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SECTION 7
OTHER INFORMATION

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WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT ACADEMIC CALENDAR 2010-11

June 2010						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- All Faculty Dev. Day
- First Day of Instruction
- Holidays
- Final Exams
- Teaching Days
- Spring Break
- New Faculty Dev. Day
- Summer Session
- Wintersession
- Non-Workdays

	M	T	W	T	F	S	Ttl
FA	15	16	16	15	14	15	91
SP	15	16	16	16	15	15	93
Flx					2		2



Fall Semester • 2010 Calendar Timeline

DATE	ACADEMIC EVENT
August 27	All Faculty Flex Day
August 30	First Day of Instruction
September 10	Last Day to ADD Semester-Length Classes
September 10	Last Day to DROP Classes without Notation
September 13	FIRST CENSUS DAY (Monday of 3rd week)
October 1	Deadline to petition for Fall graduation
November 19	Last Day to DROP classes (12th week) with W
December 13-18	Final Exam Period
December 20-22	Non Instructional Days (<i>Offices Open</i>)
December 30	ALL GRADES DUE
Date	Campus Closed - Non Instructional Days
September 6	Labor Day Holiday
November 12	Veterans Holiday
November 25-27	Thanksgiving Holiday
Dec. 23 - Jan. 4	Semester Break

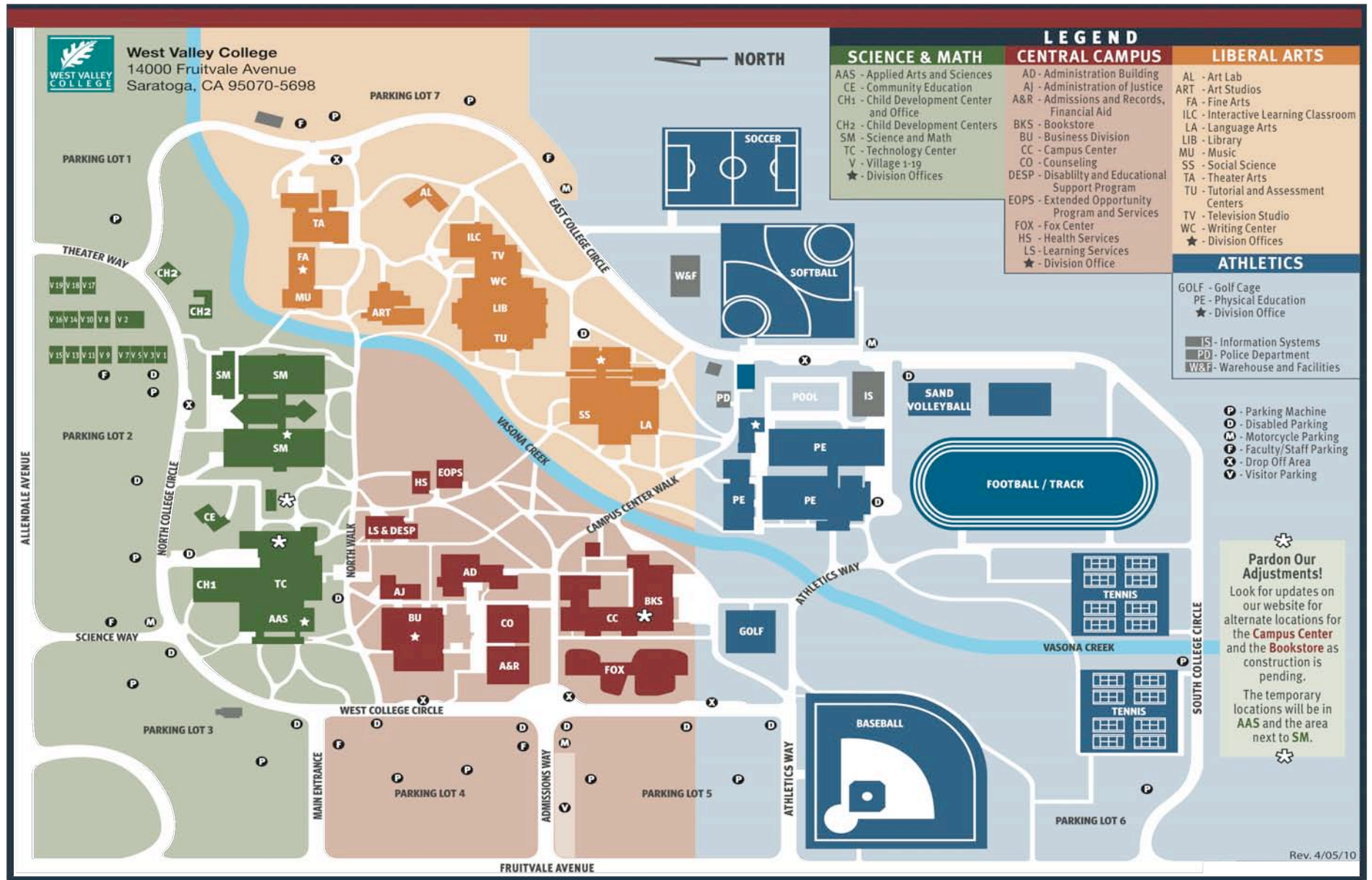
Winter Session • 2011 Calendar Timeline

DATE	ACADEMIC EVENT
January 4	First Day of Instruction
10% of total days of class session	Add deadline
10% of total days of class session	Last day to DROP a class without a "W" and with a Refund
75% of total days of class session	Last day to DROP a class with a "W" and no refund
January 26	Winter Session ends (<i>Final Exam: Last Class Meeting</i>)
January 31	ALL GRADES DUE
Date	Campus Closed - Non Instructional Days
January 3	New Year Holiday
January 17	Martin Luther King Day Holiday



Spring Semester • 2011 Calendar Timeline

DATE	ACADEMIC EVENT
January 31	First Day of Instruction
February 11	Last Day to ADD semester length Classes
February 11	Last day to DROP Classes without a “W” (with refund)
February 14	FIRST CENSUS DAY (Tuesday of 3rd week)
February 17	Last day to DROP a class without a “W” (no refund)
March 5	Deadline to Petition for Graduation
April 29	Last Day to DROP classes (12th week) with a 'W'
May 21 - 27	Final Exams
May 27	Graduation
June 3	ALL GRADES DUE
Date	Campus Closed - Non Instructional Days
January 28	All Faculty Flex Day
February 18 – 21	President’s Holiday
March 31	Cesar Chavez Observance
March 28 - April 2	SPRING BREAK
May 30	Memorial Day Holiday



West Valley College
 West Valley-Mission Community College District
Professional Development Program FLEX CONTRACT



Fall Spring Year _____ Original Amended

Full Time Adjunct Hours subject to FLEX: **Lecture hours:** _____ **Lab hours:** _____
 Adjunct faculty are only required to complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls.

Partial Contract % _____

Name (Please print): _____ WVC extension (or cell): _____

Department: _____ Date: _____

Please complete this form indicating the scheduled PD activities you plan to attend and return it to the Office of Instruction before the first day of instruction.

Faculty may fulfill their FLEX requirement by attending Professional Development Day, participating in authorized Professional Development activities.

If you need to **change** your Professional Development FLEX Contract plan, submit a new form indicating that it is an **amended** version (*check box at top of form*) and include all scheduled activities.

Full time faculty have a minimum FLEX commitment of 12 hours per academic year. Hours cannot be carried over. **Adjunct faculty** complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls. Hours are calculated per semester and cannot be carried over to another semester.

Activities I plan to attend during Professional Development Day (PDD). See PDD brochure for titles and #'s.

	Title of PD workshop	Time and Place	FLEX Hours
TOTAL FLEX hours claimed			

I certify that I will complete the above plan and that I will submit any changes/modifications to the Office of Instruction prior to the revised activity.

Signature: _____ Date: _____

Each faculty member is responsible for the development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement [Title 5, Section 55726 (a)]. This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, or conferences. These activities must be appropriate within the regulations that govern the flexible calendar program [Title 5, Section 55724 (4) (a through g)]

West Valley College
 West Valley-Mission Community College District
Professional Development Program FLEX CONTRACT

SAMPLE



Fall Spring Year 2010 Original Amended

Full Time Adjunct Hours subject to FLEX: **Lecture hours:** _____ **Lab hours:** _____
 Adjunct faculty are only required to complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls.
 Partial Contract % _____

Name (Please print): John Doe WVC extension (or cell): 2222

Department: Aeronotics Date: August 2010

Please complete this form indicating the scheduled PD activities you plan to attend and return it to the Office of Instruction before the first day of instruction.

Faculty may fulfill their FLEX requirement by attending Professional Development Day, participating in authorized Professional Development activities.

If you need to **change** your Professional Development FLEX Contract plan, submit a new form indicating that it is an **amended** version (check box at top of form) and include all scheduled activities.

Full time faculty have a minimum FLEX commitment of 12 hours per academic year. Hours cannot be carried over. **Adjunct faculty** complete hours equal to the number of hours regularly taught on the day of the week on which FLEX day falls. Hours are calculated per semester and cannot be carried over to another semester.

Activities I plan to attend during Professional Development Day (PDD). See PDD brochure for titles and #'s.

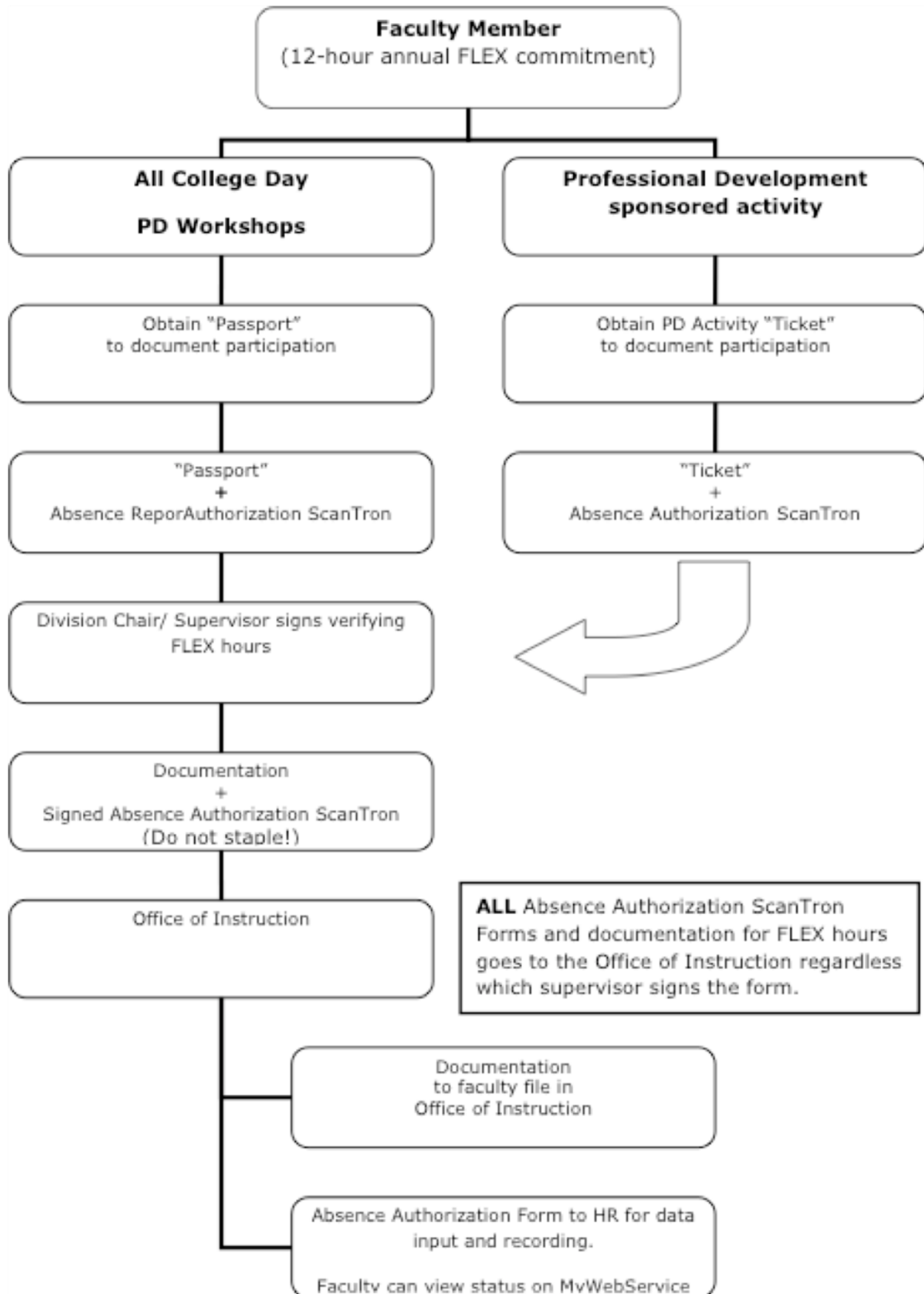
	Title of PD workshop	Time and Place	FLEX Hours
	All College Day General Session	9:30-11:00	1.5
	Break Out—1. Before Shots Are Fired: What You Need to Know and Do	11-12:30	1.5
	Lunch Seminar: What YOU Can Do To Make Textbooks More Affordable	1-2	1
	Division Meeting	2-5	3
TOTAL FLEX hours claimed			7.5

I certify that I will complete the above plan and that I will submit any changes/modifications to the Office of Instruction prior to the revised activity.

Signature: John Doe Date: August 24, 2010

Each faculty member is responsible for the development of his or her individual plan for professional and/or personal growth for the purpose of instructional improvement [Title 5, Section 55726 (a)]. This individual plan may encompass any combination of individually designed activities, institutionally planned workshops, or conferences. These activities must be appropriate within the regulations that govern the flexible calendar program [Title 5, Section 55724 (4) (a through g)]

Methods to Fulfill 12 Hour Annual Faculty FLEX Requirements



**WEST VALLEY COLLEGE
APPLICATION FOR CREDIT BY EXAMINATION**

Students who are currently registered at West Valley College and who have completed 12 units in residence at West Valley College with a grade point average of 2. ("C") or better may challenge a course or courses subject to the approval of the division chairperson (maximum of 12 units). The grade will be recorded on the permanent record. Application for Credit by Examination does not apply to activity courses such as golf, piano, voice, lab courses, etc.

The steps listed below must be followed in the proper sequence:

- I. Student only completes Step I on form.
- II. The Dean of Admissions and Records certifies that prerequisites have been met.
- III. Division Chairperson approves the application and assigns an appropriate instructor to give the examination.
- IV. Student complete examination and instructor assigns grade and returns form to Admissions and Records Office.

STEP 1 - APPLICATION

SOC. SEC. NO. OR STUDENT ID NO. _____ PHONE _____

STUDENT'S NAME _____
Last First Middle Initial

MAILING ADDRESS _____
Street City State Zip

I hereby request permission to secure credit by examination for the course listed below:

COURSE NO.	COURSE DESCRIPTION	UNITS

DATE _____ STUDENT'S SIGNATURE _____

STEP II - ADMISSIONS AND RECORDS OFFICE CERTIFICATION

The above named student is/is not currently full matriculated in West Valley College.

The applicant has completed _____ units at West Valley College

The applicant's current cumulative grade point average is _____

The applicant has/has not met the unit requirements and g.p.a. qualifications for Credit by Examination.

DEAN OF ADMISSIONS AND RECORDS _____

STEP III - APPROVAL BY DIVISION CHAIRPERSON

THIS APPLICATION IS _____ APPROVED _____ DENIED. ASSIGNED TO _____
NAME OF INSTRUCTOR

DIVISION CHAIRPERSON _____

STEP IV - INSTRUCTOR'S CERTIFICATION

The applicant has completed the examination for credit and is assigned the following grade and units. This form must be returned to Admissions and Records Office for posting grade.

GRADE EARNED _____ COURSE _____ UNITS _____ DATE _____

INSTRUCTOR'S SIGNATURE _____

DATE GRADE POSTED _____ BY _____

Form is NCR 3-part: Original - Admissions Office Yellow copy - Student Folder Pink copy - Student

AUTORIZATION TO ISSUE INCOMPLETE
WEST VALLEY COLLEGE
ADMISSIONS AND RECORDS

COLLEGE ID NO.:

--	--	--	--	--	--	--	--

STUDENTS
NAME _____

LAST

FIRST

MI

DATE _____

SEMESTER OF WORK (Circle One)

SUMMER

FALL

WINTER

SPRING

20_____

DEPARTMENT _____

COURSE NUMBER _____

SECTION NUMBER _____

COURSE NAME _____

INCOMPLETE ISSUED BECAUSE _____

DESCRIPTION OF WORK TO BE COMPLETED _____

NOTICE TO STUDENT - AN INCOMPLETE IS COMPUTED THE SAME AS A "W". The incomplete must be made up no later than one year following the end of the term in which it was assigned. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

DEFAULT GRADE

INSTRUCTOR'S SIGNATURE

**PETITION TO THE ACADEMIC APPEALS COMMITTEE
WEST VALLEY COLLEGE**

1. Your petition will be reviewed by the Academic Appeals Committee. This committee consists of faculty and administrators who review and act upon petitions from students seeking exceptions from the rules and regulations concerning academic matters of West Valley College.

2. **Please allow two weeks for your petition to be processed.**

3. Submit this petition via fax or U.S. Mail. Fax to: A/R Office at (408) 867-5033. Mail to: West Valley College, Admissions Office, 14000 Fruitvale Av., Saratoga, CA 95070. A copy will be returned to you indicating approval or denial, and the reasons and/or the limitations imposed by the Academic Appeals Committee.

Name _____ College ID or SSN _____

Address _____ Phone _____

City / State _____ Zip _____ Today's Date _____

This petition is for the _____ Semester, 20_____

What is the specific problem and action you wish the Committee to consider? (Use a separate sheet if necessary)

DO NOT WRITE BELOW THIS LINE

TO BE COMPLETED BY ACADEMIC APPEALS COMMITTEE

Petition is _____ Approved _____ Denied

Chair, Academic Appeals Committee

Date

OTHER STUDENT FORMS AND PETITIONS

Refer to the following link: <http://www.westvalley.edu/admissions/forms.html>

For the following student petitions and forms:

- Graduation Petition
- Certificate Petition
- Course Overlap Petition
- Drip Slip
- Readmission Petition
- Student Records Change form.

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT ACRONYMS

The following are commonly used WVMCCD acronyms:

ACRONYM	NAME
3CDUG	California Datatel User Group
4CS	California Community College Classified Senates
A&R	Admissions & Records
ABOC	Audit and Budget Oversight Committee
ACCCA	Association of California Community Colleges Administrators
ACCJC	Accrediting Commission for Community and Junior Colleges
ACE	Association of College Educators (bargaining unit)
ADA	Average Daily Attendance
ANGEL	On-line Course Management System
AS	Academic Senate (MCAS – Mission College; WVCAS – West Valley)
ASB	Associated Student Body
ASC	Administrative Services Council
BACCD JPA	Bay Area Community College District Joint Powers Authority (property and liability)
BAMS	Budget Allocation Model Subcommittee
BEOG	Basic Educational Opportunity Grant (also Pell Grant)
BOG	Board of Governors
BOGG	Board of Governors Grant
BoT	Board of Trustees
CACC	California Association of Community Colleges
CACCRAO	California Association of Community College Records and Admissions Officers

ACRONYM	NAME
CalSACC	California Student Association of Community Colleges
CalWorks	California Opportunities & Responsibility to Kids Program
CAN	"California Articulation Number (postsecondary course numbering system for CCC, CSU & UC)"
CAPI	California Association of Part-time Instructors
CARE	Cooperative Agencies Resources for Education
CB	Collective Bargaining
CBAC	College Budget Advisory Committee (Mission College)
CBO	Chief Business Officer
CBOC	Citizens Bond Oversight Committee (Prop 39 Bond)
CC	College Council
CCCSC	California Community College Software Consortium
CCCT	California Community Colleges Trustees
CCLC	Community College League of California
CDC	Child Development Center
CDV	Child Development
CENIC	"UC, CSU and Community College Network"
CEO	Chief Executive Officer
CIO	Chief Instructional Officer
CISOA	Chief Information System Officer's Associations
CMS	Content Management System
COCCC	Chancellor's Office of California Community Colleges
COE	County Office of Education
COGNOS	Business Intelligence Tool
COLA	Cost of Living Adjustment
COPS	Certificates of Participation
CPI	Consumer Price Index
CR	Credit
CSSO	Chief Student Services Officer
CTA	California Teachers Association
DATATEL	"Integrated Enterprise System (HR, Finance, Student)"
DBAC	District Budget Advisory Committee
DCC	Division Chair Council (West Valley College)
DESP	Disability and Educational Support Program
DUG	Datatel Users Group
E&FMP	Educational and Facilities Master Plan
EMT	Executive Management Team
EOPS	Extended Opportunity Program and Services
ESL	English as a Second Language
ETS	Educational Testing Service
FACCC	Faculty Association of California Community Colleges
FASFA	Free Application for Federal Student Aid Program
FAT	Financial Aid Transcript
FCMAT	Fiscal Crisis and Management Assistance Team
FERPA	Family Education Right and Privacy Act

ACRONYM	NAME
FTE	Full-time Equivalent
FTEF	Full-time Equivalent Faculty
FTES	Full-time Equivalent Students
FWS	Federal Work Study
GAP	Governance and Planning Committee (Mission College)
HBA	Hours-by-Arrangement
HM	Hospitality Management
HVAC	Heating Ventilation Air Conditioning
IPEDS	Integrated Post Secondary Education Data System
IRC	Instructional Resource Center
IS	Information Systems
JPA	Joint Powers Authority
LAIF	Local Agency Investment Fund
LAND CORP	Mission-West Valley Land Corporation
LRC	Learning Resource Center
M&C	Meet & Confer
M&O	Maintenance & Operations
MCS	Microcomputer Support
MESA	"Math, Engineering, Science Achievement"
MIS	Management Information System
NC	No credit
NCCCP JPA	Northern California Community Colleges Pool Joint Powers Authority (Workers' Compensation)
NIMS	National Incident Management System
NSLC	National Student Loan Clearing House
NSLDS	National Student Loan Data System
OIC	Operation and Infrastructure Committee
OPEB	Other Post Employment Benefits
PARIS	Planning and Research Infrastructure System
PERS	Public Employees Retirement System
PFE	Partnership for Excellence
PGC	Performance Goals Committee (West Valley College)
PIO	Public Information Officer
PO	Purchase Order
POA	Police Officers' Association
PR	Purchase Request
PRTF	Program Review Task Force
RFP	Request for Proposal
S&FMP	Services and Facilities Master Plan
SAFERS	Student Aid Financial Evaluation and Recordkeeping System
SEIU	Service Employees International Union
SELF	Schools Excess Liability Fund
SEMS	Standardized Emergency Management System
SEOG	Supplementary Education Opportunity Grant
SLO	Student Learning Outcome

STRS	State Teachers Retirement System
SWACC	Statewide Association of Community Colleges
TANF	Temporary Assistance to Needy Families
TOP	Taxonomy of Programs (classification of disciplines and programs)
TRAN	Tax Revenue Anticipation Note
TTIP	Telecommunications Technology Infrastructure Project
VATEA	Vocational and Applied Technology Education Act
VTD	"Vavrinek, Trine, Day & Co, LLP (District auditors)"
WSCH	Weekly Student Contact Hours

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