



Full-Time Faculty Handbook

2021

**FULL-TIME FACULTY HANDBOOK
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FULL-TIME FACULTY HANDBOOK

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**Las Positas College
FULL-TIME FACULTY HANDBOOK
Academic Year 2020-21**

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Chabot College

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The Purpose of this Full-Time Faculty Handbook

Las Positas College adheres to the Mission of the California Community Colleges and the Policies of the Chabot-Las Positas Community College District. Information in this Handbook is distilled from major documents of the College and the District. For a more complete treatment of these topics, please see the cited source document, such as the Board Policy Manual or the College Catalog. Where the CLPCCD/CLPFA Agreement is referenced in this Handbook, citation will reference the Article, *e.g.*, (See Article 9).

Mission of Las Positas College

Las Positas College adheres to the Mission of the California Community Colleges. The College has also adopted its individual Mission Statement (see the College Website or the College Catalog, 2021-2022, page 3).

The District and the Colleges

Las Positas College and our sister school, Chabot College in Hayward, are public community colleges under the jurisdiction of the Chabot-Las Positas Community College District. The District includes those portions of Alameda County and small areas of Contra Costa County that are within the following school districts:

- Castro Valley Unified School District
- Dublin Unified School District
- Hayward Unified School District
- Livermore Valley Joint Unified School District
- New Haven Unified School District
- Pleasanton Unified School District
- San Leandro Unified School District
- San Lorenzo Unified School District
- Sunol Glen Elementary School District

Most Las Positas students live in the cities of Livermore, Pleasanton and Dublin, with smaller numbers living in Castro Valley, San Ramon, Danville, Sunol and other surrounding communities. A significant number of students live over the Altamont Pass in Tracy and other San Joaquin County communities.

The history of the District and the philosophy, objectives, offerings, and procedures of Chabot College and Las Positas College are described in the 2021-2022 College Catalog.

Academic Calendar

The academic year shall consist of one hundred seventy-five (175) days of instruction, including one (1) Convocation Day, one College Day, and up to six Flex Days. New faculty members will serve two additional day of Orientation. (Article 8)

Board of Trustees

By authority of State law, the Chabot-Las Positas Community College District is governed by a seven-member lay Board, elected at large from designated areas, to serve four-year terms.

The Board of Trustees determines the policies under which the District operates and publishes these in the Board Manual. The Board reviews and adopts the budget for each fiscal year; it is mandated to approve expenditures of funds. The Board has ultimate control of

appointments, assignments, and dismissals of District personnel. Also, the final responsibility for the educational program and for the creation and maintenance of the facilities required for the program are approved by the Board.

The Board of Trustees appoints a Chancellor to act as the District Executive Officer. Complete revised Board Policies and Administrative Procedures can be found by going to <http://districtazure.clpccd.org/policies/index.php>

Board Meetings

The Board of Trustees schedules regular meetings the third Tuesday of each month. Additional meetings may be scheduled on the first Tuesday of the month. All meetings of the Board are open to the public, but as provided by law certain matters may be discussed in executive session. Copies of the agenda and location of each Board meeting are sent via email to the entire staff and faculty of the District and are also physically posted at each College, as well as posted on the District website.

Board Manual

All policies, rules and regulations regarding faculty which have been adopted by the Board of Trustees and which are not in conflict with the collective bargaining agreement appear in the Board Manual. The Board Manual is posted on the District website.

Civil Rights of Employees

The Board recognizes the right of an employee of the District to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities shall be conducted on the employee's own time and off the premises of the District. The employee will exercise reasonable care to show that any actions are being taken in the capacity of a private citizen.

Collective Bargaining Agreements

A number of matters affecting employment conditions of Las Positas College faculty and staff are covered by collective bargaining agreements between the District and either the Chabot-Las Positas Faculty Association (CLPFA, faculty) and Service Employees International Union 1021 (Classified staff). Faculty members should familiarize themselves with the Collective Bargaining Agreement between Chabot-Las Positas Community College District (CLPCCD) and Chabot-Las Positas Faculty Association (CLPFA). Copies of these agreements are provided to each employee and are on file in College administrative offices, the Library, the District Office of Human Resources, and on the District Human Resources website (www.clpccd.org/HR).

Catalog (College Catalog and Addendum)

The Las Positas College Catalog is an official publication of the District and the College, its contents having been approved by the Board of Trustees. The Catalog is, in effect, a listing of course offerings and a series of policies, rules and recommendations primarily involving curriculum and instruction for the guidance of students and the staff. After adequate notice and posting, rules and regulations of the Catalog may be changed and will be updated in ensuing official publications. Las Positas College publishes the College Catalog on an annual schedule; in the spring term, limited changes or corrections are published in the Catalog Addendum. Any suggested changes or corrections should be sent in writing to the Vice President of Academic Services or Vice President of Student Services, as appropriate.

College Governance

The Shared Governance Handbook, approved by the Board of Trustees January 2015, presents an overview of Shared Governance at LPC starting on page 12. This document can be located on our website at: [2020-21_SharedGovernanceHandbook_Updated_1-6-21.pdf](https://laspositascollege.edu/2020-21_SharedGovernanceHandbook_Updated_1-6-21.pdf) (laspositascollege.edu)

Introduction

The shared governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituents (students, classified professionals, faculty, and administrators) in recommending policies and/or procedures (exclusive of collective bargaining issues) to the President, Chancellor, and Board of Trustees.

The shared governance process is based upon the mutual belief and tradition that the development of College policies, procedures, and recommendations is made by consensus and built upon campus-wide involvement of students, faculty, classified professionals, and administrators. This belief is founded on the premise that, while each group has unique responsibilities and authority, many issues – because of their effect on the operation of the College as a whole – are not exclusive. Through the active engagement and participation of all constituency groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

This process is in concurrence with the recognition by the Board of Governors of the California Community College System and the CLPCCD Board of Trustees (Policies 2015, 2016, 2017, and 2018) that all key parties participate in college and district governance in accordance with Title V (§ 51023.5, 51023.7, 53200, 53201, 53203, and 53204).

All members of the Las Positas College campus community are invited and encouraged to attend committee meetings. Although there are specified Voting and Non-voting members for each committee, the college encourages any interested faculty, staff, student or administrator in attending any committee meeting based on their interest.

College Committee Structure

The vehicle by which the consultation process shall function and be organized is the Standing Committee structure. The following College committees are established as standing committees under the College Governance document.

Committees Reporting to College Council or President

- Accreditation Steering Committee
- College Council
- College Enrollment Management Committee (CEMC)
- Facilities & Sustainability Committee
- Health & Safety Committee
- Institutional Planning & Effectiveness Committee (IPEC)
- Professional Development Committee
- Program Review Committee (PRC)
- Resource Allocation Committee (RAC)
- Technology Committee
- Student Success and Equity Committee

Committees Reporting to Academic Senate

Basic Skills (BaSk) Committee
 College Enrollment Management Committee (CEMC)
 Curriculum Committee
 Distance Education (DE) Committee
 Faculty Hiring Prioritization Committee
 Administrative Unit Outcomes (AUOs)
 Student Learning Outcomes (SLO) Committee
 Student Success and Equity Committee

Task Forces and User Groups Reporting to Administrators**Task Forces:**

Academic Fairness Task Force (currently inactive)
 Commencement Task Force
 Community Outreach (currently inactive)
 Scholarship Task Force
 Student Grievance Task Force
 Guided Pathways Taskforce
 Presidential Taskforce

User Groups:

Bookstore User Group
 Food Services User Group

Other committees may be developed to address “other academic and professional matters” and come together periodically for specific purposes and functions. Membership is voted or volunteered.

The College Governance Model is posted on the Intranet and is available from the Office of the President.

College Foundation (Las Positas College Foundation)

The Las Positas College Foundation believes that the educational environment of our truly distinguished college must be innovative and robust. The Foundation supports programs that ensure that students – and the broader communities being served – have a premier community college. The specific goals of the LPC foundation are two-fold:

- 1) To inform and educate the residents of the Tri-Valley about the special treasure they have in the College.
- 2) To give those residents an opportunity to invest in the future of this asset.

Investments in the LPC Foundation ensure that our region will continue to be enriched by Las Positas College – an institution of high standards and dedication to student success.

The core components of the Foundation’s development outreach are:

- Developing Corporate Partnerships
- Cultivating Major Investors
- Encouraging Individual Investors
- Staging Special Events
- Applying for Private and Government Grants

Launching an Effective Web Site Selectively Using Direct Mail

The Foundation has created a campus-wide Needs Assessment Committee that meets quarterly during the school year. It is comprised of all segments of the campus community (i.e., students, faculty, classified staff, and administrators) and functions as a source of non-binding input to the Foundation's Board of Directors.

The Foundation has a long-range goal of building an endowment that will permit investments that will generate sustaining income. It has also made a commitment to supporting the campus community in tangible ways, e.g., through awarding student scholarships, improving instructional quality through awarding grants to staff and faculty, underwriting campus and community cultural and athletic events, providing a chairlift for disabled persons in the Aquatic Center

More information is available from the Foundation Director and CEO.

Communication (Faculty-Administration)

Faculty members are urged to consult an appropriate administrator both to offer and to seek information, counsel, or direction. In general, faculty members are encouraged to start with their Division Dean. However, the organizational structure of the College does not preclude a faculty member from consulting with other administrators. In any event, should a faculty member fail to receive satisfaction from the administrator to whom he or she is immediately responsible, the member may always exercise the right of appeal to that administrator's supervisor.

Academic Senate (Faculty)

The faculty of Las Positas College have established an Academic Senate, which participates in the formation of District policy on academic and professional matters. Faculty may secure information about the Academic Senate through Senators elected from each division, or from Senate officers elected college wide.

The Academic Senate represents the faculty in collegial consultation related to certain academic and professional matters as defined in Title V of the Ed Code. On these selected matters, the Board of Trustees "rely primarily"* upon the advice and judgment of the Academic Senate in the following areas listed in Ed Code and is consistent with Board Policy.

- Curriculum, including establishing prerequisites and placing courses in disciplines;
- Degree and certificate requirements;
- Grading policies;
- Standards or policies regarding student preparation and success;
- Faculty roles and involvement in accreditation process, including self-study and annual reports.

The Academic Senate will also participate through "mutual agreement"* in the following areas:

- District and college governance structures, as related to faculty roles;
- Policies for faculty professional development activities;
- Processes for institutional planning and budget development;
- Regulations and procedures relating to health and safety;
- Educational program development;

- Processes for program review.

*The complete *College Governance* Model is posted on the Intranet and is available from the Office of the President.

Academic Freedom

Academic freedom protects teaching and learning by encouraging the free flow of ideas.

Academic Freedom exists to promote freedom to inquire teach and express ideas or facts without constraint engage in intellectual debate develop, nurture, and exchange ideas and opinions encourage creativity in academic endeavors.

Academic Freedom ensures freedom from imposition of political, religious, or philosophical beliefs of others reprisal censorship.

Academic Freedom carries the responsibilities implicit in all freedoms: truth, honesty, integrity, and respect.

The complete scope of Academic Freedom rights for faculty is set forth in Article 23 of the CLPCCD-CLPFA collective bargaining agreement and the "Academic Freedom Statement" Appendix to the CBA. CLPCCD Board Policy 4030, "Academic Freedom," further details the District's commitment to Academic Freedom.

Academic Honesty (Students)

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student's devotion of considerable time and energy to the learning process. A high grade in a Las Positas College course is, therefore, something of which both the College and the student can be proud. It indicates mastery of the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered into the student's record in the case of repeated, flagrant, or serious incidents.

For purposes of this policy, the following definitions apply:

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It may involve:

- Copying or attempting to copy from others during an examination or for an assignment;
- Communicating examination information to, or receiving such information from, another person during an examination;

- Preprogramming a calculator or computer to contain answers or other unauthorized information for examinations;
- Using, attempting to use, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment or examination in question, such as: books, Web sites, prepared answers, written notes, or concealed information;
- Allowing others to do one's assignment or a portion of one's assignment or using a commercial term paper service;
- Allowing someone else access to your secure online classroom to complete assignments or portions of assignments;
- Gaining unauthorized access to another student's online classroom account;
- Altering examination answers after an assignment has been completed or altering recorded grades, and;
- Resubmitting a previously written assignment for a new course without the permission of the instructor.
- Plagiarism is defined as using another's work (whether printed, electronic, or spoken) without crediting him or her. Whereas cheating is almost always intentional, students sometimes plagiarize accidentally. It is vital, therefore, for students to understand the many different kinds of actions that constitute plagiarism:
- Submitting the whole of another's work as one's own (see the definition of "cheating" above: this includes submitting another student's paper or a paper obtained from a commercial term paper service as one's own);
- Using the exact wording of a source without putting that wording in quotation marks and citing it;
- Paraphrasing the wording of a source without citing it;
- Inadequately paraphrasing the wording of a source (not only the words, but the sentence structure of the original must be changed);
- Summarizing the ideas of a source without citing it; and;
- Overusing the ideas of a source, so that those ideas make up the majority of one's work.

From discipline to discipline and course to course, students will find that instructors will sometimes use teaching tools like modeling (in which the student is asked to "model" his or her writing after another's) or collaboration (in which students co-write or share ideas for an assignment) that seem very close to plagiarism. In cases like these, the instructor will be very careful to emphasize that the "use of another's work" is occurring within the specific parameters

of the assignment. Such use should not occur in other contexts or without the supervision and consent of an instructor.

Definition of plagiarism influenced in part by the academic honesty policies of Ohlone College, Fremont, California and Hamilton College, Clinton, New York: by "What is Plagiarism." Turnitin.com Oakland: iParadigms, 2003. 10 Feb. 2004; and by Robert A. Harris, The Plagiarism Handbook (Los Angeles: Pyczak Publishing, 2001)

Any violation will be processed in accordance with the College policy on student misconduct. Actions can be taken to suspend, expel or impose other sanctions as appropriate. The actions will also be noted in the student's file in the case of repeated, flagrant or serious incidents. Information regarding this Policy can be found in the Office of the Vice President of Student Services, Building 1600.

Academic Integrity (Faculty)

Las Positas College recognizes and upholds the highest standards of integrity as an academic community. The Academic Senate of Las Positas College, in its Statement of Academic Honesty (2012), has clearly defined standards of academic honesty expected of all students, and does not tolerate any form of academic dishonesty from them. The Academic Senate of Las Positas College likewise views misdeeds of academic dishonesty by faculty members, including plagiarism in any pursuit, to be unsuitable, insupportable and repugnant. (Las Positas College Academic Senate, Resolution Adopted 8/20/2008)

District Honor Pledge

The Chabot-Las Positas Community College District (CLPCCD) prepares students to succeed in a global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.

The institution supports a written code of ethics for all of its personnel. The District is committed to the highest ethical standards in furtherance of our mission of education and public service:

- Excellence in teaching, learning, and service
- Integrity as the foundation for all we do
- Access to our programs and services
- Equity and fair treatment of all in our daily interactions
- Diversity in learning environments, philosophies, cultures, beliefs, and people
- Inclusiveness of individual and collective viewpoints
- Mutual respect and trust through transparency, civility, and open communications
- Creativity and innovation in engaging students, faculty, staff, and administrators
- Physical presence and participation in the community

*Source: CLPCCD Board Policy 1200 - Mission
CLPCCD Administrative Procedure 3050 - Institutional Code of Ethics*

Disciplines (Primary and Secondary Defined)

The primary discipline is the discipline for which the faculty member was hired. The secondary discipline(s) is the additional discipline in which the faculty meets minimum qualifications. In the event a faculty member is under loaded, i.e., unable to achieve a load equal to a full-time service obligation in their primary discipline, the faculty member shall be eligible to take an assignment for load in a secondary discipline. (Article 10C) The Courses Placed in Disciplines list is available through the Division Office.

Assignment, Faculty (Also Office Hours and Schedule)

All full-time faculty shall be given a teaching, counseling, or librarian assignment scheduled by the Office of Academic Services or Office of Student Services and approved by the College President.

Management will develop academic discipline and individual schedules, in consultation with Contract and Regular faculty that will provide for student needs and will maximize faculty performance by considering faculty preferences and the avoidance of unreasonable time periods. Management and faculty coordinators will work with each faculty member to develop a schedule that avoids unreasonably long time gaps between classes and unreasonably short time gaps between the end of one work day and the beginning of the next work day. This process will consider faculty preferences and professional development opportunities, including the opportunity to teach in a faculty member's primary and secondary discipline. To teach in a secondary discipline requires that the faculty member meet minimum qualifications. Priority to teach in a secondary discipline is given to faculty members who are unable to meet their full-time service obligation because not enough assignments are available in their primary discipline. By mutual consent of the Vice President of Academic Services and the faculty member who is qualified to teach in more than one discipline, a faculty member may fulfill his/her full-time service obligation with assignments from more than one discipline, even when there are assignments available in their primary discipline. (Article 10)

No fewer than eleven (11) consecutive hours shall normally elapse between the end of the last assigned hour that is part of regular load on one day and the beginning of the first assigned hour that is part of regular load on the following day, unless agreed to by the individual faculty member. Insofar as possible, a reasonable assignment for full-time teaching and counseling faculty is a day of six (6) continuous hours.

Full-time faculty members teaching half time or more are required to establish their on-campus schedule each semester. This requirement is necessary in order that faculty members can be located while on campus, may be protected by insurance, may be certified for payroll purposes and for leaves of absence. (Article 9)

Assignment, Faculty: Full Service Week

See Article 10C.1

A full-service week is required of all full-time faculty unless prior arrangements are agreed to in writing by their Dean. These prior arrangements may include a four-day scheduled assignment with the approval of the appropriate Vice President certifying that the four-day schedule is consistent with the Discipline Plan approved by the College Enrollment Management Committee. Faculty members on a four-day schedule are accountable for committee and required meetings on days other than their scheduled assignments days if they have less than a five-day on-campus assignment. See Article 10 for specific Annual Load requirements and other faculty responsibilities.

Assignment, Faculty: Overload Assignment

Overloads are voluntary assignments of a Regular, Contract, or Temporary Leave Replacement unit member to additional instructional, counseling, librarianship, or other unit member duties beyond those required of a full-time faculty member. During a contractually authorized semester for instructional faculty unit members, overload refers to units exceeding 15 Calculated A Hours (CAHs) and/or their equivalent assignment (Article 10). Full-time faculty may workload bank and do an overload assignment during a semester; however, the total from both the overload and workload bank shall not exceed fifty percent (50%) of a full-time load or 2 classes if they would not exceed sixty percent (60%). For additional information see Article 10D.11.

Assignment, Faculty: Workload Residuals

When a faculty member's completed assignment results in an underage or overage of more than five (5) CAH, the overage or underage must be brought to five (5) or less within two (2) academic years. (Article 10D.9)

Assignment, Faculty: Alternate Duty

Faculty alternate duty assignments are any assignment which includes more than four (4) CAH per semester of duties which are not part of the conventional faculty assignments. Alternate duty assignments are calculated on the basis of 2.5 weekly hours per one (1) CAH. For example, a 2 CAH (.13 FTEF) reassigned time assignment for being a discipline coordinator requires a weekly commitment of five (5) hours per week. (Article 10C.3.)

Assignment, Faculty: Summer Session

Priority for summer sessions assignments is given to Contract and Regular faculty (Article 10D.c.).

Assignment, Faculty: Summer Workload

If there is no adverse effect on students or programs during the regular academic year and if mutually agreed upon by the faculty member and appropriate Vice President, up to two Summer assignments can be counted toward the academic year load requirement. These earned summer workload units will result in a parallel reduced load during the academic year immediately subsequent to the agreed-upon Summer assignment(s) at the faculty member's discretion. Moreover, the faculty member is responsible for fulfilling all of his/her professional obligations during the academic year, commensurate with a full load (Article 10).

Coordinator, Faculty

Coordinator refers to a faculty member, not a manager, who facilitates tasks in support of student-instructional or support activities, in consultation with faculty and his/her supervisor (Article 1). Coordinator duties are "alternate duty assignments" (Article 10). Coordinator duties shall be by mutual consent of the unit member and management and shall be posted college wide or division wide as appropriate and rotational unless no other qualified person is available to serve.

Every year, each college will be allocated a portion of two hundred fifty (250) Calculated A Hours (CAHs) [equivalent to sixteen and two-thirds (16 2/3) semester Full-time Equivalent Faculty (FTEF)] of reassign time, as part of a pilot program that will sunset on June 30, 2022. The Calculated A Hour (CAH) allocated to each college shall be in the same

proportion as that of the College FTES targets set by the District Enrollment Management Committee (DEMC) for the previous Academic Year. The two hundred fifty (250) Calculated A Hours (CAHs) shall be allocated for core work related to the criteria listed below. It is further understood that work funded by this reassign time allocation will involve work across multiple criterion listed below: (a) Curriculum development and/or modification (b) Discipline plan and program review development (c) Scheduling of classes in coordination with the appropriate Administrator (d) Coordinate with the appropriate Administrator on matters of budget; initiation of the purchase of instructional materials and supplies (e) Coordinate the maintenance of departmental facilities and the purchase, maintenance, and repair of equipment (f) Identify and recommend candidates for the recruitment of all new Parttime Faculty and staff in the department (g) Coordinate the peer evaluations for Part-time Faculty (h) Coordinate timely completion of Student Learning Outcomes (SLOs) and other course and program assessments (i) Coordinate effective modes of communication with Administration, Faculty, staff, students and community on areas of interest to the department and programs (j) Faculty advising and major support such as student recruitment, retention, and persistence in accordance with Article 10D.6. (k) Coordinate with Faculty and Classified Professionals on disciplines, area and/program needs and concerns (l) Conduct data analysis in coordination with the Office of Institutional Research (m) Participate in the planning and coordination of Student Centered Funding Formula activities and projects It is further understood that the Calculated A Hours (CAHs) of reassign time allocated to positions in other sections of Article 10C.4 shall not be funded from the two hundred fifty (250) Calculated A Hours (CAHs) in this section. Each College will develop a process to distribute the allocated reassign time at their site. Agreement—CLPFA/Chabot-Las Positas Community College District Article 10 – Page 58 July 1, 2019 – June 30, 2022 Each College will form a committee for the allocation of the above core work coordination reassign time that will include at a minimum the following members: Vice President, Academic Services Vice President, Student Services President of the Faculty Association or Designee President of the Academic Senate or Designee The committee will develop a ranked list of the College's allocation of pilot project core work funds reassign time assignments from the requests at each College based on the need of each division for recommendation to the College President. The College President will approve the final allocation for each College. Parties agree that this is a pilot program (Reassign Time) that sunsets on June 30, 2022 or until this contract is no longer in effect. The parties agree that an evaluation will be conducted during this contract period to determine by mutual agreement whether this program should continue. Further, the parties agree that if the District experiences reductions in funding during the Term of this Agreement, the District has the right to re-open Reassign Time. In the event that the parties do not reach mutual agreement on resolving issues, the parties will meet with a mediator to reach resolution. If a resolution is not reached, the program will be discontinued for the duration of the Agreement or until this contract is no longer in effect.

(Articles 1C.1g., 10C.3, 10C.4b.)

Change of Address, Telephone, or Name

Each unit member will inform the Office of Human Resources of any change in name or residence address and telephone number (Article 16-1C). Forms may be obtained from the College Administrative Services Technician in Building 1600 (Ext. 1632).

Class, Cancellation

Prior to the cancellation of any class section that has been listed in the schedule, the

Dean will consult with each affected faculty member about the proposed cancellation and will give the reasons for the cancellation, and discuss the alternatives to teaching the section. (CLPCCD/CLPFA Agreement, Article 9A.3)

Classes, Large Lecture Enrollment

In accordance with the division discipline plan, faculty may elect to schedule a large enrollment lecture section. All large lecture classes must be pre-approved and scheduled with mutual agreement with the faculty, the appropriate Dean, and the Vice President of Academic Services. In the event that more unit members wish to teach large sections than there are suitable rooms available, a rotational schedule shall be used. Compensation will be contractual on the basis of Article 10E.3 of the Contract.

Commencement

Attendance at commencement is required on alternating years as arranged by the Vice President of Academic Services. Faculty who attend one year are invited, but not required, to attend the following year. Approved Leaves of Absence in the Spring Semester shall relieve the faculty member of commencement activities. Commencement obligation shall resume on alternating years upon the faculty member's return to active status. (Article 8C.3)

Complaints and Derogatory Messages, Disposition of

Signed letters of complaint of a derogatory nature sent to the District or College shall be directed to the appropriate College President where a unit member is employed. The Collective Bargaining Agreement contains procedures to be followed when signed complaints are made in writing to the President (Article 16-1). Written documents that do not contain the handwritten signature of the originator shall be retained in a separate and secure file within the HR department (Article 16-1).

Enrollment Management

The purpose of enrollment management is to improve the District's economic productivity while not adversely impacting academic quality. Improvement in the District's economic productivity is pursued and accomplished through the cooperation of the management staff, classified staff, and the faculty staff equally. Improvements in the District's economic and academic productivity must be achieved in conjunction with, and not at the expense of, student access, student success, and student equity. The District Enrollment Management Committee (DEMC) has the responsibility to establish the WSCH/FTEF goals for each college. Each college has a College Enrollment Management Committee (CEMC) responsible for establishing Discipline Productivity Goals and will serve as a resource to the faculty on the planning for and implementation of cost-effective productivity goals. Each of the College disciplines, or grouping of disciplines, will work with their Dean and the CEMC to develop a discipline plan for achieving their recommended WSCH/FTEF goal (Article 26).

Equal Opportunity : Diversity and Employment, Faculty and Staff

It is the policy of this District to provide equal opportunity in all areas of employment practices and to assure that there shall be no discrimination against any person on the basis of sex, ancestry, age, marital status, race, religious creed, mental disability, medical condition (including HIV and AIDS), color, national origin, physical disability, family or sexual preference status and other similar factors in compliance with Title IX of the Rehabilitation Act, other federal

and state non-discrimination regulations, and its own statements of philosophy of objectives. The District encourages the filing of applications by both sexes, ethnic minorities, and the disabled.

This District's Staff Diversity and Equal Opportunity Plan shall be adopted by the Board of Trustees as a guideline for use in this District. With this program, the District shall actively seek through recruitment, employment and promotion to bring about a representative distribution among employees as to age, sex, racial and ethnic groups. This will be done in such a manner as to avoid a reduction in the standards of employee performance or discrimination against some persons in order to increase opportunities for others.

This policy extends to all terms and conditions of employment in all job classifications and positions.

The procedure for Reconciliation of Complaints regarding unlawful discrimination is included in the Administrative Procedures, and Board Policy.

Evaluation, Faculty (Tenured)

The purpose of faculty evaluation is to provide students the best quality education possible, in the context of the objectives of each instructional area. This is achieved through the professional growth and development of all persons involved in the evaluation. The evaluation process is designed to assist faculty in examining their objectives, techniques, and accomplishments, and to provide a means to recognize outstanding performances, a means to identify areas in which changes might prove beneficial to students' learning, and a two-way channel of communication about program needs. Since the evaluation process facilitates communication among peers, it serves to promote the professional development of evaluation team members and evaluatees. See Article 15 of the Contract for Guiding Principles, Faculty Standards, Procedures, and required components of the Tenured Faculty Evaluation process.

Evaluation, Faculty (Untenured)

In the granting of tenure, a peer review process will be used to ensure that probationary instructors demonstrate the qualities and performance necessary to meet professional responsibilities. Through an ongoing evaluation process, the decision to grant tenure generally occurs at the end of the fourth year for a probationary faculty member. In the normal process, the tenure committees, made up of faculty peers and administrators, recommend to the Board of Trustees appropriate faculty for tenure. See Article 14 of the Contract for the Guiding Principles, Faculty Standards, Procedures, and required components of the Untenured Review process.

Facilities, College and District (Faculty Use and Access)

Instructors are encouraged to use College facilities to improve and assist their work with students during regular operational hours. Approval to use College facilities may be obtained through submission of Facilities Use forms, available on the College Website, to the Office of College Administrative Services. Approval should be obtained before facility use is scheduled or event is publicized.

Access during prohibited hours requires prior notification to the College President or designee who will notify Security in advance. Instructors must contact Security upon arrival.

Access to the facilities is *prohibited from 11 p.m. – 6 a.m.*

During periods of Institutional Closure, there will be no access to District facilities, except for

authorized unit members or if applicable, the general public at pre-approved scheduled events in specific facilities (Article 9H).

Faculty Service Areas (FSAs)

Faculty Service Areas (FSAs) are established according to the Disciplines List, as adopted by the State Board of Governors of California Community Colleges, including any subsequent modifications thereof. The latest version of the Disciplines List shall be on file in the Office of Academic Services (OAS) and the Office of Student Services (OSS).

The CLPCCD/CLPFA Agreement, Article 22, details the structure of FSAs, including Minimum Qualifications and Competency Standards and describes the process for establishing an FSA, the annual application process and the appeal process.

Free Speech

See Article 23D of FA-District Contract.

Grievance, Faculty

The intent of grievance procedures is to resolve faculty-to-management issues that deal with matters covered under Agreement between the District and the Faculty Association. Definitions and procedures for grievances are explained under Article 7.

Intellectual Property

It is the policy of the Chabot-Las Positas Community College District to encourage faculty members to create materials as an inherent part of the educational mission of the College. Materials include, for example, books, study guides, lectures, films, computer programs, works of art, etc. See Article 27A of the Contract for a more comprehensive list of materials. Ownership rights of the faculty and the District are covered under Article 27B of the Contract.

Keys

Instructors will be assigned keys to their College mailbox, assigned office, and office building by the President's designee (usually their immediate supervisor). Keys for specific classrooms may be requested through the unit member's Division Office. Keys will be issued by the Security Office. The instructor must return all keys upon separation from the District (Article 9I)

Leaves of Absences

(See CLPCCD/CLPFA Agreement, Article 11)

Meetings, Division

Each Division of the College is expected to hold regularly scheduled meetings to plan, coordinate, and evaluate its work. All members of the Division are required to attend these meetings. (Article 10D.3c.)

Meetings, Town

The President schedules Town Meetings of all College faculty and staff as needed, usually on the first Wednesday afternoon of the month. All members of the faculty are required to attend unless given prior approval to be absent by the President or designee. (Article 10D.3b.)

Office Hours

The pattern for full-time teaching faculty shall be five (5) scheduled office hours per week, each of which shall be full academic hours (50 minutes) and shall be held between 7:00 a.m. and 5:00 p.m. unless approved by the supervisor with not more than two office hours in any one day for full-time classroom assigned faculty. When an instructor is assigned to classes after 4:30 p.m. as part of his/her regular load, a proportional amount of that instructor's office hours may be scheduled after 5:00 p.m. A minor portion of the total number of office hours may be of twenty-five (25) minutes duration. Hours less than fifty (50) minutes and any exceptions to this section must have prior approval of the immediate supervisor.

As final exams are scheduled differently from classes, faculty are asked to post their final exam week schedule shortly before final exam week.

If the primary mode of instruction is through the Internet or Web, the instructor may conduct the required office hour for such course via the Internet or Web. On-line office hours shall be posted on-line and outside the instructor's office. (Article 10D.3a.)

Payroll, Procedures

For questions regarding payroll issues, contact the Chabot-Las Positas Community College District Office. Also see Section D, this Handbook.

Personnel Records and Files

Each faculty member has the right upon presentation of official identification to request from the Office of Human Resources to review the contents of one's own Personnel File maintained in the District Office of Human Resources. If a faculty member believes that any employment record or any portion thereof is not accurate, relevant, timely, complete, or adequately, contact the Vice Chancellor of Human Resource Services. (Article 16-1)

Pets and Animals on Campus

No live animal, bird or fowl, whether or not on leash or in cage, shall be allowed in any room or area where food or beverage is prepared, stored, kept or served. No owner or keeper of a dog shall allow or permit such dog, whether licensed or unlicensed, on the college campuses unless it is securely restricted by a substantial leash not to exceed six feet in length. The dog shall be in the charge of and under the control of a person competent to keep it under effective charge and control.

At no time shall dogs be permitted to enter any of the buildings on the campuses. It is expected that students bringing dogs on campus in compliance with the above stated leash law as promulgated by ordinance of the City of Hayward and the City of Livermore will provide for adequate care and control for such dogs in order to avoid inhumane conditions or treatment while students are attending classes.

Horses, ponies, mules and donkeys are prohibited on the campuses at any time unless special circumstances warrant, in which case clearance must be obtained in advance from the business manager.

Guide dogs and companion dogs specific for persons with disabilities are exempt from the restrictions of this policy. (CLPCCD Board Policy 3445)

Placement and Advancement on the Full-Time Salary Schedule

See Article 21 of the Faculty Contract.

Pre-Retirement Reduction of Annual Workload

Pre-Retirement reduction of annual workload allows eligible faculty members to phase

in their retirement program through reduced workloads and without loss of health or final retirement benefits (Article 19).

Professional Activities

Faculty teaching 100% load shall spend an additional five (5) hours per week engaged in professional activities. Professional activities, for example, may range from club advising, membership on college committees, program review, and contact with other educational institutions, organization, business or industry (Article 10D.3c).

Retraining Leave

Eligibility, requirements, application, and process for requesting a retraining leave are described under Article 28 of the Contract.

Sabbatical Leave

(See Article 12-1 of FA-District Contract)

Any unit member with Regular status and employed half-time or more will be eligible for a sabbatical upon completion of six full years of bargaining unit service. If you are eligible and considering the possibility of applying for a Sabbatical Leave, *the first step* is to fill out the Letter of Intent to Apply for Sabbatical Leave and submit it to the Office of the Chief Instructional Officer of the respective college on or before 5:00 p.m., April 1* of the academic year preceding the academic year during which the application for sabbatical leave is submitted to the committee. The Letter of Intent, through the Vice President of Academic Services, is forwarded to the Sabbatical Leave Committee.

From the letters of intent submitted, a priority ranking is formulated by the Sabbatical Leave Committee. *The next step* is to complete a Sabbatical Leave Application on or before 5:00 p.m. on September 15*, *prior to the academic year during which the proposed leave is to begin*. The Application for Sabbatical Leave is to be submitted on the form provided by the Sabbatical Leave Committee and includes a full statement of the purpose and plans for use of the proposed leave. This statement becomes a major part of the unit member's contract with the District. Applications must be reviewed and signed by the applicant's immediate supervisor, who shall submit the application to the Office of the appropriate Vice President, and through the Vice President of Academic Services, to the Sabbatical Leave Committee.

Those applications which qualify and are approved will be recommended in order as established in Article 12-1 of the Contract. The applications, together with the Committee's recommendations, will be forwarded through the College President to the Chancellor. The Chancellor shall present the sabbatical leave applications with the Committee's recommendations to the Board of Trustees on or before its first meeting in January. The Board of Trustees shall consider the applications and recommendations on or before its second meeting in January, and the applicants shall be notified as soon thereafter as possible. A faculty member receiving a sabbatical leave is permitted to modify the approved sabbatical leave activity only in case of serious and unforeseen circumstances and only after approval by the Sabbatical Leave Committee (Article 12-1).

No later than the opening day of the semester upon returning to active service in the District, the unit member who has taken a sabbatical leave shall file a written report with the Chairperson of the Sabbatical Leave Committee (Article 12-1A.10b).

*If the deadline for the Letter of Intent or Sabbatical Leave Application falls on a holiday,

Saturday, or Sunday, the following instructional day shall be the due date (Article 12-1).

See CLPCCD/CLPFA Agreement, Article 12-1 for determining Sabbatical Leave salary and Article 12-2 for use of Workload Banking to increase salary for Sabbatical Leave.

Schedule, Faculty (On Campus)

Full-time faculty members teaching half time or more are required to establish their on-campus schedule each semester. This requirement is necessary in order that faculty members can be located while on campus, may be protected by insurance, may be certified for payroll purposes and for leaves of absence.

Tuberculosis, Freedom From

As required by California State law, all unit members must have a Tuberculosis (TB) risk assessment and/or examination every four (4) Calendar Years. This test can be waived if a qualified health care provider certifies that the unit member is at risk for excessive x-ray radiation, will test positive to the Tuberculin Purified Protein Derivative (PPD) skin test, and is clinically negative for tuberculosis.

The unit member shall not be responsible for the cost of the Tuberculosis (TB) risk assessment and/or examination upon hiring. All subsequent risk assessments and/or examinations will be reimbursed by the District. Unit members can receive the Tuberculosis (TB) risk assessment and/or examination without charge at either College's Student Health Center.

Unit members who do not have current Tuberculosis (TB) risk assessment and/or examination results on file with the District will be placed on an Unpaid Leave of Absence until the Tuberculosis (TB) risk assessment and/or examination results have been received and acknowledged by the District Office of Human Resources. Unit members will be given written notice on or about forty-five (45) days before they are required to submit their Tuberculosis (TB) risk assessment and/or examination. The notices will inform the unit member that if they do not have a current Tuberculosis (TB) risk assessment and/or examination result on file with the District they will be placed on an Unpaid Leave of Absence until the Tuberculosis (TB) risk assessment and/or examination results have been received and acknowledged by the District Office of Human Resources.

Workload Banking Policy

A regular faculty member may earn a maximum of one semester leave of absence without loss of salary or benefits. Up to sixteen [16] Faculty "A" hours or equivalent Faculty "B, C, D, E, or F" hours must have been banked. A maximum of six [6] Faculty "A" hours may be banked in any one semester or summer session. No faculty member may bank more than seventeen [17] A Hours [or equivalent (Articles 12-2A.1 and 12-2A.1f.)].

Unit members must request *at the time of acceptance of overload* if the overload earned is for banking (a request form is available from the Division Dean or the Vice President of Academic or Student Services or on the District Human Resources website). A faculty member with an underload is not eligible to workload bank any hours until the underload is satisfied.

The request to take a semester leave must be submitted to the immediate supervisor and forwarded to the appropriate Vice President *by March 15 for the following Fall Semester and by September 15 for the following Spring Semester* (Article 12-2A.1d.).

At that time, the appropriate Vice President will forward the request to the Board of Trustees for ratification. Banked leave may be taken once in a three [3] year period, but may not be taken during the Summer Session nor during the semester immediately before or after a

Sabbatical Leave.

Accumulated workload banked units may be converted to load (Article 12-2A.5a.). Faculty members shall not be entitled to cash out banked overload except under specific circumstances outlined under Article 12-2A.5.

Complete details will be found in throughout Article 12-2.

Work Space

The College provides office space for all full-time faculty. Faculty offices have phones and computers with electronic mail availability. In addition, faculty members will be given access to work spaces as needed by their job assignment by obtaining written permission of the appropriate manager. Faculty members' access to College facilities is prohibited from 11 p.m. to 6 a.m. unless prior arrangements are agreed to with the appropriate manager. (Article 9H)

Las Positas College
Faculty Handbook

Student Services Information

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Please note that this faculty handbook in no manner replaces, substitutes, or supersedes the information noted on the college catalog, class schedule, board policies, administrative procedures, and applicable federal and state law. The faculty handbook is intended to facilitate the distribution of pertinent information to new and returning faculty members.

Assessment Center

The Assessment Center provides placement recommendations for English, English as a Second Language (ESL), Mathematics, Chemistry, French, and Spanish sequential courses. Counselors utilize the Assessment results to draft Student Educational Plans (SEP) and properly place students in appropriate courses to successfully attain their educational goals timely.

Associated Students of Las Positas College

Associated Students of Las Positas College (ASLPC) is the campus student government, providing opportunities for students to participate in the governance of the college by serving on numerous college committees. ASLPC members also provide advocacy on community college student interests at the local, state, and national levels. The ASLPC is located on the first floor of the Student Services & Administration Building.

California Work Opportunity & Responsibility to Kids

The California Work Opportunity & Responsibility to Kids (CalWORKs) program is designed to serve students who are on a welfare-to-work plan issued by a county. The CalWORKs program provides support services including priority registration, counseling, child care, work study, career advisement, transportation assistance, workshops, and coordination and advocacy with the Department of Social Services. The CalWORKs program is located on the second floor of the Student Services & Administration Building.

Career & Transfer Center

Career planning is an integral part of the educational process. Current students may research majors and occupations by using free online software on computers located in the Career & Transfer Center. Student may schedule an appointment with a counselor for career exploration. Students may also be referred to the Tri-Valley One-Stop Career Center located in Dublin, California.

Transfer services include, but are not limited to, counseling sessions, appointments with four-year college and university admission representatives, access to a library of college and university catalogs both in print and online, coordination of the Transfer Admission Guarantee (TAG), assistance with online services and admission applications, fieldtrips to four-year colleges and universities, and transfer related events including the annual Transfer Fair.

The Career & Transfer Center is located on the first floor of the Student Services & Administration Building.

Class Schedule

Before the beginning of each semester or term, a Class Schedule is published indicating courses to be offered – the time, the instructor, and the room assignment. Important instructions and information regarding admissions and registration are included in this publication. The Class Schedule is posted on the Las Positas College website and is available at the Bookstore.

Classification of Students Based on Unit Load

The following classifications have been established based on unit load:

Full-time student: Registered for 12 or more units

Three-quarter time student: Registered for 9.0 to 11.5 units

Half-time student: Registered for 6.0 to 8.5 units

Less than half-time student: Registered for 0.5 to 5.5 units

Noncredit only student: Registered for 0.0 units

College Transcripts

Students who desire transcripts of their academic record must submit a request to Credentials, the online transcript request platform. Information is collected indicating the student's name used while attending, the student identification number, and the number of transcripts requested and name and address of the designated recipient, if applicable. Official transcripts will be mailed directly to the designated recipient.

Copies of transcripts received from other colleges and universities cannot be forwarded to a third party. Students desiring such transcripts must request them directly from the issuing institution.

Commencement

Commencement is scheduled for Saturday, May 28, 2022 and Saturday, May 27, 2023. Additional information regarding commencement is sent to faculty throughout the spring semester by the Office of the Vice President of Student Services.

Cooperative Agencies Resources for Education

The Cooperative Agencies Resources for Education (CARE) program is a support program designed to assist single parent students in achieving their educational goal to become economically self-sufficient. CARE program support services include priority registration,

counseling, child care, stipends, book certificates, transportation assistance, job search assistance, tutoring, and peer advising. The CARE program is located on the second floor of the Student Services & Administration Building.

Counseling

Counselors assist students with selection of courses based upon the student's assessed skills, their chosen career and/or the transfer university. Students are encouraged to meet with a counselor during their first semester of enrollment at Las Positas College to develop a Student Educational Plan (SEP) to assure their path meets their individual goals. Online counseling services are available to Distance Education students. Counselors also provide individual and group counseling to students.

Student may also meet with a Counselors to assist them with career exploration through a self-assessment processes intended to result in a career selection. Students will examine their skills, interests, aspirations, and research career possibilities that offer opportunities for utilizing their unique skills and personal qualities.

Short-term personal counseling is available to help students discuss ways to remove personal barriers to their academic progress and challenges. Referral to community resources is available for those requiring long- term personal counseling. All personal counseling sessions are confidential.

The Counseling Department is located on the first floor of the Student Services & Administration Building.

Cross Registration with California State University, East Bay

Students who have completed 20 transferable units at Las Positas College or Chabot College with a 2.0 cumulative grade point average may be eligible to cross-register with California State University, East Bay while completing coursework at Las Positas College. Students who elect to cross-register may enroll in courses at CSU East Bay which are not offered at any time by Las Positas College (including upper division courses). Students must be enrolled in a minimum of 6 units at Las Positas College and 12 units between the two campuses. For further information, please contact the Counseling Department.

Cross Registration with University of California Berkeley

Students who have completed one semester as a matriculated student at Las Positas College with a 2.0 cumulative grade point average and are currently enrolled in a minimum of six units, may be eligible to cross-enroll with University of California, Berkeley. A maximum of one course per term at UC Berkeley is allowed, and enrollment is on a space available basis.

Additional requirements apply. For further information, please contact the Counseling Department.

Disability Resource Center

The Disability Resource Center (DRC) provides support services to students with physical and learning disabilities. Support services include priority registration, New Student Orientation, and academic and career counseling. Students are provided with accommodations that support their disability to increase their success in enrolled courses and related services. Accommodations may include: sign language interpreters, note takers, test-taking facilities, and community referrals.

Eligibility for Admission

Any person who is a high school graduate or equivalent thereof, or who is eighteen years of age or older and who can benefit from the instruction offered, is eligible to apply for admission to Las Positas College.

Engineering Technology

The Engineering Technology program at Las Positas College is a two-year degree pathway resulting in an Associate of Science (A.S.) in Engineering Technology. This cohort-based learning community is designed as a strong local employment pathway for military veterans and others who want a hands-on engineering career with a focus on mechanical technology in an applied setting.

Exemptions from Nonresident Tuition

Assembly Bill 540 (AB 540) and Assembly Bill 2000 (AB 2000) do not grant residency, but require that certain nonresident students be eligible to pay in-state tuition. Students are determined to be eligible if they attended three years of high school (public or private) in California for three of more years; or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools, adult schools in California for a total of three of more years; and must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam); or Test Assessing Secondary Completion (TASC), or attainment of an AA degree from a California Community College, or fulfillment of the minimum requirements to transfer to a UC or CSU and must file an affidavit with the college stating that he/she has filed an application to legalize his/her immigration status or will file an application as soon as he/she is eligible to do so.

Extended Opportunity Programs and Services

The Extended Opportunity Programs and Services (EOPS) program provides support services to low-income and educationally disadvantaged (first generation) students to help them succeed in college level coursework. Support services include priority registration, textbook assistance, grants, counseling, fieldtrips, and cultural enrichment activities. The EOPS program is located on the second floor of the Student Services & Administration Building.

Fees and Tuition

California residents, except those exempt by law, will be charged an enrollment fee of \$46 per unit for classes at Las Positas College.

Non-residents of California are required to pay a tuition of \$315 per unit in addition to the \$46 enrollment fee and other college fees.

International students, non-immigrant aliens, and students on other types of visas is \$315 per unit in addition to the \$46 enrollment fee and other college fees. International students (F1 and M1 visas student holders) are required to enroll and maintain a minimum of 12 units per semester.

Updates to fee information will be made available on the college website or by contacting the Admissions & Records Office. Enrollment fees are regulated by the California State Legislature. The college reserves the right to collect enrollment fee increases approved by the California State Legislature from all students including those who have paid fees prior to the implementation of new rates.

Financial Aid & Scholarships

Las Positas College participates in federal student aid programs through the U.S. Department of Education and state financial aid programs through the California Student Aid Commission and the California Community College Chancellors Office. To apply for financial assistance, students must complete the Free Application for Federal Student Aid (FAFSA – fafsa.gov), the California Dream Application (for undocumented students - <https://dream.csac.ca.gov/>). Students may also complete the online CCPG Fee Waiver application at <https://bog.openccapply.net/gateway/bog?cccMisCode=481>.

Detailed information is available online on the Financial Aid college website or by visiting the Financial Aid Office located on the second floor of the Student Services & Administration Building.

The Las Positas College Foundation raises funds to award in the form of scholarships for eligible students based on a number of factors including, but not limited to, grade point average, major, athletic ability, and career interest. Scholarship information is available online on the Financial Aid college website or by visiting the Financial Aid Office located on the second floor of the Student Services & Administration Building.

Health Services Fee

Las Positas College provides health services for students through the Student Health and Wellness Center. All enrolled students are charged a mandatory Health Service Fee of \$20 per semester and \$17 for summer session. In accordance with state education code, exemptions from this fee are granted for specific reasons. To qualify for exemption, a student must provide written documentation to the Dean of Enrollment Services or designee.

Hispanic-Serving Institution Gateway to Success

**The Hispanic Serving Institution (HSI) grant expired on September 30th, 2020.
The program has been discontinued for students.**

The Hispanic-Serving Institution (HSI) Gateway to Success program is a new, integrated approach to academic and student support services designed to increase completion and transfer rates of at-risk students in Science, Technology, Engineering, and Math (STEM) fields. The program utilizes a cohort learning model to provide additional services and resources to students. Please contact the HSI Gateway to Success office for additional information.

Inter-Club Council

Inter-Club Council (ICC) is the representative body that coordinates club activities and funds. The ICC promotes communication and cooperation among clubs on-campus. The ICC is comprised of a voting representative from each club, representing cultural, educational, honorary, philanthropic, and social interests. The ICC is located on the first floor of the Student Services & Administration Building.

Limitation of Unit Load

Eighteen (18) units per semester are considered to be a maximum load for a student. In order to take more than the maximum, an approval form must be obtained from a counselor. The college reserves the right to place unit limit restrictions due to fiscal constraints.

Open Enrollment

In accordance with Chabot-Las Positas Community College District policy, all classes are open to enrollment and participation by any person who meets the academic prerequisites of the class and who is otherwise eligible for admission to Las Positas College.

Print Fee Cards

Use of a college computer lab requires the purchase of a Print Fee Card obtained from the Las Positas Bookstore or vending machines in the Library and Computer Center, Room 803. Discounted Print Fee Cards may be purchased in the Bookstore.

Priority Registration

Registration priority group and registration date will be determined by the completion of the three core services (orientation, assessment testing, and student education plan), the number of units completed and in progress at Chabot-Las Positas Community College District, and maintenance of good academic standing.

Puente Project

The Puente Project is a national award-winning program which provides support for students to achieve their personal, academic, and career goals. Its mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to their communities as mentors and leaders for future generations. Additional information about the Puente Project may be obtained by contacting the Counseling Department.

Student Activity Fee

An optional Student Activities Fee of \$10.00 will be assessed of all students each semester (excluding Summer). Students paying this fee receive an activity sticker that provides discounts on student activities and sports events. The fee helps finance student activities, Las Positas College clubs, scholarships, the Student Center and other student-related services.

Student Conduct and Due Process

In joining the Las Positas College community, the student enjoys the right of freedom to learn and share these rights with other members of the academic community. When a student is alleged to have violated the Student Conduct Code (e.g., plagiarism, forgery, disruption, theft, etc.), the allegation and charge shall be processed in accordance with the policy and procedures in accordance with the Chabot-Las Positas Community College District in order to protect the student's rights and the college's interests. A student violating the Student Conduct Code may be expelled, suspended, placed on probation, or given a lesser sanction, as deemed appropriate by the Dean of Student Services. The Student Conduct Code is posted online on the college website and included in the college catalog. It is the policy of the Chabot-Las Positas Community College District not to impose student discipline for acts occurring away from the college and not connected with college activities unless the student's conduct affects the functioning of the college.

Student Grievance Procedures

Student Grievance procedures have been developed to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of rights and to ensure that each student is fully accorded due process. The Student Grievance Procedures and the Student Conduct and Due Process Procedures outline the process for seeking resolution, and develop the procedure for filing and processing complaints, including timelines and decision-making authority. Student Grievance information is found online on the college website and included in the college catalog.

Student Health and Wellness Center

The Student Health and Wellness Center is comprised of a team of medical, behavioral health and

wellness providers to provide high quality healthcare services that promote physical and psychological well-being. Center personnel treat minor health issues, provide preventative public health services and promotes healthy lifestyles. The Student Health & Wellness Center is located in Building 1700.

Student Identification Card

All students are required to carry a valid photo identification card with current validation sticker. This card is essential for use of library, computer lab, bookstore, and other campus services. Cards may be obtained at the Admissions and Records office, Building 1600, and should be carried at all times. The first card is free. A replacement fee of \$2.00 will be charged for lost or stolen cards.

Student Representation Fee

Students are charged a mandatory fee of \$2 per semester to support student advocacy activities.

Title IX

Title IX of the Educational Amendments of 1972 is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault. Colleges and universities that receive federal financial assistance may be held legally responsible when it knows about and ignores sexual harassment or assault in its programs or activities. Colleges and universities may be held responsible in court whether the harassment is committed by a college employee or student. Title IX related concerns and complaints of possible violations of Title IX should be reported to the Vice President of Student Services.

Tutorial Center

The Tutorial Center is located in the Study, Tutoring, and Reading Room of the Multidisciplinary Building, Room 2401. The Tutorial Center is dedicated to providing support and assistance to students to help them successfully complete their course work and develop good study skills. Scheduled and drop-in tutoring in specific content areas, study skills assistance, online tutoring, and reading and writing help, and a quiet place to study are provided free of charge. Student tutors are recommended by faculty members for their positions, receive course credit for tutor training, and can be paid or volunteer to tutor. Students are invited to request tutoring, seek positions as tutors, or use the study facilities at any time during the fall and spring semesters.

Umoja

The Umoja program is a learning community with the aim to empower students, implement culturally responsive practices, and prepare students to transfer to four-year colleges and universities. The Umoja program will help address disproportionate impact on historically

underrepresented groups with an emphasis on African-American students. Additional information about the Umoja program may be obtained by contacting the Counseling Department.

FULL-TIME FACULTY HANDBOOK

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ACADEMIC SERVICES

The College's Table of Organization is updated regularly and details major areas of coordinating responsibility for programs in the Office of Academic Services. See this document on the College's website: www.laspositascollege.edu.

Faculty Standards

Faculty at Las Positas College have been selected with considerable care and with particular attention to their ability to give freely of their knowledge and talents to students. Each faculty member is asked to assume the personal and professional obligations which inhere in a career as college teacher, counselor, librarian, or faculty on special assignment. The faculty are expected to meet the faculty standards by demonstrating excellence: in working with students; in collegial participation; in professional and personal enrichment; and in professional responsibilities.

15C.2 Excellence in Working with Students

See details in Article 15C.

15C.3. Collegial Participation

See details in Article 15C.

15C.4 Professional and Personal Enrichment

See details in Article 15C.

15C.5 Professional Responsibilities

See details in Article 15C.

Discretionary professional activities include but are not limited to holding memberships in the Faculty Senates, joint College/District/Faculty Association committees, College/District ad hoc committees, regional, state, national or international professional organizations, and/or student clubs or activity advising. Faculty may also participate in outreach/marketing activities to other educational segments and the community. First year Contract faculty are exempt from these discretionary professional activities.

See additional specific items for Instructional Faculty, Counselors, Librarians, and Instructors on Special Assignment in Article 15 of the CLPCCD/CLPFA Agreement.

Conferences (Professional)

Faculty members are encouraged to attend professional conferences directly related to their teaching assignments and designed to improve the instructional program of the College, though budget limitations exist. Requests for attendance at educational conferences should be made on the appropriate form to the Division Dean for transmittal to the appropriate Vice President well in advance of the conference in order to receive approval, be eligible for cash

advance privileges, and to be fully covered for insurance purposes. Except for announced, stated sources, such as Professional Development, the college generally has no available funds for conferences or travel. Professional Development funding is capped for how much each individual request can be funded and may limit funding of conference-related expenses. (Article 29E)

Course Development

Each instructional program offered at Las Positas College is developed in the form of a "course of study" which indicates the pattern of courses recommended to students who desire to complete a particular one-year or two-year career program or the lower-division requirements for a transfer major. Refer also to the College Catalog.

These suggested course patterns are developed cooperatively by faculty, counselors, and academic administrators, as well as appropriate advisory boards.

The Curriculum Committee, a subcommittee of the Academic Senate, reviews and recommends courses and programs to the President for action by the Board of Trustees. The Office of Student Services and especially the counselors and Articulation Officer are responsible for keeping current with changes in admission, general education, and major course requirements of four-year transfer institutions and the career programs at Las Positas College.

The evaluation of occupational/career curricula is a responsibility of advisory boards under the leadership of the Vice President of Academic Services. The total education program will be evaluated continuously by the Curriculum Committee.

Recommendations for courses and programs may come initially from many sources: citizens' advisory boards; discipline faculty both full and part time; community contacts, such as business employers; public sector employers; K-12 school districts; four-year institutions; regional educational partnerships; Chancellor's Office Economic Development Consortia; CLPCCD Office of Economic Development/Contract Education; community surveys; community member/organizations; labor organizations; students. Program Introduction and Proposals must follow the prescribed steps for program development per current format in CurricUNET and the Program and Course Approval Handbook (PCAH). For more information see the Las Positas College web page, the Curriculum web page or Canvas postings, or contact the Division Offices of Academic Services.

Curriculum Committee

The development of course and program proposals occurs within a sequence of prescribed steps and forms. Ideas for new courses or course changes are derived from a variety of sources. Curriculum procedures may be updated to clarify and refine the process for development of new courses or proposals for course changes. For current CurricUNET format and the Curriculum Handbook, see the Las Positas College web page, the Curriculum web page or Canvas postings or contact Division Offices or the Office of Academic Services.

General Education, Philosophy of

A philosophy of general education addresses both a present reality and a future hope. The reality encompasses the practical elements a well-educated student should grasp early in education. The future hope will serve as a foundation to achieve insights into ethical problems and engage in lifelong learning, the hallmarks of educational excellence.

General Education:

- Provides skills and proficiencies needed to succeed in an academic environment as well as in our continually changing world.
- Exposes students to core knowledge, concepts, and methodologies of the Arts, Humanities, and the Natural and Social Sciences.
- Develops students' appreciation for the cultures and history of the United States and prepares them to participate in our democracy.
- Familiarizes students with a diversity of viewpoints by exposing them to the history and cultures of other countries.
- Advances students' critical thinking skills, enabling them to access, examine, and assess issues and information.
- Hones students' reading, speaking, and writing skills, enabling them to communicate clearly, effectively, and creatively.
- Promotes the development of students' quantitative competencies, to strengthen analytical thinking, and gain the ability to evaluate and access informational technology.
- Increases students' understanding of the physical and biological sciences, the scientific method, and the reliability and limitations of scientific knowledge.
- Deepens students' awareness of wellness and teaches the methods for and importance of maintaining physical and mental health.
- Encourages students to cultivate new interests and develop their abilities to search for answers, recognizing that an educated person understands how much more there is to learn.

(Approved by Academic Senate, February 11, 2004; revised May 2015)

Catalog Listings

Course numbers, units, hours and catalog description are determined by the Curriculum Committee in consultation with the appropriate faculty member. Assignment of course numbers is the responsibility of the Vice President of Academic Services.

It is intended that curriculum development will be a cooperative venture by the faculty, administration, and community. The individual faculty member and students should feel free to attend meetings of the Curriculum Committee and participate in its deliberations to the end that the curriculum will continually serve the differing abilities and interests of students who attend Las Positas College.

Course Articulation with Four-Year Colleges

The approval of transfer courses and curricula by four-year transfer institutions is an articulation responsibility of the Articulation Officer. Initial steps of articulation are incorporated into the course proposal. Faculty members are encouraged to become acquainted with their colleagues in four-year colleges and in high schools. No formal or informal agreements are to be made regarding Las Positas College course acceptance, general education requirements, lower-division majors, or other articulation matters except through the Articulation Officer and the Dean of Student Services.

Course Outlines

An official copy of course outlines, including student learning outcomes is filed in the Office of the Vice President of Academic Services. All instructors agree, as part of their contract, to teach, at a minimum, the material as specified in the Course Outline of Record. Course outlines are expected to be developed by instructors, reviewed by the Division Dean and approved by Curriculum Committee, then submitted to the Vice President of Academic Services. They are filed in the Office of the Vice President of Academic Services and available through the Division Offices and on the College's web page. Course outlines should describe the purposes and content of a course sufficiently to help new and continuing part-time or full-time instructors organize an assigned course; to answer questions which might be raised by transfer institutions, counselors or the general public; and to satisfy the requirements of Title V (Title V 55002.3).

The Course Outline of Record plays a critical educational role on campus. It is the primary vehicle for course planning. When a course is revised or updated, it is the course outline that records the changes. As such, it forms the basis for a contract between the student, instructor, and institution, identifying the expectations which will serve as the basis of the student's grade and giving the fundamental required components of the course which the student is guaranteed to receive from the instructor and institution. More than just specifying the required components of the course, the outline of record states the content, expected student learning outcomes, typical assignments, methods of evaluation, and level of rigor for which students--across all sections of the course--will be held accountable.

As our courses are taught by various full and part time instructors, it is by reviewing the course outline that they may clearly identify the standards and content of the course they are to teach. In addition, the course outline plays a critical role in the ongoing process of program review by which a college seeks to keep its curriculum relevant and to allocate its resources sufficiently to maintain its programs. When new programs are designed, it is through the selection of courses and construction of new course outlines that the program design is evaluated for its ability to meet the newly-identified needs of students (Program and Course Approval Handbook, State Chancellor's Office).

Course Syllabus

During the first day of class, students must be given a syllabus that outlines the general course content, instructor information, dates, types of assignments, student responsibilities and other pertinent information should be included. To create the course syllabus, faculty will need an academic calendar, a copy of text(s), and other pertinent information and/or materials.

The Faculty Contract requires all faculty to provide their Dean with a copy of the course syllabus for each course taught (Article 9B). This should be completed by the end of the first week of instruction; this varies, e.g., full term, fast track, late start.

Additionally, each class syllabus should clearly address the following issues:

Student/Learning Outcomes

It is required by the regional accrediting agency that Student Learning Outcomes appear on all course syllabi. (Not a contract requirement). Measurable Objectives are optional.

An Attendance Policy

The current College Catalog (page 37) states: *"It is assumed that each student will consider class attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades. A student absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor."*

Faculty may retain a student who exceeds four/six hours of absence, but should have a clear reason for doing so (i.e., a lengthy illness). (Article 9L – Grading).

An Extra-Credit Policy

Faculty are not required to offer extra credit work as an option in a class. Indeed, a student's grade should basically be derived from the normal course work of a class. Faculty deciding to allow an extra credit option should be wary of allowing too much extra credit as a substitute for regular course work. (Article 9L – Grading).

A Policy on Make-up Examinations

Faculty choosing to allow make-up examinations should decide if it will be the same exam administered to other students or a different, possibly more difficult version. Some instructors allow students to drop one or more exams and thus avoid make-ups. Others allow extra credit to substitute for one exam, thus accomplishing the same goal. (Article 9L – Grading).

Grading Policy

Syllabus should clearly state how the grade for the course will be determined. This should include how much the components of the grade such as mid-terms, quizzes, final exams, term papers, laboratories, etc. are worth. (Article 9L).

An Explanation of the Grade "Incomplete"

The "incomplete" grade was designed for students who have a last minute disastrous event (serious illness, death in the family) that prevents them from completing the course. This grade was *not* designed to accommodate the casual student at the end of the semester who could have completed the work but did not (as generally the missed assignment is the final exam or paper). The incomplete involves a formal signed contract between instructor and student with obligations on both sides. Be certain the syllabus states that *the student had to be passing the class prior to the "disaster" in order to receive this grade.* (Article 9L).

Classroom Behavior Policy

In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself in accordance with standards of the college and those you establish for your classroom. The syllabus should clearly state your expectations in this area and may address such matters as respect for others, avoiding disruptions, cell phone policy, etc. (Article 9B).

Academic Honesty

Students should understand that cheating and plagiarism will not be tolerated, and such behavior will be processed in accordance with the College policy on student misconduct, which could include suspension, expulsion, or other sanctions as appropriate.

The Las Positas College Faculty Senate has prepared a statement on academic honesty that instructors may reference in their syllabi. The statement defines cheating and plagiarism in detail and makes clear that academic honesty is expected from all students. The full statement can be found in Section A of this Handbook, and on the web at: [Academic Honesty Statement \(laspositascollege.edu\)](http://laspositascollege.edu).

The following is a sample course syllabus template. A sample of a completed syllabus may be obtained from the Division Office or Dean.

Course Syllabus: Course Name/Number

- 1. Instructor's Information**
 - ♦ name, office number, office hours, phone number, voice mail, and email
- 2. Course content and expectations**
 - ♦ general course content, course outcomes and objectives, and prerequisites (source of information–course outline)
 - ♦ Attendance Policy
 - ♦ Student Learning Outcomes (This is not a contract requirement; it is necessary for accreditation.) Measurable objectives are optional.
- 3. Textbook(s) and course supplies**
 - ♦ required supplements and/or recommended text
 - ♦ indicate special supplies required
- 4. Course requirements and student responsibilities**
 - ♦ attendance requirements, testing dates, withdrawal deadlines, assignments, reading list with dates, class participation, and policy on academic honesty
 - ♦ accommodations for DSP&S Students can be found in Board Policy/Administrative Procedure 4029
- 5. Classroom Behavior Policy**
 - ♦ academic honesty
 - ♦ respect for learning environment
 - ♦ consequences
- 6. Grading Standards**
 - ♦ grading components and criteria for grading (include number and type of tests, time allowed to take tests, explanation of points, extra credit policy, make-up policy, incomplete grade)
 - ♦ Policy on accommodations for DSP&S students / Board Policy
- 7. Dates to know**

♦ last day for "NGR"	♦ holidays
♦ last day for "CR/P/NP"	♦ last day of class
♦ last day for "W"	♦ date/time of final examination
- 8. Schedule of course activities and events**
 - ♦ schedule for the semester of what sections, chapters, topics, etc. will be covered and when
- 9. Other supplemental information**
 - ♦ laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/guides, etc.

Credit Hour

The course units of credit are based upon the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline (Ed. Code 55002.B) (Article 10D.1)

Special Courses

All courses offered by Las Positas College have been reviewed and approved by the College Curriculum Committee. From time to time courses may be scheduled which have not been listed in the College Catalog.

• Continuing Education Studies

Continuing education courses include both full-term and short-term courses in a wide variety of course patterns, field studies, seminars, workshops, and any other such educational activities that will meet the educational needs of those students pursuing a community College program. They may be offered under any course title contained in the Catalog, using the numbers 150-199. Continuing Education Studies may be repeated; however, graduation credit is limited to 6 units.

Approval: Division, Division Dean and Vice President of Academic Services

• Independent Study Courses and Contracts

Independent Study contracts may be initiated by a student or a faculty member. Such contracts are voluntary and are approved by the faculty member, his/her immediate supervisor, and the Vice President of Academic Services. Deadline to submit Independent Study contracts is the 17th instructional day of the regular semester. Forms are available from the Division offices. Students are limited to 18 units for graduation purposes.

Approval: Division Dean and Vice President of Academic Services

Contracts, Faculty: Requests for Partial or Reduced Contracts

Requests for partial or reduced contracts must be applied for before the scheduling of classes and assignment of instructor loads unless illness or other emergency problems arise at another, later date. Reduction of workload below full-time will impact benefits and retirement. There is separate provision for pre-retirement reduction in workload (Article 19).

Workload: Faculty Assignments

Although salaried instructors may be assigned classes Monday through Friday during the hours that the College is open, every effort is made to provide reasonable schedules that will address student needs and will maximize faculty performance by considering faculty preference and the evidence of unreasonable time periods. The Vice President of Academic Services, with associated administrators, is responsible for the academic schedule.

Faculty members should make their desires known to the Division Dean in all matters regarding courses to be offered, schedules and room assignments. Rotational seniority shall be used in the event that two or more faculty request a particular assignment in their primary discipline as fulfillment of their full-time service obligation, then the assignment shall go to the faculty member for whom it has been the longest period of time since they last received this

particular assignment (Article 10C.a-b). Each instructor will receive his/her annual schedule and is requested to electronically approve and return to the dean with remarks, if appropriate. Once the deadline passes for responding no further changes are made in room, time, or other parts of the schedule except in rare cases and with the specific advance approval of a Dean of Academic Services and confirmed by an official "class schedule change." An instructor so affected will be given a revised copy of his/her schedule to review and return, indicating his/her acknowledgment.

Faculty members are accountable for their presence on all days required by the college calendar, whether through on-campus or distance education scheduling. During the final examination period, instructors shall post five (5) office hours (Article 10D.3a.) with no more than two (2) office hours on any day.

College meetings may be called as needed between 8 a.m. and 5 p.m. Faculty members are expected to attend meetings of their assigned area (Article 10D.3b-c.).

(Article 10C.1) A faculty member may submit a request for a four-day scheduled week in a given semester; a four-day schedule must be approved in advance by the Division Dean and forwarded to the appropriate Vice President for certification that it is consistent with Discipline Plans, as developed by the Enrollment Management Committee. Faculty schedules should be coordinated with other faculty in their discipline or related disciplines to ensure that student and program needs will be appropriately met.

A full-service week is five days, and faculty members who have received approval for a four-day scheduled week must still be available on the fifth day of the week for committee assignments and other professional responsibilities. The fifth day is not a day off, but typically not a required day on campus.

The College operates from 7 a.m. to 11 p.m. Monday through Friday, and 7 a.m. to 5 p.m. on Saturday.

Disciplines: Primary and Secondary Disciplines Defined

The primary discipline is the discipline in which the faculty member was hired. The secondary discipline(s) is the discipline in which the faculty meets minimum qualifications. In the event a faculty member is underloaded, i.e., unable to achieve a load equal to a full-time service obligation in their primary discipline, the faculty member shall be eligible to take an assignment for load in a secondary discipline (Articles 1C.1h-i. and 10C).

Absences (Faculty Absences)

An instructor unable to meet a class must notify the College immediately on the Faculty Absence Phone Line:

- ♦ Dial (925) 424-1390
- ♦ Provide the following information:
 1. Name
 2. Classes to be notified (times/room number)
 3. Office hours (if applicable)
 4. A contact phone number
 5. **The (contractual) reason for absence**
- ♦ For absence due to illness, an "Absence Report" will be generated for signature.
- ♦ For absence due to other reasons, an "Absence Report" and "Request for Leave of

- ♦ Absence Report” will be generated for signature.
1. **The absence line will be responded to by the Administrative Assistant in each division.** Information will be posted on the website under “Classes Not Meeting Today.” **Doors will not be posted.** This requires faculty members who are ill to call before 4:30 p.m. whenever possible; emergencies will still be handled through the absence line after 4:30 p.m., but checked depending on staffing.
 2. **Emergencies that require assistance after 4:30 p.m.** will be handled by the switchboard or other evening staff. We are very hopeful that we can receive calls for illness before 4:30 p.m. so that we can make sure you are accommodated. However, emergencies happen and we will do our best to assist you.

Please consult with the Division Dean regarding any requests for a substitute.

An *Absence Report* (see *FA-District Contract Appendix: Absence Report Form*) will be generated and placed in your mailbox or sent electronically for your signature. Be certain to sign and return the report no later than 5-days after receipt to avoid delaying payment generated by this report.

Dismissal of Classes Due to Instructor Absence

Classes can be dismissed only with the approval of a Vice President or designee. Each instructor should inform the class that, in the event that s/he is not present at the beginning of the class, Education Code requires that the students remain for twenty (20) minutes after the class is scheduled to begin and leave after that time has elapsed. When a class is scheduled to leave the room for viewing a film or is being combined with another class for a special session, a notice should be placed on the board or door, and a field trip notice filed with the Division Dean.

Distance Education

See Article 10F.

Distance Education is defined as a course of instruction, education or training where the instructor and the student are separated geographically. Communication between the instructor and the student is made through technological devices. It is understood that Distance Education classes shall not exceed the negotiated standards for a comparable face-to-face course. Teaching of distance education courses shall be on a voluntary basis (Article 10F). The Academic Senate, upon recommendation of the Distance Education Committee, has approved the following statement regarding faculty training for use of Blackboard: *“Whereas Blackboard is such an integral part of our education, all faculty who use it need proper training, including copyright and accessibility issues.”* (DE Committee, February 25, 2009; approved by Academic Senate, March 11, 2009)

Class Size

The class size for credit classes shall normally be no less than twenty (20) enrollees, with the understanding that the District is authorized to maintain a limited number of classes of fewer than twenty (20) enrollees specified under Article 10 of the current contract. Furthermore, it is understood that all Distance Education courses shall not exceed the negotiated standards for a comparable face-to-face course (Article 10E.2).

Substitute Instructors

The Board of Trustees has authorized the employment of faculty members as substitute instructors. Instructors will be asked to substitute only in their fields of specialization. All substitute faculty must be Board approved for the term in which they substitute. Faculty should arrange for substitutes with consultation of Dean, and, insofar as appropriate, trades or “swaps” should be considered.

Leaves of Absence (For full information, see CLPCCD/CLPFA agreement, Article 11.)

The various entitled leaves for full-time faculty, including sick leave, leave of absence of extended illness or accident, personal necessity leave, bereavement leave, industrial accident and illness leave, leave for pregnancy, parental leave, judicial leave, military leave, personal leave with pay, personal leave without pay, and other leaves without pay are defined under Article 11 of the Contract.

Sick Leave

Sick leave is earned at the rate of one (1) day per month of full-time employment for a total of ten (10) days per year to be used for the purpose of personal illness or injury. Earned sick leave not used in any school year shall be accumulated from year to year. Sick leave is credited at the beginning of the term and may be utilized immediately. Contract and Regular faculty doing overload service for pay will have corresponding sick leave deductions made from both their regular and part-time sick leave (Article 11A).

Sick Leave Donation

Faculty members may donate days of sick leave to individual employees of the District, who, due to a terminal illness, have exhausted all accumulated sick leave. Donors may not donate more than two (2) days of sick leave in any fiscal year for full-time employees and twelve (12) hours for part-time (adjunct) faculty. Furthermore, donors must have a minimum of forty (40) days of accumulated leave on account with the District (Article 11A.6-7).

Smoking and Eating in Classrooms

Smoking and eating in classrooms are prohibited.

Lecturers, Consultants, and Guest Speakers

Instructors who invite speakers to address their classes will notify the Division Dean in advance. Such notification is to be made on the Guest Speaker Form available from the Division Office or the Office of Academic Services. If there is to be payment for lecturers, speakers, and consultants, payment is subject to prior Board approval. Instructors will remain in the classroom when a guest speaker is present.

Class Visitors, Non-Students

Any non-student who desires to visit a class must obtain prior permission from the instructor and with approval authorization from the appropriate administrator. The only exception to this rule is in the case of students who are enrolled in Teacher Education classes at other institutions and are making an assigned observation. These individuals must be referred to the Office of Academic Services for authorization.

Displaying Materials

The majority of classrooms and laboratories are equipped with nylon-faced tackboards for instructional displays. Push pins should be used whenever possible for fastening such displays. In addition, nylon covered walls may be used for the display of such materials, using push pins or masking tape. Staples, scotch tape, or other heavy adhesive materials should not be used on wall surfaces. Bulletin boards should be used when displaying materials in offices and conference rooms. Faculty are asked to do as little damage to walls as possible when they display materials.

College and University Library Privileges

Faculty members may obtain faculty library cards for the University of California (UC) and California State University, East Bay (CSUEB). A letter of introduction may be obtained from the Division Dean.

Faculty Identification and Business Cards

Las Positas College photo identification cards are issued to all faculty members upon hire; this service is provided by Admissions and Records. The identification card can also be used for Library privileges and Bookstore discount, where applicable.

Library and Media Services

See Section E of this Handbook.

Production/Reproduction of Instructional Materials (Copy Center)

The Copy Center does all bulk production of examinations, handouts and other class materials. Any print job totaling 20 copies or more should be done by the Copy Center, which guarantees next-working-day pickup. Faculty need to know their individual account number, which can be obtained from Division staff assistants. Small copy jobs can be done on the convenience copiers near Division offices; an account number is also needed to operate these copiers. Copy Center hours of operation are 7 a.m. – 7 p.m. Monday through Thursday, 7:00 a.m. – 3:00 p.m. Friday, and closed daily from 11 a.m. – 12 p.m. for lunch.

Texts (Policies and Procedures)

Generally, instructors should consult with their Dean with any questions or concerns regarding texts. The high cost of textbooks is a financial burden for most students. Instructors should carefully consider the mounting costs of textbooks in the selection of text materials.

Texts

The term "texts" is used to include all hardback and paperback books and other printed materials including lab manuals and workbooks used for a course of study.

Basic Texts

Some disciplines may require that the same text be used in all sections of a specific course whenever it is offered. Verify status for your course by consulting your Dean or Discipline Coordinator.

Supplemental Texts

Supplemental texts are those which an individual instructor may choose to use in certain sections of a course. If the discipline has a basic text for the course, *the supplemental text cannot be used to replace the basic text.*

General Policies

1. The same basic textbook is recommended but not required for all sections of a course whenever it is offered – day or evening. With the approval of the Dean, an alternate basic textbook may be selected, in which case the Dean will inform the Bookstore Manager of those course sections which will use the alternate text.
2. Differences in the use of supplemental texts among instructors teaching the same course may occur.
3. Basic textbooks are adopted for at least three semesters. [not in FA Contract]
4. Instructors should carefully consider the mounting cost of textbooks in selection of text materials. Where circumstances exist which would appear to warrant unusually higher costs, an explanation should accompany the text request.
5. Basic texts specified for a course must be utilized. Students must not be required to purchase books which an instructor has no intention of using.
6. If it appears that delivery cannot be made before instruction begins, the Bookstore Manager shall bring the matter to the attention of the instructors affected.
7. It is the instructor's responsibility to give the Bookstore sufficient lead time to provide texts. Texts ordered late may not arrive on time for the opening of classes.
8. Books scheduled for publication, but have not been published, will not be ordered due to the risk of a late delivery.
 - A. Books should not be assigned to students unless the instructor has officially requested the text for his/her section.
 - B. Unless approved by the Dean and the Bookstore, the direct sale of textbooks or other instruction materials to students by faculty is prohibited.
 - C. Should an instructor choose not to order the basic textbook (or any textbook) for a course where a text has been adopted, that instructor needs to explain in writing to the Dean how the objectives of the course are to be met.

Procedures for Ordering Texts

1. Basic & Supplemental Texts - Prior to submitting textbook adoption information each instructor is responsible for contacting the Department Chair or Division Dean to ascertain if

textbook ordering is the responsibility of the instructor, or if the department uses a textbook coordinator.

- A. Prior to the submission of textbook information the instructor should ascertain if he or she is required to use a specific text or have the choice of text approved by the department or dean.
- B. The Bookstore will prepare and distribute Course Adoption Information forms for each section offered in a term. These forms will be pre-filled with the historical book information from the same term and section the previous year.
 1. The instructor is responsible for reviewing the historical information for accuracy and should pay special attention to any notice of a new edition or other changes from the publisher.
 - a. Should the instructor wish to continue using the old edition of a book, she or she ~~they~~ should first contact the Course Materials Manager at the Bookstore so it can be ascertained whether enough copies of the old edition can be acquired to cover the anticipated need for the class.
 2. If the historical information is accurate and reflects the instructor's choice for the upcoming term, the instructor should sign the form, fill in contact information and indicate the estimated enrollment for the term.
 3. Changes to the information may be made directly on the form by crossing out the incorrect items and filling in the information for the requested title(s). Please provide as much information as possible including the ISBN, Author, Title, Edition & Publisher.
 4. Once complete, return your Course Adoption Information form to the Bookstore. Forms may be returned in person, via campus mail or the Postal Service and by fax at 925-606-1716. You may also submit your information via the Bookstore website (www.LPCStore.com – (bookstore specific password 0389)) or by scanning and emailing the form to the Bookstore Course Materials Manager.
- C. The Bookstore Manager and Course Materials Manager are available to assist instructors during the textbook adoption process. A variety of information is available to instructors including:
 1. Contact information for publishers and Publisher Rep.
 2. Information on historical book use for a course as well as information on what other books are in use at Follett managed stores for similar courses across the country.
 3. Information on whether a specific title is on the Bookstore Rental Program or is eligible to be added to the Rental Program.
 4. Fact checking Publisher Rep information regarding price and availability of a book. (Note: Publisher Reps frequently quote net pricing during sales calls. It is recommended that instructors verify actual retail cost to the student by contacting the Course Materials Manager before committing to a textbook.)
- D. When texts are required for student use during the first week of class, the following deadlines for text request submission to the Bookstore must be observed:

🕒 Fall Semester	April 15
🕒 Spring Semester	October 15
🕒 Summer Session	March 15

1. Federal law, the Higher Education Opportunity & Affordability Act, mandates that the school must provide students with the textbook information, including ISBN and price, at the time of registration for classes so students may make informed decisions on the cost of a particular class including both textbook cost and class fees & tuition.
2. Las Positas College fulfills HEOA requirements through BookLook™ technology imbedded in CLASS-Web. In order for this technology to provide the mandated information correctly, the Bookstore must have your Course Adoption Information form by the deadline date each term.
2. Once ordered, instructors are committed to the use of that text. Only in the event of unusual and justifying circumstances, may the order for a textbook be terminated. Instructors must check with the Bookstore Manager to see if the order may be stopped.
3. Students should be instructed to buy their textbooks as early as possible. Books purchased for the immediate semester and not being used for a subsequent semester will start being processed for return to the publisher five weeks after the beginning of the semester. The book(s) will be returned unless the Bookstore Manager is notified by the instructor of his/her desire to have the book(s) kept in stock until a later date.
4. Books are bought back from the students during the week of final exams. In order to offer the best prices to students, the Bookstore must receive the textbook requisitions on a timely basis for the upcoming semester.
5. The acquisition of complimentary desk copies of textbooks adopted for classroom instruction is the responsibility of the instructor assigned to teach the course. In the event a copy of the book is needed prior to receipt of the requested desk copy, the instructor may purchase a copy at the College Bookstore. The Bookstore will refund the price of the purchase if, when the complimentary copy is received, it is returned for refund in a like-new condition (with the sales receipt). You may contact the publisher to request a complimentary copy. The Bookstore can assist with publisher phone numbers.

Bookstore Assistance: The Bookstore staff is available to assist the faculty with answers to questions and concerns. The Store Manager is Nolan Howe; he can be reached at nhowe@laspositascollege.edu or Ext. 1816. The Course Materials Manager is Rachel Harvey; she can be reached at rharvey@laspositascollege.edu or 0389txt@fheg.follett.com or Ext. 1813.

Adding Classes

If a class has not been officially closed by an instructor, students may continue to register into open classes. If a class is closed by the instructor, students will need an add code from the instructor. If a class is full, students may have the option to place themselves on a waitlist.

Students will be prompted during registration if the class has waitlist availability. For detailed waitlist information please refer to the college website.

Field Trips

(For complete description of policy and instructor responsibilities, refer to CLPCCD Board Policy, and the Administrative Procedures in support of Board Policy. Consult with Division Dean and staff, as appropriate.)

A field trip is defined as any movement of a class outside of its regularly assigned classroom for the purpose of receiving educational experiences not possible in the classroom. There are different "classes" of field trips, some of which are subject to certain restrictions by the College's insurance carrier. Carpool travel may not be arranged by faculty, nor may faculty transport any students in their cars, or provide maps or directions. Faculty arranging field trips are responsible for knowing and applying the district and college procedures regarding student injury, accident, or illness (including hospitalization) while on the field trip.

1. CLASS I - Field trips are ON-CAMPUS activities limited to College campus. Authorization is granted through the administrator in charge.
2. CLASS II - Field trips are IN-DISTRICT activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol). Requests must be submitted at least TWO WEEKS prior to the date of the trip. Authorization is granted by the President of the College or designee.
3. CLASS III - Field trips are IN-STATE, OUT-OF-DISTRICT activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least ONE MONTH prior to the date of the trip. Authorization is granted by the President of the College or designee.
4. CLASS IV - OUT OF STATE, activities conducted outside the state of California. Requests must be submitted at least SIX WEEKS prior to the date of the trip. Authorization is granted by Division Dean, Vice President for Academic Services, President of the College, and the Board of Trustees.

In accordance with the Education Code, adult students or parent/guardians of minor students must sign the waiver of claims against the Chabot-Las Positas Community College District and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

Check with the Division Dean for additional policies, procedures, and limitations established for field trips. Field trip forms are available from the Division Offices and from the Office of Academic Services, and are on the Intranet. Forms page.

Consult with Division Deans for policies and limitations on field trips and with the College Business Office for use of a College-owned vehicle.

Student Evaluation and Grading Procedures

Grading Practices (See also Grading Manual, Admissions and Records)

See Article 9L.3.

Since improved teaching, learning, and evaluation are more likely to occur when teacher and student know clearly at the outset the objectives of a given course, the instructor should discuss with students and present to them at the beginning of a semester, in writing as a component of the course syllabus, a summary of the objectives of the course, the methods of evaluation to be employed, and the standards by which letter grades will be determined.

Letter grades should be assigned on the basis of stated objectives and standards. There should be no rigidly predetermined percentage of each grade in a course. One may well find, for example, that the percentage of grades "A" and "B" will increase in courses toward the end of a sequence. Instructors should remember that a "C" grade is defined as "satisfactory" and meets graduation requirements.

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. When grades are given for any course of instruction, the grade given to each student shall be determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetence, shall be final (Article 9). Grades may not be changed except where evidence is presented that an error has occurred. A "Grade Change" request form should be completed and signed by the instructor and by the Vice President of Academic Services (representing the President). Instructors should maintain complete records used as a basis for grades and be prepared to present these records and justify the grades if challenged. Upon presentation of the facts of the situation, and the recommendation of the instructor and Vice President of Academic Services, the President of the College or designee may authorize a change in grade.

Requests for a grade change must be initiated by the instructor of record during the semester immediately following the terms for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. Requests for a grade change under this exception shall be made to the Vice President who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change. The student must present evidence of extenuating circumstance(s). If the instructor of record is unavailable, the Campus Academic Fairness Committee or Student Grievance Committee will review the grade change request.

Examinations

At least one midterm evaluation should be established (but is not required), though several evaluative opportunities for assessing student progress are strongly encouraged. In addition, a final examination or final culminating activity will be given in each course during the final examination week. The final examination or culminating activity is planned to be two hours in duration. A final examination schedule is published and normally covers the last five days in the semester. *No changes are permitted in this schedule nor are examinations to be given in advance of the scheduled time* unless approved in advance by the Vice President of Academic Services. (Articles 9L and 10C.2.)

Midterm Report of Progress

As a means of communicating student achievement during the progress of a course, an instructor may provide a midterm report of progress. (Article 9L.6)

Notice of Unsatisfactory Work

Instructors may notify students of unsatisfactory work at any time during the semester. Such notices are given to the student in person or mailed to the student at his or her home address. Excessive absences, academic deficiency, and failure to submit assignments constitute reasons for notices of unsatisfactory work. A student who receives such notices, or any student who experiences difficulty with academic achievement, is encouraged to consult with his or her instructor and counselor for assistance.

Grade Reports

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. Once awarded, grades are final. They may not be changed except where evidence is presented that a mistake, fraud, bad faith, or incompetence has occurred. The deadline date for submitting grades is published each semester in the Class Schedule. For complete information on grades and grading of courses, refer to the College Catalog. (Article 9L)

Repeating a Course

The College recognizes that the most recent completion of a course should most accurately reflect a student's academic progress. Therefore, students may repeat for credit those courses taken for which grades of D, F, or NC were received. The most recent grade (A, B, C, D, F, P/NP) received must be calculated into the GPA regardless of whether this grade is lower or higher than the original grade.

Effective Summer 2012, under the new Title 5 regulations, a student may only enroll in a course 3 times, through a combination of substandard grades (D, F, NP, or NC) and withdrawals (W). All prior course attempts at the Chabot-Las Positas Community College District will count toward the limit. Students may seek approval to enroll in a course a 4th time through the petition process. The petition is limited to the following:

1. In extenuating circumstances, such as verified cases of accident or illness.
2. Due to a significant lapse of time (3 years or more).
3. In a variable unit or open entry/exit course that can only be completed once, but with multiple enrollments.
4. For cooperative work experience courses (up to 16 credit hours).
5. For special needs courses (continued need must be demonstrated for each enrollment).
6. When repetition of a course is legally mandated.
7. Where there is a significant change in industry or licensure standards. When a student

has repeated a course and earned a passing grade of A, B, C, D, or P, s/he may petition the Dean of Enrollment Services to count, for grade point calculation only, the most recently earned grade. The "Petition for Use of Most Recent Grade in a Repeated Class" is available at the Office of Admissions and Records, Physical Education activity courses may not be repeated for the higher grade. Students are advised that both the original and subsequent grade will remain so their transcript and that in transferring to another institution, they may be held responsible for all units attempted.

Prerequisite Waivers

Students who have had substantial prior experience related to the content of a college-level course, and who can present adequate evidence of their competence, may petition to have enrollment in that class waived without college credit for purposes of satisfying a program requirement. Courses considered for substitution must have been taken at an accredited institution. Petitions for course substitution or waiver of program requirements are available from the Counseling Center. Approval of the request by the Dean of Student Services is required prior to completing registration. Approval shall be based on the following criteria:

- A. Adequate evidence of competence as supported by transcripts, statements of employers, military or technical school certificate, etc.
- B. Statement from an instructor that the course reflects the appropriate subject matter and fulfills the necessary program requirements, and signature of the Division Dean to validate the course. Students shall be advised that courses waived receive neither unit nor grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

Academic Standards

Academic standards of Las Positas College are established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress. The College will advise students of their grade point average, status, and progress in order that they may make sound self-appraisal of their college work.

Academic Grade Point Average

The Academic Grade Point Average is an index of the quality of a student's work. See College Catalog under Academic Regulations.

Academic Probation and Dismissal

For complete information see the current College Catalog under Academic Regulations.

Progress Probation and Dismissal

For complete information see the current College Catalog under Academic Regulations.

Credit/No Credit Grades

(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)

In accordance with the Education Code and the Administrative Code, Las Positas College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard

letter grades (A, B, C, D, and F) used in colleges and universities. Courses in which a “P” (pass) grade is earned will apply toward the 60 units required for graduation, but will not affect the student’s grade point average. A maximum of we units of “P” (pass) may be attempted and applied toward the Associate in Arts or Associate in Science Degree.

(Additional units may be applied provided the student secures prior approval from the Dean of Counseling.) A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excess of number of “NP” (no pass) grades will affect the student’s academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest field without undue concern for his/her grade point average. This policy allows the student to take coursework outside his/her major without the fear of a substandard grade, namely a “D” or “F.” Students are expected to complete the course and comply with College attendance requirements and other expectation of the course. Should they fail to do so, their enrollment in the class may be terminated and the work may be graded on the basis of a standard letter grade.

Credit for Advanced Placement

Students sometimes request credit for Advanced Placement test scores. Las Positas College grants credit for successful completion of examinations of the Advanced Placement (AP) Program of the College Entrance Examination Board (CEEB). See current College Catalog under Advanced Placement Examinations.

Credit by Examination

(Individual Student Application)

Chabot-Las Positas Community College District supports the general proposition that the full value of classroom learning experiences cannot be measured by any examination. Students who have achieved elsewhere an equivalent knowledge, understanding, and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course examination approved by the College discipline faculty. Students may apply individually for Credit-by-Examination for any course offered in the Catalog. In addition, the Credit-by-Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by the majority of faculty in the discipline. See current Catalog for additional information on the process.

High School Articulation

Las Positas College recognizes the value of coursework previously completed at the secondary level through local high schools or ROPs (Regional Occupational Programs). On an ongoing basis, articulation agreements between Las Positas College and these secondary schools are established when deemed appropriate by the College faculty in the discipline. These agreements provide high school (or ROP) students the ability to apply prior work towards Las Positas College requirements. In order for the student to receive recognition of their work once they reach the College, the articulation agreement between the high school and Las Positas College must have been in place at the time the student completed the work at the high school.

The Las Positas College home page, www.laspositascollege.edu, provides a detailed discussion of High School Articulation, along with directions and application forms for students, high schools/ROPs, and College staff. This website also lists current Articulation Agreements

between the College and high schools and ROPs.

Administrative Symbols "IP," "RD," "I"

ADMINISTRATIVE SYMBOL "IP" – In Progress

The administrative symbol "IP" is established to indicate coursework "in progress." The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the "IP" must be completed by the end of the term following the date the "IP" was granted. If a student is assigned an "IP" at the end of a term and does not complete the course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student's permanent record.

ADMINISTRATIVE SYMBOL "RD" – Report Delayed

Only the Dean of Admissions and Records can assign the administrative symbol "RD." It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. "RD" shall not be used in calculating grade point averages.

ADMINISTRATIVE SYMBOL "I" – Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Admissions and Records of Las Positas College, or designee, and the instructor of record. The "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A "grade change card" will contain the following documentation and shall be maintained by the Dean of Admissions and Records:

- The condition(s) stated by the instructor for removal of the "I";
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The letter grade assigned when the stipulated work has been completed; and
- The signature of the student;
- The "I" symbol shall not be used in calculating units attempted or for grade points.

Administrative Symbol "MW"

ADMINISTRATIVE SYMBOL "MW" – Military Withdrawal

If a student is called to active military duty after the No-Grade-of-Record (NGR) period, s/he is entitled to military withdrawal (MW). Servicemen and women should provide copies of their military orders to the Dean of enrollment Services.

Withdrawals

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Failure to follow the

proper withdrawal procedures may result in a grade of “F.” Requests to withdraw from a class that is by “NGR” (No-Grade-of-Record) deadline will not appear on a student’s academic transcript. If a student withdraws from a course after the “NGR” deadline but on or before the “W” (withdrawal) deadline, a “W” will appear on the student’s academic transcript. A “W” notation will not affect the student’s grade point average; however, excessive “W” notations may affect: (1) progress status; (2) status as a full-time student; (3) eligibility for financial aid and other benefits; (4) athletic eligibility; or (5) ability to repeat a course (based on Title 5 regulations). Refer to the Class Schedule for important deadline dates.

Students who intend to withdraw from the college must initiate withdrawal procedures for each class in which they are enrolled. Student are held accountable for clearing all obligations with the college including fees, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed symbol of “W” is 75% of class meetings. Refer to the Class schedule for important deadline dates.

Extenuating Circumstance Withdrawal: Class withdrawal after the twelfth (12) week of instruction is permitted only on the grounds of verified extenuating circumstances (accident, illness, or other matters beyond the control of the student). A “W” notation will be granted only if the petition is approved and the class instructor verifies that the student is maintaining a passing grade of “D” or better (grade “P” in Pass/No Pass courses). Those students whose request for a withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Admissions & Records Office.

In-person/Face-to-Face Courses: The instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

Online/Hybrid Courses: The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the Class Schedule. For these courses, the instructor may drop students who do not log into their online course module and/or complete indicated activities by the third day of classes. Instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.

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FACULTY PERSONNEL AND BUSINESS MATTERS

Age

The College complies with the Age Discrimination in Employment Act of 1974, which prohibits discrimination in employment on the basis of age.

Disability, Non-Discrimination

The College does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination.

Race, Color, or National Origin

The College complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the College. Las Positas College also complies with Title VII of the Act, which includes non-discrimination on the basis of religion and sex. Limited language skills are not a barrier to occupational programs and services of the College.

Gender

The College does not discriminate on the basis of gender (sex) in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted thereunder, prohibit discrimination on the basis of sex in education programs and activities operated by the College. Such programs and activities include admission of students and employment.

Americans with Disabilities Act

In accordance with the 1990 Americans with Disabilities Act (ADA) the Chabot-Las Positas Community College District prohibits discrimination against students and employees with physical or mental disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected.

A faculty member with a disability who is seeking reasonable accommodations under the terms of the Americans with Disability Act must follow the procedures as outlined in Article 9N of the contract.

The District ensures that students and employees with disabilities will not be unlawfully subjected to discrimination or excluded from participating in or benefitting from programs, services or activities. Students and employees are accorded due process as outlined in the specific complaint procedures developed by the colleges. Each College and District Office will designate the responsible officer, outline the process for seeking resolution, and develop the procedures for filing and processing complaints, including timelines and decision-making authority.

Each College shall have on file, as required by ADA, Self-Evaluation to ascertain information pertaining to access and accommodations of the instructional programs, services and

activities, including the plans or alternatives to correct any noted deficiencies.

Harassment/Sexual Harassment

In accordance with federal and state law, the Chabot-Las Positas Community College District provides a school and working environment free from all forms of sexual harassment. The District will also maintain an environment in which all students and employees model this behavior, and are treated with dignity and respect. (Article 9C.6)

Sexual harassment is set forth in Education Code Section 212.5 as follows:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

Such conduct by employees or students is deemed unacceptable behavior, will not be tolerated by the District, and is considered a serious offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Examples of conduct constituting sexual harassment, as well as the procedures for filing, processing and resolving sexual harassment complaints in accordance with Title 5 of the California Code of Regulations, Section 59320, et seq. are found in Chabot-Las Positas

Community College District Administrative Rules and Procedures for this policy. Additionally, each College and the District Office will designate the responsible officer for enforcement of this policy. Each College and the District Office will ensure that there is adequate communication of this policy and the accompanying procedures to all students and employees.

Medical Benefits

The District provides health, dental, and vision benefits for all eligible full-time faculty and their dependents. Details and conditions of the various group coverage plans, including benefits upon retirement, are described in Article 20 of the Contract.

Payroll Deductions

Absences, Taxes, Retirement and Voluntary Deductions

Absences by employees which require deductions from payroll warrants shall be made on the payroll warrant for the period following the month in which the absence occurs, unless otherwise determined by the Chancellor. Each employee shall file necessary forms for federal and state withholding taxes. Additional required deductions shall be made for the State Teachers' Retirement System. Voluntary deductions may also be made as authorized by the Board.

Group Insurance

Certain insurance benefits are provided without cost to employees by the District. Employees may elect additional coverage via payroll deduction (Article 20).

Employee Organizations

Payroll deductions for authorized employee organizations may be approved by the Governing Board in accordance with state law. If any such dues, assessments, or fees are deducted by the Board from the pay of any employee and sent to the employee organization and the employee does not owe the same, the employee organization shall refund the same to the employee and the Board shall not be liable for any refund (Board Policy 3510).

Payment of Salary

Beginning in 1991-92, new faculty and faculty returning from unpaid leave receive their salary in ten (10) equal payments; the first on August 31 and the last on May 31. New faculty and faculty returning from unpaid leave may elect to receive their salary over 12 months from August 31 through July 31 (Deferred Pay). If this option is elected, 1/6 of the monthly gross pay is deducted from the August through May pay warrants and paid to the employee in equal installments on June 30 and July 31. A written request to elect Deferred Pay must be submitted to Human Resources by August 15 (once elected, Deferred Pay option will remain in effect until such time as employee chooses to return to the ten equal payment method (also must be done in writing to Human Resources by August 15). (Article 21F)

Payroll Procedures

For information or referral regarding payroll procedures, please contact the College Administrative Assistant, in Building 1600, phone Ext. 1632 (925.424.1632) or contact the District Payroll Office: 925.485.5228.

Personnel Records and Files

Each faculty member has the right upon presentation of official identification to request from the Office of Human Resources to review the contents of one's own Personnel File maintained in the District Office of Human Resources. If a faculty member believes that any employment record or any portion thereof is not accurate, relevant, timely, complete, or adequately substandard, he or she may request a correction of the record and/or deletion of the offending portion. For additional information regarding College Files, Disposition of Derogatory Material Placed in Personnel file, and Disposition of Unsigned Letters of Complaint, see Article 16-1 of the Contract.

Reimbursements

Employees may be reimbursed for the costs of replacing or repairing personal property of the employee when such property is damaged in the line of duty and without the fault of the employee. Administrative Services shall receive all claims and forward with recommendations for reimbursement to the Vice Chancellor of Business Services for submittal to the Board for its action. (Article 9J of the Faculty Contract. Also reference Board Policies for more details)

Reimbursement for Expenses for Travel via Private Automobile and Attendance at Educational Conferences and Meetings (on Official District Business): District employees will be reimbursed for necessary and reasonable expenses incurred attending authorized educational meetings and conferences. Receipts shall be submitted for all reimbursable expenses. Employees using private automobiles for travel will be reimbursed at a standard rate per mile set and periodically updated by the District. Where appropriate, airline transportation in coach will be reimbursed, as will coach travel in trains or buses. Registration fees, meals, lodging, miscellaneous transportation expenses (taxi within reason, parking), car rental if necessary and various other expenses are reimbursable if receipts are presented.

Go to: [Procedures \(laspositascollege.edu\)](http://laspositascollege.edu) for details on conference/ travel procedures and rules or review CLPCCD Rules and Procedures 4070.

Change of Address, Telephone or Name

Each faculty member will inform the District Office of Human Resources of any change in name or residence address and telephone (Article 16-1C).

Insurance Coverage

The District carries liability coverage for damages incurred on the workplace. For information regarding the types of insurance coverage, please contact the District Office.

Athletic Insurance

The District maintains Accidental Injury Insurance for students participating in intercollegiate athletics. For information regarding this coverage please contact the Dean of Athletics in building 2500.

Student Insurance

Generally, the College does not provide student health or accident insurance. This is an individual student responsibility. The College does provide a secondary, non-duplication of benefits Accident /Injury insurance policy. For information regarding these benefits please contact the College Administrative Assistant (Building 1600).

Group Medical, Dental, Vision Care, Salary Income Protection, and Life Insurance Plans

Group medical insurance plans are available through arrangements between the District and Blue Cross of California and Kaiser Foundation Health Plan. Group dental, vision care, salary income protection, and life insurance plans are also available.

Information about enrollment and benefits under each plan can be obtained from the District Human Resources Office. Contact (925) 485-5505. (Article 20)

Worker's Compensation Insurance

In accordance with the requirements of California state law, all employees of the District are covered under Worker's Compensation Insurance. The word "employee" is extended to include all individuals who are paid through the District's payroll system, including: student employees, and employees of the Associated Students. (Article 11D)

Generally, Worker's Compensation Insurance covers on-the-job accidents (industrialinjuries) and extends to the employee payment for medical services and related expenses as maybe required. It is incumbent upon each and every employee to immediately report any on-the-job injury to Campus Safety. An employee injured while working for the College should obtain and complete a copy of the form "Employee's Claim for Workers' Compensation Benefits." The employee's supervisor should complete the "Supervisor's Report of Employee Injury form and both forms should be sent immediately to the District Office Human Resource Dept. For more detailed information, contact Human Resources 925/485-5505. (Reference 4036 Board Policy.)

Acceptance of Gifts to the College or District

Gifts are donations made to the District in the form of cash, equipment, supplies, and services for purposes of funding the programs of the District and augmenting its financial resources. Board approval is needed.

The following is the established procedure to accept gifts to the District:

1. Once the gift is identified, the District representative is to contact the immediate supervisor to determine the benefits and potential costs of the gift to the District.
2. A written recommendation is then submitted to the President listing the gift, the donor's name, address and telephone number, the proposed use of the gift, its condition, and maintenance costs. If the donation is in the form of cash, a written recommendation indicating any condition of acceptance is submitted to the appropriate President.
3. The President shall forward a recommendation to the Chancellor for transmittal to the Board of Trustees recommending its acceptance. If the gift is not in the best interests of the District, the Chancellor shall so notify the donor and the staff.

4. The Board of Trustees, at its regular meetings, is the only authority to accept gifts made to the District. Gifts to the District accepted by the Board of Trustees are acknowledged in writing by the Chancellor or designee. (CLPCCD Board Policy 3213)

Gifts by Students to Faculty or Staff

Where any impropriety might be inferred, faculty and staff should not accept personal gifts of substantial monetary value from students.

Employment of Student Assistants

Certain programs may be eligible for student assistant support. See the appropriate Dean for details (CLPCCD Board Policy 4008).

Classroom and Office Supplies

General classroom and office supplies may be obtained from the Division Staff. General classroom supplies are defined as those items commonly used and "consumed" for instructional purposes, such as paper, pencils, paper clips, rubber bands, staples, whiteboard markers, etc.

The purchase of instructional supplies and equipment must be made through District Purchasing Office procedures and submitted by the College Administrative Services. All purchases should be submitted on a District requisition and signed by the Dean. Allow sufficient time for the requisition to be filled. No reimbursements can be assumed for supplies purchased by instructor *without prior approval of Dean*. Division Deans and Division staff have details and will assist in submitting orders and/or requisitions.

Furniture, Equipment and Room Arrangement

The furniture and equipment in the classrooms, library, offices, and laboratories may not be moved from these locations without the prior approval of the Division Dean or relevant manager and final approval by the Vice President of Administrative Services.

Most classrooms on campus are set up to accommodate traditional lecture classes. Many rooms are furnished with tables and/or arm chairs that can be rearranged. While faculty are encouraged to use classroom furniture in a way that best supports their teaching styles, they are requested to reposition furniture to accommodate the traditional lecture format. It is virtually impossible for the custodial staff to keep track of furniture arrangement in all classrooms, even at the end of the day when the entire campus must be cleaned and made ready for early classes the following morning.

Request for Custodial and Maintenance Service

For requests of special custodial and maintenance services please contact the division Administrative Assistant for completing the online request with the Dean's approval. In cases of emergency only, contact the M & O Administrative Assistant at ext. 1761. Exact procedures are attached at the end of this document.

Keys and Building Security

Classroom buildings and other instructional areas on campus will be opened each day. Keys to teaching areas and to faculty offices will be issued by Campus Safety. For information regarding the requests and approval process, please check with your division Dean or contact Campus Safety at ext. 1690. (Article 9H)

Under no circumstances are staff members to have duplicate keys made from keys issued to them, or to loan keys to students.

Non-Academic Facility Usage

Request forms for use of buildings and grounds may can be found on the following website [Administrative Services - Facilities \(laspositacollege.edu\)](http://laspositacollege.edu) and completed forms should be submitted to the Administrative Services department.

FULL-TIME FACULTY HANDBOOK
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Covers: Phones, Dialing Numbers, PhoneMail, Electronic Mail

MEDIA AND INSTRUCTIONAL TECHNOLOGY

Library

The Library, located in Building 2000 offers a broad range of informational, reference, and instructional services developed to meet the needs of LPC students, faculty, and staff. Faculty and Student identification cards are used as renewable library cards for checkout of library materials. A collection of books, magazines, journals, online resources, databases, and audio-visual materials are available for student, faculty and staff use. Faculty may request that personal and Library materials be placed on Faculty Reserve for their classes, including the course textbook. Faculty are also encouraged to discuss library orientations with Librarian Faculty who will tailor the orientation to class assignments.

Access the Library web page from the LPC homepage for a description of services or to use the online catalog and databases.

<p>Hours</p> <p>Library hours may vary. Consult the Library web page (shown below) for accurate hours</p>	<p>Contact</p> <p>Librarian Coordinator 925-424-1158</p> <p>Reference Desk 925-424-1150</p> <p style="text-align: right;">lpclibrarian@laspositascollege.edu</p> <p>Circulation 924-424-1151</p> <p style="text-align: right;">lpccircdesk@laspositascollege.edu</p> <p>Room Reservations From Library Home Page click Reserve a Group Study Room</p> <p>Library Chat From Library Home Page click Ask LPC Library!</p>
<p>Reference Services (925-424-1150)</p> <ul style="list-style-type: none"> • Reference and information assistance • Library orientations • Library skills courses • On-line catalog for materials at Las Positas and Chabot College Libraries • On-line databases • Request new library materials to support instruction 	
<p>Circulation Services (424-1151)</p> <ul style="list-style-type: none"> • Materials check-out • Laptops check-out • Instructional reserve materials • Audiovisual materials 	

Library Home Page: <http://www.laspositascollege.edu/Library/index.php>



Las Positas College Library – Building 2000

<http://www.laspositascollege.edu/library/>

FAQ

Welcome to the Las Positas College Library! Please read this FAQ to find out how the Library can support you and your students.

Hours: Library hours may vary. Consult the Library web page (shown below) for current hours.

Reference Desk: 925-424-1150

Circulation Desk: 925-424-1151

Library Coordinator: Tina Inzerilla, Ph.D.: 925-424-1158

The Library is located in Building 2000 in the center of the campus.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

To get familiar with (and get the most from) the Las Positas College Library, we encourage you to login by using your Classweb userid (W-ID) and Classweb password which will enable you to have full access to our collections and services. In particular:

- **My Library Account:** to check your library card account, to see all the items you have checked out and their due dates, to renew items online, to request LPC and Chabot materials (*See Instructions on page E-6.*)
- **Research databases:** a login and password to access research databases remotely (*See login instructions on page E-9.*)

The collections and services available to Las Positas College students, faculty, and staff are the following:

- **OneSearch:** Search our online catalog to find books/ebooks, articles, DVDs, CDs, streaming videos, and course reserves.
- **Course Reserves:** Contact Diana Navarro-Kleinschmidt (925-424-1153) to put materials (including your course textbooks) on reserve for students each semester. Allow 3 days for processing.
- **Research Databases:** Accessible in the Library, on campus, and from home. You will need to login with your W number and ClassWeb Password to access the databases remotely. Databases include Academic Search Ultimate, JSTOR, ARTstor, CQ Researcher, Kanopy and Films on Demand streaming videos, Literature Resource Center, New York Times, Science Online. Visit our Library Databases page for a complete list of databases: <http://libraryguides.laspositascollege.edu/az.php>

- **E-Resources:** The Library provides access to over 130,000 ebooks, which may be read online or downloaded to a device. You may access these titles through our online catalog (OneSearch) or from our e-Reference Sources page: <http://libraryguides.laspositascollege.edu/az.php?t=12037>
- **Library orientations:** The Library accommodates classes (up to 50 students) for orientations in one of our two library classrooms. You may request an orientation in any of the following ways:
 - Call the Reference Desk (925-424-1150) and talk to a librarian.
 - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> Click on **Library Visit Request**.

The library faculty, in collaboration with faculty, will design a library orientation that is tailored to the course and assignment objectives. Depending on the course objectives, a variety of resources and skills can be drawn on from the research toolkit including: database and web search strategies, brainstorm suitable topics and literature scan, proper documentation and citations, efficient use of OneSearch (online catalog), student success tools like Grammarly, etc.

In scheduling an orientation, it is important that faculty consider a timeline that includes having assigned and explained the research project's goals and requirements to your students in advance of attending the orientation. Students who know and understand their objectives will be engaged and ready to get the most out of the library session. Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library and remain with the students during the entire class period.

- **Library Classrooms:** The Library has two dedicated classrooms reserved for library orientations; 2003 (50 computers) & 2033 (43 computers). While priority is given to librarian-led classes, faculty may request the use of these rooms and computers as availability allows. Please review our classroom reservation policy at <http://www.laspositascollege.edu/library/faculty.php#anchorclassroom> (click on **Library Visit Request**)
- **Library Group Study Rooms:** Students and faculty may book the group study rooms for up to two hours a day. Faculty and staff may be able to reserve the group study rooms for a longer duration for administrative purposes or events (i.e. interview committees, off-campus guest, etc.) by special arrangement. Please view the [online booking service](#) by clicking on the yellow "Book Group Study Rooms" button from our library homepage for group study room information and availability.



- **Ask LPC Library** - For immediate assistance, live chat with a librarian 24/7, 365 days a year. An LPC librarian is on duty during the library's open hours and guest librarians monitor chat all other hours. Check the library website.
- **Research appointment with a Librarian** - Schedule a one-on-one appointment with an LPC librarian to get help with research assignments and projects.

- **Embed Librarian in online course:** Librarian embedded in one or more Canvas courses/sections to serve as consultant to students regarding library, research, and information literacy resources and skills.
- **Library Smartshops:** These are a series of workshops led by experienced library faculty on a variety of topics that are geared toward helping your students be better researchers.
- **Additional:** We have laptops and calculators available to students for check-out.

Logging into your Library account

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on OneSearch.
3. Click on My Account.
4. Type in your LPC W number.
5. Type in your Classweb password and click Sign In
6. After you sign in you have to click on your name in the corner and then "My account" again
7. Once you are signed in, you can view your checked-out items (loans), requests, fines and fees, and blocks/messages.

Viewing your checkouts and due dates

1. Log in to your account (see above)
2. Click on the **Loans** link.

Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Loans** link
3. Click on the **Renew** button to the right of each title you wish to renew

Please note whether or not the renewal was approved and the new due date!

Accessing Research Databases from Home

Choose a database and click on it. A box will appear on the screen. Login with your W number and your Classweb Password.

Please note: If you have any questions about the material presented in this handout or need any assistance, contact one of the librarians by phone (925-424-1150) or email: lpclibrarian@laspositascollege.edu. If you are not getting a response, you may contact the Library Coordinator, Tina Inzerilla, at 925-424-1158.

Library Covid-19 Addendum

This Covid-19 addendum describes some of the expanded and modified services available to students and faculty while the library is closed due to the shelter in place.

Here are the additional services for your students:

Closure Services for Students: <https://libraryguides.laspositascollege.edu/closureservices>

Here are the additional services for faculty:

- **Ask LPC Library** - For immediate assistance, live chat with a librarian 24/7, 365 days a year. An LPC librarian is on duty during the library's covered hours and guest librarians monitor chat all other hours. Check the library website.
- **Research appointment with a Librarian** - Schedule a one-on-one appointment with an LPC librarian to get help with research assignments and projects.
- **Embed Librarian in online course:** Librarian embedded in one or more Canvas courses/sections to serve as consultant to students regarding library, research, and information literacy resources and skills.
- **Library orientations** (both synchronous and asynchronous):
 - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> Click on **Library Visit Request**.

The library faculty, in collaboration with faculty, will design a library orientation that is tailored to the course and assignment objectives. Depending on the course objectives, a variety of resources and skills can be drawn on from the research toolkit including: database and web search strategies, brainstorm suitable topics and literature scan, proper documentation and citations, efficient use of OneSearch (online catalog), student success tools like Grammarly, etc. In scheduling an orientation, it is important that faculty consider a timeline that includes having assigned and explained the research project's goals and requirements to your students in advance of attending the orientation. Students who know and understand their objectives will be engaged and ready to get the most out of the library session. Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library and remain with the students during the entire class period.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

Computer Center

The Computer Center is located in Building 800, Room 803. It is an Open Lab for students to work on class assignments. Computers are available on a "first come, first served" basis to all currently registered Las Positas Students. Computer Center staff are there to help students use the technology in the lab and Blackboard online. Over one hundred computers, including five iMacs, are available to students. For a complete list of what is available please visit <http://www.laspositascollege.edu/computercenter>.

Computer Center Hours

OPEN:

Monday – Thursday	7:30 am to 9:30 pm
Friday	8:30 am to 3:00 pm

CLOSED:

Saturday & Sunday

School Holidays

*Hours may vary for Summer Session

**Center is closed for holidays and academic recess

Information Technology

See Technology Department, E-12.

Teaching and Learning Center, Room 2410

The Teaching and Learning Center offers access to, and training and support in, the following technologies: multimedia software, presentation software, a course management system, a web content management system, a student learning outcomes management system, and web accessibility techniques. Additionally, the TLC offers pedagogical training and support to faculty and staff who want to learn best teaching practices using technology -- whether to enhance a face-to-face class or to design a hybrid or fully online course.

Training is conducted on an individual basis and in workshop settings. To schedule an individual training session, call 925.424.1654. Workshops intended to increase technical and pedagogical skills are conducted throughout the year. Days and times of workshops are announced at the beginning of each semester, and they are open to faculty and staff of LPC.

Also see Instructional Technology, E-8.

Instructional Audio/Video Services

(Also Technology Department, E-10)

Instructional Services staff are available for assistance by phone, Zoom conference or in person. The available hours and phone number are the same as for Instructional Services: 424-1660. For more information visit the Technology Department Services web page at <http://www.laspositascollege.edu/technology/services.php>

Instructional Technology

The Instructional Technology Department provides technical and pedagogical support to faculty and staff who want to implement technologies for instructional purposes or who want to update their web sites. TLC staff trains and supports in the following: course management system software, third-party tools used with the course management system, web content management system software, and legal requirements for distance education, web accessibility techniques.

1. Teaching and Learning Center

Working mainly out of the college's Teaching and Learning Center, the Instructional Technology staff invites meetings and appointments, in addition to conducting workshops. Workshops will focus on technical and pedagogical skills that allow faculty and staff to integrate technology into their teaching, as well as for updating pages on the LPC web site.

Appointments are available for learning how to use the hardware and software in the TLC, how to use the course and web content management systems, how to increase your instructional design skills, and how to make your web content accessible to students with disabilities.

The TLC is located in Room 2410 in the Multi-Disciplinary Building and can be contacted by phone at (925) 424-1655.

2. Distance Education

Las Positas College's Distance Education program consists of a variety of online and hybrid courses to meet the needs of students in the community. Each semester, training is available in learning how to design, develop, and teach instructionally sound courses. Training is conducted both in a group setting in the TLC and online.

For more information about LPC's Distance Education program, consult the Online Learning web site at <http://www.laspositascollege.edu/onlinelearning>

Reprographic Services

The College provides mechanisms for production of materials/handouts. Account(s) will need to be established in order to utilize these services. To request the necessary account access, complete the form at

http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf and submit to your department. Once established, access information will be provided to you in your campus mailbox.

Copy Center

The Reprographic Center is located centrally on campus. Please use their services if you need *more than* 25 one-page copies. Copy jobs can be submitted electronically using Ricoh-Trac at <https://laspositas.ricohtrac.com/>. (It is always a good idea to convert your document(s) into a PDF format before sending to preserve the desired formatting.)

For more information on the College's Copy Center services please visit <http://www.laspositascollege.edu/copyservices/index.php>. The Copy Center can also be contacted directly by calling at (925) 424-1850 (ext. 1850 from on-campus) or by email copycenter@laspositascollege.edu.

Convenience Copiers

Convenience Copiers have been installed in various faculty areas (rooms: 260, 280, 803, 1067, 1824, 1856, 2331, 2411V, 4111, and PE 118) to assist with urgent reprographic needs. A unique access code is required to use the machines. Login and logout instructions as well as basic copier operating instructions are posted near each machine and on the website at: <http://www.laspositascollege.edu/copyservices/copiers.php>

Printing and Scanning to PDF

The College has made the conscience decision to conserve resources by down-sizing the fleet of printers and directing printing to the convenience copiers, or utilizing the Scan to PDF functionality. Instructions on how to use the convenience copiers to print or scan are posted near the copier and on the website at <http://www.laspositascollege.edu/copyservices/copiers.php>.

If you need assistance with using any of the convenience copier features, please contact the Copy Center staff at (925) 424-1850 (ext. 1850 from on-campus) to arrange a convenient time.

Guidelines for Copyright Material

Per Copyright Law of January 1, 1978 -An instructor may make multiple copies for classroom use not to exceed, in any event, more than one copy per student in a course provided that:

- ♦ The copying meets the tests of brevity and spontaneity.
- ♦ Each copy includes notice of copyright.

Definitions

1. **Brevity**
 - A. Poetry:
 - a) No more than 250 words
 - B. Prose:
 - a) A complete article, story, or essay if less than 2500 words.
 - b) An excerpt not to exceed 1000 words.
 - C. Illustrations:
 - a) One per book or periodical.
2. **Spontaneity**
 - A. The copying is at the inspiration of the instructor.
 - B. No more than one whole piece or two excerpts from one author; no more than three items from the same collective work or periodical volume during one term.

- C. No more than nine instances of copying for one course during one term.

Technology Department

The Technology Department at Las Positas College provides leadership, service and technical expertise to support student learning, enhance instruction, augment student support services and strengthen administrative processes. The department works to ensure that technology is used in accordance with the mission, vision, values and goals of the College and policies and procedures of the Chabot-Las Positas Community College District. For more information feel free to visit the Technology Department website at <http://laspositascollege.edu/technology/index.php>.

Computer Network Support

The College Computer/ Network staff administers and supports all campus servers; student, faculty and staff computers; as well as peripheral devices such as printers and wireless access points that are connected to the college network. The webpage at <http://laspositascollege.edu/technology/policies.php> highlights the policies and procedures for using the college computer/ network system.

Employee access to the college computer/ network system requires a user account(s).

The Technology Access Request form can be found at

http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf

The hardware standards for computer equipment can be found at <http://www.laspositascollege.edu/technology/computer-standards.php> ;

To request assistance with a computer hardware problem, use the web submission site at

<https://clpccd.service-now.com/>

To request instructional software updates in the computer classroom, submit a ServiceNow, Request Service, Computer Lab or Instructional Computers and Image Update. Please submit your request well in advance of the first day of the semester to allow adequate time to schedule the update process. If you need additional assistance, please call our help desk at 925-424-1660 (ext. 1660 from on-campus).

Instructional Systems

The College Instructional Systems staff takes responsibility for providing and support of the audio-visual equipment on campus, particularly in the classroom. For more information on the services provided by Instructional Systems Support please visit:

<http://laspositascollege.edu/technology/services.php>

An extensive inventory of audio-visual equipment is available to support your instructional needs. A listing of the standard audio-visual equipment that can be found in each classroom is on-line at <http://laspositascollege.edu/technology/classrooms.php> if your classroom does not provide the equipment you need, special arrangements can be made, with advance notice, by submitting a request at <https://clpccd.service-now.com/>

Please Note:

- Reserve equipment well in advance (at least 1 week);
- Please return equipment in a timely manner.

If you experience trouble with any of the audio-visual equipment please report it to the Instructional Systems staff as soon as possible at <https://clpccd.service-now.com/>

The Instructional Systems support personnel are also available to assist you with training and use of the audio/ visual equipment throughout the campus. To request training or duplication of media complete the web submission form at <https://clpccd.service-now.com/>

If you have additional questions visit our FAQs webpage at <http://laspositascollege.edu/technology/faqs.php> or contact the office at 925-424-1660 (ext. 1660 from on-campus).

Telecommunications

The Telecommunications staff oversee the operation of the campus phone system. This includes installation, programming and troubleshooting of end user phones, voice mail, call processing system, call distribution server, Enhanced 911 system and local and long-distance carrier services. If you are having trouble or questions with any of these applications contact 925-424-1640 (ext. 1640 from on-campus).

Phones

The desktop phone sets use digital technology and have many features. For information on using the more popular features please refer to <http://laspositascollege.edu/technology/telecommunications.php>

Campus Dialing

The on-campus phones utilize 4-digit dialing to any other campus phone, as well as for calls placed to offices at Chabot and the District Office.

To dial a number off-campus you must first access an outside trunk by dialing "8" then dial the seven-digit number. If you are calling a number in the 510 area code, dial 8-1-510-xxx-xxxx. Not all phones have access to dial off-campus for security purposes, so if you are having trouble dialing a number off-campus, contact the campus switchboard for assistance, "0". The switchboard will ask for the number to be dialed and information regarding the party being called. Please limit use of the phone system to College business.

Voice Mail

The campus phone system is set-up with voice messaging boxes for all faculty and staff including part-time faculty.

If you are a new hire complete the Technology Access Request form at http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf. For new and returning faculty, a voice mail instruction guide will be placed in your mailbox prior to classes beginning. This guide will provide you with your voice mail box extension, instructions on how to access and use your voice mail as well as how to record your greeting. If you are a continuing faculty member, your voice mail should remain intact as long as you have an assignment. Each voice mail box can hold 35 minutes of messages (new and saved) so be sure you check your box regularly and delete unnecessary messages. For more features and instructions visit <http://laspositascollege.edu/technology/voicemail.php>

Electronic Mail

The Chabot-Las Positas Community College District uses **Microsoft Exchange/ Outlook** as its e-mail communications software. To request an account complete and sign the

form at

http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf

and submit to your department. After your account has been established you will receive information on how to access and use your account. You may request to have your e-mail account forward messages to another personal account such as AOL or Comcast.

You may access your e-mail account from an off-site computer at

<https://mail.clpccd.org/owa/auth/logon.aspx> enter your user name and pass-code as noted in the information provided by ITS (Information Technology Services). If you need assistance contact 925-424-1715 (ext. 1715 from on-campus).

FULL-TIME FACULTY HANDBOOK

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SAFETY PROCEDURES

Be prepared for an emergency by knowing what to do before an emergency takes place. Review this section of emergency procedures and ask questions of Campus Safety personnel if you are unsure of what to do in a specific situation. Know the evacuation signal and check the evacuation map in your classroom.

Learn the location of the nearest campus telephone, emergency call-box or pay telephone. Memorize the emergency telephone number for Campus Safety from a college telephone (1699).

GENERAL PROCEDURE: In all emergency situations, the College Security Office must be notified. Dial Extension 1699 and give the security dispatcher full details of the emergency: Who, Where, etc.

For medical emergencies, contact the Security Office (Ext. 1699). Security Office will contact the Health Center.

GOOD JUDGMENT IS ESSENTIAL!

Hazardous Conditions

Faculty and staff members observing hazardous conditions in the buildings or on the grounds of the College should report the situation immediately to the Security Office by dialing Extension 1699.

Personal Injuries Requiring First Aid

Personal Emergency Alerts

Some students may have health problems which may become evident in a classroom or activity. It is suggested that, at the beginning of each semester or session, each instructor ask those students with such problems to alert and advise him/her of the fact. In this way, the instructor can be prepared to provide the necessary assistance in the event of an emergency.

How to Report [Personal Injuries Requiring First Aid

In cases where illness or injury incapacitates an individual's ability to care for himself/herself and when professional medical assistance is needed, use the nearest campus telephone, dial Extension 1699 and give full details to the officer. Emergency help will be summoned if needed. Call the Switchboard if unable to reach Security.

First Aid Procedures

1. Administer appropriate level of first aid and prevent further injury or discomfort (see Guidelines below).
2. When necessary, activate communication and transportation procedures to get the individual to professional assistance as quickly as possible.

Guidelines for First Aid

Three levels of first aid have been established as guidelines for use in meeting this College's responsibility for rendering assistance to persons who become ill or injured on this campus.

- In Level One injuries, the individual can care for him or herself. The College's responsibility is to provide basic first aid supplies (disinfectants, bandages, etc.) There is no report required.
- Level Two illness or injuries cause the individual to seek the aid or comfort of another person. The College's responsibility is to provide sources of assistance where the individual may rest, use a College telephone to call for family assistance, and/or obtain help with supplies for cleaning and covering a minor injury. A report to Security is required.
- In Level Three, a major illness or injury incapacitates the individual's ability to care for him or herself and makes it desirable or mandatory that s/he receive professional medical assistance. The College's responsibility is to provide communication and transportation assistance to get the individual to professional medical assistance as quickly as possible and to administer interim measures to comfort and protect the individual from further injury. A report to Security is required.

Fire

Activate the nearest fire alarm box or dial Extension 1699 on the nearest telephone and give details to the security dispatcher, or report to the Security Office in person.

EMERGENCY PROCEDURES

1. General Alarm

Intermittent sounding of alarm will continue until buildings are safe to re-enter.

2. Action

- A. All persons shall evacuate the buildings at the sound of the alarm.
- B. President and Vice Presidents report to Central Control at the Switchboard.
- C. Instructors shall close windows and doors and leave the room after the students.
- D. All persons must move at least 150 feet away from any building or covered walkway, and proceed to the closet parking lot.
- E. Assist physically disabled persons.
- F. Deans, or their representatives, must inspect assigned facilities and report to Central Control at the Switchboard either by telephone, dial "0" on the nearest campus telephone, or in person.
- G. Return to buildings only when advised that the emergency situation is over.

Drills System Check - The fire alarm system shall be tested periodically to ensure proper functioning. Such tests will be made at times when the least amount of disturbance to classes will occur, and faculty and staff will normally be notified in advance.

Drills - Fire drills may be held from time to time to acquaint and remind all personnel of the nature of the signal and procedures to be followed.

Bomb Threats

When a telephone message is received relating to a bomb threat, the following procedure will be followed:

1. Accurately record the message:
When
Where
Who
...etc.
2. If the threat is received by telephone, the Operator will attempt to continue conversation with the caller as long as possible, getting as much information as possible and listening for background clues, etc.

Action

1. In the case of a bomb threat, the individual receiving the call will immediately notify the Security Office. The President, Vice President of Student Services, and Vice President of Academic Services will report to Central Control at the Switchboard.
2. The Director of Safety and Security will be summoned to Central Control.
3. The ranking Manager present at Central Control will lead the assessment of the situation and direction of whatever action is deemed necessary and appropriate.
4. Upon the instructions of the ranking Manager, Security will alert the Police and/or Fire Department.
5. When necessary, the evacuation of classroom buildings will generally be coordinated by the Vice President of Academic Services.
6. Radio communication will be limited to receiving only. No transmitting shall take place due to the danger of activating a bomb, should one exist.

Earthquake

Action

1. Take immediate cover from falling debris and flying glass. Personnel should drop to the floor, using classroom furniture for protection against falling objects. Because building walls tend to fall outward, staff may seek the protection of inner walls, hallways, and doorways.
2. In the case of major structural damage, evacuate the building. Clear all structures by at least 150 feet.

3. In the case of fire, activate the nearest alarm box, dial "0" on the nearest campus telephone, or otherwise report the fire to Central Control at the Switchboard. Follow Emergency Procedure for Fire, above.
4. In the case of injuries, prevent further injury and give aid and comfort. Dial "0" on the nearest campus telephone contact the Switchboard Operator, or otherwise communicate with Central Control at the Switchboard.
5. Assist physically handicapped persons.
6. President and Vice Presidents report to Central Control at the Switchboard.
7. Managers will activate communications.
8. After earthquake tremors subside, buildings and campus environs will be assessed for damage and suitability for occupancy.

Explosions/Fallen Aircraft

Use the nearest campus telephone, dial Extension 1699, and give full details, or report to the Security Office in person.

Action

1. Assess the situation.
2. Guard against subsequent explosions.
3. Keep crowd away.
4. In the case of injuries, give aid and comfort, prevent further injury, dial Extension 1699 on the nearest campus telephone, and give a full report to the security dispatcher.
5. In the case of fire, activate the nearest alarm box or dial Extension 1699 on the nearest campus telephone and give details to security dispatcher.
6. President and Vice Presidents report to Central Control at the Switchboard.
7. Managers will activate communications.
8. When necessary, the evacuation of classroom buildings will generally be coordinated by the Vice President of Academic Services.

Civil Disaster	(General Alarm)
<u>For an Alert</u>	- Instructions from Central Control at the Switchboard.
<u>All Clear</u>	- Notification by Central Control.

Action

1. In the case of an alert, all classes will be dismissed and all personnel instructed to go home as quickly as possible. The College will be closed.
2. In the case of immediate danger:
 - personnel are to take cover;
 - whenever possible, darkening drapes are to be pulled;
 - instructions from Central Control are to be followed.
3. The Switchboard Operator will call the President, all Vice Presidents, all Deans, and the Business Manager. Each person notified will report to the Central Control.
4. The ranking Manager present in Central Control will lead the assessment of the situation and the direction of whatever action is deemed necessary and appropriate.
5. Managers will activate communications.

Civil Disorder: How to Report

Use the nearest campus telephone, dial Extension 1699 and give full details, or report to the Security Office, Building 1700, in person.

Action

1. The Switchboard Operator will call the President, all Vice Presidents, all Deans and all other appropriate Management personnel, who will report to Central Control at the Switchboard.
2. The ranking manager present in Central Control will lead the assessment of the situation and the direction of whatever action is deemed necessary and appropriate.
3. Managers will activate communications.
4. All personnel will be directed to leave the area of disorder. Persons are not to come or stay to watch.

Utility Failure

Using the nearest campus telephone, dial Extension 1699 and give full details, or report to the Security Office, Building 1700, in person.

Action

1. The security dispatcher will notify the Business Manager and Manager of Maintenance and Operations.
2. Block off the area of the gas leaks, fallen electrical lines, broken water lines.
3. Evacuate personnel from danger areas.
4. Keep crowds away.

Floods

Alerts will generally be received from civil defense or other governmental agencies in advance of such emergencies. Should flooding occur without warning, use the nearest campus telephone, dial Extension 1699, and give full details.

General Alarm

Messages will be relayed to all operational areas.

Action

1. When time permits, the campus will be closed and evacuated.
2. When time does not permit, all persons will move to high ground and await further instructions.
3. Physically disabled persons are to be given assistance.
4. Managers will activate assigned communication units.
5. President and Vice Presidents will report to Central Control or to an alternate location should that area be flooded.
6. When time permits, campus utilities will be shut down, and critical records, equipment, etc., will be moved to second floor locations.

Smog Conditions

Area smog conditions are given by the Bay Area Air Pollution Control District and relayed to the office of the Alameda County Superintendent of Schools. The latter office relays this information to the District.

There are four kinds of alerts:

Smog Advisory, Air Pollution Alert, Air Pollution Warnings, and Air Pollution Emergency.

Campus Alert Procedures:

When notification of smog conditions is received, the Switchboard will contact the following management personnel, who will in turn relay the information to the operational areas indicated:

- Vice President of Academic Services - Division Deans and other members of the Instructional staff.
- Vice President of Student Services - Members of the Student Services staff.
- Business Manager - Business Office, MIS, and Maintenance and Operations staff.
- President

Action in the event of smog advisory or alert:

1. Smog Advisory—In the event of a smog advisory, no specific action is required other than giving consideration to persons who have respiratory or cardiac problems. They should remain indoors and avoid unnecessary exertion.
2. Air Pollution Alert—In the event of an air pollution alert, the action for a smog advisory will be followed, and in addition, all outdoor activities may be curtailed. All personnel will be encouraged to eliminate all but essential use of their automobiles.
3. Air Pollution Warning—In the event of an air pollution warning, the action for the air pollution alert will be followed, and in addition, the College may be asked to comply with the directions of the Bay Area Air Pollution Control Officer, who may declare that the operations, services, and hours of business of all government, industrial, and commercial facilities shall be limited to the operations, services, and hours of business customarily maintained on Sundays. The College may be asked to close. Personnel will follow written directives from the Office of the President.
4. Air Pollution Emergency—In the event of an air pollution emergency, the action for the air pollution warning will be followed. In addition, a state of emergency may be declared by the Governor, the use of all motor vehicles, except for emergency use, will be prohibited, and any other action necessary will be taken. The College may be closed. Personnel will follow written directives from the Office of the President.

Security Services

A variety of security services are provided for Las Positas College students by members of the Campus security services on motorized patrol, foot patrol, and post patrol. These patrols are in constant radio communication and can summon other police departments if needed. Contact Switchboard (Dial "0") or Security Office 1699.

Escort Service

The College provides an escort service for students from buildings to the various parking lots. To request an escort, dial 1699 from any campus phone.

Buddy System - Students are encouraged to team up with fellow students who are returning to the same parking lot.

Emergency Phones

A telephone is located in each building except the following: 700 and 900. In case of an emergency, dial Extension 1699, and report the nature of the emergency. Remain calm, and remain on the phone until the operator asks you to hang up.

A security officer is on campus duty 7 days a week 24 hours a day. If you call 1699 and the officer is not in the office, the call will ring to a radio/telephone carried by the officer.

During closure hours, the campus is protected by a security officer as well as alarm systems. You must contact the on-duty officer as soon as you arrive on campus during those hours.

Emergency call boxes are also located in parking lots and near walkways on the inner campus. In the event of an emergency, push the button on the call-box. The on-duty security officer will be alerted as to which call-box has been activated and will attempt to communicate via the call-box while responding to your location.

The pay phones on campus are programmed to call Security when *16 is dialed. No money is required.

Parking

Faculty and staff may park in any of the campus parking lots. Take notice that certain parking spaces are reserved for college vehicles or have other restrictions for parking. All vehicles must be properly parked in designated spaces (between the white lines) and head in (do not drive through or back in). (Article 9K)

Driving or parking on any of the inner campus areas is restricted by special permit issued by Campus Safety. A special permit is also required for parking overnight on campus. Vehicles parked without the required permit may be cited and/or towed at the owner's expense.

The College issues parking permits to faculty and staff. The permits must be displayed on the rearview mirror or dashboard at all times to avoid the issuance of a parking citation. Temporary permits are available from the switchboard or Campus Safety for rented or borrowed cars, as well as for visitors to the campus.

Construction activities or special events may occasionally force temporary changes in parking arrangements.

For additional information, call Las Positas College Security Services, Extension 1690, or contact Office of the Director of Safety and Security, Building 1700.

FULL-TIME FACULTY HANDBOOK

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