

# Solano Community College

## Faculty Handbook

2011-2012



A Guide to Campus  
Information and Procedures  
[www.solano.edu](http://www.solano.edu)

SOLANO COMMUNITY COLLEGE  
4000 Suisun Valley Road  
Fairfield, California 94534-3197

**OFFICE OF ACADEMIC & STUDENT AFFAIRS  
ARTURO REYES, EXECUTIVE VICE PRESIDENT**

**About this Handbook:** This handbook is designed to be used as a guide to campus information and procedures, and it should be one of your resource documents along with these other publications:

- *General Catalog* (distributed at School meetings during Flex Cal)
- *CCA/CTA/NEA-District Bargaining Agreement* (available in the Human Resources Department)

We have tried to include in this publication the pertinent resource information which faculty needs in order to enhance the teaching experience here at Solano Community College. The handbook is updated regularly by gathering information from the staff who administers the College programs and services.

**DISCLAIMER**

While every effort is made to verify the accuracy of the contents of this Handbook, *The California Education Code*, Governing Board policies and the *CCA/CTA/NEA Collective Bargaining Agreement* takes precedence over the handbook information. Where appropriate, the *Faculty Handbook* should be read in conjunction with these other documents.

# FACULTY HANDBOOK

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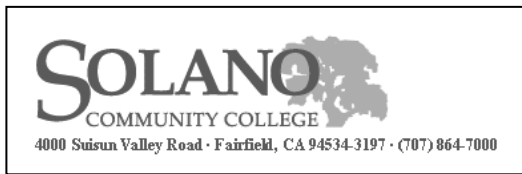
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## College Accreditation, Vision, Mission, Strategic Goals, and Core Values

### College Accreditation

Solano Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Solano Community College has been accredited since our founding in 1945.

### Our Vision

Solano Community College will be a recognized leader in educational excellence-transforming students' lives.

### Our Mission

Solano Community College prepares a diverse student population to participate successfully in today's local and global communities. We accomplish our mission by providing:

- quality teaching
- innovative programs
- effective transfer preparation
- economical workforce training
- services that are responsive to the needs of our students
- life-long learning
- a broad curriculum

### Strategic Goals

#### Goal 1: Foster Excellence in Learning

**Obj. 1.1** — Create an environment that is conducive to student learning.

**Obj. 1.2** — Create an environment that supports quality teaching.

**Obj. 1.3** — Optimize student performance on Institutional Core Competencies

#### Goal 2: Maximize Student Access & Success

**Obj. 2.1** — Identify and provide appropriate support for underprepared students.

**Obj. 2.2** — Update and strengthen career/technical curricula.

**Obj. 2.3** — Identify and provide appropriate support for transfer students.

**Obj. 2.4** — Improve student access to college facilities and services for students.

**Obj. 2.5** — Develop and implement an effective Enrollment Management Plan

### **Goal 3: Strengthen Community Connections**

**Obj. 3.1** — Respond to community needs.

**Obj. 3.2** — Expand ties to the community.

### **Goal 4: Optimize Resources**

**Obj. 4.1** — Develop and manage resources to support institutional effectiveness.

**Obj. 4.2** — Maximize organizational efficiency and effectiveness.

**Obj. 4.3** — Maintain up-to-date technology to support the curriculum & business functions.

## **Our Core Values**

- **Integrity:** Firm adherence to a code of ethical values in thought and behavior.
- **Critical Thinking:** The use of intellectually disciplined, logically sound processes involving data driven decision making.
- **Mutual Respect:** Valuing the intrinsic worth of each person in an atmosphere of collegiality.
- **Collaboration:** Working together across areas of responsibility or interest to achieve common goals and objectives.
- **Innovation:** The search for and use of effective processes or procedures.
- **Accountability:** Individual and collective responsibility for achieving the highest level of performance.
- **Student Well-being:** Considering and addressing the impact on students of any and all actions or inactions.

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## ***Calendars and Directories***

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## IMPORTANT DATES AND DEADLINES FALL 2011

- **August 2011**

- 8/17/2011                      Fall term begins
- 8/28/2011                      Last Day to Drop a full-term class and receive  
Refund of enrollment fees
- 8/17 thru 9/4/11              Late Registration\*

- **September 2011**

- 9/4/11                              Last Day to Add a Full-term course\*
- 9/3 thru 9/5/2011              Labor Day Weekend – No Classes
- 9/6/11                              Full-term Census Day
- 9/8/11                              Last Day to Apply for “Credit by Exam”
- 9/18/11                              Last Day to file for Pass/No Pass Option for Full-Term  
Classes
- 9/18/11                              Last Day to Drop Full-Term Class with No Course or  
Grade Recorded

- **October 2011**

- 10/20/11                              Last Day to petition/file for Degrees & Certificates
- 10/30/2011                              Last Day to Drop Full-Term Class with a “W”

- **November 2011**

- 11/11/11                              Veterans’ Day                              No Classes
- 11/21 thru 11/23/11              Faculty/Staff In-service                      No Classes
- 11/24 thru 11/27/11              Thanksgiving Break                              No Classes

- **December 2011**

- 12/13 thru 12/19/11              Evening Classes                              Finals
- 12/14 thru 12/20/11              Day Classes                                      Finals
- 12/17 thru 12/18/11              Sat/Sun Classes                              Finals
- 12/20/11                              Fall term ends

**DIRECT DIAL TELEPHONE NUMBERS  
(AREA CODE 707)**

**SOLANO COMMUNITY COLLEGE**

4000 Suisun Valley Rd., Fairfield 94534 .....	864-7000
Academic and Student Affairs .....	864-7102
Academic Senate.....	864-7164
Finance and Administration .....	864-7147
Admissions and Records-Information .....	864-7171
Assessment Center.....	864-7118
Bookstore.....	864-7111
Cafeteria Office.....	646-2874
CalWORKs Program .....	864-7252
Children's Programs.....	864-7183
Continuing Education.....	864-7115
Cosmetology Receptionist .....	864-7180
Counseling and Guidance Division .....	864-7101
Curriculum Office.....	864-7157
Data Processing Center .....	864-7104
Disabled Services .....	864-7136
Early Childhood Education Coordinator.....	864-7182
Financial Aid.....	864-7103
Fiscal Services .....	864-7147
Foundation Office .....	864-7177
From Vallejo/Benicia Telephones Call.....	552-4330
Horticulture .....	864-7221
Human Resources Department.....	864-7128
Human Resources Job Line .....	864-7129
Learning Resources Center .....	864-7106
Library .....	864-7132
Little Theater Operations.....	864-7199
Little Theater Ticket Booth .....	864-7100
Maintenance and Operations .....	864-7196
Nut Tree Airport Facility (Vacaville) .....	447-4578
Occupational Work Experience.....	864-7139
Parking Information .....	864-7131
Police .....	864-7131
Public Information Office .....	864-7000
School of Career Technical Education and Business .....	864-4468
School of Human Performance and Development .....	864-7126
School of Liberal Arts .....	864-7250
School of Sciences.....	864-7211
Small Bus Dev Ctr., 360 Campus Lane, Suite 102 .....	864-3382
Special Services/EOPS/CARE .....	863-7889
Student Development.....	864-7168
Student Placement Service .....	864-7124
Superintendent/President .....	864-7112
Technology & Learning Resources Office.....	864-7106
Transfer Center .....	864-7158
Travis AFB University Center.....	424-2431
Vacaville Center .....	863-7872
Vallejo Office.....	642-8188
Veterans Affairs .....	864-7105



## Administration

**Jowel C. Laguerre, Ph.D.**

*Superintendent/President*

**Judy Spencer**

*Executive Coordinator*

### Academic and Student Affairs

Arturo Reyes *Vice President, Academic & Student Affairs*  
Laurie Gorman *Executive Assistant*

Frances "Betsy" Julian *Dean, School of Sciences*  
Thomas (Jerry) Kea *Dean, Vallejo Center*  
Jeffrey Lamb *Interim Dean, School of Liberal Arts*  
Shirley Lewis *Dean, Vacaville Center*  
Maire Morinec *Dean, Career Technical Education  
And Business*

Terri Pearson-Bloom *Interim Dean, School of  
Human Performance And Development*  
Erin Vines *Dean, Counseling and Special Services*

Charles Eason *Director, Small Business  
Development Center*  
Barbara Fountain *Director, Admissions and Records*  
Mostafa Ghous *Director, Student Development  
and MESA*  
Chris Guptill *Director, Theatre Operations*  
Deborah Mann *Director, Workforce Development*

Christie Speck *Director, Children's Programs*  
Robin Darcangelo *Director, Financial Aid*

### Technology Support Services

James Ennis *Interim Chief Systems Information Officer*  
J. Kimo Calilan *Manager, Technology Services & Support*

David Froehlich  
Marge Trolinder  
Thomas Trujillo

*Director of Facilities*  
*Supervisor, Graphic Arts*  
*Interim Supervisor, Bookstore*

### Human Resources

Sandra Dillon  
Vacant

*Interim Director, Human Resources*  
*Human Resources Manager*

### Institutional Advancement

Peter Bostic *Executive Director of Institutional Advancement*  
Karen Mitchell *Executive Assistant*

### Research and Planning

Chris Myer *Consultant*

### Finance and Administration

Yulian Ligioso *Vice President, Finance and Administration*  
Janet Leary *Interim Executive Assistant*  
Susan Foft *Director, Fiscal Services*  
Steve Dawson *Chief, College Police and Public Safety*

*Manager, Technology Services and Support*

# SOLANO COMMUNITY COLLEGE DISTRICT

## School Disciplines

### School of Career Technical Education and Business

**Disciplines:** Accounting, Business, CIS, Economics, Management, Marketing, Nursing, EMT, Fire Technology, Air Conditioning and Refrigeration, Aeronautics, Automotive, Cosmetology, Criminal Justice, Drafting, Industrial Education, Maintenance Technician, Occupational Education, Work Experience, CA/OT, Real Estate, Welding, Electronics

<b>Dean:</b>	Máire Morinec	<b>Administrative Assistant III:</b>	Debbie Luttrell-Williams
		<b>Administrative Assistant III:</b>	Sheryl Scott

### School of Human Performance and Development

**Disciplines:** Children's Programs, Early Childhood Education, Human Development, Foster Care Program, Athletics, Health Ed, Nutrition, Physical Education, Dance, Sports Medicine/Fitness Science, Athletic Skills Center, Facilities Use (Partner with VP of Finance & Administration)

<b>Interim Dean:</b>	Terri Pearson-Bloom	<b>Administrative Assistant III:</b>	Roxie Morgan
		<b>Executive Assistant:</b>	Ralphine Andrus

### School of Liberal Arts

**Disciplines:** Art, Cinema, Music, Photography, Interior Design, Theater Arts, TV, English, ESL, Foreign Language, Journalism, Library, Reading, Education/Teaching, Sign Language, Speech/Forensics/History, Humanities, International Relations, Philosophy, Political Science, Tutoring, Distance Education, Basic Skills English

<b>Interim Dean:</b>	Jeffrey Lamb	<b>Administrative Assistant III:</b>	Donna Meyer
		<b>Executive Assistant:</b>	Ralphine Andrus

### School of Sciences

**Disciplines:** Sociology, Psychology, Social Science, Ethnic Studies, Human Services, Anthropology, Geography, Astronomy, Biology, Bio-Technology, Chemistry, Engineering, Geology, Horticulture, Meteorology, Physics, Physical Science, Water/Wastewater, Mathematics, MESA, Learning Communities, Basic Skills Math

<b>Dean:</b>	Frances "Betsy" Julian	<b>Administrative Assistant III:</b>	Jill Crompton
		<b>Administrative Assistant III:</b>	Sheryl Scott

### Counseling and Special Services

**Disciplines:** Counseling, Articulation, Transfer, Disability Services Programs, CalWORKs/EOPS, Career Center/Job Placement, Puente Program, UMOJA

<b>Dean:</b>	Erin Vines	<b>Administrative Assistant III:</b>	Kathleen Callison
		<b>Administrative Assistant III:</b>	Patricia Mitchell
		<b>Administrative Assistant I:</b>	Rosa Monroy
		<b>Administrative Assistant I:</b>	Farida Kosh-Khoo

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## ***Glossary of Campus Terms***

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**Academic Calendar** - Semester calendar issued by the Office of Admissions and Records (OAR) which lists all dates during the semester which are pertinent to students such as registration dates, tuition refund deadline, enrollment fee refund deadlines, drop dates, etc.

**Academic Senate** - Governing body of the Faculty Association. The President and Vice President are elected by the Faculty Association, and the Secretary and Treasurer are elected by the Academic Senate.

**Accreditation** - A system of voluntary, non-governmental self regulation by which an institution evaluates itself in accordance with standards of good practice regarding goals and objectives; the appropriateness, sufficiency, and utilization of resources; the usefulness, integrity, and effectiveness of its processes; and the extent to which it is achieving its intended outcomes. It is a process by which public higher educational institutions in the United States provide students, the public, and each other with assurances of institutional integrity, quality, and effectiveness. A comprehensive self-study is required every six years following initial accreditation.

**Articulation** - This is the coordination process used by community colleges and four-year institutions to insure the transferability of courses and programs among the schools.

**Attendance Accounting** - A complex accounting process whereby the students' attendance in class is traced and ultimately reported to the State for payment of funds to Solano Community College. There are various attendance accounting computer codes; however, the three most commonly used codes are:

CH = Contact hours class. This code indicates that the attendance accounting is based on the weekly student contact hours of the course. For example, an art class, which meets on MW, 10 a.m. to 1 p.m., has 6 weekly contact hours. The CH attendance code is used for the majority of course offerings; however, courses must meet specific criteria established by the state in order to be coded "CH."

DH = Daily hours class. This code indicates that the attendance accounting is based on the average daily student contact hours of the course. For example, the class cited above which meets on MW, 10 a.m. to 1 p.m., has 3 daily contact hours. The DH attendance code is used for most short-term courses (less than a full semester in length); however, courses must meet specific criteria established by the state in order to be coded "DH."

PH = Positive hours class (positive attendance). This code indicates that the attendance accounting is based on the actual hours the student is in class. Student attendance must be recorded every time the class meets. Class rosters for PH classes are different from regular rosters and are accompanied by detailed instructions from the Office of Admissions and Records.

**Book Buy Back** - The purchasing of books from students that will be needed for an upcoming semester. Buy back is usually done at the end of the semester.

**CalWORKs** - California Work Opportunities and Responsibility to Kids program is available at Solano Community College. Students in this program will be referred by Solano or Yolo county Social Welfare Departments. This welfare-to-work program will enable AFDC welfare recipients to attain job-training skills. Effective with the 1998-99 academic year, TANF/CalWORKs were consolidated.

**CARE** - Cooperative Agencies Resources for Education. This is a program for financially disadvantaged students who are single parents and heads of household.

**CCA** - Community College Association; a statewide faculty association.

**CTA** - California Teachers' Association; a statewide faculty association.

**Census Week** - That point in time which equals 1/5 of the duration of the course (for full semester courses, this is usually the third week) and for which attendance in classes is counted for determination of Full Time Equivalent Students (FTES), a unit of measurement which is used to determine how funds are allocated by the state to the district. (In other words, the amount of money SCC receives is based on the number of students in class during the week designated "Census Week.")

**Community Services Course** - Fee-based, noncredit courses offered through the College Community Education & Life Long Learning office.

**Co-requisite** - There are two types of co-requisites. The first is a course or equivalent preparation that must be taken concurrently with another course. The skills and proficiencies of a co-requisite course are so INTERDEPENDENT with the content of another course that the courses (or equivalent preparation) must be taken together. The criterion for this type of course is not just that without the skills in one course the student will not reasonably succeed in the other, but further that skill "A" in course "X" must be learned before the student can learn skill "B" in course "Y. Course "X" is required for course "Y," but also course "Y" is required for course "X."

The second type of co-requisite is a course or equivalent preparation that may be completed before or concurrently with another course. This forms a "one-way" co-requisite: Course "X" may be taken before or during course "Y."

A student's enrollment in a course with a co-requisite is blocked until the requirements of the co-requisite are satisfied.

**Core Values** - See "*Educational Master Plan.*"

**Course Advisory**: A course or equivalent preparation that will broaden or deepen a student's learning experience in another course, but without which the student will still succeed in the course. Advisory skills or the lack of advisory skills may not be considered in the evaluation of student work in a course. Student enrollment is not blocked for lack of advisory skills.

**Curriculum Committee** - A subcommittee of the Academic Senate charged with the responsibility of establishing and maintaining course and program standards and overseeing the College's curriculum process.

**Distance Education** - A form of education in which the main body of education occurs at a distance—that is, the teacher and student are not located in the same physical space. Various types of delivery systems are covered under the umbrella term "Distance Education," including telecourses, self-paced travel study, computer-based instruction (online courses), communication over telephones or modems connected to an electronic network, and other telecommunication media.

**DSP** – Disability Services Program. This program is for students who have physical, visual, communicative, or learning disabilities or medical problems.

**Educational Master Plan** - A shared, campus-wide direction and set of criteria for helping faculty, staff and students at all levels prioritize decisions and evaluate performance. The master planning statements (Vision, Mission, and Core Values) are intended to work as a unified set to guide the college towards increased effectiveness, collaboration, clarity, communication, and efficiency.

**Vision Statement**: The ideal future state of SCC

**Mission Statement**: The primary work of SCC—what we actually do.

**Core Values:** The collective principles, ideals, or concepts that most significantly guide the culture (beliefs, norms, and behavior) of the SCC campus community.

***EOPS*** - Extended Opportunity Programs and Services. This is a program for educationally and economically disadvantaged students.

***Solano Community College Faculty Association*** - All instructors at Solano Community College, both full-time and part-time, are members of the faculty association by virtue of employment as an instructor. The Solano College Faculty Association (SCFA) is a local association and affiliated with the California Teachers Association (CTA) and National Education Association (NEA).

***Fast-Track*** - Courses or programs offered in an accelerated mode. Fast-track courses can be completed in less than a semester. Fast-track programs can be completed in less time than normally offered programs.

***FaBPAC*** - Financial and Budget Planning Advisory Council (budget committee). FaBPAC is charged with the responsibility of making recommendations to the Superintendent-President on District financial and budget planning issues.

***Flex Cal*** - Flexible Calendar. Flex Cal is authorized by the Chancellor's Office and is intended to provide staff and faculty with staff development opportunities. The actual days of instruction for the academic year are reduced by 10, and those days are devoted to staff development activities.

***FSA*** - Faculty Service Area is a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district. FSAs are used only in the case of layoff of contract and tenured faculty.

***FTEF*** - Full-Time Equivalent Faculty

***FTES*** - Full-Time Equivalent Students. FTES generated is the basis for payment of funds from the state to the district. Formerly, the basis of payment was ADA.

***Hybrid Course*** – A course that is 50% lecture and 50% Online.

***Instructional Calendar*** - Annual calendar issued by the Executive Vice President of Academic & Student affairs or designee, which gives instructional dates, Flex Cal dates, finals dates, and holidays for one academic year.

***Instructor Load*** - This is the numerical representation of the relationship between the WSCH (Weekly Student Contact Hours) generated by a class and the amount of FTEF (Full-Time Equivalent Faculty) necessary to conduct the class.

***Job-Direct Certificate*** - A certificate granted by Solano Community College, which recognizes a student's satisfactory completion of a fast-track program of study specifically designed to prepare students for employment in the identified field.

***Learning Communities*** – A course or group of courses where a team of instructors integrate materials and ideas. For example, courses like History and English, or Math and Science are combined to examine a common theme and to apply skills to content. Instructors function as a team. The members of a learning community are learners who rely on each other for intellectual engagement and support.

***Matriculation*** - This is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective.

***Mission Statement*** - The primary work of SCC—what we actually do.

**My Solano** – Part of the District's Website intended for faculty, staff and students. It is an electronic tool to retrieve and utilize information.

**NEA** - National Education Association; a nation-wide faculty association.

**OAR** - Office of Admissions and Records

**Online Course** - The course content is delivered via the Internet and the student/instructor interaction is conducted via the Internet.

**Online/Hybrid Course** – A course which uses a combination of the face-to-face and online formats. Typically, the class will meet as a group once a week, and the remaining time is spent online.

**Prerequisite:** A course or equivalent preparation that must be completed before enrolling in another course. Skills and proficiencies gained in the prerequisite course or equivalent preparation are not taught in the subsequent course but, in order for students to succeed in the subsequent course, they must have the skills and/or proficiencies provided in the prerequisite course or equivalent preparation. A student's enrollment will be blocked based on successful completion of a prerequisite.

All co-requisites and prerequisites must be validated. The validation process varies, depending upon the type of co/prerequisite.

**Solano Online** - Solano Online is a part of the District Web site intended for faculty, staff and students. It is a collection of electronic communication and information tools that help us create, retrieve, and utilize information.

**STRS** - State Teachers' Retirement System

**Shared Governance Council** - In compliance with AB 1725, this is the policy-making body which is composed of members representing all segments of Solano Community College.

**Textbook** - Any book specified on a faculty member's textbook requisition for a particular class. This includes required and recommended books.

**Vision Statement** - The ideal future state of SCC.

**Workforce Development** - Programs, projects, and activities of technical/vocational education, contract education, and workforce training.

**Workload** - Refers to the number of classes taught or the amount of time assigned to a position per week. For instructors, workload is based on activity points which are assigned to courses based on a formula stipulated in the CCA/CTA/NEA District Collective Bargaining Agreement, with 22.5 activity points constituting a full workload.

**WSCH** - Weekly Student Contact Hours

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## ***Employee Information***

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## ***Absences***

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Advise the College of all absences, whether they are emergency or routine. All absences must be reported on the appropriate absence report form, which is available in the Human Resources Department, or from the School administrative assistant.

### **Anticipated Absences**

If you know that you will be absent a portion or all of a work shift, notify your division office or the Human Resources Department as soon as the absence is anticipated. Upon return from any absence, the faculty member shall complete the absence form and file it with the immediate supervisor. If not filed within five business days, the immediate supervisor will complete the form, send a copy to the faculty member, and send the original to Human Resources.

### **Unanticipated Absences**

***Weekdays (7 a.m. to 4:30 p.m.)*** - If you are unable to report for your regular assignments, notify the School Dean or Administrative Assistant. If you are unable to reach your supervisor, a message may be left with the Human Resources Department between the hours of 8:00 a.m. and 5:00 p.m., Ext. 7128.

***Evenings & Weekends*** - If you are unable to report for your evening or weekend assignment and the School office has closed for the day, contact the School Dean at home as early as possible.

### **Substitutes**

Substitutes are employed to replace faculty as needed. Until further notice, no substitutes are employed for short-term absences. All substitutes are arranged for by the appropriate Dean and are approved by the appropriate Dean and Executive Council. The regular instructor is responsible for providing a lesson plan or teaching assignment for the substitute. While faculty recommendations of possible substitutes are welcomed, *only the appropriate Dean is authorized to arrange for substitutes.*

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## ***Address and/or Telephone Number Changes***

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Notify the Human Resources Department if you change your address or telephone number. The Human Resources Department is located in the Administration Building (Bldg. 600). You may telephone in any change by calling the Human Resources Department on Ext. 7150 or 7128.

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## ***Benefits***

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### **Health and Welfare**

Faculty health and welfare benefits are set forth in the CCA/CTA/NEA District Collective Bargaining Agreement. For specific information and appropriate benefit forms, contact the Human Resources Department by calling Ext. 7150.

### **Sick Leave**

**Regular Faculty** - Regular faculty members receive 9.6 hours of sick leave for each month of service. Regular faculty working on an overload hourly basis also receive 1.2 hours of sick leave for each eighteen (18) hours, or pro-rata thereof, of instruction per fall and spring semester (the same formula used for adjunct faculty). Two separate leave records are maintained by the Human Resources Department. Leave balances appear on the payroll stubs.

**Adjunct Faculty** - Adjunct faculty members receive 1.2 hours of sick leave for each eighteen (18) hours, or pro-rata thereof, of instruction per fall and spring semester. Sick leave is accumulative. Leave balances appear on the payroll stubs.

Sick leave earned at other community colleges and school districts may be transferable when initially employed at SCC. Contact the Human Resources Department for detailed information.

### **Retirement**

**Regular Faculty** - Regular faculty earns service credit in accordance with the rules, regulations, and laws governing the State Teachers' Retirement System (STRS) or Public Employees' Retirement System (PERS).

**Adjunct Faculty** - Adjunct faculty are eligible for either the STRS Defined Benefit Plan or the Cash Balance Plan.

Contact the Human Resources Department for detailed information.

### ***OPEN ENROLLMENT FOR HEALTH PLAN***

The open enrollment period for changing your health plan occurs each year in the fall. Information on the open enrollment period and the available options will be sent to all employees by the Human Resources Department.

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## ***Campus Facilities for Faculty***

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### **Offices and Keys**

**Offices** - Regular faculty are furnished office space; however, due to the limited availability of office space, adjunct faculty are not furnished office space. Upon the appropriate Dean approval, regular faculty may voluntarily share office space with adjunct faculty members.

**Keys** - Deans issue keys to their personnel. Faculty members and permanent classified employees are issued keys to their offices and/or work areas at the time of employment.

Adjunct faculty must turn in all keys to the appropriate Dean each semester when final grades are submitted. Please do not mail keys.

Faculty members and other personnel are responsible for keys issued to them and should not entrust the keys to students, family members, or friends at any time. **DUPLICATION OF KEYS IS EXPRESSLY FORBIDDEN.**

### **Parking**

Free parking is provided for all faculty and staff. All lettered parking lots (A-F) are reserved for College personnel. (NOTE: The west side of Lot D is reserved for Cosmetology patron parking only from 8:30 a.m. to 10:00 p.m. A special permit is required.)

In order to use the reserved lots, you need a faculty/staff parking permit that is registered with the Police Department. Permits can be obtained online on the Solano College Police Department webpage. Make sure that all of the numbers on the permit are visible from the outside. If there is any change to your vehicle information (such as purchasing a new vehicle or selling one), please inform the Police to update your vehicle information.

Vehicles parked in the reserved lots must always display a parking permit. If you forget your permit or are driving a vehicle without a permit, obtain a temporary pass from the Police Department BEFORE parking for the day. You may park in the Police parking lot to obtain the temporary permit.

Faculty/staff are responsible for observing all College parking regulations and shall be liable for parking citations received for any violations. California State law prohibits unofficial dismissal of citations. There is an appeal process for parking citations, and any citation dismissal must be in accordance with the Campus Policy. For more information, contact the Police Department at ext. 4369 or stop by Building 1100, Room 1109.

Faculty/staff parking decals are valid for the Solano Community College Campus, Vallejo Center, and the Vacaville Center. Daily meter tickets are valid at all Solano Community College campuses. Parking decals are non-transferable and must be surrendered to the Police Department upon termination of employment.

Parking on the interior of the campus by faculty, staff, students or visitors is not allowed unless arrangements have been made in advance with the Police. Double parking or parking in red zones are safety violations and the fine for these infractions is \$50.00. The maximum speed limit in the parking lots is 10 mph; on the perimeter roads it is 25 mph. Parking regulations are enforced Monday through Friday from 7 a.m. to 10 p.m. without exception. The *California Vehicle Code* regulations are enforced 24 hours a day, seven days a week.

Visitors to the Solano Community College Campus must purchase a daily meter ticket located adjacent to the entrances of lots 1 – 5 and may park in any fee lot (1, 2, 3, 4, 5, and 6) in non-reserved spaces. If a meter ticket dispenser is out of order, visitors must purchase a meter ticket from another dispenser. Visitors are liable for parking citations received for violations of established parking regulations.

**Guest Passes** - Guest Passes are available for individuals who are NOT employees or students but frequently visit the campus to do volunteer or committee work. These passes are valid in student lots only. For more information, contact the Police Department at ext. 4369.

**Special Event Parking** - Parking arrangements for any special event being held on campus must be made in advance. All parking regulations and fees are in force unless prior arrangements have been made with the Police. Any parking fee waiver must be authorized by the College President. The Police can assist with parking arrangement and traffic direction for special events. For more information, contact the Police Department at ext. 4369.

**Special Guests** - Temporary parking permits are available for special guests who are on official business for the day. For more information, contact the Police Department at ext. 4369. Allow at least 5 days for permit requests.

Parking brochures which explain all of the College's parking regulations are available from the Police Department. If you need assistance or have questions regarding the parking operations, please contact the Police at ext. 4369.

### **Police Services**

The Police Department is located in Building 1100, room 1109, and may be reached on ext. 4369. Contact the Police for information on any of the following services:

**Parking** - All parking permits are issued by the Police Department. Brochures explaining the parking regulations are available in the Police office. (See detailed information on campus parking in the previous section.)

**Special Events** - Parking arrangements for special events must be made with the Police in advance of the event. Traffic direction and security arrangements can also be provided.

**Safety Checks** - The Police conduct building inspections throughout the campus during non-operational hours. If you are on campus before 6:30 a.m. or after 10:30 p.m., please notify the Police at (707) 580-6526 so that they know that an authorized person is on the campus. This is for your safety as well as for the Police. When you notify the Police of your presence, they will be able to conduct periodic checks on your safety.

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## ***Campus Communications***

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### **Mail System**

#### **Faculty Mailboxes**

**Regular Faculty** - Mailboxes will be located in the same building as the faculty member's office unless the member was assigned a different building.

**Adjunct Faculty** - Mailboxes are located in the School area in which the member teaches.

**Note:** *Contact appropriate School administrative assistant for the location of your mailbox.*

**Extended-Campus Faculty** - The inter-campus mail service may be used to send mail to faculty and staff located at the Vallejo, Vacaville, Travis Air Base, and Nut Tree Airport Centers. A courier service delivers mail from the campus to these Centers daily. The Dean of the appropriate area is responsible for getting mail to faculty who teach at the other Centers.

#### **Pick-Up & Delivery**

**Note:** *Use of the campus mail service for personal correspondence is strictly limited to items that are appropriately stamped.*

U.S. Mail and inter-campus mail is delivered to faculty mailboxes in each building every morning starting between the hours of 8:00 a.m. and 2:00 p.m. The pickup of out-going mail and inter-campus mail is at same time as delivery. Last minute out-going mail can be processed if it is brought to the Mailroom in Building 1900 before 2:30 p.m. Inter-campus mail going to Building 600 on main campus is usually delivered the same day due to its importance, but other inter-campus mail will be delivered the following day including the satellite locations: VJOC, VACA, TRAVIS, NUT TREE.

If you have any questions regarding mail pick-up and delivery, call the **Mailroom, Ext. 7222**

## **Technology Services and Support**

**Internet Access and E-Mail Accounts** - Access to the Internet is available at all district locations via hardwired connections. Additionally wireless access is available in most buildings at the Main campus, at the Vallejo Center, and the Vacaville Center. More information on wireless access can be found at [http://www.solano.edu/tech\\_learn\\_resources/techtips/wireless\\_faq.html](http://www.solano.edu/tech_learn_resources/techtips/wireless_faq.html).

All regular faculty and staff are provided district computers for use in conducting official district business. All regular faculty and staff are also provided district e-mail accounts automatically as part of the hiring process. . The SCC e-mail system the primary source of communication of for all regular and adjunct faculty. **All faculty are required to access, read and respond in a timely manner to messages that are sent via college e-mail.**

All regular and adjunct faculty and staff are assigned district telephone/voicemail extensions and e-mail addresses automatically as part of the hiring process. Documentation on the use of telephone sets provided to regular faculty and staff can be found on the district Internet site at [http://www.solano.edu/tech\\_learn\\_resources/techtips/newtel.html](http://www.solano.edu/tech_learn_resources/techtips/newtel.html). Documentation on the use of voicemail extensions provided to adjunct faculty can be found at this same district Internet site.

**Toll Calls** - All toll calls made on district telephones are STRICTLY LIMITED to district related business only. Any such calls should be kept as short as possible. If it is necessary to make a personal toll call from a district telephone the call must be charged to the caller's personal telephone credit card or home phone number. All personal calls should also be kept as short as possible.

Toll calls made from district telephones are audited on a monthly basis and the appropriate manager notified of toll calls made from district telephones that are outside normal operational parameters with respect to length or number called.

Any problems with telephones, district computers, audio visual equipment or any other district technology should be reported to the "Helpdesk", ext. 4690 or e-mail at [Helpdesk@solano.edu](mailto:Helpdesk@solano.edu).

Use of district technology is subject to both the district <http://www.solano.edu/president/Board/districtpolicies/Series2000/html/Policy2067.html> policy and procedures ([http://www.solano.edu/tech\\_learn\\_resources/tech\\_policy.html](http://www.solano.edu/tech_learn_resources/tech_policy.html)) as well as CENIC (<http://www.cenic.org/calren/aup.html>) acceptable use policies.

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## ***Complaints and Grievances***

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The first step in resolving any complaint/grievance is to discuss the situation with your appropriate Dean. Grievance procedures for alleged violations of the Collective Bargaining Agreement are detailed in that Agreement. Procedures for filing an unlawful/prohibited discrimination complaint are specified in Policy 4285. Procedures for filing a complaint against an employee relating to performance of duties are specified in Policy 4280. Copies of these procedures are available in the School office, the library, Human Resources Department, and the Superintendent/President's Office.

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## ***School Faculty Meetings***

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Attendance and participating at School faculty meetings (a maximum of three [3] hours per month) are **required** and are part of the regular faculty's regular assignment. School faculty meetings are scheduled during the year at times and places designated by Deans. (CCA/CTA/NEA District Collective Bargaining Agreement, Article 19.701C).

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## ***Equal Opportunity***

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The Solano Community College District is subject to all laws governing Equal Opportunity, including but not limited to Title VI and VII of the *Civil Rights Act of 1964*, *Executive Order No. 11246 of 1965*, Title IX of the *Educational Amendments of 1972*, Section 504 of the *Rehabilitation Act of 1973*, *California Fair Employment Practices of 1959*, *Americans With Disabilities Act of 1990*, and the *Age Discrimination and Employment Act of 1972*. Solano Community College does not discriminate on the basis of ethnic group identification, religion, age, sex, color, physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical status, veteran status, and sexual orientation in the workplace and in all programs and activities of the District.

Inquiries concerning compliance or complaints may be addressed to the Director of Human Resources in the Administration Building (Bldg. 600). Copies of the policies and procedures are available in the Human Resources Department, Room 616.

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## *Evaluations*

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The periodic evaluation of all faculty is regulated by Board Policy, the *California Education Code*, and the CCA/CTA/NEA District Collective Bargaining Agreement.

Regular faculty are evaluated at least once every three years; adjunct faculty are evaluated the first two semesters of employment over a two-year period and at least once every six semesters of employment thereafter.

Contract probationary faculty are evaluated once each year during the four-year probationary period. Within the first five weeks of the semester, the contract faculty employee and the immediate supervisor(s) shall meet to discuss job expectations and the evaluation criteria and process. All mandatory faculty evaluations are based on a combination of the immediate supervisor's evaluation and students' evaluation of the instructor.

Self-evaluations and peer-evaluations may be done at the discretion of the instructor.

For complete details on faculty evaluations, refer to the CCA/CTA/NEA District Collective Bargaining Agreement, Article 4.

### **Tenure Review (Tenure Faculty Positions Only)**

A faculty member is employed for the first academic year of his/her employment by contract (hereinafter referred to as a contract employee). If he/she provides satisfactory service for at least seventy-five percent (75%) of the first academic year, the first year contract will be deemed as completed (*Education Code*, Section 87605).

The Governing Board, at its discretion, and not subject to judicial review, will elect one of the following alternatives:

- a. not renew a contract with the faculty member for the following academic year;
- b. enter into a contract with the faculty member for the following academic year;
- c. grants tenure to the faculty member (*Education Code*, Section 87608).

If a contract faculty (non-tenured) member is working under his/her second contract, the Governing Board at its discretion and not subject to judicial review will elect one of the following alternatives:

- a. not renew the faculty member's contract for the following academic year;
- b. enter into a contract for the following two academic years;
- c. employ the contract employee as a regular employee for all subsequent academic years (*Education Code*, Section 87608.5).

If a contract faculty member is employed under his/her third consecutive contract, the Governing Board will elect one of the following alternatives:

- a. grant tenure to the faculty member.
- b. not employ the probationary employee as a tenured employee (*Education Code*, Section 87609).

A faculty member will receive the Governing Board's written notice and the reasons thereto of the decision under *Education Code* Sections 86708, 87608.5, or 87609 on or before March 15 of the academic year covered by the existing contract. Failure to give notice as required to contract employees shall be deemed an extension of the existing contract without change for the following academic year. Failure to give notice as required to a contract employee under his/her third consecutive contract shall be deemed a decision to employ him/her as a regular employee for all subsequent academic years (*Education Code*, Section 87610).

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## ***Money Matters***

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### **Mileage Reimbursement**

Faculty traveling from the Solano Community College Campus to teaching assignments may be eligible for mileage reimbursement at the current IRS mileage rate. Contact the appropriate Dean for information on receiving mileage reimbursement. Submit mileage reimbursement claim forms to the Fiscal Services Office on a monthly basis. The mileage reimbursement form requires the signature and budget coding of the appropriate Dean.

### **Payroll Information**

Direct deposit (electronic) of payroll checks into an employee's personal bank account is available upon request through the payroll department. Paychecks are available in the Fiscal Services Office from 10 a.m. to 4 p.m. on the last working day of the month and from 10 a.m. to 12 noon on the day after. Any unclaimed paychecks are mailed to the address shown on the face of the check at 12 noon on the working day after payday. In May and December, payday is the last day of the semester.

### **Salary Schedule and Salary Schedule Policy**

The Faculty Salary Schedule and the Salary Schedule Policy are included in the CCA/CTA/NEA District Collective Bargaining Agreement. Copies of the Agreement and salary schedules are available on the Solano Community College Web site (click the Employment button).

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## ***Teaching Assignments and Office Hours***

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### **Teaching Assignments**

In accordance with the CCA/CTA/NEA District Collective Bargaining Agreement (Article 19.209), faculty assignments shall be made by management in consultation with School faculty; however, management retains the right to make assignments and reassignments of academic faculty. The Vice President of Academic Affairs has the overall responsibility for the academic program and teaching assignments. Workloads for regular faculty are based on provisions of the CCA/CTA/NEA District Collective Bargaining Agreement. The workload for adjunct faculty is limited, by law, to sixty-seven percent (67%) of a full-time load.

### **Office Hours**

**Regular Faculty** - In accordance with CCA/CTA/NEA District Collective Bargaining Agreement (Article 19.701B), regular faculty members have a schedule of five (5) office hours each week during which they will be available to students. These hours are normally established during the first two weeks of the semester and usually are posted on the instructors' office doors for students' information.

**Adjunct Faculty** – Adjunct faculty may elect to hold paid office hours. Office hours must be requested in writing, by the faculty within two weeks of the assignment prior to the start of the class(es) to include proposed time and prearranged location. Exceptions will be made for late hires. The office hours scheduled is subject to approval of the School Deans: Faculty teaching 60%-67% workload are eligible to receive nine (9) paid office hours during the semester. Faculty teaching a 40% to 59% workload are eligible to receive six (6) paid office hours during the semester.

In order to receive paid office hours, the adjunct faculty must submit to the appropriate Dean a written request within two weeks of the assignment prior to the start of the class(es) and include the proposed time and location of the office hours. The proposed office hours time and location is subject to approval of the Dean.

**All Faculty** - Include your College e-mail address on your course syllabus. E-mail is another way for faculty to help students.

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## *Classroom Information*

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## ***Academic Freedom Policy***

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The Solano Community College District affirms its belief in the academic freedom of its full and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in the *Academic Freedom and Tenure, 1969* (Handbook of American Association of University Professors):

...academic freedom consists in the absence of, or protection from, such restraints or pressures -- chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society -- as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached.

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that he or she does not speak, necessarily, for the College.

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## ***Accessibility for Students with Disabilities***

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In compliance with the Americans with Disabilities Act, Solano Community College guarantees students with disabilities and employees the right to be free of discrimination and that the College will bear special responsibilities to insure that they have equal access to all classes, programs, and activities. Students with disabilities will be provided with reasonable accommodations to insure their full educational opportunity. Such accommodations may include the extension of time for completing a test, providing the students with note takers, a reader for the blind, interpreters for the deaf, and specialized disability management counseling, etc.

For further information or if you have specific questions, contact the Disability Services Program in building 400, office 407.

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## ***Attendance Accounting***

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All faculty are responsible for accurate accounting of student attendance in their classes. All of the Solano Community College attendance accounting rules, processes, and procedures are detailed and explained in the Faculty Guide for Attendance Accounting and Grade Reporting section of this handbook which is produced by the Office of Admissions and Records. Students not legally enrolled should not be allowed in class since they are not covered by college insurance.

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## ***Auditing Classes***

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Course auditing is permitted as a service for students who have completed designated credit courses for the maximum number of allowable course repetitions. Departments designate courses which may be audited. Petitions to audit a course will be accepted after class size enrollment requirements have been determined for credit students. **Auditing students are not** counted in establishing minimum class size.

Students wishing to audit a class must receive permission from the School Dean. Applications to Audit are available at Admissions and Records.

The following conditions apply to students who are auditing a class:

1. Student participation in class is subject to instructor discretion.
2. No grades for credit shall be awarded and no transcript of record maintained.
3. Auditing students may not change their status in the course from auditor to credit or vice versa.
4. The audit fee of \$15 per credit unit is non-refundable.

The auditing petition process is as follows:

1. Student requests Application to Audit from Admissions and Records (AR).
2. AR determines student's eligibility to audit course.
3. **Student takes petition to instructor who may approve only after the second class meeting when class size has been established for regular students.**
4. Student obtains School Dean approval.
5. Student submits petition to AR and pays appropriate fees.
6. Student keeps the first copy of the petition marked "fee paid" as a receipt. Student takes the second copy of the petition to the instructor to document that the fee has been paid for audit status. Instructors may not admit auditors to class unless the student shows the receipt of fee payment.

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## ***Change in Class Location***

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***Classes may not meet at any location other than the regularly scheduled classroom without prior approval of the appropriate Dean. This includes the final examination meeting.***

The procedure for changing the location of a class is complex and involves more than just "moving the class." Part of the procedure is processing the proper form to ensure that the room change is entered into the computer schedule so that the correct location of the class can be identified immediately. In many instances this aspect becomes extremely important, such as when a student enrolled in the class receives an emergency message. The appropriate Dean is responsible for arranging for and processing all room changes.

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## ***Class Cancellation***

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Section 19.501 of the Collective Bargaining Contract between Solano Community College District and The Solano College Chapter CCA/CTA/NEA states:

Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximums, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the second meeting, whichever occurs later. In addition, management shall base decisions to cancel classes on programmatic and educational decisions. These considerations may include but are not limited to required transfer/vocational courses, new course offerings, classrooms which hold fewer than the allowable maximum, and the number of sections offered. (Revised 5/20/09)

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## ***Course Outlines Online***

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Copies of official course outlines, (often referred to as Section Ks), for all active courses are available to staff and the public on the Web from the College's homepage. The course outlines can be viewed and printed by clicking the "Course Outlines" link on the left side of the homepage, then clicking on "Public Access."

Some faculty use this online feature in conjunction with their course syllabus. Instead of restating the course title, number, prerequisites, content outline, etc. in the syllabus, students are referred to the official course outline on the Web, and the syllabus is used to identify exam dates, holidays, attendance requirements, and other requirements set by the faculty.

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## **Course Outlines and Course Syllabus for Students**

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**Course Outlines** – By law, the course outline of record must specify the unit value, scope, objectives, and content in terms of a specific body of knowledge, types or examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, methods of evaluations, and co/prerequisites and course advisories (*TITLE V, Sections 55002 and 55202*). The outline of record also:

- is the document used by the Curriculum Committee to evaluate new courses and changes to existing courses to determine their applicability to the associate degree;
- is used by four-year institutions to evaluate Solano Community College courses for transferability and articulation purposes; and
- constitutes a contract with the students, guaranteeing what content they are to receive in the course.

A periodic review of official course outlines by the appropriate instructor(s) and Dean is essential to ensure that it accurately reflects what is actually taught in the classroom.

When you are teaching a course, review the official course outline and use it as the basis for planning the course. **Faculty are responsible for teaching the officially approved content of a course.** Official course outlines of record are available on the Web. To obtain a copy of an official course outline, go to the SCC homepage ([www.solano.edu](http://www.solano.edu)), click on the "Course Outlines" bar on the left side of the screen, then click on "Public Access." Use the drop-down menu to identify the course department and type in the course number, then click the "Search" button. A copy of the official course outline for the course you identified will be displayed.

**Course Syllabus for Students** – Faculty members are expected to provide basic information about each class the first week of class, either in handout form or by posting online. The syllabus should include all of the following information:

➤ *Course title and number	➤ *Course prerequisites and advisories, if any
➤ *Course description and objectives	➤ *Course content outline
➤ Student Learning outcomes	➤ Instructor contact information
➤ *Methods of student evaluation, types and number of exams	➤ Grading standards
➤ Attendance requirements, including last date to drop the class and receive a “W.” (See the Academic Calendar for actual date.)	➤ Outside of class homework expectations
➤ Additional requirements	➤ Dates of mid-term and final examinations
➤ Dates of semester holidays	➤ Instructor e-mail address (SCC)

\*This information should match the information on the official course outline of record.

Some instructors have extensive course syllabi, which they expect the students to purchase from the Bookstore; however, the information listed above should be provided to students free of charge.

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## ***Evacuation Procedures for Disabled Students***

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If you have a disabled student enrolled in your class, you should assist or assign a fellow classroom student to assist the disabled student in exiting the building during an emergency.

During the day, if an on-campus emergency arises all disabled students should be instructed to go to the assigned meeting area to wait for further instructions. During the evening, disabled students without means of transportation should report to the assigned meeting area to wait for further instructions.

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## ***Field Trips***

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All field trips/excursions require approval in advance of the trip by the appropriate Dean. Submit the Field Trip Request form to the appropriate Dean as soon as possible following the last day to add classes for the semester but no later than five (5) working days prior to the trip. A signed Student Voluntary Field Trip/Excursion Notice form must be submitted for each participating student along with the request/authorization form. The School office is responsible for maintaining the completed forms.

The following is applicable to all trips:

- Field trips must be related to the course objective.
- All field trips must be voluntary. Any student unable to attend must be provided an optional assignment of equal value in grading.
- Unless the College is providing the transportation, the instructor shall not mandate any aspect of the transportation, including route of travel, caravanning, ridership, time of travel, etc.
- No student shall participate unless the Student Voluntary Field Trip/Excursion form has been signed.
- No reimbursement for costs is given unless the trip is part of the course outline.
- During the trip all College rules, policies and procedures shall be followed since the trip is an official activity of the College.

To obtain forms and further information please call the Finance and Administration office at 864-7147 or visit Room 628.

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## ***Final Examinations***

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A final examination or an appropriate culminating activity is required in all classes. For full-term courses, final examinations will be given during the scheduled final examination period (finals week) at the end of each term. For short-term courses, which end prior to finals week, the **final examination will be given during the last class meeting**. For short-term courses, which end during the finals week period, the final examination will be given in accordance with the finals week schedule. ***The time scheduled for the final examination is counted toward meeting the minimum number of hours of a class; therefore, there can be NO exceptions to this policy.*** Final examinations must be held in accordance with the established final exam schedule and in the scheduled classroom unless a room change has been approved by the appropriate Dean.

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## ***Grade Reporting***

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The grade reporting procedures used at Solano Community College are explained in detail in the Faculty Guide for Attendance Accounting and Grade Reporting section of this handbook.

### **Posting Grades**



In accordance with the *Family Educational Rights and Privacy Act of 1974*, students' Social Security Numbers, or any portion thereof, MAY NOT be used for posting grades. Grade lists which are posted in any public place become public information and MAY NOT contain any personally identifiable student information. Social Security Numbers are personally identifiable student information; therefore, any part of the Social Security Number, either the whole number or portions of the number, MAY NOT be used for grade posting.

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## *Grading System*

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Letter grades used for evaluating the quality of a student's work are as follows:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory)	0
NP	No Pass (less than satisfactory or failing)	0

### Non-evaluative Grades

I	Incomplete	0
IP	In progress	0
RD	Report delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

### **Explanation of Non-Evaluative Symbols:**

- I     An I (Incomplete) may be assigned only when a student has failed to complete the final examination, a class project, or a term paper due to illness or unforeseeable, emergency situation. The "I" grade may be made up no later than one year following the end of the term in which it was assigned. If the incomplete work is not finished and submitted by the end of the one-year period, a final grade will be assigned from the "Incomplete Grade Contract." If no final grade was indicated on the "Incomplete Grade Contract," an "F" grade will be automatically assigned.

***Incomplete Grade Contract*** - Complete an "Incomplete Grade Contract" with the student. Indicate on the contract the work needed to complete the course, and assign a preliminary grade which reflects the grade in progress at the time the Contract is prepared.

***Changing the Grade Once the Student Completes the Work*** - Complete a "Request for Change of Grade" card and submit to the appropriate Dean.

- IP     The IP (In Progress) symbol is assigned when a class extends beyond the end of the semester. The IP shall not be used in calculating the grade point average.
- RD     The RD (Report Delayed) symbol is assigned by the Office of Admissions and Records (OAR). It is used as a temporary grade when a grade is not reported by the instructor. The RD grade is not used in calculating grade point averages.

- W Withdrawal from class - A student may withdraw from a class during the first 62.5% (10th week) of instruction by filing a drop card with AR or via *My Solano*. Courses dropped before the end of the first 30% of instruction will not appear on the student's record.

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## ***Guest Lecturers***

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Guest lecturers may conduct classes; however, the instructor of record must be physically present in the classroom at all times during a guest lecturer's presentation. The Bookstore can arrange to have copies of books written by guest lecturers if arrangements are made in advance of the guest lecturer's visit. Contact the Bookstore for information, ext. 7111.

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## ***Guests in the Classrooms***

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**Child guests** - As a general rule, it is not appropriate to have children in the classroom because instructors and students may be distracted from the teaching/learning process. Also, safety considerations must be taken into account. The campus is an adult community, not organized for the safety of young children; therefore, parents and instructors are discouraged from bringing children into college classes. The instructor of the class decides whether or not to allow a child to visit a class.

**Important Note:** Please keep in mind that both the College and the instructor may be liable should an accident or injury occur to a non-enrolled person in the classroom.

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## ***Instructional Hours***



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***Classes must meet for the entire time scheduled including the first meeting and during the final exam period. Scheduled hours of instruction must be observed throughout the semester because units of credit are based upon the number of hours of instruction provided within a semester, as mandated by the California Education Code.***

Generally, classes begin on the hour or half hour. Fifty (50) minutes of instruction must be provided for every one (1) hour scheduled. The maximum break time allowed is 10 minutes for every scheduled hour. In the printed schedule, the ending times of classes have been adjusted to include the ten-minute break for most classes. For evening classes which are usually three (3) hours, the ten-minute break is also deducted from the ending time. The times of the remaining breaks are to be determined by the instructor.

Any variation of break-time intervals must be agreed to by all the students in a class and approved by the appropriate Dean.

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## Determine Unit Value of a Course

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### Do you know how the unit value of a course is determined?

The unit value of a course is based on the number of hours of work per week that a student must do to complete the course. The weekly lecture/activity/lab hour per unit of credit ratio adopted by the Solano Community College Curriculum Committee is based on the ratio delineated in the California *Education Code*, [Title 5](#), *Sections 55002 (a) and (b)*.

These sections of [Title 5](#) clearly indicate that the minimum standard for unit calculation for all credit courses is **three hours work per week, including class time, for each unit of credit**. Some alternative structures for meeting this requirement are:

- One hour of lecture (in classroom) and two hours of independent work assigned (homework) weekly for EACH UNIT of credit. (Lecture course)
- Two hours of in classroom lab or activity work and one hour of work outside of class weekly. (Activity course)
- Three hours of in classroom lab work weekly for EACH UNIT of credit. (Lab course)

To comply with this ratio, the following examples of typical courses show how much time students should be expected to devote to coursework each week:

- A 3-unit lecture course:  
3 hours in class + 6 hours of homework weekly
- A one-unit activity course:  
2 hours in class + 1 hour of homework weekly
- A one-unit lab course:  
3 hours in class + minimal or no homework weekly



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## ***Prerequisites/Co-requisites/Course Advisories***

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Co-prerequisite checking has been implemented in compliance with the Solano Community College Prerequisites, Co-requisites, and Course Advisories Policy which was developed by the Curriculum Committee and approved by the Academic Senate and the Board of Trustees during the fall 1994 semester. This policy stipulates that *all courses for which prerequisites or co-requisites have been established be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. (I.F).* **Since co/prerequisites will be electronically enforced, which means students may be blocked from enrolling in the course, it is important that all instructors teach courses in accordance with the official course outline which has been developed and approved by the department and the Curriculum Committee.**

Copies of the Prerequisite, Co-requisites, and Course Advisories Policy are available from School Deans or in the Curriculum Office in the Administration Building (Bldg. 600). Copies of official course outlines for all active courses are available on the Web from the College's homepage. Click the "Course Outlines" bar on the left side of the homepage and follow the directions.

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## ***Smoking and Eating Regulations***

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Solano Community College District recognizes the need to provide a safe and healthy workplace and to protect employees from smoking pollution. Recognizing that smoking presents a health and safety hazard, smoking will not be permitted in any campus building. The District's "No Smoking Policy" has been expanded to include "no smoking within 20 feet of any entrance to a building." Eating is not permitted in the classrooms or the corridors of buildings and is restricted to offices, the Student Center, and outdoors.

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## ***Special Admission Program***

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The Special Admission Program is open to any K-12 student who, in the opinion of the Solano Community College Superintendent/President or designee, can benefit from instruction. Students may be admitted upon recommendation of the student's principal, counselor, and parent. Special Admission students are expected to conform to the College's academic rules and regulations and the code of conduct expected of all college students. Special Admission students are exempted from paying the California community college enrollment fee.

Students below grade 9 must attend an interview with a College official who will explain College policies and procedures regarding Special Admission students.

Effective January 1, 2004, Senate Bill 338 limits the enrollment of Special Admission students to a maximum of 10% of each Physical Education class. (Example: if a class maximum is 40 students, only 4 special admission students will be allowed to enroll.)

***The College reserves the right to exclude or limit enrollment into programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for Special Admission students. A list of courses that are excluded and programs that are impacted is available each semester in the Office of Admission and Records.***

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## ***Student Conduct and Discipline Policy***

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### **Policy and Procedures 5300**

#### **Introduction**

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn.

Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

#### **Definitions**

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

The term "Governing Board" shall mean the Governing Board of the Solano Community College District.

The word "District" shall mean the Solano Community College District, a public community college district of the State of California.

The word "College" shall mean Solano Community College, a college operated and maintained by the Solano Community College District.

The term "College Review Board" shall mean the Solano Community College Review Board, an administrative agency of the College; organized and existing primarily to hear and decide on or recommend appropriate disciplinary action in cases brought before it under these Rules and Regulations.

The term "Superintendent-President" shall mean the Superintendent of the Solano Community College District who is the President of Solano Community College, or in his/her absence, the acting Superintendent/President.

The terms "Vice President," or "Executive Vice President of Academic & Student affairs or designee," shall mean the Executive Vice President of Academic & Student affairs or designee of the Solano Community College District or his/her designee.

The term "member of the College community" shall mean the District Trustees, the academic, support staff and administrative personnel of the District or College, the students of the College and any other person or persons while on District or College property or at a District or College function or activity.

The term "District property" shall include real and personal property owned, controlled, or in the possession of the Governing Board of the Solano Community College District, and the real or personal property of all District food service, retail and resident facilities, whether operated directly by the District, a District or College auxiliary organization, or an independent contractor of the Solano Community College District, and whether located at Solano Community College or elsewhere.

The term "deadly weapon" shall include human hands (when they are classified as lethal weapons), any instrument or weapon commonly known as a blackjack, slingshot, billy, nunchaku, sand club, sand bag, metal knuckles, any

dirk, dagger, switchblade knife, pistol, revolver or any other firearm, any knife having a blade longer than five (5) inches, any razor with an unguarded blade, any metal or wooden pipe or bar, any chain, rock or stone, or any object or chemical used or intended to be used for the purpose of doing bodily injury to another person.

The term “day” shall refer to a college instructional day.

As used in this article, “good cause” includes, but is not limited to the following offenses:

Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

Assault, battery, or any threat of force or violence upon a student or college personnel.

Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.

Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5

Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (California Education Code, Section 76033).

#### Grounds for Disciplinary Action

Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.

Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place, or manner of public expression, distribution of leaflets, pamphlets or other materials.

Academic dishonesty, such as cheating or plagiarism.

Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification, or knowingly furnishing false information to the District or College or its officers or employees.

Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.

Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

Engaging in disorderly conduct, habitual profanity or vulgarity, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.

The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District- or College-controlled property or at any District- or College-sponsored or supervised function. Such drugs or substances include but are not limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.

Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community; theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.

Illegal operation of a motor vehicle on the Solano Community College campus.

Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

Violation of any order of the Superintendent/President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

Littering on campus property including grounds, facilities and parking lots.

Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction.

#### Types of Disciplinary Action

The types of discipline which may be imposed for violations of the policies or the Rules and Regulations of the District or College are the following:

**Official Warning.** An official warning is a written notice from the Executive Vice President of Academic & Student Affairs or designee or a designee of the Superintendent/President to the student that specified conduct may result in other disciplinary action. Written official warnings shall not be made a part of the student's permanent record.

**Reprimand.** A reprimand is a written notice of the violation of specific rules from the Vice President or a designee of the Superintendent/President. A student receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in more severe disciplinary action against the student. A copy of the reprimand shall be placed in the student's permanent record.

**Social Probation.** Social probation consists of the exclusion of the student from participation in specified or all extra-curricular College activities. Extra-curricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time for which it is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the Superintendent/President or his/her designee. A copy of the written notice of social probation shall be served on the student and shall be placed in the student's permanent record.

Restitution. Restitution consists of the reimbursement for damages or misappropriation of District property, the property of a member of the College community, or of a visitor on the Solano Community College campus. Reimbursement may take the form of appropriate personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. Imposition of restitution and the determination of the amount of restitution shall be done by the Superintendent/President or his/her designee.

Suspension by Teacher. The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Executive Vice President of Academic & Student Affairs or designee for appropriate action.

If the student removed by an instructor is a minor, the college president or the president's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

Emergency/Summary Suspension. An emergency/summary suspension is an immediate suspension imposed upon a student "for good cause," limited to that period of time necessary to insure that the purposes of the suspension are accomplished, and in no case for more than ten (10) days.

An emergency/summary suspension may be imposed only by the Superintendent/President or the Executive Vice President of Academic & Student Affairs or designee. The emergency/summary suspension is an extraordinary measure imposed without an immediate hearing and shall be utilized as a means of relieving tension of the student body or an individual class due to a serious infraction of the student conduct standards, removing a student for the good order of the College or for the purpose of making or completing an investigation into allegations of student misconduct or removing a student whose presence is preventing or hindering the continued normal operation of the College or the College community. The emergency/summary suspension of a student shall be accompanied by a hearing conducted pursuant to the requirements of California Education Code, Section 66017.

An emergency/summary suspension shall be reported to the Governing Board at its next regular meeting after such suspension has been imposed, and a copy of the suspension may be placed in the student's permanent record, at the discretion of the Superintendent/President or the Executive Vice President of Academic & Student Affairs or designee.

Disciplinary Suspension. Disciplinary suspension "for good cause" is the exclusion from the campus and other privileges or activities as set forth in the Notice Of Suspension for a definite period of time by the Superintendent/President upon recommendation of the Executive Vice President of Academic & Student Affairs or designee. A student may be temporarily suspended, "for good cause" (a) from one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes from the remainder of the school term; (c) from all college classes and activities for one (1) or more terms.

The Superintendent/President shall report a disciplinary suspension of any student by him/her to the Governing Board at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reasons for the suspension, shall be placed in the student's permanent record.

Disciplinary Probation. The imposition of disciplinary suspension may be stayed by the Governing Board, and the student shall thereupon be placed on disciplinary probation for a reasonable period of time not exceeding the close of the semester in which it is imposed and upon specified terms of probation. The terms of probation shall bear a reasonable relationship to the violation committed by the student and his/her disciplinary record. The student may accept or reject the probation. If the student rejects the probation, the disciplinary suspension shall be immediately imposed. Disciplinary probation shall be granted in conjunction with disciplinary suspension, and only after giving of notice and a hearing in accordance with the rules and regulations set forth in these Procedures. Should the student violate one or more of the terms of the probation during the probational period, the Vice

President, upon his/her determination that a violation has taken place, may, at his/her discretion, immediately terminate the probation and place the disciplinary suspension in effect by notifying the student of his determination and the action taken. The Executive Vice President of Academic & Student Affairs or designee shall also immediately notify the Superintendent/President of his/her action and a copy of the suspension notice, including the reasons for the suspension, shall be placed in the student's permanent record. The Superintendent/President shall notify the Governing Board of the action taken at the next regular Board meeting after the action has been taken.

Expulsion. An expulsion "for good cause" is a permanent termination of student status with readmission to the College upon the express approval of the Governing Board (California Education Code Section 76030). A student may be expelled only by the Governing Board after notice has been given and a hearing conducted in accordance with the procedures set forth in the Student Disciplinary Procedures section of these Procedures. The Governing Board shall expel students for misconduct whenever other means of correction have failed to bring about proper conduct or when the seriousness of the situation warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student's permanent record.

#### Student Disciplinary Procedures

The Executive Vice President of Academic & Student Affairs or designee shall administer these procedures and take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required herein or as otherwise required by law.

Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.

Alleged student misconduct shall be reported to the Executive Vice President of Academic & Student Affairs or designee and when reported to or discovered by him/her, the Executive Vice President of Academic & Student Affairs or designee shall initiate an investigation of the charges. Should the Executive Vice President of Academic & Student Affairs or designee deem it appropriate to pursue charges against the student, he/she shall arrange a meeting with the accused student, at which time the student shall be informed that an investigation is being conducted.

A student shall have the right to initiate a meeting with the Executive Vice President of Academic & Student Affairs or designee, at which time he/she may request an investigation of the matter and a hearing.

When the student is informed of the charges against him/her, his/her parent or guardian shall be notified if the student is a minor. The student may request a hearing before the Executive Vice President of Academic & Student Affairs or designee or the College Review Board.

5. The Executive Vice President of Academic & Student Affairs or designee shall set the time, date, and location for a hearing. The hearing shall be held within ten (10) working days of the suspension.

Should the student fail to request a hearing, the Vice President, after due investigation and deliberation, shall proceed to impose whatever disciplinary action he/she deems appropriate or recommend appropriate action to the Superintendent/President.

If the student requests a hearing, he/she shall be afforded one of the following options:

A hearing before the Executive Vice President of Academic & Student Affairs or designee, or

A hearing before the College Review Board. (For a description of College Review Board see page 13.)

Proceeding under Option 4.a., where a student requests a hearing before the Executive Vice President of Academic & Student Affairs or designee:

The Executive Vice President of Academic & Student Affairs or designee, or the designee of the Superintendent/President, shall discuss the accusation with the student. The Executive Vice President of Academic & Student Affairs or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. The Executive Vice President of Academic & Student Affairs or designee then may consider any relevant evidence or information presented in the matter, take or recommend disciplinary action if appropriate, and inform the student that if he/she disagrees with the disciplinary action, he/she may appeal to the Superintendent/President for review of the disciplinary action by so informing the Vice President in writing at that time.

In any case where disciplinary suspension is recommended by the Executive Vice President of Academic & Student Affairs or designee, the action shall be reported to the Superintendent/President within ten (10) working days. The Superintendent/President shall either approve or disapprove the action within five (5) working days. If the Superintendent/President approves, he/she shall impose disciplinary suspension.

The Superintendent/President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the staying of such will not endanger any individual or the College.

If after notification, the student fails to appear at the hearing before the Executive Vice President of Academic & Student Affairs or designee, the Vice President may declare the student in default, and proceed as if the student were present at the hearing.

Hearings on recommendations of expulsion shall be scheduled before the Governing Board by the Superintendent/President. Appeals concerning other forms of disciplinary action shall be directed to the Superintendent/President for disposition.

7. Proceeding under Option 4.b., where the student requests a hearing of the accusation before the Solano College Review Board:

The Executive Vice President of Academic & Student Affairs or designee shall schedule a meeting of the College Review Board at the earliest possible time.

The Executive Vice President of Academic & Student Affairs or designee shall provide the student and the College Review Board with a written statement of the charges against the student, by whom made, and any other relevant information.

The Vice President shall have the proceedings of the College Review Board recorded at the meeting, either stenographically or electronically, and any such record shall be maintained for a period of three (3) years.

The hearing before the College Review Board shall be conducted in a manner conducive to the determination of the truth. It is not contemplated or required that the hearing be conducted with the formality of a legal proceeding.

At the hearing, the Executive Vice President of Academic & Student Affairs or designee shall first present any relevant evidence in his/her possession regarding the alleged misconduct; the accused student may then present any relevant evidence which he/she may have. The Executive Vice President of Academic & Student Affairs or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The student may select a representative to assist him/her in his/her presentation before the College Review Board. If the student fails to appear at the time and place designated for the hearing, the College Review Board may proceed in his/her absence, declaring him/her to be in default.

After submission of all relevant evidence, the College Review Board shall immediately meet in private, and based upon the evidence presented to it, determine the truth of the charges and the disciplinary action, if any, to be imposed upon the student. Upon reaching its decision, the College Review Board shall reconvene and announce its decision and recommend the appropriate disciplinary action.

The Executive Vice President of Academic & Student Affairs or designee and the student shall be given written notice of the decision of the College Review Board and the discipline recommended to be imposed within 5 (five) working days. The Vice President shall implement such disciplinary action, except as provided in the following paragraph of this section.

If the recommended disciplinary action involves disciplinary suspension, the College Review Board shall forward the findings of fact to the Superintendent/President within 5 (five) working days. If the Superintendent/President concurs in the recommendation, he/she shall impose disciplinary suspension. If he/she disapproves, he/she shall so advise the College Review Board within 5 (five) working days.

Any student who has had a recommendation of disciplinary suspension imposed against him/her has the right of appeal to the Superintendent/President. The Superintendent/President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the staying of such will not endanger any individual or the College.

If the proposed disciplinary action recommended is expulsion, the Superintendent/President shall initiate proceedings before the Governing Board, as set forth in Paragraph 8 of this section.

If, at the conclusion of the hearing before the College Review Board, the student wishes to appeal the discipline imposed or recommended, he/she shall immediately so inform the Executive Vice President of Academic & Student Affairs or designee in writing. Appeals concerning expulsion shall be scheduled for hearing before the Governing Board by the Superintendent/President. Appeals concerning other forms of disciplinary action shall be directed to the Superintendent/President for disposition.

Notwithstanding the foregoing procedures set forth in Paragraph 5, the Superintendent/President may summarily suspend or authorize the Executive Vice President of Academic & Student Affairs or designee to summarily suspend any student at any time when he/she deems it necessary for the welfare of the College or in the best interests of the District. The Superintendent/President shall report a summary suspension of any student under this Paragraph 7, to the Governing Board at its next regular meeting after such discipline has been imposed. The emergency/summary suspension of a student shall be accompanied by a hearing conducted pursuant to the requirements of California Education Code, Section 66017.

#### Procedures Before the Governing Board:

If the Superintendent/President, his/her designee, the Executive Vice President of Academic & Student Affairs or designee or the College Review Board, recommends expulsion, then the matter must be brought before the Governing Board for a hearing, in accordance with these procedures.

Prior to the Governing Board's hearing of an expulsion, the Superintendent/President shall deliver a written statement to the President of the Governing Board, and to the accused student and his/her parent or guardian, if the student is a minor or the accused student alone, if he/she is an adult. This written statement shall be delivered either personally or by certified or registered mail, and contain the following information:

A recitation in sufficient detail to apprise the accused student of the charge or charges against him/her.

The date, time and place of the meeting of the Governing Board at which the matter shall be considered, and the date shall not be less than ten (10) days from personal delivery or mailing of the written statement to the accused student. The hearing shall be conducted in closed session of the Governing Board unless the student submits a

written request for an open hearing to the Superintendent/President at least seven (7) days in advance of the scheduled hearing. The student must also notify the Superintendent/President at least seven (7) days in advance of the scheduled hearing if he/she intends to attend the hearing.

A recitation that the student may be represented at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Superintendent/President of that fact at least seven (7) days prior to the date of the scheduled hearing.

A recitation of the privilege of the student and/or the parent or guardian to employ the services of a shorthand reporter or stenographer at his/her or their own expense to record the hearing.

The Superintendent/President shall have a written summary of the hearing transcribed into the minutes of the meeting of the Governing Board, and if the hearing is conducted in closed session, these minutes shall be transcribed and kept in a separate closed session minutes book not open to the public inspection.

After the hearing has been declared open, the Executive Vice President of Academic & Student Affairs or designee shall make a statement and present any relevant evidence and information, either oral or documentary, which he/she has in his/her possession. The Executive Vice President of Academic & Student Affairs or designee shall, if the matter has been heard by the College Review Board, present a copy of the College Review Board proceedings on the findings of fact. Upon conclusion of the Executive Vice President of Academic & Student Affairs or designee's presentation, the student and/or parent or guardian, and/or their legal counsel, may make a statement and present any relevant evidence or information, either oral or documentary, which he/she or they may possess. Each side shall also have the opportunity to offer rebuttal evidence. If after notification the student fails to appear at the hearing before the Governing Board, the Governing Board may declare the student in default and proceed as if the student were present at the hearing.

A prospective witness must either be sworn, or affirm to tell the truth. In the absence of both, the Governing Board may deny him/her the right to testify, or may proceed with the hearing, giving consideration to this fact when deliberating the testimony. Witnesses shall be subject to cross-examination by the other party, and inquiry of the members of the Governing Board. Written statements of absent witnesses shall be received only if submitted as affidavits or declarations under penalty of perjury.

Upon hearing all relevant evidence and information submitted, any final statements of the Executive Vice President of Academic & Student Affairs or designee, and/or the student, parent or guardian (if the student is a minor), and/or their counsel, the Governing Board shall confer in private and consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the Governing Board shall reconvene in open, public session and announce its decision by recording a vote on the matter into the minutes of the meeting which shall be open to public inspection.

The Governing Board may receive any relevant evidence or information at the hearing and is not required to adhere to the technical rules set forth in the Evidence Code of the State of California or those pertaining to administrative adjudication as set forth in the Governing Code of the State of California; however, these rules may be used as a guide for receiving evidence and information at the hearing.

Within ten (10) days after the Governing Board takes its final action, the Superintendent/President shall deliver to the student and/or the student's parent or guardian, if the student is a minor, or the student alone, if he/she is an adult, either in person or by registered or certified mail, a letter setting forth the final action of the Governing Board, and a copy shall be filed in the student's permanent record and in the files of the Governing Board. If the Governing Board expels the student, the Executive Vice President of Academic & Student Affairs or designee shall proceed to implement the disciplinary action as soon as practicable, unless otherwise ordered by the Governing Board.

In any case where the Governing Board imposes expulsion based upon the student's having disrupted the orderly operation of the College, the Governing Board, as a part of its final action, may deny the expelled student access to the College campus. If such condition is imposed by the Governing Board, the letter of notification required to be given by Paragraph 8.h. of this Section shall contain a statement of such condition and its duration.

The College shall retain records of all disciplinary investigations, proceedings, and action.

#### College Review Board

The membership of the Solano College Review Board shall be as follows:

**Students.** Three (3) students each appointed to an annual term by the Student Senate of the Associated Students of Solano Community College for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.

**Faculty.** Three (3) certificated staff members each appointed by the Academic Senate for a one (1) year term, and who shall be appointed not later than the third week of school the fall semester.

**Classified.** Three (3) classified employees appointed by the CSEA/Operating Engineers President for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.

**Administration.** A member of the administrative staff of the College shall be appointed by the Superintendent/President for a one (1) year term, and said member shall serve as Chairperson of the College Review Board.

Should the Academic Senate or the Student Senate fail to appoint or should the appointed members be unable or unwilling to serve, then the Superintendent/President shall appoint alternates.

As an administrative agency of the College, the College Review Board shall be responsible to the Superintendent/President for acting, reviewing, and making recommendations relative to matters brought before it in accordance with the procedures outlined in these Rules and Regulations.

The Chairperson of the College Review Board shall convene a meeting of the Board at the earliest possible opportunity after appointment of the student and faculty members in the fall semester of each school year for the purpose of orientating the members to the responsibilities and duties of the College Review Board and the procedures under which it shall function and operate.

The Superintendent/President shall appoint a temporary College Review Board, pending the constitution of the permanent Board.

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## ***Title IX***

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**Title IX** of the *Education Amendment of 1972* guarantees the right of students to be free of sex discrimination. This applies to the following: access to courses, counseling and guidance services, treatment of students, and access to personal records, athletics, financial assistance and work experience.

Student inquiries concerning Title IX complaints should be directed to the Title IX Coordinator, Director of Human Resources, room 616, (Bldg. 600) or call ext. 7122.

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***Extended Campus Program and  
Weekend Program***

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## ***Extended Campus Program and Weekend Program***

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Solano Community College's extended campus program includes class offerings at three College Centers—Vallejo Center, Vacaville Center, and Travis Air Force Base University Center. In addition to these facilities, classes are offered at local high schools and some other sites throughout the District.

The weekend program includes a variety of class offerings on Friday evenings, Saturdays and Sundays.

For extended campus and weekend programs, some of the operational procedures are unlike those for regular, weekday classes. The following information provides the correct operational procedures for these programs, if they are different from the regular, weekday procedures.

### **Extended Campus Classes**

**For all College Centers:** During any natural disaster or any other emergency situation which may affect the operation of classes at any center, information on emergency operations may be obtained from the College voice-mail message system by dialing (707) 864-7000, Ext. 4603. This voicemail message is available 24 hours a day.

### **Vallejo Center**

**General Information** - The Vallejo Center is located at 545 Columbus Parkway, off Interstate 80. The facility has 8 standard classrooms, Lecture Hall, Multi Purpose Room, 2 Science Labs, 2 Computer Labs and a Learning Lab. The College's instructional area offers day and evening classes, office space, assessment testing, registration assistance, counseling, and limited service in Financial Aid, EOPS/CalWORKs, and Veterans Affairs. The Center Director and Extended Campus Assistants will assist you in obtaining necessary teaching resources for use at the site. A photocopy machine is available to faculty. A Student Services Generalist is available to assist you. The telephone number for the SCC Vallejo Center is (707) 642-8188.

**Class Rosters** - Class Rosters are available through the Faculty tab within the *My Solano* area of the College Web site. The Center Dean and Extended Campus Assistants will be available to assist you with room assignments and other startup-related matters.

**Room Assignments** - Room assignments will be posted on-site the first day of classes. Arrangements for room changes or other issues at this site may be made through the Center Dean. See "General Information" above for hours and telephone numbers of the Center Director and other staff.

**Parking** - Parking decals are required for parking at the Vallejo Center. The main campus Faculty/Staff decals are valid at the Vallejo Center; there are a limited number of Faculty/Staff spaces. Faculty and staff are responsible for observing all parking regulations and shall be liable for parking citations received. All rules and regulations specified in the "Employee Information" section under "Parking" apply at the Vallejo Center.

**On-site Student Services** - Registration assistance, Counseling, Financial Aid, Library Services, and Assessment services are offered (see the *Schedule of Classes* for details).

**Absences** - If you will be absent or cancel a class meeting, please notify SCC Vallejo Center Dean or Extended Campus Assistants in addition to notifying your School's Assistant.

**IN AN EMERGENCY: Contact the SCC staff on duty or dial 911.**

## Travis Air Force Base University Center

**General Information** - The Travis Air Force Base University Center is managed and maintained by the staff of the TAFB Education Office. There is an Extended Campus Assistant on duty from 4 p.m. – 8 p.m., Monday through Thursday, in the Solano Community College office located on the breezeway outside of C Bay. All classrooms and storage cabinets are under lock and key, contact the Center Dean for access information. Whiteboard markers will be distributed during the first class meeting. Audiovisual equipment is available inside each classroom's storage cabinet.

**Classroom Equipment** - If you require special equipment or have unique requirements, please coordinate your needs well in advance with the Extended Campus Office. If the equipment in the classroom is not operational, notify the SCC Travis office staff so they can arrange for replacement equipment to meet your instructional needs.

**Class Rosters** - Class Rosters are available through the Faculty tab within the *My Solano* area of the College Web site. On the first night of class, a College staff member will be on site to assist you with room assignments and other startup-related matters. Students wishing to add a class at Travis must contact the instructor to obtain an "Add Code" and register for the class prior to being admitted to the Base. After registering for Travis classes, students must follow the Travis Air Force Base Gate Pass Procedure to obtain their Base pass. Detailed instructions are included in each *Schedule of Classes*, Off Campus Classes section.

**Parking** - All non-military personnel entering the base to attend classes must obtain a gate pass prior to the first class meeting by stopping at the Travis Air Force Base Visitor's Center. The Visitor's Center is the 1<sup>st</sup> building on the left, prior to the Main Gate entrance, on Air Base Parkway as you enter the military base perimeter. You will need the following: 1) your current driver's license; 2) your vehicle registration; 3) proof of the vehicle's insurance; and, 4) a course roster, if available.

**On-site Student Services** - Staff is available to provide registration assistance during regular business hours. Assessment and counseling services are also offered, please see the *Schedule of Classes* for details.

**Other** - Please contact your Dean or SCC Travis office staff at (707) 424-2431 or (707) 863-7878 for further information or assistance in resolving any problems.

**Emergency Information** - Emergency procedures and evacuation maps are provided to faculty at their first class meeting.

1. **Emergencies** - In the event of an emergency, dial 4-911 from any Base duty phone or 911 from a pay phone. If you must leave the phone, lay the receiver down, **do not hang up**. **When using your personal cell phone, dial 424-4911**, if you dial 911 on a cellular phone, the call goes to the CHP Communications Center off Base, not to Travis Emergency Services. At the first indication of a fire, pull the nearest fire alarm box along the walls of the building and then call 911, using a Base duty phone, pay phone, or personal cell phone.
2. **Storm Shelter** - Warnings may be received by phone, email or emergency sirens. If ten minutes notice or more is given, personnel, guests and customers in Building 249 are to evacuate the building and report to the emergency evacuation shelter in Building 381. Never leave this building during STORM or TORNADO WARNINGS. If there is less than a ten minute warning notice, you will be directed to "Shelter In Place".
3. **Shelter In Place (SIP)** - If ordered to "Shelter In Place", proceed to the designated SIP room, A-119. Perform the SIP checklist posted in the room and remain in place until told to vacate the area. Under no circumstances should anyone go outside when told to "Shelter In Place".

## Vacaville Center

**General Information** - The Vacaville Center is located at 2001 North Village Parkway, off the Vaca Valley Parkway, east of I-505. The facility has seven classrooms, faculty and staff offices, administrative and student activities areas, a state-of-the-art computer laboratory, and ample parking. Day and evening credit and not-for-credit classes are offered. Further information can be obtained by calling the Center at (707) 446-2900 or by contacting your Dean.

**Classroom Equipment** - If you require special equipment, have unique requirements, or need computer equipment during each class session, please coordinate your needs well in advance with the Vacaville staff. If the equipment in the classroom is not operational, notify the Vacaville office staff so they can arrange for replacement equipment to meet your instructional needs.

**Class Rosters** - Class Rosters are available through the Faculty tab within the *My Solano* area of the College Web site. The Center Dean or staff will be available to assist you with room assignments and other startup-related matters. Students wishing to add classes should follow the add/drop procedures detailed in the Faculty Guide for Attendance Accounting and Grade Reporting section of this handbook.

**Room Assignments** - Room assignments will be posted on-site the first day of classes. Arrangements for room changes or other issues at this site may be made through the Dean.

**Parking** - Parking decals are required for parking at the Vacaville Center. The main campus Faculty/Staff decals are valid at the Vacaville Center; however, there are no parking spaces reserved for Faculty/Staff. Parking decals can be obtained from the Campus Police, located in Building 1100, room 1109, at the main campus. Faculty and staff are responsible for observing all parking regulations and shall be liable for parking citations received. All the rules and regulations specified in the "Employee Information" section under "Parking" (page 27) apply at the Vacaville Center.

**On-Site Student Services** - A full complement of registration, matriculation, counseling, and other services are offered.

**Other** - A SCC staff member is on-site any time a class is in session. If you need assistance, contact the site staff member.

**IN AN EMERGENCY: Contact the on-site staff member or dial 911.**

## Weekend Program

**General Information** - College services available on weekends are very limited. Check with your Dean at the beginning of the semester to see what services are available. The self-serve duplicating room in Building 100 is locked, but accessible with a coded card which you can obtain from your Dean.

**Absences** - If you are unable to report for your weekend assignment and the School office is closed, contact your Dean at home as early as possible.

**IN AN EMERGENCY: Contact the Campus Police at (707) 580-6526.**

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## ***Professional Development Information***

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## ***Staff Development Flexible Calendar (Flex Cal) Activities***

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The academic calendar is composed of 165 days for instruction and 10 days for instructional improvement activities in lieu of instruction. A day is comprised of 6 hours. The Flex Cal activities are organized, monitored, and evaluated by a committee composed of faculty, classified, and administrators.

**Regular Faculty** - The **REQUIRED** on-campus Flex Cal days are:

*Fall 2011*

Monday, August 15, 2011 and  
Tuesday, August 16, 2011

*Spring 2012*

Tuesday, January 17, 2012  
Wednesday, March 14, 2012

Faculty are required to complete an additional 6 days (36 hours) of staff development Flex Cal activities which may be individualized (only with prior approval of the appropriate Dean), group, school, and/or optional activities scheduled during the fall and spring semesters.

**Adjunct Faculty** - Adjunct faculty are welcomed and encouraged to participate in Flex Cal activities and will be reimbursed for hours spent at these activities equal to the number of hours they teach weekly. For example, a person who teaches 6 hours a week will be compensated for 6 hours attendance at Flex Cal activities.

Deans and faculty, together, are responsible for accurate accounting of faculty participation in the 10 days (60 hours) of Flex Cal activities. See your Dean for detailed Flex Cal information and necessary documents.



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## ***Sabbatical Leaves***

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Sabbatical leaves provide the opportunity for the SCC faculty members to improve those professional skills which will benefit both the students and the District. Applications for a sabbatical leave must be made in writing on the appropriate form and submitted to the office of Academic Affairs for review by the Sabbatical Leave Committee.

Application announcements are sent via campus email in late August or early September of each year.

A Sabbatical Leave Committee is established each year to review and recommend applications. The committee is composed of three full-time faculty members appointed by the President of CCA/CTA/NEA, two School Deans, and the Executive Vice President of Academic and Student Affairs. Applications for sabbatical leave are evaluated and recommended based on the following unranked criteria:

1. Feasibility of stated sabbatical leave purpose with reference to its definition, scope, and the probability of its successful completion during the time period specified.
2. Relative benefits to the College, students, and District compared to other sabbatical leave applications.
3. Specific benefits to the College and/or applicant's department/school in terms of: a) generating new courses; b) acquisition of relevant new knowledge and subject matter that will directly enhance and/or modify existing courses; and c) acquisition of new and/or improved instructional techniques, training skills, and other innovations.
4. Probable value in terms of aiding and/or improving applicant's execution of assigned professional duties.

Upon return from leave, the faculty member shall provide an acceptable written report to the Sabbatical Leave Committee and present their report to the Board of Trustees.

More complete details about sabbatical leave eligibility, requirements and benefits are included in the CCA/CTA/NEA District Collective Bargaining Agreement, Article 11.

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## ***College Resources & Services Information***

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## ***ATM Service***

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An ATM is located in the lobby of Building 1400 and is available for students, staff and visitors. All major ATM cards are accepted and cash is issued in increments of \$5.00.

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## ***Bookstore***

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All textbooks and required supplies for classes are ordered online through the SCC Bookstore. Textbook requisitions for the **UPCOMING** semester should be submitted at least 8 weeks prior to the end of the current semester. This allows the Bookstore to maximize the number of used books available to students through buy back and wholesale sources. It also helps the Bookstore retain books that will be needed again. The college is required by federal law to publish all required and recommended course materials for each class at the start of registration for each term, whenever possible. This is done through the SCC Bookstore web site.

Due dates for textbook requisitions are announced each term, and information is sent to your mailbox showing courses you are scheduled to teach. Online requisitions should be completed and submitted online, on or before the published due date, **EVEN IF NO TEXT IS REQUIRED**. Textbook requisitions can be submitted online by going to the Bookstore Web site, [www.solano.edu/bookstore](http://www.solano.edu/bookstore), then by clicking the "For Faculty" button and following the links.

Important Deadlines (dates are approximate):

- |  |            |
|--|------------|
| ➤ Spring semester textbook requisitions due: | October 15 |
| ➤ Summer textbook requisitions due:          | March 15   |
| ➤ Fall semester textbook requisitions due:   | March 25   |

To make arrangements for the Bookstore to carry special supplies or other items for your class, include them on your textbook requisition, or contact the Bookstore directly.

The Bookstore can reproduce your syllabus, reader, lab manual, etc. for sale to students. Instructors must ensure that copyright regulations are followed. For more information, call or come into the Bookstore.

**Faculty desk copies of textbooks** - Most publishers provide complimentary copies of textbooks for instructors who adopt their books for a class. Publisher contact information/web sites can be found on the Bookstore's "For Faculty" page or contact Bookstore for information. If you need a copy of the book before receiving your desk copy, you may **purchase one** from the Bookstore and receive a full refund upon returning a saleable copy of the same book. The Bookstore does not track or follow up on desk copy requests. Desk copies are normally shipped to the School office, unless you specify other arrangements. We recommend that you have shipments sent C/O (name of) the School Administrative Assistant.

Through the Internet you can access valuable textbook research tools. Register for the Bookstore's online requisitions to access search tools.

**Extended Campus Services** - Textbooks are available at the Bookstore on campus. **Students may also order textbooks online through the Bookstore Web site for shipment to their home.** Vending machines for test forms and some basic supplies are located at the Vacaville and Vallejo Centers.

The Bookstore sells Solano Community College logo and insignia items; medical, ethnic studies, testing and general reference books; school and art supplies; greeting cards. Computer software and selected hardware are available at special academic prices through the Bookstore's web site (not available in the store). VISA, MasterCard, American Express, Discover and personal checks are accepted.

The Bookstore is located in the Student Union, Building 1400, and is open to the public all year, except campus holiday periods. Hours of operation vary on a seasonal basis. For hours and information, call (707) 864-7111 (on campus ext. 7111), or check the Bookstore Web site: [www.solano.edu/bookstore](http://www.solano.edu/bookstore).

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## ***Cafeteria***

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The cafeteria, located in the Student Center Building (Bldg. 1400), provides food service from 7:30 a.m. to 8:00 p.m., Monday through Thursday, and from 7:30 a.m. to 3:00 p.m. on Friday. Cafeteria hours during summer session are Monday through Thursday, 7:30 a.m. to 2:00 p.m. The telephone number is 646-2874 or FAX 646-2873.

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## ***College Catalog***

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Since the *Catalog* is the College's official policy statement, faculty members should obtain and familiarize themselves with the *Solano Community College General Catalog*. Copies are available online in PDF format.

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## ***Community Education and Lifelong Learning***

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The Community Education and Lifelong Learning Office offers a variety of not-for-credit, fee-based classes and workshops addressing a broad range of subjects and areas of interest. *Vistas*, which is the Community Education and Lifelong Learning schedule, is mailed to all residents of Solano County. Look for *Vistas* in August and January for classes, fees, class dates, and times.

The Community Education and Lifelong Learning office, is located in Building 1600, Room 1638. Call the office at (707) 864-7115, for more information on classes and fees, or to register. For online information and registration, visit the Web site at: [www.solano.edu/communityservices](http://www.solano.edu/communityservices).

Community Education and Lifelong Learning also arranges for use of campus facilities. For campus facility rentals and fees (outside of regular curriculum), call (707) 864-7000, ext. "0" or email [facilityrentals@solano.edu](mailto:facilityrentals@solano.edu).

For more information, contact Ann Short, Community Services/Public Information Specialist at (707) 864-7115, or fax (707) 864-7210.

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## *Graphic Arts*

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The Graphic Arts department is located in the Library Building (Bldg. 100), rooms 115 for material drop off/pick up. *Access to the Graphics area is through coded doors. The code is available from the School Dean or Administrative Assistant.*

The Graphic Arts department offers the following services:

**Fall Guidelines Beginning August 1, 2011:**

- Full 24-hour turn around on exams.
- 3-5 day turn around on all duplication requests. (depending on volume)
- Self-service area will be available 7am - 9pm Monday-Thursday and 7am – 5:00pm on Friday.
- On-demand or emergency request will be self-service only.
- Short run work 1-30 copies x 1-5 pages should be self-service in Graphics, by the requestor or on your School copier. Remember you will still have limits in both locations however; we will increase the limits on the Graphics copier in August. Planning ahead is the best way to eliminate frustration, waiting in line and/or disappointment.
- Email received after 3:30 pm will be processed the next working day after 9 am.
- Color requests will be limited; requires prior approval and budget code; turn-around is 3-5 business days.
- Business cards will be batched and produced 2 x per month.
- Labor intensive jobs may be outsourced and the expense born by your department.
- Very limited special bindery services (spiral, coil, booklets).
- Student assistants will only be available limited hours (to be determined).
- Schedule for Center Delivery/Pickup of materials – Monday thru Friday, Vacaville 8:30 a.m., Nut Tree 8:45 a.m., Vallejo 9:30 a.m. (Subject to change depending on traffic and/or accidents.)
- Office supplies will no longer be delivered on campus, you can pick up in Graphics, Rm 115 (the secure exam area).
- Paper will be delivered 2x per month (2nd & 4th Friday), but will call self-service is always available during regular day time hours.
- Office hours will be 8:30 – 3:30 pm (except - furlough days TBD).
- Faculty moving to new Schools will access self-service copier using new School codes (this will be announced as soon as I get final information from the Deans)

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## ***Student Health Center***

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Solano Community College offers student health services at the Student Health Center which is funded through a student fee and staffed by a Public Health Nurse. The functions of the Health Center are: 1) to educate students about healthy living and disease prevention; 2) to assist students when ill; and, 3) to provide referrals to community resources. The campus nurse is available for lectures in your classes on a variety of student health issues including sex, drugs, alcohol, HIV, and wellness.

Students who need medical assistance or want health information should be referred to the Student Health Center. Faculty and staff may obtain TB skin tests at the Health Center. In addition, employees may avail themselves of health services by paying \$13 per semester, \$5 for the summer session. Contact Student Development at 864-7168 for more information.

The Student Health Center is located in Room 1409 of the Student Union Building (Bldg. 1400). The hours are 8:00 a.m. to 7:00 p.m., Monday through Thursday and on Fridays from 8:30 a.m. – 3:00 p.m. The Student Health Center may be reached at Ext. 7163 or 4306.

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## *Technology and Support Services*

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Technology and Support Services is located in the Library Building 100 and offers the following support and services:

### **Technology Services and Support**

Technology Services and Support (TSS) is a customer service School charged with assisting faculty and staff in fulfilling the administrative and academic mission of the College. The School includes PC repair, phones, networking, audiovisual and help desk support. TSS sees technology as a tool that facilitates learning, communication and information sharing in all areas of academic and administrative endeavor.

### **Academic Computer Labs**

Solano Community College maintains Academic Computer Labs in nearly every building in the District, including the Vallejo Center and the Vacaville Center. Students have access to these facilities either by enrolling in courses supported by a lab or by visiting in the Information Commons, located in the Library (Building 100).

### **Information Systems**

Information Systems maintains the District's student, human resources, and financial databases. The unit supports student registration and enrollment. It also maintains and operates computer programs that perform functions in the areas of personnel, payroll, financial aid, budget, accounts payable, general ledger, and purchasing.

Some AV/Media Services and Support are available, including the following:

- Classroom delivery of some AV equipment
- Satellite teleconference downlinks.
- Live, two-way video conferences.
- Public address system set-ups for non-theatrical events.

Faculty can schedule services by emailing the Helpdesk at [Helpdesk@solano.edu](mailto:Helpdesk@solano.edu) or by calling ext. 4690.

### **Internet/Intranet Services**

SolanoNet provides free access to the Internet and the District Intranet. Faculty can access the Intranet using their email logon and password at <http://scc-intranet/>. Faculty can access the District's Web Site at: [www.solano.edu](http://www.solano.edu).

These sites are the "first-stop-shop" for anyone seeking accurate, up-to-date information about the District's mission and related programs. You are encouraged to visit these sites and submit your comments and suggestions directly at any "comments" prompt or via email to the HelpDesk.

### **Personal Computer Services & Support**

The District has provided all full-time faculty with a computer and a connection to the District's network. The following applications software has been installed and tested on these machines: Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) and Microsoft Internet Explorer. The operating system is Microsoft Windows. Personal Computer Services and Support staff are available to upgrade, maintain and repair all hardware and software installed on your computer. In addition, this unit operates a Help Desk ([Helpdesk@solano.edu](mailto:Helpdesk@solano.edu)) to schedule trouble calls for service incidents that cannot be resolved over the telephone. The Help Desk phone number is ext. 4690.

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## Library

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General Library Information: [www.solano.edu/library](http://www.solano.edu/library)

Orientations at SCC Library: Dr. Quentin Carter, <a href="mailto:quentin.carter@solano.edu">quentin.carter@solano.edu</a> .	Orientations at Vacaville: Ruth Fuller, <a href="mailto:ruth.fuller@solano.edu">ruth.fuller@solano.edu</a> .	Orientations at Vallejo: Erin Duane, <a href="mailto:erin.duane@solano.edu">erin.duane@solano.edu</a> .	Online Orientations: Sandy Rotenberg, <a href="mailto:sandra.rotenberg@solano.edu">sandra.rotenberg@solano.edu</a>
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### Solano Community College Librarians

During open hours a Librarian is always available to assist you or your students.

Reference Desk: 864-7000, ext. 4519

Circulation: 864-7000, ext. 7132

The Librarians also provide reference services at the Vallejo and Vacaville campuses. Hours and contact information will be posted at the beginning of each semester.

24/7 online reference assistance is also available for faculty, staff and students through OCLC's Questionpoint, a nationwide academic library cooperative. This service is available from the library website. Click on the "chat" widget on the left of the homepage or click on Need Help for other options.

### Library Research Orientations

Instructors can schedule library research orientations for their classes anytime during the semester. Orientations are held in the Library's Bibliographic Instruction Classroom, at the Vallejo and Vacaville campuses, and online for online courses. A typical one-hour presentation may include instruction on:

- Identifying and using discipline-specific resources
- Using the online catalog to find books and other library materials
- Search strategies in the periodical databases
- Internet search and evaluation techniques
- General library research skills and citation methods

### Library Non-Credit Workshops

The library will be holding drop-in research workshops on a regular schedule at Fairfield, Vallejo and Vacaville. The schedule can be found on the library webpage "Library Workshops". Workshops are 1 hour long and will cover a variety of topics including:

- ◆ academic research,
- ◆ paraphrasing & MLA,
- ◆ evaluating online resources,
- ◆ web searching,
- ◆ navigating library databases,
- ◆ and more.

All students, faculty and staff are welcome to attend and instructors are also encouraged to send their students to these workshops throughout the semester. Please check the schedule for workshop topics and dates. No prior registration required!

### **Recommending Materials for the Library Collection**

Faculty recommendations are appreciated greatly. Material requests can be placed via email with your Librarian Liaison. Please label your request "Library Material Recommendation."

### **Guidelines for Collection Development and Material Selection**

The Library is dedicated to providing a well-rounded collection of print and non-print materials in support of teaching and learning at the College.

### **Criteria for Selection**

Six criteria are considered when selecting materials to be added to the collection:

1. Value of contents
2. Applicability and usefulness to the College curriculum
3. Previous use patterns
4. Breadth of subject in current collection
5. Cost and durability of publication
6. Reputation of author and publisher
7. Availability of funding

### **Criteria for Withdrawal from the Collection**

Weeding the collection ensures that the collection contains current and useful information on all held subject areas. Withdrawal of materials from the collection is based upon a variety of factors including: observation of use patterns, evaluation of contents, material condition, newer edition availability, timeliness, and advice from faculty. Removal of materials from the print and electronic collections is conducted in consultation with faculty; however, the Librarians are responsible for final collection weeding decisions.

### **Periodical Holdings**

Periodical research is accommodated through online and print indices that give access to thousands of periodical titles via electronic full-text in our library databases, document delivery, and in-house collections. A complete list of periodical databases and other electronic resources is available on the Library website under "Find Articles." Because of the long-term commitment involved in periodical subscriptions, new titles are selected carefully, based on consultation with faculty, curricular needs and student interest. Discontinuation of periodical subscriptions is also based on consultation with faculty; however, the Librarians are responsible for final periodical weeding decisions.

### **Additional Library Materials**

In addition to our own collection, partnerships with SNAP (Solano, Napa, and Partners), SuperSearch (North Bay Cooperative Library System) provide access to millions of books and other media materials from other systems in Northern California. Both catalogs are available on the library website.

### **Interlibrary Loan**

Articles and books not available through SNAP or SuperSearch can be obtained for free via Interlibrary Loan. Please contact Carla Maguire (ext. 4502) [carla.maguire@solano.edu](mailto:carla.maguire@solano.edu) for more information.

### **Textbook Reserve Collection**

The Library textbook reserve collection is largely dependent on faculty donations. Contact Erin Duane (ext. 7506), Rashmi Johal (ext. 7235) [rashmi.johal@solano.edu](mailto:rashmi.johal@solano.edu) or Carla Maguire (ext. 4502) [carla.maguire@solano.edu](mailto:carla.maguire@solano.edu) for more information.

### **Media/DVD/Video Collection**

Please contact your Librarian Liaison to request materials for the media collection. DVDs and videos may be (and must be) checked out by faculty for use in the classroom. Students can use our media collection in the Library. For questions related to circulation of the media collection, contact Rashmi Johal (ext. 7235) [rashmi.johal@solano.edu](mailto:rashmi.johal@solano.edu) or Carla Maguire (ext. 4502) [carla.maguire@solano.edu](mailto:carla.maguire@solano.edu) for more information.

### **New Course Review and LRC**

Before a new course proposal can go to the SCC Curriculum Committee it must be signed off by your Librarian Liaison. The purpose of this process is to alert the Librarians to new and growing areas within the curriculum and to help us collect materials accordingly. Please contact your Librarian Liaison when you have a new course to review.

### **Information Competency at Solano College**

Information Competency at Solano College is defined as the ability to find, evaluate, use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technological literacy. Information Competency includes consideration of the ethical and legal implications of information and requires the application of both critical thinking and communication skills.

Information Competency is part of the “Core Four” competencies for measuring student learning outcomes in general education and basic skills courses at SCC.

Information Competency is characterized in the Core Four as the ability to:

- State a research question, problem, or issue
- Select discipline appropriate information tools to locate and retrieve relevant information
- Use discipline appropriate information tools to locate and retrieve relevant information efficiently
- Analyze and evaluate information for appropriateness, relevance, and accuracy
- Synthesize, evaluate, and communicate information using a variety of information technologies
- Recognize the ethical and legal issues surrounding information and information technologies
- Demonstrate understanding of academic integrity and honesty
- Apply Information Competency skills to life-long learning

The SCC Librarians are committed to providing Information Competency instruction to all Solano College students. In addition to library research workshops, orientations and one-on-one reference, the Librarians offer the following 1 to 3 unit research courses:

#### **Library Research Courses**

LR01 Principles of Library Research: An in-depth introduction to library research skills and information retrieval. Specifically, how to conduct academic research using a variety of information resources, including the World Wide Web, proprietary databases, and library catalogs. **3 units.**

LR 10 Basics of Information Competency: An introduction to college research in the Information Age. In this course, students learn to find, evaluate, use and communicate information using print and electronic formats. **LR10 is a co-requisite for English 1: College Composition. 1 unit.**

LR 11 Internet Explored! Advanced Information Competency. In this course students learn advanced information competency skills and theories, evaluating information and exploring information technology in society including

Internet, World Wide Web, search engines (e.g., Google, Ask, Live), retrieval systems and electronic publishing. This course is usually offered online. **1.5 units.**

LR 12 Information and Society. Exploration of the social, cultural, and political context of information and information technologies like the Internet, World Wide Web, search engines, retrieval systems, electronic publishing, and distribution of media, including newspapers, books and music. **1.5 units.**

The Librarians also encourage instructors to infuse instruction on information competency skills into their own course assignments. Please contact your Librarian Liaison to discuss ideas for creating or adapting assignments that utilize information competency skills.

### **Use the SCC Library!**

- ✓ Schedule an orientation for your class
- ✓ Structure an assignment that utilizes library resources (e.g. find a periodical article from a professional journal)
- ✓ Donate textbooks to the Reserve Collection
- ✓ Recommend books etc. for the reference and circulating collections
- ✓ Visit the library! Check out our website! [www.solano.edu/library/](http://www.solano.edu/library/). Remind your students to use the library.

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## ***Bibliographic Instruction Classroom***

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*For students who:*

are in scheduled Library orientations or are enrolled in Learning Resources (LR) classes.

*Services provided:*

1. Scheduled Library Orientations.
2. Library Non-Credit workshops.
3. Learning Resources (LR) classes.
4. First-level help for students.
5. Cost-recovery printing.

*Other Information:*

Students should be currently enrolled at SCC.

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## ***Library Information Commons***

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*For students who:*

need to do research, need to type papers, need access to software supporting the nutrition, economics, criminal justice, chemistry and physics curricula; need access to SCC classes online, need access to the SCC databases or the Internet, or are enrolled in online courses.

*Services provided:*

1. Access to academic Web-based materials, tools and the Internet.
2. Microsoft Word, Excel, Access, FrontPage, and most other MS Office applications.
3. First-level help for students.
4. Cost-recovery black and white printing.
5. Zoom-Text for sight-impaired users.
6. Two ADA-compliant PC workstations.
7. Headphones for listening to online media files, CDs or DVDs.
8. USB ports for accessing a flash drive.

*Other Information:*

Students must be currently enrolled at SCC; students should bring a USB flash (thumb) drive to save their work.

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## ***Schedule of Classes***

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### **Schedule of Classes Online**

The SCC *Schedule of Classes* is available online at [\*My Solano\*](#) ; go to the College's homepage and clicking on [\*My Solano\*](#) or choose "Class Schedule" on the "Current Student" menu. This service provides up-to-the-minute information for all sections. Any changes that are made to the schedule database are instantly reflected in the online schedule. If a new class is added, students can find it right away; if there is a room change, the new room is shown online right away; and much more.

The *Schedule of Classes* for an upcoming semester is usually posted on the Web site earlier than the printed document is even available.

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## *Distance Education Services*

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**Web Registration** - Students can now use the Internet and a Web browser to search the class schedule, select the courses they want, and enroll online, from anywhere, without having to stand in line. (For details, see page 94.)

**Curriculum Development Online** - The online curriculum development process streamlines and standardizes curriculum development and insures that the proposal developed and approved is the one that is actually being used.

**Employment** - search the job listing, download the job description to your PC, use a word processor to complete the application form, and upload it.

### **Online and Online/Hybrid Courses**

Solano Community College is committed to providing quality online instruction. SCC first offered 3 online courses in the spring of 2000. In the spring of 2011 we offered 187 online or hybrid courses and another 118 e-companion courses.

**Online** - These classes are usually 100% online (some instructors require proxy finals). At Solano Community College, our course management system is eCollege. All course materials are accessed via eCollege in course shells designed and maintained by the instructor.

**Hybrid** - These classes use a combination of the face-to-face and online formats. There are some meetings on campus in a classroom, and some of the learning takes place in the online classroom.

**E-Companion** - These are course shells used by instructors to provide online access to course materials such as syllabi, handouts, PowerPoint slides, lecture notes, videos, study aids, and grade books.

Solano recognizes the need to provide direct assistance to its online instructors, a Distance Education Coordinator has been hired to work directly with new and continuing online instructors. The coordinator, Sandy Rotenberg, is a member of the full-time faculty (a librarian and an online instructor) and serves as a liaison between eCollege and Solano Community College.

If you are interested in teaching online or having an online place for grades, syllabus, etc., please call Sandy Rotenberg at 864-7243 or send an email to [sandra.rotenberg@solano.edu](mailto:sandra.rotenberg@solano.edu).

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## ***Workforce and Economic Development***

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The Office of Workforce and Economic Development is responsible for the College programs and services that relate to economic development, and small business development.

**Workforce Investment Act (WIA)** - Solano Community College, in association with the Workforce Investment Board (WIB), is an authorized educational services vendor for the Workforce Investment Act of 1998. Any individual eligible for WIB services may opt for education or training from the College and its approved certificate programs.

**Customized Training** - The Office of Customized Training offers employee training and development programs custom designed to meet your business needs.

Solano Community College partners with local business and industry to develop customized training and workforce education programs. Solano County is experiencing a critical gap between workplace needs and the available skilled workforce. Working together we will develop solutions for you that link training to your company business and performance goals.

Employees are every organization's most important resource. As processes, procedures, products, equipment and goals change, your employees need new and upgraded skills. As your company grows and workers retire, your new hires need training as well. Through a careful assessment we will:

- Identify your real workplace needs
- Customize solutions tailored for your business and employees
- Implement training on a schedule and at a site that best meets your needs
- Offer excellent and appropriate instruction, as well as a variety of delivery methods, including short term programs
- Evaluate the training to assure that there has been a transfer of skills and knowledge from the training environment to the workplace
- provide cost-effective training and services

For information and a free needs assessment, contact Deborah Mann, Director, at (707) 864-7195, or email [deborah.mann@solano.edu](mailto:deborah.mann@solano.edu).

**Small Business Development Center** - The Solano County Small Business Development Center is affiliated with Solano Community College and provides one-on-one consulting services to individuals interested in starting or maintaining a small business. These free, confidential consultations can help in a variety of ways, including developing a business plan or assisting with financing. The private nature of these meetings encourages questions to be asked, investigated, and answered for the long-term benefit of the businesses and their owners. The SBDC also helps business success through low-cost workshops and free counseling sessions.

For more information, contact Charles Eason, Director, at (707) 864-3382.

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## ***Tech Prep***

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“CTE Transitions” is a Perkins funded educational reform program with the intent to help Career Technical Education (CTE) students transition from secondary to postsecondary education and on to the world of work. This program focuses on several objectives including outreach/career exploration, articulation, and credit by examination.

For more information contact Jerry Kea, Dean, Vallejo Center at (707) 642-8188.

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## ***Vocational and Technical Education Act (VTEA)***

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Solano Community College participates in the federal Vocational and Technical Education Act. Under this program, the College receives federal funds for use within its occupational and vocational education programs. The funds are specifically for program improvement activities that enhance students’ achievements. All vocational programs are eligible for these funds and each year the college’s planning process identifies the programmatic priorities for VTEA funds.

For more information, contact Máire Morinec, Dean, School of Career Technical Education and Business, at (707) 864-7000, x-4468.

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## ***Learning Communities***

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### **FAQ's**

#### **What is a Learning Community?**

In a Learning Community course, a team of instructors integrate materials and ideas. Courses like History and English, or Math and Science are combined to examine a common theme and to apply skills to content. Instructors function as a team. All members of the community are learners who rely on each other for intellectual engagement and support.

**How does it differ from other types of courses?**

An important difference between a Learning Community and a regular class is that the instructors do not simply lecture all the time. Student-centered discussions of class materials are the heart and soul of a Learning Community course.

**What are the different kinds of Learning Communities classes offered at Solano Community College?**

Integrated Courses are linked thematically. The subject matter and the assignments are united. Instructors and students are in the same room for all sessions and activities.

Linked Classes have subject areas that are linked. The same set of students attends both sections. Instructors coordinate course objectives and assignments, but they may not necessarily be in the room at the same time. The link may or may not be organized around a theme.

Adjunct Courses are ones in which students from many different sections of one course, such as Political Science, will have the opportunity to enroll in one section of a skills based course, such as Textbook Reading Strategies or Word Processing. The instructors coordinate learning objectives, but are not in the room at the same time.

**How do I get more information about Learning Communities?**

If you are interested in finding out more about Learning Communities, contact the Learning Communities Coordinator, Brad Paschal, at ext. 7289 or e-mail [brad.paschal@solano.edu](mailto:brad.paschal@solano.edu).

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## ***General Information***

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## ***Committees/Task Forces/Councils/Coalitions***

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The shared governance process of Solano Community College includes a number of committees/task forces/councils/coalitions. With few exceptions, the Academic Senate appoints faculty representatives to committees and groups that consider campus-wide matters.

Faculty are encouraged to participate in the shared governance process by serving on committees. The list of Campus-wide Committees/Task Forces/Councils and Coalitions is on the Solano Community College website at [www.solano.edu](http://www.solano.edu) under "Committees." Contact Thomas Watkins, Academic Senate President, to volunteer to serve on a committee, task force, council and/or coalition.

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## ***Curriculum and Curriculum Development***

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At Solano Community College, faculty has the primary responsibility for governance of the curriculum. Generally, new courses and modifications to existing courses and programs are initiated at the division level and then submitted to the College's Curriculum Committee for action. Once a month, curriculum items approved for recommendation by the Curriculum Committee are forwarded to the Governing Board for action.

The Curriculum Committee is a sub-committee of the Academic Senate. The membership of the Curriculum Committee includes one faculty representative from each of the Academic Divisions, a representative from Student Services, a representative from LRC, two Division Deans, the Articulation officer and two students for a total of 13 voting members (subject to change due to reorganization). There are two ex-officio, non-voting members, the Executive Vice President of Academic and Student Affairs and the Curriculum Analyst.

In addition to recommending curricular additions, modifications, and deletions to the Governing Board, the Curriculum Committee is also responsible for:

Evaluating the overall curriculum needs within the College.

Participating, in cooperation with the divisions, in the curriculum planning, development, and review of short-range and long-range curriculum.

Developing and/or implementing state mandated policies and regulations applicable to the curriculum and instruction.

Approving prerequisites and placing courses within disciplines.

Developing degrees, certificate requirements, and general education requirements.

For information regarding CurricUNET that cannot be answered by your Division Dean or Curriculum Committee representative please contact:

Curriculum Committee Chair  
Joseph Conrad  
(707) 864-7000, ext. 4372

Curriculum Analyst  
Pei-Lin Van't Hul  
(707) 864-7000, ext. 4457

Scheduling Specialist  
Tina Abbate  
(707) 864-7157

## Curriculum Development

Solano's curriculum development process is now entirely online via CurricUNET, enabling faculty to develop curriculum proposals, acquire signatures, and submit proposals electronically to the curriculum committee for approval. Once approved, course authors can maintain and revise the course outlines by utilizing this single electronic copy that everyone authorized to participate in the process is able to access. Any and all changes are instantly available to everyone using the system. CurricUNET streamlines and standardizes curriculum development, guiding course authors through the course development process. All forms that were previously submitted in hard copy are now exclusively electronic. Solano's CurricUNET portal is available through the My Solano-faculty tab.

Proposals for additions (new courses), deletions, or modification of existing courses or changes to the graduation requirements may be initiated by faculty members. Curriculum proposals submitted for consideration by the Curriculum Committee must always:

Be submitted via CurricUNET.

Be submitted by the deadline established for submitting proposals.

Have been reviewed by the appropriate approval levels via CurricUNET.

Curriculum Process - The Curriculum Committee has an established College-wide process for getting curriculum proposals from the conceptual stage to the Board approval stage; however, because of the varying types of proposals, there is no one set process to follow. For example, an online course will require a Distance Education form to be filled out on CurricUNET. In addition to the College-wide process, each division has its own procedure for processing curriculum. The first step in preparing a curriculum proposal is to contact the appropriate Division Dean and the division's Curriculum Committee representative. The Dean and the Curriculum Committee representative provide the leadership in developing curriculum proposals, and they will be able to guide a curriculum proposal through the appropriate processes. The Curriculum Committee Chair can also be contacted for assistance.

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## ***Faculty Organizations***

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### **Solano Community College Faculty Association CCA/CTA/NEA**

The SCC Chapter of CCA/CTA/NEA is the exclusive representative of the faculty in all matters related to their employment and collective bargaining as defined in Article I of the CCA/CTA/NEA District Collective Bargaining Agreement. All full-time faculty are required to join the Association or pay an agency fee for representation. See the Contract for specific provisions. Copies of the Contract are available in the Human Resources Department, located in the Administration Building (Bldg. 600).

#### ***Officers for 2011-2012:***

***President***  
***Grievance Chair***  
***Negotiations Chair***  
***Secretary***

***Charlene Snow***  
***Kevin Anderson***  
***Darryl Allen***  
***Sal Codina***

### **Academic Senate**

The primary function of the Academic Senate, based on AB 1725 and *Title 5*, is to participate in the shared governance of Solano Community College and to make recommendations to the Governing Board on academic and professional matters. The Academic Senate meets on the 1st and 3rd Monday of every month, at 3:00 p.m. in the Board Room (626). These are open meetings; all faculty are invited to attend.

#### **Officers:**

***President (2011-2012)***  
***Vice President/ President Elect***  
***Secretary***  
***Treasurer***

***Thomas Watkins***  
***(Vacant)***  
***Richard Kleeberg***  
***Karen Wanek***

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## ***Governing Board***

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**Board Meetings** - Regularly scheduled meetings of the Governing Board are held throughout the year on the first and third Wednesdays of each month in the Board Room, Room 626, Administration Building (Bldg. 600), unless otherwise posted.

**Board Agenda Requests** – Persons may place items on the agenda which relate directly to District business by submitting them in writing and electronically on the appropriate District form, along with any back-up materials to be considered, to your School Dean at least ten (10) working days prior to the meeting.

The electronic agenda form, is available from your School Dean and should include the following:

1. Name, address, and telephone number of the person(s) submitting the request and the name of the organization or group represented, if any.
2. Statement of action to be requested of the Board and pertinent background information leading to the request.

The Board invites and encourages public participation in its deliberations. Members of the public may address the Board on any item within the Board's jurisdiction. Cards that must be completed requesting to address the Board are available at the press table and must be submitted to the Board Secretary at the meeting. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects that are not on the agenda will be heard under the agenda item, "Comments from Members of the Public."

Copies of the agenda are available in the Superintendent/President's Office on the Monday preceding each meeting or may be reviewed on the Solano Community College website at [www.solano.edu](http://www.solano.edu) under "Governing Board."

Items requiring Board action are usually presented for information before returning to the Board for action at the next meeting; however, routine and repetitive items may be presented under the Consent Agenda for action. Action will not be taken on any item that is not listed on the published agenda for a specific meeting unless it qualifies as an emergency item.

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## ***Graduation***

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The annual graduation ceremony is held at the end of each academic year. Graduates from the previous summer and fall semesters, as well as those graduating in the spring, are eligible to attend the ceremony. Approximately 300 students participate in graduation each year. Graduation is an important event for students. Instructor participation at the ceremony that honors students' academic achievements makes the event truly special for the graduates. The Academic Senate and the College administration strongly encourage all faculty members to participate in this once-a-year event.

The 2012 Commencement and the reception immediately following will be held on Wednesday, May 23, 2012. For further information, contact the Director of Student Development, ext. 7168.

Caps and gowns may be rented for about \$37-\$50 from the Solano Community College Bookstore, or faculty may wear their own. Hood rentals range from \$14 to \$25, depending on the type of degree. Caps, gowns, hoods, or tassels may also be purchased separately. Orders must be placed approximately eight (8) weeks prior to the ceremony. Late orders will be accepted; however, there are no guarantees on hood colors. The Bookstore will announce the cost and order deadlines each year.

**Don't forget --** Solano Community College 2012 Commencement. [Plan now to attend the 2011-2012 graduation ceremony.](#)

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## ***Lost and Found***

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The College's Lost & Found is located in the Student Development Office, Building 1400, Room 1425, Ext. 4367. Any found items should be forwarded to this office, along with information regarding where and when the item was found. Persons seeking lost items should be directed to this office.

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## ***Safety Awareness***

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Safety awareness by faculty and staff is an important step in preventing accidents. A review of the Campus Emergency Procedures in the College Emergency Procedures section of this Handbook will prepare you to act quickly in case of accidents or other emergencies. Locations of emergency telephones and other equipment are listed in the Campus Emergency Procedures section. Safety hazards should be reported immediately to the appropriate Dean. Instructors who teach in areas of relatively high risk are expected to:

- Look to the safety of the environment, including materials and equipment.
- Instruct students to the proper use of materials and equipment, and precautions to observe.
- See that a first-aid kit is on hand and kept properly equipped.
- Instruct students as to the location of first-aid kits and procedures to follow in the event of injury.
- Insure that these areas are supervised when in use.

The District has adopted an Injury and Illness Prevention Program which is primarily implemented through the Safety Committee. Staff members may request a copy of this plan through the Human Resources Office.

**SOLANO COMMUNITY COLLEGE  
INCIDENT/INJURY REPORT**

DATE		
DEPARTMENT/OFFICE		PHONE NUMBER
<b>WHO WAS INVOLVED (NAME)</b>		
HOME ADDRESS		HOME PHONE
<b>WHAT WAS THE INCIDENT</b>		
<b>WHEN DID INCIDENT OCCUR – DATE AND TIME</b>		
<b>WHERE DID INCIDENT OCCUR</b>		
<b>HOW DID INCIDENT OCCUR (BE SPECIFIC)</b>		
EMPLOYEE IN CHARGE OF ACTIVITY AT TIME OF INCIDENT		TITLE
WAS EMPLOYEE PRESENT		WAS ANY DISTRICT POLICY VIOLATED
IF SO, EXPLAIN		
<b>WITNESS(ES) PRESENT AT INCIDENT</b>		
NAME	ADDRESS	PHONE NUMBER
<b>WAS INJURY INCURRED</b>		
<b>WAS FIRST AID APPLIED &amp; BY WHOM</b>		
<b>DISPOSITION OF INJURED PERSON (RETURN TO CLASS, HOME, HOSPITAL)</b>		
<b>DOES INJURED HAVE INSURANCE COVERAGE</b>		<b>NAME OF INSURANCE CARRIER</b>
<b>COMMENTS</b>		
<b>REPORT SUBMITTED BY</b>	<b>TITLE</b>	<b>OFFICE</b>

**THIS REPORT MUST BE SUBMITTED IMMEDIATELY TO THE OFFICE OF THE  
VICE PRESIDENT OF ADMINISTRATIVE & BUSINESS SERVICES**

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## ***Sexual Harassment***

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Sexual harassment is prohibited by law and by College policy (Board Policy §4270). Sexual harassment is defined as “unwelcomed sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone in the workplace or educational setting constitutes sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

### **Examples of Sexual Harassment**

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.
  - a. **Verbal** - Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendoes of a sexual nature, including but not limited to, comments of a sexual nature about another person’s or one’s own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.
  - b. **Physical** - Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.
  - c. **Written** - Sending or delivering sexually suggestive or obscene letters, notes, invitations, electronic media transmissions, or other reading materials.
  - d. **Visual** - Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.
  - e. **Same Gender** - Heterosexual and the same gender could be deemed guilty of same gender sexual harassment.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A work or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting. Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person’s work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.
4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

### **Obligations of All Employees and Students**

1. All employees and students shall report to their immediate supervisor or school official any conduct on the part of other employees and students or non-employees, such as sales representatives or service vendors, who sexually harass any District employee, student, or other persons. If the immediate supervisor is the alleged harasser, contact the Director of Human Resources. Immediately following notification to the supervisor or school official, the party shall notify the Director of Human Resources and provide all information relevant to the complaint.
2. Because different procedures apply after a formal governmental administrative charge or complaint is filed, any employee receiving such a charge or complaint is directed to the Director of Human Resources immediately.
3. All employees and students shall cooperate with any investigation of an alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.
4. No employee or student of the District shall take any action to discourage a victim of sexual harassment from reporting such an instance.

### **District Obligation**

The District will respond to any report of conduct which may constitute unlawful prohibited discrimination as it deems appropriate, including but not limited to, an internal investigation of reported conduct and will take appropriate disciplinary action up to and including discharge, expulsion, or termination of contract if such is justified.

For information on sexual harassment, contact the Director of Human Resources, Ext. 7122.

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## ***Summer Session***

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SCC conducts a summer session. Courses in most major fields are offered during the day and evening at the Main Campus and College Centers.

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## ***Supplies and Instructional Materials***

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All purchases for supplies and instructional materials are submitted to the appropriate Dean or manager for approval and processing. Approved purchases will be completed via network system where a purchase order is printed and distributed. Pre-approval of all District-paid purchases is required. Employees will not be reimbursed for any purchases that have not been received without proper authorization prior to the purchase being made. See your School administrative assistant for assistance.

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## ***Graphics Warehouse Office Supplies***

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The District has a partnership agreement with Office Depot to purchase office supplies online. Designated staff (budget managers and administrative assistants) have primary responsibility for purchasing office supplies using this system. Please see your Dean or manager on the process for purchasing office supplies.

The Graphics Department Warehouse stocks several paper supplies such as multipurpose 8.5x11 white paper, color paper, 11x17 paper, College letterhead, printed envelopes, printed address labels and toner/ink cartridges for most District printers. These items may be obtained by completing a Graphics Requisition for Paper/Toner Supplies form, getting your Dean or manager's signature and budget code and then forwarding the order to the Graphics Department, Rm. 124.

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## ***Work Orders***

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Requests for work to be performed by the maintenance staff can be done using the Maintenance and Operation Work-order System. Call extension 7890 or use, [facilities@solano.edu](mailto:facilities@solano.edu). Work orders requesting capital outlay remodeling construction projects will not be completed unless they are approved as part of the budget.

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## ***Student Resources and Services***

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## ***Admission, Matriculation and Registration Information***

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### **Admission**

New students and returning (former) students who were not enrolled in the previous semester **MUST** complete an Application for Admission prior to enrolling in classes.

### **SCC Matriculation Program**

Matriculation is a process that brings students and their college into an agreement about the choices and process needed for the student to realize his or her educational objectives. This agreement acknowledges the responsibilities and rights of both parties. As part of its on-going Matriculation Program, Solano Community College provides a full range of easily used services including:

- Admission to the College
- Testing in English and ESL
- Orientation to the College
- Assessment of abilities and interests
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

***Student Responsibilities Under Matriculation*** - Each student has the following responsibilities regarding matriculation services:

- Express at least a broad educational goal at the time of admission.
- Meet with a counselor to discuss academic choices and to develop an education plan.
- Identify a specific educational goal by the completion of 15 semester units of degree-applicable credit coursework.
- Attend classes and complete assigned coursework.
- Maintain progress toward the specified educational goal.

***Student Rights Regarding Matriculation*** - The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services. The student's refusal, however, does not prevent the use of these services in the future. (Note: Nothing contained in these procedures affects services to which students are entitled under special Federal or State programs.)

The student has the following additional rights: 1) to change a specified educational goal; and 2) to read or be provided with written procedures established by the District to challenge matriculation regulatory provisions, appeal requirements of any prerequisite or co-requisite based on unavailability of the necessary course, and file complaints concerning matriculation service components.

***Institutional Responsibilities Under Matriculation*** - The College has the following responsibilities:

- To use multiple sources of information, in addition to test results, as the basis of assessment for counseling/advisement.
- To provide special accommodations for ethnic and language minority students and students with learning or physical disabilities.
- To provide a mechanism for changing a specified educational goal.

- To inform students of their responsibilities and rights regarding matriculation services.
- Upon request, to provide students with written District procedures concerning challenges, complaints or appeals of matriculation services.

***Institutional Rights Regarding Matriculation*** - The College has the right to withdraw from actively offering matriculation services to a matriculant who does not complete all steps in the matriculation process by the thirteenth week of his/her first term.

***Matriculants*** - New, non-exempt students with 12 or more (cumulative) units attempted are expected to participate in the matriculation process.

***Exemption*** - The following students are exempt from matriculation:

- Students who have completed an associate degree or higher.
- Students indicating an educational goal of:
  - Job skills--to maintain current job
  - Personal interest--not for employment
  - Complete credits for high school
  - Maintain a certificate or license (i.e., nursing, real estate)

## Registration

### Registration Services *Online*

Students can complete the registration process, including submitting an application, enrolling in classes, and paying fees, all *Online*. By clicking on *My Solano* from the SCC homepage, students can complete all of the following processes electronically from anywhere, without having to stand in line.

***Applications*** - Once the application is electronically submitted and accepted, the student can enroll in classes within 24 hours if it is their priority. Applications that are submitted by mail or in person can take 3 to 4 days to process and that means that students must wait that amount of time before they can actually enroll in classes.

***Enrolling in Classes*** - The *Online* Schedule of Classes provides up-to-the-minute class information for students. By using one of the two search criteria, students can find a specific class or find all classes within a discipline, review course descriptions, get information on prerequisites, and see how many seats are available in each section. Once students select the classes they want, they can complete the enrollment process right online. In the same online area, students can check their current schedule of classes, add and drop classes, and look up their grades for all past semesters.

***Fee Inquiry/Payments*** - The *Online* Fee Inquiry/Payments option allows students to view their fees status and, if they choose, make the fee payment online.

Registration normally takes place four (4) to six (6) weeks prior to the beginning of the semester. Students may enroll online. For registration procedures, direct students to AR.

**IMPORTANT NOTE:** Students will not be allowed to enroll in classes that have a time conflict with any other class in which they are enrolled. There is a process for approval of time conflicts for extenuating circumstances in which attendance accounting can be documented for FTES auditing. Time conflicts are approved on a VERY LIMITED basis only for extenuating circumstances. Faculty should not encourage students to try to enroll in classes that conflict. Student must attend all classes for the entire period for which the classes are scheduled in order to receive credit.

***Late registration and/or adding a class*** - Before the first day of instruction, students may add classes by online. From the first day of instruction through the end of late registration, a student may add a class, on a space-

available basis, by obtaining an add code from the instructor. Students use the add code to add the class online. If fees are due, they can be paid online. Add the student's name and ID number to the attendance roster to confirm that the student has been added to the class.

**Dropping a class** - A student may drop a class up to the 62.5% (10th week) date of the class using

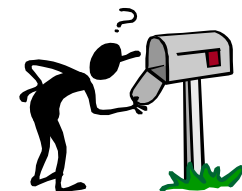
*M4 Solano*.

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## ***Grade Reports***

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Students may view their grades on *M4 Solano* within two weeks of completing their class. We do not mail grades to students.



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## ***Student Complaints and Grievances***

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Students wishing to file a grievance pertaining to sexual harassment or unlawful/prohibited discrimination may obtain information about the process and appropriate forms from the Director of Human Resources (Room 616). Information and appropriate forms for grievances related to “non-civil rights” complaints may be obtained from the Executive Vice President of Academic and Student Affairs Office (Bldg. 400, 2<sup>nd</sup> Floor, Room 433).

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## ***Student ID Cards***

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Student ID cards are required in the Library and computer labs, as well as when picking up student financial aid checks. The ID cards are available at registration during walk-in registration or in the Student Development Office (Bldg. 1400). The card costs \$5 and is good for nine consecutive semesters; however, the card must be validated each semester during walk-in registration. For more information, contact the Student Development Office, Ext. 4367.

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## ***Services Available to Help Students***

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## ***Services Available to Help Students***

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Solano Community College offers a variety of services with the primary goal of helping students succeed. Detailed information on some of the student services available appears below. If any of your students would benefit from these services, contact or refer the student to the appropriate office.

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### ***Assessment/Placement Testing Program***

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<i>For students who:</i>	wish to enroll in and English or ESL course for the first time. Highly recommended for all students who wish to achieve a clearer picture of their reading/writing skills.
<i>Services provided:</i>	Assessment testing in English, English as a Second Language (ESL), and mathematics (currently for data collection only by Math/Science School).
<i>For more information contact:</i>	Fawziya Abdullah, Assessment Center Room 442, Ext. 7118 or 4525
<i>Hours:</i>	Hours vary by semester. Refer to the Schedule of Classes and the Assessment Center page on the SCC Web site.

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### ***Career Information Center***

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<i>For students who:</i>	are looking for information and/or self assessment regarding career and education decisions.
<i>Services provided:</i>	<ol style="list-style-type: none"><li>1. Self-assessment focusing on skills.</li><li>2. College and university catalogs.</li><li>3. Career description and preparation information.</li><li>4. Employment outlook and trends and employer directories.</li><li>5. Résumé, application, and interview techniques and processes.</li></ol>

*For more information contact:*

Career Information Center, Building 400, room 437, 864-7000, Ext. 4480

*Hours:*

Hours vary by semester. Please call for hours.

*Other Information:*

The Career Information Center is a reference area open to all students, staff, and community members. The information is maintained in books, files, film, videos, Internet, and the computer program, EUREKA.

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## ***Cooperative Agencies Resources for Education (CARE)***

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*For students who:*

are currently CalWORKs or TANF; are 18 years of age, are a single parent and head of household, and have at least one child under the age of 14.

*Services provided:*

1. CARE Grant reimbursement to assist with child care, transportation, books, supplies, and provides meal reimbursement.
2. Counseling, tutoring, and peer advising services.
3. Special workshops.
4. Recruitment and orientation.
5. Priority Registration.
6. Transfer information and assistance.

*For more information contact:*

Cynthia Simon, Room 426, Ext. 4446  
OR  
EOPS/CARE Office, Room 426, Ext. 4444

*Other Information:*

Student must be EOPS eligible

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## ***Counseling Center***

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*For students who:*

need career, educational and personal counseling services.

*Services provided:*

Professionally trained counselors who represent diverse backgrounds and are committed to providing quality counseling to students. Counselors work with students to help them understand their interests, abilities and achievements; they assist students in determining goals and planning programs to attain their goals.

For more information on counseling services and other student information, visit Solano's Virtual Information Program (VIP). This Web site provides users with:

- Step-by-step instructions on getting started at Solano Community College
- Explanations of College processes and terminology
- Direct links to key sites on the Web
- Tips and advice
- Information on various resources, both inside and outside the College
- An automatic way to record completion of your matriculation orientation process

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## ***Disabled Student Program and Services (DSP)***

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*Services provided:*

1. Counseling
2. Priority registration
3. Interpreters
4. Readers and note takers
5. Tape recording
6. Computers with speech and large print
7. Computerized instruction
8. Mobility assistance
9. Electric wheelchairs
10. Lighted print magnifier
11. And more.

*Other Information:*

The DSP Office staff encourages all students with disabilities to continue their education and to develop levels of competency which allow them to be self-sustaining, contributing members of society.

### **Evacuation Procedures for Disabled Students**

If you have a student with disability enrolled in your class, you should assist or assign a fellow classroom student to assist the disabled student in exiting the building during an emergency.

If an emergency exists on campus during the day, all disabled students should be instructed to go to the Disability Services Program (Building 400, Room 407) to wait for further instructions. During the evening, disabled students without means of transportation should report to the counseling desk in Building 400, Room 407.

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## ***ESL Lab: ESL 330***

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<i>For ESL students who:</i>	need practice with speaking and listening to English, or with reading and writing in standard English.
<i>Services provided:</i>	informal needs analysis, materials to improve listening, speaking, note-taking and writing skills. Some keyboarding practice.
<i>For more information contact:</i>	Jane Berger, Ext. 4459 or Melissa Reeve, Ext. 4314
<i>Hours:</i>	vary each semester. Please check schedule of classes.
<i>Other Information:</i>	students can enroll in ½ unit to start the lab. When they complete ½ unit, they can add more. We accept students as space allows until the 14 <sup>th</sup> week.

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## ***Extended Opportunity Programs & Services (EOPS)***

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<i>For students who are:</i>	both educationally and economically disadvantaged.
<i>Services provided:</i>	<ol style="list-style-type: none"><li>1. Book Services.</li><li>2. Counseling.</li><li>3. Recruitment and orientation.</li><li>4. Priority Registration.</li><li>5. Transfer information and assistance.</li><li>6. Special workshops.</li><li>7. Tutoring Referral</li><li>8. Transportation assistance (bus tickets).</li></ol>
<i>For more information contact:</i>	EOPS Office, Room 426, Ext. 4444
<i>Other Information:</i>	Student must be enrolled in 12 or more units.

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## ***Library Information Commons***

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*For students who:*

need to do research, need to type papers, need access to software supporting the nutrition, economics, criminal justice, chemistry and physics curricula; need access to SCC classes online, need access to the SCC databases or the Internet, or are enrolled in online courses.

*Services provided:*

1. Access to academic Web-based materials, tools and the Internet.
2. Microsoft Word, Excel, Access, FrontPage, and most other MS Office applications.
3. First-level help for students.
4. Cost-recovery black and white printing.
5. Zoom-Text for sight-impaired users.
6. Two ADA-compliant PC workstations.
7. Headphones for listening to online audio files, CDs, or DVDs.
8. USB ports for accessing a flash drive.

*Other Information:*

Students must be currently enrolled at SCC; students should bring a USB flash (thumb) drive to save their work.

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## ***Reading Improvement Lab - Open Entry***

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*For students who:*

have difficulty "keeping up" with the reading load in any class OR  
have difficulty retaining what was read OR  
have difficulty on exams--usually caused  
by not understanding what was read OR  
have limited vocabulary, both expressive and receptive OR  
have difficulty with concentration and memory skills OR  
are unable to recognize an author's intent, bias, inference, or main  
idea.

*Services provided:*

Students enroll in either .5 or 1.0 unit and receive individualized instruction based on a student's reading needs. Instructors assess each student's reading abilities and provide one-on-one instruction in reading comprehension and retention.

Students will be required to purchase a textbook. Send students to enroll any time during the semester (open entry).

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## ***Transfer Center***

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<i>For students who:</i>	are seeking information about transfer issues, programs, counseling, advising and referrals to four-year institutions of higher learning.
<i>Services provided:</i>	<ol style="list-style-type: none"><li>1. Provide access to information about Transfer Center services.</li><li>2. Distribution of informational materials concerning CALIFORNIA and all OUT-OF-STATE public and private four-year colleges and universities; including historically black colleges and universities.</li><li>3. Refer transfer students to four-year or vocational college-university advising. .</li><li>4. Counseling with SCC Transfer Center counselor.</li><li>5. Appointments with UC Davis or CSU Sacramento representatives.</li></ol>
<i>Hours:</i>	Transfer Center in located on the 2 <sup>nd</sup> floor of the 400 Building, Room 437. Hours are set and posted each semester. Please contact the Counseling Center (707) 864-7101 or the Transfer Center (707) 864-7158 for the schedule of hours.
<i>Other Information:</i>	The Transfer Center's programs and services are primarily designed as a reference center which is open to all students, staff and community members. Information and materials available include catalogs, online college catalogs, articulation agreements, a schedule of transfer workshops and college-university visitations, applications for California public institutions of higher learning, and transfer programs.

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## ***Tutoring Program***

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<i>For students who:</i>	are currently attending Solano Community College and are enrolled in the course for which assistance is requested.
<i>Services provided:</i>	Free tutoring scheduled on a weekly appointment basis for the entire semester or one-time only appointments as needed.
<i>For more information contact:</i>	Tutoring Specialist, Building 400, Room 402/403, ext. 4445

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## ***Veterans Affairs Office***

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<i>For students who:</i>	want to receive educational assistance from the Veterans Administration.
<i>Services provided:</i>	<ol style="list-style-type: none"><li>1. Academic counseling.</li><li>2. Processing of VA paperwork.</li></ol>
<i>For more information contact:</i>	Amy Utt, Veterans Specialist, Building 400, Room 429, Ext. 4507  <b>OR</b> Marianne Flatland, Veterans Counselor, Ext. 4496
<i>Other Information:</i>	Veterans may not repeat a course in which a "D" grade is received, unless a higher grade is required for a degree or transfer. Drop date must be reported within 30 days of occurrence and must not be backdated.

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## ***Writing Skills Lab***

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<i>For students who:</i>	receive low scores on the Assessment Test in reading and writing, and/or demonstrate problems with writing skills and/or low performance on essay exams or who want to brush up on writing skills..
<i>Services provided:</i>	Individualized instruction in all writing elements, including grammar, sentence structure, paragraph development, and essay writing. Some attention is also given to vocabulary and spelling problems.
<i>Other Information:</i>	The Writing Skills Lab is an open-entry/exit, pass/no-pass course in which students may register throughout the semester. Students may register for ½ to 1 unit and may repeat the course to a maximum of 6 units. Students are advised to register for ½ unit and upon completion add another ½ unit, if appropriate.

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## ***California Code of Regulations; CA Education Code***

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These are the laws, which govern enrollment (registration), attendance accounting, the assignment of grades, and state audit procedures established for community colleges.

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### ***Registration and Enrollment Procedures***

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Procedures for registration and standards for enrollment in any course shall be only those which are consistent with these and other sections of *Title 5* and uniformly administered by appropriately authorized employees of the district. (***Title 5 §58108***)

#### **Open Enrollment in Courses**

Unless specifically exempted by State statute, every course section or individual course for which average daily attendance is reported for State aid shall be open for enrollment by any person who has been admitted to the College, meets the course prerequisites and has paid required fees. (***Board Policy §6020***)

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### ***Attendance Accounting Standards***

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#### **Supporting Documentation**

The governing board of each district shall adopt procedures that will document all course enrollment, attendance and disenrollment information required by the provisions of this subchapter. Authorized procedures shall include rules for retention of support documentation, which will enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for state support. Such support documentation procedures shall provide for accurate and timely attendance and contact hour data and shall be so structured as to provide for internal controls. (***Title 5 §58030***)

#### **Student Attendance and Participation Requirements**

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear are withdrawn from class rolls.

Regular attendance and participation is required of all students enrolled in course work at Solano Community College. This includes regular attendance, completion of examinations, completion of assignments and participation in class activities and discussion.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should not exceed the number of hours that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes will be dropped by their instructors no later than the end of 62.5 percent of a full-term class, short-term class, or summer session. Students have the responsibility for verifying their enrollment status. (***Board Policy §6050***)

## Records Retention

Faculty shall retain grading records for four years after the college year in which they originated. (i.e. 2005-2006 plus 4 = 2009-2010) Student records to be destroyed shall be done in an appropriate manner assuring confidentiality of the information.

**(Board Policy §6412)**

It is recommended that faculty retain their attendance records (class rosters) for this same amount of time, since verification of attendance may be required by the state or local auditors for up to 4 years.

## Dropping Students

Districts shall, according to procedures adopted by the Governing Board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows.

As of each census day, any student who has:

1. Been identified as a "no show", or
2. Officially withdrawn from the course, or
3. Been dropped from the course.

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes but is not limited to, excessive unexcused absences. "Extenuating Circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student, and other conditions defined by the Governing Board and published in regulations. The "drop date" shall be the end of business of the day immediately preceding the census day. **(Title 5 §58004,c)**



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## ***Standards of Scholarship***

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### **Grading Practices**

Each governing board maintaining one or more community colleges shall determine a uniform grading practice for the district which shall be based on sound academic principles and conform to the following standards:

- a. Work in all courses acceptable in fulfillment of the requirements for an Associate or Baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the governing board consistent with section 55758.
- b. Such work shall also be graded in accordance with the provisions of Section 55752 or section 55753. (**Title 5 §55751**)

Student work in all credit classes shall be graded in accordance with provisions of *Title 5* of the *California Code of Regulations* and published in the College Catalog. (***Board Policy §6410***)

### **Grade Changes**

- a. In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with section 55758 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.
- b. The governing board of a district shall adopt and publish procedures and regulations pertaining to the repetition of courses for which substandard work has been recorded in accordance with sections 55761 and 55762. When grade changes are made in accordance with these sections, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history. (**Title 5 §55760**)

Students who believe there has been an error made in the calculation of their grade must submit their request for a change of grade within one year after completing the course. After this period, if there are extenuating circumstances, a change of grade request may be submitted to the Academic Council; however, the period for a request may not exceed four years after the completion of the course. In order to change an evaluative grade to a non-evaluative grade, an extenuating circumstance must be verified. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student. A request for a change of grade may not exceed four years after the completion of the course.

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. (***Board Policy §6411***)

***Documentation of "Extenuating Circumstances"*** - Grade changes submitted to the Office of Admissions and Records for "extenuating circumstances" must have documentation attached verifying the student's "extenuating circumstance."

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## ***Academic Record Symbols and Grade Point Average***

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- a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Point	Grade
A	Excellent	4	
B	Good	3	
C	Satisfactory	2	
D	Passing, Less than Satisfactory	1	
F	Failing	0	
P	Pass (At least satisfactory - units awarded not counted in GPA.)		
NP	No Pass (less than satisfactory - units not counted in GPA. Will be considered in progress probation and dismissal procedures.)		

- b. The governing board for each community college district shall publish the point equivalencies for the grades used in subsection (a) of this section in the catalog or catalogs of that community college district as a part of its grading practices.
- c. The governing board of each community college district may authorize the use under specified controls and conditions of only the following non-evaluative symbols:

### **Symbol Definition**

- I**      ***Incomplete*** - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record (Incomplete Grade Contract.) This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The Governing Board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

- IP**      ***In Progress*** - The 'IP' symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is 'in progress' and the assignment of an evaluative symbol (grade) must await its completion. The 'IP' symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The 'IP' shall not be used in calculating grade point averages. If a student enrolled in an 'open-entry, open-exit' course is assigned an 'IP' at the end of an attendance period and does not re-enroll in that course during

the attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subsection (a) of this policy to be recorded on the student's permanent record for the course.

**RD** **Report Delayed** - The 'RD' symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. 'RD' shall not be used in calculating grade point averages.

**W** **Withdrawal** - The governing board of a district which decides to provide a withdrawal procedure shall adopt a policy consistent with the following: Withdrawal from a class or classes shall be authorized through 62.5% of a class. The Governing Board, however, may establish a final withdrawal date which prohibits withdrawal after a designated point in time between the end of the fourth week of instruction (or 30% of a term, whichever is less) and 62.5% of a class. **The academic record of a student who remains in class beyond the time allowed by district policy (62.5% of the class) must reflect a symbol as authorized in Section 55758 (A, B, C, D, F, I, P, NP) of this part, other than a 'W'.**

The Governing Board may by regulations authorize withdrawal from a class or classes in extenuating circumstances after 62.5% of a class upon petition of the student or his or her representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.

**MW Military Withdrawal** - The governing board of a district which decides to provide a withdrawal policy shall also adopt military withdrawal procedures consistent with the following:

*Military Withdrawal* occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the Governing Board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a 'W' or, if necessary to distinguish military withdrawals, may be an 'MW'. Military withdrawals shall not be counted in progress probation and dismissal calculations. 'W's incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to 'MW's. (***Title 5 §55758***)

### Assigning Grades

Final grades are to be submitted online by the instructor of record. Final grades are posted to the student's transcript of record at the end of each semester. Grades must be assigned in accordance with the guidelines stated in the prior section, "Academic Record Symbols and Grade Point Average." Grade records must be kept for four (4) years.

### Instructor Liability

Instructors and/or the College may be personally liable should an accident or injury occur to a student who is not officially enrolled in their class. Therefore, it is extremely important that instructors consistently verify the attendance of their classes on a regular basis. All students attending class must be officially enrolled. If a student's name does not appear on the class roster, they are NOT officially enrolled. To confirm the enrollment status of a student attending your class, contact the Office of Admissions and Records or the Administrative Assistant of your school.

Course auditing for designated courses is only available for continuation of study or review once the student has taken the course for credit. For more information concerning course auditing, refer to the appropriate section within the *Solano Community College Faculty Handbook*, or contact the Office of Admissions and Records.

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## Attendance Rosters

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Note: The implementation of Banner provides easy to use tools for faculty. Information contained below will be accessed through Banner by clicking on the faculty tab within the [My Solano](#) area of the college Web site. If you have any questions, please contact the Office of Admissions & Records.

The Law requires that instructors maintain accurate records documenting student attendance. It is important that faculty members maintain all attendance rosters and carry out drops by the established deadlines described below. All attendance and grading records must be kept by instructors for a minimum of four years. (Board Policy §6412)

1. Verify Course Information- Review the course information printed at the top of your roster. Discrepancies should be immediately reported to your Division Dean. Determine the attendance type for your class (Weekly Census, Daily Census or Positive Attendance). If your course is categorized as positive attendance, you must keep daily attendance records.
2. Confirm Course Enrollment- Students must be officially enrolled to attend the class. Students are officially enrolled if their name appears on the class roster.
3. Drop Students- “No Shows”, students who have never attended the class, must be dropped prior to the census date. Drop these students via MySolano.
4. Add Students to the Class- Students authorized to add your class must enroll online prior to the census date. Be sure to issue only one add code per student. Add codes can be used via MySolano. It is the student’s responsibility to enroll themselves.
5. Positive Attendance Classes- Daily attendance must be recorded if the course is coded as “positive attendance.” Extra hours by arrangement must also be recorded.
6. First Census- Your rosters must be true and correct as of the census date of the class. All applicable adds and/or drops must be processed THE DAY BEFORE census.  
DO NOT ALLOW STUDENTS WHO ARE NOT ON YOUR ROSTER TO ATTEND YOUR CLASS!!!
7. Transfer- To transfer a student from one section of a particular class to a different section of the same class, the student must submit an add and a drop card to A&R. The add card must have the signature of the instructor of the class the student is transferring to. Transfers cannot be done on or after the census date of either class.
8. Unit Changes/ Variable Unit Classes- To change a student’s unit value, the student must add and drop courses accordingly via A&R. Students can increase unit values online via MySolano through 75% of the course; however, they may not decrease unit values online after the Drop without W deadline. Unit value decreases sought after that deadline must be done via A&R.

9. Positive Attendance Classes/Rosters- If you teach a class with an Attendance Accounting Method of “Positive Attendance” you will be informed of it prior to the start of the term. State regulations require you to keep daily rosters of all students enrolled in positive attendance courses. You may use any format you wish for that roster but excel spreadsheets are most common and seem to work best.

A positive attendance course differs from other courses in that the district receives apportionment for every minute/hour the student attends even if the student drops the class later. Auditors do ask for copies of positive attendance rosters kept by instructors and they use them to verify the amount of contact hours we report to the state and receive apportionment for so thorough and accurate record keeping is essential.

Each student should be listed on the roster and there should be a column for each class meeting with the number of hours the student attended each day reflected in the column. We cannot receive apportionment for more contact hours than are approved in the course outline of record but it is to the benefit of the District to report as many hours as possible up to the maximum allowed so be sure to record every single hour a student attends but do not report hours not attended.

Board Policy requires that instructors keep positive attendance records for four years after a class has ended.

**10. Registration/Late Adding-** Students must register for classes online via MySolano.

From the first day of a class through the day before the course census date (which can be found on instructor rosters), if an instructor has space available in a class, he or she may allow students to “Late Add”. To do this, give

the student a four digit “Add Code” which can be found on your roster in MySolano. The student must then use that code to add via MySolano no later than the day before census which is also reflected as the “Last Date to Add” on your roster.

State regulations strictly forbid student to attend class without being registered. If a student does not show on your roster, they should not be allowed to attend your class. Students may not add on or after the census date of class.

**11. Reinstating a student-** If a student was registered for your class and dropped and you wish to reinstate them, have them bring an “Add Card” to you which they can get from the website ([>>www.solano.edu](http://www.solano.edu)>>Admissions, Registration and Records>>A&R Forms) or by visiting Admissions & Records. Print “REINSTATE” across the front of the completed add card and sign it in the “Instructor Signature” field. The student must then bring the card to Admissions & Records for processing.

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## Registration Forms

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**12. Pass/No-Pass Grading Option Card-** Students may elect to take one or more of their courses using the pass/no-pass grading option. This option must be requested prior to the 30% date of the class by submitting a pass/no-pass card to Admissions and Records. Students are allowed to take up to a maximum of 15 semester units under the pass/no-pass grading option.

**13. Verification of a Course Pre/Co-requisite-** Students are blocked from registering in courses in which they have not satisfied the prerequisite. If a student has taken the prerequisite at another college or high school, they can submit proof of completion (transcript/report card) to the Office of Admissions and Records to have the prerequisite posted to their record. Additionally, any prerequisites that were satisfied at SCC prior to Fall 1983 must be manually posted to the current student record.

**14. Petition to Challenge a Course Pre/Co-requisite-** Students, who have not completed a prerequisite and wish to challenge it, may do so if one of the following applies:

- Compelling documentation is provided that shows existing knowledge or ability will allow the student to succeed in the course despite not meeting the prerequisite; or
- The prerequisite has not been made readily available, causing a delay in the completion of their education, or
- The prerequisite is discriminatory or applied in a discriminatory manner.

Students who wish to challenge a prerequisite must meet with a faculty member who teaches the prerequisite or the Dean of the department.

### Academic Council Petitions

Academic Council Petitions are used to request exceptions to Solano Community College policies under the following circumstances:


1. Add a class after the deadline.
2. Drop a class after the deadline.
3. Drop a class without a ‘W’ grade.
4. Repeat a course in which the student received a passing grade (C or better).
5. Request a refund after the deadline.
6. Request readmission after being academically disqualified.
7. Request a change of grade (when the student is unable to contact the instructor directly).

Petitions are available at the office of Admissions and Records.

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## Grading Forms

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Note: The implementation of Banner provides easy to us tools for faculty. Due to this new system change, some information contained below will be accessed through Banner by clicking on the faculty tab within the  area of the College Web site. If you have any questions, please contact the Office of Admissions & Records.

Posting Grades

### ***MySolano Faculty User Instructions***

In order to log in to MySolano as faculty, you must already have either an NT logon (you have a pc at the campus that you log on to regularly) or an OWA logon (for accessing Outlook Email accounts remotely). If you do not have one of these 2 things, please let your Division Office know so that they can contact the Helpdesk to have this set up for you.

Unless you are teaching ecollege classes, the only email address students can email you back and forth from is their Solano email which will end in "students.solano.edu".

The steps below are the extreme basics for getting you started only. To get the most information, please contact Barbara Fountain in Admissions & Records to set up an individual training.

Banner has multiple different rosters you may wish to use. Instructions for accessing each of them are listed below.

1. Go to [www.solano.edu](http://www.solano.edu)
2. Click on MySolano
3. Click on the desired term
4. Enter your Username and Password (DO NOT click on the "Find my Username/Password" link on the page if you do not know yours. That is only for students. See paragraph at top of page).
5. Click login
6. Click on the Faculty tab
7. In the box entitled "Faculty Dashboard" you will see all your classes listed
8. Click on the icon that resembles 3 people standing together that corresponds to the class you wish to retrieve information for
9. This brings you to the "Summary Class List" where you will find a list of the students enrolled in your class and the option to print the roster as an excel file (which includes your student's contact information). Here you can also click on "Create Roster" to get a formal version of your roster that includes all pertinent dates, add codes and a list of students who have dropped if applicable.
10. From this page, click on "Return to Menu" at the top, right corner of the page.
11. This takes you to the Faculty and Counselors Main Menu
12. From this menu, the 2 items you will probably use most will be the Detail Class List and the Drop Rosters function.
13. Detail Class List-This list will have detailed information about each of the students in your class and give you the ability to email them. This works with student's SCC email only.
14. Drop Rosters-This is the option you will select to drop students from your class throughout the semester.
15. Towards the end of your class, you will receive information detailing how to post grades and positive attendance hours.

### Additional Useful Procedures

#### To Determine Deadlines:

1. Complete steps 1-7 above
2. Click on the Title of the class you wish to determine deadlines for
3. Click Return to Menu
4. Click on Faculty Roster Menu
5. Select the appropriate term
6. Click Select Term
7. Click in the box to select the course you wish to determine deadlines for
8. Click Create Roster(s)
9. The pertinent deadlines for your class will be listed in the top, right corner of the first page you come to

Deadlines vary depending on whether classes are full term or short term. Full term classes have concrete deadlines that apply to all full term classes.

Conversely, short term class deadlines are percentages of class. This is due to the fact that there are many short term classes with a variety of different class lengths.

It is especially important that you check and know what the appropriate deadlines are for all of your classes and whether they are short term or full term. If you feel a discrepancy exists, please let Barbara Fountain in the Office of Admissions & Records know via email.

#### To Get Add Codes:

1. Complete steps 1-7 at the beginning of this document
2. Click on the Title of the class you wish to get add codes for
3. Click Return to Menu
4. Click on Faculty Roster Menu
5. Select the appropriate term
6. Click Select Term
7. Click in the box to select the course you wish to get add codes for
8. Click Create Roster(s)
9. Scroll down until you see a table titled "Add Authorization Codes"

Students may use add codes through the "Last Date to Enroll" as reflected on your rosters. They should log on to MySolano to use their add code to register during, or immediately after, the first class meeting.

#### To Drop Students:

1. Complete steps 1-7 at the beginning of this document
2. Click on the Title of the class you wish to get add codes for
3. Click Return to Menu
4. Click on Drop Rosters
5. Select the appropriate CRN in the drop down and click on Submit
6. Follow the drop instructions on the screen

It is critical that you complete drops for the start of term, the business day prior to the 1st Census date and by the W deadline. Directions for determining these dates are printed above.

Students should be assigned either NS (no show) or whichever other drop code is showing. Please do not worry about what all the different drop codes stand for.

#### To Post Grades

1. Complete steps 1-7 at the beginning of this document
2. Click on the Title of the class you wish to get add codes for
3. Click Return to Menu

4. Click on Final Grades
5. Select the appropriate CRN in the drop down and click on Submit
6. Enter the appropriate grade for each student and click submit when moving from one page to the next.
7. DO NOT enter last date attended

#### To Post Positive Attendance Hours

1. Complete steps 1-7 at the beginning of this document
2. Click on the Title of the class you wish to get add codes for
3. Click Return to Menu
4. Click on Final Grades
5. Select the appropriate CRN in the drop down and click on Submit
6. Enter the total number of hours attended for each student even if they dropped (unless they never attended) and click “submit” when moving from one page to the next
7. DO NOT enter last date attended

#### Admissions & Records Staff Contacts:

Barbara Fountain	barbara.fountain@solano.edu	x4313
Julie Ennis	Juliet.ennis@solano.edu	x7818
April Takahashi	april.takahashi@solano.edu	x4329
Laurie Cheatham	laurie.cheatham@solano.edu	x7823

#### **Incomplete Grade Contracts**

Incomplete Grade Contracts must be submitted for all students assigned incomplete grades. The student, Instructor, and Dean must sign the Incomplete Grade Contract. The Incomplete Grade Contract must include a preliminary grade (the grade earned up to the time the student requested the incomplete), and a final (the grade the student will receive in the event they do not complete the work described in the Incomplete Grade Contract.)

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## ***Registration & Online Services***

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Students may register online. There are approximately 12 days of priority registration each semester (5 during the summer). Registration priorities are determined by the student’s enrollment status (new, continuing and returning), and the number of college units they have completed. Continuing students have first priority over returning and new students. Each priority is broken down into smaller groups by the last two digits of the student’s social security number. Each group is given at least one opportunity to register online during the priority registration period. Once the priority period is over, the Online registration systems become available to all students at any time. The Online systems are available roughly 24 hours a day, 7 days a week.

Students must have a current application on file to register for classes. Online applications are uploaded to the Solano Community College Student System immediately in most cases. All debts and holds must be cleared and fee waivers posted prior to registering.

**Variable Unit Courses** – Students must make unit adjustments to variable unit classes at Admissions and Records.

Military students receiving tuition assistance are allowed to register online, but must first obtain pre-authorization from the Base Education Office.

Students may pay their registration fees by check, money order or credit card. There is no charge to register or access records online.

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## *College Emergency Procedures*

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During any natural disaster (flood, fire, earthquake, etc.) or any other emergency situation which may affect the operation of the College, information on operations will be distributed to KUIC FM (95.3 Vacaville) and KCBS AM (San Francisco 740) radio stations. Also, emergency operations information may be obtained from the College voicemail message system by dialing (707) 864-7000, Ext. 4603. This voicemail message is available 24 hours a day.

**For Police, Fire, and Medical Emergencies call 911**

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## ***Emergency Response Plan***

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Please see the Solano Community College Safety Committee Incident Response Plan. You may pick up a copy at your School office.

### **Building Coordinators 2011-12**

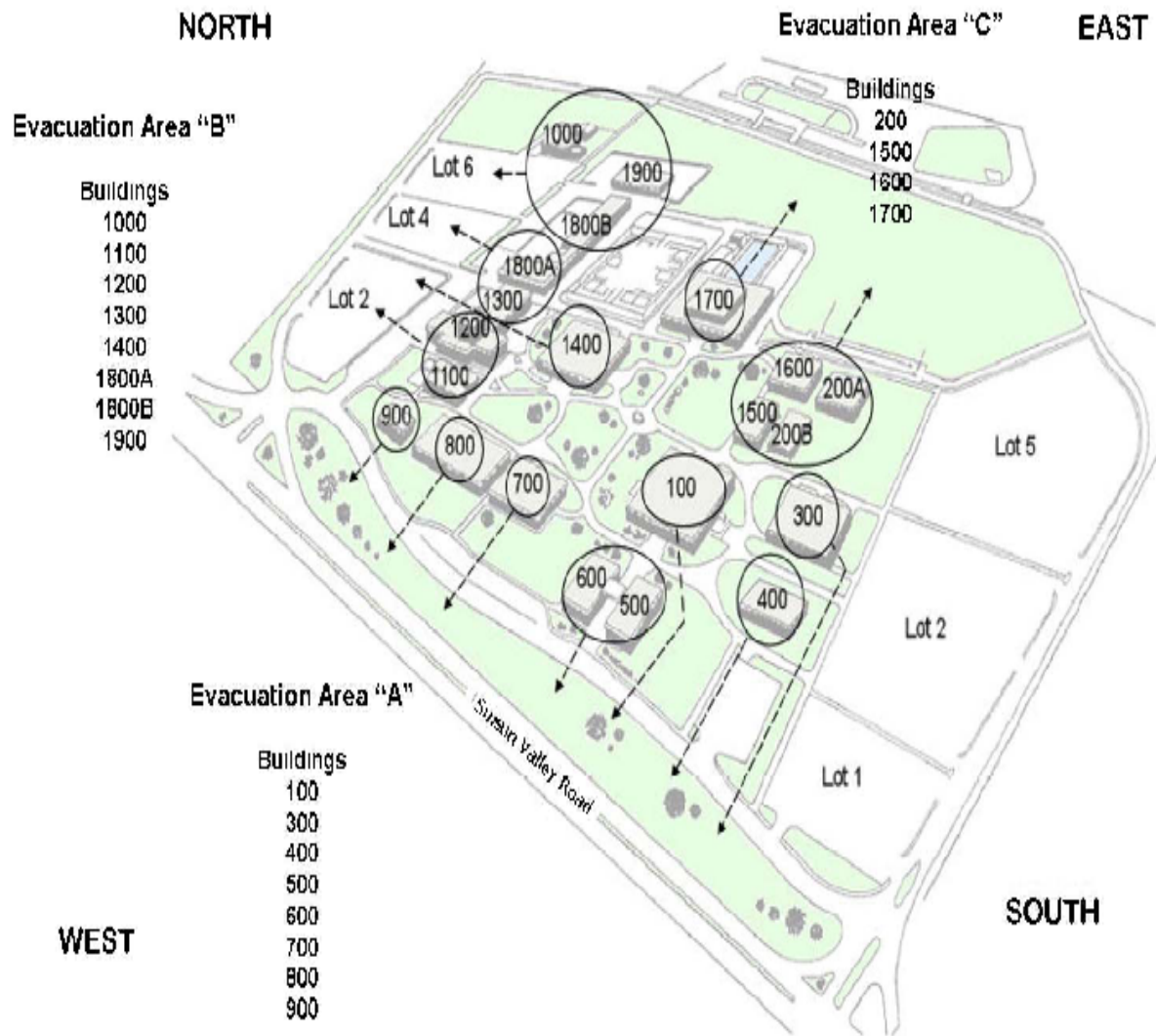
On the advice of the Technology Services Department, when calling from an outside line it is best to call the District's main number (707) 864-7000 and then enter the extension.

<b>Bldg.</b>	<b>Representative</b>	<b>Ext.</b>	<b>Alternate</b>	<b>Ext.</b>
100	Ralphine Andrus/Marjorie Trolinder	7106	James Calilan	7805
200	Christie Speck	7183	Sabrina Drake	4639
300	Christy Green	4408	Angela Eason	4379
400 (Day)	Erin Vines – 1 <sup>st</sup> Floor	7256	Laurie Gorman – 2 <sup>nd</sup> Floor	7102
400 (Eve)	Candice Roe – 1 <sup>st</sup> Floor	4430	Julie Martinez – 2 <sup>nd</sup> Floor	7144
500	John Urrutia	4376	Pat Ceja	4623
600	Zandra Gilley	7169	TBD	
700	Jeff Lamb	7250	Donna Meyer	4417
800	Debbie Williams	4477	Maire Morinec	4468
900	Debbie Williams	4477	Maire Morinec	4468
1000	Sheryl Scott	7221	TBD	7201
1100	Cindy Murashige	4608	Caryl Corbin	7131
1200	Chris Guptill	4517	TBD	
1300	N/A Under Remodel			
1400 (Day)	Thomas Trujillo	4438	Mostafa Ghous	7168
1400 (Eve)	Juan Valenzuela	4570	N/A	
1500	Doug Pierce	7138	Betsy Julian	7110
1600	Ann Short	7115	Jerry Lowe	4380
1700	TBD	7126	Roxie Morgan	7119
1700B	Shirley Gunn	7835	Betty Austin	863-7834
1800	Sheryl Scott	7221	Mark Berrett (1800A)	4488
1800B	Jennifer Low	7881	TBD	
1900	Jeff Lehfeldt	7172	Richard Cross	
Vallejo (Day)	Jerry Kea	4624		
Vallejo (Eve)	Megan Jones	4906	John Siefert	4626
Vacaville	Shirley Lewis	7237	Teresa McLeod	4581
Nut Tree	TBD	447-4578		447-4578

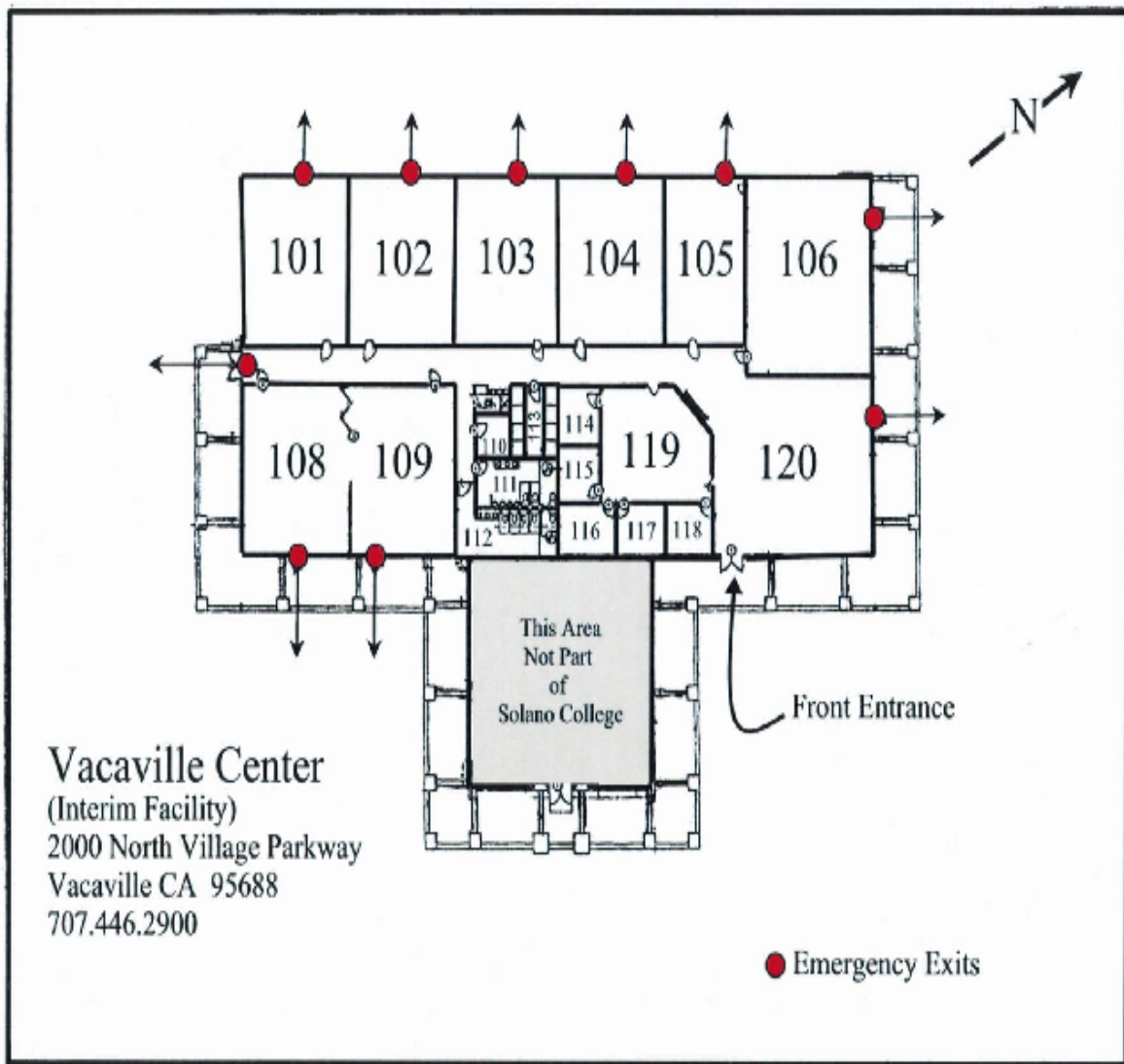
# Main Campus Evacuation Map

## CAMPUS EVACUATION AREA MAP

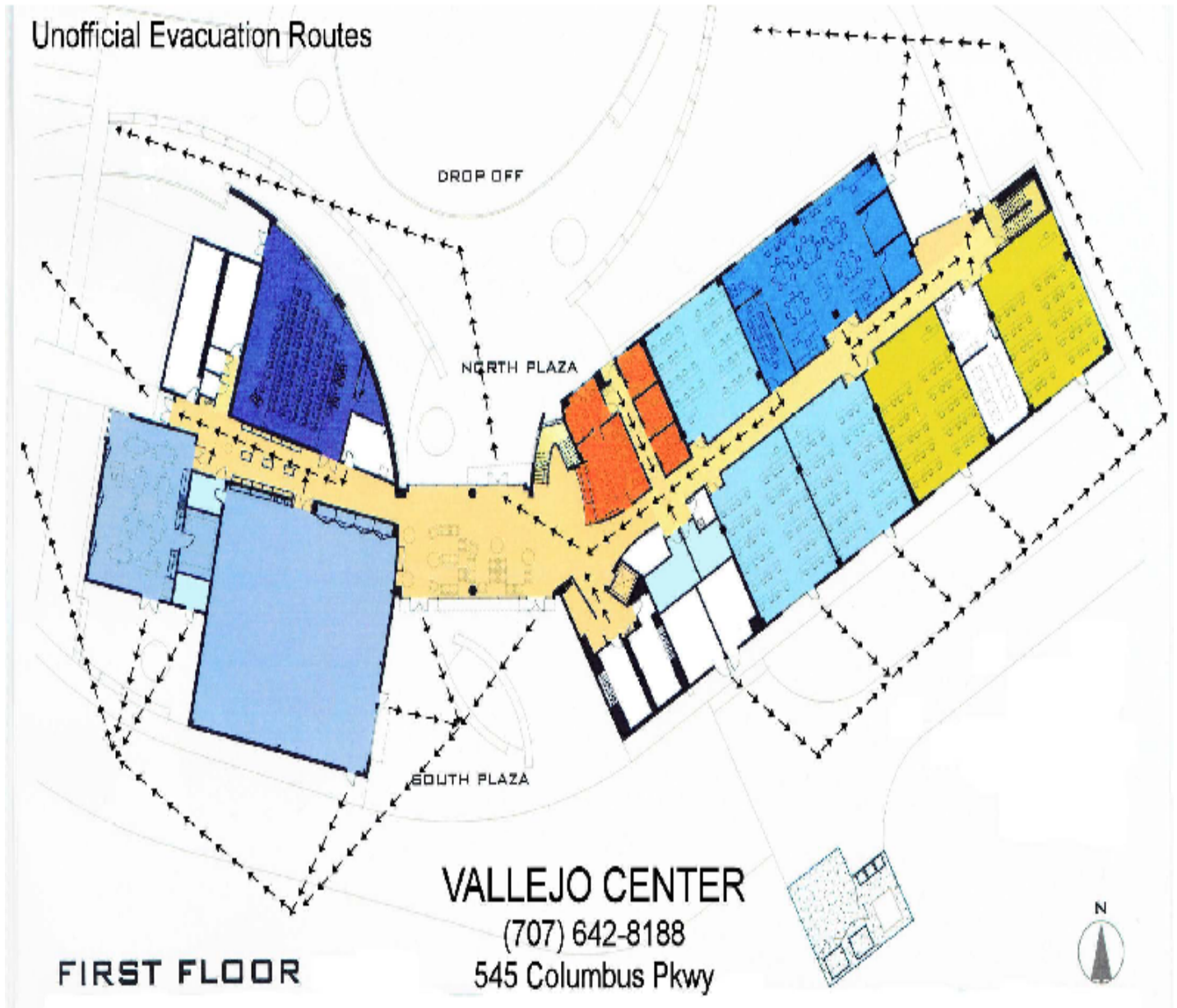
In the event of a campus emergency that requires a mandatory evacuation of the buildings on campus, students, faculty, and staff will proceed to the evacuation areas designated on this map. Note: Evacuation routes are to the NORTH, EAST, and WEST of campus.



# Vacaville Center Evacuation Map



# Vallejo Center Evacuation Map



# CLASSROOM SAFETY TIPS

What to do when violence occurs.

## Violence: Call the Police ASAP 911

### *WHEN TROUBLE THREATENS ....*

Take time, compose yourself, and remember your **plan** to:

- ⇒ Stay calm - don't allow emotions or ego to be hooked
- ⇒ Maintain moderate voice level
- ⇒ Refrain from threats, demeaning statements, or vulgarity
- ⇒ Listen - be empathetic and compassionate
- ⇒ Remember not to touch the person or invade his/her personal space
- ⇒ **Back off if you feel threatened**

### *WHEN YOU SUSPECT IMPENDING VIOLENCE ....*

- ⇒ ...tell someone who will check on you
- ⇒ ...arrange meeting so escape is not blocked
- ⇒ **... IF THERE IS SHOOTING, YELL "DUCK AND COVER!"**

### *WARNING SIGNS*

Watch for:

- ⇒ Talk about past incidents of violence (real or imaginary)
- ⇒ History of violence
- ⇒ Abnormal reactions to policies or authority
- ⇒ Person who believes problems are "not my fault."
- ⇒ Threats: verbal or physical
- ⇒ Door- or drawer-slamming, fist-pounding
- ⇒ Use of inappropriate speech (content or patterns)
- ⇒ Other unusual behavior

**After the initial disruption has passed, call the Dean of Counseling, Erin Vines @ Ext. 7256.**

**SUSPENSION BY INSTRUCTOR:** The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to their Dean and to the Dean of Counseling for appropriate action.

*If the student removed by an instructor is a minor, the College President or the President's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.*