



NUTS AND BOLTS

Basics (Alphabetically)

ACADEMIC SENATE

The representative body for Continuing Education faculty on academic and professional policies is also known as the Faculty Senate. These meetings are always open to all SDCE faculty. However, only the specified representatives can make motions and vote. Currently the monthly meetings are being held at ECC in room 176 on the third Tuesday of the month from 3pm – 5pm. Meeting notices are sent via district mail as well as being posted. Each unit in the SDCCD has its own Academic Senate. The Senate represents the faculty on academic and professional matters such as hiring procedures, program review and approval, curriculum review and approval, and budget. The Senate acts on behalf of all faculty and can meet with the Chancellor and/or Board of Trustees on faculty matters of particular urgency. The president of the Senate is the official spokesperson for the Academic Senate and the faculty at large. Come to the Senate meetings and get involved in the academic and professional decision making matters that may affect you directly. Everyone is welcome and anyone can voice an opinion or concern. Contact the Senate Office at (619) 388-4835.

ATTENDANCE POLICIES AND PROCEDURES (Available in Public Folders)

Each instructor should have a copy and be familiar with the *Attendance Accounting Policies and Procedures* that is to be followed by **ALL** San Diego Continuing Education (SDCE) Faculty and Staff.

- This document covers important attendance information and deadlines for submittal of: Registration Forms, CAV's, CAV Summaries, Attendance/Grade Rosters, and Rollbooks/Rollcards.
- Most sites have printed copies available.

COLLECTIVE BARGAINING AGREEMENTS

Instructional faculty, counselors and classified staff are represented by AFT Guild. Management and supervisory staff are considered meet-and-confer units. Individual unit contracts are on the AFT Guild website. It is your responsibility to know the contract and benefits, procedures and policies that are covered by your unit's contract. Go to www.aftguild.org for more information.

COMPUTER HELP DESK

Any issues regarding computer troubleshooting should be directed to the IT Help Desk at 388-7000 or through email at ithelp@sdccd.edu. They will provide you with the proper procedure for getting computer help.

CONFIDENTIAL STUDENT INFORMATION

Information regarding students is confidential and all requests for information should be referred to the campus administration office. Instructors cannot release any information to anyone regarding students. Written student permission must be acquired prior to the release of information to any person, private institution, or public

agency and must remain a part of the student permanent record. Please check with the campus administration office for more detailed guidelines.

The use of a student's telephone number is also protected under a student's right to privacy. Accordingly, **if an instructor wants to collect and retain student phone numbers on a semester basis, each student must complete a "Voluntary Student Authorization for Faculty Use of Student Telephone Numbers" form.** These forms must be destroyed at the end of each semester.

COPY MACHINES

If the copy machine is experiencing a malfunction, please do not try to fix the machine yourself, instead please inform an administrative staff member immediately. Please refrain from using plastic/transparent (overhead) sheets for printouts, the copy machine gets very hot and the plastic can warp/melt thus jam the machine.

As a courtesy for others, if you are making large volume (mass) copies and the next person in line waiting to use the copy machine only requires a minimal amount, please suspend your current task and allow for the next person to make their necessary copies/scan. You can resume your copies afterward without the need to run the originals again. For assistance, please see an administrative staff member.

COURSE OUTLINES

Each instructor is expected to obtain a current copy of the official course outline for each course taught. Copies are on file in the campus office or can be obtained from the Program Dean or Program Chair. Faculty interested in initiating program change requests or developing a new course proposal should contact their Program Dean or Program Chair for more information.

DIVERSITY

SDCE affirms and embodies pluralism which is a CE core value. The concept of pluralism relates to a social system based on mutual respect for each other's cultures. Under a pluralistic society, subgroups, whoever they may be, do not have to forsake their lifestyle, traditions, religion, languages, or customs. Instead, they can express their cultural differences and participate in the larger society free of prejudice. Every day, more than 50 languages are spoken by students across Continuing Education. Our student body is comprised of representatives from more than 160 countries. With all this diversity, we in Continuing Education think about differences in new ways. We are not merely a "melting pot," where differences are defused and tolerated. We are a pluralistic community, where differences are appreciated and accepted. We understand that these differences strengthen, enrich, and balance our community. For these reasons, we *affirm and embody pluralism* and have written a pledge that you may sign on the website. <http://diversity.sdce.edu/pledge>

DIVERSITY PLEDGE

As a community, we believe that...

Every person has worth as an individual. Every person is entitled to dignity and respect, regardless of age, class, color, disability, gender, nationality, race, religion or sexual orientation. Thoughts and acts of prejudice have no place in the San Diego Continuing Education community.

Therefore, I pledge...

To treat all people with dignity and respect, to discourage others' prejudice in all its forms, and to strive to maintain a climate for work and learning based on mutual respect and understanding;

And from this day forward,

Knowing that both the SDCE community and the world will be a better place because of my efforts, I will incorporate this pledge into my daily life.

ELECTRONIC ROLLBOOK ((Available in Public Folders)

Although a paper rollcard is available for instructor use, instructors also have the option of using an electronic rollbook to keep track of their student attendance. The electronic rollbook is updated each semester and can be found in "Public Folders" under "Continuing Education-Faculty Resources-Electronic Rollbook."

e2CE

Sign up with e2CE to receive important and urgent notifications from San Diego Continuing Education. e2CE can send notifications directly to e-mail addresses and mobile phones. The information you provide will be protected as confidential and will not be shared with any organization for any purpose. To sign up go to

<https://sdce.edu/e2ce/signup>.

EMAIL

District email is the fastest and most convenient way of keeping informed about SDCE and district news/events. Staff members are responsible to keep their district email boxes clear of excess messages and "junk mail" to avoid system overload.

Restrictions

Use of District Email shall not be for communications that:

1. Discriminate on the basis of race, creed, color, gender, religion, disability, sexual orientation;
2. Constitute sexual or other forms of harassment;
3. Infringe copyright law;
4. Breach security of unauthorized access;
5. Constitute political campaigning for or against any candidate for public office or any ballot proposition, or constitute lobbying any federal, state, or local official (elective or non-elective) with respect to any matter not involving official District business;
6. Promote personal or commercial business interests; or
7. Violate District policy or state or federal law.

EMERGENCIES

If you have an emergency in your classroom, college police can be contacted by using the red call box in your room. You will be connected directly to dispatch. If you have a telephone in your room, you can push the button labeled "College Police" to be connected to dispatch. You can also reach the College Police by phone at (619) 388-6405. If you do call the police or an ambulance, please contact the campus office as soon as possible. After hours, please e-mail Resident Dean, Program Dean, and Office Managers.

The AED (Automated External Defibrillator) is located in the lobby or at the front office of most campuses

FORMS

Most forms can be found on the Faculty and Staff Resources webpage as an attachment or link to the form in the Resources folder. <http://employee.sdce.edu/resources> OR on the SDCCD website at <http://www.sdccd.edu/departments/>.

INFORMATION TECHNOLOGY- HELP DESK

The District's Information Technology Department handles all computer access and repair requests usually via your Program Dean. The I.T. webpage has procedures for handling Help Desk requests:

Help Desk online: ithelp@sdccd.edu

Phone: Extension 7000 (619 388-7000)

Help Desk hours: Monday-Friday 7 a.m. – 5 p.m.

INSTRUCTIONAL SUPPLIES

Each department/program has a budget allocated for supplies to supplement the instructional program. Submit all orders first to your department chair for their approval and further processing.

LEAVES

Consult your AFT Guild agreement for all leave provisions. Instructors are required to submit applicable leave documents in a timely manner following their absence from assigned work schedule and record leave claims on timecard.

MAIL BOXES

Each instructor must personally check his/her mailbox at the campus administration office once a week, and turn in requested documents. Please check your mailbox each time you submit your CAV(s). This "trip to the office" is often the only opportunity the office staff has of getting to know the instructors and keeping instructors well informed.

SCHOOL CALENDARS

Classes can meet only on authorized school days. All holidays must be observed. Please refer to the current San Diego Continuing Education calendar and note all District (non-working) holidays. No classes should be held on a Saturday or Sunday after a Friday Holiday or on a Sunday prior to a Monday holiday. All off-campus classes will follow the calendar of their host facility. Check your tentative assignment offer for your specific class dates.

Calendars are available in the campus administration office and online at

<http://studentservices.sdccd.edu/index.cfm?action=calendar>.

SDCE CALENDAR

Administrators, committees, faculty, and staff are working diligently to create a robust SDCE Master Calendar that can be utilized as a tool that increases collaboration and participation. The calendar can be accessed at two locations: 1. The [home page access](#) which includes mostly external events (e.g. commencement, grand openings, theater performances) and 2. The [faculty and staff news page access](#) which includes additional internal events (e.g. classified service awards and participatory governance meeting dates).

STUDENT ATTENDANCE CARD

All students are required to obtain a **Student Attendance Card** which includes their name and CSID number. CSID cards are available free-of-charge from the main office of each campus during normal business hours.

SUBSTITUTES FOR INSTRUCTORS

If you need a substitute, call the campus administrative office as soon as you know you will not be teaching to allow enough time to arrange for a substitute. All classes must be taught by instructors who meet the minimum qualifications for that program and who have been approved by the Human Resources Department and officially assigned as a substitute. Your recommendation of a properly qualified instructor familiar with your class is welcome but **ALL ARRANGEMENTS AND CONFIRMATIONS MUST BE MADE BY CAMPUS OFFICE PERSONNEL.**

To insure that a substitute will do a good job and provide continuity for your students, all instructors are required to provide the substitute with a lesson plan and other necessary materials for the class.

A class may not be cancelled without prior approval of the campus administrator.