CRAFTON HILLS COLLEGE FACULTY HANDBOOK

Revised Fall 2016

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(To submit suggestions for additions, modifications, or deletions to this document, contact the Professional Development Coordinator)

Mission

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

Vision

Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

Values

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

Kristie Simonson

Crafton Hills COLLEGE

CHC HISTORY HIGHLIGHTS

1902   First Junior College organized - Joliet, Illinois

1910   First California Junior College - Fresno

1926   San Bernardino Valley Union Junior College District created

1962   Academic rank established

1965   California State University, San Bernardino, opens its doors

1966   The Board accepts 163 acres in Yucaipa donated by the Finkelstein Foundation and the L and R Cattle Company (by the time the college was ready to open, the gift of land had grown to 523 acres).

1967   Multi-campus district administrative organization approved

1968   The Board selects the name Crafton Hills College for the as-yet-unbuilt college

1969   Dr. Gordon C. Atkins is appointed the first Provost of CHC

1970   San Bernardino Junior College District becomes San Bernardino Community College District

1972   Crafton Hills College, the 96th community college in California, opens its doors to its first group of students

1972-1974 Mr. FOSTER DAVIDOFF from Compton College serves as the first President of CHC

1974   Superintendent becomes Chancellor

1974-1976 President ROGER ANTON

1976-1981 President WILLIAM J. MOORE

1981-1982 Acting President GLENN GOODER

1982-1990 President DONALD L. SINGER

1986 Collective bargaining voted in

1990-1992 Acting President LUIS S. GOMEZ

1992-2000 President LUIS S. GOMEZ

2000-2012 President GLORIA MACIAS HARRISON

2012- 2016 President CHERYL MARSHALL

2016- Present President WEI ZHOU
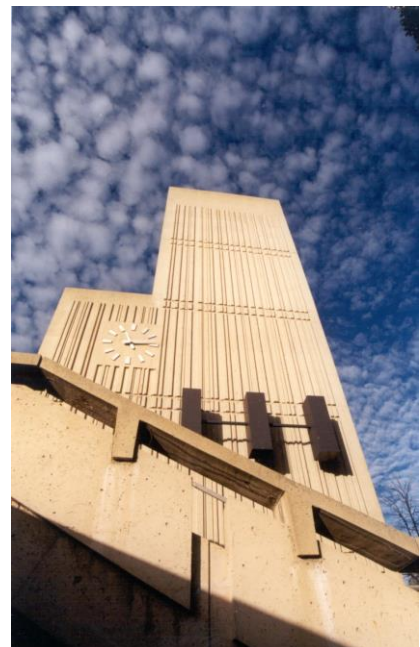
CRAFTON HILLS COLLEGE VITAL STATISTICS

The San Bernardino Union Junior College District was created in **1926**.

Crafton Hills College is one of two public community colleges serving the San Bernardino Community College District. The other is San Bernardino Valley College. Both are tax-supported, coeducational institutions governed by a locally elected Board of Trustees acting through a district Chancellor and the President of each college. The SBCCD encompasses the **school districts** of:

San Bernardino	Redlands	Rim of the World	Bear Valley
Colton	Rialto	Yucaipa	Needles

The college covers **513 acres** and has **14 buildings**.

There are **76 full-time teaching faculty, 17 non-teaching faculty, and approximately 110 part-time faculty.**

CHC offers classes in the following subject areas for **transfer** or an **Associate Degree**:

American Sign Language	English	Music
Anatomy and Physiology	Fire Technology	Philosophy
Anthropology	Geography	Physics
Art	Geology	Political Science
Biology	History	Psychology
Business Administration	Japanese	Radiologic Technology
Chemistry	Liberal Arts-CSUGE	Religious Studies
Child Development	Liberal Arts-IGETC	Respiratory Care
Communication Studies	Marketing	Social Science
Computer Information Systems	Mathematics	Sociology
Emergency Medical Services	Microbiology	Spanish
		Theatre Arts

Occupational Certificates:

Accounting	Fire Inspection Academy
Administration of Justice	Firefighter I Basic Training Academy
Associate Teacher (Child Development)	Mobile Intensive Care Nurse
Basic American Sign Language	Marketing Management
Business Management	Master Teacher (Child Development)
California Fire Officer Training	Programming
Child Home Day Care Provider (Child Development)	Radiologic Technology
Computer Assisted Graphics Design	Registered Respiratory Therapist
Computer Information Systems	Retail Management
Certified Respiratory Therapist	Site Supervisor (Child Development)
Cisco Certified Network Associate	Teacher (Child Development)
Cisco Certified Network Professional	Theatre Arts
Computer Hardware Technician	3D Computer Animation
Emergency Medical Technician-1	
Emergency Medical Technician-Paramedic	

For more information, visit http://www.craftonhills.edu/Degrees_and_Certs

INSTITUTIONAL LEARNING OUTCOMES

A. Critical Thinking

Students demonstrate critical thinking through decision making, problem solving, analysis of information, and creative thinking across the disciplines.

B. Written and Oral Communication

Students are able to express ideas clearly in a variety of formats and contexts; read, listen, and interpret accurately; and use appropriate technology to do so.

C. Interpersonal and Group Skills

Students are able to work with others with respect, honesty, responsibility, empathy, and collaborative synergy. They can also manage conflict and advocate for themselves and other with integrity.

D. Society and Culture

Students are able to describe the social, cultural and political forces at work in our diverse, global world. They understand and appreciate different perspectives and are able to operate with civility in a complex world that involves changing social institutions and diverse world views.

E. Information Literacy

Students are able to apply research to access information and technology. They can analyze, evaluate, synthesize, and use information resourcefully.

F. Ethics and Values

Students make informed, principled choices; foresee the consequences of their choices; and solve moral dilemmas. They demonstrate self-awareness, social responsibility, and behavior guided by personal and professional ethics.

Working Set, 2010-2013

GENERAL EDUCATIONAL OUTCOMES

A. Natural Sciences

To apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world.

B. Social and Behavioral Sciences

To recognize, describe and analyze individual behaviors and various social institutions that influence our world.

C. Humanities and Fine Arts

   1. Humanities

   To identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience.

   2. Fine Arts

   To appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture.

D. Language and Rationality

   1. Written Traditions

   To write competently for a variety of purposes and audiences.

   2. Oral Traditions

   To demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.

   3. Quantitative Reasoning

   To interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills.

   4. Critical Thinking and Information Literacy

   To demonstrate information competence by accessing, analyzing, synthesizing, and evaluating various forms of information including verbal, electronic, and visual messages, including those in the mass media.

E. Health and Wellness

To appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency.

F1. Diversity and Multiculturalism

To comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own.

F2. American Heritage

To recognize and appreciate the unique contributions, history and collective heritage of the United States.

G. Reading

To demonstrate the ability to read, comprehend and critically respond to written materials at the collegiate level.

H. Computer Literacy

To utilize computer technology effectively, selecting and appropriately using the correct tool for the task.

FACULTY ETHICS STATEMENT

1. In our responsibility to students, we:
   - Demonstrate respect for students as individuals;
   - Adhere to proper roles as intellectual guides and advisors;
   - Encourage intellectual curiosity and challenging discourse in safe classroom environments;
   - Demonstrate sensitivity to the educational needs of our diverse student population;
   - Promote an atmosphere of mutual respect by avoiding exploitation, objectification, harassment, or discriminatory treatment of students;
   - Ensure that the evaluation of a student reflects the true merit of that student's work.
2. In our responsibility to the discipline, we:
   - Maintain scholarly competence;
   - Adhere to course outline of record;
   - Maintain honest academic conduct.
3. In our responsibility to colleagues, we:
   - Do not discriminate against or harass colleagues;
   - Respect the pursuit of free inquiry and academic freedom;
   - Show due respect for the opinions of others;
   - Maintain a climate of professional respect;
   - Accept responsibility for institutional shared governance.
4. In our responsibility to the college, we:
   - Seek to be effective educators and scholars;
   - Recognize the effect of our interruption or termination of service and thus, will provide due notice;
   - Avoid creating conflicts of interest in the exercise of multiple professional activities;
   - Create a safe, trusting, non-hostile, and open learning environment;
   - Respect the regulations of SBCCD, while maintaining our right to criticize and seek revision to improve these regulations.
5. In our responsibility to the community, we:
   - Uphold the integrity of SBCCD by identifying statements as one's own and avoiding creating the impression of speaking or acting on behalf of the college;
   - Promote conditions for free inquiry and to further public understanding of academic freedom.

CHC DIRECTORY OF SERVICES
(subject to change due to construction)
Prefix for all extensions is (909) 389-

Service	Department/Office	Location	Phone
Add/Drop	Admissions and Records	CCR- first floor	3372
Admissions	Admissions and Records	CCR- first floor	3372
Adults Returning to School	Counseling	CCR- second floor	3366
Advanced Placement (AP)	Counseling	CCR- second floor	3366
Assessment Testing	Counseling	CCR- second floor	3366
ASB Card	Student Life	CCR- first floor	3410
Audio-Visual Services	Audio-Visual	LRC- first floor	3316
Basic Skills	Tutoring Center	LRC- first floor	3312
Blackboard	Help Desk		(877) 241-1756
Book Loans	Resource Development	LRC- second floor	3245
Book Buy Back	Bookstore	CCR- first floor	3250
Business Office	Campus Business Office	CCR- first floor	3221
CARE	EOPS	CCR- second floor	3239
CalWORKs	EOPS	CCR- second floor	3239
Campus Publicity	Student Life	CCR- first floor	3410
Career Counseling	Career Center	CCR- second floor	3366
Certificates	Admissions/Records	CCR- first floor	3372
Cheating and Plagiarism	Student Affairs	CCR- second floor	3354
Child Care Center	Child Development Center	CDC	3440
Child Care Referrals	Student Success	CCR- second floor	3450
CLEP	Counseling	CCR- second floor	3366
Computer Use (Students)	Library	LRC	3321
Computer Use (Staff)	Instruction	LRC 107 and ARTS 115	
Concert Tickets	Music	PAC 310	3293
Counseling	Counseling	CCR- second floor	3366
Credit by Examination	Admissions and Records	CCR- first floor	3372
Disabled Students	Disabled Student Services	CCR- first floor	3325
Distribution of Literature	Student Life	CCR- first floor	3410
Discrimination and Harassment	President's Office	CCR- second floor	3201
EOPS	EOPS	CCR- second floor	3239
Facilities Use	Facilities Use	Maintenance Pad	3217
Faculty Contact Information	Instruction	CCR- second floor	3202
Faculty IDs	Student Life	CCR- first floor	3410
Federal Work Study	Financial Aid Office	CCR- first floor	3223
Financial Aid	Financial Aid Office	CCR- first floor	3223
Food Services	Cafeteria	CCR- first floor	3376
Free Speech Zones	Facilities Use	Maintenance Pad	3217
Grade Appeals	See Faculty Chair		
Graduation Application	Admissions & Records	CCR- first floor	3372
Graduation/Commencement	Student Services	CCR- second floor	3354
Health Services	Health & Wellness Center	SSB 101	3272
High School Student Admissions	Admissions and Records	CCR- first floor	3372

Honors Program	Honors Center	CHL- second floor	3500
Housing Referrals	Student Success	CCR- second floor	3450
Incompletes	Admissions and Records	CCR- first floor	3372
Instructor Absences	Instruction	CCR- second floor	3230
International Students	Counseling	CCR- second floor	3366
Learning Communities	Instruction	CCR- second floor	3330
Library Services	Library	LRC	3321
Lost and Found	Communications	CCR- second floor	3292
Keys	Communications	CCR- second floor	3292
Parking Permits	Communications	CCR- second floor	3292
Parking Violations	Communications	CCR- second floor	3292
Petitions	Admissions and Records	CCR- first floor	3372
Photocopy Machines (Students)	Library	LRC	3321
Photocopy Services (Instructors)		CCR- second floor	
Police	District Police	CNTL	3275
Prerequisite Challenges	Counseling	CCR- second floor	3366
Printing (Students)	Library	LRC	3321
Registration	Admissions and Records	CCR- first floor	3372
Refunds (Students)	Admissions and Records	CCR- first floor	3372
ROP Credit	Career Education	CCR- second floor	3344
Scholarships	Student Services	LRC 223	3354
Single Parents	Counseling	CCR- second floor	3366
Staff E-Mail	Help Desk		(877) 241-1756
Student Affairs	Student Services	CCR- second floor	3354
Student Clubs	Student Life	CCR- first floor	3410
Student E-Mail	Help Desk		(877) 241-1756
Student Jobs (On-Campus)	Financial Aid	CCR- first floor	3223
Student Jobs (Off-Campus)	Career Center	CCR- second floor	3366
Student Fees	Admissions and Records	CCR- first floor	3372
Student Government	Student Life	CCR- first floor	3410
Student Grievances	See Faculty Chair		
Student Success Program	Counseling	CCR- second floor	3450
Switchboard	Communications	CCR- second floor	5050
Technology Services	Technology Services	LRC- first floor	3550
Textbook Ordering	Bookstore	CCR- first floor	3250
Theatre Tickets	Theatre Box Office		3292
Transfer Information	Transfer Center	CCR- second floor	3366
Transcripts	Admissions and Records	CCR- first floor	3372
Transportation Information	Student Success	CCR- second floor	3450
Tutoring	Tutoring Center	LRC 137	3312
Veterans	Admissions and Records	CCR- first floor	3256
Voice Mail	Help Desk		(877) 241-1756

GENERAL INFORMATION

Absences and Class Cancelations

If you are unable to meet a class, call the Instructor Absence Line at (909) 389-3230. Do not report absences to your Faculty Chair and do not rely on a message to your Division Secretary or Dean. When the Office of Instruction receives the message, a notice that your class has been cancelled will be posted on the *CHC Instruction* Twitter account which feeds into the CHC main webpage, and if time permits, your classroom door will also be posted. Remember the date and reason for your absence and log it on your time sheet at the end of the month. All faculty have sick leave, which they accrue after their first semester. The number of hours of sick leave accrued each semester is equal to the number of a faculty member's contract hours divided by sixteen.

Academic Freedom

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. Students shall have the opportunity to study controversial issues and divergent views, and to arrive at their own conclusions. Instructors have an obligation to protect the student's right to freedom of inquiry even when the student's conclusions differ from those of the instructor. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements. For more information, please consult SBCCD Board Policy/Administrative Regulation 4030.

Academic Integrity

SBCCD Board Policy/Administrative Procedure 5500 identifies standards of student conduct including those related to academic integrity. Consistent with the policy, the Crafton Hills College Academic Senate has adopted an Academic Integrity Policy. Instructors who suspect a student has engaged in academically dishonest behavior, including cheating and plagiarism, shall determine whether evidence is sufficient to warrant a finding of infraction, whether further investigation is necessary and apply an appropriate sanction when warranted. You should publish guidelines regarding academic dishonesty and consequences in your syllabus. Sanctions can include a reduced grade for the assignment with attendant consequences. However state law prohibits an instructor from unilaterally failing a student in a course for academically dishonest behavior. Standards of academically dishonest behavior and consequences in certain career-technical programs may be greater. You are obliged to report all incidents of academic dishonesty to the Vice President of Student Services. The report should include your name, the name of the student(s), the course, assignment, nature and date of the infraction and the sanction applied. The Vice President of Student Services may apply additional sanctions including reprimand, probation, suspension or expulsion. For more information, consult SBCCD Board Policy and Administrative Regulation 5500 and the Academic Integrity Policy in the College Catalog.

Advancement in Rank

First, note that advancement in rank is not tied to salary. Advancement from *Assistant* Professor (the title of all certificated staff on probationary status) to *Associate* Professor occurs automatically upon being granted tenure status by the Board. A faculty member becomes a Professor three years after he/she earns tenure. Any tenured professor with at least seven years of service will be awarded the rank of Professor Emeritus upon retirement.

Advancement on the Salary Scale

You may check the collective bargaining agreement for details. If you plan on taking work-related courses to advance on the scale, you must submit your request in writing to the Vice-President of Instruction **in advance of taking the courses**. All requests are submitted to the Board for approval once a year (July or August) so it is important that you submit your request in time. Note also that you must complete the course(s) within two years of submitting your request. Refer to the CTA agreement for additional information.

Crafton Hills College Website

The Crafton Hills College website address is http://www.craftonhills.edu. It provides information about the college to the general public, students, and faculty and staff. Under the *Faculty and Staff* tab (near the top of the webpage), you will find links to resources, policies and services that you will find useful as a Crafton Hills College faculty member. Click on *Navigator Online Resource* and you will find the academic calendar and a plethora of other useful links. All of the links in this handbook are accessible through this portal and the *Faculty and Staff* tab.

Different Abilities (disabilities)

If you have different abilities and require reasonable accommodations to fulfil the duties of your job, inform your Division Dean of your needs.as soon as possible.

Name Changes

If you change your name and need to update your information, please contact the District Human Resources (HR) Office.

Paycheck

You will be paid once a month. Full-time faculty warrants (checks) are issued for the first day of the month (unless the first is a Sunday). If you are a part-time faculty member, your warrants are issued for the ninth of the month (unless the ninth is a Sunday) and on the fifteenth for February and September. Part-time faculty are paid in five equal payments for the semester. If you teach during the summer session, you will be paid in two equal payments--the first in July; the second in August.

San Bernardino Community College District (SBCCD) uses the San Bernardino County Superintendent of Schools payroll system. This self-service system is implemented at the District Office. You may choose to receive your pay check through electronic funds transfer (EFT) or by having a paper warrant check mailed to you. You may access your paycheck stubs at the following website:
https://employeeselfservice.sbcss.k12.ca.us/login.aspx.

Qualifications

In order to teach at Crafton Hills College you must have valid discipline qualifications as mandated by the California State Education Code. You must also have evidence of recent tuberculosis test results.

Time Sheets for Full-Time Faculty

Towards the end of each month, a timesheet will be placed in your mailbox. Please sign and return this to your Division Secretary before the start of the next month. Part-Time faculty will sign the entire semester's timesheets at the start of each semester during the Part-Time Orientation meeting.

Union Information (CTA)

"The California Teachers Association exists to protect and promote the well-being of its member; to improve the conditions of teaching and learning; to advance the cause of free, universal, and quality public education; to ensure that the human dignity and civil rights of all children and youth are protected; and to secure a more just, equitable, and democratic society." For more information, talk with the Crafton Hills College campus CTA representative, call the local Region IV office at 951-372-2500, or visit www.cta.org.

GETTING STARTED

Blackboard

Blackboard is the course management system supported by the San Bernardino Community College District. A course management system is an online site where students can access course content, communicate with you and other students, submit assignments and complete quizzes, tests and examinations for all courses. Blackboard is used to conduct online and hybrid courses, but also is available for all faculty to use in their face-to-face courses.   To log into Blackboard, go to http://blackboard.sbccd.cc.ca.us. Your username as well as your initial password is your seven digit Faculty ID number, (Contact the Instruction Office at (909) 389-3215 or (909) 389-3258 if you do not know your faculty ID number). Blackboard shells are created for all courses prior to the beginning of each semester. The College offers Blackboard training throughout the academic year. In addition, the Blackboard site includes web based tutorials for using this tool. For assistance, you can contact the District's 24/7 Help Desk at (877) 241-1756.

Book Orders

Order your textbook soon after you receive a book order request via email, well before the beginning of each semester. As soon as you receive your teaching assignment, you should decide what texts or other materials you will require of your students. Generally, book orders are due on October 15 for spring semester, March 1 for summer session and April 15 for fall semester. You will receive notice from your Faculty Chair regarding book ordering procedures. In some departments, your Faculty Chair will request textbook information be sent direct to him/her. In other departments, you will be asked to send your textbook orders directly to the bookstore using the online ordering system. If you teach a class for which instructors use a common course text, your Faculty Chair will notify you and in most cases will order texts for you and provide you with a desk copy. If you are interested in using a text in addition to that ordered for your class, contact your Faculty Chair. You may also provide instructor-developed materials to the bookstore for duplication and purchase. The Bookstore does not provide instructor desk copies. Please contact the publisher directly for desk copy requests. If you have additional questions about ordering books, contact your Faculty Chair or Carol Moreno in the Bookstore at (909) 389-3247 (X3247). http://www.craftonhills.edu/forms/faculty_and_staff/book_requisition/login_form.php

Changing Location of Class Meetings

You must conduct each of your classes in the room you have been assigned unless you receive permission from your Division Dean. In most circumstances, classes cannot be moved to accommodate more students.

Class Breaks

California Education Code allows for a 20-minute break in a three-hour class and a 10-minute break in a two-hour class. Classes meeting less than two hours do not take a break. An instructor may choose to take a break when the instructional format allows it. **Education code does not allow this break to be taken during the last hour of class. A class may not be dismissed early in lieu of a class break.** While the Education Code does not require breaks, the Statewide Academic Senate has found that *best practices* include breaks for long classes. Research shows a break improves student attention and learning.

Course Syllabus Requirements

You must submit a current syllabus for each course you teach, preferably electronically, to your Division Dean at the beginning of each semester and summer session. Your Faculty Chair may also request a copy.

You must give a syllabus to each student at the first class meeting. As you prepare your syllabus, be sure to review the college calendar (available on the college website) to check important dates such as deadlines and holidays.

Syllabi need to include the course name and student learning outcomes (SLOs). It should also include other important items:
- Name of college, course number and title, section and reference number, number of units, day/year/time/place of class meetings
- Your name and contact information, including e-mail address, phone number or voice mail and office hours (if applicable)
- Catalog descriptions, prerequisites and course objectives (from the course outline of record)
- The title, author and edition of all required texts and a list of required materials.
- Grading standards, specific requirements for earning a successful grade in the course, assignments and the criteria that will be used in evaluating those assignments, including appropriate rubrics
- Policies regarding conduct and expectations of students (e.g. cell phones use, attendance and participation requirements, plagiarism policy)
- Resources around campus to aid in student success
- A tentative course schedule including an outline of topics and assignments, final exam date and time, and other important dates including the last day to drop with and without a *W*

You may ask your Department Chair to see a sample.

E-mail Accounts
All instructors must establish a district e-mail account. In order to be assigned an e-mail address, you must complete a *User Application.* The application is available online at http://dets.sbccd.org/forms. Your user application must be typed and submitted to your Division Dean for approval. Once your e-mail address has been assigned, the Instruction Office will notify you and you will receive an e-mail with your user name, password and e-mail address. Log on to the College website (www.craftonhills.edu) and follow the prompts on the right hand side of the page to log in. From then on, you can access your e-mail remotely through the college website (logins). For assistance, contact the District's 24/7 Help Desk at (877) 241-1756.

Evening Administrator
A member of the College administration is on duty Monday through Thursday evenings from 5:00pm – 10:00pm. A schedule of evening administrator coverage, including office locations and phone numbers, is distributed via e-mail at the beginning of each week.

Identification Card
You may request a college identification card from the Student Life Office. Please have your Staff ID number (available on WebAdvisor) and your driver's license ready. Each year you will need to replace the academic year sticker by requesting it through the Student Life office.

Keys to Classrooms
Most classrooms on campus do not require keys. If you require a key, contact your Division Secretary. All key orders must be authorized by your Division Dean. When your key order is completed, you will be directed to pick it up and sign for it in the Communications Office, LADM-150. At the end of the semester,

return any keys you do not expect to need again to the Communications Office. If you lose your key, you will be assessed a $5.00 replacement fee for it.

Mailboxes
Mailboxes for most faculty are located on the first floor of the Learning Resource Center. Some faculty have their mail delivered to department offices. Please check your mailbox regularly.

Parking Privileges
All faculty are obligated to follow the same parking regulations as other staff and students. You may park in the staff parking areas; however, you must obtain a parking permit and display it as indicated on the permit. Parking permits can be obtained from your division dean. Your parking permit allows you to park at both the Crafton Hills College and San Bernardino Valley College campuses and the San Bernardino Community College District location.

Requesting Interpreters
All Deaf and Hard of Hearing instructors will automatically be set up with an interpreter for their first day of class, with the exceptions of ASL 103, 104 and 105, unless specifically requested. All interpreter requests, modifications and cancelations will be handled through the division secretary. Please do not call the vendor or interpreter personally. If you need additional interpreting services (for meetings, trainings, etc.), or need to cancel any services, please contact the division secretary with as much advanced notice as possible.

Student Learning Outcomes (SLOs)
Student Learning Outcomes are statements that describe what students are expected to know, think, feel, or do at the end of a course/program. One of the purposes of SLOs is to find common measures for learning while respecting differences in instructor grading. Measuring the degree that students can actually demonstrate their knowledge or mastery of the SLOs gives us an indication of how well students are learning the material, and can indicate what changes may be needed to improve student learning. In order to help facilitate the tracking and reporting of SLOs, CHC has adopted a four-point rubric to assess outcomes, and uses the SLO Cloud for tracking and reporting of outcomes assessed: https://craftonhills.edu/slocloud/login?page=/slocloud/. In addition, you can find additional information on the outcomes assessment processes at CHC on the Office of Institutional Effectiveness, Research, and Planning Student Learning Outcomes Website: http://www.craftonhills.edu/About_CHC/Research_and_Planning/Institutional_Effectiveness_Resources/Student_Learning_Outcomes. Full-Time faculty must complete SLOs on a regularly defined basis. Part-Time faculty can receive additional compensation for any work completed on SLO creation, evaluation, and data entry.

Substitute Instructors
All substitute instructors must meet the minimum qualifications as mandated by the California Community Colleges Board of Governors and be approved by the District Board of Trustees. Contract instructors may also substitute. Substitutes are generally approved in the case of extended absence or other circumstances which dictate a need. Substitutes are generally not approved for single course meetings. Please contact your Division Dean for additional information. All substitutes are paid on an hourly basis and must complete an *Academic Hourly Substitute Time Sheet,* available from your Division Secretary. Substitute time sheets must be submitted to your Division Secretary no later than the 11th of each month.

Teaching Load/Office Hours

A full-time certificated employee is assigned 15 lecture hours per week, or 21 lab hours per week, or 24 clinic hours per week, or 35 counseling or library reference work hours per week, or any combination of assignment such that the sum of full-time equivalencies (FTE) equals 1.00. You must maintain at least three posted office hours and two arranged office hours per week.

Voice Mail Box

All instructors are eligible to receive a District voice mailbox. In order to be assigned voice mail, you must complete a *User Application.* The application is available online at http://dets.sbccd.org/forms. Your *User Application* must be typed and submitted to your Division Dean for approval. Once your voice mailbox has been assigned, you will receive an e-mail with your voice mailbox number. To set up/access your mailbox call (909) 389-3300 (or X3300). Press the pound (#) key, enter your four-digit voice mailbox number, pound (#), your password and pound (#). The initial password is 12345. Follow the voice prompts until you hear "You have finished enrollment." Voice mailboxes which are not set up within 30 days of creation or which are inactive for 30 days will be deactivated.

Students can leave messages for you by calling the College main number (909) 794-2161 and entering your voice mail extension at any time during the recorded message. For assistance, contact the District's 24/7 Help Desk at (877) 241-1756.

WebAdvisor

Logging into WebAdvisor is easy—go to the College website (http://www.craftonhills.edu/webadvisor) and click *login*, then *WebAdvisor*, and follow the prompts—use the same login and password you currently use to access your CHC email. If you need assistance to find your used ID or to change your password, there is assistance on the left side of the WebAdvisor homepage. After you log in, click the *FACULTY* icon to access the Faculty Menu.

Accessing Your Rosters

WebAdvisor provides you with two versions of your class roster—the WebAdvisor version (found under *Class Roster*) and the traditional version (found under *My Classes*).
* WebAdvisor Roster—Once logged into WebAdvisor, in the Faculty Menu, click on *Class Roster*. Select the term from the drop-down menu (you can ignore the start and end dates), then select the class.
* Traditional Roster—Once logged into WebAdvisor, in the Faculty Menu, click on *My classes*. You will be transferred into the Campus Central System. Identify the course, and click on *Roster*. Most faculty members find this one to be more user friendly.

Screenshots of WebAdvisor

POLICIES AND PROCEDURES

Accidents and Emergencies

Medical Emergencies and First Aid – For serious injuries or illness, call District Police at (909) 389-3275 (X3275). If you are not close to a phone, shout for help. For less serious injuries and illness, provide first aid and contact the Health and Wellness Center at (909) 389-3271 (X3271). Provide CPR and/or first aid until help arrives.

Emergencies after the Switchboard is Closed – Call the Campus Police at (909) 389-3275 (X3275) and you will automatically be connected to the San Bernardino County Sheriff's Dispatch.

Fire – In the event of an actual fire, pull a fire alarm if one is nearby, call District Police at (909) 389-3275 (X3275) and evacuate the area. If a fire alarm sounds, immediately evacuate the building. DO NOT use elevators and report to the nearest evacuation site. DO NOT re-enter the building until directed to do so by District Police or College administration.

Earthquake – If indoors, DO NOT evacuate the building Drop, cover and hold, keeping away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases. Check for injuries and if emergency assistance is required, contact District Police at (909) 389-3275 (X3275). Evacuate when safe to do so and DO NOT re-enter the building until directed to do so by District Police or College administration.

Disturbance Requiring Police Intervention – Contact District Police at (909) 389-3275 (X3275). Direct combatants to stop fighting but do not attempt to separate combatants during a physical altercation. Keep others away from combatants until District Police arrive.

Violent Intruder/Weapon on Campus – Report all suspicious persons and situations to District Police at (909) 389-3275 (X3275). If you see a violent intruder, immediately contact District Police and if directed, implement lockdown procedures. Immediately close and lock doors (if possible), close blinds if it is safe to do so and turn off lights. Instruct others to move away from doors and windows and get down on the floor. Remain in the secured area until further instructions are provided by District Police or College administration.

Annual Plan and Program Review

Every four years CHC faculty, managers, and staff in their respective programs are required to complete a four-year plan, which they need to update annually. Both of these occur through the program review and planning (PPR) process. The fundamental purpose of ongoing, integrated planning and program review is to maintain and if possible improve the effectiveness of every College program and service, and of the institution as a whole, based on the results of regular, systematic assessment. The ultimate beneficiaries of integrated planning and program review are our students and the community we serve. A second purpose of program review is to prioritize resource requests based on the objectives of each program and the College. Additional resources for program review, including the PPR Handbook and the data used to inform program review planning, can be found on the Office of Institutional Effectiveness, Research, and Planning web site. From the College website (http://www.craftonhills.edu), click on *Faculty and Staff* and then *Planning*. Under *Planning* click on *Institutional Effectiveness, Research and Planning*. The four-year plans and annual updates are completed online on the PPR Web Tool: https://craftonhills.edu/ProgramReview/Account.aspx/LogOn.

Auditing

SBCCD District Board Policy 4070 prohibits student auditing of classes. All students attending a class must be officially enrolled. Encourage potential students to consider enrolling in the class on a regular or credit/no credit basis.

Board Policy and Administrative Procedures

SBCCD Board Policies and Administrative Procedures are available on the District website. Please visit http://www.sbccd.org/Board_of_Trustees for more information.

Census and Attendance Record Keeping

Class rosters will no longer be distributed at the beginning of each semester. Prior to the first day of class, you should print a class roster through WebAdvisor or Campus Central. Rosters are accurate as of the *Run Date* located at the bottom right hand side of the roster. For your most up-to-date roster, log on to WebAdvisor, click on the *Faculty* icon. WebAdvisor has a roster function available which is a web-based list of students enrolled in your sections including e-mail addresses (similar to what is available in *Blackboard*). If you wish to access the downloadable MS Word roster, click on *My Classes* on the left-hand side menu, and WebAdvisor will redirect you to Campus Central, where you will be automatically logged in to a page from which you may access the roster by clicking on *Roster*. You should run a roster immediately before the start of your class. On the temporary roster will be the names of students who have officially enrolled in the class. If a student in the class claims that he/she officially enrolled in the class but his/her name does not appear on the roster, ask to see the student's *Student Class Schedule* (a printout to verify enrollment). If the student's printed schedule lists your class, compare the date of enrollment against run date on your roster. Students may register for classes up to the Sunday prior to the start of classes and therefore their names may not appear on your roster. In other cases, students may have been administratively dropped for non-payment, lack of prerequisite, etc. For any concerns, refer the student to the Admissions and Records Office.

Waitlists

Before class begins:

Once a section reaches maximum enrollment, students who attempt to enroll will be given the option of waitlisting. When they waitlist, they are informed of their position on the waitlist (#3, #18, etc.) and they can monitor their progress anytime thereafter through WebAdvisor. When a vacancy occurs in the course, the person at the top of the waitlist is sent an email, advising him/her of the opportunity to enroll. The email is sent at 6:30am, and the student has until midnight of the next day (48 hours) to register for the course. If the student does not, he/she will be removed from the waitlist and at 6:30 the next morning an email is sent to the next student on the list, giving her/him the opportunity to enroll in the available space. Two days (48 hours) before the class begins, this process ends and the waitlist is frozen in place.

After Class Begins:

Two days (48 hours) before the class begins, the enrollment process ends and the waitlist is frozen in place. At this point, the instructor may choose to use this list to help decide whom to add on the first day of class. Faculty may access their waitlist roster by logging into WebAdvisor and selecting the *Faculty Menu*. Select *Class Waitlist Roster*, then select the term and section. This roster reflects the students on the waitlist as it was 48 hours before the class began. Students are listed on the roster in the order in which they attempted

to register. Again, the use of the waitlist is optional. You have no obligation to add the students on the waitlist, nor should you add any student who is not present.

While the waitlist will be used for most of our sections, a small number of classes will be excluded -- these require special permission for enrollment (Rad Tech, Radiology, Fire Academy, EMT, and Paramedic courses) or are structured in a way that makes the waitlist impractical (e.g. linked classes).

Adding Students

Students who have no evidence of enrollment in your class may add the class if there is sufficient room. Authorization Codes are available in the Instruction Office and will be distributed at in-service day. Note the *Use-by* date on the label, which is also the last day to add the class. DO NOT distribute code labels after that date; they will no longer be valid. Also, note that printing a name on your roster only does not enroll the student in the class.

The College is funded for all paid enrollments prior to the census date of each course. **The census date is otherwise referred to as the *last date to add*** and is noted at the top of each class roster. The last date for students to add a full-term class is the second Friday of the term as noted in the Schedule of Classes. This date also appears at the top of each roster. Census dates will vary for short-term classes. The last date to sign students into a short-term class is the *last date to add* noted at the top of the class rosters.

Please make note of how many students are enrolled in your course, how many you authorize to add and the assigned cap. **You must take attendance the first day of class.** Students who do not attend the first class meeting may be dropped from the roll and another student given that space. **You are legally obliged to drop students who are no shows prior to the census date.** If space is available in your class, you should add up the cap. It is the instructor's discretion to add students beyond the assigned cap. Please take into account instructional quality as well as safety issues when you do. Do not add more students than there are seats for. In general, classes cannot be moved to accommodate more students.

Please check your roster immediately after the add deadline. Any student who is attending class but is not registered is auditing, which is in violation of District Policy, will not be included in the funding calculation for the institution and will not earn credit for the course. Students who fail to add before the last day to add but intend to add later should be referred to the Admissions and Records Office. Students may file a Petition for Special Privilege to request to be added after the add deadline. You may be asked by the student to provide verification of attendance in this circumstance.

Dropping Students

You will not receive enrollment verification or permanent rosters from the Admissions and Records Office. Log on to WebAdvisor to periodically print your rosters, including before the last day to drop and last day to withdraw printed at the top of your temporary roster. You *must* drop students who fail to attend class prior to the census date. You may also drop students may for non-attendance as defined in your syllabus.

Students who drop or are dropped before the last day to drop (the end of the third week in a full-term course or 20% of a short-term class) will have no record of the course placed on their academic record. Students who withdraw or are withdrawn between end of the third week of and the end of the eleventh week for a full-term class (or 60% of a short-term class) will have a *W* assigned to their academic record. You may drop students at any time through the end of the eleventh week (or 60% of a short-term class) by logging into WebAdvisor and following the directions for dropping students. Click on *Faculty* menu, then *My Classes*. You will be redirected to the Campus Central site. Click on *Drop Students* then follow the prompts to drop

the students. Students who are dropped by an instructor are not eligible for a refund of course fees. Students are not allowed to drop nor are instructors allowed to drop students after the end of the eleventh week of a full-term class (or 60% of a short-term class).

Classes with a prerequisite may have one of the following notations on the roster. Students whose names are followed by a single asterisk should not be allowed to remain in the course as they have not met the prerequisite. Students whose names are followed by a double asterisk are awaiting final grades in the prerequisite course. These students must provide evidence of a passing grade in the prerequisite course to the instructor. Please refer any student whose prerequisite you question to the Counseling Office.

Reinstatement
You may reinstate a student whom you have inadvertently dropped from your class by completing an *Instructor Drop Reinstatement* form. The reinstatement must be completed prior to the withdrawal date indicated at the top of each roster.

Positive Attendance Roster
Classes that have irregularities in the meeting times or hours or specified as noncredit or open entry/open exit are reported as positive attendance classes. You will receive a *Positive Attendance Roster* prior the beginning of your class if your class is reported as positive attendance. You must indicate the exact number of hours each student attended. It is critical that you complete this roster as soon as your class ends and submit it to the Admission and Records Office.

Record Keeping and Attendance
You are not obligated to keep a record of each student's attendance after the fourth week of classes, but you are encouraged to do so. Also, the college has no stipulated number of class sessions a student is permitted to miss. You may use your own absence policy but make sure that it is clearly expressed in your syllabus. Check with your Faculty Chair to determine the prevailing practice in your department.

Crisis Intervention
The College has created a *Crisis Intervention Flow Chart* to help instructors determine the appropriate response to irregular or disruptive student behavior. If the student exhibits irregular--but not disruptive--behavior, speak to the student privately and confidentially and refer the student to the Health and Wellness Center in SSB 101. Mental health counseling is available for students by a licensed psychotherapist or MFT therapist. You can contact the Health & Wellness Center at 389-3272 (X3272) or see that office's webpage by going to the College website, clicking on *Current Students*, and then *Health and Wellness.*

If you encounter a student with inappropriate disruptive behavior(s), please consult the section entitled *Student Conduct in Class* in this handbook.

Credit by Examination
Students currently enrolled in the college who believe they possess the knowledge or skills equivalent to someone who successfully competes that course may petition for credit by examination. The student must t provide evidence of his/her knowledge and/or skill in the subject. Credit by Examination also requires the approval of a full-time faculty member at the college. If a student approaches you about Credit by Examination, please refer him/her to your Discipline Head or Faculty Chair. http://www.craftonhills.edu/Admissions_and_Records/Enroll/Enrollment_Policies/Credit_by_Examination

Course Outline of Record and Curriculum Revisions

There is an official course outline of record (COR) for all classes taught at the college. You are contractually responsible for teaching to this outline. COR's are revised every six years. To obtain the most recent copies, check with your Faculty Chair or log on to the CurricUNET curriculum management system through the Log-In tab on the College website or at www.curricunet.com/crafton. You can locate course outlines using the *Search Course* feature. If you need assistance logging into CurricUNET, contact the chair of the Curriculum Committee.

Eating and Drinking in the Classroom

The College prohibits eating and drinking in the classrooms and the corridors of the buildings. This regulation applies to instructors and students alike.

Evaluation of Instruction

Evaluations of instructors are conducted with the goal of improving instruction. Full-time faculty members are evaluated during their first year and after that at least once in every three academic years. Part-time faculty are evaluated within the first year of employment and at least once every six regular semesters thereafter.

Early in the semester that you are scheduled to be evaluated, you will receive a memo from your Division Dean with information on scheduling an initial evaluation meeting. During this meeting, your Division Dean will orient you to the evaluation process and outline the necessary requirements including a self-evaluation, submission of course syllabi, student evaluations, a peer evaluation by full-time faculty member (one for part-time faculty and two for full-time faculty), a classroom observation by the Division Dean and a final meeting at which time you will receive a *Formal Evaluation Summary*. If you have any questions regarding the evaluation process, please contact your Division Dean.

Facilities Use Requests

Instructors may request the use of college facilities outside of their regularly assigned time and room. The Facilities Use Request form can be accessed from the College Website. Go to *Faculty and Staff* tab and click on *Facilities Use*. Follow the directions for reserving a room.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. All students attending the College, regardless of age, are afforded these rights. Instructors are not allowed to disclose or discuss a student's academic progress with anyone other than the student. You should not discuss with parents their child's performance in your class (This rule also applies to spouses/partners). Students may waive their FERPA rights in writing using a form available through the Admissions and Records Office. For more information, consult the College Catalog.

Field Trips

According to SBCCD Board Policy 4300, field trips are an extension of the campus instructional program and, as such, must be conducted in a manner similar to on-campus instructional practices such as organization of instructional materials, goal setting, course objectives, student contact, adherence to college rules, regulations, policy, and provisions for classroom safety. Field trips will be approved, subject to administrative review, when campus facilities and equipment do not provide the needed learning

experiences necessary to adequately teach a class or for enrichment. Every field trip must have an educational goal which cannot effectively be obtained from an on-campus activity.

Approval for a field trip requires the completion of the *Request for Approval of Off-Campus Class Meeting* form by the instructor and the *Field Trip Waiver of Claims Acknowledgement* form by each student. Check with your Division Secretary for these forms.

All requests for college-sanctioned class meetings at off-campus locations must be submitted on the appropriate form at least ten days prior to the trip. It is best to have any student who thinks he/she might attend fill out the waiver form. Anyone who does not have a waiver on file may not go on the trip. If any students are high school students, and/or are under the age of 18, their parent/guardian must sign the waiver. Should anyone become injured or is thought to be injured while on the trip, the instructor must notify the appropriate Division Dean's office as soon as possible after the trip. The Dean will then notify the appropriate District personnel. Family members may attend as long as they provide their own transportation. They are considered to be attending voluntarily and not as a part of the class.

Final Exams
Final exams will be administered during the last week of the semester during your regularly scheduled class periods.

Flex Hours (see Professional Development for Full-Time Faculty below)

Grades
You will be expected to award grades according to reasonable standards based on the requirements of the course as outlined in your syllabus and consistent with the official course outline of record. The evaluative grading system used at Crafton Hills College is standard:

> **A** = Excellent
> **B** = Good
> **C** = Satisfactory
> **D** = Passing, less than satisfactory
> **F** = Failing

Crafton Hills College does not award plus or minus grades. The following are other grades that you may assign to students:

Pass-No Pass (P/NP)
Some courses at the college are graded solely on a pass-no pass basis. Students may also elect to be graded on a *pass/no pass* basis by filing a petition anytime between registering for the class and the end of the fifth week for full term classes (or 30% of short term classes). Once a student's petition for such granting has been approved, you will receive notice that the student has elected to take the course *pass/no pass*. After the deadline, the only justification for a change from *pass/no pass* to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

Students electing to be graded on a *pass/no pass* basis must complete all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course. A *Pass* or *P* will be assigned for performance that is equivalent to a letter grade of *C* or better. A student who fails to perform satisfactorily will be assigned a *No Pass* or *NP*. You should advise students that units earned as *P* in most cases cannot be applied to a student's major. Students may take up to fifteen units *pass/no pass*

courses to apply toward meeting graduation requirements, but not to be included in the determination of the students' grade point average. For more information, please consult SBCCD Administrative Procedure 4231.

<u>Incomplete (I)</u>
An *incomplete* or *I* may be assigned at your discretion when a student has completed a substantial portion of the class work but some part of the student's work remains to be completed at the end of the term. Incomplete grades should be reserved for students who experience unforeseeable circumstances that prevent them from completing the course after the withdrawal deadline. They should not be awarded to students to allow students to avoid a poor grade in a course. If you choose to issue an *Incomplete*, you must complete an *Incomplete Grade Report* indicating what the student must do to complete the course and what grade the student will receive if the work is not completed. Give a copy of the form to the student, submit a copy to the Admissions and Records Office and keep a copy for your own records. The Incomplete Grade Report form may be obtained from your Division Secretary or the Admissions and Records Office.

Incompletes must be resolved within one year. When the student completes the work, return your copy of the Incomplete Grade Report to Admissions and Records indicating the grade to be assigned to the student. The majority of students who are assigned an *incomplete* never complete the work—something you should think about when you consider issuing an Incomplete. In the event the student does not complete the work, you should return your copy of the Incomplete Grade Report to Admissions and Records indicating the student should be assigned the grade you previously stated they would earn if the work was not completed. For more information, please consult SBCCD Administrative Procedure 4232.

<u>Withdrawal (W)</u>
A *W* grade will be assigned to students who either withdraw or whom you withdraw between the end of the third week of a full-term class (or 20% of a short-term class) and the end of the eleventh week of a full-term class (or 60% of a short-term class). You may not issue a *W* after the last date to withdraw. At that point, a student must receive an evaluative grade (e.g. *A, B, C, D, F, P, NP* or *I*)

Grade Changes
Individual instructors are responsible for assigning grades. You may change a student's grade within three years by submitting a *Change of Grade Form* to the Admissions and Records office. These forms are never accepted from students. Except in cases of "mistake, bad faith, fraud or incompetence" an instructor's grades are final (see California Education Code, section 76224(a)). Grades cannot be changed for any reason or under any circumstances after 36 months from the end of the term in which the grade was assigned. You may get forms for changing grades from Admissions and Records or online through WebAdvisor. Online forms need to be filled out, printed, signed, scanned, and emailed to grades@craftonhills.edu from your campus email address. For more information, please consult SBCCD Board Policy and Administrative Regulation 5540.

Grade Reporting and Posting
It is very important that final grades be submitted on or before their due date. Grades are due to the Admissions and Records within three working days of the end of the session. Delays are costly to the College and troublesome for the affected students.

<u>Submitting Grades</u>

The preferred method of submitting grades is electronically through WebAdvisor, which will replace the functions of Campus Central. To submit grades electronically through Gradebook, follow these steps:

- Log onto WebAdvisor using the login/password provided by the Instruction Office when your email was set-up.
- Click on the *Faculty* icon, then click on *Grading*.
- Select the term for which you wish to enter grades, and then click on *Submit.*
- Click the radial button next to the course for which you wish to enter grades, then click on *Submit*.
- Enter grades for all students, and then click *Submit* at the bottom of the page.

Once processing is complete, you should receive an e-mail confirmation for your records. Grades submitted electronically are posted immediately to the students' academic record.

If you choose to submit your grades in person, request a Final Roster from Admissions and Records. Input your grades in the far right-hand column, sign, and date the roster and submit to Admissions and Records staff. Grades submitted in person are not posted immediately.

Whether you submit grades electronically or in person, you must submit an Incomplete Grade Report for any students for whom you assigned an *I*. In addition, if you received a Positive Attendance Roster for your class, it too must be submitted to Admissions and Records when you submit final grades.

Posting Grades

The posting of student grades with easily identifiable personal indicators is in violation of the Family Rights and Privacy Act of 1974. However, there are acceptable methods by which instructors may voluntarily provide this service or benefit for groups of students without jeopardizing the student's right to privacy, including:

- Instructors may post student grades by utilizing some derivative of a student's Social Security number - perhaps only the last three or four digits.
- Instructors may post student grades by using their student ID.
- Instructors may voluntarily agree to mail grades if the student provides a self-addressed stamped envelope.
- Instructors may post grades on-line using Blackboard.

Guest Speakers

In accordance with to SBCCD Board Policy 4320, instructors as well as faculty and student organizations, may invite Individuals from off campus to speak to their classes. Instructors must remain in the classroom during the duration of the guest speaker's presentation. Please complete a *Guest Speaker Notification Form* and submit it to your Division Dean. Please contact your Division Secretary if your guest speaker requires a temporary parking permit.

Important Dates

There are various dates throughout the semester when CHC employees are asked to take part in events. Check your contract to see if these are optional or required events based on your position. These celebrations include:

CHC Foundation Gala and Auction (March), Student Recognition Dinner (End of April or Early May), Scholars Convocation (Beginning of May), Graduation Breakfast (End of finals week- morning), and Graduation (End of finals week- evening).

Minors on Campus

Children are not to be brought into the classroom by students or instructors nor left unattended on the campus. The Student Success Program is able to provide referral information regarding childcare facilities on and off campus. For information regarding high school students enrolled in classes, please consult the section entitled *Special Admit Students* in this handbook.

Overloads

After the semester begins, if you are teaching over your contract limit (typically 15 units), you will receive an **Agreement for Temporary, Part-time Teaching Assignment** and five **time sheets** for the semester. You must sign and return your agreement and all time sheets to your Division Dean's office. You will be compensated on a Pay-Per-Course schedule. Compensation for overload classes is included in your regular paycheck on the first of each month.

Petitions

Students who seek exceptions to academic policies outlined in the College Catalog are required to complete a *Petition for Academic Exception*. If a student fails to add a course and wishes to be added after the add deadline, ask him/her to complete a *Petition for Special Privilege*. The student may ask you to provide verification of attendance or supply a recommendation for the petition. Petitions are evaluated by the Academic Exception Committee. If that committee denies a student's petition to be added late, you should not allow him/her to remain in the class. There are many other reasons why a student may file a *Petition for Special Privilege*. For more information, please contact the Admissions and Records Office.

Prerequisite Challenge

Students may challenge prerequisites for courses. If a student approaches you regarding a prerequisite challenge, refer the student to the Counseling Office. In disciplines for which the College does not have a full-time faculty member, your Faculty Chair will confer with you regarding the prerequisite challenge process. http://www.craftonhills.edu/Admissions_and_Records/Enroll/Enrollment_Policies/Prerequisites

Professional Development for Full-Time Faculty (FLEX)

Background and Goals

Legislation (Assembly Bill 1149) was drafted in 1981 to allow colleges the option of using up to 15 days of the 175 day academic calendar for instructional improvement activities. The SBCCD CTA Agreement states that "the work year for a regular ten-month employee shall contain 177 workdays for any academic year and at least 170 days of scheduled classes for students, two service days plus **four (4) days of flex activities** for any academic year" (Article 13, Section A, 2004-2007 Agreement). This translates to a total of **24 hours**, with a **maximum of 6 hours per day**.

Flexible calendar hours can be utilized by faculty any time during the fiscal year, **July 1 through June 30.** Flex activities **must not be scheduled in conflict** with a faculty member's **contractual obligations**. These include instructional schedules, office hours and committee work.

The purpose of the flexible calendar is to provide time for faculty to participate in professional development activities that are related to staff, student, and instructional improvement (Title 5, section 55720).

Hourly Credit for Activity Participation

Faculty who are learners: 1=1

Faculty should receive one-hour credit for each hour of participation in an approved flexible calendar activity. Faculty who are presenters: 1=3
Presenters receive 2 hours of preparation time for each hour of on-campus presentation. Presenters who repeat their programs will be given another 2 hours of preparation for each hour of on-campus presentation.

Reporting Flex Hours
A Flex Activity Report Form must be submitted to the Instruction Office by the end of April. Activities that will be completed by June 30 should be included on this form.

The Professional Development Committee will review these forms as they are received (Title 5 requires that there be an advisory committee for the flexible calendar program and that the approval of individual faculty plans be determined by a peer process). Your form will be returned to you: if you list activities that do not appear to meet the Flex guidelines, or if there are questions as to the nature of any of the activities. You will need to respond to the committee's questions and to return the form in a timely manner. The committee will submit its final report to the college President by commencement day.

Special Conditions
Sabbaticals, Re-Training Leaves, Leaves Without Pay, Teaching Exchanges:
Faculty in the above categories are not required to participate in Flex activities for the period of the special assignment.
Faculty taking *Load-Banked* time:
Faculty in this category are required to complete their Flex obligation.

Professional Development for Part-Time Faculty
Part-time faculty who teach are eligible to earn an additional eight hours of professional development pay per class, with a maximum of sixteen hours for multiple classes. Of these hours, half are for student contact outside of regularly scheduled class time, and the rest are reserved for personal professional development activities, such as committee work, attending department meetings, volunteering at a Help Desk, or attending conferences on or off campus.

To receive *professional* development pay, you must complete a two-part *Professional Development form Agreement* (see appendix). You must complete Part One, which indicates your plan for professional development activities during the semester and submit it to your Department Chair early in the semester (September 1 for the fall semester and February 1 for the spring). You must submit Part Two of this form near the end of the semester. This form indicates the activities you have participated in. Completed Professional Development forms must be signed by your Department Chair and submitted to your Dean's office by December 1 (for the fall semester) and May 1 (for the spring semester). Compensation for your approved professional development will be included in your last paycheck for the semester. Professional development pay is not offered for summer session.

Repeating Courses
Students are allowed to repeat courses identified with an *x2, x3 or x4* designation in the course title and number (e.g. LRC 900X4). Students who earned a substandard grade of D, F, or NP in a course may repeat that course twice. Only the units and the grade for the course taken most recently will be used to compute

the student's GPA and to count for degree or certificate requirements. However, the student's grades from all attempts will remain on his/her academic record. Courses in which students earn a successful grade of A, B, C or P may be repeated only upon petition establishing circumstances that will justify such repetition. Refer to the College Catalog for more details.

Smoking
The college prohibits smoking and other tobacco use in all buildings on campus. Smoking and tobacco use is limited to designated smoking areas on campus. This regulation applies to employees and students alike.

Special Admit Students
The College may admit high school students who have completed the tenth grade and who are judged to be capable of benefitting from college work. Applications are reviewed and approved by the Dean of Student Services and Student Development. In extraordinary circumstances, a student who has not completed tenth grade may be admitted on a course-by-course basis. The instructor of record will have the final perogative of whether a student below grade 11 will be allowed to enroll in his/her class. All special admit students are bound to the requirements of the syllabus. Course content is non-negotiable and parents of special admit students may not attend class unless they too are registered for the class.

Student Attendance
As an instructor, you are obligated, at the beginning of the semester, to announce your policy regarding attendance in the syllabus. The college has not stipulated a set number of class sessions a student is permitted to miss. When a student is absent beyond the limit you have established and included in your syllabus, you may consider dropping that student for excessive absences. However, you should enforce your policy consistently. Ultimately, the student is responsible for withdrawing from classes he/she does not attend regularly and to discuss anticipated absences with his/her instructor.

Student Conduct in Class
If in your judgment, a student is disruptive in class and you have made reasonable efforts to address the behavior either orally or in writing, you may dismiss him/her from that class meeting and the next class meeting. If you dismiss a student, you are required by SBCCD Board Policy 5500 to notify the Vice President of Student Services of the suspension as soon as possible. Complete a *Disruptive Student Behavior Incident Report,* available from your Division Secretary and the Vice President of Student Services or online at http://www.craftonhills.edu/faculty-and-staff/student-conduct/index.php. This report form is also available from the College website. Go to the *Faculty and Staff* tab, then click on *Policies*, then *Student Conduct* and the *Disruptive Student Behavior Incident Report*. Alternatively, you can send an e-mail to the Vice President of Student Services with the information from the form or contact the Vice President of Student Services via phone at (909) 389-3355 (X3355). When you dismiss the student, you should also direct the student to the Vice-President of Student Services. The student cannot return to class during this short suspension without agreement between the instructor and the Vice-President of Student Services. The Vice-President of Student Services will review the suspension and will likely confer with you before speaking with the student. Board Policy authorizes the Vice President of Student Services to decide on additional penalties or to return the student to class.

Your safety and the safety of your students should be your first concern. If you should incur serious disruption and/or violence in your classroom and a student becomes a threat to you, other students or themselves, contact Campus Police immediately at (909) 389-3275 (X3275).

Student Grievances

Students may file a grievance for any of the following reasons: any act or threat of intimidation, harassment (sexual or other), discrimination, physical aggression or any arbitrary action or imposition of sanctions without a proper regard to academic due process as specified in college procedures. For more information review SBCC Board Policy and Administrative Procedure 5530.

Telecommuting

Some of the hours of a faculty member's assignment may be met by telecommuting. Telecommuting is a term which recognizes the ability of any bargaining unit member to meet his/her professional obligations by working at an off-site facility. When student-teacher contact is required or campus responsibilities such as committee meetings arise, faculty must report to District facilities to meet such responsibilities.

Telecommuting schedules shall ensure that the faculty members are available to meet the needs of the students, the department and other campus responsibilities. Faculty must list on their course syllabus the days/hours they are available on campus and off-campus (listing the phone number where they can be reached) for regular office hours.

Unit members must be accessible in the pre-set, arranged time they are telecommuting. The person can be reached by a variety of ways: telephone, voice mail, answering machine or fax. Return calls must be made within 15 minutes, unless other arrangements have been made with their department.

INSTRUCTIONAL AND STUDENT SUPPORT SERVICES

Audio-Visual Services

Most rooms at the College are equipped with instructional technology, including LCD projectors. If you need equipment such as an LCD projector, TV, DVD or VCR player, overhead projector, or laptop, please make your request at least one week in advance. To do so, contact Audio-Visual Services at (909) 389-3316 (X3316) or visit the Audio-Visual Services website at
http://www.craftonhills.edu/Faculty_&_Staff/Tech_Services/Audio_Visual/index.php.

Career Center

Career Services provides specialized services and information to assist students with career planning, including: career assessment, career exploration, labor market statistics, and information about the training and education required for many career choices.

Information regarding careers is available through web-based career search applications, workshops, and the annual career fair.

Workshops are available to assist students with the skills necessary to obtain and keep a position.
Topics include resume writing, interviewing, job etiquette and more

The Career Center also sponsors job fairs and an annual career fair in April.
For more information you can email the counseling office at counseling@craftonhills.edu or check the website at http://www.craftonhills.edu/Current_Students/Counseling/Career_Services

COACH Cupboard

Hundreds of students are impoverished and experience food insecurity. CHC is committed to helping students engage, learn and advance. This is difficult to do for students who cannot satisfy their nutritional needs. Currently, COACH Cupboard––located in the old gymnasium, formerly the office space of Campus Police—provides students in need with non-perishable food and personal hygiene items.
This facility operates almost entirely on donations from students and staff. To keep our Cupboard stocked, we are asking for weekly non-perishable donations. Donations may be dropped off from 8 a.m. -1 p.m., Monday- Thursday. If the room is not open, please put items in a bag or box and place them next to the door. As you do your own shopping, consider picking up some extras for our students.
http://www.craftonhills.edu/Current_Students/COACH_Cupboard

Computer Labs

General use computer labs for students are available in the Learning Resource Center and the tutoring center. In addition, computer labs, including LRC 208, "the Fishbowl," are available in the LRC for instructors who wish to reserve a lab for single day use throughout the semester. To schedule use of a computer lab, please contact the Coordinator of Library Services at (909) 389-3323 or library_assistance@craftonhills.edu. Other labs throughout campus--including LADM 101, 216, 217 and SCC 202--are generally devoted to instructional use. Classes scheduled in those rooms will have priority. To request use of an instructional computer lab, complete a Facilities Use Request form online at http://www.craftonhills.edu/Faculty_&_Staff/fac_use_form_new.php.

Copy Services

You may order copies through our District print shop using the Print Shop Pro program. First go to the following site: http://webdeskpsp.sbccd.cc.ca.us/PSP/app/web/reg/reg_display.asp. or from the Crafton Hills College web page (http//:www.craftonhills.edu), click on *Faculty and Staff* near the top of the page. Then click on *Services* and then *Copy Services*. Click on that item and you will go to a document explaining how to use Print Shop Pro. Follow the links to register. Use exactly the same user name and password as you do for your District email account, although you may change your address after you are registered.

Once you get an e-mail confirming that you are registered (usually in a day), you can order on-line by going to the Print Shop Pro site and clicking *Order Online with Print Shop Pro* and following the directions. Most orders are delivered to your mailbox in a day or two.

You may also use one of our many new high-capacity, color copiers on campus. If you are a full-time instructor, your office computer is set up to print at a near-by copier. If you are a part-time instructor, you may copy from a computer available to part-time faculty using you District account number.

If you would prefer, you may have copies produced by emailing orders to teachaids@craftonhills.edu or calling Teaching Aids at (909) 389-3319 and making an appointment to drop off the documents you would like copied.

Counseling

The Counseling Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist students in identifying goals and developing a long term educational plan to reach goals. A Veterans' Counselor is available by appointment. Information and guidance are available to assist with developing plans to meet career/vocational goals as well as transfer goals. Counselors see students on a walk-in basis during peak dates and on a walk-in or appointment basis during off-peak dates. The Counseling Center also houses Career Services and the Student Success Program. For more information, contact Counseling at (909) 389-3366 (X3366) or visit the Counseling website at http://www.craftonhills.edu/counseling.

Disabled Student Services

Disabled Student Programs and Services (DSPS) facilitates equal opportunities for an education commensurate with the individual's abilities, interests, goals and needs. DSPS provides support services, specialized equipment and educational accommodation to students with physical and learning disabilities so they can participate fully and benefit equitably from the college experience. To qualify for support services, students must be enrolled at Crafton Hills College, have a verifiable disability that results in an educational limitation that inhibits the student's ability to participate in the general offerings of the college without additional specialized services and have the ability to benefit from instruction. DSPS staff is not permitted to discuss the nature of a student's disability with instructors.

Students may request academic accommodations in their classes, including note taking services and test accommodations and proctoring. To be eligible for such accommodations, the student must present paperwork to you as the instructor from the DSPS office in a timely manner. If a student approaches you regarding an accommodation and does not present eligibility paperwork or fails to present it in a timely manner, refer that student to the DSPS office. Paperwork for eligible students who have been approved for program services will identify the accommodations the student is eligible for. Complete a copy of the form,

attach it to the assignment or assessment and return it to Disabled Student Services. You can elect to pick up the assignment or assessment yourself or have it returned through interoffice mail.

If you suspect a student may have an undiagnosed disability or is disabled and is not accessing services, refer him/her to DSPS. For more information, contact Disabled Student Services at (909) 389-3325 (X3325) or visit the DSPS website at
http://www.craftonhills.edu/Student_Resources/Disabled_Student_Services/index.php.

Diversity and Inclusion
Diversity and Inclusion (D&I) provides a welcoming environment to our evolving campus population and empowers each member of the community to flourish. This occurs through critical reflection, acceptance, and the quest to find our individual truths. D&I is responsible for intentionally educating and raising awareness of diversity in all of its forms through collaboration and advocacy.

Early Alert
Early alert allows faculty to reach out to students who are having trouble in their classes and connecting those students with the Student Success and Support Program, which is designed to connect students who need support with the office or individuals, both on- and off-campus, who can best provide that support.

EOPS
Extended Opportunities Programs and Services (EOPS) is a state funded program that provides services to full-time community college students from various backgrounds to continue their education. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at the College. EOPS students are required to submit progress reports a mid-semester. If an EOPS student asks you to complete this report, please provide information on his/her form, which indicates attendance and academic progress. EOPS also provides service to students eligible for CARE and CalWORKs. For more information, contact EOPS at (909) 389-3239
(X3239) or visit the EOPS website at
http://www.craftonhills.edu/Student_Resources/EOP&S,_CARE_&_CalWORKs/index.php.

Financial Aid
The Financial Aid Office helps students secure financial assistance to defray some of the costs of attending college.   Financial aid may include grants, loans and Federal Work Study. To be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). The application process and eligibility requirements for financial aid can be complex. Withdrawals and unsuccessful course completion can have an impact on financial aid eligibility, but should not dictate your decision regarding assigning grades or dropping students. Refer students to the Financial Aid Office for more information.   For more information, contact Financial Aid at (909) 389-3240 (X3240) or visit the Financial Aid website at
http://www.craftonhills.edu/Student_Resources/Financial_Aid/index.php.

Fitness Center and Pool
Crafton Hills College has a fitness center that is accessible to faculty and staff during specific open-gym hours. The facility has a limited number of treadmills, ellipticals, stationary bikes, free weights, and weight machines. A fitness attendant is in the facility anytime it is open for open gym. The pool is a 19-lane 25-yard or 8-lane 50-meter (depending on set up) Olympic size pool. It is7 feet deep from end to end (no shallow water) and kept at 79-81 degrees year round. Kickboards, pull buoys, float belts and water exercise bar bells

are available for use. A lifeguard is on deck anytime open lap swim is scheduled. Faculty and Staff are able to use the gym, pool, locker room facilities during certain hours, for a nominal fee. Please contact Heather Chittenden, hchittenden@craftonhills.edu, for this semester's schedule and fees.

Health and Wellness Center

Nurse and nurse practitioner services are available through the Health and Wellness Center to provide first aid and primary care services for illness or injury. This office provides many other services. These include health evaluation and counseling, health advocacy and promotion, physical exams, medications, laboratory testing, blood pressure screening, immunizations, TB skin testing, pregnancy testing, birth control, emergency contraception, cervical and breast cancer screening, STD testing and treatment, HIV/AIDS testing, body fat testing, nutrition and weight management, stress evaluation and counseling, crisis counseling, personal counseling by a licensed Marriage Family Therapist, alcohol and drug abuse evaluation and counseling, vision and hearing tests, referrals to low-cost community health services. The Health and Wellness Center is open Mondays through Thursdays 8:00 am - 6:00 pm and Fridays, 8:00 am - 1:00 pm. For more information, contact the Health and Wellness Center at (909) 389-3272 (X3272) or visit their website at http://www.craftonhills.edu/Student_Resources/Health_Center/index.php.

Honors Program

The College Honors Institute (CHI) strives to provide highly motivated students who have demonstrated outstanding academic achievement the opportunity to pursue their individual scholarly interests, participate in an intellectual community of students and interact with professors interested in enriching students' academic performance. As a result of the College's membership in the Honors Transfer Council of California (HTCC), students participating in the College Honors Institute have opportunities for priority admission and scholarship considerations at universities throughout California. Admission to the College Honors Institute is open to new students with a high school GPA of 3.0 (or requisite ACT/SAT score) and current students who have completed 12 transfer-applicable units with a 3.0 or higher. Eligibility for ENGL 101 and transfer-level mathematics is also required. To learn more about the College Honors Institute, including learning about teaching honors course, contact the Honors Program Office at (909) 389-3500 (X3500).
http://www.craftonhills.edu/Admissions_and_Records/Honors_Recognition_Programs

Library

The Library is located in the Learning Resource Center and is open Mondays through Thursdays, 8:00 am till 9:00 pm and Fridays from 8:00 am – 4:00 pm. The Library has computers for student and community use; a collection of over 60,000 volumes, periodicals, video and DVDs; as well as a periodical system with full-text capacity available for students on-line at home and at the college. Reference librarians are available to assist faculty and staff in locating information. Library orientations for your classes are also available. Please contact a member of the Library staff to schedule an orientation. The Library does not buy textbooks. If you would like to have copies of the texts you are using available for student use, you should take a copy of the text to the Library and have it placed on reserve. Departments who use common texts in their courses often have copies placed on reserve. Please check with your Faculty Chair. For more information, contact the Library at (909) 389-3322 (X3322) or visit the Library website at http://www.craftonhills.edu/Student_Resources/Library/index.php.

Safe Space Allies Training Program

Safe Space is a program that helps students of diverse backgrounds identify Crafton Hills College faculty, staff and administrators whom they can approach for support and guidance without fear or judgment. Safe Spaces are created for members of the Lesbian, Gay, Bisexual, Transgendered and Questioning (LGBTQ) community, although all students are welcomed and included. This training program offers various workshops to all interested College employees to support them in providing support and referrals to LGBTQ students. If you are interested in learning more about the Safe Space program, please contact either Breanna Andrews, Assistant Professor of American Sign Language at bandrews@craftonhills.edu or (909) 389-3338 (X3338), or Rick Hogrefe, Dean of Arts and Sciences at rhogrefe@craftonhills.edu or (909) 389-3205 (X3205).

Student Life

The Office of Student Life houses the Associated Students of Crafton Hills College (e.g. Student Senate), oversees student clubs and organizations and sponsors student programs and activities. Student identification cards and AS stickers are available through the Office of Student Life. Identification cards are required for some instructional programs, to access many college services, and to qualify students for purchase of discount amusement park or movie theater tickets. For more information, contact the Office of Student Life at (909) 389-3410 (X3410) or visit the Student Life website at http://www.craftonhills.edu/Student_Resources/Student_Life/index.php.

Teaching and Learning Center (TLC)

The *Teaching and Learning Center* is designed for all employees to partake in professional development activities, collaborate with one another, or work independently. The TLC is located in LRC 107. It is open during normal business hours and has various technology and resources available.

Technology Services

Technology Services provides support for all of the technology on the Crafton Hills College campus. This office is prepared to help with setup, maintenance and repair of computers and other equipment throughout the campus. For more information, contact Technology Services at (909) 389-3550 (X3550) or visit the Technology Services website at
 http://www.craftonhills.edu/Faculty_&_Staff/Tech_Services/index.php.

Testing Center

The CHC Testing Center administers a wide variety of exams to Crafton students, Distance Ed students and various campus departments. We administer:

First-Time Students
Accuplacer Assessments for initial placement into courses, and Challenge exams for students who would like to try to place higher than their assessment results

Current Students
Accuplacer Assessment for placement into courses they have not taken since the previous assessment and not the placements have expired, Challenge exams for students who would like to try to place higher than their assessment results, or the courses that is their current level of eligibility, and Make-up exams for currently enrolled courses.

We also test CHC Respiratory students, CHC Paramedic students, CHC EMT students, and CHC DSPS students, and offer Distance Ed proctoring to the public.

ALL EXAMS ARE BY APPOINTMENT ONLY (except assessment)

If your student needs to take a make-up exam, please email us and have your student email us for an appointment. The Assessment Center is located in SSB-108 and can be reached at 909-389-3361 or testcenter@craftonhills.edu.

Transfer Center

The Transfer Center assists students with the process of transferring to four-year colleges and universities to ensure a smooth transition. In the transfer center students have access to current catalogs from California public universities (both in print and on the web), current articulation agreements between Crafton Hills College and many public and private institutions, and CSU and UC admissions information and applications. The Center also provides access to web-based transfer research sites. Representatives from local four-year public and private institutions are available by appointment on a regular basis to provide more in-depth information on programs and transfer requirements to their specific institutions. Workshops on preparing applications and other topics are sponsored by the Transfer Center on an ongoing basis. For more information, please contact the Transfer Center at (909) 389-3393 (X3393) or visit the Transfer Center's website at http://www.craftonhills.edu/transferservices.

Tutoring Services

The Tutoring Center, located on the ground floor of the Learning Resource Center (LRC), is open Mondays through Thursdays, 8:00 am – 8:00 pm and Fridays from 8:00 am – 2:00 pm. The Tutoring Center provides free tutoring for a variety of subjects and skills, including math, writing, foreign languages and the sciences. Tutoring is available by appointment with limited walk-in availability. Tutoring is not available in all disciplines. Please contact a member of the Tutoring Center staff for tutor availability.

 The Tutoring Center also offers study rooms for students to use individually or in small groups and workshops on a variety of topics such as test-taking tips, note-taking strategies, and time management. For information regarding the availability of these services, please contact a member of the Tutoring Center staff at (909) 389-3312 (X3312) or visit the Tutoring Center website at http://www.craftonhills.edu/Student_Resour_ces/Learning_Center/index.php.

INFORMATION AVAILABLE ON OUR WEBSITE

A wealth of information can also be found at:
http://www.craftonhills.edu/faculty-and-staff/navigator-online-resource/index.php

FORMS

Crafton Hills College
Grade Change

[Reset] [Print]

All Sections Must Be Completed

In accordance with CCR Title 5, §55760, the instructor has sole authority to assign a grade or to change a grade. San Bernardino Community College District Policy (4234 AR) provide that grades may be changed by the instructor within three years from the posting of the grade. Instructors have final authority to assign each student's grade. Grades represent the instructor's final decision as to the student's achievement.

Student Name: _____ _____ _____   _____
           (Last)   (First)   (MI)   (Student I.D. #)

TERM: ☐Spring   ☐Summer   ☐Fall   20 _____
            (Please Check One)   (year)

COURSE NAME _____   _____ _____
                                       Ref. #   Section #

OLD GRADE: _____   **NEW GRADE:** _____

Reason for Change (required): _____
_____
_____

_____
(Instructor Name, Please Print)

_____   _____
(Instructor Signature)   (Date)

OFFICE USE ONLY

Processed by_____

Date Completed _____

Rev. 01/13 A/R

Received By: _____
Date Stamp Below

White: Admissions Office   Yellow: Instructor   Pink: Student

Admissions & Records Office
11711 Sand Canyon Road
Yucaipa, CA. 92399-1799
P: (909) 389-3372 F: (909) 389-9141
Web: www.craftonhills.edu

CRAFTON HILLS COLLEGE
Your Future Is On The Rise

Crafton Hills College
Incomplete Grade Submission
Faculty Use Only

All Sections Must Be Completed

Student Name: _____ _____
(Last)   (First)   (MI)   (Student I.D. #)

TERM: ☐Spring   ☐Summer   ☐Fall   20_____
(Check Only One)   (Year)

Due to justifiable reasons the above named student has earned an Incomplete ("I") in the following:

Course Name _____ _____ _____
                                                                    Ref. #   Section #

This Incomplete ("I") may be resolved no later than one year following the end of the term in which it was assigned. The conditions for the removal of the Incomplete ("I") and the grade to be assigned in lieu of its removal are stated below:

_____

_____

_____

_____

_____

If this work is not made up, the Incomplete ("I") converts to an: A B C D F P NP
                                                                    (Circle Only One)

_____
(Please Print Name Clearly)

_____   _____
(Instructor's Signature)   (Date)

NOTE: Student, for further clarification of assignment please contact your instructor.

This student completed the work for the Incomplete ("I") and the grade is: A B C D F P NP
                                                                            (Circle Only One)

_____   _____
(Instructor Signature)   (Date)

Posted by: _____   _____
                                                          (Date)

Received By: _____
Date Stamp Below

Title 5 # 55023(e)
Rev. 02/09 A&R

REQUEST FOR APPROVAL OF
OFF-CAMPUS CLASS MEETING

TO: VICE PRESIDENT, INSTRUCTION

1. Course: _____ _____ _____
                           Section Number   Course Number   Regular Meeting Time

2. Location of off-campus
   class meeting: _____

3. Date and time of this meeting: _____

4. Purpose of this meeting: _____

5. CHECK EITHER A or B
   A. _____ Students are responsible for their own transportation.
   B. _____ This is a budgeted field trip with transportation provided by the college.

Note: Attach to this form a list of those students attending this event.

I hereby request approval to conduct this class activity at the location and time indicated above. The class will be under my supervision and direction while it is meeting at the off-campus site.

*Instructor Requesting: _____
                                        (signature)

                                            _____
                                              (date)

*Please submit this form to your Division Dean at least ten working days prior to the field trip.

**Recommended: _____ _____
                              Division Dean   (date)

**Please submit this form to the Instruction Office for both day and evening field trips.

Approved: _____ _____
                        Vice President, Instruction   (date)

— —

NOTE: All requests for college-sanctioned class meetings at off-campus locations must be submitted to the Vice President's Office on this form at least one week prior to the off-campus meeting.

6/03

White: Instruction Office, Yellow: Division, Pink: Instructor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
FIELD TRIP WAIVER OF CLAIMS ACKNOWLEDGMENT

Name of Student Participant: _____

Student ID Number:_____

Trip Locations: (Name & City, State) _____

_____

Date(s) of Field Trip _____

Purpose of Field Trip: _____

I, the undersigned, am of the age of majority (18 years or older), **or** am the parent or legal guardian of the student participant.

I understand that I am, by law, deemed to have waived all claims against the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT or the State of California for injury, accident, illness, or death occurring during or by reason of the college activity in accordance with the requirements of Education Code 35330 (d) and Title V, Division 6, Subchapter 3, Article 2, 55220.

Under penalty of perjury, I the under signed have read, understood, and agree to the above and have signed of my own free will.

STUDENT'S SIGNATURE _____DATE_____

COMPLETE IF STUDENT IS A MINOR (UNDER 18 YEARS OF AGE):

PARENT'S OR
GUARDIAN'S SIGNATURE _____DATE _____

PARENT'S OR
GUARDINAN'S PRINTED NAME_____

Contact Phone Number _____

DISTRIBUTION AND USE
(On Reverse Side)

Revised 06/12/2014

San Bernardino Community College District
Crafton Hills College
Academic Hourly Absence Report

Date	Course Number	Day	Time	Substitute

Please Circle Appropriate Code:

S   Sick Leave   Personal illness, doctor or dental visits

P   Personal Necessity   E.C. 87781 & 87784: Attach copy of prior approval from
                                        Chancellor (Form P-016).

A   Absence   Leave without pay - personal business.

I   Industrial Accident or injury   Medical documentation forward to Human Resources.

B   Bereavement Leave   E.C. 87788
                                        Name of deceased _____

                                        Relationship to employee or spouse _____

                                        Location traveled to by employee as result of death:

                                        _____   _____
                                        City   State

J   Jury Duty   Attach copy of jury duty certification.

I certify that the above information is correct.

_____   _____   _____
Signature   Print Name   Last 4 SSN

Approved
by: _____
                    Responsibility Center Manager

Payroll-012   04/12 Revised

CRAFTON HILLS COLLEGE
PROFESSIONAL DEVELOPMENT AGREEMENT
FOR PART-TIME FACULTY

PART ONE – Your Tentative Plan

- Part-time faculty members will be paid an additional **4** hours of professional time per course for courses of **at least one unit credit** for student contact, orientation, committee work, mentoring sessions, etc. up to a maximum of **8** hours per semester.
- There will also be an additional **5** hours per course for courses of **at least one unit credit** specifically designated for <u>student contact</u> up to a maximum of **10** hours per semester.

Complete the following agreement, working with your Faculty Chair. **Part One** asks you to identify the professional development activities you hope/plan/expect to engage in during the semester. **Part Two**, which should be completed after you have engaged in these and/or other qualified activities, asks you to identify what you actually did. Please note that Part One is designed to be flexible and that you are not obligated to do everything you listed there.

To receive compensation, you must complete your professional development activities and submit both Parts ONE and TWO by the deadline date indicated on Part Two.

NAME_____ DISCIPLINE_____

SEMESTER   Fall_____   Spring_____

Check as many of the following as apply, elaborating where appropriate and/or possible. Feel free to add anything that is not listed below:

___ Part-Time Faculty Meeting

___ Workshops (on-campus or off-campus): _____

_____

___ Discipline-specific conferences: _____

_____

___ Department meetings

___ Academic Senate meetings

___ Computer/high technology training

___ Modification of a course to address the needs of diverse students

    Course name: _____

___ Student contact outside of scheduled class meetings

___ Other

I understand that I will be paid at the non-instructional rate as compensation for professional development as part of my contract with the college.

_____   _____
Signature   **Print name**

_____   _____
Signature of Faculty Chair   **Date**

Revised August 9, 2016

CRAFTON HILLS COLLEGE
PROFESSIONAL DEVELOPMENT AGREEMENT
FOR PART-TIME FACULTY

PART TWO – Completed Professional Development Activities
FALL Deadline: December 1
SPRING Deadline: May 1

Describe the activities in which you engaged, distinguishing between non-student-contact activities and student-contact activities:

SEMESTER _____

    Course Name _____ **UNIT CREDITS:** _____

    Course Name _____ **UNIT CREDITS:** _____

Non-Student Contact Activities	Date	Location	Number of Hours

(Should not exceed 8 hrs) **TOTAL HOURS:** _____

Student Contact Activities	Date	Location	Number of Hours

(Should not exceed 10 hrs) **TOTAL HOURS:** _____

I certify that I engaged in the above activities during the semester in question.

_____   _____
Signature   **Print name**

As Faculty Chair I have conferred with the above faculty member and verified the completion of this faculty member's professional development activities.

_____   _____
Faculty Chair Signature   **Date**

_____   _____
Responsibility Center Manager Signature   **Date**

Revised August 9, 2016

STAFF DIRECTORY (6/30/16)

Administrative Services		FAX 794-6984	
Gimple, Tina Marie	Administrative Coordinator	389-3211	CCR 246.1
May, Anquanetta	Switchboard Operator	389-3692	CCR 234
Strong, Mike	Vice President	389-3210	CCR 246

Admissions and Records		FAX 389-9141	
Aycock, Larry	Coordinator	389-3663	CCR 112
Garcia, Kristin	Admissions & Records Technician	389-3367	CCR 111
Rush, Steven (Steve)	Admissions & Records Specialist/ VA Certifying Official	389-3256	CCR 113
Simpson, Floyd	Admissions & Records Technician	389-3371	CCR 111
Tinoco, Michelle	Admissions & Records Lead Evaluator (Interim)	389-3369	CCR 115
Uribe, Reyna	Admissions & Records Technician	389-3661	CCR 111
VACANT	Admissions & Records Lead Evaluator	389-3370	CCR 114

Aquatics Center		FAX 794-0423	
Chittenden, Heather	Director	389-3605	KHA 105
Fellenz, Kathy	Pool Attendant	389-3606	KHA 123
VACANT	Pool Attendant	389-3604	KHA 123

Bookstore		FAX 389-3636	
Chavez, Gloriann	Director	389-8665	CCR 144
Davila, Maria	Bookstore Assistant II	389-3521	CCR 138
Moreno, Carol	Book Buyer	389-3247	CCR 138
Wheeler, Kaila	Bookstore Assistant I	389-3228	CCR 145

Business, Economics & Information Technology		FAX 794-0423	
Allen, Denise	Faculty	389-3603	CNTL2 139
George, Kenneth	Faculty	389-3304	CNTL2 137
Johnson, Corey	Lab Tech	389-3236	CNTL2 140
Mansourian, Farhad	Faculty	389-3348	ARTS 119
Yau, Margaret	Faculty Chair	389-3521	CNTL2 138

Cafeteria		FAX	
Irgang, Peggy Jane	Food Service Specialist	389-3376	CCR 146
Rea, Maricela (Marti)	Cafeteria/Snack Bar Manager	389-3376	CCR 145

Campus Business Office		FAX 794-6984	
Davis, Lynnette	Account Clerk II	389-3218	CCR 119
Calderon-Cruz, Cinthia	Account Clerk I	389-3295	CCR 119

Career Education & Human Development		FAX 794-0423	
Bender, Mary	Administrative Secretary	389-3344	CCR 240.1
Yamamoto, June	Dean	389-3214	CCR 240

Child Development Center		FAX 389-3620	
Blue, Robyn	Child Care Assistant	389-3400	CDC
Brydson-Horton, Annie	Child Care Assistant	389-3400	CDC
Geissinger, Amy	Child Care Assistant	389-3400	CDC
Holtegaard, Alisa	Child Care Teacher	389-3400	CDC
Johle, Christina	Child Care Teacher	389-3400	CDC
McGee, Stephanie	Child Care Teacher	389-3400	CDC
Rivera, Valerie	Child Care Assistant	389-3400	CDC
Ramirez, Berenice	Child Care Assistant	389-3400	CDC
Wasbotten, Deborah	Director	389-3401	CDC 102

Communication & Language		FAX 794-0423	
Andrews, Breanna	Faculty Co-Chair	389-3338	ARTS 115A
Hogrefe, Rick	Faculty Co-Chair	389-3235	ARTS 110
Kozanova, Marina	Faculty	389-3345	ARTS 128B
Schmidt, Jeffrey	Faculty	389-3342	ARTS 125
Urbanovich, Jimmy	Faculty	389-3377	ARTS 109

Copy Services		FAX	
Main Department Number	teachingaids@craftonhills.edu	389-3319	
Bruner-Jones, Sherri	Clerical Assistant II	389-3310	CCR 241.2

Counseling		FAX 794-3863	
Abeyta, Rebecca	Secretary II	389-3366	CCR 201
Bogh, Debbie	Counselor	389-3359	CCR 208
Colvey, Kirsten	Dean, Counseling & Matriculation	389-3327	CCR 239
Dial, Troy	Counselor/Articulation Officer	389-3357	SSB 211
Grabow, James	Counselor	389-3285	CCR 206
Gist, John	Counselor	389-3364	CCR 210
Vacant	Senior Student Services Technician	389-3452	CCR 202
McAtee, Robert	Counselor – Faculty Chair	389-3324	CCR 203
Orta, Rebecca	Senior Student Services Technician	389-3450	CCR 202
Sternard, Evan	Counselor	389-3329	CCR 204
Thornton, Carla	Veterans Counselor/Coordinator	389-3366	CCR
Vasquez, Violeta	Counselor	389-3334	CCR 209
Wilson, Kathy	Administrative Secretary	389-3204	CCR 239.1
Xayaphanthong, Soutsakhone	Counselor	389-3212	CCR 207

Custodial		FAX	
Almanza, Jeremiah	Custodian I	389-3238	Custodial
Bryson, Richard	Lead Custodian (Day) Interim	389-3385	Custodial
Camarena, Armando	Custodian I	389-3238	Custodial
Carrillo, Minerva	Custodian I	389-3238	Custodial
Chavez, Edward	Warehouse Tech	389-3379	Custodial
Crooks, Jeremy	Supervisor	389-3375	Custodial
Gonzalez, Moises	Custodian I	389-3238	Custodial

Holt, Kelly	Lead Custodian (Night)	389-3238	Custodial
Johnson, Daniel	Custodian I	389-3238	Custodial
Lee, Jason	Custodian I	389-3238	Custodial
Lopez, Richard	Custodian I	389-3238	Custodial
Mena, Matthew	Custodian I	389-3238	Custodial
Nguyen, Ben	Custodian I	389-3238	Custodial
Osornio, Angel	Custodian I	389-3238	Custodial
Quach, An Dang	Custodian I	389-3238	Custodial
Sanchez, Mark	Custodian I	389-3238	Custodial

Disabled Students Program & Services (DSPS)		FAX 794-3684	
VACANT	Coordinator	389-3578	CCR 107
Monique Marrujo	Senior Student Services Technician	389-3452	CCR 110
Vonda O'Shaughnessy	Learning Disabilities Specialist	389-3314	CCR 106
Townsend, Jonathan	Instructional Assessment Technician	389-3453	CCR 102
VACANT	Assistive Technology Specialist	Xxx	Xxx

Emergency Medical Services		FAX 794-0423	
Aten, David	Laboratory Technician	389-3502	PSAH 105
Crow, Kathryn (Kathy)	Faculty	389-3220	PSAH 105E
Green, Laurie	Faculty	389-3254	PSAH 105B
Holbrook, James (Jim)	Faculty	389-3251	PSAH 105C
Lara, Naomi	Secretary II	389-2252	PSAH 105
Reese, Gary	Director	389-3255	PSAH 105D
Word, Dan	Director, Paramedic	389-3570	PSAH 105F

Emergency Training Center		FAX 382-3462	
Pister, Carol	Clerical Assistant II (not SBCCD staff)	389-3208	SBRETC
Sweeting, Christina	Program Administrator (not SBCCD staff)	389-3216	SBRETC

English		FAX 794-0423	
Anderson, Jonathan	Faculty	389-3346	
Bartlett, Ryan	Faculty	389-3373	BC 105
Brown, Robert	Faculty Chair	389-3566	SSB 206
De la Peña, Susana	Faculty	389-3347	SSB 210
DiPonio, Gwen	Faculty	389-3332	SSB 209
Langenfeld, Liz	Faculty	389-3340	SSB 214
Phillips, Ted	Faculty	389-3297	SSB 208

Extended Opportunity Programs and Services (EOP&S)		FAX 389-3621	
Chavira, Rejoice	Director of EOPS/CARE/CalWORKs	389-3456	CCR 217
Harris, Kashaunda	Counselor	389-3239	CCR 215
Rodriguez, Nati	Senior Student Services Technician	389-3318	CCR 216
Schoenfeld, Racquel	CARE/CalWORKs Counselor	389-3299	CCR 214
Vacant	Senior Student Services Technician	Xxx	xxx

Facilities		FAX	

Cook, Larry	Director	389-3384	PAD
Crooks, Jeremy	Custodial Supervisor	389-3238	PAD
Pompa, Rebecca M	Clerical Assistant II – Facilities Use	389-3217	PAD 112

Financial Aid		**FAX**	
Hayton, Claudia	Clerical Assistant II	389-3277	CCR 121
Lehman, Veronica	Financial Aid Specialist	389-3240	CCR 126
Moore, Christin	Financial Aid Specialist I	389-3242	CCR 121
Vacant	Clerical Assistant I	389-3223	CCR 121
Muskavitch, John	Director	389-3269	CCR 124
Sousa, Juanita	Financial Aid Coordinator	389-3224	CCR 123

Fine Arts		**FAX 794-0423**	
Bedoya, Michael	Lab Technician	389-3353	ARTS 103
Bryant, Tom	Faculty	389-3296	PAC 111
McConnell, Mark	Faculty	389-3293	PAC 310
Palkki, Kevin	Theatre Technician	389-3298	PAC 101
Petrovic, Snezana	Faculty Chair	389-3571	ARTS 102
VACANT	Faculty	389-3611	ARTS 132

Fire Technology		**FAX 389-3263**	
Alder, Michael	Chief, Fire Academy	389-3418	PSAH 203B
Groff, Rick	Operations Specialist (not SBCCD staff)	389-3262	PSAH 203
Lara, Naomi	Secretary II	389-3408	PSAH 203
Sullivan, Dan	Faculty Chair	389-3261	PSAH 203A

Grounds		**FAX**	
Boatman, John	Grounds Worker		PAD
Carrillo, Antonio	Grounds Worker		PAD
Davila, Javier	Grounds Worker		PAD
Kirkhart, Pat	Grounds Lead		PAD
Kirkhart, Rick	Grounds Worker		PAD

Health & Kinesiology		**FAX 794-0423**	
Hinds, Colleen	Faculty	389-3412	KHA 131B
Ledoux, Janine	Faculty Co-Chair	389-3278	KHA 131A
Rabago, Ralph	Faculty Co-Chair	389-3279	KHA 106

Health & Wellness Center		**FAX 389-0772**	
Garcia, Maria	Nurse	389-3273	SSB 101
VACANT	Secretary II	389-3272	SSB 101
Sandy, Hannah	Coordinator-Faculty	389-3271	SSB 101

Human Development		**FAX**	
Brink. T. L.	Faculty	389-3343	SSB 215
McLaren, Meridyth	Faculty Chair	389-3576	CDC 114
Pfahler, Diane	Faculty	389-3350	SSB 205

Williams, Gary	Faculty	389-3567	SSB 207
Vacant	Faculty	389-3213	

Instruction Office		**FAX 794-0423**	
Bruner-Jones, Sherri	Clerical Assistant II	389-3310	CCR 241.2
Cannon, Judy	Honors Coordinator/SI Coordinator	389-3330/3500	LRC 106
Heilgeist, Kristina	Schedule/Catalog Data Specialist	389-3266	CCR 241.1
Newton, Kelly	Administrative Assistant I	389-3203	CCR 242.1
Reece, Bryan	Vice President	389-3202	CCR 241
Vacant	Professional Development Coordinator		

Institutional Effectiveness, Research & Planning		**FAX 794-0423**	
Gamboa, Benjamin (Ben)	Senior Research and Planning Analyst	389-3390	LRC 103
Vacant	Research Assistant	389-3331	LRC 102
Sosa, Giovanni	Dean (Interim)	389-3206	LRC 101
Zuniga, Ruby	Administrative Secretary	389-3394	LRC 107

Letters, Arts and Mathematics Division			
Vacant	Administrative Secretary	389-3258	CCR 238.1
Loewen, Sherrie	Dean	389-3362	CCR 238

Library		**FAX 794-9524**	
Donaldson, Dawn	Library Media Clerk	389-3574	LRC
Hendrickson, Catherine	Faculty	389-3551	LRC
Mealey, Elizabeth	Library Technical Assistant II	389-3572	LRC
Peraza, Zayne	Library Technical Assistant II	389-3553	LRC
VACANT	Librarian	389-3323	LRC

Marketing and Public Relations		**FAX 794-0423**	
Hoffmann, Donna	Director	389-3209	CCR 242
Simonson, Kristi	Web Developer	389-3568	LRC 104

Maintenance			
Chaure, Miguel	Maintenance Worker		PAD
Moreno, Joe	Maintenance Worker		PAD
Olmos, Jose	HVAC/R Technician-Interim Lead		PAD

Math Department		**FAX794-0423**	
Bailes, Brandi	Faculty	389-3335	BC 104C
Crise, Robert	Faculty	389-3382	BC 104A
Hanley, Jodi	Faculty Chair	389-3339	BC 103B
Ramirez, Steve	Faculty	389-3552	BC 106
Rippy, Scott	Faculty	389-3356	EAST 104A
Wilson, Sherri	Faculty	389-3336	BC 104B

Physical and Biological Science		**FAX 794-0423**	
Adams, Matthew	Faculty - Physics	389-3234	CNTL

Boebinger, Kelly	Faculty - Chemistry	389-3291	CYN 227
Farrell, Fran	Lab Technician (Chemistry)	389-3289	CYN 235
Greyraven, Cynthia (Ruth)	Faculty – Biology	389-3311	CYN 236
Hadsock, Harrison	Lab Technician (Earth Sciences)	389-3265	NRTH
Hansen, Rosemarie	Lab Technician (ANAT)	389-3227	CYN 235
Hughes, Richard	Faculty – Earth Sciences	389-3237	NRTH
Jaco, Herberth	Lab Technician - Physics	389-3233	CNTL
McCartney, Karen	Lab Technician (Biology)	389-3225	CYN 233
Rahbarnia, Shohreh	Faculty – Chemistry	389-3257	CYN 229
Salt, Kim	Faculty – Chemistry	389-3290	CYN 228
Sanford, Renee	Lab Technician (Microbiology)	389-3232	CYN 233
Shimeld, Lisa	Faculty - Microbiology	389-3231	CYN 234
Truong, Sam	Faculty Chair – Anatomy & Physiology	389-3226	CYN 232

President's Office		FAX 794-0423	
Zhou, Wei	President	389-3200	CCR 243
St. Jean, Cyndie	Administrative Assistant II	389-3201	CCR 244

Radiologic Technology			
Hunter, Morris	Program Director	(909) 580-3540	ARMC

Reading		FAX 794-0423	
Lowe, Lynn	Faculty	389-3315	BC 103C

Resource Development			
Audet, Carrie	Administrative Secretary	389-3245	LRC 222
Riggs, Michelle	Director, Community Relations and Resource Development	389-3391	LRC 223

Respiratory Care – Allied Health			
Bell, Reynaldo (Rey)	Faculty	389-3288	PSAH 120D
Bidney, Cynthia	Secretary II	389-3286	PSAH 120
Rojas, Daniel	Clinical Director	389-3284	PSAH 120E
Serrano, Thomas	Faculty	389-3282	PSAH 120C
Sheahan, Michael (Mike)	Program Director, Faculty Chair	389-3283	PSAH 120F

Social, Information and Natural Sciences Division			
Snowhite, Mark	Dean (Interim)	389-3205	CCR 237
Blain, Jennifer	Administrative Secretary	389-3215	CCR 237.1

Social Sciences		FAX 794-0423	
Cervantez, Jeff	Faculty	389-3301	ARTS 116
Hellerman, Steve	Faculty	389-3337	ARTS 128A
McKee, Julie	Faculty Chair	389-3351	ARTS 119A
VACANT	Faculty	389-3346	ARTS 123

STEM Pathways		FAX 794-0423	
Hogrefe, Rick	Project Director	389-3235	ARTS 110
Menchaca, Patricia	STEM Pathways Coordinator	389-3575	CYN 230
Rivera, Ernesto	STEM Transfer Services Coordinator-Faculty	389-3564	CCR 205
Sutphin, Ginger	Administrative Secretary I	389-3565	CYN 237

Student Life		FAX 389-0132	
Cole, Michelle	Secretary II	389-3455	CCR 158
Paddock, Ericka	Director	389-3457	CCR 154

Student Services Division		FAX 794-0423	
Barra, Vicki	Administrative Secretary	389-3207	CCR 236.1
Cabrales, Joe	Dean	389-3368	CCR 236
Oliver, Laura	Administrative Assistant I	389-3354	CCR 245.1
Warren-Marlatt, Rebeccah	Vice President	389-3355	CCR 245

Technology Services		FAX 389-3625	
Main department number		389-3560	
Barabani, Gino	Senior Technology Support Specialist	389-3554	LRC 113
Bogh, Wayne	Director	389-3309	LRC 119
Gray, Tracy	Secretary I	389-3550	LRC 115
Limoges, Kevin	Technology Support Specialist I	389-3563	LRC 115
Mottl, Karen	Computer Technician	389-3561	LRC 115
Rahn, Charlie	Multi Media Specialist	389-3316	LRC 115
Veloni, Shane	Technology Support Specialist II	389-3316	LRC 112
White, Anthony	Senior Technology Support Specialist	389-3562	LRC 111

Testing Center			
Morales, Carrita	Student Services Technician II	389-3280	SSB 115
Southerland-Amsden, Frances	Senior Student Services Technician	389-3267	SSB 112

Transfer/Career Center			
Barrie, Trinette	Career Center Counselor	389-3365	CCR 211
Mello, Brandice	Student Services Technician II	389-3399	CCR 220
Moreno, Mariana	Coordinator	389-3393	CCR 213

Tutoring Center			
Main department number		389-3312	
Cole, Judy	Learning Resource Assistant	389-3360	LRC
Peterson, Karen	Tutorial Coordinator	389-3395	LRC
Quach, Patricia	Tutorial Center Coordinator	389-3317	LRC

Abeyta, Rebecca	Secretary II	389-3366	CCR 201
Adams, Matthew	Faculty	389-3234	CNTL
Almanza, Jeremiah	Custodian	389-3238	Custodial
Alder, Michael	Chief, Fire Academy	389-3418	PSAH 203B
Allen-Hoyt, Denise	Faculty – Computer Information Systems	389-3603	CNTL2 139
Anderson, Jonathan	English Faculty	389-3346	
Andrews, Breanna	Faculty Co Chair – American Sign Language	389-3338	ARTS 115A
Aten, David	Lab Technician	389-3502	
Audet, Carrie	Administrative Secretary	389-3245	LRC 222
Aycock, Larry	Coordinator, Admissions & Records	389-3663	CCR 112
Bailes, Brandi	Faculty	389-3335	BC 104C
Barabani, Gino	Senior Technology Support Specialist	389-3554	LRC 113
Barra, Victoria (Vicki)	Administrative Secretary	389-3207	CCR 236.1
Barrie, Trinette	Counselor	389-3365	CCR 211
Bartlett, Ryan	Faculty	389-3373	BC 105
Bedoya, Michael	Lab Technician (Art)	389-3353	ARTS 103
Bell, Reynaldo (Rey)	Faculty – Respiratory Care	389-3288	PSAH 120D
Bender, Mary	Administrative Secretary	389-3344	CCR 240.1
Bidney, Cynthia	Secretary II	389-3286	PSAH 120
Blain, Jennifer	Administrative Secretary	389-3215	CCR 237.1
Blue, Robyn	Child Care Assistant	389-3400	CDC
Boatman, John	Grounds Worker		PAD
Boebinger, Kelly	Faculty – Chemistry	389-3291	CYN 227
Bogh, Debbie	Counselor	389-3359	CCR 208
Bogh, Wayne	Director	389-3309	LRC 119
Brink, T. L.	Faculty	389-3343	SSB 215
Brown, Robert	Faculty	389-3566	SSB 206
Bruner-Jones, Sherri	Clerical Assistant II	389-3310	CCR 241.2
Bryant, Tom	Faculty	389-3296	PAC 111
Brydson-Horton, Annie	Child Care Assistant	389-3400	CDC
Bryson, Richard	Lead Custodian (Day) Interim	389-3385	Custodial
Cabrales, Joe	Dean, Student Services & Student Development	389-3368	CCR 236
Calderon-Cruz, Cinthia	Account Clerk I	389-3295	CCR 119
Camarena, Armando	Custodian I	389-3238	Custodial
Cannon, Judy	Honors Coordinator		
Carrillo, Antonio	Grounds Worker		PAD
Carrillo, Minerva	Custodian I	389-3238	Custodial
Cervantez, Jeff	Faculty - Philosophy	389-3301	ARTS 116
Chaure, Miguel	Maintenance Worker		PAD
Chavez, Edward	Warehouse Tech	389-3379	Custodial
Chavez, Gloriann	Director, Bookstore	389-8665	CCR 144
Chavira, Rejoice	Director of EOPS/CARE/CalWORKs	389-3456	CCR 217
Chittenden, Heather	Director, Aquatics	389-3605	KHA 105
Cole, Judy	Learning Resource Assistant	389-3360	LRC
Cole, Michelle	Secretary II	389-3455	CCR 158
Colvey, Kirsten	Dean, Counseling & Matriculation	389-3327	CCR 239

Cook, Larry	Director, Facilities	389-3384	PAD
Crise, Robert	Faculty	389-3382	BC 104A
Crooks, Jeremy	Supervisor, Custodial	389-3375	PAD
Crow, Kathryn (Kathy)	Faculty	389-3220	PSAH 105E
Davila, Javier	Grounds Worker		PAD
Davila, Maria	Bookstore Assistant II	389-3521	CCR 138
Davis, Lynnette	Account Clerk II	389-3218	CCR 119
De La Peña, Susana	English Faculty	389-3347	
Dial, Troy	Articulation Officer	389-3357	SSB 211
DiPonio, Gwen	Faculty	389-3332	SSB 209
Donaldson, Dawn	Library Media Clerk	389-3574	LRC
Farrell, Fran	Lab Technician - Chemistry	389-3289	CYN 235
Fellenz, Kathy	Pool Attendant	389-3606	KHA 123
Gamboa, Benjamin (Ben)	Senior Research and Planning Analyst	389-3390	LRC 103
Garcia, Kristin	Admissions & Records Technician	389-3367	CCR 111
Garcia, Maria	Nurse	389-3273	SSB 101
George, Kenneth	Faculty – Business Administration	389-3304	CNTL2 137
Geissinger, Amy	Child Care Assistant	389-3400	CDC
Gimple, Tina Marie	Administrative Coordinator	389-3211	CCR 246.1
Gist, John	Counselor	389-3364	CCR 210
Gonzalez, Moises	Custodian I	389-3238	Custodial
Grabow, James	Counseling	389-3285	CCR 206
Gray, Tracy	Secretary I	389-3550	LRC 115
Green, Laurie	Faculty	389-3254	PSAH 105B
Greyraven, Cynthia (Ruth)	Faculty – Biology	389-3311	CYN 236
Hadsock, Harrison	Lab Tech – Earth Sciences	389-3265	NRTH
Hanley, Jodi	Faculty	389-3339	BC 103B
Hansen, Rosemarie	Lab Technician -ANAT	389-3227	CYN 235
Harris, Kashaunda	EOPS Counselor	389-3221	CCR 215
Hayton, Claudia	Clerical Assistant II	389-3277	CCR 121
Heilgeist, Kristina	Schedule/Catalog Data Specialist (Sub)	389-3266	CCR 241.1
Hellerman, Steve	Faculty – Political Science	389-3337	ARTS 128A
Hendrickson, Catherine	Faculty	389-3551	LRC
Hinds, Colleen	Faculty	389-3412	KHA 131B
Hoffmann, Donna	Director, Marketing	389-3209	CCR 242
Hogrefe, Richard (Rick)	Faculty Co-Chair – Communications Studies STEM Projector Director	389-3235	ARTS 110
Holbrook, James (Jim)	Faculty	389-3251	PSAH 105C
Holt, Kelly	Lead Custodian	389-3238	Custodial
Holtegaard, Alisa	Child Care Teacher	389-3400	CDC
Hughes, Richard	Faculty – Earth Sciences	389-3237	NRTH
Irgang, Peggy	Food Service Specialist	389-3376	CCR 146
Jaco, Herberth	Lab Technician - Physics	389-3233	CNTL
Johle, Christina	Child Care Teacher	389-3400	CDC
Johnson, Corey	Lab Tech – Computer Information Systems	389-3236	CNTL2 128
Johnson, Daniel	Custodial	389-3238	Custodial
Kirkhart, Pat	Ground Lead		PAD
Kirkhart, Rick	Grounds Worker		PAD

Kozanova, Marina	Faculty – Spanish	389-3345	ARTS 128B
Langenfeld, Liz	Faculty	389-3340	SSB 214
Lara, Naomi	Secretary II	389-3408/2252	PSAH 203
Ledoux, Janine	Faculty	389-3278	KHA 131A
Lee, Jason	Custodian	389-3238	Custodial
Lehman, Veronica	Financial Aid Specialist	389-3240	CCR 126
Limoges, Kevin	Technology Support Specialist I	389-3563	LRC 115
Loewen, Sherrie	Dean	389-3362	CCR 238
Lopez, Richard	Custodian I	389-3238	Custodial
Lowe, Lynn	Faculty	389-3315	BC 103C
Mansourian, Farhad	Faculty – Economics	389-3348	ARTS 119
Marrujo, Monique	Senior Student Services Technician	389-3452	CCR 110
May, Anquanetta	Switchboard Operator	389-3692	CCR 234
McAtee, Robert	Counselor	389-3324	CCR 203
McCartney, Karen	Lab Technician -Biology	389-3225	CYN 233
McConnell, Mark	Faculty	389-3293	PAC 310
McGee, Stephanie	Child Care Teacher	389-3400	CDC
McKee, Julie	Faculty Chair – Sociology	389-3351	ARTS 119A
McLaren, Meridyth	Faculty	389-3576	CDC 114
Mealey, Elizabeth	Library Technical Assistant II	389-3572	LRC
Mello, Brandice	Student Services Technician II	389-3399	CCR 220
Mena, Matthew	Custodian I	389-3238	Custodial
Menchaca, Patricia	STEM Pathways Coordinator-Faculty	389-3575	CYN 230
Moncada, Anna Marie	Financial Aid Specialist I	389-3242	CCR 121
Moore, Christin	Financial Aid Specialist I	389-3242	CCR
Morales, Carrita	Student Services Technician II	389-3280	SSB 115
Moreno, Carol L	Book Buyer	389-3247	CCR 138
Moreno, Joe	Maintenance Worker		PAD
Moreno, Mariana	Transfer Center Coordinator	389-3393	CCR 213
Mottl, Karen	Computer Technician	389-3561	LRC 115
Muskavitch, John	Director	389-3269	CCR 124
Newton, Kelly	Administrative Assistant I	389-3203	CCR 242.1
Nguyen, Ben V	Custodian I	389-3238	Custodial
Oliver, Laura	Administrative Secretary	389-3258	CCR 238.1
Olmos, Jose	HVAC/R Technician – Interim Lead		PAD
Orta, Rebecca	Senior Student Services Technician	389-3450	CCR 202
O'Shaughnessy, Vonda	Learning Disabilities Specialist	389-3314	CCR 106
Osornio, Angel	Custodian	389-3238	Custodial
Paddock, Ericka	Director	389-3457	CCR 154
Palkki, Kevin	Theatre Technician	389-3298	PAC 101
Peraza, Zayne	Library Technical Assistant II	389-3553	LRC
Peterson, Karen	Tutorial Coordinator	389-3395	LRC
Petrovic, Snezana	Faculty	389-3571	ARTS 102
Pfahler, Diane	Faculty	389-3350	SSB 205
Phillips, Ted	Faculty	389-3297	SSB 208
Pompa, Rebecca	Clerical Assistant II	389-3217	PAD 112
Quach, An Dang	Custodian I	389-3238	Custodial
Quach, Patricia	Tutoring Coordinator	389-3317	LRC

Rabago, Ralph	Faculty	389-3279	KHA 106
Rahbarnia, Shohreh	Faculty - Chemistry	389-3257	CYN 229
Rahn, Charlie	Multimedia Specialist	389-3316	LRC 115
Ramirez, Berenice	Child Development Assistant	389-4400	CDC
Ramirez, Steve	Faculty	389-3552	BC 106
Rea, Maricela (Marti)	Cafeteria/Snack Bar Manager	389-3376	CCR 145
Reece, Bryan	Vice President, Instruction	389-3202	CCR 241
Reese, Gary	Director	389-3255	PSAH 105B
Riggs, Michelle	Director, Community Relations and Resource Development	389-3391	LRC 223
Rippy, Scott	Faculty	389-3356	BC 104
Rivera, Ernesto	STEM Transfer Svcs Coordinator-Faculty	389-3564	CCR 205
Rivera, Valerie	Child Care Assistant	389-3400	CDC
Rodriguez, Natividad (Nati)	Senior Student Services Technician	389-3318	CCR 216
Rojas, Daniel	Clinical Director	389-3284	PSAH 120E
Rush, Steven (Steve)	Admissions & Records Specialist/ VA Certifying Official	389-3256	CCR 113
Salt, Kim	Faculty – Chemistry	389-3290	CYN 228
Sanchez, Mark	Custodian	389-3238	Custodial
Sandy, Hannah	Coordinator-Faculty	389-3271	SSB 101
Sanford, Renee	Lab Technician - Microbiology	389-3232	CYN 233
Schmidt, Jeffrey	Faculty – Spanish	389-3342	ARTS 125
Schoenfeld, Racquel	Counselor	389-3299	CCR 214
Serrano, Thomas	Respiratory Care Faculty	389-3282	PSAH 120C
Sheahan, Michael (Mike)	Program Director, Faculty Chair	389-3283	PSAH 120F
Shimeld, Lisa	Faculty - Microbiology	389-3231	CYN 234
Simonson, Kristi	Web Developer	389-3568	LRC 104
Simpson, Floyd	Admissions & Records Technician	389-3371	CCR 111
Snowhite, Mark	Dean, Social, Information and Natural Sciences Division (Interim)	389-3305	CCR 237
Sosa, Giovanni (Gio)	Dean, Institutional Effectiveness, Research and Planning (Interim)	389-3206	LRC 101
Sousa, Juanita	Financial Aid Coordinator	389-3224	CCR 123
Southerland-Amsden, Frances	Senior Student Services Technician	389-3267	SSB 112
Sternard, Evan	Counselor	389-3329	CCR 204
St. Jean, Cyndie	Administrative Assistant II to the President	389-3201	CCR 244
Strong, Michael (Mike)	Vice President	389-3210	CCR 246
Sullivan, Dan	Faculty	389-3261	PSAH 203A
Sutphin, Ginger	Administrative Secretary	389-3565	CYN 237
Thornton, Carla	Counselor	389-3366	CCR
Tinoco, Michelle	Admissions & Records Evaluator (Interim)	389-3369	CCR 115
Townsend, Jonathan	Instructional Assessment Technician	389-3453	CCR 102
Truong, Sam	Faculty Chair – Anatomy & Physiology	389-3226	CYN 232
Urbanovich, Jimmy	Faculty – Communication Studies	389-3377	ARTS 109
Uribe, Reyna	Admissions and Records Technician	389-3661	CCR 111
Vasquez, Violeta	Counselor	389-3334	CCR 209
Veloni, Shane	Technology Support Specialist II	389-3316	LRC 112

Warren-Marlatt, Rebeccah	Vice President, Student Services	389-3355	CCR 245
Wasbotten, Deborah	Director	389-3401	CDC 102
Wheeler, Kaila	Bookstore Assistant I	389-3228	CCR 145
White, Anthony	Senior Technology Support Specialist	389-3562	LRC 111
Williams, Gary	Faculty	389-3567	SSB 207
Wilson, Kathy	Administrative Secretary	389-3204	CCR 239.1
Wilson, Sherri	Faculty	389-3336	BC 104B
Word, Dan	Director, Paramedic	389-3570	PSAH 105F
Xayaphanthong, Soutsakhone (Souts)	Counselor	389-3212	CCR 207
Yamamoto, June	Dean	389-3214	CCR 240
Yau, Margaret	Faculty	389-3521	CNTL2 131
Zhou, Wei	President	389-3200	CCR 243
Zuniga, Ruby	Administrative Secretary I	389-3394	LRC 107

CAMPUS DIRECTORY

Map not to scale

Updated: 1-23-15

$ ATM

🚌 Bus Stop

✚ Nurse's Station

P Police/Security

VP Visitor Parking

---- Pedestrian Detour

Parking Permits (Daily)

Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits available in all lots.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

Smoking Areas

This is a smoke-free campus smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

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1 KINESIOLOGY, HEALTH & . . . . KHA
  AQUATICS COMPLEX
2 ATHLETIC FIELD . . . . AF
3 BC CLASSROOM BUILDING. . . . . .BC
4 BOOKSTORE . . . . .BK
5 STUDENT CENTER/CAFETERIA. . . . . .SCC
  Student Senate
6 CL CLASSROOM BUILDING. CL
  Financial Aid
7 CHEMISTRY/HEALTH SCIENCES . . . . CHS
8 CHILD DEVELOPMENT CENTER . . . . CDC
9 GYMNASIUM. . . . . G
10 LABORATORY/ADMINISTRATION. . . . . .LADM
  Campus Business Office
  Parking Permits (Semester/Annual)
  POLICE (LADM 153)
11 LEARNING RESOURCE CENTER . . . . .LRC
  Copy Center   Multi-purpose Room
  Gallery   Teaching Center
  Lecture Hall   Tutoring Center
  Library

12 MATH & SCIENCE ANNEX . . . . MSA
13 MAINTENANCE & OPERATIONS/
  SHIPPING & RECEIVING
14 OCCUPATION EDUCATION 1 . . . . OE1
15 UNDER CONSTRUCTION
16 PERFORMING ARTS CENTER . . . . .PAC
17 STUDENT SERVICES A . . . . .SSA
  Admissions & Records   EOPS
18 STUDENT SERVICES B . . . . SSB
  Counseling   Health & Wellness Center
  Disabled Student Services
19 TENNIS COURTS . . . . TC-CRTS

✱ CHC Fire Academy has been temporarily relocated
   during construction to:
   CALFIRE
   3800 N. Sierra Way, San Bernardino, CA 92405
   For Information Call: 909-389-3418 or
   Visit: craftonhills.edu/fireacademy

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