



*Academic
Guidebook*

PORTERVILLE COLLEGE

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Porterville College

ACADEMIC GUIDEBOOK

Dear Faculty Member:

Welcome to Porterville College's student learning team. You have been carefully selected to be a member of our academic staff because of the knowledge and skill you possess in your discipline and the commitment you have made to education. You are a critical link in the efforts we are making to provide high quality, student-centered learning at our college.

We have prepared this guidebook with the intent of making your experience with us as positive and rewarding as possible. I believe you will find that it provides answers to a great many of the questions you may have about the college's procedures and the policies that govern our operations. If you still have questions about anything related to your assignment, please do not hesitate to call your faculty chair, dean, the vice president or me.

Following this letter is a statement of academic standards for college-level classes that was published in Title 5 as a result of changes in California's Education Code in 1988. These standards are still in effect. If you have any questions regarding the standards, I encourage you to meet with your faculty chair.

Again, WELCOME. We appreciate the energy and dedication you bring to our students. You are the key resource in our efforts to meet the learning needs of the people we serve in the Porterville area. I want to thank you for the contributions you make to our students' learning success. I hope your time here is rewarding.

Sincerely,

William A. Andrews, Ed.D.
President

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ACADEMIC GUIDEBOOK

Summary of Title 5 Academic Standards

Title 5 of the Education Code dictates significant requirements in the delivery of college-level courses. These requirements are reflected in the “Course Objectives” and the “Methods of Evaluation” sections of the college’s course outlines. Please be sure to visit the Curriculum Specialist to obtain a copy of the most recent outline for your classes.

Title 5 regulations are particularly specific in their expectations for college-level classes and include the following:

- A stronger emphasis on writing.
- Required use of college-level mathematics and English prerequisites for courses in which English or mathematics skills are a significant part of the course.
- Two hours of outside study (homework) for each LECTURE hour spent in class.
- Subject matter presented with a scope and intensity that will require students to study independently outside of class.
- The ability to think critically as a requirement for participation in the course.
- The use of college-level vocabulary, study skills and course materials.
- Grades based solely on student performances in relationship to stated course objectives, rather than such things as “attendance” and/or “effort.”

Statements of Philosophy

Mission Statement

Students are our focus at Porterville College. We are committed to providing an excellent educational experience to our diverse community in an environment that fosters student learning and success. In promoting a student-centered learning environment, we commit ourselves to innovation, respect, collaboration, collegiality and participatory governance.

Statement of Academic Freedom

Porterville College supports academic freedom as defined in KCCD Board Policy, 5D1 and Faculty Contract Article Four Section A.

Statement of Academic Honesty

The KCCD Board Policy 4F8E includes as “good cause” for which a student may be disciplined, including suspension, “dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the College or its officials.” Definitions of plagiarism and cheating are given in the Porterville College Catalog.

Institutional Goals

- Goal #1 Provide learning opportunities and programs of high quality
- Goal #2 Provide high quality student support services and programs
- Goal #3 Foster a positive and supportive learning environment
- Goal #4 Foster positive and efficient institutional, fiscal, and personnel processes
- Goal #5 Develop and promote community partnerships and linkages
- Goal #6 Develop and promote positive campus and district wide working relationships

Non-Discrimination/Equal Employment Opportunity

Kern College Community College District (KCCD) will not tolerate discrimination against any person. Unlawful discrimination is defined as special or disparate treatment based on race, color, religion, gender (or pregnancy related condition), national origin, age, disability (or medical condition), marital status or sexual orientation. KCCD will enforce all state and federal laws prohibiting discrimination.

Equal opportunity to seek, obtain, hold, and advance in employment in the KCCD shall be afforded to all who qualify without discrimination. Appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of personnel. KCCD is committed to recruiting, training, and providing advancement opportunities that will result in equal employment opportunities for all qualified applicants and employees.

Kenneth Robinson, Associate Director of Human Resources, is the designated Equal Employment Opportunity Coordinator. Phone: (559) 791-2221 or (661) 395-4036.

Sexual Harassment

KCCD is committed to maintaining a working and educational environment free of sexual harassment. KCCD will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the KCCD that members of the collegial community including visitors, guests, and contractors, will not sexually harass another.

An allegation of sexual harassment may be reported by the individual who is the subject of the alleged harassment or by a witness. An investigation into any charge of sexual harassment shall be investigated according to Procedure 11A4A of the KCCCD Board Policy.

Instructional Information and Services

Classroom Procedures

Canceled Classes

Every effort is made to develop a class schedule that reflects the needs and preferences of our students. On occasion, however, classes may have to be canceled at the beginning of the semester because of insufficient enrollment. Those on the margin are classes which are slightly below sufficient enrollment but appear likely to fill. Generally, eighteen is the minimum number of students for a class to “make.” Exceptions can be made to this number, however. Refer to the section entitled “Cancellation of Classes” near the front of the current schedule of classes for the exemption from cancellation criteria. No class will be canceled without the permission of the Vice President of Learning.

To be counted as an official member of the class, a student must be present AND *enrolled*. Please make sure that every student you add to the class roster on or after the first day of class meetings presents you with *a receipt verifying enrollment*.

If an adjunct instructor meets an assigned class that is subsequently canceled by the administration for low enrollment, he/she shall be compensated for *any time the class may have previously met*. If the class meeting was scheduled for less than two hours, compensation will be for the amount of scheduled time.

Course Outlines

Course outlines are maintained with the Curriculum Specialist, ext. 2210, copies can be obtained from the ‘W’ Drive or by contacting the Curriculum Specialist.

Adjunct instructors who do not want to give out a home telephone number can have messages given to the front reception desk to be placed in campus mailboxes. Contact by email is, of course, a good option for many students. Papers for adjunct instructors can be left at the front desk of the Library where they will be kept in a folder for the instructor.

Eating, Drinking, and Smoking in Classrooms

Eating, drinking and smoking are not allowed in classrooms. It is unlawful to allow smoking in any classroom or within 20 feet of any building on campus.

Field Trips

A dean must approve all field trips. Special arrangements are to be made for travel out of state or students using their own transportation. Parental consent is required for students under 18 years of age. Travel request forms are available in your faculty chair’s office or the Office of Learning (AC-101).

All field trips shall be planned in accordance with district travel policy. Students cannot be required to attend field trips if the trip falls outside the days and times of the regularly scheduled class as published in the class schedule.

Guest Speakers

A person invited by the instructor to address a college class is considered to be a guest speaker. Guest speakers shall not meet with classes on a regular basis; the assigned instructor must be present in the classroom at all times that the guest speaker is presenting. It is understood that the guest speaker is meeting with the class on a voluntary basis, and thus, shall receive no honorarium.

Hours of Instruction

Classes are scheduled from 7:00 a.m. to 10:00 p.m. Each class period is 50 minutes in length. Instructors are expected to meet their classes for the full 50-minute period. Classes meeting for more than one hour will meet for a proportional period of time (i.e., 1-1/2 hour class meets 75 minutes, and a three-hour class meets 150 minutes). Title V of the Education Code requires a 10-minute break at the end of every 50-minute period of instruction. Time may not be “lumped” together for the purposes of dismissing early. (Example: a 7-10 p.m. class may not elect to meet without a break from 7-9:30 p.m. and dismiss at 9:30 p.m.)

No class can have hours, days, or locations changed from those listed in the printed schedule without the express permission of the Vice President of Learning.

Housekeeping

When you dismiss your class, day or evening, it is expected that the room will be left in good order for the instructor who is assigned to the room following your class period. Chalkboards and whiteboards should be erased, chairs placed in order and lights turned off. If the room contains sensitive material or expensive equipment, the room also should be locked when you leave.

Orientation Sheets

A course syllabus sheet must be distributed and discussed with each student in each course on the first day of his or her attendance. The syllabus must also be on file with the Curriculum Specialist, ext. 2210. It shall consist of, at least, all of the following:

1. An approximate weekly assignment plan
2. An approximate examination schedule
3. Planned methods of evaluation
4. Grading policy
5. Attendance expectations

You also should include some procedure whereby students can get in touch with you. Full-time instructors should give campus telephone numbers and campus email addresses.

Sunday Class Meetings

College activities such as dramatics, orchestra, rehearsals, and other activities should not be scheduled on Sundays. If emergencies arise where Sunday practice is necessary, students should not be penalized if they find it inadvisable to attend because of conflicts with religious activities or beliefs.

Office of Learning

Duties of Instructors

Duties and expectations for full-time instructors are listed in the Faculty Contract. Duties of adjunct instructors are listed in KCCD Board Policy. Duties for all instructors, both full time and adjunct, include the following: (a) distributing a course syllabus sheet to students, (b) providing creative, stimulating and challenging lesson materials, (c) ordering of text material, (d) testing and grading, (e) maintaining appropriate and required records, and (f) submitting all required reports on time. During the college year, instructors should check their campus mailboxes on a regular basis, and not less than once a week. In addition, instructors cannot give a library assignment, an assignment to watch a film or video, or any other instructional activity, if either the instructor or an approved substitute is not in attendance.

Evaluations of Instructors

Instructors at Porterville College are regularly evaluated. The evaluation for full-time instructors is described in the Faculty Contract. Evaluation procedures for adjunct instructors are described in KCCD Board Policy.

These evaluations include a student evaluation and may also include an administrative or peer-faculty in-class visit and review. Usually, all new instructors are evaluated during their first semester of teaching. Copies of the evaluation forms, including the student evaluation tabulation form, are available for review upon request from the Office of Learning.

Student Attendance and Grading

Adding Classes

Until the “last day to add,” your signature, as the instructor, will allow students to add any of your classes that have not been closed.

NOTE: Before you sign an “add slip,” be sure to verify that the student meets the prerequisite (i.e., English, Math, etc.) for the course. You should particularly screen for the English placement level. We want our students to succeed. Your signature on the add slip documents that you verify all prerequisites have been met or you are accepting the student even though prerequisites may not have been met. It also tells the Admission Office that you are willing to take this student on an overload basis if the class is full.

Attendance

Regular attendance promotes success in class activities. Therefore, students are expected to attend all sessions of each class in which they are enrolled. A student may be considered excessively absent from a class when the cumulative absences exceed twice the number of hours the class meets in one week. However, you are entitled to establish your own attendance standards that you believe will justify dropping a student from class. ***You must make the attendance standard known at the first class meeting with a written statement in the course syllabus. Please make sure the students understand your expectations.*** Even though a student may be dropped from a class for poor attendance, the final grade cannot be based on attendance or the lack of it. Grades must be assigned on the basis of objective criteria listed in the course outline.

Class Roll Sheet/Wait List Rosters

Since many students take advantage of late registration opportunities, class roll sheets are often in need of updating by instructors. All class roll sheets list students' telephone numbers for your convenience. Alpha books, which list students' addresses, are available in the Office of Admissions and Records.

You are encouraged to update your roll sheets throughout the semester by dropping students who are not actively attending. All students remaining on the roster after 60% of the term length has elapsed must receive a grade, other than a "W", in the class. Banner Web provides a convenient method for you to check current enrollment in classes.

All roll sheets are a part of the official record and must be turned in to the Office of Admissions and Records at the end of the semester. Roll sheets must be turned in to the Office of Admissions and Records within 4 days of the end of the semester for semester-length classes or within 4 days after the last class of a short-term class.

Wait lists rosters are provided by Admissions & Records the Friday before classes start.

How To Print A Roll Sheet

To print a hardcopy of your roll sheet, follow the instructions below.

From the Internet Explorer Browser, select the "Friendly Print Roll Sheet."

1. Click File—Page Setup.
2. Change the Top and Bottom Margin to 0.3 (or just .3).
3. Delete the characters in the Footer field (&u&b&d).
4. Click OK.

Once you have completed the steps above, you won't have to do it again. Keep in mind, however, this change will affect every web page you print from this point on.

5. Print. If you encounter any problems, contact the Admissions & Records Office.

Credit/No-Credit Grades

"Credit/No-Credit" grades exist to provide students the opportunity to explore subjects in which they are interested without undue concern for their grade point average. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual. ***Only certain courses are approved for this type of grading.*** Contact the Office of Admissions and Records for more information or consult the course description in the college catalog.

Final Examinations

You will find the final examination schedule listed in the back of the schedule of classes each semester. As you will note there, evening classes hold final exams on the regularly scheduled meeting day and time during final exams week.

Final examinations will be given in ALL courses. Please do not give final examinations in advance of the scheduled time unless you have been given approval by the Dean of Learning to do so. In the rare instance where a student requests to take a final examination prior to its scheduled time, the request shall be made in writing to you. If, in your judgment, the reason is valid and justifiable, you may grant approval.

In planning the semester schedule, the college staff and faculty will make sure that student activities and class tests are not scheduled during the five school days preceding final examinations as listed on the final examination schedule. Please continue class meetings and instruction as usual during this time.

Grades

All grades awarded by instructors at Porterville College conform to the following definitions and grade points:

SYMBOL	DEFINITION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, but less than satisfactory	1
F	Failing	0
CR	Credit –Signifies that the student has achieved at least a satisfactory grade. Units awarded with a CR grade are not calculated into the GPA at Porterville College.	
RD	Record Delayed	
NC	No Credit – Signifies that the student has done less than satisfactory work or is failing. Units awarded are not calculated into the GPA at Porterville College.	
I	Incomplete (described in the section below and the current college catalog)	
W	Withdrawal (described in the section below and the current college catalog)	

Grades A through F shall be averaged on the basis of the point equivalencies listed above to determine a student's grade point average.

PLEASE DO NOT assign "W" grades. This will be done by the computer system if the student drops the course prior to the deadline for dropping without penalty. Incomplete (I) grades cannot be assigned unless you submit the appropriate form and supporting documentation to the Office of Admissions and Records. If "I" grades are assigned without the required documentation, the grade will be changed to an "RD" and the required "I" grade form will be mailed to you for your submission indicating your approval or denial.

Unless a student has officially registered, he/she may not take, sit-in, or audit a class without the approval of the Vice President of Learning.

Grade Changes

If you find that you have made an error in assigning a grade, you may correct it by submitting the correct grade in writing to the Office of Admissions and Records. Forms are available in that office.

Grade Reports

Students may obtain their grades on the Porterville College website, www.portervillecollege.edu.

Positive Attendance Accounting

Positive attendance classes (open entry, irregular meetings, less than five [5] regular class meetings, non-credit) must have daily attendance marked on a spreadsheet or district roll sheet which must be turned in at the end of the course. The Office of Admissions and Records will accept neither daily sign-in sheets nor individual notebooks for students as verification of attendance.

Privacy Act

The Family Educational Rights and Privacy Act-FERPA (Buckley Amendment) imposes limitations on the release of certain information contained in student records. At NO TIME should you release information about a student to any person other than that student. Please contact Admissions and Records for further information, should the need arise.

Removal From Class

As an instructor, you may, for good cause as defined by law, remove a student from class for both the day of removal and the next class meeting. KCCD Student Discipline Policy provides for due process and describes the procedure for administration of discipline.

Repeatable Courses and Credit By Examination

Please refer to the college catalog for the approved list of courses that can be repeated and for information about obtaining Credit by Examination.

Submission of Grades & Entering Grades Through Banner Web Step-By-Step

You will be assigned a User ID and 6 digit PIN number that will allow you to enter your grades through the Internet on a Kern Community College District-wide program called BannerWeb. Carol Brown, PC Campus Coordinator, is available for questions/problems at 791-2316 or cbrown@pc.cc.ca.us. Ms. Brown is located in the President's Office in the Academic Center building. As an "Instructor of Record," you will record your grades through Banner Web only. BannerWeb can be accessed by the following steps:

- Launch the Internet. In your 'Browser Location' (Explore, Netscape,) type <http://banweb.kccd.cc.ca.us> or go through the Porterville College website at www.portervillecollege.edu right hand column links 'BannerWeb' button. After the KCCD Information System page comes up, click the 'Login to Secure Area'. Key in your 'User ID' which is your Social Security # without the dashes (example: 222334444). Tab or click to 'PIN' (Personal Identification Number) and key in your number issued you. Click the 'Login' button.
NOTE: FIRST TIME into Banner the system will force you to change your PIN number to a different 6 digit number. DO NOT go back to your original PIN number issued you (which is your birthdate). For security purposes, you need to initiate a different 6 digit number. Banner will also ask you to set up a question/answer. This is if you forget your PIN number it will ask the question that only you can answer and then email your PIN number to you when you answer the question correctly.
- Click 'Faculty Services'. Click 'Final Grades and Attendance Hours – Enter'.
- Click on 'Select Term' drop down arrow ▾ and select the current term from the drop down menu. Click 'Submit'.
- Click on 'Submit CRN' drop down arrow ▾ and select your CRN (Course Reference Number) from the menu. Click 'Submit'.

IMPORTANT: First time entering grades read through introductory paragraph explaining your responsibilities as a Porterville College faculty member.

- Click the down arrow button ▾ in the scroll bar on the right side of the screen to scroll through roster of student names.

- Click on ‘None’ drop down arrow ▾ and select the appropriate grade for the student whose name displays to the left side. Repeat until grades (and attendance hours if applicable) for all students on the page are entered.
NOTE: Read through ‘Grades’ section (in this booklet) for explanation of letter grade(s) symbol and grade points.
WARNING: Failure to press ‘Submit Grades’ button (located at bottom of student list) at least every 10 to 15 minutes may result in loss of data entered.
- **For positive attendance courses ONLY.** Click your cursor into the field under the heading ‘Attend Hours’ and key in the number of hours the student attended.
- Click ‘Submit Grades’ button at the end of list when all grades have been entered.
DO NOT click the ‘Reset’ button (next to the ‘Submit Grades’ button) unless you wish to discard the changes you made since the last time you clicked ‘Submit Grades’ button.
- If you have more than 50 students on your class roster, click the ‘Next Page’ link and continue entering grades remembering to ALWAYS click ‘Submit Grades’ before going to next page.
- To enter grades for another class, scroll down to the end of the page and click the ‘CRN Selection’ link. Select next course to enter grades and repeat steps 9 thru 12.
- When all grades are entered for all your classes, click ‘NOTIFY A&R TO ROLL GRADES TO HISTORY’ at the top of your Final Grade Worksheet. Follow instructions outlined through this link to complete the grading process.
- You must also turn in your *signed roll sheets* to Admissions & Records located in the Academic Center building.
NOTE: For any and all questions concerning your grades and your grades being rolled to history contact Janice Halopoff, 791-2269 or jhalopof@pc.cc.ca.us .
- Click ‘Exit’ at the top right of the screen when finished.

Withdrawal

- Students may drop any class until the date on which 30% of the class term has been completed with out the course or a grade being placed on their transcript.
- Students who drop any class between the 30% and the 60% date of instruction will receive a “W” on their transcript. You may establish an earlier deadline date provided you have given written notification to students on the orientation sheet.
- To withdraw from a class or classes, the student may either use the web registration system or obtain an official withdrawal form from their advisor or the Office of Admissions and Records. The completed form must be returned to the Office of Admissions and Records for processing.
- Extenuating circumstances necessitating a “W” after the 60% date of instruction will be restricted to verification of the following: an accident, serious illness or injury that prevents attendance, or circumstances beyond the control of the student. An “Extenuating Circumstance Petition” needs to be completed and returned to the Admissions & Records office. Forms are available in that office.

Instructional Support Services

Audio Visual Equipment

All classrooms are equipped with VCR/TV's, overhead projectors, and screens. Cassette player/recorders, slide projectors, and VCR/TV's are available in the Library Media Center for ON CAMPUS use only. Arrangements for audio-visual equipment can be made by calling the technician at ext. 2286 between 7:30 a.m. to 3:30 p.m. For evening classes, if the equipment cannot be delivered to the room before 3:30 p.m., arrangements can be made for it to be delivered and later returned to the Library Media Center after class. (NOTE: These arrangements need to be made between 7:30 a.m. and 3:30 p.m.)

An extensive collection of videotape programs for classroom and student use is available in the library.

Requests for audio-visual equipment, reports of equipment malfunctions, and scheduling for special services, such as videotaping or video rentals should be directed to the technician in the Audio Visual Department of the LMC twenty-four hours in advance. Requests for videotaping require 2 weeks advance notice.

Duplicating

Duplicating services are available in the Graphics Center, located in the Instructional Services Building. You may drop off work to be copied by the Graphics Center staff. Please be sure to attach a graphics request form to the work. Request forms are located in the Graphics Center and on the web (www.portervillecollege.edu/graphics).

Top priority for copying will be given to instructional material. The Graphics Center must have 48 hours lead-time. Non-instructional copying will have second priority and requires a minimum of 5 working days for production. Material requiring image setting (brochures, posters, flyers) or offset printing (forms) require a minimum of 10 working days for production.

When the work is completed, it will be placed in your mailbox. An exception to this policy will be made in the case of tests. Upon your request, tests will be kept in a locked drawer in the Graphics Center and should be picked up by you. If test security has been requested and you are unable to pick up your tests during the Graphics Center's operating hours, posted on the Web page, you can arrange to pick up the tests at the Information Center before 4:30 p.m. or speak with your faculty chair.

Tabletop digital copiers are available in the Instructional Services Building for short run instructional copying.

If you have a home computer, you may email attachments to the Graphics Center via the net. Your work will be completed and placed in your mailbox, following the guidelines listed above for lead-time. The Graphics Center will notify you on the net when the work is completed. The following applications are supported in the Graphics Center: Word, Works, Excel, Power Point, Publisher, In-Design, Page Maker, Quark Express, and .pdf files. Email tbethuru@portervillecollege.edu

Helpful information about copyright laws, priorities for duplication, and publications policy and guidelines are available in the Graphics Center and on the web (www.portervillecollege.edu/graphics). Any questions in general regarding copying can be directed to the Graphics Center.

Copyrighted Material Shall Not Be Reproduced Without The Written Consent Of The Publisher.

Keys

During regular class times, classrooms will be unlocked and alarms will be off. However, the buildings will be re-alarmed at the end of each college day. Keys will be issued to instructors who are teaching in laboratories and classrooms in which expensive equipment and supplies are located. These rooms must be locked at the close of each class period. The Dean of Learning will give approval for keys after a request has been submitted by the Faculty Chair. The keys will be issued by Maintenance and Operations. At the end of each semester, the key must be returned to Maintenance and Operations, unless a teaching assignment has been confirmed for the subsequent semester in the same room. Under no circumstances shall keys be loaned to students.

Learning Center

The Learning Center offers learning activities for a variety of subjects, including math, reading, writing, research, and employment skills. Instructors from the Math/Science and Language Arts divisions are available Monday-Thursday from 8-8 and Friday from 8-12 to offer individualized instruction and assistance with the PLATO and ALEKS software programs. The Learning center also offers tutorial services (see below), proctoring of exams, and small-group clinics. The mentors, who offer drop-in assistance to students with writing and word-processing questions, are also housed in the Learning center. For further information about the Learning Center's services and curriculum, please call ext. 2240 or 2242. To learn more about the mentors, call ext. 2297 or 2331.

Library Services

The library is located in the Library/Media Center (LMC) building. Services include library instruction, reserve service, and reference assistance. The on-line catalog has ebooks availability. We have seven (7) subscription databases for students both accessed at the library and at student's homes. These databases include: AccessScience (Online encyclopedia), EBSCO (magazine articles), FACTS.com (current science news), Infotrac: Health & Wellness and Opposing Viewpoints articles, Newsbank (newspaper articles), Proquest Direct (abstract and full text general and academic articles), SIRS Researcher (Full text magazine articles). Students and teachers need to obtain the passwords to these databases. Database handouts are available upon request.

VHS/TV/DVD viewing carrels are available for students upon request.

All printing is done by a debit card purchased for \$1.00. The debit card allows printing on all campus copiers and computers.

Custom library orientation programs will be provided to your students upon request. If you are interested, the orientation class requires one-week advance notice. Contact the LMC reference Librarians at 791-2318 for an appointment.

Library hours are: Monday through Thursday, 7:00a.m. to 9:00p.m. and 7:00 to 12:00 on Friday.

Please inform those of your students who are parents that, although their children are welcome in the Porterville College Library, the following restrictions apply: 1) Their child must be with them at all times 2) Unattended children will be turned over to security. If security is unable to locate the parent, the child will be turned over to local authorities. 3) Children are allowed to watch video's as long as their parents are with them. If a college student needs to use the equipment, the children will have to give up their machine. Porterville College students always have priority. Children are not allowed on any computers.

Mail

Instructors' mailboxes are located in the Instructional Services building. Please check your mailbox each time you arrive on campus. Mail is distributed each afternoon.

The mailroom is for faculty and staff only. Students/student workers are not to be sent to pick up mail or to place mail in mailboxes. Students/student workers are not permitted to enter the mailroom to leave assignments or other materials for faculty. Please inform your students that they may leave material for you at the front desk of the LMC to be kept in a file for the instructor to pick up.

Supplies

Office supplies needed for classroom use can be ordered through your faculty chair by completing a Supply Requisition form. Forms are available in the Instructional Services Building.

Textbooks

- **Ordering**

It is your responsibility to order the textbooks for your assigned classes. After consulting with your division chair or dean for the title(s) of approved textbooks, follow the procedures below in ordering textbooks:

- Obtain a Textbook Requisition form from the bookstore or the Office of Learning for each text to be ordered.
- Complete the form and obtain the signature of your division chair or dean.
- Return the completed form to the Bookstore for processing.

- **Desk Copies**

Contact bookstore for publishers' phone numbers. Once the textbook has been ordered, a desk copy can be requested. Desk copies taken from the bookstore will be charged to the division. Upon receipt of replacement copy, a credit will be issued to the division. The desk copy will then be forwarded from the publisher to you at the College address. In an emergency you may pick up the textbook immediately in the Bookstore. You also may choose to purchase the textbook and, upon receipt of the desk copy, return the purchased book, in NEW CONDITION, to the Bookstore for a full refund. The Bookstore hours are listed in the class schedule and posted on the website.

Tutorial Services

Peer tutors are available in the Learning Center in a wide variety of subjects. Most tutoring is offered on a scheduled basis.

Peer tutors are currently enrolled students who have received grades of B or above in the classes for which they tutor and recommendations from their instructors. Please urge students in need of help to request a tutor early in the semester and encourage qualified students from your classes to seek part-time employment as tutors.

For further information call the Learning Center Technician at ext. 2227 or 2236 or the Coordinator of the Learning Center at ext. 2240.

Student Support Information and Services

Advising

Counselors are available to assist students. All instructors should encourage students to consult a counselor if they have any questions about transferring, graduation, or program planning. Counselors' names and phone extensions are listed in the class schedule and on the Porterville College website.

Assessment/Matriculation

First-time Porterville College students should complete assessment, orientation and advising. Times and dates scheduled for assessment and orientation are listed in the current class schedule or may be obtained by contacting the Testing Technician at ext. 2446. Students should have their assessment results with them when they meet with their counselor.

Associated Student Body Activities/Student Senate

The Associated Student Body activities offers a wide range of activities and experiences designed to enhance our students' collegiate experience. The ASB/Student Senate supports a variety of campus clubs and organizations. Periodic "College Hours" are scheduled for a variety of education activities for students and staff

CalWORKS

CalWORKS Program provides services to students who receive TANF (Temporary Aid for Needy Families, formally known as AFDC) and who have been referred by their Tulare Works worker at the welfare office. Available services include work-study (on and off campus), job placement, job search skills, resume writing, interviewing techniques, academic advising, books, school supplies, child care, mileage reimbursement and job readiness workshops. Call the CalWORKS Coordinator at ext. 2364.

Career Counseling

Contact Student Services for more information ext. 2329.

Child Development Center

The Porterville College Child Development Center provides an educational environment for young children of currently enrolled students. The Center is used as part of the training program for childcare student teachers.

A waiting list for childcare is maintained for children each semester. Priority must be given to low-income families, in compliance with State funding regulations. Fees are charged, but are adjusted according to parents' income. For more information, call the Child Development Center ext. 2272.

Disability Resource Center

Students who have permanent physical/communications/learning disabilities that affect their education are eligible for free services at the College. Available help may include specialized counseling, academic advising, registration assistance, note takers for the deaf and hearing impaired, readers for blind students, specialized equipment, and parking permits.

Assessments and individualized instructions are available for students with specific learning disabilities in reading, writing, and spelling. If either you or any of your students need more information, please meet with the Learning Disabilities Specialist in the Disability Resource Center, ext. 2215.

Financial Aid/EOPS/CARE

A wide variety of financial aid, including grants, scholarships, and work-study jobs, is available to students. Information is available in the Office of Financial Aid ext. 2301.

EOPS provides services to students who are educationally and economically disadvantaged. The program is funded through the State of California and the local community college district. There are specific eligibility requirements for the program. Information is available in the EOPS office at ext. 2224.

CARE eligible students may receive assistance through childcare grants, book awards, meal cards, supplies and special interest workshops. For additional information, call ext. 2224.

Honor Society

Alpha Chi Mu chapter is the local chapter of Phi Theta Kappa, the international honor society of two-year colleges. Students who have completed 13 graduation or transfer level units and have earned a cumulative GPA of 3.35 are eligible to join. We ask that you encourage interested students to participate. Notices regarding meetings and activities are regularly posted.

Job Placement

The Job Placement Office is located in the EOPS/CalWORKS office in the AC Building where job opportunities are posted regularly on the bulletin board. The office assists both currently enrolled students and Porterville College graduates who are seeking employment. The office also provides information regarding interviewing techniques and other job search and career related matters. For more information, call ext. 2357.

Veterans

Veterans should direct all questions to the Veteran's Clerk in the Office of Admissions and Records, Academic Center, ext. 2402.

Wellness Center

The Wellness Center, located in SM 102 A & B, adjacent to the Forum, provides health services to currently enrolled full and part-time students. The purpose of the Wellness Center is to further the equality of educational opportunity and success for all Porterville College students by providing access to health services which promote the physical, emotional and social well being of students. The Wellness Center maintains high quality health care services by establishing procedures treatments, activities, and referral systems designed to meet student needs.

The student health fee gives students full access to a full time Registered Public Health Nurse available Monday through Friday and during evening hours as well.

Services include, but are not limited to, campus emergency care, first aid, nursing assessment and treatment of common acute illnesses and infections, TB tests for students, vision and hearing screening, blood pressure screening, selected immunizations (MMR and influenza) and pregnancy tests. If further off campus medical evaluation or treatment is needed for injuries or ailments, students will be referred. Referral for individual counseling is available for students expressing the need for personal counseling. A rest area and some over the counter medications are available. Appointments are available but not necessary. First aid supplies are also located in strategic areas throughout the campus.

Students with chronic health problems of a serious nature (diabetes, seizure disorder, cardiac problems) are advised to inform the Wellness Center so that the best possible help can be rendered in case of an emergency.

Throughout the year the Wellness Center coordinates campaigns for better health such as Red Ribbon Week, Great American Smoke Out, HIV/AIDS Awareness, Cancer Awareness and an Annual Health and Career Faire. Health education information and materials are also available on many topics.

When you visit the Wellness Center, you have the right to privacy, confidentiality, and to be treated with dignity. All records are confidential and cannot be released to anyone without written authorization. The only exception is when subpoenaed by court or when information is required by public health law.

Information on the Wellness Center may be obtained by calling ext. 2212 or the information desk.

Human Resources and Business Services

Absences

If you are unable to meet your classes, you must notify the campus operator at 791-2200. Please provide as much advance notice as possible. *Instructions for posting classroom notices or other information should be given to the operator.*

Absence records are maintained by the District's Payroll Office. Inquiries regarding absence records should first be directed to the campus's Human Resource office.

Absence and Leave Reporting Procedures

If you must be absent from class, please notify the campus operator prior to the time your class meets. The Office of Learning will send you an *Absence Report* form which must be completed in full immediately upon your return to duty. Forward the completed *Absence Report* form to your Division Chair for signature. The Division Chair will forward the form to the appropriate Dean for signature.

Absences due to illness or injury or quarantine that exceeds 3 days in duration must be verified by a written statement from a licensed physician indicating the reason for the absence and the length of disability (Faculty: Agreement Between KCCD/CCA/NEA 2002-2005, Article 11.B.3.4; Adjunct Faculty: Board Policy 7G2E).

Classes missed may not be made up by omitting breaks or lengthening remaining classes. If the class is going to be made up, a separate date must be approved by the appropriate Dean and have the concurrence of the students involved.

- **Faculty**

Hours missed for class and/or non-teaching assignments are charged to the appropriate absence/leave category. Examples listed below:

(Sick leave) If a full-time faculty member misses a contract day, a full day of sick leave will be charged, regardless of the number of hours of the assignment and the nature of the assignment.¹

(Sick leave) If a full-time faculty member missed part of the day's assignment, sick leave will be charged at the proportion of the assignment missed is to the full day's assignment. Full-time faculty's sick leave will be used to cover absences as appropriate.²

- **Adjunct Faculty**

Hours missed for class and/or non-teaching assignments are charged to the appropriate absence/leave category. Absences that are not covered by sick leave will result in a pay deduction.

- *Sick leave earned under this section shall be granted when an employee is kept from the performance of assigned adjunct duties by illness, injury, or quarantine.³*

¹ KCCD/CCA/NEA 2002-2005, Article Eleven, Appendix A (1)

² KCCD/CCA/NEA 2002-2005, Article Eleven, Appendix A (1)

³ KCCD Board Policy, (7G2A)

- *Adjunct faculty will earn sick leave at one (1) hour for each seventeen (17) hours of assigned activity completed.⁴*
- *Hours for classroom assignments shall be posted to the adjunct faculty member's sick leave balance at the completion of the semester and/or summer session. Non-teaching or assignment hours will be posted as earned.⁵*
- *Unused sick leave shall be accumulated and limited to a maximum of fifteen (15 hours). Sick leave earned for adjunct faculty assignments shall not be converted to regular sick leave if the adjunct employee becomes a contract employee.⁶*

Pay Checks

Full time faculty are paid the last working day of each month. Deposit information is placed in their faculty mailbox the last day of the month. Checks are put in the U.S. Mail one day prior to payday. Automatic deposit is strongly encouraged and forms may be picked up in the Business Office.

Adjunct Instructors are paid on the 15th of each month. If the 15th falls on a weekend, instructor will be paid the last working day prior to the 15th of the month. All adjunct instructor checks are placed in the U.S. Mail. No payroll checks are available for pick up in the Business Office.

If your class is canceled, you will be paid for two hours plus the actual number of hours of classroom instruction you provided.

Substitute Instructors

The college generally does not provide substitutes. However, under special circumstances, the authorization to use a substitute may be granted by the Dean of Learning. All arrangements must be made in advance. If approved, it should be noted that substitutes cannot be utilized or paid unless they possess the appropriate current community college teaching credential or meet the educational requirements for the subject in which they are substituting. In addition, the credential and all related forms must be on file in Human Resources. Regardless of whether the substitute is to be paid or not no one is authorized to cover your class (in your absence) without the express permission of the Dean's of Learning.

In addition, you cannot give a library assignment, an assignment to watch a film or video, or any other instructional activity, if either you or an approved substitute is not in attendance.

⁴ **KCCD Board Policy, 7G2B**

⁵ **KCCD Board Policy, 7G2C**

⁶ **KCCD Board Policy, 7G2D**

Maintenance and Operations Information

Request For Services

**Adjunct faculty should consult with their faculty chair.*

Maintenance Request forms are available in the Instructional Services Building. The Maintenance & Operations staff provides skilled assistance for the repair and, in some instances, construction, of facilities and equipment. Major repairs, modifications and/or construction must be planned for in advance and be included in the divisional budget.

Requests for other Maintenance & Operations services (i.e., rearrangement of furniture in offices and/or classrooms, delivery of items, etc) will be assigned first to meet safety and then to instructional needs.

Transportation Request

Transportation request forms may be obtained in the Instructional Services Building. The form must be signed by the faculty chair and the Dean of Learning and then turned in to the Maintenance Department. To allow time for processing, please submit the form two weeks in advance of the trip. If a student will be driving, contact the Human Resource Office for complete procedures. You will need to pick up keys and/or gas cards for the vehicles between the hours of 7:00 a.m. and 4:00 p.m. Monday through Thursday and 7:30 a.m. to 11:00 a.m. on Friday. If your request is for the weekend, pick up the keys on Friday before 11:00 a.m.

Emergency & Insurance procedures are placed in each vehicle for your information and use, if necessary. All field trips must be planned in accordance with the District Travel Policy.

Use of Facilities Form

Applications for use of college facilities may be obtained from and returned to the Information Center. Applications must be fully completed and submitted to the Information Center ten (10) working days in advanced of planned use.

First priority for facilities use is reserved for the college's instructional programs and related activities. Second priority shall be given to public agencies, schools, and other colleges when the purpose of the use is educational. Third priority shall be given to youth groups, civic and service groups and other organizations for cultural, educational or recreational activities.

If you wish to learn more about guidelines for the use of facilities, more information is available in Board Policy Procedures Section.

Technology Information and Services

For information that is more detailed and complete than that given below, a Technology Services booklet is provided by Technology Services in Building VS-1. Specific questions may be directed to Technology Services ext. 2365.

Computer Classroom/Lab Images

Your computer classrooms and labs are re-imaged once each semester or as needed. Creating an image and sending that image to a lab is very difficult work. Not all software wants to behave properly when installed on a computer. We at Technology Services try very hard to ensure that all the software on an image works properly when we create the image. Because of this, we ask that any new software to be used by a class in the upcoming semester be given to Technology Services at least two weeks prior to the start of each semester. If this is not done, the software you need to teach your class may not be available. Also, remember that Technology Services does not purchase software. All needed software must have a price quotation by Technology Services and then be purchased through your department or faculty chair.

Old software that is no longer needed should be removed from the image. This helps avoid software conflicts between software and different versions of the same software. We at Technology Services do not know what is old or un-needed software. We depend on you to keep our department informed so that we may create a more workable image for you.

Email and Login Accounts

To obtain your email account, please come to Technology Services, Building VS-1 and complete the form needed to request your email account. At the same time you request your email account, we will create your local login account. Contact the computer technologists regarding the process to change your account

Network Information

Our campus has a Network that serves multiple needs. We have a Local Area Network (LAN) that serves the needs of students, faculty and staff. We are a part of a Wide Area Network (WAN) that provides Banner services from the District. We have District provided Internet and email services that allow you access to the World Wide Web but at the same time present many challenges for the security of our Network. The Technology Services booklet provides some dos and don'ts regarding passwords that will help protect your personal information and safeguard the Network.

Spam

Spam, unsolicited email, is also a problem on the Campus. As you surf the Internet and visit sites, you will be using your email address to request information and services. Many of these sites harvest your email address and sell it to spammers. As a result, you will receive spam, and lots of it from various persons. Do not reply to spam. If you do, you are confirming a live email address and will soon receive even more spam from many other sources.

Is spam legal?? Business and Professional codes 17538.4 and 17538.45 regulate the use of spam within California. If created under the guidelines of these bills, spam may be legally sent to you. Federal laws are vague with regard to spam, but anti-spam organizations are hard at work to put an end to spam. For more information, please go to www.cauce.org.

Technology Services Booklet

Other information regarding technology on campus is available in a booklet that can be obtained from Technology Services. The booklet has information about software licensing, purchasing technology equipment, etc.

Viruses

Viruses abound in the tens of thousands, and many hundreds of new viruses are created each week. We have anti-virus programs on all of our computers, but many viruses are designed to get around these programs. Both macros and .vbs scripts can enter your system via email. This email looks innocent, and in fact, is innocent until you open the attachment to the email. If you do not know the sender or are suspicious of any email, your best course of action is to delete or trash that message. Be sure to empty your Trash folder or recycle bin immediately afterward.

Web Space

Web space is acquired from our Web Site Coordinator, ext. 2232, or email rmorgan@portervillecollege.edu for more information.

- FrontPage 2000 is our supported web creation software.
- Domains must be approved by the Campus IT Committee prior to purchase.

Your Campus Computer

Your campus computer is the best we could purchase with the funding available. Campus policy does not allow you to install any hardware or software on your assigned computer. All software must be approved by the campus Information Technology (IT) committee and installed by our campus technicians. All information on your computer is the property of KCCD. If you have information you wish to keep personal, please save the information on a Zip or floppy disk and take the information home. Your computer is the property of KCCD. You may not take your computer home.

Personal equipment such as computers, printers and PDAs may not be connected to our Network. Only campus and District equipment that has been approved by the DWITC (District Wide IT Committee) and our Campus IT Committee may be connected to our Network.

If you have a problem with your computer, please call ext. 2365 or email pc_tech@portervillecollege.edu to request assistance.

Safety and Emergency Information

Emergency Telephone Numbers

	On Campus Dialing
Ambulance, Fire, Police	9-911
Campus Security	2443, 2405 (day) cell# 9-310-2143 (evening)
College Nurse	2212 cell# 9-310-0818
Dean	2308, 2459
Switchboard	0
Vice-President	2218

Evacuation

An evacuation map is posted in every classroom and office. Please read and understand the evacuation area for the respective classroom and/or office. In the event of an evacuation, do not use the campus quad as an exit route.

Faculty/Adjunct Work Related Injury/Illness

Immediately report all injuries, no matter how slight, to your division chair, dean, or Human Resources.

Report all injuries to Human Resources regardless of whether you intend to seek medical treatment or not.

- **Serious Injury/Illness**
 - Call 9-911 for immediate medical attention.
 - The appropriate division chair, dean, or administrator must report the injury to Human Resources immediately, but no later than the start of the next business day. Details such as date/time of injury, the time the injury was reported, witness name/address/phone, and injury specifics will be requested.
- **Non-Emergency Injury/Illness**
 - After notifying your division chair and/or dean, contact Human Resources for injury/illness reporting and medical referral under Workers' Compensation.
 - Details such as date/time of injury, the time the injury was reported, witness name/address/phone, and injury specifics will be requested.

Student Injuries/Illness

Under NO circumstance should you transport an injured or ill student to the hospital.

Report all student injuries, no matter how slight, to the appropriate dean or administrator. An *Incident Report* form must be completed and returned to Maintenance & Operations within 24 hours. This form is available on the *Bulletin Board* at www.portervillecollege.edu. Filing of this form will notify the

appropriate dean or administrator on a delayed basis. *In the event of a serious incident, please contact the appropriate dean or administrator as soon as possible.*

Refer student to Business Services for student insurance claims. A copy of the signed *Incident Report* is required to process claims.

If the injury involves a *student worker* injured in the course of his or her employment, please read the response procedure for student workers.

Student - Injury Response Procedures

- ***Serious injury/illness***
 - Call 9-911 for immediate medical attention.
 - Contact the College Nurse
 - Contact the appropriate dean or administrator ASAP and follow-up with an *Incident Report*.
- ***Non-emergency injury/illness***
 - Contact or refer student to the College Nurse.
 - Complete an *Incident Report*.

Student WORKER – Injury Response Procedures

- ***Serious Work Related Injury/Illness***
 - Call 9-911 for immediate medical attention.
 - Contact the College Nurse.
 - Contact the appropriate dean or administrator ASAP and follow-up with an *Incident Report*.
 - Report the injury to Human Resources immediately, but no later than the start of the next business day. You will be asked to provide report details such as: the student's name, address, phone, birth date, social security number, date/time of injury, time the injury was reported, witness name/address/phone, and injury details.
- ***Non-Emergency Work Related Injury/Illness***
 - Report the injury to Human Resources as soon as possible, but no later than the start of the next business day. You will be asked to provide report details such as: the student's name, address, phone, birth date, social security number, date/time of injury, time the injury was reported, witness name/address/phone, and injury details.
 - Refer the student worker to the College Nurse and/or Human Resources as appropriate.
 - If needed, medical referral will be made by Human Resources.
 - Human Resources will report the incident to the appropriate dean or administrator

Porterville College Foundation

The Porterville College Foundation was established as a non-profit organization in 1970 by an enthusiastic group of alumni. The eternal flame to support the quest of learning still burns through the current Foundation Board. Members are made up of civic-minded community members, administrators and faculty.

The Porterville College Foundation will support Porterville College in developing activities, programs, and facilities to the best interest of students; will actively solicit gifts, bequests, and other income; and will demonstrate prudent fiduciary responsibility in the administration of those funds.

The current net worth of the Foundation is approximately \$3.6 million. That amount is presently divided between current assets (20%), scholarship trust accounts (20%), endowment funds (40%), and general funds (20%).

The Foundation operates, in cooperation with the college, a weekly swap meet with the majority of proceeds funding scholarships for incoming high school students through the "PC First" program. Interested high school seniors are offered, in return for choosing to register at Porterville College as their college of first choice, a two-semester stipend. Annual college wide mini-grants are offered totaling around \$42,000 per year from endowment earnings. Scholarships totaling over \$200,000 annually are awarded to continuing and transfer students. Also, the Foundation contributes approximately \$30,000 annually to the College maintenance budget.

Gifts are welcome and accepted through payroll deductions, cash or check, charitable remainder trusts, securities and real estate. Please contact the Foundation Director, ext. 2233, for more information.

