



Faculty Handbook

2018-2019

Revised and Edited by Dr. Mario Rivas, Academic Senate President (2018-19)
And Ann Elliott, Merritt College Academic Senate (2018-19)
Let Ann and Mario know If you have questions, corrections or comments

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INTRODUCTION

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

This handbook is a resource manual 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 within 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,

Vice President of Instruction
Merritt College

Information in the Faculty Handbook is for the benefit of the faculty in carrying out their responsibilities both inside and outside the classroom. As such, the faculty needs to own the content of the handbook and ensure its accuracy and timeliness. Please communicate any concerns or comments to the Academic Senate or your department Chair. Thank you!

Academic Senate President
Merritt College

Part I: Curriculum and Course Planning

Curriculum Development and Approval

Merritt College's curriculum development and approval processes comply with the California Education Code, Title 5 of the California Code of Regulations, and the California Community Colleges (CCC) Chancellor's Office's [Program and Course Approval Handbook \(6th Edition\)](#).

Faculty have the "primary responsibility for making recommendations in the areas of curriculum and academic standards" [CA EDC § 70902(b)(7)]. Faculty members are only authorized to develop curriculum in their faculty service area of record.

Approval of curriculum is a time-consuming process. Due to the various levels of review required by statute, regulation, and policy at both the state and local levels, new curriculum or major changes to existing curriculum should generally be submitted for approval at least two semesters prior to planned implementation.

All course and program proposals developed by Merritt faculty are reviewed by the Curriculum and Instructional Council (CIC), a committee of the Academic Senate. Once curriculum proposals have been approved by the CIC, they are forwarded to the District Council on Instruction, Planning, and Development (CIPD) for further action. Because the District uses a uniform course numbering system, consultation on common curriculum must occur among the Colleges prior to CIPD approval. Curriculum proposals accepted by the CIPD are then presented to the Board of Trustees for ratification.

In addition to local review, some categories of curriculum require additional vetting at the regional and state levels. Career Technical Education programs must be recommended by the Bay Area Community College Consortium. New credit programs, substantial changes to credit programs, and all noncredit curriculum must be approved by the CCC Chancellor's Office.

Curriculum is reviewed on a regular basis aligned to the program review cycle. All CTE courses and programs must be reviewed every two years. All non-CTE courses and programs are reviewed every three years.

The District and College uses CurricUNET META (<http://peralta.curricunet.com/>) as a curriculum inventory and management and system. An account is needed to log into META to create or modify proposals. Full-time faculty should already have a CU META account. New and part-time faculty may contact LaShaune Fitch, Curriculum Specialist, to request an account.

Merritt Curriculum Website: <http://www.merritt.edu/wp/curriculum/>

Merritt Curriculum Contacts:

- LaShaune Fitch, Curriculum Specialist, lfitch@peralta.edu
- Nghiem Thai, Curriculum Chair, nthai@peralta.edu

Student Learning Outcomes

“Assessment is an ongoing process aimed at understanding and improving student learning. It involves:

- making our expectations explicit and public;
- setting appropriate criteria and high standards for learning quality;
- systematically gathering, analyzing and interpreting evidence to determine how well performance matches these expectations and standards;
- and using the resulting information to document, explain, and improve performance.

When[assessment] is embedded effectively in larger institutional systems, assessment can help to focus our collective attention, ^[11]examine our assumptions and create a shared culture dedicated to assuring and improving the quality of higher education.” (Thomas A. Angelo)

What is a learning outcome?

Learning outcomes are the skills and/or knowledge that a student can expect to have upon completion of a specific educational task (course, program, degree, etc.). There are different levels of outcomes: course, program, and institutional. There are also service area outcomes for student services and administrative units.

Every college uses slightly different terms to describe the types of learning outcomes. Merritt College uses the following terms:

1. Student Learning Outcomes (SLOs) to describe learning outcomes for courses
2. Program Learning Outcomes (PLOs) to describe learning outcomes for degrees and certificates
3. Institutional Learning Outcomes (ILOs) to describe the learning outcomes for all Merritt College students who transfer or earn a degree or certificate.
4. Additionally, Service Area Outcomes (SAOs) describe the learning outcomes for student services and administrative units.

Why are learning outcomes used?

Learning outcomes are assessed on a regular cycle in order to ensure that our students are meeting our stated goals and to continually improve the quality of the instruction and services that we provide.

Who does learning outcomes assessments?

Everyone at the college –faculty staff and administrators---is engaged in assessment work.

How often are learning outcomes assessed?

All outcomes are assessed at least once every three years. Three years cycles have been developed for all courses and programs to ensure that assessment work is continuous and current.

More information on Student Learning Outcomes can be found on the Student Learning Outcomes Assessment Committee (SLOAC) website ([here](#)).

It is strongly recommended that you include the student learning outcomes (SLOs) for your courses on your syllabus because students have a right to be informed of what they will learn in your course.

Preparing to Teach

Syllabus

What follows is the Peralta Federation of Teachers (PFT) contractual language regarding requirements for providing syllabi to students.

“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 2016-2019 contract.

It is *strongly* recommended that you include the student learning outcomes (SLOs) for your courses on your syllabus because students have a right to be informed of what they will learn in your course.

We have provided a general template to assist you in developing your syllabus. Included are recommended statements from Student Access Services for students with learning disabilities and from the Learning Center regarding the value and availability of tutoring. This template is a recommendation to faculty and is to be used as a guide.

Please see the Merritt College Standardized Course Syllabus Template in the appendix of this handbook

IMPORTANT!

A clear, concise, easy to read yet detailed syllabus will lead to fewer Student Academic Grievances.

An important goal is to have all syllabi on-line in the Division Dean's offices. Please follow directions from your department chairs and division dean regarding this requirement.

Textbooks and Course Readers

Textbooks and course reader orders should be placed by the middle of the prior semester. The Bookstore sends one or more **Textbook Request Forms (see form on page 28)**. 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.

Instructors are responsible for ordering their own desk copies. The bookstore can assist with this process, but the actual order should be placed by the faculty member. Most vendors will only give out one desk copy per instructor, so getting a copy for the department is usually not an option.

Also, instructors should reach out to the library if they want a copy on reserve. The bookstore sells these books to the library at a discount, but it's up to them which books they choose to purchase.

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@follett.com or in the Student Services Center.

See also copyright policy on page 22.

Open Education Resources (OER). In the Spring semester of 2017, the Merritt College Academic Senate passed a resolution addressing the need to increase the use of low-cost or no cost on-line textbooks to (1) make textbooks more affordable to students and (2) to support student retention and persistence. During academic year 2017-18, the OER Committee, made up primarily of Merritt faculty, recruited and supported faculty to add 31 sections of courses using free to low-cost OER materials for a saving of better than \$130,000. For students. The committee encourages Merritt faculty to wherever possible consider using OER textbooks and/or instructional materials in their course(s).

The Bookstore can assist with printing OER textbooks at a reasonable fee if students/faculty want a hard copy. Please consult with a Librarian or discuss with your Dean available resources and/or funding to support the adoption of OER materials. Faculty can also follow statewide updates to OER initiatives at: <http://extranet.cccco.edu/divisions/academicaffairs/openeducationresources.aspx>

PROMPT

What is it?

PROMT is a web portal that makes technology personal. It integrates information and utilities from a variety of sources, and delivers them through a user-friendly, role-based gateway that presents only what is relevant to the individual who logs in. All from your workplace, or from home, or from anywhere you can connect to the Internet.

You must have access to this system, specifically "My Faculty Center," to view, print and process all official class documents. Speak to your department Chair regarding questions about gaining access to PROMPT.

My Faculty Center

The following three rosters need to be submitted by all faculty online and on time through "My faculty center." These rosters are key to College funding and provide students with documentation of their grades.

1. **Census Roster**, which identifies students officially enrolled in your class and is currently the basis on which the colleges are funded;

2. **Attendance Verification Roster**, which verifies students who are still actively enrolled in a course and those who have withdrawn by the 12th week of the semester;
3. **Grade Roster**, which is the final roster for students that earned grades in your class.

Note; There are strict deadlines when these rosters must be submitted.

You will also access *permission numbers* in your Faculty Center. Your rosters also provide Peralta student email addresses and phone numbers by each class. If you need training, please speak to your department Chair

Click [HERE](#) to learn more about how to use this Prompt.

Office Hours

According to the PFT contract (Article 18-6) “Full-time instructors shall schedule, post and maintain at least five (5) office hours per week, four (4) hours to be scheduled over four days and (1) hour to be arranged.”

Office Hours shall be defined as follows:

- 1) Face-to face classes: office hours shall be on campus (or at location where class is held) at a designated time and location.
- 2) Online classes: office hours shall be online at a designated time.
- 3) Hybrid classes: office hours may be either online or at a designated time and location.

Your office hours should be on your syllabus and also submitted to your Division Dean, if required.

Adjuncts are now paid for office hours to be available to students for questions, advice etc. A “Request to participate in office hours form must be submitted to the 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. Please consult the PFT part-timer corner for processes and policies.

[Part-timer Corner](#)

Classrooms

Classrooms are assigned by the Office of Instruction. **PLEASE** help us keep the classrooms in good order. Food and drink are not allowed in the classrooms. If you allow students to eat and drink in the classrooms for some special event, 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 by, for example, re-orienting desks, erasing white boards, and properly shutting down Smart Classroom technology.** When you leave your classroom in the evening, turn off the light, close and lock the door.

Classrooms should be open when instructors arrive. If they are not, contact the Division Office and the staff will open your door or contact facilities to open the door.

To access smart classrooms, you must have your *photo ID badge* activated by emailing Tara Moreno, tmoreno@peralta.edu, the last four digits of your badge and your room assignment. Tara will verify your room assignment and activate your badge. To request a badge, contact Regina Davis at the District (rdavis@peralta.edu or 466.7376). Please allow 24-48 hours for processing. During the activation process, facilities will notify custodians to open your classroom door.

If you need a key to access a room, you need to complete the key request form, which requires the Dean's signature. The form can be found [here](#)

Report any malfunction in the smart classrooms to

Course Cancellation Policy

Unless justified by a late start date, last class needed for a degree/certificate, last class in a sequence, etc. or if a class 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, the instructor 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.

To check for enrollment in your class, go to "My Faculty Center."

After the Term Starts

Enrollment Policies and Procedures

Check the section called Enrollment Policies and Procedures in the Merritt College Catalog (pages 25-42 of 2017-19 [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.

Census, Attendance and Grade Rosters

It is very important for the college and students for faculty to submit class rosters, grades, etc. When they are due: The benefit for the college is that we receive apportionment dollars for students attending and completing classes; for students the benefit is that timely reporting of grades is necessary for receiving financial aid and for completing application requirements to other colleges and employers. Faculty must submit Census Roster by a certain deadline every term online. Instructions about managing your class enrollment, including submission of census, attendance, and grade rosters 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, injury, or personal necessity, 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 and you should complete a [2018 Faculty/Adjunct LAR Form](#) at your earliest convenience. **When you are ill, it is your responsibility to notify all students in your class. This is out of consideration for students, some who travel a long distance and only take one class.** Therefore, you are strongly encouraged to use email (your email system or the Peralta Student Email System for your class)! Be sure and remind students that they should check their Peralta email for such updates and notifications.

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) are 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. (See Peralta website for in-depth information: <http://web.peralta.edu/hr/leaves-absences/>)

Inviting Guest Speakers/One-Time Lecturers with Compensation

It is permissible for faculty to invite outside guest speakers for one-time lectures in their class. An honorarium or some form of payment to a guest speaker is completely contingent on available budgets for your department. If funding is available, you must obtain prior authorization from your Division Dean. Upon authorization, the division staff assistant will contact the guest speaker to proceed with the paper work necessary for payment, provide a parking permit/campus map. Several forms *must be completed in advance* of the date of the lecture. It may take to several weeks to process, so please communicate with the Division Office as soon as possible and before you make plans to have a guest speaker in your class.

Grades and Grading Policy

Each instructor should hand out and explain the grading policy to students 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 the policy you create and distribute on all course syllabi and materials. You are required to follow your own stated grading policy.

Faculty will be able to access their class roster through "My Faculty Center"

For grading policies and grade symbol definitions, see Merritt College see the 2017-19 Catalog (page 56) on Merritt's website.

Incompletes

At times, you will need to give a student an incomplete grade. This designation usually indicates that the student has completed the majority of the class and is only missing one or two tests or projects due to circumstances beyond his/her control, which prevents him/her from completing the course (Generally, for an unforeseen emergency). In order to assign an incomplete grade, you must fill out an "incomplete grade contract," which can be found on the District Admissions and Records website under forms

Note: There is a new procedure related to this form. On the Incomplete Grade Contract, you can now designate what default grade a student will receive if they do not complete the required work for the Incomplete. For instance, if you designate an IC default grade, the official grade earned should the student not complete the work required to clear the incomplete will then be a C.

The form is designed to be straightforward, but your Department Chair can assist you if there are some questions about the process. 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 an instructor would like to assign an Incomplete grade, the instructor must turn into Admissions and Records an Incomplete Grade Contract form for each student at the time grades are due.

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), do the following:

- 1) Fill-out a **Request for Record Correction** form and sign it. (click link to see form:). Only ORIGINALS of this form will be accepted.
- 2) Attach all supporting documentation required (e.g. a copy of the grade & attendance roster for the class).
- 3) Forward this information 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" (Student never attended class). 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," that is, drop a student and later add them back to the roster because of an error!

Calendars and Finals

The Academic Calendar can be found 1) on the Peralta Website and 2) in the Semester Class Schedule. Academic Calendars should be posted in your 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 academic calendar, and class finals should be held as shown. If for some reason you cannot hold your final examination during finals week, speak to your department chair to make arrangements; however, you must meet with your class **on the date and time regularly scheduled for the final.**

Teaching Evaluation

Formal

The teacher evaluation process is governed by the Peralta Federation of Teachers (PFT) the faculty union. You can review all procedures and policies governing faculty evaluations in the *Faculty Evaluation Handbook and Forms* on the PFT website: <http://pft1603.org/>. In addition, the College Faculty Evaluations Facilitator will send out regular messages and information regarding the completion of faculty evaluations and be available to answer questions.

Informal

Informally, you are encouraged somewhere in the middle of the semester—the most useful time for feedback—to ask your students for feedback on the course. Generally, feedback 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 evaluations unsigned in an envelope. If you would like to regularly get feedback on your teaching, there are several short forms/ questionnaires available. One example of quick feedback to obtain at the end of a class is called the **One - Minute Paper**, and it simply asks:

- 1) What was the most important point that was discussed in today's lecture?
- 2) What is still muddy or unclear about today's lecture?"

Part II: Faculty Leadership on Campus

Contractual Language for Faculty Participation in the Governance Structure of the College and District

All regular and probationary faculty members shall provide a full professional service week that includes teaching, teaching preparation, advising, evaluation, class sign- up/enrollment, maintenance of office hours, meetings and participation in the governance structure of the college and District.

Article 18.A.2 (2016-2019 PFT Contract)

Beyond Participation to Faculty Leadership

Full professional service by faculty should go beyond a requirement; rather, we should recognize that as faculty we must work to ensure that our college is an effective community of learning for our students, faculty, staff and administration. To this end, it is ideal that faculty participate in all aspects of campus life. The following are areas where faculty can assert leadership in making our campus more successful in support of student success:

Academic Senate

The Merritt College Academic Senate is a legislatively mandated body that brings the voice of the faculty to college policy and practices. Senators are elected by the faculty in yearly elections, and work as a body to address faculty concerns. The Senate has a formal constitution with by-laws. The Senate's voice depends on faculty involvement. We encourage and welcome the faculty to contact the Senate with any ideas, feedback, and suggestions to improve the college and create a greater connection with the faculty and the campus. The Peralta Colleges also have a District Academic Senate made up of Senate representatives from all four PCCD colleges. Finally, there is a statewide academic senate (ASCCC) that addresses faculty concerns at the state level

The Academic Senate has yearly elections for new Senators, both for contract and adjunct faculty. This is a great opportunity to become involved in key decisions related to what is known as the 10+1 faculty senate purview which is described below:

Title 5 53200 defines the Senate's role as an organization whose primary function is to make recommendations with respect to the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters

College Committees

There are many other college committees than the faculty Senate wherein faculty can serve the college. Many of these committees require appointment by the faculty Senate. Your participation in these committees makes our college a more vibrant place where decisions incorporate the ideas of the many rather than the few. What follows is a list of committees that regularly seek faculty participation. Look on the committee websites for description of the work of the committee and contact persons who can inform you of how you can participate!

- College Council
- College Budget Committee
- Institutional Effectiveness Committee
- College Facilities Committee
- College Budget Committee
- Guided Pathways
- Student Learning Outcomes Assessment Committee
- Graduation Committee
- Health and Safety Committee
- Student Grievance Committee

Faculty Serving as Advisors on Associated Students of Merritt College Committees

Faculty are very important sources of guidance to Associated Student groups, Contact the ASMC student government if you want to volunteer as a faculty advisor to a student committee or if you have an idea of a student group you would like to form and possibly serve as a faculty advisor.

Part III: Learning and Teaching Resources

Library

The library is located on second and third floors of the L Building; the second floor of Library and first floor Learning Center are connected via elevator. The library's hours can possibly change semester to semester, so look for library hours on library's URL.

The following is the library's URL: www.merritt.edu/library

The following are some of the resources provided by the library:

- That library supports on-campus as well as distance education faculty
- Current faculty have (remote) access to full-text databases; these include two film/video databases to support academic areas.
- Library offers LIS 85, typically in online format; course is transferable and satisfies CSU Information Literacy requirement
- Library offers bibliographic instruction to onsite classes upon faculty request
- Library has twenty-four (approx) computers for open access by students, particularly to assist students without home computers.
- Library provides photocopying and computer printing on a fee basis; students can load funds on their student ID cards
- Reserve books can be placed by instructors in the Library's Circulation/Reserves Area
- OER (Open Education Resource) texts can be placed by instructors in the Circulation/Reserves Area for student use and cost savings

- Library provides open wifi; however, printing is not available in-house via wifi

Student ID cards allow students to check out books at **any** Peralta College Library

The Learning/Tutoring Center

The Learning Center is designed to help all students acquire the skills they need to succeed in college. The center offers in-person and online Tutoring, and access to computers and printers.

The Learning Center helps students with Learning Skills in all Topics–Plus Offers Online Tutoring

Location

Building L, First Floor

Hours

Monday-Thursday, 8 a.m.- 6:00 p.m.

Friday – 8-3pm

Main number: (510) 436-244

Director of the Learning Center

Isela Santana

(510) 436-2543

Room L124

Coordinator, Learning Center

Charlotte Victorian

(510) 436-2443

Computer Lab Instructional Assistant

Walter B. Johnson, Jr.

(510) 436-2551

Disabled Students Programs and Services (DSPS)

We've Changed Our Name!

Now We're Student Accessibility Services (SAS)

Here at Student Accessibilities Services (formerly Disability Services Program) we are here to help you with classroom accommodations and to assist you in taking charge of your own success!

Our mission is to:

- Empower students with disabilities for success.
- Provide services to minimize the limiting effects of a disability.
- Advocate for the needs and rights of students with disabilities.
- [Create a “level playing field” in the classroom.](#)

Our goals are to:

- Focus on the true ability of students.
- Determine and provide individualized accommodations.
- Foster equal treatment through all Merritt [College Programs](#).
- Promote awareness of disability rights and the philosophy of equal access.

Please be aware that all continuing Student Accessibility Services students must request accommodations in advance of each semester.

All continuing students must also meet with their counselor at least **twice each semester**.

The Disabled Students Programs and Services (DSPS) at Merritt engages dedicated tutors, counselors and professionals who are committed to:^[1]_[SEP]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.^[1]_[SEP] (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 Frances Moy, fmoy@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 the programs homepage at <http://www.merritt.edu/wp/eopscare/>.

Counseling

Location

Student Center
R Building, Room 109

Hours of Operation

Mon – Wed: 8 a.m. – 4:30 p.m.
Thursday: 8 a.m. – 7:00 p.m. Friday: 8 a.m. – 12 Noon

Main Number

(510) 436-2475

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. We also offer e-counseling for specific situations. The following are some of the services provided by the Counseling Department:

- General information

- Initial enrollment assistance
- Prerequisite checking and clearance
- Clearing probation holds
- Petitions for matriculation exemptions

Please see the links below and on the left for more information about each service and topics that we can help you with.

Drop-In Counseling
 Counseling Appointments
 e-Counseling
 Other Counseling Services

Part IV: Department Information

Faculty Advising

Merritt faculty do not officially do advising; however, we do help our students in many different ways. For one, our students. For official counseling and advising, including transfer and graduation requirements and other academic information, we should refer students to the Counseling Department. Nevertheless, it is very important for all of us to know what's going on in our departments. 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. All of this information can be found in the Merritt College Catalog, which is available on line.

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.

The following is information that can be included in department web pages:

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

Part V: 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 staff assistant 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 times, dates etc., inform your department chair or division dean for assistance with getting the word out.

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 [HERE](#). Check with your Department Chair and Division Dean regarding alternative sources of funding for professional activities, i.e. Perkins/CTE, grants, etc.

Part VI: Educational Services

Contract Education

Definition

ADMINISTRATIVE PROCEDURE 4104 CONTRACT EDUCATION

The District/Colleges may contract for instructional classes to be offered at the request of public or private agencies or groups. These courses shall be provided to such organizations on a contract basis as the need arises. Instructional courses shall be consistent with the goals of the District/Colleges, and responsive to the educational requirements of the respective public or private agencies or groups requesting them. These programs are normally closed to the general public and are therefore not eligible for apportionment in accordance with the Education Code. Reference: Title 5 Section 55170 Approved by the Chancellor: April 12, 2012

Faculty members interested in teaching contract education courses should contact their Department Chair or Division Dean.
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Distance Education (DE)

Merritt DE Coordinator: Monica Ambalal (mambalal@peralta.edu 436.2450)

Definition of Online Learning

Distance Education Definition in Sec. 51865 of the California Education Code: "...Instruction in which the pupil and instructor are in different locations and interact through the use of computer and communications technology. Distance learning may include video or audio instruction in which the primary mode of communication between pupil and instructor is instructional television, video, telecourses, or any other instruction that relies on computer or communications technology."

Application of Online Learning

Sec. 55200 of the California Education Code: All distance education is subject to the general requirements of this chapter as well as the specific requirements of this article. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. s 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. s 794d).

Purpose of Online Learning

Distance education courses support Merritt College's mission to increase success in mastering learning outcomes and expand instructional outreach. By offering courses that utilize the latest technology in electronic delivery methods, students have access to a greater array of opportunities for learning through individualized, learner-centered instruction and more options for

accessibility of course content. According to California Education Code Sec. 51865, Distance learning should be utilized to achieve the following educational goals:

- Equity in education through access.
- Quality in education through creative communication crossing geographical limitations.
- Diversity among educational institutions through delivery of education and training for an adult population.
- Efficiency and accountability to diminish travel and share electronic files and reports.
- Ensure that the same standards are applied for course and program quality, course content pupil achievement levels, and coherence of curriculum that are currently applied in traditional instruction.

Instructor Contact

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, Zoom, wikis, and various social media like Facebook.

Title IV Considerations

Recent Federal guidelines to prevent financial aid fraud mean that initial student logins to distance education courses no longer count as student participation. Several online programs in the community college system have recently been targeted by financial aid fraud schemes in which a 'student' registers for an online course, logs in, and then drops the course after financial aid funds have been dispersed. According to the Department of Education: "...institutions [need] to take steps necessary to ensure that students are academically engaged prior to disbursing Title IV student aid funds." If students do not begin attendance, Title IV funds must be returned (34 CFR 668.21(a)) (Runcie & Ocha).

How to ensure student participation:

- Initiate contact before or during first week of school
- Assign relevant classwork before census date
- Ensure students have 'checked in' to classes during first week of school

Policy Guidelines Effective Fall 2018

Effective Fall 2018, all distance education courses, either hybrid or online, must be delivered in the most recent version of Canvas adopted by the college.

Online instructors who have already been teaching DE courses must follow the following guidelines when teaching their courses:

- (2) All course content must be taught in Canvas. The use of links to publisher content from Canvas is allowed within the course content.
- (3) Canvas training is required from all instructors:
 - a. EDT 1: Introduction to Online Teaching
 - b. EDT 2: Introduction to Canvas
 - b. Other formal training for credits or units.

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.

Complete training on how to use Canvas is required:

- a. ED 1: Introduction to Online Teaching
- b. ED 2: Introduction to Canvas
- c. Provide evidence to the Division Dean that the above two requirements in items 1 and 2 were met.
- d. Build a Canvas shell one semester ahead of teaching the online class, i.e., Build the course site in Fall 2018 if you wish to teach it in Spring 2019 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.

Requirements for Teaching Online at Peralta Administrative Procedure AP 4105

**Recommended* ongoing instructor preparation should include maintaining currency in online education such as:

1. Technologies
2. Pedagogy
3. Collaborating with other online instructors
4. Ongoing assessment of student learning outcomes
5. Complete a certificate in online education

Career Educations (Formerly Career Technical Education-CTE)

There is no formal Career Education Division at Merritt College. CE Programs are in all division, and are predominately located in Division III, Allied Health and Public Safety. The Division III Dean, Rick Ramos, is in charge of Strong Workforce and Perkins Grants. There is also a Senate CE faculty liaison, Jenny Briffa, who serve as co-chair of the CE Committee, a joint administration and Senate Committee.

Rick Ramos contact information:

510-435-2515

Rramos@peralta.edu

Jemy Briffa Contact information:

Jbriffa@peralta.edu

Part VII: 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 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: 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 visit the Facilities Rental website [HERE](#).

Facilities

Please do your part to keep classrooms, bathrooms, and the campus grounds clean! Eating in classrooms is discouraged, as it creates a significant sanitation challenge and causes custodians to divert manpower to removing food and cleaning messes. Pick up paper when you see it. If you need to report anything which is broken or in need of repair, a request for service needs to be sent to merfacilities@peralta.edu or call the Facilities office at x3967. 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.

Custodial Services

Custodial Services maintains the cleanliness of campus buildings and immediate grounds. Custodial Services is available Monday – Friday, except during holidays, with a minimum crew on duty limited weekend hours. Weekend services are generally limited as custodial staff may be assigned to campus event support. When custodians support is needed outside of their regular shift hours, this work is changeable to the office or department responsible for the event.

Merritt custodial support includes restocking and cleaning of bathrooms, maintaining the general cleanliness of all offices and public spaces, as well as emptying waste receptacles, therefore, please encourage your students to pick up after themselves and to recycle their paper, cans and bottles, and not eat in the classrooms. **Out of professional courtesy to the next instructor, please take responsibility to ensure that the classroom is in good order upon your departure.**

If you notice that the bathrooms are out of paper towels, soap, etc., or needs servicing in general, send an email to merfacilities@peralta.edu or call the Facilities office at x3967 for the custodial support. Also, when lights/bulbs are out or if you encounter other facilities issues please request a work order from the Facilities office.

Keys

Smart classrooms can only be opened with an activated badge. If you have a badge, email Tara Morrero (tmorrero@peralta.edu) the last four digits of your badge, your class and room #. Tara will verify the information with the Office of Instruction and update your badge. If you need a badge, contact Regina Davis at the District (rdavis@peralta.edu or 466-7376).

If access to classrooms is needed during evening hours contact the evening administrator on duty

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 by email from Tara Morrero 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.***

Business Office - Q214

Hours: 8:30 AM- 4:30 PM

Phone Number: (510) 436- 2407

Parking

Since parking is regulated it is **imperative** that you obtain a parking permit. Forms are available [online](#) or in the Business or Division Office and must be filled out and require the Dean's signature. 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.

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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 VIII: 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 and Contract

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.

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, it is recommended that you update your file annually with the District Payroll Office. It has been our experience that the HR Department does not automatically move faculty to the next higher pay scale unless faculty prove 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. The Peralta Federation of Teachers can be reached by calling (510) 763-8820 or emailing union@pft1603.org. Merritt has two local representatives: Sheila Metcalf (smetcalf@peralta.edu 4365.2636) and Hilary Altman (haltman@peralta.edu 435.2510).

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 IX: Offices and Units that Support You

President's Office

President

Dr. Marie-Elaine Burns (510) 436-2501

Executive Assistant to the President

Berenise Herrera (510) 436-2416

Staff Assistant/President's Office

Brandon Christain (510) 436-2414

Office of Instruction

Vice President of Instruction

vacant (510)

436-2411

Dean, Division I – Liberal arts and Social Sciences

Dr. Syed Hussain (510) 436-2609

Dean, Division II – Math, Science and Technology

Jason Holloway (510) 436-2426

Dean Division III--Allied Health and Public Safety

Dr. Rick Ramos, (510) 436-2409

Division I –Staff Assistant/Instruction

Denise Woodward (510) 436-2425

Division III- Sr. Clerical Assistant (510) 436-2409

Business Services

Business Administration Services Manager

Victoria Menzies (510) 436-3891

Bookstore (R-125)

Ryan Perez (510) 436-2438

Office of Student Services

Vice President of Student Services

Christine

Hernandez (510) 436-2477

Dean, Special Programs & Grants

Dr. Lilia Chavez (510)

436-2585

Director of Student Activities and Campus Life

Dr. Herb Kitchen (510) 434-3982

Director of Learning Center

Isela Santana (510) 434-2648

Coordinator, Student Accessibility Services

Frances Moy (510) 436-2516

Co-Chairs, Student Counseling

Lesley Scurry (510) 436-2686

Angela Koo (510) 434-3961

Select Student Support Programs and Offices

Basic Skills Initiative Ann Elliott (510) 436-2543

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

X. Appendices and Forms

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

Textbook Request Form (Course Adoption Information)

COURSE ADOPTION INFORMATION USE A SEPARATE FORM FOR EACH COURSE

Store Name: _____	STORE # _____	DATE _____
--------------------------	----------------------	-------------------

TERM _____ INSTRUCTOR _____ PLEASE RETURN THIS FORM BY: _____

DIV/DEPT _____ CAMPUS PHONE NUMBER _____

COURSE NUMBER _____ EMAIL ADDRESS _____

SECTION(S) _____ SIGNATURE _____

ENROLLMENT ESTIMATE _____

IS THIS A CONTINUATION COURSE? YES NO

No Books Required For This Course Please Check Here

THE BOOK INFORMATION PROVIDED IS FROM	TERM
COURSE _____ SECTION _____ PROFESSOR _____	
LY EST. ENROLLMENT _____	
LY ACTUAL ENROLLMENT _____	

Bookstore Use Only		
Date Received		
Research		
Entered		
Bookstore Use Only		
Book Class	EBB	Misc

Author	Title	Publisher	ISBN	Edition	Req	Rec	Choice	Sugg	Book Class	EBB	Misc

**PLEASE NOTE: DESK COPIES SHOULD BE ORDERED DIRECTLY FROM THE PUBLISHER BY THE FACULTY MEMBER.
PLEASE LIST ANY REQUIRED SUPPLIES.**

Email completed form to XXXXXXXXX@fhg.follett.com or call XXX-XXX-XXXX with any questions

REQ Required - Any book that is required by the professor
 REC Recommended - Any title that is not required by the professor.
 CHOICE Students will choose one or more books from a list of titles
 SUGG Suggested - Learning aids recommended by the bookstore

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)



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3 4 2 ") 4 5 6 * - 1 1 - , 1 ' 7 ' 8 " 2) # 6 1'

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

The following are recommendations for how to effectively communicate via email. The list is a compendium of on-line resources regarding 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. .

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. 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 the college 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 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.)					
Permit #	Make	Model	Year	Color	License Plate
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 #: _____

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

NOTES: