



C U Y A M A C A
· C O L L E G E ·

Office of Instruction

FALL 2009 BULLETIN

To: All faculty and staff:

Welcome back to the beginning of a new semester and a new year!

ENROLLMENT NEWS: Despite the pressures of budgetary limitations, on census day our summer enrollment was 8% ahead of the prior year. And despite the continuing need to reduce its offerings, the college is currently reporting an increase of 3-4% in seat count and 5-6% in head count for Fall 2009. That means that our section fill rates will continue to increase (they were in the 90% range for all divisions this past summer) as we continue to effectively serve our students and our community. Congratulations to all of you – faculty, staff, and administration – for moving ahead with enthusiasm and confidence during these rather daunting times.

As always, our students remain **PRIORITY #1** for all of us. It's likely that those students will be seeking your help in the early days of the semester, either to get into classes that appear to be already filled or to identify classes which have seats available. In addition to the effort you make already to accommodate students in your classes and in addition to the “standard” referrals that you may make to other open sections of needed courses to students, I would also draw your attention to several good options for directing students to open classes:

- 1) The availability of many online classes;
- 2) Options related to classes that begin after Labor Day for late-coming students and later in the semester for our Second 8-Week Mini-Session;
- 3) A variety of open entry/open exit classes in Business Office Technology and the Fitness Center.

As always, we encourage you to take the “extra steps” to support students’ enrolling and remaining in your classes—particularly during the critical first two class meetings. A few examples of the great tips that have come out of faculty discussions and brainstorming include:

- Familiarize yourself with add code procedures—learn about these from your Department Chairperson or Coordinator or check with your Division Dean. Instructions are included with rosters; please read these in advance. Know how to use add codes and be sure students use these!
- Plan something interactive—beyond reviewing the syllabus-- to encourage students to feel connected to the class and to their peers. There is no better motivator than a great first class session!
- Let students know about campus services: Library, General Tutoring, and specialized Supervised Tutoring Labs for your subject areas. See <http://www.cuyamaca.edu/cc/officehours.asp>
- Incorporate a *survival guide* in your syllabus about how students can be successful in your course.

- Have your textbook *on reserve* at the Library so that students who cannot immediately afford the text can stay in your class. (Research shows that students who stay for the first two weeks do purchase their own textbooks.)
- Above all, follow up on students who don't show up at the first session – use phone numbers from class rosters to call them and remind them that they can still come to your class.

In addition to remaining very sensitive to our students' needs in the classroom, we will have a special challenge (or "opportunity" as it was called recently) assisting our students as they deal with the unavoidable reductions in services and hours of operation that our college has put in place this past summer and this fall. Our unremitting helpfulness, good humor, courtesy, and respect for all can and will take the small sting out of the occasional encounters with long lines, closed offices, etc. for our students. I am confident that none of you will allow our budgetary situation to stand in the way of affording our students an ongoing stream of unforgettable educational experiences at Cuyamaca.

On a different front, we have much to look forward to this year with the completion of our (for now) final major construction project, the Business and Technology Building (Building E). A grand opening is being planned for later in this Fall Semester. Faculty and staff will be moving into the new facility before and during the Winter Recess and classes will begin in that facility in Spring 2010. As the covered fences are opened to our view around Building E in the coming days and weeks, we will have opportunities to watch its movement toward an aesthetically pleasing, yet clearly very pragmatic, addition to our campus.

As always, our faculty and staff will be pursuing a number of special projects and activities:

- The college has completed the accreditation Follow-Up Report due this October and now will be gearing up for the preparation of the accreditation Midterm Focused Report, a major undertaking which must be substantially finished by May of this academic year for submission in October 2010.
- Under the primary leadership of Michael Wangler, Geography instructor and Academic Senate Vice President, progress continues in developing and incorporating Student Learning Outcomes (SLO's) into the curriculum. We are approaching the Implementation and Assessment stages of the SLO project and looking forward to the beneficial results that these stages will produce.
- The Basic Skills Committee, under the leadership of Mary Graham and myself, continues to implement the statewide Basic Skills Initiative. Although state funding for 2009-10 will be somewhat reduced, the exciting projects which are being supported by the Committee will move ahead at full pace and will undoubtedly lead to more successful educational experiences for our students.
- The Office of Continuing Education and Workforce Training (formerly Community Learning) will be working hand in glove with district IS to move student application and registration processes, class scheduling, etc. into Colleague and WebAdvisor. Conversion to the Colleague environment will be completed in time for Spring 2010 registration activities.

Finally, let me congratulate the President Award recipients of the year for their outstanding contributions to students and the college: Faculty – Ms. Nancy Jennings, Communication Arts instructor and forensics coach; Staff – Gwen Nix, administrative secretary to Institutional Advancement and Barbara Takahashi, administrative assistant to the College President; and Administrator – Arleen Satele, Vice President of Administrative Services.

As always, I want to extend on behalf of the entire Instructional Team a sincere WELCOME BACK and a commitment of support to you! Best wishes on a successful semester.

Sincerely,

Wm. T. O'Hare, Ph.D.

Interim Vice President, Instruction

**Important Notices
For Fall 2009**

- Campus will be closed for the Labor Day weekend on Saturday, September 5th and will reopen on Tuesday, September 8th .
- Campus will be closed for Veterans Day on Friday, November 13th and will reopen on Monday, November 16th .
- Campus will be closed for the Thanksgiving holiday on Thursday, November 26th and will reopen on Monday, November 30th .
- Last day of classes for 1st 8-week session is Friday, October 16th (M-F classes).
- Last day of classes for second 8-week session is Friday, December 11th (M-F classes)
- Finals begin on Monday, December 14th and end on Monday, December 21st .
- Instructor grade deadline is December 22nd , 2009.

TABLE OF CONTENTS

<i>WELCOME NEW PART TIME FACULTY</i>	6
<i>WELCOME NEW ADMINISTRATOR</i>	6
<i>WELCOME NEW FULL-TIME/PART-TIME SUPPORT STAFF</i>	6
<i>WELCOME NEW SDICCCA INTERNS</i>	6
<i>ASSISTANCE FOR COMPUTER MALFUNCTIONS</i>	6
<i>CALWORKS S.T.E.P.S.</i>	7
<i>CAREER AND STUDENT EMPLOYMENT CENTER</i>	7
<i>CHILD DEVELOPMENT CENTER</i>	7
<i>CLOSED SATURDAY SCHEDULE FOR FALL 2009</i>	7
<i>COLLEGE HOUR</i>	7
<i>COMMUNITY LEARNING</i>	8
<i>COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)</i>	8
<i>COUNSELING</i>	8
<i>COURSE SYLLABUS REQUIREMENTS</i>	9
<i>CONVENIENCE STORE (C-STORE)</i>	9
<i>CURRICULUM COMMITTEE MEETING DATES</i>	9
<i>DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)</i>	9
<i>DUPLICATING DEPARTMENT</i>	10
<i>EVENING ADMINISTRATOR SCHEDULE FOR FALL 2009</i>	10
<i>EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOPS)</i>	10
<i>GRILL 155</i> •.....	10
<i>HEALTH AND WELLNESS CENTER</i>	11
<i>INSTITUTIONAL ADVANCEMENT</i>	11
<i>JAZZMAN'S CAFE'</i>	11
<i>LATE CLASS ADDS</i>	11
<i>LEARNING RESOURCE CENTER</i>	12
<i>LIBRARY ORIENTATIONS</i>	12

MAILROOM 12

NO-SHOW ROSTERS..... 12

OFFICE HOURS - SCHEDULING AND POSTING..... 12

ON LINE APPLICATION AND CLASS REGISTRATION..... 12

PAID SUBSTITUTE FOR CLASSES 13

PART-TIME FACULTY WORKROOM & OFFICE SECURITY..... 13

PAYROLL SUBMISSIONS..... 13

PROCEDURES FOR CALLING IN WHEN UNABLE TO MEET YOUR CLASS 13

PURCHASE REQUISITIONS..... 14

READING AND WRITING CENTER..... 14

RELEASE FORM FOR COLLEGE MULTI-MEDIA PROGRAMS..... 14

ROOM, EQUIPMENT, AND FACILITIES MODIFICATIONS..... 14

SATURDAY ADMINISTRATOR SCHEDULE 15

SCHEDULES..... 15

SMART CLASSROOMS..... 15

STUDENT ID CARDS..... 15

STUDENT E-MAIL SYSTEM 15

STUDENT TRAVEL REQUIREMENTS 16

SWITCHBOARD 16

UNIVERSITY TRANSFER CENTER..... 16

TEACHING & LEARNING CENTER (TLC)..... 16

TUTORING..... 17

WALK-IN HOURS – VICE PRESIDENT, INSTRUCTION 17

WORD PROCESSING 17

WORK FORCE DEVELOPMENT COUNCIL 17

Welcome New Part Time Faculty

Name	Discipline
Rebecca Knapp	Business
Jeff Bennion	Paralegal Studies
Amir Javanbakht	Economics
Radu Munteanu	Economics
David Burris	Humanities/Philosophy
Jessica Posey	English
Danusia Garrison	Political Science
Rachel Horn	Sociology
Joe Beczak	Sociology
John Harris	Music
Luisa Bonillas	History
David Reeves	History

Welcome New Administrator

Name	Title/Department
Frank Gonzales	Assistant Dean, Extended Opportunity Programs & Services (EOPS)

Welcome New Full-Time/Part-Time Support Staff

Name	Title/Department	Location	Phone
Cheryl Redeagle	Master Class Scheduler	F103	X4237
Serene Pritchett	Admissions & Records Supervisor	A319	X4030
Jaime Lopez	Custodian	Admin Services	X4251
Aldrin Orena	Custodian	Admin Services	X4251
Kelly Laggner	Physical & Natural Science Tech	Div I	X4209

Welcome new SDICCCA Interns

Name	Department	Mentor
Cynthia Luna	English	Lauren Halsted
Clara Sagoe	Counseling	Greg Gomez

Assistance for Computer Malfunctions

If you are experiencing computer or other technology problems in your classroom, lab, or office, please contact the Cuyamaca Help Desk at x4395 or <mailto:c-helpdesk@gcccd.edu>. It is important to give a thorough description of the problem to the Help Desk staff. If you call in the evening and receive voicemail, you must provide your contact information and describe the nature of your requests so that they it can be prioritized and processed accordingly. If the network is down or an entire class is affected by a computer problem, please contact the switchboard operator at Cuyamaca who will contact the Administrator on duty.

CaWORKs S.T.E.P.S

S.T.E.P.S is Cuyamaca Colleges' CaWORKs Program. S.T.E.P.S. is an acronym for Success Through Education Produces Self-Sufficiency. The office is located in the Students Services Center – A200 at 660-4340. This program provides comprehensive services to support CaWORKs students in achieving individual educational goals as well as learning employable skills with the ultimate goal of increased wage-earning power to become economically self-sufficient.

Services include documents of eligibility, counseling, preparation of student education plan (SEP) childcare assistance, tutoring referrals, self-sufficiency planning, referrals to on and off campus resources, on-campus paid work study, assistance with county and school paperwork, and assistance with books and supplies (i.e., pens, pencils, paper, notebook, backpack, etc). We also provide liaison with a student's Employment Case Manager or Health and Human Services worker as needed.

Hours:	Monday	8:00am – 7:00pm
	Tuesday -Thursday	8:00am – 5:00pm
	Tuesday – Thursday 8/18-8/27	8:00am – 7:00pm

Career and Student Employment Center

The Career Center is located in A221 (660-4450) and assists students with career assessment and career decisions. Students may take career assessment tests in our computer lab to determine appropriate careers for their interests and personality type.

The Student Employment Center assists students with part-time and full-time jobs. The Center also helps students with resumes, interviewing skills and other job search skills.

Hours:	Monday	8:00am-7:00pm
	Tuesday-Thursday	8:00am-4:30pm

Child Development Center

The Cuyamaca Child Development Center provides quality child care for children ages 18 months to 5 years old (not in Kindergarten). We serve students, staff and community. If you are interested in enrolling your child, please call the center at ext. 4660.

Hours:	Monday – Friday	7:45am-5:15pm
--------	-----------------	---------------

Closed Saturday Schedule for Fall 2009

The campus will be closed on the following Saturdays. No classes will be held and no services will be provided.

9/05/2009, 11/14/2009, 11/28/2009

College Hour

College Hour provides the college community with the opportunity to participate in social and educational activities outside the classroom. Instructors are encouraged to support these college hour events by recommending to their students that they participate in the monthly theme-based programs, which are sponsored by the Student Affairs Office. As you plan your syllabus, you are encouraged to make every effort to release students at these times, particularly as some students are obliged to attend certain activities. However, it is at the instructor's discretion whether or not to hold class meetings.

The four College Hours for Fall 2009 are:

Month	Day	Time	Theme	Place
Sept:	Mon, 14th	11:30-12:30pm	<i>Lets Get Coyote Spirit</i>	Student Center
Oct:	Tues, 20 th	1:00- 2:00pm	<i>Chaldean Culture & Tradition</i>	Grand Lawn
Nov:	Wed, 18 th	6:30- 7:30pm	<i>Native American Heritage</i>	Student Center
Dec:	Thurs, 10 th	10:00-11:00am	<i>Holiday Celebration</i>	Student Center

Community Learning

Remember to pick up the new Community Learning PREVIEW to see this semester's class offering. We offer a wide variety of classes. If you would like to offer a non-credit or fee-based class, please visit us at the Student Services One Stop Center, Community Learning, Building A104, or call at 660-4350.

Hours:	Monday - Thursday	8:00am-5:00pm
	Friday	8:00am-1:00pm

Convening Classes Off Campus

Please be aware that any change in the time or location of a regularly scheduled class - on or off campus - needs to receive prior approval from the Department Chair/ Coordinator. The Request to Convene Class Off-Campus form should be routed for final authorization to the appropriate Division Dean for signature. Please indicate the number of students attending any off-campus class and you will be provided with a Field Trip Consent Form Waiver for each student. Once the waiver form has been completed by the student and returned to the Office of Instruction, it will be kept on file for the entire semester. Pay may be docked for "missed classes" that have been scheduled without approval at alternative sites.

Cooperative Agencies Resources for Education (CARE)

This resource is available for EOPS/CARE students who are recipients of TANF/ CalWORKs and single parents with a child under the age of 14. Please contact the CARE program in EOPS, Bldg A300 at 660-4293.

Hours:	Monday	8:00am-7:00pm
	Tues – Thursday	8:00am-5:00pm
	Tues – Thurs 8/18-8/27	8:00am-7:00pm
	Friday (by app't only)	8:00am-1:00pm

Counseling

Counseling provides services to all Cuyamaca College students. Services include: (1) Personal and Crisis Counseling; (2) Academic Advising; (3) Educational Planning; (4) Career Assessment and Advising; (5) Transfer Planning; (6) International Student Advisement; (7) Veterans and Military; (8) New Student Orientation; (9) Counseling support for Athletics; (10) liaison with instructional departments; and (11) Articulation. Personal development courses are also offered in traditional, blended and online formats.

Counseling is available through walk-in or appointments. We are located in the Student Services One Stop Center (A200). Please call 660-4429 for more information.

Hours:	Monday	8:00am-7:00pm
	Tuesday – Thursday	8:00am-5:00pm
	Tuesday – Thursday 8/18-8/27	8:00am-7:00pm

Course Syllabus Requirements

The Academic Senate has recommended a College-wide policy for syllabus review and submission. Each semester, all teachers are required to submit copies of current syllabi for all of their course assignments. (For multiple sections of same course, submit only one sample for course.)

At the end of the first week of instruction, please submit course syllabi to Division Offices.

First time course instructors are encouraged to confer with Department Chairs/ Coordinators or send copies to them prior to filing with Office of Instruction.

In accordance with College policy and sound instructional practice, please be reminded that it is essential to distribute to your students a course syllabus which should include, at minimum, the following:

- The goals and objectives and content for the course
- Required and supplementary textbooks
- Attendance requirements
- Planned schedule of assignments and exams
- Grading criteria
- Student behavior guidelines as you deem necessary

Additionally, before planning your semester, be sure you are familiar with the department course outline for your class; these are available through your Department Chair or Coordinator.

Convenience Store (C-Store)

The C-Store is Cuyamaca's one stop shop for all your snacking needs! Fresh sandwiches and salads are available and made daily, as well as a wide selection of snack items including chips, ice cream, crackers, cookies, and candy bars. Thirsty? Check out the large variety of cold beverages available in the coolers!

Hours:	Monday – Thursday	7:30a.m.-7:30p.m.
	Friday - Saturday	7:30a.m.- 1:30p.m.

Curriculum Committee Meeting Dates

The College Curriculum Committee meets regularly on the 1st and 3rd Tuesday of every month at 2:00 pm in Room F106. In all cases, new course or modification forms must be submitted through Department Chairs or Coordinators.

Disabled Students Programs and Services (DSPS)

DSPS provides services to students who have learning differences and challenges due to, physical disabilities, learning disabilities hearing and visual impairments, speech and language impairments, psychological disabilities and other disabilities that effect a student's learning. The office is located at the One-Stop in building A113 and LRC-High Tech Center C-102. Professional staff is available to assist in the counseling, identification of disabilities and the appropriate accommodations, and as a resource to faculty, staff and administrators who have questions. The office extension is 4239 at the one stop and 4299 at the High Tech Center.

One-Stop and High Tech Center Hours below.

Hours:	Monday	8:30am-7:00pm
	Tuesday - Thursday	8:30am-5:00pm

Duplicating Department

The Duplicating Department is located in F-201 and is open 6 days a week. Every instructor is given an access code to the self service copy machine. This machine is intended for small orders of 10 copies or less. Transparencies can also be made on this copier. For copy orders, fill out a duplicating order form, attach to the materials to be copied and drop them off in the tray located in the duplicating room. Please submit your requests at least 2 days prior to when the materials are needed. This two-day lead time is necessary for all orders submitted in person or online. If you turn in your request on Thursday your request will be ready by Monday. For large orders that require gluing, cutting, NCR paper or other special requests, at least 3-4 days lead time is required. Submit online requests by sending materials to be copied as an attachment via email to cuyamaca.duplicating@gcccd.edu. We will respond via email or by telephone if there is a problem reading your file. Late or rush submissions cannot be guaranteed to be completed on time. Copyrighted materials will not be duplicated without written permission from the copyright holder. Please contact the publisher to secure written permission to duplicate copyrighted materials.

Hours:	Monday – Thursday	7:30am-7:30pm
	Friday	7:30am-4:30pm
	Saturday	7:30am-4:00pm

Evening Administrator Schedule for Fall 2009

Mondays:	Marron, Migala
Tuesdays:	Farnham, Reyes
Wednesdays:	Barrett, Topham
Thursdays:	Soares, Wolfe

Extended Opportunity Program & Services (EOPS)

EOPS is a state-funded program designed for the orientation, recruitment and retention of California residents who are low income and educationally disadvantaged. EOPS assists students in reaching their educational goals through academic support and possible financial assistance. Available services include: Academic, Career and Personal Counseling; Transfer and Job Search Assistance; Priority Registration; Book Voucher; Grant and Work Study. EOPS is located in A300 at 660-4204. The *UP! (Unlimited Potential)* Program, sponsored by EOPS and Financial Aid is designed to assist students who have been in foster care or guardianship. In addition to EOPS and/or CARE services, students are eligible for personalized financial aid assistance, resource referrals, mentoring, life skills workshops and community-building events and orientations.

Hours:	Monday	8:00am-7:00pm
	Tuesday – Thursday	8:00am-5:00pm
	Tuesday – Thursday (8/18 – 8/27)	8:00am-5:00pm

Grill 155 °

Stop by Grill 155° on the second floor of the Student Center (I Building) for all your breakfast, lunch and dinner favorites. Specials include delicious grilled hamburgers and chicken sandwiches, as well as a wide variety of breakfast items and other freshly made sandwiches, salads and specials. A large selection of fountain and bottled beverages are also available at the counter.

Hours:	Monday – Thursday	8:00am-7:00pm
	Friday	8:00am-2:00pm

Health and Wellness Center

The Health and Wellness Center staff is maintained with registered nurses and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are confidential and include blood pressure, glucose, vision and hearing screenings, TB clearance testing, medical emergency response, flu and tetanus immunizations, injury assessment and first aid care, body compositions analysis, student insurance information, and care and community referrals for illness, injury and mental health. They also provide current information and direction on nutrition, substance abuse, birth control, sexually transmitted disease and much more. Immediately report all accidents and injuries to the Health and Wellness Center, located in the Student Center, (619) 660-4200. Please refer to the Crisis Response Procedures posted in your classroom.

Hours: Monday – Thursday 8:00am-7:00pm

Institutional Advancement

The office of Institutional Advancement has the responsibility of furthering the institutional advancement of the college through resource development, promoting college and community relations, and providing institutional support services, especially in the area of institutional planning. It also works closely with the Cuyamaca College Foundation, providing administrative support, serving as the liaison between the college and the Foundation, and coordinating and supporting the Foundation's fundraising efforts.

Additionally, the office coordinates the college's grants program including working with staff and faculty to identify and develop grant resources appropriate for college needs. If you would like to pursue a grant or would like assistance with your efforts to identify, write, and submit a grant, please contact Henri Migala, Executive Dean, at extension 4479, or email henri.migala@gcccd.edu.

Jazzman's Cafe'

Jazzman's Cafe' is the gourmet coffee shop located in the Student Center. They offer a large variety of coffee and tea selections, as well as other iced and blended beverages. Delicious Danishes, bagels and muffins are baked fresh and available daily.

Hours: Monday - Thursday 7:00am-1:00pm

Late Class Adds

Deadline dates for adding and dropping classes vary from class to class. Please instruct students to check last day to add for each class they are enrolled in by going to the following link in **WebAdvisor** and clicking on deadline dates for Fall: http://www.cuyamaca.edu/cc/schedules_fall2009.asp

To be officially enrolled, the student's name either appears on your attendance roster or on an add/drop notification list from the Admissions and Records Office. Students attending your class whose names do not appear on one of the above listed documents **should not be allowed to remain in class until they have submitted their Add/Drop cards to the Admissions and Records Office and provided you with verification of their enrollment (their Student Class and Fee Statement).**

Alternate Method of Adding In-progress Classes:

Students will be allowed to add in-progress classes that are **not closed** using **WebAdvisor**. Once a class has started, an ADD CODE will be REQUIRED to add the class. The ADD CODES are your control, the same as your signature on an Add/Drop card. Although we wish to encourage this process, adds (and drops) can still be processed in the Admissions and Records Office, as usual. If you have questions, please feel free to contact the Admissions and Records Office – Serene Pritchett – Extension 4282.

Learning Resource Center

If you are in need of replacement bulbs for overhead projectors, on an emergency basis, please come to the Circulation Desk in the LRC or contact them at X4416.

Library Orientations

Did you know that all General Education courses must have an information competency (IC) component? One of the best ways to integrate IC into your course is to request a library instructional session. Book a library instructional session as soon as possible by contacting Jeri Resto at extension 4423, or jeri.resto@gcccd.edu. The Library encourages faculty to arrange library/research orientations to acquaint students with library resources. However, if scheduled during class time, instructors have the responsibility of accompanying their groups since students still require supervision and guidance. Librarians are resource persons but must also provide services to other clients.

Mailroom

The Mailroom is located in F116. The actual payroll checks are available in the Mailroom on the last working day of the month after 1:00pm. **ALL DIRECT DEPOSIT PAYSTUBS ARE NOW ELECTRONIC.** The Mailroom has a supply of white board markers, along with in-house office supplies. If you need supplies after 4:30 pm, please refer to the Switchboard paragraph.

No-Show Rosters

GOAL: 100% No-Show Roster Collection!!! The deadline is printed at the top of every roster. Please be sure to submit your No-Show rosters so that students will not be held to fees and grades and so our college can meet our state reporting requirements. Submission of No-Show rosters is a Title V requirement, even if you are not dropping any students. **If your No-Show roster is not submitted, your division dean will be notified.** Your assistance in helping us meet our goal is appreciated.

Office Hours - Scheduling and Posting

Please be reminded that, in accordance with 7.4.5 of the UF Contract, all full-time instructors are required to schedule five (5) office hours per week at times most convenient to meet student needs. Under separate cover, the Office of Instruction has sent out an office hour grid to complete. **Please make sure your name appears on the grid.** In addition, instructors are to post approved office hours. **Please return the completed grid to the Division Offices.**

On Line Application and Class Registration

Please advise your students that applications and registration for classes may be completed on-line through **WebAdvisor** at www.cuyamaca.edu, or at the Admissions and Records Office in the A Building; (619) 660-4275. Registration for Fall 2009 is open from July 13th-Aug. 21st. All new and returning students must have an application on file to register. For more information, please direct your students to **WebAdvisor**, and/or page 1 of the Fall 2009 Class Schedule.

Admission and Records Hours of Operation:

Monday	8:00am-7:00pm
Tuesday-Thursday	8:00am-5:00pm
Fridays (for staff, closed to the Public)	8:00am-4:30pm

Paid Substitute for Classes

In the event that faculty is absent from class and a paid substitute is needed, the faculty member needs to follow the directions listed in item 25, and the salmon-colored Certificated Substitute Timesheet must be completed by the **instructor who is substituting**. In all cases, substitutes must meet the “minimum qualifications” as required by AB 1725; instructional aides may not be used as class substitutes. A paid substitute must be an employee of the District. The request must be previously approved by the Chair/Coordinator and forwarded to the Division Dean for approval. Payroll will not process any substitute pay unless the form is properly completed. Forms are available from Sharron Hamlett (A Bldg), Cheryl Houston (B Bldg), or Kimberly Gioscia (H Bldg) . In addition to arranging for a substitute, you will still need to notify the Office of Instruction of your absence on that day.

Part-Time Faculty Workroom & Office Security

The part-time faculty workrooms are F-625, H-135, B264 and B267. These rooms should be locked any time that it is left vacant. To request keys to these workrooms, you must fill out a ‘key request form,’ have your Chair or Dean’s signature of approval, and submit the form to the Switchboard office.

Payroll Submissions

Please note that the Payroll Department requires instructor absences and/or instructor substitute pay to be submitted by the 10th of the month. Time sheets for hourly employees (non-certificated) are due by the 14th of the month. The above forms should be submitted to the Division Dean’s office.

Procedures for Calling In When Unable to Meet Your Class

When you are unable to meet your class for any reason, notify your Division Deans’ Secretary:

Division I: For Auto Tech, Electronics Tech, Ford Asset, GM ASEP, Accounting, BOT, Business, Economics, Entrepreneurship, Exercise Science, Health Education, Graphic Design, Real Estate, Paralegal, Computer & Info Science, Computer Science, CADD Technology, Environmental Health & Safety Technology, Mathematics, Astronomy, Biology, Chemistry, Engineering (Surveying), Geography, Geology, Oceanography, Physical Science, Physics, please call:

Dean: Madelaine Wolfe
Secretary: Kimberly Gioscia 660-4453

Division II: For Anthropology, Arabic, Aramaic, Art, ASL, Child Development Education, Communication, English, ESL, French, History, Humanities, Music, Native American Studies, Ornamental Horticulture, Philosophy, Political Science, Psychology, Religious Studies, Spanish, Sociology, Theatre Arts, Water/Wastewater Technology please call:

Dean: Danene Soares
Secretary: Cheryl Houston 660-4674

Continuing Education & Workforce Training: Please Call

Dean: Darlene Spoor
Secretary: Sharron Hamlett 660-4670

Learning and Technology Resources: Please Call

Dean: Connie Elder
Assistant: Sandy Beasley 660-4405

If you reach voice mailbox, call the Cuyamaca College Switchboard at 660-4000 X0 and leave the following information with operator on duty:

- | | |
|---|---|
| <input type="checkbox"/> Your name | <input type="checkbox"/> Beginning and ending time of class |
| <input type="checkbox"/> Date of absence | <input type="checkbox"/> Number of hours lecture/lab |
| <input type="checkbox"/> Reason for absence | <input type="checkbox"/> Room number |
| <input type="checkbox"/> Class name | <input type="checkbox"/> Message for students (optional) |
| <input type="checkbox"/> Section number | |

Note: Although you may have a *pre-approved off-campus activity or other absence*, please follow the procedures listed above to secure the posting of your class for your students.

Purchase Requisitions

Purchase Requisitions must be input through Insight/IFAS, the District on-line purchasing system. Faculty need to submit all purchase requests through Chairs and Coordinators. Correct account number and complete address of the vendor must be included on the purchase requisition or it will be returned. IFAS training workshops will be scheduled throughout the summer session. Please submit all instructional requests through your division office. Please keep in mind that a reasonable lead-time of five (5) working days to input a requisition is required.

Reading and Writing Center

The Communication Arts Department offers tutoring services to strengthen students' reading and writing skills for any and all classes. Tutoring and instructional software are available for students with a desire to improve their reading, writing, and ESL skills in the Reading, Writing and ESL Center located in B167. Please contact Mary Graham at extension 4247 or the Center at 660-4463 to learn about these opportunities for your students. American Sign Language tutoring is also available through the Center; hours TBA.

Hours:	Monday –Thursday	9:00am- 5:00pm
	Friday	9:00am-12:00pm

Release Form for College Multi-Media Programs

It is critical to insure that permission is obtained for an individual's appearance, voice and/or participation in College video, television or other multi-media programs. For your use, the College Learning Resources Center provides a Release Form for College Multi-Media Programs that must be completed prior to producing any multi-media programs.

Room, Equipment, and Facilities Modifications

Please be aware that room changes, if needed, may be accommodated through the department chair. Do not move your class without reporting it as problems may arise with students, staff, or anyone who may need to contact you or a student in your class. Also, you may find yourself bumped by a late starting class or activity that has been authorized in your "new" room.

Please do not remove or shift furniture from rooms. Please be aware that Fire Marshal and instructional space requirements are used to determine the maximum occupancy in rooms, and by transferring furniture, code violations may occur. Also, missing or non-functional classroom equipment (e.g., overheads, projectors, etc.) needs to be reported to the Office of Instruction!

Saturday Administrator Schedule

<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
22 Soares	5 Topham	3, 24 Topham	7 Lewis	5,12 Waring
29 Topham	12 Lewis	10 Waring	14 CLOSED	19 Satele
	19 Waring	17 Lewis	21 Topham	
	26 Jordan	31 Jordan	28 CLOSED	

Please check with the operator on duty at Public Safety in A100 (660-4456) if you need to contact the Saturday Administrator during Saturday school hours (7:30a-4:30p).

Schedules

Hours of Operation for various campus services can be found on Page 29 of the Fall Class Schedule.

Smart Classrooms

Almost all of our classrooms have “smart” technology to support teaching and learning. These, typically, are classrooms with multimedia projectors and other advanced technology. For security reasons, these are usually locked in a cabinet or cart. The key requests for these cabinets/carts must be made with Laci Misiano, switchboard office, at ext. 4351 during regular office hours with at least 48-hours notice.

Adjunct faculty must have the chair of the department which oversees the “Smart” Classroom sign the Key Request Form.

If you have an emergency key request outside of business hours, please notify the Evening or Weekend Administrator. Specific information about this process is available from the switchboard in the “F” building.

Student ID Cards

All new and returning students registered at Cuyamaca will need a Student ID card to use the Library, Fitness Center and other related services. We would appreciate your informing your students of this. Cards are issued in Room A203 of the Student Services One-Stop.

Student e-mail System

Please inform your students that they have email accounts!

- Students can access the email log in site by going to <http://students.gcccd.edu> , or www.gcccd.edu and clicking on the ‘Student Information’ link
- Their user name is their first name DOT last name, all lower case, no spaces, ie john.smith
- Their password is their college PIN
- Their email address is firstname.lastname@students.gcccd.edu
- In those rare instances when "firstlast" is not unique, we'll use "firstmiddlelast@students.gcccd.edu". The data for the name will come from the Student Information System. This is the same name as printed on class rosters.

Please encourage students to keep their information up-to-date so that they will receive important communications from the college.

Student Travel Requirements

Students traveling on College activities (Forensics, Athletics, etc.) must be accompanied by an Advisor/Instructor. Advisors/Instructors are responsible for submitting all required documentation prior to departure. These policy requirements protect you and your students. Please contact your Division Dean if you have any questions.

Switchboard

The switchboard office is located in F113. If you have any questions regarding your phone or voice mailbox, please dial 660-4001(off campus) or "0" (on campus). All Phone Task requests require a two week notice.

Voice Mailbox:

1. The message capacity is 20 messages, including saved messages.
2. Your mailbox should be cleared daily.
3. If you are not using your voice mailbox, please record a greeting stating your alternate method of contact for student accessibility.

Adjunct Faculty:

If you would like to have a voicemail box please email Laci Misiano at laci.misiano@gcccd.edu . The 3000 extensions are not accessible by adding the 660 prefix. You must dial 660-4000 and then enter the 3000 mailbox number.

Full Time Faculty:

The 4000 extensions can be dialed directly by adding the 660 prefix.

Keys, Paychecks and Supplies:

The Switchboard office now handles all key requests. Key request forms are in the mailroom and **must** be signed by your Department Chair or Division Dean. We ask for a one week notice to process the request. Paychecks and Mailroom supplies are handed out at the Switchboard office after hours.

Hours:	Monday – Thursday	7:00am-7:00pm
	Friday	7:00am-4:30am
	Saturday	7:30am-12:30pm
	Monday-Thursday (8/17-8/29)	7:00am- 8:00pm

University Transfer Center

The University Transfer Center assists students with the process of transferring to four-year colleges and universities by providing useful information, quality programs, and services that support student success through workshops and transfer activities. The Transfer Center coordinates with student services units and instruction within the college, and works to strengthen ties with the external agencies that affect student transfer. More information can be obtained through the website at www.cuyamaca.edu/transfer_center or by contacting the Transfer Center in the Student Services One Stop Center – A221, 660-4439

Hours:	Monday	8:00am-7:00pm
	Tuesday – Friday	8:00am-4:30pm

Teaching & Learning Center (TLC)

The TLC:

- Produces technology-related professional development workshops and seminars for faculty.
- Staffs the Help Desk. To report a computer problem in a classroom, lab, or faculty office, or to ask a computer-related question, faculty can call the Cuyamaca Help Desk at ext. 4395 or <mailto:c-helpdesk@gcccd.edu>

- Includes the office of the college web support team. Rocky Rose is available to help any faculty member with her/his webpage. Please call him at ext. 4466.

Tutoring

Cuyamaca College offers tutoring at no cost to enrolled students. Tutoring is available in a variety of subjects in both Academic and Vocational programs. General Tutoring is available by appointment only. There are study groups and individual tutoring available for currently enrolled students. Check with the Tutoring Center for appointments and group tutoring times.

General Tutoring Center C-111

Phone: 660-4306

Math Study Center L-104

Phone: 660-4396

Reading, Writing, and ESL Center B-167

Phone: 660-4463

Students can call the above numbers or go to www.cuyamaca.edu/tutoring.asp for hours and availability.

Walk-in Hours – Vice President, Instruction

Please feel free to stop by to discuss ideas, concerns or questions related to the instructional program at the College. If you would like to reserve a time, please call Debi Miller at 4226. For Fall2009, the Vice President of Instruction will hold open “walk-in” hours for faculty in his office in the F Building on a weekly basis as follows:

Hours:	Monday	11:00am-12:00pm
	Thursday	1:00pm- 2:00pm

Word Processing

Word processing provides services to the faculty and staff of Cuyamaca College, staffed by Barbara Modica @ 619.660.4260 located in F113. Word processing is involved with the preparation of various documents, class outlines, syllabi, tests, letters, flyers, small signs, announcements, forms, and transcribe from audios.

If the source document is on a disk in any format, please submit the disk with the work order. If the material is recorded in an audio file we will need to be able to pause, rewind, and forward the recording in order to type it. Typical turnaround time: 1-15 pages – 1 full day; 15-20 pages – 2 full days; for more pages, allow additional time to complete. Turnaround time for audio transcription is longer. *If your request needs a quick turnaround time, please give us a call.*

Requests can be submitted by e-mail to: barbara.modica@gcccd.edu. Requests forms are available in Word Processing mailbox or in Administrative Services F-115.

Hours:	Monday – Thursday	8:00am-5:00pm
	Friday	7:30am-4:30pm

Work Force Development Council

To address the goals of Business and Vocational Education, the Work Force Development Council is scheduled to meet regularly on the third Monday of each month from 2:30 to 4:00 pm if you have an agenda item, please call Cheryl Houston at extension 4675..

From all of us in the Office of Instruction, we wish you a successful semester!

Tim O’Hare
Vice President, Instruction