

SCHOOL OF HUMANITIES

ADJUNCT FACULTY INFORMATION PACKET

Spring 2016 - This will be update for Fall 2016

Dean Andrew MacNeill	Room G201	(619) 388-2797	Carlota Vidrio – Sr. Secretary
OFFICE HOURS: Mondays - Fridays (8:00AM – 5:00PM)			
Communication Studies Dept. Chair		Kim Perigo	(619) 388- 5721
English Dept. Co-Chair (EDUC/ENGL/ESOL/HUMA/JOUR)		Jill Moreno-Ikari	(619) 388-2345
English Dept. Co-Chair (EDUC/ENGL/ESOL/HUMA/JOUR)		John Gregg	619) 388-2311
English Dept. Co-Chair (EDUC/ENGL/ESOL/HUMA/JOUR)		Tracy Walker	(619) 388-2313

Table of Contents

1	Adds/Drops/Incompletes/Withdrawals
2	Book Orders
3	Classrooms Assignment
4	Email Address - District
5	Evaluations
6	FLEX Obligations
7	Forms
8	Key Requests/Classroom Access/Evening & Saturday Assistance/Absences
9	Mailbox - Adjunct (Room K108B)
10	Office Hours
11	Offices - Adjunct Faculty Work Room - K108A
12	Professional Development
13	Reprographics
14	Salary Advancement
15	School and Departmental Meetings
16	Stockroom
17	Syllabi
18	Tutoring Center

1. **Adds/Drops/Incompletes/Withdrawals:**

- Links to Spring Deadlines: Adds/Drops/Instructor Grade Submission/Withdrawals
http://studentweb.sdccd.edu/docs/fall_primary_calendar.PDF
<http://www.sdmesa.edu/students/services/admissions/deadlinespdf/>

All students enrolled in Mesa College classes (not dropped by Faculty or by the students) receive a grade. For those teaching at Mesa and in the Basic Writing Program, we submit final grades to Mesa. The grades are submitted online using the Faculty Web Services website.

<https://faculty.sdccd.edu/index.cfm>

- Drops:

- *Drops for Non- Attendance:*

If a student stops coming to class prior to the census date, it is best to drop the student before the census date. It is not possible to drop a student after the withdrawal deadline and a grade must be assigned to the student. For more information regarding Adding/Dropping/Withdrawing from classes, see page 18 of the 2014-15 Mesa Catalog at:

<http://studentweb.sdccd.edu/docs/catalogs/2013-2014/mesa.pdf#view=Fit&pagemode=bookmarks>

- *Attendance Policy:*

There is no longer a SDCCD attendance policy; we can create the policy of our choice as long as we state it clearly in our syllabi. For those teaching at Mesa and in the Basic Writing Program, we need to submit Drops to Mesa by the add/drop deadline indicated on our rosters. After that date, it is the student's responsibility to drop a class, although we can choose to do so up to the withdrawal date indicated on our rosters. The Faculty Web Services website (faculty.sdccd.edu) is the means by which to drop students in our classes.

- Incompletes: Current Process

https://faculty.sdccd.edu/docs/Change_To_Assignment_Of_Incomplete.pdf

For more information regarding Incompletes as they relate to the Grading System, see page 55 of the 2014-15 Mesa Catalog at:

<http://studentweb.sdccd.edu/docs/catalogs/2014-2015/mesa.pdf#view=Fit&pagemode=bookmarks>

- Withdrawals:

A Withdrawal would be the best alternative to assign to a student who had a medical emergency and missed the last two months of your class. The student can petition for a Withdrawal due to extenuating circumstances.

For more information regarding Withdrawals as they relate to the Grading System, see page 55 of the 2014-15 Mesa Catalog at:

<http://studentweb.sdccd.edu/docs/catalogs/2013-2014/mesa.pdf#view=Fit&pagemode=bookmarks>

For more information regarding Incompletes and Withdrawals as they relate to the Grading System, see page 55 of the 2014-15 Mesa Catalog at:

<http://studentweb.sdccd.edu/docs/catalogs/2013-2014/mesa.pdf#view=Fit&pagemode=bookmarks>

2. **Book Orders:**

- Please check on your textbooks on the shelves in case you need to order more copies for your students.
- Please inform the Book Store if you are not using textbooks in your class so the Book Store the can inform your students.
- Carol Rohe is our contact in the bookstore. (email address: crohe@sdccd.edu) (Phone: (619) 388 - 2568)

3. **Classrooms Assignment:**

- **Be prepared to teach in the classroom(s) assigned to you, as indicated on your TAO's.** We (contract and adjunct faculty) make use of the features in a smart classroom when we are fortunate to be assigned one; we adapt our teaching to the deficiencies of a less-than-smart classroom (most of those allotted to English and ESOL) when we are assigned one. However, if your assigned classroom interferes with your teaching your students, if it hinders your ability to serve their needs, inform me, and I will take the steps necessary to arrange for a new classroom.

4. **Email Address:**

- All district emails will be sent to your SDCCD email address.
- Please send emails to us from your SDCCD email account.

5. **Evaluations:**

- Link to COLLEGE FACULTY APPRAISAL A GUIDE:
<http://www.sdmesa.edu/about-mesa/facultystaff/adjunct-appraisal/>

6. **FLEX Obligations:**

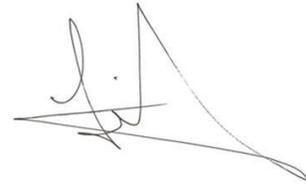
- Be aware of your flex obligation and fulfill it by the end of the semester. Contact Caterina "Cathy" Palestini @ (619-388-2799) if you have any questions about FLEX. Visit the Faculty Web Services website (<http://faculty.sdccd.edu/>). Independent proposals are possible: One can receive flex hours for creating or revising a syllabus or examining textbooks. All of you are welcome at English Department meetings and meetings of the School of Humanities (12:30 pm in G107). Sign up on the website and then verify your attendance on the website (<https://faculty.sdccd.edu/facflex/facflexview.cfm>) . **Those instructors with off-campus assignments (the Basic Writing Program) have no flex obligations.**

6. **Forms:**

- Link: <http://www.sdmesa.edu/about-mesa/facultystaff/forms/>

7. **Key Requests/Classroom Access/Evening & Saturday Assistance/Absences:** Memos from the VPI

To: DL for Mesa Faculty (contract); DL for Mesa Faculty (adjunct)
CC: DL for Mesa Schools Deans
From: Tim McGrath, Vice President, Instruction
Date: 8/3/2016
Re: Classroom Access/Keys



Dear Faculty,

Welcome back for the Spring semester.

I wanted to send out some general information to hopefully alleviate some of the early semester problems.

Please be proactive in assuring you have keys to your classrooms. This means that you need to complete a Key Request Form, have it signed by your Dean and submit it to Campus Police every time you are assigned to teach in a new classroom. The Key Request Form can be obtained at your Dean's office or at the Campus Police.

Occasionally, in spite of following the preceding directions, you may find yourself locked out. During the first two weeks of the semester only, you can get assistance from Facilities Service Call Center by calling 619/388-6422, or after hours from College Police Dispatch 619/388-6405.

After the first two weeks of the semester, you will need to obtain access from your dean or the president's office ext. 2721. Please do your best to prevent this from happening.

In the evenings you can get assistance from Brandon Terrell, the Evening Assistant on this cell phone: 619/921-0908.

Some of the rooms that lack technology are opened each day by facilities personnel, and left open until after the last class. Let your dean know if you find yourself locked out of one of these rooms.

I hope that this information helps.

To: MESA FACULTY AND STAFF
 from: TIM MCGRATH, VICE PRESIDENT, INSTRUCTION
 subject: EVENING/WEEKEND INFORMATION

1. ABSENCE FROM DUTY – ILLNESS/PERSONAL NECESSITY

Instructors teaching day classes should notify the secretary of the appropriate dean between 7:00 and 7:45 a.m. the morning of the intended absence or the day before.

Instructors teaching evening classes should notify the secretary of the appropriate dean prior to 2:00 p.m. on the day the class meets.

Instructors teaching weekend (Friday evening/Saturday) classes should report absences to the secretary of the appropriate Dean prior to 2:00 pm on Friday.

When returning to duty after an absence, please notify the secretary by 2:00 p.m. on the day prior to your return, so that any substitute arrangements may be cancelled.

<u>School</u>	<u>Dean</u>	<u>Secretary</u>	<u>Phone</u>
Bus/Comp Studies & Technologies	Danene Brown	Susan Gregory	388-2803
Health Sciences/ Public Service	Margie Fritch	Gloria Wilder	388-2789
Humanities	Andrew McNeill	Carlota Vidrio	388-2797
Arts and Languages	Leslie Shimazaki	Ruth San Filippo	388-2873
LRC & Technology	Staff	Cathy Palestini	388-2799
Math and Natural Sciences	Saeid Eidgahy	Mary I. Toste	388-2795
P.E./Health Education and Athletics	Dave Evans	Anita Lee	388-2737
Soc/Behavioral Sci./Multicultural Studies 2801	Charles Zappia	Denise Costa	388-
Student Development and Matriculation 2896	Susan Topham	Angie Avila	388-

2. EVENING /SATURDAY SUPERVISOR. The Evening/Weekend Administrative Office is located in the LRC – lobby. It is staffed by Evening Safety Coordinator Erica Specht and Sr. Clerical Assistant Brandon Terrell Monday through Thursday evenings from 5:00 pm until 10:00 p.m. The Saturday supervisor is available from 8:00 a.m. to 4:00 p.m. in A-108. See www.sdmesa/instruction/eve-duty for updates.

The Evening/Saturday Supervisor office phone number is: 619-388-2463. In addition, Erica’s cell phone number is 619-928-7239, and Brandon’s cell phone number is: 619-921-0908. Instructors are requested to contact this number in preference to college police for matters relating to absences, being late for class, access to classrooms, etc.

3. OFFICE STAFFING. Listed below are the offices and staff availability for the fall semester.

Custodial Office, J-108: Office is not staffed but on-duty custodian may be contacted through Campus Police Dispatch (619) 388-6405

.

Campus Police, Q-100, Extension 2749

Monday—Thursday 7:00 am to 7:00 pm

Friday until 6:00 pm

Saturday: On-duty College Police personnel may be contacted through Campus Police Dispatch at 619-388-6405.

Reprographics Department, K-203, Extension 2764

Regular Semester

Monday - Thursday

7:00 a.m. – 7:45 p.m.

Friday

7:00 a.m. – 4:00 p.m.

Saturday

7:30 a.m. – 12:30 p.m.

When classes are not in session and during breaks

Monday - Friday

7:00 a.m. – 4:00 p.m.

Saturday

Closed

9. **Mailboxes:** Adjunct mailboxes are location in Room K108B (Across from Reprographics – Room K203).

10. **Office Hours:**

- Adjunct instructors are not required to hold office hours, but thanks to the union, Adjunct Faculty will receive payment for holding office hours. As I understand it, the amount of pay will be determined by how many instructors apply. You can pick up an application in the Dean's office or online (the **Faculty and Staff tab** on the Mesa College website).

11. **Adjunct Work Room:**

- The English adjunct office is on the third floor of the G building in rooms **G312**. K108B contains the mailboxes for many Adjunct Faculty members. For some, their mailboxes are in G248. In addition, **K108A** (a former English classroom) **is a workroom for adjunct faculty**. Your classroom keys will open the doors to K108A and K108B.

12. **Professional Development:**

- Link to Professional Development Committee Web Page:
<http://www.sdmesa.edu/about-mesa/facultystaff/professional-development-committee/>
- Link to Staff Development Committee Web Page:
<http://www.sdmesa.edu/about-mesa/facultystaff/staff-development/>

13. **Reprographics:**

- Reprographics Work Request Form: <http://repro.sdmesa.net/>

14. **Salary Advancement:**

- Q & A:
<http://www.sdmesa.edu/about-mesa/facultystaff/professional-development-committee/questions-and-answers/>

15. **School and Department Meetings:**

16. **Stock Room:**

Stockroom:

16

Syllabi:

Submit to Dean Andrew MacNeill, Chair Jennifer Cost, Kim Perigo, or Pianta, and Sue
syllabi to the Dean and chair: For those teaching at Mesa and in the Basic Writing Program at UCSD, submit a copy of your syllabi **online** to the Dean's office (cvidrio@sdccd.edu) and to Jennifer Cost, our chair. They prove useful when Jennifer has to deal with student questions, complaints, or problems. Our syllabi should include the course description, prerequisites, and learning objectives from the course outline, a statement about accommodations for students with disabilities, and a statement reminding students it is their responsibility to drop classes they are no longer attending.

22) **Blackboard:** To start, visit the SDCCD Online Learning Pathways website (<http://www.sdccdonline.net/>). Attached is a page titled "Web-Enhancing Your Course." Also, one of our English colleagues, Joe Safdie (G338; 388-2332; jsafdie@sdccd.edu) is Mesa's Online Mentor; he is available to assist us, as is Hank Beaver of the Center for Independent Learning (388-2517).

16

17 Tutoring Center