



*Part-Time Faculty
Handbook*

2017-2018

Las Positas College – Part-Time Faculty Handbook

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Absences

An instructor unable to meet a class must notify the College immediately on the Faculty Absence Phone Line:

- ♦ **Dial (925) 424-1390**
 - ♦ Provide the following information:
 1. Name
 2. Classes to be notified (times/room number)
 3. Office hours (if applicable)
 4. A contact phone number
 5. **The reason for absence**
 - ♦ For absence due to illness, an “Absence Report” will be generated for signature.
 - ♦ For absence due to other reasons, an “Absence Report” and “Request for Leave of Absence Report” will be generated for signature.
1. **The absence line will be responded to by the Administrative Assistant in each division.** Information will be posted on the website **ONLY** under “Classes Not Meeting Today.” **Notices will not be posted on classroom doors.** Faculty members who are ill should call before 8:00 am for morning classes, and no later than 4:30 pm for evening classes. Emergencies will still be handled through the absence line after 4:30 pm, but checked depending on staffing.
 2. **Emergencies that require assistance after 4:30 pm** will be handled by the switchboard or other evening staff. We are very hopeful that we can receive calls for illness before 4:30 pm so that we can make sure you are accommodated. However, emergencies happen and we will do our best to assist you.

Please consult with the Division Dean regarding any requests for a substitute.

An *Absence Report* will be generated and placed in your mailbox or sent electronically for your signature. Be certain to sign and return the report no later than 5-days after receipt to avoid delaying the payment generated by this report.

Academic Freedom

See Article 23 of FA-District Contract

Bookstore

The Bookstore is located in Building 1300. The store carries LPC texts and supplemental materials, snack food, paper, pens, pencils, and miscellaneous supplies. Information about the Bookstore can be obtained by contacting the bookstore manager at (925) 424-1812, by sending email to laspositas@bkstr.com, or by referring to the TEXTS section of this handbook.

For Hours of Operation, please refer to LPC's website www.laspositascollege.edu. Look under *Quicklinks* in left column, click on Bookstore and then click Store Information.

Students are required to provide their own textbooks, generally purchased at the Bookstore. Instructors are not to sell books or other materials to students, unless authorized by an administrator to do so. The Bookstore page also has information about a book rental program. The LPC Bookstore is open extended hours the first week of classes. The Bookstore will be open the first Saturday of the semester for limited hours. Please call (925) 424-1812 for a recorded message with updated hours.

Each semester a limited number of emergency book loans are available for students. Please contact the Vice President of Student Services for further information on this program.

*** See TEXTBOOKS for more information**

Building Access

Faculty may access appropriate District facilities during regular operational hours. Access during other hours requires prior notification to the college President's designee, usually your Dean, who will notify Security in advance. Faculty must contact Security upon arrival. Faculty violating these prohibitions shall be subject to disciplinary action. Access to the facilities is prohibited from 11:00 PM – 6:00 AM without prior authorization. *See Article 9H of FA-District Contract.*

During periods of institutional closure(s), there will be no access to district facilities, except for authorized faculty or, if applicable, the general public at pre-approved scheduled events in specific facilities. Unauthorized appropriation of district facilities, equipment, supplies or materials is prohibited (i.e., authorization of manager responsible for the facilities, equipment, supplies or materials is required).

Class Auditing

Auditing is permitted for the following specific classes: Senior Community Choir, Community Choir, and Chamber Music Ensemble. The fee to audit is \$15.00 per unit.

Class Sizes

Minimum Class Size

The class size for credit classes shall normally be no less than twenty (20) enrollees, with the understanding that the District is authorized to maintain a limited number of classes of fewer than twenty (20) enrollees specified under Article 10 of the current contract. Furthermore, it is understood that all Distance Education courses shall not exceed the negotiated standards for a comparable face-to-face course (Article 10E). When a class fails to develop sufficient enrollment, it may be cancelled. Such cancellations release the District from obligations to the instructors, except to reimburse for hours devoted to initial meetings of those classes.

Large Lecture Classes

In accordance with the division discipline plan, faculty may elect to schedule a large enrollment lecture section. All large lecture classes must be pre-approved and scheduled with mutual agreement with the faculty, the appropriate Dean, and the Vice President of Academic Services. In the event that more unit members wish to teach large sections than there are suitable rooms available, a rotational schedule shall be used. Compensation will be contractual on the basis of Article 10 of the Contract.

Class Types

Regular census classes form the majority of Las Positas offerings, but other formats exist. Course(s) will fall into one of the following categories:

Full Term Credit Classes

These classes meet for the full semester - approximately seventeen and one-half weeks. These classes feature a single census week, in which you complete a Census Report attesting to the students officially enrolled in your class (so that we can receive our state apportionment). Specific census accounting procedures may be found in the Office of Admissions and Records **Attendance and Grade Reporting Handbook** <http://grapevine.laspositascollege.edu/student-services/AttendanceGrading.php>

Short Term Credit Classes

Short term classes typically meet less than a full semester. **Fast Track** classes have "FT" in the section number and normally meet for 9 weeks. **Late Start** classes are also shorter than the regular term since they do not start meeting until after Labor Day weekend. Late Start classes have "LS" in the section number.

Depending upon the accounting method for the course, the instructor will receive either a Census Report or a Positive Attendance sheet for completion.

If your class is a Positive Attendance course, it is important to keep a record of the attendance at each class meeting as the college will receive apportionment based on the actual hours students spend in class. Specific accounting procedures may be found in the Office of Admissions and Records Attendance and Grade Reporting Handbook.

Non-Credit Classes & Community Education Classes

Though few are currently offered, all non-credit classes at Las Positas are numbered in the 200 series. Students do not go through a formal registration process - neither do they receive grades or units of credit. Community Education classes are allowed by the State of California for essentially any subject matter for which students pay a fee. These classes are totally supported by student user fees and are usually popular with the community at large. Students receive neither grades nor units of credit.

Classroom Changes

If we need to contact you or your student(s), and especially in the event of an emergency, it is imperative we are always informed of your current location. Thus, you must receive approval from your Division Dean if you want to change classrooms, whether for one class meeting or permanently. If you take your students to the LPC Library or other locations on campus other than your regularly scheduled room, please complete a *Field Trip Request* form in advance. See form at this link <http://grapevine.laspositascollege.edu/forms/documents/LPCFieldTripRequestFormver2.pdf> Complete & save form.

Then email (on campus field trips only) the completed form to the Division Dean so that your division office is made aware of your whereabouts during that time/date. If you are requesting a change of classroom for the semester, use CLASS-Web to locate an available room and send the request to your Division Dean.

Classroom Visits

Your classroom may be visited by college staff for a variety of reasons, including evaluation. College administrators and designated members of the full-time or part-time faculty hold responsibility for visiting classes and evaluating instructor performance. New instructors are visited during the first semester they teach and at least every third year thereafter. Evaluation visits will include a survey of the students conducted by the evaluator. If a part-time faculty member has a break in service of two academic years, s/he will be evaluated again during their first semester of re-employment.

College and District Publications

Class Schedule

The Class Schedule is published by the College each semester. Please spend some time looking it over. It will help in planning your course syllabus and can help you answer many student questions. The schedule is also available on the college website. The schedule on the website will reflect most recent changes such as classroom moves, course additions, or course cancellations.

College Catalog

The College Catalog is published every year. It contains detailed descriptions of College policies and procedures. In addition, all official courses that may be offered by individual disciplines - as well as possible pedagogical options - are described. Any changes or additions to the Catalog made between publications are printed in an Addendum. The catalog is also available on the college website.

Other Publications

The *Express* is the Las Positas student newspaper. It is an informative, attractive product of the Mass Communications-Publications/Editorials class that is published weekly and available at various locations throughout the campus. *Naked* is a magazine that is produced by LPC's Mass Communications students. The *LPC Literary Anthology* is a collection of poetry, prose, art work and photography, which is produced jointly by English and Mass Communications Departments each year. See *FA-District Contract at clpccd.org/HR*.

College History

Las Positas College began as an evening extension program of Chabot College in 1963. By 1972, the College was offering evening classes at most of the Valley's high schools. In 1975, Chabot opened its Valley Campus on its current 147-acre Livermore site and was able to offer day classes for the first time. The six hundred original students have since grown to more than eight thousand, and the original four buildings have expanded to approximately thirty, with more buildings in the planning process.

In 1988, The Valley Campus of Chabot College ceased to be. Las Positas College - Spanish for little springs (the name of the original Spanish land) - thus became California's 107th Community College. In January 1990, the separation process was completed as the College became fully and separately accredited. The College's colors are red and black, and the mascot is the Hawk.

College Issues

If you have specific issues you wish to address regarding Las Positas College, please contact your Division Dean. For general issues, please check the college website (www.laspositascollege.edu) which contains much valuable information pertaining to the college and its operation.

Communications

Las Positas College communicates with faculty and staff through a variety of mediums, including voicemail, email, campus mail, and in some instances, home mail. It is the faculty's responsibility to ensure that:

- they have been signed up for campus e-mail, and that it is checked frequently;
- if using campus voicemail, voicemail box should be checked frequently;
- campus mailbox should be checked frequently to keep current on all written communications;
- home contact information is current to ensure accurate delivery of materials mailed from LPC or Human Resources.

Additional information is available on the LPC Intranet: <http://grapevine.laspositascollege.edu>.

Computer Center

The Computer Center is located in Building 800, Room 803. It is an Open Lab for students to work on class assignments. Computers are available on a "first come, first served" basis to all currently registered Las Positas students. Computer Center staff are there to help students use the technology in the lab and Blackboard online. Over one hundred computers, including five iMacs, are available to students. For a complete list of what is available and to obtain hours of operation please visit <http://www.laspositascollege.edu/computercenter>.

NOTE: Printing is on a fee basis. A GoPrint card must be purchased through the Campus Bookstore (best bargain!), in the Computer Center or in the Library in order to release the print request.

Copy Center

The College provides mechanisms for production of materials/handouts. Account(s) will need to be established in order to utilize these resources. To request the necessary account access, complete the form at http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf and submit to your department. Once established, access information will be provided to you in your campus mailbox.

Copy Center

The Reprographic Center is located centrally on campus in Building 1700. Please use their services if you need *more than* 25 one-page copies. Copy jobs can be submitted electronically using Ricoh-Trac at <http://laspositascollege.edu/copyservices/trac.php>. (Please convert your document(s) into a PDF format before sending to preserve the desired formatting.)

For more information on the College's Copy Center services please visit <http://www.laspositascollege.edu/copyservices/index.php>. The Copy Center can also be contacted directly by calling at (925) 424-1850 (ext. 1850 from on-campus) or by email copycenter@laspositascollege.edu.

Convenience Copiers

Convenience Copiers have been installed in various faculty areas (rooms: 803, 1824, 1856, 2140, 2331, 2411V, 4111, and PE 118) to assist with urgent reprographic needs. A unique access code is required to use the machines. Login and logout instructions are posted and available at:

<http://laspositascollege.edu/copyservices/loggingIn.php>, and

<http://laspositascollege.edu/copyservices/loggingOut.php>. Basic copier operating instructions are posted near each machine and on the website at:

<http://laspositascollege.edu/copyservices/makingCopies.php>.

The College has made the conscience decision to conserve resources by down-sizing the fleet of printers and directing printing to the convenience copiers, or utilizing the Scan to PDF functionality. Instructions on how to use the convenience copiers to print or scan are posted near the copier and on the website at

<http://laspositascollege.edu/copyservices/printing.php> for printing and

<http://laspositascollege.edu/copyservices/scanning.php> for scanning. If you need assistance with using any of the convenience copier features, please contact the Copy Center staff at (925) 424-1850 (ext. 1850 from on-campus) to arrange a convenient time.

Guidelines for Copyright Material (per Copyright Law of January 1, 1978)

An instructor may make multiple copies for classroom use not to exceed, in any event, more than one copy per student in a course provided that:

- The copying meets the tests of brevity and spontaneity.
- Each copy includes notice of copyright.

Definitions

1. Brevity

- A. Poetry - no more than 250 words
 - B. Prose
 - i. A complete article, story, or essay if less than 2500 words.
 - ii. An excerpt not to exceed 1000 words.
 - C. Illustrations - one per book or periodical.
2. Spontaneity
- A. The copying is at the inspiration of the instructor
 - B. No more than one whole piece or two excerpts from one author; no more than three items from the same collective work or periodical volume during one term
 - C. No more than nine instances of copying for one course during one term

Emergency Procedures

See Article 9C of FA-District Contract.

The following information applies to both on-campus and off-campus classrooms:

Reporting Emergencies

- 1. Dial 1699 from any campus phone.**
This is the campus emergency telephone number. This extension will connect you with the on-duty Campus Safety officer's 2-way radio/telephone. This is to be used only for emergencies. For non-emergency security issues call 1690.
- 2. Be Calm**
Identify yourself, your current location and telephone number.
- 3. Identify the Emergency**
Identify the location of the incident and describe, as clearly as possible, the nature of the problem (crime, fire, disaster, medical assistance, etc.).
- 4. Remain on the Line**
Campus Safety will dispatch emergency personnel to the scene of the incident. They will then advise you when all the pertinent information has been obtained. Do not hang up - allow Campus Safety to terminate the call.
- 5. Alternate Reporting Methods**
If the 1699 emergency line is not functioning, report by calling switchboard personnel at Ext. **0**, or call Security at (925) 525-0765. If college telephones are inoperative or unavailable call the number above from a cell phone.

Emergency Call Boxes:

There are several “code blue” call boxes at various locations on campus. Several are located in/near parking lots. These are tall red metal fixtures with blue lights on top; the word “Emergency” is printed on each side. These call boxes are specifically for emergency situations.

Dial 911 if emergency situation is off campus.

Emergency Preparedness

See Article 9C of FA-District Contract.

Before the first class meeting, determine if the Emergency Procedures are posted in the classroom. If they are not posted, contact Campus Safety at (925) 424-1690. Become personally acquainted with the most expeditious and safe routes for exit should there be a need to evacuate the building.

Acquaint the class with emergency procedures. Develop a procedure to ensure handicapped students are assisted during evacuation. Know where campus safety may be located in case one is needed.

Fire

Direct the class in safely evacuating the building. Move away from the building at least 150 feet to an area of safety. In the event of injuries, provide basic first aid. Re-enter the building only when cleared to do so.

Earthquake

Take cover from falling debris and glass. In the event of suspected structural damage, direct the class in safely evacuating the building. Move away from the building at least 150 feet to an area of safety. In the event of injuries, provide basic first aid. Re-enter only when cleared to do so.

Room Evacuation

In case of a bomb threat or similar event where you and your students are asked to evacuate the classroom, please ensure your students take their backpacks, purses, and other personal belongings with them. You will only be able to return to your classroom when cleared by an administrator and/or campus safety.

Other Emergencies

Follow procedures that best ensure the safety of class members. Report the emergency by calling 1699 or Ext. **0** on campus. For off-campus emergencies call 911.

Employment

It is our goal to have our classes staffed well in advance of the semester, and to pay you in a timely fashion. Staffing of classes is a two part process: 1) your initial hiring (typically a one-time event), and 2) your assignment to a particular course section(s). Your on-time pay is contingent on these two events, along with timely submission of your time sheets (service reports) if required.

Any questions or problems regarding one's employment status, working conditions, or assignment should be discussed first with the Dean. If a satisfactory solution is not achieved, other administrative channels should be explored. Every effort will be made to work out problems in a mutually satisfactory manner. You may also contact the Administrative Services Tech at (925) 424-1632 for assistance with payroll and some personnel issues.

The next sections include specific information and guidelines for the following areas:

- Hiring
- Assignment of Classes
- Payroll
- Employment Conditions and Other Information

Hiring

Once you have successfully completed the interview process, and are recommended to be hired as a part-time faculty member, there are a number of forms and documents which will be processed by the college and our Human Resources Office. We attempt to fill all part-time teaching positions at least four to six weeks prior to the start of each semester. However, if you were hired near the beginning of the semester in which you will teach, some paperwork may still be in process.

Hiring information for part-time faculty is available on the District HR website. The part-time faculty hiring information can be found at link below:

<http://www.clpccd.org/HR>

Term of Temporary Appointment

Employment by the Chabot-Las Positas Community College District requires action by the Board of Trustees. The authority to employ instructors as temporary, part-time certificated employees rests with the Board of Trustees. The Board authorizes the Chancellor to employ instructors during an academic year. The specific assignment within the Board authorization is for specific semesters within the school year and for classes, which are assigned by the responsible administrator.

Assignment of Classes

Class Assignment Paperwork - Once the hiring process is complete, you will be assigned to a course or courses. The formal verification of your assignment is accomplished via receipt of an email from the Division Dean with your Teaching Assignment sheet attached. Each instructor is responsible for verifying details of his/her assignment by reviewing, and then simply "replying to all" parties listed in the email saying that s/he accepts the assignment. Once the assignment is accepted by the faculty member, the Part-time/Temporary Teaching Assignment sheet is filed electronically in the Division Office as well as the Academic Services office. It is advisable to keep a copy of assignment sheet for one's own files.

Areas for review include:

- Course Title/Section(s)
- Days and Hours
- Room(s)/Location
- Method of Payment

How Classes are Assigned (Employment Rights)

See Article 18B of FA-District Contract.

Part-Time Teaching Interest

If you are interested in further part-time assignments, you will need to complete the Part-Time Faculty Preference Form, which is mailed to home addresses of all continuing part-time faculty. These forms are the primary source for determining staff availability each term. All assignments will be made in accordance with Article 18C (Offer of Employment) based upon Discipline Seniority Lists by College within each Division. The Assignment Preference Forms must be completed and returned to the appropriate division dean within 10 calendar days of the date of the postmark. The Assignment Preference Form will identify teaching preferences Summer, Fall and Spring. (Refer to the Faculty Interest Article 18B: F&G)

Payroll

Instructors with hourly assignments are paid either: (1) through the automated payroll system or, (2) through Service Reports (time sheets). Service reports are also used for payment of non-instructional activities, described below. Depending on activities, many part-time faculty will be paid through both systems, and may use more than one type of Service Report. It is the responsibility of the employee to use the correct forms and submit Service Reports on time.

Autopay or Service Reports (Time Sheets)

See Article 21F.4 of the FA-District Contract.

The following part-time faculty will need to submit Service Reports:

- Counselors and librarians
- Part-time Faculty with assignments that are team-taught
- Part-time faculty with authorized paid office hour
- Part-time faculty performing authorized paid non-instructional activities

Generally, all other instructor teaching activities will be paid through the automated system. Your Temporary Teaching Assignment Memorandum should indicate the appropriate payment option for your course(s), and whether Service Reports are required for one or more of your courses.

Autopay

See Article 21F.4 of FA-District Contract.

Part-time Faculty are paid by the course in equal payments. Your first payment will be August 31 for Fall or January 31 for Spring for a total of five (5) equal payments. If the class is a “Late Start” or “Early End” course, you will get equal payments beginning the month you first taught through the month you last teach.

Service Reports (Time Sheets)

There are three different types of Service Reports/Time Sheets which faculty might use. To expedite your payment, be certain you are using the correct form as follows:

- Teaching a Class: The Part-time Faculty Personnel Service Report time sheet is rarely used, but if one is required: use a separate form for each teaching assignment. Be sure to indicate “lecture” or “lab” hours. Your Assignment Sheet indicates how many hours to claim, or contact your Division Dean for clarification.
- Counseling or Library Assignments: Part-time Counselor/Librarian/Special Assignment Service Report (Green). Note: Part-time Counselors and Full Time Counselors working extra hours all use Part-time Counselor/Librarian/
- Special Assignment Service Report (Green).
- Office Hours or other Non-Instruction: Academic Non-Instruction Time Sheet (Pink)

If you are required to submit timesheets to your Division Dean, do so by the deadline given by your division (normally around 10th of month). Please adhere to division deadlines so that Payroll (at the District Office) receives your time sheet in a timely manner and has time to process.

NOTE: All payroll deadlines are close to the 10th of the month, except in months with holidays such as November (Thanksgiving), December (Christmas), and February (Presidents Days). These deadlines are usually subject to change to a much earlier date in order for Payroll to have time to process.

Employment Conditions and Other Information

For further references on District Governing Policies, refer to the CLPCCD Board of Trustees Manual, available at the Office of Academic Services.

Tuberculosis (TB) Test

See Article 9E of FA-District Contract.

All faculty are required to have current Tuberculosis (TB) test results on file with the District Office, per the current faculty contract:

As required by state law, all unit members must have a Tuberculosis (TB) test every four (4) years. The unit member shall be responsible for the cost of the TB test upon hiring. All subsequent tests will be paid for by the District. Unit members who do not have current Tuberculosis (TB) test results on file with the District will be placed on an unpaid leave of absence until the Tuberculosis (TB) test results have been received and acknowledged by the District Payroll Office. Unit members will be given written notice on or about 90 days, 60 days and 30 days before they are required to submit their TB test. The notices will inform the unit member that if they do not have a current TB test result on file with the District, they will be placed on an unpaid leave of absence until the TB test results have been received and acknowledged by the District Payroll Office.

Leaves

Sick Leave (Article 11A.6)

Sick Leave Donation (Article 11A.3)

Personal Necessity Leave (Article 11B.2)

Bereavement Leave (Article 11C)

Pregnancy Disability Leave (Article 11E)

Parental Leave (Article 11F)

Judicial Leave (Article 11G)

Military Leave (Article 11H)

Personnel and Employment Records

See Article 16-1 of FA-District Contract.

In addition to submission of a complete and accurate employment application, instructors are required to complete a live scan fingerprint process payable by the new employee. Forms and site locations are available online in the District's Human Resource services website, under forms, and part-time faculty hiring packet. If instruction will be provided under Conditions of Equivalency, supporting documents will be required.

Retirement System

See Article 18K of FA-District Contract.

Federal Law has required since 1992 that all public agency employees be covered by a retirement system, or, if none is provided they shall be covered by Social Security. The Chabot-Las Positas Community College District has established a mandatory Alternate Retirement System, and offers a choice of two alternate retirement plans for part time instructors, counselors and librarians. The two Alternate Retirement System plans offered are the Public Agency Retirement System (PARS) and the State Teachers' Retirement System Cash Balance (CB) Plan. Part time academic employees can also enroll in the STRS Defined Benefit Plan (the regular STRS plan for full time employees) at any time.

Identification Cards

Each faculty member should obtain an identification card from the Admissions and Records Office (A&R) in Building 1600, Room 1670.

Employment Compliance Notice

Las Positas College is an equal opportunity/affirmative action institution in its policies, procedures, and practices relating to access, admission, and employment in its programs, services and activities.

In compliance with Title VI of the Civil Right Act of 1964, Title IX of the Education Amendments of 1972 (45CFR 86), Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1974, and its own statements of philosophy and objectives, the Chabot-Las Positas Community College District does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap.

Sexual harassment of employees or students will not be condoned. In general, deliberate verbal comments, gestures, or physical contact of a sexual nature that are unsolicited and unwelcome will be considered harassment (Title VII of the Civil Rights Act of 1964). Inquiries regarding the District's equal opportunity/affirmative action policies and procedures may be directed to the Dean of Enrollment Services, Building 1600 at Las Positas College, or telephone (925) 424-1542 (for student matters); the

Director of Employee and Labor Relations at 7600 Dublin Blvd., 3rd Floor, Dublin, CA 94568, or telephone (925) 485-5513 (employment matters).

Collective Bargaining Unit

Members of the Collective Bargaining Unit who wish to read the contract can find a copy on reserve in the library, and may inquire at the circulation desk. The contract is also available on the Human Resources website at <http://www.clpccd.org/hr>

Rate of Pay

Salary placement is based on the Schedule of Part-time Service Rate, from the Collective Bargaining Agreement, Article 21.

21H.1 Step credit shall be given on the following basis:

1. Entering part-time faculty may be placed as high as step four (4) on the Schedule of Part-Time Service Rates.
2. Full-time teaching, counseling, library or special assignment experience in an accredited school or college shall be credited at the rate of one (1) step for each complete year of experience.
3. Part-time teaching, counseling, library or special assignment experience in an accredited school or college, including summer work and temporary leave replacement employment shall be aggregated into full-time equivalent years.
4. Credit for full-time work experience in an occupation directly related to the assignment shall be allowed at the rate of one (1) step for every two (2) complete years of experience. The applicant bears the burden of proving a nexus between his/her work experience and proposed assignment.
5. Work experience other than that listed above, including experience as a teaching or laboratory assistant, shall not be considered.

21H.2 Break in Service

If a previously hired part-time unit member returns after a ten (10) year break in service, the initial step placement will be given in accordance with Section 21 of the Faculty CBA.

21H.3 Verification of Experience

In order to verify step placement, it is the responsibility of the unit member to request submission of verification letters to the District Human Resources office.

1. Letter for this purpose must be on official letterhead of the verifying institution, and be received within forty-five (45) days after Board approval of hire.
2. Each letter must clearly state the term of the teaching employment or work experience. In addition, if this prior teaching experience was not full time, the verification letters must evidence details as to the equivalent units taught for each semester or quarter.

3. Step placement shall not occur until verifying documentation is received. If documentation received more than forty-five (45) days after Board approval of hire results in a change of initial placement, and the unit member is retained to work subsequent semesters, the resulting change shall be effected beginning with the unit member's next semester and/or summer or inter-session assignment. Notwithstanding, errors in placement due to factors other than the unit member's failure to provide necessary documentation, shall not be subject to this timeline governing retroactivity.
4. A newly hired part-time unit member who believes he or she has been improperly placed may appeal that placement via the Faculty Association.
5. If services terminate for any reason, the amount to be paid will be based upon the actual number of hours served.

Energy Conservation

The Chabot-Las Positas Community College District has pledged itself to energy conservation. Accordingly, we encourage everyone to carry out conservation measures to the best of their ability. This includes turning lights off when leaving a room and keeping windows closed. You will note that some areas/buildings have motion detection lighting. We also participate in the "Spare the Air" program. Please carpool whenever possible, but especially during smog alert days.

To check on the status of the room temperature in the classrooms, please check the thermostat, which in some cases may be adjusted using the up or down arrow. If you have an energy-related problem, please report it promptly to switchboard personnel at (925) 424-1000 who will contact M &O.

Evaluation

See Article 18I of FA-District Contract.

Part-time faculty shall be evaluated according to the requisite faculty standards in Article 18 of the CLPCFA Agreement in the first semester of employment during the regular academic year. This evaluation shall be peer driven with coordination and appropriate involvement of the Division Dean. Thereafter, evaluation shall be done at least once every three years of employment. Evaluations reflect "Satisfactory," "Needs Improvement," or "Unsatisfactory." "Satisfactory" guarantees placement on the Seniority List. In addition, all other criteria in Article 18B (Employment Rights) must be met. "Unsatisfactory" means that the Part-Time faculty member has been notified that his/her performance is unsatisfactory for continued employment and a second evaluation by a different evaluator will be required during the same semester/term. "Unsatisfactory" status, as corroborated by a different evaluator, shall result with a unit member's removal from the Seniority List. "Needs Improvement" status does not constitute cause for the immediate removal of the faculty member from the Seniority

List; the intent of a “Needs Improvement” recommendation is that the member be given an opportunity to improve resulting in a “Satisfactory” follow-up evaluation in the same semester or following semester. Division Deans and Faculty mentors are available for assistance. If a “Needs Improvement” is the result of a second faculty observation, this shall result in the unit member’s remove from the Seniority List.

Faculty Contract

The current Faculty Contract is Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association, January 1, 2015--June 30, 2018. Copies of the contract are available in the library, division offices, and on the Human Resources website at <http://www.clpccd.org/HR>

While many parts of the contract are relevant for part-time faculty, Article 18 specifically addresses Part-Time Unit Members.

Faculty Resource Centers

Teaching and Learning Center

The Teaching and Learning Center is located in Room 2410 (inside the Multi-Disciplinary Building) and is open to all faculty and staff. It contains both PC and Mac computers, a scanner, a printer, and a studio to record digital video and audio. The Teaching and Learning Center is equipped with the latest hardware and software to help you integrate technology into your teaching. From enhancing your course with web resources to designing a completely online course, the Teaching and Learning Center has the resources and staff to help you. The Teaching and Learning Center staff also hosts workshops on a variety of instructional technology topics. For more information on the Teaching and Learning Center, be sure to check out its web site at <http://laspositascollege.edu/staffdevelopment/tlc.php>

Faculty Workroom

The workroom is located in building 2100, room Rooms 2140A. It contains a copier/printer, **Scantron** test scoring machine and a typewriter.

Part-Time Faculty Office Spaces

There are a couple of office spaces that can be used by part-time faculty to meet with students
Room 2146 is a conference room (no computers or phones).
Room 2411 (open area) has 2 phones and 8 PC computers.

Room 2401 (Tutorial Center) has couches, tables, and a few private rooms that can be used to meet with students. There are no computers or phones for general faculty use in this area but it is Wi-Fi-enabled (accessible).

Library (Building 2000) has Wi-Fi access, PC computers, open seating, and a few private rooms that can be used to meet with students.

Additional computers are available in Room 803 (Building 800).

Field Trips

(For complete description of policy and instructor responsibilities, refer to CLPCCD Board Policy and the Administrative Rules and Procedures in support of Board Policy. Consult with Division Dean and staff, as appropriate.)

A field trip is defined as any movement of a class outside of its regularly assigned classroom for the purpose of receiving educational experiences not possible in the classroom. The four (4) different "classes" of field trips listed below all need prior approval, some of which are subject to certain restrictions by the College's insurance carrier. Carpool travel may not be arranged by faculty, nor may faculty transport any students in their cars, or provide maps or directions. Faculty arranging field trips are responsible for knowing and applying the district and college procedures regarding student injury, accident, or illness (including hospitalization) while on the field trip.

1. CLASS I - Field trips are ON-CAMPUS activities limited to the College campus. Authorization is granted through the Division Dean or other designated administrator.
2. CLASS II - Field trips are IN-DISTRICT activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol). Requests must be submitted at least TWO WEEKS prior to the date of the trip. Authorization is granted by the President of the College or designee (usually the Vice President of Academic Services).
3. CLASS III - Field trips are IN-STATE, OUT-OF-DISTRICT activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least ONE MONTH prior to the date of the trip. Authorization is granted by the President of the College or designee.
4. CLASS IV - OUT OF STATE, activities conducted outside the state of California. Requests must be submitted at least SIX WEEKS prior to the date of the trip. Authorization is granted by the Division Dean, Vice President of Academic Services, President of the College, and the Board of Trustees.

In accordance with the Education Code, adult students or parent/guardians of minor students must sign a waiver of claims against the Chabot-Las Positas Community College District and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

As soon as you plan a field trip, complete the Field Trip Request and submit it to your Division Dean. Forms are now available online in the Grapevine, under “forms” at top of page. See link here: <http://grapevine.laspositascollege.edu/forms/documents/LPCFieldTripRequestFormver2.pdf>

Consult with Division Deans for policies and limitations on field trips and with the M & O (Maintenance and Operations) Dept. for use of a District/College-owned vehicle.

Student Clubs

If you are an advisor of a student club that would like to hold a meeting or activity off campus, you will be required to (1) complete the Field Trip Request form, (2) provide list of all attendees [student and staff], and (3) submit to the Vice President of Student Services. In circumstances where your classroom instruction will be interrupted, approval must also be received by your Division Dean as well.

Final Exams & Grades

See Articles 9B, 9L, and 10C.2 of FA-District Contract.

Finals are required to be held for the specified two (2) hour period during finals week in all classes. The finals schedule is located in the Schedule of Classes. **The final exam date should also be listed on your syllabus (Article 9 of the Faculty CBA).** Specific grading procedures may be found in the Office of Admissions and Records Attendance and Grade Reporting Handbook. Please note that we do not use “+” or “-” in posting final grades. Instructors cannot identify names or social security numbers when posting grades per the Family Education Rights and Privacy Act (FERPA). No changes are permitted in the final schedule nor are examinations to be given in advance of the schedule time unless approved in advance by the Vice-President of Academic Services through the Division Dean.

Food Service

For your convenience, food service is available in the Student Center Cafeteria (Building 1600, Room 1620) Monday - Thursday 7:30 am to 7:30 pm, and Friday 7:30 am to 2:00 pm. Food service has different hours during summer sessions. Hours may vary depending on time of year and various break times. Food service is not available on Saturday or Sunday. The cafeteria can be contacted by calling ext. 1820 or by GroupWise e-mail at LPCFreshNatural.

Forms

Several forms are now available online on the Grapevine website. Time sheets are available in Division Offices and in the Mailroom in Building 1700 (at LPC). If you have any questions, please check with your division staff. Additional Human Resources and District forms are on the District web site at <http://www.clpccd.org/business/CLPCCD.InternalFormsandProcedures.php>

Foundation

The Las Positas College Foundation supports the Mission of the College and advances its vision for the future through active resource development. It was established in April 2003 by a group of community leaders dedicated to ensuring that the students and communities that LPC serves have a premier community college. The Foundation was granted IRS 501 © (3) status in December 2003.

Since its founding the Foundation has been well embraced by businesses and individuals in the communities that the College serves, and investments total almost one half million dollars. Much of this is restricted money in the form of grants to support specific goals (e.g., named scholarships). As the organization moves forward, particular attention is being focused on raising unrestricted funding to meet financial commitments that are expected to grow.

Freedom of Speech

See Article 23 of FA-District Contract

Guest Speaker

Instructors arrange for their own guest speakers. To do so, one must complete the Guest Speaker form and submit it to the appropriate Division Dean prior to the speaker's visit. Forms may be found in the Division offices. Note that LPC does not pay guest speakers, and instructors are required to remain in the classroom during guest speaker visits. Please inform your guest speaker that a parking pass is needed. Arrange in advance with your Division office to obtain a parking pass or inform the guest speaker s/he will have to pay for parking.

Information Technology

Las Positas College uses technology to support learning, instruction and services: to enhance educational opportunities, to personalize student services, and to provide effective administrative processes that enforce the values, vision, mission and goals of the college. Some of the services provided are:

- Computer and Network Support
- Instructional Systems Support (classroom audio and visual)
- Instructional Technology Support: Distance Education (Blackboard), Teaching and Learning Center
- Use of educational software and workshops
- Telecommunications (voice communications and PhoneMail)

Computer/ Network Support

The college Computer Network Support Department is responsible for providing and maintaining desktop support, server resources and network connectivity for students, faculty and staff on campus. For concerns regarding campus computer services or reporting trouble, please contact the Technology Help Desk at (925) 424-1606. You can also do this via the web at <http://www.laspositascollege.edu/technology/index.php> and then checking the appropriate link on the left. To expedite response time it's best to contact them prior to the course beginning.

E-Mail

See Article 23 of FA-District Contract.

The Chabot-Las Positas Community College District uses Microsoft Exchange/Outlook as its communications software. As a means of communication with staff and students, all staff members, including part-time faculty, are required to maintain an e-mail account. It is optional to have your e-mail account forward messages to another personal account (such as AOL or Comcast). To apply for an account, go to the IT website at <http://www.clpccd.org/tech/Forms.php> and click the Faculty Email link.

Print out the Faculty E-Mail form, or request a form your Dean or Division staff. Once completed and signed, submit this form to your Division. After your account has been established you will receive information in your LPC mailbox on how to access and use your account.

You may access your e-mail account from an off-site computer by going to LPC's home page www.laspositascollege.edu and using the link at top right for "Outlook email." Or you can go to <https://mail.clpccd.org/owa/auth/logon.aspx>, enter the domain\user name and pass code as noted. If you need assistance, call (925) 424-1715.

Instructional Systems

Instructional Systems Support maintains an extensive inventory of audio/visual equipment to support your instructional needs. You may visit the website at www.laspositascollege.edu/technology/classrooms.php to view a complete listing of equipment that resides in each classroom. If your classroom does not have the equipment you need, special arrangements can be made with advance notice. To reserve audio/visual equipment, fill out the form at www.laspositascollege.edu/technology/request-equipment.php, or contact the office directly.

The Instructional Systems Office is located in Building 1900, entrance door 1920, LPC Technology Department and may be reached by phone at (925) 424-1660 or by e-mail using the department's equipment request form at www.laspositascollege.edu/technology/request-equipment.php. The Instructional systems support staff are available to assist you with training and use of the audio/visual equipment as well as provide services for creating and duplicating DVD discs, videotapes, audio tapes, and other instructional materials that do not violate copyright laws.

When using college equipment please use the following guidelines:

- Reserve equipment well in advance.
- Learn proper operating techniques.
- Prepare equipment for return (i.e. rewind films, turn off power and remove personal property, secure equipment to cart, etc.).
- Report any problems with equipment to the Instructional Systems Office as soon as possible.

Instructional Technology

The Instructional Technology Department provides technical and pedagogical support to faculty and staff who want to implement technologies for instructional purposes. Working out of the college's Teaching and Learning Center, training and support offered include the following technologies: web-page building, multimedia hardware and software, presentation software, mobile learning, course management systems, student learning outcomes management systems, personal response systems (clickers), and accessibility techniques.

1. Teaching and Learning Center

Working mainly out of the college's Teaching and Learning Center, the Instructional Technology staff invites meetings and appointments, in addition to conducting workshops. Workshops will focus on technical and pedagogical skills that allow faculty and staff to integrate technology into their teaching.

Workshop and appointment topics include: web-page building, multimedia hardware and software, presentation software, mobile learning, course management systems, student learning outcomes management systems, personal response systems (clickers), and accessibility techniques.

The Teaching and Learning Center is located in Room 2410 in the Multi-Disciplinary Building and can be contacted by phone at (925) 424-1655 to schedule an appointment. Visit the Instructional Technology web site to access training materials: <http://www.laspositascollege.edu/staffdevelopment/it.php>

2. Online Learning

See Article 10F of FA-District Contract.

Las Positas College's Distance Education program consists of a variety of online and hybrid courses to meet the needs of students in the community. LPC, which has been offering courses online since 1999, and Chabot College use the course management system Blackboard for online offerings.

Each semester, training is available in learning how to design, develop, and teach instructionally sound courses. To learn more about the Online Course Development Program, visit <http://www.laspositascollege.edu/staffdevelopment/ocdp.php>.

For more information about LPC's Distance Education program, consult the Online Learning web site at <http://www.laspositascollege.edu/onlinelearning>.

PhoneMail

The campus telecommunications system is set-up with voice messaging boxes for all staff including part-time faculty. If you are a new hire or returning faculty member, a PhoneMail instruction guide will be placed in your mailbox prior to your classes beginning. This guide will provide you with your box number, instructions on how to access and use your PhoneMail as well as how to record your greeting. If you are a continuing faculty member, your PhoneMail should remain intact as long as you have an assignment. Each PhoneMail box can hold 20 total messages (new and saved) so be sure you check your box regularly and delete any unnecessary messages. If you need assistance you may contact the Telecommunications Coordinator at (925) 424-1640.

NOTE: PhoneMail only extensions are just that, extensions, and not direct dial numbers. Do **not** place a prefix (424) in front of the extension. Callers must dial the campus at (925) 424-1000, and enter the extension as prompted.

PhoneMail boxes are also required for all staff as a means for communicating with staff and students. If an alternate means of communicating with students and staff is desired other than using the PhoneMail

system, we then request that this alternate means be clearly stated in your personal greeting, making sure all messages have been deleted from your PhoneMail box and then disabling message acceptance for your PhoneMail box. This will maintain necessary disk space in the system. Instructions for this process are included in the PhoneMail Instruction Guide or you may contact the Telecommunications Coordinator for assistance.

Telecommunications

The phone system on campus is set-up with 4-digit dialing to any other campus phone. So, to contact the Admissions and Records Office, drop the 424 prefix and dial the last four digits 1500. To reach the campus switchboard, just press 0.

In addition, the system allows 4-digit dialing from LPC to Chabot College and the District Offices. Drop the area code and prefix and dial the desired 4-digit extension.

To place a call off-campus, you must first access an outside trunk by dialing "8" then dial the seven digit number. If you are calling a number in the 510 area code, dial 8-1-510-xxx-xxxx. Not all phones have access to dial off-campus for security purposes, so if you are having trouble dialing a number off-campus contact the campus switchboard for assistance; to do that dial 0. The switchboard will ask for the number to be dialed and information regarding the party being called so please be prepared. If the call is personal (not college business) we ask that you use a cell phone, calling card or a pay phone to place your call.

Keys

See Article 9I of FA-District Contract.

Classrooms used will be opened prior to the class period. If a classroom has not been opened, the switchboard personnel should be contacted by phoning (925) 424-1000. Generally, keys will not be issued to individual instructors, and classrooms with special equipment are not opened until an instructor is present. If you have a concern, please see your Division Dean.

Library

The Library, located in Building 2000 offers a broad range of informational, reference, and instructional services developed to meet the needs of LPC students, faculty, and staff. Faculty and Student identification cards are used as renewable library cards for checkout of library materials. A collection of books, magazines, journals, online resources, databases, and audio-visual materials are available for student, faculty and staff use. Faculty may request that personal and Library materials be placed on Faculty Reserve for their classes, including the course textbook. Faculty are also encouraged to discuss library orientations with Librarian

Faculty who will tailor the orientation to class assignments.

Access the Library web page from the LPC homepage for a description of services or to use the online catalog and databases.

<p>Hours</p> <p>Library hours may vary. Consult the Library web page (shown below) for accurate hours</p>	<p>Contact</p> <p>Librarian Coordinator 925-424-1158</p> <p>Reference Desk 925-424-1150 lpclibrarian@laspositascollege.edu</p> <p>Circulation 925-424-1151 lpccircdesk@laspositascollege.edu</p> <p>Room Reservations From Library Home Page click Reserve a Group Study Room</p> <p>Library Chat From Library Home Page click on the Chart Icon</p>
<p>Reference Services (424-1150)</p> <ul style="list-style-type: none"> • Reference and information assistance • Library orientations • Library skills courses • On-line catalog for materials at Las Positas and Chabot College Libraries • On-line databases • Request new library materials to support instruction 	
<p>Circulation Services (424-1151)</p> <ul style="list-style-type: none"> • Materials check-out • Laptops check-out • Instructional reserve materials • Audiovisual materials 	

Library Home Page: <http://www.laspositascollege.edu/Library/index.php>



FALL 2017

Las Positas College Library – Building 2000

<http://www.laspositascollege.edu/library/>

FAQ

Welcome to the Las Positas College Library! Please read this FAQ to find out how the Library can support you and your students.

Hours: Monday-Thursday: 8am-8pm
Friday: 8am-2pm

Reference Desk: 925-424-1150

Circulation Desk: 925-424-1151

Library Coordinator: Tina Inzerilla, Ph.D.: 925-424-1158

The Library is located in Building 2000 in the center of the campus.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

To get familiar with (and get the most from) the Las Positas College Library, we encourage you to create accounts that will enable you to have full access to our collections and services. (*See instructions on page 36.*) *In Particular:*

- **My Library Account:** to check your library card account, to see all the items you have checked out and their due dates, to renew items online, to request LPC and Chabot materials (*See instructions on page 38.*)
- **Research databases:** a login and password to access research databases remotely (*See login instructions on page 38.*)

The collections and services available to Las Positas College students, faculty, and staff are the following:

- **WorldCat:** Search our online catalog to find books/ebooks, DVDs, CDs, and course reserves.
- **Course Reserves:** Contact Diana Navarro-Kleinschmidt (925-424-1153) to put materials (including your course textbooks) on reserve for students in the fall. Allow 3 days for processing.
- **Research Databases:** Accessible in the Library, on campus, and from home. You will need to login with your W number and PIN to access the databases remotely. Databases include

Academic Search Complete, ARTstor, CQ Researcher, Films on Demand Streaming Videos, Literature Resource Center, Opposing Viewpoints, Science Online. Visit our Library Databases page for a complete list of databases: <http://libraryguides.laspositascollege.edu/az.php> (see login instructions on page E-9).

- **E-Resources:** The Library provides access to over 130,000 ebooks, which may be read online or downloaded to a device. You may access these titles through our online catalog (WorldCat) or from our e-Reference Sources page: <http://libraryguides.laspositascollege.edu/az.php?t=12037>
- **Library orientations:** The Library accommodates classes (up to 50 students) for orientations in one of our two library classrooms. You may request an orientation in any of the following ways:
 - Call the Reference Desk (925-424-1150) and talk to a librarian.
 - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> Click on **Library Visit Request**.

When scheduling a library orientation, it is important to have a research assignment for your students. This will keep the students focused and they will get the most out of the library instruction. The librarians will be happy to collaborate with faculty to determine the best way to provide instruction, whether in the Library's classroom or in your classroom. A sampling of what we demonstrate is how to use reference books, WorldCat, the databases, and other resources. If your students are having trouble with a specific assignment but don't need a full orientation, we are happy to schedule a short, focused session for 15 to 20 minutes (examples: how to evaluate websites, or how to use the database *Literature Resource Center*). Time can be set aside during the library orientation for the students to work on their research. All you have to do is let us know you would like this option.

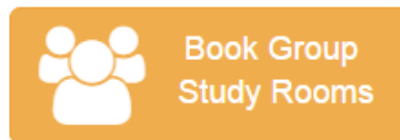
Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library. The faculty member must stay with the students during the orientation.

Please encourage all your students to attend the orientations. Once an orientation has been presented to your class, please do not send students (if more than 3) who have missed the orientation to the Library to get an individual orientation.

- **Library Classrooms:** The Library has two classrooms; 2003 (50 computers) & 2033 (43 computers). These classrooms are reserved for library orientations. However, if the space is not reserved for an orientation, you have the option to reserve the computers for a working session not taught by the librarians. Please review our classroom reservation policy at <http://www.laspositascollege.edu/library/faculty.php#anchorclassroom>
- **Library Classrooms:** The Library has two classrooms; 2003 (50 computers) & 2033 (43 computers). These classrooms are reserved for library orientations. However, if the space is not reserved for an orientation, you have the option to reserve the computers for a working session not taught by the librarians. Please review our classroom reservation policy and reserve a

classroom on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty>
(click on **Library Visit Request**)

- **Library Group Study Rooms:** The group study rooms are available for booking by students and faculty, up to 2 hours per day. Faculty may be able to reserve the group study rooms for a longer duration for specific, special purposes (i.e. interview committees, off-campus guest, etc.) by arrangement only. Please view the online booking service by clicking on the yellow “Book Group Study Rooms” button from our library homepage for group study room information and availability.



- **Additional:** We have laptop _____nts for check-out.

Instructions for Creating Accounts in the LPC Library

lpclibrarian@laspositascollege.edu 925-424-1150



- **Library Account and Password for the WorldCat Online Catalog**
- To request (or renew) library books, DVDs, or other materials using the library catalog, you must first set up your "My Library Account" and password through LPC Library's WorldCat Online Catalog.

My Library Account & Password

- check your library card account
- see all the items you have checked out and their due dates renew items online
- request LPC and Chabot materials

Creating Your Password

For ALL users, before you log into your account for the first time, you will need to create a password.

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on "WorldCat"

The screenshot shows the Las Positas College Library website. At the top, there is a navigation bar with 'Las Positas College' and 'LPC Library' menus. Below the navigation bar is a banner for a 'Research & Citing Workshop'. The main content area features a search bar with the text 'Find Materials Here!' and a 'Search' button. A black arrow points from the 'WorldCat' link in the navigation menu to the search bar. Below the search bar, there are sections for 'Recently Added' books, 'LPC Library News', and a calendar for July 2017.

3. Click on **Sign In**

[Las Positas College Library](#)

Library Links **Sign In**

Course Reserves My Items (0)

Search Las Positas College Library and beyond.

Advanced Search

4. Click on **Set/Reset Password**

Sign in

W Number

Password

[Set/reset password](#)

5. Type in your LPC W number (including an upper case W) and click on **Request new password**; this will send an email to your primary email account that is registered in Banner.

To reset your password, enter your LPC W number below. Be sure to include an upper case "W" in your user name. You will receive email instructions for creating a new password. Once your password is reset, your old password will no longer be valid.

W Number

6. Open your Las Positas College email account; when you receive the email, click on the link provided

From: Library Password Management <DoNotReply@oclc.org >

Subject: Request to manage library password

7. On the *Change Password* screen, type in your LPC W number (including an upper case W) in the W number box and the password you wish to use. Don't forget to follow their guidelines! (We highly recommend you use the research database password: the first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number for consistency purposes.) Click **Change Password**.

Change Password

Your password will be case-sensitive, and must be six characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name:

New Password:

Confirm New Password:

Change Password

IMPORTANT: My Library Accounts do not affect your LPC database access. As you have done in the past, you will use the same account information— your W Number and eight-digit password—to log into the Library's online article databases, ebooks, and streaming videos from off campus.

Logging into your Library account

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on **Renew Materials**.
3. Type in your LPC W number. Please sure to use an upper case W.
4. Type in your password and click **Sign In**
5. Once you are signed in, My Library Account becomes a link. Click on the **My Library Account** link to view your checked-out items, items placed on hold, and to renew materials.

Viewing your checkouts and due dates

1. Log in to your account (see above)
2. Click on the **Checkouts** tab

Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Checkouts** tab
3. Click on the **Renew** button to the right of each title you wish to renew
Please note whether or not the renewal was approved and the new due date!

➤ Accessing Research Databases from Home

Choose a database and click on it. A box will appear on the screen. Login with your W number and PIN (first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number).

Please note: If you have any questions about the material presented in this handout or need any assistance, contact one of the librarians by phone (925-424-1150) or email: lpclibrarian@laspositascollege.edu. If you are not getting a response, you may contact the Library Coordinator, Tina Inzerilla, at 925-424-1158.

Mailroom & Information Desk

See Article 9K of FA-District Contract.

Staff parking permit and **copier code** (for new & returning faculty) will be available in your mailbox the first day of instruction. Stop by the Information Desk in Building 1600 to pick up a key to your mailbox. Should you have questions regarding these items, please see the Information Desk personnel in Building 1600, or phone (925) 424-1000.

The Information Desk is open M-TH - 8:30 a.m. to 6:00 p.m., and Fri - 8:30 a.m. to 5:00 p.m. Faculty may access their mail in room 1718. Hours are Monday through Friday 6:00 a.m. – 10:00 p.m. On Saturdays and Sundays, the mailroom is available by keycard access or assistance from security.

All mail and messages for individual faculty members will be placed in the boxes provided. Each faculty member is expected to check the box each time they come on campus. The faculty mailboxes may not be used either by District employees or others for any purpose other than college-related business or United States mail. The college should never be made a personal mailing address for non-college-related correspondence or personal business.

If you wish to distribute mail to another party, clearly mark the name on an envelope. Place the envelope in the “distribution” tray located at the Information Desk in Building 1600. After hours mail can be slipped through the fenced gate that leads into the main reception area. Mail distribution will take place the next working day.

Medical Benefits

The District provides medical benefits to each qualified part-time faculty member as specified in Article 20A.6 of the Faculty contract. A qualified part-time is one who:

- had an annual load factor of at least .4 or more during the academic year prior to receiving benefits;

- had affirmed via a signed affidavit that he/she has no other access to medical insurance where all or part of the premium is paid through some other source; and
- had approval of this arrangement by the carriers.

Any questions should be directed to Human Resources Services, at the District Office by calling (925) 485-5236

Mentors

Your Division Dean can link you with a mentor in your area—one who has taught the course before. While our mentor program is not a formal one, thus obliging neither you nor the mentor to any particular activities, most instructors are happy to share their approaches, concerns, and even materials with new instructors. In the event that you are teaching a new course, or are in a new area and we cannot locate a mentor, the Division Dean will fulfill that role.

Certain discipline areas of the College, notably Office Technology, English, and Mathematics, provide more formal training for new instructors.

Office Hours

See Article 18J.4 of FA-District Contract.

Part-time faculty teaching at least 3 CAH equivalent for a given semester, have the option of providing one paid office hour per week at the negotiated rate in Articles 21G-21I. You are required to inform your Division Dean or Administrator of the time and location of the office hour during the first week of each semester or by the end of the first week of classes. The time and location of this office hour must be clearly stated on your course syllabus. A monthly service report (Academic Non-Instruction Time Sheet) for the office hours must be submitted each month to your division office. Part-time faculty who sign up to hold office hours are expected to meet these as scheduled for the entire semester (except during finals week) or summer session. Office hours must be held on campus in an appropriate location including, but not limited to the Library or the Student Center. See CLPCCD/FA Agreement – Article 18 for additional details.

Space is available for part-time faculty to hold office hours in rooms 2120 and 2174 in Building 2100, Room 2411 in Building 2400, and rooms 4232 and 4236 in the Center for the Arts/Building 4000. Please do not plan to hold office hours in a classroom until you have checked that it's available and no classes are meeting in that classroom at the time of your planned office hour. Once you have done that, you still need the approval of the dean in order to use a classroom for office hours. Please check with your Division Dean if you have further questions.

Parking

See Article 9K of FA-District Contract.

All staff, including part-time instructors are issued parking permits, which are placed in your mailbox. Be sure to display the permit by hanging it, facing out, on the rearview mirror of your vehicle. Parking is head-in only, and no overnight parking is not allowed.

Payroll Procedures – please see Employment

Posting Procedures

Only posters related to activities, events or classes sponsored by Las Positas or Chabot Colleges will be approved for general display. Other announcements will be considered for approval for posting in the Student Center (Building 1643).

College staff and student clubs are welcome to post flyers on campus bulletin boards. The following procedures will need to be followed:

- Limit poster size to 8 ½ x 11.
- Flyer must note the College's name or initials. Student clubs are requested to have their names noted on flyers as well.
- The College screens for culturally sensitive material. If you do not know what this means, please discuss with your Dean, advisor, the ASLPC advisor, or the Office of Student Services.
- Student Clubs are to have the advisor approve the flyer by placing initials and date reviewed on the back of the flyer.
- Obtain Posting Stamp Approval:

Staff: Bring the original flyer to your administrative dean's support staff.

Student Clubs: Bring the original flyer, after advisor's approval, to the Office of Student Services (Building 1669).

Please be aware:

- There is a required 24-hour processing period. Please plan accordingly.
- All posters will be stamped with the removal date of two weeks recorded.
- If there is no stamp on the flyer, it will be removed and recycled.

Pushpins are the only product that can be used on the campus bulletin boards. There are approximately 35 campus bulletin boards including the Student Center.

Student Clubs: Please do not hang posters on an office window or door without the occupant's permission.

If you would like a flyer distributed to faculty mailboxes, obtain authorization from your Dean or advisor first. Once approval is received, visit the switchboard in Building 1600 Administration Building to find out how many copies are needed and receive a distribution routing form. Once the copies are finished, paperclip the distribution routing form to the top page and place papers in the "internal" mailbox in Building 1600.

Prerequisite Waivers

Many of the courses offered have prerequisites specified in the College Catalog. Instructors are not authorized to set aside the prerequisites that have been established.

Students may petition for the waiver by use of a form, which is available from a Counselor in Building 1616. The instructor's recommendation must be clearly noted on the form, which is then forwarded to the Division Dean for signature. The form is forwarded to the Dean of Students; the student is notified within 2 weeks of submittal.

Privacy Rights of Students

In accordance with State Education Code Sections 76241-76262 and the Federal Family Educational Rights and Privacy Act (FERPA) the following requirements are observed related to the release of student information.

Release of student information to parties other than the student or an LPC official requires a written release that must be dated and includes:

- Purpose of the release
- Specific information to be released
- Specific parties to whom the information is to be released
- Student's signature

Telephone Requests for information: Information may be released to the student via telephone only if the college official is certain that the party requesting the information is indeed the student. In order to insure the security, the college official must ask ALL of the following:

- Student's complete name while in attendance
- Student's W #
- Student's date of birth

- Student's date of attendance at the College

In very limited cases, information may be provided to parents of dependent students who are under the age of 18. Please refer all of these requests to the Vice-President of Student Services, the Assistant Dean of Students, or the Dean of Students. For further details, please refer to the brochure titled Privacy Rights of Students, available in Building 1600, Room 1669.

If you have any questions, please contact to the Office of Student Services.

Publicizing

All college classes are published in the semester Class Schedule - available in the Bookstore. Faculty is encouraged to publicize their courses and programs through the development of flyers and brochures. Prior to posting, all publicity must be approved by your Division Dean.

Readers / Graders

Las Positas College does not employ the services of readers or graders. Instructors may choose to pay for their own readers/graders, but this practice is discouraged. Grading papers is an integral part of instruction and a vital way to understand what is being learned by the students.

Record Retention

Each instructor shall maintain and preserve indefinitely a permanent record of grades given each student, with sufficient detail regarding student performance in the course to justify any grade given and be able to respond to challenges and questions in later years.

Registration Procedures

Office Admissions & Records

Specific procedures regarding registration may be found in the Office of Admissions and Records' Attendance and Grade Reporting Handbook.

<http://grapevine.laspositascollege.edu/student-services/AttendanceGrading.php>

You may also visit the A&R Office in Building 1600, Room 1670. For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Closed Classes - General Information

For classes that are closed - all seats filled - students may attend the first class meeting. Available seats may be filled by those who are present and wish to add. Add Authorization Numbers should be

assigned depending on space availability and in accordance with the student's registration priority number. Please refer to the Attendance and Grade Reporting Handbook for additional information.

Adding Classes

If a class is closed by the instructor, students will need an add code from the instructor. If a class is full, students may have the option to place themselves on a waitlist. Students will be prompted during registration if the class has waitlist availability. For detailed waitlist information please refer to the college website.

Overlap Cards

Occasionally a student may have a five- to fifteen-minute overlap for two courses in which they are enrolled. If there is an overlap, the system will not allow a student to register for one of the courses. The student will be allowed to register for both courses after he/she completes an overlap card and gets it signed. The overlap card must show the times when the student will be making up the time missed as a result of the overlap. Faculty should not sign an overlap card unless and until it is completely filled out. The Dean must approve the overlap time. If the instructor agrees to sign this card, he/she needs to be aware that a commitment is made to make up the time with the student. For any longer overlap, please ask your Dean for guidance. This card is used for overlaps of 15 minutes or less only.

Safety (Security) Procedures

See Article 9C of FA-District Contract.

Campus Safety personnel are available from 6 am to 11 pm, seven days per week. You may contact Safety personnel at (925) 424-1690. For emergencies call-(925) 424-1699 (or 1699 on campus).

The Campus Safety office is in Building 1700, Room 1725. Always notify the administrator on duty of any emergencies, dangerous, or suspicious situations. Please advise your students about safety issues. Use the buddy system or ask for assistance.

Sexual Harassment

See Article 9C.6 of FA-District Contract.

In accordance with federal and state law, the Chabot-Las Positas Community College District provides an educational and work environment free from all forms of sexual harassment. The District will also maintain an environment in which all students and employees model this behavior, and are treated with dignity and respect.

Sexual harassment is set forth in Education Code Section 212.5 as follows:

“Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Such conduct by employees or students is deemed unacceptable behavior, will not be tolerated by the District, and is considered a serious offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Examples of conduct constituting sexual harassment, as well as the procedures for filing, processing and resolving sexual harassment complaints in accordance with Title 5 of the California Code of Regulations, Section 59320, et seq. are found in Chabot-Las Positas Community College District Administrative Rules and Procedures for this policy. Additionally, each College and the District Office will designate a responsible officer for enforcement of this policy. Each College and the District Office will ensure that there is adequate communication of this policy and the accompanying procedures to all students and employees.

Revised December 2, 1997 - Chabot-Las Positas Community College District

For any issues pertaining to sexual harassment please contact Human Resources at (925) 485-5292.

Smoking & Food Restrictions

In an effort to prevent the serious health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students, and visitors at Las Positas College, who choose to use tobacco products, may do so in designated smoking areas only. Smoking is not permitted in any college-owned vehicle.

Faculty and staff are provided eating and drinking areas that are located in Building 1600 (Staff Lounges Rooms 1620B and 1688), and students in the Student Center (Room 1643). The cafeteria is located in Room 1620 and is open to everyone. Alcoholic beverages are not allowed on campus at any time.

Professional Development

See Article 29B of FA-District Contract.

The Professional Development Committee can support a part-time instructor's conference and other staff development expenses up to an amount determined annually. This amount, eligibility information, submission deadlines, and all forms needed to obtain funding are available on the Staff Development Website. A request for funding from the Professional Development Committee requires the completion of the Staff Development Activity Proposal Form and the District Conference Proposal Request Form. These forms must be submitted by the posted deadline before your conference or activity; the Professional Development Committee cannot consider a request made after a conference or activity has occurred. If funding is obtained, to receive reimbursement, complete and submit the Conference Expense Claim Form and your written report of the conference or activity within thirty days of the event. For detailed instructions, refer to the Activity Proposal Instructions on the Forms page.

<http://www.laspositacollege.edu/staffdevelopment/index.php>

Staff Lounge

The Staff Lounge is located in Building 1600, Room 1688. A refrigerator and microwave oven are available for your use. Room reservations for special activities and events are made through the Administrative Services Office (925) 424-1631.

Student Accident Procedures

Immediately report any injury onsite to Campus Safety, even if the student or staff does not request assistance. Campus Safety will complete an incident report; provide necessary emergency services and the injured party with a Student Insurance Claim form. Please have the injured party complete the

claim form according to instructions and submit it to Sharon Davidson in Building 1600 within 72 hours. Should you have any questions, see your Dean.

Student Conduct & Due Process

The College Catalog contains the "Student Conduct and Due Process" policy. The policy explains the college's expectations for student behavior and what happens when those expectations are violated.

Fortunately, few instructors ever need to resort to the rather lengthy procedures listed. All you are likely to encounter is the student who chatters during your lecture or who arrives late on too many occasions. Both types of problem student will usually respond to a brief discussion and verbal warning. This formally puts a student on "probation". Your only other option for a persistent miscreant is removing the student for the remainder of the class period. Simply ask the student to leave the room and continue the conversation elsewhere.

You may not suspend a student from all remaining classes. Faculty members experiencing disciplinary problems that they feel may warrant the removal of a student by suspension or exclusion should immediately inform the Dean of Student Services. Only the Vice-President of Student Services may suspend a student - after due process. You may not expel the student from the College. Only the Board of Trustees is authorized to enact expulsion. You may, however, drop him or her from the class after he or she exceeds four consecutive or six cumulative hours of absence.

If you have any concerns about student behavior - especially if you feel a student is guilty of cheating or plagiarism - discuss the problem with your Dean. Additional information related to this procedure can be found in the Student Policies and Procedures handbook.

Student Resources

Tutorial Center

The Tutorial Center (Building 2400, Room 2401) is available to assist students in nearly every discipline. Please note that the hours as listed are subject to revision each semester, and the Center is not open for tutoring in the summer. Please call (925) 424-1471 for more information about the Tutorial Center. For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Assessment Center

The Assessment Center provides testing services design to help students assess their academic, career, and vocational skills. All new students, unless exempt, are required to take reading, writing and mathematics assessment tests. Assessment is the process of determining whether each student is prepared for college-level courses or whether he/she should begin by taking pre-college courses that

cover basic skills in English, mathematics, and English as a Second Language (ESL). Please call (925) 424-1475 for more information, including Test Proctoring hours.

For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu> and click on Office Hours under About Las Positas.

CalWORKs

California's welfare-to-work program, the California Work Opportunity & Responsibility to Kids (CalWORKs) program replaced AFDC in 1996. CalWORKs provides cash-aid and welfare-to-work programs for welfare recipients. The CalWORKs Program at Las Positas College offers academic, career, and personal counseling for eligible CalWORKs participants. In addition, the LPC CalWORKs Program coordinates with the county Social Service Agencies, provides case management, job development and work study employment, assists with Welfare-to-Work plans, offers special workshops, classes and support groups to aid in student success, and offers transitional child care funding and transportation resources. The goal of LPC's CalWORKs Program is to provide CalWORKs students with educational and career opportunities that will enable them to complete their education goals, find meaningful employment, and successfully transition into the workforce. For more information, contact the CalWORKs Coordinator in Building 1600, Room 1668 or by calling (925) 424-1485

Career and Transfer Center

Career planning services and transfer information may be obtained by calling (925) 424-1423, or by visiting the Career and Transfer Center, Building 1600, Room 1604.

For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Counseling

Academic and personal counseling is available through the Counseling Department in Building 1600, Room 1616. For detailed information, or to schedule an appointment, please call (925) 424-1400.

For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Disabled Students Programs & Services (DSPS)

DSPS offers academic and personal support for students with physical, communication, learning and psychological disabilities. Accessibility in classes, facilities and in all services is the DSPS ultimate objective. Telephone number for the DSPS counselor is (925) 424-1510. The office is located in Building 1600, Room 1615.

Financial Aid

Students in need of financial assistance should telephone (925) 424-1580, apply online at www.fafsa.ed.gov or visit the Financial Aid Office in Room 1650.

For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Free Speech

See Article 23D of FA-District Contract.

Procedures regarding time, place and manner shall govern the exercise of free speech and related activities on the campus. The responsibility for maintaining conduct within the bounds of the law and compliance with the policies of the Board of Trustees shall be assumed by individuals, organizations, and the sponsoring organization's officers and student organizations, advisors and all organizational members. Restrictions on speech content shall extend no further than to restrain speech that is obscene, libelous, or presents a clear and present danger.

Lost and Found

Campus Safety, Building 1700, holds the campus lost and found articles for one semester.

Safety

Students leaving evening classes are encouraged to use the buddy system when returning to the same parking lot. Faculty is encouraged to provide the necessary class time to facilitate such a system. Instructors should dismiss late evening classes promptly.

For students desirous of additional security, the College provides an escort service to cars via Campus Safety (925)-424-1690. Evening escort service is provided Monday through Thursday from twilight until 10:30 pm.

Student Elections

The Associated Students (ASLPC) Election Code states that "no campaign material shall be posted nor shall any campaigning of any kind take place within fifty (50) feet of any classroom in which a class is scheduled or in session."

Student Grievance Policy

See Article 16-3 of FA-District Contract.

The current college catalog states the following policy: The Chabot-Las Positas Community College District encourages all students to pursue academic studies and other College-sponsored activities. In pursuit of these goals, the student should be free of unfair or improper action from any member of the

academic community. The Chabot-Las Positas Community College District accords every student the right of protection. Students, however, must also be aware that they are responsible for complying with all College regulations and for meeting the appropriate College requirements.

Student Grievance procedures have been developed by Las Positas College to provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of his/her rights and to insure that each student is fully accorded due process. Both the Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including timelines and decision-making authority. The general provisions and specific procedures related to this policy are available from the Office of the Vice-President of Student Services, the Counseling Office, and the Office of the Associated Students. For further information, please refer to the Student Policies and Procedures Handbook.

Student Health Center

The Student Health Center is located in the new Student Center, Building 1700, Room 1701. TB tests for faculty and staff are also administered at the Health Center.

For Hours of Operation please refer to LPC's website <http://www.laspositascollege.edu>

Substitutes

The Board of Trustees has authorized the employment of faculty members as substitute instructors. Instructors will be asked to substitute only in their fields of specialization. All substitute faculty must be Board approved for the term in which they substitute. Faculty should arrange for substitutes by consulting with the dean, as pre-approval is required. Generally, substitutes are not used for one-time or short-term absences. If appropriate, trades or "swaps" should be considered, and communicated with the dean as approval is required.

Supplies

Students generally furnish their own supplies. Exceptions may be in certain laboratory situations. Faculty members needing specific supply items should discuss their requirements well in advance with their Division Dean. Please do not use permanent markers or EXPO brand markers on white boards.

Syllabus

See Article 9B of FA-District Contract.

During the first day of class, students must be given a syllabus that outlines the general course content, instructor information, office hour time and location, dates, types of assignments, student

responsibilities and other pertinent information should be included. To create your syllabus you will need an academic calendar, a copy of your text(s), and other pertinent information and/or materials.

The Faculty Contract requires you to provide your Dean with a copy of the course syllabus for each course you teach. It is recommended that you turn in your syllabus in advance of the first week to provide time for feedback and adjustments if needed.

Additionally, you should clearly address the following issues in your syllabus:

1. Student Learning Outcomes

For ACCJC accreditation Student Learning Outcomes are required to appear on all course syllabi. ***This is not required in the FA District Contract.***

2. An Attendance Policy

The current College Catalog states: "It is assumed that each student will consider attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Instructors in assigning grades may take excessive absences, tardiness, and leaving class early into consideration. A student absent for a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor." Emphasize that it is the student's responsibility to initiate/verify the drop from a course. A student should never assume this has been done by an instructor.

You may retain a student who exceeds four/six hours of absence, but you should have a clear idea why you did so (i.e., a lengthy illness).

3. An Extra-Credit Policy

You are not required to offer extra credit work as an option in your class. Indeed a student's grade should basically be derived from the normal course work of a class. If you decide to allow an extra credit option, be wary of allowing too much extra credit as a substitute for regular course work.

4. A Policy on Make-up Examinations

If you choose to allow make-up examinations, you need to decide if it will be the same exam administered to other students or a different, possibly more difficult version. Some instructors allow students to drop one or more exams and thus avoid make-ups. Others allow extra credit to substitute for one exam, thus accomplishing the same goal.

5. Grading Policy

You should clearly state how you will determine the grade for your course. This should include how much the components of the grade such as mid-terms, quizzes, final exams, term papers, laboratories, etc. are worth.

6. An Explanation of the Grade "Incomplete"

The "incomplete" grade was designed for students who have a last minute disastrous event (serious illness, death in the family) that prevents them from completing the course. This grade was not

designed to accommodate the casual student at the end of the semester who could have completed the work but did not (as generally the missed assignment is the final exam or paper). The incomplete involves a formal signed contract between instructor and student with obligations on both sides. Be certain your syllabus states that the student had to be passing the class prior to the "disaster" in order to receive this grade.

7. Classroom Behavior Policy

In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself in accordance with standards of the college and those you establish for your classroom. Your syllabus should clearly state your expectations in these areas, and may address such matters as respect for others, avoiding disruptions, cell phone policy, etc.

8. Academic Honesty

Your students should understand that you will not tolerate cheating and plagiarism, and such behavior will be processed in accordance with the College policy on student misconduct, which could include suspension, expulsion, or other sanctions as appropriate.

The Las Positas College Faculty Senate has prepared a statement on academic honesty that instructors may reference in their syllabi. The statement defines cheating and plagiarism in detail and makes clear that academic honesty is expected from all students. The full statement can be found on the web at: <http://www.laspositascollege.edu/facultystaff/honesty.php>.

Sample Course Syllabus

1. Instructor's Information

- Name, office number, office hours, phone number, voice mail, and email

2. Course content and expectations

- General course content, student learning outcomes and/or measurable objectives, and prerequisites (source of information—course outline)
- Attendance Policy

3. Textbook(s) and course supplies

- Required supplements and/or recommended text
- Indicate special supplies required

4. Course requirements and student responsibilities

- Attendance requirements, testing dates, withdrawal deadlines, assignments, reading list with dates, class participation, and policy on academic honesty
- Accommodations for DSP&S Students can be found in Board Policy/Admin Procedures 4029

5. Classroom Behavior Policy

- Academic honesty
- Respect for learning environment
- Consequences

6. Grading Standards

- Grading components and criteria for grading (include number and type of tests, time allowed to take tests, explanation of points, extra credit policy, make-up policy, incomplete grade)
- Policy on accommodations for DSP&S Students / Board Policy/Admin Procedures 4029

7. Dates to know

- Last day for "NGR"
- Holidays
- Last day for "CR/P/NP"
- Last day of class
- Last day for "W"
- Date and time of final examination

8. Schedule of course activities and events

- Schedule for the semester of what sections, chapters, topics, etc. will be covered and when.

9. Other supplemental information

- Laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/guides, etc.

Texts

Instructors should consult with the full-time faculty in their discipline regarding textbook selection and ordering. Faculty can also consult with their dean if they have questions or concerns regarding texts. Ordering textbooks through the bookstore is the faculty's responsibility. The high cost of textbooks is a financial burden for most students, and instructors should consider the mounting costs of textbooks in the selection of text materials.

Texts

The term "texts" is used to include all hardback and paperback books and other printed materials including lab manuals and workbooks used for a course of study.

Basic Texts

Some disciplines may require that the same text be used in all sections of a specific course whenever it is offered. Verify status for your course by consulting your Dean or Discipline Coordinator.

Supplemental Texts

Supplemental texts are those which an individual instructor may choose to use in certain sections of a course. If the discipline has a basic text for the course, *the supplemental text cannot be used to replace the basic text.*

General Policies

1. With the approval of the Dean, an alternate basic textbook may be selected, in which case the Dean will inform the Bookstore Manager of those course sections which will use the alternate text.
2. Differences in the use of supplemental texts among instructors teaching the same course may occur as long as the basic text is used as the primary text for the course.
3. Basic textbooks are adopted for at least three semesters.
4. Instructors should carefully consider the mounting cost of textbooks in selection of text materials. Where circumstances exist which would appear to warrant unusually higher costs, an explanation should accompany the text request.
5. Basic texts specified for a course must be utilized. Students must not be required to purchase books which an instructor has no intention of using.
6. If it appears that delivery cannot be made before instruction begins, the Bookstore Manager shall bring the matter to the attention of the instructors affected.
7. It is the instructor's responsibility to give the Bookstore sufficient lead time to provide texts. Texts ordered late may not arrive on time for the opening of classes.

8. Books scheduled for publication, but have not been published, will not be ordered due to the risk of a late delivery.
 - A. Books should not be assigned to students unless the instructor has officially requested the text for his/her section.
 - B. Unless approved by the Dean and the Bookstore, the direct sale of textbooks or other instruction materials to students by faculty is prohibited.
 - C. Should an instructor choose not to order the basic textbook (or any textbook) for a course where a text has been adopted, that instructor needs to explain in writing to the Dean how the objectives of the course are to be met.

Procedures for Ordering Texts

1. **Basic & Supplemental Texts** - Prior to submitting textbook adoption information each instructor is responsible for contacting the Department Chair or Division Dean to ascertain if textbook ordering is the responsibility of the instructor, or if the department uses a textbook coordinator.
 - A. Prior to the submission of textbook information the instructor should ascertain if they are required to use a specific text or have their choice of text approved by their department or dean.
 - B. The Bookstore will prepare and distribute Course Adoption Information forms for each section offered in a term. These forms will be pre-filled with the historical book information from the same term and section the previous year.
 1. The instructor is responsible for reviewing the historical information for accuracy and should pay special attention to any notice of a new edition or other changes from the publisher.
 - a. Should the instructor wish to continue using the old edition of a book they should first contact the Course Materials Manager at the Bookstore so it can be ascertained whether enough copies of the old edition can be acquired to cover the anticipated need for the class.
 2. If the historical information is accurate and reflects the instructor's choice for the upcoming term the instructor should sign the form, fill in their contact information and indicate the estimated enrollment for the term.
 3. Changes to the information may be made directly on the form by crossing out the incorrect items and filling in the information for the requested title(s). Please provide as much information as possible including the ISBN, Author, Title, Edition & Publisher.
 4. Once complete, return your Course Adoption Information form to the Bookstore. Forms may be returned in person, via campus mail or the Postal Service and by fax at 925-606-1716. You may also submit your information via the Bookstore website (www.LPCStore.com) – (bookstore specific password 0389) or by scanning and emailing the form to the Bookstore Course Materials Manager.

C. The Bookstore Manager and Course Materials Manager are available to assist instructors during the textbook adoption process. A variety of information is available to instructors including:

1. Contact information for publishers and Publisher Rep.
2. Information on historical book use for a course as well as information on what other books are in use at Follett managed stores for similar courses across the country.
3. Information on whether a specific title is on the Bookstore Rental Program or is eligible to be added to the Rental Program.
4. Fact checking Publisher Rep information regarding price and availability of a book. (Note: Publisher Reps frequently quote net pricing during sales calls. It is recommended that instructors verify actual retail cost to the student by contacting the Course Materials Manager before committing to a textbook.)

D. When texts are required for student use during the first week of class, the following deadlines for text request submission to the Bookstore must be observed:

- Fall Semester **April 15**
- Spring Semester **October 15**
- Summer Session **March 15**

1. Federal law, the Higher Education Opportunity & Affordability Act, mandates that the school must provide students with the textbook information, including ISBN and price, at the time of registration for classes so students may make informed decisions on the cost of a particular class including both textbook cost and class fees & tuition.
2. Las Positas College fulfills HEOA requirements through BookLook™ technology imbedded in CLASS-Web. In order for this technology to provide the mandated information correctly, the Bookstore must have your Course Adoption Information form by the deadline date each term.
2. Once ordered, instructors are committed to the use of that text. Only in the event of unusual and justifying circumstances, may the order for a textbook be terminated. Instructors must check with the Bookstore Manager to see if the order may be stopped.
3. Students should be instructed to buy their textbooks as early as possible. Books purchased for the immediate semester and not being used for a subsequent semester will start being processed for return to the publisher five weeks after the beginning of the semester. The book(s) will be returned unless the Bookstore Manager is notified by the instructor of his/her desire to have the book(s) kept in stock until a later date.
4. Books are bought back from the students during the week of final exams. In order to offer the best prices to students, the Bookstore must receive the textbook requisitions on a timely basis for the upcoming semester.

5. The acquisition of complimentary desk copies of textbooks adopted for classroom instruction is the responsibility of the instructor assigned to teach the course. In the event a copy of the book is needed prior to receipt of the requested desk copy, the instructor may purchase a copy at the College Bookstore. The Bookstore will refund the price of the purchase if, when the complimentary copy is received, it is returned for refund in a like-new condition (with the sales receipt). You may contact the publisher to request a complimentary copy. The Bookstore can assist with publisher phone numbers.

Bookstore Assistance: The Bookstore staff is available to assist the faculty with answers to questions and concerns. The Store Manager is Nolan Howe; he can be reached at nhowe@laspositascollege.edu or Ext. 1816. The Course Materials Manager is Jessica Halatsis; she can be reached at jhalatsis@laspositascollege.edu or 0389txt@fhg.follett.com or Ext. 1817.

Time Schedule & Breaks

The class hour unit is defined not less than 50 minutes exclusive of passing time. Thus, each 50 minutes of such attendance should be counted as a full hour. The time schedule for classes follows:

Catalog Hours	Meeting(s) Per Week	Class Schedule	*Break time
1	1	7:00 - 7:50 pm	No break
2	1	7:00 - 8:50 pm	10 minute break
3	1	7:00 - 9:50 pm	20 minute break
	2	6:30 - 7:45 pm	No break
4	1	6:30 - 10:20 pm	30 minute break
	2	7:00 - 8:50 pm	10 minute break

*Break time may not be accumulated and taken at the end of the class period.

Tips for First Class Meeting

1. Arrive early. Walk around. Get oriented. Introduce yourself to others on campus. Investigate the Library, the Bookstore, and your mailbox.
2. Begin class on time. It is a reward for those who show up on time and a caution to the others. If a problem arises (i.e., too many students, too few chairs) contact your Dean.
3. Introduce yourself. Write your name, course/section, and meeting time(s)/day(s) on the board.
4. Use the class roster (found on CLASS-Web) to take attendance. Some instructors prefer to firm-up their roster at the first class session by dropping no-shows and adding new students who are in attendance. Others prefer to wait until at least the second meeting before dropping an enrolled student, but will add new students as room permits.

5. Distribute and discuss the course syllabus. Announce your office hour(s). Talk about your expectations - and theirs. Encourage questions about course requirements, prerequisites, grading and attendance policies, all of which should be stated in your syllabus.
6. Try to learn something about your students at the first class session. Students appreciate being addressed by name. Make an effort to learn names as soon as you can.
7. Give students a break, if necessary, especially to buy textbooks before the Bookstore closes.
8. Spend the rest of the scheduled time - the whole time - on a great lesson!

Additional Tips for Continued Success

1. Most students are highly motivated and enjoy challenges. You should be prepared to:
 - A. Teach them. Give them plenty of what they came for. Start with the first class session. Spend the whole time getting the class off to a good, productive start.
 - B. Provide students with structure. Let them know what they are expected to accomplish in the course, and how and when. A comprehensive syllabus will assist in this discussion.
 - C. Don't surprise students. The syllabus should be an evolving guide. If you need to change something, discuss it with the class. Keep them informed. Revisions must be submitted to the Dean. You may wish to take stock early in the semester through discussion or through an optional Student Evaluation form to see if things are going smoothly or if changes are necessary.
2. Be well organized and well prepared.
3. Be true to your word as expressed in the syllabus and elsewhere. Don't over-promise and under-deliver.
4. Learn how to vary your presentation. An hour of lecture is a long time. Four hours is an eternity. Plan several different activities. Explore the uses and availability of supplemental instruction methods.
5. Be prepared. Always have a "Plan B" ready to go (i.e., to do if the projector does not work). This will help ensure your class goes smoothly.

Visitors

Visitors must not enter the classroom without the permission of Vice-President of Student Services, including student teachers or observers from other colleges. Visitors must register with the receptionist in the Administration Building, Building 1600. Visits to the classrooms are by permit only and prior permission from the instructor is required. Non-students, including children, must have a permit issued from the Office of the Vice-President of Student Services, located in Building 1669.

Withdrawals

Students are responsible for withdrawing from classes by the deadline date listed in the current Class Schedule (<http://www.laspositascollege.edu/students/calendar.php>). There is no automatic withdrawal process. Students that miss the first meeting of a course may be dropped by the instructor. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction. However, emphasize with students that it is their responsibility to withdraw, and to never assume an instructor will initiate a drop.

Writing Expectations

The state of California Educational Code and College policy require that appropriate writing assignments be given in any class that confers credit leading to the AA or BA degree. The type of assignment is up to the individual instructor but may include essay examinations, papers and reports of various lengths, laboratory reports, journals, written observations, or other types of assignments.

Divisions-At-A-Glance

Please go to: <http://grapevine.laspositascollege.edu/> and look under "Often Used Information."

Faculty and Staff Directory

Please see the college web site for a searchable LPC Directory
<http://www.laspositascollege.edu/directory/index.php>