

# FULL-TIME FACULTY & STAFF HANDBOOK



2018-2019

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## INTRODUCTION

The contents of this manual are intended to be used as a Faculty & Staff Handbook and describe policies, basic procedures, and general practices at Imperial Valley College. It is understood that Federal, State, and local laws and Board policies govern and take precedence over any guidelines in this book. The complete set of Board policies may be found in the IVC Board Policy Binder and the current IVC Catalog available online at [www.imperial.edu](http://www.imperial.edu).

## IVC MISSION

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

Imperial Valley College's students, faculty, staff, and administrators will work toward and assess student learning outcomes in the following areas:

- Communication Skills
- Critical Thinking Skills
- Personal Responsibility
- Information Literacy
- Global Awareness

## ACADEMIC CALENDAR 2018-2019

### Fall Semester 2018

July	9	Monday	Priority registration for Fall begins
August	13	Monday	First day of Fall classes
	25	Saturday	<ul style="list-style-type: none"> <li>• Last day to add Fall classes with instructor permission</li> <li>• Financial Aid add/drop deadline</li> <li>• Last day to drop Fall full-term classes and receive a refund and no record.</li> </ul>
September	3	Monday	Holiday (Labor Day) – Campus Closed
November	3	Saturday	Last day to drop full-term classes with option of “W” grade
	5	Monday	Priority registration for Winter and Spring begins
	12	Monday	Holiday (Veteran’s Day)- Campus Closed
	19-24	Monday-Saturday	Holiday (Thanksgiving)- Campus Closed
December	30	Friday	Last day to file petition for Fall graduation
	8	Saturday	Last day of the semester
	17-31	Monday-Monday	Winter Recess- Campus Closed

### Winter Session 2019

January	1	Monday	Winter Recess – Campus Closed
	2	Wednesday	First day of classes – Winter Intersession
	8	Tuesday	Last day to drop Winter full-term classes and receive a refund and no record.
	21	Monday	Holiday (MLK’s Birthday) – Campus Closed
	24	Thursday	Last day to drop full-term classes with option of “W” grade
	1	Friday	Winter Intersession Ends

### Spring Semester 2019

February	11	Monday	First day of classes – Spring 2019
	15-18	Friday-Monday	Holiday (President’s Birthday)–Campus Closed
	23	Saturday	Last day to drop Spring full-term classes and receive a refund and no record.
April	22-27	Monday-Saturday	Spring Recess – Campus Closed
May	11	Saturday	Last day to drop full-term classes with option of
	27	Monday	Holiday (Memorial Day)- Campus Closed
June	1-7	Saturday-Friday	Last week of Spring; all classes to meet
	8	Saturday	Commencement 2019

## CODE OF ETHICS

### **Resolution No. 13937: College Wide Institutional Code of Ethics Statement**

WHEREAS, the Imperial Community College District needs a College Wide Institutional Code of Ethics Statement that embraces all employees of Imperial Valley College; and

WHEREAS, the Board approved the Academic Senate Code of Ethics Statement on March 21, 2007(Resolution 13779), and College Council used that statement to create this college wide statement;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the recommendation of the College Council with the consent of the Superintendent/President to approve the College Wide Institutional Code of Ethics Statement below:

All employees of Imperial Valley College embrace a code of conduct in which we recognize the value and dignity of each individual within the framework of the campus community. We strive to:

- Respect the opinions, values, and traditions of others
- Be responsible for our own behavior
- Be honest, open, and trustworthy
- Be fair and equitable in our treatment of others
- Promote democratic principles, good citizenship, and the standards of academic freedom
- Perform our duties and responsibilities with integrity and professionalism
- As appropriate, use effective teaching practices and teach our students with rigor and compassion
- As appropriate, maintain confidentiality, objectivity, and impartiality in all evaluative activities involving students and colleagues

## COLLECTIVE BARGAINING AGREEMENTS

The agreements with the District, by which your rights and duties are stipulated, can be accessed online on the IVC webpage under Faculty & Staff/Employee Unions. If you are reading this online, you may use this link <http://www.imperial.edu/faculty-and-staff/employee-unions/>.

### CHECKLIST

- Department(s)** Know your points of contact; your primary resources are your Deans, Department Chair, and Department Secretaries.
- Faculty and Staff Directory** The faculty and staff directory can be found online at <http://directory.imperial.edu/>.
- Human Resource Department** The Human Resource department can be found in the 2400 building behind the DePaoli Sports Complex (gym).
- Parking Control Office** Parking passes are distributed by the parking control office. If you did not receive a parking pass or did not attend orientation, please contact the Parking Control Office in room 902 or (760) 355-6308.
- Reprographics** The reprographics department is located in room 904. You may come into Reprographics and use the front copier and check your mailbox anytime between the hours of 7:00 am and 8:00 pm. You may also request copies via the Service Desk (<http://servicedesk.imperial.edu>), via email at [repro@imperial.edu](mailto:repro@imperial.edu), or in person. Please see your department secretary to request the proper account code to have your 'jobs' charged to.
- Maintenance Department** (Keys/Key Cards) The Maintenance Department can authorize keys or key cards for rooms you will be utilizing. Your department secretary must initiate the request process. Please see her to request assistance.
- Mailboxes** All faculty have mailboxes in the mailroom inside the Reprographics Office (room 904). All department mailboxes are also located in the reprographics office. Be sure to check your mailbox frequently for important information.
- Email** All faculty, staff, and students have an IVC email. The email format for instructors is [firstname.lastname@imperial.edu](mailto:firstname.lastname@imperial.edu). The default password should have been communicated to you already. You may also reset your password at any time via our Password Reset Tool at <http://reset.imperial.edu>. Please check your email frequently for time-sensitive email as this is the primary tool for communications.



## CLASSROOM PROCEDURES

### CLASS ROSTERS

You will need to print your roster and authorization codes from WebSTAR before your class begins. You may access WebSTAR from any computer with internet access. Due to constant student registrations and drops, it is recommended that you print your roster as close to your first class as possible and monitor enrollment daily until census day. Rosters must be reviewed continuously to ensure that students attending your class have enrolled or students not attending have been dropped by the appropriate deadlines.

### COURSE OUTLINES

The course outline is an essential component of your class and provides key course information, including course description, prerequisites, grading criteria, “measurable course objectives and minimum standards for grade of ‘C’.”

Course Outline of Record at <http://www.curricunet.com/Imperial/> searching under Course. The core content breakdown will help you develop a course syllabus and course plan. Student enrollment limits are listed in the Course Outline. You must add students up to your class limit and there are provisions in your Bargaining Agreement specific to taking students over the class cap. See your contract and check with your Department Chair if you have questions regarding your class limit.

All amendments to course outlines must be approved by the Curriculum Committee.

### COURSE SYLLABUS

The college expects all faculty to create their course syllabus using the syllabi template approved by the Academic Senate and located under the Faculty & Staff tab on the college webpage at [www.imperial.edu](http://www.imperial.edu). Each course syllabus must be submitted electronically within 2 weeks to the Syllabi Site (<http://syllab.imperial.edu>), also located under the Faculty & Staff tab on the college website. You will need to login at the Syllabi Site before you can upload any files, which you will need to convert to PDF files before uploading.

The syllabi template provides some suggested language for required elements and you should include:

- **Course description and objectives.** Verbatim from the Course Outline Record or an abridged version that references the course outline. You can find the Course Outline of Record at <http://www.curricunet.com/Imperial/> searching under Course.

- **Student Learning Outcomes.** SLOs for each course are located at <http://www.imperial.edu/faculty-and-staff/campus-committees/student-learning-outcomes/>
- **Detailed course schedule of activities.** List by week the exams, field trips, projects, oral presentation, and other items as applicable.
- **Required and supplementary textbooks.** Include any additional necessary course materials.
- **Grading procedures.** Add a statement of your grading procedures and other policies
- **Out-of-class assignment.** List your policy related to out-of-class assignments.
- **Faculty contact information.** Include your IVC email, telephone, or other methods of contact.
- **Additional required information.** See the syllabi template for information regarding academic dishonesty, attendance, disruptive students, and services such as Disabled Student Programs & Services, etc.

**Your syllabus is your contract** with each student. Changes in assignments impacting how grades will be computed should be distributed to students in writing. Contact your respective Department Chair for further information.

### **FIRST DAY OF CLASS**

The first meeting of a new class is very important in setting the tone for the course. Plan to arrive early for the first class meeting. Write your name and course title on the board.

Allow time for students to find your classroom before taking roll. Students not present on the first day of class should be dropped from your class. Faculty are able to drop no-shows via the Opening Day Roster in WebSTAR. You can find a guide to dropping students via WebSTAR on the Academic Services website or contact Admissions & Records for assistance.

Classes have established student enrollment limits. Check with your Department Chair for your class limit. You must add students meeting class requirements up to your class limit. You have the discretion to exceed your class limit. It is the discretion of the Vice President for Academic Services to cancel classes due to low enrollment.

Distribute and review your course syllabus (See Course Syllabus). You should prepare a complete lesson for the first class session and conduct class for the defined time period, even though some students will not have purchased the books and supplies. The IVC bookstore is open until 9:00 pm for the first two weeks of the semester. The bookstore also opens on Saturday. Call the IVC bookstore for store hours at (760) 355-4457. Students may also buy and/or rent their books directly from the bookstore website at [www.efollett.com](http://www.efollett.com).

### **ADDING STUDENTS**

All students attending your class must be enrolled and listed on your roster. Students ‘adding’ your class must receive an authorization code from you. A list of these four digit codes will print along with your roster. Assign each student wanting to add your class one of these codes. Write the student’s name and ID number on your authorization code sheet for your own records.

Remind students that it is THEIR responsibility to access their WebSTAR account and add the class using their authorization code as soon as possible. These authorization codes are specific to your class and students will not be able to use your code to illegitimately add other courses. If you teach more than one class, make sure that the authorization code you give a student is the appropriate code for that specific section.

### **DROPPING STUDENTS**

Students should be dropped from your class if they fail to attend the first class meeting (see first day of class). The **instructors are required by Ed Code** to clear their rosters of inactive enrollment as of census. Prior to census, faculty drop students using the Instructor Drop process within WebSTAR. After census, the faculty can only drop students by submitting a drop card to the Admissions and Instructions office.

After the census date, it is the **students’ responsibility** to drop themselves from your course. Students drop classes through WebSTAR. Remind students of key deadlines to drop **without** a “W” appearing on the transcript and the deadline to drop full term classes **with** a “W”.

### **FACULTY DROP ROSTERS**

In WebSTAR Faculty will find two types of rosters under the Faculty Drop Roster Menu. Faculty have an Opening Day Roster and a Census Roster. The Opening Day Roster is available for a short time to allow Faculty to drop no-shows. Once the Opening Day Roster closes then the Census Roster opens. The Census Roster is what the college uses for apportionment purposes. Our funding is based on our Census information. As noted previously Faculty are **required** by Ed Code to clear their rosters of inactive enrollments as of the Census Day via the Census Roster. Your Census Roster should **only reflect** those students **who are actively enrolled in your class as of the Census date**. If you have questions regarding the Census Roster contact Admissions & Records at Extension 6206 or 6244.

### **STUDENT ABSENCES (AP 5075)**

Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

1. Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,

OR

2. Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as said procedures are specifically noted in the class syllabus. However, there is no responsibility on the part of the instructor to do so. Generally, students can be judged to be “not participating” in the class if they are absent continuously for more hours than the class meets weekly. Thus, if a student misses a week of class plus one more session, they can be dropped.

To drop a student after the Census date a Drop Card must be completed and submitted to the Admissions & Records Office in Building 10. Drop Cards are available in Admissions & Records.

### **STUDENT CONDUCT**

Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91, 06/27/18

Questions should be directed to the Dean of Student Affairs and Enrollment Services, Victor Torres, at (760) 355-6457.

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be

appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored function for which students and student organizations are subject to disciplinary action.

**Removal by Instructor** - An instructor may remove a student from class for the day of the removal and the next class meeting. The specific reason for the removal must be immediately reported to the Dean of Student Affairs and Enrollment Services, Victor Torres ([victor.torres@imperial.edu](mailto:victor.torres@imperial.edu).) During the period of removal, the student may not return without the consent of the instructor. (Please refer to ASG Handbook for further information)

### **CHEATING AND PLAGIARISM**

Dishonesty in the classroom is considered a very serious offense. Any form of cheating or turning in work which is not one's own (plagiarism), is grounds for disciplinary action. The consequences of these actions are severe and may include the possibility of receiving a zero on the assignment or being expelled.

### **STUDENT EMAIL ACCOUNTS**

Through Canvas, you can email your students as a group or individually. All IVC students are assigned an IVC Student Email Account. The login URL is <http://outlook.com/students.imperial.edu>. The password will be the same login used for the Student Portal (their campus password will be kept in sync with WebSTAR.)

**Important!** This address will be the primary email address used to contact students studying at IVC, including all financial contacts. Students will be required to use this account for all services. Students have the responsibility to recognize that certain communications may be time- critical and the best strategy is to check this email account at least once a day.

#### **For Students who may NOT know their email address yet**

If they are registered students, they can use the **Student Email Lookup Form** here:

<https://www.imperial.edu/students/student-email-lookup/>

If they can login to the Student Portal with their G#/WebSTAR PIN, then they can find out what their student email address is by going to the **Student Email Information Page** on the Student Portal: <https://my.imperial.edu/student-email>.

For issues accessing IVC email accounts, please submit a ticket to the IVC Service Desk at: <https://servicedesk.imperial.edu>. Students can login to the Service Desk using their new IVC email address and Student Portal password. Once logged in please select the Technology Request | E-mail Support | Students request type and provide details or call (760) 355-6300 to receive help.

### **Information and Support**

If you have questions or need help, contact Technology Support @ 760-355-6300 or take a look at the [Technology Support Guide](#).

### **ALERT SYSTEM**

IVC has switched to Regroup, a mobile phone alert system to inform all staff and students about emergencies.

### **BREAKS**

Under the 16-week compressed semester, student break times are built into classes exceeding 2 hours per session.

Use the following matrix as your guide:

<u>Class Time</u>	<u>Allowed Break Time</u>
120 minutes	10 minutes
150 minutes	10 minutes
185 minutes	20 minutes
195 minutes	20 minutes
250 minutes	30 minutes

Do not use break time to start later or to finish ahead of time. Classes are to meet the full time listed in the class schedule.

### **CLASSROOM ETIQUETTE**

- The teacher shall respect the professional standing and opinions of his colleagues and shall maintain in his or her relations with them the highest standards of professional courtesy.

- The teacher shall recognize his duty to manifest responsibility, individual initiative, and integrity in his teaching and other professional actions within guidelines laid down for the profession, such as but not limited to:
  - Turn off and put away audio-visual equipment after use, especially the projector.
  - No food or drinks
  - Return items desks or chairs to original layout, if the layout was changed
  - Do not add desks from other classrooms. Contact Maintenance Dept. at ext. 6371 if more are needed.
  - Clear the white boards and leave dry erase markers in the classroom (if applicable)
  - Leave the classroom clean, orderly, and ready for the next instructor.
  
- The teacher shall not accept gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
  
- It shall not be correct for any teacher to censure other teachers or to criticize their work in the hearing of students and/or the general public.

### **FIELD TRIPS**

Field trip activities must be pre-approved by the Vice President for Academic Services (or designee) through the Request for Approval of Field Trip form. The request for approval must be submitted a minimum of one week in advance of departure time. All students traveling on the field trip must complete and sign a Waiver to Travel Form that is submitted in advance with the request form.

### **DISTANCE EDUCATION**

Currently IVC offers a slate of courses entirely online.

**To teach such a course**, please visit the Distance Education webpage for all information pertaining to Canvas. The website can be found at <http://www.imperial.edu/courses-and-programs/distance-education/for-faculty/>

### **CANVAS INFORMATION**

<http://www.imperial.edu/courses-and-programs/distance-education/for-faculty/canvas-information/>

## **TECHNOLOGY TRAINING & SUPPORT**

Information Technology staff is available to assist you in developing a webpage, posting educational materials, and receiving Microsoft Suite training. Technical support is also available online or by contacting the Service Desk at (760) 355-6300.

There are several technological and web-based systems used on campus such as WebSTAR, Service Desk, CurricUNET, Strategic Planning Online (SPOL), and StarFish. Watch for communications about these systems.

## **TIMELINE FOR FINAL GRADES SUBMITTAL**

All faculty, both full-time and part time, are required to submit final grades each semester and session in a timely and accurate manner following the procedures established by the appropriate Collective Bargaining Agreement.

# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **CONDUCT IN CLASSROOM**

It is assumed that all students at Imperial Valley College adhere to the accepted Standards of Student Conduct and the regulations as adopted by the college. These standards describe the type of misconduct behavior that is subject to disciplinary action.

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and in the IVC catalog at [www.imperial.edu](http://www.imperial.edu).

As a California Community College, IVC is restricted by the Education Code to lecturing in English, unless a specific course's curriculum has received state approval to be taught in Spanish, or another language.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Federal law prohibits posting examination scores or course grades using:

- The student name
- Four or more consecutive numbers of a Social Security number;
- Or any personally identifiable means.



This prohibition also applies to any internet site maintained by the community college or other publicly accessible document for any purpose. The following are a few tips on managing student records.

**Try to:**

- Keep only those student records that are necessary for the fulfillment of your teaching or advising responsibilities.
- Write letters of recommendation as requested by the student; however, if the student requests you discuss identifiable information that you obtain from a student's educational record (grades, GPA, etc.) be sure to obtain a written and signed release form from the student.

**DO NOT:**

- Display student scores or grades publicly; if scores are displayed, use a code known only to you and each student. Class Rosters and many other documents have personal identifiable information; i.e. names, social security numbers, G numbers, etc.
- Leave graded papers or tests unattended on a desk in plain view in a public area; do not allow students to sort through graded papers in order to retrieve their own work.
- Send notification of grades via e-mail or post card.
- Give grades over the phone unless you can verify through a series of questions that you are actually talking to the student.
- Place transcripts or degree audits or class rosters distributed for purposes of advisement in plain view in open mail boxes located in public places.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.
- Release directory information on a student without checking to see whether the information has been flagged for non-release.

**ACADEMIC MISCONDUCT**

Academic misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating and plagiarism.

Cheating includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism includes, but is not limited to, the use of paraphrased or directly quoted published

or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

Any student found by a faculty member to have committed academic misconduct may be subject to sanctions as determined by the faculty member, which may include a warning, grade adjustment, or referral to the Dean of Student Affairs & Enrollment Services ([victor.torres@imperial.edu](mailto:victor.torres@imperial.edu)) for further disciplinary actions. Your policy on academic misconduct must be included in your syllabus.

### **IMPORTANT DEADLINES FOR STUDENTS**

There are certain dates within a semester that are critical for students to follow. These dates include:

- When classes begin
- Late registration period
- Deadlines to drop classes without owing fees
- Holidays
- Deadlines to drop classes without the course appearing on transcripts
- Deadline to drop classes with “W”

You may consider including this information on your class syllabus. Important dates and deadlines are posted in the Class Schedule and noted in the Late Registration Memo sent out to faculty at the beginning of each term.

### **STUDENT COMPLAINTS**

IVC has a policy that provides a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith, or incompetence as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. The complaint policy applies to unfairness as it relates to areas such as but not limited to:

- Assignment of grades

- Deviation from course content
- Access to classes
- Refusal of instructor to confer with a student

The student complaint form and policy are found on IVC's web page under Students/Student Affairs. [https://www.imperial.edu/ivc/files/student\\_affairs/Student\\_Grievance\\_Form\\_Policy\\_REVISED\\_2016\\_Fillable.pdf](https://www.imperial.edu/ivc/files/student_affairs/Student_Grievance_Form_Policy_REVISED_2016_Fillable.pdf)

**Please refer to the IVC catalog for the complete student grievance and resolution procedures.**

## **EMERGENCY PROCEDURES**

### **FOR EMERGENCIES**

From any phone call 911 to be connected to a Sheriff's Office emergency dispatcher. To reach a Campus Safety Officer call 1111 from any campus telephone or call the CSO cell phone at 760-483-7411. The Campus Safety and Parking Control Department can be reached by calling 760-355-6308/6307 and is located in Room 902.

*When calling the Campus Safety Officer cell phone, do not leave a voice mail message. If your call is not answered call the Campus Safety and Parking Control Department directly.*

To contact a Campus Safety Officer or to report a campus crime please call the CSO cell phone (760-483-7411) or Campus Safety Department at (760) 355-6308 or 6307 (Monday through Thursday 7:00 a.m. to 11:00 p.m. and Friday's until 7 p.m.). Or you can make the report in person by coming to the Campus Safety and Parking Control Department at Room 902. Information for crime victims and disciplinary proceedings

Any alleged victim (or family of a deceased alleged victim) may make a written request of the results of any disciplinary proceeding conducted by Imperial Valley College by directly contacting the Student Affairs Office at 760-355-6456.

Campus Clarity's TURNING POINTS provides students with a foundation in four areas, sex in college, parting smart, sexual violence, and health relationships. Access this necessary information by going to: <https://home.campusclarity.com/?gclid=CKWgmMHQ0M0CFU6SfgodvuMDvg> and then click the top right tab that says Login to Training. Then follow the login directions. To watch the entire film: The Hunting Ground, contact Student Affairs in the 1000 building or call 760-355-6456.

## FACULTY PROCEDURES

### GRADES

At the beginning of each semester, students must receive a syllabus that explains the course's grading system- standard (A, B, C, D, F, or credit/no credit where applicable).

Faculty input grades into IVC **WebSTAR**. The following are basic instructions:

- Instructors must input grades for each class directly into the computer using WebSTAR.
- The **deadline is four (4) working days after the last scheduled class meeting**. See your Bargaining Agreement if you have further questions.
- Supporting documentation such as attendance records, grade records must be kept by the faculty, unless you are teaching a "positive attendance class" (less than 16 weeks). You should keep the information in the event a student formally disputes his/ her grade or a student's attendance is questioned for financial aid purposes.
- You cannot drop students after the drop date. It is not possible to assign grades of W. If you are aware of catastrophic circumstances beyond the control of students which prevented them from dropping by the drop deadline or from completing the assignments, consult with the student about the appropriateness of an incomplete grade.
- If you must give an incomplete grade, you must complete all paperwork and provide Instruction Office with verification of the last date the student attended. Contact David Poor in Admissions and Records to facilitate the process.
- Faculty should input the grades into IVC WebSTAR as soon as appropriate. Grades are not visible to students in WebSTAR until all grades have been submitted by Faculty and are rolled by Admissions & Records.

You may use any computer with Internet access to enter your grades. If you do not have an office computer at IVC, computers are available in the Part-Time Faculty Office, Library and in some computer labs.

### **Input Grades on WebSTAR**

Important: Compute your grades before you go online. You will be timed-out every 30 minutes and have to sign back on to continue. If you are prepared, it should only take a few minutes to input each class.

1. Go to [www.imperial.edu](http://www.imperial.edu)
2. Click on WebSTAR

3. Type in your User ID (G#) and PIN
4. Click on Login.
5. Click on Faculty & Advisors Menu.
6. Click on Final Grades.
7. Select the Term: click on Submit.
8. A drop-down box will appear with a listing of all of your spring classes. Highlight the class you wish to grade, and click on Submit.
9. The Final Grade Worksheet for the selected class will appear. Scroll down to see the first 25 students.
10. Use the drop-down menu in the grade column following each student's name, to select the grade to be assigned to that student.

The drop-down menu will include only those grades possible for that student/course. For instance, if the course is a CR/NC course, only those grades will appear for your selection. If the course may be taken as CR/NC or for a letter grade at the choice of the student, the menu will provide the options selected by the student at the time of registration. If the deadline for a student to act on the CR/NCR option has passed, an instructor cannot assign an NC grade at the end of the semester. By state law, students must adhere to a deadline earlier in the semester to change their option. The menu you are given will be the one legally acceptable for that course/student.

11. It is not possible to assign a W; students who were dropped during the time to receive a W will appear on the roster with a W already assigned.
12. If you are assigning a grade of F, NC, or I, you also need to input the last date of attendance in MM/DD/YYYY format.
13. If the course is a positive attendance course (usually TBA), you also must input the number of hours attended by that student.
14. After all data is input for the first 25 students, click on Submit at the bottom of the page. NOTE: You may click on Submit before completing input for all 25 students. To avoid being timed out, submit at least once in each 30-minute period.
15. Students are listed in record sets of 1-25, 26-50, etc. If you have more than 25 students in your class, after entering the grades for the first 25, click on Submit and then on the next record set. The record sets are listed on the top and the bottom of the screen. Continue until grades for all students have been entered. Click on Submit after entering the last set.

**Verify Grades**

1. Click on Faculty Services on the menu bar close to the top of the page.
2. Click on Summary Class List.

3. Scroll down to verify all grades have been submitted.
4. Proof grades against your records for accuracy. The grades will remain as you input them; they will not be checked for accuracy after printed documents have been submitted.

### **INCOMPLETE GRADES**

Students may request an incomplete grade “I” if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor and the Vice President for Academic Services, the instructor shall define, in a written contract, how the course will be completed (Notice of Incomplete Grade form).

Students must complete the requirements by up to a maximum of the first school day following the sixth week of the next regular semester. The “I” grade of a student who does not complete the requirements will return to the grade listed on the form.

**Incomplete Grade** and **Change of Grade** Forms must still be submitted to the Instruction Office for Vice President for Academic Services approval. These forms may be submitted electronically via email **OR** in person.

### **FACULTY ABSENCES**

All instructors are expected to be present for each class for the entire class period as listed on the class schedule. This includes time students may be working in groups, watching videos, or participating in any other classroom activities. Class cannot be cancelled for students to purchase books. Faculty must accompany students if a library tour is planned during class time. Plan to meet with students for the entirety of the first and last class sessions.

Faculty unable to meet a class must notify by telephone and/or email his/her Department Chairperson, area leader, Dean, or designee of absence as early as possible on the day the member knows s/he will be absent. The Department Chair is responsible for contacting a substitute since all substitutes must meet minimum qualifications pursuant to Title 5 and must be cleared by the Office of Human Resources. Please see the current CBA.

Faculty must report absences via the electronic leave report. Faculty must complete the online Leave Reports before the 14th of each month in order for the Dean to approve the report by the 16th. Log in to [https://webstar.imperial.edu:7773/pls/ivc01/twbkwbis.P\\_WWWLogin](https://webstar.imperial.edu:7773/pls/ivc01/twbkwbis.P_WWWLogin)

For additional help see Digital Forms and Digital Forms Help on the HR webpage <http://www.imperial.edu/faculty-and-staff/human-resources/for-employees/>

## **SICK LEAVE**

Employees have eligible sick leave as outlined in the most current Collective Bargaining Agreement, which is available at: <https://www.imperial.edu/faculty-and-staff/employee-unions/ptfa/collective-bargaining-agreements/>.

## **MAIL**

Faculty mail boxes are located in the Reprographics Office in room 904. Department mailboxes are also located in the reprographics office. Be sure to check your mailbox at least weekly for special announcements.

## **EMAIL ACCOUNTS**

All employees have an IVC email account. If you do not already have an account, please see your department secretary to request an account. It is strongly recommended that you check your IVC email account frequently as this is the primary tool for communications. College email and college access to the Internet should only be used for college business.

Instructions on how to access your Outlook Web Access (OWA) E-Mail account:

1. Go to <http://outlook.imperial.edu>
2. Log into your account using your IVC email address.  
Username: firstname.lastname@imperial.edu
3. Enter your same password that you use on campus (Domain Password). For first-time users, your initial password should have already been communicated to you. If you do not have it, please call 760-355-6300.
4. You may reset your password at any time using our Password Reset Tool at <http://reset.imperial.edu>.

## **PARKING**

All vehicles parked on the IVC main campus must have a parking permit. The Parking Control Office issues parking hangtags for faculty. Hang tags must be displayed on the rearview mirror of the vehicle you bring to campus. The hang tag should not impair your view.

Citations may be issued to all vehicles parked without a valid parking permit or parked in a reserved parking space without a faculty/staff permit.

See the most current IVC class schedule for a complete description of campus and traffic regulations.

### **IDENTIFICATION CARDS**

IVC identification cards are necessary for faculty to check out books from the IVC library and for the use of certain campus facilities. If you want an IVC ID card, ask your Departmental Secretary to make an appointment for you with the Office of Student Affairs and then notify the Human Resources Office when finished so it can be printed.

### **KEYS**

If the Department Chair determines that you need to be granted college keys, the request for keys must be approved by the Dean and the appropriate Vice President. All keys must be returned at the end of the school year or teaching appointment as appropriate.

### **NO FOOD OR DRINKS in ROOMS**

Food and drinks (except water) are prohibited in all IVC classrooms.



### **AUDITING A CLASS**

Auditing is defined as an individual participating in your class without official class enrollment. IVC does not permit auditing.

### **ORDERING TEXTBOOKS**

Textbooks for faculty are selected by the respective Department Chair and ordered by the Department Secretary. Faculty may request to teach from a different textbook but the request must have prior approval from the respective Division Chair.

### **DEVELOPING A COMPILATION OF READING MATERIALS**

Instructors that develop individual compilations of reading materials may not sell these materials to students and may not violate copyright laws (see below). A compendium of reading materials must be processed through the IVC bookstore to sell to students.

### **COPYRIGHT ACT AND PHOTOCOPY ACT**

IVC complies with all laws concerning copyright, allowing for fair use of educational material in the classroom. For specific questions, please ask one of the IVC librarians or the reprographics department. There is also a web site that can be consulted for quick answers to copyright questions: <http://www.stfrancis.edu/cid/copyrightbay>.

The most common violation of copyright is the use of video material copied off the air. The rule of thumb is that anything copied off the air can be used three times: once for preview, once to show to the class, and once to review. After that, it needs to be erased unless the copyright holder is asked for permission to keep it. All videos must now be accessible to all students, which often require material to be closed-captioned. Companies performing captioning services will confirm when tapes are illegal. For long-term use, the best rule is to purchase a copy of the video material you want to use.

Music publishers are becoming very aggressive in prosecuting individuals for illegal downloading of music. You must protect yourself and IVC. See also IVC policies: BP & AP 3710.

### **RETALIATION**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

### **ACADEMIC FREEDOM**

The Imperial Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some student discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom Imperial Community College District will consult with a faculty member appointed by the academic senate with respect to contemporary practices and standards for course content and delivery. See IVC policies BP & AP 3410, 3430, and 4030.

### **RESPONSIBLE DISTRICT OFFICER for DISCRIMINATION COMPLAINTS**

The Imperial Community College District has identified the Chief Human Resources Officer to the State Chancellor's Office and to the public as the single District Officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive the complaints is named in the complaint or is implicated by the allegations of the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District Officer.

### **DEGREE WORKS**

Degree Works is an on-line tool will allow students to see the classes that they have completed and which graduation requirements they fulfill, as well as which ones are still needed in order to complete a particular major or certificate. After some initial consultation with a counselor, they will be able to print out an individualized student education plan, updated with their most recently completed coursework and which also specifies the courses they still need to take and when. This planning tool will give students all the information they need to complete their educational goals in a timely manner and they can access it from their home computer. Please encourage students to contact their counselor or visit the Student Services Computer Lab.

## **WAIT LIST**

If students attempt to register for a class that is closed, they have an option to place their name on the Wait List.

The Wait List is only active up to the first day of the semester, after which an Add Authorization Code from the instructor in order to add a class.

Students will **not** be added to the **Wait List if:**

- 1) They are attempting to register prior to their scheduled registration time; or
- 2) They are enrolled in, or on the Wait List for, another section of the same class;
- 3) The Wait List is full; or
- 4) The class has already started.

If space becomes available in the class, the student will receive a message on the IVC e-mail account and will have only 24 hours to return to WebSTAR and register for the class.

The student **cannot** be added to the **class** from the Wait List **if:**

- 1) The class will cause a time conflict with another class on the student's schedule; or
- 2) The class will cause the student to go over the maximum number of units allowed; or
- 3) The student is already in another section of the same course
- 4) The student has a hold which prohibits registration.

## **NON-PAYMENT OF FEES**

All students are responsible for the payment of all institutional fees at the time of registration. These fees include all Enrollment Fees, the Student Health Fee, and the Student Representation Fee.

Students who enroll after the first day of class must pay all fees prior to enrolling for any subsequent terms. This policy affects all students, including those on financial aid, so please encourage students to check their student account on WebSTAR each time they register for a class to make sure that all fees have been paid. If they need help paying their fees, a payment plan called FACTS e-cashier is available. Students who participate in FACTS e-cashier will not be dropped for non-payment. If they participate in a program in which an outside agency pays their Enrollment Fees (VETS, Dept. of Rehab), please encourage them to check with IVC or an agency counselor to make sure that they are exempt of this process.

### **30-UNIT BASIC SKILLS LIMITATION**

Title 5 of the California Code of Regulations limits enrollment credit for basic skills courses to 30 units. If the student completed 20 units of basic skills, they will receive a warning letter that the maximum number of units they may complete for credit is 30. If the student reaches the 30-unit maximum, they will receive a letter informing them that they will no longer be allowed to enroll in basic skills courses at IVC. All students taking basic skills English and Math classes are advised to see a counselor to determine how this limitation may affect their educational plans at IVC.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- ENGL 010, 051, 052, 054, 059, 018, 019, 008, 009,
- MATH 061, 071, 081

### **REPEAT LIMITATIONS**

The California Community College Board of Governors recently adopted regulations which limit the number of times that a student may enroll in a single credit course. Students are not allowed to enroll in any credit course more than three (3) times.

All credit course repeats and withdrawals in their enrollment history, regardless of how long ago they took the course, will be counted toward this new limit. For example, if a student took Math 091 in Spring 2011 and dropped the course at the mid-term and received a grade of 'W' then repeated the course in Fall 2011 and completed the course but received a grade of 'D' and enrolled again in Fall 2012, but had an accident in week 4 of the semester so that he/she had to drop, again receiving a 'W'. That totals three enrollments and the student will not be allowed to enroll in Math 091 again at Imperial Valley College.

## IMPORTANT INSTITUTIONAL POLICIES

The following are examples and excerpts of IVC Board policies that address general institutional policies. These examples are not intended to be inclusive of all institutional policies.

You may reference the IVC Board Policy's located at:

<http://www.boarddocs.com/ca/caiccd/Board.nsf/Public> for a complete listing and description of all board policies.

### **PROHIBITION OF DISCRIMINATION AND HARASSMENT**

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, and students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated

Refer to IVC Board Policy 3430 for the complete policy.

### **NONDISCRIMINATION**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or

based on association with a person or group with one or more of these actual or perceived characteristics.

Refer to IVC Board Policy 3410 for the complete policy

### **SMOKE & TOBACCO-FREE CAMPUS**

It is the policy of Imperial Valley College to provide a smoke and tobacco free environment for its students, faculty, staff, administrators, visitors and the general public while on this campus. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke, nor does the EPA recognize a safe level of exposure to environmental tobacco smoke. The use of any tobacco products prohibited on any district properties. The sale of tobacco products on campus is prohibited.

Smoking is prohibited at all times in all vehicles on campus. The smoking prohibition applies to passenger vehicles and all other state-owned mobile equipment to include light and heavy trucks, cargo, and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.

Any student or visitor found in violation of the Policy Statement will be forwarded to the Dean of Student Affairs as per the Standards of Student Conduct (4) Willful persistent smoking where smoking has been prohibited.

### **POLITICAL ACTIVITIES AND CONTROVERSIAL ISSUES**

1. Outside of on-duty hours, employees have the same right as all other persons to participate in political activities. However, no employee shall engage in political activities upon property under the jurisdiction of the Imperial Community College District Governing Board.
2. On-duty employees operating under the jurisdiction of the Imperial Community College District Governing Board are specifically prohibited from the following activities: use of bulletin boards, school bulletins or classroom time for political activities; the use of students for writing or addressing political materials or the distribution of such materials.
3. Instructors wishing to have guest lecturers to discuss a controversial issue, including partisan politics, need to submit written notification to the Vice President for Academic Services at least 48 hours prior to the planned appearance of the guest.
4. This policy assumes academic honesty and professional responsibility in regard to treatment of controversial issues by instructors assumes academic honesty and the professional responsibility on the part of the instructor and recognizes that he/she

must remain free to express his/her convictions within her/her area of professional competence and when relevant to the course content. Implicit within this right is his/her responsibility to differentiate fact from personal opinion, to apply the scholarship toward the accurate presentation of opposing points of view, and to refrain from abusing the unique position of personal privilege and prestige.

## **EMPLOYMENT AND PAY PROCEDURES**

### **NOTICE OF EMPLOYMENT AGREEMENTS**

All Notice of Employment Agreements are uploaded in WebSTAR each year or semester, as appropriate, for your review. Make sure you review your “NOE” to ensure that you are properly paid and your teaching hours are correct. If there’s a discrepancy, please notify the Human Resources Office immediately.

### **TIMESHEETS & LEAVE REPORTING**

Employees submit their timesheets or leave reports electronically through WebSTAR. WebSTAR can be accessed through the IVC Homepage under the Faculty and Staff dropdown menu. If you have questions regarding timesheets or leave reporting please view the tutorial under the HR webpage or contact the Human Resources Office.

### **PAYCHECKS**

Paychecks are issued on the last working day of the month, except for the first payroll of each semester, which will be issued on the 10<sup>th</sup> of the following month. Paychecks and paystubs may be picked up in the Human Resources Office. If you would like to have direct deposit, you can obtain the necessary form from the Human Resources Office or on the website at [www.imperial.edu/hrforms](http://www.imperial.edu/hrforms).

### **INSURANCE OPEN ENROLLMENT**

Open enrollment is the time in which members are able to make changes to their desired level of coverage. The open enrollment period is (August 1– August 31, 2018). If you wish to make a qualifying change (e.g. add/remove spouse, add/remove child, change in plan selection etc.), please use the electronic form found on the human resources website: [www.imperial.edu/hrforms](http://www.imperial.edu/hrforms) and click on the “Medical Benefits Change/Termination Form” on the right. If you don’t have any qualifying changes then **you do not need to do anything**. The link will only be available during the dates of (August 1-August 31, 2018). Any changes due to qualifying events (30 days within marriage, divorce, birth) can be made throughout the year and will take effect 10/1/18.

## **SUBSTITUTE INSTRUCTORS**

If you substitute for an instructor, you must complete the electronic Substitution Certification form by the end of the week in which you substituted. The digital form can be completed online from <https://servicedesk.imperial.edu/helpdesk/WebObjects/Helpdesk.woa>

## **INSTRUCTIONAL SUPPORT SERVICES**

### **LIBRARY AND AUDIO VISUAL SERVICES**

As an employee of Imperial Valley College, you have unlimited checkout privileges in the Library. Your college identification card is also your library card. Cards are available in the Casbah room of the College Center (Building 600). You will need to call (760) 355-6455 to schedule an appointment. Please also notify the Human Resources Office, so the card can be printed.

#### **Online Catalog and Circulation System**

The Library has the SirsiDynix online catalog and circulation system available on the library's web page. It has a web interface and is viewable from any computer that can access the college's web page. You can search the catalog by author, title, subject or keyword and see whether the item you need is available or checked out. If you would like the library to hold something for you when it is returned, please call Circulation to place a hold on the item for you - ext. 6409 during the day and ext. 6382 after 4:30 p.m. Monday through Thursday.

The Library staff will be happy to place items on reserve for use by your students. Please ask at the Circulation Desk to do so. A list of all items placed on reserve for student use can be viewed by class name, course number or instructor's name through the catalog.

The Library has over 50,000 print items and over 400 periodical titles. The library subscribes to a number of Web resources, any of which include full text periodical articles for research. They can be accessed from any IVC computer by going to the Library's web page and clicking on Databases and the resource needed. Directions for access from off-campus are provided below.

You are encouraged to bring your classes to the library for pre-scheduled Bibliographic Instruction, which can be tailored to the needs of the class. Please call Cathy Zazueta ext. 6117 or Frank Hoppe ext. 6193 or the Library Reference Desk ext. 6445, to schedule.

#### **Bibliographic Instruction for Your Class.**

You are encouraged to investigate the library's holdings in your area of expertise. Please let one of the librarians know if there are items which you think need to be removed or updated. They welcome your suggestions for books or periodicals for the library to purchase.



## Equipment for Classroom Use

All Classrooms are equipped with a lectern that has a computer (With internet connection), DVD player, overhead projector, ability to connect a laptop and an LCD projector. Training or assistance on the use of the lecterns is available. To get assistance on the use of the lecterns and the equipment please submit a support ticket requesting training.

A support ticket can be placed by going to the home page and hovering over 'Faculty & Staff' and then selecting 'Service Desk' from the right column. Log in using your email address and password.

At this time the older classrooms have a VCR in addition to the DVD player. However, this technology is becoming obsolete. As the units break they will not be replaced. It is highly recommended that you look into replacing or copying, your old VHS tapes to DVD (all copyright laws must be adhered to).

A small collection of videotapes is available for classroom use. In addition, IVC is a member of the San Diego and Imperial Counties Community College Learning Resource Cooperative, which maintains a large video collection at the San Diego County Office of Education. Please contact Cathy Zazueta, Assistant Librarian, for further information regarding access and reserving items.

### From The Library Website:

- From the Library homepage, under the "Find Articles & Other Library Materials" section, select "Database by Title List, Search All Databases".
- The "Find it in Our Databases" page contains a list of databases with a brief annotation describing what may be found in each. You cannot access the databases from this page. Clicking on any database title will take you to the "Student Portal" login page. From there, follow the procedure outlined above. Clicking on the "Click here to access databases" link will also take you to the "Student Portal" login page.

## **COMPUTER LABS**

IVC has a number of computer labs where students receive assistance.

### **Reading, Writing, & Language Lab (2600 building):**

The Reading/Writing/Language Lab primarily serves students taking reading, writing, language, and ESL classes. It has rooms designated for use by these students, and computers with programs designed to assist them in their various classes.

Those rooms can also be reserved by instructors to enable their classes to work on in-class assignments that require a computer. Reservations need to be made through Learning Services (760) 355-6531 or (760) 355-6186.

The 2600 Building also serves as an open lab for students to work individually on school assignments that require a computer, as long as no instructors have reserved the rooms. Students are welcome to use the computers, but the reading, writing, and ESL tutors are not there to show students how to use computers or to assist them with class content.

Hours are 8:30 a.m. to 7:45 p.m. Monday through Thursday, and 8:30 a.m. to 3:00 p.m. Friday. Students will be asked for an IVC ID card to check into the lab.

**Reading Lab (2600 building):**

Is used by students taking ENG 018 and 019 and Individualized Reading Skills (ENG 52), which is offered based on demand. Students come in with a class or individually to work on the lab assignment for the class.

**Writing Lab (2600 building)**

Is used primarily by students in writing classes, but students from non-writing classes may also receive help with an essay or other writing assignment. Tutors focus on the writing process; they do not tutor content. Tutoring is offered by appointment, but walk-ins are accepted at any given time if there is no scheduled appointment at that time.

Students may also take the one-unit Individualized Writing Skills lab class (ENG 51).

**Math Lab (2600 building)**

The math lab has 44 computers with internet access and Microsoft-Office software. The lab also includes: study rooms; computer tutorials; videos; mathematics software; reference books, and tutoring.

**Language Lab: (2600 building)**

Is available to all students enrolled in Foreign Language or ESL classes. The lab offers an individual multimedia learning experience on state-of-the-art computer stations as a supplement to formal class instruction.

**General Computer Lab (2610)**

A general computer lab is available for students in room 2610. The computers have applications for business, graphic arts, and statistics classes. Internet access is also available. Students will be asked for an IVC ID card to check into the lab.

Hours are 8:30 a.m. to 7:45 p.m. Monday through Thursday, and 8:30 a.m. to 3:00 p.m. Friday.

Reservations need to be made through Learning Services (760) 355-6531 or (760) 355-6186.

**Nursing Lab (2100 building):**

The nursing learning center room 2158, it provides study rooms, computer tutorials, and skills laboratories for students in registered nursing and allied health programs.

### **STUDY SKILLS CENTER (LIBRARY)**

Tutoring is available to all IVC students on a walk-in basis and by appointment in the Spencer Library Media Center. The Study Skills Center can also provide test proctoring when students have missed the regular test taking date. Please give a 24-hour notice. Also, study skills workshops are available upon request for individual students or for entire classes. Furthermore, the Study Skills Center can provide 5-minute presentations in your classroom during the first weeks of classes to explain the availability of tutoring for students. Please contact Josue Verduzco for more information at 760-355-6384. There is more to our library than just books; study rooms for small groups, and online access to a wealth of resources.

The Test Proctoring Form can be found at:

[http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4548&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4548&Itemid=762)

Library Instruction Request Form can be found at:

<http://forms.imperial.edu/machform/view.php?id=7>

### **COOPERATIVE WORK EXPERIENCE PROGRAM**

The Cooperative Work Experience Program offers practical work experience (for credit) in partnership with the business community. Employers provide work locations and on-the-job training which has educational value for our students. The College provides the instructional component, class facilities, and personnel to instruct and coordinate the program.

### **COUNSELING**

IVC provides all students with pertinent information they will need in the formulation of their academic and personal goals and objectives and to assist them in being aware of making the most of their desires, interests, and opportunities. Academic Counseling services are provided by professional counselors who are skilled and trained in the areas of academic, vocational, and personal counseling. The Transfer Center provides a number of services of use to your students.

The Counseling Center is open between the hours of 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. A transfer and career center, located within the Counseling Center, has extensive reference library of catalogs from many universities and resource materials on vocational and career information.

Although Academic counselors assist in long-range planning and in checking specific requirements, the responsibility for meeting graduation requirements or requirements for transfer to other colleges or universities must be assumed by each student.

**DISABLED STUDENT PROGRAMS & SERVICES**

Disabled Student Programs & Services provides supportive services to students with Physical Disabilities, Learning disabilities, Mental Health, Intellectual Disabilities, acquired brain injury, Blind/Low vision, and Health problems. Students who are deaf or hard of hearing may come to your class with a sign language interpreter or note taker.

Students with disabilities at Imperial Valley College are eligible for educational accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Support services are provided to students who have the following disabilities:

ASD	Blind/ Low Vision	Deaf/ Hard of Hearing
Physical Disabilities	ADHD	Learning Disabilities
Intellectual Disabilities	Mental Health	Acquired Brian Injury, etc.
		Medical / Health Conditions

Supportive services are provided on an individual basis as students’ needs are identified. These services are offered to provide disabled students with the same opportunities for success that non-disabled students have. Some of the services available are:

Alt-Media	Reader Services	Note-taking
Enlarging	Vocational Counseling	Personal Counseling
Academic Advising	Adaptive Physical Education	Sign Language Interpreting
Adaptive Computer Instruction	Priority Registration	Test Proctoring Services
Learning Disability Assessment	Scribe Services	

Students need to see a DSP&S counselor to arrange for needed services. For information or to refer students contact Disabled Student Programs & Services in the Mel Wendrick Access Center in the 2100 Building, or call (760) 355-6434, or (760) 355-6313.

Students who need special accommodations for test taking should present you with forms requesting that support. You may then be required to submit information to DSP&S via their electronic forms page. <http://www.imperial.edu/students/dsps/test-proctoring-form/>

**STUDENT HEALTH SERVICES**

Currently enrolled IVC students pay a nominal fee each term for physical and mental wellness services. The Student Health Services program strives to promote physical and mental health programming designed to prevent and resolve health issues. Our staff includes a Registered Nurse, Physician's Assistant/Nurse Practitioner, and a licensed psychotherapist. Some of the services we provide include:

- Basic First Aid
- Immunizations
- Mental Health Counseling
- Wellness Screenings and Health Fairs
- Access to reproductive health care for men and women
- Over-the-counter medication

The Student Health Center is located in the 2100 building. We are open Monday through Thursday from 8:30 am to 4:30 pm and on Fridays from 8:30 am to 12:30 pm. The Center's nurse can be reached at 760-355-6310 and the therapist can be reached at 760-355-6196.

### **STUDENT OF CONCERN TEAM**

The purpose of the Student of Concern team is to provide consultation to staff, faculty, and administration focused on prevention and early intervention in campus situations involving students experiencing extreme distress or engaging in harmful or disruptive behaviors. The Team provides collaborative support and develops strategies to address concerns regarding students' well-being or behavior that is potentially harmful to self and/or others or is disruptive and/or threatening. The team regularly assesses these situations and recommends action in accordance with existing college policy. Typical consultations may involve students with suicide risk, alcohol and drug problems or aggressive/disruptive behavior. Behavior of concern may be demonstrated physically, verbally, or in writing.

As a faculty member interacting with students, you are in an excellent position to recognize behavior changes that characterize the emotionally distressed student. A student's behavior, especially if it is inconsistent with your previous observations, could well constitute an inarticulate attempt to draw attention to his/her plight--"a cry for help". Your ability to recognize the signs of emotional distress and to acknowledge your concerns directly to him/her is often noted by students as the most significant factor in their successful problem resolution. For more information on how to assist the emotionally distressed student, please read the handbook that is disseminated via email at the beginning of each term.

It is crucial that you alert the campus Student of Concern team when you encounter a student experiencing extreme distress or engaging in harmful or disruptive behavior. You will need to submit the Student of Concern form found under the Faculty and Staff tab on the IVC website. If you need assistance in completing the form, contact either Student Affairs at x 6455.

## **STARFISH EARLY ALERT**

Starfish Early Alert captures critical information that academic counselors need using a two-pronged approach:

1. It mines any existing data about student performance recorded in technologies already in place at IVC.
2. Then simple tools encourage instructors, advisors, coaches, and other staff to raise their own specific concerns.

### **Raising a Flag**

The system will automatically trigger a notification to each member of a student's success network, which includes their academic counselor and current semester instructors. Starfish expedites communication between counseling and teaching faculty to quickly move toward a solution that will guide students to success for each term. Sometimes sending an automated message to the student about a concern is enough to prompt self-corrective action.

The simple tools in Starfish EARLY ALERT encourage advisors, counselors, tutors, and instructors to raise flags at any time.

Kudos can be used in the same way, to send positive messages of encouragement to students.

### **Manage to Resolution**

Starfish EARLY ALERT gives those busy people tools to visualize and prioritize all the different types of concerns so they can do their outreach efficiently and effectively... and make sure that no one slips through the cracks. With a variety of ways to communicate and capture notes about the efforts of everyone involved, it is easier to keep your campus community on the same page and manage issues through to resolution.

In Starfish EARLY ALERT, the Student Folder is a convenient way to see a student's whole story – including a photo, contact information, grades, GPA, admissions data, program of study, demographics, financial aid status, active and resolved flags, shared notes from other student success providers

## **REPROGRAPHICS INFORMATION**

### **PAPERCUT**

When you are logged on to an IVC computer, you will see your PaperCut account appear on the screen. Through PaperCut, IVC tracks your usage of copy/print funds within your department. Your PaperCut account allows you to print to any copier at IVC. You can also add funds for personal printing. Here's a link to detailed instructions for PaperCut:

[http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_view&gid=3104&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=3104&Itemid=762)

**REPROGRAPHICS - SEND REQUESTS ELECTRONICALLY AND PICK THEM UP LATER**

The IVC Service Desk has a Reprographics Request form available online. You can use this online form to submit your print job requests digitally, which should help you save time and paper while allowing us to track of your job and inform you when it’s ready for pickup. Requests should be made a minimum of 48 hours in advance

The link to the IVC Service Desk is located under the Faculty & Staff tab on IVC’s home page, or directly at <http://servicedesk.imperial.edu>.

**Preparing Prior to Start of Semester**

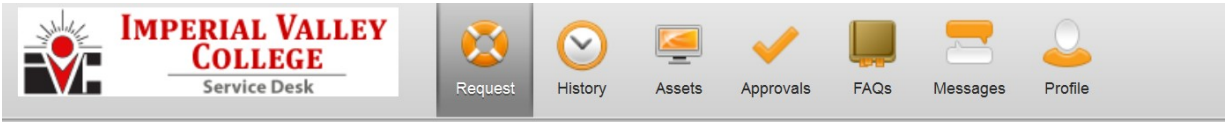
If you’d like to get a head start on the semester, feel free to submit your jobs early so you can avoid the rush when school starts!

**Logging Into the Service Desk**

To login to the Service Desk, found on the Faculty & Staff Tab on the IVC website, you will need to enter in your full email address and email password. (See below)



Once logged in, please select the **Reprographics Request | Print Copies** option and fill out the form to submit your job to Reprographics:



**Help Request**

Request Type

Subject

### **Reprographics Contact Information**

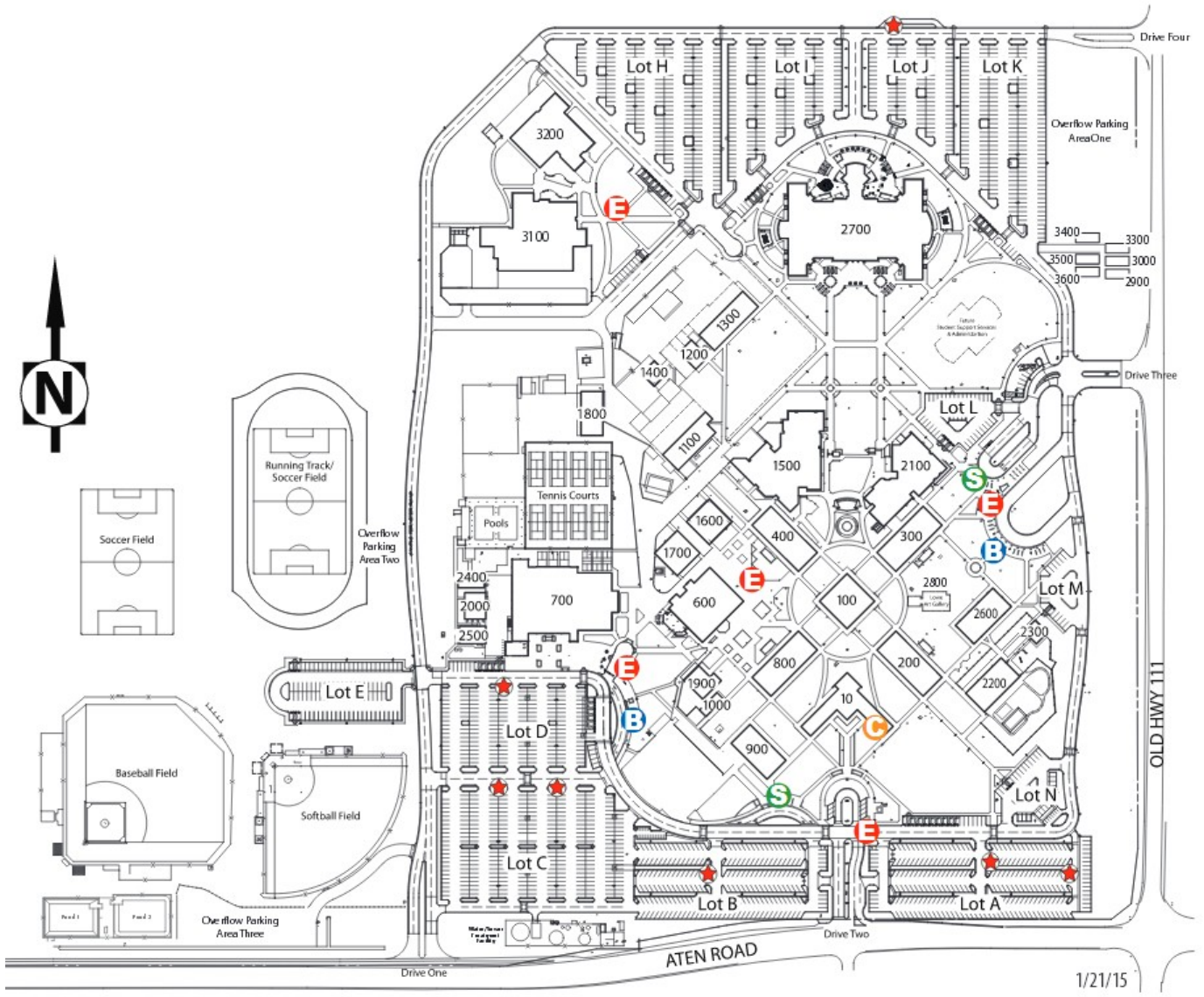
Please feel free to contact Reprographics at ext. 6374 or 6387, or Omar Ramos at ext. 6500 if you have any questions or need help submitting a job request through the Service Desk. Or you may call the Service Desk at ext. 6300 anytime for assistance with this or other issues.

## **CHARTERED CAMPUS CLUBS**

Students are free to organize and join campus clubs, organizations, or associations for educational, political, social, religious, or cultural purposes. Groups of students may, upon meeting the conditions contained herein, be recognized as "chartered" organizations. Amended by Board of Trustees action, 8/4/73, 8/15/73, 9/10/75, 8/8/79, 9/10/80, 12/11/85, 10/14/87, 10/09/91



Appendix A – CAMPUS MAPS



LEGEND									
10	Administration/Admissions & Records/IVC Foundation Office	900	Information Technology/ Reprographics/ Parking Control	1800	Maintenance/Purchasing/ Warehouse	2700	English/Sciences/Math/Offices		
100	Counseling/Financial Aid	1000	Student Affairs Office	1900	Bookstore	2800	Juanita Salazar Lowe Art Gallery		
200	Social Sciences/English	1100	Auto Tech	2000	Talent Search/Upward Bound	2900	Classroom - Temporary Building		
300	Humanities/World Languages/ Speech/Communications	1200	Welding	2100	Health Sciences/ Disabled Student Services	3100	Career Technical Education Building		
400	Assessment Center/Classrooms	1300	Auto Tech/Humanities	2200	Preschool	3200	Career Technical Education Building		
600	College Center/Cafeteria	1400	Tool Storage	2300	Infant Toddler Center	3300	Restroom Facility - Temporary Building		
700	Gymnasium	1500	Library Media Center	2400	Human Resources	3400	Classroom - Temporary Building		
800	Business/CIS	1600	Financial Aid Lab	2500	Math Lab Center	3500	Classroom - ICOE		
		1700	Workforce Development Cntr	2600	Reading/Writing/Language Lab	3600	Classroom - Temporary Building		
	Parking/Day Pass Machine		Student Drop Off		Bus/Transit Drop Off		Cashier/Student Payments		Emergency Call Box

# Campus Evacuation Map

In the event of an emergency or if you are instructed by campus staff to evacuate the school grounds, please proceed to the lettered evacuation area that corresponds to the building colors on this map.



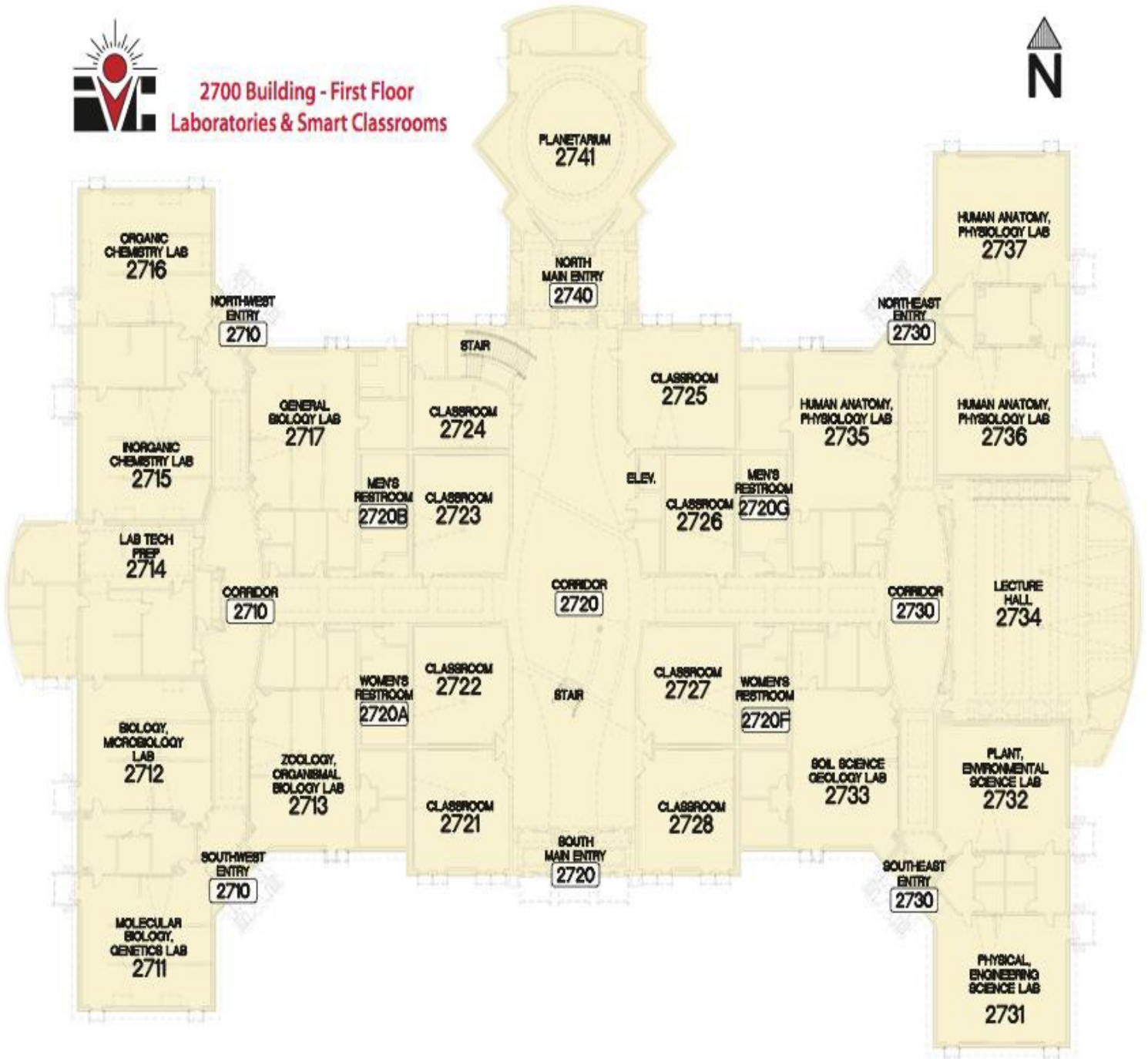
LEGEND			
10	Administration/Admissions & Records/IVC Foundation Office	700	Gymnasium
100	Counseling/Financial Aid	800	Business/CIS
200	Social Sciences/English	900	Meyer Business Building
300	Fine Arts	1000	Student Affairs Office
400	Assessment Center/Classrooms	1100	Auto Tech
500	English/Math/Reprographic s/ Parking Control	1200	Welding
600	College Center/Cafeteria	1300	Auto Tech/Humanities
		1400	Tool Storage
		1500	Library Media Center
		1600	Financial Aid Lab
		1700	Workforce Development Cntr
		1800	Maintenance/Purchasing/ Warehouse
		1900	Bookstore
		2000	Talent Search/Upward Bound
		2100	Health Sciences/ Disabled Student Services
		2200	Preschool
		2300	Infant Toddler Center
		2400	Human Resources
		2500	Math Lab Center
		2600	Reading/Writing/Language Lab
		2700	English/Sciences/Math/Offices
		2900	Classroom - Temporary Building
		3000	Classroom - Temporary Building
		3100	Career Technical Education Building
		3200	Career Technical Education Building
		3300	Restroom Facility - Temporary Building
		3400	Classroom - Temporary Building
		3500	Classroom - ICOE
		3600	Classroom - Temporary Building
★	Parking/Day Pass Machine	S	Student Drop Off
B	Bus/Transit Drop Off	C	Cashier/Student Payments
E	Emergency Call Box		



2700 Building

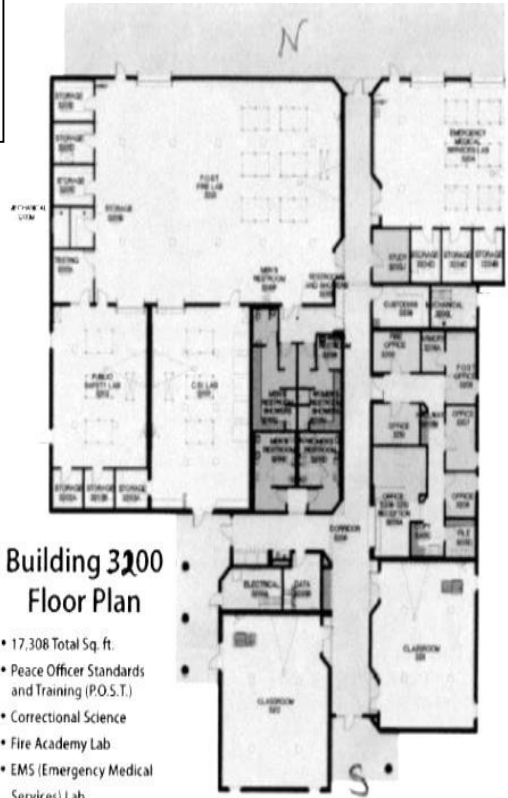


2700 Building - First Floor  
Laboratories & Smart Classrooms



**3100 & 3200 Buildings**

- 3212 – Classroom (South)
- 3211 – Classroom (South)
- 3204 – EMS (North)
- 3203 – CSI (Center)
- 3202 – Pub Safety (Center)
- 3201 – FIRE/POST (North)



**Building 3200  
Floor Plan**

- 17,308 Total Sq. ft.
- Peace Officer Standards and Training (P.O.S.T.)
- Correctional Science
- Fire Academy Lab
- EMS (Emergency Medical Services) Lab
- 7 Lecture Classrooms

- 3120 – Welding (West)
- 3119 – Renewable (South)
- 3117 – Construction (South)
- 3115 – HVAC (South)
- 3113 – Electrical (East)
- 3112 – Classroom (North)
- 3111 – Classroom (North)
- 3110 – Electronics (Center)
- 3109 – Computers (Center)

**3100 Floor Plan**

- 30,022 Total Sq. ft.
- 2 Lecture Classrooms
- 5 Construction Trade Labs
  - Building Construction
  - Air Conditioning & Refrigeration
  - Electrical Wiring
  - Renewable Energy
  - Welding
- 1 Electronics Lab
- 1 Computer Lab
- EWD Administrative Offices
- Exterior Shaded Space

