College of the Siskiyous
Faculty Handbook

Updated August 2013
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Information
Applicable To All Faculty
Mission
College of the Siskiyous will serve our community and any student who can benefit from an exceptional learning environment which is safe, attractive and promotes a passion for learning, cultural enrichment, and sense of belonging for all.

Values
Learning Collaboration
Achievement Diversity
Innovation Accessibility
Environment People

Visions Statements
College of the Siskiyous aspires to:
- Be a learning outcome-centered environment that transforms students from where they are to where they aspire to be.
- Offer a progressive, dynamic atmosphere that prepares students to thrive in a future that continues to unfold.
- Provide state-of-the-art facilities and aesthetically pleasing grounds that mirror the uniqueness of the surroundings.
- Conduct programs that effectively integrate the surrounding environment and energize the local economy.
- Maximize our effectiveness through collaborative efforts that promote community vitality, improve local economic health, and expand student learning opportunities.
- Celebrate diversity and strive to achieve a model for inclusion that can be emulated within our community and beyond.
- Provide a safe, open and welcoming environment where students are encouraged to challenge and overcome their physical, intellectual and socioeconomic barriers to success.
- Attract people who are passionate about creating an optimal learning atmosphere.
- Offer an outstanding setting where students receive encouragement and support to achieve their educational goals.

Function
The College of the Siskiyous is an open access, public educational institution providing the following:
- Associate Degree and Certificate Programs
- Basic Skills Education
- Career and Technical Education
- Economic Development
- Lifelong Learning Opportunities
- Transfer Education

Institutional Student Learning Outcomes (SLOs)
College of the Siskiyous students:
- Take responsibility for their learning
- Use critical thinking in their learning
- Work and communicate effectively as members of diverse communities
- Embrace life-long learning to thrive as citizens of the world
Welcome from Academic Senate

The College of the Siskiyous Academic Senate is built of amazingly talented and educated people. We are small in numbers, but large in our respective areas of expertise and in our contributions to the institution’s mission. Higher education is in the midst of a renaissance, and the faculty here are doing their part in taking a new look forward with reference to the past. In this regard we value our traditional educational constructs (e.g., course offerings and formats, scheduling, personal interaction with students, etc.) while embracing the teaching potential of our global and technological education realities (e.g., online courses, contemporary course formats, classroom technology, etc.). We are leading this community and all of our students to new educational standards and career potentials.

However, with currently only thirty-six full-time faculty we are increasingly reliant on a professional part-time pool of educators who help create a wholeness to our course offerings that we otherwise would not have. The faculty at COS approach our charge of educating from slightly different perspectives, and this diversity in thinking, acting, and doing serves as a model to our students. It means that as individuals and teaching professionals we are unique, and we model that as good and right. It means that for the students we contact we not only will help them to develop an intellectual approach to life and the world, but empower them to become themselves the interesting, exceptional people they are meant to be.

This 2013-2014 academic year the Senate will focus on two primary areas that we feel are at the core of highly functioning institutions of higher education. One is transparency through information, or in other words, communication in decision-making, structure, and governance. Our interest is in helping to promote the development of more inclusive modes of communication at all levels of the college. We will model to COS this idea in our goals, agendas, plans, and visions that we as a faculty senate challenge ourselves with this year. We will lead by example! The other equally important foci for the senate this year is to look at ourselves as an entity that oversees many, many important committees: fundamental academic, ad hoc, and other. We intend to do an introspective look at our own faculty committee processes and improve them in terms of currency, functionality, efficiency, engagement, and organization. Evaluate and improve - again, leading by example.

My personal communication plans are to represent the faculty by meeting with administrators on a weekly basis, and by attending the monthly COS Board meetings, College Council meetings, and meetings for the Senate-of-the-whole and Senate Exec. I will also confer with faculty and represent my constituent group to the campus community.

Our Senate meetings for 2013-2014 will be held on the 2nd Thursday of the month during College Hour (11:00 - 11:50 a.m.) in ESTC 107 on the Weed campus and video-conferenced in RHSI 119 on the Yreka Campus. Meeting dates are: August 22, September 12, October 10, November 14, December 12, February 13, March 13, April 10, and May 8. Executive Committee meetings for 2013-2014 will be held in Science 7-102 on the first and third Thursdays of the month.

We are incredibly unique as faculty in the California Community College educational system, and even more unique as a senate at one of the tiniest campuses within the system. My peers at COS are among the most dedicated professionals I have ever known. They are hardworking and relentless in their pursuit of what is best for the college. I look forward to a great year. Please contact me with your concerns or questions.

Sincerely,
Sean W. Kenny
Academic Senate President, Art Faculty
kenny@siskiyous.edu
(530) 938-5239
Welcome Instruction Office

WELCOME FROM THE VICE PRESIDENT OF INSTRUCTION (INTERIM)

This is the beginning of a new era! The possibilities are endless and the level of expectations and excitement are high. This is the 2013-14 year at College of the Siskiyous and I am proud to be a part of it.

Your role as a faculty member could not be more important than it is at this point in the life of the College of the Siskiyous. The college is meeting the challenge of budget reductions, enrollment management, increased accreditation oversight, infrastructure enhancements, and major construction projects with the passage of Measure A. The faculty are at the center of all these issues and your involvement, input, and oversight is needed.

Ultimately what happens in the classroom with each of our students is the most important activity on campus. Your involvement in professional development, curriculum development, and community participation is greeted with great support from the Instruction Office. The Faculty Handbook will give you some guidance on all of these activities. If you face issues that are not addressed in this document, please feel free to stop by or contact me.

I am so glad to be a part of the College of the Siskiyous and I am looking forward to working with the faculty to make the College of the Siskiyous the best that it can be.

Sincerely,

Dr. Gregory South
Vice President of Instruction (Interim)
The Academic Senate is a “Senate of the Whole” in that all contract faculty are members. The Senate is to represent members of the faculty in academic and professional matters as provided in California Education Code Title V, Chapter 2, Sections 53200-53206 as well as College of the Siskiyous Board Policy 2510.

The Senate serves the College District by arriving at recommendations to the Board of Trustees through the Governing Board’s designee, the College President, by the Academic Senate President or designee. The role of the Senate in “participatory governance” is to reach mutual agreement on all policy matters and implementation procedures as provided under Title V, Board Policy 2510, and Administrative Procedure 2510.

The Academic Senate meets once per month on a regular basis, and more frequently if matters require. The Senate operates under the provisions of the Brown Act, selects members to a variety of standing and ad hoc committees, and has an Executive Committee to assist the President in the affairs of the Senate.

It is the desire of the Senate to foster high educational standards and goals for its members and the students we serve. As a partner in the participatory governance process, we welcome the opportunity to fulfill our legal obligations under Title V and Board Policy 2510 as well as to work with other constituent groups to make College of the Siskiyous an outstanding California Community College.
College of the Siskiyous Faculty Association, CCA/CTA/NEA represents all contract and part-time academic faculty in all matters of compensation and working conditions.

Employees who are included in the Faculty Association/CTA/NEA include all full-time academic employees, and any part-time academic employees who choose to and have worked in at least three of the most recent regular semesters.

Employees who are excluded from the Faculty Association/CTA/NEA include all management, supervisory and confidential employees, including Directors, Deans, Vice Presidents and the President /Superintendent.
A. Select, appoint and evaluate the Chief Executive Officer (CEO President and District Superintendent) of the College.

B. Determine the broad general policies which will govern the operation of the District.

C. Approve the annual budget and expenditure of funds and provide for financial support of the District.

D. Act on recommendations of the Chief Executive Office regarding the appointment of all faculty and staff members.

E. Function as a legislative and policymaking body charged with the overview and control of the College, leaving the executive function to the Superintendent/President.

F. Establish policy for the instructional programs offered by the College.

G. Establish academic standards and graduation requirements consistent with state standards.

H. Manage & control District property.

I. Establish policy governing student conduct.

J. Establish policy for participatory governance.

K. Establish policy and approve long range and strategic plans for the District.

L. Contract for auxiliary and other services as deemed necessary to achieve purposes of the District.
The Board of Trustees employs a District Superintendent and delegates to that person all administrative duties and responsibilities consistent with state statutes and Board policy. Whenever administrative responsibility is not specified, it rests with the Superintendent/President.

A. Serves as chief executive officer (CEO) for and secretary to the Board of Trustees and is the authorized agent of the Board.

B. Recommends operating policies for Board Action and provides for implementation of policies established by the Board.

C. Provides overall leadership for the educational, cultural and recreational programs of the College, and its interaction with the community.

D. Supervises preparation of the annual budget and administers implementation of the approved budget.

E. Has the authority to exercise discretionary power necessary to insure the continuous efficient operation of the District, including the appointment, assignment, reassignment, termination, and acceptance of resignations of personnel.

F. Has the authority to authorize expenditures to meet current, urgent or unexpected needs.

G. Establishes administrator equivalency standards.

H. Provides for the planning of facilities, personnel and resources needed to implement the educational program.

I. Provides for the review of policies and activities of the Associated Students and other groups and organizations functioning within the College to insure the actions of such groups are consistent with the philosophy, functions and objectives of the College.
Vice President of Instruction

Under the direction of the Superintendent/President, the Vice President of Instruction has responsibility for the College's total educational program. A close relationship exists between the Deans and Directors, and the leadership at the Yreka Campus. The Vice President reports directly to the Superintendent/President and assumes charge of the College when the Superintendent/President is absent from campus. Below are the functions of the Vice President of Instruction:

- Articulates the College's philosophy of education.
- Is responsible for coordinating all aspects of the educational program assigned to the Instruction Office.
- Initiates and interprets educational policy.
- Prepares and maintains an educational master plan, inclusive of provisions for continuing, developmental, general, occupational and transfer education.
- Participates in the development of an annual budget which includes equipment acquisitions, facility needs, staffing requirements, and supply items; assumes the role of coordinating priorities and allocations for educational services.
- Determines the effectiveness of those services directly related to improvement of the learning process—e.g. Academic Success Center and library/audio-visual resources.
- Manages the cooperative development of the college catalog and the schedule of classes.
- Encourages diverse methods for assessing student educational performance.
- Evaluates faculty in accordance with legal provisions; recommends to the Superintendent/President faculty retention/release, leaves of absence; participates as a principal party in the selection of academic staff.
- Serves as a member of each probationary faculty member's evaluation committee.
- Promotes and supports faculty and staff development.
- Processes the annual staffing requests and advises Superintendent/President of appropriate action.
- Maintains currency on statewide issues in instruction and communicates this information in timely manner.
- Coordinates and insures the dissemination of administrative proposals and decisions with the Deans and Directors.
- Develops college's efforts in contract education and workforce connection.
- Performs other functions as assigned by the Superintendent/President.
- Oversees special projects.

Contact Person: Gregory South
Office / Extension: Instruction Office / 5201
Date: 8/13
Under the direct supervision of the Superintendent/President, the Vice President - Administrative and Information Services is responsible for the Administrative Services Division and Information Technology and is responsible for the following:

**Administrative Services:**
A. Administer and coordinate all departments in the Administrative Services Division, including the Vice President's Office, Business Services, and Maintenance, Transportation and Operations.
B. Function as District Disbursing Officer and District Purchasing Officer.
C. Secure legal interpretation and counsel on business matters.
D. Develop administrative services policies and procedures.
E. Function as the District’s Budget Officer.
F. Function as the District’s Risk Manager including Safety and Insurance.
G. Supervise contracts and business transactions.
H. Provide direct supervision of departmental managers.
I. Provide accounting services which maintain an adequate system of accounting of receipts and disbursements of all District, student, and special funds.
J. Maintain the physical plant and resources by providing and planning for supervision of construction programs; coordinating the purchase, storage, and distribution of inventory supplies and equipment; supervising maintenance staff and campus security.
K. Provide other business services which include the supervision of adequate systems of student transportation, food services, bookstore, and other support systems required for the educational program.

**Information Technology:**
L. Provides leadership and guidance to all aspects of technology services on the District’s two campuses, including administrative computing, instructional computing, user support, network services, audio/video media services, telecommunication, and distance learning services. A list of sample duties are as follows:

- Lead strategic planning for the College’s information technology delivery and service
- Chair the Technology Council
- Responsible for coordinating all technology initiatives
- Initiate, interpret, and formulate policies and regulations regarding technology service
- Prepare, implement, and update a technology strategic plan
- Participate in the development of College’s budget
- Develop and manage technology budget
- Formulate and maintain District standards for software and hardware
- Direct the day-to-day operations of technology service division
- Evaluate new technologies for the District
- Negotiate with vendors on technology equipment purchases
- Purchase and maintain software licenses
- Represent the District on technology consortium corporation with external agencies and organizations

M. Perform other duties as assigned by the Superintendent/President.
The Director of Instructional Services reports to the Vice President of Instruction and provides assistance to the Vice President.

The responsibilities of the Director of Academic Services include, but are not limited to:

- Administrative resource person for the Curriculum Committee to ensure that courses and programs are consistent with State regulations and needs of the students.
- Supports course and program development, modifications, and approvals; serves as the primary liaison to the Chancellor's Office for academic reporting; monitors program changes and files appropriate reports to the State as required.
- Reviews college databases to ensure accuracy of course and scheduling systems.
- Oversees and updates the master course data file at the Chancellor's Office.
- Administers the preparation and publication of the college catalog; assists in the publication of the class schedule.
- In collaboration with Instruction Office staff, monitors course enrollment and makes recommendations about enrollment management.
- Reviews code, policies, and procedures related to instruction; apprises others of pending or needed changes to current practice.
- Prepares and submits required reports to respective State or Accreditation agencies.
- Serve as a liaison between the academic areas and the offices of Enrollment Services, the Director of Planning, Assessment, and Research, and Technology Services for college-wide reports and research projects.
- Manages programs, as assigned, that do not fall under other academic areas.
- Other related duties as assigned.
This area includes the following departments:

**ADMINISTRATION OF JUSTICE**
Jeremiah LaRue (Director)

**ALCOHOL DRUG AND HUMAN SERVICES**
Frank Cardoza (Coordinator)

**BIOLOGICAL AND PHYSICAL SCIENCES**
- David Clarke – Biology
- Jenny Heath – Chemistry
- Bill Hirt – Astronomy and Geology
- Michael Read – Engineering and Physics
- Alison Varty - Biology

**BUSINESS AND COMPUTER SCIENCES**
- Shawn Abbott – Business and Economics
- Jesse Cecil – Business and Computer Science
- Michael Graves – Business and Computer Science

**EARLY CHILDHOOD EDUCATION**
Patrice Thatcher-Stephens (Coordinator)

**EMERGENCY SERVICES**
Beth Watt (Coordinator)

**ENVIRONMENTAL RESOURCES**
Jim Ostrowski (Coordinator)

**FINE AND PERFORMING ARTS/MEDIA DEPARTMENT**
- Neil Carpentier-Alting – Theatre
- Jim Gilmore – Art
- Sean Kenny – Art
- Elaine Schaefer – Music
- Sharon Swingle – Instructional Support Specialist 2 – Theatre
- Dennis Weathers – Art

**FIRE**
Vacant
GUIDANCE
Sunny Greene
Denis Hagarty

HEALTH, PHYSICAL EDUCATION & RECREATION
Tim Frisbie – Health, Physical Education
Billy Hefflinger – Health, Physical Education
Tom Powers – Physical Education
Dennis Roberts (Athletic Director)
Charlie Roche – Health, Physical Education

HUMANITIES AND SOCIAL SCIENCES
Ahmed Ismail – History and Political Science
Chris Vancil – History

MATHEMATICS
Kevin Broussard
Cheryl Coppin
Barbara Odegard
Jerry Pompa

MODERN LANGUAGES
Maria Fernandez – English
Roberto Mazariegos – Spanish
Steve Reynolds – English
Mike Tischler – English
Jayne Turk – Speech

NURSING
Cora Brownell
Brian Busk
Kim Butler
Hallie Coppi
Janis Laiacona

WELDING
Vacant

If you need -
* Information on theatre bookings/scheduling, contact the Theatre Department, extension 5257.
* Information on the Art Gallery, contact Dennis Weathers in McCloud Hall 11A, extension 5248.
* Information on musical groups, performances, etc., contact Elaine Schaefer in Theater-4B, extension 5315.
* Information on theatrical or dance performances, contact Neil Carpentier-Alting, extension 5206.
Yreka Campus

Location: 2001 Campus Drive, Yreka, CA 96097
Office Hours: M-TH, 8:00 AM to 6:00 PM, and Friday 8:00 AM to 5:00 PM.
Phone: 530-842-1245  Fax: 841-5221  DIAL 911 IN AN EMERGENCY
Staff: 1 Director, 1 Office Staff, 1 Maintenance Person, 1 Computer Lab Instructional Support Technician, 1 Simulation Lab Instructional Support Technician, and several videoconference aides.

Staff Lounge: Located in the office, it is equipped with a copy machine, microwave, and refrigerator. Next to it is a small station with computer for part-time faculty.

Instructor Mailboxes: Instructor mailboxes are located in the office.

Computer Lab: (Classroom 8) This classroom functions as the computer lab, math lab and writing lab. The lab is open M-Th from 10:00 AM until a class is scheduled, which varies by day and semester.

Video Conference: Classrooms 4, 5, RHSI 119 and 121 are equipped with Video Conference equipment. Please speak with Nancy Shepard about receiving VC training well before the beginning date of your class. The office staff can make copies of materials for instructors. To ensure copies will be ready for your class, please plan to have material to be copied at the Yreka office well before your class needs it.

Fitness Center: Classroom 7 functions as the Fitness Center and is fitted with a rubberized floor covering.

Simulator Classroom: Located in the TC building, this classroom is equipped with a Force Options Training Simulator.

Institutional Equipment: Report any equipment failures or problems to the Yreka Office

Classroom 1: 2 TV monitors, 1 DVD/VCR, 1 instructor desk, 1 pull-down screen
Classroom 2: 2 TV monitors, 1 DVD/VCR, 1 instructor desk, 1 pull-down screen
Classroom 3: 2 TV monitors, 1 DVD/VCR, 1 instructor desk, 1 pull-down screen
Classroom 4: Video-conference equipment, tables and chairs
Classroom 5: Video-conference equipment, tables and chairs
Classroom 6: Maintenance Office
Classroom 7: 1 Universal Weight Machine, 1 treadmill, 2 stair steppers, 2 elliptical machine, 1 leg curl machine, 1 leg lift machine, 5 stationary bicycles (1 recumbent), 6 weight benches, 1 TV monitor, free weights, 24 steps, mats of various sizes, and 1 DVD/tape player.
Classroom 8: 26 Computer stations, 1 LaserJet printer, 2 TV monitors, 1 DVD/VCR play, 1 projector, 1 pull-down screen.
Classroom TC 1: Tables and chairs, pull-down screen, 1 instructor desk, mostly used by ADJ.
Classroom TC 2: Tables and chairs, pull-down screen, 1 instructor desk, mostly used by ADJ.
Simulator Classroom: Force Option Training Simulator w/ firearms, 2 Freddies and floor mats.

Additional equipment includes 2 portable TVs, 3 portable DVD players, 2 flip charts, 4 overhead projectors, 2 slide projectors, 3 portable screens, 1 portable VCR, and 2 portable computer stations. To ensure availability, please make ADVANCED ARRANGEMENTS for the use of portable equipment and complete equipment checkout forms.

Internet Access: The entire campus now has wireless Internet access.
Registration: Students may register for any COS class at the Yreka Campus.
Bookstore: Textbooks for Yreka classes and all COS Internet and Video Conference courses are sold at the Yreka Campus office.
Mail: Inter-campus mail delivery is made by the Yreka staff a minimum of twice a week.
Classroom Keys: Check out a key 48 hours before your weekend class is scheduled to begin. All classroom keys open the restrooms.
Canceled Class: Canceled classes must be reported to the Yreka Campus Office and the Instruction Office.

Contact Person: Libby Whitis  Office / Extension: Yreka Campus / 5295  Date: 8/13
The mission of Contract Education is to serve as the primary source of education and training services for the workforce in Siskiyou County. The following goals have been identified:

- To train and retrain the workforce of Siskiyou County
- To be a partner in the revitalization of the economic climate in Siskiyou County.
- To create and strengthen linkages between and among business, industry, education, labor and government to facilitate workforce development.
- To be responsive in assisting businesses and government in adjusting to and implementing new technologies for their employees.

Services Offered:

- **On-Site Training**: Your employees receive the best instruction without leaving the workplace.
- **On-campus Training**: Classrooms and labs completely designed for training and development needs.
- **Customized Training**: Programs created exclusively for your company
- **College Credit**: Available for many classes, offered by a fully accredited educational institution.
- **Degree/Certificate Programs**: The College of the Siskiyous offers many degree and certificate programs to meet your employee’s educational needs.
A. **Bookstore Operation**
   1. The Instruction Office releases the Course Master for a semester around the ninth week of the preceding semester.
   2. The instructor is responsible for selecting the textbooks for his or her courses.
   3. The Bookstore will distribute Textbook Adoption Requests to Instructors listed on the Course Master. Textbook adoptions are due to be returned to the Bookstore by one week prior to the start of student registration.
   4. The Bookstore will publish a Textbook Requirement List for students by the start of student registration. This list will satisfy the requirements of the textbook portion of the Higher Education Opportunity Act.
   5. The Bookstore Supervisor will evaluate the Bookstore’s textbook inventory after the twelfth week of the semester. Textbook inventory surplus will be returned to vendors. Instructors need to notify the Bookstore Supervisor if students will be purchasing books after the twelfth week of the semester.

B. **Instructor's Desk Copies of Textbooks**
   Most textbook publishers offer a complimentary desk copy to instructors who have adopted one of their textbooks. Desk copies must be requested by the instructor from the publisher. Publishers will not send complimentary desk copies to the Bookstore. The Bookstore can provide publisher contact information.

   In the event that the textbook publisher does not provide a complimentary copy, a textbook can be purchased from the Bookstore and charged to their department with the appropriate budget manager's approval.

C. **Textbook Buyback**
   The Bookstore holds a textbook buyback event at the end of the fall and spring semesters. The Bookstore purchases used textbooks from students in exchange for cash.

D. The Bookstore is operated by the Vice President of Administrative Services to provide books and supplies needed by students.
A completed and approved course outline which complies with Title V, Course Standards regulations must be on file before any course is taught. The instructor of each course will be expected to conform his/her offering to that outline. The official set of signed course information forms, as approved by the Curriculum Committee, shall be maintained both electronically and in writing for all faculty to review or request a copy.

View the course outline for each course you teach on a regular basis. Pay special attention to linking learning outcomes with your teaching practice and in-class assessment activities. Course outlines can be viewed at www.curricunet.com/siskiyous/.

Proposals for new courses should be completed in consultation with the appropriate Dean or Director. Forms for completing the new course proposal process are available in the Dean of Instruction Office or online at www.curricunet.com/siskiyous/. New course proposals are routed and approved or reviewed by the area, Curriculum Committee, Instruction Council, and the Board of Trustees for final approval. Completed outlines for existing courses will be reviewed periodically for approval by the Curriculum Committee.

The official set of signed course information forms, as approved by the Curriculum Committee, shall be maintained electronically and hard copies are kept in a permanent file in the Instruction Office.

No course can be offered or publicized until approval has been obtained from the Curriculum Committee. Timelines are as follows:

- Last day for Curriculum Committee to approve course outline to have it published in the Summer or Fall Schedule of Classes: February 1
- Last day for Curriculum Committee to approve course outline to have it published in the Spring Schedule of Classes: August 30
- Last day for Curriculum Committee to approve course outline to have it published in the COS catalog: January 15

Steps to obtaining course outline approval can be found in Appendix A or online at www.curricunet.com/siskiyous.edu/.
The College requires that each class have a course syllabus that explains to the students what will be expected of them (see Appendix B). Below are the items that are required and items that we feel are important to include. The order and the style should be modified to fit the individual class, but it is mandated by AB 1725 (Community College Reform Act) that much of the following be presented to the student. In particular, all parts that are important for student success (i.e., prerequisites, grading methods, and scales) must be present. While much of the information required for this course syllabus appears on the Standard Course Outline, your course syllabus is a more individual expression of your organization of each specific class. This course syllabus represents a contract between you and your students. If circumstances warrant an adjustment to your course syllabus, put the changes in writing for your students. A copy of your course syllabus must be provided to the Dean of Instruction Office by the end of the second week of classes, and a courtesy copy should be provided to the Library.

Required items:
- Course title, course number and CRN number
- Instructor's name and contact information
- Office hours
- Grading criteria
- Attendance
- Make-up policy for missed work
- Text and/or materials needed for the course
- Course content or topics and dates covered
- Accommodations for students with disabilities statement (below):

Faculty must include the following passage and contact information regarding disabilities:
“If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disabled Student Programs and Services (DSPS). If you qualify for services through DSPS, bring your official notification of your accommodation needs to me as soon as possible. Disabled Student Programs and Services is located in Eddy Hall or by calling Donna Farris or Linda Rogers at 938-5297.”

Please consider including the following additional information in your Course Syllabus:
- A statement of expectations regarding academic honesty
- Drops/Withdrawals
  I am required to assess your attendance. If you have not attended regularly as of census date _________, you will be dropped with no refund of tuition and fees. After this census date, you should not plan on an instructor withdrawal if you want to withdraw from the course. You are ultimately responsible for your own attendance by the withdrawal date. Non-attendance after the census date will result in an “F” if you don’t withdraw yourself.
• **Core Values**
I believe strongly in the Core Values espoused by College of the Siskiyous: Integrity, Excellence, and Openness. Essentially, these values set guidelines for how I treat you and how you should treat each other (and me). Failure to be respectful of one another or to maintain ethical behavior will not be tolerated.

• **Mass Notification System**
In the event of an all-campus emergency, the College will activate its mass notification systems. We encourage you to sign up for this free text message service. Sign up at [http://www.siskiyous.edu](http://www.siskiyous.edu) and click on the AlertU icon on the right-hand side of the page.

• **Waitlist Procedure**
Students will be accepted into the class in the order in which they appear on the waitlist. Students not on the waitlist must wait until all students from the waitlist have been added and must have an Add/Drop form filled out to add the course.

**As appropriate, note:**
1. Class meeting time and location
2. Number of units
3. Course prerequisite(s), co-requisites, or advisories
4. Course objectives/student learning outcomes
5. Required reading lists, optional books or materials
6. Priority areas of the class curriculum (time spent on each topic)
7. Value of utilizing Library, ASC, and other learning support centers
8. Quiz / Examination information and schedule
9. Cell phone and electronic device policy
10. Other requirements, rules, or expectations; i.e., penalties for late work, term paper requirements, student-teacher conferences, or other specific information that pertains to your course.

**Helpful Hints:**
Most grade disputes arise out of:
1. Errors in the course syllabus – grading system given in percents do not total 100%; grading system given in fractions does not total 1; grading system in ranges which overlap, etc.
2. Unclear or unstated grading policy; the specific components must be given, such as written or oral examinations, laboratory reports, term papers, oral presentations, and class participation as appropriate (include what counts, how much it counts, etc.)
3. Unclear, unstated, or unrealistic – from the student’s perspective – attendance policies
4. Unclear or unstated test make-up policy

If one of your students appeals a grade, your course syllabus becomes the primary piece of reference. Use foresight. Write it as a contract that you can live with.
Communicating Expectations

1. Students will meet whatever expectations the faculty member sets, as long as they are reasonable and appropriate for the course. If you set them too low, that is what you will receive.

2. Expect the syllabus to be followed. However, let the students know (in the syllabus) that you may need to make minor adjustments as the semester evolves and that all adjustments will be uniform and clearly communicated to the class.

3. “Attendance” is addressed in the Catalog. Emphasize the importance of attendance at the beginning and throughout the course. But, please use reasonable criteria. Do not write language that is not flexible to allow you to excuse a student to attend a parent’s funeral, or for surgery, etc. The bottom line: ask yourself if “my policy will be viewed as fair by both my students and my faculty colleagues?”

4. Classroom behavior: Be yourself and conduct the class as best meets our discipline’s needs and your own personality. However, do not tolerate disruptive behavior. The College Student Conduct Code very clearly states that you need not tolerate disruptive behavior. We must have a positive, healthy learning environment. When problems arise and you need assistance, contact your Dean and the Director of Student Life as the situation requires.

Requests to alter course content

Do not alter any significant or major component of the content of your course because an approved Course Outline of Record complies with state, local, and four-year institution requirements. You are responsible for content. Significant changes to content or rules merit discussion with a faculty mentor or colleagues, but also with your Dean. A review of the official course requirements by the Curriculum Committee is required to make changes to the content of any course, including required textbooks, software, and other materials noted on the Course Outline of Record.

If and when you receive a student request to make significant changes or allowances in your course, do not answer prematurely. Respond that you will need to do some checking. When the Dean determines that a probable College policy or legal issue or challenge is being raised, the VP Instruction/Dean steps in. If a clear resolution is not obvious, or “on the books,” they can convene appropriate faculty-led panel or committee to review the case and jointly make a decision pertaining only to the student making the request. Permanent changes must follow the course revision process including appropriate reviews by the Curriculum Committee, Articulation Office, and others.

This issue pertains to the integrity and quality of a course and its corresponding credit. Each student is expected to successfully complete the major objectives/components of each given course.

This issues does not pertain to:

1. Skimming or skipping a secondary section
2. Having to make special arrangements for students with disabilities, such as giving oral tests, having tests printed with large lettering; having someone present to do sign language
3. Other standard, on-going assistance practices
CLASS ROSTERS
You are able to access your class roster and your waitlist on your myNavigator account online. It is recommended that you download a new roster every class period to check for additions/deletions for the first two weeks. If you have a student on the printout and he/she is not in class and has not contacted you to save his/her spot, you may drop the student by downloading the Instructor Drop form on your Faculty tab. Those students who are present and whose names do not appear on your roster need to register immediately. If your class is full the student will need your signature to register. All registrations after the first day of class need to be turned into the Enrollment Services office. Do not allow students to remain in your class until they have completed registration. This is both a liability and a possible FTES issue.

ADDING STUDENTS
Some classes have been assigned a maximum number of students by the Dean of Instruction based on issues of academic quality, seating capacity, and/or equipment factors. The Banner registration system will close your class automatically when the maximum number enrolled is reached. Students have the capability to add themselves to the waitlist by either their myNavigator portal or by going to the Enrollment Services window. You are able to access your class roster and your waitlist on your myNavigator account online. If you have room in your class (because of no shows), you must take students off the waiting list in the order they appear (chronologically), and you must sign their "add" form. Note: students on the wait list must show up at the first class session in order to maintain their place on the wait list.

For funding purposes, official enrollment (census) takes place the fourth Monday of each term. Our state apportionment is computed on these numbers so accuracy is extremely important. The College does not receive apportionment for students added after census, nor is it likely that students can truly benefit from entering the course so late, thus instructors are encouraged to ensure all students attending are registered prior to census. A Late Add Permit is required to register after the end of the second week of instruction for full-semester courses with appropriate approval. Late Add approval must meet the following criteria:

1. The student has been in attendance since the beginning of the class

2. The student is moving from one level of a subject to another, i.e. ENGL 0950 to ENGL 1001.

3. The student is changing from one section to another section of the same course.

If a student meets the criteria they can download a Late Add Permit (http://www.siskiyous.edu/apply/documents/lateadd.pdf) off the web. Please be sure to sign and complete the form and then you may send them to the Instruction Office (x5375) in the Student Center. They will assist them in the completion of the process. Because the criteria for processing a late add is so narrow, be sure to explain thoroughly why the student is being added late.

Late add dates for short-term, irregularly scheduled courses vary.

Contact Person: Meghan Witherell Office / Extension: Enrollment Services / 5831 Date: 8/13
ON-GOING RECORDKEEPING
Once your class is off and running, your recordkeeping gets underway. You need to be aware that as a teacher, you are responsible for maintaining official student attendance records.

There are two methods to account for student attendance, and the type of class you are teaching determines the method:

1. Census
   a. **What is Census**: Primary census is how COS reports all registered students to the state. These numbers are used in apportionment. Census is also a good time to ensure that you and your students are on the same page as far as their status in the course. Please select S if the student is earning a C or better in the course and a U if the student is receiving a D or F. This also assists Counseling and support programs to refer students to services if needed.

   b. **When is Census Due?**: Census is the fourth Monday of each term. If the student is no longer attending your class and you would like to drop them, you must print out a copy of your census and assign a "W" and the last day of attendance and return it to Mary Mericle (faxed or e-mail copies are accepted). Otherwise the process is completely on-line.

   c. **How do I report my Census**: Please log onto your myNavigator account, go to your faculty tab to assign an S (for Satisfactory progress) or U (for Unsatisfactory progress).

2. Positive Attendance or Positive Hour:
   a. Positive attendance is used for short-term, (less than a full semester), irregularly scheduled, and non-credit classes. Attendance is taken every class session, and even if the student only attends once, the records should so indicate. Use the permanent class roster or an Excel spreadsheet for keeping track of attendance and performance. The permanent class roster may be obtained on your myNavigator portal at any time.
FINAL GRADE REPORTS/SHEETS

For census classes, Faculty will log onto their myNavigator account to enter their grades. Grades and backup are due the Monday following the last day of finals. Backup can be e-mailed or brought into the Enrollment Services office.

For Positive Attendance classes, Faculty will log onto their myNavigator account to enter their grades and total hours the Monday after the last class. Your "Back Up" must include hours of attendance broken down by day and information on how you determined the grade. Backup can be e-mailed or brought into the Enrollment Services office.

FERPA Disclosure: Students can access their grades 24 hours after you have posted them by logging onto their myNavigator account. Please remember that student grades are confidential. Do not post student grades on your office door or anywhere else on campus. Any use of a partial student ID or SSN posted publicly with a grade becomes a FERPA violation, as even partial numbers can be traced to individual students.
Regular attendance is one of the most important indicators of student success. Therefore, students are expected to attend all sessions of each class in which they are enrolled. Each instructor establishes attendance standards, which will be announced early in the semester and outlined in the first-day handout. Students should understand the standard to be met in each class. An instructor may drop a student whose absences exceed the number of times a class meets per week.

If a student has not attended class or contacted the instructor by the fourth week (census) of class, instructors are requested to use the census form to drop the student. It is a disservice to students and the community to continue enrollment for “no shows.”

School activities such as athletic events, student government conferences, music festivals, field trips, and the like are approved instructional activities. However, this does not mean a student is excused from class assignments. It is the student’s responsibility to consult with each instructor prior to the absence to clarify what work must be done for each class and the deadline for completion of the work to the instructor’s satisfaction.

A student who ceases to attend a class and fails to submit an official “drop” sheet in Enrollment Services before the drop deadline, may receive a grade of “F” or an “FW.” The “FW” symbol indicates that a student has ceased attending a class and has failed the course for that reason. Although the grade point value of an “FW” grade is zero like an “F” grade, the “FW” grade recognizes that a student ceased attending and that this action resulted in a failing grade. *The use of this grade is entirely at the discretion of the instructor.*
First impressions are very powerful. These suggestions are made with that in mind.

1. Arrive in the classroom well before the class begins so you can have your material set up. Greet your students as they arrive.

2. Introduce yourself. Begin to build a comfortable learning environment. You set the tone for the class.

3. Take roll so you can begin to learn students' names.

4. Continue to take roll daily for the first four weeks so that we can comply with state reporting needs.

5. Use a get-acquainted activity so students can begin to meet one another. One element of student success is knowing others in the class so they feel comfortable. Participate in the get-acquainted activity.

6. Introduce the text. Assist students by explaining special features such as definition of terms, exercises, test questions, etc. Help them understand how to efficiently read it.

7. Distribute and introduce the course syllabus. Discuss important issues from it. Notify the students of grading practices, attendance policies, etc.

8. For a long class, have activities planned to get students interested and excited about your topic. Show your enthusiasm for your topic.

9. Make sure the students understand the assignment for the next class.

10. Be over-prepared. The class may go faster than you anticipate. Be prepared with additional activities.

11. Conduct an entire class--don't meet and dismiss. Remember you are setting the tone for the entire semester. If you want students to be prepared, interested, and committed to the learning in the class, you must demonstrate those behaviors from Day One.
WHEN YOU ARE UNABLE TO MEET YOUR CLASS
The College expects instructors to meet their classes as scheduled, and as indicated on their teaching contract. Instructors are not allowed to cancel classes; only the Deans, Director, and the Vice President of Instruction can cancel a class. If you are ill or cannot meet your class because of an emergency, please notify the Instruction Office (938-5201) so that alternate arrangements can be made.

The College will make every effort to provide students with a continuous instructional program staffed by fully qualified instructors. When a teacher is required to be absent from a scheduled class, the administration will, in consultation with appropriate available faculty, determine which of the following alternatives is most advantageous:

a. Cancel the class
b. Reschedule the class for an earlier or later meeting
c. Provide out of class assignments
d. Provide an exchange between qualified faculty members
e. Provide a qualified faculty substitute at extra pay
f. Provide a qualified substitute

CHANGES
Change in room location, meeting time, etc. requires the advance approval of the Dean, Director or Vice President of Instruction.

VISITORS
Children of students and anyone who is not registered for the class are NOT allowed in the classroom. Children should not accompany students on campus.
CLASSES WITH SPECIAL CIRCUMSTANCES

FIELD TRIP CLASSES
Any class with a field trip going out-of-state will need a waiver of liability signed by the student as required by Title V, Section 55450.

COMPUTER CLASSES
To avoid downtime in the classroom, instructors using computer software in their classes are strongly encouraged to test the software and equipment in advance to be sure they work. Please contact Tech Services at 938-5222 or x5222 for assistance.

Remember: All computer labs are connected to a time keeper which allows the student to use the computer outside of class time. The timekeeper will automatically lock them out after they have used their allotted time in EDUC 670 or other lab classes.
VARIED ABILITIES
As an open-door institution, we naturally see a wide range of abilities in the classroom. We see students with skills and backgrounds that rival lower-division students in the nation's best universities, and we also have a good many under-prepared learners who will not succeed with the skill levels they bring to college. For the under-prepared, we have supplemental assistance through the assessment process, the Academic Success Center, math, reading and writing labs, and tutorial services. The classroom instructor is in the best position to encourage students in need of these services to take advantage of them, so every instructor should be familiar with these services.

The principal challenge of community college teaching is to succeed with this diverse group of student abilities and motivations. One can challenge the high ability of students with optional or bonus assignments or exam questions. Since they will be at the top of the class anyway, structuring some requirements that allow them to stretch a bit will have little impact on their grades but will allow them to get a very solid grounding in the subject. Building in challenging opportunities is a good way to address the top end of the class.

On the other hand, it helps to realize that under-prepared students are at great risk to be simultaneously taking basic skills courses and academic courses, and it helps to view each course as a developmental experience. That is, instructors would do well to consider that they are teaching students how to learn this subject as well as teaching the subject. This can be done by making clear the procedures and requirements for performance in this discipline, expecting and preparing students to grow toward competence as the semester progresses, and building in opportunities for this to happen. There should be frequent evaluation of community college students rather than only midterm and final exams in order to encourage their development and to recognize that the time they have for preparation lends itself to mastery of smaller units of material.
We believe that academic freedom is fundamental and essential to the teaching profession.

I. Principles
   A. Academic freedom is essential in order to examine controversial issues objectively in the classroom, and to ensure access to information sources required for study of such issues.
   B. The intellectual search for and transmission of knowledge should go forward in an atmosphere free from fear of reprisal, while providing opportunities for critical thinking and understanding of conflicting points of view.
   C. To ensure the pursuit of truth, instructors and students must be free to investigate, to form conclusions, and to express judgments and opinion without impediment from special interest or conflicting public opinion groups.
   D. The right to constructively criticize college politics without fear of retribution is a necessary element of academic freedom.

II. Responsibilities
   A. Teachers have the responsibility for developing curriculum and selecting instructional materials, methods, and speakers to meet the goals of that curriculum.
   B. Faculty members must strive for factual accuracy and show restraint in dealing with topics outside their area of concentration.
   C. While showing respect for the opinions of others, the instructor should, after impartial examination of the evidence points, note the inconsistencies in the data presented, if appropriate.
   D. Available data must be investigated comprehensively without selectively omitting pertinent information.
   E. Using the teacher's role as a platform to promote partisan points of view is not appropriate.
   F. All members of the college staff and the student body must feel free to speak and write publicly without institutional censorship, so long as they indicate they are not acting as institutional spokespersons.
   G. Teachers shall be employed, promoted, or retained without discrimination or harassment regarding their personal opinions as expressed in their scholarly, literary, or artistic endeavors.
   H. The college has a responsibility to society to defend and maintain academic freedom to ensure that educational goals can be achieved and that all fields of knowledge can be studied, discussed, advanced and interpreted in an objective and scholarly manner.
Removal From a Class or Program

All faculty members have the responsibility to conduct class in an atmosphere that is conducive to teaching and learning; similarly, all students have the right to an atmosphere that is safe and respectful while engaged in learning. Faculty members set the tone for their classes by including clearly written policies about academic expectations as well as student conduct. When a student willfully refuses to abide by those policies, the faculty member should:

1. As soon as possible, outside of class, talk to the disruptive student about the specific distracting, disruptive, or threatening behavior, outlining the specific behaviors that will not be tolerated in class.

2. Document, in writing, the specific distracting, disruptive, or threatening behavior. A copy of the documentation will be given to the student and the Director of Student Life. If the behavior continues, a faculty member may remove a student for the remainder of the class period and the next class meeting.

REASONS for Removal:

An instructor is authorized to remove a student from class on the day of the incident and the next class meeting. A student may be removed from a class or program for the remainder of the term following the process described below. The types of reasons for removal include:

A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of a College staff member.
B. Assault, battery, or any threat of force or violence upon a student or College staff member.
C. Willful misconduct which results in injury to a student or College staff member.
D. Willful misconduct which results in damage to any real or personal property owned by the District or others.
E. Use, sale, or possession of illegal drugs on campus.
F. Presence on campus under the influence of a controlled substance, except as permitted by law.
G. Possession or use of alcoholic beverages or appearance on campus while under the influence of alcohol.
H. Willful or persistent smoking in any area where smoking is prohibited.
I. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

STEPS involved if you are removing a student from your class or program:

1. You will inform the student that he/she is removed from the class or program. If the student refuses to leave, the police may be called.
2. Submit a report (see Appendix F) to the Director of Student Life, with a copy to your Dean. **Before the student returns to class, the student must meet with the Director of Student Life to explain his/her behavior.
3. You will discuss the situation with the Director and determine appropriate action. Action may include a contract outlining specific behaviors that must stop, appropriate sanctions, up to and including removal for up to two class meetings.
4. If permanent removal is recommended, a Student Conduct Hearing will be scheduled by the Student Conduct Administrator (see “Student Conduct Procedure” in the student handbook). Until the process is completed:
   - The student may not attend class
   - You may not drop the student from the class

Contact Person: Gregory South  Office / Extension: Instruction Office / 5201  Date: 8/13
1. **Responsibilities to discipline**
   Guided by a deep conviction of the worth and dignity of the advancement of knowledge, we recognize the special responsibilities placed upon us. Our primary responsibility to our subject is to seek and to state the truth as we see it. To this end we devote our energies to developing and improving our scholarly competence. We accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. We practice intellectual honesty. Although we may follow subsidiary interests, these interests must never seriously hamper or compromise our freedom of inquiry.

2. **Responsibilities to students**
   As teachers, we encourage the active pursuit of learning in our students. We hold before them the best scholarly and ethical standards of our discipline. We demonstrate support for students as individuals and adhere to our roles as intellectual guides and counsels. We make every reasonable effort to foster honest academic conduct and to ensure that our evaluations of students reflect each student's achievement. We respect the confidential nature of the relationship between instructor and student. We avoid any exploitation, harassment, or discriminatory treatment of students. We protect the students’ academic freedom.

3. **Responsibilities to colleagues**
   As colleagues, we have obligations that derive from common membership in the community of scholars. We do not discriminate against or harass colleagues. We respect and defend the free inquiry of associates. In the exchange of criticism and ideas, we show due respect for the opinions of others. We practice academic honesty by acknowledging the inclusion of others’ ideas in our own work. We strive to be objective in our professional judgment of colleagues. We accept our share of faculty responsibilities for the governance of our institution. When it is necessary and appropriate to challenge the beliefs or actions of an individual, we will communicate with sensitivity, and will preserve the dignity of that individual. We will not denigrate others, but whenever possible, will treat individuals in a courteous, positive manner.

4. **Responsibilities to College of the Siskiyous**
   As members of a California Community College, we seek above all to be effective teachers, scholars, and active participants in shared governance. Although we observe the stated regulations of the college, provided the regulations do no contravene academic freedom, we maintain our right to criticize and seek revision. We give due regard to our primary institutional responsibilities in determining the amount and character of work done outside those responsibilities. When considering the interruption or termination of our service, we recognize the effect of our decision upon the program, students, and college and give due notice of our intentions.

5. **Responsibilities to the community**
   As members of our community, we have the rights and obligations of other citizens. When we speak or act as private persons, we avoid creating the impression of speaking or acting for the college. As citizens engaged in a profession that depends upon freedom for its health and integrity, we have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. We will attempt to model this ethical and positive behavior both on campus and in the wider community.
COLLECTIONS
The library holdings include more than 40,000 books, periodical subscriptions, newspapers, pamphlet files, microforms, and maps. Over 8,000 titles are available in various media formats. Special collections of COS documents, local history, and the Mount Shasta volcano are also available. Access to the catalog and online databases, including full text articles and about 21,000 electronic books, is provided via the Library’s Web page at www.siskiyous.edu/library.

Faculty are responsible for recommending library books, AV media and other materials in their area of instruction. The librarian will accept purchase recommendations for books based on budget, demand, and balance of the library’s collection. Faculty are also responsible for assisting the librarian in weeding the collection. Flex credit may be available for weeding activity.

Instructors should annually budget for AV programs, media rental and instructional equipment to supplement their area of instruction. Expensive or infrequently used programs can be borrowed or rented. All video programs must be closed-captioned.

CIRCULATION
Faculty and staff may borrow circulating library books and magazines for one semester (fall, spring, summer). All borrowed materials must be returned at the end of the semester. Earlier return is encouraged so that the materials are available to others. Non-circulating materials may be borrowed by an instructor for a short period, with the permission of the library staff. Audio-video programs circulate for two weeks and include “flex approved” programs. A list of “flex approved” library books is also provided.

SERVICES
Interlibrary loan: Not currently available.
Reference research: Library staff can help locate needed information. Database and Internet searching is also provided.
Reserve collection: Faculty may place textbooks or other assigned readings in the reserve collections at the main library or at the Yreka Campus. Most reserve materials are used in the Library. Only selected textbooks are purchased by the Library. Others must be supplied by the instructor. Call the library for more information.
Instruction: Library staff may be able to provide instruction in research and evaluation skills in the Library, in classrooms, offsite locations, or in computer labs, depending on the schedule and availability.
Assignments/bibliographies: Library staff will assist instructors in designing appropriate library research assignments that incorporate information competency skills. Bibliographies of library materials on any subject may also be requested.
The Academic Success Center (ASC) offers a variety of services to support students' efforts in many of their courses at COS. Students have access to the ASC by registering for EDUC 0670 (Critical Skills Lab) or a related ASC-based class.

Support services for all students include a Writing Lab, Reading Lab, Math Lab, and Computer Lab, DSPS Alternative Media Center, and Tutoring Services. Many college classes require, or demand, that students avail themselves of the services offered in the Academic Success Center.

The Center is located on the Weed campus at the south end of the Learning Resources Center and is open:

- Monday - Thursday 8:00 a.m. - 5:00 p.m.
- Friday 8:00 a.m. – 2:00 p.m.

Hours are also available for some ASC services on the Yreka campus. Check the Yreka Services page, [http://www.siskiyous.edu/yreka/services.htm](http://www.siskiyous.edu/yreka/services.htm) for current hours and services.

Visit the ASC online at [http://www.siskiyous.edu/asc/](http://www.siskiyous.edu/asc/) for more information or call (530) 938-5830.

Contact: Harold “Kirk” Miller
Office / Extension: ASC / 5324
Date: 12/13
Technology Services

Technology Services Department is responsible for maintaining and upgrading all technology equipment and infrastructure including: servers, switches, distance learning equipment, routers, telephone equipment, workstations, software, cabling, projectors, and other technology-related equipment. The responsibilities are categorized in several main areas including programming, network administration, distance learning, helpdesk, desktop support and other related support.

**District standard software for all staff and student machines:**
Windows XP
Microsoft Office Professional 2007
MS Outlook e-mail for all staff and faculty
Microsoft Internet Explorer version 8.0

**To obtain a network and e-mail account:**
Please ask your supervisor to contact Human Resources, which will clear the request and forward it to Technology Services.

**To obtain services:**
For all services, log your request through Technology Services Helpdesk:
http://www.siskiyous.edu/cgi-bin/start.exe/apps/helpdesk/login1.htm
For immediate help, contact Technology Services at 5222.

**Services Provided:**
Technology Services provides many services in addition to the computer network and telecommunications infrastructure on campus. Here is a list of these services:
- Screening of all technology acquisitions and contracts
- Help in designing technology acquisitions
- Help with the telephone/voice mail system
- Help with the campus e-mail system
- Help with the Banner system
- MIS submissions to the California Community College’s Chancellor’s Office
- Installation and maintenance of all instructional computing software
- Software licensing monitoring
- Scheduling and maintaining videoconferencing equipment
- Audio-Visual/Digital equipment checkout including laptops, digital cameras, etc.
- Technical support of the College’s web site

For more information about Technology Services, please visit the District’s web site at http://www.siskiyous.edu/tech.

Contact Person: Nancy Shepard  Office/ Extension: Technology Services / 5222  Date: 8/13
ASSESSMENT
The College offers COMPASS assessment services at the Weed and Yreka Campuses. Students’ reading, writing, and math skills are assessed in order to place them in the appropriate academic courses to assure student success.

Please call Donna Farris at extension 5297 for further information, and to schedule an appointment.
PSYCHOLOGICAL CRISIS INTERVENTION
The COS Counseling Department faculty are available to help faculty and staff assist students in crisis.

Each counselor is available to assist when a College of the Siskiyous student or staff member experiences a psychological crisis and is in need of immediate help while on campus.

TO REQUEST CRISIS INTERVENTION ASSISTANCE:

1. **ASSESS URGENCY:** If the student is a danger to themselves or others, call 9-911 from any campus phone.

2. **THEN CALL COUNSELING SERVICES AT EXT. 5353 OR 5309.** State that you have an “emergency” or “crisis” situation and need help from a counselor.

3. **IF IT IS SAFE TO DO SO, STAY WITH THE STUDENT** until contact is made with the 911 responder or counselor. If appropriate, you may walk the student to Counseling Services in Eddy Hall or wait with the student until the counselor comes to meet the student.

If you have a student who you believe is not in actual “crisis”, but who is exhibiting pre-crisis behavior that will interfere with his/her success, please use step 2 above to refer the student.

**EMERGENCY: CALL 9-911**
**CRISIS INTERVENTION: CALL EXT. 5353 OR 5309**
**AFTER 5:00PM: CALL 9-911**

Reference: Administrative Procedure No. 5112
Disabled Students Programs and Services provides a wide range of support services and accommodations for students with documented permanent or temporary disabilities whether physical, visual, hearing, learning, psychological, developmental or acquired brain injury.

Students have the right to request reasonable accommodations if their documented disability imposes an educational limitation in the educational setting. A student with a disability who requests accommodations is responsible for identifying himself/herself to the instructor, and if desired, to the Disabled Students Program and Services (DSPS) office in Eddy Hall 1. (See “Steps for Providing Accommodations”, page 36, and COS Board Policy 5140 Academic Accommodations for more information regarding provision of accommodations.)

Students who consult or request assistance from DSPS regarding specific accommodations, alternate text or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office. Disabled student information is confidential unless permission is received from the student.

Contact Person: Linda Rogers
Office / Extension: Eddy Hall / 5297
Date: 8/13
Steps to Providing Accommodations to Students

DISABLED STUDENTS PROGRAMS AND SERVICES

1. At the beginning of each semester openly solicit accommodation requests from students with disabilities. Include a statement in your syllabus such as: “accommodations may be arranged for students with a documented disability.

2. Suggest the student make an appointment with the DSPS office or indicate that you will assist them in making an appointment for him/her to meet with the appropriate specialist, extension 5297, Eddy Hall 1. During this meeting, DSPS staff will discuss the process for the provision of appropriate accommodations with the student. Faculty members will be notified by the student of the conclusions and arrangements for accommodations. **Students are not required to register with DSPS—however the appropriate accommodation(s) still needs to be provided by you—DSPS will help in facilitating if this is the student’s choice**

6. If there is a disagreement regarding accommodations or concern regarding the appropriateness of the interaction with the student, document the discussion that took place and any actions taken to resolve the situation. A copy of your notes should be given to the DSPS Director.

7. It may be necessary for a meeting, which includes the faculty member involved, the DSPS Director, or the Learning Disabilities Specialist, and the student, in order to come to agreement on the appropriate accommodation.

9. Do not draw attention to the student by discussing an accommodation request with the rest of the class. If you are making a request for a notetaker or tutor do not reveal which student needs the accommodation.

10. If you have questions or concerns regarding a student please call DSPS at Ext. 5297 promptly.

Contact Person: Linda Rogers Office / Extension: Eddy Hall / 5297 Date: 8/13
CLASS RECORDS

A. Permanent class records must be kept with markings which clearly support the grade each student receives (most instructors use an Excel file). These records are turned in to the Enrollment Services either by e-mail, fax or in person. The records are permanently retained by the Enrollment Services Office.

B. Census (for full semester courses only) is the fourth Monday of each term. If the student is no longer attending class and you would like to drop them, you must print out a copy of your census an assign a "W" and the last day of attendance and return it to Enrollment Services (faxed or e-mail copies are accepted). Otherwise the process is completely on-line.

C. Attendance records for positive attendance classes are to be kept and input on your myNavigator account at the end of the class. The records must show the hours each student attended.

D. Positive attendance classes will have a column to enter positive attendance hours with the final grades. The total hours each student attended must be recorded.

E. Please contact the Instruction Office or Enrollment Services if you have questions regarding your course.
Students Adding Classes After the Beginning of the Semester

Census Classes: Students should be encouraged to register for classes prior to the beginning of the semester. If a student registers for a class after the first day of class, the following time limits and processes apply:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One:</td>
<td>A student may add a class without outside approval (unless the class is closed).</td>
</tr>
<tr>
<td>Week Two:</td>
<td>A student may add a class at the discretion of the instructor. (The instructor must sign the add form.)</td>
</tr>
<tr>
<td>Week Four:</td>
<td>A student may add a class after completing a petition which verifies attendance and is signed by the instructor and the appropriate Dean or Director.</td>
</tr>
<tr>
<td>After Week Four:</td>
<td>Student cannot add classes after Week Four.*</td>
</tr>
</tbody>
</table>

*This does not apply to short term, late start classes or LVN classes.

Short-term courses: Registration should be done prior to the completion of 20% of the class. (For example, for a one-week class meeting daily, 20% of the course would have been completed by the end of the first day.)

Exception: There is an exception to this time frame if the student is “moving down or up” a level in a series, such as an English, math or language course. If the student has enrolled in an inappropriate level, he or she may petition to change after the fourth week. The petition must be signed by both instructors (old course and new course) and by the appropriate Dean or Director.

Contact Person: Gregory South  Office / Extension: Instruction Office / 5201  Date: 8/13
The purpose of the Federal Work Study Program is to stimulate and promote the part-time employment of students who are enrolled at College of the Siskiyous and are in need of earnings from employment to pursue their education.

In order to be eligible for employment under the Federal Work Study Program, a student must meet the general eligibility requirements for Title IV financial aid programs. The Free Application for Federal Student Aid (FAFSA) is the instrument used to gather information on the student to determine eligibility. Due to the limited amount of Federal Work Study funds available each year, a priority filing deadline has been established.

Work study positions are now part of the District budget and planning process. The job description should include the name of the supervisor, purpose of the job, duties and responsibilities, job qualifications, length of employment (beginning and ending dates), and the number of hours needed per week. The job description has several purposes. It will provide the information needed to explain the position to students and will help them select the type of employment closest to their educational or career objectives. The job description also establishes a written record, for both student and supervisor, of the job’s duties and responsibilities.

When a faculty member agrees to employ a Federal Work Study student, he or she also accepts the responsibilities that accompanies the agreement. The supervisor must establish an environment similar to what a student will experience when he or she is employed in the work force. The Work Study Program is not a grant program -- the student must earn what money he or she receives. A good supervisor can make the student’s work study experience as meaningful and useful as any course offered by the College. Students who fail to perform satisfactorily work may be terminated by the supervisor. The Financial Aid Office should be notified when this occurs.

Work Study students who renew their eligibility for Title IV funding by the priority deadline will automatically be awarded Federal Work-Study and will have the option to work with the instructor(s) they contracted with during the previous year. The student and the instructor must complete the “Student Employment Information” packet, including the department’s six-digit tops code, and return it to the Financial Aid Office. FEDERAL WORK STUDY STUDENTS MAY BEGIN WORKING JULY 1ST PROVIDING THE INSTRUCTOR HAS SIGNED AND RETURNED THE CONTRACT.

For more information concerning the Work Study Program, contact the Financial Aid Office.
ACADEMIC ADVISING/COUNSELING
The academic advising/counseling staff are available by appointment, and on a "walk-in" basis to all students to provide guidance in the educational and personal concerns of students. The staff assists students in preparing an education plan, identifying course requirements for their educational objective, and personal counseling.

Every new student is required to meet with a counselor or advisor prior to registering. Advising includes interpretation of math, English, and reading assessments, selection of courses to help students meet their goals, and discussion of educational concerns to help them be successful in their studies. Advising services at COS are provided by full-time counselors and advisors.

ACADEMIC ASSESSMENT
Taking the English and math assessment is an important first step to college. If a student needs disability related accommodations to take this exam, they should contact the Disabled Students Programs and Services (DSPS) Office at 938-5297. Please allow at least three school days for coordination of accommodation.

The College of the Siskiyous assessment instrument is the ACT Compass. The Compass is approximately two hours long. The student’s results are available immediately after taking the test. Appointments are required. Students should call 938-5555 or 842-1245 to arrange an appointment. Assessments must be taken prior to an advising appointment.
Responsibilities of being a student are outlined in the *Student Handbook* which is provided to new students (GUID 5, SOAR sessions, and other programs) and is also available online or by request at the Student Life office. Student rights, responsibilities and Code of Conduct are outlined in the *Handbook* along with Disciplinary Procedures.

In general, the majority of minor disciplinary matters in the classroom will be handled by the instructor informally with the student involved.

In accordance with Education Code, Title 3, Section 76032, an instructor may remove a student from his or her class for the day of the removal and the next class meeting (refer to Removal from a Class or Program in the *Student Handbook*). It is recommended that such removal occur only in exceptional cases, and, if removal is warranted, that the Dean of Instruction and Director of Student Life be notified of such action. Documentation of incidents is important. Forms for documentation are available from the Director of Student Life (see Appendix F).

Serious student discipline matters, however, should be referred to the Director of Student Life as early as possible for appropriate disposition, in accordance with that policy.

There are five steps to the Student Conduct Procedure listed below (refer to the *Student Handbook* for in depth descriptions of each step):

Step 1. Misconduct reported to the Designated Administrator
Step 2. A preliminary hearing is held with the Student Conduct Board
Step 3. Disciplinary action is taken

And when appropriate:

Step 4. An appeal is made to the Appeals Board
Step 5. The Superintendent/President makes the final decision

Consult the Director of Student Life for further information.
1. All clubs and organizations sponsored by College of the Siskiyous must be advised by a member of the faculty or staff. The College is not responsible for off-campus clubs or organizations, which are in whole or part, drawn from registered students at the College.

2. Current clubs and organizations (for the 2013-14 school year) include Clay Club, Comic Book Club, Dorm Club, Drama Club, Ecology Club, History Club, House Council Club, Intercultural Club, International Affairs Organization, Intervarsity Christian Club, Medieval Culture Club, Music, Vocal Jazz, and Community Band Clubs, Phi Theta Kappa Honor Society, Photography Club, Screaming Eagles Bike Club, and Alumni Association and Circle of Friends. The Associated Student Board (ASB) gives official recognition to campus clubs who meet certain criteria, which allows the clubs access to services and privileges such as membership in the Club Council.

3. The Club Council serves as the coordinating body for campus clubs. The Council meets monthly to schedule activities and discuss club-related issues.

4. The formation of new clubs is always welcome. Interested faculty and staff should contact the Associated Student Board Advisor.

EOPS is a state-funded program which is designed to provide greater opportunities for members of our society who are affected by educational and economic disadvantages. A specific charge of EOPS is to develop programs, services, and activities, which are over, above, and in addition to traditional college programs. Working with a diversity of cultures and a variety of student backgrounds, the EOPS Program seeks to serve and encourage students in their educational goals and personal adjustment to academic life. Whether students are attending college for vocational certificates, job skills, preparation for a degree, and/or transition to a four-year institution, these services are available to full-time eligible students:

- **Financial Assistance**: Students who complete an EOPS application, are accepted into the program and agree to the requirements in the mutual responsibility contract will be considered for a book voucher.
- **Learning Assistance**: In addition to the numerous basic skills opportunities on campus the EOPS Program provides academic supplies for student academic success.
- **Academic Advising/Counseling**: Counseling and advising services for academic, personal, and vocational areas are available for EOPS students. The EOPS Counselor/Director, and the EOPS/CARE Coordinator assist students with orientation, registration, career exploration, individual educational plans, acculturation to college life, academic success, and procedures necessary for applying for financial aid.
- **Transportation Assistance**: A limited amount of Stage bus passes are available for EOPS students.
- **Miscellaneous Financial Assistance**: EOPS can help pay for commencement fees for graduation and PTK membership fees. Students can also get a CSU and UC application fee waiver.
- **CARE (Cooperative Agencies Resources for Education) Program**: A program for eligible single parents who are already eligible for EOPS. CARE reimburses childcare needs while attending college, sponsors workshops, provides limited school supplies, bus passes, and gas vouchers (depending on funding).
Student Support Services (SSS) is a federal TRIO program funded by the U.S. Department of Education. SSS is funded to serve 180 economically and educationally disadvantaged students and all participants must be either a first-generation college student, and/or low-income, and/or physically or learning disabled. The College of the Siskiyous’ SSS program is designed to ensure the academic success and transfer of its participants to a four-year college or university. In order to increase the retention, graduation and transfer rate of all our eligible students, SSS offers a multitude of services:

- Individualized, intensive counseling and advising services encompassing assistance in transfer, graduation, registration, development of a student educational plan, program orientation, assistance with a student’s first year experience and transition into college life
- Personal counseling and referrals
- Career guidance
- Transfer information and four-year college application assistance
- Field trips to four-year college campuses (transportation provided)
- Cultural activities (transportation and tickets provided)
- Financial aid and scholarship application assistance
- Financial literacy and other workshops related to student success
- Graduation and Honor Awards Reception

Contact Person: Pat Kushwara
Office / Extension: Eddy Hall / 5801
Date: 8/13
FINANCIAL AID
Regardless of income, every student should be encouraged to apply for financial aid. There is some type of aid for ANY student who needs help with college costs. Most of the aid comes in the form of free money (money that doesn't have to be repaid)...grants, fee waivers, scholarships and part-time employment. There are also student loans at very low interest rates. Some loan programs are based on financial need and the federal government pays the interest on the loan while the student is enrolled. For middle and higher income students, there are also low interest, unsubsidized loans for both students and parents. Please have students call or visit the Financial Aid Office, extension 5209.
**Shasta Head Start - Discovery Child Development Center** on the COS Campus serves College of the Siskiyous and the surrounding community. This Head Start Program, in collaboration with College of the Siskiyous, offers a pre-school with surround care and serves as our campus Lab School for the Early Childhood Education and Nursing Programs.

The Center offers a pre-school program for children from 3 years to kindergarten age, 7:45 a.m. until 2:30 p.m. Tuition subsidy is available through various sources. Enrollment is through Shasta Head Start.

DCDC is licensed through the State of California and Accredited through the National Association for the Education of Young Children.

For information about the Lab School component of our Early Childhood Education Program contact Patrice Thatcher, Program Coordinator for Early Childhood Education, extension 5290.

For information about enrollment contact Shasta Head Start at 938-1633 or at 1-800-464-8338.
TRANSFER CENTER

The COS Transfer Center provides services to students planning to transfer to four-year colleges and universities. Counselors and advisors provide information on course requirements, applications, costs, housing and more. Please call the Transfer Center at extension 5353 for further information.

Many COS students plan to transfer to a four-year college or university. The Transfer Center provides a variety of services and information to assist them in their transition:

- Catalogs for CSU, UC, California Community Colleges, most other California colleges, and many out-of-state colleges.
- Internet access to college information and electronic UC and CSU applications. Assistance with transfer admission applications.
- Transfer College Fair each fall semester with representatives from many colleges and universities.
- Bulletin board providing valuable information on important events and deadlines for students applying to four-year colleges.

ARTICULATION

Articulation is a written agreement between College of the Siskiyous and transfer universities that identifies COS courses that will satisfy university degree requirements.

- Articulation agreements between College of the Siskiyous and California public universities are listed at www.assist.org.
- Students may contact Counseling Services for articulation information or to request that an articulation agreement be established with their transfer university.
ACCIDENTS
If an accident occurs, do whatever is necessary for the student. If the injury is serious, call 911. An Accident Report Form must be completed with 24 hours and submitted to the Student Life Office. On campus, instructors should notify the Student Life Office. (In each classroom, a handbook outlining actions to take in certain emergencies is available.)

INSURANCE
The College has accident insurance for all students to cover accidents that occur in the classroom. The College’s accident policy does not cover health issues such as a seizure, heart attack, etc. It serves as a secondary provider, unless the student has no other insurance. There is a fifty dollar deductible for all students (each accident). Students are not covered during travel to and from class.

Instructors are covered by Worker’s Comp and should notify Human Resources in the event of an accident.
Plagiarism

Plagiarism is an act of theft committed by a person who is stealing someone else’s intellectual property. Plagiarism is an act of dishonesty. Whether intentionally or unintentionally, a writer is misrepresenting someone else’s words or ideas as his or her own.

Intentional plagiarism exists when a student lists sources that he or she has not used; when a student copies from a source but fails to cite it, thereby misrepresenting the original source’s idea as his or her own; when a student copies material from another student’s work without giving that other student credit; when a student buys or borrows a whole paper or portions of a paper from another student or from the World Wide Web; when a student copies another artist’s music or work of art and tries to submit it as his or her own.

Unintentional plagiarism, which is also punishable, may exist when a student attempts to paraphrase or summarize a source, but copies too much from the source instead of re-writing the ideas in his or her own words; when a student inadvertently fails to include a parenthetical reference to a source, although the source is listed among the citations at the end of the paper; when a student fails to put quotation marks around quoted material; when a student relies too heavily on external sources, thus expressing few or none of his or her own ideas.

These examples are not all inclusive of every possible form of plagiarism and should not be considered as such.
The photocopiers located on campus are to be used only by District personnel for College related business. The copiers are not to be used to print more than 60 copies per page. If you require more than 60 copies per page, you are requested to use the digital duplicator, currently located in the faculty copy center, in the old Life Science building. There is also a copier located in ESTC 8-104.

On occasion, if special paper or supplies are needed, these items are to be purchased out of the area's supply budget. Color copies are billed back to departments and must have been approved before completion.

When instructors develop materials which are non-routine, e.g. textbook for the class, comprehensive manual, voluminous or expensive supplementary materials, and it is anticipated that students will be charged, the procedures to be used must be developed with the Vice President of Instruction in advance.
The equipment and facilities of College of the Siskiyous are to be used to the maximum extent possible to facilitate instruction.

Special purpose instructional equipment such as laboratory equipment, computers, calculating machines, etc., are NOT to be removed from the classroom to which they are assigned. This equipment is available for use by the faculty in the designated area when not in scheduled use by classes.

The Dean, Directors and instructors have the responsibility to ensure that the equipment and facilities in their instructional area are utilized in accordance with sound management procedures. This includes adding new items to the inventory, and deleting obsolete equipment from the inventory.

Instructors who use the College facilities for any purpose whatsoever after the close of the normal academic day are responsible for the security of the building or buildings they use. Accordingly, it is the responsibility of the instructors to assure that each outside door is securely locked, windows are closed, and lights are turned off.

College property (except for laptop computers) is not to be removed from the campus without permission of the Dean and/or Directors.
Parking

CAMPUS PARKING (WEED CAMPUS)
Parking lots are provided for the use of students, employees, and guests. Parking is permitted in designated areas, as indicated by a white stripe. Parking is not allowed in any thoroughfare, within 10 feet of any fire hydrant, or where otherwise restricted by posted signs.

The speed limit on all of the campus is 10 mph, and drivers are expected to obey all posted regulations.

Enforcement of parking and traffic regulations on campus is performed by the Weed Police Department. Any citations issued are citations of the City of Weed and are treated accordingly.

OVERNIGHT PARKING
Overnight parking is allowed for residence hall students and students or employees on overnight college-sponsored trips.

Overnight parking is permitted in:
1. The two dorm parking lots;
2. The strip along the Industrial Technology, Athletic Training Center, and Maintenance Buildings;
3. The small strip along the back of the gymnasium which is across from the Maintenance Building.
A. Real property or buildings are available for public use under provisions of the Education Code and the Constitution of the State of California. Use is granted only upon application by an organization or group of citizens, and is dependent upon availability of facilities.

B. Charges and conditions for such use are established by College Procedures.

C. An appropriate supervision plan is required for certain events as requested.

D. The College instructional program has priority over any other request for use of a facility.

E. All applications for use of College facilities for community service purposes are to be made through the office of the Vice President of Administrative and Information Services.

F. Request for use of College facilities must be approved and filed at least thirty (30) days in advance of the event or activity. (Exceptions subject to approval of the Vice President of Administrative and Information Services).
Bulletin Boards are established throughout the campus for instruction, administrative, and student utilization. As with all facilities of the college, first priority shall be given for instructional utilization. In addition, the District has obligations to selected groups. These are accommodated as follows:

A. Bulletin boards located in the Student Lounge area are generally designated for special purposes as listed below:
   ⇒ **Public** – Enrollment Services staff will maintain.
   ⇒ **Student Services** - Enrollment Services staff will maintain.
   ⇒ **Performing Arts** - The Public Information Office will maintain.
   ⇒ **ASB/Clubs** - Associated Student Body will maintain.
   ⇒ **Special Announcements** – Enrollment Services staff will maintain.

B. **Classroom Buildings - Hallways**
   Bulletin boards located in the hallways of all classroom facilities, except the gymnasium may be utilized as follows:

   The left half may be used by faculty utilizing that facility for notices of interest to faculty and students. The right half may be used by students for notices of general interest to that group.

   Responsibility for these boards shall rest primarily with and be monitored by the Instructor(s) whose general area of responsibility includes the facility mentioned.

C. **Gymnasium**
   The bulletin board in the gymnasium may be utilized for notices of interest to students utilizing that facility and responsibility for monitoring and maintenance shall rest with the Athletic Director.
It is impossible to summarize the California Education Code insofar as it deals with faculty in this document. However, the code itself and certain sections of Title 5 which contain administrative rules and regulations dealing with community college faculty are available several places on campus should you wish to use them.

Office of the Vice President of Instruction
    California Education Code - 2012 (Compact Edition)

Office of the Superintendent/President
    Title 5

Office of the Vice President of Administrative and Information Services
    California Education Code – 2012 (Compact Edition)

Library
    West's Annotated California Education Codes - Special Pamphlet
    Deering Annotated California Codes
    Deering Annotated California Codes Supplement
A. A MSDS (Material Safety Data Sheets) master binder is kept in the Vice President, Administrative Services area, and binders are kept in locations where chemicals are used. A complete list of MSDS will also be available on-line for all employees to access. Accidents involving hazardous substances should be immediately reported to Maintenance via telephone (ext. 5233) and also electronically via the Maintenance Service Request as a safety item.

B. Potentially dangerous conditions must be reported via an electronic Maintenance Service Request as a safety request.

C. Please see the Illness and Injury Prevention Plan for additional details about campus safety. The Plan can be viewed on the COS website at: www.siskiyous.edu/committees/safety, click on Flyers and Documents and then click on the COS Injury and Illness Prevention Plan link.
Under the direct supervision of the Superintendent/President the Executive Director of Human Resources is responsible for the following:

PERSONNEL RESPONSIBILITIES

1. Manage, maintain, and monitor the District personnel systems and records, including ensuring appropriate qualifications.
2. Administer personnel policies and ensure that all policies and procedures are implemented and audit trails are maintained.
3. Be a resource person to employees on compensation, leaves, professional growth, retirement, and fringe benefits, and advise them of the various leaves available.
4. Assist with employee concerns/issues and disciplinary procedures.

EQUAL EMPLOYMENT OPPORTUNITIES

1. Develop and recommend policies, programs, and procedures to implement the equal employment commitment required by policy and various legal obligations arising under the Federal Civil Rights Acts, the Equal Employment Opportunity Act, applicable executives orders, and Fair Employment Practices Legislation.
2. Monitor job announcements and applications, and ensure appropriate selection and follow-up procedures for equal opportunity.
3. Manage District hiring process.

BUSINESS SERVICES RESPONSIBILITIES

1. Manage payroll documentation necessary for District accountability and the preparation of the monthly payroll requisitions for all certificated, classified, administrative staff, and student employees.
2. Prepare all employee contracts and payroll to ensure that records and salaries reflect changes resulting from appointments, educational advancement, anniversary increments, annual step advancement, leaves, promotions, transfers, reassignments, dismissals, and retirement in conjunction with the college administration.
3. Participates in the collective bargaining process and implements provisions of contracts.
4. Assist in the preparation of annual salary and fringe benefit studies and budgetary planning for implementation.
Sick Leave, Personal Necessity Leave

Sick leave will be granted to academic personnel in accordance with Sections 87781 to 87785 of the Education Code, which provides that:

A. Regular full-time academic employees shall be entitled to ten days leave of absence for illness or injury with full pay for a school year of service. Twelve month faculty positions receive 12 days annually.

B. Part-time academic employees shall be entitled to that proportion of ten days leave of absence for illness or injury as the number of days employed per week bears to five.

C. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the school year.

D. If the employee does not take the full amount of leave allowed in any school year, the amount not taken shall be accumulated from year to year.

Sick leave benefits of part-time employees are determined by the following formula:

\[
\text{Days of sick leave per school year} = \left(\frac{\text{Days per week assigned}}{5}\right) \times 10
\]

The sick leave benefits of a part-time employee are determined on the basis of the number of days to which the employee is assigned during the first semester of employment during the regular school year. Payment for days of illness leave is to be made only during any semester in which the person is performing services for the District. The sick leave benefit of the part-time employee if unused, however, shall accrue from year to year.

A full-time academic employee of the District, who is employed as a part-time academic employee, is considered two different persons and is, therefore, entitled to ten days of sick leave as a full-time employee and the appropriate number of additional days as indicated above. Days of leave accrued as a part-time employee can be used only in relation to the part-time assignment.

The President of the College shall be responsible for having reasonable assurance that absence is actually caused by illness of the employee before allowing sick leave with pay.

Each school employee returning after three or more consecutive days of absence because of illness may be required to present a doctor's statement or other satisfactory evidence that their health is satisfactory to return to the classroom.

Use of Sick Leave for Personal Necessity

An employee of the District is entitled to use six days of their ten days sick leave for personal necessity. The District will grant such leave in accordance with Section 87784 of the Education Code which reads in part as follows: "Any days of sick leave of absence for illness or injury allowed pursuant to Section 87781 may be used by the employee at their election in cases of personal necessity, including any of the following:

A. Death, or serious illness, of a member of employee's immediate family.
B. Accident, involving employee's person or property, or the person or property of a member of the employee's immediate family.
C. Appearance in court as a litigant; or as a witness under an official order.
D. No Tell – four of the six days may be used due to reasons of a personal nature.
E. Such other reasons as may be prescribed by the Governing Board.

No such accumulated leave in excess of six days may be used in any school year for the purposes enumerated in this section."

In order to use sick leave for the purposes outlined above, the employee shall, when possible, submit the request for leave in advance, in writing with appropriate documentation, to their dean or administrator. (Appendix G) In the event of an emergency, an employee shall not be required to secure prior approval for personal necessity to be taken for reasons (a) and (b) above.

Your sick leave or personal necessity leave time will be docked if you are ill or not here (unless you are gone for an approved activity, such as a conference, etc.). If someone substitutes for you in your absence, whether they are a paid or unpaid substitute, the appropriate leave will be docked from your leave time.

Transfer of Sick Leave from District to District

See Faculty Bargaining Agreement, Article 13 for provisions of transferring leave.

Contact Person: Nancy Miller  Office / Extension: Human Resources / 5317  Date: 8/13
The following deductions are automatically made from monthly paychecks:

1. Federal withholding: based on marital status and exemptions made on W-4 form.

2. State withholding: based on marital status and exemptions made on DE-4 forms.

3. Retirement: PERS (Classified) – deduction will be 7 percent of gross amount. District contributes 11.442%. STRS (Academic) – 8 percent of gross amount. District contributes 8.25 percent.

   Beginning July 1, 1991, new law mandates that all employees not covered by a retirement plan will be covered by Social Security and Medicare. This will be for both classified and academic personnel.

4. Social Security: Because academic employees are members of STRS, Social Security is not deducted.

5. Medicare: Academic employees hired after April 1, 1986, will pay 1.45 percent of gross for Medicare coverage. The District matches this amount.

6. Apple: 7.5% employee contribution. This applies to part-time faculty not enrolled in STRS.

6. Full-time faculty are required to pay monthly California Teacher’s Association dues.
An injury or illness that arises out of the course of employment should be reported immediately to the employee’s supervisor and the Human Resources Office. Employees may be eligible for Workers’ Compensation benefits as provided by law.

While penalties can be imposed for fraudulently representing an injury or illness, it is the District’s intent to ensure that benefits are distributed as quickly and efficiently as possible. To make this possible, employees should follow these procedures;

1. Notify supervisor and the Human Resources Office that an injury or illness has occurred.

2. Complete employee’s statement of illness or injury.

3. Notify the Human Resources Office of any leave that is the result of a work related injury or illness.

4. Notify the Human Resources Office when an injured employee returns to work. Employees should be able to provide a doctor’s statement of the employee’s ability to Resume his/her duties.

Additional questions about Worker’s Compensation benefits should be addressed to the Human Resources Office. Leave entitlement for industrial illness of injury is covered under Article 13 in the Faculty Bargaining Agreement.
Sexual harassment is an illegal form of sexual discrimination and a violation of professional ethics.

Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonably interfering with a student’s or employee’s educational or work performance. It is also defined as the creation of an intimidating, hostile, or offensive environment.

Sexual harassment, whether subtle or blatant, is unacceptable at College of the Siskiyous. It is in violation of both District policy and civil law and will be addressed with quick and decisive action.

College of the Siskiyous, in order to ensure an environment free from harassment, encourages any individual who believes that he or she has been sexually harassed to raise the issue and/or file a complaint according to established procedures. Allegations of inappropriate behavior will be handled confidentially and thoroughly, protecting the rights of all concerned.

Although the Director of Human Resources will investigate all allegations of sexual harassment, any student or employee who feels he/she has been sexually harassed may contact a counselor, administrator, the college president, or the equal employment officer. A complete copy of the Policy Prohibiting Sexual Harassment (Board Policy 5.11.3) is available on the website at http://www.siskiyous.edu/policies/personnel.

People to Contact:
Denis Hagarty, Counselor, ext. 5410
Sunny Greene, Counselor, ext. 5353
Dennis Roberts, Athletic Director, ext. 5313
Nancy Miller, Director of Human Resources, ext. 5317
Both in the spirit and letter of the law, College of the Siskiyou shall comply with all federal and state equal opportunity laws, assuring current employees, applicants and students that the District shall not discriminate for or against any person on the basis of race, religion, color, national origin, ancestry, disability, marital status, sex, or age.

In the professional performance of duties all staff at College of the Siskiyous, as agents of the District, have a unique opportunity to assure equal access to the College’s programs and services, to work toward reasonable accommodation of the disabled, and to consider candidates fairly and equally in the employment process including hiring, promotions, leadership opportunities and reclassification.

Contact Person: Nancy Miller
Office / Extension: Human Resources / 5317
Date: 8/13
Instructors interested in publicizing information about their classes, activities or events are encouraged to fill out and return publicity questionnaires to the Public Relations Office (PRO). If you would like your classes, activities, or events advertised, please submit the information to the PRO at least two weeks prior to the date you want it to run in the paper.

Please keep in mind that local newspapers will only print course information that does not appear in the schedule or is a brand new offering. They will accept news column articles for the publicity of unusual or special classes and workshops, field trips, special projects, and other information that offers more than just a class announcement. If you are interested in developing a feature story or have information that is appropriate for a human-interest story, please call PRO at 938-5373. These kinds of stories are printed as presented.

Instructors also have the responsibility of notifying the PRO for help with the development of flyers, brochures, display ads, etc. If you would like the PRO to help you design flyers or brochures for your classes or programs, please schedule a meeting at least two to three weeks prior to the date you need to distribute. If you choose to develop on your own, please be sure to give a copy of the flyer or brochure to the PRO and Enrollment Services Office. This enables staff in these offices to better respond to questions about your class or activity.

Activities Coordinated Through the Public Relations Office (see Appendix M)

Newspapers:
- Press releases are written and distributed each week to 40 outlets to advertise and report campus news. Please note: Specific dates of distribution to media as well as the date you wish to appear in the media should be well defined. Example: You want the PRO to distribute the week of the first to appear in the paper the week of the eighth.
- News columns are written and distributed to local newspapers to highlight the expertise of staff and to inform the public of programs or services available to the campus and the community. Please note: Please arrange to meet with the PRO Director at least one month prior to anticipated distribution of news column.
- The PRO will arrange for media to come onto the campus to interview staff, cover events, or highlight special events or programs. Please note: One to two weeks notice is requested to allow sufficient time to notify media.
- The PRO will develop display ads for local papers or out-of-the country papers. Display ad rates are available from the PRO Office. Departments requesting display ads are responsible for payment. Please note: Two weeks notice is requested for preparation of display ads.
- The PRO is available to take photographs of your events, programs or personnel. Departments are responsible for payment for development and/or photo paper for multiple copies. Please note: Two weeks notice is requested for scheduling photography services.

Contact Person: Dawnie Slabaugh Office / Extension: Public Relations / 5373 Date: 8/13
Radio:
- The PRO will include your event in the college’s monthly radio spots. **Please note:** Information to be included in monthly radio spots must be turned in no later than the 10th of the month prior. Example: July radio spots must be turned in by June 10th.
- The PRO will send notice of all special events to the radio stations to be included in the daily calendar of events.
- The PRO will arrange live talk show interviews to discuss your programs and services. **Please note:** Two weeks notice is requested.
- The PRO can arrange for live remote broadcasts on campus. **Please note:** One to two months notice before scheduled event is requested for scheduling broadcast. Live remotes can be very expensive and must be paid for by the department making the request. The PRO cannot guarantee a live remote broadcast on the date(s) requested.

Cable/Television Stations:
- The PRO will send notification of your event to television stations to be included on their daily calendar of events.
- The PRO can request stations to come on campus to do special reports on your programs and air them. **Please note:** Minimum of two weeks notice is requested.

Services:
- The PRO is available to assist with development of brochures, display ads, flyers, posters, programs, invitations, etc. **Please note:** Minimum of two weeks notice is requested. By appointment only.
- The PRO can provide specialized mailing lists for direct mailings. **Please note:** Request by e-mail at least two weeks prior to need.
- The PRO is available to instruct departments on bulk mailings. Directions on “How to do a Bulk/Direct Mail” are available upon request.
- Photography files are available in the PRO. (Staff, faculty, events, etc.)
- The PRO can provide instructions on how to schedule and conduct fundraising events.
- The PRO is available to help develop department marketing plans.

Off Campus Graphic Artist/Printer Services:
- The PRO can arrange for “outside” graphic artist and printer services. **Please note:** Graphic/Printing services are to be paid for by the department requesting special services.
- A list of local graphic artists and printers with price lists, as well as samples of work, is available upon request from the PRO.
Faculty members may request space on the College’s website for staff or course web pages. Student club advisors and officers of on-campus groups may also request space for these organizations. To request web space, fill out the form on the COS web site at http://www.siskiyous.edu/webresources/webrequest.htm.

The Web Links group will create space for each staff, class, club or group area and give you access. If you would like a copy of Contribute to use for editing your page(s), please place a HelpDesk request with Tech Services, http://www.siskiyous.edu/cgi-bin/start.exe/apps/helpdesk/login1.htm, for a copy to be placed on your on-campus computer. You will then receive a brief training on Contribute and web guidelines for editing pages that use the standard COS web template. Access from off-campus through FTP is also available. Follow instructions on the Web Space Request Form.

If you do not want to learn HTML, but are interested in posting course material online for your students, please consider taking the 3-week Etudes training and using our Learning Management System as a secure way of posting course material. The current Etudes training schedule can be found at http://etudes.org/training.htm. COS Faculty Etudes Help is at http://www.siskiyous.edu/online/etudes/faculty/.

Contact Person: Nancy Shepard
Office / Extension: Distance Learning / 5581
Date: 8/13
In order to reach students in outlying areas of Siskiyou County and to provide more flexibility for all students, College of the Siskiyous offers courses online and via videoconferencing. Hybrid courses mix a variety of online and in-class modes. Courses offered via distance learning are subject to the same rigorous evaluation as on-campus courses, including acceptance through the Faculty Curriculum Committee, peer review, and course evaluation. If you will be teaching a videoconferenced course, please contact the Distance Learning staff to make arrangements for training.

Online courses can be taken from any Internet-connected computer, making them a good alternative for those who live at a distance from the campus or cannot be on campus during regular class hours. Videoconferencing connects several classrooms in the County to offer real-time interactive learning to students in outlying communities. The College supports a wide range of online and phone support services to assist distance students. Please see http://www.siskiyous.edu/distancelearning/ for further information.
Information
Applicable to Full-Time Faculty Only
A Faculty Workload Policy was adopted by the Board of Trustees on September 4, 1986 and revised on May 4, 1993. It is also contained in the Faculty Bargaining Agreement (article 9). It is available for inspection in the Instruction Office or in your copy of the Faculty Bargaining Agreement.

In addition, a Load Book, which describes the lecture hour equivalent of each course in the catalog, has been developed. It is available from the Instruction Office, the Academic Senate President, and the Deans and HPER Director.

Lastly, each semester the Dean of Instruction Office develops an Instructor Load Profile for the upcoming semester. Deans, Directors and faculty are consulted to be certain that loads are recorded properly.
Responsibility of Faculty Members

The Instructor is responsible for:

1. Establishing a learning environment in which each student may be educated as an individual and in which opportunity will be provided for the expression of particular needs. To that end, every student should be encouraged to perform to the limit of his/her personal commitment and capacity.

2. Conducting courses assigned in conformity with the format and content of the course description as approved by the Curriculum Committee, but with freedom within appropriate limits to select and present the material in the way he or she deems best. At the outset of the semester the instructor shall inform his/her class about the course in reasonably full detail so that the students will know what is intended about course content, examinations, the basis of assigning grades, and attendance expectations. This information should be presented in a course syllabus. (See Appendix B)

3. Meeting assigned classes at scheduled times and places. Secure approval from the Vice President of Instruction for any scheduled change for his/her class.

4. Informing the Instruction Office in advance when he/she is unable to meet classes.

5. Assuring that final examinations are held at scheduled or approved times and places.

6. Assigning grades in accordance with appropriate grading standards on the basis of clearly announced criteria.

7. Reporting to the Vice President of Instruction any incident involving intimidation or interference with the conduct of his/her classes.

8. Submitting reports as required.

9. Enforcing applicable College rules and regulations.

10. Maintaining currency in his/her field and updating course outlines and materials as needed.

11. Maintaining office hours as required and scheduled.

12. Participating in the governance structure of the College. These activities will include, but not be limited to, participation in area meetings, accepting committee assignments, and serving on the faculty senate.

13. Participating in community service activities which will include, but not be limited to, active participation in the Speaker’s Bureau, serving as members or consultants for various civic and service organizations.

14. Providing student service support which will include, but not be limited to, participation in commencement exercises, assistance with the sponsoring of community programs involving student participation (music, drama, varsity athletics, etc.), as well as providing counsel and advice to students participating in various student organizations.
Full-time faculty members are expected to schedule and maintain at least five office hours per week each semester and to notify the Dean of Instruction when those hours are scheduled. Exceptions to this policy must be cleared with the Dean of Instruction. Notify the Dean of Instruction before changing--or missing--any office hour. Office hours are part of the instructional program for our students and hence, are part of the duties and responsibilities of all contract faculty members, and should be scheduled at times when most students are available.
Shared governance imposed several new requirements with regard to the evaluation of academic employees: "full-time probationary employees must, by law, be evaluated at least once in the first two academic years; and at least once in the fourth year. Tenured employees must be evaluated at least once every three (instead of every two) academic years; and part-time faculty must be evaluated within their first year, and at least once every six semesters thereafter."

The Faculty Bargaining Agreement between the District and the Faculty Association contains information on evaluation (article 7). Copies of all evaluation procedures are available in the Instruction Office and in the Faculty Bargaining Agreement.
<table>
<thead>
<tr>
<th>Tenure &amp; Dismissal</th>
<th>69</th>
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<tbody>
<tr>
<td>1. Non-tenured faculty will be evaluated in each contract period. (Annually the first two years and at the end of the two-year third contract.)</td>
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<td>2. Upon completion of the probationary period, the Candidate for Tenure Review Committee may recommend tenure to the Superintendent/President.</td>
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<td>3. At the conclusion of each contract period, a determination of continued employment is made by the Board after consideration of the recommendations of the Candidate for Tenure Review Committee, and the Superintendent/President (as specified in faculty contract).</td>
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STAFF DEVELOPMENT/FLEX COMMITTEE
The Staff Development/Flex Committee is composed of five faculty members (appointed by the Academic Senate), and the Vice President of Instruction. The Committee meets regularly throughout the academic year.

BUDGET
The College has set aside funds for faculty development as part of its commitment to the flexible calendar. In addition, the College may receive funds from the state which are designated for use in staff development. A joint Staff Development/Flex Committee administers the use of these funds.

VARIOUS FORMS

Individual Flex/Staff Development Proposal: For each individually planned activity, complete a proposal online and submit it to the Instruction Office. In the event that you need to revise a particular activity or substitute a different one, you should submit a written statement of the proposed change to the Committee for their approval. With respect to an increase of the estimated days for an individually planned activity, again you should procure approval for exceeding the initial number of hours requested. For options for individually planned flex activities -- see Flex/Staff Development Guidelines for a list. Fillable forms can be found online at www.siskiyous.edu/committees/flex/forms.

Analysis/Documentation of Flex Activity: Within 30 days after completion of each individually planned flex activity, you need to complete this form online and submit it to the Instruction Office. Failure to comply with the timeline may result in the Committee not approving your activity.

Please make both forms as complete as possible. Once the proposal or analysis/documentation form has been reviewed by the Committee, a copy will be forwarded to the faculty member. Proposals or analysis forms that are not approved will be returned to you by the Committee Representative from your area.

FLEX

Number of Days Required
Each faculty member on a full-time contract is responsible for 5 days. Faculty members with less than a 100% teaching contract are responsible for a proportionate number of flex days. Faculty members on a one semester sabbatical are required to complete 50% of the flex obligation. Faculty members on a one-year sabbatical are not required to complete flex. Since the 5 flex days are in fact legally part of the 175-day contract for faculty, failure to complete the required days must by law necessitate the docking of pay for the incomplete days. Since STRS contributions are based on a complete contract year, any deduction from the 175-day requirement will negatively affect your STRS contribution for that academic year.

Calculating Flex Days
- Weekend activities are appropriate any time during the year.
- One flex day is defined as a minimum of 3 hours.
- Any activity for which faculty members are remunerated above regular salary will not qualify for flex credit.

MORE DETAILED INFORMATION
Refer to your Flex/Staff Development Guidelines for more details on flex.
Each new contract faculty member is assigned a mentor from the ranks of the contract or regular faculty. The purpose of the mentor/mentee relationship is for the new faculty member to have a person to help him/her adjust to the campus in an informal way. The mentor should be able to help the mentee with basic questions about the campus and teaching.

The mentor will never be a member of the mentee's tenure review committee in any of the probationary years.

Suggested activities: meet for coffee or tea; share a meal together; call up to see “how everything is going.”
In order to provide a simple, more accurate means of recording long distance calls, a computer system is now in use. When you need to place long distance calls, please use the following method:

1. Decide on a 5-digit identification code which you can remember but which cannot be easily guessed by others (in other words, not 12345, etc.). Call Ext. 5222 and give the receptionist your number, which will be entered into the computer. (This need only be done once).

At the end of the month you will be provided with an itemized list of calls you placed in this manner.

Instructions for use of the touch-tone telephone system, restricted telephone
To place a call to another campus extension:
1. Dial the four-digit number

To place a local call to an off-campus telephone
1. Dial 9 and then the number

To place a call to a number within the 530 area code
1. Dial 9 and then the number
2. You will hear a quick series of beeps.
3. Using the key pad on your telephone, enter your identification code

To place a call to a number outside the 530 area code
1. Dial 9-1 and then the number
2. You will hear a quick series of beeps
3. Using the key pad on your telephone, enter your identification code

Some General Considerations
1. Between consecutive phone calls, hang up for at least 5 seconds! Otherwise the equipment will assume you are transferring the previous phone call.

2. It is possible, in the case of an emergency, for the operator to interrupt a conversation. If this happens, you will hear a tone to alert you to the interruption, and the operator will deliver the emergency information.
The College mailing services are made available to College personnel for school business only. The mailing services are handled by the Administrative Services Office. Outgoing mail must be in the mailroom or in the non-stamped outgoing mail drawers located in the outside mailroom by 10:00 a.m.

Proper instructions must accompany any items that are to be mailed, for example, priority or media. Separate all out of country mail. Out of country mailings must have the country highlighted.

All mail must be labeled with the department, office or person mailing the item noted above the return address.

Special circumstances are handled as follows:

**Yreka Mail:** Delivered through interoffice mail daily. Mail to the Yreka Campus should be placed in the Yreka bag located in the mailroom. Mail to the Weed Campus should be placed in the Weed box located in the office at the Yreka Campus.

**Manila Envelopes:** Address with the end flaps closed to the right of the address. Manila envelopes are by media mail, unless otherwise noted.

**Regular #10 Envelopes:** Flatten the contents as much as possible. These do not need to be sealed but must have the flap in the closed position. If the contents make the envelope bulky and unable to close envelope, please seal completely.

**Express and FedEx Packages:** Please bring these items to the Human Resources Office to be weighed, packaged and pick up ordered. This needs to be completed by 10:00 a.m. to assure pick up and overnight delivery.

**UPS and FedEx Ground:** Packages can be dropped off in the Maintenance Shop.

**Personal Mail:** A U. S. Post Office box is located near the parking lot outside the Student Center. Please place outgoing personal mail there. Mail is picked up Monday – Friday at 10:00 a.m.

If you have any questions, please contact the Administrative Services Office at 938-5220.
Each instructor participates with the Dean or Director in planning a division budget. Planning should start in September for the following year. Budget development information is distributed annually.

A. Travel Requests/Claims
The District often reimburses employees for out-of-pocket expenses, such as meals and mileage, associated with District-authorized travel. The Deans or Directors are in charge of all travel budgets for the instructional areas. The amount budgeted in each area must cover all travel costs for food, lodging, registration fees, banquets, and the cost of transportation, at the following rates:

- **Food (High Cost Area):** B/$8, L/$9, D/$17
- **Food (Low Cost Area):** B/$5, L/$7, D/$13
- **College Van Use:** District cost $.60/mile
- **Personal Auto:** reimbursement to employees at $.565/mile

To facilitate approval of work-related travel, and coverage under the District’s liability insurance, instructors must complete a Travel Request. Completion of this form is a two-part process. Prior to travel, the instructor must complete the top portion of the form and present it to the appropriate Dean or Director for approval. The form is then routed to the appropriate administrative office. Upon return from travel, the instructor must complete the bottom portion of the form, collect all necessary signatures, and submit it to the Business Office, along with required receipts. This will generate reimbursement of unpaid expenses. (Travel Request/Expense Claim form – Appendix C)

The District maintains two credit cards for use by authorized employees. Contact the Accounting Department for more information.

B. Use of District Vehicles
The District maintains a fleet of 8-passenger and 12-passenger vans. Use of District vehicles must be arranged with the Department of Maintenance, Transportation and Operations (MTO). At least two weeks lead-time is suggested to ensure availability. All drivers must provide proof of a valid driver’s license, current automobile insurance, and a current driving violation history from the Department of Motor Vehicles. Instructors who wish to drive the 12-passenger vans must also provide a copy of a valid Class-B license before scheduling van usage.

C. Purchase Requests
Purchase request forms are available in the Accounting Department. A form must be submitted to the Dean or Director and then routed as follows:

- **Grant and Categorical requests:** Grants Office
- **Technology requests:** Information Technology Office
- **Purchase requests from $1 to $2,000:** Budget Manager
- **Purchase requests from $2,001 to $10,000:** Administrator
- **Purchase requests from $10,001 to $25,000:** Superintendent/President
- **Purchase requests over $25,000:** Board of Trustees

The purchase request form must be submitted with the appropriate budget and discipline numbers. (Purchase Request Form - Appendix D.)
WEATHER

When snow conditions are bad enough that the College decides to cancel day classes on-campus, local radio stations will be notified by 6 a.m. However, cancellation of COS on-campus classes does not necessarily mean off-campus classes are canceled.

If your class is canceled due to an official campus closure, you are not obligated to make up your missed class hours.

We report closure information to the following local radio and TV stations:

KSYC 103.9 FM / 1490 AM / 92.1 (Scott Valley) / 98.9 FM (Happy Camp)
KNTK 102.3 FM (South County) / 101.7 FM (North County) / 99.3 FM (McCloud)
Z100 100.1 FM
KRCR TV (Ch. 7) Redding
KTVL TV (Ch. 10) Medford
KOBI TV (Ch. 5) Medford
The following are committees in the Instruction area that have faculty representatives. These are standing committees:

Curriculum Committee
Equivalency Committee
Library Committee
Flex/Staff Development Committee
Student Grievance Committee
Basic Skills Committee

District committees:
Accreditation Steering Committee
Budget Oversight Committee
Educational Master Plan Committee
Facility and Grounds Committee
Faculty Evaluation Committee
Faculty Negotiating Committee
Financial Aid Advisory Committee
Foundation Committee
Graduation Committee
Performing Arts Committee
Reorganization Committee
Sabbatical Leave Committee
Safety Committee
Senate Appeals Committee
Senate Executive Committee
Student Conduct Board

Councils
College Council
Diversity Council
Instruction Council
Technology Council

Student Committees:
Student Organization Advisor / Sponsor

Ad Hoc Committees:
Enrollment Management
New Instructors

New hire paperwork is the responsibility of the Human Resources Office. Employees may not begin work until the employee’s supervisor receives notification by e-mail from Human Resources that the paperwork has been reviewed and approved by the appropriate signatories. **Absent that notification, the employee is not to begin work.**

1. Newly hired employees must complete the following new hire paperwork:
   a. INS paperwork (please bring original Social Security card and picture I.D.)
   b. W-4 and State Withholding Forms
   c. Oath of Allegiance
   d. Drug-Free Workplace Form
   e. Personnel / Demographic Information Form
   f. Conflict of Interest Form
   g. Worker’s Compensation Designated Doctor Form

2. Paychecks for newly hired instructors will not be released until the following “conditions of employment” are met:
   a. Signed contract
   b. Completed fingerprint Live Scan and results from DOJ received. Live Scan forms are available at the Human Resources Office. A State processing fee of $34 will be collected by the Human Resources Office.
   c. Evidence of a negative TB test within the last four years.

3. Information items contained in new hire paperwork include the following:
   a. Sexual Harassment Policy
   b. Drug-Free Workplace Policy
   c. Conflict of Interest Policy
Health, dental and vision insurance plans are available to full-time faculty and eligible dependents.

Employees have six insurance plan options and pay a portion of their health and welfare benefits.
A. This system is a compulsory one requiring an 8 percent employee contribution and an 8.25 percent District contribution by the gross salary of the base contract.

B. In addition to retirement, survivor benefits and disability payments are included in this deduction.

C. An instructor may retire as early as age 55. Benefits take into account the number of years of service and age. Several retirement options are available; however, to maximize benefits, it is advisable to set up a consultation with the STRS representative in Redding at 225-0203.
Column Movement

It is the instructor’s responsibility to initiate the following procedures upon completion of required degree or units.

**Column I**

A. Minimum qualifications or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)

B. Master’s Degree in an assigned academic discipline.

**Column II**

Master’s Degree plus 20 semester units completed subsequent to the Bachelor’s Degree.

**Column III**

Master’s Degree plus 40 semester units completed subsequent to the Bachelor’s Degree.

**Column IV**

Master’s Degree plus 60 semester units. Forty (40) of these units must have been completed subsequent to the completion of the MA.

1. Initial placement is based on units earned at any accredited institution. Units earned at a foreign institution will be considered on the same basis to the extent that equivalencies can be determined.

2. Approved coursework must be upper division or graduate college credit earned beyond the Master’s Degree. Exceptions must be pre-approved. Units must directly benefit students in a faculty member’s teaching or counseling discipline. In some cases, lower division coursework may be counted towards column movement. However, no more than 6 semester units may be used for column movement. Lower division units earned prior to employment with the District will not count towards column movement.

3. Exceptions that may receive approval toward column movement include:
   a. Industrial or professional licensing or certification authorities
   b. Lower division computer classes
   c. CPR or EMT (first time only)
   d. Courses which prepare faculty to interact more successfully with students of diverse cultural backgrounds

4. Graduate units earned subsequent to receipt of BA which were not required for the MA may be used for column movement beyond Column II.

5. “Credit Toward Column Movement “forms are available from the Instruction Office for pre-approval and final verification of units. Coursework MUST BE pre-approved prior to taking the course(s). Column Movement forms will NOT BE accepted after the coursework has been started or completed.

6. A classified employee who is also part-time faculty may receive PGA points as well as credit toward column movement with the same units.

7. An instructor on sabbatical leave may use coursework taken during the leave for column movement. Pre-approval is still necessary.
8. Evidence of completion of all work acceptable for reclassification purposes must be on file in the office of the appropriate senior administrator on or before:

May 1 – Final date for submitting notice of intention to complete requirements for a higher salary class on the salary schedule by next September 1 or end of scheduled summer session

September 1 or closing date of scheduled university or college summer session – Final date for completing requirements for column movement

September 10 – Final date for filing evidence (official transcript) of completion of courses for column movement. In the case of degrees, October 1 is the final date for receipt of official notice from a college or university that requirements for the degree have been completed and the awarding of the degree approved. Part-time faculty must submit units for column movement by September 10 of year for credit for column movement for the fall semester and by February 1 for credit toward movement for the spring semester.

9. Upon satisfying the above requirements, contracts will be changed and pay made retroactive to the beginning of the school year.
Information
Applicable to Part-time Faculty Only
Office Hours

The District will pay one office hour per week to part-time faculty with a teaching load of 40% of more. Compensation will be based on the hourly non-lecture rate at each faculty member’s placement on the salary schedule. We believe the formal opportunity to provide one-on-one assistance to our students will assist them in obtaining their educational goals.

Are office hours mandatory?
No, at this time office hours for part-time faculty are optional.

How do you know if your teaching load is 40% or more?
The load calculation is made in the Instruction Office and is based on the scheduled classes for fall as of the first day of classes. All part-time faculty instructors with a 40% load or more at this time will receive notification about this opportunity.

What if your load drops below 40% or increases to 40%?
If your load drops below 40%, that is, if one of your classes cancels, you will not be eligible for a compensated office hour. If your load increases to 40% or more by the end of the first week of the semester, you will be eligible for a compensated office hour. If your load increases after the first week of the semester to 40% or more, you will not be eligible for a compensated office hour.

What do you need to do?
- The Instruction Office will contact you if you are eligible to hold office hours.
- Schedule the hour so that students may reasonably take advantage of this service.
- Note the scheduled office hour on your course syllabus.

What else should you know?
- The Instruction Office will maintain a master schedule and post it on our website so that staff may appropriately refer phone calls and students.
- On the Weed Campus, the office space available to part-time faculty will also serve as the office to be used for office hours (Distance Learning Center 2 and ESTC 8-104). Office space on the Yreka Campus will be a classroom (exact location will be arranged on an individual basis).
- If you teach in an off campus location, you may choose one of the following options for fulfilling your office hour:
  1. Hold the hour on the Weed or Yreka Campus
  2. Schedule an hour where students can contact you on-line (chat).

How do you get paid?
- The office hour will appear on your teaching contract.
- Complete a pink time sheet and mark it “Office Hour.” Submit timesheets monthly no later than the 5th in order to be included in that month’s payroll.
The Instructor is responsible for:

1. Establishing a learning situation in which each student may be educated as an individual and in which opportunity will be provided for the expression of particular needs, to the end that every student may be encouraged to perform to the limit of his or her personal commitment and capacity.

2. Conducting courses assigned in conformity with the format and content of the course description as approved by the Curriculum Committee, but with freedom within appropriate limits to select and present the material in a way he or she deems best. At the outset of the semester faculty members shall inform classes about their course in reasonably full detail so that the students will know what is intended about course content, examination, the basis of assigning grades, attendance expectations and student responsibilities. Know and adhere to the ethical standards for academic employees as adopted by the Board of Trustees.

3. Using the framework of the orderly processes of our democratic Constitutional society for considering all issues which will contribute to the development of its students. The criteria to be as follows:
   - The issue should be of sufficient interest to encourage participation by the students.
   - The discussion should provide opportunity for critical thinking, tolerance, and understanding of conflicting points of view.
   - The issue should be one about which sufficient information is available to allow for discussion and evaluation on a factual and responsible basis.

4. Meeting assigned classes at scheduled times and places. Secure approval from the Instruction Office for any scheduled change for his or her class.

5. Informing the Instruction Office as appropriate in advance when he or she is unable to meet a class.

6. Providing your Dean or Director with an accurate headcount of students in attendance during the first three class meetings.

7. Submitting copies of your course syllabi, which include information as requested in the Faculty Handbook, to your Dean or Director by the end of the second week of school.

8. Dropping students who do not attend the first three class sessions, unless the students have made formal arrangements to make up coursework.
Duties and Responsibilities of Part-Time Instructors

9. Assuring that final examinations are held at scheduled/approved times and places.

10. Assigning grades in accordance with appropriate grading standards on the basis of clearly announced factors.

11. Reporting to the appropriate Dean or Director any incident involving intimidation or interference with the conduct of his or her classes.

12. Keeping accurate records on student progress, attendance and submitting final grade reports, class books, and other records and certifications required by the various administrative offices by the specified due date.

13. Demonstrating a professional standard of behavior, that includes honesty and integrity.

14. Maintaining currency in his or her field and updating course outlines and materials as needed.

15. Maintaining prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized college activity.

16. Making systematic evaluations of student progress consistent with established instructional objectives.

17. Working with counselors and other appropriate personnel on student problems which require special attention.

18. Maintaining confidentiality of student records as required by the Education Code.

19. Assisting in enforcement of College rules and regulations pertaining to student conduct.

20. Attending meetings specifically called for part-time faculty staff by authorized personnel, unless excused by the person calling the meeting.

21. Exercising proper care in the use of instructional equipment and in observing security precautions for the protection of such equipment. Instructors using computer equipment should contact Technology Services and test all software / hardware prior to beginning their class.

22. Returning any keys checked out to you at the end of each semester.
CLASSROOM EVALUATION
Part-time faculty members are a vital part of our academic community. As a member of the instructional staff, you represent College of the Siskiyous and its educational programs. In order to continue one of our college's missions, to improve instruction, the following criteria have been adopted to guide the evaluation process for part-time faculty members:

PROFESSIONAL RESPONSIBILITIES
1. The criteria below should be adapted to each individual's job description:
   a. Demonstrates current knowledge of field in performance of assignment.
   b. Demonstrates the ability to communicate subject matter clearly, correctly and effectively.
   c. Demonstrates an ability to apply appropriate methods to achieve objectives in area of assignment.
   d. Demonstrates an ability to adjust methodologies for students/clientele with special needs and different learning styles.
   e. Provides clear assignments or directives to students.
   f. Demonstrates evidence of careful preparation in area of assignment
   g. Contribute to assessment of SLO's and overall program review.

2. Provides evidence that the dignity of the student is respected:
   a. Provides for each student a current, complete course syllabus for each course taught, a copy of which will be maintained each year in the Instruction Office.
   b. Provides clear, legible and timely course grading records/clientele records and reports.
   c. Provides the student with information of academic progress on a regular basis throughout the semester.

3. Professional Relationships:
   a. Works with district staff within the organizational structure.
   b. Creates a classroom or workplace which is free from harassment, prejudice or bias.

PROCEDURES
Each member of the part-time faculty shall be evaluated at least once in their first semester of employment with the District and then at least once every six semesters. Generally the first semester evaluation will include two visits, one during the 4th week and one during the 11th week. At the beginning of the semester in which the faculty member is to be evaluated, he/she will receive a copy of the criteria to be used, the name of the full-time faculty member who will conduct the evaluation, and the written procedure to follow.
Upon request, part-time faculty can receive a COS telephone number and e-mail account. Many instructors prefer to use a COS issued phone number (voice mail only) rather than their home phone numbers on course syllabi. Your COS voice mail can be checked from any campus phone or from home. To request email account or voice mail contact the Dean of Instruction office for the form.

PERSONAL TELEPHONE CALLS
Personal toll calls can be made from college phones by employees. Call Technology Services at x5222 if you do not have an ID code number. The phone system keeps a record of all calls made for each extension. Once a month you will get an email statement from ReportEmail@comviewcorp.com showing the calls you have made. You are to review your phone calls for any personal numbers and if your personal calls total $1 or more, please pay the cashier for those calls. If your personal calls total $.99 or less, then you are not required to pay.

E-MAIL ACCOUNTS
COS e-mail accounts will provide you with campus computer access and a COS e-mail account. Your COS e-mail account can be checked from any campus computer or from any computer with access to the Internet. The Part-Time Faculty office in the Distance Learning Center has a number of computers reserved for part-time faculty use only.
As an part-time instructor you will be issued a “Notice of Part-Time Employment.” This contract specifies the course/courses you have agreed to teach, total hours required, and your total pay. Contracts will be re-issued if there is a substantive change from your original contract (add a course, change in total number of hours, etc.). Please sign and return your contract as soon as possible as paychecks cannot be issued without a signed contract on file.

You may also be required to submit timesheets to account for time. This will be specified on your contract. Timesheets received by the 5th of each month will be verified and forwarded to Payroll for processing for that month’s check. Any timesheet received after the 5th of the month will be included in the next month’s check.

At the end of the term you will also receive a “Verification Sheet”, whereby you confirm the total number of hours your class met over the semester. Please sign and return this form with your grade sheets. Your final paycheck for a semester will not be issued without a signed verification sheet for each of your classes.

The Human Resources Office also has a number of employee requirements that must be fulfilled before your final check can be issued. These requirements include a completed new hire packet, documentation of a negative TB test, and record that LiveScan fingerprints are being processed.

Your paycheck may be held if any of the above mentioned items have not been fulfilled. The Instruction Office can assist you in clearing paycheck holds.

Note: Your paycheck may be delayed or reduced if your course enrollments are low at the time the Instruction Office prepares the payroll report (the 5th of each month). In order to avoid such a delay or reduction, all class participants should be registered for your class. The District cannot compensate you for non-registered class participants.
EMPLOYEE TRAVEL COST PROCEDURE
All employee travel must be authorized in advance. Employees must complete a Travel Request Form and submit a Reimbursement Claim Form along with the appropriate receipts before reimbursement can be processed. Please refer to District Procedure 4.3 for complete information.

Note: Part-time faculty do not receive mileage reimbursement for driving to or from the location of their teaching assignment. The Employee Travel Cost Procedure outlined above only applies to field trips and other mandated travel requirements that enhance the student’s learning experience.
END OF SEMESTER CHECKOUT

The end of semester check-out procedure is as critical as the beginning enrollment. In order to receive your last paycheck, you must submit, on or before the published deadline date for that particular semester, the following:

1. Verification of hours check out sheet;
2. Grades, positive attendance hours are submitted online and your back up is turned in to the Enrollment Services Office.

   **Important:** Positive attendance records should include all hours of attendance for every student! Even if a dropped student attended only the first day, his/her attendance hours should be recorded;

3. Be sure to return all paperwork by due date indicated.
4. Any keys issued to you;
5. Evaluation documents (if due).
Instructors are encouraged to advise their students to pre-register at the Weed campus, the Yreka campus, or online whenever possible. This makes the recordkeeping much easier for you and for the institution. However, instructors may be required to register their students in remote off-campus sites. The process for registering students in this manner is as follows:

**WHO MAY ENROLL?**

1. Any person 18 years or older may enroll; adults do not have to be high school graduates to enroll.
2. **Students enrolled in K-12 schools:**
   - If the student is under the age of 16, you have the choice to decide whether or not you believe that the course topics are appropriate for the student. Students who are under the age of 16 are required to obtain your signature of approval before they can register in your class. Signature can be gained either by signing the [K-12 Special Admissions Permit](#) or by e-mailing Counseling Services with the student’s name and the course for which you are giving permission.

**Federal laws regarding the release of student records also apply to minor students.**

Parents have certain rights with respect to their children’s educational records. These rights transfer to the student when they reach 18 years of age or when they attend college. In the case of a special admission K-12 student who is attending the College of the Siskiyous, the student is considered a college student. As such, access to the student’s records by parents or guardians is only permitted with a “Release of Information” form signed by the student.

3. **Non-California residents:** Students who are non-California residents may register and must pay non-resident fees. Residency requires physical presence in the state for a year and a day and proof that shows intent to be a resident. The requirements are explained in the COS catalog.

**REGISTRATION**

Students MUST be registered PRIOR to participation in any class activities. If you receive ALL the required forms (completed and signed), and payment for the class, then the student may participate.

1. **Registration Forms**
   a. Registration forms must be COMPLETELY filled out and SIGNED by the student. Incomplete forms cannot be accepted and will be returned.
   b. If applicable, attach the following forms to the corresponding registration form: Special Admission Permit for Students Under Age 18, BOGW, GED/CHSP certification, Excursion/Field Trip Notice (if out-of-state class), etc.
   c. Receipts must be attached to corresponding registration forms.

2. **Receipts**
   a. Use in number sequence.
   b. Issue a separate receipt to each student.
   c. White copy to student, yellow copy for instructor’s record, and pink copy attached to corresponding registration form.
   d. ALL UNUSED AND VOIDED RECEIPTS MUST BE RETURNED AS SOON AS THE REGISTRATION PROCESS IS COMPLETE.
3. Registration fees
   a. Enrollment Fee - $46 per unit (example 1/2 unit class: $23)
   b. Non-credit classes - No Enrollment fee (example Art 0562)
   c. Non-residents - $230 per unit plus the enrollment fee
   d. An additional fee of $1 is assessed to each student at time of registration as a “student rep fee” (this fee is optional)
   e. Student access fee, $1 per unit, maximum of $5

4. Health fee
   A one-time per semester $12 health fee will be charged to all part-time students (less than 12 units) and $15 to full-time students. (Full-time are those enrolled in 12 or more units.)

5. Refunds
   Refunds may be given before the second class meeting with written requests (for short-term class check with Enrollment Services)

6. Late Registration
   A student may enroll in the class through the third week of class with the instructor’s permission. Starting the 4th week (or 20% for short term classes) approval by the Instruction Office is required for any adds (Late Add Permit required). For short-term, late-start classes, check with Enrollment Services for dates.

7. Reconciliation of Registrations and Fees
   Please complete a Reconciliation form for off-campus, weekend, and mail in registrations. The names on the registration forms you collect should match the names on the Reconciliation form, and the dollar amount you collect from students should agree with the number of students you registered. Please refer to the instructions (blue) in your packet for more specific instructions. If the number of registrations does not agree with the fees collected, please submit a statement of explanations. **Be sure to send in registrations promptly.** Any new registrations should be submitted to Enrollment Services prior to the next class meeting. Upon your receipt of completed registration forms (including special forms if required) and fee payment you may allow the student to participate, however the registration process is not complete until the registrations are processed by the Enrollment Services. The payroll department uses the number of students registered in each class to complete the payroll process for instructor’s pay. Registrations must be received by the first of the month in order to be considered for payroll for that month.

8. Student May Repeat a Credit Course for any of the following reasons:
   a. Alleviation of sub-standard grade. Repetition shall be permitted only upon petition of the student (Course Repeat form). Authorized reasons for repetition are:
      1. to improve a “D” or “F” grade;
      2. to retake a class of which the content has changed considerably.
   b. Skills/Activities Classes
      Three repetitions of a skill class (such as Painting), for a total of four semesters is the maximum allowed. **NOTE: The computerized registration system will not allow students to exceed the maximum.**

Repetition of Non-Credit (0 unit) Courses
Non-credit courses are exempt from the course repetition regulation.
An important component of your course syllabus is the section on methods of evaluation and grading scale. In preparing this, there are several factors to consider. The first is that your grading policy must comply with the minimum evaluation requirements specified for that course in the standard course outline. These requirements, approved by the Curriculum Committee, are intended to assure a minimum level of competence in every section of that course. Individual instructors are obligated to build these requirements into their method of evaluation and grading scale section. Questions related to evaluation and grading should be discussed with your Dean.

Secondly, good test preparation techniques include adherence to the course objectives, clear wording of test questions, test length which is conducive to the time constraints, test questions that evaluate the appropriate level of knowledge. To promote a better learning environment, efforts to reduce student anxiety should be made.

Remember: Individual student grades and student records are confidential.

For census classes, Faculty will log onto their myNavigator account to enter their grades. Grades and backup are due the Monday following the last day of finals. Backup can be e-mailed or brought into the Enrollment Services office.

For Positive Attendance classes, Faculty will log onto their myNavigator account to enter their grades and total hours the Monday after the last class. Your "Back Up" must include hours of attendance by day and information on how you determined the grade. Backup can be e-mailed or brought into the Enrollment Services office.
PHONE NUMBERS
Obtain a list of your students' telephone numbers during the first class meeting. Keep the list handy for emergency notification.

WEATHER
When snow conditions are bad enough that the College decides to cancel evening and off-campus classes, local radio stations will be notified before 5 p.m. Cancellation of COS on-campus evening classes does not necessarily mean off-campus classes are canceled. Please call the College at 938-5555 for information.

Any time an instructor feels that holding his class would put his students in danger, he/she should postpone the class, notify the students and the Instruction Office. Classes in session should be ended when conditions are unsafe as early as the situation suggests.

If the College closes due to inclement weather, and you are unable to teach your class, you will be paid and will not be required to make up the class.

NEW PART-TIME FACULTY ORIENTATION
New part-time instructors are required to attend a New Part-Time Faculty Orientation before the beginning of their first semester. This orientation meeting is a way to introduce new instructors to the campus culture, as well as an opportunity for your Dean or Director to distribute information to new instructors. You will be notified ahead of time if you are required to attend.

SALARY
Depending on academic preparation, part-time faculty (and contract faculty teaching overload) will be compensated at the hourly rate of $48.35-58.78 for lecture classes and $45.30-55.73 for other than lecture classes. Compensation for summer session classes is approximately $5 per hour higher. Placement on the part-time salary schedule will be determined by degree(s) and number of units completed beyond the last degree. Non-Credit courses will be compensated at $29.40 an hour. See current salary schedule (Appendix L) for academic requirements for salary placement. Salary schedule are also located on our website at:
FACILITY MANAGEMENT

All facilities used for off-campus classes are rented. We rent rooms primarily from cooperating public school districts, but we also use churches, private buildings, recreation district buildings, and city properties. If you are a teacher in one of these rented facilities, you must be aware of the policies involved and do your best to help preserve our ability to continue renting the facilities. To this end, we ask your help and cooperation in the following:

1. Note the furniture arrangement in the room. Leave it the way you find it.
2. If you use chalkboards, completely erase what you wrote when you are through. (Of course, if another teacher has left something on the board and indicated “save”, please don’t disturb it.)
3. At the end of the class period have your students pick up any papers or litter on the floor.
4. Remind your students that the property in the room does not belong to COS. Please watch and try to make certain that nothing is taken or broken.
5. Please do not use any supplies found in the classroom.

Sometimes facilities are closed to COS classes because of different holidays, vacations, or special events. You should hold your classes according to the calendar of the facility you are using and notify your Dean or Director of any changes. When in doubt, call the Dean of Instruction at COS (938-5375).

YOUR TEACHING LOCATION

If you are assigned to teach at a facility in which you have not previously taught, we strongly recommend that you visit the site before the first day to acquaint yourself with the layout. The first day of class can be hectic, and knowing in advance just where to go and what to expect will make it much easier for you.

Instructors teaching off-campus are required to arrange for and secure their own classroom in a new location. Once you have located a suitable site and found the room to be available when needed, the Dean of Instruction Office will negotiate a contract with the facility.
Part-time faculty may choose STRS or APPLE retirement.

**APPLE**

In January 1992, the federal government determined that all employees would participate in some kind of retirement plan (OBRA 91). Unless employers found acceptable alternatives, the retirement plan would be Social Security.

PERS and STRS were soon determined to be qualifying alternative plans. APPLE has also been identified as an acceptable alternative to Social Security contributions. COS decided that the APPLE plan could best meet the needs of affected employees and the District.

Briefly, some of the major features of APPLE are:
- 7.5 percent employee contribution
- Immediate vesting
- Distribution at end of plan year following termination

Contributions to APPLE are *mandatory* for all part-time employees unless one of the following conditions applies:
- Employees who contribute to STRS or PERS on wages earned at COS are not required to participate in APPLE.
- Employees retired into STRS or PERS and who are receiving retirement benefits from these programs are not required to participate in APPLE.

If you meet one of these conditions, please let the Human Resources Office know immediately so that you can receive a refund of APPLE contributions!

**STRS Election**

Part-time faculty are permitted to elect coverage under the State Teacher’s Retirement System. Employee contributions to STRS are 8 percent of earnings. COS is required to contribute an additional 8.25 percent. Although most part-time instructors do not teach enough hours to become mandatory members of STRS, they may elect membership. This election is irrevocable: if you teach anywhere in California, you will make contributions to STRS for as long as you teach. STRS has a five-year vesting requirement. Please see the Human Resources Office if you wish additional information about the STRS retirement program or pick up a STRS election form.
Appendix: forms and examples
Appendix A: Steps to Obtain Course Outline Approval

**STEP 1**  
**New Courses** - Conduct a preliminary discussion with the appropriate Dean or Director, and/or department faculty regarding the need for a new course.

**STEP 2**  
**New Courses** - If the course is to meet a general education requirement for transfer or to articulate with four-year schools, a preliminary discussion with the Articulation Officer is required.

**STEP 3**  
**CurricUNET Entry** - Course Outlines are developed for new courses and updated for existing courses using the CurricUNET system – [www.curricunet.com/siskiyous/](http://www.curricunet.com/siskiyous/) and faculty can receive training on this system from the Curriculum Committee Chair or other designee. Information will be entered pertaining to the following areas:

- **New Course** –
  - Course Outline
  - General Education Consideration
  - Distance Education Consideration
  - Prerequisite/Corequisite/Advisory Consideration, Form G (if applicable)
  - Transfer and General Education Consideration at Transfer Institutions
  - Recommended Credit Applicability

- **Existing Course** – (to initiate minor course changes or to update a course)
  - Course Outline
  - Three-Year Review Checklist, Form N (if applicable)
  - General Education Consideration (if changing, review for accuracy)
  - Distance Education Consideration (if changing, review for accuracy)
  - Prerequisite/Corequisite/Advisory Consideration (if changing, review for accuracy)

**STEP 4**  
**Approvals** – Once all the fields are completed in CurricUNET, you need to “Submit” the course for approvals. Appropriate personnel will review the content and accuracy of the information and may return the course through the CurricUNET system for modifications. You may check the status of your course at any time in the “My Proposals” area of CurricUNET.

**STEP 5**  
**Curriculum Committee Agenda** – When the course outline has received various reviews and approvals (as indicated in the CurricUNET system), the course will be placed on the Curriculum Committee agenda.

**STEP 6**  
**Revised Courses** – May generally be scheduled in the next semester after updates are approved unless a schedule has already been issued.

**STEP 7**  
**New Courses** – May only be scheduled after COS Board of Trustees approval.

**STEP 8**  
**Final Approval** - Is available to instructors by checking the “Status” of the course in “My Proposals” in the CurricUNET system.
Appendix B: Sample First Day Handout

ENGL 1C: Advanced Composition—Critical Thinking

Fall 2013
3 units, 4 hours (AA, CSU, UC)

<table>
<thead>
<tr>
<th>CRN</th>
<th>DAY</th>
<th>HOUR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>7288</td>
<td>MWF</td>
<td>1:00-1:50 P.M.</td>
<td>DLC 3</td>
</tr>
<tr>
<td>7122</td>
<td>TTH</td>
<td>10:30-11:45 A.M.</td>
<td>LRC 3</td>
</tr>
<tr>
<td>7678</td>
<td>MWF</td>
<td>9:00-9:50 A.M.</td>
<td>DLC 3</td>
</tr>
<tr>
<td>7254</td>
<td>MWF</td>
<td>9:00-9:50 A.M.</td>
<td>YREKA</td>
</tr>
<tr>
<td>7651</td>
<td>MW</td>
<td>9:00-9:50 A.M.</td>
<td>TULELAKE</td>
</tr>
</tbody>
</table>

Instructor: Xxxxxx Xxxxxxx
My Office/Phone: X Hall 3 / 938-XXXX
E-mail: xxxxxxx@siskiyous.edu
Homepage: http://www.siskiyous.edu/class/engl1c/xxxxxxx/
Office Hours:
MW 10:00 a.m. - 11:00 a.m.
TTh 9:30 a.m. - 10:30 a.m.
F 2:00 p.m. - 3:00 p.m.
Or by appointment
(The purpose of "office hours" is to give students the opportunity to meet with the instructor one-on-one to discuss issues related to the course or related to the college. Simply drop in during those times. If my scheduled office hours do not fit your schedule, please call to arrange an alternate meeting time.)

Course Description
English 1C is a second semester composition course with instruction in close reading and continued application of the elements of logic in composition. Emphasis is on critical thinking in argumentation. The course includes analysis of the writing process and the principles of rhetoric. The course requires frequent writing assignments totaling a minimum of 8,000 words. This course is designed to fulfill the IGETC critical thinking/English composition requirement. With English 1A and English 1B, this course meets the 8 unit reading and composition requirement at UC Berkeley.

Required Prerequisites
English 1A with a "C" grade or better.

Required Materials
4. **Recommended Text:** a college English handbook (from English 1A), such as the *Writer's Reference* by Diana Hacker. 5th ed. Boston: Bedford, 2003.
5. A three-ring loose leaf binder.
6. Reliable access to a dependable computer.
**Student Learning Outcomes**

A student who completes this course should be able to read complex works and analyze, interpret, and evaluate them in class discussion, group work, exercises, and written critiques. The student should be able to:

- identify and restate theses.
- point out and evaluate examples of inferential reasoning, and deductive and inductive logic.
- distinguish between fact, judgment, and opinion.
- discover and evaluate basic and often unstated assumptions.
- establish the author's tone and evaluate the effectiveness of the style.
- note logical fallacies, over-generalizations, and biases in arguments.

He or she should also be able to compose essays that demonstrate competence in:

- appropriately limiting the topic.
- organizing around a clear thesis.
- choosing and applying effective rhetorical and stylistic patterns of development.
- supporting the argument with adequate salient detail, definition, exemplification, data, and other relevant evidence.
- avoiding logical fallacies.
- summarizing, paraphrasing, and quoting external sources.
- documenting sources according to MLA guidelines.

---

**Course Requirements & Expectations**

**Private vs. Public Writing:** Academic writing is generally public writing; that is, you are expected to share your work with at least one other person. In most classes the other person is an instructor. In this course you will also be sharing your work with your fellow students. Keep this in mind as you choose your topics.

**Deadlines:** I adhere closely to the published schedule of assignments. Consequently, no assignment should catch you by surprise, and there should be no reason why any assignment should not be turned in on time.

**Reading assignments:** All reading should be completed prior to the class date at which it will be discussed. Be prepared for quizzes on the readings.

**Writing assignments:** Each assignment is to be handed in at the beginning of the class period on the date the assignment is due. Do not get behind in your writing.

**Late Work and Make-up Work:** Generally, no late work will be accepted, and there will be no make-up work or extra credit work allowed for missed assignments. This policy will be negotiated only in the event of absences due to documented emergencies, and then only if the student has notified the instructor immediately (as soon as the student becomes aware that there is a problem).

**Dropping Class:** It is the student’s responsibility to complete the necessary paperwork for dropping a course.

<table>
<thead>
<tr>
<th>If you drop the course . . .</th>
<th>you will receive . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>by February 13</td>
<td>no grade on your transcripts</td>
</tr>
<tr>
<td>by March 24</td>
<td>a “W” (no affect on GPA)</td>
</tr>
<tr>
<td>after March 24</td>
<td>a letter grade (calculated into GPA)</td>
</tr>
</tbody>
</table>

**Attendance Requirements:** Attendance policies are outlined in your COS student handbook. The bottom line is that if you want your reading and writing skills to improve, you should simply expect to attend every class session. Also, be aware:

- There are no excused absences.
- If you have to be absent, you should notify the instructor in advance. If you do not call, your absence will be written down as a “no show.”
- Make-up work or negotiations for late work will not be allowed for “no shows.”
- It is your responsibility to find out what lecture material you have missed.
- After three (3) absences, you may be dropped from the course.

**Assessment and Grading**

**How It’s Figured:** Your grade for the course will be determined by your successful completion of all assignments. The assignments are weighted according to the following percentages:

- Homework: 4%
- Oral Report: 8%
- Quizzes: 8%
- Critical response papers: 20%
- Exams: 20%
- Written Argument: 20%
- Special Project Argument: 20%

Total: 100%
**What Gets Graded:** Here is a list of the various assignments that you will complete for this class.

- **Reading Journal/Research Journal:** You should take notes on your reading as you go along through the semester, summarizing what you read and writing down your reactions. (not graded)

- **Various homework assignments:** From time to time you will need to submit a variety of homework assignments designed to reinforce learning and to keep the class moving forward. (not graded, but points awarded for meeting deadlines)

- **Oral Report:** Each student will give a 5- to 10-minute lecture—a biographical sketch of one of our authors. This presentation must be accompanied by a written outline. (credit/no credit for the presentation; letter grade for the written outline)

- **Quizzes:** These will be quick, true/false-multiple choice quizzes to help you remember what you have read. (percentage grade)

- **Critical response papers:** You will write several reactions to the readings. (letter grades)

- **Exams:** You will take two midterms and one final exam. These tests will involve a combination of short answer and essay questions. (percentage grade)

- **Written Argument:** You will write one 8- to 12-page formal argument. This argument will include research and proper documentation of sources. (letter grade)

- **Special Project Argument:** You will work on and present a creative special project. This special argument must be accompanied by a written analysis/justification. (letter grade)

**Letter Grades:** Major writing assignments will receive letter grades according to a holistic rubric. The letter grades will be converted to percentage scores when entered into the spreadsheet.

- **A** Excellent: 95%
- **A-** Very Good: 90%
- **B** Good: 85%
- **B-** Pretty good: 80%
- **C** OK: 75%
- **C-** Just OK: 70%
- **D** Needs work: 65%
- **F** Uh oh!: 55%

According to this scale, it is impossible to receive 100% on any of the major writing assignments; however, these scores average easily and fairly using the grading scale below.

**Grading Scale:** Final grades will be weighted, averaged, and determined according to the following scale.

- **A** 90-100% Excellent work this semester!
- **B** 80-89% Good work overall!
- **C** 70-79% OK work overall
- **D** 60-69% Needs work
- **F** 59% or below Serious problems
Although a D is considered a passing grade, it will not satisfy graduation requirements for Area A in General Education, and it will not transfer to a four-year university. Therefore, if you receive a “D” for English 1C, you will want to repeat the course.

A Note About Plagiarism

Plagiarism is the act of stealing someone else’s words or ideas, whether intentionally or unintentionally. It is a capital offense to copy portions of other texts or even to paraphrase someone else’s ideas without giving credit to the original author, to mislead your readers into thinking those words or ideas are your own. It is therefore expected that you will give reference to the original authors who may have inspired you and that you will document all your sources. The penalty for plagiarism will be decapitation: those who do not use their heads neither need nor deserve to keep them.

Seriously, plagiarism is grounds for failure. At the discretion of the instructor, you may fail the assignment or you may fail the course.

I. Examples

Intentional plagiarism exists when a student lists sources that he or she has not used; when a student copies from a source but fails to cite it, thereby misrepresenting the original source’s ideas as his or her own; when a student copies material from another student's work without giving that other student credit; when a student buys or borrows a whole paper or portions of a paper from another student or from the World Wide Web; when a student copies another artist's music or work of art and tries to submit it as his or her own.

Unintentional plagiarism, which is also punishable, may exist when a student attempts to paraphrase or summarize a source but copies too much from the source instead of re-writing the ideas in his or her own words; when a student inadvertently fails to include a parenthetical reference to a source, although the source is listed among the citations at the end of the paper; when a student fails to put quotation marks around quoted material; when a student relies too heavily on external sources, thus expressing few or none of his or her own ideas.

These examples are not all inclusive of every possible form of plagiarism and should not be considered as such.

Electronic Devices

Please turn off all electronic devices before entering the class. This includes cell phones, pagers, ipods, CD or MP3 players, headsets, and electronic gaming devices. Anyone using such devices during class will be asked to leave. Anyone using such devices during a quiz or exam will receive a score of zero on the quiz or exam and will be asked to leave.

Exceptions: Electronic dictionaries may be used in class. Laptops may be used during lectures and class discussions for the purpose of taking notes.
### Academic Accommodations

Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to requirements, services, facilities or programs. A student with a disability who requests a modification, accommodation, or adjustment is responsible for requesting necessary accommodations by identifying himself/herself to the instructor and, if desired, to the Disabled Student Programs and Services (DSPS) office Eddy Hall 1.

Students with a print disability—a visual limitation or reading difficulty that limits access to traditional print materials—may request printed materials in alternate media. Examples of alternate media formats include electronic format (e.g., text on CD), Braille, tactile graphics, audiotape, and/or large print. Students can make alternate media requests through the Disabled Student Programs and Services (DSP&S) Eddy Hall 1, 938-5297.

Students who consult or request assistance from DSPS regarding specific modifications, accommodations, adjustments, alternate text or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office.

### Student Sensitivity

Students, staff and faculty at College of the Siskiyous may have allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities. Please keep this in mind when selecting and applying personal care products. In addition, do not smoke within twenty feet of any buildings on campus.
## Appendix C: Travel Request / Claim Form

**SISKIYOU JT. COMMUNITY COLLEGE DISTRICT**  
800 COLLEGE AVENUE  
WEED, CA 96094  

**NAME OF TRAVELER:** John Doe  
**DATE OF REQUEST:** August 12, 2013  
**ADDRESS:** 800 College Ave  
**CITY, STATE, ZIP:** Weed, CA 96094  

**DESTINATION:** Sacramento  
**CLASSES MISSED/COVERED BY:** ENGL 1001 canceled  
**S#** S00012345  
**ATTACH LIST OF STUDENTS FOR INSURANCE PURPOSES.**

### PROPOSED TRIP INFORMATION

**PURPOSE OF TRIP:** Fall 2013 Annual English Conference  
**DEPARTURE DATE:** 10/12/13  
**TIME:** 8:00AM  
**RETURN DATE:** 10/14/13  
**TIME:** 9:00PM  
**FROM:** Weed  
**TO:** Sacramento

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>REQUESTED/ESTIMATED COSTS</th>
</tr>
</thead>
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<tr>
<td>COLLEGE VEHICLE</td>
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<td>PERSONAL CAR</td>
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</tr>
<tr>
<td>AIRFARE</td>
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</tr>
<tr>
<td>LODGING</td>
<td>$340.00</td>
</tr>
<tr>
<td>SERVICES REQUESTED/ESTIMATED COSTS</td>
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<tr>
<td>REGISTRATION FEES</td>
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<tr>
<td>MEALS</td>
<td>$102.00</td>
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<tr>
<td>OTHER (IDENTIFY)</td>
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**NOTE:** ONLY ACTUAL EXPENDITURES WILL BE REIMBURSED

**ACCOUNT NUMBER:** 112000-1020-5211-083500  
**TRAVELER’S SIGNATURE**

---

**AREA DIRECTOR:**  
**DATE:**  
**APPROPRIATE VP:**  
**DATE:**  
**SUPP.PRES:**  
**DATE:**  
**VP ADMIN SERVICES:**  
**DATE:**

**NOTE:** IF EXPENDITURES DO NOT EXCEED ESTIMATED COSTS LISTED ABOVE, NO ADDITIONAL SIGNATURES ARE NEEDED.

### ACTUAL EXPENSE CLAIM

**EXPENSE DESCRIPTION**

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<th>DATE</th>
<th>DATE</th>
<th>DATE</th>
<th>DATE</th>
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<td>17.00</td>
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<td>REGISTRATION FEES*</td>
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<td>BRIDGE TOLL*</td>
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<td>PARKING*</td>
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<td>TELEPHONE*, BUS*, /TAXI*</td>
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<td>734.00</td>
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<td>TOTAL EXPENSES CLAIMED: $1013.20</td>
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<tr>
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<td>$</td>
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<td>APPROVED: VP ADMIN. SERVICES/DATE</td>
<td>BALANCE DUE TO (FROM) TRAVELER</td>
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103
Appendix D: Purchase Request Form

**Purchase Request**  
**College of the Siskiyous**

<table>
<thead>
<tr>
<th>Company/Address:</th>
<th>Ship To:</th>
<th>Date:</th>
</tr>
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| Georgie's Ceramic & Clay  
756 NE Lombard  
Portland, OR 97211  
503.283.1353 | College of the Siskiyous  
800 College Avenue  
Weed, CA 96094 | 05/07/2012 |

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>SKUTT 1227 3-phsa 208V Kiln (20% discount)</td>
<td>$2,568.00</td>
<td>$2,568.00</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>SKUTT 1227 Kiln Furniture Kit</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
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<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $2,918.00

Requester: Deb Dutcher  
Grants & Categorical Technology Services  
Budget Manager (up to $2,000)  
Administrator (up to $10,000)  
Superintendent/President (up to $25,000)  

**Tax**  
S/H $160.00  
Total $3,078.00

**Expenditure Account Code(s)**

<table>
<thead>
<tr>
<th>FUND 128110</th>
<th>ORG 8110</th>
<th>ACCOUNT 6411</th>
<th>PROGRAM 100230</th>
<th>BANK</th>
</tr>
</thead>
</table>

A/P  
Controller
Appendix E: Maintenance Work Order Form

Enter your request to be submitted to Maintenance, Operations and Transportation Service Center.

Requested by
Contact # or Extension
Special Event:
Event Date:
Request:

Classification
Vice President
Department/Cost Center

Location of necessary repair or set-up
Building or Room: Abner Weed Hall
Exact Location within the Building/Room
Username:
(example: the username that you log into your computer with.)

Submit Request to Maintenance Service Request
Appendix F: Removal from a Class or Program

REMOVAL FROM CLASS

Student: ___________________________________________

Instructor: __________________________

Class: _________________________________________

Date: _________________________________________

Incident prompting removal:
(Please include date, time and location of incident and the specifics involved including name(s) of individuals affected by the action, if appropriate.)

Action requested by instructor:

Instructor Signature: ___________________________________________

VPI’s designee and instructor met on _________________________________Date

Action Taken:

Return to Instruction Office

For Office Use Only

O Student notified by ____________________ on _________________.
   (Name) (Date)

O Vice President of Instruction Notified on _________________.
   (Date)

O Forwarded to student conduct or student grievance process on _________________.
   (Date)

O Copy to Student Life

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Appendix G: Faculty Leave of Absence Form

COLLEGE OF THE SISKIYOUS
FACULTY LEAVE OF ABSENCE REQUEST

Please complete a leave request anytime you do not complete your scheduled work hours. If at all possible, leave requests need to be approved prior to taking time off work.

Name ______________________________________________ Date of Request ________________________

□ Sick Leave*

□ Personal Necessity* (Requires signature of Dean or Director, Vice President of Instruction and Superintendent/President)

Choose One of the following Personal Necessity Qualified Leaves

□ Death of Immediate Family Member* (Please indicate relationship) ____________________________

□ Accident or Illness* (Please indicate relationship and/or property) ____________________________

□ Court Appearance*

□ No Tell*

□ Paternity*

□ Jury Duty* (Attach copy of jury summons to leave request)

□ Industrial Leave (Worker’s Comp)*

□ Bereavement*

□ Without Pay (Requires signature of Dean or Director, Vice President of Student Learning and Superintendent/President)

Permission is requested to be off-campus on the following date(s). The time is to be deducted from the accumulated leave indicated above.

Date(s) and Hours: ____________________________ Classes Missed (indicate if class canceled or covered by someone else) ____________________________

__________________________ ____________________________

__________________________ ____________________________

__________________________ ____________________________

Approve Disapprove Signatures

☐ ☐ Dean / Director

☐ ☐ Vice President of Instruction

☐ ☐ Superintendent/President

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DEFINITIONS

Sick Leave – Hours deducted from Sick Leave. Sick leave shall be used if an employee is sick or injured or for personal medical appointments.

Personal Necessity – Hours deducted from Sick Leave. Maximum number of Personal Necessity days per year: 6 days for Faculty and Administrators.

Death of Immediate Family Member – If leave is needed in excess of Bereavement Leave, Personal Necessity Leave may be taken up to the limit.

Accident or Illness – Accident or illness involving the employee’s person or property, or the person or property of a member of his/her immediate family

Court Appearance – Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction

Paternity – A male employee shall be eligible for paid or unpaid leave of up to sixteen (16) days at the time of birth of his child. Leave shall initially be charged against Personal Necessity leave. If Personal Necessity leave balances have been exhausted, and additional time is desired, the employee may take the remainder of time up to the sixteen-day limit as unpaid leave.

No Tell – Four of the six days available for personal necessity may be used due to reasons of a personal nature. The employee may maintain confidentiality by declining to state the nature of the personal necessity leave request. Advance notice to the supervisor is required, except in emergencies.

Jury Duty – Employees shall be entitled to as many days of paid leave as necessary for appearances in response to service as a juror before any duly convened court of law or Grand Jury. Not deducted from any leave.

Industrial Leave (Worker’s Compensation) – Industrial accident or illness leave means any injury or illness whose causes can be traced to the performance of services for the District. An employee shall be entitled, upon attainment of permanent employment status in the District, to sixty (60) days noncumulative industrial accident or illness leave per year. Until such time as an employee receives notification that their injury qualifies for industrial leave, leave hours must be charged to sick leave.

Bereavement – On account of the death of any member of his/her immediate family, an employee shall be granted paid leave not to exceed three (3) total days or five (5) days if out-of-state travel is required or if travel in excess of a three hundred (300) mile radius from the College of the Siskiyous, Weed campus is required.

Immediate Family – For purposes of this Article, "immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, child, step-parents, step-children, brother-in-law, sister-in-law, of the employee or of the spouse of the employee, or any person living in the immediate household of the employee or spouse.
## Appendix H: Faculty Salary Schedule Based on 175 Days

College of the Siskiyous  
2012-13 & 2013-14 Full-Time Faculty  
Salary Schedule  

<table>
<thead>
<tr>
<th>Step</th>
<th>Column I</th>
<th>Column II</th>
<th>Column III</th>
<th>Column IV</th>
</tr>
</thead>
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<td>$54,294</td>
<td>$57,009</td>
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**Doctoral Stipend:**  
$1,800
Appendix I: Faculty Salary Schedule Based on 195 Days

College of the Siskiyous
2012-13 & 2013-14
Full-Time Faculty Salary Schedule

Adopted: 12/11/12
Effective: 7/1/12 - 6/30/14

<table>
<thead>
<tr>
<th>Step</th>
<th>Column I</th>
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Doctoral Stipend: $1,800
Appendix J: Faculty Salary Schedule Based on 215 Days

College of the Siskiyous
2012-13 & 2013-14
Full-Time Faculty Salary Schedule

Adopted: 12/11/12
Effective: 7/1/12 - 6/30/14

<table>
<thead>
<tr>
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<td>$108,613</td>
<td>$114,041</td>
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</tr>
</tbody>
</table>

Doctoral Stipend: $1,800
Appendix K: Faculty Salary Schedule Based on 244 Days

College of the Siskiyous
2012-13 & 2013-14
Full-Time Faculty Salary Schedule

Adopted: 12/11/12
Effective: 7/1/12 - 6/30/14

<table>
<thead>
<tr>
<th>Step</th>
<th>Column I</th>
<th>Column II</th>
<th>Column III</th>
<th>Column IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 69,226</td>
<td>$ 72,691</td>
<td>$ 76,322</td>
<td>$ 80,138</td>
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<tr>
<td>2</td>
<td>$ 71,371</td>
<td>$ 74,943</td>
<td>$ 78,687</td>
<td>$ 82,621</td>
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<tr>
<td>3</td>
<td>$ 73,583</td>
<td>$ 77,265</td>
<td>$ 81,127</td>
<td>$ 85,186</td>
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<tr>
<td>4</td>
<td>$ 75,861</td>
<td>$ 79,659</td>
<td>$ 83,641</td>
<td>$ 87,825</td>
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<tr>
<td>5</td>
<td>$ 78,218</td>
<td>$ 82,130</td>
<td>$ 86,236</td>
<td>$ 90,549</td>
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<tr>
<td>6</td>
<td>$ 80,640</td>
<td>$ 84,677</td>
<td>$ 88,910</td>
<td>$ 93,354</td>
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<tr>
<td>7</td>
<td>$ 83,142</td>
<td>$ 87,305</td>
<td>$ 91,667</td>
<td>$ 96,247</td>
</tr>
<tr>
<td>8</td>
<td>$ 85,719</td>
<td>$ 90,009</td>
<td>$ 94,507</td>
<td>$ 99,233</td>
</tr>
<tr>
<td>9</td>
<td>$ 88,290</td>
<td>$ 92,799</td>
<td>$ 97,438</td>
<td>$ 102,311</td>
</tr>
<tr>
<td>10</td>
<td>$ 95,583</td>
<td>$ 100,456</td>
<td>$ 105,481</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>$ 103,575</td>
<td>$ 108,751</td>
<td></td>
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<tr>
<td>12</td>
<td></td>
<td>$ 106,783</td>
<td>$ 112,121</td>
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<tr>
<td>13</td>
<td></td>
<td>$ 110,095</td>
<td>$ 115,599</td>
<td></td>
</tr>
<tr>
<td>14</td>
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<td>$ 113,508</td>
<td>$ 119,181</td>
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</tr>
<tr>
<td>15</td>
<td></td>
<td>$ 117,028</td>
<td>$ 122,876</td>
<td></td>
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<tr>
<td>16</td>
<td></td>
<td>$ 120,653</td>
<td>$ 126,684</td>
<td></td>
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<tr>
<td>17</td>
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<td>$ 124,273</td>
<td>$ 130,484</td>
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Doctoral Stipend: $1,800
Appendix L: Part-Time Faculty Salary Schedule

College of the Siskiyous
2012-13 & 2013-14 Part-Time Faculty Salary Schedule
Adopted: 12/11/12

<table>
<thead>
<tr>
<th>Line</th>
<th>Credit Courses</th>
<th>Summer Credit Courses</th>
<th>Session Courses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Lecture</td>
<td>**Other</td>
<td>Lecture</td>
</tr>
<tr>
<td>A</td>
<td>$ 46.86</td>
<td>$ 43.90</td>
<td>$ 51.35</td>
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<tr>
<td>B</td>
<td>$ 49.20</td>
<td>$ 46.24</td>
<td>$ 53.92</td>
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<tr>
<td>C</td>
<td>$ 51.67</td>
<td>$ 48.71</td>
<td>$ 56.63</td>
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<tr>
<td>D</td>
<td>$ 54.25</td>
<td>$ 51.29</td>
<td>$ 59.45</td>
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<tr>
<td>E</td>
<td>$ 56.96</td>
<td>$ 54.00</td>
<td>$ 62.43</td>
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</tbody>
</table>

**Other than lecture classes in accordance with the Load Book.

When there is a percentage increase to the full-time salary schedule in Appendix E, then the part-time salary schedule (Appendix H) shall change at the same percentage rate.

Part-time rates are based on a class of 15 students as of the fourth week of a full semester class, or 20 percent of the way through the course. If the number of students is fewer than 15, that number divided by 15, multiplied by the appropriate hourly rate would be the salary.

Adult Education (Non-Credit) - $29.40 per hour

Column placement will be determined by educational background as follows:

Line A: Minimum qualifications or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)

Line B: Master’s Degree in an assigned academic discipline.

Line C: Master’s Degree plus 20 semester units* completed subsequent to the BA.

Line D: Master’s Degree plus 40 semester units*. Twenty (20) of these units must have been completed subsequent to completion of the MA.

Line E: Master’s Degree plus 60 semester units*. Forty (40) of these units must have been completed subsequent to completion of the MA.
**Appendix M: Public Relations and Marketing/Media Support Request**

**Public Relations and Marketing / Media Support Request**  
Phone: (530) 938-5373  Fax: (530) 938-5570

<table>
<thead>
<tr>
<th>Date Requested:</th>
<th>Due Date:</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name:</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Department:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Service Requested:**  
- Design (Brochure, Flyer, Newsletter, Postcard)  
- Editorial (Feature Story, News Story, Newsletter, Press Release, Program)  
- Marketing (Advertising, Marketing Plan, Event Promotion, News Promotion, Other)  
- Photography (Class, Event, Portrait/Studio, Other)  
- Price Quote

**Type of Job:**  
- Design  
- Editorial  
- Marketing  
- Photography

<table>
<thead>
<tr>
<th>Name of Course / Workshop / Event:</th>
<th>Course #:</th>
<th>ORN #:</th>
<th># of Units:</th>
<th>Registration Fee:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Meeting Location:</th>
<th>Days of Week Class Meets:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of Day Class Meets:</th>
<th>Meeting Dates (Start to Finish):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Registration Required:</th>
<th>If Yes, Date Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Top 5 Reasons why Audience will be interested in this:**

**Public Relations / Marketing Objective (examples: increase enrollment by 10% in Ab1 classes, publicize new ERP program, etc.):**

**Will there be Guest Speakers? (If yes, please provide information):**

**Other details that make it new, unusual, or different (use back or attach copy of information):**

**Student / Instructor Testimonial (use back or attach copy of information):**

**Would You Like to Edit Before Distribution:**

**Photos (permission to release on file):**

**Photos will be provided by Requestor:**

**Need Photo Taken:**

**Contact Information to be Included in Publicity:**  
Phone: | Email:  
<table>
<thead>
<tr>
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</tbody>
</table>

**Budget Code**

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For more information contact Dawnie Slabaugh, COS Office of Institutional Advancement at (530) 938-5373 or send an email to slabaugh@siskiyou.edu.

**IF YOU NEED MORE ROOM, PLEASE WRITE ON BACK OR USE SEPARATE SHEET OF PAPER**