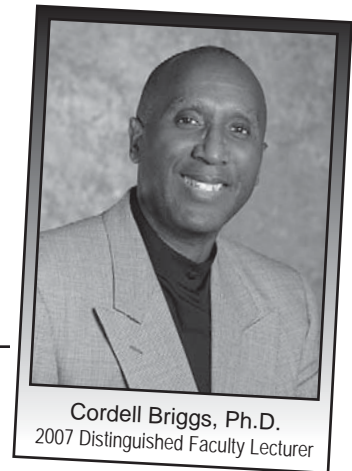


# FACULTY SURVIVAL GUIDE

## 2007-08

The complete Faculty Handbook is online at  
<http://www.rccdfaculty.net/handbook>

---



### Mission Statements

*Adopted by the Board of Trustees on June 20, 2006*

#### Riverside Community College District

The Riverside Community College District is accessible and comprehensive, committed to providing an affordable post-secondary education, including student services and community services, to a diverse student body. The District provides transfer programs paralleling the first two years of university offerings, pre-professional, career preparation, and occupational and technical programs leading to the associate of arts degree, the associate of science degree, and a variety of certificates. In the tradition of general education, the liberal arts and sciences and the occupational and technical programs and courses prepare students for intellectual and cultural awareness, critical and independent thought, and self-reliance. Consistent with its responsibility to assist those who can benefit from post-secondary education, the District provides pre-college, tutorial and supplemental instruction for under-prepared students. Through its three constituent colleges, Moreno Valley, Norco and Riverside City, the District works in partnership with other educational institutions, business, industry, and community groups to enhance the quality of life and the internal harmony of the communities it serves. The District serves Western Riverside County from three interrelated colleges in the cities of Riverside, Norco and Corona, and Moreno Valley.

#### Moreno Valley

Responsive to the educational needs of its region, Moreno Valley College offers academic programs and student support services which include baccalaureate transfer, professional, pre-professional, and pre-collegiate curricula for all who can benefit from them. Life-long learning opportunities are provided, especially, in health and public service preparation.

#### Norco

Today's students, tomorrow's leaders.

Norco College, located in western Riverside County, provides a range of high quality educational programs, services, and learning environments that meet the needs of a diverse community. We equip our students with the academic and technological skills to attain their goals in higher, occupational, and continuing education, workforce development, and personal enrichment while they achieve established learning outcomes. Norco College fosters the development of technological programs to meet the needs of the growing business community. As a continuing process, we listen to our community and respond to its needs while engaging in self-examination and ongoing dialogue, planning, and improvement.

#### Riverside City

Riverside City College empowers a diverse community of learners toward individual achievement, success and lifelong learning by providing comprehensive services and innovative educational opportunities.

# TABLE OF CONTENTS

<b><u>Instructional Policies, Procedures and Information</u></b>	<b>2</b>	<b><u>Administrative Support Center</u></b>	<b>10</b>
Attendance and Grades		Word Processing	
Cheating and Plagiarism		Transparencies & PowerPoint	
Final Exam Schedule		ParScore	
Course Syllabus		Duplicating Procedures	
Supplies		Copyright Policy	
Course Outline	<b>3</b>	Mailboxes	
Textbooks		<b><u>Information Services</u></b>	<b>11</b>
Bookstore		Microcomputer Support	
Hours of Class		Internet and E-mail Assignments	
Class Size and Cancellation Policy		Academic Websites	
Field Trips & Optional Off-Campus Activities		Telephone Service	
		Voicemail	
<b><u>Library Services</u></b>	<b>4</b>	WebAdvisor	
Collection Development		<b><u>Open Campus</u></b>	<b>12</b>
Curriculum Development		Distance Education	
Inter-Campus Loans/Photocopies		Faculty Technology Training	
Interlibrary Loan		<b><u>Faculty Organizations</u></b>	<b>12</b>
Library Instruction		Academic Senate	
Reference/Reserves		AFRCC	
LAMP Website		RCC-CTA	
<b><u>Instructional Media Center</u></b>	<b>5</b>	<b><u>Faculty Development and Travel</u></b>	<b>13</b>
Workroom		Faculty Development Coordinators	
Multi-Media Equipment and Production		New Faculty Orientation	
Multi-Media Request Form		FLEX	
Ordering/Receiving Materials		4faculty.org	
Requesting New Videos		Travel Requests	
Special Media Services		Mileage Reimbursement	
<b><u>Student Services</u></b>	<b>6</b>	<b><u>Faculty Information</u></b>	<b>14</b>
Admissions and Records		Adjunct Salary Information and Payroll Dates	
CalWORKS		Leaves	
Campus Life		Absences (Faculty)	
Career Transfer Center		Sick Leave	
Counseling		Family Educational Rights & Privacy Act	
EOP/S		Keys	
Job Placement		Parking	
Health Services		Removal of College Property	
<b><u>Disabled Students Programs &amp; Services</u></b>	<b>7</b>	Cashier	
<b><u>Matriculation</u></b>	<b>8</b>	<b><u>Reporting Discrimination, Harassment or Workplace Violence</u></b>	<b>15</b>
Assessment		<b><u>Child Abuse Reporting</u></b>	<b>15</b>
Orientation/Counseling		<b><u>College Safety and Police</u></b>	<b>16</b>
Early Alert		<b><u>Emergency Procedures</u></b>	<b>16</b>
Matriculation Appeals Petitions		<b><u>Campus Maps</u></b>	<b>17</b>
<b><u>Student Financial Services</u></b>	<b>9</b>	<b><u>Vital Phone Numbers</u></b>	<b>21</b>
Scholarships			
Student Employment			
Grants and Loans			
Board of Governor's Waiver			

# INSTRUCTIONAL POLICIES, PROCEDURES & INFORMATION

## Attendance and Grades

The instructor's attendance and grade record is the official record of attendance and grades; it is used to verify and correct any errors in the machine processing of grades and withdrawal dates. The courts, for a variety of legal actions, may subpoena attendance records. Because records may be subpoenaed and are subject to audit, **it is absolutely necessary that faculty maintain attendance records in a legible and coherent manner** and use only the forms provided by WebAdvisor. Instructors cannot grade on attendance, but may grade on participation. For more information on grades and grading standards, visit the online *Faculty Handbook*, including Board Policy 5050.

**Grades may not be posted.** Grades are available to students on WebAdvisor as soon as they are submitted into the system. Faculty may use a self-addressed stamped envelope provided by the student to inform students of their grades.

All grades and regular and positive attendance documents are to be **submitted using WebAdvisor no later than 5 days after the class ends.** If there is a compelling reason for submitting grades late, you **must notify the campus Dean of Instruction** and the Associate Dean/Director of Admissions with specific details.

### **Dropping a Student from Class:**

You must drop students who are no shows and students no longer attending at census. You may drop students who are excessively absent up until 75% of the class has been completed. If teaching a census class, you must submit the *Census Drop Roster* at 20% of the class. Before and after that time you may drop students on an *Instructor Drop Report*. Positive attendance classes also use the *Instructor Drop Report*. This form is available on WebAdvisor. To view deadlines for each class go to the Faculty menu on WebAdvisor and click on My Class Schedule/Deadlines.

## Cheating and Plagiarism Policy

Cheating violates the Standards of Student Conduct established by Board Policy 6080. Instructors should include a statement in their syllabus that explains the consequences of cheating. It should be noted that students are entitled to due process in relation to disciplinary actions. View Board Policy 6080 in the online *Faculty Handbook*, and the syllabus template on the [rccdfaculty.net](http://rccdfaculty.net) website for more detail.

## Final Exam Schedule Policy

The final exam schedule is printed in the Schedule of Classes. **Final exams must be given at the designated time unless permission is obtained from the department chair and the campus Dean of Instruction in advance.** In the event the exam is given early, the instructor and class must still meet during the final exam period. The department chair and the Dean of Instruction must approve any departures from the printed final exam schedule in advance.

**Note:** Information Services provides extra test scoring runs during final exam week. A memo will be circulated prior to finals week describing this service.

## Course Syllabus

Accreditation requires that all courses have a syllabus. **Copies of your syllabi must be on file with your department.** Instructors are to prepare and **distribute a syllabus to their students at the first class meeting** detailing course information, student learning objectives and policies. The syllabus provides students with information about course expectations and protects faculty from unwarranted grievances from students. Students need to know how they may successfully complete the class. When changes occur during a term, revisions to the syllabus should be noted. Faculty who want to drop students based on absences must specify the number/type.

### **A good syllabus will:**

- Identify the instructor and offer contact information.
- Identify the purpose of the course.
- Provide an outline of the course and its learner-centered goals.
- List Student Learning Outcomes.
- Offer a clearly defined calendar.
- Include issues concerning class expectations and policy on dropping for non-attendance.
- Include a clear statement of the criteria by which grades will be assigned and the relative weight that will be given to each of the grading criteria.
- Include support pieces that define necessary skills, responsibilities, technology needs, and offer guidance regarding disabled students, tutoring and other support services.
- A well-prepared syllabus can avoid the appearance of injustice and head off student complaints and grievances. Written guidelines become the instructor's contract with the student.
- Include the following statement:

*"If you have a documented disability requiring accommodation in this class, please contact me or the Office of Disabled Students Programs and Services. We will be happy to work with you in determining appropriate accommodations to meet the educational limitations resulting from your disability. The locations and phone numbers for DSPS are as follows:*

*Riverside: ADM 121, 951-222-8060*

*Moreno Valley: Science & Tech 150, 951-571-6138*

*Norco: Student Services Building (next door to Health Services), 951-372-7070*

See the online syllabus template for ideas:  
[http://www.rccdfaculty.net/pages/syllabus\\_template.doc](http://www.rccdfaculty.net/pages/syllabus_template.doc)

## Supplies

Chalk and erasers should be in each classroom. When supplies run low, notify the IDS. For emergency supplies see the IDS. Faculty teaching at other locations will be provided chalk or markers at the beginning of the semester for classroom use.

### **Purchasing of Supplies:**

Typical purchases must be handled through your department chair or IDS. Refer to the instructions under Accounting Services in the online *Faculty Handbook*.

# INSTRUCTIONAL POLICIES, PROCEDURES & INFORMATION

## Course Outline

The course outline of record serves as a reference document throughout the college community and forms the basis for a contract between the student, instructor and institution. It defines the fundamental required components of the course that the institution expects the faculty to teach and the student is guaranteed to receive. On an even broader scale, course outlines are used in accreditation reviews and serve as the basis for transfer articulation agreements with four-year institutions such as the CSU's and UC's. The course outline is a "document with defined legal standing." The course outline is a critical resource that you will use to develop the syllabus and plan your lessons.

An instructor formally agrees to teach in accordance with the course outline when he/she accepts a teaching assignment. You can obtain the official course outline of record from your IDS.

## Textbooks

**Instructor Copies:** If the textbook, teacher's manual, and/or supplementary materials are not available in the department office, instructors may obtain a text by contacting the publisher and requesting a complimentary copy. If a copy is needed immediately, the instructor can purchase a copy from the College Bookstore and return it, after their complimentary copy has arrived from the publisher, for a full refund if in the same "new" condition. The bookstore will supply you with phone numbers for the publisher.

**Supplemental Texts:** If an instructor desires supplementary texts or other materials (which are not required), he or she completes a Request for Supplemental Textbook Adoption form, available in the department office, and submits it to the department chair for action.

**Textbook Adoption:** Each department has its own textbook adoption policy. Instructors should consult with their department chair about the current adoption practices. Generally, instructors select their own textbooks with departmental approval. If an instructor wishes to adopt a new textbook, he or she should complete the textbook adoption form available in the department office and forward it to the department chair for action. Textbooks are ordered through the department office.

**Access Codes:** For Open Campus classes and traditional classes that use E-packs, software, or instructional materials that charge a fee, it is important to note that a student cannot be dropped from class for failing/refusing to purchase an access code.

## Bookstore

There is a bookstore located on each campus, or visit the bookstore online to learn more about faculty services, including Textbook Adoptions, Faculty Center Network, and Textbook Information.

### Phone:

Moreno Valley: 571-6107 / Norco: 372-7085  
Riverside: 222-8140

## Hours of Class

During the fall and spring sessions, classes are scheduled for a 70-minute period with 61 minutes of instruction and 9 minutes passing time. Thus, a class listed in the Schedule of Classes as meeting from 9:10 a.m.-10:20 a.m. should dismiss at 10:11 a.m. For classes scheduled for more than two 70-minute periods, the "passing time" should be used for break-time in the middle of the class time-block. A class meeting 6:00 p.m.-9:30 p.m. would typically take a 20-minute break around 8:00 p.m. and dismiss at 9:21 p.m. Winter and summer session classes typically meet for 140 minutes of instruction and 20 minutes passing or break-time. Generally, classes should break for 10 minutes and be dismissed 10 minutes before the end of the "scheduled" class time. **Under no circumstances should break-time be consolidated and the class dismissed early.**

Instructors may **not** adjust the class meeting times or final exam times without specific approval from the appropriate dept chair and Dean of Instruction.

## Class Size and Cancellation Policy

Class sizes vary based on subject area and available facilities. However, the District has established a College-wide minimum class size (Board Policy 5005). In keeping with this policy, classes may be canceled if there is insufficient enrollment.

The Office of Academic Affairs, in consultation with departments, establishes class size or capacity. This manages enrollment and is generally based on subject-area standards. Faculty may add additional students beyond the maximum by utilizing a wait list and signing "add cards." However, for safety reasons, class size may not exceed the seating capacity of the room nor violate fire-code regulations.

## Field Trips and Optional Off-Campus Activities

Field trips or changes of meeting place for any class session must be reported to the department chair and the campus Dean of Instruction prior to the date of the class session. Students must be notified in advance. Alternative activities may be assigned for students who are unable to attend scheduled field trips. Field trip request forms are available from department offices.

Field trips are voluntary unless the trip is listed in the course description. Field trips that are scheduled and budgeted are ordinarily taken in vans or buses that are arranged by the College. Other field trips within a 25-mile radius may be arranged with the field trip scheduled "in lieu of" the regular class session. Students are responsible for appearing at the arranged and pre-announced place and time. **Students MAY NOT be transported in faculty vehicles.** Students may not receive credit for field trips or for volunteer participation in workshops or seminars where a fee is charged.

# LIBRARY SERVICES

## Collection Development

If you discover that the Library is missing an important resource, please complete and submit a Collection Development Form. Forms are available at the reference desk at all three campus libraries and on the LAMP website.

## Curriculum Development

New courses or programs to be submitted to the Curriculum Committee require a joint review of library resources, and the signature of a library designee. Please call the Library's Curriculum Committee representative at 951-222-8657 for more information.

## Inter-Campus Loans

Need a book from another campus library? Books can be shipped to your campus upon request. Please complete and submit a Library Transaction Request form at the reference desk. Books will take approximately four working days to arrive at the destination campus and can be picked up at the circulation desk.

## Inter-Campus Photocopies

Photocopies of journal articles located at another campus are available for 10¢ a page (5¢ for microform copies). Please complete and submit an Inter-Campus Photocopy Request form at the Library circulation desk. Photocopies will take approximately five working days to arrive at the destination campus and can be picked up at the circulation desk.

## Interlibrary Loan

Interlibrary loan for staff is available for materials that are not present at any of the District Libraries. A fee charged by the borrowing library may be associated with this service. Please contact the reference desk at 222-8652 for more information.

## Library Instruction

Arrange to bring your students to the Library where a librarian will show them how to make best use of the library's resources and services. **Library Orientations can be customized to suit your specific needs.** Please let the librarian know if there are particular resources or services you would like to have emphasized. Library Orientation Request forms can be filled out in person or over the phone at the reference desk. Library Orientations must be scheduled at least one week in advance.

## Reference

The reference collection contains encyclopedias, almanacs, dictionaries, directories, handbooks, indexes, and statistical sources. These books are not available for check out, since they are considered LIBRARY USE ONLY materials. A librarian is available at the reference desk during all hours of operation to answer any questions you may have or assist you in finding the resources you require.

## Reserves

Any course materials including textbooks, study guides, and sample tests can be placed on reserve at the Library. Please complete a Library Reserve Request and submit this form along with the course materials to the circulation desk of the appropriate campus library. Materials will be available to students within three working days. Items on reserve can be viewed in the library catalog on the LAMP website. Reserves can be searched by the instructor's last name or the course abbreviation.

## LAMP Website

The library's website, LAMP (<http://library.rcc.edu>), provides access to a wide variety of resources including the library catalog, electronic resources via the library's subscription databases, and selected Internet resources.

The library catalog contains records for items available in all District Libraries. Library materials include books, media (e.g., videos, CDs, etc.), and course reserve items. A library card, which can be obtained at the circulation desk, is required to check out any library materials.

Important LAMP Features include:

General Information – Provides helpful information regarding the libraries' hours of operation, maps, resources, library cards, etc.

Library Services – Contains information on reference services, intercampus loan and copies, and faculty services. You can also use "What do I have checked out?" to see what materials you currently have checked out on your card.

Library Catalog – The library catalog can be searched by SUBJECT, TITLE, AUTHOR, KEYWORD, AUTHOR/TITLE, CALL NUMBER, and PERIODICAL TITLE. The course reserves can be searched by instructor name or course abbreviation. Individual item records will display the location, call number, and availability of materials in the libraries for all three campuses.

Electronic Resources – The Electronic Resources portion of the Library's website provides a list of the Library's subscription databases. These databases contain articles from magazines, scholarly journals and newspapers, and information from electronic dictionaries, encyclopedias, and other reference resources. These electronic resources can be accessed from both on and off campus. Off-campus access requires users to login with a user ID and password, which corresponds to their University ID and name.

Internet Resources – Contains helpful guides and tutorials on using and evaluating Internet resources, as well as subject directories of reviewed and evaluated websites.

### Phone:

Riverside: 951-222-8656

Norco: 951-372-7022

Moreno Valley: 951-571-6109

# INSTRUCTIONAL MEDIA CENTER (IMC)

## Workroom

At Moreno Valley and Norco campuses the faculty workroom is located in the Student Services Building. These rooms have computers, a Letrex lettering machine, a transparency maker, laminator, and a cd/cassette tape duplicator available for faculty use in producing instructional materials.

A workroom for part-time faculty on the Riverside City Campus is located on the first floor of the Business Education Building (BE).

## Multi-Media Equipment

A variety of multi-media equipment is available to faculty members to enhance the instructional process. Slide projectors, LCD projectors, overhead projectors, cassette recorders, CD/DVD players, laptop computers and TV/VCRs are available and will be delivered to the classroom upon request.

## Multi-Media Production

The IMC will assist faculty in the preparation and production of audio-visual materials for the classroom, including PowerPoints, overhead transparencies, slides, flip charts, CDs, audiotapes, and video productions. Please call for an appointment: 222-8511 or 571-6201.

Winter and Summer Session hours vary, so please consult the IMC for further information. IMC staff will provide technical assistance or advise faculty on the preparation of professional instructional media materials.

## Multi-Media Request Form

Instructors must use the Multi-Media Equipment Request form to reserve equipment and videos. Please complete a separate form for each date, time, or location. Requests for equipment must be made **at least 48 hours in advance**. Because equipment is in high demand, instructors are encouraged to make their reservations for equipment well in advance to ensure availability. Orders can also be placed online at <http://imc.rccd.net/orderform.htm>.

**Moreno Valley Campus** - The Campus is equipped with DVD/VHS video playback units and monitors, computers, LCD projectors, and overhead projectors. Equipment is available by reservation. Call 571-6201 to arrange for equipment. Please give at least 48 hours notice.

**Norco Campus** - The campus is equipped with DVD/VHS video playback units and monitors, LCD and overhead projectors, computers, 35mm projectors and portable LCD projectors. Equipment is available through IMC by reserving online at <http://imc.rcc.edu/orderform.htm> or by phone 372-7071.

**Riverside City Campus** - Instructors needing video equipment delivered to the classroom should call 222-8511 and specify the day, date, time, building, room number, and special equipment needed.

## Ordering/Receiving Materials

Multimedia materials may be checked out to faculty at the Library circulation desk with a valid library card.

Multi-media materials may be ordered along with the required equipment by using the Multi-media Equipment Request form. Forms are available in department offices and the Instructional Media Center. Completed forms may be taken to the Instructional Media Center or put in the IMC mailbox in the O.W. Noble Administrative Center. 48 hours advance notice is required. Phone orders are accepted if placed in advance by calling 222-8511.

**Moreno Valley/Norco** - A minimum of **72 hours advance notice** is required. Videotapes will be sent to the Campus by courier service and can be picked up and should be returned (immediately after use) to the Library circulation desk at each site.

**Riverside** - A minimum of **48 hours advance notice** is required for the Riverside City Campus.

## Requesting New Videos for the Collection

All additions to the IMC video collection are handled by the library. The same procedures for adding or purchasing a new book apply to videotapes and DVD titles.

## Special Media Services

**Moreno Valley Campus** - Computer production includes DVD/CD ROM, color scanning, digital stills, and color transparencies. Training on software programs is available. Laptop computers and LCD projectors are available for off-campus presentations. Technical assistance is available with Adobe Photoshop and MS PowerPoint software.

**Norco Campus** - Computer production includes CD ROM, digital photography, and video productions.

**NOTE:** All special media services are available by appointment only. For production services, please provide plenty of leadtime.

**Riverside City Campus** - Video, audio and slide production, computer graphics, photography, computer presentations, color transparencies, and custom slides. Satellite down-linking and Internet access are available. Technical assistance is available on the following software programs:

- Adobe Photoshop
- PowerPoint
- MS Office 2000

Video Conferencing - Available at Riverside, Moreno Valley and Norco

**Phone:** 951-222-8511

# STUDENT SERVICES

## Admissions and Records

Admissions and Records is in charge of the admissions process and procedure, registration, veterans' services, evaluations, and commencement. Students are encouraged to apply online and to go to WebAdvisor at [www.rcc.edu](http://www.rcc.edu) where they can check their search for classes, find their registration date and any holds, register for classes, drop classes, purchase parking, make payments, print unofficial transcripts, and order official transcripts.

**Phone:** 222-8600

## CalWORKS

If a student is currently receiving TANF, AFDC, or CalWORKs and is enrolled at RCC, then he or she may be eligible for the RCC CalWORKs program. Students receive the following services at no charge:

- Child Care - Financial Aid - Job Placement
- Job Readiness Courses - Workstudy
- Occupational Training - Guidance Courses
- Career Advisement - Counseling
- Book Loans - Bus Passes - Parking Permits

**Phone:** 222-8648

**Location:** Tech A, Riverside City Campus

## Campus Life

RCC offers unique opportunities in student activities, student government, professional interest groups, educational services, athletics, dance, vocal music, Marching Tiger Band, theater arts, film series, telecommunications, student newspaper, study abroad, and more.

To receive information about how to become involved, call your campus Student Activities.

**Phone:**

Moreno Valley: 571-6105

Norco: 372-7007

Riverside: 222-8570

## Career Transfer Center

General Education/Breadth requirements - Course requirements which all students are expected to meet regardless of major field. The UC, CSU and many private universities have articulation agreements with RCC which allow students to complete their general education here before they transfer to the university. More information can be obtained through the Transfer Center.

Major Preparation - The Transfer Major Sheets are put together by a RCC articulation officer to let students know what classes the four-year colleges would like students to take in preparation for a specific major before transferring. The transfer requirements listed on the Transfer Major Sheets are the lower division courses required for the major.

## Counseling

Counselors are available to:

- Discuss career and life planning issues with students
- Review Associate Degree and Transfer Requirements
- Assist students in developing a Student Educational Plan.

**Contact:**

Moreno Valley: 571-6104 Student Services Building

Norco: 372-7101

Student Services Building

Riverside: 222-8440

Cesar Chavez Admissions and Counseling Building

**Location:**

## Extended Opportunity Program & Services (EOP/S)

EOP/S is a student support service program implemented and funded by the state of California (per Title V) to help recruit, retain and assist the academic success of low-income and educationally disadvantaged students by providing them with tools and resources for achieving a higher education.

Students may request a special EOP/S Application by contacting the staff at the Norco, Moreno Valley, or Riverside campus.

**Contact:**

Moreno Valley: 571-4378 Student Services Building

Norco: 372-7128

Student Services Building

Riverside: 222-8045

Bradshaw Student Center

**Location:**

## Job Placement

Job Placement is an employment service provided by the college to assist students with their job search efforts and to improve their workability skills. Some of the services offered by the department are; job referrals for P/T and F/T employment, resume writing, career counseling, interview techniques / mock interviews, job search workshops, classroom presentations, and Annual Job / Recruitment Fairs.

The Job Placement office is located in the Technology Building A, room 133 on the Riverside City campus. We also provide services on the Moreno Valley campus and the Norco campus. For additional information you can contact the office by calling 951-222-8480.

**Contact,** locations and office hours are as follows:

Riverside City Campus 951-222-8480

Technology Building A, room 133

Mon, thru Fri – 7:30 am to 4:30pm

Moreno Valley Campus 951-571-6414

Student Service Building, room 209

Hours vary

Norco Campus

951-372-7147

Career Transfer Center / Job Placement

Hours vary

# STUDENT SERVICES

## Health Services

The Health Services offices are located on each campus; in the Bradshaw building on the Riverside campus, and in the Student Services buildings on the Moreno Valley and Norco campuses. During Fall and Spring semesters the centers are open Monday through Thursday, 8:00 a.m. to 7:30 p.m. on the Riverside campus and 8:00 a.m. to 4:30 p.m. on Norco and Moreno Valley. All offices are open Friday 8:00 a.m. to 4:00 p.m. Hours during Winter and Summer intersessions are reduced.

Services include emergency care, first aid, health counseling, mental health counseling, health education, care for common health problems, evaluation and treatment by physicians, nurse practitioners, marriage and family counselors, and/or referral to appropriate agencies and professionals in the community.

Limited medical insurance is available against accidental injury while in class or while participating in a college sponsored event. All campus accidents should be reported immediately to the Health Services office. Voluntary, low cost medical and dental insurance is also available and may be purchased during the first month of the semester. Brochures for both insurance plans are available in the Health Services office. Medical records and all discussions with Health Services staff are completely confidential.

Students in psychological crisis may be referred, or you may request escort for the student from Health Services or the campus police in order for the student to get immediate help.

### **Contact:**

Moreno Valley: 571-6103  
Norco: 372-7046  
Riverside: 222-8151

---

## DISABLED STUDENTS PROGRAMS & SERVICES

On each of the three campuses, DSP&S provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. DSP&S facilitates and encourages academic achievement, independence, self-advocacy, and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title V Regulations (Acquired Brain Injury, Physical Disability, Hearing Impairments, Learning Disabilities, Development Disabilities, Psychological Disabilities, Other Health Impairments, and Temporary Disabilities).

In an effort to minimize the logistical barriers to students, DSP&S has a Centralized Intake and Screening process. Students may apply for DSP&S through any DSP&S office. The Initial Intake/Screening is completed by a staff member who schedules an appointment with the appropriate DSP&S counselor/LD specialist. Support services and accommodations may be arranged for and provided at any campus.

DSP&S staff members are available on each campus to help students plan their RCC experience. Counselor conferences are held with students to discuss eligibility for services.

### **Contact**

**Moreno Valley:** 571-6138  
**Norco:** 372-7070  
**Riverside:** 222-8060  
High Tech Cntr: 222-8549

### **Location**

Science & Technology 150  
Student Services 123  
Administration 121  
Administration 128

Students who are determined eligible may receive, but are not limited to, the services outlined below, depending on the educational limitation of their documented disability:

- Academic, disability-related, and career counseling
- Eligibility determination, which may include assessment for eligibility due to a specific learning disability, if indicated
- Priority registration
- Special tutoring
- Test accommodation
- Note-taking assistance
- Sign language interpreters
- Oral interpreters
- Adaptive equipment loans
- Adaptive computer technology
- In-class aids
- Video captioning
- Real time captioning
- Assertive listening devices
- Recordings for the blind and dyslexic
- Disability management counseling
- Classes to meet their needs (Guidance 47, 48, 86, 95, 96, 97, and Adaptive P.E. A03)

Students determined ineligible are counseled and referred to appropriate campus or community services.

DSP&S Website: <http://www.rcc.edu/services/dsps>

# MATRICULATION

## Matriculation

The matriculation program assists students in establishing appropriate educational goals and provides support services to help them achieve these goals. Students eligible for matriculation receive an evaluation of basic skills, orientation, counseling, completion of an educational plan, and follow-up services. All first-time college students must complete assessment, orientation, and counseling (AOC) before registration.

**Phone:** 222-8442

## Assessment

First-time college students must take the placement test to determine appropriate initial placement in math, reading, English, and ESL courses. Students who completed college coursework with a 'C' or better grade in reading, composition, and/or mathematics from another accredited institution are exempt from taking RCC's placement test.

**Note:** It is strongly recommended that students enroll in an appropriate composition course during their first or second semester of enrollment. Student who do not meet Riverside Community College's reading competency requirement should also enroll in an appropriate reading class within their first 18 units undertaken at the college.

## Orientation/Counseling

First-time college students must attend a freshman orientation/counseling session prior to registering for class. These sessions provide students with information on registration procedures and placement results, RCC resources, and assist students in developing their first semester educational plans.

**Note:** Encourage students to contact Counseling for assistance in developing a comprehensive Student Educational Plan.

## Early Alert

Please check your email for your Early Alert notifications and deadlines. Early Alert is a follow-up activity designed to inform students of their progress early in the semester and encourage students to utilize College resources in accomplishing their educational goals. Instructor participation in Early Alert has proven success in assisting students to stay connected with your class. The purpose of Early Alert is to indicate if a student is showing early signs of academic difficulty, not what grade the student is receiving, as some instructors have not tested students by that point. The Early Alert screen is conveniently available in WebAdvisor for you to complete.

**Note:** Early Alert is time sensitive and must be completed in WebAdvisor by the stated deadline in order for the appropriate students to receive a letter.

## Matriculation Appeals Petitions

Prerequisites and corequisites will be enforced according to District policy. Students who wish to challenge a prerequisite based on unofficial documentation or work experience may complete the required Matriculation Appeals Petition and must provide supporting documentation at the time the appeal is submitted. The Petition is available at the Counseling Department at any of the three campuses. A campus Matriculation Specialist processes the petitions under the supervision of the Dean of Student Services, and in some instances, the Department Chair of the discipline may assist in making a determination. Decisions are made within five working days. Students who provide unofficial transcripts as their documentation are required to provide official transcripts before the next registration cycle begins.



# STUDENT FINANCIAL SERVICES

Student Financial Services are available on all three campuses. The office hours and locations are as follows:

## Moreno Valley

Phone: 571-6139

Location: Student Services Building

*Mon. & Tues.* 8 am - 6 pm

*Wed. & Thurs.* 8 am - 5 pm

*Friday* 8 am - 12 pm

## Norco

Phone: 372-7009

Location: Student Services Building

*Mon. & Thurs.* 8 am - 6 pm

*Tues. & Wed.* 8 am - 5 pm

*Friday* 8 am - 12 pm

## Riverside

Phone: 222-8710

Location: Student Financial Services Building

*Mon. & Tues.* 8 am - 6 pm

*Wed. & Thurs.* 8 am - 5 pm

*Friday* 8 am - 12 pm

[www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices)

[studentfinancialservices@rcc.edu](mailto:studentfinancialservices@rcc.edu)

## Scholarships

Financial assistance from various public and private organizations that students may apply for, Eligibility is based on a variety of criteria - financial need, GPA, major, club involvement, etc.

### What you can do:

- Write recommendation letters for students who may be applying for scholarships
- Serve on the RCCD Scholarship Committee
- Encourage students to apply for scholarships through the RCC Scholarship Brochure, which is available during the fall semester, and our listing of additional scholarships from other sources available year-round in each of our offices and at our website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices)

## Student Employment

There are two types of Student Employment:

**Federal Work Study:** a federally subsidized award that allows a student to earn money while gaining valuable work experience.

**District Employment:** on-campus employment opportunities throughout the District that are paid from a department's district budget, allowing students to earn additional income while gaining valuable work experience.

For more information regarding student employment, please review the Student Employment Handbook.

### What you can do:

- Hire student workers in your department to support our students in earning a Federal Work Study Award and request for a budget line for student help.

## Grants and Loans

**Pell Grant** - This is a federal grant based on Expected Family Contribution and enrollment status. This is money that does not need to be repaid. Funds are disbursed throughout the term based on start date of classes, number of units enrolled in, and the financial need as determined by the Department of Education.

**Federal Supplemental Education Opportunity Grants (FSEOG)** - This is a federal grant awarded in addition to the Pell Grant. Due to limited funding, only students that meet our priority-filing deadline, have the highest need, and meet satisfactory academic progress will be awarded this grant. The next layer of disbursements is based on need and file completion.

**Cal Grants** - A grant awarded by the state to low to middle-income students who are California residents and meet the eligibility qualifications as determined first by the state and then by the institution. To apply for a Cal Grant, the Free Application For Federal Student Aid (FAFSA) and Cal Grant GPA Verification Form must be completed and postmarked by March 2nd 2004. A second deadline of September 2nd is available for late applicants.

**Student Loans** - Money that a student can borrow in order to pay for educational expenses. This is money that must be paid back with interest. Our institution participates in the Federal Family Educational Loan Program (FFELP) and works on an approved default management plan. Loans are the last type of financial assistance.

### What you can do:

- Encourage students to complete the FAFSA online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Know that students must complete all courses with a 2.0 GPA for continued eligibility
- Direct students who need academic assistance to a tutor

## Board of Governor's Waiver

This will waive a student's enrollment fees and health service fees. It also reduces their parking fee to \$20.00 during the fall and spring semesters. Students must be a California resident to be eligible and must complete the FAFSA, which is available on our website. Applying by March 2nd assists students and is advised, however, applications are available throughout the year.

### What you can do:

- Know that students have an opportunity to apply for financial assistance to assist them in paying for their classes.

Applications for each of these programs, as well as consumer information for each program, are available on all three campuses and online at our Student Financial Services website [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices). Information may also be provided to you in your RCC e-mail address as well as your mailbox to assist us in marketing each of these programs. When information is given to you, please take a moment to announce the various updates to your classes.

# ADMINISTRATIVE SUPPORT CENTER

The Administrative Support Center offers a number of faculty support services including word processing, duplicating, mail distribution, transparencies, PowerPoint presentations, and ParScore grading, as well as offering telephone assistance through the College switchboard. The majority of word processing and high-volume duplicating takes place at the RCC Systems Office. You may wish to speed the return of your job request by hand-delivering it directly to the Systems Office. **Files can be e-mailed to the Center for word processing/reproduction;** please be sure to include the total number of copies requested, the type of paper, and the date required.

**Location:** RCCSO, 3845 Market St., Riverside

**Hours of Operation:** 7:30 am - 4:30 pm.

**Phone:** 222-8526 (RCCSO) / 222-8525 (Riv)

**Email:** AdminSupport.Center@rcc.edu

## Word Processing

The Center provides processing options in MS Word, PowerPoint, Quick Silver and other software; please contact the Center at 222-8526 for details. A requisition, available in all Center offices on each campus, must be completed for each word processing job. Word processing is available for course outlines, tests, handouts, syllabi, manuals, and other class materials. A four workday turnaround time is required for word processing requests.

## Transparencies & PowerPoint

The Center is able to make overhead transparencies and PowerPoint presentations in black & white as well as color.

## ParScore

Instructors may leave test materials at the Center for scoring, analysis, and reporting. The results are available in hard copy and electronic formats (using email or diskettes). The Center does not offer self-service scoring, but instructors may use equipment at the Faculty Innovation Center and the Instructional Media Center.

Those offices should be contacted for their hours and capabilities.

## Duplicating Procedures

A requisition must be completed for each duplicating job. Attach the original document to the requisition. (This original should be error-free.) Please double check the requisition for complete and accurate information. Three to five workdays are needed for reproduction requests. Please be sure to indicate on the requisition where and how the completed job should be distributed by the Center.

## Copyright Policy

Employees of the Riverside Community College District will abide by all aspects of the Copyright Law (Title 17 of the United States Code) to the extent possible under authoritative interpretation of the law. Additional aspects of the College's copyright policy are being revised at this time. Please refer to the Online Faculty Handbook for details regarding this policy.

## Mailboxes

There are faculty mailboxes on each campus. Faculty must designate a preferred mailbox location. If no designation is communicated, mail will be distributed at the Riverside City Campus. There is daily courier service that transports mail, copy jobs, and other products to the Moreno Valley and Norco campuses, Systems Office, Ben Clerk Training Center, March Education Center, Rubidoux High School, and Economic Development.

**Location:** Faculty mailboxes are located in the Student Services Building at the Norco Campus and in the Warehouse at Moreno Valley. On the Riverside City Campus, mailboxes are located in the Administration Building.

## Locations and Services on Each Campus

**Riverside City Campus:** The entrance to the Center is near the southeast corner of the O.W. Noble Administrative Building. Faculty mailboxes are located here, as well as a self-service copier, low-volume duplicating services, ParScore grading, and the College switchboard.

**Hours of Operation:** 7:30 am - 9:00 pm.

**Norco Campus:** A support center technician located on the first floor of the Student Services Center is available to assist with copying, editing of word processing documents, and facilities requests. Copying that requires a total of 300 sheets or less can be accommodated on campus. Copying in excess of 300 total sheets is sent to the System's Office for processing. Please consider the time required to process all copying requests to ensure a timely return.

**Hours of Operation:** 7:30 am - 9:00 pm.

**Moreno Valley Campus:** Self-service photocopying is available through an instructor's academic department, with initial code access arranged by the Instructional Department Specialist. Self-service copies are restricted – due to mechanical limitation – to 500 copies per month for full-time instructors, and 250 copies per month for part-time instructors. There is no limit to the number of copies an instructor may request if the work is done by the Support Center Technician (mailroom). The Technician can deliver copies to an instructor's mailbox within a three-day turnaround in most cases. Forms are available in the mailroom, the Instruction Office (HM 113), and the Faculty Workroom (SCI 164). Copyright regulations are on file in the mailroom for reference. Word processing is also a service provided to instructors. A four-day turnaround can be expected in most cases. Requests can also be e-mailed to the Technician (Christina.Leon@rcc.edu). Instructional personnel can use the phone, computers, Scantron and ParScore machines in the Faculty Workroom (SCI 164), which is located in the Computer Lab (SCI 151).

**Hours of Operation:** 7:30 am - 7:30 pm.

# INFORMATION SERVICES

## Information Services

Information Services has the responsibility of managing the District Help Desk, microcomputers, and administrative information systems as well as the District-wide network, telephone, and voicemail systems. For hours of operation and other questions, contact Information Services, or visit: [www.rccdfaculty.net/handbook/014.htm](http://www.rccdfaculty.net/handbook/014.htm).

**Location:** Information Services is located on the Riverside City Campus in the Student Services Building.

## Microcomputer Support

The microcomputer support staff has the responsibility of managing the administrative and academic computers for the District. The District Help Desk and microcomputer support are available to assist all RCCD faculty with issues related to Windows and Macintosh desktop and portable computer systems.

## Internet and E-mail Assignments

Information Services assigns e-mail addresses and provides network connectivity (Internet access). Cabling and PC installed network interface cards are prerequisites for this service. Adjunct faculty may request an e-mail account through Information Services or download the form from [www.rccdfaculty.net](http://www.rccdfaculty.net) and send it to Information Services. For more information, please contact the District Help Desk.

## Academic Websites

In order to provide a quality learning experience for our students, website hosting and development services are available without charge to faculty members (and academic departments and disciplines). RCCD has certain legal and ethical responsibilities commensurate with the use of its servers and equipment involved in these services. For complete details, please see Academic Web Site Terms, Conditions and Acceptable Use Procedures at <http://www.rccdfaculty.net/pages/websites.jsp>. Please contact Mark Knight (222-8360 or email: [mark.knight@rcc.edu](mailto:mark.knight@rcc.edu)) for information, tech support or to set up an appointment.

## Telephone Service

All adds, moves, and changes to the District telephone system are handled through Information Services. A faculty member can request a voicemail box through their instructional department specialist. Information Services will send the voicemail assignments and instructions to the IDS for distribution.

**Switchboard:** 951-222-8528 or 8529

**Hours of Operation** during regular semesters:  
6:30am -10:00pm.

For additional assistance with telephone service, please contact the District Help Desk.

## Voicemail

All full-time and adjunct faculty may have voice mailboxes established for their use. Messages may be retrieved from either on- or off-campus locations. Personal greetings may be recorded. Faculty members will request a voicemail box through their IDS. Information Services will send the voicemail assignments and instructions to the IDS for distribution. For additional assistance with voicemail, please contact the District Help Desk.

## WebAdvisor

Faculty can access online real time information on enrollment, class schedules, grade and lab rosters, drop reports, and other forms through WebAdvisor. Instructions and tutorials are found on WebAdvisor's main web page at <http://was02.rcc.edu/RCCD/RCCD>. For technical support contact the Help Desk at 222-8388 or e-mail [helpdesk@rcc.edu](mailto:helpdesk@rcc.edu).

### Help Desk

The District Help Desk is available for microcomputer, phone and technology related support.

**Phone: 951-222-8388**

**Email: [helpdesk@rcc.edu](mailto:helpdesk@rcc.edu)**

## OPEN CAMPUS

The Open Campus is responsible for distributing distance education throughout the District, providing administrative services for over 500 faculty teaching 1000+ online, hybrid, web-enhanced, and teleweb sections to over 20,000 RCC students per year.

The Open Campus is also responsible for faculty technology training, offering personalized workshops on numerous technology topics as well as one-on-one technology mentoring. The Open Campus operates the Faculty Innovation Center, a faculty training center and workroom open to all RCC faculty and staff, on the Riverside Campus.

For more information, stop by our offices or visit [www.opencampus.com](http://www.opencampus.com).

The Innovation Center is located in MLK 222, where we have 20 new computers, wireless connections, and ample workspace. Faculty will have access to the latest software used in education--such as Microsoft Office Suite, Adobe Creative Suite, and Macromedia Studio--as well as printers, scanners, Scantron, and Parscore machines. We also receive the *Los Angeles Times* and *The Chronicle of Higher Education* for faculty reference. This new facility is a fantastic resource for all RCC faculty and staff!

### **Hours of Operation:**

Monday-Thursday: 9:00 a.m. - 5:30 p.m.

Friday: 9:00 a.m. - 1:30 p.m.

**Contact:** 222-8561

**Location:** MLK 222 (Riverside City Campus)

---

## FACULTY ORGANIZATIONS

### Academic Senates

Each campus/college has its own Academic Senate, in addition to a district Academic Senate that works to coordinate the efforts of the college Senates. Each Academic Senate is composed of elected faculty representatives and makes recommendations to the Board of Trustees regarding academic and professional matters (defined by AB1725, Section 53200) and facilitates communication among faculty, students, administration, and the Board of Trustees in all matters related to community college education. Each Senates meet regularly during the academic year, and all faculty are invited to attend. Faculty are also encouraged to express their views and concerns on a regular basis to their elected Senate representatives.

For more information see the Senate website:

<http://academic.rcc.edu/academicsenate>

### RCC-CTA

The RCC-CTA, selected by the faculty as its collective bargaining agent under the provisions of Senate Bill 160, represents the faculty on salaries, fringe benefits, and professional matters related to working conditions. It also voices professional concerns in the legislature and the courts, in contract talks, and before the Board of Trustees. Whenever decisions on working conditions are made that affect personal and professional well being of faculty members, the CTA represents their interests.

The Agreement between RCCD and RCC Chapter CCA/CTA/NEA is available online in PDF form at [www.rccdfaculty.net/pages/ctacontract.pdf](http://www.rccdfaculty.net/pages/ctacontract.pdf).

### AFRCC

The Associated Faculty of Riverside Community College District (AFRCCD) is primarily a social and benevolent organization. AFRCCD works to enhance the well being of members of the college community through the following actions:

- (1) Improve the general morale of the faculty
- (2) Create a sense of community on the campuses
- (3) Provide support for members in times of bereavement and adversity
- (4) Promote excellence in the educational activities of RCC.

Membership is open to all full-time academic staff, both faculty and administration. For more information, see <http://academic.rcc.edu/afrc>

# FACULTY DEVELOPMENT and TRAVEL

## Faculty Development

Faculty Development activities are now coordinated at each campus by a Faculty Development Coordinator.

**Moreno Valley:** Carlos Tovares, 571-6282

**Norco:** David Mills, 372-7191

**Riverside:** Amber Casolari, 222-8137

## New Faculty Orientation

Orientation for new full-time faculty typically occurs the week before classes start and includes on-campus meetings and independent work on [4faculty.org](http://www.4faculty.org).

New part-time faculty should plan to attend an on-campus orientation meeting. Check with your campus Faculty Development Coordinator for dates and locations.

Check our website <http://www.rccdfaculty.net/pages/orientation.jsp> for the most current New Faculty Activities.

## FLEX Policy

The flexible calendar program provides compensated time for full-time faculty to participate in professional development activities that are related to "staff, student and instructional improvement" (Title V, Section 55720). For information on the FLEX calendar, contract or credit, visit [www.flextrack.org](http://www.flextrack.org) or contact the Office of Institutional Effectiveness.

FLEX Contract Process

- 1) **On-Campus FLEX Activities:** Attend workshops/activities throughout the year and print your name on the sign-in sheets to receive credit.
- 2) **Individual Plan:** Fill out the online form in the "Individual Activities" section ([www.flextrack.org](http://www.flextrack.org)). We will forward the form to the appropriate department chair for approval. After activities are completed in accordance with your approved plan, submit evidence of completion to the Office of Institutional Effectiveness (required by state regulations, Title V, Section 55727 & 55728).

### **FLEX Purpose:**

The state pays faculty salaries for their 18 FLEX hours. The hours may be used for:

- 1) Improvement of teaching
- 2) Maintenance of current academic and technical knowledge and skills
- 3) In-service training for vocational education and employment preparation programs
- 4) Retraining to meet changing institutional needs
- 5) Intersegmental exchange programs
- 6) Development of innovations in instructional and administrative techniques and program effectiveness
- 7) Computer and technological proficiency programs
- 8) Courses and training implementing affirmative action and upward mobility programs
- 9) Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.

## 4faculty.org

All faculty are invited to log on and use the resources available at: <http://www.4faculty.org>. Originally funded by FIPSE and FSS grants and led by Riverside Community College, the project is rapidly growing in popularity around the state and the nation. In early 2002, 96% of users reported the course to be "very helpful" or "somewhat helpful." Eighty percent said they would modify the way they teach based on the information received in the course.

Access the site and select the "Set up an Account" link. You may create your own user name and password. Review the navigation guide and you'll be on your way. You can select a "Quick Start Guide", or any modules you wish to view. You can simply review the materials or take the tests and work toward a certificate of completion. All 4faculty modules are approved for FLEX credit.

## Travel Requests

Each department has limited faculty travel and conference funding. It is wise to check with your department chair about conference plans well in advance. If you wish to attend a professional conference with or without College funding, submit a Travel Request estimating costs and mileage to your department chair **prior** to travel.

## Mileage Reimbursement

The District reimburses employees for approved travel at the U.S. Internal Revenue Service Standard Mileage Rate for the year the reimbursement is claimed. The current rate is 50.5 cents per mile. (**Subject to change**)

Faculty required to travel between two campuses during the business day may be reimbursed for one-way travel to the second campus.

### IMPORTANT

**Out-of-state travel requests require Board approval PRIOR to travel.** You must have Board approval if your destination is outside of California and over 500 miles from the campus on which you are assigned. Travel within California does not need Board approval.

Board approval is necessary anytime travel is outside of the United States. Failure to allow sufficient time for Board approval may result in rejection of the application.

- Allow 6-8 weeks for all out-of-state travel requests and at least 4 weeks for processing in-state travel requests.
- Funds that exceed the approved amount(s) are the financial responsibility of faculty.

For a step-by-step walk through the travel request process please visit the *Online Faculty Handbook*, or call the Office of Institutional Effectiveness (222-8991).

# FACULTY INFORMATION

## Adjunct Salary Information and Payroll Dates

Adjunct faculty are paid on a pay-per-course program or hourly basis for courses worth an equivalent of one unit or more. The payment for these classes will be divided into equal payments over the length of time the class is taught. All other pay is paid from the first day of classes through the 15th of September for the first pay period and the 16th through the 15th of each month for successive periods. For the fall semester, the first payroll warrant for adjunct faculty will be issued on October 5th. Subsequent paychecks will be issued approximately eight working days after the 25th.

## Leaves

Please refer to Article XIII of the Agreement between Riverside Community College District and Riverside Community College Chapter CCA/CTA/NEA 2004-2007 for leave details. This information can be found in its entirety at [www.rccdfaculty.net/handbook/pages/ctacontract.pdf](http://www.rccdfaculty.net/handbook/pages/ctacontract.pdf).

## Absences (Faculty)

In all cases of absence, faculty should notify their department chair and IDS. Only the department chair is authorized to hire substitute faculty. **Instructors should not make arrangements for their own substitutes without consulting the department chair, they should not leave classrooms or laboratories unattended, nor should they agree to pay substitutes personally.** Instructors should NOT cancel classes without consulting the appropriate department chair.

After an absence, a faculty member needs to complete an absence affidavit form indicating the date(s) and nature of the absence. Except in cases of emergency, requests for personal necessity leave must be submitted five days prior to the absence.

## Sick Leave

All full-time faculty employed on a ten-month basis receive ten days of sick leave per year. Adjunct faculty earn hourly sick leave at the rate of one hour for every eighteen hours taught. Full-time faculty, with assignments exceeding ten months, receive additional sick leave benefits on a prorated basis.

## Family Educational Rights and Privacy Act (FERPA)

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student educational records as required by the Family Educational Rights and Privacy Act (FERPA). All faculty should complete the "Student Privacy Rights and FERPA" module in [4faculty.org](http://4faculty.org) to ensure they are aware of the regulations and protect themselves from legal problems while protecting our students' legal rights.

## Keys

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. If you lose a key, report it at once to your supervisor and to Facilities (222-8474). A police report is required in order to replace lost keys. Never loan your key to other staff members or students. College Safety and Police will confiscate keys that have not been specifically issued to a particular individual. It is a misdemeanor to duplicate any District key. Adjunct faculty must return their keys at the end of each semester unless otherwise directed by their IDS. All master keys require President or Vice Chancellor approval.

## Removal of College Property

No District property may be removed from the campus without express written permission from the department or area supervisor. Any unauthorized removal of District property from the campus is a violation of law and violators may be prosecuted.

## Parking

Staff parking areas are designated on campus maps and are also designated at each college campus by yellow curb markings or "Staff Parking" signs. Staff may also park in student lots.

For more information on parking regulations and permits, visit [www.rccdfaculty.net/handbook/052.htm](http://www.rccdfaculty.net/handbook/052.htm) or contact Parking Services at 222-8521.

## Cashier

### (Auxiliary Business Services)

RCC faculty and staff can purchase their parking permits, amusement park tickets, and pick up checks from the College cashier. Please be aware that picture identification is required and that no one can pick up your paycheck for you. RCCD instructors may cash checks up to \$25 (picture identification is required). Call 222-8906 for current pay dates and amusement park ticket availability and pricing.

Monday - Friday 7:30 am - 4:30 pm

**Phone:** 222-8906

**Location:** Bradshaw Center on the Riverside Campus.

# REPORTING DISCRIMINATION, HARASSMENT OR WORKPLACE VIOLENCE

The District Diversity, Equity and Compliance office is available to assist students, faculty, staff or community members with issues regarding discrimination and harassment. For more information on reporting procedures or to download a copy of the District Complaint form, please visit our web site at: <http://www.rccd.edu/administration/dec.cfm> or we may be reached at: 951/222-8039.

If you experience or witness what you believe to be discrimination, harassment or workplace violence please document the following information:

Date, time and location of the incident;  
Names and contact information for those involved and possible witnesses, if known;  
Detailed information regarding the incident(s) observed.

**Discrimination** is contrary to the RCCD mission of higher education and is against the law as an equal employment opportunity employer. District policy prohibits discriminatory practices that are based upon an individual's actual, perceived or association with others':

- Age
- Ancestry
- Color
- Ethnicity
- National Origin
- Physical/Mental Disability
- Race
- Religion
- Sex or Gender Identity
- Sexual Orientation

Sexual Harassment has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students and employees. The following is a partial list of prohibited sexual harassment activities:

- Unwanted sexual advances;
- Offering employment or grade benefits in exchange for sexual favors;
- Actual or threatened retaliation for non-participation;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexual comments including graphic comments about an individual's body;
- Sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations;
- Physical touching or assault, as well as impeding or blocking movements.

Workplace violence concerns should be immediately reported to College Safety and Police on your campus and to the Director of Diversity and Human Resources 951-328-3871. The safety and security of our students and employees is vital. Threatening behavior, acts of violence, or any related disruptive conduct will not be tolerated. Confirmed acts of violence will lead to disciplinary action that may include dismissal or expulsion, arrest and prosecution.

---

## CHILD ABUSE REPORTING

(BP 3518 and AP 3518)

The Riverside Community College District recognizes the responsibility of its staff, within the scope of employment or in their professional capacity, to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty members, educational administrators, and classified (includes confidential, hourly and temporary) staff. Volunteers are not mandated reporters but are encouraged to report suspected abuse or neglect of a child.

Mandated reporters must report immediately any reasonable suspicion of child abuse to a police, sheriff or local child protective agency and follow up with a written report within 36 hours.

Reports of child abuse may be made with:

College Safety and Police  
24-hour dispatch  
(951) 222-8171

OR

Riverside County Child Protective Services  
23119 Cottonwood Ave., Bldg B 2nd Floor  
Moreno Valley, CA 92533  
24-hour Hotline: (800) 442-4918

Child abuse reporting forms are available in the department of College Safety and Police. The written report may be mailed or submitted by facsimile (951) 413-5122 or electronic transmission (MandatedReporter@riversidedpss.org).

For more information on RCCD's Child Abuse Reporting policy and procedures, please see: <http://www.rccdfaculty.net/pages/childabusereporting.jsp>

# COLLEGE SAFETY AND POLICE

The Riverside Community College District Police Department is a POST Certified agency, which complies with all state standards for recruitment and training, per California Penal Code section 13522. Pursuant to section 830.32a of the Penal Code, and 72330 of the Education Code, our law enforcement authority on or about the campus is identical to that of municipal and county law enforcement officers. As such, the RCCD Police Department is responsible for reporting and investigating all criminal matters on properties owned and operated by the college. Our mission is to provide a safe and secure learning environment for our students, faculty, staff, and visitors. Our law enforcement methods fit within and contribute to the educational philosophy of the District and assist our college in its mission to provide higher education to our community.

For emergencies or assistance 24 hours a day, you can contact College Safety and Police at the following campus telephone numbers:

Moreno Valley: 951-571-6402

Norco: 951-372-7084

Riverside: 951-222-8171

**ALL CAMPUSES EMERGENCY #:  
951-222-8171**

---

## EMERGENCY PROCEDURES

Procedures for fire and other emergencies are posted in every classroom in the Emergency Guide flipchart, and all staff members are expected to be aware of these procedures. All faculty should be aware of emergency exit routes and the location of the nearest fire extinguisher.

### Accidents and Illnesses

In the event of an accident or sudden illness in the classroom, notify College Safety and Police (222-8520), then the Health Services office (222-8151). Emergency Phones throughout the district are equipped with a College Safety and Police emergency button. All accidents must be reported to the office of Risk Management within 24 hours.

Do NOT leave students alone in class without taking a formal break or dismissing the class. Leaving an unattended class in session places you and the District at risk should an emergency arise.

### In Case of an Emergency

Remain calm. Someone stay with the student until help arrives. In life threatening situations, dial 911 from campus phone to initiate the campus emergency response system. Always use gloves if blood or body fluids are present. Describe injury as precise as possible.

If the medical emergency is a result of an accident, instructors must complete an Accident Report form. These may be obtained in the department office or from the Dean of Instruction. An accident form is filled out for each accident. The completed form should be given to the department chair, who will forward it to the Dean of Instruction.

For information on how to proceed in an earthquake or air pollution episode, refer to the *Online Faculty Handbook*: [www.rccdfaculty.net/handbook/020.htm](http://www.rccdfaculty.net/handbook/020.htm)

Additional guidance can be found at <http://www.4faculty.org> - "Module 108."

**An office will be open on each campus to deal with emergency concerns of staff, students and the public during all times that classes are in session.**

#### **Moreno Valley Campus:**

Location: Humanities 113  
Phone: 951-571-6165

#### **Norco Campus:**

Location: Student Services Bldg., 1<sup>st</sup> Floor,  
College Receptionist Counter  
Phone: 951-372-7044

#### **Riverside City Campus:**

Location: Administration Building Foyer  
Phone: 951-222-8730

# VITAL PHONE NUMBERS

## MORENO VALLEY

951-571-6100

### College Safety & Police 571-6190

#### Offices & Departments

Admissions & Records	571-6101
Bookstore	571-6107
Counseling	571-6104
Evening Clerk (4:30-9:30pm)	571-6165
Facilities	571-6113
Health Services (STU 205)	571-6103
Information Services	571-6116
Instructional Media Ctr (IMC)	571-6200
Library Circulation Counter	571-6111

#### V.P. of Educational Services

Dr. Lisa Conyers 571-6350

#### Dean of Instruction

Patricia Bufalino 571-6162

#### Dean of Student Services

Dr. Daria Burnett 571-6170

#### Department Chairs & IDS

##### Business & CIS

Dept Chair: Matthew Barboza 571-6245  
IDS: Sabina Fernandez 571-6125

##### Communications

Dept Chair: Dr. Daniel Clark 571-6183  
IDS: Terri Currie 571-6134

##### Humanities & Social Sciences

Dept Chair: Dr. Gregory Elder 571-6130  
IDS: Teri Currie 571-6134

##### Health, Human & Public Services

Dept Chair: Delores Middleton 571-6118  
IDS: Vivian Gonzales 571-6251

##### Mathematics, Sciences & PE

Dept Chair: Dr. Diane Marsh 571-6121  
IDS: Sabina Fernandez 571-6125

##### Public Safety Education & Training

Dean: Dr. Cordell Briggs 571-6320  
IDS (Fire Tech): Mary Gallardo 571-6313  
IDS (Law Enforc.): Susan Dyer 571-6312

## DISTRICT-WIDE

Academic Senate Office	222-8300
Adm. Support Center	222-8525
Copy Center	222-8000 x4238
CTA Office	222-8424
Diversity, Equity & Comp.	328-3874
Faculty Affairs (FLEX)	222-8845
HELP DESK	222-8388
Human Resources	222-8595
Certificated, FT	222-8591
Certificated, PT	222-8593
Institutional Effectiveness	222-8991
Open Campus	222-8195
Open Campus Help Desk	222-8748
Payroll: A - Ce	222-8666
Payroll: Cf - Ge	222-8925
Payroll: Gf - Kr	222-8923
Payroll: Ks - Oh	222-8662
Payroll: Oi - Sk	222-8921
Payroll: Sl - Z	222-8667
Risk Management	222-8128

### College Safety & Police 222-8171

## NORCO

951-372-7000

### College Safety & Police 372-7088

#### Offices & Departments

Admissions & Records	372-7003/7004
Bookstore	372-7085
College Receptionist	372-7044
Computer Lab	372-7008
Counseling	372-7101/7102
Facilities	372-7040
Health Services	372-7046
Information Services	372-7020
Instructional Media Ctr (IMC)	372-7071
Library	372-7019
Student Activities (ASRCC)	372-7007
Writing & Reading Ctr.	372-7000 x4545

#### V.P. of Educational Services

Dr. Gaitner Loewenstein 372-7199

#### Dean of Instruction

Dr. Diane Dieckmeyer 372-7017

#### Dean of Student Services

Dr. Edward Bush 372-7082

#### Department Chairs & IDS

##### Arts, Humanities & World Languages

Dept Chair: Dominique Hitchcock 372-7066  
IDS: Susan Lafferty 372-7079

##### Business, Engineering & Information Technology

Dept Chair: Todd Wales 372-7105  
IDS: Julie Taylor 372-7067

##### Communications

Dept Chair: Mark Lewis 372-7034  
IDS: Julie Taylor 372-7067

##### Mathematics & Sciences

Dept Chair: Robert Prior 372-7035  
IDS: Susan Lafferty 372-7079

##### Social & Behavioral Sciences

Dept Chair: Carol Ferrar 372-7160  
IDS: Wendy Gonzalez 372-7076

## RIVERSIDE

951-222-8000

### College Safety & Police 222-8171

#### Offices & Departments

Admissions & Records	222-8600
Bookstore	222-8140
Facilities / Maintenance	222-8474
Faculty Innovation Center	328-3530
Health Services	222-8150
Instructional Media Center	222-8511
Library	222-8650
Student Activities	222-8576
Tutorial Services	222-8169/8170
Writing & Reading Center	222-8632

#### V.P. of Academic Affairs

Dr. Patrick Schwerdtfeger 222-8493

#### Dean of Instruction

Virginia McKee-Leone 222-8250

#### Dean of Student Services

Monica Delgadillo-Flores 222-8108

## RIVERSIDE (cont.)

#### Department Chairs & IDS

##### Applied Technology & Media

Dept Chair: Paul O'Connell 222-8348  
IDS: Jan Ponder 222-8491

##### Art

Dept Chair: Stephen Horn 222-8274  
IDS: Julia Buckley 222-8395

##### Behavioral Sciences

Dept Chair: Jan Schall 222-8340  
IDS: Liane Stearns 222-8540

##### Business Admin / Info Sys Tech

Dept Chair: James Cregg 222-8243  
IDS: Karen Goodwalt 222-8551

##### Chemistry

Dept Chair: Ellen Kime-Hunt 222-8285  
IDS: Toni Van Buhler 222-8533

##### Cosmetology

Dept Chair: Peter Westbrook 222-8186  
IDS: Phyllis Hilton 222-8185

##### Counseling

Dept Chair: Judy Haugh 222-8448  
IDS: Judy James 222-8564

##### Early Childhood Education

Assoc Dean: Debbie Whitaker 222-8434  
Dept Chair: Shari Yates 222-8903  
IDS: Joyce Whalen 328-3755

##### Economics, Geography, Political Sci.

Dept Chair: Dr. Haghghat 222-8262  
IDS: Liane Stearns 222-8540

##### English & Speech Communication

Dept Chair: Dr. Tim Brown 222-8226  
IDS: Ilse Langeveld 222-8519

##### History, Humanities, Philosophy

Dept Chair: Dr. Kristi Woods 222-8851  
IDS: Liane Stearns 222-8540

##### Library & Learning Resources

Dean: 222-8038  
Adm Mgr: Terry Welker 222-8654

##### Life Sciences

Dept Chair: Gregory Burchett 222-8535  
IDS: Toni Van Buhler 222-8533

##### Mathematics

Dept Chair: Rogelio Ruiz 222-8338  
IDS: Toni Van Buhler 222-8533

##### Nursing Education

Assoc. Dean: Sandy Baker 222-8209  
IDS: Kathy Schuman 222-8760

##### Performing Arts

Dept Chair: Rita Chenoweth 222-8234  
IDS: Lori Herman 222-8339

##### Physical Education & Athletics

Dept Chair: Steve Sigloch 222-8210  
IDS: Dorine Cobos 222-8421

##### Physical Science

Dept Chair: Scott Blair 222-8515  
IDS: Toni Van Buhler 222-8533

##### World Languages

Dept Chair: Diana McDougall 222-8832  
IDS: Liane Stearns 222-8540