a part of cost-saving measures. Faculty can also access student contact information, and email students via WebAdvisor, after the faculty member has completed the Family Educational Rights and Privacy Act (FERPA) Tutorial (See Tutorials on the WebAdvisor Main page).

  Faculty can choose to forward their RCC email to their personal accounts, and they can also link it on their personal phones, iPads, and other technological devices. Contact the Help Desk for instructions. In addition, much of today’s student contact is done via email; please, strongly encourage your students to activate their free RCC email accounts as well. This is done in WebAdvisor.

  Faculty are also included on several distribution lists, including RIV-FACULTY, RCC-ALL, RIV-PT-FACULTY, and OPT-DISCUSS. If you are not receiving emails on these lists, please email Stacy Parsons at stacy.parsons@rcc.edu to be included.

- **BLACKBOARD**: Faculty not teaching Hybrid or Online courses can still avail themselves of the services offered by Blackboard. Requests for changing courses to Web-enhanced must be made at the time of the initial course offering and prior to the publication of the Schedule of Classes so that students know which classes will require computer access. This can be done in WebAdvisor by going to the “Open Campus Planning Sheet” link on the upper left menu of the Faculty Menu page.

  For Web-enhanced classes, Blackboard offers a place to house handouts, notes, course packets, and other classroom materials. Faculty can also set up quizzes and tests, discussion boards, study questions, and course assignments for online submission. Online office hours can also be conducted, and the grade book option permits students to track their own grades. Please find links and information about Open Campus at http://rccdopencampus.blackboard.com/.
**GLENN HUNT CENTER FOR TEACHING EXCELLENCE:** The GHCTE is located on the fourth floor of the Library and provides a number of services. Computers are available to check email, do computer work, update Blackboard, and print master pages of documents (anything over 10 pages must be emailed to Duplicating); however, no students are permitted in this area. Visit their website for more info.

- Scanntron machines are available, as is a quiet area for grading, and there is a nice outdoor patio area for those balmy So Cal days. Workshops are also held throughout the semester.
- The Academic Senate and RCCDFA/CTA/NEA now share the space, and the Associate Faculty Senator holds weekly meetings to discuss Associate Faculty concerns in the Center. Senate staff member Froke Blessum is available from 1-4:30 p.m. M-Th.
- For faculty who desire to use the Center outside of Froke’s hours, access codes are available at the Circulation desk; however, the Center has asked that faculty with access codes only use the codes for themselves and not permit others into the Center.
- Faculty mentors are available to assist with Blackboard questions; please consult the schedule in the Center.

**LIBRARY SERVICES:**

- Instructors can place books, including textbooks, on Reserve for students to use. Please visit the Circulation Desk for details. Additionally, electronic resources gleaned from database sources can be placed in course-specific files for student access. The reference librarians can assist with doing this.
- Students also have access to Group Study rooms and the Computer Commons for any school work
- For those classes that require the use of research and/or resources, faculty can schedule a tour, orientation, or moderated research session during a class session at the Reference Desk. Please visit the Library website for info. Also, please note that the course instructor must be present during library tours.

**FACULTY WORKROOMS:** Faculty workrooms are available around campus.

- The largest is the Glenn Hunt Center for Teaching Excellence on the 4th floor of the Digital Library. See above for more information.
- Quad 117 is a newly remodeled Faculty Workroom where faculty can meet with students, prep for classes, or work on the limited number of computers but no printers.
- The departments in the MTSC building have faculty workrooms for their Associate Faculty. Faculty workrooms are available around campus. In addition, the Digital Library study rooms are available for one-on-one meetings. **Ujima Veteran’s Affairs**, and other programs can host faculty meetings with students in those programs on a limited basis; please contact the respective office to schedule these. Associate Faculty should also contact their department chair and/or IDS to determine if office space in department areas is available.

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**Classroom Management**

**Title 5 Standards**

**Title 5** is the Ed Code requirements that colleges must adhere to in order to receive state and federal funding. In order to fulfill Title 5, faculty must:

- **Adhere to class start and end times:** chronically not starting classes on time or letting classes leave early are violations of both RCCD policy and accreditation standards and is grounds for immediate termination or non-renewal of contract.
- **Take attendance** (Title 5 standards require that census be done and that Class A documents, including attendance and grade rosters, be turned in by the deadline at the end of each semester).

**ADDING STUDENTS:** **PLEASE REMIND STUDENTS THAT:**

An authorization code is only valid from the first day of class to the last day to add. Add and withdrawal deadlines are found on WebAdvisor under My Class Schedule/Deadlines.

- Faculty are not obligated to add students over the cap or if too much instructional time has passed. The general guideline if faculty add is to not exceed ten percent of the class cap, and faculty should only add if there is reasonable assurance that class enrollment will not exceed the class cap at census. Remember that when classes are over-enrolled, this limits future class offerings because demand for a course is artificially low.
In The Classroom:

- **GOOD PRACTICES:** Faculty should encourage success and positive behavior by modeling it. Respect given encourages respect. Clear communication models clear communication. Willingness to review, assist, and answer questions can tell students that faculty want them to succeed. Be proactive, not reactive.

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**Census**

**Census is the basis for how many students the College is paid for; failure to do census in the required timeframe negatively affects the school’s budget for the next year and reduces the number of classes that can be offered!**

- Complete your census roster **within 5 days of the date it appears on WebAdvisor.**
- Check the census roster carefully against your attendance records and drop all “no shows” and inactive students. **This is an Ed Code requirement.** The primary reason cited by students petitioning for removal of unsatisfactory grades from their transcripts is: “I never attended this class.”
- **INFORM STUDENTS WHOSE NAMES DO NOT APPEAR ON THE CENSUS ROSTER THAT THEY ARE NOT OFFICIALLY ENROLLED IN THE CLASS (and they will be unable to add).**
Office Hours: Associate Faculty are paid one hour per unit per semester for office hours; these are paid on the last paycheck of the semester.

Disruptions in the Classroom: Faculty and student behavior needs to be professional at all times. Rudeness, disrespect, and/or threatening behavior are unacceptable.

- The RCCD Standards of Student Conduct (Board Policy 5520) and in the Student Handbook (pg. 64 of the 2013-14 version). A brief note in your syllabus should reference these standards.
- To prevent such behavior, it is best to strictly enforce your rules; lightening up by granting exceptions or considering specific circumstances can come later in the semester but be careful not to play favorites or apply them unequally.
- If a disruption occurs in your classroom, remain calm and try to defuse the situation. This can be done in a variety of ways, including calming your voice, asking the student to speak with you after class, or making arrangements to meet the student with your department chair or dean.

Suspensions: Suspensions of students are covered by Board policy 5520 and in the Student Handbook, section V. A, specifically items 10 (Willful misconduct); 11 (Disruptive behavior); 12 (Cheating). Article VI covers Disciplinary Action. Instructors must follow these steps and properly document and report. Item 4 specifically addresses temporary suspensions by instructors (two class days); in this instance, immediately email the Dean of Student Services, your department chair, and your union representative to inform them of this action. Details of the cause must be provided to the Dean immediately so she/he can follow up with the student; the student will have to meet with the dean prior to returning to class.

- If the student is being threatening or you fear for your safety, immediately contact College Police at (951) 222-8171. They are here to assist you.
- Refer disruptive students and student discipline issues to the Dean of Student Services, Cecilia Alvarado, (951) 222-8122.
- BIRT (Behavioral Intervention Response Team) Issues
  - Suspect behaviors can include: writing submissions about thoughts of suicide; disruptive behavior in class including angry outbursts; threats of physical harm to self or others.
  - In the event of suspect behaviors, BIRT referral forms are available from the VP of Student Services Ed Bush’s office or the Health Center. VP Bush’s number is (951) 222-8837. The Health and Psychological Services Center can be reached at (951) 222-8151.

Academic Dishonesty/Plagiarism: Cheating, plagiarism, or other instances of academic dishonesty need to be reported to your area dean, and the Academic Dishonesty Referral form must be completed. Refer to the Student Handbook for more information.

Faculty Protocols for the First Day of Class: Faculty are encouraged to review the Emergency Protocols for faculty prior to the start of class, and the protocols for students in the classroom with students on the first day of class. Multi-colored flip charts and evacuation maps are located in each classroom and on the Emergency Prep website.

Technology in the Classroom: Cell phone usage (calls, texting, etc…) as well as other distractions are not permitted in the classroom. Some departments have created a policy that should be included in your syllabi, and all syllabi should note the instructor’s policy on dealing with such distractions and reflect the consistency of the department guidelines and college policies. All classroom rules need to treat students equally in order to avoid discrimination claims.

Classroom Conditions: Please keep classrooms as clean as possible. Leave the room in the condition that you would like to find it in. Put AV carts to the side; have students straighten desks; erase the board(s); turn off projectors; lock equipment cabinets.

- Chairs: Please do not move chairs between rooms; this will shorten other classes and cause problems. If you think that your room is short of chairs, contact your IDS to verify the number of chairs that are supposed to be there. If you need temporary folding chairs for the first week of class, please submit a request to your IDS specifying the exact number. The number of students cannot exceed the maximum occupancy, and students cannot be sitting on the floor or blocking exits per local fire codes.
- DSPS Table: Each room has one or two Disability Resource (DSPS) tables for students to use, and each table has a chair. Please do not move desks between
classrooms or leave tables in the hallway. Tables are reserved for DRC students who have first priority for their use. If one of these tables is broken or there are too many DRC tables in the classroom, please contact DRC to have them repaired or removed.

- **Doors** that open with electronic key cards **cannot be propped open** as it sets off alarms in security. To access a classroom with the electronic key card, hold the card against the pad next to the door. To unlock the door for the duration of your class, after initially opening the door, hold the key card against the pad until you hear three beeps; the door is now unlocked. Before leaving, repeat the process to lock the door. In older buildings, the doors are automatically unlocked by security, though some departments do issue keys to faculty. If you arrive, and a classroom or restroom door is locked, contact College Police at (951) 222-8171.

- Windows in the new buildings do not open. In the older buildings, please do not open windows if the heating or air conditioning is on. If doors and/or windows are opened during class, please close them before leaving. This will prevent critters and thieves from entering and damaging the rooms.

- **EATING AND DRINKING IN THE CLASSROOMS**: **ABSOLUTELY NO EATING OR DRINKING IS PERMITTED IN THE CLASSROOMS. SMOKING IS PROHIBITED AS WELL – WE ARE A SMOKE-FREE CAMPUS.** Please announce the no-food, no-drink, no smoking policies to your students with few exceptions; refer to Board Policy 5500.

- **COLLEGE SAFETY**: **POLICE: IN AN EMERGENCY, CALL (951) 222-8171 OR (951) 222-8172 (RCCD POLICE DISPATCH) and identify yourself, your location, and the situation.**

- **PARKING PERMITS**: Current parking permits must be displayed to avoid ticketing. Permits can be ordered on WebAdvisor. Daily pay-per-park is also available in select lots; online payments and payroll deduction are available; click Parking (here) to go to the page.

- The College has 24-hour coverage police coverage.

- If you or any of your students would like to be escorted to your vehicles after dark, notify Dispatch at (951) 222-8171 or (951) 222-8172.

- Be advised that RCCD officers will ticket for moving violations on and near College property.

- **EMPLOYEE SAFETY** is paramount at RCC. Avoid leaving valuables in plain sight. Avoid dark or enclosed places where an attack could happen. Open the door to your classroom if you are alone in an unlocked classroom; keep the door closed if it automatically locks. Call College Police if you see someone or something suspect.

- **CATASTROPHIC EMERGENCIES**: By law, RCC has set up an emergency response system in the event of a catastrophe, like a major earthquake or terrorist attack. Building captains and floor captains have been determined; consult your IDS for who is on duty at the time of your classes. In the event of an emergency, faculty and staff are to immediately contact their building or floor captain to report location, number of people with them, and condition of any injured.

- Per the 2002 Patriot Act, faculty and staff are considered Disaster Service Workers in the event of a major catastrophe. Faculty are responsible for anyone under 18 in their classroom and are directed to keep all students on campus but in a safe place to allow emergency vehicles clear access to streets.

- In addition, worker training is available on a voluntary basis. Contact Sherry Stone, Emergency Planning & Preparedness Coordinator at (951) 222-8566 or at sherry.stone@rccd.edu for more information. You can also visit the Emergency Preparedness online by clicking.

- RCC has a new Emergency Notification System that is linked on the RCC home page on the left side or by clicking on the link; please direct students to sign up as well.

- **FACULTY ABSENCES**: Associate Faculty earn one hour sick leave for every 18 hours taught. These hours accrue each semester and can be credited upon retirement to STRS.

- In the event of illness, faculty MUST call their IDS to post the class as cancelled for the day. If the cancellation is for a class that meets before or after department hours, contact the appropriate dean’s office; if no one answers, contact College Police to post the class. Keep calling until you speak with someone.

- Your IDS will place an absence form in your campus mailbox that must be signed and returned in order to receive sick leave.

- Part-time faculty do not earn personal necessity leave.
Student Services

- **ENROLLMENT**: Please refer your students to the Cesar Chavez Building for
  - admissions and records including transcripts
  - counseling services
  - financial aid

- **DISABILITY RESOURCE CENTER** (formerly Disabled Student Services and Programs) (DRC) Office is in AD 121; phone (951) 222-8060.
  - Trained professionals are available to assist students in acquiring the support services needed to attain individual academic and career goals.
  - Faculty can only make accommodations if students have registered with DRC. DRC students have the legal right to accommodations, including testing, in your classes, if they have submitted proper notification. Outline this in your syllabus and contact DRC personnel if you need clarification.

- **HONORS PROGRAM** is open to all eligible students, has smaller class sizes, places greater emphasis on seminar-style discussions, and offers students an enriching academic environment as well as transfer benefits. Students will find information in Quad 207 or Quad 222C, and online at [http://academic.rcc.edu/honors](http://academic.rcc.edu/honors).

- **STUDENT HEALTH AND PSYCHOLOGICAL SERVICES** is located in the Bradshaw Building below the bookstore. Students pay their health fee as part of their registration and can see nurses or a doctor for any medical issues. Students can visit the [SHPS web page](http://www.rcc.edu/services/student-health-and-psychological-services/) or call (951) 222-8151 to schedule an appointment. While faculty are not health care professionals, statements on student health and “Management of Stress and Mental Health” are available from SHPS and can be put into class syllabi for the benefit of both students and faculty.

- **VETERANS AFFAIRS** is located in AD 124. For information on their services, visit the [VA page](http://www.rcc.edu/services/veterans-affairs/).

- **WORKFORCE PREP** includes a broad range of services and programs, including CalWORKS and Gateway to College. Please refer students to the Workforce Prep pages at [http://www.rcc.edu/services/workforce/](http://www.rcc.edu/services/workforce/).

- **WRITING AND READING CENTER**, located on the bottom floor of the MLK Student Success Center, offers consultations on all parts of the writing process with instructors, reading paraprofessionals, and trained peer tutors for those students enrolled in English, ESL, and Reading; WE ALSO OFFER ASSISTANCE TO STUDENTS ENROLLED IN CONTENT-AREA COURSES ON A FIRST COME/FIRST SERVED BASIS. If you have a student whose writing is not up to your course standards, please refer him/her to Counseling for advising. Zero to 1 unit classes are available for students who need skills level assistance as well. Students should visit the WRC website at [academic.rcc.edu/wrc/](http://academic.rcc.edu/wrc/).

### Associate Faculty Representatives

Associate Faculty representatives can be contacted for information, representation, or if you'd like to serve on a committee. Links to the [Senate](http://www.rcc.edu/services/student-affairs/senate/) and [RCCDFA](http://www.rcc.edu/services/student-affairs/rccdfa/) web pages are at [RCC website](http://www.rcc.edu/services/student-affairs/).

**ACADEMIC SENATE**—The Senate is concerned with curriculum and professional standards.

- **RCC ASSOCIATE FACULTY SENATOR**: [D THOMPSON](mailto:darrelle.thompson@rccd.edu)
- **RCC ASSOCIATE FACULTY COMMITTEE CHAIR**: [ESTRELLA (STAR) ROMERO](mailto:estrella.romero@rccd.edu)

**PROFESSIONAL DEVELOPMENT COMMITTEE**—The Professional Development Committee is tasked with providing training to facilitate the growth of all faculty. The committee also oversees the operation of the Glenn Hunt Center for Teaching Excellence.

- **PROFESSIONAL DEVELOPMENT COORDINATOR**: [ESTRELLA (STAR) ROMERO](mailto:estrella.romero@rccd.edu)
- **ASSOCIATE FACULTY PD MEMBER**: Vacant

**FACULTY ASSOCIATION (RCCDFA)**—The Association bargains the contract that governs salary, benefits, evaluation, discipline, and working conditions. The Association Faculty representatives are themselves part-time. Both Dorothy and John serve on the state-level union board of directors (CCA).

- **RIVERSIDE PT REP**: [JOHN SULLIVAN](mailto:john.sullivan@rccd.edu)
- **NORCO PT REP**: [DOROTHY REINA](mailto:dorothy.reina@rccd.edu)
- **MORENO VALLEY PT REP**: [CINDY MAHON](mailto:cynthia.mahon@rccd.edu)
Faculty are eligible to purchase software at substantially discounted prices from the CollegeBuys website. Please visit <www.foundationccc.org/collegebuys>. You will be asked to provide a copy of your college ID, which can be scanned and attached as a file.

Additionally, other discounts are available using your college ID as a state employee or for those who are CTA/NEA members with your membership card.