



Faculty Handbook

2014-2015

Developed by Dr. Stacy Thompson, Dean (2013-2014)
Edited and Updated by Rania Sanford, Ed.D., Interim Dean, Summer 2014
and Denise Woodward, Staff Assistant/Instruction
Academic Pathways & Student Success

TABLE OF CONTENTS

Introduction.....	5
-------------------	---

Part I: Curriculum and Course Planning

Curriculum Planning.....	6
Curriculum Planning: Course Outlines and Schedules.....	
Student Learning Outcomes.....	
Class Schedules.....	

Preparing to Teach

Syllabus.....	6
Textbooks and Course Readers	7
Class Files and Information	7
Passport	7
Office Hours	8
Classrooms	8
Course Cancellation Policy	8

After the Term Starts

Enrollment Policies and Procedures	9
Enrollment Census	9
Cancelling Class due to Illness	9
Inviting Guest Speakers/one-time Lecturers with Compensation	9
Grades and Grading Policy	9
Incompletes	10
Grade Changes (Record Changes)	10
Calendars and Finals	10
Teaching Evaluation	11

Part II: Learning and Teaching Resources

Library	11
The Learning Center	11
Disabled Students Programs and Services	11
Equal Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)	12
Counseling	12
Audiovisual Media Support	12

Part III: Department Information

Faculty Advising.....	13
Student Information.....	13
Department Web Pages.....	13

Part IV: Division Information

Budgets, Supplies and Course Materials	13
Reimbursements.....	14
Staff Meetings.....	14
Faculty Bulletin Board	14
Email Etiquette.....	14
Professional Development Days and Paperwork.....	14

Part V: Educational Services

Contract Education.....	15
Distance Education	15
Perkins/Career and Technical Education (CTE) Administration.....	13

Part VI: Campus Information

Copy Services/ Copy Machine.....	17
Event Planning	17
Facilities	17
Custodial Services.....	18
Keys	19
Parking	19
Recycling	20
Security/ First Aid	20

Part VII: Key Administrative Policies, Regulations and Laws

Family Educational Rights and Privacy Act of 1974 (FERPA)	21
Pay, Union, Contract	21
AP5500 Student Standards of Conduct, Disciplines, Procedures and Due Process	21
Sexual Harassment.....	22
Copyright Policy	22

Part VIII: Offices and Units that Support You

Office of Instruction.....	23
Business Services.....	23
Office of Student Services.....	23

Part IX: Appendices and Forms

College Administration Organizational Chart.....	25
Academic Calendar	26
Campus Map.....	27
Course Syllabus Template.....	28
Textbook Adoption Form.....	29
Copyright Permission - Sample Letter.....	30
Request for Record Corrections (Grade Change).....	31
Email Etiquette	33
Faculty/Staff Parking Permit Application Form.....	35
Merritt College Key Request Form.....	37
Request for Custodial Services.....	38
Facility Use and Reservations.....	39
Notes.....	43

INTRODUCTION

This handbook is a collection of policies, procedures and resources on teaching and learning that are applicable and available to all faculty at Merritt College. This handbook provides an overview of curriculum and course planning processes; academic resources; department, division and campus-level information; description of key regulations and laws; in addition to documents and forms for the faculty use.

This handbook for 2014-2015 has been updated as follows:

- A re-organization of the handbook into chapters; and
- An addition of a new chapter titled Learning and Teaching Resources which includes information about student services programs; plus additional sections on Merritt's enrollment management processes; department web pages; and the procedures for managing and responding to student misconduct (plagiarism, cheating and other behavioral concerns in the classroom).

This handbook is a resource manual and is a tool to support all instructional faculty and contribute to student learning and success at Merritt. The College may alter or change the processes, procedures or policies described therein at any time. Should there be a conflict between this handbook and regulations, Board Policies, Administrative Procedures, the handbook shall yield to the latter.

Faculty comments and suggestions are welcome and appreciated to ensure that future editions of this handbook are useful, current and relevant. The handbook will be updated regularly with such feedback taken into consideration.

Sincerely,

Elmer Bugg, Ph.D.
Vice President of Instruction
Merritt College

Part I: Curriculum and Course Planning

Curriculum Planning

Course Outlines and Schedules

All course outlines must be updated every 5 years. Because of the time it takes to complete course outlines, get them approved by the Curriculum Committee and the division dean and get them into the new catalogs and brochures, preparation must begin two semesters in advance. If you are considering a NEW class, please see the department chair ASAP. He/She will assist you in filling out a Course Outline in the format requested by the administration. Any changes that are received beyond the deadlines will result in at least a semester's delay in implementation. Please check with your department chair, division dean or the curriculum committee chair for deadlines. Course outlines must include Student Learning Outcomes and Assessment(s) for each outcome. CurricUNET is the new electronic course outline system Peralta is using (work with your Department Chair).

Student Learning Outcomes

Some course titles and brief descriptions do not sufficiently inform the student as to the course content or what they will know once the class is over. It is strongly recommended classes have Student Learning Outcomes listed on the course syllabus. These SLOs should reflect those listed on the course outline inputted into CurricUNET and TaskStream. For more detail information and direct access contact the following individuals, first your Department Chair, next Curriculum Chair and SLOAC Chair.

Class Schedules

Classes should be scheduled in blocks. For example, **Three-unit MWF classes begin on the hour and last for 50 minutes. T/R classes last for 1.5 hours.** After 12:00 on MWF and 12:30 on T/R, the schedule can be more flexible.

Preparing to Teach

Syllabus

“At the first meeting of a course, instructors shall: distribute a syllabus to students describing course content, the times and places where office hours are held, the grading standards by which the work of students shall be evaluated, and other relevant information (detail this relevant information); it is especially important that students be made aware of exactly what is required of them in order to succeed in the course.” PFT contract. PLEASE NOTE: A clear, concise, easy to read yet detailed syllabus will lead to fewer Student Academic Grievances.

NOTE: Please see the Merritt College Standardized Course Syllabus Template. This template is a recommendation to faculty and is to be used as a guide.

It is strongly encouraged that ALL faculty email their class syllabi to the division staff assistant. We are attempting to collect them all and have them copied and put into a binder at the division office, counselor's office and admissions/records in order for students to be better able to assess class content etc. The idea is for them to be able to make more informed decisions regarding their classes.

Textbooks and Course Readers

Textbooks and course reader orders should be placed by the middle of the prior semester. The Bookstore will send you one or more **Textbook Request Forms (see form on page 29)**. Please fill them out and submit the form ideally midway through the semester before required. If your book is out of print or back-ordered they will let you know ASAP so that you might either choose another text or make different arrangements for the class. You may want to include an instructor copy, and a copy for the department and library with your order.

Please make a copy of your textbook order and give it to the department chair. The department chair needs to know that you have completed your orders since the Bookstore calls him/her if there are any questions or problems.

Make sure you state clearly whether the book is required or recommended. The Bookstore will mark all texts "required" unless otherwise advised.

****If you do not require a text you should write that on the book order as well so that information can be given to students by the bookstore.**

If you will be preparing a course reader (a collection of articles, chapters...) for your course, you will need to work with the Bookstore Manager who will facilitate putting the reader together. Advance planning is required, especially as copyright permissions must be obtained every time a reader is produced. Planning as early as the mid-term of the prior semester is advisable.

The Merritt College Bookstore manager can be reached at 0312mgr@follet.com or in the Student Services Center.

See also copyright policy on page 22.

Class Files and Information

For every class that we offer a set of CLASS FILES is essential. Class files contain pertinent information for that class. These files are stored for your use. We want to have your syllabus, notes, miscellaneous handouts, exams, articles etc. **Please leave a set of handouts, particularly lab and field trip schedules, with department chairs every semester. Department chairs submit them to the division secretary.** Students often ask questions of us regarding your handouts. Complete sets assist administration in answering student queries! Additionally, our goal is to post class syllabi and course outlines on the department web page.

Passport

Attached is the most current information regarding accessing the Passport system. You must have access to this system, specifically "My Faculty Center" to view, print and process all official class documents, i.e. roster (initial, census, attendance verification, grade, attendance) and have Peralta student email access by each class. Additional information consists of students telephone and addresses.

My Faculty Center

- a.) Class rosters are available through Passport/PROMT. If you need training on Passport access contact Alexis Alexander: aalexander@peralta.edu.
- b.) Census data must be submitted on time.
- c.) Add cards are only needed when the class is officially closed and you are allowing a student to enroll. Dropping classes can be done by accessing Passport.

Office Hours

Contract Faculty shall hold 5 hours per week of office hours and Adjunct shall hold 1 hour, (.4 load with pay). This is in order for you to be available to students for questions, advice etc. Office hours must be posted on your door and submitted to your Division Dean every semester, no later than the second week of classes. Forward this information to your chair and to the Division Staff Assistant/Instruction by email.

Classrooms

Classrooms are assigned by the Office of Instruction. **PLEASE** help us keep the classrooms in good order. If you allow students to eat and drink in the classrooms, they are responsible for cleaning the room when they leave. **Out of professional courtesy to the next instructor, please take responsibility to make sure that the classroom is in good order upon your departure.** Please keep in mind that other instructors use the same space by re-orienting the tables/chairs if reconfigured and erase the chalk/dry erase boards as needed.

Classrooms should be open when instructors arrive. If they are not and you do not have a key, the division deans or staff assistants can let you in. To enter smart classrooms you need a photo ID badge. To get a badge, please contact Regina Davis at rdavis@peralta.edu or (510) 466-7376 and schedule an appointment. To request keys go to your Division Dean's office fill in the appropriate form and your request will be forwarded to the Business Services Office. Please allow 24-48 hours for processing. When you leave your classroom in the evening, turn off the light, close and lock the door.

Course Cancellation Policy

Unless justified by a late start date, last class needed for a degree/certificate, last class in a sequence, etc. or has a history of late enrollments, all classes with single digit enrollment may be cancelled up to two weeks before the start of the term, and those with less than 17 students may be cancelled as early as one week before the start of the term. The College enrollment targets are as high as 35 students per class in most classes, with the exception of those capped per the district's contract with the Faculty. Any requests for exceptions should be made to the Dean as soon as possible.

All classes in low double digits, below 20 (same exceptions as above), may be allowed to meet once to determine actual enrollment. If the class is taught by an adjunct faculty member and it is cancelled, he/she will be paid for one hour. The college will not pay an instructor for a full day if the class is cancelled. Department Chairs monitor their classes and make recommendations in the weeks leading up to each term about cancellations. The Division Dean and the Vice President for Instruction may also cancel classes that don't meet the College's enrollment targets.

Check for these under-enrolled classes on the PASSPORT schedule. Chairs need to make recommendations for cancelling classes by emailing the division dean.

To check enrollment for all classes go to PROMT and sign in and then again for Passport

Select People soft

Select Student Adm 8.9

Select Reporting Tools

Select Query Viewer

Type in pcc_sa and hit the return key

Select PCC_SA_SCI - HTML

For /SCI term - type in 1092 (spring 2009)

For campus - 6 (Merritt)

Subject – chdev (for child development)

Then hit view results

After the Term Starts

Enrollment Policies and Procedures

Check the section called Enrollment Policies and Procedures in the Merritt College Catalog (pages 28-30 of 2013-2015 Catalog) for information about adding and dropping/ change/withdrawal of classes, attendance policies, no shows, auditing classes, enrollment in conflicting classes, excess units, open classes, student study load, and wait lists. Questions may be first directed to your Chair, followed by the Division Dean and or Admissions and Records.

Enrollment Census

The Associate Vice Chancellor for Student Services monitors district-wide enrollment. Merritt College has had 100% completion of enrollment census roster, which faculty must submit by a certain deadline every term online or to Admissions and Records on campus. Instructions about managing your class enrollment, including submission of census rosters and grades are provided by the district to all faculty. Technical questions may be directed to helpdesk@peralta.edu.

Cancelling Your Class due to Illness

If you need to miss class due to an illness or injury, you **MUST** contact the Division Staff Assistant and your department chair as soon as possible in order for us to post a notice of the cancellation of your class. The staff assistant will notify the Division Dean of your absence. **When you are ill, it is your responsibility to notify all of the students in your class. This is out of consideration for students, some who travel a long distance and only take one class.** Therefore we strongly encourage you to use email (your email system or the Peralta Student Email System for your class)!

Sick leave is accrued by ALL instructors in proportion to the number of hours they are teaching. Contract faculty with a teaching load of 30 hours (15 hours / semester) is allowed 8 hours per month sick leave. Part time instructors' sick leave for each term is equal to total number of equated hours assigned, divided by 15 equated hours, multiplied by 17.5 weeks. For example if you are teaching a 3 unit lecture class, you are allowed 3.5 hours of sick leave per semester. Appropriate sick leave forms (LAR form – Excel file format) must be submitted to the division dean in a timely manner.

Inviting Guest Speakers/One-Time Lecturers with Compensation

Several faculty invite outside guest speakers for one-time lectures in their class. This is permissible. If you would like to offer an honorarium or some form of payment to a guest speaker, prior authorization must be obtained from the Division Dean. Upon authorization, the Division Assistant/Instruction will contact the guest speaker in order to proceed with the setup necessary for payment, provide a parking permit/campus map. Several forms must be completed, preferably in advance of the date of the lecture. It takes up to several weeks to process, so please plan ahead and communicate with the Division Office as soon as you make plans.

Grades and Grading Policy

Each instructor should hand out and explain the grading policy in his or her courses at the beginning of each semester, typically in the course syllabus. This includes how grades are distributed and determined for assignments, quizzes, projects, exams. Your grading policy should be clear, concise and easily understandable, especially how you will calculate the student's Final Grade.

A Grading Rubric is also strongly suggested for the students (many different types are found on the Internet, in discipline specific professional research and evaluation periodicals). A general grading policy

can be obtained from your department chair. Your grading policy needs to reflect your class structure and the dynamics deemed appropriate for maximum enrichment. Lastly, to minimize student complaints and grievance, you should follow what you create and distribute on all course syllabi and materials. You are also required to follow your own stated grading policy.

Faculty will be able to access their class roster through Peralta Web VPN. (See **PASSPORT**)

For grading policies and grade symbol definitions, see Merritt College Catalog (page 51).

Incompletes

At times you will need to give a student an incomplete. This designation usually indicates that the student is missing one or more tests or projects due to circumstances beyond his/her control, which prevents him/her from receiving a grade (Generally an Emergency). In order to process an incomplete you must fill out an incomplete form. The form is designed to be straightforward, but your Department Chair can assist you if there are some questions about the process. An incomplete grade defaults to a failing grade "F" if no grade is assigned within one year by the instructor. Students, by petition, may ask for an extension up to one semester only. The instructor must approve the extension for it to be granted. If the student did not complete the work for the course, and you would like to assign an Incomplete grade, you must turn in an incomplete form for each student to Admissions and Records at the time you turn in your grade rosters!

Grade Corrections (Record Corrections)

No grade can be changed without the written consent of the instructor who assigned the grade, except under the conditions of clerical errors, bad faith, fraud or incompetency. Grades are not subject to change by reason of a revision of judgment on the instructor's part. No grade except Incomplete "I" may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after the submission of final grades. No grade will be changed later than four years after the calendar date ending the semester in which the grade was assigned. Only the instructor is required to sign grade changes from "I" to a grade.

In order to request a change in the permanent record of a student (This usually happens when a wrong grade was entered and filed), please:

- 1) Fill-out a **Request for Record Correction** form and sign it. (see form and instructions on page 30). Only ORIGINALS will be accepted.
- 2) Attach all supporting documentation required (e.g. a copy of the grade & attendance roster for the class).
- 3) Forward these particulars to the Division Dean's Office.
- 4) Do not use a "**Request for Record Correction**" to change from a grade of F or FW to "No Show" (nothing). Use the Census Roster for "No Show" and Verification Attendance Roster to drop students with a W on their transcript. Students who are "No Show" must be dropped during Census Roster Week. REMEMBER: It is always easier to "reinstate"!

Calendars and Finals

You should receive an academic calendar that lists the pertinent dates during the semester. Calendars should also be posted in the office, on the office door and/or in various locations around your department. Please make note on your syllabi of any holidays, professional days etc.

Finals week is indicated on the calendar and class finals should be held as shown. Special arrangements can be made for early finals if absolutely necessary. However, a **class meeting MUST be held on the date regularly scheduled for the final**. This is due to the fact that your compensation includes finals week, so you must hold a final meeting.

Teaching Evaluation

Near the end of the course or somewhere in the middle of the semester, you are encouraged to ask your students for feedback on the course. Generally it will be regarding class content, pace, organization and suggestions. Evaluations are helpful to both the instructor and the department and aid in supporting students by acknowledging that we are open to their suggestions and are listening to their concerns. Some students require anonymity in order to be candid. Please respect this by allowing students to submit them unsigned in an envelope.

If you would like to regularly monitor the class, there are several short forms/ questionnaires available. One example is called the **One - Minute Paper** and it simply asks:

- 1) What was the most relevant point that was discussed in today's lecture?
- 2) What questions still remain?"

Part II: Learning and Teaching Resources

Library

There are two librarians at Merritt College. The library has staffed reference, reserve and periodical sections. The library has moved to its new refurbished location in Spring 2014 which houses its collection, and offers group areas for group work, and individual areas for quiet work. There is also a computer cluster where library orientation and training takes place and a small conference room.

The library should have copies of all required and recommended books and any course readers for each class in its **Reserve Book section**. Most publishing representatives will send you an extra desk copy to give to the Library Reserve Book section for student use. Please request this copy. Also, take some time each semester to review the books that are available for your classes at the library and make your students aware of them. There are resources for all faculty at the Library website: www.merritt.edu/library/for-faculty.

The Learning Center

The Learning Center helps all students acquire the skills they need to succeed in college. The center offers help in three ways: self-paced classes, tutoring, and technology services. It is helpful to the tutors to have copies of your class assignments on file. The Center is housed in building L and has a large computer lab, plus several group learning spaces, many dedicated for math and writing. (<http://www.merritt.edu/wp/learningcenter/>)

Coordinator, Learning Center

Lorna C. Pascual
(510) 436-2443
Room D-188

Coordinator, Computer Lab

Walter B. Johnson, Jr.
(510) 436-2551
Room D-177

Disabled Students Programs and Services (DSPS)

The Disabled Students Programs and Services (DSPS) at Merritt engages dedicated tutors, counselors and professionals who are committed to: empowering students with disabilities for success; providing "equal access" services that will empower students with disabilities to be successful at Merritt College; implementing accommodations based on the functional limitations of the disability in the academic setting, while empowering students with disability self-management and self-advocacy; creating a level playing

field in the classroom so that students have the opportunity to demonstrate their abilities and not focus on the disability, and advocating for the needs and rights of students with disabilities. DSPS staff determine and provide individualized student accommodations; foster equal treatment through all Merritt College Programs and promote awareness of disability resources of equal access.

With as high as 30% of college students now with a visible or invisible disability, all faculty should familiarize themselves with the Center services and programs as well as the legal and the learning accommodations necessary for student success, especially when facing a request for accommodation from a student. Contact the Center staff, Monday – Friday 8 a.m. to 5 p.m. (hours may vary, so please call to confirm), 510-436-2429. The Center is in the Student Services Building, Room R-109 and is headed by Mary Ciddio, mciddio@peralta.edu, R-109D. (<http://www.merritt.edu/wp/dsp/>).

Extended Opportunity Programs & Service (EOPS) and Cooperative Agencies Resources for Education (CARE)

Extended Opportunity Programs and Services (EOPS) is a state-funded program enacted by Legislation passed in 1969 by the Assembly of the California State Legislature. It is designed to ensure campus access and provide support services to students who face economic, language, and social barriers and who are historically under-represented in higher education. EOPS is committed to assisting students who participate in the program in the successful attainment of their educational and career goals as today's students prepare to enter an increasingly technological and multicultural society. Our goal is to support and enable EOPS students' successful pursuit of a higher education through a comprehensive program of services.

Cooperative Agencies Resources for Education (CARE) is a program within EOPS that is designed to help single-parent students succeed in college. The committed CARE staff and support services are available to assist students in removing obstacles to academic success. CARE provides students with an opportunity to achieve their educational goals. For a list of EOPS and CARE services and eligibility requirements, please go to the programs homepage at <http://www.merritt.edu/wp/eopscare/>.

Counseling

Merritt College counselors provide academic, career, and personal counseling services to help students identify educational, career and personal goals and develop plans to achieve those goals. Counselors can also refer students to other on-campus services. Students are encouraged to meet with counselors early in the educational process to plan their program of study. Some counseling services are available on a drop-in basis while others require a scheduled appointment. E-counseling in specific situations is also available.

Counseling faculty provide guidance that covers general campus academic information, initial enrollment assistance, prerequisite checking and clearance, clearing probation holds, and review of petitions for matriculation exemptions. The counseling home page is at <http://www.merritt.edu/wp/counseling/>.

Audiovisual Media Support

The Business and Administrative Services Department provides audiovisual support to campus organizations and instructors for events. Services are provided free of charge during regular business hours: Monday - Friday, 9:00 A.M. – 5:00 P.M.

To make audiovisual equipment, reservations for events, please include your request along with the event planning forms (see pages 39-42) you have to Business Services at merfacilities@peralta.edu or (510) 434-3967 during the planning stages for your event.

The Office of Instruction provides audiovisual equipment for classes. To contact the Office of Instruction to request audiovisual support, please call (510) 436-2500/Ext. 2500 or email MerrittAV@peralta.edu

To request use of a Nomad system, please contact IT at MerrittIT@peralta.edu.

The Nomad is an integrated technology including microphone and sound system (depending on the system), projector, CD/DVD player, personal computer, Internet connection, and Document Viewer (projects view of hard copies onto screen). Merritt College has three Nomad systems. The Nomad 1 has a sound system and is operated and owned by the Office of Instruction. The ASMC also has two Nomads, neither of which has a built in sound system and microphone.

The following equipment and services are available:

- Cassette Deck
- CD Player (with or without audio capability)
- Easel and Flipchart
- LCD Projector
- Microphone
- NOMAD
- Piano (available in Huey P. Newton Conference Room only)
- Sound System
- TV/DVD Player
- Whiteboard

Contact: Dr. Dettie Del Rosario. Hours: 8:30 A.M – 4:30 P.M. Phone: (510) 436-3891

Part III: Department Information

Faculty Advising

It is very important for all of us to know what's going on in your department. Our students come to us for advice and guidance regarding their future and classes taught in the department. We all need to be familiar with what courses are being taught and when courses are scheduled to be taught as well as the general schedule and certificate requirements. If you do not have a current Merritt College catalog see the division secretary or the office of instruction so you can obtain a copy.

Student Information

Each semester some departments create a “department letter” that provides students with program information and updates.

Department Web Pages

Department web pages should be created and maintained as they are increasingly the main source of information for your students.

Part IV: Division Information

Budgets, Supplies and Course Materials

The supply budget is allocated at the beginning of the fall semester. It is always best if supplies are ordered the semester BEFORE they are needed as it takes several weeks to receive classroom materials. Our intent, to be at least one semester to one year ahead in equipment/supplies. Please note what supplies you need for your class(es) and submit them to the department chair as early as possible so that the requisition can then be submitted to the division secretary. Include all the pertinent information required to fill out a purchase order. This information includes: the name of the supplier or vendor, supplies needed including item number as applicable, costs including taxes and shipping, delivery charges if applicable etc.

All suppliers must be vendors with Peralta. If not, a completed vendor application must be submitted. The division secretary has these in the office.

If you are teaching both fall and spring semesters, it would be advantageous to order supplies for both semesters at the same time to avoid the possible weeks/months it may take to receive supplies ordered through purchase orders. Some office supplies may be ordered through a new system call, “Just in Time” which guarantees delivery of supplies within 24 hours. If you have any questions concerning the budget or supplies please contact your Department Chair.

Reimbursements

Occasionally faculty may need to use their own funds for college or classroom purchases quickly. The maximum amount to do so is \$50.00 per purchase. ????. If you will request a reimbursement, you are required to confer with your Department Chair and Division Dean **before** making any purchases or commitments due to the limited budget. In order to process reimbursements, you must provide the original receipts. The College financial records get audited and paperwork for reimbursements must be submitted in a timely and complete manner.

Staff Meetings

All departments should hold regular department meetings. We encourage you to have more informal faculty meetings such as a dinner, a breakfast or a happy hour get-together. We feel it is important for all of us to talk to each other, share our concerns, triumphs, and challenges. All of us can help in this endeavor! If you wish to arrange some times, dates etc., inform your department chair or division dean for assistance with getting the word out.

Faculty Bulletin Board

All departments should have a faculty bulletin board conveniently located in a central location. The department web page can be used as an electronic bulletin board as well. You could post important information such as:

- Academic calendar
- Special events
- Finals schedule
- Details regarding late start classes
- Pictures of faculty members
- Department chair hours
- Professional development activities
- Department meeting schedule

Email Etiquette

Email is a common form of communication at Merritt—to conduct college business, reach out to chairs, staff and administrators, and also communicate with students if that is an expectation you set with them. To email any faculty member, use their first initial and last name {at} peralta.edu (e.g. john doe = jdoe@peralta.edu).

In using email, common email etiquette is expected in all communication. Please find examples that apply to all members of the Merritt College community (faculty, staff and students) on page 32.

Professional Development Days and Paperwork

Every full time instructor teaching for the Peralta Community College District is required to participate in Professional Days. At the beginning, as well as during the course of the semester, there will be days set aside as Professional Days. Classes are cancelled and the district provides classes / seminars etc. for your professional development. Adjunct faculty’s obligation to participate is determined by your teaching load

if you are teaching on a day that has scheduled professional activities. For example, if you are teaching a class that is paying you for 3 equated hours, then your obligation is for 3 hours. If that class falls on a Wednesday and classes are cancelled, you are getting paid for that day so you must participate in professional development activities.

Most staff development information is available on the Merritt website. Check with your Department Chair and Division Dean regarding alternative sources of funding for professional activities, i.e. Perkins/CTE, grants, etc.

Part V: Educational Services

Contract Education

(1) College Approval

(a) **Fee:** Determine the fee to be charged based on the following:

- (1) Assessment or counseling services: Usually TBD per contact hour of services; or
- (2) Regular catalog or customized experimental courses: TBD per contract hour of instruction.

(b) **Contract:** Draft a contract:

- (1) The district Contract Template can be used, or
- (2) The college can accept a contract drafted by the outside business or agency.

(c) **Contract Education forms and Contract Processing:** Submit the contract to the Office of Instruction for processing. All contracts required review and approval by the following college personnel before being finalized (signature page), an Abstract Form and a Budget Form must be completed.

(2) District Approval

(a) **Vice Chancellor of Educational Services Approval:** Contracts over \$100,000 only the Vice Chancellor of Educational services is authorized to sign the contract on behalf of the District.

(b) **Chancellor/Board Approval:** Contracts over \$100,000 must also be approved by the Chancellor and the Board of Trustees. The District and/or the Board reserve the right to deny or not approve any contract.

Distance Education (DE)

Distance Education (DE) courses refer to both hybrid and online courses. They are a modality of formal interaction that uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interactions between the students and the instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet, one-way and two-way transmissions through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio conferencing or video recordings, DVDs and CD-ROMs, in conjunction with any of the other technologies (ACCJC, 2012).

All courses offered through distance education include regular effective contact between the instructor and students. This means discussion forums with instructor participation, email, weekly announcements in the course management system, timely feedback on student work and responses to student emails or inquiries. Courses may also include online or in-person group or individual meetings, orientation and review sessions, supplemental seminars or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, email and other activities.

Regular and substantive interactions include, but are not limited to:

- A. Early, continuing, and consistent communication from the instructor of record, including instructions for accessing the course materials and opportunities for assessing whether students are accessing and understanding the course materials.
- B. B. Regular contact hours established through published office hours (whether virtual or face-to-face), availability to answer questions and give feedback that includes both synchronous and asynchronous modes.
- C. C. Timely feedback that replicates the contact of face-to-face courses, with communication between faculty and students.
- D. E. Interaction between faculty and students using multiple channels, including forum discussions, email, and weekly announcements.
- E. F. Use of a variety of communication modes in classes, including synchronous channels, such as chat, Skype, and CCC Confer, or other collaboration tools, such as Google Docs, Google Hangout, wikis, Facebook and Twitter.

Policy Guidelines Effective Spring 2014

Effective Spring 2014, all distance education courses, either hybrid or online, must be delivered in the most recent version of Moodle adopted by the College.

Online instructors who have already been teaching DE courses must follow the below guidelines in teaching their courses:

- 1. All course content must be in Moodle. The use of links to publisher content from Moodle is allowed within the course content.
- 2. Moodle training is required from all instructors:
 - a. ED 1: Introduction to Online Teaching
 - b. ED 2: Introduction to Moodle
 - c. Other formal training for credits or units.
- 3. Demonstration of knowledge to the Distance Education coordinator or the Division Dean.

Instructors who will be teaching DE course(s) for the first time must meet the requirements below:

- 1. Complete training for online teaching, such as:
 - a. Online Teaching Certification Program at Merritt College.
 - b. CSU East Bay Online Teaching Program
 - c. @ONE Certification Program: www.onefortraining.org.
 - d. Other approved formal training for units or credit.
- 2. Complete training on how to use Peralta's version of Moodle is required:
 - a. ED 1: Introduction to Online Teaching
 - b. ED 2: Introduction to Moodle
- 3. Provide evidence to the Division Dean that the above two requirements in items 1 and 2 were met.
- 4. Build a Moodle shell one semester ahead of teaching the online class, i.e., Build the course site in Fall 2014 if you wish to teach it in Spring 2014 at the earliest.

For questions about this policy, please contact the Division Dean, the Vice President for Instruction or the Merritt College Distance Education Coordinator.

Perkins/Career and Technical Education (CTE) Administration

The Dean of Division II (Workforce Development) manages the process by which Perkins/CTE funds are reviewed and allocated to all faculty at Merritt with direction from the VP of Instruction. A formal application process that entails programmatic and budget requests entertains proposals on a regular basis. An announcement is sent to all faculty indicating the deadlines for each cycle.

Part VI: Campus Information

Copy Services/ Copy Machine

If you need copies for your class you **MUST** either take them over to Production or you may email them to production at Merritt-Production@peralta.edu for PC users or [merritt-mac-copy @peralta.edu](mailto:merritt-mac-copy@peralta.edu) for MAC users. All copies are done on a first come, first serve basis. If more copies are needed Production can advise the turn around time for availability. Please email one attachment per email and include your cost center #, class name, number of original pages, # of copies needed, print copies front only or front and back, circle yes for collate, circle yes or no for staple and select which color you'd like.

Contact: Steve Morris

Location: Q106

Hours: Monday – Thursday, 8:00 AM – 4:00 PM

Phone Number: (510) 436-2665

*PC Users Email: Merritt-Production@peralta.edu

*Mac Users Email: Merritt-Mac-Copy@peralta.edu

Print Production provides photocopies for faculty. Services include:

- Single and double sided copies.
- Limited color paper stock.
- Stapling (as part of copying process).

Requests may be made in person by submitting hard copies and a **Request for Duplicate** form 8or by emailing Merritt-Production@peralta.edu and including the necessary information along with a file attachment of the document(s) to be duplicated.

1. All Copy Orders will be done on a first come/first served basis including electronic orders.
2. Finished orders will be available in the copy distribution room.
3. Photocopying services will stop at **4:00 pm** daily. Unfinished orders will be completed by the next business day.
4. Photocopies will be printed on white paper. If special handling is requested such as color copies, or 3-hole punch, please allow a two business day turnaround.
5. To accommodate adjunct faculty members arriving in the afternoon, please submit their copy orders in advance in order to have copies on time.
6. Please do **NOT** wait for your order to be processed at the window. When finished, it will be deposited on the shelves in the copy distribution room.
7. A limited quantity of small readers sent electronically from Scientific, Medical, or College book publishers specifically designed to be 100% freely distributed and free of any copyright infringements, will be processed on a case by case basis when time permits.
8. For urgent requests, please consult the staff at Office of Instruction.

Event Planning

Members of the Merritt Community can book campus facilities, such as the gym, student lounge... for events and activities. If you would like to reserve a facility, please use the form on page 38.

Facilities

Please do your part to keep classrooms, bathrooms, and the campus grounds clean! Pick up paper when you see it. If you need to report anything which is broken or in need of repair, a service request needs to be filled out. Examples of this include doors or locks which do not work, outlets

which are broken, lights which need replacement, heating/cooling switches which do not work properly, etc. The “request for service” form is attached.

Custodial Services

Custodial Services maintains the cleanliness of campus buildings and immediate grounds. Custodial Services is available Monday – Friday, except during holidays, with a skeleton crew on duty limited weekend hours. Services are generally limited as custodial staff may be assigned to campus events. When custodians must be removed from their regular duties, or work overtime to provide event services, this work may be changeable to the office or department responsible for the event.

Merritt custodial assistance is mainly emptying waste receptacles is the primary objective); therefore, please encourage your students to pick up after themselves and to recycle their paper, cans and bottles. **Out of professional courtesy to the next instructor, please take responsibility to make sure that the classroom is in good order upon your departure.**

If you notice that the bathrooms are out of paper towels, soap, etc., send an email to FSmith@peralta.edu or call the Business office for the custodian. Also, when lights/bulbs are out or if you encounter other facilities issues please submit a work order to the business office. A work order may be submitted via email—make sure you direct your work order to the Business Services Office (Linda I. Garcia with a “cc” to your Division Dean).

Custodial duties

- Opening and closing campus gates.
- Locking and unlocking buildings and classrooms for Instruction and events. Call (510) 436-3891.
- Securing buildings after Instruction and events.
- Recycling.
- Moving furniture and equipment upon request email: ddelrosario@peralta.edu
- Storing unused furniture and equipment
- Raising and lowering the state and national flags
- Event setup and breakdown

Custodial Services also respond to minor and major incidents requiring cleanup, including:

- Spilled drinks and other nontoxic substances (immediately contact the Business Manager at (510) 436-2407 or (510) 436-3891, should you drop or spill a dangerous substance or material)
- Fire, flood, and post storm clean up
- Plumbing leaks/overflow clean up

*Custodial Services do not provide on-call maid services; all tasks other than the above listed duties must be assigned by the Business Manager.

Day Shift

Contact: Felix Smith

Location: R-15

Hours: 8:30AM – 5:00PM

Phone: (510) 436-2525

Night Shift

Contact: Thomas Daniels

Location: R-15

Hours: 10:00PM – 6:30AM

Phone: (510) 436-2525

***Swing Shift 3:00 PM – 11:00 PM**

Keys

Keys to enter your office should be obtained from the business office after filling out a key card. Classrooms should be open for classes that are offered during regular class hours. All faculty will be issued keys and will be solely responsible for them. **There is a \$75 charge to replace lost keys.**

If access to classrooms is needed during evening hours contact the evening administrator on duty at (510) 436-2426 room D-242.

Key Requests

Business Office - Q214

Phone Number: (510) 436- 2407

Hours: 8:30 AM- 4:30 PM

To obtain a key:

- Read the Key Policy Below
- If the policy allows you to have a key, come to Office of Business and Administrative Services, Monday to Friday 8:30AM – 4:30PM and complete a key request form, obtain your dean's signature of authorization, and submit the form to Business Services. An order will then be placed for your key and you will be notified when your key arrives.

Merritt Key Policy:

1. Key Request Form must be on file for all individuals with keys.
2. Keys must be collected from departing faculty and staff, so that future staff and faculty have access to facilities.
3. There is a fine for lost keys. All individuals with **unpaid** fines will be ineligible for additional keys, until the fines are paid.
4. As classrooms should always be opened in advance for instructors, no keys will be issued for classrooms.
5. Please be sure that your classes, whether they be week day, week night, or weekend classes, are included in the schedule provided by the Office of Instruction to Business Services and Custodial staff.
6. Be sure to provide updates on all schedule changes, including cancellations.
7. Should an instructor arrive to teach a class and find that the door is locked, immediately contact Business Service at (510) 436-2407 or custodial services at (510) 436-2525.
8. Individuals may not place their own padlocks on College Property.
9. Deans and department heads are responsible for collecting keys from all departing employees, or they can return them directly to the Business office.
10. Keys for off-keyed, high security areas, will be managed by the deans; when an area is off-keyed.

****Please note that key duplication by unauthorized parties is illegal.***

Parking

Since parking is regulated it is **imperative** that you obtain a parking permit. Forms are available in the department office and must be filled out and submitted to the business office. You may also request a parking pass via email by emailing your request to the department chair with vehicle information. The request is then forwarded to the division dean for approval. The parking pass can be picked up at the business office, generally within 48 hours. Adjunct parking permits are valid for only one semester. Permits **must** be placed on your dashboard, **clearly visible** for the parking control officer to see.

Please remind your students about parking, and that there is a ticket machine in all the parking lots. Any car not parked in a designated stall will be ticketed. There are reserved spaces around the campus for staff and instructors.

Classified staff and instructors are entitled to a permit for free parking on campus. To receive a permit, please complete a permit request form from Business Services, and submit it with the signature of authorization from your dean. Full-time permanent staff must complete the PCCD Parking Permit request form. Part-Time and temporary instructors must use the Merritt College parking request form.

Requesting a Parking Permit in Person

Submit a completed parking permit request to Business Services. Forms must contain all requested information, including the dean or manager's signature of authorization, the correct license plate number, and a contact number (email addresses are also acceptable).

Requesting a Parking Permit by Email

If you would like the convenience of emailing your request, please email the below necessary information to your dean and have them forward it to the Business Office with written authorization to provide a permit for you. Full-Time, permanent staff may complete and scan (or fax) the PCCD parking permit request to their dean to sign and submit to Business Services.

Necessary Information:

- First and Last Name
- Department
- Car make/model
- Car color
- Your work status (full or part-time)
- Your license plate number
- Specify whether you will pick up your permit or want us to send it to your dean
- Provide a contact number and email address (non-Peralta contact information is fine).

Submitted a request but didn't receive your permit?

If you have submitted a request, but didn't receive your permit yet, it may be because you didn't complete your request form. Resubmit a request and be sure to complete it, including key information like your license plate number, your department and contact information, and your dean or manager's signature.

Guest Parking Permit Process

1. Have your Dean or Manager submit a request to mbusoff@peralta.edu, stating the date and time of event, with your name and number, so we can contact you to pick up the guest permit when it's ready.
2. Pick up is in Business Services, Q214, M-F, 8:30 AM-4:00 PM
3. Your permit will be at the main desk.

Ticket Waiver

To request a waiver of a ticket received on Merritt campus for valid grounds, please go to the Alameda County Sheriff's office here on campus.

Recycling

Please encourage your students to recycle. There are paper-recycling bins in various locations around the campus. If you do not have a bin, contact the business office. Please do what you can to recycle your junk mail.

Security/ First Aid

If an emergency occurs, the telephone number for **Peralta Police Services is (510) 465-3514 or ext.# 7236. Outside lines require that you dial 9 for a dial tone.**

We have been fortunate in that thefts have been at a minimum. In order to keep them low you should encourage your students to keep an eye on their belongings, especially purses and backpacks. If you see someone who appears to be a visitor, be helpful and see what he/she needs and report any suspicious activity or concerns you might have regarding security.

There are First Aid kits in most department offices. **Contact Peralta Police or call 911 if there is a life-threatening medical emergency and you cannot reach Peralta Police.**

Part VII: Key Administrative Policies, Regulations and Laws

Family Educational Rights and Privacy Act of 1974 (FERPA)

Educational records are kept by postsecondary institutions in order to facilitate the educational development and academic records of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students, such as emails or notes from student conferences or meetings.

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the college Office of Admissions and Records for guidance.

Pay, Union, Contract

Paychecks are available from the Bursar at the end of the month. The bursar can be reached at (510) 436-2402. You must have completed all required paperwork with the District Office before you are paid for your work. The District HR Department determines your pay-rate based on a combination of your education and experience. As you acquire more skills, training, education or experience, (each class you teach), it is recommended that you update your file annually with the District Payroll Office. It has been our experience that they do not automatically move you to the next higher pay scale unless you prove to them that it is warranted. Please be aware of the different pay scales and what is needed to move to the next higher level. Information pertaining to pay scales is listed in the contract. A copy of the current contract is always kept in the office or available on the PFT website.

Again, familiarize yourself with your rights and benefits. Everyone contributes to the union because it represents all staff by collective bargaining. Since you contribute you might want to join. The Peralta Federation of Teachers can be reached by calling (510) 763-8820. We have two local representatives. See us if you need to contact them. Paychecks can now be electronically deposited to your bank. Authorization for electronic payroll deposit forms can be found at the bottom of the faculty & staff menu page at www.peralta.edu.

Student Standards of Conduct, Disciplines, Procedures and Due Process

AP5500 Student Standards of Conduct, Disciplines, Procedures and Due Process (pages 75-82) in the Merritt Catalog includes information about behavioral expectations from all Merritt students on campus and the procedures in place to respond to misconduct. Faculty should familiarize themselves with those standards as they apply in their classrooms. Misconduct in class should be handled wisely and immediately and brought up to the department chair as needed. This includes use, sale or possession of controlled substances, damage to person or facility, disruptive or insulting behavior towards others, obstruction or

disruption of teaching, and others. Students may face disciplinary action up to dismissal and there are grievance procedures in place. Please familiarize yourself with these policies.

Sexual Harassment

Sexual harassment is distinguished from a voluntary relationship by the introduction of the elements of coercion, threat, or unwanted attention. Such behavior is unacceptable, requiring college action. Specifically, sexual harassment occurs when a person in a position of authority, either, verbally or physically:

- A. subjects a subordinate to unwanted attention;
- B. attempts to coerce a subordinate into an unwanted relationship;
- C. punishes or threatens to punish a subordinate for refusal to comply;
- D. indicates that sexual favors are terms or conditions for participation in a class or work environment;
- E. indicates that sexual favors may be a basis for assigning of grades in a course or in any way may enter into performance evaluation;
- F. engages in conduct which has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or learning environment.

For more information about the policy prohibiting harassment at Peralta, go to:

<http://web.peralta.edu/trustees/files/2011/04/BP-3430-Prohibition-of-Harassment.pdf>

Copyright Policy

It is the intent of Merritt College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.) This policy represents Merritt's effort to observe the copyright law.

Employees are prohibited from copying copyright works unless the action is authorized by (a) specific exemptions in the copyright laws, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved on a case-by-case basis. Employees are prohibited from "performing" copyright works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1) (4) or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner's agent.

Employees, who willfully disregard Merritt's Copyright Policy, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements in accordance with Board Policy, collective bargaining agreements, and law.

Procedures for Obtaining Permission to Copy

The following procedures are designed to facilitate the copyright permission process by assuring the provision by the user of the necessary information to permit the publisher to respond to copying request:

1. Obtain Name and Address of Publisher

Determine who owns the copyright on the material. The page containing a notice of copyright can help you determine who owns the copyright, the year of publication and the publisher's address. The acknowledgement page may also contain information regarding copyright ownership. If the address of the publisher does not appear with the material, it may be obtained in such publications as the National Association of College Stores, Book Buyer's Manual, the American Booksellers Association's Publisher's Directory, Books in Print, The Literary Marketplace (for books), The International Literary Marketplace (for international listings), or Ulrich's International Periodicals (for journals), published by R.R. Bowker Co., are available in any library. Your college store also has access to a few of these and other similar resources.

2. Request Permission to Duplicate

After checking to determine who owns the copyright, the next step is to request permission to duplicate. Some of the most frequent reasons cited by publisher's permission departments for delays in responding to requests are the failure to provide complete or accurate information regarding the work to be duplicated; and the time required to handle requests for material such as photographs, charts or illustrations which may be covered by a separate copyright. An Association of American Publisher's survey of permissions professionals determined that the following facts are necessary for consideration of authorizing reproduction of copyrighted material in an academic setting.

- a. Title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appear;
- b. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material and title and copyright page;
- c. Number of copies to be made;
- d. Use to be made of duplicated materials and form of distribution (e.g., as course material and whether collected with other excerpts or materials, whether bound or unbound);
- e. Whether or not the material is to be sold;
- f. Type of reprint (ditto, photocopy, offset, typeset). (Refer to Appendix F for Sample of Permission letter)

Part VIII: Offices and Units that Support You

President's Office

President	Dr. Norma Ambriz-Galaviz (510) 436-2501
Executive Assistant to the President	Judy Bryson (510) 436-2416
Staff Assistant/President's Office	Stefanie Harding (510) 436-2414

Office of Instruction

Vice President of Instruction	Dr. Elmer Bugg (510) 436-2411
Interim Dean, Division I – Academic Pathways & Student Success	Dr. Rania Sanford (510) 436-2609
Interim Dean, Division II – Workforce Development and Applied Sciences	Ahmad Mansur (510) 436-2426

Division I –Staff Assistant/Instruction	Denise Woodward (510) 436-2425
Division II- Sr. Clerical Assistant	Mary McChesney-Young (510) 436-2409

Business Services

Business Administration Services Manager	Dr. Dettie Del Rosario (510) 436-3891
Bookstore (R-125)	(510) 436-2438

Office of Student Services

Vice President of Student Services	Dr. Arnulfo Cedillo (510) 436-2477
Interim Dean, Special Programs & Grants	Lasana Hotep (510) 436-2585
Interim Director of Student Activities and Campus Life	Dr. Lilia Chavez (510) 434-3982
Director of Learning Resources Center	Dr. Audrey Trotter (510) 434-3820
Coordinator, Disabled Students Programs and Services	Ron Nelson (510) 436-2516
Co-Chairs, Student Counseling	Steve Pantell (510) 436-2573; Also College Articulation Officer and Tanya Illarde (510) 436-2559
Counselor Liaison, Student Success and Support Program Implementation	Lesley Scurry (510) 436-2686

Select Student Support Programs and Offices

Title III	Dr. Audrey Trotter (510) 434-3820
Basic Skills Initiative	Ann Elliott (510) 434-3895
Trade Adjustment Assistance Community College & Career Training (TAACCCT) and Other Outreach Programs including Career Ladders	Lasana Hotep (510) 436-2585
CalWORKs/MerrittWORKs: Counselor/Coordinator	Laura Gomez-Contreras (510) 436-2538
Mental Health Counseling or (Emotional & Stress Student Counseling)	Stephanie DeVito (510) 436-2533
Puente	Isela Gonzalez Santana (510) 436-2648
Altazor Transfer Club	Claudio Duran (510) 434-3885
AFFIRM	Dr. Siri Brown (510) 434-3935

Admissions and Records (510) 436-2598
Peralta College Admissions: (510) 466-7368
College Counseling Center: (510) 436-2475
Disabled Student Program Services:
(510) 436-2429/2516/2517/2579/3910/2519/3948
EOPS/CARE : (510) 436-2470

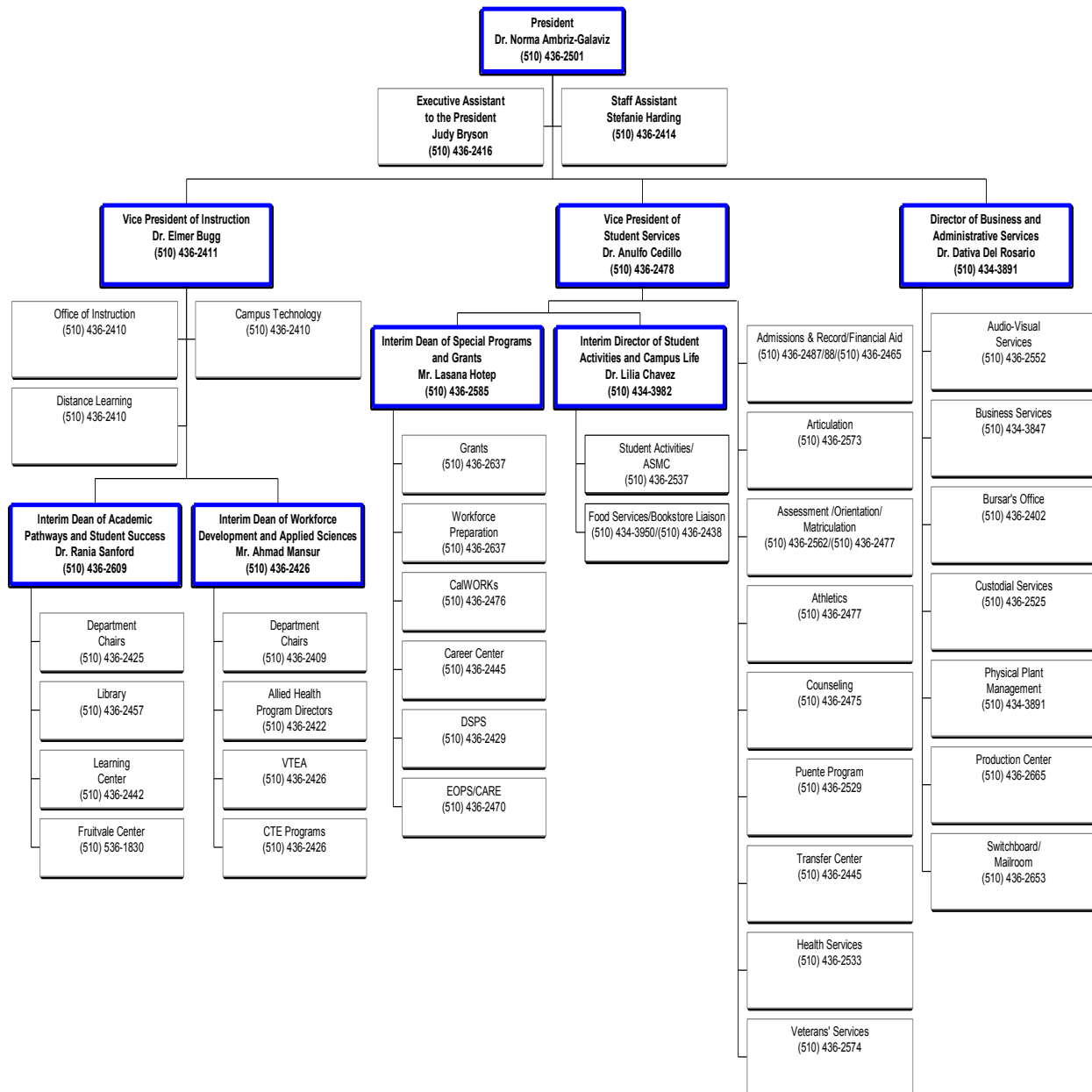
Financial Aid: (510) 436-2465
Learning Center: (510) 436-2442
One Stop Shop Career and Job Placement
Center: (510) 436-2445
Student Health Services: (510) 436-2533

Part IX: Appendices

College Administration Organizational Chart

MERRITT COLLEGE

Administrative Organizational Chart 2014-2015 (07/01/14)



Peralta Community College District 2014-2015 ACADEMIC CALENDAR

JULY						
Su	M	T	W	Th	F	S
		1	2	3	HO	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	1	25	26
27	28	29	30	GD		
AUGUST						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	CF	CF	CF	16
17	FD	19	20	21	22	5
24	25	26	27	28	29	30
*						
SEPTEMBER						
Su	M	T	W	Th	F	S
	HO	CD	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
NOVEMBER						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	HO	12	13	14	WW
16	17	18	19	20	21	22
23	24	25	26	HO	HO	HO
HO						
DECEMBER						
Su	M	T	W	Th	F	S
	1	2	3	4	5	LS
FX	FX	FX	FX	FX	1	13
14	15	16	17	18	19	20
21	22	23	HO	HO	HO	27
28	HC	HC	HO			

Key:

CD = Census Date
 FC = First Day of Classes
 FX = Final Exams
 GD = Grade Rosters/Rebbooks Due
 HO = Holiday
 HC = Holiday Closure
 L = Last Day of Semester
 LA = Last Day to Add
 LS = Last Saturday of Classes
 P = Last Day to Petition for Degree
 CF = College Flex (Prof.) Day
 DF = District Flex (Prof.) Day
 R = Last Day to Drop w/a Refund
 S = Saturday Instruction Begins
 SS = Spring Break
 6W = 6 wk Summer Session Begins
 WD = Last Day to Drop W/O a "W"
 WW = Last Day to Drop w/ a "W"
 * = R/WO/LA
 Last Day to Add, Drop w/a Refund, and Drop W/O W

JANUARY						
Su	M	T	W	Th	F	S
				HO	GD	3
4	5	6	7	8	9	10
11	12	13	CF	CF	CF	17
18	HO	FD	21	22	23	5
25	26	27	28	29	30	31
FEBRUARY						
Su	M	T	W	Th	F	S
*	CD	3	4	5	6	7
8	9	10	11	12	HO	HO
HO	HO	17	18	19	20	21
22	23	24	25	26	27	28
MARCH						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	SB	SB				
APRIL						
Su	M	T	W	Th	F	S
			SB	SB	HO	HO
HO	5	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	WW
26	27	28	29	30		
MAY						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	HO	LS
FX	FX	FX	FX	FX	1	23
24	HO	26	27	28	29	30
31						
JUNE						
Su	M	T	W	Th	F	S
	GD	2	3	4	5	6
7	8	9	10	11	12	13
14	6W	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Approved: 5/10/13

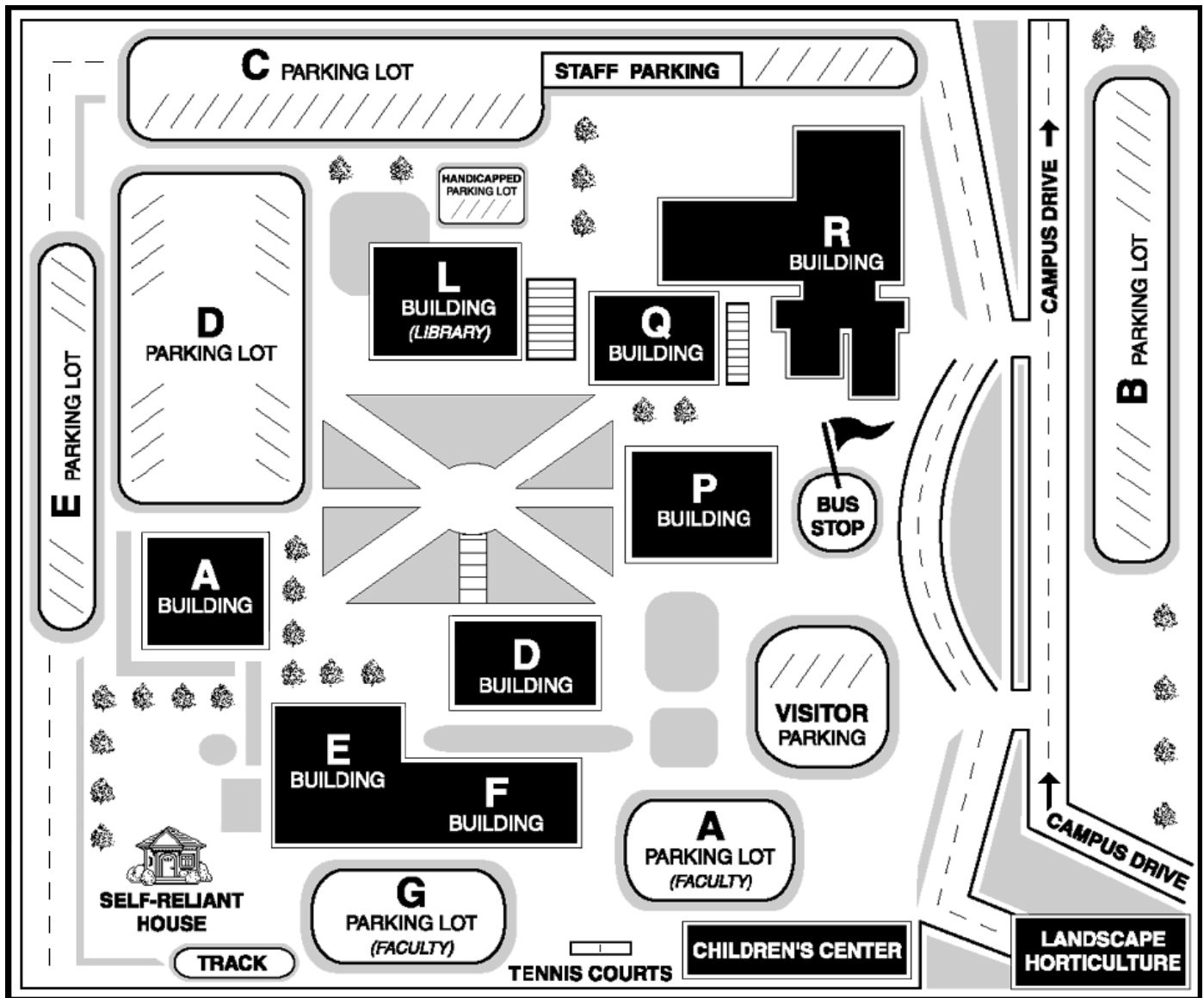
Mike Orkin
Mike Orkin, VC Ed Services

lrm 4/23/2012

Approved: 5/9/13

Matt Goldstein
Matt Goldstein, PFT President

Merritt College CAMPUS MAP



Building Programs/Offices

- A Art, Audio-Visual, Child Development, Fitness Center, Music, Classrooms
- D Allied Health Programs, Academic Enhancement Center (Learning Center, Electronic Classroom, Tutorial, Math Lab, Computer Lab), Classrooms, Mailroom
- E Gymnasium, Classrooms
- F Locker Rooms, Faculty Offices
- H Landscape Horticulture
- L Adapted Computer Learning Center/DSPS, Anthropology Museum, Library/Learning Resources
- P Classroom, Computer Information Systems
- Q Administration (President's Office, Vice President of Instruction), Business Services, Cashier's Office, Production Center
- R Admissions and Records, Assessment, Bookstore, Career Center, Counseling, Disabled Students Programs and Services, EOPS, Financial Aid, Health Services, Puente Program, Safety and Police Services, Student Activities, Transfer Center, Veterans Affairs, Vice President of Students
- SRH Self-Reliant House (Environmental Management Program)

Course Syllabus Template

MERRITT COLLEGE Standardized Course Syllabus Template

Course Title/Number/Class Code

- Pre-requisites/Co-requisites
- Class meeting days and times
- Room number

Instructor information

- Name
- Office hours
- Office room number
- Email address
- Telephone number

Course description

- Requirements met (optional)
- Required text
- Recommended reading (not required)

Learning Outcomes

Assignments for demonstrating learning outcomes

Assessment (Grading Criteria)

- Assignment grades and points/percentage
- Course grade
- Guidelines for assignments

Attendance requirements (see Merritt College catalog, 2011-13, page 21 for official policy)

Grading rubrics (optional)

Supplementary Course Information

- Extra credit (if given)
- Cell phone policy
- Eating in the classroom
- Cheating and plagiarism
- Personal conduct and behavior

Accommodations Statement

Detailed Weekly Class Outline

- Date
- Topic
- Readings
- Assignments Due
- Film(s) and/or Guest speaker(s) (optional)

Adopted:
Merritt College Council of Department Chairs and Program Directors (CPCPD) April 2011
Merritt College Academic Senate May 2011

COURSE ADOPTION INFORMATION

USE A SEPARATE FORM FOR EACH COURSE

PLEASE NOTE: DESK COPIES SHOULD BE ORDERED DIRECTLY FROM THE PUBLISHER BY THE FACULTY MEMBER.
PLEASE LIST ANY REQUIRED SUPPLIES.
Email completed form to XXXXXXXXXX@fheq.follett.com or call XXX-XXX-XXXX with any questions

29

E2. Copyright Permission – Sample Letter

Sample of Permission Letter

(Letterhead)

(Date)

(Publisher's or Owner's Name)
Copyright Permission Department
(Street Address)
(City, State, and Zip Code)

Dear (Name of Individual or Company)

I am writing to request permission to reproduce (exact material to be used, page number, chapter, how many, and type of reprint – ditto, photocopy, offset, typeset) copies of (give title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appears), to be used for (explain use to be made of duplicated materials and form of distribution – e.g., as course material and whether collected with other excerpt of materials, whether bound or unbound). I need written permission by (give date). This material (will or will not) be sold.

Should you have any questions, you may contact me at Merritt College. My phone number is (area code, phone number, and extension).

Thank you for your prompt attention.

Sincerely,

(Your name)
(Your title)
(Address)

cc: (Requester's Manager)

Instructions and Form to Request for Record Correction (Grade Change)



Peralta Community College District Office of Admissions & Records

Request for Record Correction Instructions

- ❖ No grade can be changed without the consent, in writing, by the instructor who assigned the grade except under the conditions of clerical errors, bad faith, fraud and incompetency.
- ❖ Grades are not subject to change by reason of a revision of judgment on the instructor's part.
- ❖ No grade except **Incomplete** may be revised by the instructor on the basis of a new examination or additional work undertaken or completed after submission of final grades.
- ❖ No grade will be changed later than two years after the calendar date ending the semester in which the grade was assigned.
- ❖ Only the instructor is required to sign grade changes from "I" to a grade.

Please note: For all other grade changes, the following steps must be strictly adhered to:

Step 1 - Instructor completes the Request for Record Correction Form and submits it to the Divisional Dean of Instruction with a copy of the Class Rollbook.

Step 2 - *Divisional Dean of Instruction, after discussion with instructor, makes a recommendation to the Vice President of Instruction.

Step 3 - Upon approval, the request is then submitted to the Vice Chancellor of Student Services.

Step 4 - Upon acceptance, the request will be processed immediately by Admissions & Records.

**Education Code Section 76224: "The grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."*



**Peralta Community College District
Office of Admissions & Records**

Request for Record Correction

STUDENT INFORMATION

NAME: _____ SSN: _____
Last First M.I. (or Student ID #)

ADDRESS: _____
No. & Street City State Zip Code

PHONE #: _____ EMAIL ADDRESS: _____

Dept. & Course #: _____ Course Title: _____ Course Code: _____
i.e. NUTR 010 i.e. Nutrition i.e. 12345

For: ☐ Summer _____ ☐ Fall _____ ☐ Spring _____
Year Year Year

Instructor: _____ College: _____
i.e. John Smith Campus

INSTRUCTOR USE ONLY

NOTE: A copy of the instructor Class Rollbook MUST be attached.

Grade: From _____ To _____ Units: From _____ To _____ Level: From _____ To _____

Instructor's Reason for Recommendation: _____

☐ See Attached Documentation

X _____ **X** _____
Instructor's Name (please print clearly) Signature - Instructor Date

DIVISIONAL DEAN OF INSTRUCTION USE ONLY

☐ Request Approved ☐ Request Denied Reason: _____

X _____ **X** _____
Division Dean of Instruction's Name (please print clearly) Signature - Division Dean of Instruction Date

VICE PRESIDENT OF INSTRUCTION USE ONLY

☐ Request Approved ☐ Request Denied Reason: _____

X _____ **X** _____
Vice President of Instruction's Name (please print clearly) Signature - Vice President of Instruction Date

VICE CHANCELLOR OF STUDENT SERVICES USE ONLY

☐ Request Accepted ☐ Request Rejected Reason: _____

X _____
Signature - Vice Chancellor of Student Services Date

ADMISSIONS & RECORDS USE ONLY

☐ Processed **X** _____
Initials Date

Email Etiquette

Don't write in ALL CAPS. This is the digital equivalent of shouting. Besides ALL CAPS are harder to read (as anyone in advertising will tell you).

Don't use e-mail to criticize others. E-mail is a terrific way to commend someone or praise them. It is not an appropriate medium for criticism. Chances are, you will simply offend the other person, and they will miss your point. These kinds of conversations are usually better handled face-to-face or, if necessary, over the phone. Especially, don't use e-mail to criticize a third party. E-mail messages live forever. They are easily forwarded. You can create a firestorm of conflict if you are not careful. Trust me, I've done it myself more than once.

Don't reply in anger. *It almost never serves your purpose or long-term interests* In the heat of the moment, I have written some brilliant replies. I have said things in writing that I would never have the guts to say face-to-face. This is precisely why you should never ever fire off an e-mail in anger. They almost never serve their purpose or your long-term interests. They burn up relationships faster than just about anything you can do. If it makes you feel better, go ahead and write the message, then delete it. Usually a day or two after you didn't send an angry e-mail, you'll understand the wisdom of restraint.

Reply in a timely manner. I don't think e-mail demands an instantaneous response. I have written about this elsewhere. Responding once or twice a day is sufficient, unless you are in sales, customer service, tech support, or some other field where a faster response is expected. Regardless, you must reply in a timely manner, otherwise you will incrementally damage your reputation and decrease your effectiveness.

Be mindful of your tone. Unlike face-to-face meetings or even phone calls, those who read your e-mail messages don't have the benefit of your pitch, tone, inflection, or other non-verbal cues. As a result, you need to be careful about your tone. Sarcasm is especially dangerous. If something gets "lost in translation," you risk offending the other party. The more matter-of-fact you can be, the better.

Keep messages brief and to the point. Make your most important point first, then provide detail if necessary. Make it clear at the beginning of the message why you are writing. There is nothing worse for the recipient than having to wade through a long message to get to the point. Worse, if you send long messages, it is likely that the person will act on what you have sent or respond to it. It's just too much work. It often gets set aside and, unfortunately, forgotten.

Don't discuss multiple subjects in a single message. *Don't discuss multiple subjects in a single message. Instead, send multiple e-mails.* If you need to discuss more than one subject, send multiple e-mails. This makes it easy to scan subject lines later to find the message you need. It also contributes to briefer e-mail messages and a greater likelihood of a response. Also, the more specific you can be about your subject heading the better.

Use your spell-checker. I take my correspondence seriously. It reflects on me. As a publishing executive, I think the bar is even higher. If I misspell words, use bad grammar or punctuation, then I think it reflects negatively on me and my company. Lapses in grammar or punctuation can be forgiven. But misspelled words are just too easy to correct. That's why God gave us spell-checkers. Make sure yours is turned on.

Re-read your e-mail before you send it. I try to do this with every single message. My fingers have difficulty keeping up with my brain. It is not unusual for me to drop a word or two as I am racing to transcribe a thought. Therefore, it's a good idea to re-read your messages and make sure you are communicating clearly and observing good e-mail etiquette.

Provide “if-then” options. This is another tip I picked up from Tim Ferris, author of *The 4-Hour Work Week*. He says to provide options to avoid the back and forth single option messages. For example, “if you have completed the assignment, then please confirm that via e-mail. If not, then please estimate when you expect to finish.” Or, “I can meet at 10:00 a.m., 11:00 a.m., or 2:00 p.m. Will one of those times work? If not, would you please reply with three times that would work for you?”

Don’t “copy up” as a means of coercion. It’s one thing to copy someone’s boss as a courtesy. I do this whenever I am making an assignment to someone who is not a direct report. (I don’t want their boss to think I am going around them, but I also don’t want to bog my communication down in bureaucratic red tape.) But it is not a good idea to do this as a subtle—or not-so subtle—form of coercion. You may be tempted to do this when you don’t get a response to an earlier request. But I would suggest that you will be better served to pick up the phone and call the person. If they are not responding to your e-mails, try a different communications strategy.

Don’t overuse “reply to all”. Last week I received an e-mail from someone who needed to know my shirt-size for a golf tournament. He sent the e-mail to about ten or twelve people. No problem with that. However, some recipients hit the “reply all” key (out of habit, I am sure) and sent their shirt size to everyone on the list. This, of course, just adds more clutter to everyone’s already unwieldy inbox. Your default response should be to reply *only to the sender*. Before you reply to everyone, make sure that everyone needs to know.

Don’t forward chain letters. These can be forgiven when they are from your mother, but they only add clutter in the workplace. Nine times out of ten, the information is bogus. It is often urban legend. If you feel you absolutely must pass it on, please make sure that it is valid information. If in doubt, check it out at Snopes.com, a Web site devoted to tracking urban legend and rumors.

Don’t overuse the “high priority” flag. Most e-mail programs allow you to set the priority of the message. “High priority” should be reserved for messages that are truly urgent. If you use it for every message (as one person I know does), you will simply be ignored. It’s like the boy who cried “wolf” one too many times.

Don’t send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you do so, you can put yourself or your company at risk. You could be sued for simply passing something along, even if you aren’t the original author.

Remember that College e-mail isn’t private. *Remember that college e-mail isn’t private. You will have no legal protection.* You have no legal protection. Anyone with sufficient authority or access can monitor your conversations on company-owned servers. If you need to communicate privately, then get a free account at Gmail. Use it for anything personal or private.

Use a signature with your contact information. This is a courtesy for those receiving your messages. It also cuts down on e-mail messages, since people don’t have to send a second or third e-mail asking for your phone number or mailing address.



Peralta Community College District

For Business Office and Police Services Use	
No. of Stickers Issued:	
Issued By:	
Date Issued:	



Faculty/Staff Parking Permit— Application Form

New parking permits will be issued to Faculty & Staff upon completion and approval of this form. The PCCD Police Department will issue parking permits for the District Administrative Staff, and the Campus Business Office will issue the parking permits for the Campus Faculty and Staff. It is the responsibility of the Faculty and Staff to renew the their parking permit before the expiration date. To get a new parking permit sticker, please fill in all the required information on this form, and return it to the Business Office (Campuses only), or to PCCD Police Department (for District Administrative Staff).

<input type="checkbox"/> New Application	<input type="checkbox"/> Change Application	Date:			
1. Site Where Faculty and Staff Work (Check One)					
<input type="checkbox"/> District	<input type="checkbox"/> BCC	<input type="checkbox"/> COA	<input type="checkbox"/> Laney	<input type="checkbox"/> Merritt	
2. Permit Holder Contact Information: (Provide a work phone number in case Police Services needs to contact you.)					
Last Name:		First Name:			
Department:		Work Phone #:			
3. Vehicle Information: (List all vehicles that require parking permits.)					
<u>Permit #</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Color</u>	<u>License Plate</u>
4. I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, AND I AGREE TO THE FOLLOW TERMS:					
<ul style="list-style-type: none"> • Permit serves as permission to park in the Faculty/Staff lot, but does not guarantee a parking space. • I will not park in reserved spaces unless I have specific authorization from the College to do so. • Permit must be turned in upon separation of employment from the Peralta Community College District. • I will obey posted speed limits in the parking lots at all times. • Permit must be affixed to the front of the vehicle, visible from the front windshield (right or left side of windshield is acceptable, as long as it is clearly visible). • Permit is not transferable. Only vehicles listed on this form are valid. • This permit is only for Faculty and Staff of PCCD. • Lock your vehicle. PCCD assumes no responsibility for any vehicle or its contents while it is parked on PCCD property. 					
Signature _____			Date _____		

5. Manager's Approval: Obtain your Manager's approval and keep a copy of this form, and return the original from to the Business Office (for Campuses), or to PCCD Police Department (for District).		
Manager (Print Name) _____	Signature _____	Date _____

Revised Form: Nov. 22, 2010



Merritt College

Business Services

Application for Temporary Parking Permit

Name: _____
Last First Phone number

Office or Division: _____

APPROVED BY MANAGER: _____ Date: _____

Expiration Date: _____ ☐ Temporary Parking Permit

REQUIRED VEHICLE INFORMATION:

MAKE/MODEL _____ YEAR _____ COLOR _____

VEHICLE LICENSE PLATE _____ Parking Permit #: _____

Merritt College Key Request Form

First Name: _____ Last Name: _____ Date: _____

Department: _____ Extension: _____ Title/Position: _____

Address (other than Merritt): _____

City: _____ State: _____ Zip: _____

Phone Number (other than Merritt): _____ Email: _____

Room(s) Requested	Key(s) Issued ↓	Date Received ↓	Signature ↓	Date Returned ↓	Signature (Business Office) ↓
----------------------	--------------------	-----------------------	----------------	-----------------------	-------------------------------------

1. _____ x _____ x _____

2. _____ x _____ x _____

3. _____ x _____ x _____

4. _____ x _____ x _____

For Office Use Only:	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Division Administrator/Dean</div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Date</div>
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Business Services Manager</div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Date</div>
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Key Issued By</div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <div style="text-align: center;">Date</div>

The Peralta Community College District has loaned the key or keys for which you have signed. Keys form a significant part of the security of each campus. It is your responsibility to make sure that these keys are not duplicated. Return this key to the Business Services Facilities Coordinator when you have completed your exit process from the college or when you no longer need the key on a regular basis. **Loss of this key must be reported immediately to the Business Office at ext.2407. A replacement charge of \$25.00 for a regular key, \$50.00 for Sub-Master key and \$75.00 for a Grand Master key will be charged.** Payment of approval by the dean has to be obtained prior to the issuance of replacement keys.

I have read the above paragraph

x _____
Signature

REQUEST FOR CUSTODIAL SERVICES

REQUEST FOR SERVICE

This form is to request services such as moving of material (furniture, file cabinets, etc.), and setup for events. Do not use this form for audio visual requests or access to facilities.

If this request is for disposal of items/equipment, please attach Equipment Action Request Form.

Type of service requested: (Check if applicable)

☐ Move

☐ Repair

☐ Other

☐ Setup (Must attach a diagram for events or setups)

Date of activity: _____ Location Bldg/Rm _____

If this is a change or move indicate:

From: _____ To: _____
(Bldg, Room, Ext, Etc.) (Bldg, Room, Ext, Etc.)

Description: (What? Why? How many?): _____

Are funds available to cover the cost? ☐ Yes ☐ No (This must be completed or form may be returned)

Identify source of funds: _____
(Fund name and budget code)

Name of person making request: _____

Date

Manager

Date

BUSINESS OFFICE USE ONLY

Approved?

☐ Yes

☐ No

☐ Returned

Comments: _____

Business Services Manager

Date

FACILITY USE & RESERVATIONS

PERALTA COMMUNITY COLLEGE DISTRICT

COLLEGE OF ALAMEDA

555 Ralph Appezato
Memorial Parkway
Alameda CA 94501
(510) 748-2228

LANEY COLLEGE

900 Fallon Street
Oakland, CA 94807
(510) 464-3121

MERRITT COLLEGE

12500 Campus Drive
Oakland, CA 94619
(510) 436-7368

BERKELEY COLLEGE

2050 Center St.
Berkeley, CA 94704
(510) 981-2800

Application for Use of Facilities

PRINT OR TYPE

Date of Application

The

Name of Organization

Application Number

Through its authorized agent:

Name

Title

Street Address

City

Zip Code

Telephone No.

hereby makes application for use of the following facility:

Describe

Dates and times requested are as follows:

Month

Date

Time Facility
to be Opened:

Time Facility
to be Closed:

State the nature of use, title of performance, names of speakers, as appropriate. Describe fully. Use reverse side if necessary.

Are Contributions, collections, dues, registration fees or other donations to be received? Yes _____ No _____

Amount per Attendees \$ _____ Estimate Total \$ _____

The applicant shall be held responsible for any and all loss, accident, neglect, injury or damage to person, life or property which may be the result of, or may be caused by his or its use or occupancy of the herein described premises. The applicant agrees to protect, defend and identify the Peralta Community College District, its officers, employees and agents, and save them harmless in every way from all suits or actions at law for damage or injury to persons, life or property that may arise or be occasioned in any way because of his or its use of said premises.

The applicant agrees to and will provide a policy of public liability and property damage insurance for the protection of the public and the lessor with limits of not less than **\$1 million liability and \$ 500,000 property damage**.

The undersigned states that, to the best of his knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime. I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature of Applicant:

Date:

Signature of Authorized Agent:

Title:

Telephone:

E-mail:

Date:

COLLEGE USE ONLY

Facility and Service Costs:

Application Fee \$ _____
Facility Costs _____
Police Services _____
Groundworker _____
Maintenance Eng _____
Custodian _____
A V Technician _____
Equipment Use Fee _____
Security Deposit _____
Other _____

(Non-refundable) Preferred User Rate? Yes _____ No _____
Cost to be Charged to Applicant? Yes _____ No _____

Public Liability and Property Damage Insurance Required? Yes _____ No _____

Cost Payment Deadline: _____

Approved: _____

Authorized Agent Signature _____ Date _____
Peralta Employee on Site: _____

State Law Prohibits Alcohol of any kind on Merritt College Campus. Any violation of above Law can include closure of Event and forfeiture of rental fee.

CC: Applicant – Community Services – Custodial –Physical Plant – Police Services – P. E. Dept. (if applicable)



Merritt College

12500 Campus Drive • Oakland, CA 94619 • (510) 436-2585

Facilities Rental Overview: Internal Reservations

For Merritt Clubs and Programs Only

PROCESS OVERVIEW – *Please read in entirety before submitting your request*

Request Deadlines

All Application for Use of Facilities forms must be turned in **30 days prior to scheduled use** in accordance with Peralta District Board Policy 6.64. Any applications not received within this timeframe will be processed at the discretion of staff and may be denied.

Rental Process

There are two kinds of reservation, Basic Reservations and Standard Reservations.

Basic Reservation:

Basic reservations are for casual use such as meeting for a discussion. Basic reservations **DO NOT ENTAIL ANY SET UP OR SERVICES**. To obtain a basic reservation, please email mabusoff@peralta.edu and provide the following information: the date, time, and room desired; your name and title; your contact number; and the purpose of the reservation. You will receive an email confirming your request. You **MAY NOT move around furniture or serve food** for such reservations. Individuals and programs ignoring these rules will no longer be eligible for Basic Reservations. **A basic reservation may not be turned into a Standard Reservation.** They can either be kept or cancelled.

Standard Reservation Process:

1. **COMPLETE** the Peralta Community College District Application for Use of Facilities form within 30 days of your event date.
2. **COMPLETE** the Event Needs form and the included cost estimate.
3. **SUBMIT the above forms to DEAN ANTHONY POWELL, STUDENT SERVICES**, for authorization as an official Merritt event. Please note that *well planned and promoted events demonstrating both efficient use of resources and benefit to campus life and student enrichment will receive greatest priority.*

****All events authorized by Dean Powell will automatically be insured by the ASMC and covered by the College Event Fund, supplied by the President, Student Services, Business Office and contributing departments.****

If your event is not authorized as an official Merritt event, then complete the following steps as well:

1. Provide an original insurance certificate for a minimum of one million dollars in public liability and five hundred thousand dollars in property damage, endorsed to the Peralta District, 333-East 8th Street, Oakland CA 94606 to Dean Powell.
2. Provide full payment for the event within 10 working days of the rental date to either Dean Powell, or Business Services. Be sure to keep a receipt for your records. Make checks payable to Merritt College. Cash is also accepted. Credit cards are not.

PLEASE DO NOT ADVERTISE EVENTS UNTIL ALL THESE STEPS ARE COMPLETED AS YOUR RESERVATION WILL NOT BE OBSERVED UNTIL THEN

I have read and understood the above.

Signature: _____ Date: _____

All event organizers are encouraged to begin planning in a timely fashion, and to coordinate with the campus Public Relations and Information officers to promote College events.

Merritt College Internal Reservation: Event Needs

Please note that Merritt College does not have an official event staff. To prepare for events, regular staff must suspend their existing duties or work overtime. To help prevent unnecessary back up in campus task loads, please plan ahead and adhere to your stated plans. Changes in plans and last minute requests may, or may not be granted at the discretion of impacted staff members.

Event organizer(s): _____ Contact Number(s): _____

Department/Program: _____

I will take the room AS IS. ☐ I request a set-up. ☐ ****Please attach diagram to receive set-up.****
 My event will be catered. ☐ I will provide my own food. ☐ There will be no food. ☐

Number of attendees: _____

What steps are you taking to promote your event? Beginning when? _____

I request the following equipment:

EQUIPMENT	Number Available	Check Box to Request
Cassette Deck	1	<input type="checkbox"/>
CD Player	1	<input type="checkbox"/>
Easel & Flipchart	5	<input type="checkbox"/>
LCD Projector	2	<input type="checkbox"/>
Microphone	3	<input type="checkbox"/>
* NOMAD (state of art integrated system including microphone, projector, computer, Internet connection, Document Viewer) Please contact Merritt IT at merrittIT@peralta.edu	3	<input type="checkbox"/>
Piano (Huey P. Newton Conference Room, only)	1	<input type="checkbox"/>
Sound System (Gym, Huey P. Newton Conference Room, Stadium)	2	<input type="checkbox"/>
TV/ DVD Player	4	<input type="checkbox"/>
Whiteboard	5	<input type="checkbox"/>
Additional Chairs How many?: _____	300	<input type="checkbox"/>
Podium	1	<input type="checkbox"/>
Tables (6-Foot) How many?: _____	45	<input type="checkbox"/>
Overhead Projector	2	<input type="checkbox"/>
Guest Speaker Parking Passes		<input type="checkbox"/>

COST ESTIMATE	
Facility	\$ _____
Catering/Food	\$ _____
Decorations	\$ _____
Promotion	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Total Cost Estimate:	\$ _____

*Please make all arrangements to use the **Nomad** through the Office of Instruction (Ext. 2410) or IT (Ext. 2433). Please provide at least one week notice.

This event is authorized as an official Merritt College Event:

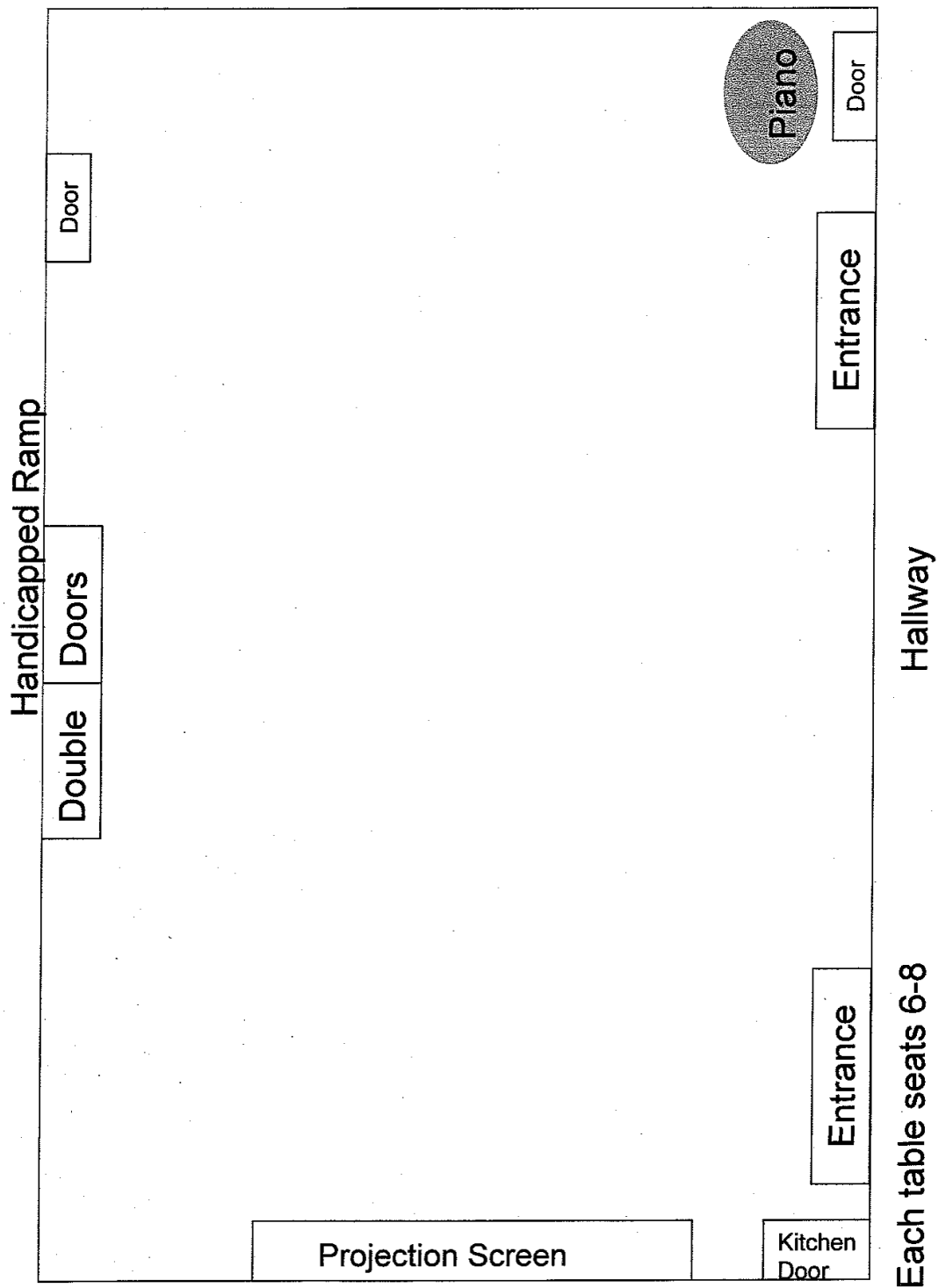
Authorization Signature: _____ Date: _____
 (Dean Powell)

Other Funder: _____ Date: _____
 (President or Business Manager only)

Amount Approved: \$ _____

WRITTEN SIGNATURE REQUIRED. NO VERBAL, EMAIL, OR OTHER FORMS OF AUTHORIZATION WILL BE ACCEPTED.

STUDENT LOUNGE



NOTES: