



# Faculty Guide

Spring 2020



# Mission, Vision and Tiger Pride Values

## college mission

Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

## college vision

Riverside City College strives to provide excellent educational opportunities that are responsive to the diverse needs of its students and communities, and empowers both to be active participants in shaping the future.

## tiger pride values

**Tradition and Innovation:** We work collaboratively to develop flexible and creative solutions to meet the evolving needs of our community and embrace change while respecting our tradition and legacy of strong partnerships.

**Integrity and Transparency:** We promote an environment of trust by being honest, fair, transparent, and equitable. We honor our commitments to our students, staff, and communities.

**Growth and Continual Learning:** We commit to intellectual inquiry, reflection, professional development, and growth for all stakeholders. We adjust our teaching practices to provide equitable opportunities and outcomes and to encourage continual learning for our students, faculty, and staff.

**Equity-Mindedness:** We promote social justice and equity.

**Responsiveness:** We respond to the needs of our students and communities through engagement and collaboration.

**Student-Centeredness:** We create meaningful learning environments that value the strengths and experiences our students bring and that support students in developing and accomplishing their personal, education, and career goals.

*Approved by RCCD Board of Trustees on 01/21/2020*

Welcome to teaching and learning at Riverside City College.

The information in this guide is compiled to support the work of all faculty members at the College.

Faculty Development and the Office of Academic Affairs  
Riverside City College  
4800 Magnolia Ave. • Riverside, CA 92506

Revised Spring 2020

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## Part 1: Term Reminders

Thank you for reviewing the term reminders. These reminders are intended to summarize briefly the common activities associated with instruction. The reminders were primarily compiled for faculty new to RCC, though returning and seasoned faculty may also find these helpful. Additional information and details about these and other topics can be found in the remainder of this document.

### Before the term begins

Here are some simple reminders to consider as you finalize discussions with your department chair/division dean regarding tentative teaching assignments for upcoming terms.

**assessment of student learning outcomes**

Prior to each term determine the student learning outcome assessment projects planned in your discipline/department. Your full-time faculty discipline members, department chair, and/or the Riverside Assessment Committee (RAC) co-chairs can provide support.

**RAC co-chairs:**

Denise Kruiuzenga-Muro  
Associate Professor,  
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(951) 222-8618

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Assistant Professor,  
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Dean,  
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(951) 222-8148

**book order**

Some departments or programs establish a standard textbook adoption for certain courses. Check with your department chair about textbook adoption policies.

Textbook orders and orders for other required and for recommended materials can be submitted through the College Bookstore's (Follett) Online Adoption site:

[https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2084&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2084&langId=en_US)

You can also connect with the College Bookstore at [2084txt@follett.com](mailto:2084txt@follett.com)

**course syllabus**

- **CREATE** a syllabus for **EVERY** section that you teach.

Thank you for following college best practices when creating your syllabi. The inclusion of student learning outcomes from the current Course Outline of record is required.

- **PREPARE** an electronic and/or physical copy for all students.
- **ARCHIVE** your syllabi for all sections to Course Syllabi Repository by sending an electronic copy to your Instructional Department Specialist (IDS)

# Term Reminders

## ❑ **faculty e-mail account**

Please confirm that your professional e-mail address is functioning.

Thank you for using your professional e-mail address when communicating with students, staff, faculty, and administrators. It is CRITICAL to check this e-mail account regularly

## ❑ **keys**

The Instructional Department Specialist (IDS) can assist you in obtaining the appropriate key card or standard (physical) key. Key card access is required for the Math & Science Building, Nursing Building, and Wheelock Gym.

## ❑ **large group instruction**

RCC thanks you for providing access to students in your classes as is **pedagogically sound** within the **physical limitation** of your classroom. Within these parameters no additional permission is needed to enroll up to 89 students in your section. After consultation with your discipline and department chair, if you determine it is sound to enroll to 90+ students, e-mail the request to your Dean of Instruction; you will be informed if the enrollment can be mutually agreed upon.

## ❑ **parking permit**

Purchase your RCCD Parking Permit online via your [WebAdvisor](#) account <https://wa.rccd.edu/RCCD/RCCD?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8677351740>

## ❑ **safety**

Download the RAVE Guardian app to your mobile <https://www.rccd.edu/rave/Pages/index.aspx>

## ❑ **teaching (TA) approval**

Teaching Assignments (TAs) are approved electronically via your [WebAdvisor](#) account. Approval must be completed prior to first day of class.

## ❑ **unique considerations for new hires**

- Set up your RCCD voice mail  
Inquire with department IDS for current policy and/or instructions.
- Locate Faculty Mailboxes  
Faculty mailboxes are located in the Riverside Administration Support Center for general mail. Please contact your department chair and/or IDS for mailbox location within your department. All Associate Faculty will need to request a mailbox with the Riverside Administration Support Center.
- Obtain Copy Code  
Please see the department IDS for your copy code for small print jobs.

## Before the First Day of Class

Be prepared when you enter the classroom on the first day. Give thought to how you will manage student adds, maintain records of attendance, and assist our students who are sometimes overwhelmed and lost.

You will be able to access/print an accurate first-day roster and waitlist from [WebAdvisor](#) one-day before the first meeting of your class (NOT the start of the term). Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled. Printing hard-copies is highly recommended since the WebAdvisor system experiences high demand use during the beginning of the term. You may experience delays in executing your WebAdvisor requests should you attempt to access the system during your first class meeting.

- Print Attendance Roster from [WebAdvisor](#). A hardcopy detailing student attendance MUST be submitted at the end of the term.**
- Print wait list from [WebAdvisor](#).**
- Print add/authorization codes from [WebAdvisor](#).**
- Confirm that the required text that you ordered is in the bookstore (if not, please contact the store manager at 2084txt@follett.com)**
- Provide the library with a copy of your text to place on reserve, when possible.**
- Check your faculty mailbox in the Administrative Support Center for important notices.**
- Check your professional e-mail account. Consider developing an automated response to address common questions from students.**
- Thank you to full-time faculty for posting office hours on or next to your office door.**

The first week of class is always hectic, and reassurances from faculty and staff can go a long way towards helping students navigate the College.

The Office of Student Services has established a robust presence of Ask Me booths throughout campus for the beginning of the term. If you would like to be involved, please contact the Office of Student Services at (951) 328-3636 to volunteer for a booth or to obtain Ask Me stickers.



## First Day of Class Concerns

### Best practices and helpful hints for the first day of class.

#### ❑ add codes

- Add Codes become active on the first day of class.
- Best practice is to adhere to the Waitlist when adding students
- Make sure that you AND your students know the Last-Day-to-Add for your section. This information is available on [WebAdvisor](#).
- Our students need your classes. Thank you for distributing the Add Codes as soon as possible.
- It is strongly recommended that you record the student names associated with the add codes as you distribute them.

#### ❑ distribute syllabus to every student

- Make certain that students who add the section also receive the syllabus.
- Any modifications to the document during the term are best put in writing and distributed.

#### ❑ student e-mail

- Please encourage students to check their student e-mail regularly.

#### ❑ classroom conditions

- Thank you for refraining from moving desks or tables from room to room in order to add students. Though well-intentioned and in the spirit of trying to accommodate students, this disrupts the desk count in other classrooms.
- Thank you for leaving the Disabled Student seating in place. Every term this furniture is specifically placed as needed by the Disability Resource Center (DRC). If a student in your section requires DRC furniture and it is not currently in your classroom, notify DRC so that appropriate accommodations can be made.



## During the Term

### Stay on track.

#### ❑ assessment project

- As planned before the beginning term, thank you for engaging in any agreed upon assessment of student learning, and continuing discussion with your discipline members, department chair, and/or the Riverside Assessment Committee (RAC).

#### ❑ census

- Keep updating the names of students on your Attendance Roster until Census. Keeping track of who is officially enrolled will help you manage the adds into your course AND impress upon the students the importance of meeting the Last Day to Add deadline.
- Submit Census Roster on [WebAdvisor](#) by the deadline. Remember to drop No-Shows. This is a State Regulation.
- Reconcile any hard-copy of your Attendance Roster with [WebAdvisor](#) after the census. DO NOT allow unregistered students to attend your class.
- If you have TBA labs associated with your course, additional information is available in part 2 of this document.

#### ❑ instructor absence

- Please call your IDS to report your absence. If you cannot reach her/him by phone, leave a message and/or e-mail your IDS. She/he will need to know:
  - your name
  - course name
  - section number and/or day & time of class meeting
  - any message for your students
- The IDS will
  - “post your class” so that your students are aware that class is canceled
  - generate an Absence Affidavit for you to sign/submit upon your return
- Possible substitute instructor
  - thank you for refraining from making personal arrangements for a substitute
  - instead contact your department chair and division dean to explore possible arrangements

#### ❑ improvement of instruction (IOI)

- You will be notified early in the term if you are scheduled for improvement of instruction. All parts of the process must be completed.
- Part-time faculty, please note that if you are teaching multiple campuses within the District, you may still need to undergo an IOI for EACH college.

#### ❑ teaching availability

- Complete and submit an availability form when you receive it from your IDS. This does not guarantee an assignment (associate [PT] faculty) but lets us know your interest and availability.

# Term Reminders

## At the End of the Term

### Finish Strong.

- final exam**
  - Hold all final exams according to the RCC Final Exam schedule. The scheduled can be found at <https://www.rcc.edu/departments/Pages/Class-Schedule.aspx>
  
- grades**
  - Submit Grades on [WebAdvisor](#) by deadline
  - If you awarded an Incomplete Grade to a student, you MUST also submit an Incomplete Grade Contract on [WebAdvisor](#).
  
- hard copies of required documents**
  - Submit Attendance Rosters *and* Grades to your IDS.
  
- student learning outcomes (SLO) assessment**
  - Work with your discipline, department chair, and/or Riverside Assessment Committee representatives to appropriately submit results of assessments projects.

## Part 2: Instruction-related Details

The material presented in part 1 contained brief statements to assist faculty in getting a good start, staying on track, and finishing the term well. Part 2 of this document provides a more in-depth understanding of these topics as well as additional information to assist faculty with issues that arise related to instruction.

### Academic Freedom

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure. This aligns with CCR Title 5 section 51023 and standards established with the College's accrediting body; the alignment is evidenced by the adoption of [Board Policy 4030](#) which states:

“Academic Freedom, in its teaching aspect, is fundamental for the protection of the right of the teacher in teaching and of the student's freedom in learning. Academic professionals need the freedom to explore ideas that may be strange or unpopular, endeavors proper to higher education; while also maintaining the responsibility of related subject matter to the classroom. College and university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.”

### Assessment of Student Learning Outcomes

Assessment of the effectiveness of the delivery of course content and curriculum in community colleges is a state mandated activity with the objective of improving student success. Riverside City College is committed to evaluating the delivery of and quality of the content presented in our courses. As part of your responsibilities as an instructor of this college you are expected to participate in this assessment process. It is recommended that you familiarize yourself with this activity by exploring the [Riverside Assessment Committee's \(RAC\) Assessment Guide](#). Please check with your department chair for guidance on the assessment efforts happening in your department pertaining to the courses you are teaching.

## Book Orders & Required Course Materials

State regulations require that the College inform students of costs associated with their courses at the time of enrollment. RCC complies with this requirement through the bookstore. You will receive reminders in your RCC email account for textbook orders. It is extremely important that if you have textbooks adopted for your course, you provide that information to the bookstore prior to student registration or as soon as you have your assignment.

- ✦ Please provide information to the bookstore of required books, recommended books, and any supplies (i.e. calculators, scales).
- ✦ You must also inform the bookstore if you are using Open Educational Resources (OER) material or no text material at all, so they can provide that information to the students.
- ✦ Desk copies – the bookstore does not provide desk copies. Please talk to your Department Chair for the procedure in your department.
- ✦ RCC Bookstore will accept textbook adoptions via Google Form, email, or online.
  - ⇒ Google Form (<https://forms.gle/d2fyidnVop9P3Pzk7>)  
This is the best option if you use the same material each term as you can be added to our text rollover – we do the work for you!
  - ⇒ Email – please send your request to [2084txt@follett.com](mailto:2084txt@follett.com) or [Tammy.Wagonis@rcc.edu](mailto:Tammy.Wagonis@rcc.edu)
    - ✦ Online – Set up an account at [https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2084&langId=en\\_US](https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=2084&langId=en_US)
    - ✦ You will need to click the New?Register Here link.
    - ✦ The bookstore supplied password is 2084
- ✦ You are also welcome to drop by the bookstore with your textbook adoptions.

### Contact Information

Store Manager: Michael Felix, [2084mgr@follett.com](mailto:2084mgr@follett.com)

Course Materials Manager: Tammy Wagonis, [2084txt@follett.com](mailto:2084txt@follett.com)

Store Direct Line: 951-222-8140

## Breaks during class time & Passing Periods

- Classes are to be held for the entire scheduled instructional time. There is no “passing period” built into the scheduled class meeting time. Some meeting times are long enough so as to require one or more 10-minute break periods. This break time must be taken during the class meeting time and may NOT be accumulated in order to begin class late or end class early.
- Please refer to the chart below to determine the break time appropriate for your section. If you have any questions or concerns, please contact your Department Chair or Dean of Instruction.

Class meeting time per day		# of 10-minute Breaks
Minutes	Hrs : Mins	
50 to 95	00:50 to 01:35	NA
110 to 155	01:50 to 02:35	1
170 to 215	02:50 to 03:35	2
230 to 275	03:50 to 04:35	3
290 to 335	04:50 to 05:35	4
350 to 395	05:50 to 06:35	5

## Course Syllabus

### Standard Components

It is always a good idea to periodically touch base with your Department Chair about important syllabus details specific to your discipline.

The following list of syllabus components is not intended to be exhaustive or to replace faculty best practices. All syllabi should contain:

- Instructor contact information.
- Textbook information
- Clearly identified Student Learning Outcomes (Required) (Available from your Department Chair or in every Course Outline of Record in [CurricuNet](#))
- Grading details
- Course calendar detailing readings, assignments, class meeting dates, test dates, and Final Exam date and time

For classes that have TBA lab hours, syllabi must include statements addressing the following:

- The expected weekly attendance in lab
- The nature of the instruction occurring in the lab
- The physical location of the lab
- How the assignments in the lab factor into the grade for the course

# Instruction-related Details

## Important Statements

The omission of specific content can be a potential source of problems for instructors and students. Experience has shown that clear policy statements in your syllabus are of great help should misunderstandings arise with students. Please include statements in your syllabus about:

- ***Accommodation of Disabilities***

Such a statement is required. Here is a suggestion:

Riverside City College provides services to students with disabilities through the Disability Resource Center (DRC), located in the Charles A. Kane Student Services building, room 130. To request academic adjustments or services due to a disability, please visit the DRC or contact the DRC office at (951)-222-8060. A DRC counselor will confidentially review any educational limitations with you to determine what services you qualify for. Once your accommodations are approved through DRC, please bring your DRC Letter to Instructor to me so that I may facilitate your academic adjustments and services in class.

- ***Academic Honesty***

Academic Honesty, Plagiarism, Cheating, etc. This should include a statement not only about what constitutes plagiarism and/or cheating, but also a statement about the consequences to the student's grade for the test/assignment on which s/he demonstrated academic dishonesty. District policy on academic dishonesty is found in [board policy AP 5520](#) which is available on the [district website](#) and allows three options. The faculty member may:

- reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
- reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
- fail the student in the course if the weight of the test or assignment warrants course failure.

- ***Adding and Dropping the Course***

Adding this class suggested language:

Students adding this section will be provided with an add/authorization code. You are responsible for completing the add process before the deadline to add. Add codes can be processed and deadlines identified through MyPortal. If you fail to add the class by the deadline, you are not officially enrolled and college policy prohibits you from continuing to attend class.

Be aware that your failure to pay fees/fines, to document prerequisites, to clear academic holds, or to navigate personal problems may hinder you from adding this section. Please allow sufficient time to take care of these issues before the deadline to add.

Adding this course after the published deadline will require documentation of extenuating circumstances involving severe illness, accident, or death of a family member, and is subject to approval by the appropriate Dean.

The use of an add/authorization code issued to another student violates the Student Code of Conduct and will be referred to the Dean of Student Services for disciplinary action. ***The unauthorized use of an add code is grounds for removal from the course.***

Dropping this class suggested language:

You may withdraw from this course by the drop deadlines using MyPortal. Deadlines are available on MyPortal. If there is a hold restricting use of MyPortal for this purpose, you may bring a completed ADD/DROP card to the Admissions counter of the college and complete the process there. It is the student's responsibility to drop this class should s/he decide no longer to attend.

- ✦ ***Classroom Policies and Expectations of Student Behavior***

This should include policies on cellphone usage, common courtesy, eating and drinking in the classroom, appropriate language, proper classroom and online etiquette, etc. The Student Code of Conduct is [Board Policy 5500](#), which can be found on the District website and is listed under “Rights and Responsibilities” in the Student Handbook. The Student Handbook is accessible under the student portal of the RCC website.

- ✦ ***Course Policies***

A syllabus should include course policies on missed assignments or exams, attendance expectations, tardiness, and class participation. Thank you for remembering that attendance cannot be used as a component for assigning class grades. However, class participation may be considered and factored into established grading policy.

## **Submit copy of syllabi to Department Office (IDS)**

Every term the Department Offices archive syllabi for all courses taught at Riverside City College. This is critical for our students. Often times, when our students transfer, the four-year institution requires a copy of the syllabus from a course that the student took at Riverside City College. This is for matriculation purposes and a Course Outline of Record is unacceptable; the university wants to see the syllabus. This request often takes our students by surprise as they may not have saved every syllabus from every course that they took at community college. In addition, these documents assist us greatly in dealing with other issues that arise after the term has ended.

## **Field Trips**

Paperwork required for course-associated field trips must be submitted prior to the event. Contact your IDS for specific discipline requirements, deadlines, and paperwork. It is critical that you meet these deadlines or your request may be delayed or declined. A faculty travel request must be filled out and submitted to your IDS, who will obtain a travel number and proper signatures. This is mandatory so that faculty will be covered by liability insurance while off site.

## **Final Exam Schedule**

The Final Exam Schedule for Riverside City College can be found in the pdf of the Schedule of Classes. **DO NOT** change the meeting date/time or location of your Final Exam. If you believe that a change is warranted, contact your Department Chair/Dean to discuss the matter.

**Note: Riverside City College Final Exam schedule differs from the Finals Schedule at Moreno Valley College and Norco College.**

# Instruction-related Details

## Late Adds

Remind your students to process add codes on or **BEFORE** the **Last Day to Add** for your section. This date varies by section so check [WebAdvisor](#) or the Schedule of Classes for the exact date for your section.

If a student misses the **Last Day to Add**, a **Late-Add Petition** must be filed. Late-Add Petitions can only be submitted during the week immediately following the **Last Day to Add**. The forms require the signature of the instructor and the approval of the Dean of Instruction. The Dean of Instruction will not approve Late- Add Petitions unless the student falls into one of the following allowable conditions per Title 5:

- Illness – The student must prove s/he was ill or injured during the add period. The student must attach a note from a doctor, clinic, or hospital certifying illness and inability to add by the published deadline date.
- Accident – The student must attach a “true copy” of an original accident report from a police department, sheriff’s office, California Highway patrol, or other police agency. It is the student’s responsibility to explain how the accident prevented him/her from adding by the published deadline date.
- Death – The student must attach a copy of the death certificate and explain the relationship to the deceased.

It is the student’s responsibility to clear all impediments to adding/enrolling. The following reasons do not merit approval of a Late-Add Petition:

- Required assessments not completed
- Prerequisite not cleared
- Child care issues
- Inability to pay fees on time
- Financial or academic holds
- Class needed for graduation or transfer
- Lack of understanding or knowledge of class add deadlines or registration procedures

## Methods of Instruction

Riverside City College uses the Canvas learning management system as the basic platform for all online and hybrid classes. In order for a course to be offered using the Hybrid or Online method, the course **MUST** be approved to be offered using these methods through the curriculum approval process. Contact your department chair, Curriculum Committee representative or consult [Curricunet](#) if you have questions about whether a particular course has been approved for Distance Education.

In addition, RCC offers faculty the ability to use the Canvas learning management system for any course, allowing instructors to create an online gradebook that allows students access to their grades at any time, to post course-related documents and materials, and to leverage many features unique to the Canvas environment.

### PLEASE REMEMBER!

**If you are requesting a Canvas shell for a course that is neither Online nor Hybrid you may only supplement and not replace classroom seat time with online meetings or assignments. For example, a standard course instructor may not ask students to meet online in lieu of regular classroom meeting time but may offer an assignment online to be completed outside of regular classroom meeting time.**



## Canvas Requirements

All faculty who wish to utilize Canvas must first complete an approved training process through at least one of the following:

- Complete the Online Canvas Academy (OCA)
- Complete a face-to-face Canvas training session
- Show proof of training from another organization (must be approved)

More information can be found at the [Distance Education Faculty Training website](#).

## Canvas Course Shells

All Online (OL) and Hybrid (HYB) courses will appear automatically in Canvas.

All other course types require the instructor to manually request a Canvas shell via an Opt-In process in [WebAdvisor](#).

To Opt-In, an instructor must complete the following steps:

- Complete Canvas Training
- Log into [WebAdvisor](#) using your faculty login
- Click the “Distance Education Class Shell Opt-In” link in the Faculty Information section
- Opt-in by selecting the correct Term, checking the box next to your course, and choosing “Canvas” in the Services section

Once opted-in, course shells will appear in Canvas within 2 to 4 hours.

More information can be found at the [Distance Education website](#).

## Prior-Term Course Content

All previously taught courses will have their most recent prior-term content automatically copied into the new course.

The following course attributes must match to identify a previously taught course within the last year:

- Course Name/Number: eg ENG-1A
- Faculty Name
- Instructional Method: eg HYB, OL, WE, etc  
e.g. John Smith’s 19SPR ENG-1A (HYB) course content will be automatically copied to John Smith’s 19SUM ENG-1A (HYB) course.

If you require prior content from an alternative course to be copied to your upcoming course, please fill out a Course Content Copy form.

## Merged Courses

Courses and sections that have been merged in Canvas allow an instructor to define course content once for all entries in the merged group. Courses that have been cross-listed in Colleague by your IDS will automatically be merged in Canvas. If you wish to merge additional courses in Canvas, you may submit a Course Merge form.

# Instruction-related Details

## Required Documents

Pursuant to Title 5 Section 59025, records relating to attendance and FTES are classified as Class 3 Records and are records basic to audit. These records include Attendance Rosters, Census Rosters, and Grade Rosters.

Many tools are available for faculty in [WebAdvisor](#) to assist in maintaining and reporting this critical information.

Faculty Information	TA - Term Assignments
<a href="#">My To Do List</a> <a href="#">My Class Schedule / Deadlines</a> <a href="#">My Class Profiles</a> <a href="#">My WebAdvisor Profile</a> <a href="#">Search for Classes</a>	<a href="#">Adjust Office Hours</a> <a href="#">Chair Office Hours</a> <a href="#">Assignment Processing Dates</a> <a href="#">Term Assignments - Chair</a> <a href="#">Term Assignments - Dean</a> <a href="#">Term Assignments - Faculty</a> <a href="#">Term Assignments View</a> <a href="#">Approval Reassignment - Chair</a> <a href="#">Approval Reassignment - Dean</a> <a href="#">Term Assignment History</a> <a href="#">Term Assignments YTD Totals</a> <a href="#">Pay Per Course Payroll By Term</a>
Instructions/Tutorials/Forms	Other Services
<a href="#">Term Assignment Workflow Video</a> <a href="#">Email Filter</a> <a href="#">Email Filter (web)</a> <a href="#">Faculty Web Forms (pdf)</a> <a href="#">Authorization Code Video</a> <a href="#">Attendance Roster Video</a> <a href="#">Excel Roster Video</a> <a href="#">Student Grade Change Video</a> <a href="#">Early Alert Video</a> <a href="#">Incomplete Grade Contract Video</a> <a href="#">Video Help</a> <a href="#">Class Roster (Excel Template - Portrait)</a> <a href="#">Class Roster (Excel Template - Landscape)</a> <a href="#">FERPA Tutorial</a> <a href="#">Online Planning Sheet Overview</a> <a href="#">Virtual Access Direct Gateway</a> <a href="#">Virtual Access Direct Gateway Download</a> <a href="#">Wireless Network - RCCD iNet</a>	<a href="#">Purchase Staff Parking</a> <a href="#">Secure RCCD Notifications</a> <a href="#">Order Textbooks</a>
<b>attendance roster</b>	User Account
	<a href="#">What's My User Name?</a> <a href="#">Change Password</a> <a href="#">What's my RCCD Email Address?</a>
Faculty Rosters	
<a href="#">Class Rosters</a> <a href="#">Authorization Code Inquiry</a> <a href="#">Census Roster</a> <a href="#">Census Roster Inquiry</a> <a href="#">Census Roster Hours Update</a> <a href="#">Drops (NoShow / After Census)</a> <a href="#">Lab Attendance Roster</a> <a href="#">Grade/Pos Attendance Rosters</a> <a href="#">Grade/Pos Attendance Inquiry</a> <a href="#">Positive Attendance/TBA Hours Update</a> <a href="#">Student Grade Change</a> <a href="#">Incomplete Grade Contract</a> <a href="#">Early Alert Roster</a> <a href="#">Early Alert Inquiry</a> <a href="#">Waitlist Roster</a>	<b>census roster inquiry</b> <b>census roster hours update</b>

## Attendance Rosters

At the end of each semester, hard copies of attendance rosters must be submitted to the Department Office (IDS) for every section taught. For convenience, **Excel-based templates** are available from the Faculty Menu on [WebAdvisor](#) along with a tutorial detailing how to download and import an Excel file of your class roster.

You will be able to print an accurate first-day roster one day before start of your class. Before that time, enrollments may change as students remove themselves or are removed from your roster and qualified students from your waitlist are enrolled.

## Census Rosters

Census rosters are due within five days of the census date listed in [WebAdvisor](#).

Use these rosters to record active, inactive and no-show students. Check the census roster carefully against your attendance records and drop all “no-show” students. Students whose names do not appear on the Census Roster are not officially enrolled in the class and may not attend class.

### Census Rosters and Classes with TBA Lab Hours

Most of these sections use CI Track to document attendance for lab hours. If your section is linked to CI Track, the hours that your students have completed in lab will appear in the **Census Lab Hours** column of the Census Roster.

Hours of attendance logged in CI Track serve as evidence in the case of an audit. However, if you have documentation (evidence) that the Lab Hours pre-loaded in [WebAdvisor](#) from CI Track are in error, you may correct the value in the Census Lab Hour cell on this screen. All documentation (evidence) in support of these corrections **MUST** be submitted to the Office of the Dean of Instruction immediately after you submit your Census Roster. This will serve as institutional evidence in case of audit.

Please note: the requirements for student attendance in the TBA instructional Labs associated with your section **MUST** be clearly detailed in your course syllabus. If you have any questions about TBA instructional labs associated with your course, please contact your Lab Coordinator or Department Chair. The Dean of Instruction is also available to respond to any questions you may have. For classes in CIS, CSC, ENG, ESL, REA, WL, and other courses that have TBA lab hours, the course syllabi must clearly state the nature of the instruction occurring in the lab, the required weekly attendance in the lab, the physical location of the lab, and how the assignments in the lab factor into the grade for the course.

### Census Rosters Inquiry

The **Census Roster Inquiry** is available as a menu choice in [WebAdvisor](#) under Faculty Rosters. Use this to confirm the submission of your Census Report and to print it for your records.

### Census Rosters Inquiry and Classes with TBA Lab Hours

For classes with associated TBA lab hours, the Census Roster Inquiry will detail the number of reported lab hours for each student as of Census. If you discover you have made an error in reporting lab hours at Census, you may correct your error using the **Census Roster Hours Update** option.

## Census Roster Inquiry

Please **print this page** and keep for your records

Class Name CIS-1A-13776  
Title Intro to Comp Info Sys  
Location  
Term  
Instructor

ID	Student	Census Status	Lab Hours
	Aguilar, Stephanie P.	Active	2.4
	Anderson, Arnold K.	Active	2.4
	Candia, Jorge E.	Active	5.5
	Chavez, Gustavo	Active	2.4
	Corado, Lili	Active	2.3
	Diaz, Tatiana G.	Active	2.8
	Dixon, Terrienne L.	No Show***	
	Fields, Aaron M.	No Show***	
	Garcia, Ramiro C.	Active	5.3

# Instruction-related Details

## Census Roster Update and Classes with TBA Lab Hours

For sections with TBA Lab Hours, faculty may update the Lab Hours reported at Census after submitting the Census Roster. You may do this ONE TIME only.

### Census Roster Hours Update

**NOTE:**

- State regulations require that RCCD report at least 1 hour of attendance for each active student as of census who was enrolled in a census class with TBA hours.
- Hours updated on this form can only be updated once per section.

**IMPORTANT:** Hours reported must be supported by appropriate evidence.

Class Name CIS-1A-43776  
Title Intro to Comp Info Svs  
Location Riverside City  
Term Fall 2013  
Instructor Faculty Member's Name

ID	Student	Status	Census Lab Hours
	Aguilar, Stephanie P.	Add	2.4
	Anderson, Arnold K.	Add	2.4
	Candia, Jorge E.	Add	5.5
	Chavez, Gustavo	Add	2.4
	Corado, Lili	Add	2.3
	Diaz, Tatiana G.	Add	2.8
	Dixon, Terrienne L.	Add	
	Fields, Aaron M.	Add	

*Note: After State Reporting has been finalized, you will no longer be able to access this option for sections offered during this term.*

## Grade Rosters

Grade Rosters are due at the end of the term and are submitted on [WebAdvisor](#). If you assign an Incomplete Grade, you must also submit an [Incomplete Grade Contract](#) for each student with an INC grade.

Remember, an INC grade will be reported as IF, ID, etc. The first letter indicates the Incomplete grade and the second letter indicates the grade to which the INC will revert if after one calendar year the student fails to complete the requirements set forth in the INC Contract.

Incomplete grades are awarded at the discretion of the faculty member. They should be assigned only if it is beyond the deadline for the student to drop with a W and the student can document an extenuating, unforeseeable circumstance preventing him/her from completing the semester.

### Faculty Information

[My To Do List](#)  
[My Class Schedule / Deadlines](#)  
[My Class Profiles](#)  
[My WebAdvisor Profile](#)  
[Search for Classes](#)

### Instructions/Tutorials/Forms

[Term Assignment Workflow Video](#)  
[Email Filter](#)  
[Email Filter \(web\)](#)  
[Faculty Web Forms \(pdf\)](#)  
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[Class Roster \(Excel Template - Portrait\)](#)  
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[FERPA Tutorial](#)  
[Online Planning Sheet Overview](#)  
[Virtual Access Direct Gateway](#)  
[Virtual Access Direct Gateway Download](#)  
[Wireless Network - RCCD iNet](#)

### Faculty Rosters

[Class Rosters](#)  
[Authorization Code Inquiry](#)  
[Census Roster](#)  
[Census Roster Inquiry](#)  
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[Drops \(NoShow / After Census\)](#)  
[Lab Attendance Roster](#)  
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— faculty rosters

— incomplete grade contract

### TA - Term Assignments

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[Approval Reassignment - Dean](#)  
[Term Assignment History](#)  
[Term Assignments YTD Totals](#)  
[Pay Per Course Payroll By Term](#)

### Other Services

[Purchase Staff Parking](#)  
[Secure RCCD Notifications](#)  
[Order Textbooks](#)

### User Account

[What's My User Name?](#)  
[Change Password](#)  
[What's my RCCD Email Address?](#)

# Instruction-related Details

## Grade Rosters and Classes with TBA Lab Hours

For sections with TBA Lab Hours, faculty are able to view the Total Lab Hours completed by each student for the course. Along with the completed work from regularly scheduled weekly labs, this information will assist the faculty member in determining the contribution of the lab hours to the overall grade in the course.

In addition, the hours reported at Census are provided for final review.

If the Census hours need to be corrected, you may adjust the hours using the Census Roster Hours Update link from the [WebAdvisor](#) menu.

You may only correct hours if you have documentation (evidence) that the Lab Hours previously reported are in error. All documentation (evidence) in support of these corrections **MUST** be submitted to the Office of the Dean of Instruction immediately after you submit the Census Roster Hours Update. This will serve as institutional evidence in case of audit.

**NOTE:**

- The "Lab Hours" column reflects total hours the students completed in the lab for the term.
- The "Census Hours" column reflects hours the students completed in the lab up to the census date.
- If the "Census Hours" are less than 1.0 contact hour (.83) lab attendance, the District does not receive compensation for any lab hours the student completed.
- If the hours listed in the "Census Hours" column are less than 1.0 and the student has successfully completed the class, please verify with the student that the hours listed are correct.
- If hours need to be adjusted, they can be adjusted on the "Census Roster Hours Update" link in WebAdvisor.

**IMPORTANT:** All hours reported must be supported by appropriate evidence.

Class Name SPA-4-47886  
Title Spanish 4  
Location Riverside City College  
Term Fall 2014  
Max Lab Hours 18.00  
Instructor Dr. Kathryn E. Kelly

ID	Student	Grade	P/NP/AU	Lab Hours	Census Hours	Status	Credits
	Student A			17.6	2.08	New	5.00
	Student B			11.9	1.44	New	5.00
	Student C			19.1	2.07	New	5.00
	Student D			19.8	2.34	New	5.00

## Grade Rosters and Classes with Positive Attendance Lecture and Lab Hours

Sections that do not meet the criteria for typical scheduling must be reported as Positive Attendance courses. For these sections, hours of attendance must be reported. Many of these sections have both a Lecture and a Lab component, so that is the example used below.

For sections that require the reporting of Positive Attendance hours, the Grade Roster must be submitted in [WebAdvisor](#) at the end of the term will appear as follows:

For every student, you will enter a grade, the hours that the student attended lecture (Lecture Hours), and the hours that the student attended lab (Lab Hours). The lecture and lab hours will be pre-loaded with the maximum hours possible. It is your responsibility to reduce the hours for each student based upon his/her absences during the term.

**Grade Pos. Att. Lecture/Lab Roster**

**NOTE:**

- Please change the default lecture hours to reflect the actual hours the student attended.
- Lab hours can also be adjusted if listed incorrectly.
- Hours should not exceed the maximum hours for the instructional method.
- Twenty-four hours should be entered (24 or 24.0). Fractions of an hour should be entered (24.3) etc...

**IMPORTANT:** Hours reported must be supported by appropriate evidence.

Class Name  
Title  
Location  
Term  
Max Lecture Hours  
Max Lab Hours  
Instructor

ID	Student	Grade	P/NP/AU	Lecture Hours	Lab Hours	Status	Credits
				27.00	0.0	New	1.50
				27.00	0.0	New	1.50

Check to confirm all grades/positive attendance have been appropriately entered.

**SUBMIT**

It is critical that during the term you maintain accurate records of student attendance in BOTH the lecture and the lab portion of the course. The hard-copy of your attendance record IS the official documentation required and should be submitted to Admissions & Records at the end of the term. Make certain that you have clearly indicated attendance for every student for every day the class met. If you were absent, then all students lose those hours of attendance for that day.

Contact your Department Chair or the Dean of Instruction with any questions.

## Grade Rosters Inquiry

Instructors can confirm that grades and (if appropriate) TBA hours or Positive Attendance hours have been submitted by clicking on the **Grade/Pos Attendance Inquiry** option in the Faculty Menu on [WebAdvisor](#):

## Grade Rosters and Positive Attendance Updates

If a correction needs to be made to a student grade, you may use the Student Grade Change option on [WebAdvisor](#).

If a correction needs to be made to the Positive Attendance hours submitted, you may do so by using the Positive Attendance/TBA Hours Update option. If you update the Positive Attendance hours, please resubmit an updated hardcopy of the Attendance Roster to the Instructional Department Specialist (IDS). It is critical that the hardcopy of the Attendance Roster documents and supports the hours of attendance that you have reported on [WebAdvisor](#).

# Instruction-related Details

## Faculty E-mail

You must routinely check your RCC e-mail accounts. Reminders about time-sensitive activities related to your contract (TA approvals, Census deadlines, etc.), updates from Admissions & Records, and communication from department and administrative offices are routinely sent to you via this account. Your timely monitoring is critical to the communication within the district and at our college.

## FLEX Obligations and Opportunities

RCC participates in the Flexible calendar program. Therefore, by law and negotiations with the RCCDFA, Full-Time faculty are required to spend 24 hours per year and Associate Faculty may be compensated up to 3 hours per year (from July 1-June 30) in professional development activities.

Those activities, according to the California state flexible calendar policy, must fall into at least one of the following categories:

- course instruction and evaluation;
- staff development, in-service training and instructional improvement.
- program and course curriculum or learning resource development and evaluation;
- student personnel services;
- learning resource services;
- related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
- departmental or division meetings, conferences and workshops, and institutional research;
- other duties as assigned by the district;
- the necessary supporting activities for the above

These hours may be satisfied by one or more of the following activities:

- Attending mandatory college day or district day events
- Attending on-campus workshops, presentations, meetings and/or events that have been approved as a FLEX event by the faculty development committee
- Participating in off-campus activities such as conference attendance, course redesign, or discipline- related activities.

Discipline-related activities should

- be activities that are directly or indirectly related to the subject(s) taught
- result in improved knowledge in one's field
- be based on a topic that can be incorporated into courses taught to improve student learning

For instance, a faculty member in the Art department could attend an art exhibit. A faculty member in biology could attend a talk at the Long Beach Aquarium about climate change.

Off-campus activities require completion of an individual flex plan with department chair approval before attendance of the event.

For full-time faculty individual flex plans are completed in the Flex Track system ([www.academic.rcc.edu/cte](http://www.academic.rcc.edu/cte) and click on [Flex Tracker](#)). It is also required that you provide evidence of your activity upon completion.

For associate (part-time) faculty, up to 3 hours of FLEX can be reported in the etrieve system using the Single Sign-on Portal ([go.rccd.edu](http://go.rccd.edu))



## Glenn Hunt Center for Teaching Excellence

At Riverside City College, the Glenn Hunt Center for Teaching Excellence has a variety of resources for faculty to utilize while pursuing their professional development activities.

There are many workshops held in the Hunt Center monthly on various topics. We also offer a quiet place to prepare for class and grade assignments. Faculty may also use the Faculty Workroom in Quad 117.

The Hunt Center has a variety of equipment at your disposal, such as SCANTRON machines, computers, printers, a small refrigerator and microwave. We also have a supply of “scratchers” (AKA Instant Feedback Forms) as well as meeting rooms. Equipment available for checkout includes laptops, document cameras, video cameras and LCD projectors. There is also a library of books and audio books donated by faculty and others. (We welcome new donations to add to this collection). More information is available from the “Resources” menu on the right side of the Faculty Development webpage <http://www.rcc.edu/facultydev/Pages/cte.aspx>.

### **Access to the Glenn Hunt Center**

Location: Salvatore G. Rotella Digital Library, Fourth Floor.

Hours staffed: Monday-Wednesday: 12 pm-5 pm

Thursday: 12 pm-4:30pm

Faculty may obtain an access code from the Library Circulation Desk, Second Floor, for additional access during non-staffed hours.

### **Contact Information:**

Faculty Development Coordinator: Tammy VantHul

Email: [Tammy.VantHul@rcc.edu](mailto:Tammy.VantHul@rcc.edu)

Faculty Development Administrative Assistant: TBA

Email: TBA

Faculty Development Phone: (951) 328-3653

# Instruction-related Details

## Teaching Assignment (TA) Approval Process

Teaching Assignments are approved via [WebAdvisor](#). Once you as the faculty member and the department chair have tentatively worked out which class(es) you will teach, the IDS generates a TA for you. During an approval period, new and modified TAs enter the [WebAdvisor](#) queue to be approved, first by the department chair, then by the Dean of Instruction, and finally by the faculty member. When a TA is ready for you to review and approve or deny, you will receive an automated e-mail delivered to your college/district e-mail address. It is important to approve/deny your TA by the deadline stated in the e-mail. Pay close attention to the term; some months you may have multiple TAs to approve.

If there is an error on your TA, please contact your IDS before approving or denying your assignment.

## FAQs about TA Approvals

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### Instructions/Tutorials/Forms

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[Wireless Network - RCCD iNet](#)

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[Term Assignment History](#)  
[Term Assignments YTD Totals](#)  
[Pay Per Course Payroll By Term](#)

**assignment  
processing Dates**

### Other Services

[Purchase Staff Parking](#)  
[Secure RCCD Notifications](#)  
[Order Textbooks](#)

### User Account

[What's My User Name?](#)  
[Change Password](#)  
[What's my RCCD Email Address?](#)

**Q: When is my TA approval period?**

A: Approval periods are approximately during the 10th of each month. Specific dates for each month are available in [WebAdvisor](#).

To find the dates:

- log onto [WebAdvisor](#)
- from the Main Menu CLICK on Faculty – Click Here from the Faculty Menu in the lower right quadrant labeled TA-Term Assignments
- **CLICK Assignment Processing Dates**

Month	Chair Start	Chair End	Dean Start	Dean End	Fac. Start	Fac. End
11	11/10/19	11/14/19	11/10/19	11/15/19	11/10/19	11/16/19
12	12/10/19	12/13/19	12/10/19	12/14/19	12/10/19	12/15/19
01	01/10/20	01/17/20	01/10/20	01/18/20	01/10/20	01/21/20
02	02/10/20	02/13/20	02/10/20	02/14/20	02/10/20	02/15/20
03	03/10/20	03/15/20	03/10/20	03/19/20	03/10/20	03/20/20
04	04/10/20	04/16/20	04/10/20	04/17/20	04/10/20	04/16/20
05	05/10/20	05/15/20	05/10/20	05/16/20	05/10/20	05/17/20
06	06/10/20	06/17/20	06/10/20	06/18/20	06/10/20	06/19/20

**Q: I approved my TA last month. Why do I have to approve the same TA more than once?**

A: The quick answer is that it is not the same TA... something is different about it. If there is a change made in your TA, the new TA will need to be reviewed and approved. This is nothing new... it happened back in the pen & paper approval process days as well.

**Q: Do I have to approve a TA every month?**

A: No. There may be months in which no TA approval is needed. Before the term begins, you will obviously be approving the TA for the upcoming term. If nothing on your TA changes, that should be it. However, see the above question.

**Q: Will I ever have a TA from more than one term to approve during the same month?**

A: Possibly. This can happen especially during months at the end of an intersession and before a primary term. So always be mindful of the Term that is indicated in the automated e-mail notification.

*Please note that while you will receive an automated e-mail requesting your approval that there is an order of approval it must pass before the system will allow you to submit your approval.*

## Part 3: College Support Services

Some information about the college is relatively constant. This section summarizes this information. Please contact your department chair or the Dean of Instruction if you have any questions.

### CalWORKs Program

Workforce Preparation offers the CalWORKs program, funded through the Chancellor's office of the California Community Colleges. CalWORKs was designed to promote self-sufficiency through employment and education. The population that is eligible to receive services via CalWORKs is TANF (Temporary Assistance for Needy Families) recipients with minor children. For detailed information, see [CalWORKs](#) on the [RCC website](#).

### Riverside Administrative Support Center

The [Riverside Administrative Support Center](#) (RASC) provides the following services for faculty:

- faculty mailboxes
- copier access
- parscore grading
- faxing
- computer
- District and campus mail services
- copying (hard copies of Copy Requests can be dropped off in the RASC (located in BE 110) or e-mailed to [rivadminsupport@rcc.edu](mailto:rivadminsupport@rcc.edu). Copy requests using more than 500 pages will be sent off-site for processing and require at least four working days to process.)

### College Safety and Police

**IN AN EMERGENCY CALL 911 or CALL RCCD SAFETY AND POLICE DISPATCH at (951) 222-8171 OR 222-8172.**

The College has 24-hour coverage.

If you or any of your students would like to be escorted to your vehicles after dark, notify Dispatch at (951) 222-8171 or (951) 222-8172.

Be advised that RCCD officers will ticket for moving violations on and near the college.

## Disability Resource Center (DRC)

Riverside City College provides services to students with disabilities through the [Disability Resource Center](#) (DRC), located on the first floor of the Charles A. Kane building. Students that require academic accommodations due to a disability should be directed to visit the DRC or contact the staff at 222-8060. A DRC staff member will confidentially review student concerns to determine any required accommodations. Once accommodations are approved, you will be contacted with information on how to serve the needs of the student.

### Contact Information

Riverside City College DRC

4800 Magnolia Ave Riverside CA, 92526

General Phone: (951) 222-8060

Location: Charles A. Kane Building, First Floor.

## EOPS / CARE

Our mission is to provide effective support services, but most of all to assist educationally disadvantaged students in reaching their educational goals. [Extended Opportunity Programs and Services](#) (EOPS) is a student support program implemented and funded by the State of California (as per Title V) to help recruit, retain, and assist the academic success of low-income and educationally-disadvantaged students by providing them with the tools and resources for achieving a higher education.

Contact Information: Phone (951) 222-8045

Location: Charles A. Kane Building, Second Floor

# College Support Services

## Riverside Technology Support Services (TSS)

The Riverside City College [Technology Support Services](#) department provides and maintains the audio and visual technology, equipment, and services to support your courses.

For information, please visit the Riverside TSS web page at <http://www.rcc.edu/tss/Pages/tss.aspx>.

You must receive instructional media training prior to being issued media keys. Please contact TSS personnel at (951) 222-8511 or [rimc@rcc.edu](mailto:rimc@rcc.edu)

For IT support please submit a Help Desk ticket. Email: [helpdesk@rccd.edu](mailto:helpdesk@rccd.edu)

Services provided (most services require 48 hour notice):

*Time notification requirement may vary depending on type and volume request*

- \* Assisted Listening Systems
- \* CD/DVD Duplication\*
- \* Document Scanning\*
- \* Equipment Installation & Maintenance\*
- \* Instructional Laptops for Checkout
- \* Media Equipment Tutorials
- \* PA/AV Setups
- \* Photography/PowerPoint Presentation Assistance\*
- \* Streaming Video\*
- \* Technical Assistance with Media Equipment
- \* VHS to DVD and Cassette to CD conversions\*
- \* Video Production (2 weeks notice required)\*
- \* Video Conferencing\* Location

Digital Library, First Floor

### Contact Information Riverside TSS

4800 Magnolia Ave,

Riverside, CA 92506

General Phone: (951) 222-8511

E-mail: [rimc@rcc.edu](mailto:rimc@rcc.edu)

Henry Bravo TSS Manager (951) 222-8513 or [Henry.bravo@rcc.edu](mailto:Henry.bravo@rcc.edu)

If you experience problems with LCD projectors/screens, overhead projectors, microphones, document cameras, A/V touch panels, assisted listening systems, LCD/LED displays, or any other media equipment, please contact IMC at (951) 222-8511 or e-mail [rimc@rcc.edu](mailto:rimc@rcc.edu)

For computer software or network problems, contact the Helpdesk at (951) 222-8388 or [helpdesk@rcc.edu](mailto:helpdesk@rcc.edu)

## Classroom Security

All faculty are provided with key access to the classroom(s) in which they teach and to the instructor workstation. Contact your IDS if you have questions and/or concerns

**After your class is over (and if the next instructor has not yet arrived), please clear the room of students and lock the classroom door before you leave.**

## Library

### Hours of Operation

Monday – Thursday: 7:30 am to 8 pm

Friday: 7:30 am to 4 pm

Saturday: 11 am to 4 pm

### Contact Information

Circulation: (951) 222-8651

Reference: (951) 222-8652

Email: [library@rcc.edu](mailto:library@rcc.edu)

### Services

- Please visit The Digital Library's Homepage at [library.rcc.edu](http://library.rcc.edu) for current information and services.
- Reserve Textbooks: Textbook may be placed on reserve at the reference desk. It is up to the individual faculty to provide a copy of the textbook.
- Electronic Databases LAMP is also available at [library.rcc.edu](http://library.rcc.edu)

## Tutorial Services

Tutorial Services is found on the second floor of the Martin Luther King Building (MLK).

For information: <http://www.rcc.edu/services/tutoring/Pages/TutoringHome.aspx>

## Veterans Services

Your rosters will indicate (V) if a student is a veteran. VA-related concerns should be referred to a Certifying Official at the [Veterans Services Office](#) in the Charles A. Kane Building, First Floor.

### Contact Information

- General Contact Number: (951) 222-8607.
- Contact Number for student questions regarding pay, the Certificate of Eligibility, or VA Benefits: 1-888-GIBILL1 (1-888-442-4551).

# Directory of Services and Support



## Fall 2019 Directory of Services and Support

### **Student Success and Support Services**

<https://www.rcc.edu/AcademicSupport/Pages/Academic-Support.aspx> AND

<http://www.rcc.edu/AcademicSupport/studentsuccess/Progcomp/Pages/Program-Components.aspx>

- Center for Communication Excellence (CCE) - MLK Rm 221, 951-222-8635
- Counseling - 2<sup>nd</sup> floor of CAK, 951-222-8440
- Library - 951-222-8652
- Math Learning Center - 3<sup>rd</sup> Floor of MLK, 951-222-8000 x4100
- Tutorial Services - 2<sup>nd</sup> Floor of MLK, 951-222-8170
- Writing and Reading Center - MLK Bottom Floor, 951-222-8632
- Instructional Pathways with Program Maps -  
<https://www.rcc.edu/services/counseling/Pages/Instructional-Pathways.aspx>

### **Student Services**

- Admissions and Records - 1<sup>st</sup> floor of CAK, 951-222-8600
- ASRCC - 2<sup>nd</sup> floor of Bradshaw 951-222-8570 <https://www.rcc.edu/asrcc/Pages/clubs.aspx>
- Bookstore - Bradshaw bldg., 951-222-8140
- Career Closet - Portable 5 near Cafeteria
- Career Services - 1<sup>st</sup> floor of CAK, 951-222-8446
- Disability Resource Center - 1<sup>st</sup> floor of CAK, 951-222-8060
- Financial Aid - 1<sup>st</sup> floor of CAK, 951-222-8710
- Food Pantry, Student Activities - Bradshaw bldg. 207 951-222-8816
- Health and Psychological Services - Bradshaw bldg. under the bookstore, 951-222-8151
- Outreach / Welcome Center - 1<sup>st</sup> floor of CAK 951-222-8574
- Student Activities - 2<sup>nd</sup> floor of Bradshaw, 951-222-8570
- Transfer Center - 1<sup>st</sup> floor of CAK, 951-222-8446
- Upward Bound Programs – Information Services bldg. 114, 951-222-8948

### **Student Programs**

<https://www.rcc.edu/services/Pages/Student-Services.aspx>

- Athletics – Wheelock Gymnasium, room 319 951/222-8420
- ALLY – Debbie Whitaker 951-222-8434 or Al Forbes 951-222-8000 x4025
- CalWorks - 2<sup>nd</sup> floor of CAK, 951-222-8648 or 951-328-3820
- Center for International Students & Programs – 2<sup>nd</sup> Floor Technology B, 951-222-8160
- EOPS (Extended Opportunity Programs and Services)/CARE (Cooperative Agencies Resources for Education)/Next Up (Cooperating Agencies Foster Youth Educational Support) - 2<sup>nd</sup> floor of CAK 951-222-8045
- Foster Youth/Guardian Scholars - Digital Library 112 951-222-8822
- Gateway College and Career Academy (early college high school) - Lovekin 5 951-222-8931
- La Casa - 2<sup>nd</sup> floor of Bradshaw 951-222-8168
- Puente - Maria Maness 951-222-8721 or Steve Garcia 951-222-8255
- Study Abroad Program – Digital Library 313, 951-222-8385
- Ujjima/H.O.M.E room - 1<sup>st</sup> floor of Bradshaw 951-222-8130
- TRIO - 2<sup>nd</sup> floor of CAK, 951-222-8312 or 951-328-3580
- Veterans Services - 1<sup>st</sup> floor of CAK, 951-222-8607

Version current as October 2, 2019





## **Instructional Engagement Centers**

- STEM Engagement Center - MLK Building, Room 222 (just past the Center for Communication Excellence)
- LHSS Engagement Center - Digital Library 106
- CTE Engagement Center - Technology A Room 101
- Fine & Performing Arts Engagement Center – Stover, room TBD  
Music – Coil CSA168
- Nursing Engagement Center - 1<sup>st</sup> floor, School of Nursing

## **Faculty Advisor Liaisons (for faculty support with Guided Pathways)**

- CTE and Nursing - Laneshia Judon 951-222-8820
- LHSS - Tammy Kearn 951-222-8271
- STEM & Kinesiology - Heather Smith 951-222-8359 or Mary Legner 951-222-8886

## **Additional Points of Contact (contacts for faculty resources)**

- Childcare/Early Childhood Development - lower campus next to football field, 951-222-8068
- Enrollment Services - Kyla O'Connor 951-222-8649
- Safety & Police -
  - 24-hour Dispatch 951-222-8171
  - Parking Services 951-222-8520, 951-222-8521, or 951-222-8522
- Student Life - Dr. Lisa Webb 951-328-3612
- Student Services - Dr. Thomas Cruz-Soto 951-222-8153
- Student Success and Support - Dr. Allison Douglas-Chicoye 951-222-8038

# Associate Faculty Classroom Observation Form

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ASSOCIATE-FACULTY CLASSROOM OBSERVATION

Instructor: \_\_\_\_\_ Site Location & Room: \_\_\_\_\_  
 Course: \_\_\_\_\_ Code No.: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Description of classroom activity (method & topic): \_\_\_\_\_

Number of Students present: \_\_\_\_\_

KEY: S = Satisfactory Instructional Assessment N = Needs Improvement S N N/A = Not Applicable or Not Observed Comments

	S	N	N/A	Comments
1. Up-to-date knowledge of the subject				
2. Preparation and organization of material				
3. Clarity of presentation				
4. Use of instructional techniques and aids to stimulate class interest				
5. Ability to move smoothly from one topic or classroom activity to another				
6. Effective rapport with students				
7. Encouragement of student participation (as appropriate)				
8. Enthusiasm of instructor				
9. Observes beginning/ending of class as scheduled and/or appropriate class breaks				
10. Classroom management/enforcement of district policies				
11. Review of Syllabi (Syllabi contains student learning outcomes consistent with Course Outline of Record)				
12. Review of Student surveys				

ASSESSMENT:  Satisfactory  Needs Improvement

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_



- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. Alumni House – 3564 Ramona Drive<br/>• RCCD Foundation</li> <li>2. Art</li> <li>3. Automotive Technology</li> <li>4. Business Education (Alan D. Pauw)<br/>• Mailroom/Admin Service Center</li> <li>5. Ceramics</li> <li>6. Cosmetology</li> <li>7. Digital Library &amp; Learning Resource Center (Salvador G. Rotella)<br/>• City Grill Express Food Services<br/>• Dean, Student Success &amp; Support<br/>• Glenn Hunt Center for Teaching Excellence<br/>• Guardian Scholars Engagement Center<br/>• LHSS Academic Engagement Center<br/>• Study Abroad Office<br/>• Technology Support Services<br/>• World Languages Lab</li> <li>8. Early Childhood Education</li> <li>9. Facilities, Maintenance &amp; Operations</li> <li>10. Gymnasium (Arthur N. Wheelock)<br/>• Athletics<br/>• Student Athlete Engagement Center<br/>• Fitness Room</li> <li>11. Gymnasium (Catherine S. Huntley)</li> <li>12. Journalism/Viewpoints</li> <li>13. Kane Student Services &amp; Administration Building (Dr. Charles A Kane)<br/>• Academic Affairs<br/>• Admissions &amp; Records<br/>• Auxiliary Business Services/Cashier<br/>• Business Services<br/>• CalWORKS<br/>• Career &amp; Transfer Center<br/>• Counseling<br/>• Disability Resource Center</li> </ol> | <ul style="list-style-type: none"> <li>• Extended Opportunities Programs &amp; Services (EOPS)<br/>• CARE</li> <li>• Financial Aid</li> <li>• President's Office</li> <li>• Student Employment Services</li> <li>• Student Financial Services</li> <li>• Student Services</li> <li>• Transcripts</li> <li>• TRIO – Student Support Services</li> <li>• Veterans' Resource Center</li> <li>• Welcome Center</li> <li>14. Landis Performing Arts Center</li> <li>15. Lovekin Complex<br/>• College Safety &amp; Police (L1-3)<br/>• Gateway to College (L4-9)<br/>• Tennis (L10)<br/>• Tennis Courts<br/>• Photo Lab &amp; Studio (L12-14)</li> <li>16. Martin Luther King Jr. High Tech Center<br/>• Center for Communication Excellence<br/>• Math Center<br/>• STEM/Fine &amp; Performing Arts Academic Engagement Center<br/>• Tutorial Services<br/>• Writing &amp; Reading Center</li> <li>17. Math &amp; Science Building<br/>• Dean, STEM</li> <li>18. Music</li> <li>19. Music Annex</li> <li>20. Music Hall (Richard M. Stover)<br/>• Dean, Fine and Performing Arts<br/>• Marching Tigers</li> <li>21. Nature Trail (Arlene &amp; Robert F. Richard)</li> <li>22. Quadrangle (Arthur G. Paul)<br/>• Art Gallery</li> </ul> | <ul style="list-style-type: none"> <li>• Dean, Languages, Humanities &amp; Social Sciences (LHSS)</li> <li>• Honors Study Center</li> <li>23. Parking Structure</li> <li>24. Pilates Studio (Eleanor H. Crabtree)</li> <li>25. Planetarium (Robert T. Dixon)</li> <li>26. Practice Field</li> <li>27. RCC Coil School for the Arts – 3890 University Avenue</li> <li>28. RCC Culinary Arts Academy – 3801 Market St.</li> <li>29. Riverside Aquatics Complex</li> <li>30. School of Nursing</li> <li>31. Sports Complex (Samuel C. Evans)<br/>• Baseball Field<br/>• Softball Field (Ab Brown)<br/>• Weight Room</li> <li>32. Stadium (Arthur N. Wheelock)<br/>• Weight Room</li> <li>33. Student Center (Ralph H. Bradshaw)<br/>• ASRCC Student Government<br/>• Bookstore<br/>• City Grill Food Services<br/>• Dean, Student Life<br/>• Food Pantry<br/>• Hall of Fame<br/>• Student Health and Psychological Services<br/>• Heritage Room<br/>• La Casa Cultural Engagement Center<br/>• Student Activities<br/>• Ujima Cultural Engagement Center</li> <li>34. Technology A<br/>• CTE Academic Engagement Center<br/>• Dean, Career &amp; Technical Education</li> <li>35. Technology B<br/>• International Students and Programs Center<br/>• Printing &amp; Graphics Center</li> <li>36. Warehouse</li> </ul> |
|---|---|---|

Updated 02/20

# Administrative Support Center Requisition

<https://www.rcc.edu/businessservices/asc/Pages/Contact.aspx>

DATE SENT: \_\_\_\_\_

**Riverside City College**  
**Riverside Administrative Support Center**  
**REQUISITION**

JOB NO.: \_\_\_\_\_

Phone 222-8525 FAX 222-8036  
 Email: rivadminsupport.center@rcc.edu

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
 Date Required \_\_\_\_\_ Time \_\_\_\_\_ Budget Code \_\_\_\_\_  
 Division/Department \_\_\_\_\_ Subject \_\_\_\_\_

## SCANNING

NOTE: PLEASE ALLOW AT LEAST 2 WORKING DAYS

### Original

- Artwork
- Document
- File
- E-mail File To: \_\_\_\_\_

### File

- PDF  TIFF
- Delete PREVIOUS VERSION
- Save PREVIOUS VERSION

### Special Instructions

\_\_\_\_\_

## OFFICE USE ONLY:

File Location: \_\_\_\_\_ File Name: \_\_\_\_\_

File Type:  PDF  TIFF No. of Pages: \_\_\_\_\_ Scanned By: \_\_\_\_\_ Emailed By: \_\_\_\_\_

## DUPLICATING

NOTE: PLEASE ALLOW AT LEAST 3 WORKING DAYS

Number of Originals \_\_\_\_\_

Number of Copies Requested \_\_\_\_\_

### Copy Options

- One Sided
- Two Sided
- Reduce
- Enlarge
- Collate
- Staple
- 3-Hole Punch

### Paper Color

- White
- Yellow
- Pink
- Green
- Blue
- Salmon
- Paper Provided by Department

### Special Paper

- Letterhead
- Memorandum
- Cardstock
- Transparencies
- Labels
- Other CALL FOR INFORMATION

### Paper Size

- 8.5 x 11
- 8.5 x 14
- 11 x 17

**COPYRIGHT STATEMENT:** The requestor warrants that the reproduction of the materials furnished in connection with this requisition (i) are original works, (ii) are in the public domain [i.e. not copyrighted or copyright has expired], (iii) constitute fair use (for educational purposes as defined in Copyright Law, Fair Use Guidelines and ADA standards, and Board Policy 5045), or (iv) that the necessary copyright permissions for this material have been obtained. Compliance with copyright law and obtaining copyright permissions remains the responsibility of the individual.

## COMPLETED JOB – RIVERSIDE CAMPUS ONLY

### Place completed job in:

- ASC Shelves
- Mailbox
- Nursing Cabinet
- Other \_\_\_\_\_

### Distribute completed job to:

- All Mailboxes—Riverside Campus Only
- Full-Time Faculty Only
- Part-Time Faculty Only
- Offices Only

### File Options

- Upload File
- Send via E-mail to: \_\_\_\_\_

Special Duplicating Instructions: \_\_\_\_\_

### Additional Services Available: (Please Note: The following services require an extended time to complete.)

- Fold (please provide a sample)
- Shrink Wrap
- Cut (please provide a sample)
- Pad at \_\_\_\_\_ sheets per pad

## OFFICE USE ONLY:

Date Completed \_\_\_\_\_ Sheets Used: \_\_\_\_\_ White \_\_\_\_\_ Color \_\_\_\_\_  
 Copy Operator \_\_\_\_\_ Sheets Used: \_\_\_\_\_ Legal \_\_\_\_\_ Cardstock \_\_\_\_\_  
 Proofed By \_\_\_\_\_ Sheets Used: \_\_\_\_\_ Ledger \_\_\_\_\_ Transparencies \_\_\_\_\_  
 Sheets Used: \_\_\_\_\_ Letterhead \_\_\_\_\_

# Glossary of Acronyms

<b>ADT/AAT</b>	Associate Degree/Transfer OR Associate of Arts for Transfer	<b>IGETC</b>	Intersegmental General Education Transfer Curriculum (for UC: University of California System)
<b>AOE</b>	Area of Emphasis	<b>IOI</b>	Improvement of Instruction
<b>ASRCC</b>	Associate Students of Riverside City College (Student Government)	<b>IMC</b>	Instructional Media Center
<b>BIRT</b>	Behavioral Intervention Resource Team	<b>MLC</b>	Math Learning Center
<b>BOT</b>	Board of Trustees	<b>MLK</b>	Martin Luther King (Building)
<b>CARE</b>	Cooperative Agencies Resources for Education	<b>PLO</b>	Program Learning Outcome
<b>CCCCO</b>	California Community College Chancellor's Office	<b>PRAP</b>	Program Review and Plan
<b>CCE</b>	Center for Communication Excellence	<b>RAC</b>	Riverside Assessment Committee
<b>CIPR</b>	Comprehensive Instructional Program Review	<b>RCCD</b>	Riverside City College District
<b>COR</b>	Course Outline of Record	<b>RCCDEA</b>	Riverside Community College District Faculty Association
<b>CSEA</b>	California Schools Employee Association CTA: California Teacher's Association	<b>RDAS</b>	Resource Development and Administrative Services Leadership Council
<b>CTE</b>	Career/Technical Education	<b>SAS</b>	Student Access and Support Leadership Council
<b>DL</b>	Digital Library	<b>SEP</b>	Student Education Plan
<b>DLC</b>	Department Leadership Committee	<b>SLO</b>	Student Learning Outcome
<b>DRC</b>	Disabled Resource Center	<b>EPOC</b>	Educational Planning and Oversight Committee
<b>EMP</b>	Enrollment Management Program EMP: Educational Master Plan	<b>TA</b>	Teaching Assignment
<b>EOPS</b>	Educational Opportunity Programs & Services	<b>TLLC</b>	Teaching and Learning Leadership Council
<b>FAFSA</b>	Free Application Federal Student Aid FDC: Faculty Development Committee	<b>TSS</b>	Technology Support Services (Formerly known as IMC, Instructional Media Center)
<b>FERPA</b>	Federal Education Rights and Privacy Act	<b>WRC</b>	Writing and Reading Center
<b>FLEX</b>	No Acronym, but referred to the professional growth hours that the college faculty are required to complete as part of the Flexible Calendar program.		
<b>FTES</b>	Full-Time Equivalent Student		
<b>GE</b>	General Education		
<b>GEMQ</b>	Governance, Effectiveness, Mission, and Quality Leadership Council		
<b>IDS</b>	Instructional Department Specialist		

# Academic Division Area Information

RCC Academic Division Area Information - 2019-2020 (Sorted by Department)										
Department	Department Chair	Dept. Chair Office/Ext	IDS	IDS Office/Ext	Division Manager	Manager Office/Ext	Admin Asst	AA Office/Ext		
Applied Technology-R9000	O'Connell, Paul	Autotech 106, x8348	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
Applied Technology-R9000	Knieriem, Jim (Asst.)	Tech A-123, x8279	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
Art & Art History/Art History-R7800	Taubes, Rhonda	ART 201A, x8144	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Art & Art History/Art -R7800	Soto, Jeffery	ART 101B, x9304	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Behavioral Sciences-R2000	Brown, Jami	OD 23E, x8398	Aguilar, Gloria	OD 213, x8540	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
BusAd/CIS/OfAd-R6000	Lehr, Janet (Co-Chair)	BE 220, x8974	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
BusAd/CIS/OfAd-R6000	Judson, Laneshia (Co-Chair)	BE 220B, x8820	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
Chemistry-R4000	Truttmann, Leo (Co-Chair)	MTSC 429, 328-3744	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Chemistry-R4000	Richardson, Paul (Co-Chair)	MTSC 426, x8329	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Communication Studies-R1200	Wiggs, Micheri	OD 3, x8426	Aguilar, Gloria	OD 213, x8540	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
Cosmetology-R7000	Westbrook, Peter	Cosmo 213, x8186	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
Counseling-R1500	Schultz, Garth (Co-Chair)	CAK 204-O, x8027	Ybarra, Allyssa	CAK 204, x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Koperski, Erica	DL-413, 328-3881		
Counseling-R1500	Magno, Kayn (Co-Chair)	CAK 204-F, x8722	Ybarra, Allyssa	CAK 204, x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Koperski, Erica	DL-413, 328-3881		
Early Childhood Educ-R8500	Yates, Shari	ECE Portable, x8903	Uribe, Dorine	BE 220, x8551	Farrar, Carol	CAK230J, x8493	Wilson, Elaine	TechA 121, x8131		
Econ/Geog/Pol-R2100	Haghighat, Darush	OD 209, x8262	Aguilar, Gloria	OD 213, x8540	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
English & Media Studies-R1000	Sell, Kathleen	OD 214B, x8681	Timme, Mia	OD 213, x8519	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
English & Media Studies-R1000	Scott-Coe, Jo (Asst.)	OD 13, x8052	Timme, Mia	OD 213, x8519	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
English & Media Studies-R1000	Sandoval, Victor (Asst.)	OD-214E, x8587	Timme, Mia	OD 213, x8519	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
His/Hum/Phi-R2300	Masterson, Rom	OD-22D, x8327	Aguilar, Gloria	OD 213, x8540	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		
Kinesiology-R6500	Sigloch, Steve	WG 222, x8210	Stackhouse, Stefani	LWKN L10, x8421	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Kinesiology-R6500	Lowden, Clara (Asst.)	MUS 107, x8298	Stackhouse, Stefani	LWKN L10, x8421	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Library/ Learning Resources-R3010	Lesch, Jacqueline	DL 219, x8656	Ybarra, Allyssa	CAK 204, x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Koperski, Erica	DL-413, 328-3881		
Library/ Learning Resources-R3010	Hammock, Shannon (Asst.)	DL 426, x8659	Ybarra, Allyssa	CAK 204, x3826	Douglas-Chicoye, Allison	DL-413 x 8038	Koperski, Erica	DL-413, 328-3881		
Life Sciences-R4100	Herrick, Scott	MTSC 329, x8354	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Mathematics-R4200	Cramm, Kenneth (Co-Chair)	MTSC 130, x8727	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Mathematics-R4200	Sanchez, Marc (Co-Chair)	MTSC-131, 328-3765	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Mathematics-R4200	Wong, Jason (Co-Chair)	MTSC-128, x8301	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
Nursing LVN-R8000	Weeks, Gina (Co-Chair)	Nurs 163, x8998	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	vacant	Nurs 280A, x8818		
Nursing RN-R8000	Vant Hul - Austin, Tammy (Co-Chair)	Nurs 265, x8246	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	vacant	Nurs 280A, x8818		
Nursing- CNA	Cowart, Amy (CNA Director)	Nurs 264, x8353	Bratton, Malika	Nurs 280C, x8760	Baker, Sandy	Nurs 266, x8408	vacant	Nurs 280A, x8818		
Perform. Arts/Dance-R7500	Chenoweth, Rita (Co-Chair)	Huntley Gym 106, x8234	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Perform. Arts/Theater-R7500	Julien, Jodi (Co-Chair)	Stover 114, x8739	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Perform. Arts/Music-R7500	Mayse, Kevin	CSA 240, x8222	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Perform. Arts/Music-R7500	Richard, Charlie (Co-Chair)	CSA 241, x8331	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Perform. Arts/Music-R7500	Knecht, Jasminka (Co-Chair)	CSA 237, 328-3712	Smith, Joey	Stover 101, x8339	Adkins, John	Stover 103, x8047	Reyes, Irene	Stover 107, x8399		
Physical Science-R4300	Cheney, James	MTSC 224, x8249	Taylor, Julie	MTSC 218, x8533	Blair, Scott	MTSC 219, x8250	Ahmadi, Meigan	MTSC 220, x8729		
World Languages-R2200	Gaylor, Dorothy	OD 120M, x8499	Timme, Mia	OD 213, x8519	Woods, Kristi	OD 213A, x8851	Vazquez, Amanda	OD 213A, x8057		