Clovis Community College

Faculty Handbook

2023-2024

Contents

Administration and Governance of Clovis Community College

Clovis Community College (CCC) is the third fully accredited college in the State Center Community College District. The college is led by a President who reports to the Chancellor of the State Center Community College District (SCCCD). The administrative team is comprised of a Vice President of Administrative Services; Vice President of Instruction; Vice President of Student Services; two Deans of Student Services; four Deans of Instruction; a Director of Institutional Research, Evaluation, and Planning; a Director of Financial Aid; a Director of Marketing and Communication; a Director of Outreach; a Director of the Small Business Development Center; an Admissions and Records Manager; a Child Development Lab School Manager; a Business Office Manager; an Athletics Director, and a Custodial Manager.

Clovis Community College has developed a long-term Educational Master Plan and four-year Strategic Plan that are aligned with the District's Educational Master Plan and Strategic Goals that establish the vision and goals for the college. Faculty and staff are involved in the development of the Strategic Plan and review the plan annually to update the achievement of goals and objectives. The Strategic Plan is driven by the Mission and Vision Statements of the college. This Strategic Plan provides the foundation for decision making processes regarding personnel, budget, facilities, program development, and future plans. Additional planning documents are tied to the Strategic Plan as a result of the collaborative decision-making process: The Technology Plan, Integrated Plan, and Strong Workforce Plan.

The Clovis Community College Academic Senate was formed in Spring 2012. The senate is made up of an executive committee (President, Vice President, Secretary/Archivist, Past President, and Curriculum Chair) and fourteen senators, two from each of the seven departments. Officers serve a two-year term that begins after spring graduation. All faculty are encouraged to run for seats and to participate in ad hoc and subcommittees.

During the Spring 2012 semester, the classified staff formed the Clovis Community College Classified Senate as part of the participatory governance process. The Classified Senate Council consists of three officers (President, Vice President, and Secretary/Treasurer), and five representatives from the following areas: Facility Services, Instructional Services, Student Services, Business Services, and Other Services.

In 2010, the Board of Trustees approved an Associated Student Government (ASG) body for the college. The ASG is comprised of duly elected student senators and officers by all ASG members.

The College Council, comprised of representatives from all constituencies of Clovis Community College, is the overarching participatory governance group charged with oversight for the continuous improvement process involving a collaborative decision-making model cycle of analysis, integrated planning, resource allocation, implementation, and evaluation.

Clovis Community College has seven departments that each elect a department chair to serve as a liaison between the division Dean and department faculty. Department chairs also assist with recommending adjunct faculty for teaching, selecting texts, defining and prioritizing expenditures, and orienting part-time faculty. The department chairs, Academic Senate President, Vice President, Secretary/Archivist, and Curriculum Committee Chair are allocated release time to serve in these offices.

Student Learning Programs and Services

All instructional programs are guided by curriculum approved by the Clovis Community College Curriculum Committee. Whenever curriculum changes are made to course outlines, all full-time faculty in the discipline at all sites are consulted.

The program planning process was developed in consultation with the college's faculty, administration, and staff and is followed by all programs. The Unit/Program Review Committee is responsible for training, assisting, and guiding all unit and program plans (formerly program reviews).

Student Services at the college are comprehensive and include Admissions and Records, Counseling, Disabled Students Programs and Services (DSP&S), Extended Opportunity Programs and Services (EOP&S), Financial Aid, Honors Program, outreach, scholarships, student activities, transfer and career services, and veterans' services. Co-curricular activities are provided through student clubs and organizations and are supported by a student activities coordinator and faculty advisors. Clovis Community College also has a tutorial center that provides writing and math assistance to students across the curriculum along with tutoring in a variety of specific disciplines.

Library facilities offer current print, DVD and audiobook collections, computer and printing services, and wireless access. The automated library catalog allows users to search and request circulating materials from all four library collections in the SCCCD. Research databases provide full-text and abstracts of scholarly journals, magazines, newspapers, and e-books. The library catalog, databases, and e-book collection are available to students and can be accessed both on and off campus. More detailed information regarding the library can be found under the "Library" menu on the college website.

Resources

Clovis Community College has developed a comprehensive staffing plan. CCC has a faculty handbook outlining procedures and policies which is particularly helpful for adjunct faculty. The college also holds an onboarding meeting for adjunct faculty each semester.

All classrooms are equipped with "smart" technology that includes desktop computer and laptop access to the internet, DVDs, CDs, and instructional software.

Clovis Community College receives an allocation for a variety of categorically funded programs and grants in addition to the normal annual base budget to enhance delivery of programs and services for students. The State Center Community College Foundation allocates mini-grant funds each semester based on faculty request. The Foundation also allocates scholarship funds for qualified student applicants.

In conclusion, the continued growth and development of Clovis Community College has resulted in providing quality instruction and student services for all those interested in pursuing their educational goals by "Creating Opportunities- One Student at a Time".

Mission Statement

Creating Opportunities- One Student at a Time

- We honor diversity and serve all students of our community.
- We promote opportunities for success and wellness through full access to programs and services, and we provide comprehensive student support to achieve equity.
- We foster critical, creative, and engaged thinking through education based on integrity, generosity, and accountability.
- We support student success along pathways to certificates, degrees, and transfer programs, preparing students for thriving futures.
- We build community partnerships to enhance student learning and success, thereby advancing economic vitality in the community.
- We engage in reflective research and innovation focused on learning and student services.

Vision Statement

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

Clovis Community College Integrated Planning Model

District and Clovis Community College General Information

Clovis Community College Administration
10309 N. Willow Avenue
Fresno, Ca. 93730
(559) 325-5200
(559) 499-6065 AC1 fax
(559) 499-6065 AC2 fax

Dr. Kim E. Armstrong, *President*   ext. 5205
Bonnie Boonthavongkham, *Executive Assistant to the President*   ext. 5202

Dr. Monica Chahal, *Vice President of Instruction*   ext. 5214
Leslie King, *Executive Assistant*   ext. 5214

Marco J. De La Garza, *Vice President of Student Services*   ext. 5289
Roseanne Susoeff, *Executive Assistant*   ext. 5289

Lorrie Hopper, *Vice President of Administrative Services*   ext. 6422
Cathy Ostos, *Executive Assistant*   ext. 6421

Dr. James R. Ortez, *Dean of Instruction, Humanities and Athletics*   ext. 5241
Jake Rosenbery, *Instructional Administrative Assistant*   ext. 5285

Dr. Derek Dormedy, *Interim Dean of Instruction, Physical and Computational Sciences and Distance Ed*   ext. 5219
Vicki Cockrell, *Instructional Administrative Assistant*   ext. 5356

Dr. Ruben Diaz, *Dean of Instruction, Social Sciences*   ext. 5217
Vacant, *Instructional Administrative Assistant*   ext. 5092

Dr. Laura Hill, *Dean of Instruction, Natural and Health Sciences*   ext. 5340
Erin Kent, *Instructional Administrative Assistant*   ext. 5445

Kira Tippins, *Dean of Student Services*   ext. 5312
Diana Salas, *Administrative Assistant*   ext. 5265

Gurdeep Hébert, *Dean of Student Success, Equity, & Outreach*   ext. 5378
Vacant, *Administrative Assistant*   ext. 5391

Stephanie Babb, *Director of Marketing and Communication*   ext. 5242
Reynani Chappel, *Admissions & Records Manager*   ext. 5225
Kim Duong, *Business Office Manager*   ext. 6423
Ryan Feyk-Miney, *Director of Institutional Research, Planning, and Evaluation*   ext. 5363
Maricarmen Figueroa, *Director of Student Activities*   ext. 5334
Bonita Gomez, *Director of Basic Needs & Retention Services*   ext. 5013
Teng Her, *Director of Technology*   ext. 5292
Rebecca Kinlow, *Director of Financial Aid*   ext. 5339

Monica Marquez, *Child Development Lab School Manager*   ext. 5257
Rich Mostert, *Director of the Small Business Development Center*   ext. 6413
Dr. Jacquelyn Rubalcaba, *Director of Disabled Students Programs & Services* ext. 5271
Sergio Salinas, *Custodial Manager*   ext. 5273
Emilee Slater, *Director of Outreach*   ext. 5012
James Sewell, *Athletic Director*   ext. 5340
Ger Xiong, *Director of EOP&S*   ext. xxxx

Clovis Community College Organizational Chart

Clovis Community College Organizational Chart

President

Vice President of Instruction
Vice President of Student Services
Vice President of Administrative Services

Dean of Instruction Humanities, Social Science, & Athletics
Dean of Instruction STEM & Technology
Dean of Instruction CTE, Library, & Child Development
Dean of Student Services A&R, Counseling, Categorical Programs, & Student Conduct
Dean of Student Services Outreach, Student Success, & Student Activities

Director Institutional Research, Evaluation & Planning
College Director Marketing & Communication
Director of Financial Aid

English/Reading Department | Math/Engineering Department | CTE Department | Admissions & Records | Counseling | Financial Aid | Outreach | Accountant/Auditor

Humanities Department | Science Department | Library | Career & Transfer Services | Categorical Programs | Scholarships | Student Activities | Business Office

Social Sciences Department | Distance Education | Child Development Center | Student Conduct | Title IX | | Student Equity | Custodial Services

Athletics | Technology Services* | Herndon Center | Veterans Center | Health & Psychological Services | | Student Success | Bookstore

| | Small Business Development Center | Assessment | | | Tutorial Center | Cafe

Police

* Technology Reports Directly to the President

STATE CENTER COMMUNITY COLLEGE DISTRICT

Clovis Community College
10309 North Willow Avenue | Fresno, CA 93730 | 559-325-5200 | www.cloviscollege.edu

8-31-18

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Instructional Calendars

[Click here for instructional calendars](#).

Student Services

Student Support Services

The following programs and services are provided to support the full range of student needs in-person and online. For more information, please check the student services webpages on our website.

Academic Counseling

Counselors are available in the Counseling office to assist with academic advisement, establishment of academic goals, and development of a student educational plan to meet those goals.

Admissions and Records

The Admissions and Records office provides a variety of services to students, including registration into courses, selling parking passes, accepting payment for college fees, mailing official transcripts, awarding degrees, and much more.

Alpha Gamma Sigma (AGS) Honor Society

Alpha Gamma Sigma is the statewide community college student organization established to promote, maintain, and recognize outstanding scholars. Membership is based upon academic achievement and members develop leadership skills, attend conferences, and take part in college and community activities.

Athletics

CCC provides competitive athletic programs in accordance with the California Community College Athletic Association Constitution. Support services for student athletes include a comprehensive team approach to address the academic and personal demands of being a student athlete. The team is composed of an athletic director, academic counselor, athletic trainer, coaches, and other staff/faculty.

Basic Needs

CCC is dedicated to meeting the basic needs of our students so that they can spend more energy focusing on their academic success. Basic Needs can include but are not limited to food, transportation, childcare, housing, or other basic needs crises.

Bookstore

The bookstore stocks a variety of educational supplies and is the official distributor of required material(s) for coursework at Clovis Community College.

Cafeteria/Café

The campus café provides fuel for the brain and body. Meals and snacks are available throughout the day for faculty, staff, and students.

CalWORKs Program

The Clovis Community College CalWORKs program operates as a joint venture of the college and the Fresno County Department of Social Services to provide career and vocational training, as well as supportive services, to students who are public assistance recipients. The program's goal is to assist students in transitioning from public assistance to self-sufficiency. Some of the supportive services include academic, career, and personal counseling, financial assistance with childcare, transportation, and books, CalWORKs Work Study, initial

school supplies, and referral for additional supportive services. If you are interested in the CalWORKs program or want to inquire about eligibility for CalWORKs services, call the CalWORKs Office at (559) 325-5230.

Career Resource Center (CRC)

The Clovis Community College Career Resource Center exists to provide students, staff, faculty, and employers with resources for the 21st-century world of work. We equip students through a holistic model of self-assessment and career exploration. In addition, we provide employment tools, resources, and strategies to assist individuals with the job search process.

Child Development Center (CDC)

A licensed childcare facility is available at Clovis Community College for students, faculty, and staff for a nominal fee. The CDC facility serves as a teacher-training laboratory for Child Development majors.

Crush Clothing Closet

Crush Clothing Closet Vision Statement: Outfitting students with confidence for their career.

The Crush Clothing Closet is located on the Herndon Campus in building A, room 106. In addition to providing our students with attire that is professional and appropriate for the world of work or everyday needs, the Crush Clothing Closet will be a place where students gain knowledge, skills and confidence through hands-on workshops on resumes, employer expectations, securing internships, interviewing, and other relevant topics related to employment. Employers from the community will be conducting employment interviews with our students as well as presenting workshops about careers in each of our pathways.

Please contact the Career Resource Center for more information at 559-325-5398.

Crush Pantry

The Crush Pantry is a free food assistance program for currently enrolled Clovis Community College students. Students can pick items at the pantry located at the Herndon Campus. The Crush Pantry will hold a monthly Farmers Market and drive-through food distributions throughout the semester.

Hours:

MTTh: 9am-6pm
W: 9am-7pm
F: 9am-2pm

Disabled Student Programs and Services (DSP&S)

Disabled Student Programs and Services provides specialized counseling, support services, limited testing, and resources to students with temporary or permanent disabilities.

EOP&S

EOPS is a state-funded, student assistance program designed to help students with financial and academic disadvantages. The goal of EOPS is to help students succeed academically by providing services that are over, above and in addition to those that traditional students receive. These additional services can include: book vouchers, priority registration, personalized academic counseling, card vouchers, transfer application fee waivers, career guidance, transfer assistance and cash aid.

EOPS has two additional components: CARE and NextUp. 1. CARE (Cooperative Agencies Resources for Education) is a specialized program within EOPS that provides additional services for students who are single heads of household (as Determined by the Department of Social Services) and are receiving CalWORKs/TANF for themselves or their child. This program is designed to provide financial assistance and extra supportive services to help these students meet their academic goals. Students must be at least 18 years when accepted into the program. 2. NextUp is a support program for current or former foster youth who were in care at the age of 13 or later.   Students must have verification of foster youth status from the Department of Social Services to be accepted into the program. The program provides financial assistance and academic monitoring. To be eligible, students must be admitted into the program prior to the age of 26. If you are interested in these programs or want to inquire about eligibility for EOPS/CARE/NextUp, call (559) 325-5230.

Financial Aid

CCC offers a coordinated program of financial aid opportunities. All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) for U.S. citizens, or the California Dream Act Application (CADAA) for AB540 eligible non-citizens. Financial Aid Staff are available to assist students with this process.

First year Experience (FYE)

The FYE program was designed especially for the first-time college student, to assist in the transition from high school to the campus community. Starting college can be a confusing and stressful time. FYE will assist and support students during the first semester and beyond.

Health Services/Psychological Services

Health Services provides assessment for ill or injured students by a registered nurse. Psychological Services offers personal counseling assistance in a number of areas, including personal growth, crisis resolution, daily living problems, and relationship and family issues. Health Services provides registered nurse assessment, intervention, education and/or referral for any health-related issues including illness, injury, preventative health and reproductive health. In addition, we offer a variety of wellness promotion services. Psychological Services offers individual brief therapy for many issues including depression, anxiety, stress, crisis management, adjustment and relationship issues.

Honors Program

The Clovis Community College Leon S. Peters Honors Program is designed to challenge students with a customized curriculum and reward their efforts through individualized academic counseling sessions, themed seminars, scholarship opportunities, and priority registration. Students begin a sequence of classes and activities to prepare them for transfer to four-year institutions.

Library

Library services provide students with learning resources. The library has a collection of volumes. The library also subscribed to a variety of periodicals and several local and national newspapers.

Student Activities, Clubs, and Organizations

CCC offers a variety of co-curricular and extra-curricular programs, including student government, clubs, community service projects, social activities, and college-wide events.

Student Government

The Clovis Community College Associated Student Government (ASG) is the organization that officially represents the college's student population. The legislative power of the Associated Student Government is vested in the senate whose members are elected by the student body composed of students enrolled at Clovis Community College.

Transfer Services

Transfer Services assists students with the transition from community college to a baccalaureate level college or university. CCC Transfer Services provides a variety of resources and services to help students transfer to other colleges and universities for completion of their educational goals. These resources include major sheets, transfer counseling, articulation agreements, college catalogs, Transfer Admission Guarantees (TAG) for UCs, Associate Degrees for Transfer (ADT) for CSUs, one-on-one appointments with transfer representatives from 4-year universities, transfer application workshops and individual assistance with the completion of their California State University (CSU) and/or University of California (UC) admissions application.

TRiO Program

Student Support Services (SSS) and STEM are free Federal TRiO programs that serve students who are first generation, low-income, or have a disability. The programs provide academic support and guidance to help students meet the challenges of obtaining a degree and/or transferring to a four-year university. Other services include free field trips, priority registration, and scholarships.

Tutorial Services

Tutorial Services provide free individual (one-on-one) and small group tutoring in a variety of academic subjects to any student who needs and wants to improve his or her class performance. Students improve subject understanding, study skills, and test preparation to become strong independent learners. Students are tutored by fellow college students who have demonstrated academic expertise in the specific subject area.

Veterans Services

CCC provides specialized academic counseling services for Veterans. Veteran students are provided with the necessary services to achieve their educational goals, including academic and personal counseling, a Veteran Student Educational Plan (VSEP), and the appropriate chapter application forms. A Veterans Resource Center is also located in Building AC-2.

Clovis Community College

10309 N. Willow Ave. • Fresno, CA 93730
www.cloviscollege.edu • 559-325-5200

HOURS & LOCATIONS

Admissions and Records
Tel: 559-325-5200
Room AC2-130
M - Th – 8:00 a.m. - 6:00 p.m.
F – 8:00 a.m. - 5:00 p.m.

Bookstore
Tel: 559-325-5253
bookstore.cloviscollege.edu
Bookstore Building (next to café)
M - Th – 7:45 a.m. - 6:00 p.m.
F – 7:45 a.m. - 1:00 p.m.
Extended hours at beginning of semester
(see website for hours)

Business Services
Tel: 559-325-5319
M - F – 8:00 a.m. - 5:00 p.m.
Room AC1-260

Career Resource Center
Tel: 559-325-5398
AC2-174
M, W, Th, F – 9:00 a.m. - 5:00 p.m.
Tues – 9:00 a.m. - 6:00 p.m.

Transfer Services
Tel: 559-325-5230
AC2-133
M - F – 9:00 a.m. - 4:00 p.m.

Child Development Center
Tel: 559-325-5240
CDC Building
M – 7:30 a.m. - 4:00 p.m.
T - F – 7:30 a.m. - 6:30 p.m.

Computer Lab
Tel: 559-325-5294
Room AC1-120
M - Th – 7:30 a.m. - 8:00 p.m.
F – 7:30 a.m. - 5:00 p.m.

Café
Tel: 559-325-5302
M - Th – 7:30 a.m. - 7:30 p.m.
F – 8:00 a.m. - 3:00 p.m.

Counseling
Tel: 559-325-5230
Room AC2-133
M - Th – 8:00 a.m. - 6:00 p.m.
F – 8:00 a.m. - 5:00 p.m.
Counselors are available on select
Saturdays, evenings, and online

**Disabled Student
Programs & Services**
Tel: 559-325-5230
Room AC2-133
M, W, Th, F – 8:00 a.m. - 5:00 p.m.
Tues – 8:00 a.m. - 6:00 p.m.

Financial Aid
Tel: 559-325-5239
Room AC2-141
M - Th – 8:00 a.m. - 6:00 p.m.
F – 8:00 a.m. - 5:00 p.m.

Health Services
Tel: 559-325-5318
Room AC2-274 West
M - F – 8:00 a.m. - 11:30 a.m. and
12:30 p.m. - 4:00 p.m.
Call for Psychological Services hours

Herndon Campus
390 W. Fir Ave., Clovis, CA 93611
Tel: 559-324-6400
M, W, F – 8:00 a.m. - 5:00 p.m.
T, TH – 8:00 a.m. - 9:00 p.m.

Library
Tel: 559-325-5215
Room AC2-148
M - Th – 8:00 a.m. - 8:00 p.m.
F – 8:00 a.m. - 3:00 p.m.
Sat – 10:00 a.m. - 2:00 p.m.

Office of the Deans
M - Th – 8:00 a.m. - 6:00 p.m.
F – 8:00 a.m. - 5:00 p.m.
Dean of Students:
Tel: 559-325-5265
Deans of Instruction:
Tel: 325-5285
Room AC2-235

Student Activities
Tel: 559-325-5243
Room AC1-160
M - F – 8:00 a.m. - 5:00 p.m.

**Test Center
DSP&S and Make-Up Testing**
Tel: 559-325-5276
AC2-175
Testing Hours
M-F 9:00 am – 3:00 pm
Office Hours
M-F 9:00am – 5:00 pm
Appointments may be made in
Rooms AC2-175 or AC2-133

Tutorial Center
Tel: 559-325-5248
Room AC1-137
M - Th – 9:00 a.m. - 6:00 p.m.
F – 9:00 a.m. - 2:00 p.m.
   Herndon Tutorial Center
   M - Th – 10:00 a.m. - 2:00 p.m.
   Tel: 559-324-6410

Veterans Resource Center
Tel: 559-325-5415
Room AC2-121
M - F – 8:00 a.m. - 4:00 p.m.

Welcome Center
Tel: 559-325-5421
Room AC1-149A
M - F – 8:00 a.m. - 5:00 p.m.

As of 1/24/19
(Hours subject to change)

Clovis Community College
10309 North Willow Avenue | Fresno, CA 93730
(559) 325-5200 | www.cloviscollege.edu

STATE CENTER
COMMUNITY COLLEGE DISTRICT

Policies and Procedures

Clovis Community College
Absence Reporting Procedures

Please email your Administrative Assistant for your discipline to report all absences.

Natural & Health Sciences Erin Kent erin.kent@cloviscollege.edu 325-5445	Physical & Computational Sciences and Distance Education Vicki Cockrell vicki.cockrell@cloviscollege.edu 325-5356
Humanities & Athletics Jake Rosenbery jake.rosenbery@cloviscollege.edu 325-5285	**Social Sciences** Jake Rosenbery jake.rosenbery@cloviscollege.edu 325-5285
Counseling Diana Salas diana.salas@cloviscollege.edu 325-5265	**INTDS** Jake Rosenbery jake.rosenbery@cloviscollege.edu 325-5285

If you are notifying us the day of your absence, we need you to call in as well. Please follow this process:

1. Call the **Attendance Hotline** at **325-5201.**

   If no answer, please leave a message. *Every instructional office, including the Deans Office and Administration, will receive your message.*

2. Follow up with an email to your Dean and Department Chair or Discipline contact.

If you call after 5:00pm for classes that begin by 6:00pm please call the Office of the Deans at 325-5285.

If you call after 6:00pm – Call Maya Davis at 325-5244 (for CCC and HC.)

You will be required to complete an absence slip **immediately upon your return to duty**. In case of absence due to illness of five (5) or more consecutive days, a statement from a physician verifying your fitness to return to duty must accompany the absence slip.

Adjunct faculty members are entitled to sick leave. The number of teaching hours per week will determine the number of sick leave hours earned per semester.

Academic Freedom

Intellectual freedom and responsibility

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak, and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As a responsibility, it carries the obligation to study, to investigate, to present, to discuss, and to interpret fairly and objectively facts and ideas related to the instructor's assignments and to avoid teaching material which has no relation to the subject.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial vies are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the student's own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

To ensure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.

Freedom of Speech, Political Activities

The governing board recognized the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show he/she is acting is his/her capacity as a private person. Nothing in this policy shall prevent:

1. The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
2. The conducting of student and employee elections and campaigning connected therewith.

Academic Senate

Membership in the senate is open to all certificated staff except those whose assignments requires an administrative credential. The purpose of the Academic Senate shall be to represent faculty as a vital element of a system of shared governance with regard to academic and professional matters, as specified in Section 70901 of the Education Code.

The officers of the Academic Senate comprise the Executive Council; officers serve for two years, beginning after spring graduation. The 2023-2024 officers are:

President:	Teresa Ishigaki
Vice President:	Galin Dent
Secretary:	Melanie Sanwo
Curriculum Chair:	Daniel Gutierrez
Past President:	Liz Romero

Two senators are selected by each of the seven departments. Senators serve for one year. Adjunct representatives are elected in the fall semester and serve for one year.

Adds/Drops

With the new Self-Service add authorization, students don't need an add code. Instructors grant a student permission to add a section, which allows them to enroll. The new system also allows instructors to revoke the permission to add if students do not confirm enrollment by an agreed upon date/time.

Students may add full-term classes through the third week of the semester (prior to census date). Please announce this date to your students when you agree to add them to your class. Remind them that they are not registered, nor will they receive a grade, until their paperwork is processed, and their fees are paid.

Drop all no-shows the first week of class to allow for room to add other students. Also drop students for lack of attendance per the attendance policy in the Clovis Community College Catalog. The policy states that, "**Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired**." (CCC Catalog) You must add students from the waitlist in the order they are listed. You may add walk-in students only after you have added the waitlisted students. Your syllabus should address how you will add walk-in students to your waitlist and the class. Instructors will not receive LGI (large group instruction) pay bump unless the Dean of Instruction has pre-approved the class as being LGI and to what degree, i.e. 65 students, or 75 students, etc. Therefore, as an example, if an instructor voluntarily enrolls more than 50 students in a section with a section cap of 50, the instructor will only be paid for 50 students and will not receive the LGI bump. The LGI bump in pay is calculated at census.

Monitor your roster in Self-Service for enrollment status of those students who were given authorization codes; ensure that they are processed in a timely manner. Remember the Self-Service roster is the one and only official

list of enrolled students. Regularly compare the Self-Service roster to your working roster/attendance sheet and resolve discrepancies in a timely manner. Informing your Dean of Instruction that a student was a NO SHOW at the conclusion of the semester means you were not properly managing the class roster.

Beginning with the fourth week of full-term classes, students wishing to add classes must obtain and complete **a** Student Petition for Exception to Enrollment Deadline Due to Extenuating Circumstances (SPEEDE) form from Admissions & Records or the Office of the Deans. Petitions are submitted to the instructor. Instructors will be required to state the extenuating circumstance on the petition. Instructors submit the petition to their Dean of Instruction for approval. If approved, Deans submit the form to Admissions and Records and Admissions and Records notifies the students and instructor by email if approved.

The last day to drop a full-term class and qualify for a full refund is the end of the second week of the semester. After the third week, students will receive a "W" on their transcript. **The last day to drop a full-term class is the end of the ninth week**. *Short-term classes will have the final drop date recorded on the class roster.*

Instructors shall drop students on Self-Service. **Title 5** Section 58004 **requires instructors to drop all no-shows**. NO SHOW drops should be completed during the first week of class. Any student who has not attended class for a period of time should be dropped. **Reinstatements are always possible; drops are not**.

Americans with Disabilities Act (ADA)

Clovis Community College is committed to maintaining an equitable environment that provides students with disabilities full access to the institution's educational programs, services, facilities, and activities. In our continuing efforts to meet this commitment, we call upon CCC employees to abide by federal laws, which guarantee students with disabilities the ability to participate in all aspects of CCC offerings that will allow them to maximize their full academic potential. Since the majority of time is spent in courses, it is especially vital that instructional faculty adhere to the federal mandates of the law and provide an accessible learning environment that includes accessible pedagogical practices and content.

Americans with Disabilities Act of 1990 (ADA)

The Americans with Disabilities Act of 1990 is a federal mandate which prohibits discrimination on the basis of disability in any entity receiving federal funds. Title II of the ADA requires state and local government entities adhere to accessibility standards in facilities and services offered; community colleges fall within Title II of the ADA. Individuals with disabilities are guaranteed an equal opportunity to benefit from state and local programs on the basis of equitable services.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act is a civil rights law that prohibits discrimination of individuals with disabilities in any program receiving federal funding. Section 504 requires accommodations be provided to individuals with disabilities that will allow them to fully participate in program services and offerings. Individuals with disabilities may not be denied benefits of, or otherwise be subjected to discrimination under any academic, research, health insurance, financial aid, physical education, athletics, recreation, transportation, extracurricular activities, occupational training, housing, counseling, or any other postsecondary educational programs or activities. Section 504 defines a qualified person with a disability as *any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.*

Section 508 of the Rehabilitation Act of 1973

Section 508 of the Rehabilitation Act was an addendum passed in 1998. Section 508 requires entities to make electronic and information technology accessible to people with disabilities. Creation of accessible electronic and technology services allows anyone with a disability to freely access e-services without having to request accommodations, including those who require adaptive technology. Consider the following when preparing electronic accessibility for students.

- All documents faculty create should be accessible, including Word, PDF, PowerPoint, Excel, etc.
- Audio recordings should have transcriptions.
- Websites and publisher materials should be accessible to students.
- Videos shown in class or online must be captioned.
- Instructors who are responsible for choosing textbooks should contact the publisher and confirm that accessible versions of the text are available.
- Online synchronous courses may need: interpreting services for deaf and hard of hearing students to be recorded for students with lecture recording services, and to offer a note-taker for students who utilize note-taking services.
- Address technology accessibility needs for students with disabilities as needed.

Instructional staff are advised to work with CCC DSP&S faculty and staff, Instructional Designer, Distance Education Coordinator, and Alternative Media Specialist to ensure their course environment and content are accessible.

Note: it is the instructor's responsibility to make their content accessible and should not depend on the institution to do that for them. Institutional resources, aforementioned, provide support to facilitate and teach instructors how to make their course and content accessible.

Office of Civil Rights (OCR)

The Office of Civil Rights enforces federal civil rights laws that protect the rights of individuals and entities from unlawful discrimination on the basis of race, color, national origin, disability, or sex. Students with disabilities who are denied equitable services or discriminated against based on their disability status have the right to file a complaint with OCR. The OCR educational sector's mission is: *To ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights*.

Athletics

CCC offers eight (8) competitive athletic programs in accordance with the California Community College Athletic Association (CCCAA) including men's and women's soccer, men's and women's cross country, men's and women's swim/dive, and men's and women's track. Support services for student-athletes include a comprehensive team approach to address the academic, athletic, and personal demands of being a student-athlete. The support team consists of the Director of Athletics, Athletic Academic Counselor, Athletic Trainer, coaches, and other administrators. Faculty and staff are encouraged to attend competitions to support Crush student-athletes on their fields of competition. Competition schedules and sport information can be found at www.gocloviscrush.com. Should staff/faculty have any questions or concerns, they can contact either James Sewell or Karie Hannigan for assistance.

Attendance

Attendance **must be** taken at every class meeting. AR 7122 states that an instructor of the district shall keep accurate attendance and grades and submit, on time, attendance reports, grade reports, and other records required by the various administrative offices. Attendance records must be turned in with your grades at the end of the semester. Instructors teaching sections with "To Be Arranged" (TBA) must submit hardcopy (originals preferred) documentation for each and every student for each and every TBA class meeting. These documents are required for auditing purposes. They also ensure that the claimed apportionment is correct. The last day of attendance must be entered in Self-Service for all students earning an F in the class.

The State Center Community College District complies with all attendance accounting requirements as mandated by state regulations. The District Director of Enrollment Management will prepare support documentation regarding all course enrollment, attendance, and disenrollment information and maintain records in accordance with state audit regulations.

The units of full-time equivalent student (FTES) for apportionment purposes shall be computed for all courses based on the type of course, the way the course is scheduled, and the length of the course. The District will ensure that computation of FTES includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which the employee served.

The primary term length for credit course is eighteen (18) weeks.

In compliance with regulations from the Chancellor's Office, the District Director of Enrollment Management will be responsible for reporting of FTES during the "First Period" (between July 1 and December 31), "Second Period" (between July 1 and April 15), and "Annual" (between July 1 and June 30).

The State Center Community College District will maintain compliance with census procedures prescribed by the state Chancellor's Office for all credit courses including work experience, independent study, and credit courses being reported on an actual attendance basis. The District Director of Enrollment Management will prepare census day procedure tabulations using the District's administrative computing system.

The District Director of Enrollment Management will report actual student contact hours of attendance procedure tabulations using the District's administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.

The District will maintain at least 177 instructional days during the fiscal year, including flex days.

Reference: Title 5 Sections 58000 et seq.
Adopted by Chancellor's Cabinet: August 18, 2008

Census Roster Certification

Faculty members are responsible to drop any inactive students via Self-Service prior to the Census date of a class. Inactive students are defined as never attended or absent without permission for 2 weeks or more. Roster certification is when we drop students who have never attended the class, i.e. missed the first day of instruction. The catalog definition for attendance states that after two weeks or more of absences a "student will be immediately dropped form the class by the instructor if absences are occurring before 50% of the class is expired."

Certify census rosters as soon after the census date as possible (after the end of the 3rd week for full-semester classes). Datatel will not allow census certification prior to the census date. You will be unable to drop students on Self-Service as "No Show" once certified as in attendance on Center.

Faculty and student-initiated drops are confirmed by an electronic email that states which students have been dropped from your class. You should verify that the list is correct. As a final check, please log in to Self-Service the next day to ensure the students have been dropped. If not dropped, contact the campus Records Office for assistance.

Cheating and Plagiarism

It is our belief at Clovis Community College that students are entitled to the best education the college can make available to them and that they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained.

In keeping with this philosophy and Board Policy (BP 5500- Standards of Conduct), each student is expected to exert an entirely honest effort toward attaining an education.

Every instructor has the authority and responsibility to address such instances of cheating or plagiarism as may occur in class per Administrative Regulation 5500- Standards of Conduct, and Administrative regulation 5520- Student Discipline Procedures. Faculty need to complete a Cheating and Plagiarism Infraction Form to report student cheating or plagiarism. These forms are kept in the Office of the Deans.

Children in Class
In order to promote a positive learning environment for all, it is recommended that students make arrangements for their child's care while class is in session.

Class Rosters

Current class rosters can be accessed through Self-Service on the district's website. (See Self-Service)

Your official initial roster is your opening roster. This roster list all enrolled and waitlisted students, as well as 24 authorization codes to be assigned to those students you are allowing to register late for your class. Please discard any used authorization codes or make notation on them so as to not reuse the same authorization code. Only one authorization code per student may be used. If you need additional authorization codes, please contact Admissions and Records. (ext. 5200)

Commencement Exercises

Clovis Community College full-time faculty members are invited to participate in the commencement exercises every year. Adjunct faculty are invited to attend on a non-pay status by their departments. Faculty members must notify Jake Rosenbery in the Office of the Deans to order caps and gowns. Note: if an instructor chooses not to attend commencement, the instructor is still obligated to fulfill the contractual on-campus requirement for that day or complete an absence slip.

Copying Services

There are copy machines in the mailroom (AC1-264), Student Activities (AC1-160), the Deans' Office (AC2-235), and adjunct faculty office (AC2-134) for your use. Please be prudent in your copier use and be aware of copyright laws, which carry severe penalties for abuse.

We encourage you to not wait until the last minute to make your copies. Copy machines break down at the most inconvenient times!

When possible, route print jobs from a computer (attached to the network) directly to one of the high-speed printers/copiers. This process is much cheaper than feeding the original through the printer/copier.

Scanning and posting information on Canvas instead of handing out paper copies is also appropriate.

<u>Department Chairs</u>

Appointment of Department Chairs

Department Chairs are appointed for two-year service by the Academic Senate and the College President upon recommendation of the department faculty and the Vice President of Instruction and Vice President of Student Services.

During the spring semester, departments meet to nominate a minimum of two full-time faculty members for the position of chair. The names of the nominees, ranked at the discretion of the department membership, are submitted through the Deans and the Vice Presidents to the President.

It is expected that the administration will be able to appoint the Department Chairs from those faculty nominated by the department membership. In the event that no name submitted is acceptable to the administration, the department will be asked to reconsider its recommendation in the hope that a mutually acceptable candidate can be identified.

The process for identifying Department Chairs should be completed in the spring semester prior to the beginning of their two-year services. New terms begin July 1.

2023-2024 Department Chairs are:

1. **Natural and Health Sciences**- Jared Rutledge
2. **Math and Engineering**- Carole Sullivan
3. **Physical and Computational Sciences**- Shawn Fleming
4. **English and Library**- Melanie Sanwo
5. **Athletics and Humanities**- Anna Martinez
6. **Social Sciences 1**- Scott Phillips
7. **Social Sciences 2**- Megan Bennett
8. **Student Support Services**- Rachel Moring-Garcia

Duties and Responsibilities of Department Chairs
1. Attend and participate in regular and special meetings of department chairs as organized by the Office of the President, Office of Instruction, and/or Office of Student Services, as appropriate.
2. Assist with the implementation of academic processes and procedures, including course substitution petitions, credit by exam, prerequisite challenges, and academic ("new faculty") position requests.
3. Act as a liaison between the division Dean and the department faculty.
4. Assist in the development and continuing review and evaluation of departmental curriculum and programs in collaboration with the department faculty. This includes:
    a. Coordination of the regular submission of UP Plans. In the course of facilitating the completion of UP Plans, if the department contains a program that does not have a full-time unit member, the chair shall work with the appropriate Dean to identify a unit member (either full-time or part-time) to develop the report on behalf of the program. The identified unit member shall be

compensated for hours spent completing the report up to a maximum of ten (10) hours logged onto the appropriate timesheet (Appendix E) at the unit member's Schedule B lab rate. Payment will be made the next pay date after the completed report is submitted.

    b. Coordination of the regular assessment, compilation, evaluation, and report of course and program student learning outcomes conducted by all full-time department faculty.

    c. Coordination of the review and revision of course outlines at least once every five (5) years.

    d. Collaboration with program advisory committees, as appropriate.

5. Chair department meetings on dates and at times not in conflict with any instructional duties of faculty.
6. Prepare and post department meeting agenda and/or notes/minutes to a common repository accessible by all department members.
7. Assist in the coordination of the orientation and evaluation of full-time and part-time unit members in matters related to instruction and institutional practices, protocols, and procedures.
8. Advise unit members regarding the recruitment and evaluation procedures.
9. Coordinate the department response to class schedules recommended by administration.
10. Coordinate department recommendations.

Note: The above list is in compliance with the current contract and will be updated as the contract changes.

Drug Free Campus

Clovis Community College is committed to maintaining a smoke, drug, and alcohol-free campus. The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and possession of any paraphernalia related thereto (as defined in Schedules I through V of the Controlled Substances Act [21 U.S. C.812] and as further defined by Regulations 21 CFR 1308.15 in the drug-free workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and applicable regulations (Board Policy 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Instruction or the Vice President of Student Services (559) 325-5289 in room AC1-260, the Deans of Instruction (559) 325-5285 or the Dean of Student Services (559) 325-5265 in room AC2-235, or District Police at (559) 244-5911.

Disabled Student Programs and Services (DSP&S)

The Disabled Student Programs and Services (DSP&S) department is a categorical program that provides services to students with disabilities. The primary goal of the DSP&S office is to create an Academic Accommodation Plan (AAP) through an interactive discussion with students based on disability verification. The AAP approves which academic adjustments and auxiliary aids students can receive for instructional services. Instructors are informed about these approved services through the Faculty Notification Letter (FNL). The FNL, accessible to instructors via the AIM portal, indicates which accommodations instructors have to provide students with disabilities in their course. DSP&S trained professionals assist both faculty and students in the facilitation of providing and receiving academic accommodations and auxiliary aids. Instructors are responsible for ensuring academic accommodation and accessibility are provided in each course(s) they are teaching.

DSP&S ensures the campus is adhering to federally mandated disability laws that protect the rights of students with disabilities by acting as a support service to students, faculty, and the institution at large. DSP&S can be contacted at (559) 325-5050 or dsps@cloviscollege.edu.

Students Requesting DSP&S Services:

Students with disabilities must self-identify and initiate DSP&S services. Faculty may refer students to the DSP&S office if they notice students academically struggling. The referred student may opt to receive DSP&S services, if there is history of having a disability, or if a Learning Disability assessment is conducted and it is determined that they indeed have a verified disability.

Likewise, DSP&S students wanting to utilize academic accommodations and/or auxiliary aids must login to their Student AIM portal and request their accommodations for each course they are registered in, each semester. This will prompt AIM to provide instructional faculty with a Faculty Notification Letter, mentioned above. FNLs will be emailed to instructors. Instructors can also login to the Faculty AIM Portal, found in your single sign-on apps catalog, and view which students are requesting accommodations for each course.

Normally, students request their accommodations at the beginning of the semester. The institution is responsible for providing students with disabilities their academic accommodations and auxiliary aids in a timely manner. Failure to provide accommodations and aids may result in the student filing a complaint.

DSP&S staff are liaisons among students, faculty, and the institution. They will assist in the facilitation process of ensuring students with disabilities receive their academic accommodations and auxiliary aids by reaching out to faculty or departments if a student has reported accommodations are not being provided. Faculty, staff, and the institution can work with the DSP&S Team to learn and receive guidance on implementing accommodations and aids for students with disabilities.

Common accommodations and impacts on faculty:

Note Taker: It is the instructors' responsibility to address the class and find a volunteer note taker for the DSP&S student. Please keep the DSP&S student anonymous, unless the DSP&S student states that they would like to connect with the chosen note taker. The volunteer note-taker should sign up and fill out a contract via the AIM platform and receive a quick overview of how the process works. Once the contract is filled out, the note-taker is eligible to receive a $50.00 stipend at the end of the semester if they have successfully completed the note-taking service as reported by the DSP&S student (i.e., provided full semester class notes that were legible and content worthy).

Preferential Seating: The FNL will indicate where the student needs to sit (i.e., accessible desk, front of the class, back of the class, near a door). This accommodation trumps a seating chart and needs to be honored.

Self-Directed Breaks: Students may utilize self-directed breaks for disability purposes. Instructors need to be aware that when a student with this accommodation leaves, they are expected to return. Self-directed breaks should be short in nature. Instructors should not call attention to the DSP&S student leaving the room.

Testing Services: Testing services available to our DSP&S students include in-person proctoring and extended time on exams and quizzes, as well as assistive technology such a speech-to-text and scan-and-read. DSP&S students can request an exam appointment with the Test Center via their AIM Portal, which is accessed through their single sign-on. Students are encouraged to schedule their appointment with the Test Center at the same time frame as their class, though alternate times/dates may be approved by the course instructor. It is advised that the appointment request is made with a minimum of 48 hours in advance, or a business week in advance if the exam is a midterm or final, to assure the Test Center will be able to accommodate the request and to give the instructor ample time to prepare the materials. Once the student has scheduled their exam, the instructor will receive an email notification prompting them to log into the Instructor DSP&S AIM Portal to upload the exam and add exam instructions. Information on how to use the AIM Portal is available in the DSP&S office.

E-Text: DSP&S can request electronic versions of most texts, if approved on their Academic Accommodation Plan. Students are required to have bought, rented, or been gifted the book. In the event that a book or edition is not available, faculty should work with DSP&S for an alternative plan to meet the students need. Faculty should consider using text with accessible versions in their courses to assist with e-text requests.

Lecture Recorder/Smart Pen: DSP&S students can record all of class content. The DSP&S office requires students to sign a lecture recording agreement that indicates they cannot use this recoding for any other purpose than which it is intended.

DSP&S Services for Online Courses:

Similar to face-to face courses, online courses have to ensure equitable services are provided to students with disabilities in addition to Section 508 electronic and information technology accessibility standards. Instructional staff also have to provide academic accommodation and auxiliary aids for online courses. An Online Accommodations Guidance module is available on the CCC Teachers Toolbox Canvas shell that reviews commonly used accommodations for online courses.

Pertinent DSP&S Information:

Faculty should never deny an approved accommodation listed on the Faculty Notification Letter. A statement like, "you won't need this in my class" may cause the student to feel uncomfortable to proceed with requesting the accommodation. Statements such as this are grounds for an OCR compliant. If an instructor has questions about an accommodation it is advised to contact DSP&S at (559) 325-5050 or dsps@cloviscollege.edu for further clarification and assistance.

Students with disabilities accommodations are approved on a case-by-case scenario, which involves an interactive discussion with students. Accommodations are not approved on the basis of a one-size fits all approach. Students with similar disabilities do not always need the same accommodations. It is important to note this, and provide accommodations based on the Faculty Notification Letter. Though there are commonly used accommodations addressed in the handbook this is not an all-encompassing list. DSP&S may have to approve other/as needed accommodations to ensure accessibility for specialized disabilities.

It is important to know that DSP&S students are held to the same academic rigor and standards as the rest of your roster. DSP&S will not "clear" a student's absence with faculty. In extreme circumstances DSP&S will contact faculty to discuss Course Policy Academic Adjustments (CPAAs), and may work out a contract if the need arises, to provide assignment extensions or increase the number of absences based on the student's disability verification and course parameters.

Providing accommodations that are not listed on the Faculty Notification Letter is not advisable. This may set a precedence that students come to expect from other faculty or institutions of higher education. If a student is asking or requesting accommodations, advise them to see the DSP&S office to make the accommodation official and under legal parameters.

CCC DSP&S has a DSP&S Faculty Handbook for additional information, which could be found on the CCC DSP&S webpage. Faculty are encouraged to ask questions or schedule conversations by phone, meeting, or email with DSP&S staff.

Due Dates

Administrative Services	Time Needed
Independent Contractor Agreements	3 Days
District Contracts (SCCCD Contract)	3 Days
Food Truck Document Packet	Prior Semester
Contracts from Outside Agencies (4-6 weeks total, CCC needs 2 and DO needs 2-4)	6 weeks (Vice Chancellor of Finance indicated that it may take more than four weeks at DO depending on specifics of the contract)
Facilities Request	10 Days Prior to Event
Grants (Need to send to DO for Review One Week Before Due Date to Grantor)	2 Weeks before grant is due to funding agency.
Travel and Conference	T&C Request - 45 days for travel. Requisitions should in SCIP 30 days prior to travel.
SchoolDude Request	2 to 3 weeks.
Business Office	**Time Needed**
Fundraiser form	30 days prior to event – per the form
SCIPs	Received by BSO 10 business days in in advance
Overtime/paper timesheets (M2)	by noon on the last day of the month
Student worker and exempt employee PACs for M2	2 business days prior to the M2 HR deadline (With All Signatures)
Cash box request	24 hour notice

Email

All instructors should use their district email account as that is the email address listed on Canvas for students to contact you. Also, critical information is disseminated via district email. Please make it a habit to check your district email account at least twice a week. You can access your district email account from any computer that has access to the internet by following these steps:

- Open the college's website: www.cloviscollege.edu
- At the top right side of the page, click on "My Portal"
- Click on "Employee Email"
- Enter your username and password

Emergency Procedures

CALL 911 in the event of an actual or potential life-threatening emergency (ex. serious injury, illness, threatening behavior, or safety issue). If unsure whether the event is life-threatening or not, **CALL 911**.

Options for accessing 911 Emergency Services:

- Dial **911** from cell phone or **9-911** from most campus phone lines
- Call **District Police ext. 5911** or (559) 244-5911
- Push the **Red Emergency Button** on campus Cisco Phones.

NOTE: The Red Emergency Button will connect you directly with District Police Dispatch. They will send an officer to your location. Dispatch will not respond verbally after you push the button. They do this so that you can push the button in a threatening situation without notifying the threatening party. After pushing the button, Dispatch will be listening to determine what is going on and they will call you back to verify.

If you find an individual unconscious and not breathing, in addition to calling 911:

1. Start CPR or find someone else who can start CPR
2. Send someone to get an Automated External Defibrillator (AED).

AED Locations:
> AC-1: Administration Office, AC1-260
> AC-1: Hallway near AC1-245
> AC-1: First floor next to elevator
> AC-2: Admissions and Records, AC2-130
> AC-2: Between AC2-102 and AC2-106
> AC-2: Health Services, AC2-274 West
> AC-2: Athletic Trainer's Office, AC2-282
> AC-2: At top of stairs near elevator
> CDC- Director's Office
> HC-A: Front Desk Area
> HC-B: Hallway near men's restroom

For more information:
- Visit the SCCCD Police Department Emergency Procedure Webpage.
- Sign up for 1st2Know Emergency Alert System on Self-Service.
- Refer to the SCCCD Emergency Procedure Posters in classrooms and office areas.

Non-Emergency Illness on Campus:

A. For Non-Emergency **STUDENT ILLNESS**, send the student home or to the Health Office, AC2-274. Health Office staff are not available for transporting students. If the student is unable to walk or otherwise be transported to home or Health Office, call District Dispatch at ext. 5911. During the evening, contact the Evening Coordinator at ext. 5244. On Saturdays, contact the Saturday Coordinator at ext. 5212.
B. For Non-Emergency **EMPLOYEE ILLNESS**, send the employee home or to a healthcare provider.

Non-Emergency Injury on Campus:

A. For Non-Emergency **STUDENT INJURIES**, complete the "Student and Public Accident Report" form and send the injured student to the Health Office with the form. Health Office staff are not available for transporting students. If the student is unable to walk or otherwise be transported to the Health Office, call District Dispatch ext. 5911 or 911. During the evening, contact the Evening Coordinator at ext. 5244. On Saturdays, contact the Saturday Coordinator at ext. 5212.For Non-Emergency **EMPLOYEE INJURIES**, call the Company Nurse Hotline 1-877-854-6877.

First Aid Kits locations:
> Bookstore
> Café

AC1:   Administration, AC1-260
                Student Activities
                Art Studio, AC1-237
         AC2:   Admissions and Records, AC2-130
                Biology Labs, AC2-277, 281, 285
                Chemistry Labs, AC2-230, 238, 246
                Library, AC2-148
                Science Prep Rooms, AC2-234, 242, 279, 283
                Student Services, AC2-133
         HC: Front Desk Area

Each classroom and office has an emergency button on the telephone. This line (indicated by a red dot) will connect you directly with the District Police Department. The police department will not verbally answer when they pick up the call; if you're in a situation that keeps you from speaking, they will listen to find out what's going on and dispatch an officer(s) if necessary.

Employee Assistance Program

Confidential, professional referrals and face-to-face counseling for various personal and work-related concerns is available to SCCCD employees upon request. Call (888) 425-4800 to reach Halcyon or www.halcyoneap.com.

Evaluations

For information on full-time faculty evaluations, please refer to the current faculty contract, Article XIII, Sections 1 and 2.

For information on adjunct faculty evaluations, please refer to the current part-time faculty contract, Article XII, Section 1.

Facilities

Problems with rooms, heating, cooling, etc. should be addressed with Leslie King (ext. 5214) on the main campus, or Cathy Ostos (ext. 6421) at the Herndon Campus.

Problems with classroom technology should be address with the technology department (ext. 5094, 5294).

In case of emergency, our campus is equipped with automatic lock-down buttons. Watch the instructional video here.

For general facilities requests, please complete a "School Dude" request. Click here for instructions.

How to Register/Log in

1) Open your Internet Browser. Type the following into the web address bar: www.myschoolbuilding.com: or click on this link: www.myschoolbuilding.com. Press the Enter key or click on **Go**. Enter the account number **1008091648** then click on **Submit Organization**. Or you can use the following link to access the login page:

   https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=1008091648

   HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

2) You will be prompted to enter your email address then click **Submit**. **If you have been to this website before and have entered a maintenance request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".**

   Welcome! To begin, please enter your email address below.

   Email Address requester@dude.nett
   Submit

3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

   Email Address requester@dude.nett
   We cannot find the indicated email address.
   Please either correct the email address or enter your last name below if you are a new requester.
   Last Name Smith
   Submit

4) Enter your first name then click **Submit**. The Phone, Cell Number, and Pager fields are optional; however, you may be required to enter your phone number on the next page.

   First Name ☑   **Last Name** ☑
   Requester   Smith
   Email Address ☑
   requester@dude.nett
   Phone Number   Pager

   Cellular Phone

   Submit

How to Submit a Request

- Make sure you are on the **Maint Request** tab at the top of the screen.
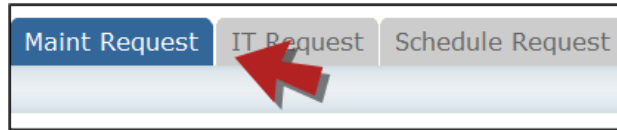
NOTE: ANY FIELD MARKED WITH ☑ **IS A REQUIRED FIELD**

☑ **Step 1:** This will be filled in with your contact information according to how it was entered upon registration.

☑ **Step 2:** Click on the drop-down menu next to **Location** and make your selection. This will indicate where the work will be performed.

- Follow the same steps for **Building** and **Area** (*if selections are available).
- Be sure to type in your **Area/Room Number**.

☑ **Step 3:** Select the icon that best describes the request/issue you are reporting.

Step 4: Type in your description of the problem.

Optional ~~(Some steps that may appear **on your** page: (Some may be **required**)~~

Next time for a *Step:* Type in the best technician to come by.

Next Step: Click on the drop-down arrow and select a **Purpose Code**.
Next Step: Use calendar to select a **Requested Completion Date**.
Next Step: Click the **Attach New File** link to attach a photo or document detailing the issue

☑ **Next Step:** Type in the **Submittal Password** of: **schooldude**

☑ ☑**Last Step:** Click the **Submit** button.

Field Trips

In one semester, no class or activity may schedule field trips or events that would cause students to miss more than three (3) days of other classes. A student may not be required to miss more than nine (9) days of classes for field trips in a semester.

All class work missed by a student due to field trips or activities must be made up to the satisfaction of the instructor, or the absence will be unexcused. The student is responsible for working with the instructor on how and when missed work may be made up.

Instructors, advisors, and coaches should inform the office staff in advance of trips or activities that will take students out of classes. A list of events, dates, and times should suffice. The forms needed to request a field trip and transportation can be found on the Clovis Community College website under "Faculty and Staff/Forms Online". Field trip forms must be submitted at least **one month in advance**.

Final Exam Schedule

Finals must be given during the regularly scheduled finals week, the last week of the semester for full-semester classes. You **must** hold class during finals week. All full-term classes will meet **only once** during finals week. Short term classes meet **each class session** and hold their final on the last day of the class. **Saturday class finals are scheduled for the Saturday prior to finals week**. Please refer to the finals schedule.

If you wish to change the day or time of your final, **every student** in the class must be in agreement, and it must be approved by the Vice President of Instruction in advance. You must also notify your students in writing. Note that the room availability should be checked with Leslie King (ext. 5214).

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "F" for the examination. Arrangement for emergencies may be made with approval of the individual instructor.

Students who have more than three examinations scheduled for the same day may petition to have on rescheduled and taken with a certified proctor.

Grades

Entering Grades

1. ENTER FINAL GRADES IN Self-Service
   After logging into Self-Service:
   a. Select the Faculty tab from Self-Service menu.
   b. Locate term and select the section number to input grades.
   c. Within the section, click the Grading tab to display the overview list of students in the section.
   d. Click Final Grading tab and enter the individual grades in the Final Grade column of the section.
   e. 'F' grades will need date in Last Date of Attendance column. Use m/d/yyyy format.
   f. Incomplete grades will need the expiration date m/d/yyyy format.
   g. Return to the Overview tab to review students and grades.
   h. Repeat for each section

2. PREPARE BACKUP PAPERWORK
   The following information must be included in your paperwork:
   a. Final grade for each student on your roster.
   b. At least 4 substantiating grades (how you arrived at the final grade)
   c. Grading scale
   d. Attendance (Attendance MUST be submitted)
      CANVAS Attendance Instructions: If you tracked attendance in Canvas, you can export the file for attendance documentation.

   Please name your document (Excel 2000 or newer or PDF) according to the following naming convention:
   COURSE-SECTION#_LAST NAME_TERM
   EXAMPLE: IS-15-12345_SMITH_2015FA

3. SUBMIT PAPERWORK
   a. Submit paperwork IN ONE FILE via the link in Self-Service under the Faculty Menu: "Please click here for Electronic Submission of Rosters" OR
   b. Email as an attachment to: ccc.records@scccd.edu

INSTRUCTORS NOTE: When posting grades to Self-Service, every student listed must receive a grade of "A", "B", "C", "D", or "F" regardless of attendance status. Remember all NO-SHOW students were to be dropped during the first week of class. Please monitor your roster in Self-Service to ensure all "add" students actually added and all students you dropped for non-attendance actually were dropped when requested. The Self-Service roster used to post grades should match your working/attendance roster; if not, the discrepancy must be addressed prior to due date for posting grades.

Changing Grades

The instructor's grades, when submitted to the Admissions and Records Office, are **permanent** and may not be changed for any reason except error in computation or recording. Please fill out a Request for Grade Change form to change a grade. If there is a discrepancy between a grade received and the grade a student thinks he/she should have received, the students should discuss it with the instructor. If the situation is not resolved, the student can file a Grade Review Petition.

Incomplete Grades

An Incomplete (I) may be assigned as a grade only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course work at the time the Incomplete grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning and Incomplete (I) grade, the instructor will specify, on the incomplete form, a list of conditions necessary for the removal of the Incomplete grade, the time period allotted for the student to satisfy these conditions, and the evaluative grade to be assigned if the listed conditions are not satisfied within the allotted time period.

Posting Grades

Grades shall not be posted by name, social security number or SCCCD ID number. If grades are to be posted, they must be posted in a manner that individual students cannot be identified. Posting grades on Canvas or similar platform is the preferred/recommended method.

Grievance Procedures- Students

Any complaint concerning an alleged unauthorized or unjustified act or decision by a Clovis Community College staff member, not involving sexual harassment and/or discrimination, which adversely affects the grades, status, rights, or privileges of a student is the concern of the Clovis Community College administration. **See Administrative Regulation AR5530 available online** at www.scccd.edu or **in the Dean of Student Services Office** (AC2-235).

A student who has a complaint that does not involve sexual harassment and/or discrimination may take action in the following sequence:

1. Discuss the problem with the individual involved.
2. If a mutually satisfactory understanding has not been reached at step one, the student may complete a Clovis Community College Student Appeal Complaint form and return it to the Office of Administration (AC1-260) or the Office of the Deans (AC2-235). The Student Appeal Complaint form must be submitted, and time allowed for processing. After the complaint is thoroughly investigated, the student will be notified of the decision.

3. If the student's concerns remain unresolved after steps one and two, the student may make an appointment with an administrator. The following lists the appropriate administrator to make an appointment with:

   If your complaint is against: Contact:

   Faculty…………………………………............Dean of Instruction (AC2-235 or 325-5285)
   Student Support Services……………………………Dean of Student Services (AC2-235 or 325-5265)
   Another student or counselor………………………..Dean of Student Services (AC2-235 or 325-5265)
   All other complaints………………………………....Vice President of Instruction or Vice President of
                                                      Student Services (AC1-260 or 325-5214)

4. If the student is not satisfied with the outcome at step three, as a final step, the student may petition to the Clovis Community College Vice President of Instruction or Vice President of Student Services (AC1-260 or 325-5214)

Student Appeal/Complaint forms are available in the Office of Administration (AC1-260), Admissions and Records (AC2-130), and the Office of the Deans (AC2-235).

Health Services

Good health is essential to success. Health Services supports student success through a variety of services and activities that promote health and wellness. We strive to provide services and information that will support wellness throughout a lifetime. Health and wellness information is provided to students in a variety of methods, including personal consultations with the registered nurse, handouts and brochures available at the health office, classroom presentations on a variety of college health topics, online college health resource information, and outreach events.

Health Services provides integrated health and mental health care, including, but not limited to, health screenings for vision, hearing, blood pressure, and diabetes; depression screenings; stress, sleep, and self-care counseling; Tuberculosis (TB) skin testing; Tuberculosis Risk Assessment; and flu shots. IN addition, free condoms, over-the-counter medications, and personal care items are available at the Health Services office.

Health Services is located in AC2-274 west. Office hours are Monday – Friday, 8:00 a.m. to 4:00 p.m. We are closed from 11:30 a.m. – 12:30 p.m. for lunch. To schedule an appointment with the nurse, call (559) 325-5318.

Naomi Forey, MSN RN HN
Health Services Coordinator
noami.forey@cloviscollege.edu

Psychological Services

Psychological Services is an integrated program within Health Services designed to serve students who are experiencing stress or other emotional difficulties. Frequently, these difficulties can affect a student's ability to function effectively in social, academic, or work settings. To assist students in overcoming these challenges, we offer individual, couples, and group therapy. Assistance and/or appropriate referral for uses such as panic or anxiety, depression, grief and loss, identity struggles, relationship difficulties, substance abuse, and/or test anxiety are available. We strive to offer a safe and positive place to address these difficulties.

In order to access complementary campus Psychological Services, students must complete a "*Request for Psychological Services*" form available online here.

For the most up-to-date information on Psychological Services office hours/availability, please contact Health Services at 559-325-5318.

Instructional Minutes per Hour and Class Break Time

For classes scheduled to meet for more than one hour per day, the instructor must allow at minimum a ten-minute break after the first 50 minutes of instruction and additional 10-minute breaks for each additional hour of instruction exceeding 100 minutes. For example, a two-hour-per-day class will be shown in the schedule as 8:00-9:50, but it will be understood that the instructor will provide a ten-minute break at 8:50. A three-hour-per-day class will be shown in the schedule as (for example) 6:00-8:50 with the understanding that the instructor will provide two 10-minute breaks at 6:50 and at 7:50.

Key Authorization

Except where approved by the Vice President, only full-time staff members will be provided with keys and/or fobs to the facility. Faculty members should not turn keys over to students or other unauthorized persons. **Under no circumstances are keys to be duplicated.** For key questions, contact Leslie King at ext. 5214.

Any time you are in the building after hours, call the District Police Department at ext. 5911. Let them know when you arrive and also when you leave. Be sure to lock the building behind you at all times. Know that in unlocking some doors, you are unlocking all doors!

Library

The Clovis Community College Library is located in AC2-148 and offers a wide array of resources and services to students, faculty, and staff. Over 18,000 print books, 26 print and digital magazines and newspapers, and 800 audiobooks and DVDs are available from the library. The online library catalog allows patrons to search and request print circulating materials from all four libraries in the State Center Community College District. Faculty and staff borrowing privileges include extended checkout periods, no late fees, and no borrowing limits. Books and media purchase suggestions can be made in person, or by using the Book/Media request form located under "Faculty Services" on the library's web page. The general collection of the library is now fine-free. This means that we do not charge fines to students for overdue materials that are part of the general collection. We still have fines on certain items, like the reserve collection and laptops.

Over 300,000 eBooks, 49 research databases, videos, audiobooks, and the full text *The New York Times* are accessible on campus and remotely. The course reserve collection offers students access to a selection of course materials in the library. The library also has 23 desktop computers (PC and Mac), three study rooms, 43 laptops and numerous calculators with checkout privileges, 16 tables for student use in the library, 3 accessible tables, study carrels, headphones, personal-sized whiteboards, and charging stations.

Librarians offer classroom research instruction sessions that are tailored to course assignments, and one-on-one research and reference services via face-to-face, phone, email, and through the 24/7 reference service available on the library's webpage. Extended one-on-one research sessions can be scheduled through Book-a-Librarian on the library's webpage. Library Instruction request forms are available under Faculty Services on the Library's webpage and in the library.

For more information, visit the Faculty Resource Guide under "Research Guides" on the library's webpage.

Mailboxes

You will be notified via email if you have mail to pick up from the mailroom. Please pick up your mail in a timely manner.

Please note: Students are not allowed in the mailroom. Please post a manila envelope outside your office where students can turn in homework, assignments, etc.

Mileage

Faculty are entitled to reimbursement for travel that is required from their base site. Mileage reimbursement forms are turned in monthly. Mileage forms can be found under the "Online Forms" section of the CCC website. For any questions regarding mileage, please contact your dean.

Non-Discrimination Statement

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Clovis Community College may be directed to: Dean of Student Services and Title IX Officer/Section 504/ADA Coordinator Kira Tippins, Office of the Deans, 10309 N. Willow Ave., Fresno, CA. 93730, (559) 325-5285.

The college recognizes its obligation to provide overall program accessibility throughout Clovis Community College for handicapped persons. Contact the Clovis Community College Section 504 and ADA Coordinator, Kira Tippins, AC2-235, (559) 325-5265 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA. 94105.

Open Computer Lab

The open computer lab (AC1-120) is available for student use for research, homework, accessing college resources, the internet, and much more. Included in the software available for use in the open lab are MS Office Suite, Adobe Creative Cloud, Chrome, as well as other software applications that are taught in Clovis Community College classes. MacOS (iMac) computers with access to the Apple Pro Apps bundle and the Adobe Creative Suite are also available.

Students have access to print services through the PaperCut system. Funds can be added with cash through kiosks in the open computer lab and library, or via credit card in the library. Printing stations are available in the open computer lab and in the library.

The open lab is open Monday – Thursday from 7:30 a.m. – 8:00 p.m. and Friday 7:30 a.m. – 4:30 p.m.

Parking

Parking permits are required to park on campus any time classes are in session. Vehicles parked without permits, illegally in handicapped spaces, next to fire hydrants, in fire lanes, or in any other non-parking space are subject to being cited. District Police issue tickets with substantial fines for parking without a current permit. Parking permits for fall and spring semesters are $30.00 and $20.00 for summer semester. These permits are valid for the entire district.

You may purchase permits online at https://www.mycampuspermit.com with a credit card or a debit card that has a Visa or Mastercard logo. Once your permit is purchased online, a physical parking permit will be mailed to you. You will have the ability to print a temporary parking permit while you wait for your permit to be delivered. When you purchase your permit online, you will need to add your vehicle license plate number.

If you would like to pay with cash, you may do so in Admissions and Records (AC2-130). You will be given a code where you will still need to go online to order your permit.

A copy of the complete parking regulations may be found online at https://www.scccd.edu under Departments and Police Department.

Payroll

Full-time instructors are paid on the last working day of the month. Schedule C (adjunct and overload) are paid on the 10th of the month, unless the 10th falls on a weekend, in which case you will be paid the Friday before. For questions regarding payroll, contact the administrative assistant for your division.

Privacy Act

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administrative Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy. The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parent, who is not designated by the student to receive them, except as provided by the law itself. The law authorizes the release of directory information in the absence of student objection. Directory information includes: Name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration.

Proctoring Examinations

Examinations must be supervised by certificated personnel. If a student needs to make up an exam, with the instructor's permission, testing services are offered as a supplemental support service. Make up exams are proctored by classified staff. See your Dean of Instruction for details.

Professional Development and Travel and Conference

The Clovis Community College Professional Development Committee makes recommendations on the direction of college-wide professional development activities. Faculty seeking funding for discipline-specific

conference can apply for funding through the Professional Development Funding Ad Hoc. Here are the steps for applying:

1. Before applying for funding, please contact your dean. All travel and dates must be approved by your dean.
2. Complete the [Professional Development Funding Ad Hoc form](#).
3. Once this form is complete and approved by the Professional Development Funding Ad Hoc, faculty will still need to submit a Travel and Conference Request and other required documentation to their dean. You should receive a budget number to add to the Travel and Conference Form when you get approval.
4. Conference funding is limited, so applications will be considered on a first-come, first-served basis.

Room Usage

In the event you need a room to hold a meeting, extra study session, etc., please contact Leslie King (ext. 5214) for the main campus, or Cathy Ostos (ext. 6421) for the Herndon Campus. If the room is available, you will need to complete a Facilities Request that will be routed through the appropriate Dean.

Sabbatical Leave

It is advisable to consult the most recent contract for current policies. All faculty members who have satisfactorily completed at least six (6) consecutive years of full-time service in the District will be eligible to apply for a sabbatical leave. After completing the sabbatical leave, the faculty member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years. The faculty member applying for a sabbatical leave will agree to serve the District for at least two (2) years immediately following completion of the leave. The faculty member is expected to complete his/her sabbatical leave as indicted in his/her approved sabbatical leave proposal.

Each member applying for sabbatical leave shall submit a formal application (available through the Vice President of Instruction) to the Sabbatical Leave Committee prior to November 1 of the academic year preceding the academic year of the proposed leave. The committee provides the College President with a recommended rank order of leave applications which shall be submitted to the Chancellor, along with the President's recommendations, for subsequent presentation to the Board of Trustees.

The faculty member is required to submit a written report covering the sabbatical within one semester after return to duty.

Sabbatical leaves may be granted as follows:

1. One semester at 100% of full salary.
2. One full academic year at 65% of full salary.
3. Two semesters within three academic years at 65% of full salary. If this option is selected, the service between semesters will be credit toward a subsequent sabbatical.

Safety Practices and General Liability Insurance Coverage

All staff of the District are expected to promote safety recognition programs and proactively adhere to the District's Injury and Illness Prevention, Right to Know, and Emergency Preparedness Programs as approved by the Board of Trustees.

The District provides general liability insurance coverage for all approved programs and related activities of the College.

ANY and ALL ACCIDENTS, safety hazards, environmental concerns, or incidents of an unusual or suspect nature are to be reported immediately to the District Police Department.

Saturday Classes

Currently these classes are only held in AC2. Only the main door near the Counseling Office entrance is open. The Saturday Coordinator is on site between 8:00 a.m. and 1:00 p.m. An academic counselor is available the first Saturday of every month.

Starfish Early Alert

Clovis Community College is committed to student success and retention and therefore we are using the Starfish Early Alert platform to identify students with potential academic and performance difficulties in the classroom. In general, our goal is to identify and contact at-risk students so we can provide the necessary interventions for academic success.

Here's how it works:

1. Access the Starfish Early Alert platform from your Faculty Portal.
2. Select intervention strategies based on the student's reported difficulties.
3. An email is sent to the student letting them know that you are concerned about their academic progress in your class and will list the specific concerns you selected. The email encourages them to take advantage of the services listed and meet with a counselor. * Please note that referrals made for personal concerns and DSP&S will not be sent to the student.
4. Additional emails are generated and forwarded to all the student service areas available to help the student. Each of these areas follows up with the student via email and/or phone calls.

On the Clovis Community College webpage under "Faculty and Staff" there is a link to the Starfish Early Alert Canvas class to access training materials.

Should you have any questions or need additional assistance with the Starfish Early Alert Program, please contact Nancy Chavero at (559) 325-5260 or in the Counseling Department.

SCCCD Sexual Harassment Policy

This policy is subject to change. Please visit sccccd.edu for the most current Administrative Regulation.

For questions, or to report sexual harassment, contact Renee Garcia, Title IX Coordinator, at ext. 5420.

Sexual harassment is forbidden by law. The State Center Community College District, as your employer, must take all reasonable steps to prevent discrimination and harassment from occurring. Sexual harassment in employment violates the District's policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

Sexual Harassment Defined

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition

of employment; or (2) submission to or rejection of such conduct is used as basis for employment decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance <u>or</u> creating an intimidating, hostile, or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list"

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or locking movements.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves students, coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the college.

Section 67386 of the California Education Code, approved September 28, 2014, established the "affirmative consent" standard; "affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Preventing Sexual Harassment

A program to eliminate sexual harassment from the workplace is not only required by law but is the most practical way to prevent incidents from occurring, or to avoid or limit damages if harassment should occur despite preventive efforts.

SCCCD's Complaint Procedures (Available through the Dean of Student Services)
- The District's complaint procedure provides for an immediate, thorough, and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment.

- Employees who believe they have been sexually harassed on the job, including any persons doing business with or for the District, should provide a written or verbal complaint to their own or another supervisor as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any

witnesses. Supervisors and managers must immediately refer all harassment complaints to the District's Director of Personnel and/or the Vice President of Students.

- All incidents of sexual harassment that are reported must be investigated. The designated representatives will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee who complained, and the District will take appropriate action to remedy any loss to the employee resulting from the sexual harassment.

Protection Against Retaliation

SCCCD's policy and California law prohibit retaliation against any employee or by another employee or by the District for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making decision, failure to make employment recommendations impartially, adversely affecting working considerations, or otherwise denying any employment benefit.

Once the District knows of the occurrence of sexual harassment, no further harassment will knowingly be permitted, and the District will not knowingly permit any retaliation against any employee who complains of sexual harassment or who participates in any investigation. The District policy and California law prohibit retaliating against any employee who opposes sexual harassment. Opposition includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed, or if filed, substantiated; opposing employment practices that an employee reasonable believes to be unlawful; participating in any activity perceived to be opposition to discrimination by an employer covered by the law; or contacting, communicating with, or participating in any federal, state, or local human rights or civil rights agency proceedings.

Any report of retaliation by the one accused of harassment, or by coworkers, supervisors, or managers, will also be immediately, effectively, and thoroughly investigated in accordance with the District's investigation procedure outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

Liability for Sexual Harassment

Any employee of SCCCD, whether coworker, supervisor, or manager, who is found to have engaged in unlawful sexual harassment, is subject to disciplinary action up to and including discharge from employment. An employee who engages in sexual harassment, including any manager who knew about the harassment and took no action to stop it, may be held personally liable for monetary damages. SCCCD will not pay damages assessed personally against an employee.

Addition Enforcement Information

In addition to SCCCD's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of sexual harassment in employment. Employees who believe that they have been sexually harassed may file a complaint with the EEOC within 30 days of the harassment or with the DFEH within one year of the harassment. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

If the EEOC finds a complaint is justified, it may bring a lawsuit in federal court seeking an order to prevent further unlawful activity, as well as orders to pay large fines and damages, and remedies such as hiring, reinstatement, back pay, promotion, and changes in the employer's policies and/or program practices. If the DFEH finds evidence of sexual harassment, and settlement efforts fail, the DFEH may file a formal accusation against the employer and the harasser. The accusation will lead either to a public hearing before the Fair Employment and Housing Commission or a lawsuit on the complainant's behalf by the DFEH. If the Commission finds that harassment occurred, it can order remedies, including up to $50,000 in damages and/or fines from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotions, and changes in the policies or practices of the involved employer. A court may order unlimited damages.

For more information, contact the Director of Personnel/Affirmative Action Officer at the District Office, the Dean of Student Services at CCC, or the nearest office of the EEOC or DFEH as listed below:

State of California
Department of Fair Employment and Housing
1277 E. Alluvial Avenue
Suite 101
Fresno, CA. 93720
(559) 244-4760

Student Academic Regulation and Procedures

General Procedures (Consult the current Clovis Community College Catalog for complete information on Admissions and Academic Regulations)

1. Adding Classes

   Student must be officially registered for a class in order to receive credit. A student may officially enter a class in two ways: the student may register for a class before school begins or may add a class after the class begins. In the latter case, the instructor must approve the student's entry into the class. The instructor may authorize such entry until the end of the third week of school. A student is not officially registered in a class until he or she has completed the registration process through Admissions & Records or Self-Service. The instructor will receive email notification from Admission and Records when a student has officially registered.

2. Withdrawals from College

   A student may withdraw from all of his/her classes, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50% of a term, whichever is less) through Self-Service or in person at the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from his/her classes to be Admission and Records Office (please include student identification and date of birth). Students are encouraged to discuss complete class withdrawals with an academic counselor before filing the withdrawal. Upon submission of a withdrawal form, the student will be withdrawn from all of his/her classes and an entry of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

3. Faculty-Initiated Withdrawals

a. An instructor must drop students due to inactive enrollment/non-attendance. Non-attendance is defined as students who, without communicating with the instructor, do not attend the first day of a face-to-face class, or who do not participate at the opening of an online course.

b. As a guide, it is generally accepted that absences in excess of two weeks of class meetings jeopardize a student's satisfactory progress.

c. An instructor may not drop a student after the drop deadline, defined as the last business day before the census date for the course.

4. Student Attendance/Grading

The attendance records are subject to local and state department audits and it is, therefore, imperative that teachers record student attendance in a uniform and accurate manner. The following rules govern attendance reporting:

a. District Policy and Reinstatement Procedure

Each instructor shall take and record attendance for each class period (actual contact hours). An instructor shall drop a student from class when, in the judgment of the instructor, the student's lack of attendance causes unsatisfactory progress.

As a guide, it is generally accepted that absences in excess of two weeks of class meetings jeopardize a student's satisfactory progress.

An instructor cannot drop a student after the 50% point of the class (9th week for full-term classes.)

b. Census Classes

Most classes are reported to the state by using a census procedure that indicates student enrollment at 20% of the class length. Classes are primarily full-time, weekly census classes and the census date is the beginning of the fourth week of the term. Daily census classes of less than semester duration have a census date set at 20% of the length of the class counted in the number of days the class meets.

c. Positive Attendance Classes

Instructors teaching classes accounted for by the positive attendance process must record and report the actual attendance hours each student attends during the length of the class. CCC Admissions and Records office will collect this data at the end of the class.

d. Student Grade Reports (See also "SARS Early Alert")

1. Unscheduled Progress Check

Students participating in intercollegiate athletics, special programs, or needing to verify current progress/grade(s) in current term courses may request weekly or bi-weekly progress checks.

2. Final Grade Reports

Final grades are entered by the instructor into Self-Service. The final grade must also be recorded on the final roster, and the roster must be signed by the instructor. Detailed instructions for grade reporting are provided for each grading period by the Admissions and Records Office.

It is important that the final grades are submitted by the due date to eliminate students receiving RD (report delayed) on their grade cards.

3. Extenuating Circumstances

Extenuating circumstances are verified case of accidents, illness, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgement of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024)

Students can submit a Withdrawal for Extenuating Circumstances form through the Counseling office. Petitions can be submitted during the current term, but no later than the end of the semester immediately following.

Students exempt from the physical education graduation requirement because of medical reasons must complete the request form with a counselor.

Student Conduct Standards

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The District will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by any college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. Prevents other students from pursuing their authorized curricular or co-curricular interests;
2. Interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. Prevents classified employees from fulfilling their prescribed duties;
4. Disrupts presentations by authorized guests; or
5. Deliberately endangers the safety or persons, or the security of college property.

The Student Conduct Standards and Grievance Procedures Guide can be obtained in the Dean of Student Services' office. Also see the section on "Grievance Procedures".

Student Learning Outcomes

Why Student Learning Outcomes?

Student Learning Outcomes (SLOs) are a required component of the accreditation process. As of Fall 2012, all colleges must be at the "proficiency level". The Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) have defined "proficiency" as:

- *Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates, and degrees.*
- *There is widespread institutional dialogue about the results of assessment and identification of gaps.*
- *Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.*
- *Appropriate resources continue to be allocated and fine-tuned.*
- *Comprehensive assessment reports exist and are completed and updated on a regular basis.*
- *Course student learning outcomes are aligned with degree student learning outcomes.*
- *Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.*

What are Student Learning Outcomes?

SLOs exist at several different levels within the institution. Student Learning Outcomes exist for every course offered at the Clovis Community College. These outcomes state what students will demonstrate upon leaving a course. Program Learning Outcomes state what students will demonstrate upon leaving your program or series of course within your program. Institutional Learning Outcomes state what students will demonstrate upon earning their ADT, AS or local degree, or successfully leaving the institution. All three levels of outcomes must be assessed. You can review the learning outcomes for your program and course by navigating to the Faculty and Staff page from the Clovis Community College website and clicking on the Curriculum link.

What if I still have questions?

If you still have questions, you may refer to the Outcomes and Assessment Committee SharePoint. For more direct questions, please contact the Student Learning Outcomes Coordinator, Anna Martinez, at anna.martinez@cloviscollege.edu.

Student Right-to-Know Disclosure Statement

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Clovis Community College to make available its completion and transfer rates to all current and prospective students.

A cohort of certificate- and degree-seeking students from Fall 2013 was created and tracked over a three-year period. Based on that definition, 23.1% of students transferred to a 4-year college or obtained a degree or certificate within three years from Fall 2013 to Spring 2016.

Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 21.2% transferred to another postsecondary prior to obtaining a degree or certificate within three years from Fall 2013 to Spring 2016.

More information about Student-Right-to-Know rates and how they should be interpreted can be found at the California Community College "Student Right-to-Know Information Clearinghouse" website.

Students with Disruptive Behavior

Listed below are suggestions regarding methods of intervention and referral in dealing with students who may be exhibiting disruptive behavior.

Situation	Recommended Action
Student appears to be extremely withdrawn or non-attentive. Behavior is not disruptive to class, but student appears to be disoriented.	Talk with student and register concern with the student. Inform student of services available in Counseling, Psychological Services, and Health Services. If student is interested in assistance, refer to appropriate service indicated above. Submit Early Alert for counselor to follow up and connect to appropriate services.
Student is disruptive in class (i.e. loud, pushy). Behavior is inappropriate but controllable. Comments are unrelated or unusual.	Talk privately with the student and set limits on behavior. Example: "You cannot continue in class if your disruptive behavior continues." Review the Student Conduct Code removal procedure, available through the Dean of Student Services. If the disruptive behavior continues, ask the student to leave class for one day. Student may be asked to remain out of class for one additional class meeting. Inform immediate supervisor and contact the Dean of Student Service in person, or by completing the Disruptive Student Behavior Report. This will activate the process to remove student from class for 10 or more days if appropriate.
Student openly expresses anger and is acting out in class. Appears potentially violent. Student makes verbal threats.	Ask student to leave class for the day and the next scheduled class meeting. If the student refuses to leave, call the District Police using the red button on your classroom phone. Inform the immediate supervisor and contact the Dean of Student Services for disciplinary action. File a Disruptive Student Behavior Report.
Student appears suicidal or capable of harming self or others.	Call District Police (the red button on your classroom phone or ext. 5911), Psychological Services (ext. 5377), or Health Services (ext. 5318). Contact the Dean of Student Services.
Student displays violent behavior. Example: Student strikes another student or threatens others with a weapon.	Call District Police (ext. 5911), Psychological Services (ext. 5377), or Health Services (ext. 5318). Notify the immediate supervisor and contact the Dean of Student Services and/or file the Disruptive Student Behavior Report.
Sexual Harassment (student/student, faculty/student, staff/staff).	Contact the Dean of Student Services.

Always document the incident and behavior in writing. The "Disruptive Student Behavior Report" is available from the Dean of Student Services. "Complaint of Sexual Harassment" form is also available from the Dean of Student Services.

Syllabi

Course syllabi set the tone for a class and guide student throughout the semester. It is especially important to adhere to grading, attendance, and other policies stated in the syllabus with some rigidity. Schedules, exam

dates, and due dates for work done outside of class may be treated with greater flexibility but should never be changed without agreement from the students.

Syllabi must be turned in during the first week of the class. Please email a copy of your syllabus to Jake Rosenbery. The preferred method is a PDF file. Please use the following naming process:

> last name-course name & number-section number- semester
> e.g.: Mester-Biol-22-82012-FA12

First name or initial after your last name is optional and helpful for instructors with the same last names. If possible, include the course schedule number in the single documentation if not part of your syllabus.

The course syllabus is a contract with the students, and is the primary document used when dealing with student complaints, grievances, etc.

You must include the course Student Learning Outcomes (SLOs) on your syllabus. These are the outcomes the students should have achieved upon successful completion of the course. To find SLOs from the CCC website, go to Faculty and Staff and click on the Curriculum link under Faculty Quick Links. This link takes you to the eLumen app with the departments are on the left and when you select the program in the middle, it displays the Program Outline of Record on the right. When you click on the outline of record the PSLOs are at the bottom.

Clovis Community College
Syllabus Checklist

A. *** Course Information:**
- ❑ 1. Class number and name
- ❑ 2. Class meeting day and time
- ❑ 3. Semester and year
- ❑ 4. Meeting location (building name and room number)
- ❑ 5. Class schedule code (if you have several sections of the same course, you may wish to list the code with each class day and time rather than creating different syllabi for each section).

B. **Faculty Information:**
- ❑ 1. *Your Name
- ❑ 2. Voice mail number/office phone number
- ❑ 3. *Email Address
- ❑ 4. *Office Hours (full-time only)
- ❑ 5. *Office Location (building name and room number; full time faculty only)
- ❑ 6. Website
- ❑ 7. Other contact information

C. **Important Dates:**
- ❑ 1. *Drop deadlines (see schedule of classes for these dates)
- ❑ 2. Holidays (see calendar in schedule of classes)
- ❑ 3. *Final exam date and time (see final exam schedule in the schedule of classes). Any changes to the scheduled final exam day or time must be approved by the Dean.

D. **Other course information:**
- ❑ 1. *Course description (from the college course of record).

- ❑ 2. *Course objectives and student learning outcomes. These should follow the course outline of record for your course, which may be found on the curriculum website:
- ❑ 3. *Course prerequisites, co-requisites, and/or advisories (see the approved curriculum information at the website above.
- ❑ 4. *Required textbooks, materials, and supplies
- ❑ 5. Recommended textbooks, materials, and supplies
- ❑ 6. *_For Large Group Instruction (LGI) Only:_ If you are teaching an LGI over 100 students and using a reader, you need to include information that the reader will be involved in the assessment process.
- ❑ 7. How to access Canvas for your class
- ❑ 8. Tutorial Center information
- ❑ 9. Policy statements regarding:
  - o *Attendance (note: you may not use attendance for grading)
  - o Punctuality
  - o Late work
  - o Homework
  - o Extra credit
  - o Use of computers, cell phones, PDAs, etc. in the classroom
  - o Classroom visitors
  - o Other behavioral issues that are important to you as the instructor
- ❑ 10. *Plagiarism and academic dishonesty policy (see the Clovis Community College Catalog for school policies)
- ❑ 11. *Accommodations for students with disabilities (see ADA statement)
  - o "If you have a verified need for an academic accommodation or materials in alternate media (ie: Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation act please contact your instructor as soon as possible."
- ❑ 12. *Course outline: Major assignments and approximate due dates
- ❑ 13. * An explanation of the standards and methods of evaluating student performance. This includes the grading scales, policies and evaluation criteria for any of the following that may be assigned in your course:
  - o Exams, Quizzes, Homework, Writing Assignments, Class Participation, Other Graded Work, Grade Scale for Final Semester Grade.

The grading criteria for all course work and the final semester grade must be very clear. The criteria (scale) for the final semester grade must be included on the grade rosters when submitted to Admissions and Records at the end of the semester. There should be a minimum of 4 graded assignments for a 3-unit class (3 for a 2-unit class, etc.).

Textbooks

Full-time and part-time instructors will collaborate to select textbooks and materials for courses offered by the discipline. Due consideration will be given to the student cost as well as to campus resources such as laboratory materials and staffing.

Where several instructors teach the same course, an effort should be made to use a common text. Disciplines should maintain a list of recommended texts for each course taught.

Textbook requisitions are to be completed by the subject area full-time instructor(s). Changes to textbooks and learning materials should occur in the fall semester, particularly for two-semester courses, recognizing, ultimately, that this decision is at the discretion of each discipline.

Textbook requisitions shall be reviewed and signed by the Department Chair and submitted to the Dean of Instruction.

Once textbooks are officially ordered, no changes shall be made except for extenuating circumstances. If a class is added after textbook requisitions are due, when possible, it will be up to the discipline expert to select the book; if not, it will be up to the Dean to select the book.

Faculty members are responsible for ordering their own desk copies. Contact your Department Chair or the Office of the Deans with questions concerning textbooks.

Tutorial Centers

The Tutorial Center at Clovis Community College offers tutoring in math, reading, and writing, as well as other subjects.

MATH- Student desiring math tutorial help can drop-in and sign up for INTDS 301, a non-unit, free tutorial support class.

READING AND WRITING- The Tutorial Center is designed to support students in all disciplines at all reading and writing levels. Faculty of all disciplines are encouraged to refer their students for writing and reading assistance. Experience has shown that students who consistently attend regularly scheduled tutorial sessions produce better essays with fewer errors, accurate documentation, and improved focus and content. Some faculty have found that offering extra credit to students who enroll in and attend English 272 is a worthwhile incentive. The coordinator can provide instructors with verification of attendance.

Tutors are available to give presentations on a variety of writing topics including research, documentation, and mechanics. These presentations can be given in the classroom or in the Tutorial Center. Contact the coordinator for a complete list of presentations and to schedule one.

Students who want consistent help all semester with their writing or reading are encouraged to sign up for English 272, a half-unit tutorial class where they work in small groups twice a week with a trained tutor under a supervisor. This is the ideal course to take with any class involving writing; students can develop and polish essays for those classes with the assistance of a tutor. Any student who desires writing and/or reading guidance is welcome. Other services include drop-in tutoring (appointments are encouraged but not required), computer access, and a library of writing resources. A non-unit, free tutorial support class is also available. To register for English 272, motivate students to come in early the first week of the semester for their best scheduling options. Be advised that the Tutorial Center is not a proofreading service.

The Tutorial Center is located in AC1-137 and hours may vary. You can contact the Tutorial Center at 325-5248.

The Herndon Campus Tutorial Center is open Monday through Thursday from 10:00 a.m. to 2:00 p.m. in Building A, room 110. The phone number is 324-6410. In general, math/science tutors are available to help students on a walk-in basis; this is more of a round-robin type tutoring session. Additionally, students are able to request one-on-one tutoring sessions with writing tutors up to twice a day; these sessions are 30 minutes in length and can't be back-to-back appointments.

Unit/Program (UP) Planning Purpose

The Clovis Community College Unit/Program (UP) Planning process provides data-informed performance reviews and planning at the unit and program level. UP Plans are completed every two years by all

instructional, student services, and administrative units/programs. It is through this this planning process that the College assesses each unit and program and uses the results to continually improve its overall instruction and student support services to students.

The UP-Planning process includes the following components.

- Description of the Unit/Program
- Status report on improvement goals from the prior Unit/Program Plan
- Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives
- Department or Discipline-specific data on identified data point(s) chosen for the year
- Use of data to document and communicate unit/program effectiveness
- Example of how SLO, SUO, and/or PLO data analysis has contributed or will contribute to unit/program improvements
- Use of data to assess unit/program strengths and identify area in need of improvement
- Plans for the unit/program to address areas identified as needing improvement

Valley Community Small Business Development Center

Valley Community Small Business Development Center provides no-cost, confidential counseling, training and technical assistance to anyone looking to start, grow or strengthen their small business.   Our service area consists of Fresno, Madera, Tulare and Kings counties.   For more information, or to sign up for services, please visit www.valleycommunitysbdc.com.

Volunteers

The State Center Community College District (SCCCD) is proud to have the advantage of volunteers and utilizes their services within the confines of the Fair Labor Standards Act (FLSA). SCCCD uses two types of volunteers:

- Current employees who volunteer to do District work other than that which they were hired for, and
- People from the community (ex.: retirees, interns, and students).

All volunteers must complete the SCCCD Volunteer Service Agreement. Completion of this form indicates the person's agreement to work without being supervised. See your Dean for further details.

Waitlist

It is important to note that on the first day of class, instructors will determine the number of openings available in the lass, and then add students who are on the waitlist (providing they are present in the class) in the order in which their names appear on the waitlist. The instructor will assign authorization codes, along with Self-Service registration instructions, to those students who will be allowed to register late for classes (see Adds/Drops). Add authorization codes are valid until the day before the class census date. Questions regarding waitlists should be referred to your dean. An instructor may add walk-in students to the bottom of the official provided waitlist. The instructor should specify within their syllabus how students will be added to the waitlist to ensure a fair and defendable procedure is followed.

Self-Service

Click here for Self-Service.

Self-Service is a convenient way to access your current student rosters for up-to-the-minute accuracy and to enter your final semester grades. You can access Self-Service using the username and password used when logging on to a district computer. If you have any technical questions regarding self-Service, contact the Self-Service help desk at 499-6070.

Search...

Clovis Community College

Athletics | Library | My Portal | Quick Links

ABOUT US   ADMISSIONS & AID   ACADEMICS   CAMPUS LIFE   STUDENT SERVICES   APPLY NOW

Home / Faculty and Staff Resources / Self-Service Link List

Self-Service Link List

Follow the links below to view the tutorial videos in our Self-Service portal

ROSTER MANAGEMENT
Rosters are accessible in Self-Service for your convenience. Review regularly to ensure accuracy.
Roster Management

ADD AUTHORIZATION
For best results, request the student ID number to ensure add authorization is granted to the correct student.
Add Authorization

CENSUS CERTIFICATION
Review the census dates prior to the first day of class. If students need to be dropped and not included in your census certification, they must be dropped prior to census.
Census Certification

WAITLIST MANAGEMENT
Beginning the first day of class, the rank should be used for any add authorizations.
Waitlist Management

FACULTY DROPS
Remember to drop 'no show' students or students who stop attending prior to census.
Faculty Drops

GRADING - REGULAR AND POSITIVE ATTENDANCE
Grades and positive attendance are due by 12:00 noon on the Monday after the semester ends.
Grading - Regular and Positive Attendance

Maps and Forms

Clovis Community College

10309 N. Willow Ave. Fresno, Ca. 93730
Corner of Willow and International Avenues
(559) 325-5200
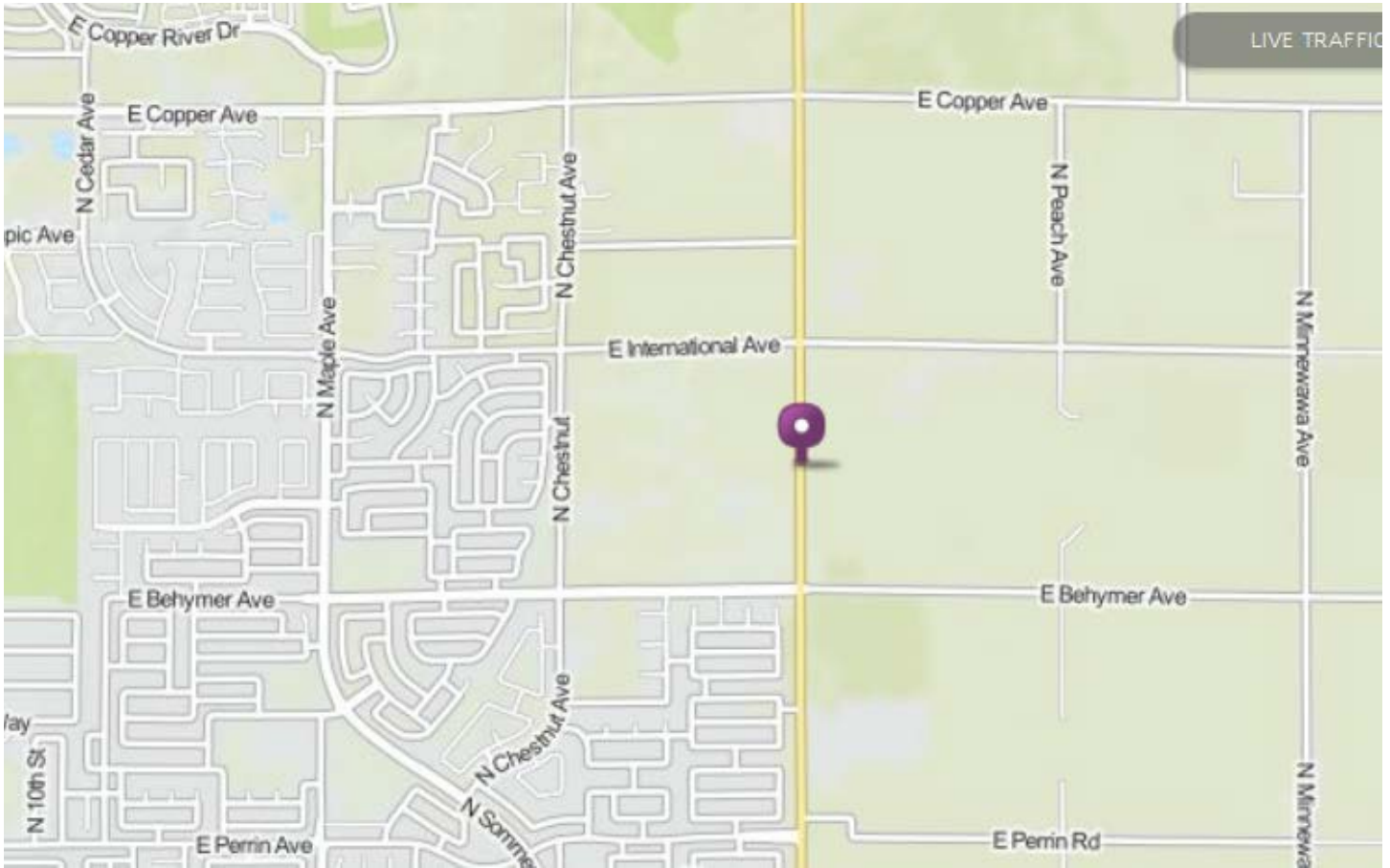
**Clovis Community College
AC1, 1st Floor**

Student Activities/
Associated Student Government

Faculty Offices

160

160A

164

170

176-194

106

108

110

114

118

120

137

137A

139

141

145

149

175

181

187

193

195

150

Tutorial Center

Open Computer Lab

Welcome Center
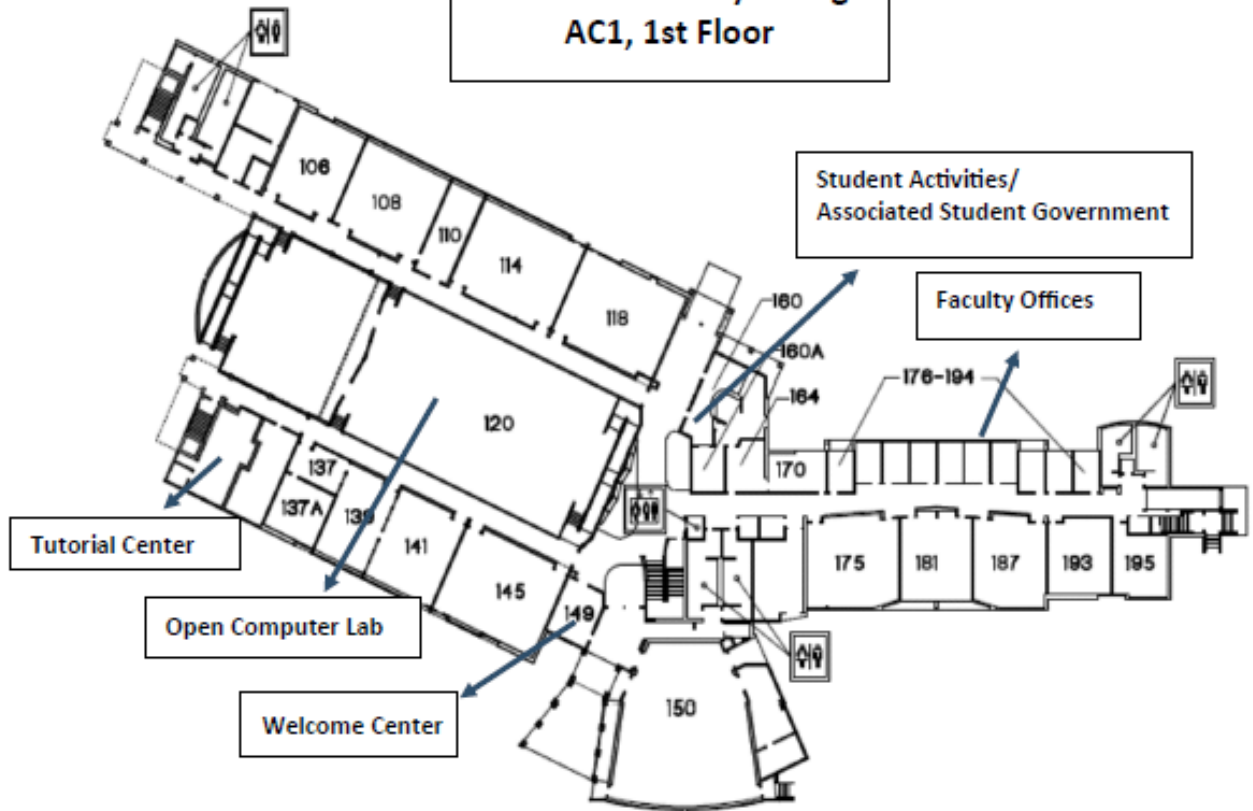
**Clovis Community College
AC1, 2nd Floor**

Administration

Mailroom

Faculty Offices

206

208

210

214

216

218

260A-260F

262

264

270

276-294

237A

237

241

245

249

275

281

287

293

295
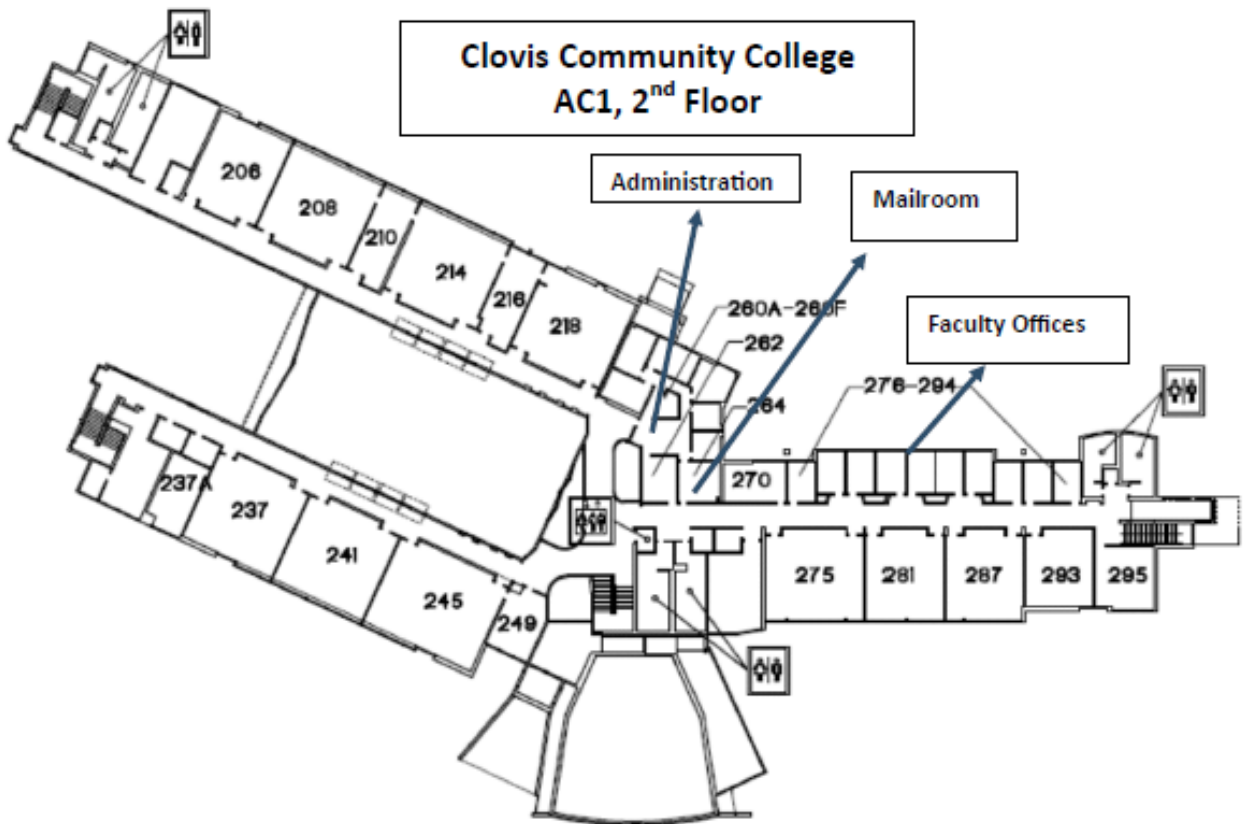
Clovis Community College AC2, 1st Floor

Assessment Center

172 174 176 178 182 184

177 179 181 183 185

173 175

152A 152B 152C

102 106 148C

130A 130 134 142 152

115 117 119 121 133 141 149

Admissions and Records

Counseling Center

Financial Aid Office

Library and Group Study Areas
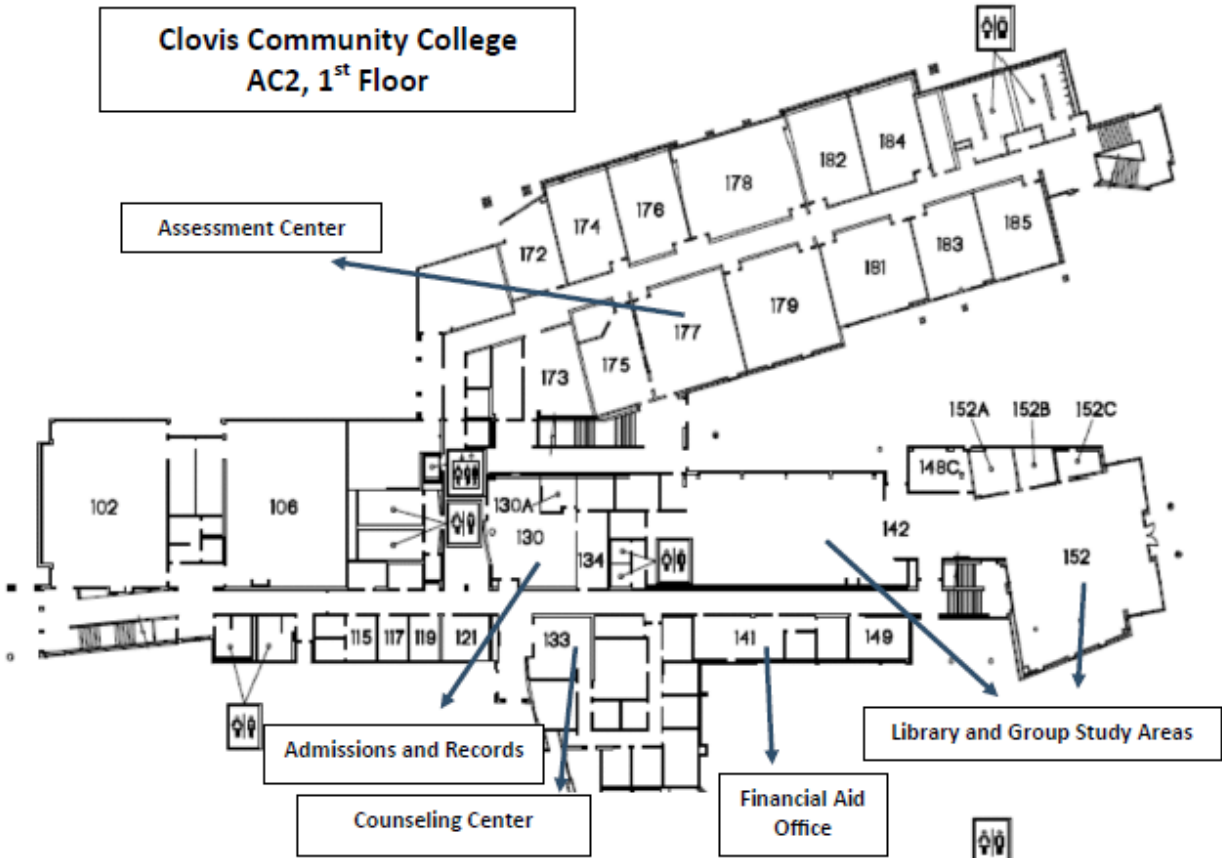
Clovis Community College AC2, 2nd Floor

278A 278B

284

Health Services/Nurse 274 West

274 276 282

285

273 275 277 279 281 283

204 – 212

230 234 238 242 246

221 233 241

209 – 219

235

Office of the Deans

Faculty and Staff Workroom

62
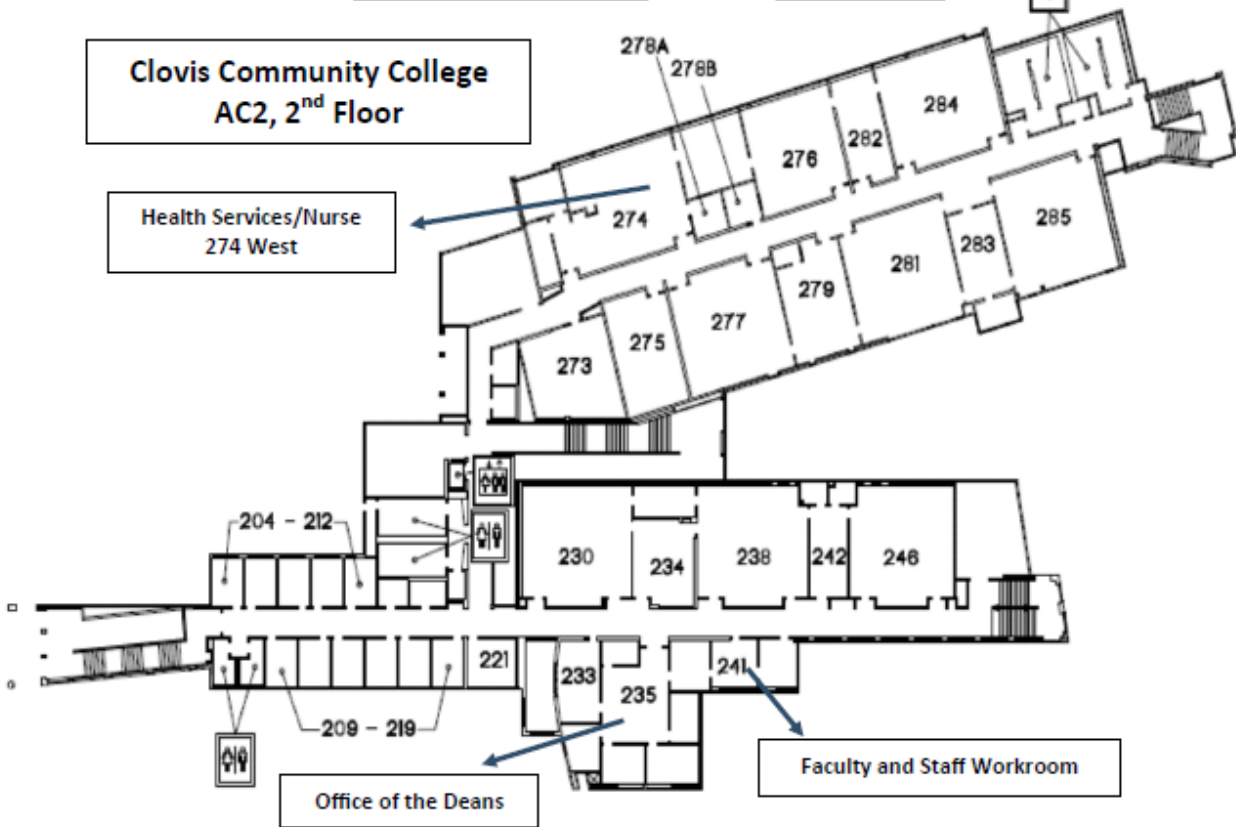
Clovis Community College
Herndon Campus
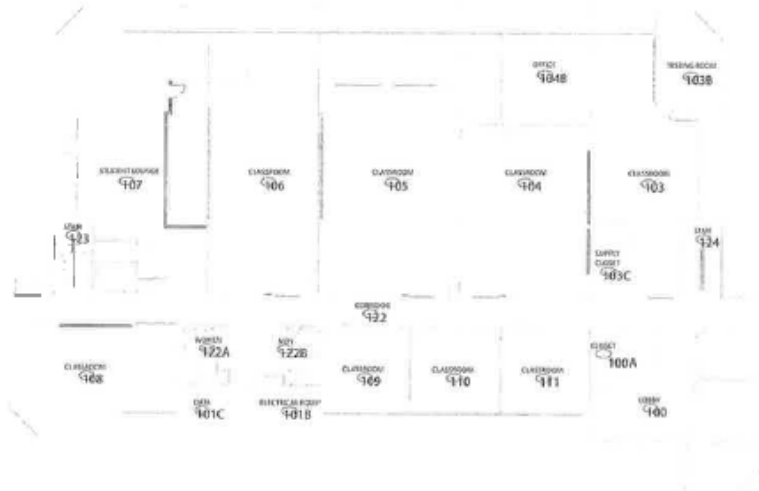
Herndon Campus   Building A - First Floor

390 W. Fir Ave.
Clovis, CA 93611

Clovis Community College   Building A - Second Floor
Herndon Campus

LARGE GROUP CLASSROOM

LARGE GROUP CLASSROOM
309

CLASSROOM

CLASSROOM

CLASSROOM

WOMEN

WORK

JAN

WOMEN

WOMEN

MEETING ROOM

STORAGE

ELEC

MEN

CLASSROOM
304

CLASSROOM
302

CONFERENCE ROOM

OFFICE

OFFICE

OFFICE

FOUNDATION

OFFICE

CLASSROOM
406

CLASSROOM
405

CLASSROOM
404

CLASSROOM
403

STATE CENTER COMMUNITY COLLEGE DISTRICT
Regular/Management

ACADEMIC ABSENCE FORM

NAME (Print) _____ _____ ID NO_____

          LAST   FIRST   MIDDLE INITIAL   CAMPUS OR WORK LOCATION

PERIOD OF ABSENCE   **FOR A TOTAL OF**

_____ **THROUGH** _____   _____

        DATE   DATE   NUMBER OF WORK DAYS OR PERC. %

I AM REQUESTING / REPORTING MY ABSENCE FOR THE FOLLOWING REASON

_____ SICK LEAVE (Employee only)   _____ PERSONAL BUSINESS LEAVE

_____ WORKERS' COMP   _____ NON-DUTY DAY

_____ PERSONAL NECESSITY LEAVE (charged to sick)   _____ JURY DUTY (attach court documents)

_____ STATUTORY LEAVE   _____ MILITARY LEAVE (attach copy of orders)

                                        _____ UNAUTHORIZED ABSENCE (without pay)

_____ BEREAVEMENT LEAVE_____ _____ VACATION (academic management only)

              (relationship of deceased and location)

SIGNATURE OF **EMPLOYEE** _____   DATE _____

SIGNATURE OF **SUPERVISOR** _____   DATE _____

It is important that employees become well informed of the leave provisions in the bargaining agreement before using this form. This form is not to be used for Legislative, Professional Improvement, Sabbatical, or long-term Personal Leaves.
Managers: Email completed form to payroll@scccd.edu

Academic Regular Absence Form REV 03/2020

STATE CENTER COMMUNITY COLLEGE DISTRICT
Adjunct/Overload

Class or Section(s) #_____

ACADEMIC ABSENCE FORM

NAME _____ _____ ID NO_____

          LAST   FIRST   MIDDLE INITIAL   CAMPUS OR WORK LOCATION

PERIOD OF ABSENCE   **FOR A TOTAL OF**

_____ **THROUGH**_____   _____

        DATE   DATE   NUMBER OF WORK DAYS OR HOURS   Lec Hours   Lab Hours

I AM REQUESTING / REPORTING MY ABSENCE FOR THE FOLLOWING REASON

_____ SICK LEAVE (incl. appointments; employee only)

_____ WORKERS' COMP (on-the-job injury/illness)   _____ JURY DUTY (attach court documents)

                                        _____ MILITARY LEAVE (attach copy of orders)

_____ PERSONAL NECESSITY LEAVE (charged to sick)   _____ UNAUTHORIZIED ABSENCE (without pay)

_____ STATUTORY LEAVE (choose all that apply)   _____ BEREAVEMENT LEAVE_____

                                            (relationship of deceased and location)

SIGNATURE OF **EMPLOYEE**_____   DATE _____

SIGNATURE OF **SUPERVISOR**_____   DATE _____

It is important that employees become well informed of the leave provisions in the bargaining agreement before using this form. This form is not to be used for Legislative, Professional Improvement, Sabbatical, or long-term Personal Leaves. **Managers email form following your campus payroll procedures.**

Adjunct/Overload Absence Form REV 03/2020

Funding Year: 2024-2025

Submit to **Department Chair by** _____

Name of Requester: _____

1) Discipline/Program Submitting:

2) Action Plan Title:

3) Resource allocation tied to planning: Strategic Plan:

Outcomes (SLO, PLO, etc.):   Unit Program Planning (UPP):

Describe request, explain how it supports the goals of the college and your program, and expected results:

4) Work Plan: Activities/Items	Infrastructure Requirements if needed/ongoing costs	Costs	Person(s) Responsible
a.			
b.			
c.			
d.			

5) Total Anticipated Costs: $

6) Funding Area Category – Please check **one**:

Instructional Supplies/Materials (<u>less</u> than $200 <u>per</u> item)   Instructional Equipment (<u>more</u> than $200 <u>per</u> item)

Outreach-School Relations   Student Activities-Co Curricular

Technology   Other (non-instructional supplies/equipment/facilities)

Marketing

Disruptive Student Behavior Report

Instructions:

The purpose of this form is to help faculty/staff resolve situations created by **disruptive students** and/or **to report other behaviors** that are of concern. Please complete the form promptly within 24 hours after incident and submit it directly to the Dean of Students in the Office of the Deans suite (AC2 235).

Student Name	Instructor Name
Student ID	Course Title & Number
Room Number	Course Time
Today's Date	Date of Incident

Instructors' Description of the incident (i.e. disrupted class by unreasonable outburst, verbally abusive to instructor, threatened peer, etc.) Attach a spate document if needed.

Response/Action taken by the Instructor

Have you had problems with this student before?   Yes   No

If yes, please explain:

Did you review the standards in your class with the student?   Yes   No

Did you refer the student to the Dean for further disciplinary action?   Yes   No

Instructor recommendation(s):

Review by Dean of Students.

No follow-up requested. Report submitted for documentations purposes only.

Two-day removal from class.

Recommend longer suspension

Student must meet with the Dean before returning to class.

Request consultation services from one or more of the following:

Health Services   Campus Police   Psych Services   DSPS Program   Counseling

PROCESS FOR IMMEDIATE REMOVAL OF A STUDENT FROM CLASS

A college instructor may suspend a student from his/her class for a period not to exceed a maximum of two class meetings as scheduled:

1. On the day of the suspension (One Day), OR
2. On the day of the suspension and the instructor's next scheduled meeting of the same class (Two Day).

Procedure for suspending a student for a maximum of two class meetings:

1. Provide appropriate warnings to student:

   - Review syllabus and course expectations during the orientation to the course.

   - Talk privately with the student and identify specific policies, rules, and/or regulations the student is not following.

   - Talk privately with the student, set limits on behavior, and identify appropriate behaviors. Document these meetings for future reference.

2. Provide clear oral or written notice of the reasons for the proposed suspension.
3. Allow the student an opportunity to offer relevant comment on the proposed suspension.
4. After considering student's comments and all relevant information, decide whether to revoke, modify or proceed with the proposed suspension.
5. Immediately following the initiation of a suspension, notify the Dean of Students of the suspension and direct the student to the office of the Dean of Students.
6. The student may not return to class without the meeting with the Dean of Students.

If a student is suspended:

1. Immediately contact the Dean of Student office at (559) 325-5265.
2. Send a follow-up email addressed to the Dean of Students.
3. Complete the Confidential Student Behavior Report and submit to the Dean of Students in the Office of the Deans.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Application/Permit for Use of College Facilities
Clovis Community College (CCC) & Clovis Herndon Campus (HC)

(Submit to VP, Administrative Services 10 days in advance of activity)   Date of application: ———————————

Type of Activity: College   College Student Group   Civic   Nonprofit   Commercial

The (name of organization): ———————————————————————— herby applies for permission

to occupy: **CCC** or   **HC** using room(s) ————————————————————— , commencing

on: ———————— from:———— to: ———— (including set-up, event & clean up). Actual event time: ————————

For continuous usage	Office Use Only
(Six-month limit): **S M T W TH F S** Beginning on: ———————— Ending on: ———————— Total hours of use: ———— Estimated attendance: ————	Insurance: ———————————————— Charges: ————————————————

The purpose of meeting is——————————————————— . The conditions of admission

and fee to be charged are as follows:———————————————————————— .

The proceeds will be used for———————————— . Charge for use of building——————————— .

Contact person's name: ———————————— Phone: ————————————

Adult in charge (must be present) Name: ———————————— Phone: ————————————

Yes	No	Check Services Necessary to Accommodate Event
		Facility access: Will someone from police or custodial staff be needed to open and close facility? If no, who will open and close?
		Audio-Visual Equipment:
		Special custodial or police services: Describe: Should the VP, Administrative Services determine that the special custodial or security services are needed; you will be notified if there are additional charges.
		Parking Arrangements (other than students and staff with permits): Notification will be made to applicant after approval of this application. (Directional signage will be your responsibility).
		Food Service: Use of cafeteria/dining area: Contact Sara Abwini (559) 325-5302 or ext. 5302

Other special arrangements, equipment, personnel, and comments (be specific):

Sign and Complete for college-sponsored activity	Date
Application by:	
Divisions Administrator Approval:	
Student Activities Approvals Advisor:	
Student Activities Coordinator:	
Club President:	

Provide a Certificate of Insurance in the amount of at least $1,000,000/$1,000,000 naming State Center Community College District as Additional Insured. For certain hazardous events, a $2,000,000 Certificate of Insurance is required.

Certificate of Insurance on file with Clovis Community College Administrative Services office.

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage sustained by the college facility or furniture accruing through the occupancy of said facility by our organization. We agree to conform to all the Rules and Regulations of the State Center Community College District governing the use of college facilities as printed on the reverse side hereof.

President or Authorized Agency Representative: ————————————————

Address: Street———————————— City———————— State———— Zip————

Application Approved – VP, Administrative Services: ————————————————

Dist: Maint.   BSO   Police   Cafeteria   Applicant   Library   Grounds   Calendar

Revised 06/26/18

Student Field Trip/Activities Form

Description of Field Trip/Activity:

_____
_____
_____

Purpose for Attending/Benefit to Students:

_____
_____

How does this activity support our College Strategic and Vision for Success goals?

_____
_____

Date(s) of Event: _____

Location of Event: _____

Number of Students attending: _____

Estimated Cost of Event: $_____

Faculty Signature: _____ Date: _____

Dean Approval: Yes   ☐   No ☐

Dean Signature: _____ Date: _____

VP Signature: _____ Date: _____

VP, Administrative Services Signature: _____ Date: _____

Clovis Community College Mission Statement:

Creating Opportunities – One Student at a Time
- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

Clovis Community College

Notice of Grade/Unit Change

Admissions & Records Form

Grade changes must only be made in the framework of Education Code (E.C.) Section 76224 (a): "*When grades are given for any course of instruction taught in the public schools, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.*"

Student Name: _____   **ID#:** _____

SCHEDULE NUMBER	COURSE	UNITS	SEMESTER/YEAR

CHANGE OF GRADE		CHANGE OF UNITS*	
Original grade given:		Original units given:	
Change to:		Change to:	

*Admissions and Records will verify all change of unit requests with the student prior to processing due to assessment of fees

EXPLAIN THE REASON FOR THE CHANGE:

☐ Error/Mistake   ☐ Made-Up Incomplete Grade   ☐ Unit Correction   ☐ Other: _____

Signature of Instructor: _____   Date: _____

ADMISSIONS & RECORDS USE ONLY: Transcript _____   Roster _____   Student mail copy: _____

Clovis Community College

Request for Incomplete Grade
Admissions & Records Form

In situations where a student is unable to complete all of the coursework due to a serious and verifiable reason, a student can request an incomplete grade *(I)*. An incomplete grade is a temporary grade assigned to courses where minimal amount of work is required to be completed. An incomplete grade *(I)* may be assigned in a course, **only** by the instructor of record **and** if **all** of the following conditions are met:

- ☑ The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- ☑ The student has a serious and verifiable reason for not completing the required course work.
- ☑ The student has a passing grade in the course at the time the incomplete *(I)* grade is assigned.
- ☑ The student requires no additional class time for completion of the course.

An incomplete grade will not affect the academic status of a student, but it will affect the progress status. An incomplete grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the instructor. Students may not re-enroll in a course for which they have received an incomplete grade during the time that the incomplete grade is in effect.

INCOMPLETE GRADE REQUEST

Student Name:_____ ID#:_____

SCHEDULE NUMBER	COURSE	UNITS	INSTRUCTOR	SEMESTER/YEAR

INSTRUCTOR'S CONDITIONS-*Conditions* necessary for the removal of the incomplete grade must include:

TIME LIMIT-The student must satisfy all of the identified conditions by the following allotted *time limit*:

- ☐ The end of the: ☐ Fall ☐ Spring _____ (year) semester
- ☐ Date (Must be no later the than one full main term semester after the "*I*" was assigned.): _____

PERMANENT GRADE-If the following **conditions** are **not** satisfied within the allotted **time period** the student will be assigned the permanent grade based on the coursework completed within the scheduled start/end dates of the course.

Student will be awarded the Permanent Grade: _____ if *conditions* are not met by *time limit* stated.

INCOMPLETE GRADE AGREEMENT

I understand and agree to the conditions for being awarded an incomplete grade for the course indicated above. I have met, discussed, and been informed about the incomplete grade process and the conditions I must complete to remove the incomplete grade. I am requesting to be awarded an incomplete "*I*" in the class identified above. The conditions for removal of the incomplete are noted above. I agree to complete the conditions within the identified time limits, one semester or less time as specified by the instructor, to satisfy the conditions for removal. When this time has lapsed, if the conditions for removal are not satisfied, the incomplete will revert to the grade originally assigned.

Student Signature:_____ Date: _____

Instructor Signature:_____ Date: _____

ADMISSIONS & RECORDS PROCESSING

Processed by (Signature): _____

Date Processed: _____ Date Student/Instructor emailed: _____

PROCESS FOR FILING AN INCOMPLETE GRADE REQUEST

1. If the student requests an incomplete grade or if the instructor of record believes a student may qualify for an incomplete grade, the instructor and student must have a discussion reviewing the *Request & Notice of Incomplete* form. The instructor may access the form online to complete by hand or electronically.

2. If both the student and instructor agree an incomplete grade *(I)* should be assigned then the instructor and student **must** complete the form together to ensure all parties are aware of the details of the agreement. When assigning an incomplete grade the instructor is required to identify:

   ▪ Conditions necessary for the removal of the incomplete grade

   ▪ Time period allotted to the student to satisfy these conditions

   ▪ Permanent grade to be assigned if listed conditions are not satisfied within the allotted time period.

3. The request must have student and instructor signatures and date completed.

4. Instructors must submit the *Request & Notice of Incomplete* form with the final grade roster for the specified course. For each incomplete grade assigned a *Request & Notice of Incomplete* form must be completed and submitted.

5. The Admissions and Records Office will process and email the student and instructor a copy of the request.

6. When the student meets the required conditions for removal of the incomplete grade, the instructor is required to complete and submit a *Notice of Grade/Unit Change* form to the Admissions & Records (A&R) office to process the new grade to be awarded.

7. After the new grade has been recorded by A&R, the student will be notified the student's incomplete grade has been changed to the permanent grade. If no new grade is recorded within the time limit or if the student did not meet the required conditions for removal of the incomplete grade, the A&R office will change the student's permanent record to reflect the originally assigned grade and notify the student of this action.

DISTRICT POLICY

Incomplete academic work for unforeseeable, emergency and justifiable reason at the end of the term may result in an "I" symbol on the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record which includes the grade which will be assigned should the student not complete the missing work. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one semester following the end if the term in which it was assigned. Neither units nor grade points are counted until a final grade is recorded on the student's transcript.

A student may petition for a time extension due to unusual circumstances.

				State Center Community College District			Effective January 1, 20XX	
				MILEAGE REIMBURSEMENT FORM				
Name:	General Lee					Employee ID#:	1969	
Address:	100 S. Northwest, Fresno CA					Period:	Jan-19	
							(Month/Year)	
DATE	FROM LOCATION	TO LOCATION	PURPOSE		PARKING METER or Garage Fee (receipt, if avail)	TOTAL MILES DRIVEN	Less: * COMMUTE MILES	REIMBURSABLE MILEAGE
1/2/2019	DO-Fulton	DO-HC	Meeting			21		21
1/8/2019	Home	RC/DO-Fulton	Meeting at Reedley College, return to work (Fulton)			55	7.2	47.8
1/24/2019	DO-Fulton	Multiple Sites	Presentation at all colleges (FCC>RC>CCC>Home)			76	7.2	68.8
1/31/2019	DO-Fulton	DO-HC/Home	Meeting at HC then Home			14.5	7.2	7.3

Total Reimbursable Miles	144.9
Amount Due @ $0.58 per mile	$ 84.04
Total Parking Reimbursement	
TOTAL	$ 84.04

Supervisor
Signature/Date:

...n is true to the best of my knowledge and belief. I certify that I carry a valid driver's license and my personal vehicle used for district business has the

...California, and I am registered in the District's DMV Pull Notice Program. Motorcycle use for district business is prohibited.

...t average one-way commuting miles when traveling from/to home.

Attach proof of mileage (shortest route, even if you didn't take that route). DO NOT attach driving instructions.

Clovis Community College

Student Name: ID#:

Address: Phone:

Students who wish to withdrawal due to extenuating circumstances must complete the following form, submit the completed form with supportive documentation, a written explanation to the counseling department, and meet with a counselor. According to California Code of Regulations, Title 5, Section 55758, an extenuating circumstance is defined as:

> "Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration or war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee (California Code of Regulations, Title 5, Section 55758)."

Student(s) must petition to withdraw from _**all**_ enrolled classes; exceptions (i.e., partial withdrawal) must be approved in advance by Dean of Students. This form can be submitted during the term the student is enrolled in the course(s) and up to one full semester following. Approved class withdrawals due to extenuating circumstances shall be recorded as a "EW." The "EW*s*" will not be used in calculating grade point averages, but excessive "Ws" will be used as a factor in progress probation and dismissal procedures.

Type of withdrawal requested (Select One):   **Withdrawal from all courses.**
                                                                        Partial withdrawal from course(s)-Dean Approval Required

Course Information						
Semester:	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6
Course Title						
Section #						
Instructor						

I am requesting permission to withdraw after the drop date because of extenuating circumstances. I understand what an extenuating circumstance is, as defined by Title 5 (see above), and acknowledge **it is my responsibility to provide supportive documents and a detailed statement explaining my situation and justifying my request. The detailed statement will be attached for faculty review.**

Student Signature: Date:

Institutional Use Only

STOP A Clovis Community College counselor has reviewed the above request to determine if "extenuating circumstances" are met as defined by Title 5. Per review of documentation, the counselor:

Counselor Signature: Supports   Doesn't Support
Counselor Name (Print):   Date:
Comments:

**Request Partial Withdrawal**-**Dean of Students**   Approve   Deny

Dean of Students Signature: Date:

Processed - A&R Manager: Date:

Instructor Consultation: The intent of this consultation is to inform instructors the student specified has been withdrawn from your course due to extenuating circumstances and will be assigned a grade of EW for this course on their transcripts. Please note when the *Last Date of Attendance* was for the student as this can impact actual enrollment tracking. Return form to the Clovis Community College Admissions & Records Office.

Course   Instructor Name (Printed)   Instructor Signature
Comments:

Student's Last Date of Attendance:

5/14/20

Clovis Community College

Timeline for Submission
The timeline by which a Clovis Community College student may file a Request to Withdraw Due to Extenuating Circumstances (RTW):
- During the semester a student is currently enrolled
- The semester following a grade being posted for the course-in accordance with the following chart:

Semester grade was earned	Summer	Fall	Spring
Petition must be submitted prior to the end of the next semester.	Fall	Spring	Fall

*If student files a Request to Withdraw due to Extenuating Circumstances later than the last day of the following semester the grade was received, then the request will be submitted to the Academic Standards Committee (ASC) to determine if an exception of the deadline will be approved.

Process for Submission
Request to Withdraw Due to Extenuating Circumstances (RTW) process includes:
1) Student obtains the RTW form from Counseling.

2) Student completes the RTW form and attaches detailed statement/additional documents for justification.

3) Student must submit completed RTW to counselor for review.

4) Counselor submits RTW to A&R (Unless RTW needs to be approved by the ASC*).

5) A&R will process RTW, scan the RTW, email the instructor with the RTW attached, and send a copy of RTW to the instructor's mailbox for review and completion.

6) Instructor reviews RTW, indicates the student's last date of attendance, provides comments (if needed), and submits the completed request to A&R within 10 days of receiving email and/or copy of request (whichever is first).

7) A&R processes & notifies the student and the instructor of the final decision.

Requirements for Submission
All requests will be reviewed and are required to include:
- The extenuating circumstances must be fully documented and verified when appropriate. Petitions for medical withdrawals must be processed through the Counseling Department.

- The petition for withdrawal may be submitted during the current term, but no later than the end of the semester immediately following (summer excluded).

- The student must petition to withdraw from all classes she/he is enrolled in (consult with a counselor for certain exceptions that may apply).

- The student's instructor(s) will be consulted concerning the request for withdrawal.

5/14/20

Clovis Community College

Student Petition for Exception to Enrollment Deadline
Due to Extenuating Circumstances (SPEEDE)

Student Services Form

The SPEEDE form should _**only**_ be used if a student has _**not**_ officially enrolled in class and the last day to add a class has passed. **_This form is for late enrollment only._** For further clarification refer to information and instructions on the backside of this form.

STUDENT RESPONSIBILITIES (See detailed instructions on reverse)

Student Name:_____ ID#:_____

SCHEDULE NUMBER	COURSE	INSTRUCTOR	SEMESTER/YEAR

STUDENT ACKNOWLEDGEMENT: I understand by completing this form I am petitioning to be enrolled in the specified class identified above. I acknowledge and understand the approval of this SPEEDE form by the instructor and the dean does not guarantee enrollment into the course, as I am responsible for making sure I am eligible to register for this course (i.e., placement test, pre-requisites, co-requisites) and do not have any registration holds (i.e., fees, academic probation, progress probation, etc.). If holds are present, I am responsible for removing them.

Student Signature:_____ Date:_____

INSTRUCTOR APPROVAL (See detailed instructions on reverse)

☐ _DON'T APPROVE_

☐ _APPROVE_: By approving I am acknowledging this student has not been officially enrolled in the above class. I APPROVE the late enrollment of the above individual for the above class. It is understood that the college will not receive State apportionment money for the student's attendance. The student is being recommended for exception to the enrollment deadline due to the following circumstances _(An instructor explanation is required):_

REQUIRED - **Student's first date of attendance: _____**

Instructor Signature:_____ Date:_____

DEAN OF INSTRUCTION APPROVAL

☐ Approve   ☐ Don't Approve

Reviewed by Dean of Instruction (Signature):_____ Date:_____

ADMISSIONS & RECORDS PROCESSING

Processed by (Signature):_____

Date Received: _____   Date Enrolled: _____   Date Student Notified: _____

SPEEDE Information & Instructions

Student Services Form

The following chart explains if this form should be used.

IS THIS THE CORRECT FORM TO USE?	SPEEDE FORM	REINSTATEMENT FORM*
Student has _not_ officially enrolled in class and the last day to add a class has passed.	YES	NO
Student has attended class, but is not officially enrolled; last day to add a class has passed.	YES	NO
Student was enrolled on or after the 1st day of class, but was subsequently dropped for any reason.	NO	YES
Student dropped for non-payment of fees after class began.	NO	YES
Student dropped class in error after class began.	NO	YES
Instructor dropped student from class and wants student re-enrolled.	NO	YES

*__REINSTATEMENT FORM:__ If the student has ever **_been officially enrolled_** in class, a reinstatement form must be completed (see above for specific situations).

SPEEDE PROCESS

SPEEDE forms will be processed accordingly:
1. STUDENT
   a. Complete the Student Information section of the *SPEEDE* form.
   b. Submit *SPEEDE* form to your instructor for consideration.

2. INSTRUCTOR
   a. The SPEEDE form is to be used for enrollment after census only. If student was officially registered in class at any time; this form should not be used. A reinstatement form is needed. Please see above.
   b. Review the *SPEEDE* form and complete the Instructor Approval section of the *SPEEDE* form.
   c. Submit *SPEEDE* form to your Dean of Instruction for approval.

3. DEAN OF INSTRUCTION
   a. Review the *SPEEDE* form and complete the Dean of Instruction Approval section of the *SPEEDE* form.
   b. Return completed *SPEEDE* form to Admissions & Records for processing.

4. ADMISSIONS & RECORDS
   a. Review the *SPEEDE* form and process the *SPEEDE* form.
   b. Student and instructor will be notified by email if their request was approved.

State Center Community College District

SC CCD HEALTH SERVICES

FORM A

STUDENT & PUBLIC ACCIDENT REPORT

Purpose: to document accidents occurring on campus or during off-campus school-sponsored activities.
To be completed by: main employee witness to accident or employee supervising at the time of accident.

A. INJURED PERSON   Name: _____   Date of Birth: _____

Address: _____   Phone: (_____) _____   ID# or SSN: _____

B. DATE OF ACCIDENT   *(Mo/Day/Yr)* _____ / _____ / _____   Time of Accident: _____ AM PM

Time classes/activities began: _____ AM PM   Time classes/activities ended: _____ AM PM

C. LOCATION OF ACCIDENT ___ Fresno City College   ___ Reedley College   ___ Willow International
___ Clovis Center   ___ Madera Center   ___ Oakhurst Center   ___ Other: _____

Specific location on campus: _____

D. DESCRIPTION OF ACCIDENT   *Describe how accident occurred - may use back of form if needed*

_____
_____
_____
_____

Intercollegiate Athletics injury? ___ NO ___ YES…..during: ❑ Game ❑ Practice   Position Played: _____
School rules that were or may have been violated: _____

E. SUPERVISION   Person supervising at time of accident: _____   Title: _____
Was this person present at time of accident? ___ YES ___ NO   Phone: (_____) _____

F. WITNESSES
Name: _____   Title: _____   Phone: (_____) _____
Name: _____   Title: _____   Phone: (_____) _____

G. DESCRIPTION OF INJURY

Body part(s) Injured	Apparent Nature and/or Extent of Injury	First Aid Administered	By Whom
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

H. DISPOSITION OF INJURED AFTER ACCIDENT
___ Class   ◆ Who was notified? _____
___ Home   ◆ Relationship to injured: _____   Phone: (_____) _____
___ Doctor
___ Hospital   ◆ Injured person released to: ___ Self *(no additional assistance was requested)*
___ Other: _____   ___ Other *(specify)* : _____

I. HEALTH INSURANCE STATUS (**other than** campus student accident insurance)
___ No Health Insurance   ___ Medi-Cal Coverage   ___ Private Insurance *(list company)* : _____

Report Completed by: _____   *Title:* _____   *Phone:* _____   *Date:* _____

Report Reviewed by: _____   *Title:* _____   *Phone:* _____   *Date:* _____

HS 400 (5-7-07)

Please return completed form to Health Services Office ASAP

Clovis Community College

Instructions: Students must use this form to lodge a complaint regarding a student or a Clovis Community College staff or faculty. The form MUST be completed by the student making the complaint.

Name (print): _____   Student ID: _____

Address: _____

Telephone: _____   Email: _____

DETAILS OF COMPLAINT

Complaint is Against (Name): _____

Course (include course and section number) or Service Area: _____

DECRIPTION OF COMPLAINT:

(Include circumstances, dates, times, and name of person(s) or witness(es) involved. Who or what is the complaint about? Are any witnesses willing to testify about what occurred?)

EXPLAIN WHAT STEPS YOU HAVE ALREADY TAKEN TO SOLVE THE PROBLEM: *(Check that apply)*

☐ Talked with person

☐ Talked with supervisor. Name of supervisor: _____

☐ Other *(Explain)*:

RESULTS/OUTCOME OF THE ABOVE (IF ANY) TO DATE:

WHAT ACTION ARE YOU NOW REQUESTING? *(State what you expect as a result of filing this form.)*

_____   _____

SIGNATURE OF STUDENT   *DATE*

INSTRUCTOR/ACCUSED RESPONSE: _____   _____
                                                        NAME (print)   *Date Responded*

STUDENT RESPONSE: _____
                                           Date Responded

DEPARTMENT CHAIR ACTION/RECOMMENDATION: _____   _____
                                                                                  NAME (print)   *Date Responded*

☐ Complaint Resolved/Resolution Reached
☐ Referred to Dean (Required)-Date Referred: _____

DEAN ACTION/RECOMMENDATION: _____   _____
                                                          NAME (print)   *Date Responded*

☐ Complaint Resolved/Resolution Reached
☐ Referred to Vice President (if needed)-Date Referred: _____

VICE PRESIDENT ACTION/RECOMMENDATION: _____   _____
                                                                      NAME (print)   *Date Responded*

☐ Complaint Resolved/Resolution Reached
☐ Referred to Academic Standards (if needed) - Date Referred: _____

<table>
<tr><td colspan="2" align="center">Unit/Program Planning
2023-2024
Dialogue with Deans/Administrator – COLLABORATION/CONVERSATION</td></tr>
</table>

Department	
Unit/Program	
Disciplines included in Unit/Program	
Degrees & Certificates	
Dean	

▶ SUMMARY OF STRENGTHS

▶ SUMMARY OF CHALLENGES & OPPORTUNITIES

▶ SUMMARY OF DATA ANALYSIS

▶ SUMMARY OF OUTCOMES & ASSESSMENT

▶ GOALS FOR IMPROVEMENT

▶ RESOURCES IDENTIFIED

	Aligned with College Committee: (Please check all that apply)				
	Curriculum	Technology	Facilities	Personnel/ Positions	Other

_____   _____
Unit/Program Faculty, Staff, Administrator Signature   Date

_____   _____
Dean/Administrator Signature   Date
Update 8-8-19

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Clovis Community College
Unit/Program Plan 2023-2024
Administrative Units

Department_____

Unit/Program_____

Sub-disciplines included in the Unit/Program _____

1. **Description of the Unit/Program**
   (Brief description of the Unit/Program, <u>including degrees & certificates,</u> if applicable and how many full-time & part-time faculty/staff)

2. **Status report on improvement goals from the prior Unit/Program Plan**
   (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

3. **Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives**

   (Identify Unit/Program's contributions to TWO institutional goals <u>OR</u> to TWO College Strategic Plan goals, objectives, or action steps. List completed activities/outcomes that support meeting these goals.)

Approved by College Council and Academic Senate, fall 2022

4. **President's Strategic Goal Focus 2022-2024: Increasing course completion & student persistence (Fall to Spring) with a focus on African American and Latinx Students**

   a. College Wide Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 1: Success indicates a student completed a class with a passing grade

   b. College Wide Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 2: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

   c. Unit/Program Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 3: Success indicates a student completed a class with a passing grade

   d. Unit/Program Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 4: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

Approved by College Council and Academic Senate, fall 2022

e. Discussion on discipline-specific data on <u>course completion & student persistence</u>. What does your data tell you?

5. Provide an example of how at least one Institutional Learning Outcomes (ILOs) and/or (Administrative Unit Outcomes (AUOs) assessment has contributed or will contribute to unit/program improvements.

6. Unit Three-year Data Summary

    a. **Select data available on the Data Dashboard for all students in the program to determine gaps and to determine enhancements that would help with student success, paying particular attention to equity.**

    (Brief summary and analysis of unit <u>projects and initiatives</u> focused on equity data. Be prepared to discuss unit successes, areas in need of improvement, and improvement goals on specific populations for the upcoming year with your Administrator.)

7. Improvement Goals

    a. Develop a department vision for the future. Please use the Table below for your responses.

    b. Describe/list three to five short-term improvement goals for the next two years based on data analysis in questions 4 and 5. Please use the Table below for your responses.

    c. Potential projects and activities to meet short-term improvement goals described/listed in 7b. Please use the Table below for your responses.

    d. Cite connections to strategic planning goals and objectives. Please use the Table below for your responses.

Approved by College Council and Academic Senate, fall 2022

Department Vision for the Future			
Areas in Need of Improvement (7)	**Short-Term Improvement Goals (for the next 2 years) (7b)**	**Strategies to Address Areas in Need of Improvement (7c)**	**Connection to Strategic Planning Goals/Objectives (Site goal and objective numbers) (7d)**
•	•	•	•

Department_____

Unit/Program_____

Sub-disciplines included in the Unit/Program _____

1. **Description of the Unit/Program**
   (Brief description of the Unit/Program, <u>including degrees & certificates,</u> if applicable and how many full-time & part-time faculty/staff)

2. **Status report on improvement goals from the prior Unit/Program Plan**
   (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

3. **Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives**

   (Identify Unit/Program's contributions to TWO institutional goals <u>OR</u> to TWO College Strategic Plan goals, objectives, or action steps. List completed activities/outcomes that support meeting these goals.)

4. **President's Strategic Goal Focus 2022-2024: Increasing course completion & student persistence (Fall to Spring) with a focus on African American and Latinx Students**

   a. College Wide Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 1: Success indicates a student completed a class with a passing grade

   b. College Wide Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 2: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

   c. Unit/Program Course Success by Ethnicity
   d. Add number of students enrolled/add number of students enrolled in the course by those groups identified

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 3: Success indicates a student completed a class with a passing grade

   e. Unit/Program Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 4: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

Approved by College Council and Academic Senate, fall 2022

f. Discussion on discipline-specific data on <u>course completion & student persistence</u>.   What does your data tell you?

5. **Provide an example of how at least one Institutional Learning Outcome (ILO) and/or Student Learning Outcome (SLO) assessment has contributed or will contribute to unit/program improvements.**

6. **Unit Three-year Data Summary**

    a. **Select data available on the Data Dashboard for all students in the program to determine gaps and to determine enhancements that would help with student success, paying particular attention to equity.**

(Brief summary and analysis of unit <u>projects and initiatives</u> focused on equity data. Be prepared to discuss unit successes, areas in need of improvement, and improvement goals on specific populations for the upcoming year with your Administrator.)

7. **Improvement Goals**

    a. **Develop a department vision for the future. Please use the Table below for your responses.**

    b. **Describe/list three to five short-term improvement goals for the next two years based on data analysis in questions 4 and 5. Please use the Table below for your responses.**

    c. **Potential projects and activities to meet short-term improvement goals described/listed in 7a. Please use the Table below for your responses.**

    d. **Cite connections to strategic planning goals and objectives. Please use the Table below for your responses.**

Department Vision for the Future			
Areas in Need of Improvement (7)	Short-Term Improvement Goals (for the next 2 years) (7b)	Strategies to Address Areas in Need of Improvement (7c)	Connection to Strategic Planning Goals/Objectives (Site goal and objective numbers) (7d)
•	•	•	•

Additional Questions for CTE Disciplines

8.   **Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation (Title 5, Section 55003.b.4.)**

a.   List the courses in your discipline that have prerequisites or corequisites.

b.   Record the projected date of approval by the Curriculum Committee which is required every two years under Title 5 Section 55003.b.4.

9. **Refer to latest Labor Market Information (LMI) report to answer the following questions:**

a. Does your program represent unnecessary duplication of other training programs and initiatives in the area?

b. Provide short written comparative and trend analyses examining program and overall college trends for labor market data. Explain how your program meets a documented labor market demand.

c. Explain how your unit/program demonstrates effectiveness as measured by the employment and completion success of students.

Notes:
- CTE Mandated Report – required to submit a report every two years to stay in compliance
- UP Plan Report – required every two years to report out on program and resource needs.
- Both reports need to be completed; however, information may be duplicated in both reports.
- Title 5, Section 55003.b.4: the process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.

Clovis Community College
Unit/Program Plan 2023-2024
Instructional Programs

Department_____

Unit/Program_____

Sub-disciplines included in the Unit/Program _____

1. **Description of the Unit/Program**
    (Brief description of the Unit/Program, <u>including degrees & certificates,</u> if applicable and how many full-time & part-time faculty/staff)

2. **Status report on improvement goals from the prior Unit/Program Plan**
    (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan)

3. **Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives**

    (Identify Unit/Program's contributions to TWO institutional goals <u>OR</u> to TWO College Strategic Plan goals, objectives, or action steps. List completed activities/outcomes that support meeting these goals)

4. **President's Strategic Goal Focus 2022-2024: Increasing course completion & student persistence (Fall to Spring) with a focus on African American and Latinx Students**

   a. College Wide Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 1: Success indicates a student completed a class with a passing grade

   b. College Wide Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 2: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

   c. Unit/Program Course Success by Ethnicity
   d. Add number of students enrolled/add number of students enrolled in the course by those groups identified

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 3: Success indicates a student completed a class with a passing grade

   e. Unit/Program Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 4: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

f. Discussion on discipline-specific data on <u>course completion & student persistence</u>.   What does your data tell you?

5. Provide an example of how at least one Institutional Learning Outcome (ILO) and/or Student Learning Outcome (SLO) assessment has contributed or will contribute to unit/program improvements.

6. Unit Three-year Data Summary

   a. **Select data available on the Data Dashboard for all students in the program to determine gaps and to determine enhancements that would help with student success, paying particular attention to equity.**

   (Brief summary and analysis of unit <u>projects and initiatives</u> focused on equity data. Be prepared to discuss unit successes, areas in need of improvement, and improvement goals on specific populations for the upcoming year with your Administrator.)

7. Improvement Goals

   a.   Develop a department vision for the future. Please use the Table below for your responses.

   b.   Describe/list three to five short-term improvement goals for the next two years based on data analysis in questions 4 and 5. Please use the Table below for your responses.

   c.   Potential projects and activities to meet short-term improvement goals described/listed in 7a. Please use the table below for your responses.

   d.   Cite connections to strategic planning goals and objectives. Please use the Table below for your responses.

Department Vision for the Future			
Areas in Need of Improvement (7)	Short-Term Improvement Goals (for the next 2 years) (7b)	Strategies to Address Areas in Need of Improvement (7c)	Connection to Strategic Planning Goals/Objectives (Site goal and objective numbers) (7d)
•	•	•	•

Clovis Community College
Unit/Program Plan 2023-2024

Student Support Service Units

Department_____

Unit/Program_____

Sub-disciplines included in the Unit/Program _____

1. **Description of the Unit/Program**
    (Brief description of the Unit/Program and how many full-time & part-time faculty/staff)

2. **Status report on improvement goals from the prior Unit/Program Plan**
    (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

3. **Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives**
    (Identify Unit/Program's contributions to TWO institutional goals OR to TWO College Strategic Plan goals, objectives, or action steps. List completed activities/outcomes that support meeting these goals.)

4. **President's Strategic Goal Focus 2022-2024: Increasing course completion & student persistence (Fall to Spring) with a focus on African American and Latinx Students**

   a. College Wide Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 1: Success indicates a student completed a class with a passing grade

   b. College Wide Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 2: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

   c. Unit/Program Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 3: Success indicates a student completed a class with a passing grade

   d. Unit/Program Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

* NOTE 4: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

e. Discussion on discipline-specific data on <u>course completion & student persistence</u>. What does your data tell you?

5. Provide an example of how at least one Institutional Learning Outcome (ILO) and/or Service Unit Outcome (SUO) assessment has contributed or will contribute to unit/program improvements.

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   a. **Select data available on the Data Dashboard for all students in the program to determine gaps and to determine enhancements that would help with student success, paying particular attention to equity.**

   (Brief summary and analysis of unit <u>projects and initiatives</u> focused on equity data. Be prepared to discuss unit successes, areas in need of improvement, and improvement goals on specific populations for the upcoming year with your Administrator.)

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Department Vision for the Future			
Areas in Need of Improvement (7)	Short-Term Improvement Goals (for the next 2 years) (7b)	Strategies to Address Areas in Need of Improvement (7c)	Connection to Strategic Planning Goals/Objectives (Site goal and objective numbers) (7d)
•	•	•	•

Clovis Community College
Unit/Program Plan 2023-2024
Student Support Service Units
HYBRID (Services & Courses)

Department_____

Unit/Program_____

Sub-disciplines included in the Unit/Program _____

1. **Description of the Unit/Program**
    (Brief description of the Unit/Program and how many full-time & part-time faculty/staff)

2. **Status report on improvement goals from the prior Unit/Program Plan**
    (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

3. **Status report on the Unit/Program's contribution to the College Strategic Plan Goals and Objectives**
    (Identify Unit/Program's contributions to TWO institutional goals <u>OR</u> to TWO College Strategic Plan goals, objectives, or action steps. List completed activities/outcomes that support meeting these goals.)

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   a. College Wide Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 1: Success indicates a student completed a class with a passing grade

   b. College Wide Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 2: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

   c. Unit/Program Course Success by Ethnicity

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 3: Success indicates a student completed a class with a passing grade

   d. Unit/Program Student Persistence by Ethnicity (Fall to Spring)

	2019-20		2020-21		2021-22	
	Total	Percent of Total	Total	Percent of Total	Total	Percent of Total
Total		100.0%		100.0%		100.0%
African-American Students						
Latinx Students						

NOTE 4: Persistence (Fall to Spring) indicates a first-time, full-time student successfully completes in a Fall term and enrolls in the following Spring term

e.   Discussion on discipline-specific data on <u>course completion & student persistence</u>.   What does your data tell you?

5.   **Provide an example of how at least one Institutional Learning Outcome (ILO), Student Learning Outcome (SLO) and/or Service Unit Outcome (SUO) assessment has contributed or will contribute to unit/program improvements.**

6.   **Unit Three-year Data Summary**

   a.   **Select data available on the Data Dashboard for all students in the program to determine gaps and to determine enhancements that would help with student success, paying particular attention to equity.**

   (Brief summary and analysis of unit <u>projects and initiatives</u> focused on equity data. Be prepared to discuss unit successes, areas in need of improvement, and improvement goals on specific populations for the upcoming year with your Administrator.)

7.   **Improvement Goals**

   a.   **Develop a department vision for the future. Please use the Table below for your responses.**

   b.   **Describe/list three to five short-term improvement goals for the next two years based on data analysis in questions 4 and 5. Please use the Table below for your responses.**

   c.   **Potential projects and activities to meet short-term improvement goals described/listed in 7a. Please use the Table below for your responses.**

   d.   **Cite connections to strategic planning goals and objectives. Please use the Table below for your responses.**

Department Vision for the Future

Areas in Need of Improvement (7)	Short-Term Improvement Goals (for the next 2 years) (7b)	Strategies to Address Areas in Need of Improvement (7c)	Connection to Strategic Planning Goals/Objectives (Site goal and objective numbers) (7d)
•	•	•	•

STATE CENTER COMMUNITY COLLEGE DISTRICT
TIME CONFLICT PETITION
Refer to instructions on the reverse of this form.

Student Name: (print) _____

        Last   First   Middle

Student ID Number: [ ][ ][ ][ ][ ][ ][ ]   Semester: _____

	Schedule #	Course	Instructor	Meeting Days	Meeting Times
Class to be added					
Class with time conflict					

Student (See detailed instructions on reverse):
1. Provide sound justification of the need for the overlapping schedule in space below.
2. Sign below to indicate your request to add this class.
3. Submit completed form to instructor of class.

_____
_____
_____

Student's Signature: _____   Date: _____

Instructor Approval (See detailed instructions on reverse): List dates and times of how student will make up missed time; time must be made up within the same week in which it is missed under the supervision of the instructor of record.

Date	Time		Date	Time		Date	Time		Date	Time

Instructor's Signature: _____   Date: _____

Division Dean's Signature: _____   Date: _____

Vice President of Instruction Approval (If approved, return completed petition to student to take to registration for processing).

Approval: YES NO   Signature : _____   Date: _____

STUDENT INSTRUCTIONS:

1. Print complete name on Student Name entry line.
2. Enter your Student ID number where indicated; this is not your social security number. You can find your student ID number on your class schedule, an Associated Student Government card, or a payment receipt. Your student ID number can also be found on WebAdvisor at www.webadvisor.scccd.com using the *What's My User ID?* link.
3. Complete schedule number, course name, instructor name and semester.
4. Provide a written, sound justification for this request in space provided.
5. Sign form and submit to your instructor for consideration.
6. If approved by instructor, then request approval by Division Dean.
7. If approved by Division Dean, take to Office of Instruction for approval by Vice President of Instruction.
8. If approved by Vice President of Instruction, take approved petition to registration for enrollment into course.

INSTRUCTOR INSTRUCTIONS:

1. List dates and times of how student will make up missed time; time must be made up within the same week in which it is missed under the supervision of the instructor of record
2. Instructor's signature is required.
3. Refer student to Division Dean Office for approval.
4. A copy of this approved petition with attendance confirmation must be submitted at final grading. Instructor will receive copy of approved petition once student has been registered.

DIVISION DEAN OF INSTRUCTION:

1. Signature required if approving this time conflict petition.
2. If approved, refer student to Office of Vice President of Instruction.

VICE PRESIDENT OF INSTRUCTION

1. Indicate final action and sign.
2. If approved, refer student with approved form to registration office for processing.

REGISTRATION OFFICE

1. Refer to manager for processing.
2. Give pink copy to student.
3. Forward approved petition to Records.

NAME		ID#

REIMBURSEMENT CHECK MAILED TO	CITY	STATE	ZIP

TITLE OF ACTIVITY	LOCATION

PURPOSE OF TRAVEL (ATTACH ADDITIONAL PAGES, IF NEEDED)

ACTIVITY DATE	DATES AWAY FROM SITE	BUDGET NUMBER (MULT BUDGETS ATTACH 2ND PAGE)	MAXIMUM $ ALLOWED

EMPLOYEE SIGNATURE	DATE	PHONE# or EXTENSION

PRE-EVENT APPROVAL

Approvals: I find that the proposed travel meets the requirements of District policy and is consistent with the scheduling of any conference or training session to the attended.

DEAN OR SUPERVISOR	VICE PRESIDENT
PRESIDENT OR VICE CHANCELLOR	CHANCELLOR (OUT OF STATE)

EXPENSE DETAIL   (COMPLETE ACTUALS AFTER TRAVEL)

ITEMIZED EXPENSES PAID BY THE DISTRICT

ITEM	EST. COST	Sun.___	Mon.___	Tue.___	Wed.___	Thu.___	Fri.___	Sat.___	TOTAL
AIRLINE FARE									
LODGING, HOTEL, ETC. P.O. or REQ.#									
CONFERENCE REGISTRATION P.O. or REQ.#									
OTHER									
SUBTOTAL DISTRICT PAID ITEMS									(A)

ITEMIZED EXPENSES PAID BY THE EMPLOYEE

CONFERENCE REGISTRATION									
LODGING, HOTEL, ETC.									
TRANSPORATION EXPENSE: AIRFARE, RENTAL CAR or # MILES_____									
MEALS BREAKFAST									
LUNCH									
DINNER									
OTHER TRAVEL EXPENSES TAXI, PARKING, ETC.									
SUBTOTAL EMPLOYEE PAID ITEMS									(B)
GRAND TOTAL ESTIMATE COST									

SUMMARY OF EXPENSES

TOTAL EXPENSE (A) + (B)	
EMPLOYEE SUBTOTAL (B)	
OVERPAYMENT/REFUND TO DISTRICT (C)	
AMOUNT DUE TO EMPLOYEE (B)- (C)	

I hereby certify under penalty of perjury that:
1. I departed at _____ am/pm on ___/___/___ and returned at _____ am/pm on ___/___/___.
2. The above is an accurate accounting of my incurred expenses while in travel status.
3. The expenses claimed are not reimbursable to me or to the District from any other source.
4. My personal vehicle used for district business has the minimum insurance requirements required by law under the State of California and I carry a valid driver's license (if applicable).

SIGNATURE OF EMPLOYEE	Date
SIGNATURE OF SUPERVISOR	Date
SIGNATURE OF FINANCE/ADMINISTRATIVE SERVICES	Date

(To to be signed after expenses are itemized/authorized for payment.)

* Total expense should not exceed Maximum $ Allowed.
I have attached the following documents to support my reimbusement:
- Conference brochure or meeting agenda
- Itemized lodging bill showing zero balance
- Conference registration
- Rental car, gasoline
- Parking, Taxi, other

Rev 02/15

Travel or Conference Request Forms

Online Version

The online version of the District's Travel or Conference Request form has been separated into two forms.

1) Travel or Conference Authorization Request
2) Travel or Conference Reimbursement Form

Instructions:

Prior to completing this form, employees should receive verbal travel approval from their supervisor. The best rates are received when early reservations are made.

State Center Community College District
TRAVEL OR CONFERENCE AUTHORIZATION REQUEST
(Attached completed approved form to all prepaid items request and final reimbursement request)

1

NAME		ID#	PHONE OR EXT.	MAXIMUM AMT.
TITLE OF ACTIVITY		ACTIVITY DATE(S)		
DATES AWAY FROM SITE	LOCATION	If travel is out-of-state, I have confirmed the State is not on the travel banned list. Refer to AB1887 list on the California Attorney General Website		☐ Yes ☐ Except.
PURPOSE OF TRAVEL				

TRAVEL DETAILS*

2

TRANSPORTATION NEEDED	NAME OF LODGING/CONFIRMATION #	# OF DAYS AWAY FROM SITE	OTHER EXPS NEEDED

ESTIMATE COSTS

3

BUDGET NUMBER		OTHER FUNDING SOURCE		OTHER FUNDING AMT. (Negative) $
TRANSPORTATION $	LODGING $	CONFERENCE $	MEALS $	OTHER $
TOTAL ESTIMATE COSTS $ 0.00	EMPLOYEE'S SIGNATURE			DATE

SCIP Transaction/PO # for Pre-paid Items

PRE-TRAVEL APPROVAL I find that the proposed travel meets the requirements of District policy (AR 7400/Accounting Guidelines 7.0 Travel & Conference)

4

DEAN/SUPERVISOR	DATE	VP ADMIN. SERVICES	DATE
PRESIDENT/VICE CHANCELLOR	DATE	CHANCELLOR	DATE

(Required approvals: • out-of-state – President/Chancellor | • out-of-country – Board of Trustees)

*TRAVEL DETAILS: Prior to completing this authorization form, the employee should receive verbal travel approval from their supervisor. The best rates are received when early reservations are made.
Transportation Needed- List type, i.e. airfare, rental car, personal car. Airfare estimates should include a screen shot of travel as of the date the employee has signed this form.
Lodging - Employees are encouraged reserve lodging in advance, when cancelation without penalty can be arranged.
Meals- Estimate purposes use the full day meal allowance of $55.00 multiply by the number of days away from site. Actual reimbursement will be based on actual travel times.
Other Expenses- List other expenses needed, i.e. check bag, parking, fuel for rental car, etc.

Section 1 – Complete the top section, similar to the paper form with one exception. If traveling out-of-state, confirm on the California Attorney General's website, the state you are traveling to is not on the California's banned list of travel states. If the state is on the list, you will need to

ask for an exception. Mark the box "☐ Except." Attach a justification. Note: If traveling with a State funded budget, you will need to receive the CCCCO's approval.

Section 2 – Travel Details. List the type of travel accommodations you will require.

1. Transportation needed, i.e. personal car, rental car, airfare, none (carpool)
2. Name of lodging/confirmation number: name of hotel and confirmation or reservation number.
3. Number of days away from site: list the number of working days away from the site.
4. Other Exps Needed, i.e. parking, shuttle/taxi, etc.

Section 3 - Estimate Costs.

1. Budget Number: list the budget number(s) that the trip will be expensed to.
2. Other Funding Source: if applicable, list other funding sources that will be paying for portion of this trip, i.e. Foundation, Conference, Vendor, Self (additional personal days).
3. Other Funding Amount (Negative): if applicable, enter as a negative number, the estimate amount the other source will be contributing towards this travel expense.
4. List the cost of your trip. Include district payments and personal out-of-pocket.
   - If one category has two or more expenses, add them together, i.e. airfare and rental car would be combined in the estimate transportation costs.
   - The form will total your estimate costs.
5. SCIP Transaction/PO # for Pre-paid Items: This field is not required for pre-approval. Before submitting with the Travel or Conference Reimbursement Form if you had district paid items list the SCIP transaction number(s) or PO number(s) here.

Section 4 – Pre-Travel Approval. Route for approval per your location's guidelines.

1. Out-of-State travel requires President/Vice-Chancellor and Chancellor approval.
2. Out-of-Country travel requires the Board of Trustee's approval.

2) Travel or Conference Reimbursement Form

State Center Community College District
TRAVEL OR CONFERENCE REIMBURSEMENT FORM
(Attach T&C Authorization request and receipts; failure to attach these items may delay payment)

1

NAME	ID#	TITLE OF ACTIVITY	TC #

REIMBURSEMENT CHECK ADDRESS	DEPARTED DATE	DEPARTED TIME	☐ am ☐ pm	RETURNED DATE	RETURNED TIME	☐ am ☐ pm

ACTUAL COSTS

District Paid Items (By check or district issued credit card.)

2

TRANSPORTATION	LODGING	CONFERENCE	OTHER	TOTAL DISTRICT PAID EXPENSES
$	$	$	$	$ 0.00

Employee Paid Items (Attach receipts)

3

DATE	DESCRIPTION	TRANSPORTATION	LODGING	CONF/MEETING	MEALS	OTHER	TOTAL
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
		$	$	$	$	$	$ 0.00
EE PAID TOTALS (Additional expenses, attach an addition form)		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

CERTIFICATION I hereby certify under penalty of perjury that:

1. The above is an accurate accounting of my travel dates/time and incurred expenses while in travel status.
2. The expenses claimed are not reimbursable to me or the District from any other source.
3. My personal vehicle used for district business has the minimum insurance requirement required by law under the State of California, I carry a valid driver's license, and I am registered under the district's Pull Notice program.

4

Signature of Employee	Date	Signature of Supervisor	Date

Signature of Finance/Administrative Services	Date

Section 1 – Personal and actual travel information.
1. Name: Full name
2. ID: Employee ID
3. Title of Activity: Same title used on the authorization form.
4. TC#: DO NOT COMPLETE (DO – Office use only) Note: the district will use the return date of travel as the TC number.
5. Reimbursement Check Address: Physical address where you want your check mailed to.
6. Departed Date/Time and Returned Date/Time: Record the actual date and time you left for travel and returned.

Section 2 – District Paid Items. List all district paid expenses, either by check or district issued credit card.

- If one category has two or more expenses, add them together, i.e. airfare and rental car would be combined in transportation.
- The form will total all district paid items.

Section 3 – Employee Paid (Out-of-Pocket) Items.

1. List expenses by the date of the expense and the total for that item. DO NOT list the daily charge on multiple lines. For example;
   - On the last day of a conference – Employee drove home using personal car, paid the hotel for lodging and parking, the conference provided breakfast and lunch, on the way home the employee stopped for dinner. Arrived home after 7p.m.

ACTUAL COSTS
District Paid Items (By check or district issued credit card.)

TRANSPORTATION	LODGING	CONFERENCE	OTHER	TOTAL DISTRICT PAID EXPENSES
$	$	$ 85.00	$	$ 85.00

Employee Paid Items (Attach receipts)

DATE	DESCRIPTION	TRANSPORTATION	LODGING	CONF/MEETING	MEALS	OTHER	TOTAL
10/15/2021	Exps for CCIA Conference	$112.58	$250.56	$	$30.00	$10.00	$403.14

   - The example above shows:
     - The district pre-paid for the conference
     - The employee has personal mileage reimbursement
     - The employee split the hotel bill between the Lodging and Other (parking).
     - The employee listed the per diem for dinner only
   - Attach all receipts, maps for personal mileage, AND the ***Travel or Conference Authorization Form*** for this travel*. If these items are not included it will delay your reimbursement.

Section 4 – Certification and Approval

1. Sign the form.
2. Route for approval per your location's guidelines.

State Center Community College District
TRAVEL OR CONFERENCE REIMBURSEMENT FORM
(Attach T&C Authorization request and receipts; failure to attach these items may delay payment)

NAME	ID#	TITLE OF ACTIVITY	TC #

REIMBURSEMENT CHECK ADDRESS	DEPARTED DATE	DEPARTED TIME	☐am ☐pm	RETURNED DATE	RETURNED TIME	☐am ☐pm

ACTUAL COSTS

District Paid Items (By check or district issued credit card.)

TRANSPORTATION	LODGING	CONFERENCE	OTHER	TOTAL DISTRICT PAID EXPENSES
$	$	$	$	$

Employee Paid Items (Attach receipts)

DATE	DESCRIPTION	TRANSPORTATION	LODGING	CONF/MEETING	MEALS	OTHER	TOTAL
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
		$	$	$	$	$	$
EE PAID TOTALS (Additional expenses, attach an addition form)		$	$	$	$	$	$

CERTIFICATION I hereby certify under penalty of perjury that:

1. The above is an accurate accounting of my travel dates/time and incurred expenses while in travel status.
2. The expenses claimed are not reimbursable to me or the District from any other source.
3. My personal vehicle used for district business has the minimum insurance requirement required by law under the State of California, I carry a valid driver's license, and I am registered under the district's Pull Notice program.

Signature of Employee	Date	Signature of Supervisor	Date
Signature of Finance/Administrative Services	Date		

State Center Community College District
TRAVEL OR CONFERENCE AUTHORIZATION REQUEST
(Attached completed approved form to all prepaid items request and final reimbursement request)

NAME			ID#	PHONE OR EXT.	MAXIMUM AMT.

TITLE OF ACTIVITY		ACTIVITY DATE(S)	

DATES AWAY FROM SITE	LOCATION	If travel is out-of-state, I have confirmed the State is not on the travel banned list. Refer to AB1887 list on the California Attorney General Website	☐ Yes ☐ Except.

PURPOSE OF TRAVEL

TRAVEL DETAILS*

TRANSPORTATION NEEDED	NAME OF LODGING/CONFIRMATION #	# OF DAYS AWAY FROM SITE	OTHER EXPS NEEDED

ESTIMATE COSTS

BUDGET NUMBER		OTHER FUNDING SOURCE	OTHER FUNDING AMT. (Negative) $

TRANSPORTATION $	LODGING $	CONFERENCE $	MEALS $	OTHER $

TOTAL ESTIMATE COSTS $	EMPLOYEE'S SIGNATURE		DATE

SCIP Transaction/PO # for Pre-paid Items

PRE-TRAVEL APPROVAL I find that the proposed travel meets the requirements of District policy (AR 7400/Accounting Guidelines 7.0 Travel & Conference)

DEAN/SUPERVISOR	DATE	VP ADMIN. SERVICES	DATE
PRESIDENT/VICE CHANCELLOR	DATE	CHANCELLOR	DATE

(Required approvals: • out-of-state – President/Chancellor | • out-of-country – Board of Trustees)

*TRAVEL DETAILS: Prior to completing this authorization form, the employee should receive verbal travel approval from their supervisor. The best rates are received when early
*reservations are made.
Transportation Needed- List type, i.e. airfare, rental car, personal car. Airfare estimates should include a screen shot of travel as of the date the employee has signed this form.
Lodging - Employees are encouraged reserve lodging in advance, when cancelation without penalty can be arranged.
Meals- Estimate purposes use the full day meal allowance of $55.00 multiply by the number of days away from site. Actual reimbursement will be based on actual travel times.
Other Expenses- List other expenses needed, i.e. check bag, parking, fuel for rental car, etc.

State Center Community College District

VOLUNTEER SERVICE AGREEMENT

This Volunteer Service Agreement is made and entered into between the State Center Community College District (SCCCD) and _____.

(Name of Volunteer)

1. Position	District offers Volunteer and Volunteer agrees to render service as a volunteer performing the following duties *(no position title, please list all duties):* _____
	_____
	_____

2. Volunteer Status	☐ Volunteer is a community member; OR
	☐ Volunteer is already employed by SCCCD as a _____
	Volunteer understands and agrees that the volunteer service which is the subject of this agreement is in a different capacity from, and not closely related to the Volunteer's current employment with SCCCD.

3. Waiver	Volunteer understands the provisions of Paragraph (2) above, and that he/she will not earn or receive regular pay or overtime pay in connection with hours worked under this agreement. Volunteer knowingly and voluntarily waives any claims under the Fair Labor Standards Act in connection with this agreement.

Volunteer's initials indicating agreement: _____

4. Term	Volunteer's service shall begin on_____
	(Determined by Administrative Services)
	and shall end when (1) Volunteer's services are no longer required, or (2) this Agreement is terminated by SCCCD or volunteer.

5. Status	Volunteer specifically acknowledges he/she is a Volunteer within the meaning of 29 U.S.C. section 302(e) (4A) and other applicable law. Volunteer therefore agrees that this volunteer service does not gain status as a classified or academic employee and that this contract does not establish any right to probationary or permanent employment. Volunteer agrees he/she is not afforded rights under any of SCCCD's collective bargaining agreements and may be terminated by SCCCD at any time for any reason, or for no reason, without due process or a hearing of any kind.

Volunteer's initials indicating agreement: _____

6. History of Conviction	Have you ever been convicted of a crime – including a plea of guilty or no contest – which resulted in a criminal conviction that has not been judicially ordered sealed or expunged? (Your response should exclude the following: (1) misdemeanor convictions for marijuana-related offenses more than two years old as of the date that you complete this application; (2) convictions for which probation has successfully been completed, discharged, or dismissed; and (3) any adjudication or action taken under juvenile court.) _____ *Yes* _____ *No*

State Center Community College District

If yes, briefly describe the nature of the crime(s), the date and the place of conviction(s). The case number, and the legal disposition of the case(s) (attach a separate sheet if needed):

Other than specific criminal offenses that bar employment/volunteer opportunities with the District as mandated by Education Code section 87405, the District will not deny employment/volunteer opportunities to any applicant solely because the person has been convicted of a crime. The District, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the assignment.

7. I am physically, mentally, and professionally capable of performing the service involved in this volunteer assignment. I understand I am required to perform my volunteer services in accordance with any applicable laws, regulations, or technical/professional standards.

_____ *Yes* _____ *No*

Volunteer Information

Name: _____ ID#: _____

Address: _____

City / State / Zip _____

Telephone _____ Date of Birth _____

Emergency Contact Name(s) and Phone Number(s)

_____ _____
Name Phone Number

_____ _____
Name Phone Number

Signature of Volunteer: _____

Department Authorization

State Center Community College District

_____

Department/Division

_____

Volunteer's Direct Supervisor (*print*)

_____   _____

Signature of Supervisor   Signature of Area Administrator

Revised: July 19, 2018