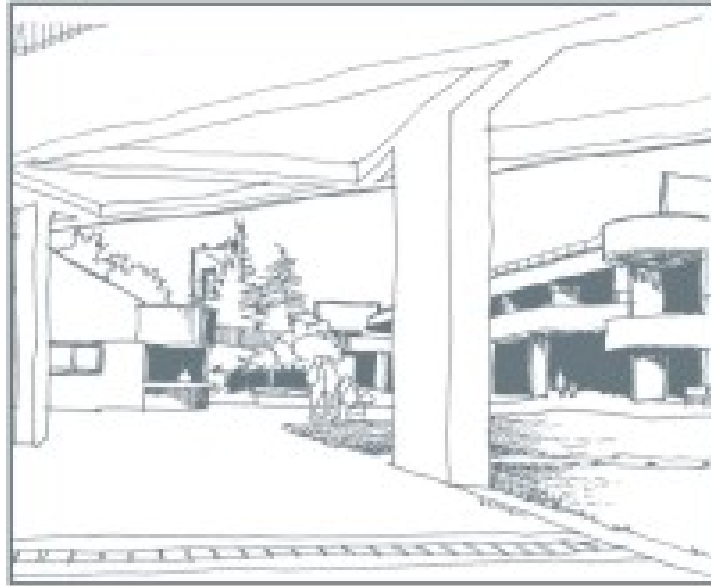
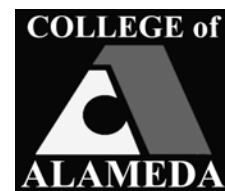


College of **Alameda**



**Faculty and Staff
Reference Guide**

Compiled June, 2004



Peralta Community College District



Board of Trustees

Lynn Barranco, *President*
Alona Clifton, *Vice President*
Susan Duncan
Linda Handy
Darryl Moore
Dr. William Riley
Amey Stone
William Chapple, *Student Trustee*
Lana Spencer, *Student Trustee*



District Administration

Elihu Harris, *Interim Chancellor*
Judy Walters, *Senior Vice Chancellor of Educational Services*
Dr. Charles Taylor, *Interim Senior Vice Chancellor of Administrative Services*



College Administration

Dr. Cecilia Cervantes, *President*
Connie Willis, *Business Services Manager*
Maureen Duncan, *Interim Vice President of Instruction*
Dr. Kerry Compton, *Vice President of Student Services*
Peter Simon, *Interim Dean, Division I*
Dr. Thomas Orf, *Dean, Division II*
Brenda Johnson, *Dean, Student Services*

Faculty and Staff Reference Guide

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INTRODUCTION

WELCOME TO PERALTA COMMUNITY COLLEGE DISTRICT and the COLLEGE OF ALAMEDA

This is a living document. If you have any suggestions regarding the current content, items that should be included, or other comments, please call, email or visit the Office of Instruction staff. You may also make use of the orange “COA Satisfaction Survey” cards located at various points throughout the campus.

The Peralta Community College District and College of Alameda have made every reasonable effort to determine that the information contained in this reference guide is accurate. Information contained herein is subject to change without notice by the administration of the Peralta Community College District or College of Alameda for any reason at the discretion of the District and/or the College. The District and the College further reserve the right to add, amend or repeal any of their rules, regulations, policies and/or procedures.

College of Alameda and the Peralta Community College District are equal opportunity affirmative action institutions, committed to nondiscrimination and to providing equal opportunities in admissions, financial aid, student facilities, student activities and employment, without regard to race, age, ancestry, sex, sexual orientation, marital status, color, national origin, creed, medical condition, disability, religious or political affiliation.

The purpose of this reference guide is to provide information to full-time and part-time faculty and staff concerning the policies and procedures of the Peralta Community College District and the College of Alameda. The reference guide is subject to periodic review and modification or expansion according to changing needs of the District, College, faculty, staff or students. Any questions of interpretation or administration of the provisions of this guide can be referenced by consulting the District Board Policy Manual, Administrative Regulations, Education Code, and the Peralta Federation of Teachers Collective Bargaining Contract.

The Handbook is organized in three major sections. Section I contains College of Alameda policies and procedures. Section II contains district-wide personnel policies, which are applicable to all instructors. Section III contains Appendices to the handbook.

The material in this handbook shall not, by application, interpretation or administration, supplement, replace or take precedence over the language of any collective bargaining agreement of the Peralta Community College District. Furthermore, where a conflict exists between the language of this handbook and a current collective bargaining agreement, the collective bargaining agreement shall, in such instances, supersede the language contained herein.

ADMINISTRATIVE INFORMATION

Peralta Community College District

Mission Statement

"The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community."

Vision

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

Values

The District is committed to: being accessible and supportive to all; seeking knowledge and truth in the classroom and in all decision making processes; being encouraging of open inquiry and expression; and adhering to high ethical standards.

The District relies on and respects all our communities, works in partnership with civic organizations, businesses and other institutions, and responds to emerging training and educational needs. We are committed to being known as an accessible community resource providing opportunities for civic, recreational and cultural activities. We value diversity and the global nature of the future.

The District is dedicated to a state of evolution and improvement through research, planning, implementation and evaluation. The District is committed to embracing the challenges of the future in both good and bad times.

Adopted April 1998

Board of Trustees

Lynn Baranco, President lbaranco@peralta.cc.ca.us	Linda Handy lhandy@peralta.cc.ca.us	Amey Stone astone@peralta.cc.ca.us
Alona Clifton, Vice President aclifton@peralta.cc.ca.us	Darryl Moore dmoore@peralta.cc.ca.us	William Chapple, Student Trustee
Susan Duncan sduncan@peralta.cc.ca.us	Dr. William Riley wriley@peralta.cc.ca.us	Lana Spencer, Student Trustee

Chancellor & Chief Executive Officer
Elihu Harris
 333 East 8th Street
 (510) 466-7202

Assistant to the Chancellor
 Beth Weyand
 466-7203
 bweyand@peralta.cc.ca.us

Special Assistant to the Chancellor
 Alton Jelks (Interim)
 466-7202
 ajelks@peralta.cc.ca.us

General Counsel
 Thuey Nguyen (Interim)
 466-7218
 ttnguyen@peralta.cc.ca.us

Executive Director Marketing, Public Relations & Communication
 Jeffrey Heyman
 466-7369
 jheyman@peralta.cc.ca.us

Associate Vice Chancellor International Affairs
 Jacob Ng
 466-7295
 jacobng@peralta.cc.ca.us

Director, International Education Development
 Brian Domenget (Interim)
 587-7805
 bdominget@peralta.cc.ca.us

President College of Alameda
 Dr. Cecilia Cervantes
 748-2234
 ccervantes@peralta.cc.ca.us

President Laney College
 Odell Johnson (Interim)
 464-3237
 ojohanson@peralta.cc.ca.us

President Merritt College
 Dr. Evelyn Wesley
 436-2501
 ewesley@peralta.cc.ca.us

President Vista College
 Dr. John Garmon
 981-2850
 jgarmon@peralta.cc.ca.us

Senior Vice Chancellor Finance
 Dr. Charles Taylor
 466-7289
 ctaylor@peralta.cc.ca.us

Senior Vice Chancellor Educational Services
 Judy Walters
 466-7311
 jwalters@peralta.cc.ca.us

Associate Vice Chancellor Admission & Records Student Services
 Howard Perdue
 466-7365
 hperdue@peralta.cc.ca.us

Associate Vice Chancellor Community, Workforce & Economic Development
 Vacant

Associate Vice Chancellor Research & Institutional Development
 Dr. Chuen-Rong Chan
 466-7300
 cchan@peralta.cc.ca.us

Director of Grants
 Jennifer Kennedy
 466-7303
 jkennedy@peralta.cc.ca.us

Other Important District Contacts:

Mainframe/Email Questions
 Laura Gonzales
 466-7235
 lgonzales@peralta.cc.ca.us

Human Resources
 Toni Lesperance
 466-7354
 lesperan@peralta.cc.ca.us
 Nancy Pak
 466-7386
 nancypak@peralta.cc.ca.us

Payroll
 Rose Ilagan
 466-7273
 rilagan@peralta.cc.ca.us

Purchasing
 Colette Cussary
 766-7255
 colette@peralta.cc.ca.us

District Board of Trustees Meeting
 District Board Room
 333 East 8th Street
 Oakland, CA 94606
 (510) 466-7200
2nd & 4th Tuesday of each month during the Academic year

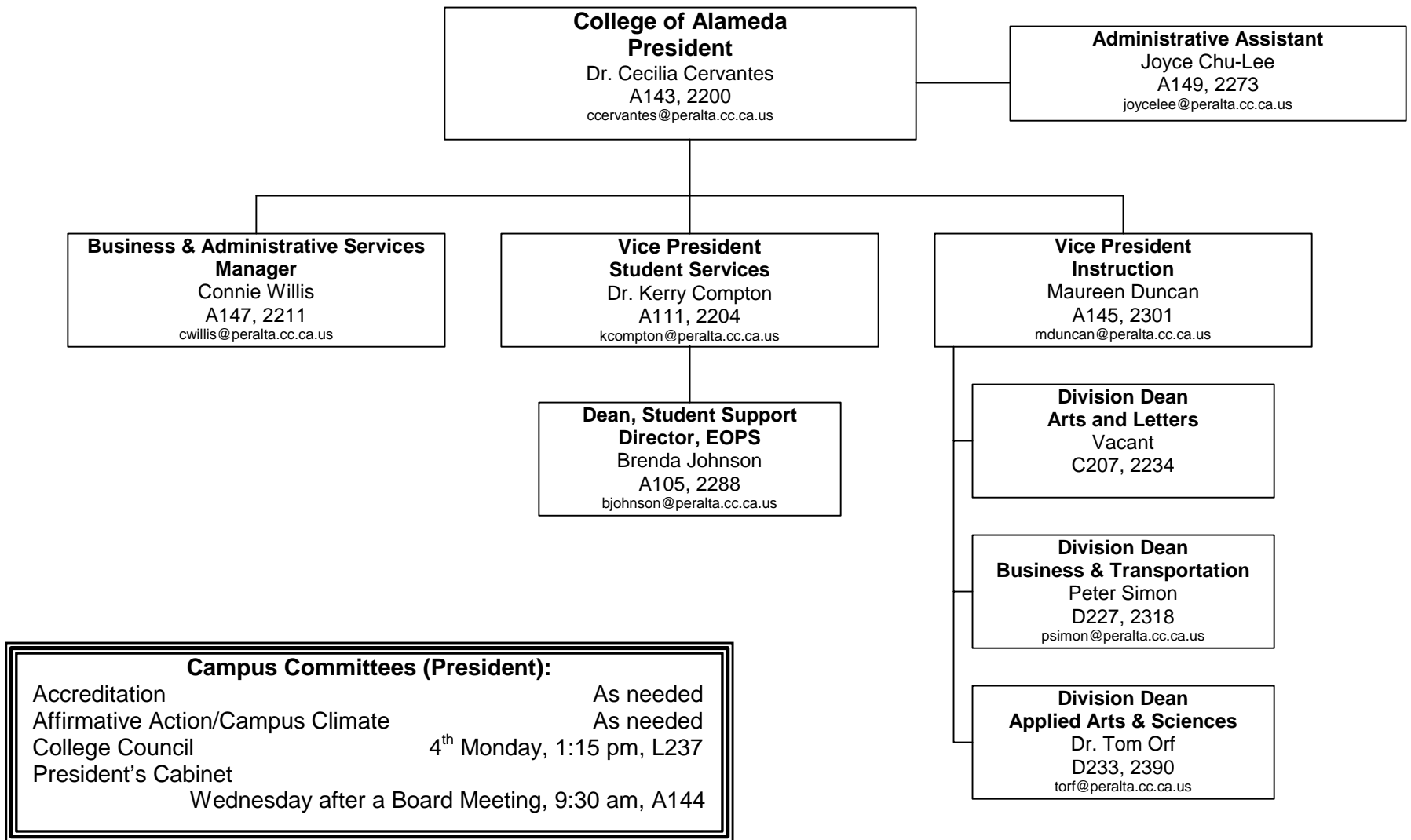
COA President's Office

President

The College President, Dr. Cecilia Cervantes, is the chief administrative officer at the college and has responsibility for all areas of the college operation. Joyce Lee is the Executive Secretary to the President, and her office is in the central administration building, room A149, extension 2273. President Cervantes may be contacted at extension 2200.

Community Services

The President is responsible for all community service activities. Community Services presents cultural, informational and entertainment programs to the community, striving to integrate its services more effectively into the total college program. Joyce Lee, Secretary to the President, is always willing to work with persons who have ideas about special programs, classes, lectures and other community projects. Contact her for assistance with any ideas that may be of interest. The President's Office handles all contact with the media (radio, TV, newspaper), and is responsible for the production of college publications.



President's Office
Spring, 2004

COA Office of Administrative and Business Services

Connie Willis, Business Officer, is responsible to the President in providing general coordination and direction for planning, development, and implementation of administrative and business services. She can be reached at extension 2235.

Please refer to the Administrative Services Handbook for detailed descriptions of the following administrative and business services: Business/Financial Services, Communications (copying, US mail and intra district mail, telephone system services), Bookstore, Custodian Services, Administrative Computing, Audits, Community Services Facilities Use, Safety & Disaster Response, and Physical Plant coordination.

The specific services of most value to you, and the individuals responsible for providing these services, are as follows:

Janet Barnett - Staff Assistant - Processes and coordinates facility rental requests, facility and maintenance requests, and custodial services requests. Coordinates college communication areas (switchboard/telephone systems and duplication/mailroom). Provides administrative assistance to the Business Services Manager.

Maureen Hauser - Supervisor - supervises the operations of the Business Office, Bursar's Office, and Administrative Services. Serves as the resource person for managers and other staff on all fiscal related transactions.

Muriel Montague - Bursar - responsible for collections/reporting, cashier, student fee reporting, student parking permits, trust accounts, disbursements: staff regular/hourly, student workers, and financial aid.

Arthur Rosete - Staff Assistant - acts as the technical resource person for Business Services. Reviews for completeness, accuracy, analysis and processing of accounts payable, purchase, budget transfer, personnel action, and payroll requests.

Vacant - Sr. Clerical Assistant - performs the clerical office function duties for the Administrative and Business Services Office.

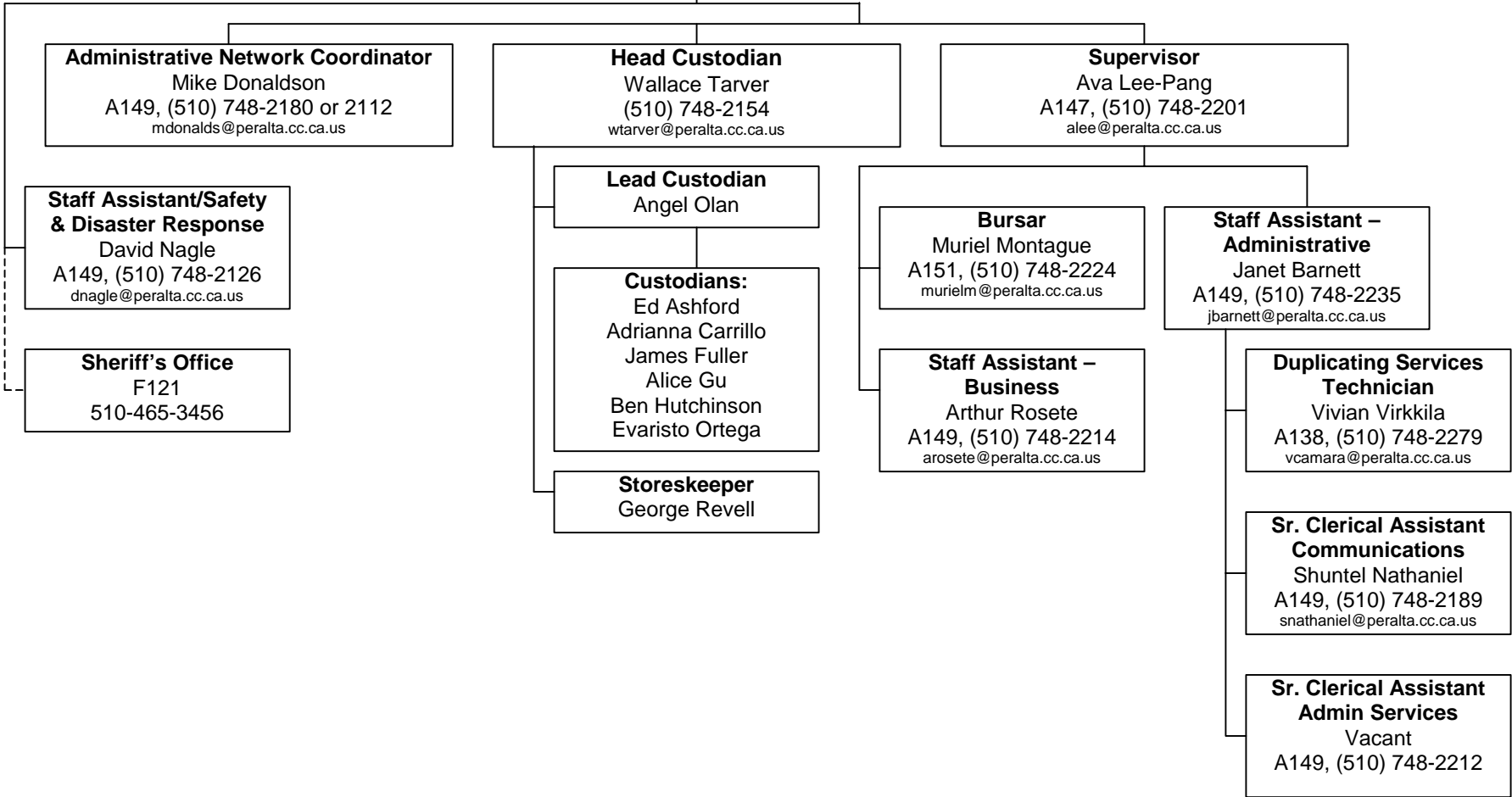
Vivian Camara - Duplicating Services Technician - provides mail (U.S. & intra-district) and copier services. (See Copying Services under College Policies - Instructional Support Services).

Shuntel Nathaniel - Sr. Clerical Assistant - provides information/receptionist, and telephone operator and telephone system services, staff parking permits.

Wallace Tarver - Head Custodian - supervises all custodians.

Mike Donaldson - Administrative Network Coordinator - installs and configures stand-alone personal computers, instructional, student services and administrative Local Area Networks. Installs emulation boards, hard and floppy drives and other peripheral equipment on PCs; troubleshoots/corrects hardware and software problems; maintains inventory of license agreements; updates PC software packages; provides personal computer training/support to college personnel and assists LAN users.

**Business and Administrative Services
Manager**
 Connie Willis
 A147, (510) 748-2211
 cwillis@peralta.cc.ca.us



Glance

COA Office of Instruction

The Vice President of Instruction, Maureen Duncan (Interim), is responsible to the President for the coordination and supervision of all aspects of the educational program of the college and for maintaining general supervision over the internal administration of the college. The staff of the Vice President of Instruction provides assistance in establishing and implementing the college instructional program, personnel selection, employment, training and evaluation, and general administrative functions for the operation of the college. Vice President Duncan may be contacted at extension 2352.

The following classified staff supports the Office of the Vice President of Instruction:

Vacant - Senior Secretary Stenographer to Vice President of Instruction - responsible for handling all communications and correspondence to the Vice President of Instruction.

Ava Lee-Pang - Program Specialist/Instruction - responsible for coordinating instructional schedules, maintaining instructor assignment records and related statistics, and all changes in curriculum.

Vacant - Staff Assistant/Grants - responsible for maintaining records for special projects and processing of information related to contract education, community services, catalog production, grant activities, institutional plan, and accreditation report.

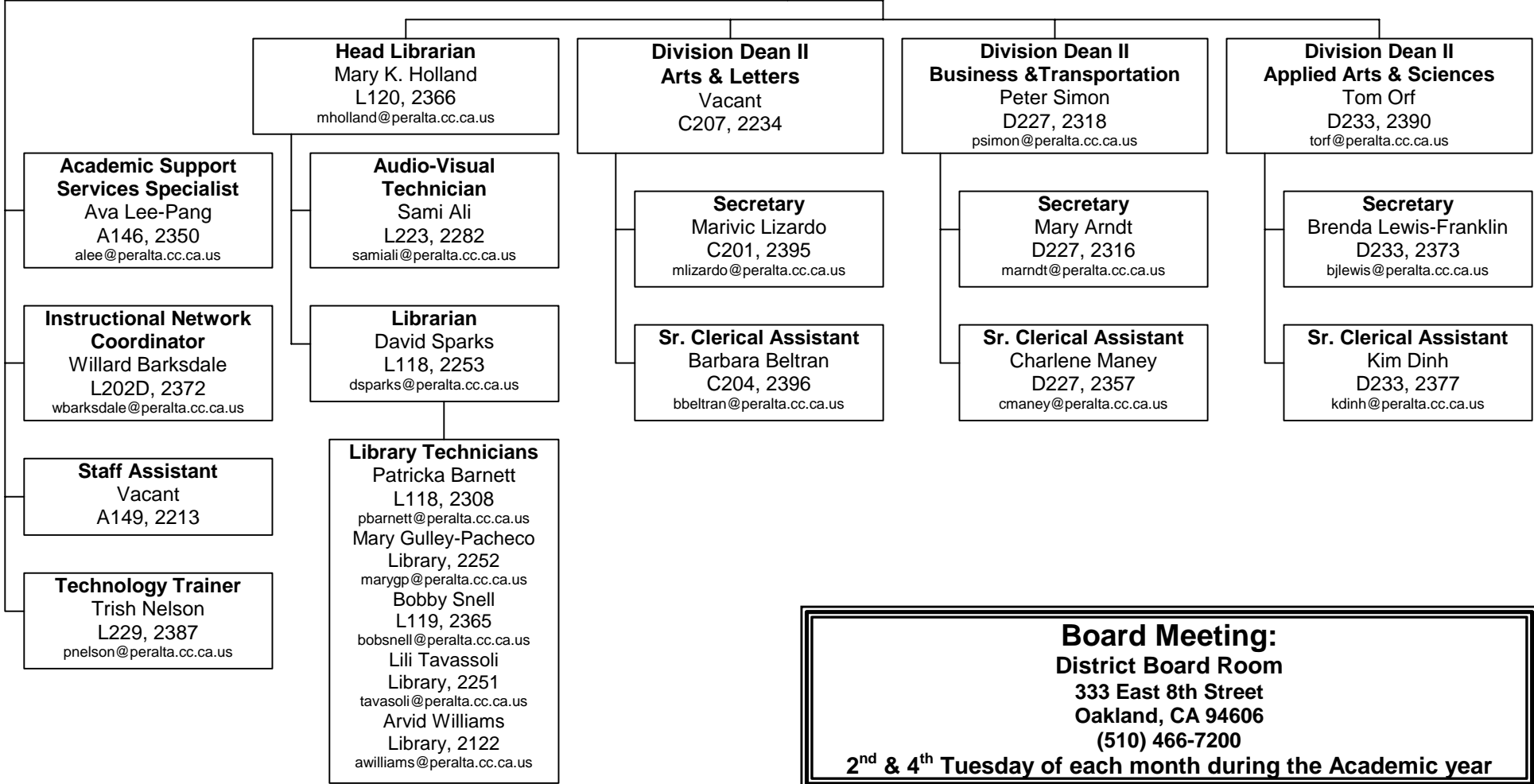
Nimfa Jianoran - Senior Clerical Assistant - provides direct support for college schedule and room allocations and maintains the college key system.

This cadre of classified staff provides general and specialized services for the Office of Instruction; serves as the college's principal resource and liaison on procedural certificated personnel matters; maintains all college curriculum and personnel files, records and related matters; assists in ensuring compliance with district and college hiring practices; processes employment and credential papers; and serves in a liaison and resource capacity on projects and assignments representing the Vice President of Instruction.

Vice President of Instruction
 Maureen Duncan: A145, 2301 mduncan@peralta.cc.ca.us

Senior Secretary
 Vacant: A149, 2316

Senior Clerical Assistant
 Nimfa Jianoran: A149, 2300 njianora@peralta.cc.ca.us



Board Meeting:
 District Board Room
 333 East 8th Street
 Oakland, CA 94606
 (510) 466-7200
 2nd & 4th Tuesday of each month during the Academic year

COA Office of Student Services

Vice President of Student Services

The Vice President of Student Services, Dr. Kerry Compton, is responsible to the President for direction and supervision of student support services. The Student Services Division offers a wide variety of support services to assist students in completing their educational goals. The Vice President may be contacted at extension 2204. Gloria Edgar is the Secretary to the Vice President of Student Services and may be reached at extension 2205.

COA Dean of Student Services and EOPS Director

Brenda Johnson, the Dean of Student Services, may be contacted at extension 2288. Cindy Counsell, the Secretary to the Dean, may be reached at extension 2203.

Counseling Services

Full-time and part-time counselors are available for academic, vocational, and personal counseling on an appointment or drop-in basis. Students can see any counselor regarding their programs of study. Call ext. 2202 for further information.

Vice President of Student Services

Dr. Kerry Compton: A111, (510) 748-2204
kcompton@peralta.cc.ca.us

Senior Secretary

Gloria Edgar: A110, 748-2205
gedgar@peralta.cc.ca.us

Clerical Assistant

Derek Lee: A106, 748-2205
dlee@peralta.cc.ca.us

Secretary/Vet Affairs

Cindy Counsell: A106, 748-2203
ccounsell@peralta.cc.ca.us

Dean of Student Services/EOPS

Brenda Johnson: A105, 748-2288
bjohnson@peralta.cc.ca.us

Admission & Records

Marcean Bryant
A115, 748-2227
mbryant@peralta.cc.ca.us

Admission & Records

Shirley Armstrong
A115, 748-2225
sarmstrong@peralta.cc.ca.us

Articulation Officer

Vacant

Children's Center Coordinator

Danielle Waite
748-2382
dwaite@peralta.cc.ca.us

Athletic Director

Myron Jordan
G237, 748-2283, 2274
myronjordan@peralta.cc.ca.us

Financial Aid Supervisor

Angelita Finlayson
A115, 748-2229
finlaysn@peralta.cc.ca.us

Program Specialist

Sherry Anderson
A115, 748-2107
sanderson@peralta.cc.ca.us

Placement Assistant

Lan Pham
A115, 748-2303
lpham@peralta.cc.ca.us

Transfer Center Coordinator

Brenda Bias
A132, 748-2218
brendabias@peralta.cc.ca.us

Transfer Center Prog. Spec.

Greg Marro
A136, 748-2316
gmarro@peralta.cc.ca.us

Matriculation Coordinator

Trulie Salcedo
A129, 748-2370
tsalcedo@peralta.cc.ca.us

Puente Program

Julie Dominguez
A133, 748-2259
jdomingu@peralta.cc.ca.us

Assessment Specialist

Pat Denoncourt
L204, 748-2282
pdenon@peralta.cc.ca.us

Tutorial Servc. Asst.

Anna O'Neal
L118, 748-2253
aoneal@peralta.cc.ca.us

Counselor

Hector Corrales
A128, 748-2360
corrales@peralta.cc.ca.us

Counselor

Maha Elaidy
A131, 748-2366
melaidy@peralta.cc.ca.us

Counselor

Alze Roberts
A130, 748-2219
aroberts@peralta.cc.ca.us

Counselor

Shirley Robinson
A134, 748-2220
srobinsn@peralta.cc.ca.us

Sr. Clerical Assistant

Janice Bledsoe
A115, 748-2202
jbledsoe@peralta.cc.ca.us

Workforce Development

Sandra Henry
F212, 748-2242
shenry@peralta.cc.ca.us

CalWORKS/Staff Asst.

PJ Santos
F212, (510) 748-2152
pjsantos@peralta.cc.ca.us

CalWORKS Counselor

Vacant
F212, (510) 748-2260

Health Svc. Coordinator

Patricia Dudley
A107, 748-2320
pdudley@peralta.cc.ca.us

Student Activities

Jeff Devers
F116, 748-2280
jdevers@peralta.cc.ca.us

EOPS Coordinator

Irene Serna
D203, 748-2135

Program Specialist

Angie Gandara
D203, 748-2100
agandara@peralta.cc.ca.us

Student Personnel Services

Dominique Benavides
D203, 748-2107
dbenavides@peralta.cc.ca.us

EOPS Counselor

Jonathon Harvey
D203, 748-2210
jharvey@peralta.cc.ca.us

EOPS Counselor

Vacant
D203, 748-2258

One-Stop Site Manager

Amanda Gerrie
F215, 748-2399
agerrie@peralta.cc.ca.us

DSPS Coordinator

Helene Maxwell
D117, 748-2326
hmaxwell@peralta.cc.ca.us

Staff Assistant

Denise Maffett
D117, 748-2328
dmaffett@peralta.cc.ca.us

DSPS Counselor

Debbie Green
D117, 748-2147
dagreen@peralta.cc.ca.us

DSPS Counselor

Becky Sanchez
D117, 748-2314
bsanchez@peralta.cc.ca.us

Alt Media Specialist

Alice Wong
D116, 748-2115
alwong@peralta.cc.ca.us

Adapted Computer Center

Becky Stone
D117, 748-2313
bstone@peralta.cc.ca.us

Network Coordinator

Michelle Custino
D116, 748-2115
mcustino@peralta.cc.ca.us

WorkAbility III Coordinator

Jean Rowland
D117, 748-2359
jrowland@peralta.cc.ca.us

Orientation Specialist

Usha Mortensen
L215, 748-2208
umortensen@peralta.cc.ca.us

Business Services Liason

Monique Perkins
L215, 748-2193
mperkins@peralta.cc.ca.us

Job Placement Specialist

Lawrence Silva
D117, 748-2359
lsilva@peralta.cc.ca.us

Staff Assistant

Aurora Laniohan
D117, 748-2337
alaniohan@peralta.cc.ca.us

COA Division Structure

College of Alameda instructional departments are temporarily reorganized into two instructional divisions (as of Fall, 2003). Each division is headed by a Dean of Instruction. Your instructional assignment determines to which division you report for information and services and constitutes your planning unit.

The staff in your Division Office provides information and services to assist you in all matters pertaining to your assignment while at the College of Alameda. Your Division is your prime communication resource. Contact your Division Office to report or obtain information, appropriate forms, or authorization for services, such as:

- Course outlines
- Curriculum development
- Employee Injury Report forms
- Field Trips
- Hazard Report Forms
- Instructional services such as audio visual, duplicating, readers, secretarial, and student aide needs
- Instructor absence
- Office space and telephone use
- Position announcements and applications
- Prerequisite policy
- Speakers and consultants
- Submission of time sheets
- Supply orders
- Textbook orders and forms and policy
- Transportation and travel
- Waiver and Challenge Forms

Division I

Manager: Dean Peter Simon

Anthropology, Apprenticeship, Apparel Design & Merchandising, Automotive/Auto Body & Paint, Aviation, Business/Accounting, Computer Information Systems, Cooperative Education, Dental Assisting, Diesel, Economics, Education, History, Human Development Services, Political Science, Psychology, Sociology

Division II

Manager: Dean Tom Orf

African-American Studies, Art, Asian-American Studies, Astronomy, Biology, Chemistry, Chinese, Dance, English, English as a Second Language, French, Geography/Geology, German, Health Education, Humanities, Mathematics, Mexican/Latin-American Studies, Music, Philosophy, Physical Education, Physics, Spanish, Speech, Theater Arts, Vietnamese

Division I Dean

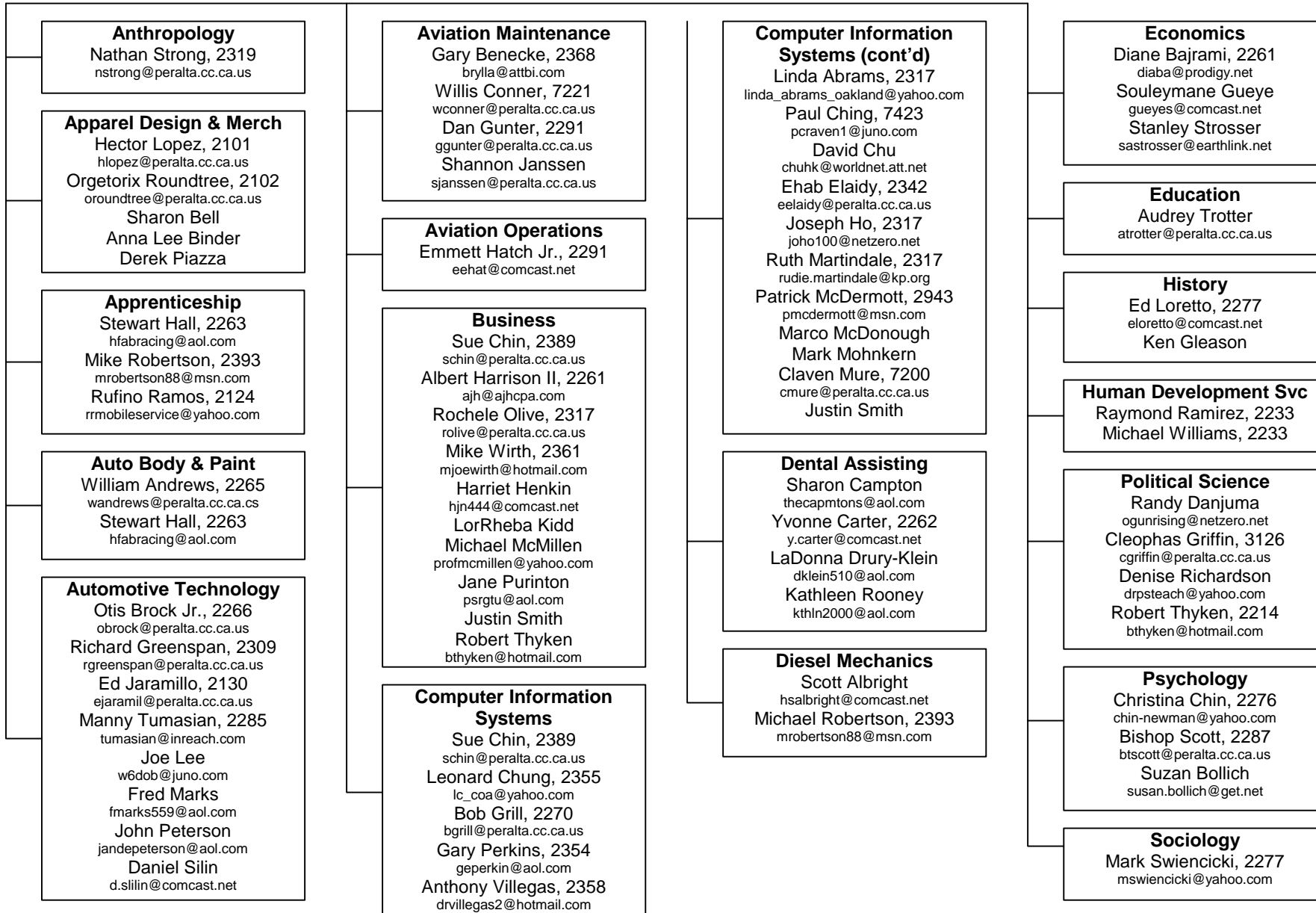
Peter Simon: D227, 2318 psimon@peralta.cc.ca.us

Secretary

Mary Arndt: D227, 2316 marndt@peralta.cc.ca.us

Sr. Clerical Assistant

Charlene Maney: D227, 2357 cmaney@peralta.cc.ca.us



Division II Dean

Tom Orf: D233, 2390 torf@peralta.cc.ca.us

Secretary

Brenda Lewis-Franklin: D233, 2373 bjlewis@peralta.cc.ca.us

Sr. Clerical Assistant

Kim Dinh: D233, 2377 kdinh@peralta.cc.ca.us

African-American Studies

Sherrone Smith, 2236
sherrybaby.94619@yahoo.com

Art

David Hernandez, 2216
mrh@drann.net
Lawrence Williams
W Yokoyama

Asian-American Studies

Michael Parayno

Astronomy

Patti Tsai, 2293
ptsai@peralta.cc.ca.us

Biology

Ann Kircher, 2378
akircher@peralta.cc.ca.us
John Luther, 2271
aplomado-falcon@worldnet.att.net
Tom Southworth, 2297
irish2nz@ix.netcom.com
Seth John Steiner
Helena Lengel, 2169
hlengel@peralta.cc.ca.us

Chemistry

Richard Grow

Chinese

Alan Tam

Dance

Joseph DeGuzman
Susan Valentine

English

Edythe Chan, 2183
edychan2@aol.com
Maurice Jones, 2276
maurjones@aol.com
Mimi Leonard, 2302
mslen@sbcglobal.net
Jay Rubin, 2340
zenmanme@aol.com
Andrea Safir, 2286
andreasafir@aol.com
Sherrone Smith, 2236
sherrybaby.94619@yahoo.com
Wendy Williams, 2275
wendywilliam@peralta.cc.ca.us
Trevor Calvert
Eli Drabman
Marion Fay
marionf5@earthlink.net
Sari Friedman
Jennifer King
Lavance Lee
Erika Mailman
Sarah Peterson
John Polos
jlpolos@yahoo.com
Cynthia Sailors
Cynth265@yahoo.com

English as a Second Language

Edythe Chan, 2183
edychan2@aol.com
Trudie Fator, 2245
trudelaf@hotmail.com
Maurice Jones, 2276
maurjones@aol.com
Mimi Leonard, 2302
mslen@sbcglobal.net
Sedique Popal, 2275
spopal@msn.com
Andrea Safir, 2286
andreasafir@aol.com
Jamila Feldman
Paul Grimes
haightguy@yahoo.com
George Irving
Jon Lambden
Laura Murphy
lmjmurph@hotmail.com
Lorna Swain
lornajoy@jps.net

Geography/Geology

Rita Haberlin, 2310
rhaberlin@aol.com
Steven Newton
finnertynewton@yahoo.com
David Romaine
Peter Schweikhardt

German/Spanish

Gunther Puschedorf, 2286
gpuschen@peralta.cc.ca.us

Health Education

Naren Dave', 2621
ndave@peralta.cc.ca.us
Steven Smith

Humanities

Trudie Fator, 2245
trudelaf@hotmail.com
Sedique Popal, 2275
spopal@msn.com
August Flowers
humprofessor@cs.com
Alexander Pappas

Mathematics

Deidre Baker, 2272
dbaker@peralta.cc.ca.us
Cecil Draper, 2269
Len Fellman
lenfellman@comcast.net
Rahim Moorbakhsh, 2134
moorbak@peralta.cc.ca.us
Michael Payne, 2269
mpayne@peralta.cc.ca.us
Frissell Walker, 2384
fwalker@peralta.cc.ca.us
Victor Alexeev
valexeev@hotmail.com
Otto Bischof
obischof94707@yahoo.com
Philip Bui
David Durbin
Lee Feldman
George Hauser
Johra Umney
Gary Leon
Yvonne Marcelle
Yee Tung

Mexican/Latin American Studies

Maria Ortiz
mdortiz@comcast.net

Music

Benjamin Flint
benflint@hotmail.com
Herb Mims
Glen Pearson

Philosophy

Armand Fernandez
Robert Johnson
David Peterson

Physical Education

Samuel Haggerty Jr., 2383
shaggert@peralta.cc.ca.us
Myron Jordan, 2274
myronjordan@peralta.cc.ca.us
Marian Allred, 3474
Susanne Altenbach
Maury McFadden
Roberta Noel, 3475
James Ray, 2274
jamesray@peralta.cc.ca.us
James Silvan

Physics

Patti Tsai, 2293
ptsai@peralta.cc.ca.us

Speech

Jimmy Cato, 2244
jcato@peralta.cc.ca.us
Carlotta Campbell, 4017
ccar1@earthlink.net
Eunsook Cho
echo@sfsu.edu
Christine Davis
Ralph Marinaro

Vietnamese

Lac Luong, 2233
lluong@peralta.cc.ca.us

Academic Calendars

Summer 2004																				
June						July						August								
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
		1	2	3	4	5				1	2	3	1	2	3	4	5	HO	7	
6	7	8	9	10	11	12	4	HO	6	7	8	9	10	8	9	10	11	12	13	14
13	FD	15	16	17	18	S	11	12	13	14	15	16	17	15	16	17	HO	19	20	21
20	CD	22	23	WO	25	26	18	19	20	21	22	L	LS	22	23	24	25	26	27	28
27	R	29	30				25	26	27	28	29	GD	31	29	30	31				

Fall 2004																				
August						September						October								
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
1	2	3	4	5	HO	7				1	R	3	LA						1	2
8	9	10	11	12	13	14	5	HO	CD	8	9	10	11	3	4	5	6	7	8	9
15	PD	PD	PD	FD	20	S	12	13	14	15	16	17	WO	10	11	12	13	14	P	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						
November						December														
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S							
	1	2	3	4	5	6				1	2	3	4							
7	8	9	10	11	HO	13	5	6	7	8	9	10	LS							
14	15	16	17	18	19	20	12	FX	FX	FX	FX	L	18							
21	22	23	WW	HO	HO	HO	19	20	21	22	GD	HO	HO							
28	29	30					26	27	28	29	30	HO								

Spring 2005																				
January						February						March								
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
						1			CD	2	3	4	5			1	PD	3	4	5
2	3	4	5	6	7	8	6	7	8	9	WO	11	12	6	7	8	9	10	P	12
9	10	11	PD	FD	14	S	13	14	15	16	17	HO	HO	13	14	15	16	17	18	19
16	HO	18	19	20	21	22	HO	HO	22	23	24	25	26	20	HO	HO	HO	HO	HO	HO
23	LA	R	26	27	28	29	27	28						HO	28	29	30	31		
30	31																			
April						May														
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S							
					1	2	1	2	3	4	5	6	7							
3	4	5	6	PD	8	9	8	9	10	11	12	HO	14							
10	11	12	13	14	15	16	15	16	17	18	19	20	LS							
17	18	19	20	21	22	23	22	FX	FX	FX	FX	L	28							
24	WW	26	27	28	29	30	29	HO	31											

Summer 2005																				
June						July						August								
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
			1	2	GD	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	HO	5	6	7	8	9	7	8	9	10	11	12	13
12	FD	14	15	16	17	S	10	11	12	WW	14	15	16	14	HO	HO	17	18	19	20
19	CD	21	22	WO	24	25	17	18	19	20	21	L	LS	21	22	23	24	25	26	27
26	R	28	29	30			24	25	26	27	28	GD	30	28	29	30	31			
							31													

Fall 2005																				
August							September							October						
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S
	1	2	3	4	5	6					R	2	LA							1
7	8	9	10	11	12	13	4	HO	CD	7	8	9	10	2	3	4	5	6	7	8
14	PD	PD	FD	18	19	S	11	12	13	14	15	16	WO	9	10	11	12	13	P	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	PD	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November							December													
Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	S							
		1	2	3	4	5					1	2	3							
6	7	8	9	10	HO	12	4	5	6	7	8	9	LS							
13	14	15	16	17	18	19	11	FX	FX	FX	FX	L	17							
20	21	22	WW	HO	HO	HO	18	19	20	21	22	GD	24							
27	28	29	30				25	HO	27	28	29	30	31							

Legend		
AR = Add/Refund	HO = Holiday	PD = Professional Day
CD = Census Date	L = Instruction Ends	R = Drop w/Refund
FD = Instruction Begins	LA = Last Day to Add Class	S = Sat. Instruction Begins
FX = Final Exam	LS = Sat. Instruction Ends	WO = Drop w/out "W"
GD = Grades Roster Due	P = AA/AS/Cert Petition Due	WW = Drop w/"W"

FACULTY INFORMATION

Audio Visual Services

Building L, Room L223, (510) 748-2282

Fall and Spring Semesters

Monday - Friday 7:45 a.m. – 6:30 p.m.

Summer Hours

Monday - Friday 7:45 a.m. – 4:45 p.m.

Film Ordering

Rental Reserve 7 days in advance.

District Reserve 3 days in advance.

Equipment

Classroom delivery and pickup Reserve 1 day in advance

Carousel projectors, record players, film projectors, overhead projectors, etc.

Campus Keys

All key requests should be made and approved through your Division Dean or manager. Keys should be picked up by faculty/staff at the Office of Instruction at the desk in front of Room A146, from 8:30 a.m. to 1:00 p.m. Call (510) 748-2300 for information. Keys must be returned at the end of your teaching assignment. Faculty are required to pay a \$10.00 fee for lost keys.

If you find it necessary to be issued keys, the following procedures apply: Keys will be issued only as required for accomplishment of assigned duties. Individual room keys will be issued upon approval of the Division Dean responsible for the rooms. The Vice President of Instructional Services is responsible for issuing, duplicating, and accounting for all keys. For assistance, contact the Office of Instruction -- Nimfa Jianoran, Senior Clerical Assistant, A149, extension 2300, njianoran@peralta.cc.ca.us.

Your manager is your backup if you forget your key or lock yourself out. The College does not maintain back-up keys. The Office of Instruction can provide back-up access only in an emergency.

Any new key opens any bathroom with external doors in the main buildings.

Keys are not to be duplicated by individuals (Penal Code, Section 469), and keys must be returned when no longer required for job assignments. **Keys are not to be transferred from one individual to another.**

Class Meeting Times

Classes normally start five minutes after the hour and end five minutes before the hour for a period of 50 minutes of scheduled instruction for each class hour.

College Standing Committees and College Governance

Definition

The standing committees are the major college committees established to deliberate and make policy recommendations in their assigned areas of interest or concern. The recommendations are forwarded to the College Council for action by the Council. College Council makes recommendations to the President.

Composition

The college adheres to AB1725's directive regarding faculty, staff and students being involved in the shared governance process. Collegewide standing committees typically are made up of faculty members, college administrators, representatives of classified staff and representatives of the associated students (ASCOA).

Operational Guidelines

1. Faculty members are typically appointed by the Academic Senate President to represent the faculty as a whole, and often, more specifically, an instructional or student services area, in accordance with Senate policies.
2. The President of the College appoints administrators and/or other presidential designees, as appropriate to the various committees.
3. The classified representatives are appointed by the Classified Council President, as indicated by interest in serving by classified staff members.
4. The President of the Associated Students will appoint student members to the appropriate committees, in accordance with ASCOA policies.
5. Committee chairs are elected by the committees and are responsible for presenting committee recommendations and concerns to the College Council for official action. They are not, however, expected to serve as regular members of the College Council.
6. Committee operational procedures are determined by the majority vote of the committee.
7. Terms of office of committee members will be determined by each segment with the possibility of reappointment annually by the appropriate segmental leader.
8. Committee may appoint an ad hoc subcommittee to address a specific purpose, function or activity. Subcommittee members may not necessarily be committee members, rather may be appointed by nature of knowledge or expertise of the topic to be dealt with.

Standing Committee Meeting Times

- Academic Senate – 1st & 3rd Thursday, 1:15 p.m., A144
- Accreditation Committee – As needed
- Affirmative Action and Campus Climate Committee – As needed
- Budget Committee – 2nd Monday, 12:00 p.m., A144
- Classified Council – 3rd Friday, 2 p.m., F122
- College Council – 4th Monday, 1:15 p.m., L237
- Community Relations and Special Events Committee – TBA
- Curriculum Committee – 1st & 3rd Tuesday, 1:30 p.m., A144
- Enrollment Management Committee – TBA

- Financial Aid Advisory Committee – 2nd Monday, 1:30 p.m., A112
- Learning Resources Center Advisory Committee – TBA
- Matriculation Committee- 4th Thursday, 1:30 p.m., A144
- President's Cabinet – Wednesday after a Regular Board Meeting, 9:30 a.m., A144
- Safety and Facilities Committee – 4th Thursday, 3:00 p.m., A144
- Staff Development Committee – 3rd Monday, 12:30 p.m., A144
- Student Grievance Committee – As needed
- (Including Allied Health Student Grievance Committee, Student Academic Grievance Committee, and College Grievance Committee)
- Technology Committee – 2nd Tuesday, 12 p.m., L237

Copying/Publishing Materials Policy

In accordance with Title V of the California Education Code, profits are not to be made by individuals, departments or colleges through the sale of materials published with college funds or copied with the use of college equipment, supplies, and/or services. Faculty or departments wishing to sell college-published materials in the college store must request permission to do so through their Division Dean, Vice President of Instruction and college Business Manager. If permission is granted, college store retail prices to students will be determined by the cost of paper and number of copies made by the Business Office plus college store markup charges. College Administration reserves the right to determine which materials produced using college resources and funds will be sold in the college store. The Business Office will recoup its materials and copying costs, and no revenues beyond these costs will be built into the college store's retail charge.

Photocopying

While you wait, a maximum total of 100 copies (per day) of classroom materials can be made.

Duplicating

High Volume Copies Bring in materials 3-4 days in advance.

100 copies or more Materials submitted must be camera-ready.

Fill out the request for printing form accurately. Copies per page should be for class size only. We only duplicate in quantity for Summer Session.

Course Outlines

All courses taught in the Peralta Community College District have a [course outline](#) that has been approved by the college curriculum committee and the District Board of Trustees. The outline contains information regarding course [prerequisites/co requisites](#), grading policies, required content, student learning outcomes, etc. Course outlines are kept in the appropriate division office; you may request a copy of course outlines at any time from your division secretary. It is recommended that you reference the course outline when developing course [syllabi](#).

Curriculum and Course Approval Process

Instructors may wish to propose new programs or courses. The college has a curriculum committee and [procedures](#) for processing such requests. Obtain a [Course Outline form](#) from your Division Secretary for submission of your ideas. Course outlines for existing courses are on file in your Division Office for your review.

Email

At this time, part-time and temporary staff and faculty are not consistently assigned campus or district email addresses unless their assignment specifically requires access to the Peralta mainframe system. If you are a Peralta employee but don't have a mainframe user ID, call (510) 466-7317 to obtain one.

Most instructors create a free email account through which they communicate with their students.

Instructors are also encouraged to make use of our online course management system, ETUDES, for communicating with students outside of class time. Instructions for requesting an ETUDES course can be found elsewhere in this guide.

End of Term Check-Out Procedures

Instructors are to clear all college obligations at the termination of their employment before departing campus. All keys are to be returned to the Office of Instruction. Building access cards are to be returned to the Administrative and Business Services Office.

Faculty Assignments

Faculty are assigned to teach by the Vice President of Instruction. The maximum certificated base load for summer shall be by mutual agreement between the faculty member and the college.

Faculty Meetings

Orientation meetings are usually scheduled before the commencement of each semester. These meetings provide an opportunity for you to obtain answers to many of your questions and to meet your Division and College staff. Each division holds periodic divisional meetings to discuss division and college-related matters.

Faculty Responsibilities

All faculty are expected to meet their classes at the scheduled day and time. Classes will be held for the full allocated period on the first day/evening.

At the first class session, faculty are expected to distribute their syllabi with written expectations of students, an outline of materials to be covered, and procedures by which students will be graded. Instructors are no longer required to file a CR/NC option form for students who choose a CR/NC grade. You are required only to note on the Census 1 Roster "CR/NC" next to those students' names who opt for the CR/NC grade prior to the second week of instruction.

A faculty member who cannot meet a class for any reason must notify the Division Dean, or Vice President of Instruction of the college for whom he/she teaches in order for students to be notified if a class is cancelled.

Final examinations or culminating activities are to be given as close to the end of the term as possible.

Fall and Spring grade sheets and class rosters are normally due one week after the date of the last final. Summer session grade sheets and class rosters are due the first working day after the last class. For specific due dates see the academic calendars located elsewhere in this reference guide. Deadlines are extremely important.

Your rosters must be turned in to Admissions and Records prior to or by the designated deadlines.

Retain a photocopy of all course records as well as the card A&R personnel give you upon your return of all grade sheets and rosters.

Registration and Enrollment periods are scheduled two to five months in advance of the next semester, with a late enrollment period extending into the semester ten days to two weeks. Enrollment after the late enrollment period may be accepted with the approval of the division deans.

Temporary Class Rosters are distributed by the Registrar to each instructor at the beginning of the semester with an instruction sheet. These should be kept until you receive your Class Record (roll book) and Census roster (three weeks after the beginning of the semester).

Census Rosters are distributed to you for census day. Detailed instructions are included. Submit to the Registrar on the due date to ensure funding of FTES by the State.

Class Record (roll book) is the official record of attendance and grades. This record, when complete, is signed by the instructor and must be filed with the final grade roster at the Admissions and Records office. It is subject to audit by the California Community Colleges as the legal record of the class for attendance and student records purposes and is retained by the District Admissions office.

Attendance Verification Rosters are distributed before the end of the semester before the final grade rosters are prepared.

Grade Rosters are distributed before final examinations and must be returned in person by the deadline indicated. Record each student's grade carefully and fill in the "bubble" for optical scanning by machine. Grades awarded are final and cannot be changed by reason of revision of judgment by the instructor or on the basis of a second examination or extra work completed after the close of the term. See Board Policy 5.222 or the college catalog for standards of grading policy.

Grades are available to students two to three weeks after the end of the semester. ***Do not post grades by student name or social security number.*** Additionally, in the interest of confidentiality, do not leave student work to be picked up in an unsecured location or in any format by which others can see the student's grade or material contained in the work. Leaving student work for pickup in the Division offices in

individually marked envelopes is perfectly acceptable – see your division secretary or clerical staff for envelopes and a convenient location in which to leave the work.

All of the above class rosters are distributed with detailed instructions and deadlines indicated. Please refer to the instruction sheets for further information.

Field Trips

Field trip [authorization forms](#) and [student waiver forms](#) may be obtained from the Division Office. These forms must be submitted for College approval prior to the scheduling of an authorized field trip.

Final Examinations

Exams are held the last week of each semester and will be conducted according to the published schedule of examinations appearing in the [Academic Calendar](#). Each class will meet during these days in the regularly scheduled classroom for a two-hour period for conducting the examinations. With the exception of occupational education and business courses, there will be no regularly scheduled class meetings during this final examination period. Instructors must adhere to final exam schedule and be available during the regularly scheduled final exam hours.

Instructor Absences

Instructor absences are to be reported to your division as soon as known. Arrangements are then made by the Division Office to meet your class, assist in substitute arrangements or plans, or cancel the class. Verify your absence by completing a "Report of Absence -- Certificated Personnel" form. Return the form to your Division Office. Temporary part-time instructors are entitled to sick leave. Be sure to complete all required forms to ensure payment for approved absences.

Temporary, part-time faculty receive sick leave allocations based on their equated hours for the academic year. Sick leave is available for use on the first day of the assignment and is pro-rated if the assignment is changed. Accumulated sick leave is accrued from year to year and retained on record for a period not to exceed two years after the part-time, temporary employee's last assignment.

Temporary, part-time faculty also are entitled to the following leaves in accordance with the PFT contract: bereavement, personal necessity leave, industrial accident and illness leave, quarantine leave, jury duty and subpoenaed leave.

Full-time faculty are entitled to the above leaves and others as stated in the PFT contract. In circumstances requiring absences for which you require substitute faculty, please see your division dean to make arrangements.

For a more detailed description of faculty absences and responsibilities related to them, please see the PCCD Personnel handbook at <http://www.peralta.cc.ca.us/ppolicy/ppolicy98.htm>.

Library

Building L, Room 104 (510) 748-2250, Circulation
(510) 748-2398, Reference Desk

Library Hours: Monday – Thursday 7:45 a.m. - 7:50 p.m.
 Friday 7:45 a.m. – 4:00 p.m.

Mail

A mailbox is provided for each instructor in their division office: Arts & Letters, Room C207, Applied Arts & Sciences, Room D234, and Business and Transportation, Room D227. If you are not sure which office your department falls under, call your division secretary for guidance. Packages can be picked up at the mailroom window during normal business hours.

Mailroom/Production Center

Building A, Room A138, (510) 748-2279

The mailroom will be open for reproduction services during academic sessions on the following hours and days: 7:30 a.m. - 12 noon, 1:00 p.m. - 7:45 p.m., M-Th. The mailroom will close at 4:00 p.m. on Fridays. Note: The mailroom will be kept open from 12:00 - 1:00 p.m. only on days when adequate staffing is available. Staffing during evening hours, M-Th, will vary depending on availability of temporary help.

In requesting reproduction services, you are reminded of the following policies and procedures:

The college must comply with copyright laws. Materials that violate copyright laws will not be run.

In accordance with Title V of the California Education Code, profits are not to be made by individuals, departments or colleges through the sale of materials published with college funds or copied with the use of college equipment, supplies, and/or services. Faculty or departments wishing to sell college-published materials in the college store must request permission to do so through their Division Dean, Vice President of Instruction and college Business Manager. If permission is granted, college store retail prices to students will be determined by the cost of paper and number of copies made by the Business Office plus college store markup charges. College Administration reserves the right to determine which materials produced using college resources and funds will be sold in the college store. The Business Office will recoup its materials and copying costs, and no revenues beyond these costs will be built into the college store's retail charge.

Complete a job order form in detail indicating the number of copies requested, size and color of paper, date needed and any other special instructions which pertain to your job request.

U. S. mail must be received in the mailroom no later than 3:00 p.m. each day. Only official college business mail in a College of Alameda envelope can be metered. Always indicate your name and/or college office on the envelope.

Should your office anticipate an unusual large mailing of several hundred letters, notify the mailroom staff, at ext. 2279, 24 hours in advance in order to process requests on a timely basis.

The following procedures will help us provide you efficient service and keep costs down. We remind you that cost-saving procedures are still in effect. Your cooperation is appreciated.

1. Due to limited working space in the mailroom and in order for mailroom staff to provide good service, it is requested that college personnel transact their business at the mailroom counter. Every attempt is made to have adequate staff available to handle requests and reduce the waiting period for service to the shortest possible time. Therefore, we need your cooperation and support to accomplish this objective.

no one should enter the mailroom to duplicate copies.

2. May we again remind everyone to obtain their mail by using the mailbox key rather than requesting mailroom staff to get the mail. Cooperation on this matter will save time which the staff can use to process reproduction requests. Mail for instructors and other staff without a mailbox will be put in the appropriate division or manager's mail.

It is extremely important that each instructor make an individual effort to collect mail on a regular basis -- at least once a week -- to eliminate the problem of over-crowded mailboxes. Over-crowded mailboxes sometimes result in mislaid and delayed mail.

3. If you have lost or misplaced your mailbox key, please contact the Office of Instruction for a replacement.

4. **Pickup of extra-large parcels:** Packages which are too large for the individual mailboxes are often received. The mailroom staff will place a notice in your mailbox requesting that you ask for your package at the counter. Please make these requests when the mailroom is staffed. Do not enter to pick up packages.

5. **Outgoing U.S. Mail:** In order that your outgoing U.S. Mail can be processed on a daily regularly scheduled basis, it is requested that mail be received in the mailroom **NOT LATER THAN 3:00 P.M. EACH DAY.** Pick-up time at COA by the U.S. Postal Service is 9:00 a.m. and 5:10 p.m. daily. Receipt of your outgoing U.S. Mail by 3:00 p.m. each day will permit adequate time for postage metering and processing for the regularly scheduled U.S. Postal pick-up service.

Remember that the mailroom staff can affix postage only to official College business mail which is being forwarded in the College of Alameda envelope. Always indicate your name and College office name in order that we may identify the sender in case of returned mail. Mail that is not adequately identified **WILL NOT BE METERED.**

Should your office anticipate an unusually large mailing of several hundred letters, notify the mailroom staff, extension 2279, 24 hours in advance in order that adjustments can be made in work schedules to provide adequate staff to process any extraordinary requests on a timely basis. If your mailing has a deadline for the U.S. Mail pick-up, please indicate this information on your requests. Only legal and absolutely essential large mailings will be sent out, due to limited funds. Fill out a Copy and Mail Request Form for large mailings.

6. **District and intra-college mail:** In addressing District Office and intra-college mail, indicate on your envelope the employee's full name, College/District Office, as well as the College office. This expedites the processing of your mail and helps to ensure its

delivery to the correct addressee. Whenever it is possible even with District and intra-college mail, please indicate the sender's name and college address.

7. **Reproduction services:** The mailroom will be open for reproduction services during academic sessions on the following hours and days:

7:30 a.m. to 12:00 p.m., 1:00 p.m. to 7:45 p.m., Monday through Thursday

The mailroom will close at 4:15 on Fridays. **PLEASE NOTE:** The mailroom will be kept open during 12:00 - 1:00 p.m. only on days when adequate staffing is available. Staffing during evening hours, Monday through Thursday, will vary depending on availability of temporary help.

In requesting reproduction services, you are reminded of the following policies and procedures:

a) The college must comply with copyright laws. Materials that violate copyright laws will not be run.

b) Complete a job order form (Copy and Mail Request Form) in detail indicating the number of copies requested, size and color of paper, date needed, and any other special instructions which pertain to your job request. Job orders must have **YOUR LEGIBLE SIGNATURE**. Mailroom staff will log it in and assign a job order number. Request forms should be printed clearly with name of person requesting duplication, **NOT THE NAME OF THE STUDENT WORKER.**

c) It is requested that you allow a minimum of three (3) days processing time for all jobs of twenty-five copies or more. You are strongly urged to **PLAN AHEAD**. Copy and mail requests can be left in the wall receptacles, located to the left of the mailroom door, if the mailroom is closed. Request forms are available at the same location.

ALL JOB REQUESTS are to be handled by the mailroom staff. Small jobs and quick copy requests can be run on the copy machine outside of mailroom for **SINGLE COPIES ONLY!** Copies for small jobs and quick copies are also available in division offices.

e) Priority or such service will be given to those jobs which need this type of service; however, please use discretion in making such requests since work is processed in the order of date received and date requested. If your job is of "top priority" nature, please indicate this information in "red" lettering on your job order form.

f) Quick Copy Service - while you are waiting. This time should be used for one-page exams, quizzes, or current news items only. Jobs requiring collating, stapling, or three hole punch are **NOT QUICK JOBS!** Please submit job orders for these and they will be duplicated as soon as possible.

8. In accordance with Title V of the California Education Code, profits are not to be made by individuals, departments or colleges through the sale of materials published with college funds or copied with the use of college equipment, supplies, and/or services. Faculty or departments wishing to sell college-published materials in the college store must request permission to do so through their Division Assistant Dean, Dean of Instruction and college Business Manager. If permission is granted, college store retail prices to students will be determined by the cost of paper and number of copies made by the Business Office plus college store markup charges. College Administration reserves the right to determine which materials produced using college

resources and funds will be sold in the college store. The Business Office will recoup its materials and copying costs, and no revenues beyond these costs will be built into the college store's retail charge.

9. If there are any other questions, or if you require further assistance, contact Will Martin, mailroom supervisor, or Janet Barnett.

Every effort will be made to comply with service requests accurately and in a timely manner with the resources available. However, big volume jobs, jobs requiring complicated or time-consuming handling, and jobs that do not adhere to specified deadlines and prior notification are considered **EXCEPTIONS AND MAY BE DELAYED**.

Non-production copying can also be done in the instructional division offices.

Maintenance and Repair Requests

Building A - Room 149/Phone: 748-2900

Faculty are asked to make requests for regular or emergency maintenance or repair services through their Division Dean, where assistance or work and service forms are available. Problems relating to repairs and work order requests should be directed to the College Business Office, ext. 2900. Maintenance services are provided by District maintenance staff through the District Physical Plant office.

Parking Policy and Traffic Regulations

Red Zones indicate **NO STOPPING, STANDING OR PARKING** at any time.

Parking in driveways and/or walkways is prohibited.

Driving onto or across campus lawns is prohibited.

Maximum speed limit on campus is 10 mph.

Occupying more than one delineated parking stall is prohibited.

As a safety measure, bicycles are to be walked, not ridden, when passing through the college campus and mall.

Bicycles are authorized to be secured or locked to the campus storage racks only.

Motorcycles are authorized to park only at the designated motorcycle parking rail on each campus parking lots.

Any vehicle left unattended on campus property for more than 72 hours will be cited as an abandoned vehicle and towed off campus at the owner's expense. Overnight parking is prohibited.

Violators of any Parking and Traffic Regulation will be subject to a citation by the Campus Safety and Police Services. Repeat violators will be subject to having their vehicles towed off campus. All towing is at the owner's expense.

Section 21113a of the California Vehicle Code authorizes Peralta Colleges to establish and maintain special traffic and parking regulations on campus. In addition, all sections of the California Vehicle Code relating to traffic on these grounds are applicable.

On-Campus Parking

No cars are permitted on campus unless they are in an identified parking space, involved in maintenance and repair, loading or unloading with a temporary permit

authorization, or an emergency vehicle. **Do not park in reserved spaces. All parking on campus, with the exception of handicapped parking, is assigned and not available for general parking.**

Faculty and Staff Parking

A permit for the Faculty and Staff parking lots is required and must be placed on the rear window, left-hand corner. Anyone parking in these areas without a proper permit may receive a parking citation. New employees can request a permit at the receptionist's desk in the A Building (A138). You will be given a ½ sheet temporary permit (usually for one week's duration) and a short form to fill out that must be signed by your manager. Return the completed form to the receptionist. You will receive an academic year permit in your division mailbox within the week. There is no charge for faculty and staff parking permits.

Designated parking areas are provided for administrators and key personnel whose duties require leaving and returning to the campus at various times. All persons affected have been notified and are to park only in the authorized place allocated to their position. Anyone parking in a place assigned to someone else is subject to a traffic citation. Authorized car license numbers must be recorded with the Sheriff's Office. Exceptions to the use of the assigned spaces may be arranged with the persons to whom the spaces have been assigned, however, Safety and Police Services MUST be notified of the person's name, car license number and the length of time of the arrangement.

The Sheriff's Department is instructed to honor parking stickers from all Peralta sites in the designated Faculty and Staff parking lots on each of the campuses. An officer is assigned to each of the campuses and assistance can be obtained by calling 465-3456 or ext. 7236.

Guest Parking

Faculty or staff members who expect an official guest who will need a parking space can obtain a temporary, one-day permit from the receptionist during regular business hours, Monday through Friday. Arrangements should be made prior to the time the guest arrives on campus. Guest parking permits must be displayed on the driver's side of the rear window in the lower corner facing outward. Guests with permits may park in any of the faculty/staff lots.

Loading and Unloading

Temporary loading and unloading permits for limited time parking can be obtained from the receptionist.

Special Parking for Faculty and Students with Disabilities

In order to park on campus in the specially marked parking areas for persons with disabilities, students and faculty must display a current California State placard and a Peralta parking permit.

FOR TOWED VEHICLES, CALL: (510) 465-3456 Alameda Co. Sheriffs Office

Pay Checks

Pay warrants are released on the last working day of the month. Please refrain from calling the Cashier's Office to inquire about receiving paychecks early. The Cashier's Office disburses payroll checks from 10 a.m. until 4 p.m., Monday thru Friday. However, according to Board Policy 3.09, disbursement of checks is to begin after 12 noon (Refer to BP-3.09). Payroll checks are issued on the last working day of each month. Faculty are able to pick up checks at College of Alameda's Cashier's Office, Room A151, from 8:00 a.m. to 4:00 p.m. Please bring photo ID..

Alternate arrangements for disbursing paychecks may be made for staff members who are unable to pick up their checks. 1) Paycheck will be mailed if you supply a self-addressed, stamped envelope to the Cashier's Office. 2) Arrange for someone else to pick up the check. If so, written permission must be provided. District Policy states that payroll checks not picked up within ten (10) days are to be returned to the District Office and can be picked up there. You must show photo ID when retrieving checks from the district office. We abide by this policy.

[Direct deposit](#) is also available. Follow the online instructions or contact the college Bursar at 2224 if you have any questions or require assistance in completing the form.

Personnel Information

Confidential personnel information is kept on file at the District Personnel Office for emergency and employment purposes. It is important to keep this information current. Report changes through your Division Office on the [Change of Address form](#). You may request that your address and telephone number be kept confidential.

Police Services

COA: - Building F - Room 122/Phone: from College ext. 7236, public phone 466-7236, or 465-3514, 465-3456.

The Peralta District Police Services Office is responsible for the reporting and investigation of all police and security matters on campus. Individuals requiring the services of Police Services Officers should dial ext. 7236 from college telephones or 465-3514 or 465-3456 from public telephones. All accidents and injuries must be reported to Police Services. Police Services Officers should be contacted to render first aid, regardless of whether or not the Health Center is closed. Copies of accident reports involving college personnel are maintained in the Risk Management Office of the Peralta District Office. Employees report injuries on Employee Injury forms available from Division Offices. Please refer to Appendix C for a list of emergency procedures.

Position Announcements and Applications

<http://www.peralta.cc.ca.us/personnel/jobs.htm>

Applications for advertised positions at College of Alameda are accepted by the appropriate Instructional Dean and normally reviewed by the Dean and other faculty of the same or a related instructional discipline. At least three acceptable and qualified candidates are recommended to the Vice President of Instruction and the President by the divisional screening committee. Recommendations are made in accord with the college and district affirmative action guidelines and objectives.

College of Alameda routinely distributes and posts announcements for vacant regular positions within the Peralta District. Announcements are posted in the mailbox lobby of building A. Division Offices also receive copies of these announcements for your perusal.

Saturday/Evening Support Services for Instructors

Building. A - Instructional Services Area/Phone: 748-2311

Saturday instructors are provided services through the Saturday Supervisor during the academic year. Library, switchboard and Central Services (duplicating, mail distribution, bookstore, photo copying, office supplies) areas are closed. Faculty mail boxes are accessible for mail pick up in the lobby. Faculty mail boxes are locked. Obtain a key from the Office of Instruction. The hours for the Saturday and Evening Supervisor are as follows -- Evening, 5:30 p.m. to 10:00 p.m. (Monday through Thursday); Saturday, 8:00 a.m. to 1:00 p.m., during Fall and Spring terms.

Staff Development Obligation

All faculty—including adjunct faculty- with a teaching assignment have a staff development responsibility. Everyone else (non-teaching faculty, classified, confidential, management) is welcome and invited to attend activities. Those who choose to attend any particular program during their regular assignment hours should get approval from their supervisor.

All regular contract and probationary faculty, and part-time temporary faculty shall participate in Professional Day activities. Librarians, nurses, counselors, and counselor enablers will either attend Professional Day activities or maintain regular service on Professional Days. Faculty who teach workshops, seminars or other staff development classes during Professional Days will receive the appropriate credit for those days.

If your teaching schedule for Fall 04 has you teaching on Monday-Wednesday, then your responsibility is for the TOTAL number of hours you are scheduled to teach those days. For example, if you have two classes that meet for one hour each on MWF, your obligation is 4 hours-- for the two Monday hours and the two Wednesday hours you are scheduled to teach. If you are scheduled to teach a five-hour lab on one of those days, your obligation for the fall semester is 5 hours. **Your Spring 2005 obligation** is computed in the same way. **THE OBLIGATION IS YEARLY:** What you owe for Fall 04 plus what you owe for Spring 05.

Peralta has a "flex calendar" agreement with the State; that is, six of the 175 instructional days of the faculty contract are set aside as staff development days during which faculty do not hold classes but instead participate in staff development activities. For 04-05, these days are 8/16-8/18/04 and 1/12/05, 3/2/05, and 4/7/05. These days are part of the Academic calendar negotiated between the District and the PFT. The District is reimbursed by the State when you are present—and is docked money when you are not.

You can check your obligation on the Peralta Website under "[For Faculty and Staff](#)" (you must have mainframe access to use this feature).

Syllabus Guidelines

The college of Alameda Office of Instruction, in conjunction with the academic senate, has published the following list of [suggested headings for course syllabi](#). This is only a guide, meant to assist you in curriculum and student outcomes planning. Adherence to or changes in these guidelines is a matter of the individual instructor's academic freedom.

Course Name: (on your class roster)

Course Number(s)/Code(s): (on your class roster)

Class Meeting Days and Times: (on your class roster)

Prerequisites/Corequisites and Recommended Preparation: (can be found in the course outline)

Transferable: (can be found in the course outline)

Degree Applicable: (can be found in the course outline)

Credit/NC: (on your class roster)

Instructor:

Office Location & Phone:

Office Hours (if applicable):

E-mail Address:

Fax Number:

Required Textbook(s):

Required Equipment and/or Supplies:

Attendance Policy: (Reference the current College of Alameda General Catalog)

Student Code of Conduct Including Cheating Policy (Reference the current College of Alameda General Catalog):

Course Description: (May reference Course Outline, Item#9 and/or Course/Catalogue Description)

Grading Policy & Method of Evaluation:

Performance Objectives (From Course Outline, Item #11, Student Performance Objectives):

Synopsis of all topics to be covered by day and date throughout semester: (May reference Course Outline, Item #12, Course Content):

Final Exam Date and Time: (can be found in the current Schedule of Classes)

Telephones

Use of COA telephones is for college business. Personal "long distance" calls will be billed to the caller. Collect calls or third party calls billed to COA are not accepted.

Service area and out of service area calls: Dial 9 to get an outside dial tone. If the number you are calling is not available to you by simply dialing 9, you must then call the college telephone operator. The operator needs the following information: your name, the extension you are calling from, the number and city you are calling. The number will be dialed for you.

Approval by the appropriate manager is required for calls outside the 510 area code. You will be billed for personal calls.

Emergency call messages will be placed in your mailbox. Students may call the division secretary to leave a telephone message.

Temporary Faculty

The Peralta Community College District provides educational services to an extremely diverse population. The district, therefore, must be responsive and adaptable in providing a broad and complex array of educational services and programs. Temporary instructors bring to the district an equally diverse set of skills, abilities, and knowledge to provide instructional services in areas that may not be served by regular faculty, and they bring specialized knowledge and skills to the district and its colleges.

Textbooks

Notification of selected textbooks should be channeled through your Division Office or immediate supervisor. The appropriate instructors in accord with the Division's selection procedures recommend textbooks. The textbook requests are processed by each Division through the College Bookstore. Work directly with the [Bookstore Manager](#) for other College store needs and services. Contact your Division Office for a copy of the Textbook and Supply Requisition form.

All textbook orders are placed through the Division Dean.

ADMISSIONS AND RECORDS POLICIES

Admissions and Records

The Admissions and Records office provides services relating to admissions, registration, enrollment, student records, transcripts, graduation petitions and verification of enrollment. For more information, contact the Admissions office staff in building A or call 466-7368.

Loretta Newsom, Admissions and Records Specialist, supervises all operations of the Admissions and Records office including the custody of instructors' rosters.

Registration and Enrollment periods are scheduled two to five months in advance of the next semester, with a late enrollment period extending into the semester ten days to two weeks. Enrollment after the late enrollment period may be accepted with the approval of the division deans.

Temporary Class rosters are distributed by the Registrar to each instructor at the beginning of the semester with an instruction sheet. These should be kept until you receive your Class Record (rollbook) and Census roster (three weeks after the beginning of the semester).

Census Rosters are distributed to you for census day. Detailed instructions are included. Submit to the Registrar on the due date to ensure funding of FTES by the State.

Class Record (rollbook) is the official record of attendance and grades. This record, when complete, is signed by the instructor and must be filed with the final grade roster at the Admissions and Records office. It is subject to audit by the California Community Colleges as the legal record of the class for attendance and student records purposes and is retained by the District Admissions office.

Attendance Verification Rosters are distributed before the end of the semester before the final grade rosters are prepared.

Grade Rosters are distributed before final examinations and must be returned in person by the deadline indicated. Record each student's grade carefully and fill in the "bubble" for optical scanning by machine. Grades awarded are final and cannot be changed by reason of revision of judgment by the instructor or on the basis of a second examination or extra work completed after the close of the term. See Board Policy 5.222 or the college catalog for standards of grading policy.

Grades are available to students two to three weeks after the end of the semester. Do not post grades by student name or social security number.

All of the above class rosters are distributed with detailed instructions and deadlines indicated. Please refer to the instruction sheets for further information.

Grading Policy

This page outlines the official grading policy as mandated by the State of California and adopted by the Peralta Community College District. Class rosters are distributed via faculty mailboxes in the division offices at College of Alameda.

If you have questions about rosters, grades, or attendance, please call the Office of Admissions and Records, College of Alameda (510) 748-2227.

Grade	Points	Definition	Policy for Repeating Course with this Grade
A	4	Excellent	Not Permitted.
B	3	Good	Not Permitted.
C	2	Satisfactory	Not Permitted.
D	1	Passing – Less than satisfactory	Permitted. Upon petition, original “D” will remain but will not be computed.
F	0	Failing	Permitted. Upon petition, original “F” will remain but will not be computed.
CR	0	Credit. At least satisfactory. Units awarded not counted in GPA. (Only assigned for courses with CR/NC option.)	Not permitted.
NC	0	No credit. Student did not fulfill the academic requirements of the course. (Only assigned for courses with CR/NC option.)	Permitted. Original "NC" will remain but will not be computed.
W	0	Withdrawal. "W" is assigned for students who withdraw officially from a class.	Permitted. Original "W" will remain but will not be computed.
MW	0	Military Withdrawal. Awarded only for members of a military unit who receive orders compelling withdrawal from a course. May be given in lieu of a grade or "W."	Permitted. Original "MW" will remain but will not be computed.
I	0	Incomplete. Incomplete academic work at end of the term for unforeseeable and justifiable reasons.	Not permitted.
IP	0	In Progress	Permitted. Original "IP" will remain but will not be computed.
RD	0	Report Delayed	Not permitted.

"CR", "NC", "W", "MW", and "I" Grades

Credit/No Credit

In designated courses, students may elect to take a course on a credit/no credit basis rather than receive a letter grade. This decision must be made by the end of the first week of instruction and communicated to the instructor in writing. Upon successful completion of a credit/no credit course, the student earns the specified number of units and the record will show "CR". If the student's work is unsatisfactory, the record will show "NC". The course will not be used in computation of GPA.

All courses listed in the General Catalog are identified by a symbol that appears directly after the number of the course. Courses fall into one of three categories:

Courses that may be taken either for a letter grade or on a credit/no credit basis (GR/CR/NC).

Courses that may be taken for credit/no credit only (CR/NC).

Courses that may be taken for a letter grade only (GR or no notation).

Students planning to transfer to four-year institutions are cautioned that in most cases courses in which a grade of "CR" was earned will not be counted toward the courses required in a major. Furthermore, limitations are imposed on the number of units of "CR" that will be counted toward a Bachelor's degree. The student should consult the catalog of the transfer institution for more specific information. **The designation of "CR" or "NC" may not be changed to a letter grade.**

Withdrawal

A course, for which a withdrawal is reported by June 26 for Summer 2003, shall not be noted on the student's academic record.

A "W" symbol can only be awarded to a student between June 26 and July 16 for Summer 2003.

The academic record of a student who has withdrawn from class, or dropped by an instructor **MUST REFLECT A GRADE OTHER THAN "W" AFTER THE TIME ALLOWED BY THIS POLICY.** The "W" symbol shall be used for progress probation only, not for academic probation.

Military Withdrawal

The "MW" shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the "MW" symbol may be given in lieu of a grade or a "W" at any time. The "MW" shall not be counted in determining progress probation or in calculating grade points for dismissal.

Incomplete

It is the instructor's prerogative to assign an incomplete grade at the end of the term to a student for incomplete academic work for unforeseeable, emergency, and justifiable reasons. To be eligible for an "I", the student must have completed the course with a "D" or better beyond the last day to withdraw from the course and receive a "W". The "I" must be made up no later than one year following the end of the term in which it is

assigned. If the student does not make up the course work by the end of the one-year period, the "I" grade will be changed to a letter grade assigned by the instructor.

The conditions for removal of the "I" and the grade to be assigned if the "I" is not made up within one year, are to be submitted on the 'Report of "I" Grade Assignment' and turned in at the end of the term with the grade roster. A final grade shall be assigned on the "Request for Record Correction" when the work stipulated has been completed and evaluated. A time extension beyond the year, but not to exceed one semester, may be granted by petition.

Units and Grade Points

For the purpose of building a student's cumulative record, grades are treated in the following manner:

Grade	Units Attempted	Units Completed	Points	
A,B,C,D		Counted	Counted	Counted
F		Counted	Not counted	Counted
I		Not counted	Not counted	Not counted
CR		Not counted	Counted	Not counted
NC		Not counted	Not counted	Not counted
MW		Not counted	Not counted	Not counted
W		Not counted	Not counted	Not counted

The cumulative grade point average (GPA) is computed by dividing the total number of units attempted into the total number of grade points earned.

No Show Students

Be sure to drop "No Show" students on the first day of class so students will avoid inappropriate fee charges and requests for record corrections.

Refund Policy for Withdrawing

Full-Term Classes

A student who cancels his/her registration prior to the first day of instruction, or officially withdraws from all classes during the first two weeks of instruction, shall be entitled to a full refund less a \$10 processing fee, *whether the student attends the class or not*.

A student who officially completes a change of program during the first two weeks of instruction, and as a result reduces the number of units in which he/she is enrolled, is entitled to a refund if the change places that student in a different enrollment fee category. Such a student shall not be subject to the processing fee.

If a student pays an enrollment fee of less than \$10, and cancels his/her registration or withdraws from all classes before the deadline, the processing fee shall equal the Enrollment Fee.

No refund of the Enrollment Fee will be made to any student who withdraws after the first two weeks of instruction.

Short-Term and Open-Entry/Open-Exit Classes

A student enrolled in a short-term or open-entry/open-exit class will receive a 100% refund if he/she officially withdraws on or before the first class meeting. A refund will not be received if he/she officially withdraws after the first class meeting.

INFORMATION RESOURCES

Mainframe

The Peralta Community College District maintains organizational, instructional, facility, personnel and student data on a centralized server. Access to information is available to staff and faculty on a need-to-know basis. Faculty members must request mainframe access through their Division dean; staff members request access through their supervisor or manager. A description of common mainframe screens and their content can be found in the appendices.

Website

The PCCD and College of Alameda websites are currently undergoing renovation and redesign. As our web presence is somewhat unwieldy in its current incarnation, the appendix to this guide contains a list of commonly used links and what can be found through them. You may request the list in electronic format with live links from any of the campus secretaries.

Syllabi and links to individual's websites can be posted by completing the PCCD Marketing Department request form at <https://bridge.peralta.cc.ca.us/secured/request-web.pdf> and mailing or faxing it to the contacts on the form. District server space may be limited, so please keep files within any size limits imposed by Marketing. If you are using space provided by a personal ISP, district limitations do not apply. Simply use the district form to request a link to your URL. Additional information is available at <http://www.peralta.cc.ca.us/facultyweb.htm>.

Online Teaching and Learning

PCCD has adopted ETUDES (Easy-to-use-Distance-Education-Software) as its course management system. Any instructor or staff member can request a course "shell" for use as an extension of the classroom or internal means of communication. Instructions for requesting an ETUDES shell and self-registering for Division forums are available in the appendices to this guide.

PCCD is also a member of the CVC (California Virtual Campus), which offers free training opportunities, pedagogy tips, and a virtual community of educators throughout the state.

Online Resources:

ETUDES Homepage	http://www.foothillglobalaccess.org/etudes
ETUDES Shell Requests, Technical Support, Self-Paced Tutorial, Coming Events, ETUDESng Updates	
MERLOT Homepage	http://www.merlot.org/Home.po
Contains links, ratings, lesson plans and more for a wide variety of websites and interactive lessons available to faculty for inclusion in online, hybrid, and web enhanced courses.	
California Virtual Campus	http://www.cvc.edu/

Online community for faculty, with training and conference opportunities and links to additional resources.	
California Virtual Campus - Bay Area Regional Center	http://207.151.118.5/
News and information relevant to Bay Area faculty and the regional mission.	
College of Alameda ETUDES Portal	http://alameda.etudes.fhda.edu/
URL for access to all College of Alameda ETUDES shells	
Division I Communication Shell	http://alameda.etudes.fhda.edu/etudes.cgi?request=logframe!cs_id,1303455736!
Division communication shell - Contains links to relevant websites (in Classroom) and Division forums. User ID: instructor Password: instructor. Please self-register in Forums.	
Division Communication Shell	http://alameda.etudes.fhda.edu/etudes.cgi?request=logframe!cs_id,304089172!
Division communication shell - Contains links to relevant websites (in Classroom) and Division forums. User ID: instructor Password: instructor. Please self-register in Forums.	
FAST (Free Assessment Summary Tool)	http://www.getfast.ca/
Assessment creation and hosting site for anyone associated with the California Community College system	
CCCConfer	http://www.cccconfer.org/
A real-time internet meeting space that can be used for communication between colleagues, campuses and as a virtual class meeting space	
NISOD - Innovation Abstracts	http://www.dell4hied.com/nisod/index.php
Monthly newsletter of current trends in applying technology to education.	

RESOURCES FOR STUDENTS

The mission of the Student Services Division is to establish and maintain an environment that fosters the intellectual and personal development of students. The Student Services division provides a network of academic support services for all students that facilitate the institution's progress to ensure access, excellence and success to those students who can benefit from instruction at the post secondary level.

Student Services has the opportunity to create an environment of "community" on the campus that promotes learning and service to others and where a seamless and cooperative co-curricular and extra-curricular relationship exists between classroom activities and support services.

The Student Services administrative office is located in A-106. Students drop-in or schedule appointments with the Dean or the Vice President to obtain information or discuss grievances. Call (510) 748-2205 or (510) 748-2288 for information or appointments.

Vice President & Dean of Student Services

Present Staff:

Kerry Compton	Brenda Johnson
Gloria Edgar	Derek Lee
Cindy Counsell	

Admissions and Records

The Admissions and Records office serves as the first point of access to the college for new students and the general public. Students may enroll on-line, by telephone, or in person at the counter in A-124. Students may also drop and add classes, apply for transcripts and handle other business concerning admissions.

Admissions and Records functions have been centralized at the Peralta District office for twenty years and all student records are kept there. The Associate Vice Chancellor for Admissions & Records and Student Services supervises the department. The Vice President of Student Services serves as a liaison with this office and A&R staff are encouraged to participate fully in campus activities.

Two years ago Admissions & Records expanded its normal hours of service from 8:00 a.m. to 7:00 p.m. Mondays and Tuesdays, 8:00 a.m. to 4:30 p.m. on Wednesdays, Thursdays, and Fridays to 8:00 a.m. to 7:00 p.m. Mondays through Thursdays, closing at 4:30 p.m. on Fridays. Saturday hours were offered once a month to accommodate the Weekend College. Due to budget cutbacks in 2003-2004, Saturday hours have been eliminated except for during registration periods on selected Saturdays, when A&R is open from 9:00 a.m. – 2:00 p.m. Weekday hours have returned to 8:00 a.m. to 7:00 p.m. Mondays and Tuesdays and 8:00 a.m. to 4:30 p.m. on the other three days of the week.

Call (510) 748-2228 for further information or visit www.peralta.cc.ca.us.

Present Staff:

Shirley Armstrong	Marcean Bryant
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Alameda One-Stop Career Center

The Alameda One-Stop Career Center provides a variety of programs and workshops to assist students and members of the community with developing career and life planning skills and with finding employment.

Students may obtain career and vocational guidance, vocational assessment, personal counseling, job search techniques, labor market information, computerized assessment programs including the Eureka and Choices and career and life planning workshops and classes.

The Career Center, as part of the East BayWORKs One-Stop Employment Services system, also assists students and members of the community in obtaining both part-time and full-time off-campus employment.

Other services include:

- Job search information and resume assistance.
- Access to Career Library and job preparation materials.
- Employment and labor market information.
- Individual vocational counseling to help students change or choose a career.

The Career Center is located on the second floor of the library. Call (510) 748-2208 for further information, or visit www.eastbayworks.org.

Present Staff:

Amanda Gerrie	Monique Perkins	Precious DeWitt
Usha Mortensen	Deanna Yanagisako	

Children's Center

The Campus Children's Center program provides a warm, friendly and responsive environment for children of students, staff and community members to grow and learn.

The Center is open Monday through Friday, from 7:45 a.m. to 5:15 p.m. Children between the ages of twelve (12) months and five (5) years of age are taught by qualified staff. Children receive two to three cost-free meals a day. Fees are based on family size and gross monthly income. Services are free for eligible CalWORKs and TANF families.

Interested parents should request additional information from the Director of the Children's Center Program at (510) 748-2381.

Present Staff:

Danielle Waites	Jennifer Kelly	Cynthia Andrews
Sonja Rachal	Curtis Willis	Ren Wen
Lula Sanders	Irma Lastra	Julie Tieng
Sara Byers	Hiram Bell	Hassena Hasieb
Parween Osmani	Zakia Awa	Marzia Sharifi

Counseling Services

The Counseling Department offers a wide range of professional counseling services for enrolled students and prospective students. These services include:

- Educational planning for degrees, occupational certificates, and transfers to four year colleges;
- Evaluation of transcripts for graduation and transfer;
- Career counseling and vocational test interpretation;
- Help in providing study skills;
- Help on academic problems;

- Personal counseling and referral to off-campus services;
- Classes and special workshops; e.g., Life / Career Planning, Learning Resources, Orientation to College, etc.

The College requires all new students to participate in the Student Success Matriculation Program.

All students should meet with a counselor to design a student education plan (SEP) to outline the course of study necessary to reach the student's educational goal. In addition, students **undecided about their major** field of study are strongly urged to meet with a counselor early in their college career to discuss the alternatives available to them. All new and returning students must have their program approved by a counselor, before they can register for classes.

Students are invited to go to the Counseling Appointment Desk, located in Room A-115, to make appointments and to meet with counselors on a drop-in basis. The Counseling Center is located within the Student Services Complex in Building "A". For brief questions or emergency problems, limited counseling services are available on a drop-in basis. Discussions of personal matters are confidential.

For additional information, call (510) 748-2209.

Present Staff:

Maha Elaidy	Alze Roberts	Shirley Robinson
Brenda Bias	Trulie Salcedo	Hector Corrales
Julie Dominguez (Puente Program)		Janice Bledsoe

Extended Opportunity Programs & Services (EOPS)

College of Alameda offers a comprehensive EOPS program for students who demonstrate that they have educational, economic, social, cultural, or language problems which interfere with their educational careers.

The program offers special supportive services to EOPS students, including professional counseling and peer advising, priority registration, tutorial services, career and academic guidance, financial and book purchase assistance, transfer assistance and fee waivers for CSU and University of California, and cultural enrichment activities. Students also are assisted with admissions and financial aid applications to four-year institutions.

To qualify for participation in the EOPS program, a student must:

- Be a California resident;
- Be enrolled full-time when accepted into the EOPS program;
- Have fewer than 70 semester (105 quarter) units of degree applicable credit course work;
- Qualify to receive a Board of Governors Grant;
- Be educationally disadvantaged.

A student may be considered educationally disadvantaged if the student meets **one** of the following criteria:

- Did not graduate from high school, pass the California High School Proficiency Examination, or obtain the General Education Diploma (GED);
- Graduated from high school with a grade point average (GPA) of 2.49 or below;
- Does not qualify for the minimum level English or mathematics course work required for an Associate degree;

- Was previously enrolled in remedial education courses;
- Is the first in his/her family to attend college;
- Is a foreign born resident with language difficulty;
- Meets other criteria considered relevant by the Program Director.

CARE (Cooperative Agencies Resources for Education) is a collaborative program offered by EOPS. In addition to the services offered by EOPS, CARE provides assistance with grants and allowances for educational expenses. Eligibility for CARE is the same as for EOPS, with the additional requirement that the student be a current recipient of TANF (Temporary Assistance for Needy Families) and be a single parent.

EOPS/CARE is located in room D-203. Call (510) 748-2258 for further information.

Present Staff:

Angelina Gandara	Kim Jackson	Fahima Esmatyar
Jon Harvey	Barbara Brooks	Ken Tramiel

Financial Aid

There are many financial aid programs designed to fit a variety of circumstances facing students attending California Community Colleges. Students are encouraged to stop by a Financial Aid Office located on campus to obtain information and necessary application forms to receive student Financial Assistance.

Financial Aid Programs Available

- California Community Colleges Board of Governor’s Enrollment Fee Waiver (BOGW)
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS) - part time employment on campus
- Student Loan
- Cal Grant B, C
- Extended Opportunity Programs & Services (EOPS)

Key Eligibility Requirements

- U.S. Citizen or Eligible Non-Citizen
- Have a High School Diploma or a GED certificate or must pass an independently administered test approved by the U.S. Department of Education
- Demonstrate a Financial Need
- Be enrolled as a regular student and declare a Program of Study
- Have a valid Social Security Number
- Achieve satisfactory academic progress
- Register with the Selective Service, if required
- Not be in default on a student loan or owe a refund to a grant

Required Application Form

Free Application for Federal Student Aid (FAFSA)

Required Standard Document and/or Forms

- Student Aid Report
- Supplemental Financial Aid Application
- Financial Aid Transcripts (from other Colleges attended)
- Copy of Social Security Card
- Copy of Drivers License or California ID
- Copy of High School Diploma/GED or ability to Benefit Results

Other Documents that May be Required

- Verification Work Sheet
- IRS 1040 and W2 forms
- Other Documents requested to verify application information

Financial Aid Applications are accepted through the academic year. Students are encouraged to apply as soon as possible. Some awards are subject to availability of funds.

Board of Governors

ENROLLMENT FEE

If you believe you qualify for a BOGW Enrollment Fee Waiver, complete the BOGW application (see next page), and submit the completed application and with acceptable documentation to the Financial Aid Office. This BOGW Fee Waiver will cover your enrollment fee for the entire academic year.

Acceptable documentation for BOGW Method A:

AFDC or SSI Recipients

Notice of Action in your name (or your parent's name) for the same month in which you file this application or one calendar month before.

Or

CalWORKs/AFDC or SSI Warrant or Check issued in your name (or your parent's name) for the same month in which you file this application or one month before.

Or

Agency Certification - Untaxed Income Form. May be obtained from the Financial Aid Office and must be completed by the Welfare Office or Social Security Office. Other documentation agreed upon between your Community College and County Welfare Department. Contact the Financial Aid Office for details.

General Assistance Recipients

Agency Certification - Untaxed Income Form. May be obtained from the Financial Aid Office and must be completed by the Welfare Office.

Or

Other documentation agreed upon between your community college district and county welfare department. Ask at your Financial Aid Office.

Documentation for BOGW Method B:

A Board of Governors Grant (BOGW) Method can be awarded to low-income students. Whether you qualify is based upon your (or your parent's) income and household size. Colleges may ask you to provide documentation of income, such as a copy of your 2001 U.S. Income Tax Return.

You are required to provide documentation if it is requested.

Income Ceilings for BOGW Method B and C

BOGW - Method B

Family Size 2003	Income
1	\$13,479
2	\$18,180
3	\$22,890
4	\$27,600
5	\$32,310
6	\$37,020
7	\$41,730
8	\$46,440
Each Additional Family Member	\$4,710

BOGW - Method C (Available only by filing 2004-2005 FAFSA)

2003 Income Ceiling

Single with 0 children:	\$41,400
Single with 1 child:	\$77,570
Single with 2 children:	\$81,665
Married with 0 children:	\$47,450
Married with 1 child:	\$80,700
Married with 2 children:	\$84,750

The Financial Aid Office is located in the A-building. Call (510) 748-2392 for further information.

Present Staff:

Angelita Finlayson	Lan-Huong Pham
Sherry Anderson	Ying Lay
Laci DeWater	Sonya Freeman
Mei Kit Ho	Teresa Montano
Chum Chengwai	

Intercollegiate Athletics

College of Alameda is a participating member of the Bay Valley Conference and offers intercollegiate athletic competition in basketball and tennis for men and in volleyball and tennis for women students. Students enrolled at College of Alameda may participate in athletic programs at other Peralta Colleges if a particular sport is not offered here. All athletes must meet the specific requirements of the Bay Valley Conference and of the Community College League of California (CCLC) Commission on Athletics in order to be eligible for participation.

For information, visit the Athletics Office in G-237, or telephone (510) 748-2274.

Present Staff:

Myron Jordan

Linda Thompson

Learning Resources Center

The Learning Resources Center is located on the second floor of the L building. The components of the Learning Resources Center are Student Assessment, Tutorial Services, the Basic Skills/Learning Lab, the Open Lab, the Math lab and the Writing Center.

The overarching mission of the Learning Resource Center is to create and maintain a collaborative learning community environment (1) to provide centralized access to programs and services that are designed to assist students in succeeding in their academic endeavors, including the development of learning skills and attitudes for effective performance in the college environments as well as the enhancement of thinking abilities and knowledge base, and (2) to provide instructional support to faculty in the classroom.

In furtherance of these goals, the Learning Resource Center maintains an effective, comprehensive and integrated array of programs and services providing individual needs assessment, individual and small-group peer tutoring, personalized computer-assisted tutoring, computer-assisted supervised tutoring arrangements linked to specific courses, as well as access to computers (including the Internet) to complete assignments.

To this end, the specific functions of the Learning Resource Center shall be to:

1. Maintain a well-organized, efficient and accountable Learning Resource Center to house programs and services to support student learning.
2. Provide personalized assessment and placement services designed to accurately discover and serve the needs of individual students.
3. Provide individual and small-group tutoring for all students who need assistance in order to succeed in their academic classes.
4. Provide tutoring modalities specifically designed to address the needs of the under-prepared and at-risk student.
5. Provide computer-assisted learning support in the Writing Center, Basic Skills Lab and ESL Lab that addresses the specialized needs of the student populations served by each of those labs.
6. Include in all LRC activities the component of fostering and promoting good study skills and interpersonal relations skills.
7. Assist instructors in developing and delivering computer-assisted classroom activities to support and supplement lecture classes.
8. Provide free access to, and assistance in accessing, the world of the Internet and World Wide Web as well as the benefits of other technological advances to students who do not have such access available to them at home.
9. Integrate learning support programs and services with all areas and efforts within the college community.

For further information, call Pat Denoncourt, interim Learning Resources Center Coordinator, at 748-2315.

Programs and Services for Students with Disabilities (DSPS)

Programs and Services for Students with Disabilities provides educational and vocational support services for students with disabilities who are enrolled in classes at College of Alameda. Services include academic, personal and vocational counseling; diagnostic testing; registration assistance; support services personnel such as note-

takers and sign language interpreters; testing accommodations; liaison with four-year colleges and community agencies; print enlargement; adaptive computer equipment; and on-campus mobility assistance.

Four programs are offered for students with disabilities who meet eligibility criteria:

The Learning Skills Program assists students with learning disabilities succeed in their college program by providing assessment, instruction, advising, and liaison with campus instructors and programs. Special classes teach learning strategies in reading, writing, math, and study skills. The classes cover basic through college skill levels. Enroll in Learning Resources 295 for eligibility assessment.

The Adapted Computer Learning Center provides instruction to meet the computer access needs of students with learning disabilities, acquired brain injury, visual impairment, or physical disability. Adaptations include programs to increase print size on the screen; speech synthesizers that read aloud information on the screen; voice input to allow “hands free” computer operation; a printer for Braille output of written material; and programs that modify the keyboard. Computers are also used as a tool in teaching cognitive skills to students with specific learning disabilities or acquired brain injuries resulting from head trauma, stroke, hypoxia, brain tumor, infections of the brain or ingestion of toxic substances. The cognitive skills class re-mediate basic mental processes such as memory, attention, concentration, perception, and orientation. It retrains complex thinking skills such as categorizing, sequencing, problem solving, abstract reasoning, and communicating. It helps students develop compensatory strategies for coping with decreased cognitive function.

The Vocational Living Skills Program provides a transition to work for individuals with developmental disabilities who have a desire to work and who are interested in developing the skills needed to seek and maintain employment. Courses are also offered in independent living skills.

The WorkAbility III Program provides job search skills training and job placement services for persons with disabilities. WorkAbility III is a joint program between College of Alameda and the Department of Rehabilitation.

For additional information on DSPS services or programs, call (510) 748-2328 or (510) 748-2330 (TDD) or visit the DSPS office in Room D-117.

Present Staff:

Helene Maxwell	Denise Maffett	Belinda VanBuhler
Lawrence Silva	Patricia Jacobs	Michelle Custino
Alice Wong	Ron Youngquist	Bill Butler
Aurora Laniohan	Robin Pabon	Michael Topliff
Becky Sanchez	Becky Stone	Nancy Darcey
Debbie Green	Dennise Eskridge	Jean Rowland
Phyllis Tappe		

Student Activities and Student Clubs

Co-curricular activities are an important part of the educational experience. All students are encouraged to become involved in some phase of co-curricular activities. The opportunity for self-government, as provided for by the Peralta Colleges' Board of Trustees and the College of Alameda administration, is particularly challenging. Involvement in student government allows the student to view and explore the College as a whole, as well as the various parts that form the institution to which he/she belongs. Through active involvement, a better understanding of the overall process of education may be attained.

Active participation in student government provides the student an opportunity not only to assist in the development of co-curricular programs, formulation of general College policies and to become involved in solving

general College problems, but it also provides effective channels to promote change and growth within the College system.

The Student Activities Office is located in F-116. For further information, call (510) 748-2249.

Present Staff:

Jeff Devers

Student Health Services

The Student Health Services contributes to the educational aims and matriculation of students by promoting their physical and emotional well-being.

The program provides health counseling and education, emergency first aid, limited treatment, and dissemination of information regarding the availability of health services in the community. Referrals are based on each student's financial, cultural and personal needs. No medications or medical treatment are provided.

Crisis intervention counseling is available to students on a limited basis. Preventive screening for hypertension, vision, hearing, and pregnancy testing are available on a regular basis. Consultation and health services are free to all COA students.

In the case of **major emergency**, students will be assisted in obtaining emergency care. All students (with the exception of students involved with intercollegiate athletics) are responsible for the cost of all expenses incurred, including ambulance fees.

Call (510) 748-2320 for an appointment or just drop by. The Health Services office is located in the Student Services Complex, Room A-110.

Present Staff:

Patricia Dudley

Transfer Center

The Transfer Center assists students who are transferring to four-year colleges or universities. The Transfer Center links with the nine campuses of the University of California system (UC), the twenty-two (22) campuses of the California State University system (CSU), and several major independent colleges/universities in and outside California.

The Transfer Center offers the following informative and supportive services to transfer students:

- Personalized contact with campus representatives from four-year colleges and universities;
- Appointments with admissions evaluators from the University of California Berkeley and Davis campuses; and the San Francisco State University and CSU Hayward; and several independent colleges in the area;
- Computerized UC and CSU articulation agreements and campus information;
- Transfer seminars, career workshops, and college information days that offer campus and career options;
- Access to a resource library of college catalogs, directories, and publications;
- A monthly calendar of transfer activities and events;
- Applications to four-year public California colleges and universities.

For further information, visit the Transfer Center located in the Student Services Complex in Room A136 or call (510) 748-2113.

Concurrent Enrollment With Four-Year Colleges and Universities

Students who meet the established criteria may enroll concurrently in one (1) class per semester/quarter at the University of California, Berkeley; California State University, Hayward; Mills College, Holy Names College, or John F. Kennedy University.

To participate in this program, students must go to the Transfer Center in A136 or see a counselor.

Present Staff:

Brenda Bias

Greg Marro

Tutorial Services / Assessment

In an effort to meet the educational needs of students, the college provides free tutoring in most subjects taught at the college. Tutors are trained to handle group and individual tutoring sessions in the Tutorial Center and in the classroom. Individual tutoring is available to students after their needs have been properly assessed by Learning Assistance personnel and through faculty or peer advisor referrals. For additional information, visit the Tutorial Center in L-204, or telephone (510) 748-2315.

Present Staff:

Pat Denoncourt

Anna O'Neal

Veterans and Veterans' Dependents

The Veterans Affairs Program provides assistance to veterans and to eligible dependents of veterans in their pursuit of an education and in obtaining veterans' benefits. Services include counseling, tutorial assistance, outreach, recruitment, referral service for job placement, and financial assistance.

To receive VA benefits at College of Alameda, veterans and dependents must do the following:

Submit a completed college application for admission to the Office of Admissions & Records in A124.

- Complete the assessment and orientation process.
- Meet with a counselor and have a Student Education Plan completed, outlining the requirements of the program you have declared as your objective. The educational objective must be an educational goal that is *offered* at College of Alameda. Unofficial transcripts can be used by the counselor to determine your remaining requirements at this meeting.
- Verify prior college credit by having official transcripts sent to Office of Admissions & Records; College of Alameda; 555 Atlantic Avenue; Alameda, CA 94501.
- Submit applicable documents to the Veterans Office for the processing of your educational benefits: DD214, Veterans application, Student Educational Plan, dependent documentation.

Veterans continuing at the college must notify the VA office of any change in address, major, units, or education plan. Class attendance verification forms must be turned in on a monthly basis to the VA office.

The Veterans Affairs Program is located in the Student Services complex in the A building. Call (510) 748-2203 for further information.

Present Staff:

Cindy Counsell

Workforce Development (CalWORKs)

Workforce development activities include special instruction and services for CalWORKs students and for students interested in entering the workforce or in changing careers through classes, career workshops and short-term training programs.

Services for CalWORKs students include:

- Counseling, liaison, advocacy with campus and community agencies, including the Social Services Agency;
- Educational and career planning;
- Job placement: On and off campus placement in internships;
- Referral to transportation, books and supplies; &
- Childcare.

For further information, visit the Workforce Development Office on the second floor of the Student Center, or call (510) 748-2152.

Present Staff:

Saundra Henry

PJ Santos

STUDENT CONDUCT, COMPUTER USE AND GRIEVANCE PROCESSES

Student Conduct Policy

Colleges will be guided by pertinent provisions of the California Education Code as to admission, probation, suspension, and dismissal of students in cases where disciplinary action is indicated. Except for short-term suspensions initiated by instructors and as provided for in the Education Code, Section 489001/76030, only the college President or Vice-President of Student Services has the authority to suspend or dismiss a student for disciplinary reasons.

A student excluded for disciplinary reasons from one college in the district may be denied admission to other colleges in the district. The President of a college may also deny admission to a student suspended or excluded for disciplinary reasons from other colleges or universities.

Rules for Student Conduct

Students are responsible for complying with all college regulations and for maintaining appropriate course requirements as established by the instructors.

Disciplinary action may be imposed on a student for violation of college rules and regulations, the California Education Code, California Penal code, and the California Administrative Code. Student misconduct may result in disciplinary action by the college or prosecution by civil authorities. Students are subject to disciplinary action for any of the following violations:

Violation of District policies or regulations including parking and traffic regulations, policies regulating student organizations, or time, place and manner of public expression.

Obstruction or disruption of teaching, research, administrative procedures or other college activities.

Physical or verbal abuse or threat of such abuse, or any person on college owned or controlled property or college sponsored or supervised functions; or conduct which threatens or endangers the health or safety of such person.

Theft of, damage to, or threat of damage to property of the college.

Unauthorized entry to or use of college facilities.

Dishonesty, i.e., cheating, plagiarism or furnishing false information to the college, forgery, alteration or misuse of college documentation, records, or identification documents, etc.

Use, possession, distribution of alcoholic beverage or narcotic or hallucinogenic drugs.

Disorderly conduct or lewd, indecent, or obscene behavior.

Insulting or abusing college employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises.

Refusal to comply with direction of district or college employees acting in the performance of their duties.

Students facing disciplinary action for violations of college rules and regulations consistent with the Education Code are subject to any of the following actions:

Warning: An oral or written reprimand.

Temporary exclusion: Removal for the duration of the class period or activity.

Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension as provided in the Education Code. Suspensions by instructors must be immediately reported to the Vice President of Student Support Services.

Disciplinary action may be imposed on a student by:

A college certificated employee who may place a student on probation or temporarily exclude the student from class and/or a college activity for the remainder of that class/activity period.

The President or Vice President of Student Support Services may summarily suspend a student when deemed necessary for the welfare and safety of the college community.

The President may recommend "expulsion" to the Board of Trustees.

The Board of Trustees may terminate a student's privilege to attend any college of the District.

Students who believe that they have been improperly subjected to any of the disciplinary measures stated in this policy may file a Student Grievance with the Vice President of Student Services in accordance with Board Policy 4.43.

Student Computer Use Policy

Internet Policy

Student, faculty, and staff Internet access is provided for educational and work-related purposes only. Violations of Internet use include, but are not limited to, the following:

Logging onto chat rooms and/or participating in online chat; exceptions are educational and/or classroom mandated chat rooms;

Visiting pornographic, racist, or hate sites and/or downloading and viewing pornographic pictures;

Sending harassing, intimidating, racist, hate and/or threatening messages; and unauthorized downloading and installation of programs.

Policy Violations

Conduct which is considered violation of campus and district policy with respect to computing facilities includes, but is not limited to, the following:

Sending racist, hate, harassing, intimidating and/or threatening messages through electronic mail or other means;

Downloading, storing or displaying obscene or pornographic materials;

Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software;

Installing personal software and downloading software from the Internet onto desktop computers or network servers in any instructional lab;

Attempting to circumvent data protection schemes, uncover security loopholes, or gain unauthorized access to any information or files;

Sending mass advertisements, solicitations or political mass mailings as defined by the Fair Political Practice Commission;

Using computing facilities for commercial or personal financial gain (including, but not limited to, online gambling and online auctions);

Taking computer hardware or software from district or college facilities for any purpose without prior written approval; and

Using computing facilities in a manner that violates existing state and federal law or district rules and regulations.

Consequences of Policy Violations Students' Rights and Due Process

For a complete statement of consequences, student rights and due process, see the current College of Alameda General Catalog.

Student Academic Grievance Hearing Procedure

The Peralta Community College District (PCCD) has developed the following policies and procedures to address student grievances alleging mistake, fraud, bad faith or incompetence in the academic evaluations of student performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final. (Ed. Code Section 76224)

Procedure

Step 1: Informal Resolution

A student who has an academic complaint may, within thirty (30) school days of the allegation, make an appointment with the faculty against whom he/she has a grievance during his/her posted office hours or at a mutually agreed upon time, in order to discuss the student's complaint.

Should the faculty against whom he/she has an academic complaint fail to meet with the student in a timely manner, the student may meet with the Dean of Instruction of the faculty member or file a formal complaint.

Should the informal meeting fail to resolve the complaint to the student's satisfaction, the student may meet with the Dean of Instruction of the discipline or file a formal complaint.

Should the student choose to bypass Step One (Informal Resolution), he/she may initiate a formal complaint.

Step 2: The Formal Complaint Procedure

A formal complaint must be filed by a student within 90 school days of the alleged violation or of the time when he/she knew or should have known of the alleged violation. Failure to file a formal complaint within such ninety (90) school day period constitutes waiver of the students' right to appeal.

The complaint must be filed on an approved complaint form (available from the Office of Student Services) which shall include the following:

The exact nature of the complaint (grounds);

The specific details of the complaint (e.g., a chronology of the event and an explicit description of the alleged violation);

A description of the informal meeting and attempted resolution, if any;

The specific resolution/remedy sought.

The complaint form should be filed with the Vice President of Student Services or his/her designee.

The Vice President of Student Services or his/her designee shall inform the student that a decision to recommend a grade change may only be made where there is a finding of fraud, mistake, bad faith or incompetency.

The Vice President of Student Services or his/her designee shall make a request for records and documents, and shall forward copies of all documents pertinent to the alleged violation to the College Grievance Committee and the parties. Documents or accusations not specifically related to the alleged violations shall not be forwarded to the committee or the parties.

The College Grievance Committee shall be appointed for a term of one academic year as follows:

The Vice President of Instruction who shall chair the committee;

Two faculty members, and one alternate, jointly appointed by the PFT and the Academic Senate;

One student, and one alternate, appointed by the Associated Students President;

One administrator, and one alternate, appointed by the college President.

Hearing

Four-fifths of the members of the committee shall be present in order for the committee to act. Committee members shall be given five (5) school days notice of the hearing. In the event a member of the committee cannot attend, or is disqualified because of conflict of interest, the alternate shall serve. The votes of the majority of the members present (at least three (3) votes) are necessary in order for the committee to make a recommendation to the Vice President of Student Services or his/her designee.

Final Action

The committee shall conduct the hearing and recommend decisions on the student's grievance, and base its recommendations to the Vice President of Student Services or his/her designee solely on the evidence submitted before the hearing and on the evidence and the testimony presented to the committee during the hearing. The Vice President of Student Services or his/her designee may accept the recommendation, return it to the committee for further review, or reject it. The Vice President of Student Services or his/her designee shall, within ten (10) school days, render his/her decision in writing to the grieved faculty, student and the committee. The decision to recommend a grade change must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

The Appeal Process

The faculty member or the student may submit a written appeal to the college President within ten (10) school days for review of the matter.

The college President shall issue a written decision to the parties and their representatives by certified mail within ten (10) school days of receipt of the appeal. A

decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

The college President's decision may be appealed to the Chancellor within ten (10) school days of the receipt of the decision.

The Chancellor, or his designee, shall issue a written decision to the parties and the representatives by certified mail within ten (10) school days of receipt of the appeal. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

The Chancellor's, or his designee's, decision may be appealed to the Board of Trustees within ten (10) school days of the receipt of the decision.

The Board may consider the appeal in closed session subject to Ed. Code 72122, and will issue a final decision within forty-five (45) school days after receipt of the decision. A decision to change a grade must be supported by a summary finding of fact, establishing mistake, fraud, bad faith or incompetence.

Implementation of any grade change shall be held in abeyance until the internal appeal process has been exhausted.

All recommendations, resolutions, and actions taken by the PCCD shall be consistent with the State and Federal law, the PCCD Policies and Procedures, and the PCCD Collective Bargaining Agreement.

(In the event of a conflict between the Collective Bargaining Agreement and the PCCD Policies and Procedures, the Collective Bargaining Agreement shall govern.)

Rights

At all steps of the process, both the student and faculty member have the right to be accompanied, advised and represented by a person or counsel of their own choosing.

Written notice, including the date, time and place of the hearing shall be delivered to both parties at least ten (10) school days prior to the hearing. The notice shall be hand delivered or sent by certified mail and shall include a copy of the complaint.

Insofar as consistent is with privacy laws, both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.

Both parties shall be given adequate time (at least 5 school days) to read and review all documents. This right may be waived by the respondent.

Both parties shall be informed that all relevant evidence presented to the hearing committee, whether written or oral, may be used against them in this or any other proceeding unless otherwise prohibited by law. The written notice shall inform the parties of this fact. The chairperson of the committee shall inform both parties orally of this fact at the commencement of the hearing.

The chairperson of the committee shall provide the involved faculty member with a written summary of rights they may be entitled to by law or contract at least five (5) school days before the hearing.

Guidelines

Evidence: The hearing shall be conducted so as to bring all of the relevant information and evidence to the members of the committee in an orderly and intelligible form. The strict rules of evidence shall not apply. Any relevant evidence shall be admitted, if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Accusations not specifically related to the alleged violation shall not be considered relevant. The rules of privilege shall apply to the same extent that they are recognized in civil actions.

If the respondent or his/her representative, or both, are absent from all or a part of the hearing, the committee shall make its recommendations on the basis of whatever evidence is submitted before the hearing and on whatever evidence and testimony is presented to the committee during the hearing.

The chairperson of the committee shall conduct the hearing. The chairperson may do whatever is necessary, so long as it is legally permissible, to ensure that the hearing is conducted in a fair, dignified and orderly manner.

The hearing shall be open only to persons directly involved in the matters to be heard. The bargaining agent representing the respondent (PFT) may send an observer to any hearing.

Both parties (and their representatives) shall receive copies of all documents developed or utilized during the review of the complaint. This shall include documents added to the file.

All information derived from the complaint is confidential. Information may not be made public nor discussed with anyone except those with a legitimate need to know.

The chairperson of the committee may exclude a witness from the hearing when the witness is not giving testimony.

Anyone who disrupts the proceeding or interferes shall be excluded from the proceeding.

Any member of the committee may ask questions of any witness.

The committee may call in "expert witnesses" if the subject of the grievance is beyond their expertise.

The committee shall inform the witnesses (other than the accused) in writing that they are sought for interview purposes and their participation in the process is requested, by the committee. Witnesses shall also be informed as to the purpose of the interview, the general subject of the interview, and their right to request representation by anyone of their choosing prior to and during said interview.

The grievance committee shall make all evidence, written or oral, part of the record.

The hearing date may be postponed or continued at the discretion of the chairperson of the committee. Both parties shall be given written notice of the new or continued hearing date.

A committee member shall withdraw from participation in the hearing if a conflict of interest is anticipated; in which case the alternate committee member shall serve.

APPENDIX 1: SELF-REGISTERING FOR DIVISION ETUDES FORUMS

Open your Internet browser.

Go to <http://alameda.etudes.fhda.edu> (DO NOT TYPE “WWW” in the address line, or the browser won’t find the portal).

Using the “Term” pull-down menu, select Department.

Click the name of your division (Division I – Peter Simon, Division II – Tom Orf, or Student Services – Kerry Compton & Brenda Johnson).

On the login page, the User ID is “instructor”; the password is also “instructor.” BOTH ARE CASE-SENSITIVE.

Click “Submit.”

Scroll down and click the “I Accept” button at the bottom of the Terms of Use screen if necessary.

Click the “Click Here to Continue” button.

Click “Forums” on the left-hand navigation panel. NOTE: the table you see in the middle of the ETUDES window contains information ONLY; it does not provide navigation.

In the upper right corner of the Forums screen, click the bright blue “Please Register” hyperlink.

Scroll down and click the “Accept” button on the acceptable use policy screen.

Complete the registration form.

- a. **Username** should be the name by which you want your colleagues to know you.

Your **password** may contain any combination of letters and numbers – NOT symbols. Select a password you can easily remember, as the division-level Forums Administrator cannot retrieve your password for you.

Please enter the **email** address you check most frequently. If you are using Hotmail, Yahoo, AOL, or Netscape you may have to adjust your security filters to enable delivery of “bulk” mail (email sent to more than 3-5 recipients).

Complete Profile and Preferences information as desired.

Click “Submit Registration.”

If you have omitted any required information or included illegal keys, you will receive a message prompting you to correct the error.

Login as prompted in the forums screen.

COA SATISFACTION SURVEY

Today's Date: _____

Please indicate your status:

Student Faculty Classified Manager

1. Please rate the following for today's service:

	Excellent	Good	Average	Fair	Poor
Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If a member of the college staff was especially helpful, please give their name and position.

Name: _____

Department: _____

Please use the comments space on the back of this form to describe how this person was especially helpful.

3. Please comment on how we may improve our service:

4. Please suggest corrections for improving our procedures or communications, brochures, manual or web page:

OPTIONAL – Response Request

If you would like a response to any of your concerns or suggestions, please PRINT your name, address and phone number below:

Name: _____

Address: _____

City: _____ ZIP: _____

Phone: _____

Email: _____

Thank you for your comments; your opinion makes a difference.

Please drop this form in a College Suggestion Box located on the Information Booth or at the reception desk inside the A Building (by the Cashier's window).

Action will be posted weekly in the display case outside of Admissions and Records.

COA SATISFACTION SURVEY

Today's Date: _____

Please indicate your status:

Student Faculty Classified Manager

1. Please rate the following for today's service:

	Excellent	Good	Average	Fair	Poor
Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If a member of the college staff was especially helpful, please give their name and position.

Name: _____

Department: _____

Please use the comments space on the back of this form to describe how this person was especially helpful

3. Please comment on how we may improve our service:

4. Please suggest corrections for improving our procedures or communications, brochures, manual or web page:

OPTIONAL – Response Request

If you would like a response to any of your concerns or suggestions, please PRINT your name, address and phone number below:

Name: _____

Address: _____

City: _____ ZIP: _____

Phone: _____

Email: _____

Thank you for your comments; your opinion makes a difference.

Please drop this form in a College Suggestion Box located on the Information Booth or at the reception desk inside the A Building (by the Cashier's window).

Action will be posted weekly in the display case outside of Admissions and Records.

APPENDIX 3: MAINFRAME SCREENS

Screens Available to all Users

Screen	Description
/BYE	Signoff from Peralta security and wizard mail
/CLC	Classroom usage chart (room chart)
/CLD	Classroom usage detail (room chart)
/CLF	Classroom search (room chart)
/CPW	Change password in CICS, CMS, and Switch
/DOC	Online help documentation – reports, screens, miscellaneous information
/ENR	Enrollment statistics by date by college back to 6/86
/FAS	Form action control (form tracking system)
/FFR	Routes assigned to a person (form tracking system)
/FSS	Form status (form tracking system)
/FUN	Chart of Accounts – fund codes
/IAS	Instructor assignment summary (see your own only)
/IMB	Intended major code browse (major#/description table)
/JOB	Position lookup by keyword
/KEY	Show PF or PA key just entered
/LOC	Chart of accounts – location (college) codes
/LOG	Sign on to Peralta security and wizard mail
/LTB	Leave transaction browse (see your own only)
/OBJ	Chart of accounts – object codes
/PED	Program evaluation by dept (enrl, retention, fte, ftes, costs)
/PLB	Personnel list/label – reports currently created
/POI	Purchase order/bill warrant inquiry
/PRG	Chart of accounts – program codes
/PRT	Printer list by location – printing from CICS
/PSB	Payroll salary schedule – browse screen
/RFI	Repository file inquiry
/SCI	Section file inquiry with counts & meet info – class schedule
/SDS	Student demographic statistics student counts (old IPAT data)
/SED	Security profile list – transfer into /SEE and /SEF
/SEF	Security profile transaction list (users can use this themselves)
/SF2	Section file maintenance – Screen 2 – section hours

- /SF8 Section file maintenance – meet dates (room chart)
- /SFI Section file inquiry – class schedule
- /SSL Selected Student report list
- /TAX Compute federal/state taxes
- /TCI Transcript course inquiry
- /VEN Vendor alpha cross reference
- /WHO Show terminal information, SSN, operator name, and userids

Additional Screens for Instructors

Screen	Description
/CAR	Class address roster
/CGR	Class grade roster
/CVR	Class verification roster – includes download using CFTRROST
/FSA	Faculty service area
/IAD	Instructor assignment detail (by college & term)
/IAM	Instructor assignment Master record update
/INV	Stores Inventory System (warehouse supplies catalog)
/PRP	Pro rata payments and their budget codes
/SBD	Student basic data
/SCD	Student Class & enrollment data – enroll in classes
/SDA	Staff development activity class list maintenance - instructor
/SDR	Staff development activity roster maintenance - instructor
/SFM	Section file maintenance - Menu
/SRS	Student registration schedule
/STX	Student alpha cross reference
/THI	Transcript history inquiry

APPENDIX 4: EMERGENCY INFORMATION QUICK REFERENCE

IN CASE OF AN EMERGENCY AT COLLEGE OF ALAMEDA INVOLVING ILLNESS, INJURY OR BEHAVIORAL PROBLEMS (DISRUPTION IN CLASSROOM, DANGER TO SELF OR OTHERS), CALL SHERIFF'S DEPARTMENT AT EXT. 7236 OR 465-3456.

GIVE DISPATCHER:

LOCATION OF INCIDENT AND PERSON/S INVOLVED.

DESCRIBE SITUATION.

YOUR NAME, TELEPHONE NUMBER AND LOCATION.

2. STAY ON THE LINE UNTIL THE DISPATCHER HAS ALL THE NECESSARY INFORMATION.

CONTACT COA ADMINISTRATOR ON DUTY.

GIVE DISPATCHER:

LOCATION OF INCIDENT AND PERSON/S INVOLVED.

DESCRIBE SITUATION.

YOUR NAME, TELEPHONE NUMBER AND LOCATION.

3. STAY ON THE LINE UNTIL THE DISPATCHER HAS ALL THE NECESSARY INFORMATION.

CONTACT COA ADMINISTRATOR ON DUTY.

SHERIFF'S DEPARTMENT EMERGENCY DISPATCHER:

EXT. 7236 or (510) 465-3456

Last Revised August 1997

Disaster Response Instructions

Your students will be looking to you for advice and directions in the event of a college disaster. Your responsibility is to provide for the safety of your students. YOU NEED TO BE READY. Below are some procedures designed to assist you. Each incident will be given greater attention during our ongoing Safety Meetings.

Safety meetings: JOIN US - MEETINGS ARE IN A144, , on the 4th Thursday of each month.

NOTE: After an emergency, faculty are required to account for the students in their class.

EARTHQUAKES	<p>Give the "DUCK, COVER AND HOLD" command when the quake begins.</p> <p>After the quake, render first aid where needed.</p> <p>Do not move a seriously injured person.</p> <p>Evacuate others to safety area.</p>
FIRE	<p>Listen for Fire Alarm Signal.</p> <p>Evacuate to safety area.</p> <p>Await further instructions.</p> <p>Render first aid where needed.</p>
HAZARDOUS MATERIALS	<p>Evacuate the area.</p> <p>Render first aid where needed.</p> <p>Cordon off the area.</p> <p>Notify Sheriffs Department at 7236.</p>
ELECTRICAL FAILURE	<p>POWER</p> <p>Turn off all switches.</p> <p>Await further instructions.</p>
EXPLOSION AIRCRAFT	<p>& FALLEN</p> <p>Give the "DUCK, COVER AND HOLD" command.</p> <p>Render first aid where needed.</p> <p>Evacuate if clear presence of nearby life threatening condition does not exist.</p> <p>Await further instructions.</p>

AIR POLLUTION	Close all doors and windows. Reduce physical activity. Await further instructions.
SEVERE WEATHER	Do not evacuate unless life-threatening condition does not exist. Await further instructions.
CIVIL DISTURBANCE	If disturbance is outside the building: do not investigate, notify Sheriff's Department at 7236. If disturbance is inside the building: notify Sheriff's Department at 7236. Await further instructions.

EVACUATION: MOVE AWAY FROM THE BUILDINGS, CLEAR THE INNER COURTYARDS. DO NOT RETURN TO THE CLASSROOMS UNTIL THE SIGNAL IS GIVEN TO DO SO.

(Please contact your Division Dean for a copy of the Evacuation Map.)

Revised August 1997

APPENDIX 5: DISTRICT BOARD POLICIES

Complete copies of all district board policies are available in Division offices, the College of Alameda Library and the Office of Instruction, as well as in the District offices. The following list is a limited index of Board Policies of particular interest to teaching faculty.

2.20 Arrangements for Recommending District-Wide Policy

2.23 Role of the District Academic Senate & College Faculty Senates

2.25 Faculty Participation in College Development

2.32 Preserving a Drug-Free Workplace

3.03 Affirmative Action Policy

3.05 Nepotism

3.06 Copyright Policy (Includes Computer Software)

3.07 Policy Concerning Political Activity During Working Hours and Political Activities on District Premises

3.08 Civil Rights of Employees

3.09 Salary Warrants

3.10 District Job Announcements

3.18 Employment of Certificated and Classified

3.20 Outside Employment

3.22 Substitute Policy

3.23 Tutoring

3.24 Exchange Teachers

3.25 Leaves Without Pay - Certificated Employees

3.26 Tenure Track Faculty Hiring and Policies and Procedures

3.30 Tenure Track Faculty Evaluation Policy

3.30B Evaluation of Tenured Faculty

3.31 Evaluation Procedures for Temporary Part-Time Instructors and Long-Term Subs

4.43 Student Grievance Policy

4.43A Student Academic Grievance Policy

5.10 Intellectual Freedom

5.15 Code of Instructional Standards

5.17 Use of Materials Under Copyright

5.19 Policy on Open Classes

5.22 Standards of Scholarship

5.37 Faculty Diversity Internship Program

6.05 Solicitation of Funds

6.39 Conference Attendance and Travel

6.45 Enrollment Fee Policy

6.46 Nonresident Tuition Policy

6.47 Refund Policy

6.48 Non-Payment of Enrollment Fees, Other Fees and Obligations

6.55 Instructional and Other Materials Fees

6.64 Use of College Facilities

6.66 Sexual Assault Policy

7.00 Matriculation Services

7.10 Matriculation Procedures

7.70 Faculty Training

9.00 Other Limitations on Enrollment