

**SECTION 3**

***INSTRUCTIONAL  
INFORMATION***

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## SECTION 3

# INSTRUCTIONAL INFORMATION

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## **ABSENCES**

Faculty are expected to meet their classes as scheduled, hold scheduled office hours, and give final examinations at the designated time during the final examination period. Absences must be reported as specified in the current ACE Contract. (*See Article 30.*)

In the event you must be absent, the absence reporting procedure is as follows:

- Notify the Division Office Senior Office Coordinator as far in advance as possible by calling the Division Office phone. The Senior Office Coordinator will note the absence and post a sign on the classroom door to include any special instructions for the students.
- The College can provide a substitute instructor for the instructor of record after one week of absences are incurred. The department chair in consultation with the Division Chair will decide whether to cancel the class meeting or to provide a substitute.
- Upon returning to work, obtain a “Request for Absence Authorization” scantron report form. (*Absence forms are available from the division office.*) Return the completed form to the Senior Office Coordinator who will submit it administrative signatures, then to Human Resources.

### ***Evening Classes:***

During the semester, the college assigns an administrator for Evening Supervision Monday-Thursday from 6:00-10:00 p.m. Instructors may reach Evening Supervisors by calling the cell phone number: **(408) 593-2086**. Should an instructor need to report problems with facilities, plumbing, lighting, HVAC systems, or other any other concerns, this number can be called during the Evening Supervisor’s on-duty hours: 6:00-10:00 p.m.

### ***TO REPORT AN ABSENCE AND CANCELLATION OF A CLASS:***

Evening Instructors must call their respective Division Office by 3:30 p.m. to report your absence due to illness or any other reason for that evening. If calling after 3:30 p.m., dial **(408) 741-2150**, and leave a detailed message for the Evening Supervisor so that a cancellation notice may be posted on your classroom door at 6:00 p.m.

To cancel a Saturday class, notify the Division Office before 3:30 p.m. on Friday and leave a detailed message. If calling after 3:30 on Friday, the instructor must notify all students in the class to let them know the Saturday class is canceled. There is no Saturday Supervisor on duty.

Information regarding sick leave benefits is detailed in the ACE contract.

## ACADEMIC CALENDAR

The 2010-11 academic calendar is shown on page 2 of Section 7, and is posted on the web: <http://westvalley.edu/calendar/academic/>

West Valley College utilizes a 16-week semester calendar in the fall in spring semesters. The 2010 fall semester begins August 30, 2010 and ends before the December holidays. The 2011 spring semester begins in January 31, 2011 and ends the Friday before Memorial Day.

There is a four-week winter session offered in January, beginning January 3, 2011. During the summer, there is availability of four, six, and eight-week summer sessions with varying start dates. Scheduled offerings allow students to complete degree and certificate programs in a timely manner.

For a complete listing of academic calendar dates and deadlines, refer to the following link of the WVC website: [http://www.westvalley.edu/calendar/dates\\_deadlines/](http://www.westvalley.edu/calendar/dates_deadlines/)

West Valley College utilizes a wide range of delivery systems and modes of instruction throughout the academic and career programs. To accommodate the diverse student schedules, a variety of class lengths and times are offered. These include Saturday, evening, and “late start” classes that begin later during the academic semester. The late start classes are short-term classes that vary in length from two to six weeks.

### ***Class Breaks***

Classes at West Valley College are scheduled in time increments in accordance with the **Start/Stop Time Scheduling Grid** shown on *page 3* of this section. Classes held for 65, 70, 75, 85, 90, or 95 minutes have no breaks. Classes held for 125 or 150 minutes have one 10-minute break; 190 and 200 minute classes have two breaks; those held for 255 minutes have 3 breaks.

### ***“Dead Week” Policy***

In an effort to provide students with the maximum opportunity for study to ensure a successful final exam experience, the week immediately preceding the final examination period is designated as “**Dead Week.**” With this goal in mind, classes are held as usual; however, during this period there will be no athletic events, club meetings, field trips, or extra-curricular student activities. The Vice President of Instruction must approve any exceptions to this policy in advance.

### ***Final Exam Policy***

A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. All instructors are expected to give final examinations on the day and at the time published in the class schedule. Please see the current Schedule of Classes for the final examination schedule. For “late start” courses that do not meet the entire semester, the final examination or assessment activity will be administered at the last scheduled class meeting.

Exceptions to this policy must have prior approval of the Vice President of Instruction.

**West Valley College**  
**START/STOP TIME SCHEDULING GRID**  
**16 Week Semester**

Full-Semester Classes									
	1 h/wk, 1 d/wk	5 h/wk, 4 d/wk	4 h/wk, 3 d/wk	3 h/wk, 2 d/wk	5 h/wk, 3 d/wk	2 h/wk, 1 d/wk 4 h/wk, 2 d/wk	5 h/wk, 2 d/wk	3 h/wk, 1 d/wk	4 h/wk, 1 d/wk
	60 min 0 breaks 1.0 hrs	70 min 0 breaks 1.4 hrs	75 min 0 breaks 1.5 hrs	85 min 0 breaks 1.7 hrs	95 min 0 breaks 1.9 hrs	125 min 1 break 2.3 hrs	150 min 1 break 2.8 app. hrs	190 min 2 breaks 3.4 hrs	255 min 3 breaks 4.5 hrs
Start	Stop	Stop	Stop						
A 7:45 AM	8:45 AM	8:55 AM	9:00 AM	9:10 AM	N/A	9:50 AM	10:15 AM	10:55 AM	12:00 PM
	8:30 AM	N/A	N/A	N/A	N/A	10:35 AM	N/A	N/A	N/A
B 9:20 AM	10:20 AM	10:30 AM	10:35 AM	10:45 AM	N/A	11:25 AM	11:50 AM	12:30 PM	1:35 PM
	10:15 AM	N/A	N/A	N/A	N/A	12:20 PM	N/A	N/A	N/A
C 10:55 AM	11:55 AM	12:05 PM	12:10 PM	12:20 PM	N/A	1:00 PM	1:25 PM	2:05 PM	3:10 PM
D 12:30 PM	1:30 PM	1:40 PM	1:45 PM	1:55 PM	2:05 PM	2:35 PM	3:00 PM	3:40 PM	4:45 PM
	1:15 PM	N/A	N/A	N/A	N/A	3:20 PM	N/A	N/A	N/A
E 2:05 PM	3:05 PM	3:15 PM	3:20 PM	3:30 PM	3:40 PM	4:10 PM	4:35 PM	5:15 PM	6:20 PM
	3:45 PM	4:45 PM	4:55 PM	5:00 PM	5:10 PM	5:20 PM	5:50 PM	6:15 PM	8:00 PM
	4:25 PM	5:25 PM	5:35 PM	5:40 PM	5:50 PM	6:00 PM	6:30 PM	6:55 PM	8:40 PM
	4:55 PM	5:55 PM	6:05 PM	6:10 PM	6:20 PM	6:30 PM	7:00 PM	7:25 PM	9:10 PM
	5:15 PM	6:15 PM	6:25 PM	6:30 PM	6:40 PM	6:50 PM	7:20 PM	7:45 PM	9:30 PM
	5:45 PM	6:45 PM	6:55 PM	7:00 PM	7:10 PM	7:20 PM	7:50 PM	8:15 PM	10:00 PM
Eve 6:00 PM	7:00 PM	7:10 PM	7:15 PM	7:25 PM	7:35 PM	8:05 PM	8:30 PM	9:10 PM	N/A
Eve 6:30 PM	7:30 PM	7:40 PM	7:45 PM	7:55 PM	8:05 PM	8:35 PM	9:00 PM	9:40 PM	N/A
Eve 6:40 PM	N/A	N/A	N/A						
Eve 6:50 PM	7:50 PM	8:00 PM	8:05 PM	8:15 PM	8:25 PM	8:55 PM	9:20 PM	10:00 PM	N/A

WVC Guidelines  
2011 Wintersession Schedule of Classes

Tuesday, January 4 -- Wednesday, January 26 (16 days -- Monday, January 17, is a holiday)

Lecture or Lab

Hours/week in 17.5 week term	Days	Time	10 Minute Breaks	Contact Hours
1 hr/wk	MWF	10:00 am – 11:40 am	0	18.0
	MWF	noon – 1:40 pm	0	18.0
	TTh	9:00 am – 11:30 am	1	18.2
	TTh	noon – 2:30 pm	1	18.2
	TTh	6:30 pm – 9:00 pm	1	18.2
2 hr/wk	MTWThF	9:30 am – 11:35 am	1	36.8
	MTWThF	noon – 2:05 pm	1	36.8
	MTWTh	6:30 pm – 9:10 pm	1	36.4
3 hr/wk	MTWThF	8:30 am – 11:40 am	2	54.4
	MTWThF	noon – 3:10 pm	2	54.4
	MTWTh	6:20 pm – 10:00 pm	2	52.0
	MTWTh	5:30 pm – 9:10 pm	2	52.0 (for Campbell)

Hours by Arrangement

Weekly hrs by arr in 17.5 week term	1	2	3	4	5	6
Weekly hrs by arr in wintersession	4.5	9	13.5	18	-	-
Total hrs by arr in wintersession	18	36	54	72	-	-

Campbell site classes cannot start before 8:30 am and cannot end after 9:10 pm.

Contact Betsy Sandford (x2478) with questions on variations from the guidelines, scheduling of short-term or Saturday classes, or any other issues.

West Valley College  
**SCHEDULING GUIDE**  
 Spring 2011

**I. SIXTEEN WEEK DAY CLASSES [Use different guide for Campbell campus scheduling.]**

Day Blocks (95 minutes each )					
<u>Block</u>	A	B	C	D	E
Start Time	7:45	9:20	10:55	12:30	2:05
<b>Classes may not start before 8:30 a.m.</b>					

Please be sure when scheduling in the same classroom, you do not end and start a class at the same time. Contact Betsy Sandford x2478 or Celine Pinet for possible solutions.

**Weekly Meeting**

**Hours in  
17.5 -Week  
Semester**

**Sessions  
per week**

**Scheduling Guidelines**

<b>1 hr/wk</b>	<b>1 day/wk</b>	Days: M, T, W, Th, F, or Sa Start times: Any block start time Duration: 65 minutes, no breaks Stop times: See the <i>Start/Stop Time Scheduling Grid</i> Contact hours: 1.0 hours per day, 16.0 hours per semester	
<b>2 hr/wk</b>	<b>1 day/wk</b>	Days: M, T, W, Th, F, or Sa Start times: Any block start time Duration: 190 minutes, includes two 10-minute breaks Stop times: See the <i>Start/Stop Time Scheduling Grid</i> Contact hours: 3.4 hours per day, 54.4 hours per semester	
	<b>2 days/wk</b>	Days: MW, TTh, MF, TF, WF or ThF Start times: Any block start time Duration: 85 minutes per day, no breaks Stop times: See the <i>Start/Stop Time Scheduling Grid</i> Contact hours: 1.7 hours per day, 54.4 hours per semester	
<b>3 hr/wk</b>	<b>1 day/wk</b>	Days: M, T, W, Th, F, or Sa Start times: Any block start time Duration: 190 minutes, includes two 10-minute breaks Stop times: See the <i>Start/Stop Time Scheduling Grid</i> Contact hours: 3.4 hours per day, 54.4 hours per semester	
	<b>2 days/wk</b>	Days: MW, TTh, MF, TF, WF or ThF Start times: Any block start time Duration: 85 minutes per day, no breaks Stop times: See the <i>Start/Stop Time Scheduling Grid</i> Contact hours: 1.7 hours per day, 54.4 hours per semester	

	Sessions per week	Scheduling Guidelines	
<b>4 hr/wk</b>	<b>1 day/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	M, T, W, Th, F, or Sa Any block start time 255 min per day, includes three 10-minute breaks See the <i>Start/Stop Time Scheduling Grid</i> 4.5 hours per day, 72 hours per semester
	<b>2 days/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	MW, TTh, MF, TF, WF or ThF Pattern 1: 7:45, 10:15, 12:30, and 3:00 Pattern 2: 8:30, 10:55, 1:15, and 3:45 125 minutes per day, includes one 10-minute break See the <i>Start/Stop Time Scheduling Grid</i> 2.3 hours per day, 73.6 hours per semester
	<b>3 days/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	MWF, TThF, MTW, MWTh, TWTh, or MTTh Any block start time 75 minutes per day, no breaks See the <i>Start/Stop Time Scheduling Grid</i> 1.5 hours per day, 72 hours per semester
<b>5 hr/wk</b>	<b>2 days/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	MW, TTh, MF, TF, WF or ThF Any block start time 150 minutes per day, includes one 10-minute break See the <i>Start/Stop Time Scheduling Grid</i> 2.8 hours per day, 89.6 hours per semester
	<b>3 days/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	MWF, TThF, MTW, MWTh, TWTh, or MTTh 7:35 a.m., or block start times D or E 95 minutes per day, no breaks See the <i>Start/Stop Time Scheduling Grid</i> 1.9 hours per day, 91.2 hours per semester
	<b>4 days/wk</b>	Days: Start times: Duration: Stop times: Contact hours:	MTWTh Any block start time 70 minutes per day, no breaks See the <i>Start/Stop Time Scheduling Grid</i> 1.4 hours per day, 89.6 hours per semester

**II. SIXTEEN WEEK LATE AFTERNOON CLASSES (3:40 – 6:00 p.m.)**

Late afternoon courses may be scheduled anytime between 3:40 – 6:00 p.m. You may use one the scheduling configurations in the *Start/Stop Time Scheduling Grid* to determine the appropriate start and stop times, or you may calculate them yourself using the information in the following table.

Weekly Hrs in 17.5-Week Semester	Sessions per Week	16 -Week Classes			
		Total Minutes per Session	Breaks Per Session	Contact Hrs Per Session	Contact Hrs per Semester
1	1	60	0	1.0	16.0
2	1	125	1	2.3	36.8
3	1	190	2	3.4	54.4
3	2	85	0	1.7	54.4
4	1	255	3	4.5	72.0
4	2	125	1	2.3	73.6
4	3	75	0	1.5	72.0
5	1	320	4	5.6	89.6
5	2	150	1	2.8	89.6
5	3	95	0	1.9	91.2
5	4	70	0	1.4	89.6

**III. SIXTEEN WEEK EVENING CLASSES (6:00 p.m. and after)**

You may schedule 3 hr/week, 1 session/wk classes in one of the following time blocks:  
6:00 – 9:10 p.m.      6:30 – 9:40 p.m.      6:50 – 10:00 p.m.

Schedule other evening courses using the *Start/Stop Time Scheduling Grid*.

**Leigh High School classes should begin at 6:30 pm**

**All evening classes must end by 10:00 p.m.**

**Campbell classes should follow the Campbell Campus Scheduling Guide and must end by 9:10 p.m.**

#### IV. SHORT-TERM CLASSES

**For credits to count toward financial aid minimum units, courses must begin before 3/29/11. If at all possible, please avoid scheduling courses in the last half of the semester for 8 week long courses as well as the last third of the semester for 6 week long courses.**

**Note:** To determine the **Semester Contact Hours** for short term classes, multiply (the number of contact hours per session) x (the number of meetings).

**“Six Week” Classes:** Use the same start times for 1/3 semester classes as for full semester classes (see sections I, II, or III above). Use the following table to determine the class meeting dates.

Class Meets	First Third	Middle Third	Last Third
MW	1/31-3/7 (10 mtgs)	3/9-4/18 (10 mtgs)	4/20-5/23 (10 mtgs)
TTh	2/1-3/3 (10 mtgs)	3/8-4/14 (10 mtgs)	4/19-5/19 (10 mtgs)
Mon only	1/31-3/7 (5 mtgs)	3/14-4/18 (5 mtgs)	4/25-5/23 (5 mtgs)
Tue only	2/1-3/1 (5 mtgs)	3/8-4/12 (5 mtgs)	4/19-5/17 (5 mtgs)
Wed only	2/2-3/2 (5 mtgs)	3/9-4/13 (5 mtgs)	4/20-5/18 (5 mtgs)
Thu only	2/3-3/3 (5 mtgs)	3/10-4/14 (5 mtgs)	4/21-5/19 (5 mtgs)
Fri only	2/4-3/11 (5 mtgs)	3/18-4/22 (5 mtgs)	4/29-5/27 (5 mtgs)

**Half Semester Classes:** Use the same start times for half semester (8 week) classes as for full semester classes (see sections I, II, or III above). Add an additional 5 minutes (0.1 contact hours) to the end of each class session if the class meets less than 2 hours. Add 10 minutes (0.2 contact hours) to each class session if it meets longer than 2 hours. Use the following table to determine the class meeting dates:

Class Meets	First Half	Last Half
MW	1/31-3/23 (15 mtgs)	4/4-5/23 (15 mtgs)
TTh	2/1-3/24 (16 mtgs)	4/5-5/24 (15 mtgs)
Mon only	1/31-4/4 (8 mtgs)	-----**
Tue only	2/1-3/22 (8 mtgs)	4/5-5/24 (8 mtgs)
Wed only	2/2-3/23 (8 mtgs)	4/6-5/25 (8 mtgs)
Thu only	2/3-3/24 (8 mtgs)	4/7-5/26 (8mtgs)
Fri only	(2/4-4/8 (8 mtgs)	-----**
Sat only	1/29-3/26 (8 mtgs)	-----**

**Other Short-Term Courses:** Contact Betsy Sandford (x2478) for details regarding the scheduling of other short term classes or Saturday full term classes.

#### V. HALF DAY AND FULL DAY CLASSES

Schedule half-day classes 8:15 – 12:30 p.m. or 1:00 – 5:15 p.m.

Each morning or afternoon session has 3 breaks and earns 4.5 contact hours.

Schedule full-day classes with meeting time 8:15 – 12:30 p.m. and 1:00 – 5:15 p.m.

Each morning or afternoon session has 3 breaks and earns 4.5 contact hours..

**VI. TECHNOLOGY CENTER AND CR CLASSES**

Schedule Tech Center and CR day classes using the day block guidelines. Schedule 3 hr/wk, 1 session/wk evening classes 6:50 – 10:00 p.m. Schedule 4 hr/wk, 1 session/wk full semester evening classes 5:45 – 10:00 p.m. Schedule other late afternoon and evening full semester courses using the *Start/Stop Time Scheduling Grid* or the scheduling table in Section II.

For scheduling timelines for the Winter/Spring schedule, refer to link:  
**[http://www.westvalley.edu/documents/faculty\\_resources/Scheduling\\_Guides](http://www.westvalley.edu/documents/faculty_resources/Scheduling_Guides)**

## **ACADEMIC FREEDOM**

### **49 Academic Freedom Policy**

Academic freedom in the pursuit and dissemination of knowledge through all media shall be maintained at the West Valley-Mission Community College District. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank, of all administrative officers and of all students.

### **491 Academic Freedom and the Common Good**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Recognizing this, the West Valley-Mission Community College District exists to promote these purposes and the common good of the citizens of California and mankind and not to promote the welfare of an individual faculty, an individual department or college, or the institution as a whole.

The freedom of faculty to inquire, to teach, to speak and to publish contributes much more to the welfare of their fellow citizens outside the College than to their own good or the good of the campus. As a previous Chancellor of the California State University system, Glenn Dumke, said, the academic community has as one of its oldest functions to serve as "one of the consciences of society." The academic community "is a questioner, a worrier, a critic, and idealist, seeking a better way toward human aspiration and fulfillment." Academic freedom and tenure are essential for excellence in education and, moreover, exist so that society may have the benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending an influential social group or transient social attitude.

On the most practical level many of the technological innovations of great material value to our society are the results of scientific research that is most effectively carried out in an atmosphere of complete academic freedom. On less tangible levels, the social benefits of academic freedom are not so easily identified and accepted, but they are no less real than the material benefits. Free research, teaching, and discussion in political, social and cultural affairs lead to political, social and cultural advances just as clearly as freedom in the sciences leads to advances in science and technology. Freedom in science, indeed, cannot long endure the denial of political, social and cultural freedom.

Society is best served when the teacher and scholar feel free to criticize and advocate change in any theories and beliefs, however widely held, and in any existing social political and economic institutions. It is not easy for faculty to dissent and to advocate unpopular ideas; it is almost always to their personal disadvantage to do so. But it is to the advantage of society to encourage them; only thus will society be aware of the full range of social, political and cultural choices available to it; and only thus can the democratic ideal be fulfilled.

**492 Academic Freedom and Responsibility**

It is recognized that faculty in the West Valley-Mission Community College District must defend and protect academic freedom — however unpleasant and costly to them personally. Earlier citizens of the State of California wisely established institutions of higher education in which the principles of academic freedom were respected. It is the responsibility of all faculty to conserve the integrity of these institutions at whatever sacrifice to their personal tranquility.

West Valley-Mission Community College District faculty have these further and related responsibilities: to maintain themselves as experts in their fields of competence by study, research and, where appropriate, publication; to diffuse knowledge and, if possible, to encourage creativity by their teaching; to defend their colleagues and their institution against any threats to the exercise of their responsibilities, whether from within or without the West Valley-Mission Community College District.

From time to time in the history of higher education in California and elsewhere, advocates of particular social, moral, political or aesthetic positions attempt by violence, lawlessness or political and social pressures to interfere with academic freedom. At such times, West Valley-Mission Community College District faculty have a special responsibility to see that their own actions do not interfere with the freedom of others. They have further responsibility to insist that their institution does not yield to ephemeral passion or heavy community pressures to take hasty actions that may infringe on freedom of expression.

**493 Professional Ethics**

Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, faculty devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

Faculty encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

**49A Obligations**

As colleagues, faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty show due respect for the opinions of others. Faculty acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty seek above all to be effective teachers and scholars. Although faculty observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty recognize the effect of the decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty have the rights and obligations of other citizens. Faculty measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their professions, and to their institutions. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## ADDS AND DROPS

Official printed rosters are no longer supplied to instructors. Faculty can log on to MyWebServices under Faculty throughout the semester to print an updated roster. The roster can be downloaded in an excel file from the faculty member's name and emailed to him/herself.

Once classes begin, an instructor may add students to the class by providing the student with a unique Add Code. There is a column of ADD CODE NUMBERS to the far right of the roster. When an instructor adds a student to a class, the instructor must list the student name on the space next to the add code. The instructor then gives an add form with instructions that notes how to use the ADD CODE. The add form can only be processed via MyWebServices and will expire on the date shown.

*Sample "Add" form:*

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### Add Code Slip via the Web

<b>Course and Section #</b> _____ <b>ADD CODE #</b> _____ <i>(Only issued by Instructor, e.g. – CHS 63 - #1234)</i>
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Students: **Use the four digit ADD CODE to add this semester length course via the Web. You must use this Add Code before the deadline.** This number can only be used once. Always confirm your schedule through MyWebServices (www.westvalley.edu). If you need assistance, come to the Admissions & Records Office. You are expected to meet all deadlines for adding and dropping courses.

**ADD CODE Deadline** for semester length classes – two weeks after the first day of class. Adds must be processed before the census ate. For the Fall 2010 semester, that is September 10, 2010.)

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Student's e-mail addresses are printed on the roster downloaded from the web. phone numbers are not automatically printed out on rosters. The birth dates to right of students' names indicate if a minor is in the class as of the day the roster was run. (e.g. >18)

Faculty indicate **NO-SHOWS** by logging on to MyWebServices under **Faculty Drop Roster**. PLEASE make sure to drop **NO SHOWS** by the deadline date given, (usually two weeks after the start of the semester), for FULL semester classes, or within two days for SHORT term classes. Make sure NO SHOWS are dropped by the deadline date or sooner. Students can still be dropped after this date, but will not get a refund.

## **DROPS**

Students may drop or withdraw from class(es) via MyWebServices through the end of the twelfth week (or for short courses, through the first 75% of the course). Students can also pick up a “Drop” form to the Admissions Office and also bring it back to Admissions.

Students need to drop a course or completely withdraw from the college within the first two weeks each semester in order to have no record appearing on the student’s transcript. Each semester’s class schedule lists all of the dates for:

- Last day to ADD a class
- Last day to DROP a class without a “W” and with a refund
- Last day to DROP a class with a “W”

For short-term courses that meet less than 5 class meetings, the student must drop before the class begins to avoid a “W” on his/her record and receive a refund. Instructors may drop students any time prior to the end of the twelfth week by going to “My Web Services” linked to the home page of the West Valley College website: <http://www.westvalley.edu/>

Log in User ID and Password before selecting the “Faculty” icon. MyWebServices can also be used to provide students, staff, and the community access to course schedule databases. Click on “Search for sections” (no login required).

**College Policy states that it is the student’s responsibility to drop courses formally and students should not rely on faculty to drop them from their rosters.** Students can use the web and telephone to drop themselves from a course.

## **ADMISSIONS PROCEDURES**

West Valley College is an open enrollment institution. Students process their application electronically using the California Community College Online Application, (CCCApply), and also have the option of completing and submitting a paper application. When students file their applications with the Admissions Office, or complete the online application, they will be given or sent via email information about assessment and orientation and a priority date to register. Students who have passed the High School Proficiency Exam or the test of General Educational Development (GED) must submit verification of eligibility with the application. Students can use a credit card to pay student fees via MyWebServices.

Prior to each semester, prospective students can choose from a full array of assessment sessions for reading, English, English as a Second Language (ESL), and mathematics placement. The Assessment office, in coordination with the financial aid office, also administers the Ability to Benefit Test (ATB) for those students who want financial aid and do not have a high school diploma or GED.

Orientations are strongly encouraged for new students. Orientation provides students with information about the College’s programs and services, academic expectations and procedures, and advising and registration. The standard orientation currently offered

through the counseling department is a 0.5 unit course with an alternative non-credit online version. Other student success classes offered through the counseling department also meet the orientation objectives and other educational needs of diverse students. Special orientation formats are offered for student athletes, vocational students, adult re-entry students, international students, and others who have special needs or schedule demands.

Some students are exempt from the assessment and orientation components if, for example, they possess an A.A. or higher degree, have a goal of personal interest, or plan to take six or fewer units of courses with no skill prerequisites.

### **ADVANCED PLACEMENT PROGRAM**

West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB). To receive credit, students must send an official copy of the AP results to West Valley for evaluation. To use AP results for completion of GE areas for transfer using either the CSU GE or IGETC pattern, students must request GE Certification from West Valley upon transfer. In addition, to determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a West Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at West Valley. The catalog includes a chart which shows how Advanced Placement credit is awarded at West Valley College. Also included are how AP subject exams are used for both the CSU general education pattern and IGETC.

### **ASSESSMENT**

The College Assessment Office conducts skills assessments to provide students with placement recommendations for enrolling in appropriate English, English-as-a-Second Language (ESL), Reading, and Math courses. Academic skills assessments are mandatory for all new students intending to take English, ESL, and math courses, seeking a degree or certificate, or planning to transfer to a 4-year institution. Assessment schedules are included in each semester's schedule of classes. Students may use assessment test results from other California community colleges if the scores can be interpreted by the Assessment Office.

The Assessment Office also administers the Ability to Benefit Test (ATB) for students applying for financial aid who do not have a high school diploma or GED. The ATB test is administered by appointment. In addition, the Assessment Office provides career inventories and reports for the counseling department's career courses.

The Assessment Office is located in the Counseling Building. Contact the Assessment Office at (408) 741-2035 or the Counseling office at (408) 741-2009 for additional information.

## ATTENDANCE ACCOUNTING FUNCTIONS

**Rosters:** Faculty can log on to MyWebServices under Faculty throughout the semester to print an updated roster. It is critical that instructors read and follow the guidelines and deadlines. The Opening Day Roster is the initial roster to be used during the first two (two weeks of the semester).

### ***Unexcused Absences/Drops:***

Students are required to attend class on a regular basis. An instructor **will drop** from the class rolls a student who has not appeared in class during the first 1/6th of the total scheduled class meetings. An instructor **may drop** a student when the student's accumulated unexcused hours of absence exceed ten per cent of the total number of hours the class meets during the semester. A student may also be dropped from class if, in the instructor's judgment, the student is no longer participating in class assignments and activities at a minimally acceptable level. Please see the Division Chair for more information if necessary.

Generally, students should not be dropped for disciplinary reasons. If a discipline problem arises with a student (including cheating, class disruption, etc.) contact the Vice President of Student Services before taking action to drop the student (ext. 2020). (*Refer to "Student Behavior Concerns, page 43 of this section."*)

### ***Positive Attendance Accounting:***

The state requires that attendance be taken every class meeting for all students enrolled in:

- 1.) Sections that meet less than a full term course **and** are designated "supplemental hours of instruction" (previously known as "hours by arrangement") -- *OR* --
- 2.) Sections that meet four or less times during the semester.

The college receives funding based on Positive Attendance reported for each student. Therefore, it is extremely important that you report all hours of attendance for each student. Faculty often understate the reportable weekly contact hours. Understating the attendance hours has cost the College significant numbers of full-time equivalent students resulting in lost State support. Therefore, it is essential that all contact hours be accounted for.

### ***Calculating Positive Attendance Hours:***

To ensure that you report attendance hours correctly:

- Take roll at every class meeting and submit attendance records to the Records Office when grades are submitted.
- Count hours for all students, including those who have dropped the class.
- Include all hours – including lecture, laboratory, and “supplemental hours of instruction.”
  - It’s generally safe to assume that if a student is attending class and completing his or her assignments that he or she has been doing their lab assignments.
  - If a student, in working on his or her lab assignments, spends more time than the maximum hours in the laboratory, those additional hours should be reported and will be funded by the State.

***Census Roster information:***

Per Title V (58003-05 and 58051), districts are required to clear the rolls of all inactive students as of each course section's drop date. Districts are required to maintain verified rosters in order to claim apportionment. This action is a means of complying with that expectation. The consequence of missing rosters is that the College will not be able to claim students for apportionment from those classes.

Census Dates can vary; therefore, instructors are asked to verify their enrollment based on the date on the Faculty Census Roster. Instructors are to verify who was in class as of that date and submit a signed and dated copy of the Faculty Census Roster within five days of the stated date to capture the census information.

West Valley College has an electronic method of capturing information to verify active enrollment. Steps are as follows:

- Go to the college web page, ([www.westvalley.edu](http://www.westvalley.edu))
- Log on to MyWebServices for Faculty using faculty ID and password.
- Click on the Faculty Census Roster link where each class is listed.
- Print out each Roster, sign and date it. Your census data is captured on THIS electronic Census Roster.
- Submit the signed and dated roster to the Records Office in the Admissions and Records Building, or FAX to 408.867-5033, within 5 days of the stated date on the Faculty Census Roster.

The Admissions and Records staff will review all submitted rosters and check for signature and date. If a roster does not have a signature and date, the roster will be returned to the instructor for signature.

For questions or assistance, contact Paula Pritchett (ext. 2454), Barbara Ogilvie (ext. 4630) or Ginny Aragon (ext. 2002) in the Admissions Office.

***Schedule Conflicts--Students Enrolled in Classes with Overlapping Times:***

The College generally does not approve a student schedule with time overlaps. Such overlaps, however, may be permitted when approved by the instructor(s) of the class(es) whose time(s) will be partially missed. The specific procedures set forth by State Attendance Accounting regulations are as follows:

- A. There must be rational justification that the schedule conflict is necessary. Personal convenience is not considered appropriate justification.
- B. The student must petition for the schedule overlap on the proper Admissions forms and obtain signatures from both instructors.
- C. The instructor must maintain documentation that the student made up the hours of the overlap for the class time not attended. Make up times must be scheduled at some other time during the same week and must have appropriate supervision. Documentation is to be turned in to the Admissions Office at the end of the term.

***Audit Policy:***

An audit student is a student who is specially registered to attend a class without the requirement of taking tests or completing assignments. Each College department shall determine which courses may be audited. Specific sections must have the approval of the instructor. Students should be referred to the Division Office for the necessary "Audit of Credit Class" form. Students may register as auditors at the end of the third week of the semester and not before.

**A. Enrollment:**

A student may audit selected community college courses. However, priority in class enrollment shall be given to students desiring to take the course for credit.

**B. Fees:**

1. The fee for auditing a class shall be \$15.00 per unit per semester.
2. Students enrolled in classes to receive credit for six (6) or more semester units shall not be charged an additional fee to audit three (3) or fewer semester units per semester.
3. Fees must be paid prior to auditing a course.
4. Fees are non-refundable after two weeks of audit attendance.

**CALIFORNIA RESIDENCY**

A person entering a California public community college is subject to the residency requirements as determined by the State of California. The state also determines the rate of payment for non-resident tuition and fees. A resident is a student who has continuous residence in California for one year or more on the date preceding the first day of instruction. The student must demonstrate both physical presence in California and intent to establish California residence. Specific rules defining California residency are included in the catalog. (*See page 185 of the current 2010-11 catalog.*)

**CHANGES IN SCHEDULE: *Room Changes/Cancelled Classes***

Any change from the published class schedule, e.g., change of day, room or time, MUST have prior approval of the department chair and Division Chair. The Division Chair is responsible for coordinating such changes with the Senior Office Coordinator and the Vice President, Instruction.

**CHILD ABUSE MANDATED REPORTING**

Per penal code PC 1165, all teachers and school administrators are Mandated Child Abuse Reporters. Mandated Reports of known or suspected child abuse must be communicated to the appropriate authorities immediately by phone and follow-up with a written report to the same agency within 36 hours. To file the required verbal and written reports, contact the District Police Department. The West Valley-Mission Community College District provides Child Abuse Mandated Training in the form of both classroom and self-study. To enroll or obtain additional information about Child Abuse Mandated Reporting, contact Human Resources or District Staff Development.

## **CLASS SIZE AND CANCELLATION**

Each class must have a minimum number of students for the continuation of a class beyond the first week of the semester. The minimum number of students per class varies depending on the type of class and the requirements for specific programs or majors.

A class may be cancelled after the first meeting if attendance is below the minimum number at that time.

A class may be cancelled prior to its first meeting for insufficient enrollment. A full-time faculty member may assume an associate faculty person's teaching assignment should the regular faculty member require the course to make load.

Cancellation of any class, any room change, or any change in the scheduled class time, as indicated in the published class schedule, MUST have prior approval of the Division Chair and Vice President, Instruction. The Division Chair is responsible for coordinating such changes with the Senior Office Coordinator and the Vice President, Instruction. The decision to cancel a class is ultimately made in accordance with the department's WSCH/FTE plan. The department chair will assist with the cancellation.

### ***Guidelines for Class Cancellations***

Classes are cancelled due to many factors, but the college's response to students must remain consistent. The following are guidelines for canceling classes.

1. Upon cancellation approval, the Division Office Senior Office Coordinators cancels the class in the mainframe. An e-mail message will be sent to Cindy Watkins in WVC Facilities Rental Office, Ext. 2188, to report the course cancellations each day.
2. If time permits (48 hours before course starts), the Instructor calls all of the students on the roster and let them know the class has been cancelled. The instructor should be prepared to offer students another class at another time, or refer them to resources on campus or the college website ([www.westvalley.edu](http://www.westvalley.edu)).
3. The Instructor will go to the classroom at the time the course was first scheduled to meet. The class session should be held whether or not all of the students were reached by phone. Additional students wanting to add may arrive based on the schedule of classes or web schedule. When meeting the class, it is helpful to bring maps and a schedule of classes to assist students. A sign simply posted on the door is not acceptable. Instructors should contact the Office of Instruction, Ext. 2183, if no one in the department or division can meet the class. Another chair or administrator will be assigned to meet the class.

## CONFERENCE ATTENDANCE

Funds for conference attendance are available for full-time instructors. All conference attendance must have prior approval by the Division Chair and the Vice President of Instruction. The Division Chair, in advance of the conference, must approve substitute coverage. All conference reimbursements are subject to the availability of funds.

Obtain a Conference Attendance Request and Reimbursement Form from the Division Senior Office Coordinator. (See Appendix, Section 7 for sample form.) The upper half "request portion" of the form must be completed and approved by the Division Chair and Vice President of Instruction prior to your departure. The appropriate account number must be included.

After returning from the conference, the reimbursement portion of the form, (lower half), must be filled out completely. Attach receipts to the form, including official registration receipts for conferences. It is not necessary to turn in meal receipts, as a *per diem* is determined. If you have not completed one of these forms before, please see your Division Chair or Division Senior Office Coordinator for assistance in completing the meal reimbursement section of the conference attendance form, as well as reimbursement for mileage. There is no reimbursement for alcohol expenses. Original receipts for hotels, airline tickets, bridge tolls, public parking lots, taxis, and shuttles must be attached. Keep a copy of the form and attachments and submit the originals to the Finance Department at the District Office.

## COPYRIGHT GUIDELINES

West Valley College recognizes the importance of providing appropriate print, non-print, and software resources in support of the instructional program. The College also recognizes that violations of Federal Copyright Law contribute to increased costs and reduce incentives for the development of good educational programs. Therefore, in an effort to discourage violation of the copyright law and to prevent such illegal activities from occurring in facilities utilizing equipment under college control, it is the policy of West Valley College to adhere to the print, non-print, and computer software provisions of the United States Copyright Law.

Because of potential liability, Duplicating Services has instructions to return all reproduction requests that appear to be in conflict with the congressional copyright guidelines. Questions regarding copyright guidelines should be directed to a Division Chair or the Vice President, Instruction.

An instructor **may**:

- Make a **single copy** for use in scholarly research, in teaching, or in preparation for teaching a class, of the following:
- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay or short poem, whether or not from a collect work.
- A chart, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

- Make **multiple copies** for classroom use only, not to exceed one per student in a class, of the following, provided that each copy contains a notice of copyright [This material may be protected by Copyright Law (Title 17 U.S. Code).]:
- A complete poem, if it is less than 250 words and printed on not more than two pages.
- An excerpt from a longer poem, if it is less than 250 words.
- A complete article, story, or essay, if it is less than 2,500 words.
- An excerpt from a prose work, if it is less than 1,000 words or 10 per cent of the work, whichever is less.
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

An instructor **may not**:

- Make multiple copies of a work for classroom use if it has been copied for another class in the same institution.
- Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times in a term.
- Make multiple copies of works more than nine times in the same class term.
- Make a copy of works to take the place of an anthology.
- Make a copy of "consumable" materials such as workbooks.

As per the Handbooklines for the proviso of subsection 108 (9)(2), the **Library**, for inter-library loan purposes, **is** allowed to do the following provided that each copy bears a notice of copyright:

- Make up to six copies a year of a periodical published within the last five years.
- Make up to six copies a year of small excerpts from longer works.
- Make copies of unpublished works for purposes of preservation and security.
- Make copies of published works for purposes of replacement of damaged copies.
- Make copies of out-of-print works that cannot be obtained at a fair price.

### ***Software Copyright:***

West Valley College recognizes that computer software is entitled to legal protection under copyright law. All software used on College machines must be legally purchased and/or licensed for use at the College. Lab software and resource materials are copyrighted with all rights reserved. Software Manuals are printed materials subject to appropriate copyright laws and guidelines may not be copied and/or distributed in a manner which violates copyright law. Under copyright laws, these items may not be copied, photocopied, reproduced, translated or reduced to any electronic medium or machine readable form, in whole or in part.

## **CONCURRENT ENROLLMENT PROGRAM (Minors on Campus)**

The Concurrent Enrollment Program (CE) at West Valley College was implemented in October of 1996, after SB292 was signed into law. The program began as a cooperative between the College and local high schools. High school students, with the permission of their parents and high schools, are allowed to enroll concurrently in college classes (free of charge) to supplement their high school curriculum. Students enroll for a variety of reasons: to complete high school graduation requirements, to complete advanced academic work, or to complete vocational classes beyond the offerings at the high school.

Concurrently enrolled students are limited to two classes or six units. They must meet all prerequisites. They may not enroll in classes that are offered at their school site or basic skills courses (900 series). High school students are not allowed to register online or by phone. The Admissions Office will assign specific registration dates for concurrent students to register in-person for classes.

Admission to the program and the College requires a designated application form included in the West Valley College Concurrent Enrollment Packet. The form clearly outlines the expectations and responsibilities of the student, parent, counselor or principal. Interested students can obtain a packet from their high school principal or designee (counselor), and submit the packet along with an unofficial high school transcript in-person at the Admissions Office.

For safety and liability issues, all students under the age of 18 will be identified on the class roster. (">18") Instructors are required to attend a mandatory workshop conducted by Human Resources on Mandated Child Abuse Reporting.

Key concepts to keep in mind when CE students are enrolled in a class:

- The course content or pace are not altered and are intended for adult students.
- The student and the parent must acknowledge their individual responsibilities.
- The student is treated as an adult and privacy regulations apply.
- The institution has special legal responsibilities for all minor (under 18 years of age) on campus.
- The referring schools must certify the student's ability to benefit.
- The College must ensure that discrimination on the basis of age does not occur.

Questions about Concurrent Enrollment should be directed to the Dean of Student Services, Ext. 2002, or the Outreach Supervisor, Ext. 2672.

***High School Credit for College Courses:***

Students who anticipate the use of college course work to satisfy high school requirements must have written approval for such high school credit from their high school principal prior to registration at the college. College transcripts will be marked for high school use when the following two letters are on file in the WVC Records Office:

- 1.) A letter of request from the STUDENT to transfer college courses to high school credit.
- 2.) A letter from the HIGH SCHOOL PRINCIPAL approving such transfer of credit.

Completed college courses, in some cases, may be used for both high school and college credit. Local high school district policy determines if students earn dual credit.

**COURSE OUTLINES**

The Education Code requires each department to have current course outlines on file in the Office of Instruction. Current course outlines are available at the Division Office or in the Office of Instruction. The course outline is a content guide for the instructor that enables the institution to maintain standardization and articulation agreements. Course content is established by the course outline, and all faculty must teach according to the established outline.

**COURSE INFORMATION SHEET – “SYLLABUS”**

The course information sheet (also called a "green sheet" or syllabus) contains information about classroom procedures, requirements, and grading policies. This information should be explained to students in class at the beginning of the semester or term. A copy of the information sheet for each course taught should be provided to the Division's Senior Office Coordinator the first week of each semester. Information in the syllabus should include:

- Course name and number
- Instructor name, phone number, and e-mail address
- Instructor office hours and location
- Course description and prerequisites
- Class meeting times
- Course content and goals
- Required and recommended texts and course materials
- Required assignments
- Required projects
- Test schedules
- Evaluation procedures
- Grading standards
- Cheating policy
- Safety and Evacuation Procedures

***Syllabus Disclaimer Statement***

As classes can move at different paces and present different needs, it is realistic that instructors will need to adjust their syllabus over the course of the semester. Instructors may wish to include the following disclaimer statement to ensure that students understand that the instructor has that prerogative:

*The instructor may make changes to the syllabus during the semester. It is the student's responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss a class.*

***Disability Statement (Choose one of the following three statements)***

- 1.) *West Valley College makes reasonable accommodations for persons with documented disabilities. Students should notify DESP (Disability and Educational Support Program) located in the Learning Services building of any special needs. DESP Phone: 408-741-2010*

OR

- 2.) *Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. DESP (Disability and Educational Support Program) may be contacted to coordinate reasonable accommodations for students with verifiable documentation. DESP is located in the Learning Services building. Phone: 408-741-2010*

OR

- 3.) *ADA STATEMENT: The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation required that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact DESP (Disability and Educational Support Program) located in the Learning Services building. Phone: 408-741-2010*

## **CREDIT BY EXAMINATION**

Students may challenge only those courses that have been approved for challenge by the department. A master list of courses approved for challenge is available in the Division Office.

## **COURSE REPETITIONS**

It is the intent of the governing Board that students have reasonable opportunity to repeat courses when such repetition furthers achievement of the student's educational objectives and is in accordance with the provisions of the California Education Code. Course repetition is permitted for substandard work (previous grade of D, F, or NC) or where there are special extenuating circumstances. Certain courses are designated as repeatable. The College catalog lists courses that may be taken a total of two times, three times, and four times.

## **CURRICULUM DEVELOPMENT**

West Valley College faculty can revise and develop courses with the approval of their department and the assistance of their Division's curriculum representatives. The Curriculum Committee, appointed by the Academic Senate, assists all faculty members who wish to create new courses or update existing courses. The committee is responsible for reviewing and acting upon all proposals from the divisions regarding changes to existing courses and programs, establishing new programs, and adding new courses or programs.

The Curriculum Committee is composed of faculty representatives from the eight divisions, other faculty, classified staff, and students, and provides institutional oversight of the College's courses and programs. The college's articulation officer is typically a member of the Curriculum Committee and verifies articulation for transfer courses and programs. Through its review process, the Curriculum Committee approves the content, format and delivery modes, learning objectives and learning outcomes, assignments, and assessment processes for all new courses, revised courses, and courses requesting distance learning certification.

The Curriculum Committee meets regularly during the academic calendar and applies established criteria for evaluation and approval of newly proposed and modified curricula and programs. Deadline dates are set by the Curriculum Committee and are coordinated with the dates set by the District Board of Trustees for the final approval of curriculum.

The new course and program proposal process, as outlined in the Curriculum Handbook, (available in Division offices), assures that all submissions address specific criteria regarding appropriateness, student preparation and outcomes. Additionally, all degree and certificate programs must meet all requirements and guidelines set forth by the California Community College Board of Governors, Title 5, and the West Valley Mission College Board of Trustees

Before a new degree, certificate program, or piece of curriculum is advanced to Board of Trustees approval it must be examined and validated for excellence by the Curriculum Committee, the Academic Senate, and the Office of Instruction. In the case of career education programs, the course must also meet the approval of the Bay Area Consortium of Occupational Deans. The new or modified courses or programs recommended by the Curriculum Committee, once approved by the Academic Senate and West Valley-Mission Community College District Board of Trustees, and receive State approval, become the established curriculum of the College.

The Curriculum Committee also reviews for approval any changes in existing certificates or AA/AS degrees and all new certificates and degrees. Through the program review process, all programs complete a self-analysis that focuses on using data to evaluate strengths and determine areas for improvement related to their courses and programs.

The College uses the Web-based CurriUNET system for its curriculum submission, approval, and archiving processes.

### ***Student Learning Outcomes (SLOs)***

The institution-wide development of student learning outcomes (SLOs) was initiated in 2003 at the course level. At the program level, SLOs are evident in many of the program descriptions in the college catalog and in individual program reviews. All new or revised courses and programs proposed to Curriculum Committee must have approved SLOs.

At the institution level, SLOs must be incorporated into the information competency graduation requirement process. Courses that are certified as meeting the information competency infusion requirement include a plan to assess the progress of the students in meeting the approved information competency standards and performance indicators.

A formal review conducted within each department would determine the following components:

- Active term: what the student would be able to do.
- Assessment piece: naming existing assignments.
- Measurement instrument: rubric, checklist or other measurement tool applied to assignments that would indicate knowledge or level of thinking and skill demonstration that students are expected to achieve.

### ***CurricUNET***

CurricUNET, implemented in 2007, is an online system that automates the college's curriculum development process from beginning to end. Support from the Curriculum Committee and the migration to CurricUNET have provided an infrastructure that facilitates review and/or develop appropriate student learning outcomes for courses and programs submitted to the curriculum committee.

All curriculum proposals must be submitted via the CurricUNET system, which can be accessed at: [www.curricunet.com/westvalley](http://www.curricunet.com/westvalley). Faculty need to contact their Division's Curriculum Representative at the start of the New Course Proposal or Course Revision process to discuss any development project before moving through the CurricUNET system.

Faculty members are advised to attend a CurricUNET Training session. Dates will be announced via e-mail. Faculty may also contact their Division's Curriculum Committee Representative, or Curriculum Committee Chair, Michael Herauf, or Curriculum Committee Administrative Specialist, Thuy Tran.

## **DISTANCE LEARNING**

West Valley College has an exceptionally well-developed and sophisticated Distance Learning program. Faculty members routinely use a variety of delivery systems, including self-paced, modular scheduling, telecourses, online and hybrid courses, directed and independent studies, and contract education. These options allow students to select courses to meet their specific needs. In addition, the traditional methods of delivery such as lectures and labs continue to be upgraded through the use of technology. The commitment to develop instructional technology continues through the upgrading of computer laboratories, media-ready classrooms and the further growth and development of online and hybrid courses.

Distance learning curriculum is reviewed individually by the Curriculum Committee to ensure that content, objectives and activities, and student-instructor contact is comparable to on-campus traditional instruction. Currently, over seventy courses have received distance learning certification by the Curriculum Committee. The committee also reviews courses seeking information competency certification. Evaluation of programs and courses is accomplished through the program review process approved by the Academic Senate.

Of particular assistance to instructors is the **Angel Learning** course management system for online course development and management adopted by the WVMCCD for all classes. Those teaching both online courses and traditional classroom courses benefit from the Angel system which allows for online grade tracking, instructor/student e-mail, online testing, and access to learning materials. Several hundred West Valley College courses are within the Angel system and offer students a variety of Web-based access points to their instructors and course content. When logging into the system, faculty see a listing of classes that they are teaching, and students can see a list of classes that they are taking.

Faculty members using online instructional methods are assisted by the College's distance learning coordinator and other staff assigned to this function. This ensures that the design of courses in distance learning delivery systems is fairly standardized at a high level of quality control. The Curriculum Committee requires separate certification approval for distance learning courses to insure effective student/instructor interaction.

The College has a standing Distance Learning Committee that works to promote and improve distance learning instructional practices. This committee is chaired by a faculty member and assisted by the Instructional Technology/Distance Learning Coordinator. Coordinator Phone: 408-741-2065, or refer to:

**<http://wvmccd.angellearning.com>** or  
**[http://www.westvalley.edu/dl/online\\_next.html](http://www.westvalley.edu/dl/online_next.html)**

## EMERGENCY PROCEDURES

West Valley College is one of the safest campuses in California. However, there is always the possibility that earthquakes and other incidents or emergency situations could occur. The college has developed an emergency procedures plan. This binder includes how to respond to emergencies that might occur on campus and in the classroom. A copy of the Plan is available to review in each Division Office. A condensed version in the form of a yellow colored flip chart is posted along with other emergency information in each classroom. There is also posted a campus map showing color-coded evacuation assembly areas. Instructors should spend a few minutes at the beginning of each semester going over emergency procedures.

In keeping with West Valley College need to increase our awareness regarding safety and handling emergencies, instructors should include some emergency information in their *green sheets* or as a handout at the beginning of the semester.

Instructors and staff should have basic emergency supplies in their cars and have a flashlight when on campus, especially at night, and encourage students to do the same.

### ***EMERGENCY PHONE NUMBERS:***

<b>Life Threatening Emergency</b> (any type)	<b>9-1-1</b> <b>Dial 911 from any campus phone or from any pay phone.</b> <b>From cell phone, dial: 408-299-2311.</b>
<b>District Police</b> (in non-life threatening situations)	<b>299-2311</b> <b>For County Communications</b> Request a West Valley College Police Officer
<b>Student Health Services</b> Nurse to help with first aid, assessment and accident reports.	<b>Ext. 4000 (urgent response)</b> Ext. 2027 (info, appointments, etc.) 8:30 am – 7:00 pm, Mon. – Thurs. 10:00 am – 4:00 pm on Fridays
<b>Safety Escort Service</b> Provided 4 – 10 pm, Monday-Thursday	<b>Ext. 2092</b>
<b>Counseling Department</b>	<b>Ext. 2009</b>
<b>Facility Problems</b> When Facility Office is closed, call the Evening Supervisor or District Police	<b>Ext. 4121</b>
<b>Evening Supervisor</b> 6 – 10 pm, Monday -Thursday	<b>(408) 593-2086</b>

When dialing 911, always stay on the phone until told to hang up. Be sure to describe the problem and give the exact location, type of help needed. For example, “*West Valley College campus, Language Arts, Room #10, female not breathing.*” Campus Police and/or Health Services will respond to emergencies as quickly as possible. They will administer emergency care and determine the need for other services.

***CLASSROOM EMERGENCY PHONES:***

Emergency phones have been installed in all campus classrooms for instructor use only, and is programmed to ring with an emergency notification announcement should the need arise. Each phone has a blue sticker attached with procedures described.

**In an emergency or accident situation in a classroom, faculty members should:**

- Immediately call 9-1-1 or one of the appropriate numbers listed above.
- State your name and title (i.e., Jim, Sally, English faculty).
- State location of victim (i.e., building, room number.)
- Do not hang up until the dispatcher gives you directions to do so.
- Identify the nature of accident or illness (unconsciousness, difficulty in breathing, chest pain, bleeding, possible broken bones, etc.).
- Provide necessary assistance.
- Reassure the victim and keep someone with him/her at all times.
- Keep crowds away from the person or emergency scene.
- Stay calm.

**For Non-Emergency Police Assistance call 299-2311** and request that the County Communications operator help you to contact a WVMCCD Police Officer.

***AED's (Automatic External Defibrillators) are located:***

**Applied Arts and Sciences Building** – located inside the front area, near AAS 35

**Counseling Building** – located outside, on the Northwest corner of building.

**Library** - located just outside the front entrance.

**P.E. Division –**

One located just outside the entrance of the Men's Locker Room;

one located outside PE 9 (Weight Training Lab)

**Language Arts Building** – located inside the Division Office

**Science and Math Division** – located outside, between the two buildings

**Tennis Courts** – located outside the restroom facility

**Theater** – located outside on the wall by the Ticket Office

**Mobile Units:** the following offices/personnel have mobile AED units:

**Campus Police**

**Health Services**

**PE Trainers**

***EVACUATION:***

Evacuate a building immediately when an alarm is activated or you are told to leave a campus building by a Disaster Service Worker (college personnel called into service by an emergency) or a District Police officer. In the event of an evacuation, go to the emergency assembly areas that are noted on campus maps and posted in each classroom. Do not return to an evacuated building unless directed to do so by the ALL CLEAR signal, the Disaster Service Worker or a District Police officer.

***EARTHQUAKE***

Always remain calm and follow the steps below. ***DO NOT RUN!***

1. **INDOORS** – quickly seek refuge under a desk or table. Stay away from glass windows, shelves, or heavy equipment.
2. **OUTDOORS** – move quickly at least 500 feet away from any buildings, utility poles and other structures.  
**NOTE OF CAUTION:** Always avoid power lines as they may be energized.
3. Protect yourself at all times and be prepared for aftershocks.

***FIRE***

1. **Dial 911 from any campus phone or from any pay phone.**  
**From cell phone, dial: 408-299-2311.**
2. Follow up with the campus Operator. Notify by dialing "0" from any campus phone.
3. Activate ANY FIRE ALARM if necessary or directed to do so by a District Police officer or a Disaster Service Worker.
4. All evacuees should take their personal valuables (purse, etc.) and evacuate the building immediately.
5. Assist any disabled person to an area away from the fire.

***BOMB THREAT***

1. **Dial 911 from any campus phone or from any pay phone.**  
**From cell phone, dial: 408-299-2311.**
2. Follow up with the campus Operator. Notify by dialing "0" from any campus phone.
3. If a Bomb Threat is received by telephone, don't ridicule the caller or laugh, remain CALM and try to keep the caller on the telephone line as long as possible.
4. While conversing, **record the information listed below**, if possible:
  - Time of call
  - Perceived age and sex of caller
  - Perceived speech pattern or accent
  - Emotional state
  - Background noise
5. **Request the following information and record the caller's response**, if possible:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?

- What is your name?
  - What is your address?
  - Whom did caller sound like, if familiar?
6. If you observe or suspect a (potential) bomb is on campus, **DO NOT HANDLE THE OBJECT! Clear the area and CALL 911.** The District Police will contact other law enforcement agencies, if assistance is required. The College Administrator/Emergency Coordinator will determine the evaluation and search procedures to follow.

### ***WATER, ELECTRICAL, GAS OR OTHER UTILITIES FAILURES***

1. **Dial "0", 911 or 299-2311 and ask that a WVMCCD Police Office be contacted for response.**
2. Identify yourself by name, title and phone extension.
3. Give the location of the problem.
4. Describe the nature of the problem, i.e., gas fumes evident, lights out, water pipe broken, etc., and answer any follow-up questions. When dialing 911, **DO NOT HANG UP** until the dispatch operator gives you directions to do so.

### ***EMERGENCY SUPPLIES AND EQUIPMENT***

1. District Police have a medical kit, and other emergency-response equipment available.
2. All department offices are issued First Aid kits and fire extinguishers.

### ***POTENTIAL SUICIDE AND SEVERE DEPRESSION***

Faculty can be instrumental in recognizing and preventing a person from harming himself and can stimulate changes in the way of thinking by way of looking at alternatives.

Symptoms to observe include:

- Person has expressed thoughts about suicide.
- Person has expressed feelings of being isolated, hopeless, with no close fiends or family members.
- There have been previous suicide attempts.
- Person has had recent losses or family/social/health stressors.

**Suicide and Crisis Services Hotline: 408-279-3312 (Available 24/7)**

**Student Health Services** offers personal counseling by appointment through the Counseling Department.

**CAP - Campus Assistance Program** - provides students, faculty, staff and the West Valley College community confidential help, counseling and guidance in the areas of addiction, addiction recovery, emotional and psychological challenges, and referrals. The identity and information of any individual who seeks out a CAP member for support and guidance is kept completely anonymous and private. Contact George Mageles, Student Health Services (CAP-Co-Chair) via e-mail: [george\\_mageles@westvalley.edu](mailto:george_mageles@westvalley.edu)

**ASSISTING THE EMOTIONALLY DISTRESSED STUDENT - GUIDE BOOK**

This is available online as a PDF document. Refer to the following web link:

[http://www.westvalley.edu/documents/services/health/Assisting\\_The\\_Emotionally\\_Distressed\\_Student.pdf](http://www.westvalley.edu/documents/services/health/Assisting_The_Emotionally_Distressed_Student.pdf)

***Other Emergency Resource Contacts:***

<b>Agency/Service</b>	<b>Phone</b>	<b>Availability</b>
Suicide and Crisis Services	408-279-3312	24/7
Emergency Psychiatric Services, Santa Clara County Info. & Access	800-704-0900	24/7
Rape Crisis	408-287-3000	24/7
Women's Shelter, Support Network for Battered Women	408-279-7550	24/7
Adult Protective Services	408-928-3860	24/7
Child Protective Services	408-299-2071	24/7
Poison Control	800-876-4766	24/7
NCADD - National Council on Alcoholism & Drug Dependence	408-292-7292	M – F: 10:00a.m. to 6:00p.m.
GATEWAY – Alcohol & Drug Screening Information & Referral	800-488-9919	24/7
Alcoholics Anonymous, Helpline & Meeting Referral	408-374-8511	24/7
Santa Clara County Veterans Services	408-553-6000	M-F 9a to 5p

## FERPA – A QUICK REFERENCE FOR FACULTY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The following provides a quick reference for faculty and staff:

- Private notes of a faculty/staff member concerning a student and intended for staff member's own use are not part of the student's education record, provided they are kept separate from the student's educational records. Only those individual student records that are necessary to fulfill professional responsibilities should be kept.
- Requests for information from the educational record custodian must not be made without a legitimate educational interest and the appropriate authority to do so.
- Student scores or grades may not be displayed publicly in association with names, social security numbers or other personal identifiers. Some other code known only to the instructor and the individual student may be used to post grades/scores.
- All papers or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class.
- Factual information regarding grades and performance in an educational record may be amended when the student is able to provide valid documentation that information is inaccurate or misleading. See the college catalog (*Page 187*) under "Academic Standards for Appeals and Student Grievance and Matriculation Standards" for waivers and challenges.
- Student educational record information is not to be shared, including grades or grade point averages, with other faculty or staff members of the College unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- Information from student educational records, including grades, grade point averages, and letters of recommendation should not be shared by phone or correspondence with parents or other parties outside the institution, **without written permission from the student.**
- Information from medical, psychiatric, or psychological reports; records from law enforcement officials on or off the campus; notes of a professional or staff person which are intended for that individual alone are not to be included in a student's educational records or made available to him/her, or to a third party.
- FERPA enforcement may include sanctions as severe as the withholding of federal funding,. Civil litigation against individuals for alleged FERPA violations is also possible.

Web link: <http://www.westvalley.edu/services/ferpa/>

Or: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## FIELD TRIPS: EXCURSIONS

All field trips must be scheduled and approved well in advance of the planned trip. All students must complete the Excursion/Field Trip Notice and Medical Authorization form. Attach the originals to the Volunteer Field Trip Request form and submit the package to the appropriate Dean or Vice President of Instruction. Obtain the appropriate forms from the Division's Senior Office Coordinator. (*See Appendix, Section 7 for a sample Field Trip/Excursion Procedures, and Authorization form.*)

Field trip attendance is not mandatory for students, especially if the field trip requires a time longer than the regularly scheduled class. Field trips must be related to the course objectives. An alternative student assignment should be given in lieu of the field trip for students who are unable to participate in field trips.

Please note that trips over 200 miles total must be approved in advance by the Division Chair and the Vice President of Instruction and are subject to transportation administrative procedures. Please be sure you have a Class II driver's license if you take a van with a capacity exceeding nine passengers.

### *Field Trips - Insurance*

If you take a District vehicle, the District's insurance will be primary for District related travel. If a personal vehicle is used, the individual's insurance will be primary and District insurance secondary. The College does not encourage faculty to use their own vehicles to transport students on field trips. If students provide their own transportation and meet at the field trip site, District responsibility for the event starts at the site. The student's insurance would be responsible for the travel time.

## FINAL EXAMINATION SCHEDULE

All instructors are expected to give final examinations on the day and at the time they are scheduled. Each semester, this schedule is published in the beginning portion of the class schedule. Exceptions to this schedule must have prior approval of the Division Chair and Vice President of Instruction.

## GRADE RECORDING/REPORTING: GRADES ON LINE

Instructors should record daily quiz grades, mid-term grades, final examination grades and the final grade.

Letter grades are issued by instructors for all courses listed in the college catalog.

Letter grades should be interpreted as follows:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
<i>(continued)</i>		

CR	Credit (satisfactory): units awarded	Not counted
NC	No Credit (less than satisfactory)	Not counted
I	Incomplete – Used in cases of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for removal of “I” shall be set forth by the instructor in a written records which also indicates the grade assigned in lieu of removal.	Not counted
IP	In Progress – Used in the student’s permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is “In Progress” and the unit credit and grade will be assigned when the course is completed.	Not counted
RD	Report Delayed – Used only by the Director of Admissions and Records to indicate that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the A&R Office. It is to be replaced by a permanent symbol as soon as possible.	Not counted until permanent grade symbol is issued.
W	Withdrawal – Indicates a student has withdrawn from a semester length class through the end of the first census week (3 weeks) and no notation will be made in the student’s academic record.	Not counted
MW	Military Withdrawal - Occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes.	Not counted

For more comprehensive grade and academic standards definitions, refer to the back section of the college catalog.

## GRADES ON LINE

West Valley College Faculty enter their Grades and Positive Attendance Hours on line through MyWebServices. Below are step-by-step instructions:

- Go to [www.westvalley.edu](http://www.westvalley.edu) -- Click on MyWebServices at the right under ONLINE SERVICES
- Click on Log In
- Enter your User Name (first & last initial & college ID#)
- Enter your password (first time users enter six digit birth date) then create new one. Be sure to give yourself a HINT.
- Be aware that previous **passwords** will expire every six months.
- Click on Final Grades/Positive Attendance Hours under Faculty Submittals.
- Enter the Term for Grading. Hit submit.
- Short & Full term classes will display grading period at top.
- You may enter grades up to 5 days after the term is over.

- Click on the class you wish to grade. Hit submit.
- Enter Grades and Hours if needed for each student. There is a 30-Minute timeframe to hit submit. For a large class, enter a number of grades and hit submit before it times out and go back in again. A confirmation page will show for each completion.
- Option #1: You have only grades to enter. Enter your grades.
- Option #2: You have grades and hours to enter. You must do both before it will update to your confirmation page
- Print the Confirmation Pages.
- Click “SUBMIT” on the Confirmation Page to return to the class section screen.
- Turn in the documentation to Admissions and Records on how your grades are determined. You can turn this in along with a copy of the Confirmation page if you wish.
- Questions: Call Paula Pritchett at 741-2454

## **LABS/LEARNING RESOURCES**

West Valley College supports numerous learning labs and a tutorial center that are geared to address the specific needs of students. For a complete listing and additional information and hours of operation, refer to web page: <http://www.westvalley.edu/labs/lab.html>

### ***Biology Classroom/Lab***

The Biology Classroom / Lab is a computer environment which has special software loaded. This classroom and Lab can only be used by students enrolled in either Biology 10 or 11. The lab has all Macintosh computers. There is no Internet access.

### ***Child Studies Lab***

The Child Studies Lab is used as a training site for the Child Studies Program and provides opportunity for student observations, participation and interaction with children, staff and parents.

### ***Cognitive Neuroscience and Behavior Lab***

This is a computer environment where students can use special software designed to teach them about the dynamic interaction between the mind, brain and behavior. The lab has all Macintosh computers. This lab can only be used by students enrolled in advanced psychology courses with a \$5.00 lab card that may be purchased at the campus bookstore. Internet access is available. The Cognitive Neuroscience and Behavior Lab is located in the Social Science Building, Room 54.

### ***Computer Assisted Writing Center (CAW Lab)***

The Computer Assisted Writing Center is a computer environment where West Valley College students may prepare class assignments and conduct Internet research. Lab assistants are on hand to help answer questions about the software programs used in the lab and to assist with computer difficulties that may arise. The lab is open to any student with a \$5.00 lab card that may be purchased at the campus bookstore. There is Internet access. The CAW Lab is located in the west wing of the campus Library.

***Court Reporting Computer Classroom / Lab***

The Court Reporting Computer Classroom / Lab is a computer environment. Windows 98, Office 2000, Medical Transcription, and Tubro Cat, Eclipse NT, Case Catalyst, GlobalCAT, Stenovations, software are available for student use. This lab has all PC's. The lab is open to West Valley students who are enrolled in the Court Reporting or Medical Transcription programs with a \$10.00 card that may be purchased from the bookstore. There is Internet access on three of the stations. The Court Reporting Classroom / Lab is located in Business 12.

***High Tech Center – Learning Services Building***

The High Tech Center is a computer environment that offers computer assisted instruction using skill building software, and classes in Microsoft Word, the Internet and Excel. The lab has mainly PC's, however, it also has a few G4's. It is located in the Learning Services Building.

***Language Lab***

The Language Lab is designed to be used by students who are enrolled in ESL or Foreign Languages classes. It is located in the Language Arts Building, Room 27.

***Library Lab***

The Library Lab is a computer environment for helping students with research. The lab offers easy access to books, audiovisual catalogs, periodicals, and newspapers. The lab has PC's computers. The lab is open to anyone. There is no charge to use the Library Lab, however there is a small 12¢ cents per page charge for printing. Internet access is available. The Library Lab is located in the campus Library.

***Mathematics Lab***

The Math Computer Lab is one part of the Math Resource Center offering drop-in tutoring on a daily basis. It is a computer environment that has special math software loaded to help students. It also has the Maple Software loaded and available to assist students. The Lab can be used by any West valley student, and is adjunct to the Math Tutorial center. This Lab has all Macintosh computers. There is no charge for the use of this lab and can be used by any West Valley student. The Math Resource Center is located in the Science and Math Building, Room 4. Lab aides are available to assist students.

***Technology Center - Applied Arts & Sciences Building***

The West Valley College Technology Center is a state of the art computer center with over 200 PC and Macintosh computers. The Technology Center supports computer-related classes taught in college departments, which use computer resources to enhance student learning experiences. The Technology Center has both instructional classrooms and a general area where students may practice the skills they learn in class.

The Technology Center is open to all currently registered West Valley College students and is only available for college course work. All software for classes that require lab

usage is supported in the Technology Center. Students wishing to register for the open lab must bring their West Valley College ID with a current semester's sticker (both available at Admissions) to the Technology Center.

The Technology Center is located in the Applied Arts and Sciences building and comprises two main study labs along with local computer classrooms

***Technology Center Services Available to WVC Faculty and Staff:***

Contact appropriate staff for assistance as listed below:

***To Reserve a Computer Classroom:***

E-mail Max Crumley at least one week in advance:

max\_crumley@westvalley.edu

Specify platform (Apple or PC) and date(s) and time(s) required.

***Instructor Web Page Assistance:***

Lisa Kaaz - 408.741.2623

lisa\_kaaz@westvalley.edu

***Datatel Training Room Reservations***

Sandy Carter - 408.741.2144

sandra\_carter@westvalley.edu

***Setting up an Account on the Instruct Server***

Gary Cloman - 408.741.4047

gary\_cloman@westvalley.edu

## **LIBRARY**

***Mission Statement:***

“Our mission is to provide information services and resources to students, staff and faculty to facilitate successful learning.”

Library Home Page Link: **<http://www.westvalley.edu/wvc/library/>**

***Library Privileges***

Faculty members should register at the Book Checkout Desk. Registering allows faculty to borrow materials and access Library licensed databases and PARIS (the West Valley College Intranet) from off-campus. Books circulate for 3 weeks and can be renewed. Most videotapes circulate for 2 days and audiotapes for 7 days. Magazines and reference books cannot be checked out.

***Library Orientations***

Library orientations are designed to meet the specific needs and interests of each individual class. Students will get acquainted with the Library and resources available in the Library.

### ***Purchase Recommendations***

All faculty and staff are encouraged to make recommendations for materials to be added to the Library. Please forward any requests to the Acquisitions Librarian for specific titles or special areas of interest you might be emphasizing in your classes. The Librarians want to work with you to provide relevant materials to support your teaching and research needs.

### ***Reference***

Reference services are available to provide assistance to students and faculty. A variety of topic-specific bibliographies and information path-finders are available. Call the Reference Desk to discuss specific needs.

### ***Electronic Databases***

The Library subscribes to over a dozen electronic databases providing citations and full text to thousands of magazines, journals, newspapers and other reference materials. Faculty, students and staff can access these online from the West Valley College campus or from any location off-campus with access to the Internet.

- For further information about the databases and to access them from on campus, go to the **Library's Easy Access Page**: <http://www.westvalley.edu/wvc/pat/> and click on Search Full-Text Electronic Resources.
- To access the databases from off-campus, follow the instructions found at: <http://www.westvalley.edu/wvc/pat/proxy/>.

### ***Reserve Materials***

Library and personal copies of print materials (books, pamphlets, etc.) may be taken to the Book Checkout Desk where a form must be filled out for each title to be placed on reserve. The objective of the reserves collection is to make limited copies of required materials available to students. The reserve collection for print materials is located at the Book Checkout Desk. Non-print materials are located at the Audiovisual Desk.

- The reserve collection is intended to be an active one. Experience has shown that materials which are not required for a course do not get checked out; therefore please place only assigned items on reserve.
- Course textbooks may be supplied by the instructor or by the Reserve Book Program. Please contact Library staff to see if a specific course textbook is included in the Program.
- For those materials not owned by the Library, it is the instructor's responsibility to provide all materials to be placed on reserve.
- All reprinted articles and audiovisual materials must comply with current copyright laws.

- Materials borrowed from other libraries, including from Mission College, may not be placed on reserve.
- The Library is not responsible for replacement of damaged or lost personal copies.

### **OFFICE HOURS: FULL-TIME AND ASSOCIATE FACULTY**

Full-time faculty must schedule at least three (3) office hours per week outside of his/her regularly scheduled classroom hours. Office Hours for full-time faculty are a part of the workweek. The specific times, days, and location must be posted near the faculty member's office. The Division Senior Office Coordinator maintains a copy.

Associate faculty office hours are outside the regularly scheduled class hours. The hours consist of a total of thirty (30) minutes per week per section taught (i.e. 30 minutes per section, per week). Associate faculty may hold office hours in their classroom before or after class, if there is no other class scheduled at that time.

Faculty may inform their students of their office hours through the green sheet or verbally at the first class meeting.

### **STUDENT BEHAVIOR CONCERNS - FACULTY REMOVAL OF STUDENT FROM CLASS FOR "GOOD CAUSE"**

The California Ed Code gives general definitions for student's behavior and offenses which are considered "good cause" for removal from class on the day of the offense (and the next session if warranted).

California Education Code Section 76033: "Good cause" includes threat of force or violence upon a student or college personnel; assault, battery; willful misconduct which results in injury to persons or property owned by the district; possession or sale of controlled substance or presence on campus under the influence of any controlled substance; willful or persistent smoking in any area where smoking has been prohibited by law or the regulation of the governing board; and persistent serious misconduct where other means of correction have failed to bring about proper conduct.

Ed Code Section 76032: the instructor shall immediately report the removal of the student to the chief administrative officer (VP of SS per district AP) for appropriate action. Ed Code 76032 authorizes an instructor to remove a student from class for the day the violation occurred and the next class meeting. It is important to keep written notes of the incidents, meetings, warnings, and class removals to document the case for disciplinary action. Once the removal of the student is reported, the Vice President will require written documentation of the incident, any consultation, warning, and/or follow-up/intervention meetings with the student.

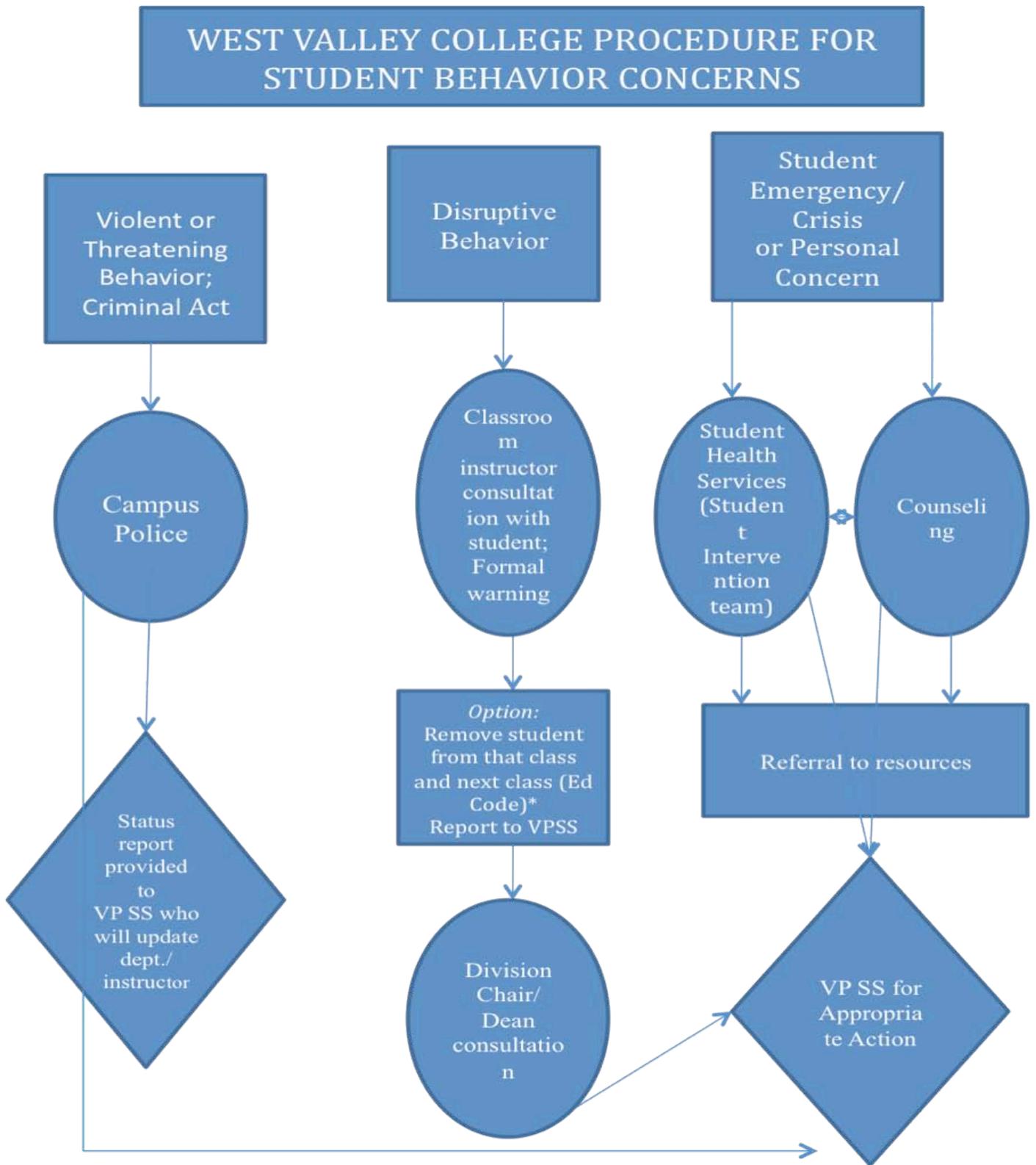
Note: After removal of student, convene instructor/Dept./Division Chair meeting with “removed” student as soon as possible. Within 5 days after meeting, if there is a recommendation from the Division Chair to refer student to the VPSS for further disciplinary actions, the VPSS shall decide appropriate actions.

Disciplinary actions may occur through verbal reprimand, written probationary contract, suspension, or recommendation for expulsion. Appropriate actions may not always necessarily involve discipline but referral to the Intervention Team. All disciplinary actions are documented. All students have the right to due process.

The Student Conduct & Discipline Policies are in the West Valley College and Mission College Catalog. Information on emergency/crisis resources for students is available:  
Web link: <http://www.westvalley.edu/services/health/>

For the West Valley College Student Services guidebook for Emotionally Distressed Students, please refer to the following web link:  
[http://www.westvalley.edu/documents/services/health/Assisting\\_The\\_Emotionally\\_Distressed\\_Student.pdf](http://www.westvalley.edu/documents/services/health/Assisting_The_Emotionally_Distressed_Student.pdf)

Refer to the next page (Section 3, Page 45) for a flow chart indicating the West Valley College procedure for student behavior concerns.



## **STUDENT COMPLAINT PROCEDURE**

If a student or parent wants to make a complaint about any faculty member, particularly related to grade appeals or instructional issues, h/she first needs to attempt to resolve the issue directly with the instructor. The next step is for the student to be referred to the Department Chair of that instructor's department. If satisfaction was not achieved by talking with the Department Chair, or if the Chair and instructor were one in the same person, such complaints would then be referred them to the appropriate Division Chair.

If the student feels that this process has not accomplished a satisfactory result (after discussions with both the Department and Division Chairs), h/she may be referred to the Office of Instruction. H/She should write a letter or email to the Vice President, Instruction, describing his/her problem or complaint. H/She should also attach background materials, such as papers and tests that would help describe and document the problem. The Office of Instruction will contact the student for an appointment after the report has been reviewed.

Also, refer to “**STUDENT GRIEVANCES AND APPEALS POLICY**” on Page 49 of this Section. **NOTE:** Sexual harassment complaints, however, must be filed directly with the Director of Human Resources.

## **STUDENT PROBATION AND DISMISSAL**

Academic Standards are delineated in the College catalog as follows:

Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting, if they fail to attend at least one class session during the first three weeks of instruction, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester.

### ***Standards for Probation***

A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

- 1.) Academic grade point probation: A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).
- 2.) Progress Probation: A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W,” “I,” or “NC” in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed). Notification of probationary status will appear on the student's semester grade report and on the transcript of academic work.

***Removal From Probation***

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” and “NC” categories drops below fifty percent (50%). Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

***Standards For Dismissal***

A student on probationary status shall be subject to dismissal if in three consecutive semesters either or both of the following criteria are applicable:

- 1.) The student’s cumulative grade point average is less than 1.75 in all units attempted.
- 2.) The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” and “NC” have been recorded reaches or exceeds 50 percent.

Notification of academic disqualification status will appear on the student’s end of semester grade report and transcript, and sent via e-mail or letter to the student. An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made.

**STUDENT CONDUCT POLICY (5.19 Ed. Code)**

It is the policy of the District to enforce a student code of conduct of a responsible student body in a manner compatible with the District.

- 5.19.1 Students are subject to State and Federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.
- 5.19.2 Prohibited actions that may result in disciplinary action against a student include, but are not limited to, the following:
  - a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority, or persistent abuse of, College or District personnel.
  - b. Assault, battery, or any threat of force or violence upon a student or College/District personnel.
  - c. Physical or verbal abuse or any conduct that intimidates, endangers, or threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College/District).

- d. Theft of or damage to property (including College/District property or the property of any person while s/he is on the College campus).
- c. Interference with the normal operations of the College/District.
- f. Unauthorized entry into, or use of, College/District facilities.
- g. Forgery, alteration, or misuse of College/District documents, records, or identification.
- h. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College or to a College/District official).
- i. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
- j. Extortion or breach of the peace on College/District property or at any College/District -sponsored or supervised function.
- k. The manufacture, possession, sale, distribution, or use of narcotics or other dangerous or illegal drugs, as defined in California statutes, on College/District property or at any function sponsored or supervised by the College.
- l. Possession or use of alcoholic beverages on College/District property or at any function sponsored or supervised by the College/District.
- m. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College/District property or at College/District-sponsored or supervised activities.
- n. Smoking in classrooms or other unauthorized areas on College/District property as designated by the District non-smoking policy (See Chapter 2.9).
- o. Failure to satisfy College/District financial obligations (including fines, loans, borrowed property, et cetera).
- p. Failure to comply with verbal directions or posted regulations of College/District officials, faculty, staff, or District Police officers who are acting in performance of their duties.
- q. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
- r. Gambling in any form.
- s. Violations of College or District policies or regulations concerning the registration of student organizations, the use of College/District facilities, or the time, place, and manner of public expression.

- t. Acts of physical, verbal, or sexual harassment.
- u. Acts of discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental disability, ancestry, national origin, race, creed, medical condition, marital or parental status, or sexual orientation.
- v. Violation of other applicable federal and state statutes and District and College policies.

## **5.20 STUDENT DISCIPLINE POLICY**

- 5.20.1 The District shall maintain and enforce a fair, uniform, and confidential student discipline process, the purpose of which is to promote the orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution (Education Code 66300).
- 5.20.2 The Chancellor or designee will ensure that administrative disciplinary procedures as well as a uniform system of student grievances and appeals are maintained and made known to all students by prominent inclusion in College publications and on Web sites. When a complaint is filed with the Vice President of Student Services he/she shall make a determination to refer the matter to the College Student Intervention Committee, meet with the student directly in a discipline hearing, or forward the matter directly to the College Hearing Board. Any disciplinary action taken, including warnings, temporary exclusion, censure, and cancellation of registration will be consistent with Education Code provisions.

## **5.21 STUDENT GRIEVANCES AND APPEALS POLICY**

- 5.21.1 It shall be the policy of the District to maintain a uniform system of student grievances and appeals, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions. The Chancellor or designee will ensure that the system for student grievances and appeals is made known to all students by prominent inclusion in College publications and on Web sites.
- 5.21.2 A student may file a grievance when he or she believes that a faculty or staff member, or an administrator has violated College rules, policies or procedures, or other local, State, or Federal laws.
- a. **ACADEMIC GRIEVANCE** - An academic grievance may be filed when a student feels that a faculty member has violated State or Federal law, or College or District policies and procedures relative to grading or other academic areas. All grade appeals are first handled with the specific instructor, then in order with the Department Chair, the Division Chair, the Vice President of Instruction, the College President, the Chancellor, and the Board of Trustees.

The Education Code provides that all grades awarded by the instructor of record shall be final. The California Code of Regulations, Title 5 §55760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to mistake, fraud, bad faith, or incompetence.

- b. GENERAL STUDENT GRIEVANCE** – A general student grievance may be filed by a student who feels an action of a faculty or staff member, administrator, office, or group violates existing College or District rules, policies, or procedures; or other local, State, or Federal laws.

5.21.3 An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions.

## **SUBSTITUTE POLICY FOR FACULTY**

The Department Chairs, in consultation with the Division Chairs and Vice President of Instruction, shall determine the manner in which they wish to implement the substitute policy for faculty.

Substitute instructors can be provided by the College only after one week\* of absences has been incurred by the instructor of record. Under special circumstances, a substitute instructor may be provided during the first week of absence with the advance approval of the appropriate Division Chair and Vice President, Instruction.

*\*An instructional week shall be the equivalent of the total number of contact hours required in the course during one week.*

During this one-week period, departments may agree to cover classes as a department responsibility, but no individual instructor "credit/debit" system for substituting will be established. A faculty member may elect to cover classes as a substitute as part of his/her professional activities. Substituting in a class does not affect load.

All substitute requests must have signature approval by Department Chair, Division Chair, and Vice-President of Instruction prior to an instructor's absence. The request must be confirmed with an absence report from the instructor requesting substitution. A certificated timesheet from the instructor providing substitution is to be attached. These forms are to be submitted to Admin Specialist-Personnel for budget numbers, signatures, and forwarding to Human Resources/Payroll.

Faculty members substituting between West Valley College and Mission College shall not be paid mileage for travel between campuses.

### ***Substitute - Reciprocal Basis***

Article 13.9.B. of the ACE contract states:

*"The absent member may arrange with another full-time member or associate member to cover the class/es in exchange for future reciprocal substitution. This agreement is between the individual faculty members. The absent member shall not have sick leave deducted; the substituting member shall not receive compensation. The District has no liability for payment of this debt, nor any obligation to enforce an agreement between faculty members. No absence or substitution forms are required; however, the absent faculty member shall notify his or her department chair or supervising administrator in writing (and when possible, in advance) of the effective date(s) of absence and substitution arrangements."*

The Department Chair will only need to complete and submit a "Substitute Teaching Advance Notification form (STAN) to the Senior Office Coordinator when there is a PAID substitute teaching arrangement. If instructors are simply subbing for one another on a non-paid, reciprocal basis, the "absent" instructor must notify the Department Chair, but the Department Chair does not need to notify the Division Office.

## SUPPLEMENTAL HOURS OF INSTRUCTION

### *Also known as "Hours by Arrangement"*

Any supplemental hours of instruction approved for a particular course must have a description of the required activity in the course syllabus. Definitions per the California Code of Regulations: Title 5 and the CCCCO Student Attendance Accounting Manual cite that an instructor in charge of supplemental instruction (arranged lab hours) for a class must meet the following requirements:

- Instructor to be in physical proximity and range of communication and available to supervise students during lab hours.
- Instructor will provide supervision and control necessary for protection of the health and safety of students.
- Instructor does not have any other assigned duty during this instructional activity.

The Vice President, Instruction will issue the following instructions at the beginning of each semester for required documentation for the college to claim apportionment for arranged lab hours.

**Faculty with a section assignment that includes hours by arrangement must be prepared prior to the first class meeting to perform the following steps.**

#### **Steps to Follow:**

- Go to MyWebServices.
- Go to the section marked "Faculty Submittals" and select Hours By Arrangement roster. and select "E-Mail Hours by Arrangement Form"; one for each section.
- Each selection creates an e-mail message with an attached Excel file. You will send this message to your own e-mail address.
- Once you have opened each section's Excel file, please expand the column widths as necessary and print a copy of the form.
- **DURING THE FIRST CLASS MEETING:**
  1. Verbally advise all students about the weekly arranged hours of instruction contained within the course. (The downloaded HBA form will contain the specific number of weekly hours.) Please refer to the syllabus information on the next page.
  2. Further advise the students concerning when the lab or classroom location is open, supervised and available for their use; that is, the days and times during which they should schedule their attendance. **Enter the location(s) onto the HBA form on the line labeled: Supervised Campus Location(s).** Please bear in mind that students cannot carry out supervised lab activities at home or off-campus.
  3. **Enter onto the HBA form each student's attendance for the prescribed weekly hours with a "y" (yes) or "n" (no).** Please note that students who have zero HBA attendance for the first two weeks of class, prior to the census date, cannot be counted for HBA apportionment for the semester.
  4. Please sign, date and return your completed hard copy HBA form(s) to the Office of Instruction by the end of each semester.

West Valley College instructors who teach courses with hours by arrangement must advise enrolled students, either verbally or in writing, as to the obligations for attendance. The syllabus information shown below should form the basis of that communication.

This page should also be attached to a copy of the instructor's general course syllabus maintained in each Division Office as evidence that these matters pertaining to Hours by Arrangement have been satisfactorily addressed.

**Instructor Syllabus Information for Classes with HBA  
West Valley-Mission CCD**

- In accordance with the California Code of Regulations, Title 5, the course section instructor must possess the minimum qualifications or equivalencies for service as the course instructor.
- In accordance with Title 5, the syllabus shall describe educational activities required of all students enrolled in classes with hours by arrangement as described in the course outline of record (see the "Arranged Content" section) and approved by the Curriculum Committee.
- The course section syllabus bears evidence that students were informed of their weekly attendance obligations for the hours by arrangement. The required attendance documentation (the downloadable Hours by Arrangement Form) must demonstrate weekly student participation.
- Students may be able to choose when they fulfill their weekly obligation, so long as the requisite weekly hours are completed each week of the semester for the duration of the semester. Flexibility in scheduling student attendance is subject to the numbers of hours per week that a lab or classroom facility is open and supervised by a qualified instructor.
- The information regarding time, place and availability of the instructor demonstrates that a qualified instructor is providing immediate supervision and control during the scheduled hours.
- Hours by arrangement activities are separate from homework and cannot be conducted at home.