



MOORPARK COLLEGE

ATZ, EATM, Health and Life Sciences Division (Div 124)

Welcome to the FALL 2021 semester!

DEPARTMENTS

America's Teaching Zoo (Alisa Behar, Zoo Operations Supervisor)

Exotic Animal Training and Management (Gary Wilson, Brenda Woodhouse, Co-Chairs)

Health Sciences (Christina Lee, Nursing Coordinator; John Everlove, Allied Health Coordinator)

Life Sciences (Audrey Chen, Dept. Chair; Rachel Messinger, Asst. Chair)

Division Office Information (please include appropriate contact information on your syllabi):

- **EATM-212:** Monday-Thursday: 8:00-5:00 and Fridays: 8:00-12:00
- **PHONE:** (805) 378-1459
- **STAFF: Dean:** Carol Higashida, EdD, MN, RN, CNS
Administrative Assistant: Stephanie Kostezak
- **EMAIL:** MCdivision124@vcccd.edu or stephanie_kostezak1@vcccd.edu (you may use either email address to contact the Division Office)
- **AFTER HOURS:** If you need assistance after hours or to cancel/relocate an evening class, please contact the Evening Program Office at 805-378-1406. Evening Attendant Paul Mattson's schedule is: Monday – Thursday, 5:00 p.m.– 10:00 p.m, Saturdays, 8:00 a.m.– 12:00 p.m. Email Paul at pmattson@vcccd.edu. To ensure compliance with the District's absence policy, you must also notify the Division Office.

Coming to Campus

Welcome back! As of Fall 2021, most faculty will be back on campus either for office hours, committee meetings, and/or in-person classes. Prior authorization for campus visits are no longer required. Our current check-in procedures and on-campus protocols follow.

On Campus COVID-19 Procedures:

1. **Download the My VCCCD app** on your phone. All daily screening for COVID symptoms will be completed through this app. (Only if absolutely necessary, paper screening forms are available as well.)
2. **Complete the "Daily Screening Form"** before coming to campus.
3. **Go to one of the 7 screening tents** ("Campus Check-In Locations") to check in before entering any buildings.
 - A. Wear a mask when approaching the screening tents as screeners will not know your vaccination status and this ensures everyone's safety.
 - B. Show the completed pass on your phone.

- C. The screener will give you a wristband. The color of this wristband changes each day (to ensure daily symptom screening), so be sure to get a new wristband each day.
- D. Make sure to scan the QR code at the screening table so that the college can manage staffing and traffic at the check-in locations.
- E. You may remove your mask while outside once you are screened.

4. Entering Buildings

- F. Before entering any buildings, be sure to scan the QR code, usually posted near the doorway. This helps with contact tracing should a case of COVID be reported.
- G. Inside, wear a mask at all times, with one exception: when alone in an office with the door closed. If another person enters the space, all people present should put on their masks.

5. Masks

- Any unvaccinated employee who requests one may ask their supervisor for an N-95 mask in order to have a greater level of protection.
- All others (vaccinated individuals, students, guests, contractors, those who don't request N-95 masks) must wear a mask indoors when another person is present.
- Acceptable masks cover the nose and mouth securely on all sides. Bandanas are not an acceptable face covering.

6. Social Distancing

There is no social distancing requirement at this time. Awareness of proximity to others is advisable, however.

7. Issues with Non-Compliance

- All people on campus must have a wristband for the day and must wear a mask when others are present indoors. If someone comes into a space without a wristband, please direct them to the closest screening tent.
- If someone has a wristband but is not wearing a mask indoors, please advise them that our district requires masks indoors when others are present. Ask them to put on their mask. (It is a good idea to keep extra disposable masks on-hand to offer to people who may not have them. Extra boxes are available.)
- If someone refuses to wear a mask, you can ask them to leave the space. As a last resort, if someone is refusing to follow the district protocols, you can call a supervisor or the Campus Police for assistance. (Most issues can be dealt with some firm, polite reminders of policy.)

8. In Short

- **Screen every day on campus.**
- **Wear a mask indoors (unless working alone in a space with a closed door).**
- **It is optional to wear a mask when outdoors on campus.**

For a complete list of all safety documents, district guidelines, and district communications about COVID-19, please see the [district website on COVID-19 Updates](#).

Back-up Plans for Fall

All employees are encouraged to upload their completed vaccination record to the MyVCCCD app. Once verified vaccinated, the blue pass will be available on your phone. Note that verified vaccinated individuals will not be required to quarantine should a COVID case be reported in a class or office location.

Those who are not verified vaccinated will be required to quarantine and will be unable to come to campus for the designated period. Faculty who must quarantine should have a back-up plan for two weeks of class if unable to meet on campus. Uploading a vaccination record will prevent disruption of any on-campus teaching.

Full-Time Faculty Office Hours

All full-time instructional faculty need to hold three of their required five scheduled office hours per week **on campus**. (See Article 5.2.A (2) for more detail.) The remaining two hours can be via Zoom or in person. Ideally, when meeting on campus, a Zoom live office hour can also be running to serve students in whichever modality works best for them.

For any faculty who would prefer to hold their office hours outdoors in Fall, the location can either be listed on the syllabus or posted on the office door if only particular days will be held outside. Please be as specific as possible in describing the outdoor location.

Parking, Incentives, Financial Support

Parking

There will be no charge for parking in Fall 2021. Students still need to fill out the online form to request a parking permit. Instructions for how to do so are contained in this [helpful flyer about parking permits](#).

Incentives for Uploading Vaccination Record

Students who upload their vaccination record in the MyVCCCD app and have verified vaccination between August 2-September 2 can receive a \$100 voucher good for any merchandise the bookstore sells. To get the voucher, they need to go to the bookstore and show their blue pass on the MyVCCCD app. They will have until September 30 to spend the voucher.

Financial Support

In addition to standard financial aid, all students enrolled in 6 units or more, regardless of financial need, are eligible to receive \$1,000 for the fall semester as part of HEERF funding, which supports students returning to study in the transition back where COVID-19 has had any impact on a student. Once enrolled in 6 units or more, students will be emailed a link to fill out a very short, simple form to request the stimulus cash. These funds will not impact any other financial aid for which the student might be eligible. Additional funds (beyond the \$1,000) may be available to *returning* students. These funds are also separate from and above any financial aid award that may be based on need. Students can contact [Financial Aid](#) if they have questions.

Important Tasks & Dates:

- Email your **syllabi and office hours** to Stephanie (stephanie_kostezak1@vccd.edu or mcdivision124@vccd.edu) by the end of week 1: August 21st (details below).
- **Flex time** refers to activities relating to your own professional development and skills improvement. Adjunct faculty are required to participate in appropriate flex activities for the number of hours they would normally be assigned on flex days. Submit your Flex Forms at the end of each semester. (See further information below and in VCCCD-AFT Agreement.)
- DIVISION MEETING **Friday, August 13th IN-PERSON after Convocation** – please join us to hear an update on plans for the semester and enjoy a chance to meet with faculty and staff from across our division.
- FIRST DAY OF FULL SEMESTER LENGTH CLASSES: August 16th (short term classes have varying start/end dates)
- LABOR DAY: Monday, September 6, 2021
- VETERANS DAY: Thursday, November 11, 2021
- THANKSGIVING: Thursday & Friday, November 25-26, 2021
- FINALS: December 9 through 15 – For classes that begin the week of August 16th, your classes must meet on their scheduled final exam days. We are not allowed to use the last regular day of class for finals and then skip

the day assigned for finals. The district considers that an “absence.” For short-term classes, finals are scheduled during the last class meeting.

CLASS MANAGEMENT:

Syllabi

Please email your syllabi to the Division Office **by the end of the first week of the class** (8/21):

stephanie_kostezak1@vcccd.edu or mcdivision124@vcccd.edu. Your syllabi and related information allow division personnel to field calls and concerns from students and provide me with a resource for supporting your classroom policies. Recommended content for a syllabus is included in the Faculty Handbook: [MC Faculty Handbook](#).

A CHECKLIST: Your syllabi should specify...

- Your name, contact information, & office hours** (Office hours are required for full-time faculty. Office Hours are considered to be flex time for PT faculty).
- Your **Department Chair, Dean, and Division location and contact information** (located on page 1).
- Course Learning Outcomes** from the specific approved **Course Outline of Record (COR)**. If you have questions, please contact your department chair. It is an accreditation requirement that syllabi specify learning outcomes approved by the faculty in the discipline at the college.
- Grading information and criteria, participation expectations, etc.** The more detailed the better! Most complaints can be remedied quickly when grading and class policies are specifically outlined in the syllabus. Please note that attendance cannot be graded, but participation can.
- Important dates: Refund, Last Day to Drop, Pass/No Pass, Finals, etc.**
 - **AUG 27:** Last day to drop with refund or credit (All Students/Full semester only)
 - **SEP 6:** Last day to drop a semester-length class without a "W"
 - **NOV 19 :** Last day to drop a semester-length class with a "W"
 - Be sure to schedule your final exam as is listed online under Academic Calendar, Thursday, December 9-Wednesday, December 15:
[MC Fall 2021 Final Exam Schedule](#)
- Fall 2021 Holidays**
 - Monday, 9/6: Labor Day
 - Thursday, 11/11: Veterans Day
 - Thursday, 11/25 and Friday, 11/26: Thanksgiving
- ACCESS information, Prerequisite** Information (specific to YOUR courses), and **“No Smoking”** statements.
 - [ACCESS info – click here](#)
 - [MC College / VCCCD smoking policy](#)
- Title IX / Sexual Misconduct:** Incidents of sexual misconduct can involve students and employees and include: sexual harassment, gender/sexual orientation based slurs, electronic harassment related to sex/gender/sexual orientation/gender identity, sexual assault of any type, stalking (including digital stalking), dating/domestic violence, gender/sex-based hate crimes, etc. If you or another student has experienced any of these types of events, please immediately contact your instructor, Dean or the Title IX Coordinator: Priscilla Mora (pmora@vcccd.edu). It is the responsibility of the College to investigate the matter and provide support and appropriate assistance to the students who may have been affected. Questions? Visit our website on TIX/Sexual Misconduct: [MC Title IX / Sexual Misconduct website](#).
- STUDENT ONLINE SUPPORT DESK for online, hybrid and classes that use Canvas:** Moorpark College has technical support for students studying online or using CANVAS in their classes. Contact information:
 - Phone: 805-553-4188; Email: MConlineSTUDENTsupport@vcccd.edu.

- Emails and calls during off hours will be returned within one regular business day.

Camera Use Policy

The following Camera Use Policy was adopted by Moorpark in Spring 2021, quoted below. Please communicate on your syllabus what your camera policy is for your particular class with specific examples of when cameras are required to be on, either for assessment or during scheduled Zoom live meetings and/or office hours.

“In Legal Opinion 2020-12: Online Class Cameras-On Requirements, given by the California Community Colleges Chancellor’s Office on October 19, 2020, the CCCCCO recommends that “districts adopt policies that strictly limit or prohibit faculty from instituting cameras-on requirements in order to protect against violations of student privacy, balance academic freedom, and ensure compliance with FERPA, California's student privacy law, and federal disability laws and their state analogs.”

In fulfillment of the Legal Opinion the VCCCD presumes that all synchronous classes are operated under a cameras-optional approach with the exception of the following areas where audio and visual student participation is considered essential.

- Proctored assessments
- Presentations
- Demonstration of academic, performance, and workplace skills
- When mandatory attendance is required by disciplines to fulfill their accreditation regulations

For these stated exceptions faculty may require a cameras-on policy provided they follow the guidelines given in the CCCCCO’s Legal Opinion (see attachment).”

Book Orders

All book orders should have already been placed. As we look ahead to Spring 2022, please order your textbooks via the Barnes & Noble Bookstore by using the online Faculty Adoption system available in the portal.

Communication

Please lead by example AND ONLY use your own and students’ VCCCD email accounts for all college related communication. Do not give students your personal email address. This is good training for students and better security for them and for you. School is their “job” right now and this models how to act professionally.

All of our division information will be transmitted electronically. Please be sure to check your *vccd.edu* email account on a regular basis. You are responsible for information sent via this account. Please note that emails you send to __@vccd.edu from private accounts may automatically be delivered to Outlook "trash" unless they are specifically authorized by the recipient. Please be sure to always use your college account when emailing colleagues.

*The Division Office only uses **your @vccd.edu email address**. Important information is placed in your **mailbox in the Administration building during non-COVID times**. It is your responsibility to check your email messages, administration mailbox (when on campus), Canvas announcements, and the portal announcements regularly. If you have questions or concerns, please do not hesitate to contact me.*

STUDENT SERVICES INFORMATION

Services are now being offered both in person and online. As of August 2, Fountain Hall will be open for walk-in services. These links to selected programs contain hours and other key information:

- [ACCESS](#)
- [Admissions & Records](#)
- [Counseling](#)
- [EOPS/Foster Youth](#)
- [Food Pantry or Raider Central](#)
- [Financial Aid](#)
- [Mental Health and other Health Services](#)
- [Tutoring](#)
- [Veterans Resource Center](#)

Please know that the Moorpark College Office of Student Support is here to provide students with the resources and services needed to succeed. If they or you have any questions, please contact Student Services at 805-378-1400 or via email at mcinfo@vcccd.edu

➤ **For a complete list of Student Support Services, please see the Student Services Syllabus.**

LIBRARY SERVICES/EQUIPMENT LENDING

In addition to all of the usual services that the library offers, students can also borrow textbooks and equipment needed for online classes from the library.

Textbook Lending

Textbooks for many classes are part of the library's holdings. Students can check the library database to see if a text they need for a class they are currently enrolled in is available for check-out. The [textbook lending program link](#) provides complete details. Erin Dilley (erin_dilley1@vcccd.edu) is the contact person for the textbook lending program.

Equipment Checkout

Please note that there has been a change in the equipment checkout process. All requests now go through the library. The library has **Dell laptops, Chromebooks, and hotspots** to lend students who need them. The student will initiate the process for check-out. They can follow the directions at [this link](#) to request equipment checkout, which they will then pick up at the library by appointment. Natalie Sheehan (Natalie_sheehan1@vcccd.edu) is the contact person for the equipment lending program.

Faculty and staff who need to borrow equipment will also use the library checkout process. Faculty and staff who already have college-issued laptops may keep those devices until further notice. Any additional equipment, such as monitors, need to be returned to the workplace upon return to on-campus work.

MyVCCCD Portal

Please frequently check the district portal, [MyVCCCD Portal Login](#). You will find all the up-to-date information right here. This is the access point for faculty central, district email (Outlook), and other key district resources. Students have a district email and *MyNav* portal access similar to ours. This makes communication with all students much more targeted and effective.

Petitions

The College is required to follow Title V Guidelines regarding attendance procedures. We put the institution at risk of having an audit finding when we sign petitions to change grades or drop students after deadlines without proper documentation. Medical or legal documentation is required as verification to sign off on student petitions for exceptions to deadlines and changing Fs to Ws. Most petitions have been migrated online and are linked in the portal. **Please announce to all of your classes that students are responsible for knowing deadlines and for dropping a class.**

Adding Students

IMPORTANT: There may be some open classes. If your class is full, please refrain from adding students initially and let them know about the open classes. If they are struggling to find an additional class, please recommend they contact a counselor or visit one of the welcome tables for assistance.

Instructions for adding students will be provided by the registrar through MyVCCCD and official college email.

- Week #1 – students roll into class off the waitlist.
- Week #2 – faculty give any additional students add codes. (Each class may have 5+ add codes supplied at the beginning of week #2 for regular-length classes).
- **All students (except those in late start sections) must be enrolled by September 7, 2021** for regular-length classes. We need your help to meet this obligation.

Add Deadlines for FALL 2021 Full Term Courses

1st Week (8/16 – 8/20)	No Add Code Required – Register Online
	Waitlist Process Remains Active for <u>Full Term Courses</u> through Sunday, August 22
2nd & 3rd Weeks (8/23 – 9/3)	Add Authorization Code required for all full semester courses.
	Waitlist process is no longer active.
4th Week (9/7 – 9/10)	All adds must be completed prior to the Census date posted on your roster.
	Census for full semester courses is Tuesday, September 7. The deadline to report census is Monday, September 6. [Labor Day]

Students are not officially enrolled until their name appears on your current course roster.

Please use course add codes as you need them, but make sure students understand they must register by September 6, 2021. Waitlisted students must be given first priority; then add others if you still have room.

- Please be sure to continue adding students to reach your class cap during the first week of school. If you need additional add codes, please email Stephanie. She will create them as soon as possible.
- ***Please note that a class cannot exceed 60 students without my specific, written approval.***

Dropping Students/No Show Students

- If a student does not attend the first day and does not notify you, you **may** drop that student to add students on your waitlist. If they have emailed/called you in advance to let you know they cannot attend the first class, I would give them the benefit of holding their spot until the second meeting (or week 2 for online).
- Please drop all students who do not attend during the first week of the class. This includes students who attend the first or second class session but do not return. Student seats may not be held for students missing the entire first week of class. ONLINE: If there is no substantive participation in week 1, drop the disengaged student(s).

- If a student never attends your class and does not contact you asking to remain in the class, you **must** drop them **prior to** census date. **September 7, 2021** is the regular term CENSUS date. Even though your syllabus may state it is the student's responsibility to drop them self, if the student never attends your class, the instructor is required to give an accurate attendance count to the state for reimbursement.
- If the student attends once or twice but stops attending regularly before census date, you **must** drop them **prior to census** and not allow them to be submitted to the state for reimbursement.
- Dropping students after the first class allows students to roll into the class on the waitlist before your next class. This saves you the hassle of following up on add codes because students will already be registered in the course.
- If you drop students during the first week, tell your waitlisted students you are planning to do this and remind them **they only have 24 hours to pay their fees once they are added to your class**, or they will automatically be dropped.
- **Use the new digital "Census Roster Change Request"** to drop students for non-attendance after the census deadline or to reinstate students who were inadvertently dropped. Form can be accessed either through your Faculty tab on your portal (in Faculty Forms), in the Division Office Canvas Shell, or in the email from the Registrar.

Enrollment

- All students attending the class must be on your roster before census date.
- Please check your up-to-date roster on MyVCCCD daily prior to census to resolve any enrollment issues.
- Send students who received an add code, but haven't registered to Admissions and Records to complete this requirement. If they haven't registered, they should not be attending your class. Please help them by insisting that they enroll before they return.
- **Note:** The add/drop/census deadlines are different for short-term classes. If you teach a short term class, please check each specific course (see online Schedule of Classes, click on the CRN) to ensure you know the mandatory dates for your section.

Grading, Attendance, and Participation

According to policy, attendance cannot be counted as part of a student's grade. However, a participation grade (which can include a variety of activities) may be factored into the final grade. If you have questions, please contact your department chair.

Audits

Students seeking to add a class for credit have priority over audits. If there is room in the class and all other students who wanted to add for credit have been added, you may sign an audit form, and refer the student to the Division Office for my signature. ***In most cases, activity classes and lab classes cannot be audited.***

Class Meeting Times

Moorpark College is paid by the State based on the number of minutes allocated for each class period. For classes exceeding two hours, break times must be taken prior to the last hour of class per state regulation. It is important that "Teaching faculty members shall begin class on time and shall not, without prior authorization, terminate any class before the required time of adjournment." {AFT agreement 5.2.C(9)}. **Note: Classes that are shorter than two hours do not take breaks.**

Final Exam Schedule

Please follow the final exam schedule to determine the day and time of your final exams: [MC Calendar](#). Departments may have Student Learning Outcomes measured on final exams for specific courses. Please check with your department chair or discipline SLO Leader to make sure you have included these questions and know the procedure for reporting results. ***You must meet with your class during your scheduled final date and time!!***

Grades

Grades are due within two working days after finals. Please do not wait for late student work to submit a grade.

Student Conduct, Title IX/Sexual Misconduct, Student Grievances, & FERPA/Privacy:

1. **Student Code of Conduct.** The College has adopted a Student Code of Conduct. **The Behavior, Assessment, and Care Team (BAC, formerly BIT) reviews all BIT submissions. The [BIT form](#) is located on the website and portal. Monica Garcia** is the dean of BAC. If you have any incidents of student concern (behavior regarding conduct or not), dishonesty, or the desire to exclude a student from a class session for any reason, you must complete a BIT form. If you have any student concerns or questions (student seems ***depressed and feeling hopeless***, overly distressed and ***behaving disruptively anxious***, or maybe they ***seem agitated and potentially aggressive***), please submit a BIT report so Student Health Services can determine if the student needs help. Counseling or tutoring may be the intervention. Also, please do not hesitate to contact me if you need help processing your concern!
2. **Title IX / Sexual Misconduct.** Most students share their concerns, even personal matters, with faculty first. **You are their first and most trusted point of conduct at school.** If you learn of an incident of sexual misconduct, even the possibility that an incident MAY HAVE happened affecting one or more of our students, **contact the Title IX Coordinator: Priscilla Mora (pmora@vcccd.edu) immediately.** Incidents of sexual misconduct can involve students, staff, and/or employees and include: ***sexual harassment, gender/sexual orientation based slurs, electronic harassment*** related to ***sex/gender/sexual orientation/gender identity, sexual assault of any type, stalking (including text/digital stalking), dating/domestic violence, gender/sex-based hate crimes, etc.*** If you learn that a student has experienced any of these types of events, ***it is our responsibility to investigate the matter and provide support and appropriate assistance to the students who may have been affected.*** Questions? Visit our website on TIX/Sexual Misconduct: [MC Title IX / Sexual Misconduct website](#).
3. **Student Complaints and Grievances.** A new [student grievance website](#) includes detailed information about the process for submitting concerns and/or receiving support. This includes information on making a complaint of *discrimination, submitting grade grievances, or expressing other concerns, including a link to the [BIT form](#).*
4. **Student Privacy/FERPA.** Please do not discuss student performance/grades with family members, significant others, friends, or anyone other than the student unless there is a written release permitting this. These two documents may be useful as references: [FERPA and Privacy Rules](#) and the [Release Form for Sharing Information](#).
If you have a persistent person inquiring about a student, you can refer them to me. ***Please do not post students' grades with any identifying information or distribute homework in a manner that makes individual grades accessible to other students in the class.***

THE FACULTY EXPERIENCE

Absences & Substitutes

Substitute Policy-The online format alters application of this, especially in asynchronous courses. However, as per state regulations, instructors need to maintain regular and substantive contact with students. If an illness or other occurrence will prevent or hinder your ability to meet this standard, we need provisions to ensure that student needs are met and learning continues. Trust me, I will hear from students if a period of time elapses without instructor involvement. PLEASE communicate with your department chair, and develop a PLAN now to address any unforeseen situations which may cause an inability to provide regular and substantive contact with your students (or an absence in your synchronous meetings). If we do need to arrange a substitute, that person will need to have access to your Canvas shell.

Absences happen, we get sick, our families need us unexpectedly, etc. We all accrue sick time to allow us to take care of ourselves when needed. There is no shame in needing to be absent. Please just tell us immediately so we can help you and the students right away.

1. Please contact the Division Office when you know you will be absent from a class session.
 - Absences must be communicated to the division in advance (especially when access to your course needs to be shared). Email or call the division as soon as you know you will miss a class.
 - Please notify your students as soon as you know that you will miss a class. (During non-Covid times, Office Staff will post a sign on the door(s) of your classroom to alert any students that may have missed your email.)
 - Not notifying us of an absence may affect an upcoming evaluation or future class assignments.
 - If you know you will need to be absent for an extended period of time, please contact me as early as possible for approval and assistance. Try to schedule doctors and other appointments outside of class time.
 - Substitutes can be assigned **only if approved by the Dean**.
 - If you need a Substitute, immediately contact your Dean and Chair by email. Copy the Division Office.
 - Typically, subs are approved when there will be 2+ consecutive absences. Exceptions may include labs that can require subs at the 1st absence. Whenever it is pedagogically sound, offering alternative assignments to students is the best way to go so they are still learning when you are out.
 - Please do not ask a colleague to sub for you. We cannot accept “courtesy subbing” arrangements or subs selected by faculty without dean approval. I will work with you and the Chair to assign a sub for your class. Feel free to offer recommendations.
 - Alternative Assignments can be assigned when you need to be absent, and this is a great way to keep students learning when you’re out. These *may* include having them do research or read an article and submit an essay, or completing a project they can do from home. Students meet seat-time/Carnegie hours when alternative assignments are required; faculty are responsible for accounting for their absence.
2. After you notify the Division Office of your absence, please email your students through your class roster to let them know class is cancelled, especially if you teach morning or evening classes. It is quick and easy through your class roster, and students appreciate the advance warning.

Census Reporting

Each semester, Moorpark College is required to report an accurate count of its students. Only those students who are officially enrolled and attending classes are eligible to be included in the census count. The college’s funding for the entire semester is based on this report. Your role in this process is to certify that the enrollment in each of your classes is accurate.

Census Date vs. Census Deadline

The Census Date for full semester courses is Tuesday, September 7. **The deadline to report census for FALL 2021 semester-length classes is Monday, September 6, 2021.**

The census certification process requires you to drop all students who are no longer in attendance or, if all students are in attendance, confirm you have no drops to report by clicking on the **Certify Census** button on or before **Monday, September 6 (full-term courses).**

The three steps below MUST be completed to certify your course(s):

1. Review your class roster for each class.

2. Drop any "no show" or inactive students, if you have any.
3. Click on the "Certify Census" button at the bottom of the drop roster.

You must also confirm that each student who is attending your class appears on your roster as enrolled.

To drop "no show" students or students who are no longer actively attending/participating, access your Drop Roster on MyVCCCD:

- Check the box next to the student's name.
- Click the **Submit Drops** button to process your drops.
- **Note:** The "Certify Census" button must also be clicked to confirm your class for census reporting.
- **If you have no drops to report**, click the **Certify Census (See Below)** button at the bottom of the drop roster. Once you click on it, the **Submit Drops** button will then be replaced by the date/time you certified your roster. This box will disappear on Tuesday, September 8, because the census reporting deadline will have passed.

Note: The "Certify Census" button must be clicked to confirm you census certification has been completed.



Please click the Submit Drops button often. There is a 30 minute time limit on this screen.



I certify that I have reviewed my class roster and dropped all inactive students or have none to drop at census.

Short term classes have a different census date than full term courses. Please refer to your class roster for the census date and census deadline assigned to your class. The same rules apply as above; all enrollments should be finalized by the census deadline.

Program Plans

We will continue our annual program planning cycle, and again, all faculty and staff members are invited to give input on their discipline goals and resource needs. We must include planning agendas to address our equity data. Program leads and department chairs will be working on these early in the semester, likely due at the end of September. Be sure to be involved in your area program plan and have your voice heard.

Flex Forms and College Service Reporting

FLEX

All FT and PT faculty must report flex time. If you have not completed and turned in your flex hours, you are expected to use sick leave/personal necessity time to cover your absence from flex activities. Contract instructors (full-time faculty) should submit a report of their flex hours by June 30, 2022. **Part-time faculty members are to submit their flex form to the Division Office at the end of each semester.** Flex time refers to activities relating to your own professional development and skills improvement. Adjunct faculty teaching full-semester courses are required to participate in appropriate flex activities for the number of hours they would normally be assigned on flex days. Adjunct faculty teaching *only* late-start classes are not required to submit flex hours. Flex forms are generated by the VP's office, and will be emailed out to you early in the semester, if applicable.

Full-time faculty: submit your self-assigned flex activities to the Division Office at the end of each academic year.

Part-time faculty: submit your form at the end of each semester.

Full-time faculty are required to complete five hours per week of College Service. We all know everyone invests more time than that, so please help us document everything you do for the college and our students. Please

submit documentation of your college service to the Division Office for approval at the conclusion of each semester. College Service differs from Flex (*which is your own professional development*) in that it is intended to be faculty service to students and the college.

Payment for Division Meeting Attendance

Division meetings that are part of Convocation Day (August 13) fulfill Flex requirements and are not eligible for separate pay. However, other division and department meetings can be compensated for.

According to Article 3.4.A (2), “non-contracted faculty who are not otherwise employed by the District will be compensated at ½ the hourly rate of pay, up to five hours per semester, for attendance at division...” and/or “department meetings held on non-flex days.”

- Part-timers, most of our division meetings are either 60 minutes or 90 minutes in length. We hope you attend all meetings, but we are glad we can offer some payment for your time when you can make it work!

Committee Assignments

Being on a committee is a great way to fulfill part of your college service obligation. If you are a division representative on a committee, it is your responsibility to represent your entire division, not just yourself or your discipline. Please develop a way to collect input and communicate what's going on with your colleagues. There will be an opportunity to "report out" at our regular division meetings.

Other Resources and Information

PD Week: Professional Development Week is scheduled for Tuesday, August 10–Thursday, August 12 (HyFlex format) and Convocation IN-PERSON on Friday, August 13.

Copy Center: Copies and publications can be requested from [the print shop](#), 805- 378-1559. To print your syllabi and other classroom materials, please submit requests to the Campus Copy Center, located in the Campus Center. You will need your department's 3-digit code. You can also email photocopying requests and they will be ready for pick up. Processing time is approximately 4 hours, more during busy times of the semester, such as the start of the semester and during finals week. **Print job requests can be emailed to: McCCopycenter@vcccd.edu** The copy machine in the division office is reserved for staff and division use—and emergencies. Large sets of classroom materials should be submitted to the Copy Center for duplicating. A single page handout or other small print jobs can also be done on the division copier.

HyFlex: For faculty teaching in a HyFlex-equipped classroom, support for using the equipment can be provided by the faculty implementation lead, Tiffany Pawluk (tpawluk@vcccd.edu).

Starfish: Starfish Connect is an online tool linked in Canvas that makes it quick and easy to provide support and feedback for your students. The [Starfish Faculty website](#) provides more information about this important resource. Look out for progress reports that will be sent for completion mid-semester.

Instructional Designer Support Hours: Tracie Bosket and Michael Ashton are available to help you with any questions related to your classes. Drop in Zoom Room hours are Monday–Thursday, 4–5 pm; Tuesday–Friday, 12–1.

Evening Attendant: Paul Mattson continues to provide support for any faculty teaching during the evening, whether online or in person. His hours are 5:00–10:00 pm, Monday–Thursday and tentatively 5:00–7:00 pm on Fridays, with Virtual Evening Office Hours also offered via Zoom. Please see his emails for any adjustments to days or hours.

HEERF/CARES Funds: There are still funds to support adjustments needed as a result of the COVID-19 pandemic and any instructional or support needs that arose from that. If you have a proposal for resources to be funded from these one-time funds, please discuss them with your department chair.

Stipends/Timesheets: For reporting hours for compensation (funded projects, division meetings, etc.), submit an academic timesheet with dates and hours to the division office or the division dean leading the project.

Injury Reporting: If you or a student is injured while on campus, please report it immediately. The website regarding [Emergencies](#) contains important forms and information.

Career Education Programs: Internships, Job Placement, and Outreach: There are many services and opportunities available for CTE faculty and students. Contact Celine Park (cpark@vcccd.edu) or Raul Torres (raul_torres6@vcccd.edu) to learn more about support and how to get involved.

I'm looking forward to a great year working with all of you! Welcome back!

Carol Higashida, EdD, MN, RN, CNS

Dean, ATZ, EATM, Health and Life Sciences Division