Continuing Education Division

Employee Handbook 2012

MT. SAC
Mt. San Antonio College

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Welcome Letter

Donna E. Burns
Dean, Continuing Education
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June 7, 2011

Dear Faculty and Staff Members,

This Handbook is a compilation of information that should already be familiar to you from a number of different sources, particularly orientation information from your various programs. We felt it would be helpful to bring this information together as a single, unified reference for the division.

It's pretty thick, but don't be intimidated. We hope it will be a quick and easy source of information that's there when you need it.

I do encourage you to read through the table of contents and see if there are areas that are new to you so that you can take a look at them. You might also find it useful, as you have time, to review areas that you **haven't thought about for a while. I find sometimes I have to "unlearn"** something I thought I knew.

Those of you who are members of the Faculty Association or CSEA will see that this handbook refers you to your respective agreements when appropriate. They can always be found at http://inside.mtsac.edu/departments/admin/personnel/ -- which you may want to bookmark.

Please feel free to contact me or your program manager if have questions. Thank you for your great work serving students!

Cordially,

Donna Burns
Dean, Continuing Education

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MT. SAC MISSION, VISION AND CORE VALUES

College Mission Statement

The mission of Mt. San Antonio College is to welcome all students and to support them in achieving their personal, educational, and career goals in an environment of academic excellence.

College Vision Statement

Mt. SAC strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services.

As a premier community college, we will provide access to quality, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

College Core Values

Integral to all academic, support, and operational services at Mt. SAC

Integrity	We treat each other honestly, ethically, and responsibly in an atmosphere of trust.
Diversity	We respect and welcome all differences, and we foster equal participation throughout the campus community.
Community Building	We work in responsible partnerships through open communication, caring, and a cooperative spirit.
Student Focus	We address the needs of students and the community in our planning and actions.
Life-Long Learning	We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
Positive Spirit	We work harmoniously, show compassion, and take pride in our work.

MT. SAC AND CONTINUING EDUCATION HISTORY

Mt. SAC's Beginnings

The Mt. San Antonio College (Mt. SAC) campus was originally part of the 48,000-acre La Puente Rancho. During World War II, the facility was converted into an Army hospital and later a Navy hospital. The Mt. San Antonio Community College (Mt. SAC) District was created in December, 1945 when voters of four local high school districts approved the formation of a community college district. Initially named Eastern Los Angeles County Community College, the institution was later renamed after Mt. San Antonio, the imposing, snow-capped mountain (popularly known as Mt. Baldy) prominently visible in the distance above the campus. Mt. SAC opened in the fall of 1946 with 635 students occupying a few Spanish-tiled buildings and temporary Navy barracks clustered below the San Jose Hills. Walnut, not yet an incorporated city, consisted of very little except dirt roads, cacti, and grasslands covered in the spring with wild mustard grass.

The College District boundaries encompass an area of approximately 189 square miles in the southeast corner of Los Angeles County, bordering Orange County on the south and San Bernardino County on the east. The 421 acre campus, located about thirty miles east of Los Angeles, is situated in the geographic center of ten school districts and seventeen communities. Quite naturally, the growth of Mt. SAC has mirrored that of the local area. From its humble beginnings, the College now serves over 70,000 men and women from a wide array of backgrounds and generations.

History of Continuing Education Division

The Community Services department was established in 1971 to provide cultural, educational and recreational programs. Some of these community programs included the support of the planetarium, wildlife sanctuary, and art gallery as well as classes for senior citizens and gifted children. The Department was also responsible for Mt. SAC's public information and a speaker's bureau.

In 1978 Community Services was reclassified from a department to a division and the Division's first dean was appointed. The newly re-titled Community Education Division expanded to incorporate community enrichment, fee-based classes and new areas of adult education including Basic Skills, English as a Second Language, Older Adult, Parent Education, Disabled Education, and Health and Fitness.

By the late 1980s the Division began increasing its focus on entrepreneurship and economic development. In 1993 the Community Education Center (CEC) was established on the main campus and over the next few years grew to include programs such as GED preparation, Adult Basic Education, Adult High School Diploma, and High School Referral. Then in 2002 all noncredit programs were placed under the larger umbrella of the Instruction Team where they remain today.

Mt. SAC Continuing Education is the 5th largest noncredit program in the state of California. The Division has experienced dramatic change and tremendous growth in its 41 year history. There have been six name changes during this time and its most recent name change, Continuing Education, reflects the common terminology used by California community colleges for similar programs.

The main campus is now home to the Continuing Education Division office, the Language Learning Center, as well as Adult Basic Education, Adult High School Diploma, English as a Second Language, High School Referral, Noncredit Health Careers, Noncredit Short-Term Vocational programs, and the WIN Athletic Support Center. Community Education, Contract Education, and Older Adult Program courses are offered on campus and in public and private facilities throughout the Mt. SAC community.

CONTINUING EDUCATION VISION AND STUDENT LEARNING GOALS (SLGS)

Continuing Education Vision

Continuing Education will provide outstanding educational opportunities for students from diverse backgrounds who are seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment.

Continuing Education Student Learning Goals (SLGs)

We will prepare all students to be:

Effective Communicators who
- Acquire reading and listening skills   - Speak and write to be understood   - Work productively as part of a team   - Use technology to express ideas
Critical Thinkers who
- Gather, organize, and analyze information from a variety of sources   - Form and express a logical opinion or conclusion   - Demonstrate problem-solving skills   - Apply knowledge to personal, professional, or academic situations
Life-Long Learners who
- Take responsibility for setting and implementing educational plans   - Recognize and apply learning strengths   - Participate productively in the community

CONTINUING EDUCATION FAST FACTS

- The Mt. SAC Continuing Education Division (CED) was established in 1971

- CED is the 5th largest noncredit program in California

- In 2010-11 CED generated 6,055 Full-Time Equivalent Student (FTES) hours

- CED holds a dual accreditation by the Western Association of Schools and Colleges (ACCJC and ACS)

- CED programs serve students across the lifespan including adults, minors, and senior citizens

- Noncredit courses are offered four terms per year (winter, spring, summer, fall) with weekend and evening options available

- CED student support facilities include the Language Learning Center, WIN student athlete support center, ABE Career Center, ESL Library, language SMART lab, as well as multiple on-campus and off-campus computer labs (ABE, ESL, OAP)

- Classes are available on the Mt. SAC campus and at 53 community-based sites such as senior and community centers

- Programs that focus on career development and college preparation (CDCP) show a matriculation rate to credit of 40%

- CED counselors and educational advisors held 3,939 individual student appointments in 2010-11

- Fee-based classes and programs include Business and Professional Development, Driver Education, Personal Enrichment, Sports and Fitness, Children and Teens, and Online Learning

- Community Education (fee-based) and Contract Training had 8,814 enrollment transactions in 2010-11

Noncredit Student Enrollment 2010-11

Adult Basic Education	Adult Basic Education	2571
	Adult High School Diploma	637
	GED	313
	High School Referral	1124
	Summer High School	10596
ESL	ESL	3822
	VESL Career Paths	156
Noncredit Labs	Language Learning Center	4946
	WIN	991
	All Other Noncredit Labs	18419
Noncredit Vocational	Health Careers Lab (Credit students)	569
	Health Careers Lab (Noncredit students)	161
	Health Lecture (Noncredit students)	165
	Noncredit Vocational (Dual-listed with credit)	396
	Noncredit Vocational (Stand-alone)	85
Older Adult Program		4899
Unduplicated Total		43599

Student Achievement 2010-11

Certificates

ESL Certificates (Beginning, Intermediate, Advanced)	880
Noncredit Short-Term Vocational Certificates	73
GED Graduates	63
Adult High School Diploma Graduates	40
ABE Computer Literacy Certificates of Proficiency	122

Pass Rates

California CNA Exam Pass Rate	94%
CED Grades (Pass or Satisfactory Progress)	89%
High School Referral Course Completion Rate	65%
CDCP Program matriculation to credit rate	40%

Student Ethnicity 2010-11

Asian	17%
Black/African American	4%
Filipino	2%
Hispanic/Latino	53%
Pacific Islander	1%
White	12%
Not Reported	10%

Faculty Academic Qualifications 2010-11

Ed.D./Ph.D./Psy. D.	2%
M.A./M.S.	55%
B.A./B.S.	31%
A.A./A.S./or Other Minimum Qualification	12%

CONTINUING EDUCATION PROGRAMS

Continuing Education Division Office

A resource for information regarding all Continuing Education Programs.

>> **Location:** Building 40, Room 104
>> **Contact Number:** (909) 274-4220
>> **Email:** continuinged@mtsac.edu
>> **Office Hours:**
>>> MTWTh: 8:00 a.m. - 6:00 p.m
>>> Friday: 8:00 a.m. - 4:00 p.m.
>>> Registration closes one half hour before office hours end.

Adult Basic Education (ABE)

Adult Basic Education (ABE) offers educational, vocational, and support services to adult and high school students. ABE is committed to providing excellent basic skills coursework and comprehensive supportive services. Individuals can receive assessment, career and academic counseling, educational advisement, and employment assistance, participate in high school diploma classes, as well as prepare for the high school equivalency (GED) and the military entrance exam (ASVAB). The instructional programs and services are a part of the matriculation process to move students into the workforce, training programs or college level courses. For more information, contact the ABE Center or check the website http://www.mtsac.edu/instruction/continuinged/noncredit/abe/index.html

Adult Basic Education Center

The Adult Basic Education Center is committed to providing basic skills and workforce preparation training to a nontraditional adult population. Students can receive basic skills assessment and training, career assessment, vocational training and employment assistance. All services are offered at no cost.

>> **Location:** Building 30
>> **Contact Number:** (909) 274-4845
>> **Email:** abeinfo@mtsac.edu
>> **Office Hours:**
>>> MTWTh: 8:00 a.m. - 5:00 p.m.
>>> Friday: 8:00 a.m. - 4:30 p.m.

Adult Basic Education Lab

The Adult Basic Education Lab offers a variety of services including basic skills courses, high school equivalency (GED) and Armed Services Vocational Aptitude Battery (ASVAB) exam preparation, assessment services, and hands-on computer training in a variety of software programs including Microsoft Office. Courses in the Adult Basic Education Lab are designed to strengthen basic skills in reading, writing, spelling, vocabulary, mathematics, and language. A cap and gown graduation is held on the Mt. SAC campus each June to honor students receiving their GED Certificates. Adult Basic Education courses are open to the public.

>> **Location:** Building 30, Room 111
>> **Contact Number:** (909) 274-4935
>> **Lab Days/Hours:**
>>> MTWTh: 8:00 a.m. - 8:00 p.m.
>>> Fridays: 8:00 a.m. - 4:00 p.m.

CONTINUING EDUCATION PROGRAMS

Adult Basic Education (ABE)   (continued)

Adult High School Diploma

Adult students can earn credits toward completion of a high school diploma under the guidance of instructors, counselors, and support staff. Coursework is offered in small group instruction, computer-aided instruction, and individual study. A cap and gown graduation is held on the Mt. SAC campus each June to honor students receiving their high school diploma.

> **Location:** Building 30, Room 38A
> **Contact Number:** (909) 274-4937
> **Office Hours:**
> > MTWTh: 8:30 a.m. - 8:30 p.m.
> > Friday: 8:00 a.m. - 4:30 p.m.

High School Referral and Summer High School

High School Referral is a self-paced, independent study program designed to allow high school students the opportunity to take a-g approved classes to earn a higher grade or make up credits. Credentialed teachers supervise the classroom and provide individual instruction and support. Students must be currently enrolled in high school and have both parental and counselor consent to enroll. Upon course completion, credits earned may be transferred to the student's local high school to fulfill graduation requirements.

> **Location:** Building 30, Room 115
> **Contact Number:** (909) 274-4937
> **Office Hours:**
> > MTWTh: 8:30 a.m. - 8:30 p.m.
> > Friday: 8:00 a.m. - 4:00 p.m.

In Home Support Services

This course trains students to become a caregiver in a home environment or in an assisted living facility. Students learn communication skills, maintenance of a healthy environment, basic nutrition, and procedures for emergencies. CPR certification and career readiness training are also provided.

> **Location:** Building 30
> **Contact Number:** (909) 274-6202
> **Office Hours:**
> > MTWTh: 9:00 a.m. - 2:00 p.m.

WIN - Academic Support Program for Student Athletes

The WIN program is specifically designed to assist student athletes to maintain academic eligibility and prepare them to transfer to a four-year institution. Student athletes are offered a quiet environment in which they can pursue academic success through interaction with tutors, utilization of resources, and staff support.

> **Location:** Building 40, Room 103
> **Contact Number:** (909) 274-4239
> **Hours:**   MTWTh: 9:00 a.m. - 5:00 p.m.

CONTINUING EDUCATION PROGRAMS

Community Education

Community Education short-term, fee based, not-for-credit courses are designed for people who are seeking health and fitness, personal enrichment, programs for kids, or career development. The program topics and offerings are of unique interest to the community, and offer enticing perspective on interesting subjects. For more information, contact the Continuing Education Division Office or check the website communityed.mtsac.edu.

> **Location:** Building 40, Room 104
> **Contact Number:** (909) 274-4220
> **Email:** commedreg@mtsac.edu
> **Office Hours:**
> > MTWTh: 8:00 a.m. - 6:00 p.m.
> > Friday: 8:00 a.m. - 4:00 p.m.

English as a Second Language (ESL)

The ESL program is designed to help students strengthen their English communication skills in order to transition to college credit programs, gain opportunities for job advancement, and become active and participating members in their community. Classes range from basic literacy (Pre-Level 1) to advanced (Level 6) English Proficiency. Students are placed according to their English abilities and progress through a sequence of courses. Core Level classes focus on integrated skills (grammar, listening, speaking, reading, and writing) while supplemental courses in Speaking, Writing, Citizenship Preparation, and TOEFL Preparation assist students with specialized goals. Additionally, ESL offers VESL Career Paths, a two-semester program designed to facilitate the noncredit-to-credit transition of advanced level ESL learners. Classes are offered all year long with day, evening, and weekend options. For more information, contact the ESL Office or check the website esl.mtsac.edu.

> **Location:** Building 66, first floor
> **Contact Number:** (909) 274-5235
> **Email:** eslreg@mtsac.edu
> **Office Hours:**
> > MTWTh: 8:00 a.m. - 8:00 p.m.
> > Friday: 8:00 a.m. - 12:00 p.m.

Language Learning Center (LLC)

The Language Learning Center (LLC) offers a wide variety of language learning software, videos, DVDs, and recordings to improve listening, speaking and pronunciation skills for the following languages: American Language, Arabic, Chinese, ESL, French, German, Italian, Japanese, Sign Language and Spanish. Open enrollment is available throughout the semester. ESL students may register in the ESL registration office in Building 66, lower level. For more information, contact the LLC or check the website http://llc.mtsac.edu/

> **Location:** Building 6, Room 264, Learning Technology Center South Entrance
> **Contact Number:** (909) 274-4580
> **Email:** langlab@mtsac.edu
> **LLC Hours:** *Vary by term*
> > MTWTh: 8:00 a.m. - 9:00 p.m.
> > Friday: 8:00 a.m. - 2:00 p.m.
> > Saturday: 9:00 a.m. - 2:00 p.m.

CONTINUING EDUCATION PROGRAMS

Noncredit Vocational Program

Certificates in a variety of vocational programs with high employment potential are available through the Continuing Education Division. Many of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement. For more information, contact the Continuing Education Division Office or check the websites: http://www.mtsac.edu/instruction/continuinged/noncredit/vocational/index.html for most vocational programs, and http://www.mtsac.edu/instruction/continuinged/noncredit/health/index.html for health programs.

> **Location:** Building 40, Room 104
> **Contact Number:** (909) 274-4220
> **Email:** continuinged@mtsac.edu
> **Office Hours:**
> > MTWTh: 8:00 a.m. - 6:30 p.m.
> > Friday: 8:00 a.m. - 4:30 p.m.

Older Adult Program

Courses designed for older adults (age 55+ years) provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered in computer skills, decorative/home and fine arts, health, and job training and vocational programs. Courses are conducted both on campus and at various senior and community centers throughout the Mt. SAC District. For more information, contact the OAP Office or check the website http://www.mtsac.edu/instruction/continuinged/noncredit/oap/index.html

> **Location:** Building 36-2
> **Contact Number:** (909) 274-4192
> **Email:** oap@mtsac.edu
> **Office Hours:**
> > MTWTh: 9:00 a.m. - 2:00 p.m. or by appointment

Additional Continuing Education Services and Programs

- College 4 Kids and Youth Programs
- Vehicle Safety Programs (Motorcycle, Traffic School, Driver's Training)
- Community Education Fitness Programs and the Wellness Center
- Farm Tours
- Wildlife Sanctuary Tours
- Study Skills Lab for Disabled Students Programs and Services
- CPR and First Aide Training Center (Bldg 35, Room 9, x5451)
- Health Careers Resource Center (HCRC)

For more information regarding Continuing Education Services and Programs, contact (909) 274-4220.

MT. SAC BASIC GOVERNANCE STRUCTURES

Board of Trustees

The Board of Trustees is the ultimate policy-making body of the College. The Board consists of five elected community members and one Student Trustee.

- Ms. Rosanne Bader, President
- Dr. Manuel Baca, Vice President
- Mr. Fred Chyr, Clerk
- Ms. Judy Chen-Haggerty, Member
- Dr. David K. Hall, Member
- Student Trustee

Office of the President / CEO

President/CEO Dr. William Scroggins oversees implementation of Mt. SAC Board policies and is responsible for the overall administrative governance of the College.

President's Cabinet

The President's Cabinet is the highest-level administrative decision-making body at Mt. SAC. The Cabinet meets with the President/CEO weekly and is charged with ensuring the long-term stability and success of the institution, consistent with Mt. SAC's mission, vision, and core values.

Administration / Managers

The President/CEO has established an organization that delineates the responsibilities and general duties of College employees. Through this organizational chart, authority is delegated to administrative managers to plan, organize, and direct the operations and activities of programs at the College.

College Committees and Councils

Governance Committees

Governance committees participate in the short and long term global planning of the college. Functions of these bodies include recommending rules, procedures, direction, and processes.

Academic Senate Committees and Councils

Academic Senate committees and councils make recommendations regarding academic and professional matters.

Classified Senate

The Classified Senate's mission is to provide Classified employees with a formal representative voice in determining institutional policies, procedures, and regulations.

Operational Committees and Councils

Operational committees and councils participate in the short-term and long-term planning of individual departments or cross department groups. These bodies recommend and make decisions affecting local projects and operations.

CONTINUING EDUCATION ORGANIZATIONAL CHARTS

Program Chart
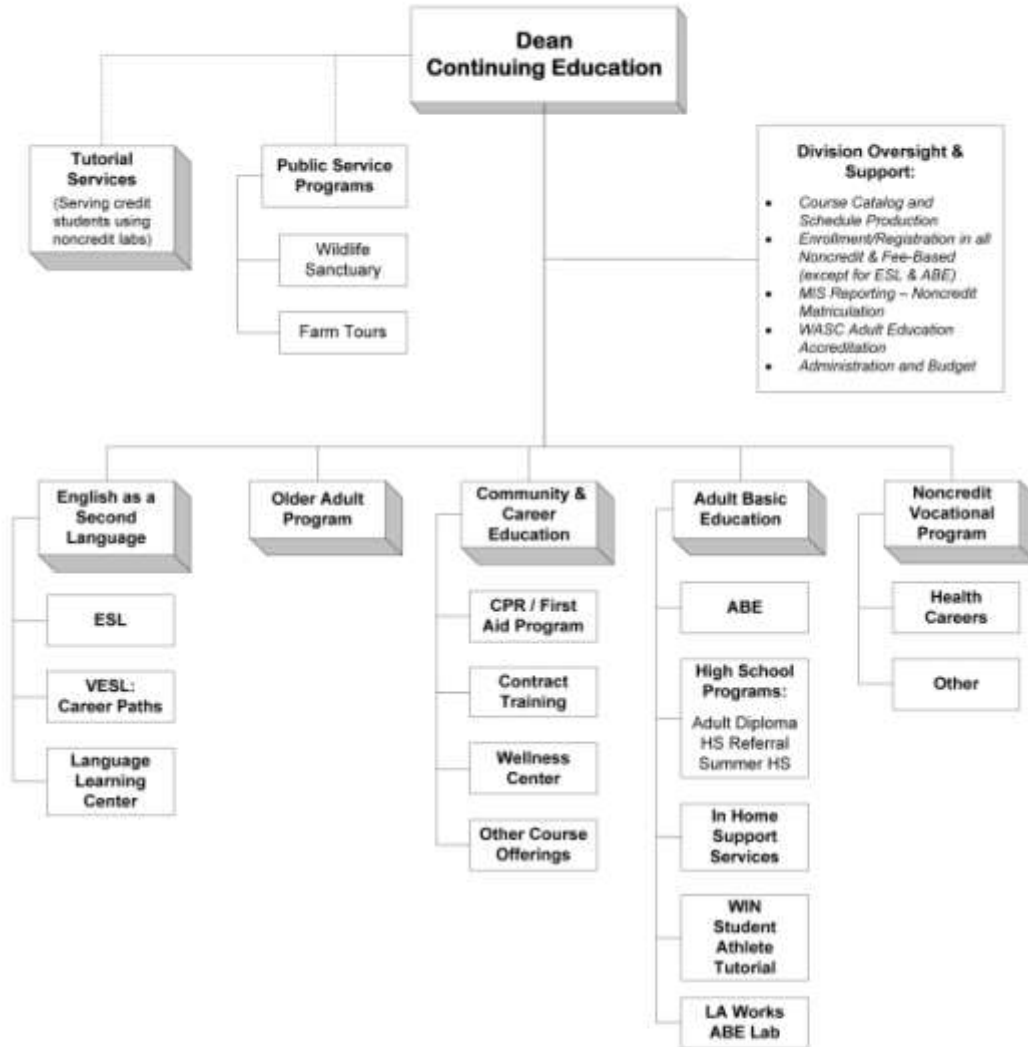
CONTINUING EDUCATION ORGANIZATIONAL CHARTS

Personnel Chart

WHO'S WHO IN CONTINUING EDUCATION

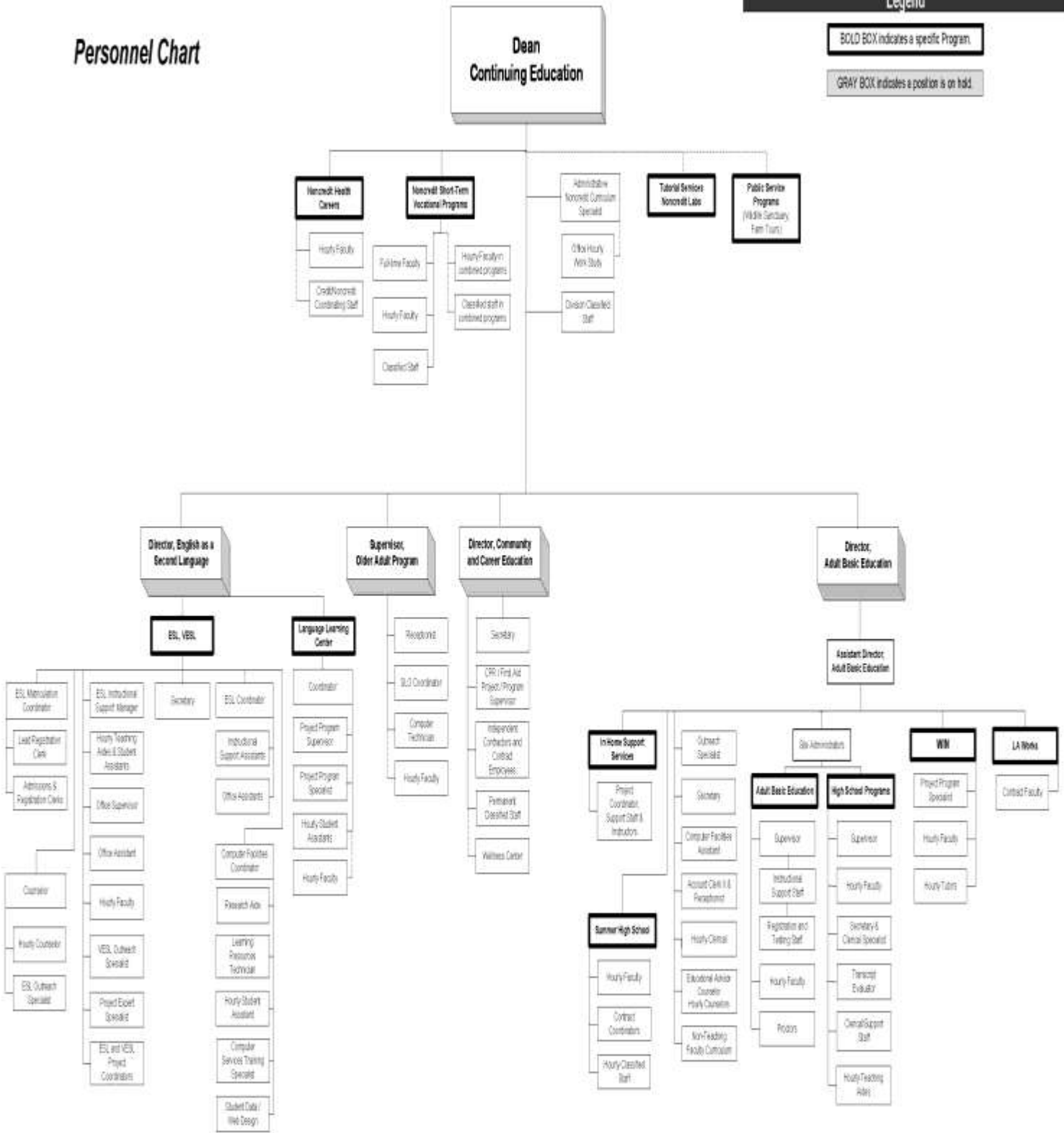| Name	Phone	Title	Regarding…
Adult Basic Education (ABE)			
Angelena Moore	6117	Vocational Outreach Specialist	WIA/EDD, Summer HS
Denise Van Tilburg	4937	Secretary	High School Office
Diana Dzib	4961	Supervisor	High School Program
Julia Martinez	4937	Clerical Assistant	High School Office (evening)
Erica Ledezma	4239	Project Specialist/ Instructor	WIN Program
Lesley Johnson	5153	Evening Site Administrator	ABE Center supervision
Lianne Greenlee	6044	WASC Coordinator	Accreditation
Lisa Zahn	5156	Account Clerk II	Payroll, budgets, supplies
Lorena Peralta	5262	ABE Student Specialist	CASAS testing, Student outcomes
Madelyn Arballo	5228	Director	ABE Center
Maria Cardenas	5192	Secretary	Scheduling, payroll, general
Marilyn McNall	6202	Project Coordinator	In Home Support Services
Omideh Sloan	5153	Assistant Director	ABE Center
Raquel Campos	5262	Lead Admissions & Registration	ABE Course schedules, gen registration
Raymond Luu	4248	Computer Facilities Assistant	Technology Support,
Renu Katoch	5155	Educational Advisor	Ed advising, WIA/EDD
Surekha Chaplot	4935	Project Program Supervisor	ABE Lab, registration, testing supervision
Susan Wright	5903	Counselor	ABE Center, career counseling
Tanina Barbagallo	5153	Evening Site Administrator	ABE Center supervision
Continuing Education Division Office / Short-Term Vocational (STV)			
Donna Burns	5230	Dean Continuing Education	Division
Kathi Coleman	5451	Noncredit Administrative Curriculum Specialist	Curriculum, catalog, certificates
Sharon DeLaby	5456	Account Clerk III	Budget, accounts, requisitions
Joyce Ellison	5458	Admissions & Records Clerk	Class Scheduling
Myrna Moreno	5462	Registration Specialist	Registration, attendance support
Sheryl Ocampo	5461	Admissions and Records Clerk II	Registration, noncredit & fee-based questions
Rebecca Rios	5453	Admissions and Records Clerk	Late Afternoons
Linda Rodriguez	5454	Account Clerk II	Hire Documents, hourly payroll, auxiliary account
Sabeena Soni	5455	Clerical Specialist	Fee-based program questions, schedule
Community Education Fee-Based			
Paulo Madrigal	5234	Director, Community and Career Education	Fee-Based, Contract Training, Student Data
Lisa Harris	5404	Secretary	Community Education Office
English as a Second Language (ESL)			
Deejay Santiago	5242	Matriculation Coordinator	Registration, Placement, & Attendance
Heidi Acala	5236	VESL Outreach Specialist	VESL Programs
John Pellitteri	5232	Counselor	Counseling, Career Guidance
Liza Becker	5233	Director	ESL Program Administration
Lourdes Granda	5004	ESL Coordinator	Resources, TAs, TOEFL Testing
Marchelle Nairne-Proulx	5231	Secretary	Operational, Payroll
Margaret Teske	5243	Instructional Support Manager	Teaching, Testing, & Substitutes
Tony Gallardo	5238	Computer Facilities Supervisor	Instructional Technology Support
LLC			
Peggy Marcy	5010	Coordinator	Language Learning Center
Older Adult Program			
Aaron Tom	3231	IT support	Older Adult Program
Kim Keene	4192	Clerical Assistant	OAP Front office, general info.
Mary Lange	5117	Supervisor	Older Adult Program
Shelby White	3064	SLO Coordinator	Older Adult Program

PLANNING FOR INSTITUTIONAL EFFECTIVENESS (PIE)

Planning for Institutional Effectiveness (PIE) is a campus-wide process designed to foster innovation and change in alignment with the Mt. SAC mission and goals.

Mt. San Antonio College Goals

The Mt. SAC Goals are articulated by the President's Advisory Council (PAC) to guide planning and assessment processes.

1. The college will secure funding that supports exemplary programs and services.
2. The college will prepare students for success through the development and support of exemplary programs and services.
3. The college will improve career/vocational training opportunities to help students maintain professional currency and achieve individual goals.
4. The college will improve the quality of its partnerships with business and industry, the community, and other educational institutions.
5. The college will utilize and support appropriate technology to enhance educational programs and services.
6. The college will provide opportunities for increased diversity and equity for all across campus.
7. The college will increase access for students by strengthening recruitment and opportunities for full participation in College programs and services.
8. The college will encourage and support participation in professional development to strengthen programs and services.
9. The college will provide facilities and infrastructure that support exemplary programs and consider the health and safety of the campus community.
10. The college will ensure that basic skills development is a major focus in its planning efforts.
11. The college will improve effectiveness and consistency of dialogue between and among departments, committees, teams and employee groups across the campus.
12. The college will engage students in activities and programs designed to increase their term-to-term enrollment (i.e. persistence).
13. The college will improve integration of campus-wide planning activities.

Continuing Education Goals

These goals are aligned with College Goals, and Division Vision and are generated with input from faculty. They guide Division planning and assessment.

Data	Improve in use of data to track, assess, and report student access and outcomes.
Student Learning	Improve student learning through continual enhancement of curriculum and delivery of instruction and through outcomes development and assessment.
Communication	Increase effectiveness and consistency of communication among stakeholders.
Student Services	Support access to high quality student services to meet the needs of diverse noncredit populations.
Facilities	Provide physical and technological infrastructure that will promote student learning.
Professional Development	Implement and promote professional development ininitiatives that support Continuing Education themes and priorities.
Community Value	Provide venues for meeting the educational and enrichment needs of the community where state funds are not available.
Partnerships	Develop internal and external partnerships in order to improve students' educational and career opportunities.
Advocacy for Noncredit	Collaborate with state and national organizations to improve support for noncredit student populations.

PLANNING FOR INSTITUTIONAL EFFECTIVENESS (PIE)

Student Learning Outcomes (SLOs)

Student Learning Outcomes are a means to determine what students know, think, feel or do as a result of a given learning experience. In the PIE process, the outcomes are written by program members (Program SLOs) and instructors (Course SLOs).

Student Learning Outcomes (SLGs)

Student Learning Goals (SLGs) are a global type of SLO applied throughout the Continuing Education Division. They are interdisciplinary statements about what all students should know, understand, and be able to do by the time they complete their planned program.

PLANNING FOR INSTITUTIONAL EFFECTIVENESS (PIE)

Planning for Institutional Effectiveness (PIE)

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                    ┌─────────────────────┐
                    │    Mt. SAC Mission   │
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                    ┌─────────────────────┐
                    │    Mt. SAC Goals     │
                    └─────────────────────┘
                              ↕
                    ┌─────────────────────┐
                    │   Instruction Goals  │
                    └─────────────────────┘
                              ↕
                    ┌─────────────────────┐
                    │ Continuing Education PIE │
                    │  (Aligned with CED Vision) │
                    └─────────────────────┘
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Continuing Education Goals

Use of Data
Student Learning
Communication
Matriculation
Facilities
Professional Development
Community Value
Partnerships
Advocacy for Noncredit

Program Goals
AUOs/SAs

Student Learning Goals (SLGs)
Global SLOs

Effective Communicator
Critical Thinker
Lifelong Learner

Certificate and
Academic Program
SLOs

Course Level SLOs

ACCREDITATION

What is accreditation?

Accreditation is the process of external quality review used by higher education. It confers an academic legitimacy that communicates to the public and higher education community that Continuing Education is a trustworthy institution of learning.

What is WASC?

The Western Association of Schools and Colleges (WASC) is a private, nonprofit, regional accrediting association. WASC has three commissions:
- Accrediting Commission for Schools (ACS - Postsecondary)
- Accrediting Commission for Community and Junior Colleges (ACCJC)
- Accrediting Commission for Senior Colleges and Universities

Why do we maintain a postsecondary education accreditation for our Division?

The Continuing Education Division has an embedded adult education (Postsecondary) program and has received initial accreditation from WASC- ACS. Accreditation by this WASC commission is essential for high school course credits within the Division to be certified as a-g approved by the University of California system. This certification is also mandated for National Collegiate Athletic Association (NCAA) recognition of the high school courses offered in Continuing Education. Continuing Education Division, as a part of Mt. San Antonio College, is included in the College's accreditation through WASC- ACCJC.

How does the accreditation process work?

Accreditation is a perpetual cycle of assessment, planning, implementing, monitoring, and reassessment.
- Initial Accreditation granted June 2009
- Full Self Study: Began Summer 2010
- Full Self-Study Visit: Spring 2012
- Annual Follow-up

How are faculty and staff involved in the accreditation process?

A critical outcome of the accreditation self-study is the involvement and collaboration of all faculty and staff. Your participation in accreditation involves assessing student progress, studying student and community data, gathering and examining evidence regarding the quality of the instructional program for students with respect to WASC Standards, and providing feedback on program strengths and growth needs.

TABLE OF CONTENT
SECTION B – GENERAL INFORMATION

CAMPUS SERVICES

Service	Location	Use
Copy Services	Building 4 Ext. 4255	All class-size requests for duplication should be processed through the Copy Services Center. • Plan for a 3-day turnaround time. • 24-hour service is provided for emergency printing needs • You will need to complete a copy request form (available in program and Division offices) • No color copies are available. • Check with your program office regarding drop off and pick-up of orders. • See a sample Printing Requisition Form in the appendix. Printing services is open from 6:30 a.m. to 10:30 p.m. Monday through Thursday, and 6:30 a.m. – 7:00 p.m. on Friday. Duplication requests can also be done via the Docuweb site https://printshop.mtsac.edu. You will use your Mt. SAC login and password. Directions are provided at this site.
CSEA		California School Employees Association Chapter 262 is the representative for the classified employees at Mt. San Antonio College. • http://inside.mtsac.edu/classified/index.html
Escort Service	Ext. 4233	Mt. San Antonio College offers free escort services to all faculty, staff, and students from 6:30 p.m. to 10:15 p.m. • Escort stations are located at various campus locations • Escorts can be identified by their yellow jackets and I.D. Badges. • Call (909) 594-5611 ext. 4233 to request an Escort.
Faculty Association		The Mt. San Antonio College Faculty Association, Inc., CTA/NEA is an affiliate of the California Teachers Association and the National Education Association. • The Faculty Association is the exclusive representative for the unit of employees at Mt. San Antonio College known as professors. Included in this unit are Full-Time Regular, Contract, and Temporary Instructors, Counselors, Librarians, Department Chairpersons, Instructional Specialists (Disabled Programs and Services), and other faculty on reassigned time. • http://fa.mtsac.edu/

CAMPUS SERVICES

Service	Location	Use
Health Services	Building 67B First Floor Ext. 4400	Part-time instructors are eligible to utilize the Health Center for some medical needs while actively employed at Mt. SAC. • The Health Center provides medical care for short-term illnesses such as a cold, flu, minor infection, and screening tests such as pap smears. • First aid only is provided for work-related injuries and illnesses. • This service does not replace a primary care medical provider; therefore, treatment is not available for chronic conditions (diabetes, high blood pressure, asthma, hormone therapy, thyroid disorders, etc). • Services are only available when classes are in session. • Picture identification, such as a Mt. SAC faculty badge or driver's license, must be presented at the reception desk at each visit to receive services. • All Mt. SAC employees are eligible to receive services funded by the district such as routinely-scheduled tuberculosis (TB) testing. • The Hepatitis B Immunization series is offered to all employees identified by the Bloodborne Pathogens Program as high-risk for blood and body fluid exposure. • Hours: Monday-Thursday, 8:00a.m. – 7:00p.m. Fridays 8:00a.m. – 4:30p.m.
Keys	Facilities Office Building 47	Keys to your classrooms, restrooms, storage areas or cabinets may be requested from the program leader. • Your program leader will provide you with a Key Requisition to be taken to the Facilities Office • Keys may be picked up at the Facilities office (Maintenance Bldg.) between 7:30 a.m. - 5:00 p.m.
Library	Building 6	The library offers faculty and staff a wide variety of information resources for your research needs. In addition to traditional offerings such as books, journals, newspapers, videos, career guides and college catalogs, full-text databases and access to lists of pre-evaluated Internet websites are available.
Lost and Found	Student Life Building 9C Ext. 4525	Lost one of your personal valuables while on campus? Check in person with the Student Life Office, which offers a lost-and-found service. • This is also the place to turn in articles and valuables you might find on campus.

CAMPUS SERVICES

Service	Location	Use
Parking Permits	Building 40 Room 100	On-Campus Parking permits are required twenty-four hours a day, 7 days a week. • New faculty and staff must ask for a parking request memo from your manager or supervisor • Staff parking permits are issued at the Parking Services windows in Bldg. 40, Room 100. Permits are good for one academic year. • Returning faculty can exchange existing permits each December for the current year's permit. • Permits must be placed in plain view in the vehicle. • Please park only in designated Staff Parking lots. Staff parking permits are not valid in student lots, meters, or handicapped spaces. For short-term parking there are 30-minute "greenzones" located throughout the campus. Parking meters located throughout the campus may be used as well as the pay lots. Student parking ticket dispensers are located in parking lots near the football stadium.
Photo ID	Bursar's Office Building 9A	As a Mt. SAC employee, you will be provided with a photo ID card that should be carried with you anytime you are on campus. Instructors teaching in off-campus facilities are required to wear this ID while class is in session. • Your program office will provide you with a memo to be taken to the Bursar's Office along with a current photo ID. • Your photo will be taken and your ID will be issued immediately. If you present your Mt. SAC ID at the bookstore you will be given a 10% discount on non-sale items. Some restaurants in the community also extend discounts to Mt. SAC employees with ID.
Presentation Services	Ext. 4273 6-170	Provides AV hardware support
Public Safety	Ext. 4555	Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department x4555 or call 911. All campus pay phones have an emergency button. When using an on-campus extension, call 9-911. • Incidents may be reported to Security by calling (909) 594-5611 extension 4555 twenty-four hours a day. • In most cases, a security officer will respond to the scene and will complete a Mt. San Antonio College Incident Report. If necessary, the Los Angeles County Sheriff's Station in Walnut will be contacted. Faculty must report student injuries to their program office immediately after class in the case of a non-emergency situation. In an emergency, faculty must notify their program office immediately. If the faculty member is engaged in assisting the student victim, another student should be enlisted to call the program office from the class phone or to notify a neighboring teacher, who can call and assist as needed.

CAMPUS SERVICES

Service	Location	Use
Sac Book Rac	Building 9A	The College bookstore is a place to get college-related supplies and services uniquely tailored to Mt. SAC student and staff needs. • The Sac Book Rac provides sales of computer hardware and software at reduced, academic prices.
Student Services	Student Services Center Building 9B	Provides students with assistance in achieving their education, career, personal and social goals. Services include: • Admissions and Records (x4415) • Assessment Center (x4265) • Bridge Program – 1st generation College students (x5392) • Career Placement (x4510) • Counseling and Advising (x4380) • DSP&S – Services for students with specific disabilities (x4290) • EOPS/CARE – Eligible low-income students / single parents (x4500) • CalWORKS – students who are recipients of TANF (x4755) • Financial Aid (x4450) • Scholarship Office (x4457) • High School Outreach (x5906)
Technology Support	Program Computer Technician Help Desk Ext. 4357	In the event of a computer problem, Division computer technicians are available for troubleshooting through your program office. See the List of Who's Who In Continuing Education (Section A) for names and extensions of program IT personnel. If you have a computer, telephone, password, or voice mail problem you may also call the College Help Desk at H-E-L-P (ext. 4357) or e-mail hdcoord@mtsac.edu. The Help Desk technician will attempt to diagnose your problem over the telephone.

WHAT TO DO IN AN EMERGENCY

If Danger to life or limb is present dial 9-911 from any College extension or 911 from your cell phone. During an emergency it is essential that you and your students understand your roles. Please review with classes during the beginning of each semester. Mt. SAC evacuation plans may be found at http://inside.mtsac.edu/departments/admin/risk/emergency-preparedness.html.

Please note that, as a California public district employee, by law, you may be called upon as a disaster service worker in the event of an emergency.

Emergency Event	What to Do	Who to call
Earthquake	*Take immediate shelter* under tables, desks or other furniture. Remember to *duck, cover and hold on*. • Evacuate the building when safe to do so, assisting any injured or disabled people. • Proceed to the nearest evacuation area.	
Fire	*Activate the nearest fire alarm box* • Call Public Safety and report the location of the fire. • Evacuate the building and assist disabled persons. Close all doors when exiting the building. • Proceed to nearest evacuation area.	Public Safety Ext. 4555
Civil Disturbance	*Call Public Safety at x4555* and report the type and location of disturbance. • If it is apparent that anyone's safety is threatened by the disturbance, *exit the building immediately.* • If outdoors, *leave the immediate vicinity* of the disturbance and take cover. • Remain in a safe, cover position until Public Safety arrives, and follow their instructions.	Public Safety Ext. 4555
Gunshot / Explosion	*Take Cover. Call Public Safety at x4555* and report the type and location of disturbance. • Exit the building immediately, when safe. • If outdoors, leave the immediate vicinity of the disturbance and take cover. • Remain in a safe, cover position until Public Safety arrives, and follow their instructions.	Public Safety Ext. 4555
Power Outage	All students should *remain in their classroom* until directed to evacuate by College staff. • Evacuate the building and assist disabled persons. • Proceed to nearest evacuation area.	
Hazardous Material Spill	If indoors, *evacuate immediately* to your assigned area. If outside, *stay upwind* away from toxic fumes. • Call Public Safety and report the incident. • Remain in a safe, cover position until Public Safety arrives, and follow their instructions.	Public Safety Ext. 4555
Bomb Scare	*Do not evacuate* the building unless it is safe and you are directed to do so. Call Public Safety to report the threat. **If a bomb threat is received by telephone, get the following information:** What kind of bomb is it? Where is the bomb? When will it explode? What does it look like? **If a bomb threat is received by mail, or a suspicious object is discovered, do the following:** 1. DO NOT handle the envelope or object. 2. Evacuate all persons from the immediate area. 3. Stop anyone from entering the area.	Public Safety Ext. 4555

SAFETY PROCEDURES

Response to Life Threatening Situations

- Call 9-911 (if using a campus phone), or 911 from a cell phone
- Notify Public Safety, ext. 4555 immediately
- Assure that someone remains with the victim at all times.
- Administer CPR if needed.
- DO NOT move the victim unless absolutely necessary.
- Stop any bleeding with firm pressure directly on the wound.
- Keep victim as comfortable and calm as possible.

First Aid Services

- Call Public Safety ext. 4555
- Know where first aid kits are located in your work area.
- Follow instructions as outlined in the guide located in the kit.

Emergency Guide

Located near classroom and office entrances/exits you will find a multicolored Emergency Procedures guide. Use this guide to assist you as you help those involved in the emergency.

Emergency Blue Telephones

Located at buildings and parking lots on campus. See the campus map for specific locations.These may be used to report emergencies and will connect the caller to Public Safety 24 hours a day.

Student Incident Report

If a student is injured and/or involved in an incident, a report must be completed and submitted to the Division Office within 24 hours of the incident or injury. Incident/Injury Report Forms are available from your program office. *A sample is available in the Appendix.*

Employee Incident or Injury

Faculty and staff must report to their manager any incident or injury that occurs during work. The manager is required to submit a report to the College regarding the Incident/Injury. Additionally, an injured employee will be offered appropriate forms in case of a Workers' Compensation situation.

Safety Checklist for Off-campus Classroom Sites

Instructors who teach in an off-campus location are encouraged to utilize the Continuing Education Safety Checklist to familiarize yourself with the facility and to ensure safety for students. *A sample is available in the Appendix.*

MT. SAC WEBSITE RESOURCES

Topic	URL
Administrative Regulations	http://www.mtsac.edu/administration/trustees/procedures.html
Board Policies	http://www.mtsac.edu/administration/trustees/policies/
Classified Agreement (CSEA 262)	http://inside.mtsac.edu/departments/admin/personnel/
Classified Agreement (CSEA 651)	http://inside.mtsac.edu/departments/admin/personnel/
Continuing Education	http://www.mtsac.edu/instruction/continuinged/
Faculty Agreement	http://inside.mtsac.edu/departments/admin/personnel/
Forms	http://inside.mtsac.edu/forms/
Inside Mt. SAC (Employee Website)	http://inside.mtsac.edu/
My Portal (Class attendance and announcements)	http://myportal.mtsac.edu Secure login required
Professional & Organizational Development (POD)	http://inside.mtsac.edu/pod/
Webmail	https://webmail.mtsac.edu Also accessible by going to the Employee website (Inside Mt. SAC), Tech Support and Services, click on "Web Mail".

August 2011

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ACADEMIC CALENDAR
2011–2012

Board Approved 5/26/10

January 2012

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LEGEND

	Fall Semester 2011 (16 weeks)
	Winter Intersession 2012 (6 weeks)
	Spring Semester 2012 (16 weeks)
	Summer Intersession 2012 (6 weeks)
•	Holiday for Classified and 12-month Contractual Employees^
	Classes not in session
#	Finals (italicized date, underlined)
	Commencement
	Professional Development Days
	Start of Fall Semester 2012 (tentative)

April 2012

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MT. SAC

ACADEMIC CALENDAR 2012–2013

Approved by the Board of Trustees 5/25/11

January 2013

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February 2013

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March 2013

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April 2013

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May 2013

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June 2013

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July 2013

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August 2013

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LEGEND

	Fall Semester 2012 (16 weeks)
	Winter Intersession 2013 (6 weeks)
	Spring Semester 2013 (16 weeks)
	Summer Intersession 2013 (6 weeks)
•	Holiday for Classified and 12-month Contractual Employees^
	Classes not in session
#	Finals (italicized date, underlined)
	Commencement
	Professional Development Days (tentative)
	Start of Fall Semester 2013 (tentative)

(^Note: Classified holidays not yet negotiated)

KEY DATES

2012 Dates to Remember	
Monday, February 27 -	Spring Semester Begins, High School Referral Session Begins
Sun - Wed, March 25 - 28 -	WASC Accreditation Visit
Thursday, March 30 -	Cesar Chavez Holiday (campus closed)
Thursday, May 17 -	Summer Registration Begins
Thursday, May 24 -	High School Referral Spring Session Ends
Monday, May 28 -	Memorial Day Holiday (campus closed)
Friday, June 15 -	Commencement
Sunday, June 17 -	Spring Semester Ends
Monday, June 18 -	High School Referral Summer Session Begins
Wednesday, June 20 -	High School Diploma Graduation
Monday, June 25 -	Summer Intersession begins
Wednesday, July 4 -	Independence Day Holiday (campus closed)
Tuesday, July 17 -	Fall Registration Begins (Tentative)
Thursday, July 26 -	High School Referral Summer Session Ends
Sunday, August 5 -	Summer Intersession Ends
Monday, August 27 -	Fall Semester Begins

MT. SAN ANTONIO COLLEGE   CAMPUS MAP

1100 N. Grand Avenue, Walnut, CA 91789 • 909-594-5611 • www.mtsac.edu

LEGEND FOR CAMPUS MAP

Administration 4

(The following departments have recently been moved)

Academic Senate 16B
Administrative Services 4
Continuing Education 40
Faculty Copy Center 4
Fiscal Services 4
Human Resources 4
Instruction Office 4
Mail Center 4
Marketing & Public Affairs 4
Parking Office (Violations) 40
Payroll & Purchasing 4
Research 4
48th Agricultural District Office F10
Adult Basic Education Center 30
Agricultural Sciences 80
Agricultural Technology Center F3
Animation Drawing Lab 1B-3
Art Center 1A/B
Art Computer Graphics Lab 1B-1
Art Gallery/Classrooms 1B/C

Arts Division Office 16
Auxiliary Services 9A
Biological Services .... 7, 11, 60 & 61

Bookstore (SacBookRac) 9A
Box Office (Performing Arts) 2
Bursar's Office/Photo ID/Permits 9A
Business Division Faculty Offices .... 18A, B

Business Division Office 17

Campus Cafe 8
Center of Excellence 16-17C
Chemistry 11
Child Development Center North 9E
Child Development Center South 19A
Child Development Classes 19B
Child Development Faculty Offices 18A

Common Grounds 8
Communication Dept. 26D

Continuing Education Division 40
Construction Offices 23
Counseling 9B
Disabled Student Services 9B
English 26D
Equipment Technology Lab F7
ESL Classrooms .... 31A/B & 66
Exercise Science/Wellness Center 27A

Express Stop 16A
Fashion 19B
Foreign Languages 66
Forensics 26D
Foundation Office 12A
Founders Hall 10
President's Office/Board Room
Health Careers 67A
Health Careers Resource Center 67B
Heating/Air Conditioning 69
High School Referral/Adult
Diploma Programs .... 32, 33 & 38A-B
History/Geography/
Political Science 26D
Honors Program 26D
Horticulture Units F1
Hospitality & Restaurant Mgmt. 19B

**Humanities/Social Sciences
Division Office** 66
Humanities/Social Sciences .... 26A, B & D
Information Technology .... 23 & 23A
Interior Design 20
Journalism 26D
Landscaping/Irrigation Lab F2C

Language Center 66
ESL

Learning Technology Center 6
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Division Office
KSAK Radio
Learning Assistance Center
Library
Media Services
Professional & Organizational Dev.
Tutorial Services/Supervised Tutoring

TV Production/Broadcasting F9
Livestock Pavilion 47
Maintenance/
Facilities Management
Math & Science Bldg. 61
Math Tutoring 61
Mental Health Faculty Offices 67A

Mountie Grill 19C

Mountie Stop 9A
Music/Dance/Theater 2

**Natural Sciences
Division Office** 61
Natural Sciences Complex .... 7, 11, 60 & 61
Nutrition 19B
Older Adult Programs 36
Parking Office (Violations) 40

Performing Arts Center 2
Box Office
Dance Studio
Music Recital Hall
Sophia B. Clarke Theater
Studio Theater

**Kinesiology & Athletics
Division Offices** 45
Locker Rooms 27C
Gym 3
Field House 50G
Dance Studio 21
Pool 27B
Photographics 21
Picnic Area/Restrooms F1A
Planetarium Programs 26C

Prime Stop 61
Public Safety (Security) 23
Receiving/Transportation 48
Regional Health Occupations
Resource Center (RHORC) 35
Science Laboratories Building 60
Science - NORTH 11
Science - SOUTH 7
Security (Public Safety) 23

Short Stop 67A

Student Health 67B
Student Life Center 9C

Student Services Center 9B
Admissions & Records
ASPIRE (9D)
Assessment
Bridge/Learning Communities (9D)
Career & Transfer Services
Counseling Department
Disabled Student Programs & Services
EOPS/CARE/CalWORKs
Financial Aid
High School Outreach
Upward Bound (9D)
Veteran's Affairs
Swine Barn F4
Teacher Prep. Institute 26A

**Technology & Health
Division Office** 28A/B
Telecommunications 23
VTEA (Vocational Technical Ed. Act) 40
Welding/Air Conditioning 69
Wellness Center 27A
WIN (Student Athlete
Tutorial Center) 45
Writing Center 26B

SECURITY ESCORT SERVICE

For your added personal safety,
Mt. SAC offers a Campus Escort Service.
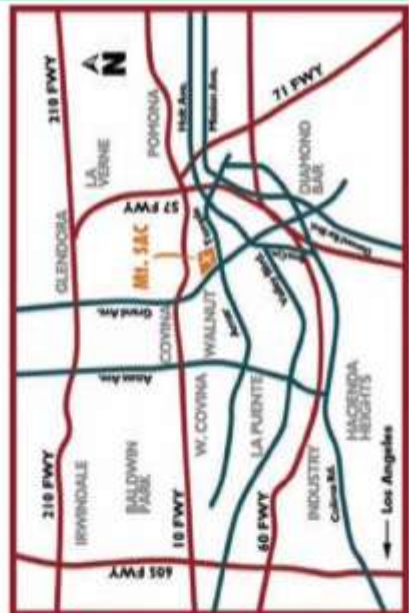
**Monday - Thursday,
6:30 - 10:10 p.m.**

Personal Escorts can be identified by their yellow jackets and I.D. badges. See the color map for a approximate location of Escorts.

Escort Service
(909) 274-4233

Campus Security
(909) 274-4555

DISTRICT MAP

CAMPUS DIRECTORY

CAMPUS DIRECTORY

OFF-CAMPUS CLASS SITES

Atria – Covina
825 W. San Bernardino Road
Covina
(626) 967-9621

Atria – Rancho Park
801 Cypress Way
San Dimas
(909) 592-9662

Bridgecreek Retirement Center
3601 Holt Avenue
West Covina
(626) 332-1135

Brighton Gardens
1740 S. San Dimas Avenue
San Dimas
(909) 394-0304

Citrus Valley Medical Center
(Formerly Queen of the Valley Hospital)
1135 South Sunset Avenue
West Covina
(626) 962-4011

Country View Retirement Home
824 Cameron
West Covina
(626) 962-3511

Covina Gardens
200 W. Rowland Ave
Covina
(626) 967-4796

Descanso Garden
1418 Descanso Drive
La Canada Flintridge
(818) 952-4401

Diamond Bar Center
1600 Grand Ave.
Diamond Bar
(909) 839-7068

East Valley Hospital Medical Center
150 W. Alosta Avenue/Route 66
Glendora
(626) 852-5000

Easter Seals Southern California
837 West Christopher Street, Suite D
West Covina
(626) 856-1601

El Monte Community Hospital
1701 Santa Anita Avenue
El Monte
(626) 579-7777

Heritage Park Community Center
2900 Brea Canyon Road
Diamond Bar
(909) 396-5699

Hillcrest Homes
2705 Mountain View Dr
La Verne
(909) 392-4358

Inter-Community Medical Center
303 North 3rd Avenue
Covina
(626) 331-7331

Irwindale Recreation Center
1650 Calle DePaseo
Irwindale
(626) 430-2227

Irwindale Senior Citizens' Center
16116 Arrow Highway
Irwindale
(626) 430-2284

Joslyn Senior Citizens' Center
815 North Barranca
Covina
(626) 966-6378

OFF-CAMPUS CLASS SITES

La Verne Community Center
3680 "D" Street
La Verne
(909) 596-8776

Ladera Serra Park
975 Calle Serra
San Dimas, CA 91773
(909) 394-6230

LA Works Worksource Center
5200 Irwindale Ave. Ste. B
Irwindale
(626) 960-3964

The Masonic Home
1650 Old Badillo Street
Covina
(626) 251-2234

Mt. San Antonio Gardens
900 East Harrison Avenue
Pomona
(909) 624-5061

Pathfinder Park Community Center
18150 East Pathfinder Road
Rowland Heights
(562) 690-0933

Regent Assisted Living
150 South Grand Avenue
West Covina
(626) 332-3344

San Dimas Retirement Center
834 West Arrow Highway
San Dimas
(909) 599-4512

San Dimas Senior/Community Center
201 East Bonita Avenue
San Dimas
(909) 394-6293

San Dimas Swim/Racquet Club
990 West Covina Boulevard
San Dimas
(909) 592-1430

Stanley Plummer Building
245 East Bonita Avenue
San Dimas
(909) 394-6200

The Village @ Indian Hill
1460 E. Holt Boulevard
Pomona
(909) 620-0307

Villa Colima
19850 Colima
Walnut
(909) 595-5030

Walnut Senior Center
21215 La Puente Road
Walnut
(909) 598-6200

West Covina Senior Citizens' Center
2501 East Cortez Street
West Covina
(626) 331-5366

MILEAGE REIMBURSEMENT

Mileage Reimbursement

Faculty

Instructors are eligible for mileage reimbursement at the current rate only if you move from an off-campus site directly to an off-campus site for a Mt. San Antonio College teaching assignment or visa versa. Reimbursement is not allowable from your home to your assignment.

Classified

Classified staff is eligible for mileage reimbursement if you leave campus to go home and return for a split shift or if you travel from campus to conduct College business and return to campus later in that day.

Mileage record claim forms are available in your program office and the Division Office. The mileage record claim form contains a detailed log (example below). Mileage forms must be submitted to the Program Supervisor prior to processing.

SAMPLE
Mileage Record/Claim Form

1100 N. Grand Avenue, Walnut, California 91789 ● 909) 594-5611 ● HTTP://WWW.MTSAC.EDU

Name: Jane Smith **Dept**: Continuing Education (OAP)

PLEASE USE INK. Attach all parking and toll receipts. Keep a photocopy of this form for your records.			MILES	PARKING	TOLLS
Date: 4/23/10	From (City): **West Covina Senior Center**	Purpose: **Teach Class**	8		
	To (City): **Diamond Bar Community Center**				
Date: 4/23/10	From (City): **Diamond Bar Community Center**	Purpose: **Teach Class**	10		
	To (City): **San Dimas Retirement Center**				
Date: 4/25/10	From (City): **La Verne Community Center**	Purpose: **Teach Class**	8		
	To (City): **San Dimas Senior Center**				
Account #:		**MILES GRAND TOTAL**	26		
		TOTAL CLAIM	$ 13.00	Mileage + Parking + Tolls (mileage = miles x current rate)	

xxxxx-xxxxxx-xxxxxx-xxxxxx Example

I hereby verify that this is a true and correct statement of expenses necessary in the performance of my duties.

Claimant Signature: *Jane Smith* Date: **4/30/10**

Immediate Manager Signature: Date:

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SECTION C – EXPECTATIONS AND RESPONSIBILITIES

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EXPECTATIONS FOR STAFF AND FACULTY

All Continuing Education employees share the responsibility of insuring a proper and safe learning environment for students. The following policies and guidelines apply to students, faculty and staff alike.

NOTE: Expectations for faculty and regular classified staff are further defined in the collective bargaining agreements, linked through http://inside.mtsac.edu/departments/admin/personnel/.

Topic	Expectation
Cell Phone Use	During the workday cell phones should be placed in a silent mode. Personal calls, texting, etc. should be limited to break and lunch time. If you choose to make a call while on break or lunch please be considerate of students and other nearby staff. Calls should be made outside of the classroom or office area.
Children & Visitors	Unless prior arrangements have been made, only students or staff are allowed on campus. Often, students will ask to bring their children or a friend to "visit" your class and you will have to tell them "no". You can explain that it is against campus policy and a liability issue.
Customer Service	Whenever possible get to know our students, greet them when they come in, and make them feel comfortable. A simple hello, good afternoon, or thank you can go a long way. - A conscious effort should be made to assist each student in finding what he or she needs and/or in resolving a problem. - All students and community members should be treated in a courteous manner at all times. Even in tense situations there is no excuse for being rude to a student, even an irate one.
Email	All Mt. SAC faculty and staff are assigned an email address upon hire. - Your Mt. SAC email address is intended for work-related use. Pick up your email password in person at the Information Technology Help Desk, Building 23. - It is expected that you will monitor your email daily. - Please provide your Mt. SAC email address to your students. - The campus routinely sends "Announce All" memos that may be urgent notices or important information such as parking regulations or updated holiday schedules. Each Continuing Education program also uses this Mt. SAC account to send or request information that may be time-sensitive.
Food in Class	In general, covered beverage containers and bottled drinks are allowed in the classroom, but NOT at computer stations. - Any food brought into the classroom needs to be cleaned up and disposed of before leaving class. - For events, notification of food in the classroom is requested.
Identification Badge	Your photo ID card, available through the Bursar's Office in 9A, should be carried with you anytime you are on campus. You are encouraged to wear it while serving in your official capacity. Instructors teaching in off-campus facilities are required to wear this ID while class is in session.
Music & Video Streaming	Net radio, video streaming, online gaming, and other streaming media activities place excessive strain on network resources and are not allowed without written approval from the Chief Technology Officer or his/her designee. See http://www.mtsac.edu/administration/infosecurity/ which defines acceptable use for all employees.

EXPECTATIONS FOR STAFF AND FACULTY

Topic	Expectation
My Portal / Group Studio	A My Portal account is provided for employees. This account provides you access to information and announcements from the Division and Program. Please check your Group Studio accounts regularly. To claim your account 1. Launch a web browser and go to: https://myportal.mtsac.edu. 2. Enter your username and your password on the Secure Access Login. This is your MSAC domain password that you use to log on to the Mt. SAC system. 3. When logging in for the first time you will be required to answer five security questions and will be asked to change your password. 4. Click the **Login** button. 5. To log out, click on the **Logout** button in the upper right corner. If you have problems logging in, please call the help desk at extension 4357.
Office Mail / Mailboxes	A mail box/folder is provided for employees in many programs. They are located in the program office. • Check your mail box/folder daily. Remove any new items so that office personnel will know you received your mail.
Professional Dress	The manner in which staff present themselves is reflected in the respect given to them by students and the community. Just as an overall attitude contributes to a productive learning and working environment, so do appropriate dress and grooming. To this end, it is important to appear neat and clean. • Please wear clothing that demonstrates your high regard for education and presents an image consistent with the position and job responsibilities you hold.
Special Events	When planning a special event in your class (holidays, culture days, or last day of semester celebrations), please keep them as low-key as possible. • Be aware of the noise level and disruption to adjacent classes or residential neighbors. • If food is involved, please notify your program leader in advance. • Make sure clean-up is accounted for in your planning. • Do not encourage outside forms of entertainment (DJs or karaoke machines) or students bringing family members who are not registered as Mt. SAC students.
Student Confidentiality	According to the Family Educational Rights and Privacy Act Regulations (FERPA) students over the age of 18 and parents of students under the age of 18 must consent to disclosures of personally identifiable information contained in the student's education records. • A request by a student or parent for the release of educational records must be done in writing, in person. Proof of identity must be presented. • When leaving voicemail at the home of a student be careful that the content of the message is simple and does not disclose personal student information or the reason for your call. • Do not disclose a student's schedule or the location of a student's classroom. If someone claiming to be a family member seems to have a legitimate and urgent need to contact the student, work through a program supervisor, who can reach the student in a confidential manner. Call a supervisor or Security for assistance if someone becomes aggressive in attempting to discover a student's location.

EXPECTATIONS FOR STAFF AND FACULTY

Topic	Expectation
Voicemail	You will be issued a voicemail by Mt. SAC. It is processed by the Information & Educational Technology Help Desk in Building 23. Please provide this information to your students and be sure to check them regularly! • To access voicemail while at Mt. SAC, dial x4000 • To access voicemail from home or cell phone dial (909) 274-6500. Then enter 9 + your extension.

TEACHER OF RECORD RESPONSIBILITIES

Adding Students to Noncredit Classes

You must provide students whom you wish to add to your classes with a noncredit registration card signed by you.

The student must take this card to building 40-104, Continuing Education, to complete registration. (Note: ABE and ESL will follow program procedures.)

Classroom Computers

Continuing Education has computer labs available in the ABE, ESL, and OAP programs for instructors to use with students throughout the semester. In addition, campus classrooms are equipped with computers and audio visual systems for instructor and student use.

- See your program supervisor or manager regarding computer lab availability.
- Training for instructors on software programs installed on lab and classroom computers is available. Please contact your program manager or supervisor.
- Technicians do not train students in the use of educational software. Instructors are expected to show their students how to use the software as desired for class use.
- Students must complete a Usage Agreement for Students prior to using computer equipment. Give each student a copy of this agreement and review it with them before you use the computer lab for the first time. Remember to give to any new students who may add to your class, as well.
- Misuse of Internet or programs by students is not tolerated.
- Be aware that we have installed software that enables remote control of the computers by our Tech Support staff. This includes classroom computers as well as those in program offices.

Use of any Mt. SAC computer by anyone constitutes agreement to abide by the Mt. SAC policy and may be viewed by clicking on the "Security Policy" link at the bottom of each Mt. SAC web page. http://www.mtsac.edu/administration/infosecurity/acceptable_use_student.html

The security of computer equipment is the responsibility of the instructor.

Closed Captioning of All Audiovisual Media

All Audiovisual Media used in the classroom must display closed captioning or subtitles unless the lesson is directly related to development of a language learning skill, such as a listening activity. Refer to the Appendix for specific instructions on how to activate closed captioning on Videos, YouTube, DVDs, or Media Player. Please see your program leader if you have questions or concerns.

TEACHER OF RECORD RESPONSIBILITIES

Dropping Students from Noncredit Classes

Due to noncredit positive attendance issues, do not drop a noncredit student using the Faculty Self-Service Menu.

Email the drop information – CRN and student names – to Continuing Education:

- Myrna Moreno (mmoreno@mtsac.edu) or
- Paulo Madrigal (pmadrigal@mtsac.edu).

Noncredit students who do not show on the first day of class should be dropped immediately to allow for another student to add the class.
Note: ABE and ESL should follow their program procedures.

Grade Reporting Using MyPortal

End of term final grades must be submitted in Banner.

Noncredit grades are recorded as:

- **P – Pass**, based on equivalent of a C or better.
- **NP – No Pass**, based on equivalent of a C or better.
- **SP – Satisfactory Progress**. Appropriate for classes in which the student performed satisfactorily but would benefit from repetition of the course at the same level. Appropriate for many Older Adult courses and some other skill-building classes.
- Some programs related to a high school diploma use standard letter grades.

Note: ABE and ESL should follow their program guidelines.

To submit final grades follow these steps:

1. Launch a web browser and go to https://myportal.mtsac.edu.   Enter your username and your MSAC domain password. Click the "**Login**" button.
2. Click on **Final Grades** in the Faculty Self-Service Menu.
3. Select a Term and click **Submit** and select a CRN and click **Submit**.
4. Use the drop down box next to each student's name to enter the student's final grade.
5. Click on the **Submit** button when you have finished the entry for all students. *Note: grading pages will time out after 30 minutes so be sure to click submit often.*
6. You will NOT receive any confirmation that your grades have been submitted correctly, but if you have entered them and clicked "submit" they have been submitted.

*Noncredit warning: **DO NOT enter a "Last Date Attended"** for noncredit course grade entry. Due to positive attendance, it will interpret this as a drop and will ignore the grade.*

Grading rationale for each course must be submitted to either the Division Office or to your program office.

Here is a list of Continuing Education staff who can assist you with grade reporting questions:

- To confirm dropped students - Myrna Moreno, ext. 5462, or email mmoreno@mtsac.edu with your CRN and student's name
- Technical problems - Paulo Madrigal, ext. 5234 or email pmadrigal@mtsac.edu with your CRN and a description of the problem
- Other assistance or liaison to assistance - Kathi Coleman, ext. 5451 or kcoleman@mtsac.edu
- The Help Desk is also available for general Mt. SAC portal support.

TEACHER OF RECORD RESPONSIBILITIES

Instructional Materials and Supplies

Textbooks and other supplemental materials may be available to support classroom instruction. Availability of materials varies by program. Please contact your program manager or supervisor regarding procedures for acquiring materials and supplies.

Positive Attendance Reporting

Noncredit positive *attendance must be submitted weekly* using MyPortal. See your program leader if you need training. Luminus directions for faculty can be found in the Appendix.

To record positive attendance follow these steps:
1. Launch a web browser and go to https://myportal.mtsac.edu.   Enter your username and your MSAC domain password. Click the "Login" button.
2. Under the **Faculty Self Services** menu, select **Positive Attendance Form**.
3. Select a **Term** and **Submit**. Select a **Class** and **Submit**.
4. Select the **Week**. Enter the weekly hours and **Submit**.
5. Be sure to enter a number for each active student, even if it is 0, or the system won't accept the submission. (Students who have been dropped are indicated with an orange color.)
6. Remember to Submit as often as you enter your student's hours.
7. Weekly entries can be corrected until the end of term.
8. Optional buttons are:
   - Roster – Provides a daily worksheet to note attendance.
   - Excel Download – Note that RE=Registered and DB=Dropped.
   - View All – Printable view of all of your students and weekly attendance.
   - Switch Class – Allows a quick change to a new class for attendance.
   - Change Term – Returns you to Select a Term.

Printing Class Rosters

Class Rosters provide a daily worksheet to note attendance.

1. Launch a web browser and go to https://myportal.mtsac.edu.   Enter your username and your MSAC domain password. Click the "Login" button.
2. To print class rosters, click on the **Faculty** tab at the top of the page to view the channels create especially for faculty use.
3. On the right hand side of the screen in the <u>Faculty Self Service</u> menu click on **Print Your Class Rosters.**
4. Select the current term and click the **Select Term** button.
5. Select one or more of the CRNs (course reference numbers) and click the **Create Roster(s)** button.
6. Please note that the last date to enroll printed at the top of the class roster should be ignored.
7. Use your browser's print function to print your class rosters.

TEACHER OF RECORD RESPONSIBILITIES

Safety Procedures for Students

At the beginning of each semester it is the responsibility of the instructor to inform students about classroom safety and emergency procedures. (See page 24 & 25 for details.) During this discussion you should include the following specific components:

- Evacuation procedures (fire, earthquake, etc.)
- Location of First Aid Procedures
- Blue Phones
- Public Safety ext. 4555
- Escort Services ext. 4233

Syllabi and Lesson Plans

A course outline is the foundation of every syllabus! Use this when developing your curriculum and lesson plans for the courses you have been assigned to teach.

A syllabus for each class must be prepared by the instructor by the first week of class. Typically, instructors prepare them to distribute on the first day of class.

A syllabus typically incorporates the following components:

- Basic Course Information: Title, class time, location, dates, etc. Be sure to include "Mt. San Antonio College", "Continuing Education" and your "Program name" somewhere on the document, either as a header, footer, or in the title of the syllabus
- Instructor Contact Information: Name, email address, voicemail
- Course Goal & Objectives: Course description, goals, and measurable objectives
- Continuing Education Student Learning Goals (SLGs)
- Curriculum & Evaluation: Overview of units/topics to be covered, examples of instructional methods (ie. lecture, seminar, etc.) Provide a description of the criteria that will be used to assess the student: Projects, tests, midterm and final, oral evaluations, portfolio process, or Student Learning Outcomes (SLOs)
- Weekly schedule of activities: Specific schedule of topics, units, reading, assessments, etc.
- Required and Recommended Text & Material: Books used in class, classroom supplies, notebooks, dictionaries, etc. Explain where items can be purchased (e.g. Short Stop or Mt. SAC bookstore)
- Student Responsibilities: Expectations for Student Standards of Conduct, attendance requirements, active participation, classroom rules, appropriate classroom behavior, courtesy and respect for teacher and classmates, policy on cheating and plagiarism
- Counseling and Guidance: Names of counselors and phone extensions, office hours, services available, and how to schedule an appointment
- Matriculation Process (if applicable)
- Miscellaneous Information: Service learning activities, field trips, holiday events, format for papers, etc.

BOARD OF TRUSTEES POLICIES AND PROCEDURES

The information below has been excerpted from Mt. SAC Board Policies (BPs) and Administrative Procedures (APs). For complete text of BPs and APs please see
http://www.mtsac.edu/administration/trustees/

Commitment to Diversity (AP 7100)

Mt. San Antonio College is committed to promoting diversity campus wide through its student body as well as its employees. One of Mt. San Antonio College's core values is diversity. This value states, "We respect and welcome all differences, and we foster equal participation throughout the campus community." The College maintains a commitment to diversity through the recruitment and retention of employees and students that reflect the diversity of the communities in the District. Every effort is made to initiate and establish specific activities and programs designed to meet the College's diversity goals and objectives, to foster equal participation, and to ensure a campus climate that welcomes and respects differences.

Drug Free Environment (AP 3550)
In revision process as of 6/2010

The federal Government has mandated as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

The possession or consumption of alcoholic beverages or illegal drugs prior to or during any College sponsored activity, on or off-campus, by any person attending, regardless of age is forbidden by State law.

Compliance for Employees

The District intends to make every effort to provide and maintain a drug-free workplace. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the District.   Any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace or while on District business must report this conviction within five days to the Superintendent/ President.

Compliance for Students

The District intends to make every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas and satellite centers of the District. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension, and up to expulsion.

Suspected Drug Usage

Periodically, a student may arrive at school either smelling like they have engaged in drug use or behaving in a suspicious manner. This behavior is disruptive to the educational progress of other students. If an employee suspects drug use, please do the following:
- Call Public Safety or a proctor and ask them to remove the student from the class
- Public Safety or the proctor will send the student to speak to a supervisor or manager
- The Supervisor/Manager is responsible for completing Student Misconduct Form

BOARD OF TRUSTEES POLICIES AND PROCEDURES

Nondiscrimination (AP 3410)

The College shall provide access to its services, classes, and programs without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes.

The College shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including, but not limited to, counselors, instructors, and managers shall not offer program guidance to students which differs on the basis of gender.

Prohibition of Harassment (AP 3430)

The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates College policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment.

Harassment comes in many forms, including but not limited to the following conduct:

- <u>Verbal</u>:   Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, national origin, sexual orientation, disability, or other protected status
- <u>Physical</u>:   Inappropriate or offensive touching, assault, or physical interference with free movement.   This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, disability, or other protected status.
- <u>Visual or Written</u>:   The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, disability, or other protected status.   This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Smoking on Campus (AP 3565)

Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of all campus buildings. Smoking is banned in the swimming pool area, Hilmer Lodge Stadium, athletic field areas, and in all College vehicles. Violations of the smoking law shall be reported to the Mt. SAC Public Safety Department who may contact local law enforcement agencies to enforce State law.

ABUSE AND REPORTING

All employees who work at Mt. SAC are considered, "mandated reporters" for child abuse.

Please be aware that the student roster indicates a mark next to student names of those who are under the age of 18.

Continuing Education offers a wide variety of learning experiences to students of all ages. As part of our work we interact with families throughout the community and therefore must be mindful of the possibility that we may be called upon to report suspected abuse. If you are confronted with suspected child abuse, please ask for support from your manager, supervisor or a counselor.

Report of Suspected Child Abuse (AP 3518)

Mt. San Antonio College recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department (Penal Code Section 11165.9). *Mt. SAC's Public Safety Department is not a child protective agency.*

Mandated reporters include faculty members, educational managers, and classified staff. Volunteers are not mandated reporters but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse, and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse (Penal Code Section 11166(a)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. The written report may be mailed or submitted by facsimile or electronic transmission. Reports will be made to the local Child Abuse Reporting Hotline at 1-800-540-4000.

Child abuse reporting forms are available at the Child Development Faculty Office and at the Child Development Center.

Steps to Report Suspected Child Abuse

As a mandated reporter you must report suspected child abuse whether observed in your personal or professional life. Reporting can be very stressful, and the best course of action includes getting support from your manager, supervisor, or a counselor.

What to do if you witness or suspect child abuse:
1. Report it immediately to your manager or supervisor.
2. Immediately call the Child Abuse Hotline (800) 540-4000 or local police or sheriff to report the suspected child abuse/neglect. **(Your supervisor can not do this for you)**
3. Complete and submit a Suspected Child Abuse Report to the local police or sheriff within 36 hours *(Your supervisor can not do this for you).* The form is available at http://oag.ca.gov/childabuse/forms , the Child Development Faculty Office, and at the Child Development Center.

ABUSE AND REPORTING

Report of Suspected Elder Abuse

All employees who work with Mt. SAC students 65 years of age or older are considered, "mandated reporters" for elder abuse (WIC 15630, 15610.17).

According to CA law mandated reporters are required to report suspected/alleged elder abuse and neglect to the police or Adult Protective Services immediately and file a mandated reporter form within 48 hours of submitting an oral report.

Elder abuse occurs when an adult (over the age of 65) is endangered by physical, sexual or financial abuse, abandonment, isolation, abduction, neglect, or self-neglect resulting in injury or risk of harm.

Reporting can be very stressful, and the best course of action includes getting support from your manager, supervisor, or a Continuing Education counselor.

What to do if you witness or suspect elder abuse:
1. Report it immediately to your manager or supervisor.
2. Immediately call the Elder Abuse Hotline (877) 477-3646 or local police to report the suspected elder abuse/neglect. (Your supervisor can not do this for you)

Complete and submit a Report of Suspected Dependent Adult/Elder Abuse to the local police or Sheriff within 48 hours. (Your supervisor can not do this for you). The form is available at http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341.pdf

PAYROLL

Please refer to faculty and classified contracts for specific guidelines regarding payroll, absences, and leave. Your manager is always available to assist with questions or concerns. Contracts link: http://inside.mtsac.edu/departments/admin/personnel/

Timesheets

Teaching faculty (instructors) with an assigned course as the teacher of record are not required to submit timesheets. Counselors, substitute instructors, classified, and professional experts are required to submit monthly timesheets.   Additionally, some summer programs are exceptions and instructors may need to submit timesheets.

- Submit all timesheets to the designated area in the program office.
- Inaccurate timesheets will be returned for revision and may cause a delay in pay.

Absences

While absences and emergencies will occur, please attempt if possible to schedule personal necessities and appointments outside of your work schedule. Your presence is imperative and excessive absences may affect program effectiveness and students' progress.

Planned Absences

Please submit a request for time off in writing in advance of the absence. Verbal arrangements are not sufficient. Remember that it is your responsibility to inform your manager / supervisor of your absences in writing.

Unscheduled Days Off/Sick Days

Please call your program office as soon as possible and prior to your start time on the day of your absence.   Class will be dismissed if your absence is not reported in a timely manner.

Reporting Absences/Time Off Requests

All absences (planned/unplanned, paid/unpaid) must be reported IMMEDIATELY. If you are out due to a planned absence, you must submit an absence form at the time of your request. In case of an unplanned absence, your absence form must be completed immediately upon your return.

If you have been absent due to illness, injury, or quarantine for more than five (5) consecutive working days you must submit a signed statement from a licensed physician or licensed practitioner to your immediate manager indicating that you are able to resume your responsibilities.

Instructors earn one (1) hour of sick leave for every 18 hours of instruction. Half of the earned sick leave for that semester may be used as personal necessity leave. Full-time classified earn one (1) day of sick leave per month. Permanent part-time classified earn a pro-rated amount of sick leave per month.

Jury Duty

Upon returning from jury duty, you must bring a court note verifying service. This note must be submitted for each day you serve jury duty. Please note that the court note is not the jury summons that you receive in the mail.

Leaves of Absence

Please refer to your faculty agreement or classified contract regarding bereavement leave, personal necessity, maternity leave, and all other leaves of absence. Questions regarding the Family Medical Leave Act (FMLA) should be referred to Human Resources.

BREAK SCHEDULES

Please refer to faculty and classified contracts for specific guidelines regarding break and lunch schedules. Your manager is always available to assist with questions or concerns.
Contracts link: http://inside.mtsac.edu/departments/admin/personnel/

Classified Break & Lunch Schedule

Hours Worked	Rest Period (Break)	Meal Period (Lunch)	Comments
4	(1) 15-minute	None	Rest period taken in the middle of the workday
4.5	(1) 15-minute	30-minute (unpaid)	Rest period taken in the middle of the workday
5	(1) 15-minute	30-minute (unpaid)	Meal period can be waived by mutual consent
5.5	(1) 15-minute	30-minute (unpaid)	Meal period can be waived by mutual consent
6	(1) 15-minute	30-minute (unpaid)	Meal period can be waived by mutual consent
6.5	(1) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent
7	(1) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent
7.5	(1) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent
8	(2) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent
8.5	(2) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent
9	(2) 15-minute	30-minute (unpaid)	Meal period <u>cannot</u> be waived by mutual consent

Classroom Break Schedule

Scheduled class meeting times are the **ACTUAL TIME THE CLASS SHOULD MEET**.   **Do not dismiss students early** since sensible passing times have been built into the overall scheduling pattern.

Class meetings scheduled for *less than one hour, forty minutes* <u>do not</u> include breaks.

Breaks of *ten minutes for every hour and forty minutes* of scheduled class time need to be **taken during the class and not at the end of the class**.

Classes scheduled for the evening blocks (7:00-9:05, 7:00-10:10, 7:00-9:30, etc.) should meet for the entire time block designated. **Appropriate breaks need to be scheduled during class time** and not at the end of the class.

If you have a question about class schedules or breaks, please speak with your supervisor or manager for clarification of expectations.

PROFESSIONAL DEVELOPMENT

Continuing Education is committed to implementing and promoting professional development initiatives that support Division themes and priorities. Please let your manager or supervisor know what kind of professional development you have attended.

Professional and Organizational Development (POD)

POD offers all Mt. SAC employees a variety of activities focusing on professional enrichment and development, throughout the year such as conferences, workshops, retreats, classroom applications, computer applications, general classes, and personal development classes. Training is free. Visit the POD website for details: http://inside.mtsac.edu/pod/. Manager approval of POD activities scheduled during work hours is required prior to registration.

Regional Conferences and Workshops

Employees are encouraged to participate in professional development opportunities such as locally held regional and state conferences.
- Grant and district resources may be available to support your attendance.
- Paid absence from class may be available with manager approval.

If interested in presenting or attending, please follow these steps:
1. Contact your program manager for written approval prior to registering for a conference or workshop. Complete the top portion of a conference request form and submit it to your program office.
   - *Submission of a request does not guarantee approval or funding.*
2. After receiving approval, register and pay in advance.
   - If registering online, print the registration confirmation page.
3. After you have attended the conference, submit all pre-approved costs (receipts) to your manager.
   - Your conference badge MUST be submitted (proof of attendance) to be reimbursed for registration.
   - We do not reimburse registration costs for conferences that were not attended.
4. We do not reimburse retroactive requests, only those that have been pre-approved.

Semester Flex Day

Instructors are encouraged to attend "flex-day" activities held before the beginning of fall and spring terms. Scheduled activities include workshops, peer-presentations, and updates on newly acquired material and software. Check with your department or the campus calendar of events for activities. Flex Day participation is optional.

Program Professional Development

You may be asked to participate in program meetings, workshops or inservices that are relevant and specifically targeted to your program. Please look for announcements from your manager or supervisor regarding these opportunities.

Peer Observations

New and continuing instructors are encouraged to do peer-observation when assigned to a new course or are interested in developing a specific area of teaching. If you are interested in observing another teacher, please speak with your manager or supervisor for details.

EMPLOYEE EVALUATION / RESIGNATION PROCESS

Please refer to the Faculty Agreement and the Classified Agreement for contract language regarding the evaluation process.
Contracts link: http://inside.mtsac.edu/departments/admin/personnel/

New Faculty

All new faculty will participate in the faculty evaluation process during your first semester. The process consists of a classroom visitation (H.4.a. H.4.b), student evaluations (H.2.a, H.2.d), and a summary of evaluation (H.8). After these steps are completed, you will meet with the academic manager, review all documents, sign and receive a copy for your records.

Noncredit Adjunct Faculty

Adjunct faculty are evaluated on a 5-year cycle. A summary of the evaluation process is outlined in the district agreement. All faculty will receive appropriate notification per contract.

Noncredit Adjunct Faculty with Rehire

Adjunct faculty with rehire rights are evaluated on a 3-year cycle. A summary of the evaluation process is outlined in the district agreement. All faculty will receive appropriate notification per contract.

New Classified Employees

All new classified employees are considered probationary for a period of six (6) months of service following the date your employment, during which time you are ineligible for reclassification, step increases, or salary increases.

Continuing Classified Employees

Performance evaluations are about improvement and growth of classified employees. Managers will make every attempt to notify you of concerns regarding job performance prior to your formal evaluation process. The employee evaluation occurs annually.

Resignation Process

Permanent employees and retirees must submit a resignation in writing and meet with Human Resources prior to departure. As a courtesy to your co-workers and the students that we serve, please inform your manager (or supervisor) in writing if you are planning to resign. Sufficient notice is appreciated.

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SECTION D – CURRICULUM AND INSTRUCTION

GUIDING PRINCIPLES OF CURRICULUM

CA Model Program Standards

California Model Program Standards for Noncredit and Adult Education have been either drafted or formally adopted for five program areas of instruction:

- Adult Basic Education (ABE)
- Adult English as a Second Language (ESL)
- Adult Secondary Education (ASE)
- Parent Education
- Older Adults Education

The Model Program Standards are aimed at improving students' basic skills in reading, writing and math in addition to getting them ready for employment, becoming better parents, and improving life skills.

Content Standards

Content standards for noncredit and Adult Education have been developed to complement the program standards. Whereas program standards identify the essential features and components of effective programs, the California Content Standards for Noncredit and Adult Education identify the core knowledge and skills that adult learners are expected to demonstrate in each instructional area. Content standards also specify performance indicators that illustrate expected accomplishments with respect to the core content areas.

K-12 content standards were designed by the California Department of Education to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each high school grade level. Adult Basic Education course outlines and course syllabi are in alignment with both ABE model standards and K-12 content standards.   ESL course outlines are in alignment with state model standards.

Performance Standards

Performance standards have been developed to provide further guidance to adult education teachers and learners about performance expectations relative to the content standards. Whereas content standards specify what learners should know and be able to do, performance standards indicate how well learners should perform.

Model Assessments

Model assessments have also been developed that link to both the content and performance standards. These sample assessments illustrate to adult education teachers and administrators the types of tasks that are available to measure adult learning relative to important standards.

Curriculum Development

The primary responsibility for curriculum development rests with the faculty in each program (SB 1725 and Title 5 regulations). This is a very important and critical faculty responsibility. Continuing Education faculty use the CA Model Program Standards, the K-12 content standards, the Basic Skills Initiative and other resources from the Chancellors Office as curriculum is developed.

The Mt. SAC Academic Senate is the primary curriculum approving body and it has delegated some responsibilities to the Educational Design Committee, the Curriculum and Instruction Council, the Distance Learning Committee, the Equivalency Committee, the Outcomes Committee, and the Academic Mutual Agreement Council.

In carrying out the responsibility of curriculum development, the focus of the process becomes the Course Outline of Record, usually referred to at Mt. San Antonio College as the Official Course Outline.

GUIDING PRINCIPLES OF OUR CURRICULUM

Course Outlines

For every course offered and taught, there must be a corresponding course outline which has met the local and state course approval guidelines. The course outline includes topics to be covered, measurable objectives, methods of evaluation, and other technical data for reporting to the Chancellor's Office.

Course outlines are vital to the curriculum process for many reasons. They enable us to:
- Obtain approval of courses in order to receive state apportionment support
- Provide documentation for units and hours applied toward diplomas and certificates
- Provide catalog course descriptions in a standardized format
- Communicate with others regarding the expected course objectives and methods of evaluation
- Provide information to other community colleges and institutions about how we teach various subjects

Noncredit course outlines are being transitioned to a web-based system. For a current copy of your course outline, see your program manager or supervisor.

A course outline is the foundation of every syllabus! Use this when developing your curriculum and lesson plans for the courses you have been assigned to teach.

Course Revisions

Courses are revised on a four-year cycle. Occasionally, we find that a course needs to be modified because it no longer meets the needs of our students. In such cases, a team of faculty reviews and revises the course outline which is then re-submitted via the program manager or supervisor to the Continuing Education Division Office. Following division approval, the revised course flows through an approval process that includes college curriculum committees, the Academic Senate, the Board of Trustees, and the Chancellor's Office, per Title 5 of the California Education Code.

ASSESSMENT MEASURES

Assessment Measures

Each program in Continuing Education uses multiple measures of assessment to determine student progress. These measures are linked to accountability for course outcomes, grant-based outcomes, student learning outcomes (SLOs), and student learning goals (SLGs) of the Division. Common assessments in Continuing Education programs include:

Assessment	Description
CASAS Tests	CASAS is a standardized testing system that measures student learning gains and provides data to the state (California Department of Education). These data are used by the WIA Title II Grant to give Continuing Education programs instructional support funding for learning gains of our students. • This money is used for instructional support that includes conferences, technology equipment, class sets, and instructional aides. • One pre-test and two post-tests are scheduled each full term. • Please note that in order for us to receive the money, each student must have at least one each of the following: 1) Entry Form, 2) Pre-test score, 3) Post-test score, and 4) Update Form.

Midterms & Finals	**ESL**
	   Midterms may be given during Week 8 of the 16-week semester.
	   Final exams are given during Week 16 of the 16-week semester.
	
	Adult Diploma & High School Referral
	   Final exams are given throughout the semester upon completion of coursework.

Oral Instruction & Assessment	Oral assessment is a critical component in the ESL program. The goal is to simulate a comfortable environment that allows students to produce language naturally.
Placement Tests	Placement tests are designed to assist students and counselors in choosing courses which will meet student needs and goals. • ESL-CAP Test • TABE (used for diagnostic purposes only)
Projects & Presentations	Performance-based assessments are emphasized throughout Continuing Education programs because they allow us to measure proficiency in a communicative and holistic manner. They incorporate competencies such as language skills, collaboration and teamwork, critical thinking strategies, and research strategies … all of which lead to student success in the academic and work setting.
Student Portfolio Process	Portfolio assessment in the ESL program includes oral evaluations, written samples, and evaluations, project evaluations as well as graded tests and exams. The entire portfolio is considered when determining passing or repetition of a class, not just the midterm and final exams (a good point to include in the class syllabus).
Student Progress Reports	Progress reports for HS Referral, Adult Diploma, and ESL students are completed periodically within the semester. Prior to the semester's start, faculty will be provided with the scheduled dates and deadlines for progress reporting.
Writing Instruction & Assessment	Writing samples may be collected throughout the semester to measure student progress in building literacy and written communication skills.

ASSESSMENT MEASURES: SLOS AND SLGS

Student Learning Outcomes (SLOs)

Student Learning Outcomes are a means to determine what students know, think, feel or do as a result of a given learning experience. Each course has faculty-driven Student Learning Outcomes (SLOs) to evaluate what the students have learned and can do with this knowledge. Assessment of the outcomes allows instructors to discover if the students are, in fact, learning what they are expected to learn. The use of assessment results stimulates discussion and directs activities that can improve instructional delivery and/or support systems.SLO results are compiled by each program and posted in electronic format; this allows for a transparent alignment of student needs to program, Division, and college goals for student success.

Student Learning Goals (SLGs)

Student Learning Goals (SLGs) are a global type of SLO applied throughout the Continuing Education Division. They are interdisciplinary statements about what all students should know, understand & be able to do by the time they complete their planned program. These statements were developed collaboratively by all key constituents (students, faculty, staff). They provide a foundational structure to our teaching and learning and are linked directly to each course level SLO. A comprehensive assessment of SLGs across all programs is compiled through the SLO results gathering process.

INFORMATION TECHNOLOGY ACCEPTABLE USE RULES, PROCEDURES AND REGULATIONS

Mt. San Antonio College has created an Acceptable Use Rules, Procedures and Regulations document in order to protect, its faculty, staff and students, from damaging or illegal actions whether accidental or intentional. The purpose of this document is to outline the acceptable use of computing, communications and information resources at Mt San Antonio College. The rules are intended to protect College resources including College information, equipment, students, faculty and staff. The document may be accessed in its entirety at: http://www.mtsac.edu/administration/infosecurity/acceptable_use.html

Authorized Use

Access to Mt. San Antonio College's information technology resources is a privilege granted to the faculty, staff and students in support of their studies, instruction and duties, and for purposes consistent with the mission of the College. Unauthorized access to the College's information technology resources is not permitted.

The College's computing, communications and information resources are provided for the support of its educational and service goals and the use of such resources for any other purpose is prohibited.

Gaining access to the College's information technology resources does not imply the right to use those resources. The College reserves the right to limit, restrict, or remove access to its information technology resources. It is expected that these resources will be used efficiently and responsibly in support of the mission of the College.

Information Security and Confidentiality

Users of the College's information security resources are responsible for ensuring the confidentiality and appropriate use of all the data to which they have access by:
- Ensuring the security of any account issued in one's name;
- Ensuring the security of the equipment where such information is stored or displayed;
- Abiding by related privacy rights of students, faculty and staff, concerning the use and release of personal information, as required by law or existing policies.

Copyright Law

Violations of the rights of any person or entity protected by a copyright, patent, trademark or similar law, or regulation is strictly prohibited. Violations include, but are not limited to, the unauthorized reproduction of any copyrighted material, including but not limited to software, text, images, audio, and video. Also included are the installation, distribution or use of "pirated" software, as well as the display or distribution of copyrighted materials over computer networks without the author's permission. NOTE: The "fair use" provisions of the copyright law, section 107 of the U. S. Copyright Law, may permit the reproduction of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use) scholarship or research.

INFORMATION TECHNOLOGY ACCEPTABLE USE RULES, PROCEDURES AND REGULATIONS

Websites

Mt. San Antonio College websites are for the sole purpose of supporting the college's academic and service goals. Any other purpose is not allowed.

Official web pages may be created by the College as well as the divisions and departments contained therein. Official web pages must be reviewed for accuracy and appropriateness by the responsible administrator. Official web pages provide a source of communication with the public and the information they provide becomes the legal responsibility of the College. This requirement does not apply to on-line courses or web pages created to supplement course work.

Personal web pages that utilize the College's electronic communication systems and identify the individual as an employee or student of the College are the sole responsibility of the individual, should support the academic, research, and public service mission of the College, and must comply with the provisions of this document. Formal approval is not required for student, staff and faculty personal pages. However, the College reserves the right to remove pages from the Web if they are deemed inappropriate or deviate from this document. An official home page is the web page that serves as the initial entry point to an institution's web site.

Standards and guidelines for the development and maintenance of web pages are established to provide consistency and accuracy of information published on the World Wide Web. All web pages must comply with the requirements listed in the Federal Rehabilitation Act, section 508.

The World Wide Web is a fluid environment that offers access to a wide range of information. While the College assumes full responsibility for the accuracy and appropriateness of official College web pages, the College is not responsible for individual, personal pages. Users who believe the content of a personal page is offensive, obscene, violates College policy, or is inconsistent with the generally-accepted norms for web page content may register a formal complaint by following the procedures outlined in section 9.0, Reporting Improper Use and Violations.

Links to other web sites contain information that is created, published, maintained, or otherwise posted by organizations independent of the College. The College does not endorse, approve, certify or otherwise guarantee the accuracy of any information at linked web sites.

The College is not responsible for material viewed as a result of individual links or connections.

Obscene Material

Sending or accessing pornography or patently obscene material other than for authorized research or instructional purposes is prohibited.

FIELD TRIPS

Many instructors support classroom learning by planning out-of-class activities. Field trips are permitted with prior approval only.

Please Note: The College will not provide transportation for field trips (except as required per credit course outline). Students must provide their own transportation.

Field Trip Approval

All field trips must be pre-approved by a program manager at least 4 weeks in advance. Decisions on field trip approval will be based on budgetary concerns, availability of staff (both on the field trip and remaining in the classroom), and relevance of field trip to educational needs.

On-Campus Trips

On-campus trips may include the Mt. SAC Art Gallery or main Library. No request form is required but you will need to follow the guidelines below:
1. The program manager and office staff have been notified in advance
2. Class is taking place on the day of the trip
3. Activity is directly linked to a lesson plan
4. Students know that family or friends are not allowed to join

Note: If your class is regularly scheduled at an off-campus location then you will need to complete field trip forms for visits to the Mt. SAC campus.

Off-Campus Trips and Forms

Off-campus field trips to locations such as a county library or a museum are scheduled during class time. The following steps and forms must be completed:

1. Complete Section A. "Field Trip Authorization" (see appendix) and attach a copy of your class roster.
2. Transportation
   a. If applicable, complete Section B. "Request and Agreement for Use of College Vehicle"
   b. If students will be carpooling, each driver must complete a "Consent to Verify Driving Record" form (see appendix)
      - The instructor is not allowed to drive or ride with students or to coordinate carpools.
3. Give the Field Trip Authorization and Consent to Verify Driving Record forms to a manager for "signature":
   a. at least 4 weeks prior to the anticipated field trip date (for bus/transportation)
   b. at least 2 weeks prior to the anticipated field trip date (for student drivers)
4. Ensure that there is adequate staff presence in the classroom during the field trip to support students who are not attending the field trip
   a. If the entire class will be attending the field trip, this is not required
5. Once the field trip has been approved by a manager:
   a. Have each student participant complete a "Student Agreement and Medical Release for Classroom-Related Travel" and "Standards of Behavior for On-Campus and Off-Campus Activities" form (see appendix)
6. Keep your class roster with you during the field trip.

Non-Student Participation

Only students or staff may participate in field trips. Often, students will ask to bring along family or friends and you will have to tell them no. You may explain that it is against campus policy and a liability issue.

TABLE OF CONTENT
SECTION E – STUDENT SERVICES

GENERAL STUDENT SERVICES

Accommodations

Continuing Education provides accommodations to students with documented disabilities.

Career Counseling

Adult Basic Education and ESL Counselors provide the following services to support students' career and educational goals:

- A Career Center is available for students to conduct career research and to explore educational options. Materials include:
  - o Career summaries
  - o Vocational biographies
  - o Online college catalogs
  - o Information and literature on Mt. SAC vocational, degree, and transfer programs
  - o Student Services and Financial Aid applications
  - o Eureka and the Discover programs (on-line career development resources)
  - o Community resource information including the Rainbow Resource Guide
  - o Occupational Outlook Handbooks
  - o O'Net Dictionary of Occupational Titles
  - o Paper and pencil vocational assessments including interests, personality/type, abilities, values, self-esteem, and transferrable work skills.
  - o Library of job search books including topics on resume writing, interviewing skills, personal development, top jobs, and federal jobs
- A series of Career Development workshops offered each semester to assist students with educational and career goal-planning, job search techniques, resume writing, and interviewing skills
- College matriculation process workshops
- Career Day and College Day
- Mentoring program for ABE students interested in being matched with a Mt. SAC college student mentor.

General Counseling

ABE and ESL counselors provide personal, educational, and academic guidance to help students achieve success in the classroom. The primary goal of counseling services is to provide information and support in areas of matriculation into credit, career advisement, and access to campus or community resources. Students may sign up for an appointment or meet with a counselor on a walk-in basis.

ABE counselors assist in monitoring student progress and provide appropriate interventions as needed such as planning the completion of high school credits, selecting appropriate college/credit classes, or providing referrals to campus support services or community agencies.

The counseling team can also be useful in assisting with any challenging student issues that may occur in the classroom. You may consult with them if you have students with possible learning disabilities, students who may have personal problems that are interfering with their learning or who may need a community referral.

Educational Advisors

Educational advisors are available to help students when they select college classes and to create a short-term course plan for college graduation and transfer.

GENERAL STUDENT SERVICES

Orientation

All new students in Adult Diploma, ESL, GED, and High School Referral programs participate in assessment and orientation processes. These services take place at the program locations, enabling students to have an easy transition into classes. Additionally the high visibility and introduction of student services at the initiation of their learning experience enhances student access as they work toward meeting personal educational goals.

Tutoring

Tutoring services are available during class to students enrolled in the Adult High School Diploma program.

IDENTIFYING AND ASSISTING STUDENTS IN DISTRESS

The vast majority of our students at Mt. SAC are mature, responsible adults who competently juggle many roles in addition to pursuing their education. On occasion, however, we may encounter a student who is in some sort of distress. They may be exhibiting behavior that indicates they are "somewhat stressed" or perhaps depressed, and in rare circumstances, you could possibly come upon a student who is actively suicidal or psychotic. As part of the Mt. SAC front-line, it is important you have an understanding on how to handle a student such as this, as well as knowledge of how to proceed to get help for the student. We have provided below some "red flags" for a student in distress, some things to keep in mind when handling a student in distress, and some steps you can take to assist them. As you read through the next section, keep in mind that the Continuing Education Division has counselors who may be resources to you and the student.

"*Red Flags" of Students in Distress*

- Bizarre behavior
- Depression
- Confusion
- Social isolation
- Extreme irritability
- Dangerous behavior
- Lack of personal hygiene or disheveled appearance

General Guidelines

These are guidelines that apply to interacting with any student in distress, regardless of the nature or cause of the distress. Please keep in mind that a student's cultural background, such as communication style, openness to disclose, and level of trust, must be considered when intervening with a student.

- *Stay calm.*
- *Be aware of your surroundings.*
    Locate the nearest telephone and/or nearest co-worker.
- *Talk to the student in a straightforward manner*
    Communicate to the student in culturally appropriate ways, without being confrontational or judgmental. If necessary take the first step in approaching the student. Tell the student you are concerned.
- *Listen carefully*
    Invite the student to express his or her feelings and listen carefully. Often this is what the student needs most. Avoid interrupting or disagreeing, even when you know the student is mistaken about something. Avoid telling the student "not to worry" even when you know there is less reason to worry than the student thinks – save that for later.
- *Be specific*
    Without labeling or diagnosing, tell the student why you are concerned. Describe specific behaviors, not interpretations, that concern you (e.g. "I notice that you were crying during class for a few minutes and I'm worried about why this happened.").
- *Identify the problem*
    After listening to the student, help her or him identify the problem. If possible, help narrow the problem down to something solvable. If there is more than one problem, attempt to prioritize them. Remember that students of diverse backgrounds may manifest problems in a variety of ways; consider the student's culture as it pertains to his or her issue.

- *Brainstorm*
  Attempt to find potential solutions to the problem(s) troubling the student by brainstorming. One of the major solutions might be seeking consultation at the Health Center. Weigh the pros and cons of each possible solution. If the student in distress is of a different cultural background than yourself, you or the student may want to consult with various faculty and staff members who share the same culture as the student.
- *Facilitate decision-making*
  If appropriate, help the student decide what to do next. If feasible and desirable, help the students take steps toward that decision. In some cases this may involve recommendations and assistance in dealing with a specific problem (e.g. how to get a paper in on time), or it may involve physically accompanying the student to a resource (e.g. the Student Life office, Counseling).
- *Offer reassurance*
  After listening to the student and assisting in problem solving, it may be beneficial to remind the student that she or he has multiple resources. To the degree you are comfortable, continue to be a resource yourself. To the degree you are uncomfortable being a resource to the student, find resources, including the Dean of Counseling.
- *Consult with others*
  Do not feel you must take sole responsibility for dealing with the distressed student. Talk about your concerns with others as appropriate. You can gain the necessary support, help mobilize additional resources, and, in all likelihood, you may find out that others are already aware of the student and his or her situation.

Steps to Take

You are not alone in handling a student who is in distress. If you feel you are dealing with a student who needs help, you have several options.

1. **If Danger to Life or Limb is Present, you should call 9-911 from any campus extension**. Then call the Public Safety Department at Extension 4555 to help coordinate emergency services. If you are calling from a cell phone, dial 911 and be prepared to inform the Emergency Operator of your location.
2. **In a situation that is an emergency, but not life-threatening (anyone sustaining an injury or becoming ill and requiring medical attention)**, the Public Safety Department should be notified by Calling:
   - Primary Emergency Line: (909) 594-5611, Ext. 4555
   - Secondary Line: (909) 594-5611, Ext. 4233
3. **Individuals who are ill or injured and are able to walk or drive may be directed to the Student Health Center located in Building 67B.**
   - The Health Center is open Monday-Thursday from 8:00am to 7:00pm, and Fridays 8:00am to 4:30pm.
4. **Emergency Blue Telephones** are located throughout the campus buildings and parking lots and may be used to report emergencies. These telephones will connect the caller to Public Safety 24 hours a day, ext. 4555
5. **The Continuing Education Division also provides two full-time counselors and several part-time counselors** who may be resources to you and the student. Check with your department for the appropriate referral.

IDENTIFYING AND ASSISTING STUDENTS IN DISTRESS

Here are some specific guidelines for identifying students with specific sorts of psychological difficulties, along with suggested responses for each. Keep in mind that a distressed student may not fall neatly into one of these categories: he or she may fit in more than one, or in none. Also, considering an individual's cultural and ethnic background is essential when identifying and responding to their assistance.

Depressed Students (and Suicidal Risk)

The depressed student is characterized by:
- Guilt
- Sadness
- Hopelessness
- Apathy
- Withdrawal from friends, classes, etc.
- Negative thoughts about oneself, the world, and/or the future
- Change in eating, sleeping, hygiene, or academic performance

Not every depressed student is suicidal, but depressed students are at a greater risk for suicide if one or more of the following situations are present:
- Serious depression and hopelessness
- Student has made previous suicide attempts
- Student thinks about suicide, or is preoccupied with death
- Student has a plan for how to commit suicide
- Student has the means to commit suicide (weapon, pills, etc.)
- Student has a parent, sibling, or close friend who committed or attempted suicide
- Student abuses drugs or alcohol
- Student has irrational or illogical thoughts (e.g. paranoia)

If you have a student that is displaying these symptoms or if they state a desire to commit suicide, do not leave the person alone. **View all comments relating to suicide as very serious and seek professional assistance ASAP.**

Tell the student that you would like to have them talk with a counselor or a health professional from the Health Center. As you are in the process of contacting support personnel, please have a co-worker available to be with this student if you have to leave the room. Do not indicate to the student that they need to be watched, but it is important not to leave the person alone. They may decide to leave the campus in a very agitated and nervous state and this is probably not in their best interests. The Health Center does provide emergency psychological services to all Mt. SAC students. It may be necessary to walk the student to the Health Center if Health Center personnel are unavailable.

IDENTIFYING AND ASSISTING STUDENTS IN DISTRESS

Anxious Students

The anxious student is characterized by:
- Worry, fear, dread, and a sense of impending doom
- Edginess, distractibility, difficulty concentrating
- Fast speech, agitation
- Panicky feelings, panic attacks
- Insomnia
- Physical symptoms (anything from shortness of breath, sweating, trembling, racing heart and digestion problems)
- Phobias (irrational fears of an object, situation, or activity that affect daily functioning)
- Compulsions / ritualistic behaviors (repetitive behaviors that the student can't control)
- Obsessions (recurring, persistent ideas or thoughts that the student cannot ignore)

The following actions are helpful in responding to an anxious student:
- Encourage the student to physically relax. For example, you could say, "Sit down, take a few deep breaths, and then we will talk".
- Talk slowly and calmly to the student.
- Encourage the student to discuss his or her feelings.
- Help the student identify the source of the stress from which the anxiety may arise.

In dealing with a student that is experiencing extreme anxiety, please follow the General Guidelines as indicated earlier and provide resources to help the student obtain on-going psychological services. **If the student is unable to manage their anxiety and has indicated a chronic problem with anxiety, it is advisable to refer them to or walk them over to the Health Center where he/she can talk with a health professional.**

Aggressive, Hostile Students

The aggressive, hostile student is characterized by:
- Frustration and pent-up tension
- Low self-esteem
- Feeling out of control
- Anger, resentment
- Suspiciousness
- Blaming others for problems
- Physical agitation

Some of how you respond to an angry, hostile student will depend upon whether the anger is directed at you, or another person. The following actions are helpful in responding to an angry, hostile student:
- Reduce stimulation or outside influences.
- Allow the student to ventilate feelings and validate his or her right to have those feelings. (This does not mean that you agree with the student, but are allowing them their own perspective and feelings.)
- Do not accept abusive behavior (toward you or others).
    - Discussion of anger is acceptable, but not the physical expression of anger to you or any other person.
- Do not respond with anger even if you feel that way.
- Get help if you need it from another staff member, counselor, administrator, etc.
- If you are in an enclosed space with a student such as this, make sure that you have easy access out of your office and keep your door open until assistance arrives.

If the aggressive/hostile student is also disruptive, verbally abusive or violent, it is important to contact Public Safety immediately, ext. 4555.

IDENTIFYING AND ASSISTING STUDENTS IN DISTRESS

Students in Poor Contact with Reality

This does not occur very often, but when it does it can be very problematic. The student in poor contact with reality (psychotic) is characterized by:
- Erratic, illogical, or very idiosyncratic speech and/or writing: The things a student says or writes may be hard to comprehend or fail to make logical sense.
- Inappropriate emotional behavior or responses. For example, the student may laugh when discussing something painful, or giggle for no apparent reason.
- Suspiciousness, paranoia
- Delusions: These are beliefs that are untrue. For example, a student may believe that she or he is being pursued by aliens from outer space.
- Hallucinations: The student may see or hear things that are not real.
- Poor judgment
- Disorientation
- Poor personal hygiene

It is helpful to respond to the student who is out of touch with reality by:
- Permitting the student to express his or her feelings.
- Acknowledging the feelings or fear expressed by the student.
- Admitting your difficulty in understanding the student.
- Referring the student for professional help.

Seek advice and discuss situations such as this with the administrators and/or counselors.

Additional Signs of a Distressed Student

- Substance abuse
- Eating disorders
- Manic behavior
- Self-mutilating behavior

These behaviors also indicate the need for psychological services and should also be discussed with administrators and counselors.

Referring the Student in Distress

The primary resource for emotionally distressed students is the Student Health Center (Extension 4400) located in Building 67B.

How to Refer
1. Point out specific behaviors that concern you. Tell the student what you have observed about him or her, and note the magnitude and duration of these behaviors.
   For example: "I am concerned about you because you have been very anxious and worried lately."
2. Give the reason for making the referral.
   Indicate why you think it is necessary to do more than you have done so far and recommend that the student follow your referral.
3. Assure the student that you are not "dumping' him or her.
4. Ask for feedback from the student.

COMMUNITY SUPPORT SERVICES AND RESOURCES

Whether or not you are able to make a referral to a resource, remember that you may still utilize any of these resources for consultation purposes. Call for yourself to seek any information, support or assistance that you might need.

General Assistance
Aurora Behavioral Health/Charter Oak Help Line (800) 654-2673
Child Care Services, Info Line/Los Angeles, (888) 922-4453 [24/7], or 211
Counseling/Mental Health, LA County Mental Health Access Center (800) 854-7771 [24/7]
Hospice of Pasadena, Inc., (626) 397-3600
Dental Society/San Gabriel Valley, (626) 285-1174

Alcohol
Alcoholics Anonymous (626) 914-1861 or (909) 624-2712 [24/7]
Al-Anon (for family members) (818) 760-7122
Adult Children of Alcoholics (626) 914-4899
Co-Dependents Anonymous (714) 573-0174

Other Drugs
Narcotics Hotline (323) 933-5395 [24/7]
Cocaine Abuse Hotline (310) 216-4444
National Drug/Alcohol Information Center (800) 784-6776
Nicotine Anonymous (800) 642-0666
Pomona Community Crisis Center (909) 623-1588

Abuse/Assault
Project Sister Rape Crisis Service (909) 626-4357 or (800) 656-4673 [24/7]
House of Ruth (Battered Women Hotline) (877) 988-5559 [24/7]
Child Abuse/Child Protective Care, LA County Children & Family Services (800)540-4000
Elder Abuse/Adult Protective Services, LA County Senior Services (888) 202-4248

Disabled Services
Braille Institute (714) 821-5000
California Dept. of Rehabilitation (714) 991-0800
CA Dept of Developmental Services, San Gabriel/Pomona Regional Center (909) 620-7722
Learning Disabilities Association (626) 355-0240

Emergency Services
American Red Cross/Greater LA (800) 733-2767

Suicide
Suicide Prevention Center and Crisis Hotline (310) 391-1253 [24/7]

Sexual Health
AIDS Project L.A. (213) 201-1600 or (800) 273-8255
Foothill Aids Project (800) 448-0858
Family Planning Information (800) 942-1054
LA Gay and Lesbian Service Center (323) 993-7400

STUDENT MISCONDUCT GUIDELINES

The great majority of our students in Continuing Education are respectful, well-behaved and well intentioned. Unfortunately, each year a small percentage of our students engage in behavior that disrupts the academic climate of the classroom, makes teaching and learning difficult, and interferes with the legitimate instructional, administrative and service functions of the College.

The Mt. SAC Standards of Conduct Policy (see Policy below revised June, 2004) requires that students maintain high standards of conduct showing decency and respect for others. Mt. SAC is committed to providing a positive educational environment that fosters a strong campus community.

Suggestions for Faculty

- Be specific about the type of behavior you expect a student to demonstrate in your classroom.
    - Be reasonable about your expectations and firm in your adherence to your standards.
- Be consistent in dealing with all students.
    - It is important to notify a student the first time a particular unacceptable behavior is encountered. The higher your tolerance level the more intolerable the behavior may become.
    - Make sure that the penalties you impose are fair, humane, and proportionate to the infraction. Some behaviors may only warrant a warning. It is important that the penalty assessed is legally enforceable.
- Communicating your classroom rules and behavioral expectations through your syllabus is a good practice.
    - Be very specific about the behavior you find acceptable and most importantly your definition of cheating and plagiarism.
    - A general statement about academic honesty is not sufficient as it is open to interpretation.
    - Give examples of collaborative learning vs. cheating. Alleviate as many gray areas as possible.
    - Having each student sign a contract relating to the above can prove very beneficial to you should a student file a grievance.
    - The syllabus communicates to all students that their rights and privileges to learn in the classroom will be protected by the professor.
- Common disruptive behaviors should be addressed. These include:
    - Obstruction or disruption of the educational process
    - Willful disobedience and/or the open persistent defiance of authority
    - Verbal or physical threats to students, faculty, or staff
    - Excessive talking in class
    - Turned on pagers and cell phones
    - Passing notes in class
    - Excessive lateness
    - Sleeping in class
    - Poor personal hygiene
- In determining behavioral standards for your classroom, you may wish to consult with your colleagues and appropriate administrators so as to better ensure that the standards you have established are both reasonable and legally enforceable.

STUDENT MISCONDUCT GUIDELINES

Do not ignore disruptive behavior. It is important that disruptiveness be addressed as quickly as possible to when the behavior occurs. Ignoring disruptive behavior will not cause it to disappear; often the opposite occurs. Behaviors often become worse when an intervention is not timely and decisive. Doing nothing can be construed by the perpetrator as your implied consent to such actions.

Steps to Correct Student Misconduct

Whenever possible, please discuss student discipline issues with the program manager or supervisor prior to action being taken.

Do not feel self-conscious about reporting incidents of misconduct. The student(s), faculty and staff involved will be treated with respect.

It is your responsibility to inform the student that the behavior(s) being exhibited are not acceptable and will not be tolerated. If at all possible, resolve the issue at your own level if you feel comfortable doing so, but don't put yourself at risk.
- Some behaviors may be more appropriately discussed outside of the class.
- If the violation is against a class rule, you are encouraged to impose the disciplinary action you deem appropriate.
- Communicate your future expectations/behavior change(s) to the student.
- Fairness and consistency are most important, being sensitive not to be overly punitive in your reaction.
- A student who has documented disabilities and is disruptive should not receive special accommodations when violating College policy. The law does not expressly prohibit a college from disciplining a student for misconduct, even when the behavior is directly related to his/her physical or mental disability.

Any instructor may remove a student from his/her class for the remainder of the class period and the next class meeting when inappropriate behavior occurs
- You must communicate your future expectations/behavior change(s) to the student before the student returns to your class.
- As soon as possible contact your program manager or supervisor for support.
- **If the student is deemed to be dangerous to self, others, or campus property, please call Public Safety (ext. 4555)** and more serious steps will be taken.
- The removal of the student should be immediately reported to the Student Life Office by completing a Student Misconduct Report Form (ECS 76031). See the sample Student Misconduct Report Form located in the appendix for assistance in completing the form.
    - Prior to action being taken by the Student Life Office, the Student Misconduct Report Form must be submitted within five (5) school days of the occurrence.
    - If no immediate action is requested from the Student Life Office, the written accounting of the violation must be submitted within ten (10) school days of when the violation occurred.
    - Phone reports will not be taken.
    - Any action taken by the Student Life Office will be reported to the person filing the report.

STUDENT MISCONDUCT GUIDELINES

Student Misconduct Consequences

Every reported incident will be administratively investigated, promptly and thoroughly, should the situation require. Documentation will be kept on file in the Student Life Office.

- Depending upon the type of incident, the Continuing Education Dean may be called upon to resolve the situation.
- The student may be subject to suspension for a stipulated time period or expulsion.
- Other sanctions may include: verbal or written reprimands, a signed contract with the Student Life Office, required attendance to a Character Development workshop, community service, being placed on probation, or being made ineligible to participate in extracurricular activities (ECS 76031).

Standards of Conduct (BP 5500)

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the Federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. 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.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.

STUDENT MISCONDUCT GUIDELINES

Standards of Conduct (Continued)

8. Committing sexual harassment as defined by law or by College policies and procedures.

9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.

10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

14. Unauthorized entry upon or use of College facilities.

15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.

19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

STUDENT MISCONDUCT GUIDELINES

Suspension (Education Code Sections 76030 et seq)

A. Suspension is defined as the removal of a student from class, classes or from campus for a definite period of time. Depending on the nature of the offense, this may be for a period of time of up to 10 days of instruction to one or more terms (semester and/or interim session). (ECS 76031)

B. The governing board, the president of a community college, or the president's designee may suspend a student pursuant to this policy. Only the governing board may expel a student. (ECS 76030)

C. The president of a community college or the president's designee may suspend a student for "good cause" from classes and activities for one or more terms. Other sanctions may include verbal or written reprimands, probation, or ineligibility to participate in extracurricular activities. (ECS 76031)

D. Any instructor may remove a student from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer or designee for appropriate action. (ECS 76032)

E. A student placed on interim suspension or suspended shall be given prompt notice of charges and the opportunity for a hearing within ten (10) days of the imposition of interim suspension. The student shall not, without prior written permission by the president or designated representative, enter the campus other than to attend the hearing. Violation of interim suspension conditions shall be grounds for expulsion.

F. When suspending a minor, both the student and parent or guardian shall be notified in writing by the president or the president's designee.

Suspension Hearing Procedures

A. The president, or designee, shall convene an impartial panel of one certificated employee, one student, and one management staff member.

B. Written notice of a hearing shall be mailed or delivered to the student. The notice shall include date and place of the hearing, a statement of the charges, a copy of the board policies pertaining to suspension and expulsion, opportunity of a student to appear in person, to employ and be represented by counsel, and the opportunity to present evidence, oral or documentary.

C. Following the suspension hearing, the panel shall submit the recommendations to the president. The president or designee shall make the final decision.

D. A record of the hearing shall be made. The record may be maintained by any means including a recording device.

E. Technical rules of evidence shall not apply, but the decision must be supported by substantial evidence.

STUDENT MISCONDUCT GUIDELINES

Expulsion (Ed Code Section 66017)

A. Expulsion as defined in this policy is the removal of a student from any and/or all classes of the college indefinitely.

B. The governing board of the college may expel for "good cause" when other means of correction fail to bring about proper conduct of a student or when the presence of the student causes a continuing danger to the physical safety of students or others.

C. If the suspension is immediate, students who are subject to expulsion are entitled to a hearing within 10 days to determine whether or not expulsion is justified.

Expulsion Hearing Procedures

A. In the case of an expulsion, the governing board of the college shall conduct the hearing in closed session unless the student requests an open session five days prior to the hearing. In the event that the hearing is public, the deliberations of the governing board shall be in closed session. The decision of the governing board is final.

B. Written notice of a hearing shall be mailed or delivered to the student. The notice shall include date and place of the hearing, a statement of the charges, a copy of the board policies pertaining to suspension and expulsion, opportunity for the student to appear in person, employ and be represented by counsel, and the opportunity to present evidence, oral and documentary.

C. A record of the hearing shall be made. The record may be maintained by any means including a recording device.

D. Technical rules of evidence shall not apply, but the decision must be supported by substantial evidence.

E. Whether the expulsion hearing is conducted in a closed or public session, the final action shall be announced by the governing board of the College at a public meeting. Written notice of the decision of the governing board of the College shall be sent to the student and parent or guardian, if the student is a minor.

Good Cause Defined

"Good cause" includes, but is not limited to, the following offenses:

1. 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.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
4. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D, Section 4160 of the Business and Professions Code.
5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
6. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct. (ECS 76033)

STUDENT MISCONDUCT GUIDELINES

Handling of Cheating or Plagiarism Incidents

Acts of cheating or plagiarism are considered serious violations of the Mt. San Antonio College Student Discipline Policy, AR&P Section 609. All incidents of cheating and plagiarism should be reported to the Student Life Director. The Misconduct Report Form with copies of supporting documentation of the cheating/plagiarism incident must be sent or delivered to the Student Life Office. The student will then be informed of his/her due process rights with an opportunity to report on his/her account of the incident.

The Academic Honesty Policy provides very clear and comprehensive definitions for cheating, plagiarism and dishonest conduct. The following statement could be included in your syllabus or you can develop one that more appropriately addresses the violations that occur in your classes.

> *"Cheating or Plagiarism is the act of misrepresenting the work of someone else as your own or assisting another student by providing them with answers to exams or written work that is not their own. This includes copying from another, use of stolen exams, instructor's notes or test key. Failure to use quotations marks and citing the source when using the written work of another, including Internet sources. Using the collaborative work of a group without the prior approval of the instructor.   Students are encouraged to review both the Academic Honesty Policy and the Student Discipline Policy which are printed in the College catalog for further clarification.   Failure to comply could result in disciplinary action such as receiving an "F" on the assignment, an "F" for the course, suspension, or expulsion."*

SECTION F – APPENDICES

1. Faculty Absence Report
2. Certificated Instructor Time Sheet (Substitute Teaching)
   (Sample only- do not copy)
3. Short-Term Temporary Employment Time Sheet
   (Sample only- do not copy)
4. Printing Requisition *(Sample only- do not copy)*
5. Safety Checklist for Off-Campus Classroom Sites
6. Student Incident/Injury Report Form
7. Standards of Behavior for On-Campus and Off-Campus Activities
8. Student Misconduct Report Form
9. Conference & Travel Request / Expense Claim Form
   (Sample only- do not copy)
10. Field Trip Authorization Form / Request & Agreement for Use of College Vehicle
11. Consent to Verify Driving Record
12. Student Agreement and Medical Release for Classroom-Related Travel
13. Mt SAC Portal Group Studio Directions
14. Steps to Add the Group Studio Activity Channel
15. Luminus Directions for Faculty
16. Audiovisual Media Closed Captioning Instructions

FACULTY ABSENCE REPORT

MT. SAC
Mt. San Antonio College

Primary Employment Status
(check one)

☐ Full-time Faculty
☐ Credit Adjunct Faculty
☐ Noncredit Adjunct Faculty

Division: | Continuing Education

Name & Emloyee ID# (A#) | | Department: | | Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

I notified: ☐ my division office   ☐ other _____   Date ___ / ___ / ___

Please submit this form to your division office as soon as possible following your absence.

FULL TIME FACULTY

Day _____	Date ___ / ___ / ___	☐ Full Day	☐ Partial Day
Day _____	Date ___ / ___ / ___	☐ Full Day	☐ Partial Day
Day _____	Date ___ / ___ / ___	☐ Full Day	☐ Partial Day
Day _____	Date ___ / ___ / ___	☐ Full Day	☐ Partial Day
Day _____	Date ___ / ___ / ___	☐ Full Day	☐ Partial Day

ADJUNCT FACULTY OR FULL-TIME FACULTY TEACHING OVERLOAD OR BANKED

Date ___ / ___ / ___	Course ID _____	CRN _____	# of hours
Date ___ / ___ / ___	Course ID _____	CRN _____	# of hours
Date ___ / ___ / ___	Course ID _____	CRN _____	# of hours
Date ___ / ___ / ___	Course ID _____	CRN _____	# of hours
Date ___ / ___ / ___	Course ID _____	CRN _____	# of hours

☐ **Sick Leave (Absence for illness, injury, surgery, or quarantine)**   ☐ **Personal Necessity Leave**

☐ **Sick Leave to care for family member**

☐ **Jury Duty** (Please attach appropriate documentation from court.)

☐ **Bereavement** - A unit member shall be entitled to a maximum of three (3) days leave of absence, OR five (5) days leave of absence if travel of more than two hundred (200) miles one way is required, without loss of salary, on account of the death of any family member of his/her immediate family.

For the Employee:

☐ Spouse or Registered Domestic Partner   ☐ Sibling   ☐ Parent   ☐ Child   ☐ Grandparent   ☐ Grandchild   ☐ Uncle
☐ Aunt   ☐ Niece   ☐ Nephew   ☐ Other member of the immediate household

For the Employee's Spouse or Registered Domestic Partner:

☐ Sibling   ☐ Parent   ☐ Child   ☐ Grandparent   ☐ Grandchild   ☐ Uncle
☐ Aunt   ☐ Niece   ☐ Nephew   ☐ Other member of the immediate household

☐ **Other** (Explanation): _____

Employee Signature _____ **Date** ___ / ___ / ___

For Division Use Only:

☐ Approved   ☐ Not Approved   Department Signature _____ Date _____

☐ Approved   ☐ Not Approved   Division Signature _____ Date _____

Credit Instructor: Please send the signed original to the Payroll Department.
Noncredit Instructor: Please send the signed original to your Division Office.

Use Ink Only

MT. SAN ANTONIO COLLEGE
Community Education Division
Certificated Instructor Time Sheet

Pay Period (See Schedule for Exact Dates)

From: _____ To: _____   Print Legal Name: _____

Program: _____   Social Security No.: _____

Day	Mo./Date	Reference No.	Hours Worked	Hours Paid Leave/Type (Form Attached)	Day	Mo./Date	Reference No.	Hours Worked	Hours Paid Leave/Type (Form Attached)

Hours
Worked: _____   Acct.: 01.0 00000.0 50000 _____ 13_____ _____

Hours
Paid Leave: _____   Acct.: _____

Pay
Rate: _____   Verified: _____
                                   (Immediate Manager's/Supervisor's Signature/Initials)

Certification: _____   Approved: _____
                (Employee's Signature)   (Assistant Vice President's Signature)

Do Not Separate   SD 4/19/05

BLUE OR BLACK INK ONLY

MT. SAN ANTONIO COLLEGE
SHORT-TERM TEMPORARY EMPLOYMENT
TIME SHEET

FOR PAYROLL USE: ☐ Hourly
☐ Student
☐ Prof. Expert

Name: _____   Pay Period: _____   Year: _____
         (Please Print)

BANNER ID#: _____   Job Title: _____

See reverse side for instructions on filling out and submitting hourly time sheets

Month	Day	Description	Hours	Month	Day	Description	Hours
	1				17		
	2				18		
	3				19		
	4				20		
	5				21		
	6				22		
	7				23		
	8				24		
	9				25		
	10				26		
	11				27		
	12				28		
	13				29		
	14				30		
	15				31		
	16						

Sample Only

Form No. B-4   1/2003

My signature certifies that: (check one)
_____ I am a student at MTSAC carrying 12 or more units
_____ I am a student at MTSAC carrying 6 to 11 units
_____ I am a student at MTSAC carrying less than 6 units
_____ I am not a student at MTSAC

_____
Employee Signature

_____
Approved: Supervisor

_____
Approved: Manager

ACCOUNT #: _____

REGULAR HOURS TO BE PAID _____

Overtime Hours To Be Paid _____

SALARY RATE $ _____

REG.HRS. AMOUNT $ _____

O.T. HRS. AMOUNT $ _____
(O.T HRS. X SALARY RATE X 1.5)

TOTAL AMOUNT TO BE PAID $ _____

OF DAYS WORKED
_____

PRINTING SERVICES
MT. SAN ANTONIO COLLEGE

PRINTING REQUISITION FORM

COPY INFORMATION

TITLE OR DESCRIPTION OF COPY	TODAY'S DATE	DATE NEEDED (No "ASAP" accepted)	LOG NUMBER
			38529 WEB

NUMBER OF PAGES	NUMBER OF COPIES	TYPE OF COPIES	BACK TO BACK
		☐ Black and White Copies ☐ Color Copies-Additional Cost	If there is more than one page to be copied, would you like it run back to back? Jobs without an answer will be automatically run back to back. ☐ Yes ☐ No

PAPER

PAPER SIZE
- ☐ 8.5 X 11
- ☐ 8.5 X 14
- ☐ 11 X 17
- ☐ Other _____ X _____

PAPER STOCK
- ☐ Bond Paper (Regular Paper)
- ☐ Index Paper (Card Stock)
- ☐ Special Stock Provided

Date Submitted _____

PAPER COLOR
- ☐ White
- ☐ Blue
- ☐ Buff
- ☐ Goldenrod*
- ☐ Green
- ☐ Pink
- ☐ Yellow
- ☐ Other=_____

*not available in card stock

BINDING/FINISHING AND CLASSROOM USE

BINDING/FINISHING
- ☐ Stapled Sets   ☐ Pad   ☐ Cut to _____ X _____
- ☐ Collate Only   ☐ Fold   ☐ Other
- ☐ Unassembled   ☐ Saddle Stitch
- ☐ Drill (3 Hole)   ☐ Laminate

CLASSROOM USE QUESTIONS
1. Is this material required for class?   ☐ Yes   ☐ No
2. Is this material copyrighted?   ☐ Yes   ☐ No
3. If this is copyrighted, do you have author/publisher permission?   ☐ Yes   ☐ No

CONTACT INFORMATION

LAST NAME	FIRST NAME	DEPARTMENT NAME	DEPARTMENT NUMBER

OFFICE EXTENSION	PHONE NUMBER BEST REACHED AT	E-MAIL

SPECIAL INSTRUCTIONS

Safety Checklist for Off-Campus Classroom Sites

Site: _____ **Prepared by**: _____

Program: _____ **Date**: ____ **Phone:** _____

		Yes	No	Comments
Parking:				
1.	Is parking available to staff & students?			
2.	How far is the parking from the classroom?			
3.	Is the parking area lighted at night?			
4.	Does the route to the classroom require walking through dark alleys, or other dark areas?			
Phone Availability:				
5.	Is a phone available on site?			
6.	If yes, is it a staff phone or a pay phone?			
7.	If there is a pay phone, does the phone have automatic **9-1-1** with no coins required?			
8.	If there is a facility staff phone, do instructors have continuous access during and just after class hours, including nighttime, Saturdays or whenever classes will be held?			
9.	How far is the closest phone to the classroom(s)?			
Restrooms:				
10.	Are restrooms available and unlocked to staff & students?			
11.	How far are the restrooms from the classrooms?			
12.	Are the restrooms (and surrounding area) lighted at night?			
13.	Are the restrooms clean and well stocked?			
14.	Do the restrooms have wheelchair access?			
First Aid Kits:				
15.	Is there a first aid kit accessible at all times?			
16.	Is the first aid kit well stocked? (See attached list of supplies.)			
17.	How far is the first aid kit from the classroom(s)?			
Custodial Services:				
18.	Is a custodian available at the beginning and until the end of class hours to lock or unlock doors, or in case of power outages, gas leaks, water leaks?			
19.	Is there a way for instructors to contact the custodian if they need services, especially at night and on weekends?			

		Yes	No	Comments
Infectious Disease Issues:				
20.	Is a blood clean-up kit available on site or provided to instructors of classes where blood spills are a potential hazard?			
Emergency Preparation:				
21.	Are exits marked?			
22.	Are evacuation maps posted? If so, where?			
23.	Are fire extinguishers mounted at logical locations (near an exit) and in adequate numbers (within 50 feet of each other)?			
24.	Are fire extinguishers fully charged, with pin and tamper seal intact?			
25.	List locations of your fire extinguishers			
26	Is there an Emergency Preparedness handbook in the classroom?			
27.	Are there emergency alarms?			
28.	If so, is it clear what alarms are and what is to be done?			
Hazardous Material Issues:				
29.	Are hazardous materials used on this class site? (e.g. cleaning agents, adhesives, copying supplies, art materials, paints, strippers, solder and welding supplies?)			
30.	Are storage facilities adequate for hazardous materials? (e.g. flammable cabinets, etc.)			
31.	Will hazardous waste be produced? If so, is there provision for legal disposal of hazardous waste on site?			
32.	Is special ventilation needed to prevent hazardous exposures?			
33.	Is ventilation adequate for chemicals to be used?			
33.	Are appropriate Material Safety Data Sheets binders on site?			

Overall Rating:

☐ Very suitable facility.

☐ Some problems - can be solved before use.

☐ Major problems - to be solved before use.

☐ Unsuitable facility - **Do not use.**

STUDENT INCIDENT/INJURY REPORT FORM

Instructor Name _____

Incident/Injury Date _____

Facility Name/Campus Location _____

Time of Incident/Injury _____

Name, address and telephone number of **all** those involved in the incident/injury:

NAME	ADDRESS, CITY, ZIP CODE	PHONE #

Name, address and telephone number of **all** witnesses to the incident/injury:

NAME	ADDRESS, CITY, ZIP CODE	PHONE #

Please describe the incident/injury in **_detail_** :

Was campus security notified?   Yes _____   No _____   If **yes,** please explain: _____

Did person require helath services?   Yes _____   No _____   If **yes,** please explain: _____

Signature of Person Reporting _____   Signature of Supervisor _____   Today's Date _____
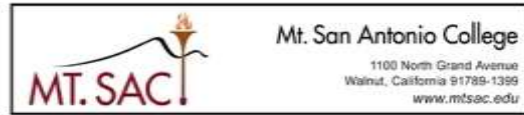
**THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE CONTINUING EDUCATION
DIVISION OFFICE (Building 40, Room 104) WITHIN THREE (3) DAYS OF INCIDENT/INJURY**

White - Business Services	Pink - CE Division Office	Yellow - Facility/Supervisor

MC - Revised 5/10

STANDARDS OF BEHAVIOR FOR
ON-CAMPUS AND OFF-CAMPUS ACTIVITIES

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Mt. San Antonio College students are expected to conduct themselves in a respectable manner, as the actions of one individual can affect the reputation of the College. While participating in activities, students are serving as a representative of Mt. San Antonio College and must uphold the College Standards of Conduct.

Some violations may include:

Causing, attempting to cause, or threatening to cause physical injury to another person.

Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred by the College President/CEO.

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.

Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.

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

Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.

Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

Lewd, indecent, or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

The rules pertaining to the activity or event must be followed.

I further understand that I must adhere to the complete Standards of Conduct Policy and, if violated, I am subject to appropriate disciplinary procedures which could lead to suspension and/or expulsion determined by the severity of the incident.

_____   _____
Student's Name – Please Print   Student ID #

_____   _____
Student's Signature (if under 18 – Parent/Guardian signature is also required)   Date

Rev. 9/07; 10/07   Risk Mgmt

MT. SAN ANTONIO COLLEGE
STUDENT MISCONDUCT
REPORT FORM

Student Information

Full Legal Name	Identification Number

Incident Information

Class/Office Involved	Course Reference #	Date of incident (MM/DD/YYYY)*	Time

Specific type of behavior exhibited and/or exact violation of Standards of Conduct (See attached):

_____

_____

_____

_____

_____

Corrective measures and/or sanctions imposed by College personnel involved:

_____

_____

Person Reporting Incident

☐Faculty   ☐Manager   ☐Staff   ☐Student
Employee

Printed Name _____   Signature _____

Title _____Department _____   Ext _____

* the report form must be submitted within five (5) school days of the occurrence. If no immediate action is requested from the Student Life Office, the written accounting of the violation must be submitted within ten (10) school days of when the violation occurred.

This report will be kept on file.

The Student Life Office will review each report and determine if additional action is required.
1/09

CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM

Name: _____ Dept: _____

Home
Address: _____ _____

Conference Name: _____

Conference Location: _____ Dates: _____

☐ Classified   ☐ Full-Time Faculty   Will Staff Development funds be used?   ☐ Yes   No cost to the District ☐
☐ Part-Time Faculty   ☐ Management   ☐ No

A   CONFERENCE AND TRAVEL REQUEST

☐ Commercial Air   ☐ Housing   ☐ District Vehicle
☐ Automobile Rental   ☐ Meals   ☐ Bus'   ☐ Station Wagon'   ☐ Truck'
☐ Private Automobile   ☐ Registration $ _____   ☐ Use of District Credit Card for District Vehicle Fuel Only
                                                            *Requires separate request not to be included in estimate.

☐ Other (itemize): _____

Account No.: _____ Estimated Cost: _____
Account No.: _____ Estimated Cost: _____
Account No.: _____ Estimated Cost: _____

I recommend approval of the above request. To the best of my knowledge, _____ will not exceed available funds.

_____   _____
Staff Development / Date (Staff Development Funds ONLY)   Immediate Manager's Approval / Date

Approved: _____   _____
Superintendent/President or Designee / Date (Out-of-State ONLY)   Date of Board Approval (if required)

B   CONFERENCE AND TRAVEL EXPENSE CLAIM

Commercial Air (Must submit AIRLINE RECEIPT)
From: _____ To: _____ and Return = _____ Total Airfare _____

AUTOMOBILE RENTAL (Must submit RECEIPT) _____ Total Rental _____

PRIVATE AUTOMOBILE
From: _____ To: _____ & Return = _____ Miles @ .50¢/mile Total Mileage _____

Garage or Parking Dates: _____ to _____ _____ Days @ _____ /day Total Parking _____

Taxi / Bus fares (list separately)
Date _____ From: _____ To: _____ Rate: _____
Date _____ From: _____ To: _____ Rate: _____ Total Taxi/Bus _____

HOUSING (Must submit ITEMIZED HOTEL BILL)
Date _____ Hotel: _____ City _____ Rate: _____ /night
Date _____ Hotel: _____ City _____ Rate: _____ /night
Date _____ Hotel: _____ City _____ Rate: _____ /night Total Housing _____

MEALS   Breakfast   Lunch   Dinner
Date _____ _____ _____ _____
Date _____ _____ _____ _____
Date _____ _____ _____ _____ Total Meals _____
Claims over $30.00/day require itemized receipts
REGISTRATION (Must submit RECEIPT) Total Registration _____

OTHER (Please itemize) _____ Total Other _____

This is to certify that the above expenses were incurred without personal profit. **GRAND TOTAL** [ ]

Claimant's Signature _____ Date _____ Mgr. Approval _____ Date _____

(Staff Development Funds ONLY)
Staff Development Management Signature _____ Date _____
Revised 01/12/10

A. Field Trip Authorization

Requested by: _____   Today's Date: _____

Department: _____   Division: _____

Phone: _____   Cell Phone: _____   E-mail: _____

Course Title: _____   Ref. #: _____

Departure Date: _____   Time: _____   Return Date: _____   Time: _____

Destination: _____   Address: _____

City: _____   State: _____ * Round trip miles: _____ *

*Trips over 150 miles (one way), 300 miles (round trip) or out of state require additional approval.

Purpose of trip: _____

☐ Off campus class meeting   **OR**   ☐ College Transportation Requested**   ☐ Number of participants
(please attach class roster)

First Aid Kits: *Instructors may sign out first aid kits at the Student Health Center when taking students on a field trip where they may not have immediate access to emergency supplies/services.*

B. Request and Agreement for Use of College Vehicle

**Requests for college vehicles are made through Facilities Planning and Management <u>at least two weeks</u> prior to the field trip.

Type of Vehicle Requested: _____   Number of Vehicles: _____

Special Instructions: _____   Number of passengers (including driver: _____

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office

For buses & charters –
Desired pickup location: _____

Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

_____ ☐ ; _____ ☐ ; _____ ☐

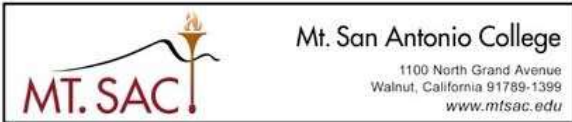_____ ☐ ; _____ ☐ ; _____ ☐

All new potential drivers must file a CONSENT TO VERIFY DRIVING RECORD form with the Transportation office. Requests must be received in the Transportation Office at least **two weeks** prior to the date the vehicle is needed.

Employee's signature below acknowledges the understanding of the Administrative Procedures regarding College vehicles. Failure to comply with the College transportation policies may result in refusal of future College vehicle use.

C. Signatures (applicable to Section A and/or Section B above).

_____   _____   _____   _____
Employee/Instructor   Date   Vice President (over 150 miles from Mt. SAC)   Date

_____   _____   _____   _____
Division Dean/Department Director   Date   Board of Trustees (over 500 miles from Mt. SAC or out of state)   Date

Routing:
☐ Originator   ☐ Division Office (until trip has occurred)   ☐ Transportation Office (only if college transportation is requested)   ☐ Public Safety

- -

Transportation Office use only:

Date received in Transportation Office: _____   Vehicle Assigned: _____

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CONSENT TO VERIFY DRIVING RECORD
(MUST be received in the Transportation Office at least two weeks prior to departure)

Today's date _____

Name of College employee accompanying trip _____

Department/Division _____

Driver is a: ☐ Mt. Sac employee   ☐ Mt. Sac student   ☐ Mt. Sac volunteer

Driver's name _____Date of Birth_____

Phone #_(   )_____ Cell phone #_(   )_____

E-mail _____@_____

Residence Address _____ City_____

Driver's License #_____ State _____

Submit this form with a copy of driver's license to Transportation Office.

Driver's signature below provides consent for Mt. San Antonio College to obtain his/her DMV driving record and also acknowledges understanding of the *ADMINISTRATIVE PROCEDURES* regarding College vehicles and that failure to comply with the College transportation policies may result in loss of future College vehicle driving privileges. The driving record information obtained by the College will only be used to approve or deny driving privileges and will be kept on file and updated annually as long as the individual is an active driver for the College. The driving record and other driver information will be destroyed when the individual is no longer an active driver of a College vehicle.

_____   _____
Driver's Signature   Date

Student Agreement and Medical Release
for Classroom-Related Travel

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Student Name:		Student I.D. #	
Last:	First:		
Address:		City:	Zip:
Home Phone: ( )	Cell Phone: ( )	E-mail: @	
Class Name:		Class Reference #	
Faculty/Staff/Advisor Name:		Telephone # ( )	
Department:		Semester/Session: ☐ Fall ☐ Winter Year: ☐ Spring ☐ Summer	
Travel Destination(s) and Date(s):			
General Description of Activities:			

A. **Waiver:** All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion. (Reference: Title 5 Section 55220)

B. **Medical Authorization:** In the event of illness or injury while participating in the above referenced activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, dental diagnosis or treatment, hospital care and emergency transportation from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare.

_____   _____   (_____)_____
Participant's Private Medical Insurance Carrier   Policy #   Insurance Carrier Phone

☐ **Medical Condition**: Check here if you have a special needs or medical condition(s) and attach a description to this sheet.

In the event of an illness, accident, or other emergency, please notify;			
_____	_____	(___)_____	(___)_____
Name	*Relationship*	*Phone*	*Cell Phone*

C. Transportation

FIELD TRIPS: I will use transportation provided by Mt. San Antonio College for field trips.

OFF-CAMPUS MEETINGS: If an off-campus meeting requires me to use personal transportation, I understand that Mt. San Antonio College (its Board of Trustees, officers, employees, agents, representatives or volunteers) is in no way responsible, nor assumes liability, for any injuries, losses, claims or actions resulting from, arising out of or incident to, the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, such recommendations are not mandatory and do not in any way constitute District sponsorship of, or responsibility for, my transportation. I further acknowledge that the District does not provide any type of insurance, including liability, collision, or comprehensive, for students who provide their own transportation or provide transportation for other individuals in connection with an excursion/field trip activity.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

_____   _____
Student Signature   Date

_____   _____
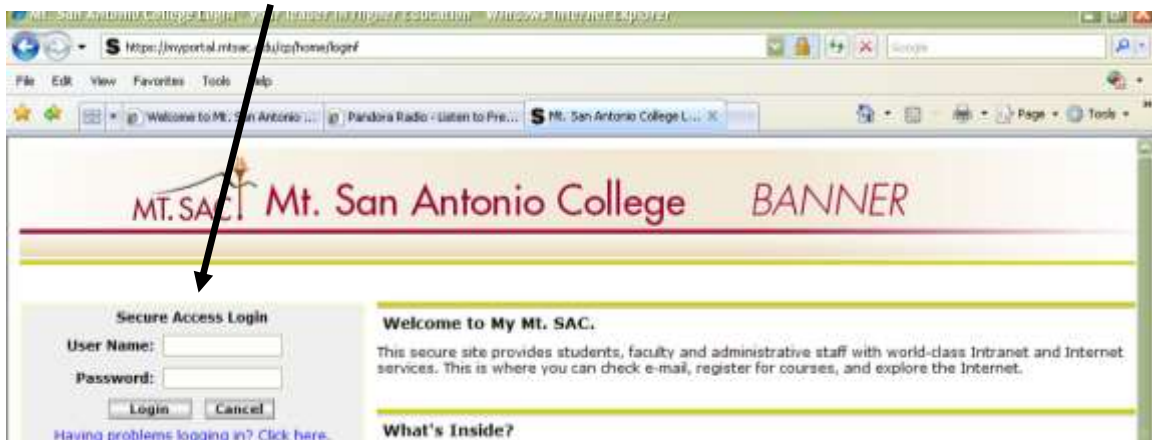If student is under 18, Parent/Guardian Signature   Parent/Guardian Printed Name

Mt. SAC Portal Group Studio Directions

Continuing Education is committed to improving communication among faculty and staff. The Mt. SAC Portal provides an easy way for you to stay connected with Division and program information through the Group Studio feature. You will automatically be enrolled in the Continuing Education Division group as well as your program group.

If you are using a Mac computer you will need to use Firefox as your browser, as the Luminus software will not work with Safari. To download Firefox go to http://www.mozilla.com/en-US/firefox/all.html.

To access your groups log into the Mt SAC Portal page: https://myportal.mtsac.edu/cp/home/loginf
Your username and password match your Windows login.

Once logged in you can access your groups by clicking on the "Groups" icon located in the upper right area of your portal home tab.
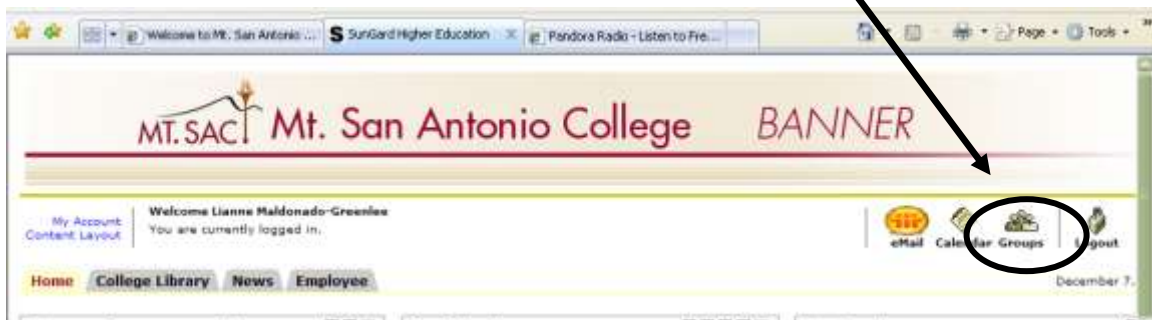
Also, be sure to check your Personal Announcements when you log into the portal. You will be receiving program and Division information through this window. All you need to do is click on the announcement title for full text.

We encourage you to simplify your access to groups by placing the Group Studio Activity Channel onto your home tab. With a single click you will have access to your program homepage, announcements and news.

1. Log into your Mt. SAC Portal page: https://myportal.mtsac.edu/cp/home/loginf

2. From your home tab click on "Content Layout"
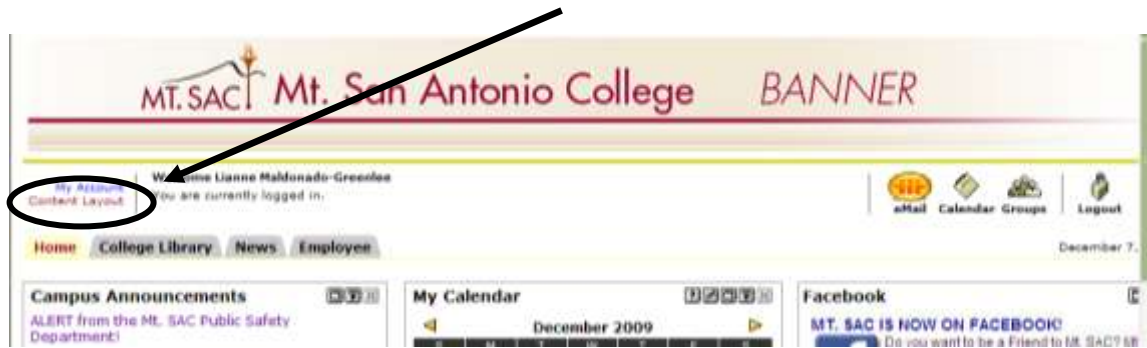
3. On the Manage Content/Layout screen click on any box that says, "New Channel"
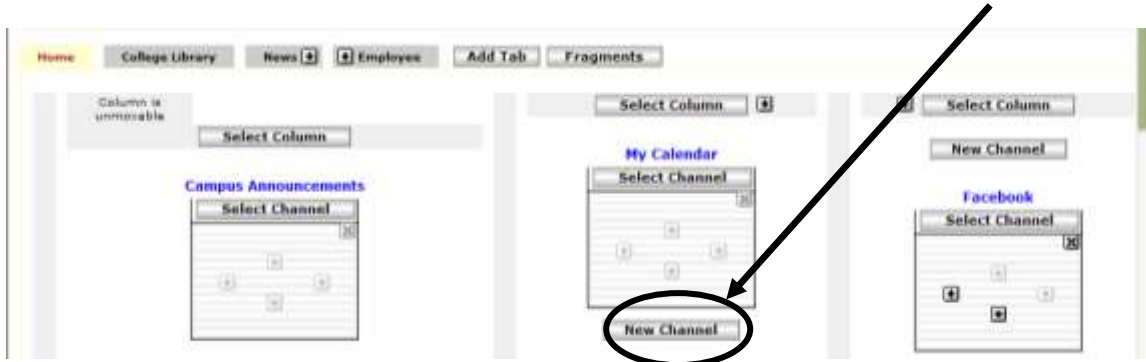
4. From the pull down menu select the category "Select All" and Click "Go".
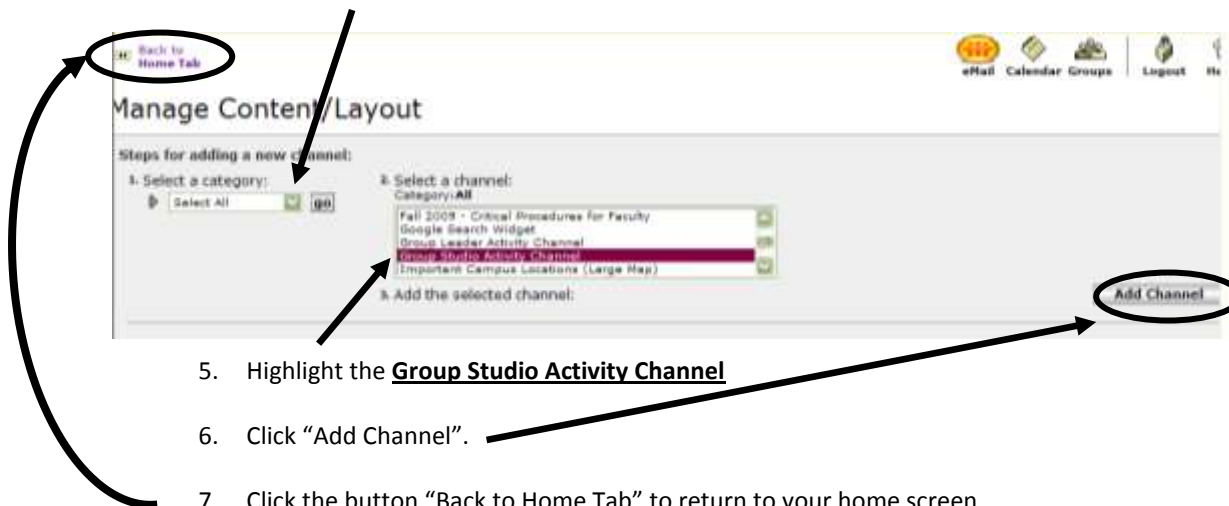
5. Highlight the **Group Studio Activity Channel**

6. Click "Add Channel".

7. Click the button "Back to Home Tab" to return to your home screen.

Once back on the home page, find the Group Studio Activity Channel. There will be a prompt saying, "you have not selected any groups.

8. Click on the edit button to continue.
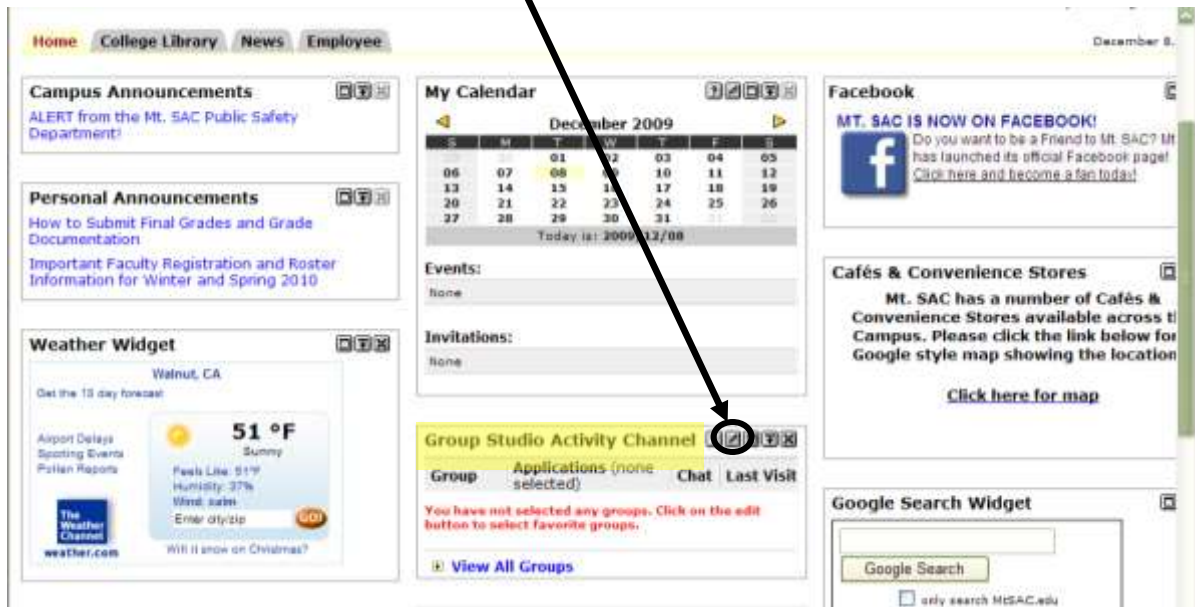
9. Check the boxes of the groups and applications you want to see in the channel.
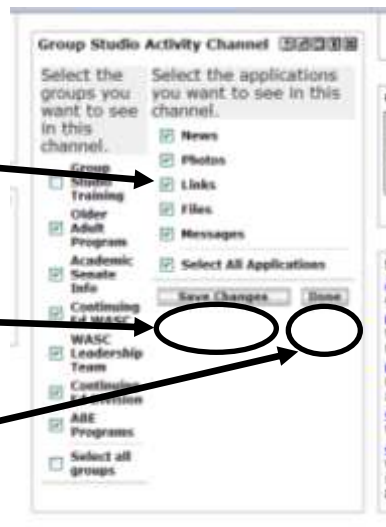
10. Then click "Save Changes". (the screen will refresh)

11. Click "Done"

Division and program group updates will now appear on your Mt. SAC Portal home tab in the Group Studio Activity Channel. Simply click on a group to go right to it.

Luminus Directions for Faculty

(Excerpted from Instructional Office Memo dated February 9, 2010)

Simple directions are provided below. Detailed directions follow.

Logging in and out of Luminis

1. Launch a web browser and go to: https://myportal.mtsac.edu.
2. Enter your username and your password on the Secure Access Login. This is your MSAC domain password that you use to log on to the Mt. SAC system.
3. Faculty logging in for the first time will be required to answer five security questions and will be asked to change their password.
4. Click the Login button.
5. To log out, click on the Logout button on the upper right of the page at the top.
6. If you have problems logging in, please call the help desk at extension 4357.

Printing your class rosters

1. To print class rosters, click on the Faculty tab at the top of the page to view the channels created especially for faculty use.
2. On the right hand side of the screen in the Faculty Self Service menu click on Print Your Class Rosters.
3. Select the current term and click the Select Term button.
4. Select one or more of the CRNs (course reference numbers) and click the Create Roster(s) button.
5. Please note that the last date to enroll printed at the top of the class roster should be ignored.
6. Use your browser's print function to print your class rosters.

Adding Students to Noncredit Courses

1. You must provide students whom you wish to add to your classes with a noncredit registration card signed by you.
2. The student must take this card to building 40-104, Continuing Education, to complete registration. (Note: ABE and ESL will follow program procedures.)

Dropping Students from Noncredit Courses

1. Due to noncredit positive attendance issues, do not drop a noncredit student using the Faculty Self-Service Menu.
2. Email the drop information – CRN and student names – to Continuing Education:
   ▪ Myrna Moreno (mmoreno@mtsac.edu) or
   ▪ Paulo Madrigal (pmadrigal@mtsac.edu).
3. Noncredit students who do not show on the first day of class should be dropped immediately to allow for another student to add the class.
4. Noncredit students in dual-listed vocational courses must adhere to the same withdrawal deadline as credit students, or their grade should be N – no pass.
Note: ABE and ESL should follow their program procedures.

Submitting Grades
1. Final grades must be submitted in Banner. (This includes noncredit ABE, ESL, and vocational courses, which are recorded as P-Pass or N-No pass, based on a C equivalent or better.)
2. The grading pages will time out after 30 minutes so be sure to click submit often.
3. To submit final grades, click on Final Grades in the Faculty Self-Service Menu.
4. Select a Term and click Submit and select a CRN and click Submit.
5. Use the drop down box next to each student's name to enter the student's final grade.
6. Click on the Submit button when you have finished the entry for all students.
7. You will NOT receive any confirmation that your grades have been submitted correctly, but if you have entered them and clicked "submit" they have been submitted.
8. Grading rationale for each course must be submitted to either the Division Office or to the office of Admissions and Records.
9. Noncredit warning: DO NOT enter a "Last Date Attended" for noncredit course grade entry. Due to positive attendance, it will interpret this as a drop and will ignore the grade.

Noncredit Positive Attendance
1. Noncredit positive attendance must be submitted weekly.
2. Under the Faculty Self Services menu, select Positive Attendance Form.
3. Select a Term and Submit. Select a Class and Submit.
4. Select the Week. Enter the weekly hours and Submit.
5. Be sure to enter a number for each active student, even if it is 0, or the system won't accept the submission. (Students who have been dropped are indicated with an orange color.)
6. Weekly entries can be corrected until the end of term.
7. Optional buttons are:
    ▪ Roster – Provides a daily worksheet to note attendance.
    ▪ Excel Download – Note that RE=Registered and DB=Dropped.
    ▪ View All – Printable view of all of your students and weekly attendance.
    ▪ Switch Class – Allows a quick change to a new class for attendance.
    ▪ Change Term – Returns you to Select a Term.
8. Remember to Submit as often as you enter your student's hours.

Audiovisual Media Closed Captioning Instructions

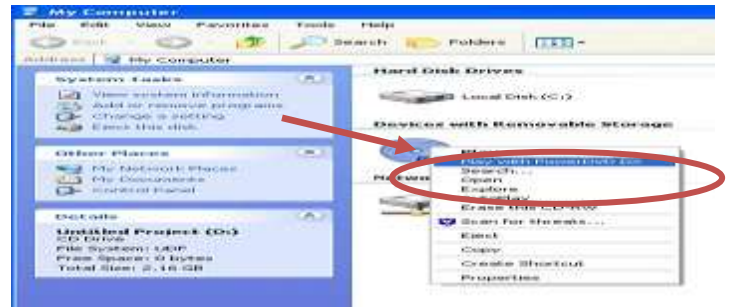### Showing Captions On YouTube

If a video includes captions or subtitles, you can activate them by clicking the menu button located on the bottom right of the video.
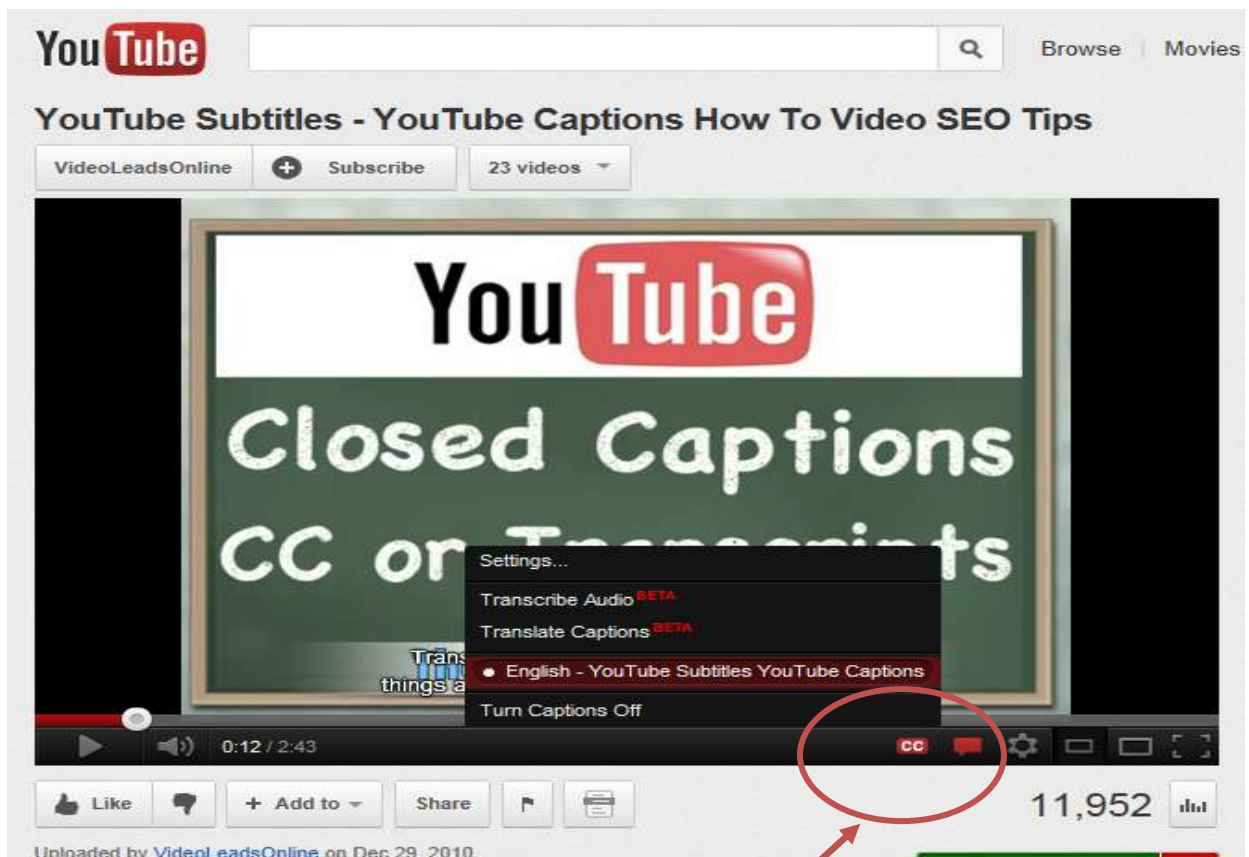
Captions turned on and off by clicking on the "CC" button.

Instructions for Displaying Captions on Power DVD

Go to "My Computer"

and Right click on the DVD drive and select

"Play with Power DVD DX"

Click on the icon upper left

corner that looks like a

"Home"

In the Home menu, click on

" Settings"

In Display settings

go to Closed Captions and select
"Normal"

go to Display Upon Mute and select

"Close Captions"

Instructions for displaying Captions on WinDVD (Only HP computers)

Go to "My Computer" and double click on the DVD drive

When the DVD you are playing does not include close Caption, the control buttons will appear grayed out.

Click here Show subpanel
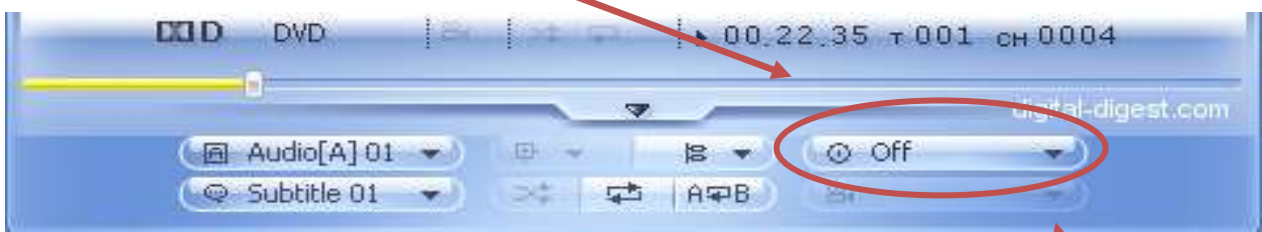
Click here to displays the Closed Caption menu and chose **CC1.**

Instructions for Displaying Captions in Windows Media Player

Go to "My Computer"
and double Click on the **"DVD drive"**

Right click on the menu bar of Windows Media Player.
It will pop up a menu.

Hover the mouse on "**Play**" option; go to

"**Lyrics, Captions, and subtitles**",

and select
"on if available"
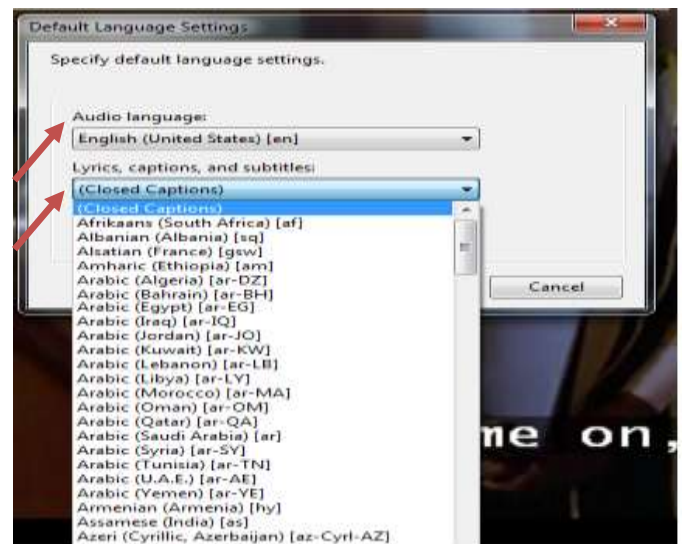
Then click on

"Defaults"

The following menu appear
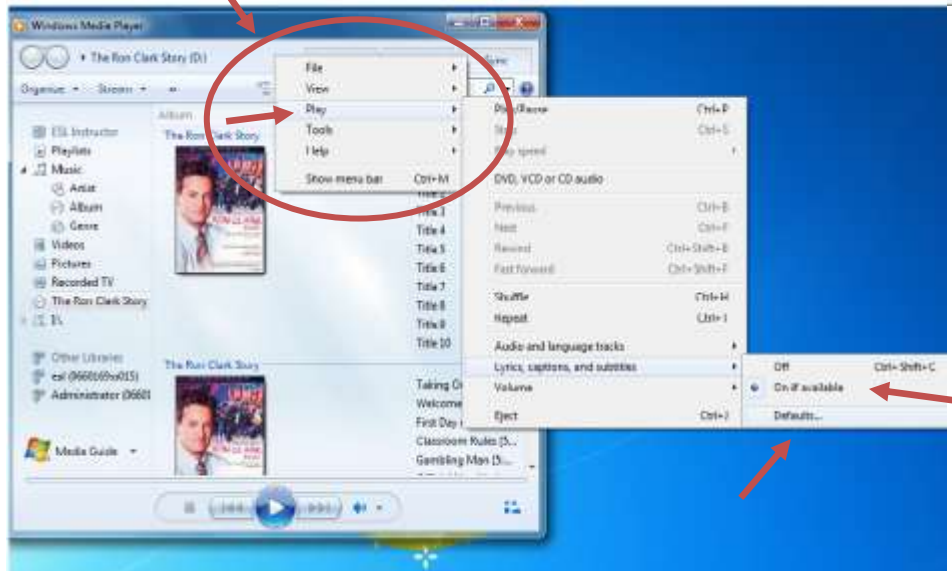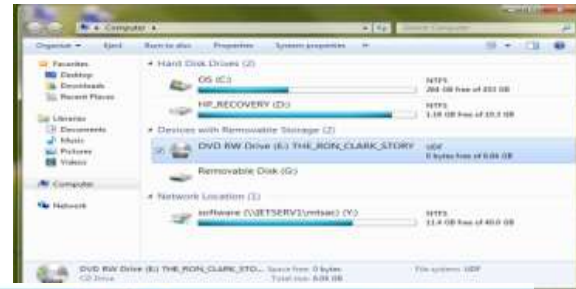
From the available languages Choose

"English"

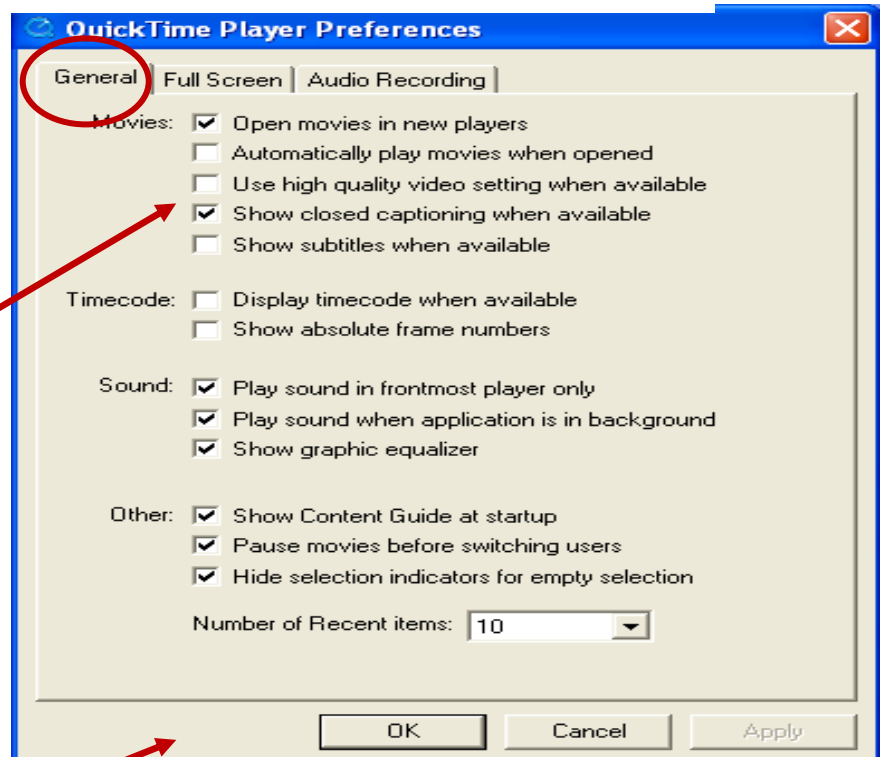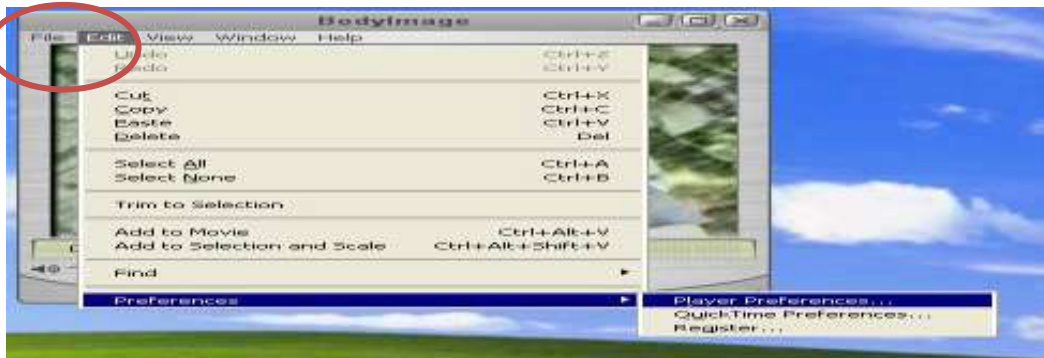From Lyrics, captions, and subtitles choose

"Captions and play"

QuickTime Player

Open the QuickTime Player

- In the Menu, left click on Edit > Preferences>and Select "Player Preferences".
- A new window will pop up. Left click on "General " tab. In the movies section, enable "Show closed captioning when available". Press "OK" and restart your player.

Turn On Closed Captioning on a DVD/VCR

To activate Closed-Captioning on a DVD, many DVD remotes have a **"Subtitle"** button on them or **"CC"** button that will allow you to **turn** off/on **captions**.

Press this button to activate Closed-Captioning.