



## Faculty Handbook (2021-2023)

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800 College Ave.  
Weed, CA 96094

Yreka Campus  
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Yreka, CA 96097

**Approved by the Academic Senate: Aug 20<sup>th</sup> 2021**

The Faculty Handbook shall be reviewed and updated every two years  
by the Senate Executive Committee

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## SECTION ONE: OVERVIEW

### Mission

We are a comprehensive community college serving the economic, educational, lifelong learning, and workforce needs of Siskiyou County and the other communities our programs reach. We understand the transformative power of higher education and seek to inspire students by offering inclusive and practical learning experiences that are relevant in today's global economy and environment. We strive to prepare our students to align their newly-gained skills and experiences with those best suited to the work they wish to pursue and the lives they wish to lead. At the same time, we aim to inspire our students to engage actively, question deeply, reason critically, think boldly, communicate effectively, act innovatively, work collaboratively, and live ethically

### Vision

Transforming students' lives through lifelong learning and success

### Handbook Overview and Purpose

This Faculty Handbook has been created to provide College of the Siskiyous faculty with information that will allow them to best serve the needs of our students. The handbook is meant to be a 'one-stop' resource to assist in addressing frequently asked questions as well as inform faculty of processes. Should any conflict arise between the Faculty Handbook and collective bargaining agreements, the latter shall prevail.

This handbook will be continuously updated. Suggestions for revision are welcome and should be sent to the Senate Exec Committee.

## Important Contacts

*All numbers are (530) 938-xxxx unless otherwise noted.*

<b>Contacts</b>	<b>Office</b>	<b>Ext.</b>
Help Desk	Information Technology	x5222
Debbie Dutcher	Office of Academic Affairs	x5201
Mark Klever	Interim Vice President, Academic Affairs	x5201
Patrick Walton	Vice President, Student Services	x5374
Darlene Melby	Vice President, Administrative Services	x5220
Valerie Roberts	Dean, LASS	x5201
Christine Van Alfen	Interim Dean, CTE Office	x5512
Charlie Roche	Director, Athletics and HPER	x5386
Suzanne Clark	Director, Noncredit	x5834
Nancy Miller	Curriculum Specialist, Office of Academic Affairs	x5359
Maria Fernandez	Interim Distance Education and Instructional Design Coordinator	x5268
Anne Marie Kuhlmann	Canvas Admins	x5520
Jude Baldwin	Library and OER Liaison	x5331
Regina Weston	Basecamp HQ	x5847
Janice Porterfield	Student Services Office	x5374
	Counseling Services Office	x5353
	Financial Aid Office	x5209
	Admissions and Records	x5500
	Student Access Services	x5297
Ryan Galbraith	COS Bookstore	x5236
	Yreka Campus	x5927
Patrick Walton	Student Discipline	x5374
Patrick Walton	ADA Coordinator	x5374
Dr. Nathan Rexford	Research and Evaluation	x5521
Darlene Melby	Human Resources Office and Title IX	x5317
Debbie Goltz	President's Office	x5200
Dawnie Slabaugh	Public Relations/Foundation	x5373
Veronica Rivera	Director, Maintenance	x5233
	Yreka Maintenance	x5566
	Business Office	x5203
Doug Haugen	Director of Student Housing	x5237

## SECTION TWO: PROFESSIONAL AND CLASSROOM EXPECTATIONS

### Professional Expectations

#### The Academic Senate

[The Academic Senate](#) is a representative body of the whole faculty and meets regularly once a month during the academic year. All full-time faculty are expected to attend meetings. Adjunct faculty elect two representatives to the Academic Senate who bring concerns forward and vote on behalf of adjunct faculty.

The Academic Senate's primary function is to make recommendations to the administration of the college and the Board of Trustees with respect to academic and professional matters, also known as the 10+1.

The responsibilities of the Academic Senate are as follows:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards of policies regarding student preparation and success
- District and college governance as related to faculty roles
- Faculty roles in the accreditation process, including self-study and annual reports
- Policies for faculty professional development
- Processes for program review
- Processes for institutional plans and budget development
- Other academic and professional matters as mutually agreed between the governing Board and Academic Senate

#### Siskiyou Faculty Association CCA/CTA/NEA

The College of the Siskiyou Faculty Association (CCA/CTA/NEA) represents full-time and part-time academic employees at the college in all matters regarding wages, hours, and working conditions. The COS Faculty Association represents all full-time faculty, and all part-time faculty who have worked in at least three of the most recent regular semesters. Employees who are excluded from the Faculty Association include all management, supervisory and confidential employees.

#### Academic Freedom

According to SJCCD Board Policy 4030: The Siskiyou Joint Community College District believes that academic freedom is fundamental.

##### 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 opinions without impediment from special interest or conflicting public opinion groups.
- D. The right to criticize constructively college politics without fear of retribution is a necessary element of academic freedom.

### Responsibilities

- A. Faculty 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, faculty should, after impartial examination of the evidence, present the conclusions to which the evidence points, or note the inconsistencies in the data presented.
- D. Available data must be investigated comprehensively without selectively omitting pertinent information.
- E. Using the faculty'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. Faculty 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.

## Classroom Expectations

### Syllabus Requirements

The course syllabus is a contract between you and your students. Every class must have a syllabus on file each semester with the Office of Academic Affairs that clearly addresses course policies, assignment submission, testing and proctoring requirements, how grades for the course are determined, and support services available to students. If a student questions a policy related to your course or their grade, your syllabus becomes the primary reference document. Submit your syllabus to [instruction@siskiyous.edu](mailto:instruction@siskiyous.edu) in either Word or PDF format. Your syllabus must be an ADA/508 accessible document.

### Required Elements

- College logo or reference to the college
- Course title, course number, CRN number, and number of units
- Semester and year
- Class meeting time and location
- Instructor's name and contact information (including office location)
- Office hours
- Course description
- Text and/or materials needed for the course (required and optional)
- Student Learning Outcomes\*
- How students will demonstrate achievement of SLOs (activities and assessments)

- Course content and calendar of topics covered in each class.
- Attendance/Absence policies
- Make-up policy for missed work
- Grading scheme: points only, weighted grades, etc. and criteria
- Guidelines explaining required levels of student participation (quantity and quality of interactions)
- Academic Integrity/Honesty policy
- Academic Accommodations information
- Drops/Withdrawals policy
- Important institutional dates: census, last day to drop with a W, etc.

\*Student Learning Outcomes are found in the *Course Outline of Record*. The *Course Outline of Record* is found in the [public eLumen](#) webpage.

#### Recommended elements

- [Mass notification system](#): In the event of an all-campus emergency, the College will activate its mass notification systems.
- Waitlist procedure
- Course prerequisites, co-requisites, advisories
- Cell phone and electronic device policy
- Value of utilizing Library, ASC and other support services on campus
- Quiz/exam/final exam information and schedule

#### Academic Honesty Syllabus Statement

The following statement was approved by the Academic Senate for use in syllabi. It may be modified as needed for individual classes:

Academic honesty means acting responsibly and conscientiously in your course work. Your assignments are the basis for evaluating your performance in this course. A high grade indicates mastery of the material achieved through hard work; academic dishonesty undermines the value of grades for the entire student body.

The college expects you to demonstrate your own abilities and ideas, undertake research honestly, and credit others for their work. The following examples of plagiarism and cheating must be avoided. Do not:

- Copy another student's work or allow another student to copy your answers on assignments or exams.
- Submit projects or papers that have been done for a previous class or have someone write a paper for you.
- Fabricate results or use instructor-prohibited support resources during exams or other assessments.
- Copy ideas, data, or exact wording without citing your source.

Academic dishonesty may result in a lowered or failing grade on an assignment, which may lead to a lowered or failing grade for the course. College of the Siskiyous Academic Success Center and Library staff can help you develop good study habits, avoid plagiarism, and gain confidence in your ability to practice academic honesty.



## Class Rosters

Instructors can access class rosters and waitlists through their mySiskiyou account. It is recommended that instructors check the rosters regularly for additions or deletions for the first two weeks. For on campus classes, if you have students on the roster and they are not in class and have not contacted you to save their spot, you may drop them by downloading the [Instructor Withdrawal form](#). Those students who are present in the classroom and whose names do not appear on your roster need to register immediately. Do not allow students to remain in your class until they have completed registration. This is both a liability and a possible FTES issue. For online classes, check your rosters before the census date to ensure the students who are registered are participating in the course. Any students who have not logged in and completed an initial check-in assignment as of the census date must be dropped as a “no show”.

- You can find all important dates on your Print Basic Roster including Census, Last Day for a Refund, Last day to drop without a letter grade.
- The asterisk on the Print Basic Roster indicates the student is under 18.
- There is no such thing as “swapping” classes. Each class has their own add/drop dates based on their scheduling and unit value. If a student is unsure about add/drop please send them to Counseling Services or Admissions and Records.
- You can access instructor drop, grade change, positive attendance sheets through your faculty portal under forms. You can also drop students via email to [Registrar@siskiyous.edu](mailto:Registrar@siskiyous.edu). Please include the CRN of the Course and Student ID in your email.

### Adding Students from the Waitlist

As of the first day of class or if the class is full, the student will need your signature or an Add Authorization Code to register. Some classes have been assigned a maximum number of students 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 through their mySiskiyou portal or by going to the Admissions & Records window. For on-campus classes, students on the wait list must show up at the first class session in order to maintain their place on the wait list; they will also need an Add Authorization code from the instructor. For online classes, students may email the instructor for the Add Authorization code. You can find Add Authorization codes on the last page of your Print Basic Roster. There is one code for each student you are authorizing to register in your class. Add codes expire the day before census.

## Attendance (on-campus classes)

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 are announced early in the semester and outlined in the first-day handout (syllabus). An instructor may drop a student whose absences exceed the number of times a class meets per week.

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.

## Adding Students After the Start of the Semester

If a student registers for a class after the first day of class, the following time limits and processes apply:

- **Week 1-3:** A student may add a class with an Add Authorization code.
- **Week 4:** Student cannot add classes after Week Four without a [Late Add Permit](#). This does not apply to short term, late start classes.

Late Adds are approved if:

- The student has been in attendance since the beginning of the class but has not registered
- Student is moving from one level of a subject to another
- Student is changing from one section to another section of the same course with the same Start and End Dates.

**Short-term courses:** Registration is completed 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.)

If a student meets the criteria, they can download a [Late Add Permit](#). Please be sure to sign and complete the form and then you may send them to the Instruction Office (x5201) in the Student Center. Staff 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.

## Ongoing Recordkeeping

Once your class is off and running, your recordkeeping gets underway. As an instructor, you are responsible for maintaining official student attendance records. There are two methods to account for student attendance (Census or Positive Attendance), and the type of class you are teaching determines the method:

### Census Classes

For funding purposes, official enrollment (census) takes place the fourth Monday closest to 20% of each term. 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. Census is how COS reports all registered students to the state. These numbers are used to determine the college's apportionment funding and is REQUIRED by the State of California. COS also uses census as an early alert system so it is also a good opportunity to ensure that you and your students are on the same page as far as their status in the course. If a student has not attended class or contacted the instructor by the fourth week 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."

**\*\*Census is usually due the fourth Monday or 20% of each term\*\***

### How do I report my Census?

**STEP 1** – Log into your mySiskiyou Account.

**STEP 2** – Use only symbols of "S" for Satisfactory (A, B, C) or "U" for Unsatisfactory (D, F).

**STEP 3** – If you plan to drop a student as a "No Show" change the grade symbol to "NS".

**STEP 4** – Once all students have an S or U or NS select the SUBMIT Button on the bottom of your screen. HINT: If you have more than one page you will need to select SUBMIT for each page.

#### For Positive Attendance or (Positive Hour)

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 positive attendance sheet located on your mySiskiyous tab. The permanent class roster may be obtained on the mySiskiyous portal at any time.

#### Dropping Students after Census

If you need to drop a student after census, please fill out an [Instructor Withdraw form](#) located on your Faculty Tab and submit to Admissions and Records. Instructors can drop until the last day to drop printed at the top of their roster.

## Class Records

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

Positive attendance classes: The total hours each student attended must be recorded.

Please contact the Office of Academic Affairs or Admissions & Records if you have questions regarding your course.

## Final Grade Reports/Back Up

#### Census classes

Faculty will log onto their mySiskiyous account to enter their grades. Grades and backup are due the Tuesday following the last day of finals. Backup can be e-mailed, faxed or brought into the Admissions & Records Office.

#### Positive Attendance classes

Faculty will log onto their mySiskiyous account to enter their grades and total hours the Tuesday 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 Admissions & Records office.

#### W Grade (Withdrawal)

A grade symbol of "W" cannot be assigned on your final grade roster. If a "W" does not already appear on your roster, the student did not drop the course; therefore, you are required to assign the grade the student has earned. If the student stopped attending and did not drop, he/she would receive an "FW" rather than a "W" or an "F". Inserting a "W" for a student that has not withdrawn will cause errors in our reporting system to the Chancellor's Office.

## F vs. FW Grade

A student who ceases to attend a class and fails to submit an official “drop” sheet in Admissions & Records 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. If a student has failed because he/she has stopped attending than a “FW” should be entered instead of an “F” with the last date attended (as required by Financial Aid and Veterans’ Services to meet Education Code requirements). The use of this grade is entirely at the discretion of the instructor.

## Incomplete Grades

An incomplete is defined as academic work, which for unforeseeable, emergency and justifiable reasons, has not been finished at the end of the term. If you assign an Incomplete, you must submit an [Incomplete Contract](#) to the Admissions & Records office with your backup.

## Change of Grade

The Registrar will start rolling grades to transcripts at 5:00pm after 90% of the grades have been submitted. If you need to change a grade after the grade has been rolled to academic history, then you will have to fill out a [Grade Change Request](#) form.

## FERPA Disclosure

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.

## Faculty Absences

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, Academic Affairs can cancel a class. If you are ill or cannot meet your class because of an emergency, please notify the Office of Academic Affairs so that alternate arrangements can be made. Instructors should submit the [Faculty Leave of Absence Request Form](#) to the Office of Academic Affairs.

The College will make every effort to provide students with a continuous instructional program staffed by fully qualified instructors. When an instructor 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:

- Cancel the class
- Reschedule the class for an earlier or later meeting
- Provide out of class assignments
- Provide an exchange between qualified faculty members
- Provide a qualified faculty substitute at extra pay
- Provide a qualified substitute

## Office Hours

Full-time faculty members are expected to schedule and maintain at least five office hours per week each semester and to notify the Office of Academic Affairs when those hours are scheduled (Note: an hour = 50 minutes). Exceptions to this policy must be cleared with the appropriate Dean or Director. Notify the appropriate Dean or Director 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.

Part-time faculty, depending on size of load each semester will be offered and have the option of taking a paid office hour.

All faculty should submit their schedule for office hours to the [Office of Academic Affairs](#) before the first day of each semester.

## Miscellaneous Classroom Items

### Field Trip Classes

Any class with a field trip will need a waiver of liability signed by the student as required by Title V, Section 55450. Please contact the Business Office to obtain waiver.

### Software in 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.

### Room Changes

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

### 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.

## Curriculum

### Course Outlines of Record and eLumen

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 their offering to this Course Outline of Record (COR). The official set of CORs, as approved by the Curriculum Committee, are stored in [eLumen](#) for all faculty to review. Instructors should pay special attention to linking Student Learning Outcomes (SLO) with their teaching practice and in-class assessment activities. Student Learning Outcomes are found in the *Course Outline of Record*. The *Course Outline of Record* is found in the [public eLumen](#) webpage.

Full time faculty are expected to periodically update all CORs in their discipline on a regular course review cycle. See the Curriculum Handbook for more information.

Instructors wishing to propose a new course should complete the new course pre-approval form in consultation with the appropriate Dean or Director. New course proposals are reviewed and approved by the following: Dean or Director, Vice President of Academic Affairs, Curriculum Committee, and finally the Board of Trustees. All course proposals and revisions should be submitted in eLumen by Week 10 of the Spring semester to be ready for the following academic year.

## Articulation

Articulation is the process that links the curriculum between community colleges and universities so that students can transfer from a community college to a university without experiencing a delay or duplication of coursework. Articulated courses at College of the Siskiyous are those that are identified by a university as equivalent or comparable to courses taught on a university campus. Completing an articulated course, for a specific major or for general education, enables students to satisfy a university admission and/or graduation requirement while at College of the Siskiyous prior to transferring. College of the Siskiyous has articulation agreements with the University of California (UC), the California State University (CSU), and some private universities. Articulation agreements between College of the Siskiyous and California public universities are listed at [ASSIST](#). The Articulation Officer (AO) duties are currently being completed by a faculty counselor.

## Program Review

Program Review is the process of review, analysis, and assessment of the content, currency, and quality of California Community College (CCC) programs. The process includes analysis and evaluation of student learning outcomes (SLOs) and the student experience. Program Review is required, according to the [CCCCO Program and Course Approval Handbook](#).

All faculty, both full-time and part-time, are required to complete SLO assessments for every class that they teach. Full-time faculty are required to participate in compiling an annual program review for their program. A comprehensive review is completed on a 4-year cycle; CTE programs are reviewed biannually. If there is no full-time instructor in the program, a full-time faculty member in a related discipline may be asked to participate in creating the program review. All full-time faculty are also asked to peer-review completed program reviews. Programs are reviewed annually at the beginning of each Fall semester. Please see the [Program Review webpage](#) and the [Program Review manual](#) for more information.

## Distance Learning/Education

College of the Siskiyous offers distance learning courses year-round in a variety of modalities, including fully online courses, synchronous online courses via Siskiyous Zoom, hybrid courses, and live videoconferenced courses. All Distance Learning courses use the Canvas LMS for their course shells.

## Definitions of Online Courses

### Fully Online (asynchronous)

Fully Online (asynchronous) courses do not require on-campus, face-to-face, or live Zoom meetings. These courses have weekly assignments and learning activities that require you to participate regularly. Some fully online courses may use an online proctoring service for proctored exams or

assessments which may require the use of a webcam. These courses require an internet-connected computer or mobile device.

#### Fully Online (synchronous and/or a mix of synchronous/asynchronous elements)

Fully Online synchronous (and/or a mix of synchronous/asynchronous elements) courses have regularly scheduled live meetings held via Siskiyous Zoom or other synchronous technologies, and they may also incorporate asynchronous work within Canvas. These courses have weekly assignments and learning activities that require students and instructors to participate regularly. These courses may use an online proctoring service (Proctorio) within Canvas or use Siskiyous Zoom for proctored exams or assessments and may require the use of a webcam. Some online courses may allow exams and assessments to be taken on campus, or at an approved proctoring center near the student's home. These courses require an internet-connected computer or mobile device.

#### Partially Online (hybrid)

Partially Online (hybrid) courses mix online work and regularly-scheduled, on-campus meetings throughout the semester. Students can view the current course schedule to check the on-campus meeting times for specific courses. These courses have weekly assignments and learning activities that require you to participate regularly. These courses may use an online proctoring service for proctored exams or assessments which require the use of a webcam. These courses require an internet-connected computer or mobile device.

#### Videoconferencing

Videoconferenced courses take place on campus and at one or several regional classrooms in Siskiyou County. These courses have regularly scheduled meeting times and offer real-time interactive learning to students in outlying communities. These courses have weekly assignments and learning activities that require you to participate regularly. These courses require an internet-connected computer or mobile device to access the Canvas LMS. The Weed and Yreka campuses have computer labs available for student use.

### Online Teaching Requirements

As an educational institution, COS is committed to the quality of our students' learning regardless of location or means of delivery. All courses offered via distance learning are subject to the same rigorous course design and evaluation as on-campus courses, including acceptance through the Faculty Curriculum Committee, peer review, and course evaluation. Given the critical role of instruction in the learning process, COS documents the faculty skills and requirements uniquely applicable to the online teaching environment. These requirements are intended to support high-quality student learning and to clarify expectations for faculty interested in teaching online, either asynchronously or synchronously on Zoom. Both requirements must be met to teach online at COS:

- Canvas LMS Certification
- Online Pedagogy, including training in accessibility

Please see the [Distance Learning Handbook](#) for more information.

## Flex Obligations

The Staff Development/Flex Committee is composed of five faculty members (appointed by the Academic Senate), and the Vice President, Academic Affairs. The Committee meets as needed throughout the academic year.

### What *is* Flex?

From Title 5, Article 2. "Subject to the approval of the Chancellor... a community college district may designate an amount of time in each fiscal year for employees to conduct staff, student, and instructional improvement activities." The time designated for these activities shall be known as "flexible time."

### Flex and Staff Development Funds

The College has set aside funds for faculty development as part of its commitment to the flexible calendar. A joint Staff Development/Flex Committee administers the use of these funds. Full-time faculty are eligible for flex and staff development funds. Part-time faculty are eligible for staff development funds only.

### Flex Requirements

Each faculty member on a full-time contract is responsible for five days (three mandatory days and two individual 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 five 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.

- Consult the academic calendar to determine non-instructional days. The white blocks on the academic calendar may be used as a flex day.
- One flex day is defined as a minimum of three hours.
- Any activity for which faculty members are remunerated above regular salary will not qualify for flex credit.
- This statement is made as an introduction to College of the Siskiyous' Implementation of Chancellor's Office of California Community Colleges Flexible Calendar Program. For complete information, refer to the [FLEX/Staff Development Handbook](#).

## Faculty Evaluations and Tenure

The COS evaluation process is intended to provide faculty with relevant feedback, a structured opportunity for reflection, and constructive suggestions for improvement. Instructors are encouraged to analyze the data obtained from the evaluation process to identify and address pertinent plans for professional growth. The evaluation process is designed to support the ongoing efforts of faculty to enhance their effectiveness in the classroom and in the COS community. The process is also designed to comply with legal mandates and to identify unsatisfactory performance.



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).

Part-time faculty: Each part-time instructor shall be evaluated at least once in their first year of employment with the District and then at least once every six (6) semesters they are employed.

## Standards of Performance

1. Communicates their academic subject clearly and effectively.
2. Displays a mastery of their academic subject material.
3. Provides clear assignments and directions to students.
4. Provides regular feedback concerning students' mastery of course-related materials or skills.
5. Creates a learning environment, which is free from harassment and prejudice.
6. Respects the dignity of the student.
7. Demonstrates an interest in helping students learn.
8. Provides for each student a current and complete course syllabus for each course taught.
9. Provides each student with information regarding academic progress on a regular basis throughout the semester.
10. Maintains scheduled office hours and is reasonably available to students.
11. Provides clear and timely course grading standards, attendance records, and reports.
12. Works with District staff, students and colleagues in a manner free from harassment, prejudice and bias.
13. Prepares and submits accurate records and reports to the appropriate offices within established deadlines.
14. Participates in appropriate department, committee and district meetings (optional for part-time faculty).
15. Participates in program review (optional for part-time faculty).
16. Participates in college governance (optional for part-time faculty).

For specific details on the evaluation process, including components, frequency, and due dates, please refer to Article 7 of the [Faculty Association Collective Bargaining Agreement](#).

## SECTION THREE: RESOURCES FOR FACULTY

### Help Desk/Information Technology

#### Logging into mySiskiyous/COS Email

1. Click **mySiskiyous** in the navigation bar at the top of the COS homepage, or go to [my.siskiyous.edu](http://my.siskiyous.edu). This will take you to a Microsoft sign-in page.
2. Enter your COS email address, which should have been provided to you.
3. Click *Next*, then enter your password, which also should have been provided to you. The system may force you to change your password; if so, create a new password that is memorable but not used on any other accounts.
5. Once you have changed your password, you will be required to set an authentication method, which may be using Microsoft Authenticator app, answering security questions or receiving a code via alternate email, a text message, or a phone call. If you ever forget your password, you can use these to reset it yourself.
6. When you're logged into mySiskiyous, click the red *Mail* button in the upper right-hand corner and that will take you to your email.

#### Technical Support and Equipment

##### Faculty Tech Support

Submit a Tech Services [help desk request](#) (Happy Fox) by logging in with your usual mySiskiyous login information. If you are unable to submit a ticket, contact Tech Services at (530) 938-5222 or [techservices@siskiyous.edu](mailto:techservices@siskiyous.edu). For further information, see this [video on how to use Happy Fox](#).

##### Student Tech Support

Located in the ASC, the [Student Help Desk](#) provides free assistance to students with technology issues related to MySiskiyous, student email, and Canvas.

Contact the Student Help Desk at (530) 938-5523 or [studenthelpdesk@siskiyous.edu](mailto:studenthelpdesk@siskiyous.edu).

##### Website Updates

Contact Web Links at (530) 938-5520 or [weblinks@siskiyous.edu](mailto:weblinks@siskiyous.edu).

##### Short-term Equipment (maximum of one week)

Tech Services have laptops available for short-term checkout. Checkout requests must be approved by your Dean and should be submitted via [Tech Services Help Desk](#).

##### Long-term Equipment

Contact your Dean or Director regarding purchasing any equipment needed for longer than one week.

# Campus Telephone and Mail Services

## Telephone

To place a call to another campus extension:

- Dial the four-digit number

To place a call to a local off-campus number:

- Dial 9 then the seven-digit phone number

To place a call to a non-local number:

1. Dial 9-1 then the ten-digit phone number, including the area code
2. After a quick series of beeps, dial your long-distance code, then press #

If you do not have a long-distance code, please submit a [help desk ticket](#). Your code must be five digits and cannot have been used by anyone else at the College.

To check your voicemail off-campus:

1. Call your full work phone number (for example: (530) 938-5222)
2. Let it ring until it goes to voicemail
3. Press the \* button
4. Put in the extension number (for the above example, 5222)
5. Put in your PIN

## Mail Services

The College mailing services are made available to College personnel for school business only. The mailing services are handled by the Human Resources Office. All mail placed in the outgoing bins located on the Human Resources counter prior to 12:00pm will be processed and shipped out that same day.

Proper instructions must accompany any items that are to be mailed, for example, priority or media. Be sure to 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 on Tuesday. Mail to the Yreka Campus should be placed in the Yreka box 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.
- 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.

- FedEx, Express, and USPS Packages: Please bring these items to the Human Resources Office to be weighed, packaged and pick up ordered. This needs to be completed before 12:00 p.m. for FedEx Express Packages.
- UPS and FedEx Ground: Packages can be dropped off in the Maintenance Building.
- Personal Mail: A bin is available at the front counter in the Human Resources area of the Student Center for personal mail drop off. Pick up time varies.

If you have any questions, please contact the Human Resources Office at 938-5317.

## Textbooks and Materials

### Textbook Adoption Process

The Office of Academic Affairs releases the Course Schedule for the upcoming academic year in April (for summer and fall) and October (for spring). Instructors are responsible for selecting the textbooks for their courses. The Bookstore will distribute textbook adoption requests to instructors listed on the 'Course Master'. A list of textbook adoptions is due to the Bookstore within one week prior to the start of student registration. 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. The Bookstore evaluates the textbook inventory around the eighth week of the fall and spring semesters. Unsold inventory is typically returned mid-semester (note: instructors may request that the return of unsold inventory be delayed if materials are set to be used later in the semester).

### Textbook Desk Copies

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. This contact information is also commonly found on the publisher's website. If 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.

### Textbook Buybacks

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. The Bookstore offers a textbook rental option on titles when the demand and condition of the book allows. You may consult with the Bookstore Supervisor at the time of textbook adoptions to determine if a rental option may be offered.

### Non-textbook Materials

The Bookstore can sell materials and supplies needed for success in a course. This need should be communicated to the Bookstore at the time of textbook adoptions. The Bookstore is operated by the Vice President of Administrative Services to provide books and supplies needed by students.

## Photocopying and Printing

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 one of the high-volume copiers located on the Weed campus in Bldg. 1 - Student Center, Bldg. 4 - McCloud Hall, Bldg. 7 – Science, Bldg. 8 – ESTC, Bldg. 10 - Distance Learning, Bldg. 94 - Eddy Hall, and Bldg. 95 - Public Relations (Yreka) or located on the Yreka campus in Bldg 1 (RHSI).

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, Academic Affairs in advance.

## Fair Use Act and Use of Copyrighted Materials

The “fair use” act permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within “fair use.” AP 3750 outlines [Use of Copyrighted Materials](#) at College of the Siskiyous. The Library’s Services to Faculty pages on [General Copyright Information](#) and [College Copyright Policies & Procedures](#) have further resources for faculty. Employees who violate copyright laws shall be subject to progressive discipline and relevant provisions of the Education Code. At a minimum, faculty in violation of copyright laws shall be warned verbally for the first offense, warned in writing for the second offense, and, for subsequent offenses, be subjected to the provisions of Education Code 87732 if the District incurs actual damages.

## Library Services

The [COS Library](#) collects materials on a wide variety of topics to support both the needs of our curriculum and student interests. The collection also includes reserve textbooks, materials of general interest, materials to support faculty and staff, and materials related to the college and [local history](#). Our collections can be searched using [OneSearch](#) (the library catalog) or from our [Articles & Databases page](#). **The Library relies on faculty to help keep the collection current.** As experts in your subject areas, we value and welcome faculty purchase recommendations for library materials in all formats. The Library also encourages faculty to participate in weeding outdated materials from the collection.

Faculty may borrow library materials for the entire semester; there are no overdue fines for faculty. The Library maintains a list of [pre-approved Flex book and video titles](#) and provides [interlibrary loan services](#) so that you can access materials beyond our collection.

## Reserve Textbooks

The Library has a robust collection of required textbooks for most COS classes. The more comprehensive textbook collection is in the Library on the Weed Campus but a small collection is also

maintained on the Yreka Campus. In addition to required textbooks, you can place other course materials on reserve such as recommended book titles, DVDs viewed in class, extra credit materials, and practice tests; please coordinate with the Library if you would like non-required materials on reserve. Whenever possible, consider donating or lending your extra copies to the Library to help us stretch our budget further. You can find out which of your books are on reserve using the OneSearch library catalog ([Textbook Reserves how-to video](#)). Reserve materials are for in-Library use only (or “on-campus use only” for Yreka Campus). If the Library has extra copies of a textbook, a circulating copy that students can take home may also be available.

## Ebooks

Whenever possible, the Library purchases ebook copies of required readings in order to provide students with a zero-cost textbook option. Classes using library ebooks are on the Zero-Cost Textbook List on the [Bookstore web site](#). Titles from major textbook publishers such as McGraw-Hill, Pearson, and Cengage are not usually available to libraries as an ebook but others may be. Contact the Library to explore our ebook vendors’ title options.

You can find more information about reserve textbooks on the Library’s [Services to Faculty site](#) as well as the student-friendly Textbook page of our web site. Please let your students know about this cost-saving textbook option!

## Instructional Support

The Library offers a variety of instructional support:

- Classroom instruction: Ask a librarian to visit your class to support students with research assignments. Topics covered and length of visit are tailored to your class needs. Classroom instruction is available in person (both Weed and Yreka), by videoconference, and online.
- Research resources: The library has created Canvas modules for use with online classes and curated a collection of captioned video tutorials and handouts to make it easy for you to provide your students with resources.
- Research guides: The Library can create research guides that support specific assignments. Guides may include video tutorials, handouts, links to specific resources (such as books or web sites), and database searching suggestions.
- Research help: Reference services are available to students and faculty in person and by text, phone, email, and videoconference.

In addition to great collections and robust instructional support, the Library also has an amazing space, filled with natural light and comfortable seating, which serves as a quiet study space on campus for students. Faculty are always welcome to use the Library as an alternate work space, for student appointments, or to meet with student clubs as an advisor. In addition to quiet zones, the Library also has The Lounge (food and noise allowed) and a group study room.

## Open Educational Resources (OER)

Open Educational Resources (OER) are educational materials in any medium - digital or otherwise - that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation, and redistribution by others with few or limited restrictions (the 5R

permissions). "Open" is defined as being licensed in a manner that provides users with free permission to engage in the 5R activities:

- **Retain:** the right to make, own, and control copies of the content
- **Reuse:** the right to use the content in a wide range of ways
- **Revise:** the right to adapt, modify, and improve the content
- **Remix:** the right to combine two or more
- **Redistribute:** the right to share copies of the content with others

It is preferred that OER have open licenses that grant the most permissions possible, usually requiring an attribution of the original work and author, but not restricted from commercial use, derivative works, or remixes. The preferred open licenses are Creative Commons licenses.

COS strives for a zero textbook cost (ZTC) learning environment. Instructors are encouraged to consider the use of Open Educational Resources (OERs) as a part of their courses. Go to the [OER consortium](#) for information. Open Educational Resources (OERs) which may be integrated into your Canvas course. For more information see the [Online Education Initiative Open Education Resources](#)

## OER Websites

- [ASCCC OERI Canvas shell, with discipline-specific resources](#)
- [ASCCC Open Educational Resources Initiative \(OERI\)](#)
- [Community College Consortium for OER](#)
- [COOL4ED](#)
- [GALILEO](#)
- [Libretexts](#)
- [Lumen Learning](#)
- [MERLOT](#)
- [OER Commons](#)
- [Openly Available Sources Integrated Search \(OASIS\)](#)
- [Open Education Network at the University of Minnesota](#)
- [OpenStax](#)

## Academic Success Center

The Academic Success Center (ASC) serves currently enrolled students by offering a variety of services to support student success. These services include free computer access, printing (up to 20 pages/day), "Study Pods" and study areas, WiFi and charging stations, laptop computers and graphing calculators available to loan. Post-COVID, laptops will only be available for use within the ASC. The ASC has also a [Canvas shell](#) embedded into the navigation for all Canvas courses for students and faculty to learn about and access services.

## Tutoring

Students who are enrolled in a class automatically receive access to free tutoring services from the ASC. The ASC offers a few different types of tutoring services to meet students' varying schedules and needs.

- [Essay Review](#): To receive ASC tutor feedback on a paper in progress, students may email the paper to a tutor at [tutoring@siskiyous.edu](mailto:tutoring@siskiyous.edu).
- In-person tutoring services: Students can visit the ASC for tutoring in multiple subjects. Please contact the [Tutoring Coordinator](#) for more information. Currently, in-person tutoring services are not being offered at the college due to COVID-19.
- [ASC Live Online Tutoring](#): The ASC provides course-specific tutoring and general study skills tutoring through the ASC Tutoring page or in the ASC Course Shell on Canvas. No appointment is necessary to take advantage of this service.
- [NetTutor](#) provides online tutoring for students enrolled in classes that lead to a certificate, graduation or transfer. Writing assignments can be submitted 24 hours a day and all writing submissions to NetTutor will maintain a 48-hour turnaround time. Visit the ASC website for detailed tutorials on how to use NetTutor.

The ASC encourages instructors to make tutor feedback a part of their classroom instruction. Receiving feedback on an essay or meeting with a tutor to clarify a concept can easily be embedded into a class as an assignment. ASC tutors can let instructors know that a particular student participated in a tutoring session or submitted an assignment for feedback.

### [Recommending Students to Become Tutors](#)

Instructors are encouraged to recommend students who excel in their courses to become student tutors at the ASC, which is a paid position. Many students enjoy the opportunity to work on campus and working as a student tutor looks great on a student's resume. Contact the [Tutoring Coordinator](#) for more information.

## ASC Classrooms

The ASC has two modular classrooms and can be arranged to suit a variety of room setups. Any instructor or student club on campus can request these rooms through [SchoolDude](#). Instructors should indicate the number of laptops in the request.

## Test Proctoring

Please complete the [Faculty Request: ASC Test Proctoring Services](#) form to initiate test proctoring services for your non-Proctorio enabled exams. \* If your exam is Proctorio-enabled, no form is necessary; however, please be sure to have your students make appointments in the ASC for Proctorio assistance.

## EdTALKS

The ASC holds a variety of academic, student, and life success workshops throughout the semester. The ASC offers weekly EdTALKS throughout the fall and spring semesters. These free workshops address a variety of topics related to academic, student, and life skills. EdTALK information is regularly distributed via email and on the ASC website. Instructors may consider offering extra credit for students who attend these workshops.

## Faculty Office Hours

Instructors are welcome to schedule their office hours in the ASC. The ASC often becomes a hub for student socialization along with studying. Many students find it easier to meet with an instructor in



the ASC than in the instructor's office. This is especially true for part-time instructors. If an instructor is interested in scheduling their office hours in the ASC, please email the [ASC Coordinator](#).

## Counseling and Student Support Programs

### Counseling and Academic Advising

The academic advising staff is available by appointment and on a "drop in" basis to all students to provide guidance in the educational planning and registration process. Counselors are available by appointment and assist students with educational planning and appeal processes, career exploration and planning, and personal issues. Both academic advisors and counselors will assist students with course placement, course selection specific for the student's goal, and discussion of educational concern. Every student who is pursuing a certificate of achievement, associate's degree, and/or transfer, should meet with an academic advisor or counselor prior to registering for each term. Appointments can be scheduled for an in-person meeting, zoom meeting, or phone meeting.

#### Course Placement

In following the guidelines of AB 705, College of the Siskiyous utilizes high school coursework, high school grade point average in the placement of students into English and mathematics courses. For more information on AB 705, see the [California Community Colleges Assessment and Placement](#) webpage.

### Student Support Services

#### EOPS/CARE

[Extended Opportunity Programs and Services](#) (EOPS) is a student support program for educationally and economically disadvantaged students funded by the State of California and Siskiyou Joint Community College District. It is designed to benefit students who historically have been underrepresented in higher education and who need both educational and financial assistance to attend college.

Cooperative Agencies Resources for Education (CARE) is a student support program to assist single parents on CalWORKs or TANF to become successful students and eventually find meaningful employment.

#### CalWORKS

In 1996, California redesigned its welfare system entitled California Work Opportunities and Responsibilities to Kids (CalWORKs). [CalWORKs](#) is a federally mandated program designed to assist parents who are receiving TANF (Temporary Aid to Need Families, formerly called AFDC (Aid to Families with Dependent Children)). The goal of the program is to assist these parents in gaining employment and to achieve long-term self-sufficiency by providing education and training as a viable welfare-to-work activity.

#### Student Support Services (SSS)

[SSS 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 Siskiyou's SSS program designed to ensure the academic success and transfer of its participants to a four-year college or university.

### [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, and more.

## Student Access Services

[The Student Access Services](#) (SAS) office provides a wide range of support services and accommodations for students with documented permanent or temporary disabilities that impact their learning.

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 themselves to the instructor, and if desired, to the Student Access Services (SAS) office in Eddy Hall 1.

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

## Accommodations

Accommodations for students with documented disabilities are provided by SAS, however, as faculty, you are a partner in this process.

1. Your syllabus should include a statement that includes "accommodations may be arranged for students with a documented disability". If a student discloses their disability to you, please refer them to the SAS office to start their process. Please consider walking them over to the SAS office to introduce them personally if possible.

Please note that students with documented disabilities are NOT required to register with SAS (they are only required to disclose, and the disability is verified), and the appropriate accommodation(s) still need to be provided by you. Accommodations can be approved and provided by the College's ADA Coordinator if the student does not wish to register with SAS. However, instructors should encourage students to register with SAS as they have the expertise to know which accommodations a student is eligible for, based upon the educational limitations caused by their disability, and the appropriate documentation needed for various disabilities.

2. After the application and verification process is completed in our office, the SAS Counselor, Director, or Learning Disabilities (LD) Specialist will meet with them and determine what accommodations will be needed in their classes.

Should the student need accommodations in your class, they should produce the accommodation form from our office, notifying you of what accommodations they will be using in your class. Please make note of them, as we may need your assistance in implementation of various accommodations (such as peer notetaking, or wearing a Hearing Helper, etc.). Your signature on this accommodation form indicates your awareness of these accommodations.

Do not draw attention to the student by discussing an accommodation request with the rest of the class. The student has been told to talk with you BEFORE or AFTER class, or DURING your office hours. If you are making a request for a SAS note-taker, do not reveal which student needs the accommodation.

- Typically, our office will find the note-taker, but if we cannot find one through our regular process, we may request that you make an announcement in class or refer students you think will be good note-takers.
- Please note that the nature of the disability type is NOT disclosed to the instructor UNLESS the student has given written permission, or there is an imperative Educational Need to Know (as determined by the SAS Director, Counselor, or LD Specialist).

## Access to Kurzweil (text-to-speech) for Students

An important accommodation for eligible students is Kurzweil, a text-to-speech reader. Kurzweil Reader has many features including choice of voice type, speed of reading rate, dictionary and ability to make digital notes in the file. It is a multi-sensory reading intervention that makes reading a more interactive process for the student.

The process of getting textbooks into a student's Kurzweil account can take some time. SAS appreciates all the help the instructors can offer while getting these textbooks ready for students to use.

- Instructors should ensure that all their textbooks are correctly listed in the COS textbook list (including OER books) so students can acquire their books in advance and allow for the extra time for processing Kurzweil.
- For the use of Kurzweil or any other alternate format of textbooks, the student is also required to send SAS a receipt for proof of purchase. For OER books the instructor may be emailed to request the web link of the book; please respond to this request as soon as possible.
- When the textbook is acquired, it is then turned into a special file that allows Kurzweil to read the textbook aloud. During this process the digital files are edited and separated into sections to allow for a smoother reading experience for students. The process can be lengthy due to the depth of the textbook.
- After the textbook is converted to the Kurzweil format, it is uploaded into the student's account. Training on how to use Kurzweil is provided by the Alternate Media Specialist. During this time to please be patient with SAS students, as this process can be lengthy especially when new textbooks are being used in the class.

## Accommodation Disagreements

1. 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 the notes is given to the SAS Director.
2. It may be necessary for a meeting, which includes the faculty member involved, the SAS Director (and/or SAS Counselor, or Learning Disabilities Specialist), and the student, in order to come to agreement on the appropriate accommodation. When appropriate, instructors will be notified of the educational needs of a student with a disability who may need assistance in his/her program or classes.

3. The student is not obligated to engage in meetings to file a complaint. A complaint may be filed, at any time with US Department of Education, Office for Civil Rights, California. See the [SAS Student handbook](#) for details.

For more information on how to serve students with disabilities, see the [SAS Faculty Handbook](#).

## Financial Aid

Regardless of income, every student is encouraged to apply for financial aid. Students need to complete the [FAFSA](#), available October 1<sup>st</sup> each year. Every student is eligible for some form of financial aid to assist with college costs. Most aid comes in the form of grants that do not have to be repaid.

**Federal Pell Grants** are federally funded awards. The Pell grant is adjusted according to the student's enrollment.

**California College Promise Grant** (Formerly the Board of Governors Fee Waiver). Based on Expected Family Contribution (EFC) California residents can be awarded a CCPG that covers registration fees. Students will still owe the Student Center Fee, Health Fee and Student Representative Fee. Students must maintain satisfactory academic progress to keep receiving the fee waiver.

**Federal Direct Loans** are available for students who need to borrow money for educational expenses. A Federal Direct loan must be repaid. To qualify, a student must be enrolled in six or more units. The student will go into repayment six months after withdrawal, dropping below six units, or after graduation. There are certain qualifications necessary to maintain financial aid in this category.

Return of Title IV financial aid is required by the Department of Education if a student completely withdraws from his/her classes or falls below required units for aid. If a student receives an "F" grade, the withdrawal date to repay is the 50% point of the semester. If the student withdraws beyond the 60% point of the semester, they do not owe any funds back. If a student receives an "FW" grade without the withdrawal date, the Financial Aid Office is required to use the 50% point. It is important when assigning an "FW" to include the date the student stopped attending.

More information on remaining grants and eligibility requirements is located on the [COS Financial Aid website](#).

## Federal Work Study

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 need earnings from employment to pursue their education. This program also assists students in learning valuable skills to assist towards future careers. 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 and have an unmet need and be Pell Eligible. Federal Work Study funds are available beginning July 1<sup>st</sup>. Federal Work Study students may not work more than 20 hours a week. Work study positions are now part of the District budget and planning process. The job description should include:

- Supervisor's name
- Purpose of the job
- Duties and responsibilities

- Job qualifications
- Length of employment (beginning and ending dates)
- Number of hours 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.

The student and the faculty member must complete the [Student Employment](#) form, including the department's six-digit tops code with district account to be used if a student exceeds their Federal Work Study award, and return it to the Financial Aid Office to determine eligibility.

When faculty agree to employ a Federal Work Study student, they also accept the responsibilities that accompany the agreement, including providing privacy agreements as necessary. The supervisor must establish an environment that a student will experience when employed in the workforce, or as closely relatable as possible.

The Work Study Program is not a grant program -- the student must earn what money they receive. A good supervisor can make the student's work study experience as meaningful and useful as any course offered by the College.

Work Study students who renew their eligibility will have the option to work with the instructor(s) they contracted with during the previous year. Students who fail to perform satisfactory work may be terminated by the supervisor. The Financial Aid Office should be notified when this occurs.

## Cooperative Work Experience

[Cooperative Work Experience \(CWEE\)](#) is an education program in which students can earn college credit while employed or volunteering. Classes are offered in both general and occupational work experience (i.e., Fire, Early Childhood, Biology, etc.). Students earn a grade by meeting both the learning outcomes for their job and completing the required number of work hours

- [Information for Students](#)
- [Information for Employers](#)

## Student Behavior and Standards of Conduct

### Classroom Violations of Standards

Responsibilities of being a student are outlined in the Student Handbook, which is available online or by request at the Student Life office. Student rights, responsibilities and Standards of Student Conduct and disciplinary procedures are outlined in the Student Handbook and in [Academic and Classroom Violations](#).

In general, most minor disciplinary matters in the classroom are handled informally between the student and instructor.

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. It is recommended that such

removal occur only in exceptional cases, and, if removal is warranted, that the respective Dean and the Vice President of Student Services be notified of such action. Documentation of incidents is important. Forms for documentation are available from the Vice President of Student Services.

### Reporting Violations of the Standards of Student Conduct

For incidences of violations of the Student Code of Conduct, evidence such as written observation of the incident, student accounts, emails, etc...must be included with the Notice of Student Violation form. Follow the steps below:

1. Meet with the student to review the Student Code of Conduct and introduce your evidence.
2. Complete the [Notice of Student Academic Violation of the College of the Siskiyous Student Code of Conduct Form](#). Include student comments and, if possible, obtain the student's signature.
3. Submit the completed form to your respective Director or Dean.

There are three steps to the Student Conduct Procedure:

1. Misconduct is reported, via this form, to the respective Director or Dean. After meeting with your Director or Dean, the form will then be forwarded to the Vice President of Student Services Office.
2. Once the written notice is received, the Student Conduct Administrator or Designee will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings.
3. If the student admits violating College policy, but sanctions are not agreed upon, there will be a subsequent process that may include a hearing. This hearing shall be limited to determining the appropriate sanction(s).

For further information, consult the Vice President of Student Services Office.

## 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; or when a student copies from a source but fails to provide a citation. As such, the student is misrepresenting the original ideas of the source;
- A student copies material from another student's work without giving the other student credit;
- A student buys or borrows a whole paper or portions of a paper from another student or from the World Wide Web;
- 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;
- 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;

- 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.

### Reporting Plagiarism

For incidences of plagiarism, evidence such as a plagiarized website, Turnitin Report, or copied assignment must be included with the Notice of Student Violation form.

1. Meet with the student to review your plagiarism policy and introduce your evidence.
2. Complete the [Notice of Student Academic Violation of the College of the Siskiyou's Student Code of Conduct Form](#). Include student comments and, if possible, obtain the student's signature.
3. Submit the completed form to your respective Director or Dean. After meeting with your Director or Dean, the form will then be forwarded to the Vice President of Student Services Office.

Upon the second violation, the student will be sent an email and certified letter informing the student of the allegation and the requirement to meet with the Vice President of Student Services or designee.

### Behavior Intervention Team (BIT)

[Behavior Intervention Team](#) (BIT) is a group of College faculty and staff whose purpose is to meet regularly to focus on interventions with students who are experiencing crisis and/or are displaying harmful or disruptive behavior. The team receives reports, conducts an investigation, performs an assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then utilizes its resources and coordinates follow-up. Additionally, the team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior and implements additional follow up if necessary.

The BIT functions with a focus on safety and prescriptive early intervention, which will hopefully prevent an individual's behavior from escalating and/or interfering with retention of the student. Behaviors which are in violation of the Standards of Student Conduct are referred to the Vice President of Student Services Office.

The BIT acts in a proactive manner to assist students and will:

- Maintain confidentiality and uphold the Federal Education Rights to Privacy Act (FERPA)
- Notify proper authorities when deemed appropriate
- Address issues discreetly and with sensitivity
- Consult and support faculty, staff and students to the best of our ability
- Connect students with needed resources
- Recommend interventions
- Monitor and review ongoing behavior of students as notified

If you have any concerns about a student, we encourage you to email the Behavior Intervention Team: [BIT@siskiyous.edu](mailto:BIT@siskiyous.edu).

### Psychological Crisis Intervention

The COS Counseling Department faculty are available to help faculty and staff assist students in crisis 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 students 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.
4. You may also refer students to [Each Mind Matters](#) Crisis Text Line for free, 24/7 support: Text “EMM” to 741741 to text confidentially with a trained crisis counselor.

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 5:00 pm: Call 9-911**



## SECTION FOUR: FACILITIES AND ADMINISTRATIVE SUPPORT

### Human Resources Support

#### New Full-time Faculty

New hire paperwork is the responsibility of the Human Resources Office. Employees may not begin work until the appropriate paperwork is complete.

1. Newly hired employees must complete the following new hire paperwork:
  - a. I-9: Employment Eligibility Verification (Photo ID and birth certificate or social security card) or passport
  - b. W-4: Federal Withholding
  - c. E-4: State Withholding Form
  - d. Oath of Allegiance
  - e. Drug-Free Workplace Form
  - f. Personnel / Demographic Information Form
  - g. Conflict of Interest Form
  - h. Worker's Compensation Form
  - i. Emergency Contact Form
  - j. Computer and Network Use Form
  - k. Fingerprint Processing Fee Deduction Authorization. The current State of California processing fee is \$51. The form may be completed for a deduction or the employee can pay \$51 at the time of submitting new hire paperwork.
  - l. Payroll Check Distribution (three options):
    - Direct Deposit
    - Paycheck mailed on pay day
    - Pick up paycheck from Cashier
  - m. CalPERS Exclusion Form
2. The following "conditions of employment" must be met before work can begin:
  - a. Signed contract
  - b. Completed fingerprint Live Scan and results from DOJ & FBI received. Live Scan forms are available at the Human Resources Office. A State processing fee of \$51 will be collected by the Human Resources Office as stated above.
  - c. Evidence of a negative TB test or a TB Risk Assessment within the last four years.

#### New Part-Time Faculty

New hire paperwork is the responsibility of the Human Resources Office. Employees may not begin work until the appropriate paperwork is complete.

1. Newly hired employees must complete the following new hire paperwork:
  - a. I-9: Employment Eligibility Verification (Photo ID and birth certificate or social security card) or passport
  - b. W-4: Federal Withholding
  - c. DE-4: State Withholding Form
  - d. Oath of Allegiance

- e. Drug-Free Workplace Form
  - f. Personnel / Demographic Information Form
  - g. Conflict of Interest Form
  - h. Worker's Compensation Form
  - i. Emergency Contact Form
  - j. Computer and Network Use Form
  - k. Fingerprint Processing Fee Deduction Authorization. The current State of California processing fee is \$51. The form may be completed for deduction or the employee can pay \$51 at the time of submitting new hire paperwork.
  - l. Payroll Check Distribution (three options)
    - Direct Deposit
    - Paycheck mailed on pay day
    - Pick up paycheck from Cashier
  - m. CalPERS Exclusion Form
  - n. CalSTRS Permissive Election Form
  - o. Computer Accounts Request
2. The following "conditions of employment" must be met before work can begin:
- 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 \$51 will be collected by the Human Resources Office as stated above.
  - c. Evidence of a negative TB test or Risk Assessment within the last four years.

## Health and Welfare Benefits

Health, dental and vision insurance plans are available to full-time faculty and eligible dependents. Employees have seven medical insurance plan options and pay a portion of their health and welfare benefits.

## State Teachers' Retirement System

- A. This system is a compulsory one requiring a 10.25 percent employee contribution if the employee became a STRS member prior to Jan 1, 2013 (classic member) and a 16.15% district contribution by the gross salary of the base contract. If an employee became a STRS member after Jan 1, 2013, (PEPRA Member) the mandatory contribution is 10.205% and the district contribution is 16.15% based on gross salary of the base contract.
- B. As a STRS member, employees may be eligible for survivor and disability benefits.
 

\*Please contact a CalSTRS representative to obtain more information regarding your retirement, survivor benefits and eligibility requirements for disability payments.
- 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 800-225-5453.

## Initial Salary Placement

Initial placement on the Full- or Part-time Faculty Salary Schedules 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. Transcript evaluation for degrees granted at an institution outside of the United States is required. Please refer to the [Faculty Association Collective Bargaining Agreement](#) for information on placement and salary schedules.

After review of transcripts, faculty will be placed as follows:

### 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.

## Column Movement

It is the instructor's responsibility to initiate the following procedures prior to enrolling in course work to be used for column movement.

1. Pre-approval of coursework to be used towards column movement is required by the Vice President, Academic Affairs. **Column Movement forms will NOT BE accepted after the coursework has been started or completed.**
2. Instructor will complete "[Credit Toward Column Movement](#)" form. Forms are available on the College website under [Human Resources Forms](#). Completed forms shall be submitted to the Vice President, Academic Affairs for pre-approval.
3. Vice President, Academic Affairs will review and approve or deny request and send a copy to the Instructor and forward the original to the Human Resources Office.
4. Acceptable Coursework for Column Movement
  - a. Approved coursework must be upper division or graduate college credit earned beyond the master's degree. Coursework must directly benefit students in a faculty member's teaching or counseling discipline.
  - b. Graduate units earned subsequent to receipt of BA which were not required for the MA may be used for column movement beyond Column II.
  - c. Exceptions:

- i. In some cases, lower division coursework may be counted towards column movement. Exceptions to “4.a.” must be pre-approved, and no more than 6 lower division semester units may be used for column movement.
  - ii. Exceptions that may receive approval toward column movement include:
    - 1. Industrial or professional licensing or certification
    - 2. Lower division computer classes
    - 3. CPR or EMT (first time only)
    - 4. Courses which prepare faculty to interact more successfully with students of diverse cultural backgrounds.
  - d. Lower division units earned prior to employment with the District will not count towards column movement.
  - e. Other:
    - i. A classified employee who is also part-time faculty may receive Professional Growth Award points as well as credit toward column movement with the same units.
    - ii. An instructor on sabbatical leave may use coursework taken during the leave for column movement.
5. Submission of Official Transcripts:
- a. Instructor must request official transcripts be sent to the attention of the Human Resources Office to provide evidence of completion of pre-approved coursework.
  - b. Official transcripts must be on file in the Human Resources Office on or before:
    - i. **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
    - ii. **September 1 or closing date of scheduled university or college summer session** – Final date for completing requirements for column movement.
    - iii. **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 for credit toward column movement for the fall semester and by February 1 for credit toward column movement for the spring semester.
6. Application of Units for Column Movement:
- a. Upon receipt of official transcript, Human Resources will apply pre-approved and successfully completed units and inform the faculty member, Instruction Office programs analyst and payroll of any changes in columns.
  - b. When an instructor earns enough units to move columns and the documentation was received by the timelines noted in 5 above, a revised contract will be generated noting the new column placement and any change in pay will be made retroactive to the beginning of the academic year for full-time faculty and the beginning of the appropriate semester for part-time faculty.

## Facilities and Maintenance

### Contact

Office Hours: Monday - Friday, 7:00 am to 4:00 pm

Phone: (530) 938-5233

### 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 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 Lodge 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.

### Room Access and Keys

Keys can be requested through your respective Dean or Director. If faculty have not received keys prior to start of classes, call the main maintenance line 938-5233 for room access. Once assigned a key, as a matter of security, the faculty member needs to take measures to keep the keys secured at all times.

Adjunct Faculty, please return any keys checked out to you at the end of each semester. Full-time Faculty, please confirm with your Dean or Director on the need to return keys.

### General Facilities Questions

#### Maintenance Requests

[SchoolDude](#) is our online service for submitting maintenance work requests and for scheduling rooms.

#### Transportation Requests

Faculty needing to schedule a van for class field trip or athletic travel should contact the Maintenance Office. All vans are first come, first serve, since the van pool is limited. A class C license is authorized to drive a minivan or 12 passenger van; a class B license is required to drive a 15-passenger van.

Completion of the Keenan Safe Driver training is also required. Please contact Human Resources for more information.

## Safety and Emergencies

### Campus Safety

College of the Siskiyous District is committed to the safety and security of all faculty, staff, students and visitors and has contracted with the Weed and Yreka Police Departments to provide public safety and security services at both sites with trained police officers. In addition to patrols, the police officers respond to emergency requests and criminal investigations.

Non-emergency and/or non-criminal incidents may be reported to the Behavior Intervention Team and/or the Vice President of Student Services Office.

### Contact Information

24 hours a day / 7 days a week

- **Emergency: 911**
- **Weed PD:**
  - Phone: (530) 938-5000
- **Yreka PD:**
  - Phone: (530) 841-2300
  - Monday through Friday, 8:00 am to 5:00 pm
- **Student Services Office:**
  - Phone: (530) 938-5374
  - Address: John Mantle Student Center, Weed, CA 96094
  - Email: [StudentServices@siskiyous.edu](mailto:StudentServices@siskiyous.edu)
- **Behavior Intervention Team**
  - Email: [BIT@siskiyous.edu](mailto:BIT@siskiyous.edu)
- **Weed Campus Maintenance Emergencies**
  - Call from any campus phone extension: 5911
  - Call from your cell phone: (530) 938- 5911

### COS Connect (Emergency Alert System)

Through Everbridge, College of the Siskiyous offers an emergency alert and notification system. Individuals can opt into various types of notifications including student registration, athletic, employee or general COS information and hazards and campus closures. During signup, you will be able to configure your profile and select the types of alerts you want in the Alert Subscription section. You can also save multiple addresses for your home, childcare, and work locations, so hazard alerts can be specified using geographic locations. To sign-up, go to [Everbridge](#).

## APPENDIX A: Important Dates

### Emeritus Faculty

Emeritus Faculty must be nominated by a tenured member of the Academic Senate. The deadline for submitting letters of nominations to the Academic Senate president is November 1.

### Sabbatical Leave

Applications for sabbatical leave shall be submitted on the Administrator Sabbatical Leave Request Form. Applications for leaves shall be submitted to the Superintendent/President by November 15th.

### Nominations and Elections for the Senate Executive Committee

The deadline for nominations is to be 5:00 pm, the third Tuesday in April. Elections shall take place on the first Tuesday and Wednesday in May

## APPENDIX B: Acronym List

A&R	Admissions and Records
AACC	American Association of Community Colleges
ACCCA	Association of California Community College Administrators
ADA	Americans with Disabilities Act
ADJ	Administration of Justice
ADS	Alcohol & Drug Studies
AG	Agriculture
ANTH	Anthropology
AP	Advanced Placement (K-12)
AP****	Administrative Policy
APPLE	Accumulation Program for Part-time Limited-Service-Employees
AS	Academic Senate
ASB	Associated Student Body
ASC	Academic Success Center
ASCCC	Academic Senate for California Community Colleges
ASL	Sign Language (American Sign Language)
ASM	Administrative Support Management
AV	Aviation
BA	Business Administration
BIO	Biology
BOGG	Board of Governors Grant (student financial aid)
BOGW	Board of Governors Waivers
BP****	Board Policy
CARE	Cooperative Agency Resources Education
CAT	Crisis Action Team
CBO	Chief Business Officer
CCA	Community College Association



CCCCO	California Community Colleges Chancellor's Office
CCCT	California Community College Trustees
CCLC	Community College League of California
CCSSE	Community College Survey of Student Engagement
CCT	Construction Craft Technology
CDC	Child Development Center
CEO	Chief Executive Officer
CEOCCC	Chief Executive Officer California Community Colleges
CFA	California Faculty Association
CHEM	Chemistry
CIO	Chief Instructional Officer
CLO	Course Learning Outcome (see also SLO)
COLA	Cost of Living Adjustment
COMM	Communications / Electronic Media
COR	Course Outline of Record
COS	College of the Siskiyous
COSM	Cosmetology
CPEC	California Postsecondary Education Commission
CPL	Credit for Prior Learning
CRA	Crafts
CSAC	California Student Aid Commission
CSBA	California School Board Association
CSCI	Computer Science
CSEA	Classified School Employee Association
CSSO	Chief Student Services Officer
CSUC	California State University, Chico
CTA	California Teachers Association
CTE	Career & Technical Education
CVC-OEI	California Virtual Campus-Online Education Initiative

CVT	California's Valued Trust
CWE	Cooperative Work Experience (see also WEE)
DLC	Distance Learning Center
SAS	Student Access Services
ECE	Early Childhood Education
ECON	Economics
EMT	Emergency Medical Technology
ENGL	English
ENGR	Engineering
EOPS	Extended Opportunity Programs and Services
ESTC	Emergency Services Training Center
FACCC	Faculty Association of California Community Colleges
FAFSA	Free Application for Federal Student Aid
FAO	Financial Aid Office
FCS	Family and Consumer Science
FERPA	Family Educational Rights and Privacy Act
FIRE	Fire Emergency Response Technology
FSH	Flexible Spending Account
FTE	Full Time Equivalent
FTEF	Full Time Equivalent Faculty
FTES	Full Time Equivalent Students
FTHM	Fire Technology/Hazardous Materials
FTSM	Fire Technology State Fire Marshall
FWS	Federal Work Study
FY	Fiscal Year
GEOG	Geography
GUID	Guidance
GVC	Golden Valley Conference
HEA	Health

HIST	History
HR	Human Resources
HRIS	Human Resources Information System
HS	Human Services
HUM	Humanities
IC	Instructional Council
IEPI	Institutional Effectiveness Partnership Initiative
ILO	Institutional Learning Outcome
IMP	Institutional Master Plan
IMT	Incident Management Team
IPB	Integrated Budget and Planning
ISA	Instructional Service Agreement
IT	Industrial Technology Building (also I-Tech)
IT	Information Technology
JPA	Joint Powers Authority
KINE	Kinesiology
LAS	Liberal Arts and Sciences
LHE	Lecture Hour Equivalent
LLL	Life Long Learning
LRC	Learning Resource Center
LS	Life Science
LVN	Licensed Vocational Nurse (or Nursing)
MEC	Mid-Empire Conference
MOU	Memorandum of Understanding
MSLO	Measurable Student Learning Outcomes (see also SLO)
MUS	Music
NUR	Nursing
OER	Open Educational Resources
PAC	President's Advisory Council

PAF	Personnel Action Form
PAS	Performing Arts Series
PCAH	Program and Course Approval Handbook
PEAC	Physical Education Activity
PEFI	Physical Education Fitness
PEMA	Physical Education Major
PERS	Public Employees Retirement Systems (classified employees)
PHIL	Philosophy
PHYS	Physics
PIO	Public Information Office
PLO	Program Learning Outcome
POCR	Peer Online Course Review
POLS	Political Science
PRT	Program Review Team
PSY	Psychology
READ	Reading
RFP	Request for Proposal
RHSI	Rural Health Sciences Institute
RN	Registered Nurse (or Nursing)
SCOE	Siskiyou County Office of Education
SIFE	Students in Free Enterprise
SIS	Student Information System
SLO	Student Learning Outcomes (see also MSLO)
SOAR	Siskiyous Orientation, Advising, and Registration
SOC	Sociology
SOU	Southern Oregon University
SPAN	Spanish
SPCH	Speech
SSC	Student Services Council

SSS	Student Support Services
STRS	State Teachers Retirement System (faculty)
THEA	Theater
TRiO	Upward Bound, Talent Search, and Student Support Services
TSA	Tax Sheltered Annuity
TTIP	Telecommunications and Technology Infrastructure Program
TWOP	Time With Out Pay
UB	Upward Bound
VSP	Vision Service Plan
WASC	Western Association of Schools and Colleges (Regional Accrediting Agency)
WEE	Work Experience Education (see also CWE)
WELD	Welding
WOP	Without Pay
WOW	Week of Welcome
YC	Yreka Campus

## Appendix C: College of the Siskiyous Faculty Equity, Social Justice, and Anti-Racism Resolution

**Whereas**, College of the Siskiyous faculty recognize the importance of student equity and are committed to working tirelessly to disrupt the historical systemic racism that causes the persistent, identifiable, predictable, race-based differences in educational access and outcomes for our students; and

**Whereas**, the statewide Academic Senate has resolved in Resolution **3.01 F20 [Support The Anti-Racism Pledge](#)** that senators in community colleges throughout the state “take steps to not only strive for a greater knowledge about and the celebration of diversity, but also to support deeper training that reveals the inherent racism embedded in societal institutions, including the educational system, and asks individuals to examine their personal role in the support of racist structures and the commitment to work to dismantle structural racism”; and

**Whereas**, we realize that eliminating historical systemic racism in our institution will require change at every level of the college, including curriculum, pedagogy, and classroom culture, and that these fall solely within faculty purview; and

**Whereas**, the statewide Academic Senate has resolved in **Resolution 3.04 F20 [Develop Resources on Effective Practices for Anti-Racist, Equitable, and Inclusive Instructional Strategies](#)** to “infuse Anti-Racism/No Hate Education in all its activities and professional development opportunities to the degree that doing so is feasible”; and “...strive to eliminate those barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community”; and

**Resolved**, College of the Siskiyous faculty will commit to specifically and consistently building awareness of, identifying, and actively dismantling inherent racism, both implicit and explicit, embedded in our curriculum, pedagogy, classroom culture, and ourselves; and

**Resolved**, that in accordance with the Academic Senate for California Community Colleges’ Resolution 3.01 F20, faculty and other stakeholders shall be asked to examine their personal role and commit to dismantle structural racism by signing “The Anti-Racism Pledge”; and

**Resolved**, that we act upon our expressed solidarity with racially or ethnically marginalized students and community members by committing to engaging in open and frequently uncomfortable dialogue about structural racism at College of the Siskiyous and our roles as faculty agents within that system including in division meetings and other collaborative work at the college; and

**Resolved**, that College of the Siskiyous Academic Senate create inclusive classrooms and anti-racism curriculum and pedagogy consistent with the suggestions and ideas proposed in past, present, and ongoing social justice and equity professional development activities, those provided by the statewide Academic Senate, and those proposed by the CCCCCO.

- [The Anti-Racism Pledge](#)

Approved by the Academic Senate: 03/12/2021