Among the largest community colleges in California and the nation, San Diego Mesa College is a fully accredited, comprehensive two-year college serving 25,000 students and offering more than 195 associate degree and certificate programs. With its premier fine art and music programs, robust language offerings and rigorous math and science curricula, Mesa ranks as San Diego’s top transfer institution. The college also serves as an important economic catalyst for the region. Its career programs include allied health fields, biopharmaceutical, multimedia, animal health technology, American Sign Language, hospitality, fashion, architecture, interior design and more. Situated on a beautiful, suburban 104-acre mesa in the geographic center of San Diego, the college’s small classes, outstanding faculty, and reputation for quality offer an unparalleled academic experience. As a Title III and Title V eligible institution, Mesa College is committed to the success of all students, including underrepresented students and more than 1,000 veterans and their families. www.sdmesa.edu.

MISSION STATEMENT
San Diego Mesa College empowers our diverse student body to reach their educational goals and shape the future. As a comprehensive community college committed to access and success, we promote student learning and achievement leading to degrees and certificates in support of transfer education and workforce training, and lifelong learning opportunities. Faculty and staff collaborate with our students to foster scholarship, leadership, and responsibility to effect positive change within our community.

VISION
San Diego Mesa College shall be a key force in our community to educate our students to shape the future.

VALUES
Access · Accountability · Diversity · Equity · Excellence · Freedom of Expression · Integrity · Respect · Scholarship · Sustainability

STRATEGIC DIRECTIONS
1: Deliver, advance, and support an inclusive teaching and learning environment that enables all students to achieve their educational goals.
2: Build and sustain a sense of community that extends across campus and constituencies, nurturing collaboration, learning, growth, and diversity.
3: Build and sustain pathways in support of the comprehensive community college mission.
4: Support innovation in our practices.
5: Support personal growth and professional development of our employees.
6: Serve as stewards of our resources and advance effective practices in support of accountability.

For the full Education Master Plan, Strategic Directions and Goals, please go to www.sdmesa.edu/institutional-effectiveness.
SAN DIEGO MESA COLLEGE ADMINISTRATIVE ORGANIZATION

PRESIDENT
Pamela T. Luster, Ed.D., President

EXECUTIVE ASSISTANT TO THE PRESIDENT
Sara Beth Cain
Executive Assistant to the President
ext. 2722, A-104
Staff

INSTRUCTION
Tim McGrath, J.D.
Vice President
Deans
Department Chairs
Faculty/Staff

STUDENT SERVICES
Julianna Barnes, Ed.D.
Vice President
Deans
Managers
Department Chairs
Faculty/Staff

ADMINISTRATIVE SERVICES
Rachelle Agatha, CPA
Vice President
Administrative Services

OFFICE OF INSTITUTIONAL EFFECTIVENESS
Madeleine Hinkes, Ph.D.
Acting Dean
Staff

OFFICE OF RESOURCE DEVELOPMENT
Anne Zacovic
Director
Staff

COMMUNICATIONS SERVICES
Lina Heil
Information Officer
Staff

504 OFFICER
Pamela Chapman, x2254
Site Compliance/EEO Training

Jill Moreno Ikari
Site Compliance,
Mailbox: LRC
Sondra Frisch
EEO Training
Mailbox: G-248

LIAISON FUNCTIONS:
SDCCD Cafeteria and Bookstore
SDCCD College Police
SDCCD Facilities
Propostitions S and N
SAN DIEGO MESA COLLEGE FOUNDATION

The San Diego Mesa College Foundation was founded to support student success. Over the years, the Foundation has joined with faculty, staff, and other friends of Mesa College to create scholarships and other programs that directly benefit students. The Board of Directors has a dual focus for 2014-15 – to increase the support for student veterans, and to fund a scholarship for students who are close to completing their degrees. Please contact Anne Zacovic at 619.388.2285 or azacovic@sdccd.edu for more information.

BOARD OF DIRECTORS

Public Directors
Elizabeth Armstrong
Barbara Busch
Steve Cooke, President
Petar Kralev, Treasurer
Celeste Kupperbusch
Jeff Marston
Jerry Roxas
Jeremy Sanders, Vice President

College Directors
Kathy Fennessy, Secretary
Laurie Mackenzie
Tim McGrath
Associated Student Representative
Dr. Denise Rogers
Susan Topham

Ex-Officio Directors
Rachelle Agatha
Dr. Julianna Barnes
Lina Heil
Dr. Pam Luster

SAN DIEGO MESA COLLEGE, OFFICE OF THE PRESIDENT
Pamela T. Luster, Ed.D., President

OFFICE OF THE PRESIDENT
Pamela T. Luster, Ed.D., President
Sara Beth Cain, ext. 2722
Executive Assistant
to the President
Room A-104
Jane Ponce, ext. 2721
Senior Clerical Assistant
Patricia Davila, ext. 2721
Clerical Assistant

OFFICE OF INSTITUTIONAL EFFECTIVENESS
Madeleine Hinkes, Ph.D.
Acting Dean,
Room A-109, ext. 2509
Brianna Hays, ext. 2319
Campus Based Researcher
Ginger Davis, ext. 2509
Senior Secretary

OFFICE OF RESOURCE DEVELOPMENT
Anne Zacovic, Director
Room A-104, ext. 2721

OFFICE OF COMMUNICATION SERVICES
Lina Heil,
Information Officer
Room A-110, ext. 2759
Carol Beilstein, ext. 2879
Graphic Artist/Photographer
Anabel Pulido, ext. 2356
Graphic Artist/Photographer
OFFICE OF INSTRUCTION
Tim McGrath, J.D.,
Vice President, Instruction
Room A-103
Mila Zagyaniskiy, ext. 2755
Administrative Secretary
Brandon Terrell, ext. 2463 / 2755
Senior Clerical Assistant
Jeannette Leon
Clerical Assistant
ext. 2463, 2801
Aris Svedberg,
Administrative Technician
J-107, ext. 2931
Steve Manzuk,
Evening Safety Coordinator
ext. 2631
Articulation
Juliette Parker,
Articulation Officer
ext. 2639, J-107
Claudia Cuz-Flores,
Sr. Clerical Assistant,
ext. 2639, J-107

SCHOOL OF BUSINESS AND TECHNOLOGY
Danene Brown, Ph.D., Dean
Susan Gregory, Sr. Secretary
ext. 2803, J-106
Business Administration
Mark Abajan, Chair
Tracy Tuttle, Asst. Chair
Accounting
Business
Economics
Fashion
Hospitality
Marketing
Real Estate
Digital Technology
Karen Owen, Chair
Computer Business Tech.
Geographic Information Systems (GIS)
Multimedia
Web Development
Computer Science
Walter Duane Wesley, Chair
Computer Information Systems

SCHOOL OF SOCIAL/BEHAVIORAL SCIENCES AND MULTI-CULTURAL STUDIES
Charles A. Zappia, Ph.D., Dean
Denise Costa, Sr. Secretary
ext. 2801; SB 304
Jeanette Leon
Clerical Assistant
ext. 2463, SB 304
Architecture/Environmental Design
Ian Kay, Co-Chair
Holly Hodnick, Co-Chair
Architecture
Building Construction
Interior Design
Landscape Architecture
Behavioral Sciences
Madeleine Hinkes, Chair
Evan Adelson, Asst. Chair
Dina Miyoshi, Asst. Chair
Anthropology
Psychology
Sociology
Black Studies
Thekima Mayasa, Chair
Chicano Studies
Cesar Lopez, Chair
Social Sciences
John Crocitti, Chair
Donald Abbott, Asst. Chair
Geography
History
Philosophy
Political Science
Interdisciplinary Programs
American Indian Studies
Asian American Studies
Filipino Studies
Women’s Studies

SCHOOL OF HUMANITIES
Andrew MacNeill, Ed.D., Dean
Carlota Vidrio, Sr. Secretary
Sue Saetia, Sr. Clerical Assistant
ext. 2797; G-201
Communication Studies
Kim Perigo, Chair
English
Jennifer Cost, Chair
John Gregg, Asst. Chair
Pianta, Asst. Chair
English
ESOL
Humanities
Journalism
UCSD English
Humanities Institute
Denise Rogers, Faculty Coordinator
Teacher Education
Laurie Lorence, Faculty Coordinator
Co-Curricular Programs
College Newspaper,
Janna Braun, Advisor
Honors Program
Leticia Lopez
Alison Primoza
Wendy Smith
Honors Coordinators
International Education
Leticia Lopez
Speech and Debate Team,
Kim Perigo, Linda Farman,
Directors
Academic Skills Center
(Tutoring)
Carol Sampaga,
Clerical Supervisor
ext. 2898, 14-203
SCHOOL OF ARTS AND LANGUAGES

Leslie Shimazaki, Dean
Ruth San Filippo, Sr. Secretary, ext. 2873
Sue Saetia, Sr. Clerical Assistant ext. 2873; G-201

Art/Drama
Mario Lara, Co-Chair
Nate Betschart, Co-Chair

Languages
Leela Bingham, Chair
Jeff Berry, Co-Chair
Chinese  Latin
French  Russian
German  Spanish
Italian  Tagalog
Japanese  Vietnamese

Music
Momilami Ramstrum, Chair

Co-Curricular Programs
Art Gallery, Drama,
Mesa College Gallery
Vocal and Instrumental Music
International Education

SCHOOL OF LEARNING RESOURCES AND TECHNOLOGY

David Fierro, Interim Dean
Caterina Palestini, Sr. Secretary
ext. 2799; LRC 112

Learning Resource Center
Devin Milner, Chair

Center for Independent Learning
Paul Gomez, Supervisor
ext. 2520

Library & Audio Visual
Charlotte Robertson, Supervisor
ext. 2448

Academic Computing
Michael Davis, Supervisor
ext. 2510

Web Support
Steve Manczuk, Supervisor
ext. 2657

ADMINISTRATIVE COMPUTING

Provides computer and technology services and technical support for administrative and non classroom computing.
LRC, ext. 2615
Ken Einstein, Supervisor

SCHOOL OF MATHEMATICS AND NATURAL SCIENCES

Saeid Eidgahy, Ph.D., Dean
Mary I. Toste, Sr. Secretary
ext. 2795, MS-301

Accelerated College Program
Jarred Collins, Chair

Biology
Leslie Seiger, Chair
Anar Brahmbhatt, Chair

Chemistry
Rob Fremland, Chair

Mathematics
Terrie Teegarden, Chair
Ken Kuniyuki, Asst. Chair
Phyllis Meckstroth, Asst. Chair

Physical Sciences
Donald Barrie, Chair
Astronomy
Engineering
Geology
Physical Sciences
Physics

SCHOOL OF HEALTH SCIENCES/PUBLIC SERVICE

Margie Fritch, Dean
Gloria Wilder, Sr. Secretary
ext. 2789; S-300
Virginia Enriquez
ext. 2647, S-300

Allied Health
Danielle Laura, Chair
Animal Health Technology
Dental Assisting
Health Information Technology
Medical Assisting
Physical Therapist Assistant
Radiologic Technology

American Sign Language
William Clary, Chair
American Sign Language Interpreter Training

Consumer Family Studies and Culinary Arts
Christine Dupraw, Chair
Child Development
Child Development Center
Dietetic Service Supervisor Program

Nutrition
Culinary Arts/Culinary Mgmt.

Work Experience
Gloria Wilder,
Sr. Clerical Asst.
2789; S-300

SCHOOL OF EXERCISE SCIENCE/HEALTH EDUCATION AND ATHLETICS

Dave Evans, Dean, Athletic Director
Anita Lee, Sr. Secretary
Idea Stark, Clerical Asst.
ext. 2737; L-101

Physical Education
Jan Ellis, Chair
Kevin Hazlett, Asst. Chair
Todd Curran, Fitness Certification Coordinator
Lisa Williams, Lifeguard Coordinator

Dance, Health Education, Physical Ed., Fitness Certification

Intercollegiate Athletics
Dave Fager, Asst. Athletic Director
Kim Lester, Asst. Athletic Director
Kevin Hazlett, Asst. Athletic Director
Office of Student Services

Julianna Barnes, Ed.D., Vice President, Student Services
Room I4-401 • ext. 2678 • Fax 5989
Trina Larson, Administrative Secretary

Disability Support Programs and Services (DSPS)

TTY 388-2409
Jill Jansen, DSPS Coordinator, Chair, Counselor

Faculty:
Erika Higginbotham, High Tech Center Instructor
Dawn Stoll, DSPS Counselor
Isaac Arguelles-Ibarra, DSPS Counselor
Kari Crawford, DSPS Counselor
Rebekah Corrales, DSPS Counselor
Melissa Williams, Adjunct DSPS Counselor
Corey Coons, Adjunct DSPS Counselor

Support Staff:
Johanna Bodnar, Sr. Student Services Assistant
Desiree Redulla, Sr. Clerical Assistant
Pete Markall, HTC Instructional Assistant

Extended Opportunity Programs and Services (EOPS)

Pedro Olvera, Counselor, Acting EOPS Director, Chair

Counselors:
Nellie Dougherty
Karen Geida - CARE Coordinator

Adjunct Counselors:

Support Staff:
Lisa Naungayan, Student Assistance Tech./EOPS
Jackie Szitta, Student Assistance Tech./EOPS

Student Tutorial and Academic Resources

(STAR) I4-308
Marichu Magaña, Director, Counselor
Andre Sanz, Adjunct Counselor
Thuan Le, Student Assistance Tech.

Student Affairs

Ashanti Hands, Ed.D., Dean

Kathy Fennessey, Senior Secretary
Commencement, Campus Judicial Affairs, Posting/Publicity, Policy 3100, Scholarship Program, Assoc. Students, Student Activities, Student Clubs

Support Staff:
Courtney Lee, Senior Student Services Asst.

Financial Aid

Gilda Maldonado, Financial Aid Officer
Maria del Pilar Ezeta, Student Services Supervisor I
Guadalupe Bueno, SSA: Application F-L
Cindy Conteras, SAT/FA: Packaging
Skyler Dennon, SSA: Federal Work Study
Terri Galusha, SAT/FA: Pell Grant & Packaging A-E
Randall Gambill, SAT/FA
Florisel Guzman, SAT/FA
Emmanouil Powell, SCA: Record Database Coord.
Julissa Samano, SSA: CalGrant & Application R-Z
Cathy Springs, SSA: Application A-E
Natasha (Tosh) Susoeff, SAT/FA, Packaging F-K
Barbara Young, CA

Outreach and Community Relations

Genevieve Esguerra, Outreach Coordinator
Karla Gutierrez, Student Services Assistant

Student Health Services

Suzanne Khambata, Director, RN, MSN, FNP, CS
Nancy Bromma, RN, MSN, FNP, CS, Assistant Professor
Dawn Claphan, RN, MSN, FNP, CS, Adjunct
Dulce Garcia, Health Services Tech
Lisa George, RN, MSN, FNP, CS, Adjunct
Linda Gibbins, MA, LCSW, Adjunct
Rebecca Lee, MFT, MA, Adjunct
Michelle McCurdy, RN, MSN, FNP, CS, Adjunct
Sally Murdoch, RN, MSN, FNP, CS, Pro Rata
Adele Nicholas, RN, MSN, FNP, Adjunct
Robin Perry, RN, BSN, Office Nurse, Adjunct
Polly Rose, RN, BSN, Community Health Nurse, Adjunct
Sue Schrader Hanes, MA, MFT, Counseling Advisor
Lori Senini, RN, MSN, MBA, Adjunct
Victoria Swartz, RN, MSN, FNP, Adjunct
Mimi Vu, BPH, Health Services Tech
Calvin Wong, MD, Adjunct
COLLEGE ORGANIZATION

SCHOOL OF STUDENT DEVELOPMENT

Susan Topham, Dean  I4-401  
Angie Avila, Sr. Clerical Asst.  2896

Admissions/Records  I4-102  FAX 619-388-2960  
Ivonne Alvarez, Student Services Supervisor II 2689

Admissions  I4-102  
Cheri Sawyer, Student Services Supervisor I 2687  
James Arnegard, Senior Student Services Assistant, Prerequisites 2686  
Pahua Vang, Senior Student Services Assistant 2686  
Alma Godinez, Student Services Assistance, General 2686  
Sunny Jones, Student Services Assistant, General 2686  
Barbara Phripps, Student Services Assistant 2686  
Verifications, General  
Brunette Purdie, Student Services Assistant, General 2686  
Sibel Sahebjamei, Student Services Assistant, General 2686  
Cathy Sullivan, Student Services Technician/ Special Admissions, Allied Health

Residency/International Students  I4-102  
Ivonne Alvarez, Admissions 2689  
Valerie Seals, Senior Student Services Assistant, Residency 2688  
Ebony Tyree, Senior Student Services Assistant 2688  
Helena Hubbard, Student Services Assistant 2688

Veterans and Records  I4-102  
LaWanda Foster, Student Services Supervisor I 2805  
Laura Rodriguez, Student Services Assistant, Records 2805  
Helen Dinh, Student Services Assistant, 
Transcripts/Records 2805  
Gwen Mitchell, Student Services Assistant  
Grade Sheets/Roster Intake 2805  
Grade Changes/Incompletes  
Gail Fedalizo, Sr. Student Services Assistant 2805

Assessment/Testing  I4-201  
Barbara Plandor, Student Services Supervisor I 2779  
Josh Taylor, Senior Student Services Assistant 2718

Counseling  I4-303  
Ailene Crakes, Department Chair 2720  
Barbara Plandor, Student Services Supervisor I 2779

Counselors:  
Gabriel Adona 2672  
Kristina Carson, MAAP 2672  
Irma Dagnino, Puente 2672  
Adrienne Aeria Dines, International Students 2672  
Shirley Flor 2672  
Guadalupe Gonzalez 2672  
Leroy Johnson, Transfer Center 2672  
Chris Kalck 2672  
Guillermo Marrujo 2672  
Laura Mathis 2672  
Kari Parker 2672  
Adam Erlenbusch 2672  
Cynthia Rico 2672  
Anthony Reuss 2672  
Judy Sundayo 2672  
Michael Temple, Mesa Academy 2672  
Ben Weaver 2672  
Kirsten Fogue-Cely 2672

Pro-rata Faculty:  
Art Boyd 2672  
Eadie Richards 2672  
Jim Wales 2672

Adjunct Faculty:  
Amber Alatorre 2672  
Ricki Block 2672  
Abdimalik Buul 2672  
Ron Dewse 2672  
Alison Do 2672  
Anne Hedekin 2672  
Kelly Corbiseno 2672  
Khrystyn Pamintuan 2672  
Nicholas Demeo 2672

Support Staff:  
Kathy Archer, Student Services Assistant 2538  
Dawn McClelland, Student Services Assistant 2538  
Deborah Powell, Senior Student Services Assistant 2538  
Vacant, Student Services Assistant 2538  
Amanda Torres, Student Services Assistant 2538  
Damien Rosales, Senior Clerical Assistant 2538

STUDENT SERVICES CENTER

ROOM/EXT.

Transfer, Evaluations and Career Center  I4-306  
Monica Romero, Supervisor 2781  
Patricia Roa, Senior Student Services Assistant – Transfer 2473  
Deborah (Dee) Salazar, Student Services Assistant – Evaluations 2680  
Danielle (Des) Short, Student Services Assistant – Career 2777  
Leroy Johnson, Transfer Center Coordinator 2413

ROOM/EXT.

FIRST FLOOR

Academic Skills Center (Tutoring)  
Second Floor

SECOND FLOOR

Admissions  
Veterans & Records

Financial Aid  
Outreach

THIRD FLOOR

Counseling  
EOPS  
STAR

Transfer Center  
 Evaluations

CAREER CENTER

FOURTH FLOOR

VP/Student Services  
Dean/Student Development

Dean/Student Affairs  
Student Government

DSPS  
Student Affairs
SAN DIEGO MESA COLLEGE ADMINISTRATIVE SERVICES
Rachelle Agatha, CPA, MBA, Vice President, Administrative Services

ADMINISTRATIVE SERVICES
Administrative Services’ role is to provide leadership and assistance for the overall administrative functions of the college while coordinating with the San Diego Community College District in these areas. These functions include: business services, employment and payroll, student accounting, reprographics, mailroom, purchasing and stockroom, budget, financial planning and accounting, risk management, facilities planning and construction, maintenance of buildings and grounds. The department also coordinates with public safety, bookstore, cafeteria services, and the Mesa College Foundation.

SUPPORT STAFF
Taj Krumholz
Administrative Technician

TECH. AND TELEPHONE SUPPORT
Juan Ortega,
• Tech. Repair
• Telephone Repairs/Services
G-240, ext. 2480

STOCKROOM
Provides limited supply services to faculty and staff, including receiving functions, inventory control, maintenance of charge-back system.

K-202, ext. 2761
Frank Fernandez,
Stockroom Supervisor
Jesse Reyes,
Stock Clerk

BUSINESS SERVICES
Monitors all aspects of the campus financial budgets to include grants, contracts and special funding. Provides technical support to staff and faculty for:
• Purchasing/requisitions
• Charge backs
• Subscriptions
• Co-curricular
• Revolving cash fund
• Budget monitoring
• Conference and travel
• Foundation accounts
A-102, ext. 2771
Fax 619-388-2833
Erica (Patty) Garcia
Accounting Supervisor
Cesar Ochoa
Accounting Tech.
Marco Chavez,
Accounting Tech.
Linda Custer,
Accounting Tech.

EMPLOYMENT/PAYROLL
Provides services related to the hiring process of faculty and staff, payroll processing, leave reporting and other related services. The office functions as the liaison between District Human Resources and Mesa College.
A-101, ext. 2746
Fax 619-388-2979
Lynn Lasko,
Sr. Office Manager

Classified Timekeepers
A-101, ext. 2746
Luisa Falco,
Administrative Tech.
Lillie Sherman,
Administrative Tech.

Certificated Timekeeping
A-101, ext. 2746
Aracely Bautista
Administrative Tech.
Cris Palminter
Administrative Tech.

REPROGRAPHIC CENTER
The purpose of the Reprographic Department is to provide services to assist all faculty members in the preparation of instructional material in a timely and economical manner. Reprographics also coordinates mail services, printing services, voicemail, copier services, and other related faculty support services.

A-101, ext. 2746
Fax 619-388-2979

Classified Timekeepers
A-101, ext. 2746
Luisa Falco,
Administrative Tech.
Lillie Sherman,
Administrative Tech.

Certificated Timekeeping
A-101, ext. 2746
Aracely Bautista
Administrative Tech.
Cris Palminter
Administrative Tech.

STUDENT ACCOUNTING
Provides support to maintaining campus accounting records; supervises cashiering functions.

I4-106, ext. 2704
Lynn Ngoc Dang,
Accounting Supervisor
Robert Booth,
Sr. Account Clerk
Nicolas Johnson
Sr. Acct. Clerk
Sharon “Nikki” Smith
Senior Account Technician
Assess Ephrem,
Account Technician
Zod Schultz,
Sr. Account Clerk
Nathan Talo,
Sr. Account Clerk
Michelle West,
Sr. Account Clerk
Consuelo Porto y Taboada
Sr. Acct. Clerk

Student fee collection
Student refunds
Fiduciary trust accounts
Cashiering
AS/Clubs/Agency/Loan Accounts/Scholarships

A-101, ext. 2746
Fax 619-388-2833

Classified
Timekeepers
A-101, ext. 2746
Luisa Falco,
Administrative Tech.
Lillie Sherman,
Administrative Tech.

Certificated
Timekeeping
A-101, ext. 2746
Aracely Bautista
Administrative Tech.
Cris Palminter
Administrative Tech.

K-203, ext. 2764
Penny Hedgecoth,
Reprographics/Mail Services Supervisor
Jose Cabral,
Mail Clerk
Rocio Sandoval,
Lead Production Services Assistant
Lygia Dela Cruz,
Production Services Assistant
Leanne Kunkee,
Production Services Assistant
Gianna Principato,
Production Services Assistant

Telephone Operator-
PBX
K-203, ext. 2600
Petra Montgomery,
Telephone Operator
SAN DIEGO MESA COLLEGE
ADMINISTRATIVE PERSONNEL

President
Dr. Pamela T. Luster
ext. 2721, Room A-104

Vice President, Instruction
Tim McGrath
ext. 2755, Room A-103

Vice President, Student Services
Dr. Julianna Barnes
ext. 2678, Room I4-401

Vice President, Administrative Services
Rachelle Agatha
ext. 2990, Room A-102

Dean, Arts and Languages
Leslie I. Shimazaki
ext. 2873, Room G-201

Dean, Social and Behavioral Sciences/
Multicultural Studies
Dr. Charles A. Zappia
ext. 2801, Room A-111

Dean, Business & Technology
Danene Brown
ext. 2803, Room J-106

Dean, Health Sciences/Public Service
Margie Fritch
ext. 2789, Room S-300

Dean, Humanities
Dr. Andrew MacNeill
ext. 2797, Room G-201

Acting Dean, Institutional Effectiveness
Madeleine Hinkes
ext. 2509, Room A-109

Dean, Math and Natural Sciences
Dr. Saeid Eidgahy
ext. 2795, Room MS301

Interim Dean, Learning Resources & Technology
David Fierro
ext. 2799, LRC-111

Dean, Exercise Science/Health Education
and Athletics
Dave Evans
ext. 2737, Room L-101

Dean, Student Affairs
Dr. Ashanti Hands
ext. 2699, Room I4-408

Dean, Student Development
Susan Topham
ext. 2896, Room I4-401

Admissions and Records Director
Ivonne Alvarez
ext. 2689, Room I4-102

Financial Aid Officer
Gilda Maldonado
ext. 2820, Room 14-107

DSPS Coordinator
Jill Jansen
ext. 2780, Room I4-405

Articulation Officer
Juliette Parker
ext. 2639, Room A-110

Information Officer
Lina Heil
ext. 2759, Room H-400

PRESIDENT’S CABINET

Pamela T. Luster
President
Tim McGrath
Vice President, Instruction
Julianna Barnes
Vice President, Student Services
Rachelle Agatha
Vice President, Administrative Services
Andrew MacNeill
Instructional Deans’ Council Representative
Ashanti Hands
Student Services Dean Representative
Madeleine Hinkes
President, Academic Senate
Terry Kohlenberg
President-Elect, Academic Senate
Rob Fender
Vice President, Academic Senate
John Crocitti
Chair, Academic Affairs
Jennifer Cost
Chair of Chairs, Academic Affairs
Angela Liewen
Vice President, Classified Senate
Michael McLaren
Chair, Academic Senate
Jesus Esudero, IV
Associate Students President
Marcelo Masur
Associate Students Vice President

ACADEMIC SENATE EXECUTIVE COMMITTEE

Terry Kohlenberg
President
Rob Fremland
President-Elect
Donna Duchow
Vice President
Ken Kuniyuki
Treasurer
Becca Arnold
Academic Senate Secretary
Madeleine Hinkes
Senator-At Large #1
Vacant
Senator-at-Large #2
Guadalupe “Lupe” Gonzalez
Chair, Committee of Chairs
Inna Kanevsky
Chair - Professional Development
Michelle “Toni” Parsons
Co-Chair of Academic Affairs
Dina Miyoshi
Co-Chair - Curriculum Review
Madeleine Hinkes
Co-Chair - Program Review
Sue Saetia
Immediate Past President

CLASSIFIED SENATE OFFICERS

Angela Liewen
President
Michael McLaren
Vice President
Neil Bhatia
Treasurer
Amanda Z. Torres
Secretary
Joshua Taylor
Member at Large
COMMITTEES

ACADEMIC SENATE COMMITTEES

Academic Affairs
  Asian Pacific American Studies
  Curriculum Review
  Honors
  International Education
  Program Review
  Teacher and Reading Development Program
  Women's Studies
Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
LRC Liaison Committee
Professional Development Committee
Tenure and Promotion Review

AD HOC COMMITTEES

Contract Faculty Position Priorities
Facilities Master Plan
Distance Education

CAMPUS-WIDE SEARCH COMMITTEES

(as needed for faculty, staff and administrative vacancies)

CAMPUS-WIDE COMMITTEES

Academic Affairs Committee
Academic Review Committee
Basic Skills Success and Retention Committee
Budget Development Committee
Career Technical Education (CTE) - Perkins Committee
Catalog Committee
Commencement Committee
Crisis Response Committee
Curriculum Review Committee
Deans' Council
Diversity Committee
Environmental Stewardship
Facilities Planning Committee
Global Awareness Committee
Humanities Institute Advisory Committee
Information Technology Committee
Instructional Deans' Council
Matriculation Advisory Committee
Mesa College Marketing Advisory Committee
Mesa College Staff Development Committee (includes Flex and Classified Staff Development Subcommittees)
Planning and Institutional Effectiveness Committee (PIE)
President's Cabinet
Program Review Committee
Research Committee (Includes RERB)
Scholarship Committee
Site Safety Committee
Strategic Planning Committee
Student Services Council
Student Disciplinary/Grievance Committee
Transfer Memorandum of Understanding Committee

COMMITTEES WITH ASSOCIATED STUDENT MEMBERSHIP

Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Student Services Council
President’s Cabinet
Program Review
Scholarship
Student Disciplinary Hearing
Student Grievance
Student Judicial Review
Welcome Week

DISTRICT-WIDE COMMITTEES

Academic Calendar Committee
Auxiliary Business Services Organization
Budget Development and Institutional Planning Committee on Academic Personnel (CAP)
C-Cert
Curriculum Instructional Council
Disaster Preparedness
Distance Education User Group
District Marketing and Outreach Committee
District Strategic Planning Committee / Technical Working Committee
Educational Resource Development Task Force
Emergency Disaster Preparedness Committee
Faculty Professional Development Council
Faculty Service Area Commission
Humanities Institute Advisory Committee
International Education Task Force
Library Automation User Group
Regional Safety and Health
District Wide Research Committee
Student Services Council
STUDENT SERVICES

ACCESS TO AND REVIEW OF

Pursuant to the “Family Rights and Privacy Act of 1974” (Public Law 93-380) and the California Education Code, no individual, agency or organization shall have access to a student’s records without the written consent of the student, with certain exceptions.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student’s name, address, telephone number, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with verified disabilities have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act, the ADAAA and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 4100, Section 1.10).

Faculty and staff are encouraged to refer students with disabilities and consult directly with Disability Support Programs and Services (DSPS) regarding any accommodation issues. It is recommended that students contact DSPS early for assistance and DSPS will work to meet the needs in a timely manner.

The DSPS department can provide support for proper use of academic accommodations, integrity of curriculum, confidentiality, and use of technology, (High Tech Center, LRC 135). If you are working with students who identify themselves as persons with disabilities, or if you have any questions, call the DSPS office at x2780 or view their website at www.sdmesa.edu/dsp

Service Animals - Procedure 3105.2

The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Procedure 3105.2) in compliance with state and federal law. To access the classroom with a service animal, students are required to contact DSPS, which must review and approve the issuance of SDCCD identification. This ID will allow students to access any non-public areas at their enrolled college with their service animal.

ATTENDANCE AND ACCOUNTING

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student’s control.

Rules have been established by the Board of Trustees for management of class attendance:

Faculty shall maintain accurate attendance records.
- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: “No shows” or “Is no longer actively participating” such as students who have accumulated excessive unexcused absences.
- After the census date, it is the instructor’s discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the “method by which the final grade is determined,” and has provided this information in the class syllabus.
- Faculty may excuse absences when the actual results from illness, accident, other circumstances beyond the student’s control, or participation in authorized professional or college activities.
- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- It is the student’s responsibility to drop all classes in which he/she is no longer participating. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade.
- Faculty will include a statement in the syllabus that it is the student’s responsibility to withdraw from a class after the drop deadline.
- It is the instructor’s discretion to use excessive absences to drop a student after the drop deadline.
- Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

For more information regarding class attendance policy, refer to the Attendance and Accounting Manual published each academic year.

COUNSELING

Academic counselors are available on campus to assist students with their educational, career, and personal counseling needs. Please refer students to the counseling office in I4-303.

REGISTRATION AND SERVICES

Reg-e Online Registration

http://studentweb.sdccd.net

Help Line (619) 388-2500

Reg-e Online Registration is a district-wide system that allows students to register for classes; add and drop; purchase parking permits and AS memberships; obtain class schedules; review fees owed and payment deadlines; and check their academic history. Grades are available to students by using eGrades.

Wait List - Students who attempt to register in a closed class have the option to place their name on a wait list. While the wait list does not guarantee priority enrollment, instructors are encouraged to adhere to the wait list when filling open seats.

STUDENT COMPLAINT PROCESS

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or grading criteria should be resolved by contacting the following persons in order: (1) instructor of the class; (2) department chair; (3) instructional dean; and (4) the vice-president of instruction.

Students with concerns/complaints about Academic Accommodations should contact Jill Moreno-Ikari, 504 Officer, x2254. See more at sdmesa.edu/dsp/adad-adjust.cfm. (Policy 3105)
For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Non-Academic and Miscellaneous Complaints
Student complaints about non-academic staff (e.g., in the bookstore or in student services offices) should be directed to the following persons in order: (1) The employee; (2) the employee’s supervisor; (3) the supervisor’s manager; and (4) the Dean of Student Affairs.

STUDENT HEALTH SERVICES
Health services are available to all students enrolled at Mesa College. A nurse practitioner is on duty daily. A medical doctor and Licensed Marriage Family Therapist or Licensed Clinical Social Worker are available by appointment only. Nurse practitioner and physician visits are free. Medical procedures and medications may also require a fee.

Health Services provides preventative and disease-focused medical care. This includes: general medical care, GYN and men’s health care, laboratory and prescription services, TB tests, immunizations, blood pressure screening, physical exams, smoking cessation and weight management.

For more information call Student Health Services at ext. 2774.

STUDENT RIGHTS AND RESPONSIBILITIES:
The San Diego Community College District Policy 3100 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and the Student Planning Guide.

Copies of the policy and procedures are also available in the Student Affairs Office located in I4-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights
San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:
• Freedom to an impartial, objective evaluation of academic performance;
• Freedom of expression;
• Freedom from acts or threats of intimidation, harassment, or physical aggression;
• Freedom from the imposition of disciplinary sanctions without proper regard for due process;
• Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
• Freedom to participate in the formation of policy affecting them;
• Freedom to petition to organize interest groups or join student associations;
• Freedom to invite speakers to make presentations on campus;
• Freedom to develop student publications;
• Freedom to receive appropriate accommodations for disabilities.

STUDENT CHEATING AND PLAGIARISM
Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events. Cheating and plagiarism are a violation of the student code of conduct.

STUDENT DISCIPLINARY PROCEDURES
These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 3100, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally.

Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing.

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion.

For additional information, please contact the Office of Student Affairs, I4-408, 2699.

STAR TRIO
I4-308 ext. 2481

STAR is 100% funded by a U.S. Dept. of Education TRIO grant. STAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The goal of STAR is to increase the college retention and graduation rates of its participants and to facilitate the process of transition to the four-year university. Students must meet federal eligibility requirements to participate.

INSTRUCTION

ACADEMIC COMPUTING LABS
Academic Computing Labs are scheduled by the departments they support and are usually not available for other uses.

ADD CODES
Add codes provide a means for faculty to allow students to add their classes after the start of the semester. Add codes are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. An add code will not be valid for a student who does not meet the prerequisite for a class.

Instructors are expected to record the name and CSID of the student who is assigned a particular add code. The add code must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on Reg-e or they will be dropped from the class roster. Instructors are asked to remind students of the add deadlines and the deadline for payment of tuition and fees. Late add petitions are not accepted.

ADJUNCT INSTRUCTOR ASSIGNMENTS
Adjunct instructor assignments may be made at any time between the establishment of the schedule of classes and the start of the semester or summer session. Once the assignments are made, and the Tentative Assignment Offer is signed, faculty may have only a short time to develop their syllabi, check with the bookstore to make sure there are enough text books in stock, and prepare for their classes.
SAN DIEGO MESA COLLEGE —— Pedestrian Routes/Detours
7250 Mesa College Drive • San Diego, CA 92111-4998

STUDENT SERVICES CENTER • I-400
Admissions, Accounting, Counseling, Assessment/Testing, Veterans & Records,
Career/Transfer, Evaluations, Matriculation & Outreach, Student Development,
Tutoring (Academic Skills Center), Student Affairs, Student Health Services,
ASC, Financial Aid, DSPS, STAR, DSPS Classrooms

Parking: Enforced first day of classes • No Grace Period
Additional MESA College Student parking at National Guard Armory, 7401 Mesa College Drive • Permits Required.

Construction Zone
Use extreme caution!

Pedestrian Pathways
Follow Pedestrian Detours!

KEY
A-100 Administration, President, VF Instruction, VP, Administrative Services, Center for Institutional Effectiveness
A-109 Administration,中心主任, VP, Administrative Services, Center for Institutional Effectiveness
A-110 Communications Services Office
B-100 Classrooms
B-110 Continuing Ed. Classrooms
C-100 Classrooms, Offices
D-100 Fine Arts Classrooms
D-200, D-300 Classrooms
Library, Audiovisual, Language Center
Library, Language Center
L-100 Physical Education
L-200 Handball, Racquetball, Wt. Rooms
MA Classrooms
MS Mathematics Complex
MV Modular Village Classrooms
O-100, O-200 Facilities/Athletic Equipment
P-100 Photography/Printmaking
P-200 Nursery/Landscaping
R-300 Organic Garden
R-300 Animal Health Technology
R-300 Police Substation
R-300 Parking Structure
R-300 Child Development Center
S Allied Health Education/Training Facility
SB Social & Behavioral Sciences Temporary Classrooms
T1, T2, T3 Central Plant
T1, T2, T3 Mesa College Design Center
U-100 Central Plant
V-100 MESA College Design Center
W-100 Auxiliary Services
X-100 Allied Health Education & Training Facility
Y-100 Allied Health Education & Training Facility
Z-100 Allied Health Education & Training Facility

ATHLETIC FACILITIES
M1, M2, M3 Gym
4 Baseball Field
DS Merrill Douglas Stadium
7 Tennis Courts
8 Swimming Pool
10 Upper Field (soccer/softball)

Police Escort Service 619-388-6405

Parking Enforced first day of classes • No Grace Period
Additional MESA College Student parking at National Guard Armory, 7401 Mesa College Drive • Permits Required.

Students with valid permits may utilize FLEX Parking spaces along Mesa College Circle west of the tennis courts after 4 pm (look for FLEX sign).

Parking Permits are required:
7 am to 7 pm, Mon-Fri.
See sdmesa.edu/parking

Permits are not required Saturday, Sunday, or SOCCO holidays.

Motorcycle Parking
TTY Phone: near cafeteria
MTS Bus Stop, Routes 41, 44
AED - automated External Defibrillators
Starway

Update Aug. 28, 2014
### GENERAL INFORMATION

#### CRISIS RESPONSE FORMAT

- **PERSON IN CRISIS:** Call 619-388-6405
- **Dispatch:** Dispatches Help
- **COLLEGE POLICE OFFICER** and/or **ADMINISTRATOR** and/or **COUNSELOR** and/or **MEDICAL**

#### CRISIS RESPONSE PROCEDURES

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CURRICULUM APPROVAL PROCEDURES

Faculty interested in initiating program change requests or developing new course proposals, including proposals for Honors courses, should begin the process by contacting their department chairs and the Academic Senate office for referral to the chair of the Curriculum committee.

DISRUPTIVE STUDENT BEHAVIOR

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the college. However, at the point behavior threatens the personal safety of a student, faculty, or staff person, such behavior is classified as a crisis and will necessitate a call to Mesa College Police Dispatch 619-388-6405. (x2749 Mesa Only or TTY 388-6419).

In identifying disruptive behavior, one should not be confused with the students’ right to express their differing opinions, a right fundamental to their academic freedom. Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/disruption as well as the number of times that a student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into consideration the impact the disruption(s) has/have on students as well as on himself/herself. An instructor’s tolerance level may be greater than that of his/her students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

Prevention

It is recommended that the syllabus define standards of conduct in the classroom. Thoroughly review with your students your behavioral expectations for the class.

Instructors must familiarize themselves with locations and phone numbers (extensions) of the closest source of help (closest phone, Department Chair, School Dean) prior to the start of each semester, in order to prepare themselves on how to respond, if needed.

Recommended Actions

Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the School Dean.)

If the behavior continues, issue a verbal warning to the student. For example, say something like this: “If the behavior continues, you will not be allowed to remain in class for the day of the offense and the following class period.”

In the event the behavior continues, remove the student from the class period and the following class period. Immediately after class, consult with the dean of Student Affairs and the Department Dean to notify them of the situation by completing a “Removal of Disruptive Students Faculty/Staff Incident” form. Submit the original form to the Dean of Student Affairs and a copy to the School Dean.

If the student returns and repeats the unacceptable behavior, the student should be referred to the dean of Student Affairs or the School Dean prior to returning to class.

If in any of the above steps, the student becomes abusive or refuses to leave the class, call College Police at 619-388-6405. In addition, contact the Dean of Student Affairs and School Dean. Document the event. Have the police officer file a report. The School Dean will contact the Dean of Student Affairs regarding further action upon return of student.

For more information, please contact the Dean of Student Affairs in I4-408 (ext. 2699)

FIELD TRIPS

SDCCD for 3120.2, Request/Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

FINAL EXAMINATIONS

Final examinations for evening classes should be given during the last class session. However, if an evening instructor schedules the final examination prior to the last week of the semester, the last class session should be used to review examination results or to cover additional academic information. Please note that evening classes may not be dismissed during the last week of the semester.

It is important to follow the above procedures for administering final examinations. We are responsible for fulfilling the college’s legal obligations under the academic calendar, which requires us to offer sufficient days of instruction.

FACULTY RIGHTS AND RESPONSIBILITIES

San Diego Mesa College Academic Senate Statement of Instructor Rights and Responsibilities

An instructor’s primary right and responsibility is to teach. All other rights and responsibilities are grounded in the instructor’s role as teacher. Instructors have the right to expect an academic environment free from interference with the teaching and learning process. Also, instructors have the responsibility to avoid any conduct that would interfere with teaching or learning.

1.1. Instructors have the right to free intellectual inquiry and discussion.

1.2. Instructors have the responsibility to design their individual courses within the guidelines of the official course outline.

1.3. Instructors have the responsibility to inform students, through a syllabus at the beginning of the semester, about the course and its requirements and grading and attendance policies.

1.4. Instructors have the right to select textbooks and teaching materials within the guidelines of the official course outline.

1.5. Instructors have the right and responsibility to maintain academic standards.

1.6. Instructors have the responsibility to conduct classes at the assigned times and adhere to their on-campus schedules.

1.7. Instructors have the right to have corrected, any physical plant conditions that may threaten the safety of students or staff or impede the teaching and learning processes.

1.8. Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.

1.9. Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.

1.10. Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.

1.11. Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).

1.12. Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student’s work within the guidelines of the syllabus.

1.13. Instructors have the right and
3.7. Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.

Employees’ Rights

Article IV—Employee Rights (Employee Handbook)

4.3.1 Employees shall be free from acts or threats of intimidation, and physical or verbal discrimination, harassment or aggression.

4.3.2 Employees shall be encouraged to participate in the formation of policy affecting them.

GRADES SUBMISSION

Faculty must submit their grades online within the published designated time frame, as specified on the memo attached to the opening day roster provided by the Admissions Office. District Office Records Staff will provide immediate and ongoing status of grade non-submittals directly to the College President, VPI, and appropriate Dean. Recognizing that timely grade reporting is critical to students in a number of cases, VPIs will initiate a progressive discipline process for grades not submitted on time.

GRANT PROPOSALS

Faculty and staff are encouraged to use their creativity in seeking external funding by developing grant proposals. The grant concept should be shared with the dean as soon as possible. A form to seek external funding is available from the vice presidents and deans. Information about funding sources and assistance in writing a proposal can be obtained from the college grants coordinator.

GUEST SPEAKERS

To request approval of guest speaker, contact your dean’s office for the appropriate form.

LEARNING RESOURCE CENTER (LRC)

Library, Audiovisual Department and Center for Independent Learning

The four-story Learning Resource Center (LRC) consists of the Library (Floors 1 and 3); the Audiovisual Department (Floor 4); and the Center for Independent Learning (Floor 4). The office of the Dean of Learning Resources and Information Technology is located on the 1st floor, room number LRC 111.

Library

LRC, Floors 1 and 3, ext. 2696
http://sdmesa.edu/library

The library offers a wide variety of print and computerized sources of information, and its staff assists students in accessing and utilizing these resources. There are also facilities for large and small group study, individual study, and library instruction for Mesa College classes.

Instructors should contact Alison Steinberg at ext. 2938 to sign up their class(es) for a library instruction session.

The library’s resources and facilities include:

- Reference and circulating books; periodicals; Course Reserve Collection (at Checkout Counter); online periodical and reference databases; Internet access
- Career Collection (college catalogs and information on jobs, colleges and careers)
- ESL Collection
- 24/7 Live Chat Reference Service
- Computerized workstations with adaptive software to access library catalog, databases and the Internet
- Photocopiers and laser printers for computerized databases (includes a page charge)
- Microfiche / microfilm readers and printers

Audiovisual Services

LRC, 4th Floor; ext. 2690

The Audiovisual Department provides faculty with audiovisual equipment and materials for classroom use. It also offers guidance and production assistance to students and faculty who are preparing audiovisual materials for classroom presentations. Students may also use the Audiovisual Department’s materials and equipment in their classroom with their instructor’s written permission.

The department also provides support for the purchase, usage, maintenance and troubleshooting of classroom audiovisual/computing equipment.

The Audiovisual Department’s resources, services, and facilities include:

- Videotapes, DVDs, CD’s and streaming video
- Video reference services to identify videos for purchase by faculty
- Access to the Consortium’s Video Library
- Wide range of audiovisual and computer equipment for classroom use
- Listening, viewing, and production booths (including video) for faculty and students.
- Audiovisual support for campus events
- Laminating services *
- Graphic production of signs and posters *
- Digital image production and printing *
- Video production for faculty *

* A materials fee is charged for these services
Center for Independent Learning

LRC, Floor 4; 2769

The Center for Independent Learning (CIL) provides students with workstations and a computerized network of classroom-related software for individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. CIL materials, services and facilities include:

- Student computer lab with numerous networked instructional programs
- Over 130 workstations
- Internet access, word processing, spreadsheets, computer graphics
- Wi-Fi Access
- Scanners, printers and photo copiers.

LANGUAGE CENTER

2nd floor, library, ext. 7906

The Language Center offers students state-of-the-art, computer-based language acquisition tools. From individual stations, students are able to access digital audio and video material, interactive multimedia programs and the Internet.

PROGRAM REVIEW

Program Review is an established process that now serves as the vehicle through which the College’s integrated planning, evaluation, and resource allocation efforts are accomplished. Program Review includes a three year cycle, beginning with a comprehensive review in year one, followed by updates in years two and three. The President’s Office and all areas of Instruction, Student Services, and Administrative Services participate in program review.

The Program Review Committee reports directly to President’s Cabinet. The committee is comprised of faculty, staff, and administrators, with each member serving in a liaison capacity to three lead writers. Liaison responsibilities include peer support during the research and writing of the program review and evaluation of the final product. Components of the program review include program or service area-level overview of instruction or services, compliance with state and federal laws in terms of curriculum and services, data analysis, including disaggregated data where appropriate, analysis of strengths and challenges, summary of student learning outcomes assessment, identification of vision and goals, statement of needs, and follow up on outcomes of planned interventions or actions funded through requests in previous program reviews. Requests for resources are included within the program review and are provided to the College’s three resource prioritizing committees for analysis and ranking purposes. At the conclusion of the Program Review/Integrated Planning Cycle, the following reports or documents are submitted to President’s Cabinet for recommendation to the President and final decision making: summary report of all program reviews and a prioritized list of requests for each of the resource areas, including supplies and equipment, faculty, and classified staff.

Program Review is a collaborative process with extensive dialogue, formal training, peer support, and transparent decision making. The Program Review Committee establishes and publishes a comprehensive timeline for program review and the prioritizing committees, conducts training, maintains a website with support materials, and communicates regularly to all campus constituents regarding program review and prioritizing committee activities and processes. For additional information regarding program, contact the Office of Institutional Effectiveness at ext. 2509.

SCHOLARSHIPS FOR CLASSIFIED STAFF

The San Diego Mesa College Foundation offers scholarships for classified staff. Scholarship applications and details can be obtained in the Student Affairs Office, ext. 2699.

STAFF DEVELOPMENT

There are a number of professional development and professional growth opportunities for faculty and classified staff. Please refer to your specific Collective Bargaining Unit Agreement for details. Some opportunities require specific forms.

Staff development activities are organized and/or funded by a college-wide, shared governance committee. This group meets regularly to review request for funding in the following areas:

- Conference and travel
- RFPs for retreats, seminars, training, etc.
- Classified staff scholarships
- Flexible calendar activities

The Flex Days office is located in LRC 434. Phone: ext. 2799

SYLLABUS

The course syllabus describes how an individual instructor will carry out the course outline with his/her students. It is the syllabus which describes class-specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the official course outline in terms of both topics and methods. In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record. For more specific information and guidelines for developing the course syllabus, please refer to “Requirements and Recommendations for Class Syllabi” (Dean). In addition, faculty may wish to ask their department chairs for guidance in developing their syllabus and for sample syllabi from their colleagues in the department.

TUTORING SERVICES

Mesa College provides comprehensive tutoring services to students. The tutoring programs work together to help meet the wide array of student learning needs. The tutoring centers provide peer tutors and brings resources that help students to achieve his/her educational objectives.

Academic Skills Center (Tutoring)

I4-203 ext. 2898

The Mesa College Academic Skills Center provides free tutoring in math, writing and selected subjects for all Mesa College classes. Tutoring is available on a walk-in basis. Tutoring is provided by trained peer tutors and volunteers. A schedule of subjects tutored is available in the Center. The service is free for all Mesa College classes and is available on a first-come, first-served basis. For additional information please call the Mesa College Academic Skills Center.

The Bridging Lab

I4-203 ext. 2869

The Bridging Lab provides walk-in instruction for English, ESOL and basic mathematics, as well as test preparation for the TOEFL and GED. Computers are available for learning tutorials as well as for preparing term papers. The Bridging Lab is open to all students. Students are served on a first-come, first-served basis.
STAR TRIO

14-308 ext. 2481

STAR is 100% funded by a U.S. Dept. of Education TRIO grant. STAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The goal of STAR is to increase the college retention and graduation rates of its participants and to facilitate the process of transition to the four-year university. Students must meet federal eligibility requirements to participate.

ADMINISTRATIVE SERVICES

ADDRESS/NAME CHANGE

Promptly report any change of address, name, phone or other significant contact information via completion of a Payroll Addressor Name Change Notice form, available on the District website or from the Business Office. If you have WebAdvisor, you will also need to update your information online.

BOOKSTORE (H110)

Bookstore hours are available at www.bookstore.sdccd.edu/mesa. Extended hours are available during the beginning of the semester and other events. The campus store provides printed and digital materials requested by faculty members.

CAFETERIA SERVICES

There are several Café locations on the Mesa campus. Hours are sent out each term via email.

CLASSIFICATION

Classifications and job descriptions are generally described in the District Policy as well as on the SDCCD Human Resources website. Employee agreements negotiated between the respective bargaining units and meet & confer groups and the SDCCD, describe working conditions, work load, benefits, etc. Please refer to the above respective agreements for specific personnel information, or call the Mesa Employment/ Payroll Office at ext. 2746.

COLLEGE POLICE BUSINESS OFFICE (Q-100)

Any time a police officer is required, faculty and staff should contact College Police Dispatch at (619) 388-6405 and an officer will be dispatched to your location.

CONSENSUAL RELATIONSHIPS

BP 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee’s authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should discourage a student with whom he/she has had a consensual relationship form enrolling in a course the employee is teaching, or seeking other District-related services from the faculty. http://www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf

ELECTRONIC MAIL (E-MAIL)

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy reflects these principles within the context of the District’s legal and other obligations. This policy can be found on the District website on the policy page (http://www.sdccd.edu/public/district/policies/).

MAIL SERVICES

Bulk mail service can also be provided if arrangements are made with the supervisor of the Reprographic Department. All US Mail must be received in the mailroom by 12:15 pm to meet the USPS pick-up deadlines. You must write your department name on the upper left portion of your envelope along with a return address, otherwise your mail will have to be opened to determine which department to charge for postage.

MAILBOX questions should be directed to Reprographics at ext. 2764

PARKING

Staff and faculty must have a parking permit for all lots and areas at Mesa College. Important parking information can be found on the Business Services webpage http://www.sdmesa.edu/about-mesa/institution/administrative-services/parking/. Obtain a temporary SDCCD parking permit from the College Police Business Office, Q100. This valid parking permit must be displayed in/on the vehicle. Information/applications for parking permits are available in the College Police Business Office, Q100. Request for Parking Permit forms are available in the Business Office and deans’ offices and are processed in approximately two weeks. Follow up with the College Police Business Office after two weeks.

PAY RATE

If you have questions regarding your pay rate, contact Human Resources, Classification/Compensation Department, District Office, Room 330; Phone: 619-388-6576.
PAY CYCLE AND TIME CARDS
If you have any questions regarding your timesheet(s), pay cycle or direct deposit, please contact Employment Services at ext. 2746.

PHONE
Any problems with telephone instruments or lines should be communicated to Telephone Repair Services at ext. 2480.

PROHIBITION OF DISCRIMINATION AND HARASSMENT IN THE ACADEMIC SETTING
The District prohibits illegal discrimination. District policy provides “No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of, district programs or activities on the basis of ethnicity, national origin, religion, age, sex, gender identity, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.” BP 3410 Nondiscrimination. http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, and District policy and will not be tolerated. BP 3430 Prohibition of Harassment provides: “The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: ethnicity, national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical disability or mental disability of any person, or because he or she is perceived to have one or more of the foregoing characteristics.” http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf

If you would like to take an online training program regarding Sexual Harassment Prevention, you may access at http://sdccd.keenan.safecolleges.com/. Simply enter your complete District e-mail address or the e-mail address you have provided as your contract address in order to access the training.

PROPERTY DAMAGE, INSTRUCTOR OR STUDENT
Any damage to personal property, to college property or to property at one of the satellite locations should be reported as soon as possible to College Police. To make a report, call College Police Dispatch at ext. 6405 (619-388-6405). The report should state what was damaged, how it was damaged, who caused the damage if known, and how much occurred. Contact Dispatch if you see any crime in progress.

REPROGRAPHICS CENTER
The Reprographics Department is located in K-203 and provides the following services to faculty and staff: digital printing, stapling, collating, coil binding, cutting, padding, graphic design, color printing, Adjunct Faculty voice mail and many more services.

REVOLVING CASH
Reimbursement from the Revolving Cash Fund account is subject to procedure AP 6300.10 established by the District. Revolving Cash information can be found on the Mesa College website under Business Services http://www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/. Also refer to Board Policy 6310 Travel. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the Business Office (A102).

STUDENT ACCOUNTING
The Student Accounting Office provides the financial piece of the registration process. It does so as streamlined and problem free as possible so students can concentrate on achieving their educational goal. They also provide accounting support to the Associated Student Government and other Fiduciary Fund accounts. These accounts provide various funding sources to help to enrich student life.

SUBSTITUTES
All substitutes must meet established District requirements. Hourly substitutes must be approved by the Dean’s office. For questions, contact your Dean or the Mesa Employment office at xt2746.

TRAVEL AND MILEAGE
Travel and local mileage information can be found at: http://www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/. Also refer to Board Policy 6310 ‘Travel. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the Business Office (A102).

TUITION REIMBURSEMENT FOR CLASSIFIED STAFF
Tuition reimbursement may be available to support continued education. For forms and inquiries, please refer to the respective bargaining agreement/handbook, your immediate supervisor, the Mesa Employment/ Payroll Office (x 2746) or the District department listed above (x 6373).

VOICE MAIL
Voice mail is available for all tenured/tenure-track faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner. The District Phone Directory offers instructions in the use of the Voice Mail system. If you need any assistance, contact Penny Hedgecoth in the Reprographics Center, ext. 2764.

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GENERAL INFORMATION

CHILDREN IN CLASSROOM/WORK SITE POLICY

No children are allowed in any classroom or work site. Children are allowed in the LRC under supervision of their parent/guardian, and no children may be left unattended on the campus.

COMMERCIAL ADVERTISING IN CLASSROOM POLICY

Posting or distribution of commercial literature of any kind is prohibited in classrooms. (District Policy 3925)

DRUG-FREE WORKPLACE POLICY

It is the intent of the Board of Trustees of the District to establish and maintain a drug-free work place. District policy 4115 shall be applicable to all activities of the District which are under the trusteeship of the Board. Further, this policy shall be liberally construed to satisfy the requirements of the DRUG-FREE WORK PLACE ACT OF 1988, 41, U.S.C. 403(8), requiring federal grant recipient’s certification to provide a drug-free work environment.

EMERGENCY PROCEDURES

For life threatening emergencies, dial 9-911. After completing the first call, notify College Police at ext. 6405.

EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY

The San Diego Community College District is committed to equal opportunity in educational programs, employment and access to institutional programs and activities.

EQUIPMENT AND FACILITIES REPAIRS

All equipment and facilities repair request must be entered into the work order system. To initiate a Facilities Work Order go to https://dl.megamation.com/SDCC.htm. You may also call Facilities Services (J-108) at ext. 2814.

FACULTY WORK CENTER

There is a Faculty Work Center in K108A. There is also a work center/LAB in LRC-422/423 with many services available:

- Internet
- iMacs and PC’s
- Office Applications
- Scanning/Printing (b/w & color)
- Captvastion Studio-screen capture and Captioning
- CIL Personal Video Studio
- One-on-one assistance by Instructional Technology faculty member
- Building-wide Wi-Fi

INTERNET

Students can access the Internet on selected computers in the library/LRC. Faculty and staff can access the internet in the CIL and the above computer labs as well. WIFI is available on several campus locations and buildings.

KEYS & ALARM CODES

Keys for campus buildings are issued based on District Policy (AP 7350.1 KEY MANAGEMENT/CONTROL). Buildings with alarm access require alarm codes which are issued by the Campus Police following District policy.

PARTICIPATORY GOVERNANCE

San Diego Mesa College is governed through a participatory governance process. The role and purpose of all committees and councils in the governance process is to provide input in college decision making and assist in the communication of the nature and the necessities of college projects throughout the college community. College Governance Councils and Committees also make recommendations, through the College President, to the Chancellor and the Board of Trustees.

WORK-RELATED INJURY, ACCIDENT PREVENTION

In order to maintain a safe and healthful working environment, Mesa College has established an injury prevention plan campus wide. This plan is overseen by a site safety steering committee.

WORKPLACE VIOLENCE

It is the policy of the San Diego Community College District to immediately investigate all allegations of workplace violence and take appropriate corrective action to remedy any situation in which any employee of the district is threatened. The District has a “zero tolerance” policy in which personal threats or violent behavior from another person will not be tolerated (Policy 4870). Incidents involving threats or acts of violence by students should be processed through Policy 3100.
## Who is Responsible: Index of Responsibilities

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<td>Academic/Accommodation-Disabled 504 Officer</td>
<td>Jill Moreno Ikari</td>
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<td>Pamela T. Luster, Ed.D, President</td>
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<td>Office of Instruction</td>
<td>Tim McGrath, VP</td>
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<td>Julianna Barnes, VP</td>
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<td>Administrative Services</td>
<td>Rachelle Agatha, VP</td>
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<td>Alessandra Moctezuma / Pat Vine</td>
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<td>Juliette Parker</td>
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<td>Hank Beaver</td>
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<td>Civic Center Rooms</td>
<td>Patricia Davila</td>
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<td>Angela Liewen, President</td>
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<td>Lt. Jack Doherty</td>
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<td>Commencement</td>
<td>Ashanti Hands, Ed.D., Student Affairs</td>
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<td>Lina Heil</td>
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<td>Ken Einstein, Dion Aquino, Tony Lopez</td>
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<td>Counseling</td>
<td>Ailene Crakes, Counseling Chair</td>
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<td>Barbara Plandor, Counseling Sup.</td>
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<td>Pedro Olvera, Acting EOPS Dir.</td>
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<td>Michelle (Toni) Parsons</td>
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<td>Anne Zacovic</td>
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<td>Wendy Smith</td>
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<td>Penny Hedgecoth</td>
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### GENERAL INFORMATION

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