TABLE OF CONTENTS

Introduction to Crafton Hills College

Mission, Vision and Values 4
Strategic Directions and Goals 4
Educational Philosophy 5
Institutional Learning Outcomes 6
General Education Philosophy Statement 6
General Education Outcomes 7
CHC Faculty Ethics Statement 8
College and District Administration 9
SBCCD Board of Trustees 10
Faculty Leadership 10
Directory of Services 11

General Information and Policies

Absences 13
Accidents and Emergencies 13
Audio-Visual Services 14
Blackboard 14
Book Orders 14
Changing Location of the Class Meetings 15
Class Breaks 15
Copy Services 15
Course Syllabus Requirement 16
Eating and Drinking in the Classroom 16
E-mail Accounts 16
Evening Administrator 16
Facilities Use Requests 16
Keys to Classrooms 17
Mailboxes 17
Office Space 17
Parking Privileges 17
Paychecks 17
Professional Development Agreements 18
Qualifications 18
Smoking 18
Substitute Instructors 18
Teaching Agreement and Time Sheets 18
Technology Services 19
Voice Mail Box 19

Academic Policy and Procedure

Academic Freedom 20
Academic Integrity 20
Auditing 21
Board Policy and Administrative Procedures 21
Census and Attendance Record Keeping 21
Crisis Intervention 23
Credit by Examination 23
Course Outline of Record 24
Course Syllabus 24
Evaluation of Instruction 24
FERPA 25
Field Trips 25
Final Exams 25
Grades 26
Grade Changes 27
Grade Reporting and Posting 27
Guest Speakers 28
Minors on Campus 28
Payment of Fees 29
Petitions 29
Prerequisite Challenge 29
Repeating Courses 29
Special Admit Students 29
Student Attendance 30
Student Conduct in Class 30
Student Grievances 30

Instructional and Student Support Services

Computer Labs 31
Counseling 31
Disabled Student Services 31
EOPS 32
Financial Aid 32
Health and Wellness Center 32
Honors Program 33
Library 33
Student Life 33
Transfer Center 34
Tutoring Services 34

Selected Forms/Information

Agreement for Temporary Part-Time Teaching Assignments
Acceptance of Employment 35
Agreement for Temporary Part-Time Teaching Assignments Addendum 36
Agreement for Temporary Part-Time Teaching Assignments Time Sheet 37
Agreement for Temporary Part-Time Teaching Assignments Time Sheet (cont.)38
Authorization Add Card 39
Change of Grade Form 40
Crisis Intervention Flow Chart 41
Disruptive Student Incident Report Form 42
Guest Speaker Notification Form 43
Hourly Absence Form 44
Incomplete Grade Form 45
Instructor Drop Reinstatement Form 46
Off-Campus Meeting Request 47
Off-Campus Field Trip Waiver 48
Petition for Academic Exception 49
Professional Development Agreement, Part One.....50
Professional Development Agreement, Part Two 51
Roster, Temporary 52
Roster, Positive Attendance 53
Teaching Aids Duplication Request Form.....54
User Application.....55
Staff Directory.....56

Campus Map – Back Page

CRAFTON HILLS COLLEGE
MISSION, VISION AND VALUES

Mission Statement
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 Statement
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.

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

STRATEGIC DIRECTIONS AND GOALS

Student Access and Success
Student success in courses and programs is the top institutional priority. The quality and quantity of programs and services are sufficient to assure students the opportunity for success at CHC.

- Support, guide and empower every student to achieve his or her goals
- Deliver and ensure access to programs, services, and support that meet students' needs

Inclusiveness
The College and its structures and processes are characterized by inclusiveness, openness to input, and respect for diverse opinions among individual students and employees, groups and organizations.

- Seek, welcome, and respect diversity, and promote inclusiveness

Best Practices for Teaching and Learning
Innovative and effective practices are used throughout the College to facilitate authentic learning.

- Achieve college-wide excellence in teaching and learning through best practices and ongoing reflection, assessment, and improvement

Enrollment Management
Enrollment management is an ongoing process of balancing student and community needs with available funding and facilities.

- Effectively manage enrollment through a dynamic balance of identified needs and available resources

- Identify and initiate the development of new courses and programs that align strategically with the needs of the College and its students.

Community Value

The College identifies and serves key community needs and promotes itself as a community asset.

- Enhance the College's value to the community

Effective, Efficient, and Transparent Processes

College processes interact effectively with each other and with those of the District and SBVC.

- Implement and integrate planning processes and decision-making that are:
    - Collaborative
    - Transparent
    - Evidence-based
    - Effective and
    - Efficient

Organizational Development

The College continuously improves as an organization.

- Optimize the organization's human resource capacity
- Manage change proactively

Effective Resource Use and Development

The College actively seeks, advocates for, and acquires additional resources.

- Maintain and use resources effectively
- Seek, advocate for, and acquire additional resources
- Maximize resource capacity related to facilities, technology, and other infrastructure

Approved 5/17/10

EDUCATIONAL PHILOSOPHY

In a free society all individuals should have access to educational opportunities in order to develop their unique potential. The programs and services at Crafton Hills College help to promote an informed and engaged citizenry by providing an environment where intellectual dialogue becomes the foundation for lifelong learning. At Crafton Hills College, students prepare to meet the challenges of an increasingly complex society.

Approved by the Academic Senate, 12/10/03

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 PHILOSOPHY STATEMENT

General Education at Crafton Hills College is designed to prepare students to:

- analyze, synthesize, and evaluate various forms of information;
- demonstrate effective oral and written communication;
- analyze and use quantitative and qualitative data;
- apply problem-solving and decision-making skills utilizing multiple methods of inquiry;
- recognize the contributions of the arts, humanities, and sciences;
- make informed decisions regarding physical, mental, and emotional health issues;
- develop social awareness and a global perspective;
- understand the power and complexity of diversity.

General Education provides a broad cultural and intellectual background to complement mastery of specific fields of knowledge and contributes to an individual's self-awareness.

Approved by the Academic Senate, 02/11/04

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.

CRAFTON HILLS COLLEGE ADMINISTRATION
11711 Sand Canyon Road
Yucaipa, CA 92399
(909) 794-2161

Prefix for all extensions is 389-

Cheryl A. Marshall, Ed.D.	President	3200
Bryan Reece, Ph.D.	Vice-President, Instruction	3202
Rebeccah Warren-Marlatt, Ed.D.	Vice-President, Student Services	3355
Mike Strong, B.S.	Vice-President, Admin Services	3210
Mark Snowhite, M.A.	Dean, Letters, Arts & Mathematics	3362
Rick Hogrefe, M.A.	Dean, Arts & Sciences	3205
June Yamamoto, M.A.	Dean, Career Education & Human Development	3214
Giovani Sousa, M.S.	Dean, Institutional Effectiveness	3206
Kirsten Colvey, M.S.	Dean, Student Services/Counseling & Matric.	3327
Joe Cabrales, M.A.	Dean, Student Services & Student Development	3368
Wayne Bogh, M.B.A.	Director, Technology Services	3309
Gloriann Chavez, A.A.	Director, Bookstore	3248
Rejoice Chavira, Ed.D.	Director, EOPS & CARE	3456
Donna Hoffman, M.A.	Director, Marketing & Public Relations	3209
Heather Chittenden, M.B.A.	Director, Aquatics	3605
Larry Cook	Director, Facilities, Operations & Maintenance	3384
John Muskavitch, B.S.	Director, Financial Aid	3269
Ericka Paddock, M.A.	Director, Student Life	3457
Michelle Riggs, M.A.	Assistant Director, Resource Development	3391
Deborah Wasbotten, M.A.	Director, Child Development Center	3401
Larry Aycock, B.A.	Coordinator, Admissions & Records	3663

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ADMINISTRATION
114 South Del Rosa Drive
San Bernardino, CA 92408
(909) 382-4000

Bruce Baron, M.S. Ed.	Chancellor
Timothy Oliver, M.B.A.	Vice-Chancellor, Fiscal Services
Lisa Norman, Ed.D.	Vice-Chancellor, Human Resources & Employee Relations
Alfredo Cruz	General Manager, KVCR TV/FM
Glen Kuck, Ed.D.	Associate Vice Chancellor, Technology & Educational Support Services
Matthew Isaac, Ph.D.	Executive Director, Economic Development & Corporate Training
Steve Sutorus, M.B.A.	Business Manager
Jose Torres	Director, Fiscal Services
Pierre Galvez, A.A.	Interim, Chief of Police

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Donna Ferracone, M.A.	President
Kathleen Henry, Ph.D.	Vice President
Joseph Williams, B.A.	Clerk
Donald L. Singer, Ph.D.	Trustee
John Longville	Trustee
Gloria Macias Harrison, M.A.	Trustee
Nicholas Zoumbos, M.S.	Trustee
Alexis Panaguiton	Student Trustee (CHC)
Tiffany Guzman	Student Trustee (SBVC)

CRAFTON HILLS COLLEGE
FACULTY LEADERSHIP

Faculty Senate

Denise Allen	President	3603
	Vice President	3611
Julie McKee	Treasurer	3351
Meridyth McLaren	Secretary	3576
Robert Brown	Historian	3566

Faculty Chairs

Brad Franklin	Allied Health	3284
Margaret Yau	Business, Economics & Information Technology	3521
Jeff Schmidt	Communication and Language	3342
Constantine Papas	English and Reading	3341
Mark McConnell	Fine Arts	3293
Janine Ledoux	Co-Chair/Health and Physical Education	3278
Ralph Rabago	Co-Chair/Health and Physical Education	3279
Vacant	Human Development	
Scott Rippy	Chair/Mathematics	3356
Sam Truong	Physical & Biological Sciences	3226
Gary Reese	Public Safety & Services	3255
Julie McKee	Social Science	3351

Faculty Coordinator

Hannah Sandy	Health and Wellness Center	3271
Jonathan Townsend	Tutoring Services	3566
Laura Winningham	Library	3323

CHC DIRECTORY OF SERVICES

Prefix for all extensions is 389-

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

Honors Program	Honors Center	3500
Housing Referrals	Student Success	3450
Incompletes	Admissions and Records	3372
Instructor Absences	Instruction	3230
International Students	Counseling	3366
Learning Communities	Instruction	3330
Library Services	Library	3321
Lost and Found	Communications	3276
Keys	Communications	3276
Parking Permits	Communications	3276
Parking Violations	Communications	3276
Petitions	Admissions and Records	3372
Photocopy Machines (Students)	Library	3321
Photocopy Services (Instructors)	Copy Center	3310
Police	District Police	3275
Prerequisite Challenges	Counseling	3366
Printing (Students)	Library	3321
Registration	Admissions and Records	3372
Refunds (Students)	Admissions and Records	3372
ROP Credit	Career Education	3344
Scholarships	Student Services	3354
Single Parents	Counseling	3366
Staff E-Mail	Help Desk	(877) 241-1756
Student Affairs	Student Services	3354
Student Clubs	Student Life	3410
Student E-Mail	Help Desk	(877) 241-1756
Student Jobs (On-Campus)	Financial Aid	3223
Student Jobs (Off-Campus)	Career Center	3366
Student Fees	Admissions and Records	3372
Student Government	Student Life	3410
Student Grievances	See Faculty Chair	
Student Success Program	Counseling	3450
Switchboard	Communications	5050
Technology Services	Technology Services	3550
Textbook Ordering	Bookstore	3250
Theatre Tickets	Theatre Box Office	3292
Transfer Information	Transfer Center	3366
Transcripts	Admissions and Records	3372
Transportation Information	Student Success	3450
Tutoring	Tutoring Center	3312
Veterans	Admissions and Records	3256
Voice Mail	Help Desk	(877) 241-1756

GENERAL INFORMATION

Absences

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 Division 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. An absence form will be either e-mailed to you or put in your mailbox (see *Hourly Absence Form* in the back of this handbook). Only a certificated, board-approved instructor can substitute for an instructor. Do not make arrangements on your own. Part-time faculty have limited sick leave, which you accrue after your first semester. The number of hours of sick leave accrued each semester is equal to the number of your contract hours divided by sixteen.

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 evacuate 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. 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 a violent intruder is observed, immediately contact District Police and if directed, implement lockdown procedures. Immediately close and lock doors (if possible), close

blinds if safe to do so and turn of 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.

Audio-Visual Services

Most rooms at the College are equipped with instructional technology including LCD projectors. If you need equipment such as a 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.

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 3215 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 regarding the use of the tool. For assistance, you can contact the District's 24/7 Help Desk at (877) 241-1756.

Book Orders

Textbooks are ordered 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 semester and April 15 for fall semester. You will receive notice from your Faculty Chair regarding book ordering procedures. In some cases, 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 in which all instructors use a common 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).

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 3-hour class and a 10-minute break in a 2-hour class. Classes meeting less than 2 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 it improves student attention and learning.

Copy Services

There are **two** preferred options to produce copies for your classes. You may order copies through our District print shop using the Print Shop Pro program. The process is easy. 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* under the college logo. Then click on Copy *Services* and follow the directions for registering as a new user. Use exactly the same user name and password as you do for your District email account. PLEASE DO NOT REGISTER MORE THAN ONCE.

Activation of your account will take a day or two. Then you will get an e-mail confirming that your registration has been completed and your account is active. Please wait for this conformation before trying to place an order. Once you have received confirmation that you are registered, you may order on-line by going to the Print Shop Pro site and clicking *Order Online with Print Shop Pro*. Put in your user name and password (the same as your college email log-in). Then click on *Log-in* (Upper right hand corner) and then *New Order*. The next page asks you to submit file attachments. Click *Yes*, then browse your files for your document and download the document. Please note that your document should be in or compatible with Microsoft document formats.

Complete the information and click *Continue* for the next few pages, which give you different options (e.g., stapling, binding, and folding). You will find your account number for your department on the summary page. Except for categorical programs, such as EOPS, your department is not charged. Check over the information and then click *submit*. You will receive a confirmation on your college e-mail with the ticket number. At this point, you can log out or place another order. Most orders will be delivered to your campus mailbox within 48 hours.

You may also use one of our many new copiers on campus. High-speed copiers are located in SSB Second Floor, ART 118, AND LRC 107. You may copy documents from a hard copy by following the simple directions posted near the copier or you may copy documents from a campus computer available for part-time faculty connected to a nearby copier once you have been entered into our system.

If you need further assistance, please call Sherri Bruner-Jones at Extension 3319 or email her at teachingaids@craftonhills.edu.

Course Syllabus Requirement

You must submit a current syllabus for each of your classes, preferably electronically, to your Division Dean before the first day of class (see p. 24 below for more detailed information about the content of syllabi).

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.

E-mail Accounts

All instructors should establish a district e-mail account. If you do not already have an account, you must complete a *User Application* (see *User Application* request form in the back of this handbook). The application is available online at http://dets.sbccd.org/forms. The user application must be typed and submitted to your Division Dean for approval. Once your e-mail address has been assigned, you will receive an e-mail with your user name, password and e-mail address. Log on to 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 http://mail.sbccd.cc.ca.us. 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.

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 found online at the following site: http://www.craftonhills.edu/Faculty_&_Staff/fac_use_form_new.php.

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 you key order is

completed, you will be directed to pick up and sign for your key in the Communications Office, LADM-150. At the end of the semester, return any keys that you do not expect to use again to the Communications Office. If your keys are lost, there is a $5.00 replacement fee for each key.

Mailboxes

Mailboxes for part-time faculty are located on the first floor of the Learning Resource Center. Please check your mailbox regularly.

Office Space

Part-time faculty are not required to hold office hours. The College, however, has created part-time faculty offices where you can work, check your e-mail, return phone messages or meet with students. Presently there are two offices, BK 104 (at the east end of campus) and SSA 309 (on the west end). No storage of personal items or class materials is permitted in these common office areas. Additional work areas, including ones in the new Learning Resources Center, will be forthcoming. In addition, some departments provide additional office space for part-time faculty members in their disciplines. Please contact your Faculty Chair should you require basic supplies for the offices or for more details.

Parking Privileges

Part-time faculty members are obligated to follow the same parking regulations as other staff and students. You may park in the staff parking areas; however, you must purchase a parking permit and display it as indicated on the permit. You may purchase a permit by the semester ($30 for fall or spring semesters and $15 for summer) or for the entire year ($75). Parking permits are sold only online. Visit www.craftonhills.edu/parking for more information. 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.

Paychecks

You must sign and return your teaching agreement and time sheets by the deadline provided by your Division Office in order to be paid the first month. For full-term courses during the fall and spring semesters, you will be paid in five equal payments throughout the semester. The first month you will be paid on the 15th; then you will be paid once a month on the 9th. Payment dates for short-term and summer courses vary. Please contact your Division Secretary for more information. You may have your check mailed to your home or you may fill out a form for an electronic deposit to your bank account.

Professional Development Agreements

Part-time faculty who teach a one-unit class or more are eligible to earn an additional eight hours of professional development pay per class up to a maximum of two classes. Of these eight hours, four are for student contact outside of regularly scheduled class time. An additional four hours are allowed for student contact or non-student contact including professional development, committee

work, and other professional development activities. To be eligible for professional development pay, part-time faculty are required to complete a two-part *Professional Development Agreement*. (See *Professional Development Agreement, Part One and Part Two* in the back of this handbook). Part One should be submitted at the beginning of the semester (by September 1 during fall semester and February 1 during spring semester) and identifies the activities in which you plan to engage. Part Two, submitted at the end of the semester, indicates the activities which you have completed. Professional Development agreements require your Faculty Chair's approval and must be submitted to your Division Dean no later than December 1 for fall semester and May 1 for spring semester in order to be processed. Approved Professional Development compensation will be included in your last paycheck. Professional development pay is not offered during summer sessions.

Qualifications

In order to teach at Crafton Hills College, instructors must meet the minimum qualifications as mandated by the State Chancellor's Office, be fingerprinted, submit current tuberculosis test results and be approved by the District Board of Trustees.

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 instructors and students alike.

Substitute Instructors

All substitute instructors must meet the minimum qualifications as mandated by the State Chancellor's Office and be approved by the District Board of Trustees. Contract instructors may also substitute if it extends beyond their load and they do not exceed the seven-hour per week limitation for overload. 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*, which is available from your Division Secretary. Substitute time sheets must be submitted to your Division Secretary no later than the 11th of each month.

Teaching Agreement and Time Sheets

Your teaching agreement and time sheets will be distributed at the part-time faculty meeting held at the beginning of the semester and are also available in your division office. The letter mailed to you regarding the date of the part-time faculty meeting includes the dates when your contract will be available to sign in the division offices (see *Agreement for Temporary Part-Time Teaching Assignments and Time Sheet* in the back of this handbook).

Technology Services

The Technology Services Office provides support for all of the technology on the Crafton Hills College campus. Technology specialists are prepared to help with setup, maintenance and repair of computers and other technology equipment throughout the campus. For more information, contact Technology Services at (909) 389-3550 (x3550) or visit their webpage at http://www.craftonhills.edu/Faculty_&_Staff/Tech_Services/index.php.

Voice Mail Box

All part-time instructors are eligible to receive a District voice mailbox. In order to be assigned voice mail, you must complete a *User Application* (see *User Application* request form in the back of this handbook). The application is available online at http://dets.sbccd.org/forms. 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 that are not set up within 30 days of creation or that 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, you can contact the District's 24/7 Help Desk at (877) 241-1756.

ACADEMIC POLICY AND PROCEDURE

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 if evidence is sufficient to warrant a finding of infraction, determine if further investigation is necessary and apply an appropriate sanction. Instructors should publish guidelines regarding academic dishonesty and consequences in their 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. Please consult your Faculty Chair for more information.

Instructors are obliged to report all incidents of academic dishonesty to the Vice President of Student Services. The report should include the name of the student(s), the course, instructor, 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, please consult SBCCD Board Policy and Administrative Regulation 5500 and the Academic Integrity Policy in the College Catalog.

Auditing

SBCCD District Board Policy 4070 prohibits student auditing of classes. All students in attendance must be officially enrolled in the class. 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

Prior to the first day of class, you should print a temporary class roster (see *Roster, Temporary* at the back of this handbook). Rosters are accurate as of the "Run Date" located at the bottom right hand side of the roster. Rosters are not delivered to your mailbox. For your most up-to-date roster, log on to WebAdvisor, click on the *Faculty* icon. WebAdvisor has a roster function that 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 and you will be automatically logged on to a menu from which you can access the roster by clicking on *Roster*. You should run a roster immediately before the start of your class. On this 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 Program* (a printout to verify enrollment). If the student's form 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 start of classes and therefore 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.

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 the part-time faculty orientation meeting or when you sign your contract (see *Authorization Code Card* at the back of this handbook). 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. Merely printing a name on your roster does not enroll the student in the class.

The College is funded for all paid enrollments prior to the census date of each course. This 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. 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 students who want to add the class up to 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 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 first roster. Students who fail to attend class prior to the census date MUST be dropped by the instructor. Students may also be dropped 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 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. Instructor can drop students at any time through the end of the eleventh week (or 60% of a short-term class) by logging into WebAdvisor and using the *Drop* roster. 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 you want to drop. You will receive an e-mail confirming your drops. 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 who have an asterisk next to their names should not be allowed to remain in the course as they have not met the prerequisite. Students who have double asterisks next to their names 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 with concern regarding prerequisites to the Counseling Office.

Reinstatement

An instructor may reinstate a student who has been inadvertently dropped from his/her class by completing an *Instructor Drop Reinstatement* form (see the *Instructor Drop Reinstatement* form in the back of this handbook). The reinstatement must be completed prior to the withdrawal date indicated at the top of each roster.

Positive Attendance Roster

Classes that meet at irregular times or specified as *arranged*, *noncredit* or *open entry/open exit* are reported as positive attendance classes. You will receive a Positive Attendance Roster prior to the beginning of your class if your class is reported as positive attendance (see *Roster, Positive Attendance* at the back of this handbook). 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 stated in your syllabus. Check with your Faculty Chair to determine the prevailing practice in your department.

Crisis Intervention

The College has created *Crisis Intervention Flow Chart* to help instructors determine the appropriate response to irregular or disruptive student behavior (see *Crisis Intervention Flow Chart* form in the back of this handbook). 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. You can contact the Health & Wellness Center at 389-3272 (x3272).

If you encounter a student with inappropriate disruptive behavior(s), 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 skills and knowledge equivalent to a course my petition for credit by examination. To do so requires the student provide evidence of their knowledge and skill in the subject. Credit by Examination also requires the approval of a full-time faculty member of the College. If a student approaches you about Credit by Examination, please refer him/her to your Faculty Chair. In disciplines in which the College does not

have a full-time faculty member, your Faculty Chair will confer with you regarding the examination process.

Course Outline of Record

There is an official course outline of record for the classes taught at the College or by the College at an off-campus site. You are contractually responsible for teaching to this outline. Course outlines of record 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 at www.curricunet.com/crafton. You can locate course outlines using the *Search Course* feature.

Course Syllabus

A syllabus must be given to the students at the first class meeting. As you prepare your syllabus, be sure to review the college calendar to check important dates such as deadlines and holidays. A current syllabus for each course you teach at the college must be submitted, preferably electronically, to your Division Dean before the first day of class.

A typical syllabus contains the following items:

- The title, number, and brief description of the course.
- Your name and contact information including e-mail address, phone number or voice mail and office hours (if applicable)
- Student Learning Outcomes (Provided by Department Chair /course outline of record)
- The course objectives (from the approved 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)
- 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"

Evaluation of Instruction

Evaluations of instructors are conducted with the goal of improving instruction. In compliance with the Education Code, each part-time instructor is evaluated once within the first year of employment and thereafter at least once every six regular semesters. Early in the semester you are scheduled to be evaluated you will receive a message from your Division Dean that includes a request to contact the Division Secretary to schedule 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 a full-time faculty member, 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, contact your Division Dean.

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 a parent his/her child's performance in your class unless the student has waived his/her FERPA rights in writing using a form available through the Admissions and Records Office. For more information, consult the College Catalog.

Field Trips

As per 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. 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 (see *Off-Campus Approval* and *Field Trip Waiver* in the back of this handbook). Check with your Division Secretary for the forms.

All requests for college-sanctioned class meetings at off-campus locations MUST be submitted on the appropriate form at least one 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 attend 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 period.

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 credit/no credit 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 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, which require approval through the college petition process.

Students electing to be graded on a *pass/no pass* basis are responsible for 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* to apply toward meeting graduation requirements, but are not be included in the determination of the student's grade point average. *Pass/no* pass was formerly known as *Credit/No Credit*. For more information, please consult SBCCD Administrative Procedure 4231.

Incomplete (*I*)

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 them 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 (see the *Incomplete Grade Report* in the back of this handbook). 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, consult SBCCD Administrative Procedure 4232.

Withdrawal (*W*)
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 (i.e.. *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 (see *Change of Grade Form* in the back of this handbook). These forms are never accepted from students. Except in cases of "mistake, bad faith, fraud or incompetence," an instructor's grades are final. 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. For more information, please consult SBCCD Board Policy and Administrative Regulation

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.

Submitting Grades
The preferred method of submitting grades is electronically through WebAdvisor, which over time 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 may receive an e-mail confirmation for your records. Grades submitted electronically are posted immediately to each student's 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 it to Admissions and Records staff.

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. (See Guest Speaker Notification Form in the back of this handbook). Please contact your Division Secretary if your guest speaker requires a temporary parking permit.

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. Contact the Counseling Department (x3450) for more information. For information regarding high school students enrolled in classes, please consult the section entitled *Special Admit Students* in this handbook.

Payment of Fees

It is a student's responsibility to register and pay for a class. Board policy states that before classes have begun, students must pay their entire registration balance no later than the end of the next business day following registration. After the term has started, payment for classes added is due at the time of registration. Students may be dropped by Admissions and Records for non-payment. If you suspect a student has been dropped for non-payment, please refer them to the Admissions and Records Office.

Petitions

Students who seek exceptions to academic policies outlined in the College Catalog must complete a *Petition for Academic Exception* (see the *Petition for Academic Exception* form in the back of this handbook). If a student fails to add a course and wishes to be added after the add deadline, he/she should be instructed to complete a Petition for Special Privilege. You may be asked by the student to provide verification of attendance or supply a recommendation for the petition. Petitions are evaluated by the Academic Exception Committee. If a student's petition to be added late is denied, 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, 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 in which the College does not have a full-time faculty member, your Faculty Chair will confer with you regarding the prerequisite challenge process.

Repeating Courses

Students are allowed to repeat courses identified with an *x2*, *x3* or *x4* designation in the course ID. Courses in which a student earned a substandard grade of *D*, *F*, or *NP* may repeat a 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.

Special Admit Students

The College may admit high school students who have completed the tenth grade who are 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 determination 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 their syllabus. The College does not stipulate a number or percentage of class sessions a student is permitted to miss. When a student's absences exceed the limit set forth in your syllabus, you may consider dropping that student for excessive absences. However, you should enforce your policy consistently. Ultimately, it is the student's responsibility to withdraw from classes he/she is not attending and to discuss anticipated extensive absences with the instructor.

Student Conduct in Class

If in your judgment, a student is disruptive in class and you have made reasonable efforts to address his/her 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*, which is available from your Division Secretary, the Vice President of Student Services or online at http://www.craftonhills.edu/Faculty_&_Staff/Student_Conduct/index.php/ (see the *Disruptive Student Behavior Incident Report* in the back of this handbook). 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 become a danger 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.

INSTRUCTIONAL AND STUDENT SUPPORT SERVICES

Computer Labs

General use computer labs for students are available in the Learning Resource Center. In addition, computer labs 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) 389-3321 or library_assistance@craftonhills.edu. Classes scheduled in those rooms will have priority and these labs have limited availability. 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.

Counseling

The Counseling Center provides students with the information necessary to plan personal and educational goals. Counselors are available to assist individuals in identifying goals and developing a long-term educational plan to reach those goals. A Veterans' Counselor is available on an appointment basis. 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 their website at http://www.craftonhills.edu/counseling.

Disabled Student Services

Disabled Student Services (DSS) 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. Disabled Student Services staff is not permitted to discuss the nature of a student's disability with instructors.

Students served by the DSS office 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 DSS. 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, you should attempt to refer his/her to DSS. For more information, contact Disabled Student Services at (909) 389-3325 (x3325) or visit their website at http://www.craftonhills.edu/Student_Resources/Disabled_Student_Services/index.php.

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 approaches you, please provide information on the progress report, including 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 their 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 assistance. For more information, contact Financial Aid at (909) 389-3240 (x3240) or visit their website at http://www.craftonhills.edu/Student_Resources/Financial_Aid/index.php.

Health and Wellness Center

Nurse and nurse practitioner services are available through the Health and Wellness Center, which provides first aid and primary care services for illness or injury. Other services include the following: 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 and more. The Health and Wellness Center is open Monday through Thursday 8:00 am - 6:00 pm and Fridays from 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).

Library

The Library is located in the Learning Resource Center and is open Monday-Thursday 8:00 am – 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 on-line at home and at the College for students. Reference librarians are available to assist students, 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 circulation desk and have it placed on reserve. Departments who use common texts in their courses often have copies placed on reserve. For more information, contact the Library at (909) 389-3322 (x3322) or visit their website at http://www.craftonhills.edu/Student_Resources/Library/index.php.

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 of some instructional programs, to access many College services, and 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 their website at http://www.craftonhills.edu/Student_Resources/Student_Life/index.php.

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. The Transfer Center sponsors workshops on preparing applications and other topics on an ongoing basis. For more information, contact the Transfer Center at (909) 389-3393 or visit their website at http://www.craftonhills.edu/transferservices.

Tutoring Services

The Tutoring Center is located in the Learning Resource Center and is open Monday-Thursday 8:00 am – 8:00 pm and Fridays from 8:00 am – 4:00 pm. The Tutoring Center provides free tutoring for a variety of courses 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. The Tutoring Center also offers proctoring of make-up exams on a limited basis. For information regarding the availability of this and other services, contact a member of the Tutoring Center staff at (909) 389-3312 or visit their website at http://www.craftonhills.edu/Student_Resources/Learning_Center/index.php.

CRAFTON HILLS COLLEGE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR TEMPORARY, PART-TIME TEACHING ASSIGNMENT(S)

ACCEPTANCE OF EMPLOYMENT

I have thoroughly read and understand all of the terms and conditions of this Agreement and the Addendum thereto. I also understand that any failure on my part to comply with any of those terms or conditions or any failure to provide accurate information to the District will automatically void this Agreement immediately. I accept the teaching assignment based upon all terms and conditions as cited in this agreement.

1. I have the minimum qualifications that meet the basic criteria for the position(s) and agree to **teach to the official course outline.**

2. I agree to comply with and observe all off the provisions of the rules and regulations prescribed by the Governing Board of the District and applicable laws of the State of California.

3. I will attend all meetings required of part-time instructors, submit all records and reports by the deadline dates, and make all appropriate arrangement with the Division Dean / Department Chair to which I am assigned well in advance of the commencement of the semester.

4. Please indicate if you have **other part-time or hourly assignments** at **SBVC**___ or at **CHC**___ during this semester that are **not covered by this Agreement.** (Indicate by a check mark on the appropriate line(s).)

Your signature below and your signature on the attached Addendum constitute you acceptance of this offer, subject to all terms and conditions. You must also complete this Agreement and return all copies to the Division / Instruction Office immediately if you accept this offer. See the attached Addendum for information concerning Professional Development. **Professional Development applies to Fall and Spring only.**

Instructor's Name (Please Print) _____

Instructor's Signature _____ Date _____

This offer of employment may be withdrawn if not accepted and returned within ten working days of the "printed" date at the bottom of page 1.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADDENDUM TO AGREEMENT
FOR
TEMPORARY, PART-TIME TEACHING ASSIGNMENT

I understand that the following conditions apply and are a part of the attached Agreement for Temporary, Part-time Teaching Assignment(s):

a. The teaching assignment is temporary and this Agreement, though it may be renewed at some future, does not extend beyond the term indicated;

b. The instructor assumes the obligation of validating with the Human Resources Office of the District, 114 S. Del Rosa Drive, San Bernardino, CA 92408, (909) 382-4000, possession of appropriate teaching credential and/or meets the Statement of Qualifications guidelines provided by the "Academic Senate for California Community Colleges" before entering the classroom to commence teaching;

c. The class(es) assigned to the instructor may be canceled for insufficient enrollment, and the instructor may be compensated in accordance with the ***Agreement*** between the District and the District Teachers Association CCA/CTA/NEA;

d. It may be necessary to assign a full-time faculty member to replace a part-time, temporary instructor in the teaching of a class when low enrollment would cause a member of the regular faculty to have less than a full teaching assignment;

e. This Agreement is subject to final approval by the Board of Trustees of the District;

f. This Agreement is void if the teaching assignment described herein, when combined with any other part-time teaching assignment of the District, exceeds the allowed maximum for temporary, part-time instructors in the District.

g. I agree to meet the class(es) on the dates and at the times designated, and if unable to do so, to notify my Responsibility Center Manager in ample time to arrange for a substitute instructor. Such absences will result in a salary reduction unless sufficient sick leave has been earned;

h. I certify that I am not being paid for services from any source for any hours compensated by the District;

i. Part-time faculty members will be paid an additional four (4) hours of professional time (workshops, discipline-specific conferences, department meetings, student contact, orientation, committee work, etc.) per course for courses of at least one (1) unit credit. The maximum professional time that may be compensated is eight (8) hours. Along with this professional time, there will be an additional four (4) hours specifically designated for student contact per course for courses of a least one (1) unit credit. The maximum supplemental student contact time that may be compensated is eight (8) hours. Professional Development hours are not available for summer session per CTA contract.

j. If you are paid to verification of enrollment, and your class(es) are canceled, you are required to reimburse the District within 15 days of receipt of notice of the error from the District.

I HAVE READ THE CONDITIONS LISTED AND UNDERSTAND THAT ANY FAILURE ON MY PART TO COMPLY WITH OR PROVIDE INFORMATION REGARDING ANY ITEM NULLIFIES THE AGREEMENT.

Signature _____ Date _____

Print or Type Name _____

Sample of Agreement for Temporary, Part-Time Teaching Assignment

HRLY Crafton Hills College Page: 1
2015SP San Bernardino Community College District
Agreement for Temporary, Part-Time Teaching Assignment(s)

This contract for temporary (adjunct) employment will be implemented by the College only on the conditions that the course(s) you have been assigned attract(s) sufficient enrollment to retain the class(es) and that the course(s) do(es) not need to be assigned a regular employee to insure a full teaching load for the regular employee.

This contract, if implemented, is for the Spring 2015 semester ONLY and does not infer an offer of continuing employment since temporary (adjunct) employees do not have the right of continuing employment. The institution, therefore, is not obliged to provide reasons for not inviting adjunct employees to teach in subsequent semesters.

TEACHING ASSIGNMENT FOR SSN:

Ref Num	Sec Num	Course	Units	Wks	IM Type	Paid Pct	Begin Date	End Date	Begin Time	End Time	Room	Days
1210	05	MATH-103	4.00	18	LEC	100%	01/12/15	05/21/15	07:00	08:50	MSA-101	T-TH
1106	27	MATH-952	4.00	18	LEC	100%	01/12/15	05/21/15	11:00	12:50	CHS-237	T-TH

Acct No: 01-00-02-8100-0000-1300.00-1701
Total: $8,160.00 5 equal payments of $1,632.00 each

1076	27	MATH-903	0.25	18	LAB	100%	01/12/15	05/21/15	10:00	10:35	CHS-237	T

Acct No: 01-00-02-8100-0000-1300.00-1702
Total: $765.00 5 equal payments of $153.00 each

1046	27	LRC-900X8	0.00	17	TUT	NoLoad	01/15/15	05/14/15	10:00	10:50	CHS-237	TH

Acct No: 01-00-02-8100-0000-1300.00-4930
Total: $0.00 5 equal payments of $0.00 each

Contract Total: $8,925.00

Approved: _____ (Responsibility Center Manager) Date: _____

---------- FOR OFFICE USE ONLY ----------

Pay-for-course rates = Lec $60.00 Lab $60.00 Clinic $60.00 Field
Pay-for-course hours = Lec 136.00 Lab $12.75 Clinic $0.00 Field $0.00
Total: $8,925.00 5 equal payments of $1,785.00 each

(1) __/__/____ (2) __/__/____ (3) __/__/____ (4) __/__/____ (5) __/__/____
_____.__ _____.__ _____.__ _____.__ _____.__

Sample of Timesheet

HRLY
2015SP

Crafton Hills College
San Bernardino Community College District
Agreement for Temporary, Part-Time Teaching Assignment(s)
TIMESHEET

This contract for temporary (adjunct) employment will be implemented by the College only on the conditions that the course(s) you have been assigned attract(s) sufficient enrollment to retain the class(es) and that the course(s) do(es) not need to be assigned a regular employee to insure a full teaching load for the regular employee.

This contract, if implemented, is for the Spring 2015 semester ONLY and does not infer an offer of continuing employment since temporary (adjunct) employees do not have the right of continuing employment. The institution, therefore, is not obliged to provide reasons for not inviting adjunct employees to teach in subsequent semesters.

TEACHING ASSIGNMENT FOR SSN:

Ref Num	Sec Num	Course	Units	Wks	IM Type	Paid Pct	Begin Date	End Date	Begin Time	End Time	Room	Days
1210	05	MATH-103	4.00	18	LEC	100%	01/12/15	05/21/15	07:00	08:50	MSA-101	T-TH
1106	27	MATH-952	4.00	18	LEC	100%	01/12/15	05/21/15	11:00	12:50	CHS-237	T-TH

Acct No: 01-00-02-8100-0000-1300.00-1701
Total: $8,160.00 5 equal payments of $1,632.00 each

1076	27	MATH-903	0.25	18	LAB	100%	01/12/15	05/21/15	10:00	10:35	CHS-237	T

Acct No: 01-00-02-8100-0000-1300.00-1702
Total: $765.00 5 equal payments of $153.00 each

1046	27	LRC-900X8	0.00	17	TUT	NoLoad	01/15/15	05/14/15	10:00	10:50	CHS-237	TH

Acct No: 01-00-02-8100-0000-1300.00-4930
Total: $0.00 5 equal payments of $0.00 each

Contract Total: $8,925.00

THE FOLLOWING IS AN ACCURATE ACCOUNTING OF MY ABSENCES

Pay Period	Hours Absent*	Date(s) Absent	Absent Code	Signature
Jan 11 - Feb 10			X	
Feb 11 - Mar 10				
Mar 11 - Apr 10				
Apr 11 - May 10				
May 11 - Jun 10				

* If absent for any reason, a separate ABSENCE REPORT must also be completed.

ABSENT CODES: S=Sick Leave, P=Personal Necessity, A=Absence, O=Other
I=Industrial Accident/Injury, B=Bereavement Leave, J=Jury Duty

Keep this card for your records

CRAFTON HILLS COLLEGE
WEB AUTHORIZATION (Late Add) CODE CARD
Turn card over for important information

Student Name_____ I.D. or SSN# _____
Last **First**

Use the AUTHORIZATION CODE to add a closed class via the web. *If you do **NOT** have access to the internet, take the Web Authorization Code to the Admissions & Records Office for processing.*

a. Attend the first class meeting of the course you wish to add
b. If space is available, ask the instructor for an "Add Authorization Code"

1. Access our website at www.craftonhills.edu
2. Click on "**Apply / Register**" from the top menu.
3. Click on "**Register/Add/Drop Classes**" from the Registration column.
4. Click on "**Add Courses – Online**"
5. log in -*First time users, login with your SSN (11111111). Your PIN is your date of birth (MMDDYY)*
6. Click on the appropriate term
7. Click on "ADD New Section
8. Enter the 4 digit reference # in the box provided (only one class can be added at a time) and press Enter.
9. When prompted, enter the "Add Authorization Code" the instructor has given you.
10. Follow the prompts and instructions on the screen
11. Pay **ALL** registration fees immediately to avoid being administratively dropped from all your classes. Pay online using Visa or MasterCard, or in person in the Admissions & Registration Office (SSA-213).

If you have forgotten your password call 909.384.HELP (4357) or e-mail by clicking on the "Help" link at the login prompt. The Authorization Code should be used **IMMEDIATELY** to guarantee official enrollment.

AFFIX STICKER
Code **not** valid before the first day of class

AFFIX STICKER
Code **not** valid before the first day of class

AFFIX STICKER
Code **not** valid before the first day of class

Turn card over for important information

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

Grade Change

All Sections Must Be Completed

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_____

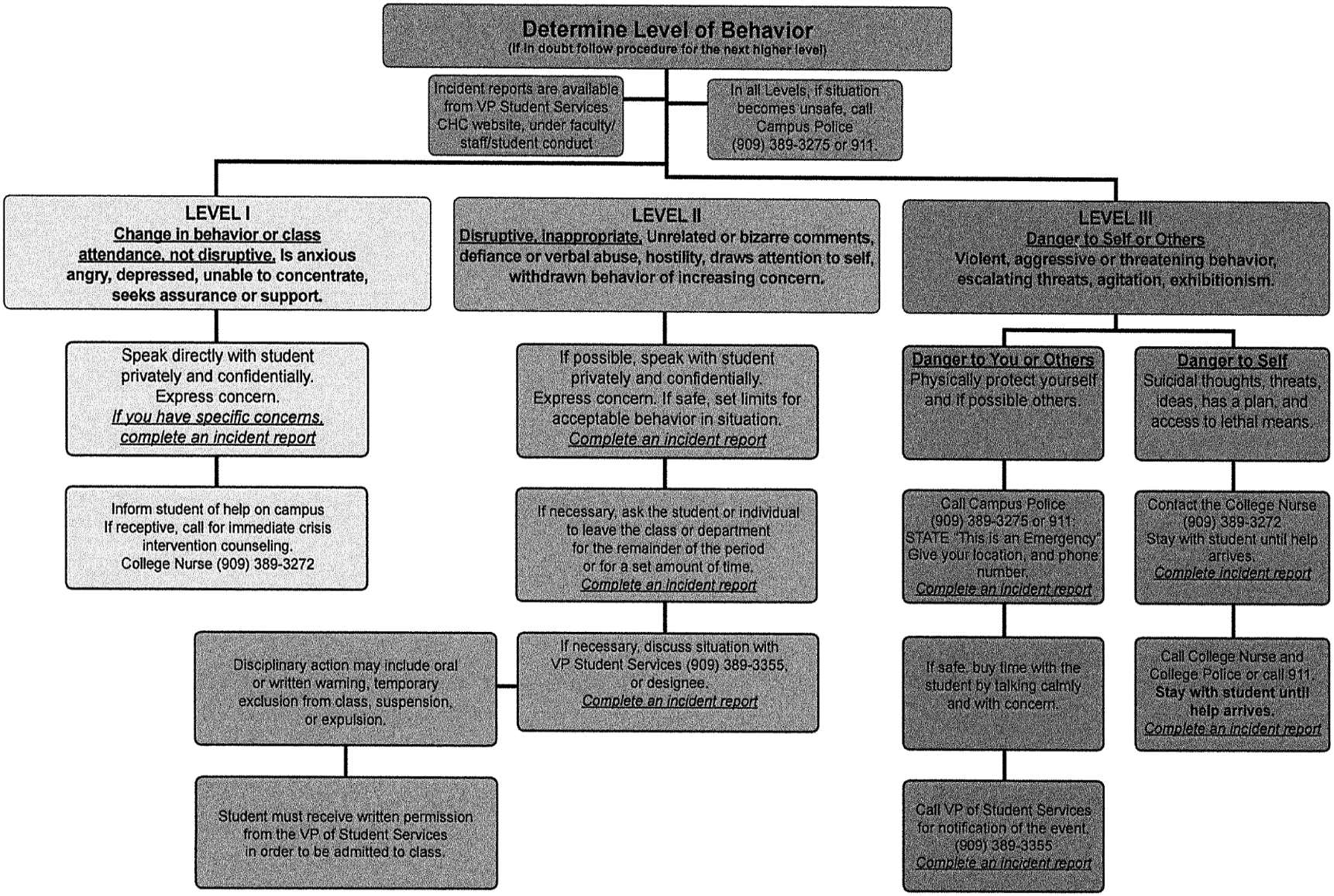
Rev. 01/13 A/R

Received By: _____
Date Stamp Below

For further information regarding change of grade see Board Policy # 4234

White: Admissions Office Yellow: Instructor Pink: Student

Crafton Hills College, Crisis Intervention Flow Chart



Disruptive Student Behavior Incident Report Form

Incident Date/Time/Location

*

Disruptive Student Name

*

Please include Last, First and Student ID Number

Witness Name

Please include Last, First, and Student ID Number, if applicable.

Campus Personnel Notified

Your Name/Title

*

Your Email

*

Your Phone

Please describe, in as much detail as possible, the specific behaviors observed. To the best of your ability, report the exact words, phrases and interactions you observed. If applicable, describe any injury or damage to person(s)or property. Include name(s) of campus personnel you contacted and actions taken, if any.

*

Submit

APPENDIX N: GUEST SPEAKER NOTIFICATION FORM

- Please submit this form to the appropriate Dean prior to the appearance of the guest speaker.
- If your guest will require a parking permit, please contact the Division Secretary to obtain a permit.

Name of Guest Speaker: _____

Presentation Topic: _____

Course Number and Name: _____ Room Number: _____

Date and Time of Presentation:

I understand it is my responsibility to remain in the classroom while a guest speaker is present.

Submitted by: _____ Date: _____

Received in Division Office: _____ Received by: _____
(date)
(name)

Faculty members are welcome to utilize off-campus speakers as part of their classroom instruction. Board Policy 5130 requires that faculty members notify the Instruction Office in writing of all classroom guest speakers. The Instruction Office has directed that Division Deans should assume responsibility for receiving these notifications. ***This form serves as the required written notification and should be filed with the Division Dean each time an outside speaker is invited to make a classroom presentation.***

INSTRUCTIONAL DIVISION DEANS

Career Education and Human Development

- Dean: June Yamamoto; ext. 3214
- Administrative Secretary: Mary Bender; ext. 3344

Arts and Sciences

- Dean: Rick Hogrefe; ext. 3205
- Administrative Secretary: George Miller; ext. 3215

Math, English, & Reading

- Dean: Mark Snowhite; ext. 3362
- Administrative Secretary; Laura Oliver; ext. 3258

San Bernardino Community College District

Crafton Hills College

Academic Hourly Absence Report

Date	Course Number	Day	Time	Substitute
			11:00am-12:55pm	
			2:00pm-3:55pm	

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

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

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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FIELD TRIP WAIVER OF CLAIMS ACKNOWLEDGMENT

Name of Student Participant: _____

Trip Locations (Name & City, State): _____

_____

Date(s) of Field Trip: _____

Purpose of Field Trip: _____

Emergency Contact Name and Phone Number: _____

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

Pursuant to Education Code 35330 (d) and CCR Title V, Section 55220, 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 this college activity.

I have read, understand, 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
GUARDIAN'S PRINTED NAME: _____

DISTRIBUTION AND USE
(On Reverse Side)

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

Crafton Hills College

Petition for Academic Exception

All Sections Must Be Completed

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

Home Phone (_____) _____ Work Phone (_____) _____ Mobile Phone (_____) _____

All notifications will be sent to your college assigned student e-mail address.

Term: ❑ Spring ❑ Summer ❑ Fall 20_____ Course (If Applicable): _____
Ex: ENGL 101

I request that:

_____

_____

State your reasons and include any necessary documentation (attach additional pages if needed):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
(Student Signature) (Date)

Any petition submitted during the week, prior to close of business on Friday, will be reviewed by the committee at the next regularly scheduled committee meeting.

Committee meeting dates and times are subject to change.

FOR OFFICE USE ONLY

Petition is: ❑Approved ❑Denied ❑Pending Deadline:_____

Comments: _____

_____

_____

By: _____ Date: _____ **Received By:** _____
Dean, Student Services, Student Development or Designee **Date:** _____

Rev 12/12 A&R

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 4 hours per course for courses of at least one unit credit specifically designated for student contact up to a maximum of 8 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 Part One and Part Two together 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**

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:

SECTION #1_____ **SECTION #2**_____

Non-Student Contact Activities	Date	Location	Number of Hours

TOTAL HOURS: _____

Student Contact Activities	Date	Location	Number of Hours

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**

Instructor Roster

Instructor Roster

Coll:	Div:	Dept:	Course:	Sec:	Title:	Syn:	Term:	Pos:	Cred:	Instructor:
CHC	CENRG	CENGL	ENGL 976	12	Fundamentals of Writing	0347	2013FA	No	4.00	Staff

Bldg:	Room:	Meeting Pattern:	Beg Dt:	Add Dt:	Cens Dt:	Drop Dt:	Wd Dt:	End Dt:
CL	216	--T-R-- 07:00AM 08:50AM	08/19/13	08/30/13	09/09/13	09/06/13	11/01/13	12/20/13

	ID	Name	Type of Work												
			Week												
			Date												
			Day												
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															
41															
42															
43															
44															
45															
46															
47															
48															
49															
50															

Page 1 of 1

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: QCZW339U

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: V4IYD74S

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: BHAERZ4I

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: XSWEF2CO

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: SOJ6BCKX

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: 4PDRIYVR

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: CK75VHK3

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: HO2ZCLIQ

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: X62EMSWI

Summer 2015, Use by 06/22/15
ART 125 Sec. 01 Ref: 0033
Authorization Code: PL9K9D8F

Positive Attendance Hours Roster

Coll:	Div:	Dept:	Course:	Sec:	Title:	Syn:	Term:	Pos:	Cred:	Instructor:
CHC	CFIN	CTHA	THART 140X	95	Intrmdt Performance Wkshp	1110	2013FA	119.90	3.00	

Bldg:	Room:	Meeting Pattern:	Beg Dt:	Add Dt:	Drop Dt:	Wd Dt:	End Dt:	
PAC	101	-M----- 07:00PM 09:50PM	08/26/13	09/09/13	09/09/13	09/09/13	12/20/13	Instructor's Signature Date

This legal attendance report is required to collect state funding. Sign and return this form to the Records Office within 3 days after the class ends.

D = Drop
W = Withdraw
I = Instructor

	ID	Name	Drop Code	Drop Date	Hours Attended	Check Here If Never Missed	Check Here If Never Attended	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								

DUPLICATION REQUEST

Instructor: _____ Job # _____

Department: _____

Home Phone or Extension: _____

Title or Description of Copy			If more than one page, may I run on both sides? ❒ YES ❒ NO	
# of pages	# of copies	Today's Date	Date Needed	Time Needed

SPECIAL INSTRUCTIONS

Collate Only ❒ Retype ❒

Staple & Collate ❒ See Instructions ❒

Do not Collate ❒

Date Provided: _____ By: _____

Distribution: White & Yellow-*CHC Printshop* • Pink-*Your Records*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

USER APPLICATION

Submit all applications to DCS (District Computing Services)
This application must be TYPED or it will not be accepted.
Expect 3 to 10 business days for processing.

District Computing Services
441 West 8th Street
San Bernardino, CA 92401
Website: http://dets.sbccd.org/forms

By Employee

Application Type:

- [✓] New User
- [ ] Returning User
- [ ] Transfer from Dept/Site: _____ / _____
- [ ] Update Information

Site:

- [✓] Crafton
- [ ] Valley
- [ ] District

Employee Information:

Last Name : _____ **First Name :** _____

Middle Initial : _____

Date of Birth : _____

Note: *Datatel ID is also known as your Staff ID, Faculty ID or Student ID.*

SSN : ___ – __ – ____

OR

Datatel ID : _____

To be completed by Supervisor

Position Information:

Title / Position : _____ **Dept. :** _____

Building / Room # : _____ **Start Date :** _____ **End Date :** _____

Position Type: *(Check most applicable box)*

[ ] **CF** - Classified Confidential	[ ] **NF** - Non-Teaching Faculty	[ ] **PT** - Part-time Hourly	[ ] **ST** - Student Employee
[ ] **AM** - Academic Manager	[ ] **CH** - Classified Hourly	[ ] **CC** - Classified Contract	[ ] **OT** - Other
[ ] **CM** - Classified Manager	[✓] **AF** - Adjunct Faculty	[ ] **FC** - Contract Faculty	[ ] _____

Standard Accounts:

[✓] **Network** : E-Mail / Internet | [ ] **Phone w/ Voicemail** for Full-Time. Required Phone #: _____ OR [ ] **Voicemail Only** for Adjunct / Part-Time

Authorized Accounts:

[ ] **Datatel / Colleague****

Which employee's security rights should be matched? _____

Do they need: [ ] Cash Drawer [ ] Registration Entry [ ] WebAdvisor (Counselor)

Notes :

[ ] **ImageNow**** | [ ] **SARS**Grid [ ] **SARS**Trak | [ ] **LeavTrak**

*** For position types - **CH, PT, ST, OT** - a "Live Scan" (fingerprinting) must be attached. Contact Human Resources for more information.*

Misc Information:

Who previously held this position: _____ | Are they still an employee of SBCCD? [ ] Yes [ ] No | If Yes, what dept? _____

By signing below, I am certifying that I have read and agree to the board policies and guidelines governing the above requested accounts and services.

Employee's Signature : _____ **Date :** _____

Supervisor's Name (Print) : _____ **Signature :** _____ **Date :** _____

For District Computing Services Use Only

Network Information	Phone/Voicemail	Account _____	Account _____
HDO Ticket # :	HDO # :	HDO # :	HDO # :
Username :	Number :	Login :	Login :
Password :	Password :	Password :	Password :
E-Mail Address :			

Download Form @ http://dets.sbccd.org/forms **User Application: Version 4.9 | Rev: 01/10/2011**

Crafton Hills College Staff Directory

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
VACANT	Admissions & Records Lead Evaluator	389-3370	CCR 114

Aquatics Center		FAX 794-0423	
Chittenden, Heather	Director	389-3605	KHA 105
Fellenz, Kathryn	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	CHS 129
Johnson, Corey	Lab Tech – Computer Information	389-3236	CHS 128
Mansourian, Farhad	Faculty	389-3348	CHS 119
Yau, Margaret	Faculty Chair	389-3521	CHS 131
VACANT	Faculty	389-3304	CHS 130

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
VACANT	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
VACANT	Child Care Assistant	389-3400	CDC
Wasbotten, Deborah	Director	389-3401	CDC 102

Communication & Language		FAX 794-0423	
Andrews, Breanna	Faculty Chair	389-3338	OE1 115A
Kozanova, Marina	Faculty	389-3345	OE1 128B
Schmidt, Jeffrey	Faculty	389-3342	OE1 125
Urbanovich, Jimmy	Faculty	389-3377	OE1 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	
Barrie, Trinette	Counselor	389-3365	CCR 211
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
Gist, John	Counselor	389-3364	CCR 210
Marrujo, Monique	Senior Student Services Technician	389-3452	CCR 202
McAtee, Robert	Counselor – Faculty Chair	389-3324	CCR 203
Mello, Brandice	Student Services Technician II	389-3399	CCR 220
Mendez, Keila	Secretary II	389-3366	CCR 201
Moreno, Mariana	Transfer Center Coordinator-Faculty	389-3393	CCR 213
Orta, Rebecca	Senior Student Services Technician	389-3450	CCR 202
Sternard, Evan	Counselor	389-3329	CCR 204
Southerland-Amsden, Frances	Senior Student Services Technician	389-3361	SSB 112
Wilson, Kathy	Administrative Secretary	389-3204	CCR 239.1
Xayaphanthong, Soutsakhone	Counselor	389-3212	CCR 207

Custodial		FAX	
Armstrong, Larry	Custodian I	389-3238	Custodial
Bryson, Richard	Courier	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	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
Quach, An Dang	Custodian I	389-3238	Custodial

Disabled Students Program & Services (DSPS)		**FAX 794-3684**	
Hallex, Alicia	Student Services Technician II	389-3577	CCR 106
Mann, Laurie	Coordinator	389-3578	CCR 107
VACANT	Developmental Specialist	389-3314	CCR 108
Williams, Barbara	Senior Student Services Technician	389-3325	CCR 110

Emergency Medical Services		**FAX 794-0423**	
Crow, Kathryn (Kathy)	Faculty	389-3220	PSAH 105E
Holbrook, James (Jim)	Faculty	389-3251	PSAH 105C
Lara, Naomi	Secretary II	389-2252	PSAH 105
Reese, Gary	Director, Emergency Medical Technician – Faculty Chair	389-3255	PSAH 105B
Word, Dan	Director, Paramedic Education	389-3570	PSAH 105F

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

English		**FAX 794-0423**	
Acquistapace, Kris	Faculty	389-3347	SSB 210
Bartlett, Ryan	Faculty	389-3373	BC 105
Brown, Robert	Faculty	389-3566	SSB 206
DiPonio, Gwen	Faculty	389-3332	SSB 209
Langenfeld, Liz	Faculty	389-3340	SSB 214
Papas, Constantine (Dean)	Faculty Chair	389-3341	LRC 105
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

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**	
Lehman, Veronica	Financial Aid Specialist	389-3240	CCR 126
Morales, Carrita	Clerical Assistant II	389-3223	CCR 121
Muskavitch, John	Director	389-3269	CCR 124
Sousa, Juanita	Financial Aid Coordinator	389-3224	CCR 123

VACANT	Financial Aid Specialist	389-3242	CCR 121

Fine Arts		**FAX 794-0423**	
Bedoya, Michael	Lab Technician	389-3353	OE1 103
Bryant, Tom	Faculty	389-3296	PAC 111
McConnell, Mark	Faculty Chair	389-3293	PAC 310
Palkki, Kevin	Theatre Technician	389-3298	PAC 101
Petrovic, Snezana	Faculty	389-3571	OE1 102
VACANT	Faculty	389-3611	OE1 132

Fire Technology		**FAX**	
Alder, Michael	Chief, Fire Academy	389-3418	PSAH 203C
Groff, Rick	Operations Specialist (not SBCCD staff)	389-3262	PSAH
Lara, Naomi	Secretary II	389-3408	PSAH 105
Sullivan, Dan	Faculty	389-3261	PSAH 203B

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
Jimenez, Susan Liane (Liane)	Secretary II	389-3272	SSB 101
Newsom, Helen	Nurse Practitioner	389-3273	SSB 101
Sandy, Hannah	Coordinator-Faculty (Interim)	389-3271	SSB 101

Human Development		**FAX**	
Brink. T. L.	Faculty	389-3343	SSB 215
McLaren, Meridyth	Faculty Chair	389-3576	CDC 103
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
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

Institutional Effectiveness, Research & Planning	**FAX 794-0423**

Gamboa, Benjamin (Ben)	Research Analyst	389-3390	LRC 103
Gundersen, Cyndi	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			
Oliver, Laura	Secretary I	389-3258	CCR 238.1
Snowhite, Mark	Dean (Interim)	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
Winningham, Laura	Faculty	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	Lead Maintenance Worker		PAD

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

Physical and Biological Science		**FAX 794-0423**	
Adams, Matthew	Faculty - Physics	389-3234	CHS
Boebinger, Kelly	Faculty - Chemistry	389-3291	CYN 227
Farrell, Fran	Lab Technician (Chemistry)	389-3289	CYN 235
Greyraven, Cynthia (Ruth)	Faculty – Biology	389-3311	CUM 236
Hansen, Rosemarie	Lab Technician (ANAT)	389-3227	CYM 235
Hughes, Richard	Faculty – Earth Sciences	389-3237	MSA
Jaco, Herberth	Lab Technician - Physics	389-3233	CHS
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
VACANT	Lab Technician (Earth Sciences)	389-3265	MSA

President's Office		**FAX 794-0423**	
Marshall, Cheryl	President	389-3200	CCR 243
St. Jean, Cyndie	Administrative Assistant II	389-3201	CCR 244
Vacant	Honors Coordinator/SI Coordinator	389-3330/3500	LRC 106

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

Resource Development			
Audet, Carrie	Administrative Secretary (Substitute)	389-3245	LRC 222
Riggs, Michelle	Director, Community Relations and Resource Development	389-3991	LRC 223

Respiratory Care		**FAX 389-3229**	
Bell, Reynaldo (Rey)	Program Director	389-3288	PSAH 120D
Bidney, Cynthia	Secretary II	389-3286	PSAH 120
Contreras, Amber	Faculty Chair	389-3287	PSAH 120C
Rojas, Daniel	Faculty	389-3284	PSAH 120E
Sheahan, Michael (Mike)	Clinical Director	389-3283	PSAH 120F

Social, Information and Natural Sciences Division			
Hogrefe, Jr., Richard (Rick)	Dean	389-3205	CCR 237
Miller, George	Administrative Secretary (Substitute)	389-3215	CCR 237.1

Social Sciences		**FAX 794-0423**	
Beitscher, Jane	Faculty	389-3346	OE1 123
Cervantez, Jeff	Faculty	389-3301	OE1 116
Hellerman, Steve	Faculty	389-3337	OE1 128A
McKee, Julie	Faculty Chair	389-3351	PE1 119A

STEM Pathways		**FAX 794-0423**	
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
VACANT	Alternative Learning Strategies Coordinator	389-3364	

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
Record, 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	Computer Technician	389-3563	LRC 115
Mottl, Karen	Computer Technician	389-3561	LRC 115
Rahn, Charlie	Multi Media Specialist	389-3316	LRC 115
Veloni, Shane	Senior Multi Media Specialist	389-3316	LRC 115
White, Anthony	Technology Support Specialist	389-3562	LRC 111

Tutoring Center			
Main department number		389-3312	
Cole, Judy	Learning Resource Assistant	389-3360	LRC
Peterson, Karen	Tutorial Coordinator	389-3395	LRC
Townsend, Jonathan	Instructional/Assessment Technician	389-3453	LRC
Quach, Patricia	Tutorial Center Coordinator	389-3317	LRC
Crafton Hills College Alphabetical Listing			
Acquistapace, Kris	Faculty	389-3347	SSB 210
Adams, Matthew	Faculty	389-3234	CHS
Alder, Michael	Chief, Fire Academy	389-3418	PSAH 203C
Allen-Hoyt, Denise	Faculty	389-3603	CHS 129
Andrews, Breanna	Faculty	389-3338	OE1 115A
Armstrong, Larry	Custodian	389-3238	Custodial
Audet, Carrie	Administrative Secretary (Substitute)	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	OE1 103
Beitscher, Jane	Faculty	389-3346	OE1 123
Bell, Reynaldo (Rey)	Program Director	389-3288	PSAH 120D
Bender, Mary	Administrative Secretary	389-3344	CCR 240.1
Bidney, Cynthia	Secretary II	389-3286	PSAH 120
Blue, Robyn	Child Care Assistant	389-3400	CDC
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	Courier	389-3385	Custodial

Cabrales, Joe	Dean, Student Services & Student Development	389-3368	CCR 236
Camarena, Armando	Cusdodian I	389-3238	Custodial
Carrillo, Minerva	Custodian I	389-3238	Custodial
Cervantez, Jeff	Faculty	389-3301	OE1 116
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
Contreras, Amber	Faculty	389-3287	PSAH 120C
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, Maria	Bookstore Assistant II	389-3521	CCR 138
Davis, Lynnette	Account Clerk II	389-3218	CCR 119
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, Kathryn	Pool Attendant	389-3606	KHA 123
Gamboa, Benjamin (Ben)	Research Analyst	389-3390	LRC 103
Garcia, Kristin	Admissions & Records Technician	389-3367	CCR 111
Garcia, Maria	Nurse	389-3273	SSB 101
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
Gray, Tracy	Secretary I	389-3550	LRC 115
Greyraven, Cynthia (Ruth)	Faculty – Biology	389-3311	CYN 236
Gundersen, Cyndi	Research Assistant	389-3331	LRC 102
Hallex, Alicia	Student Services Technician II	389-3577	CCR 106
Hanley, Jodi	Faculty	389-3339	BC 103B
Hansen, Rosemarie	Lab Technician (ANAT)	389-3227	CYN 235
Harris, Kashaunda	EOPS Counselor	389-3221	CCR 215
Heilgeist, Kristina	Schedule/Catalog Data Specialist (Sub)	389-3266	CCR 241.1
Hellerman, Steve	Faculty	389-3337	OE1 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)	Dean	389-3205	CCR 237
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	MSA
Irgang, Peggy	Food Service Specialist	389-3376	CCR 146

Jaco, Herberth	Lab Technician	389-3233	CHS
Jimenez, Susan Liane (Liane)	Secretary II	389-3272	SSB 101
Johle, Christina	Child Care Teacher	389-3400	CDC
Johnson, Corey	Lab Technician	389-3236	CHS 128
Johnson, Daniel	Custodial	389-3238	Custodial
Kozanova, Marina	Faculty	389-3345	OE1 128B
Langenfeld, Liz	Faculty	389-3340	SSB 214
Lara, Naomi	Secretary II	389-3408/2252	PSAH 105
Ledoux, Janine	Faculty	389-3278	KHA 131A
Lee, Jason	Custodian	389-3238	Custodial
Lehman, Veronica	Financial Aid Specialist	389-3240	CCR 126
Limoges, Kevin	Computer Technician	389-3563	LRC 115
Lopez, Richard	Custodian I	389-3238	Custodial
Lowe, Lynn	Faculty	389-3315	BC 103C
Mann, Laurie	Coordinator, DSPS (Interim)	389-3578	CCR 107
Mansourian, Farhad	Faculty	389-3348	CHS 119
Marrujo, Monique	Senior Student Services Technician	389-3452	CCR 202
Marshall, Cheryl	President	389-3200	CCR 243
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	389-3351	OE1 119A
McLaren, Meridyth	Faculty	389-3576	CDC 103
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
Mendez, Keila	Secretary II	389-3366	CCR 201
Miller, George	Administrative Secretary (Substitute)	389-3215	CCR 237.1
Morales, Carrita	Clerical Assistant II	389-3223	CCR 121
Moreno, Carol L	Book Buyer	389-3247	CCR 138
Moreno, Mariana	Transfer Center Coordinator-Faculty	389-3393	CCR 213
Mottl, Karen	Computer Technician	389-3561	LRC 115
Muskavitch, John	Director	389-3269	CCR 124
Newsom, Helen	Nurse Practitioner	389-3273	SSB 101
Newton, Kelly	Administrative Assistant I	389-3203	CCR 242.1
Nguyen, Ben V	Custodian I	389-3238	Custodial
Oliver, Laura	Secretary I	389-3258	CCR 238.1
Orta, Rebecca	Senior Student Services Technician	389-3450	CCR 202
Paddock, Ericka	Director	389-3457	CCR 154
Palkki, Kevin	Theatre Technician	389-3298	PAC 101
Papas, Constantine (Dean)	Faculty	389-3341	LRC 105
Peraza, Zayne	Library Technical Assistant II	389-3553	LRC
Peterson, Karen	Tutorial Coordinator	389-3395	LRC
Petrovic, Snezana	Faculty	389-3571	OE1 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	389-3257	CYN 229
Rahn, Charlie	Multimedia Specialist	389-3316	LRC 115
Ramirez, Steve	Faculty	389-3552	BC 106
Rea, Maricela (Marti)	Cafeteria/Snack Bar Manager	389-3376	CCR 145
Record, Laura	Administrative Assistant I	389-3354	CCR 245.1
Reece, Bryan	Vice President, Instruction	389-3202	CCR 241
Reese, Gary	Director, Emergency Medical Technician	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	Faculty	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
Sandy, Hannah	Coordinator-Faculty (Interim)	389-3271	SSB 101
Sanford, Renee	Lab Technician (Microbiology)	389-3232	CYN 233
Schmidt, Jeffrey	Faculty	389-3342	OE1 125
Sheahan, Michael (Mike)	Clinical Director	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, Math, English, Reading & Instructional Support (Interim)	389-3362	CCR 238
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	389-3361	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 203B
Sutphin, Ginger	Administrative Secretary	389-3565	CYN 237
Tinoco, Michelle	Admissions & Records Evaluator	389-3369	CCR 115
Townsend, Jonathan	Instructional/Assessment Technician	389-3453	LRC
Truong, Sam	Faculty – Anatomy & Physiology	389-3226	CYN 232
Urbanovich, Jimmy	Faculty	389-3377	OE1 109
Veloni, Shane	Senior Multimedia Specialist	389-3316	LRC 115
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	Technology Support Specialist	389-3562	LRC 111
Williams, Barbara	Senior Student Services Technician	389-3325	CCR 110
Williams, Gary	Faculty	389-3567	SSB 207
Wilson, Kathy	Administrative Secretary	389-3204	CCR 239.1
Wilson, Sherri	Faculty	389-3336	BC 104B
Winningham, Laura	Faculty	389-3323	LRC
Word, Dan	Director, Paramedic Education	389-3570	PSAH 105F
Wurtz, Keith	Dean	389-3206	LRC 101
Xayaphanthong, Soutsakhone (Souts)	Counselor	389-3212	CCR 207
Yamamoto, June	Dean	389-3214	CCR 240
Yau, Margaret	Faculty	389-3521	CHS 131
Zuniga, Ruby	Administrative Secretary I	389-3394	LRC 107