August 25, 2010

Dear Full Time and Associate Faculty Members:

This Faculty Handbook is designed to be a comprehensive source of information that will help support your efforts as a faculty member at West Valley College. For this reason, and because it seems change is a constant, the handbook is revised on an annual basis. In addition, there are many relevant sources of information to be found on our website, specifically at http://www.westvalley.edu/faculty.html.

Yet even our best efforts cannot address the myriad of facts, procedures and issues that apply to our busy lives. More often than not, just asking another person is the best route. So please don’t hesitate to consult your department and division chairs or our excellent support staff cross the College. We in the Office of Instruction are of course available to address questions and concerns.

It is my great privilege to serve you as you endeavor to serve the teaching and learning mission of West Valley College.

Sincerely,

David M. Fishbaugh
Vice President, Instruction
dave.fishbaugh@wvm.edu
408.741-2052
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INTRODUCTION

This Faculty Handbook is designed to provide West Valley College faculty and others with information regarding college policies and procedures. It is intended to keep faculty informed so that they may better carry out their teaching assignments and more effectively serve the needs of students.

The material presented includes information regarding the District and College organization, relevant academic and procedural information, instructional services available to faculty, programs and services for students, and faculty and student rights and responsibilities. This Handbook should be used in conjunction with the Agreement Between the Association of College Educators (ACE) and West Valley-Mission Community College District and the current West Valley College Catalog. Should any conflict arise between the faculty handbook and collective bargaining agreements, the latter shall prevail.

The material presented here is under continuous review. Suggestions for improvement are welcome from all members of the West Valley College community, and should be sent to the Office of Instruction, or to the President of the West Valley College Academic Senate.
HISTORY OF THE DISTRICT AND WEST VALLEY COLLEGE

In July 1962, the first public meeting was convened to address the formation of the West Valley Community College District. In October 1962, the District’s formation was approved by the California State Board of Education. In January 1963, the District was established by voters residing in the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts.

West Valley Junior College became operational in September 1964 at the site of the former Campbell Grammar School in Campbell. During the 1964-65 academic year, the college accommodated 3,203 students at this 12 1/2-acre campus. The staff consisted of 10 administrators and 53 instructors with 100 courses being offered that first year.

In 1964, the present West Valley College 143-acre site at Fruitvale-Allendale was purchased. Funding was obtained through the State Junior College Construction Act, and between 1964 and 1974, the campus was developed. The first building was completed in 1968 and the first classes began in Fall 1968.

In 1966-67, land was purchased in Santa Clara north of the Bayshore Freeway, (Highway 101), between Lawrence Expressway and Coffin Road for the construction of Mission College. In 1970, the total 164-acre parcel was acquired and the first phase of construction of the Santa Clara site was completed in 1979. Mission College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September, 1985, the name of the district was changed to West Valley-Mission Community College District.

West Valley College has grown significantly since it was first conceived and built in the mid-1960’s. The college originally embraced a traditional curriculum with a primary focus on the transfer of students to four-year colleges and universities around the state and local area. Today, the college is a leader in the delivery of education in a variety of modes to students here in the Silicon Valley and beyond.

West Valley's park-like setting provides a unique backdrop for a college that continually strives to meet the rapidly evolving educational needs of the diverse communities it serves. Major construction projects have been taking place over recent years, including a new college entrance, a new technology center (Fox Center). Additions/renovations to the Science and Math buildings should be completed in 2011, and renovation to the Language Arts/Social Science Building will be underway within the next year. The college maintains a wide variety of instructional, student support, and administrative facilities that are designed to meet the institution’s educational and service functions.

Current enrollment in credit courses is approximately 10,000 students each semester. Information on enrollment, demographics and success can be viewed on the web link: http://www.westvalley.edu/about_wvc.html
Click on: “Fast Facts for Spring 2010”
CONSTRUCTION PROJECTS:
In November of 2004, the West Valley-Mission Community College District was successful in passing a $235 million bond measure that is resulting in major improvements to both the West Valley College and Mission College campuses. These projects will upgrade fire safety, improve disabled access, and repair, construct and equip buildings, classrooms, libraries, science labs, and computer labs.

Construction projects:

• Aquatic Center: This project was completed two years ago, replacing the 30-year old pool with the same size pool that previously existed, as well as a new ADA compliant restroom and locker room building has also been completed.

• Math & Science Reconstruction, including an additional wing. The new Science Building Wing will add vital new laboratory space for students taking classes in the biological sciences.

• The Michael E. Fox Center was completed in 2009 and opened for classes Feb. 1, 2010. This new facility offers cutting edge educational technology for a variety of disciplines. This two-story building provides lecture, lab and classroom space and is located on the Fruitvale side of the campus in front of the Campus Center.

• Language Arts and Social Science Reconstruction
• Learning Resource Center Reconstruction and Addition
• Campus Center Renovation: This will be underway during the 2010-11 academic year, temporarily displacing the Bookstore to AAS 12 and food services to portable buildings near AAS.

• Interim Housing: The reconstruction projects at West Valley College require the use of interim classrooms in order to continue meeting the educational needs of the College. This project will allow the college to continue offering classes while buildings are reconstructed.

• Technology Infrastructure

• Infrastructure Modernizations and Fire Alarm system upgrade.

The primary focus of all facilities planning is to ensure that facilities are constructed and maintained to assure access, safety, security and a healthful learning and working environment, while meeting instructional and institutional goals.

For construction maps and updates, refer to the WVC web site: http://wvm.edu/construction/
WEST VALLEY COLLEGE – Introductory Statement
West Valley College is a community of learners open to those seeking advanced educational opportunities. Our faculty, staff, and students have a passionate commitment to learning, fueled by the spirit of inquiry. The College embraces innovation and change characterized by trust, confidence, and accountability. This is achieved through open communication, support and acceptance for one another, shared decision-making through collaboration and teamwork, and respect for diversity.

WEST VALLEY COLLEGE - MISSION STATEMENT
(2010-11 Catalog, page 3)
West Valley College is committed to the broad educational mission of the California Community College system, which is in part, to offer lower division academic instruction and career preparation and to promote lifelong learning, intellectual rigor, aesthetic appreciation, respect for individual and world views, and responsible citizenship both locally and globally. The college is also committed to fulfill its mission to advance California’s economic development by creating economic opportunities in the communities it serves.

To achieve the college’s mission, West Valley strives to attain excellence in providing:

- **Transfer Preparation.** Courses and programs that provide lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.
- **Vocational Technical Education.** Courses and career programs which provide skills and knowledge responsive to current needs of business, technology and the allied professional fields.
- **General Education.** Courses and programs which contribute to the education of an individual, including the development of critical thinking, written and oral communication skills, understanding of and the ability to use quantitative analysis, appreciation of the arts and humanities, and awareness of physical, social and behavioral sciences as they affect the individual and interaction with the community and global society.
- **Pre-Collegiate Basic Skills.** Courses and programs that prepare students for college level reading, written and oral communication and mathematics.
- **Economic Development.** Courses and programs that advanced California’s economic growth and global competitiveness and contribute to the region’s continuous work force improvement.
- **Student Services.** Counseling programs and additional services which: 1) assist students in the matriculation process; 2) facilitates selection of programs and courses; 3) lead to transfer and/or career goals; and, 4) promote student access, retention and success.
- **Community Education Courses and Programs.** Courses that meet identified community interests and needs by offering state funded and fee-supported non-credit classes in areas including education for older adults, health and safety, short term vocational programs, basic skills, College for Kids, parenting, and drug and alcohol education programs.
EXPECTATIONS FOR FACULTY

College teaching is a highly demanding profession, requiring all instructors to not only have expertise in the teaching field, but also to employ creative use of instructional techniques, mature judgment, an open mind, and a keen interest in the students’ welfare. Additionally, this requires a plan for maintaining currency in the subject matter. West Valley College’s reputation for academic excellence is based on the ability of its faculty to practice integrity, energy, concern for the student, and good humor. Providing quality education is our top priority.

Faculty members have these major responsibilities to Students and to West Valley College:

• Be available to students through maintenance of office hours, and for ONLINE courses, be available to guide students through the assignments. Always be responsive to emails, phone messages or other forms of communication.

• Inform students, in writing, at the start of the semester or course, about course requirements, grading standards, and policies.

• Provide a classroom environment conducive to learning that will stimulate intellectual curiosity and foster respect for others.

• Provide instruction in accordance with the Statement of Purpose of West Valley College, established course outlines, and with the College catalog description.

• Confer with individual students regarding their progress toward course goals.

• Help students solve study problems and evaluate their potential achievement in fields familiar to the instructor, especially those in specific career areas.

• Know what services are available at West Valley College and refer students with physical, emotional, learning, or other problems outside the instructor’s area of expertise to resources on campus.

• Where appropriate, assist students with job or internship placement information, or refer students to the Career Programs Center for advisement or resources.

• Meet each class at the regularly scheduled time for the full time allotted.

• Maintain accurate attendance and scholastic records of students and submit required reports according to identified deadlines.

• Communicate appropriately with students, peers, Department and Division Chair, staff, and Administration.

• Maintain professional, ethical standards of behavior.

• Protect District property from unauthorized use, theft, or abuse.

• Observe safety rules, using good judgment to prevent accidents; and reporting potential safety hazards to the Department or Division Chair.
**PERFORMANCE**

Our product is service – service to the District, the surrounding communities, and especially to the students of West Valley College. Quality performance is essential in helping students reach their potential. It involves personal and professional integrity, good listening skills, confidence and consistency. This, coupled with respect for each individual in an environment of cultural and ethnic diversity, is essential to creating a positive learning environment.

**ATTITUDE**

A respectful attitude towards fellow workers, the students, and the people we meet daily involves being patient and courteous and listening carefully to their needs.

**PROTECTION OF DISTRICT PROPERTY**

Equipment, materials, supplies and services used for the conduct of district business are to be protected from unauthorized use, theft or abuse. Office supplies are for business use and not for personal use.

This also applies to using the mail services, copy machines and telephones. Postage stamps must be on personal mail before it can be processed with district mail. Copy machines are to be used only for business purposes. Personal copying needs may be done on coin-operated machines located in the Library and the Campus Center. Personal telephone calls should be made from public telephones or personal cell phones.

**SAFETY**

Working in a safe environment is the right and responsibility of the instructor. Observe safety rules, use good judgment to prevent accidents, and report potential safety hazards to the Department or Division Chair.

The majority of classrooms have emergency phones installed with instructions by those phones on how to use them.
PROGRAM REVIEW

Program review is regarded in higher education as the fundamental method by which individual programs and entire institutions address planning and improvement. Upon the recommendation from the Accrediting Commission for Community and Junior Colleges, the College began this revised process in 2006.

Through joint efforts between the West Valley College Academic Senate and Office of Instruction, the process for program review was thoroughly revised in accordance with best practices in the field and in recognition of State Academic Senate guidelines and ACCJC standards.

Currently, each fall semester, every instructional and non-instructional program at the College is engaged in an in-depth self-evaluation covering the following areas:

- How the program furthers the College’s mission and goals;
- Significant events that affect or impact the program;
- An analysis of program-specific data concerning enrollment, student demographics, course completion and student success;
- Curriculum development and the integration of student learning outcomes;
- External influences;
- Strengths, challenges, goals and objectives, and;
- Resource requests for personnel, facilities, equipment, supplies and staff development.

Program Reviews for the last three years, including 2009-10, can be viewed online: http://www.westvalley.edu/documents/faculty_resources/Program_Review/

The reports are beneficial and useful to the program personnel who have authored them. The College has incorporated program review as a tool for strategic planning, curriculum development, budgeting and resource allocation to better meet the needs of our programs and of our students. The Academic Senate and administration are united in the commitment to make program review a meaningful and rewarding process that contributes to the improvement of West Valley College.

The Academic Senate has charged the Program Review Task Force, which is chaired by the Dean of Instruction, to continue its oversight of the program review process. This work will consist primarily of process improvement, long-term planning and insuring that the practice stays true to its mission and intent.
ACCREDITATION

West Valley College is a fully accredited member of the Western Association of Schools and Colleges and is regularly reviewed by the Accrediting Commission for Community and Junior Colleges. This status assures that the College’s organization, staffing, and funding are in harmony with stated objectives, that district and college governance is functioning properly, and that instructional and financial plans are well conceived and implemented to serve students at superior levels.

Prior to on-site visitations from accreditation teams, West Valley College conducts a thorough and extensive self study of all of its functions and services. Participation from all segments of the college community is essential for completion of the study. Recommendations made in the accreditation report are referred to appropriate individuals, committees, or councils to consider and initiate appropriate action. The length of accreditation is six years.

Preparation for the next self-study, scheduled for 2013-14, begins with the WVC Accreditation Steering Committee. This committee consists of the Faculty Accreditation Liaison Officer, the Vice President of Instruction and a faculty member appointed by the Academic Senate and other members represented the classified staff, faculty and administration with expertise and interests related to accreditation. This committee and various sub-committees review each standard to coordinate and conduct the self-study.

The Accreditation Team site visit took place in March of 2008. The team issued a report with recommendations, and the Commission took action at its meeting on June 4-6, 2008 to reaffirm accreditation for West Valley College.

To review the Accreditation Visiting Team Accreditation Evaluation Report, the WVC Self Study, and the Accreditation Visiting Team Exit Interview, go to: http://www.westvalley.edu/documents/accreditation/ and click on "WVC Self Study 11-07.pdf"

DISTRICT ACCREDITATION COORDINATION

Because both West Valley College and its sister college, Mission College will be undergoing their self-studies and site visits at the same time, there is a District Joint Accreditation Steering Committee. The District Joint Accreditation Team will coordinate the two self-studies to ensure District-wide continuity on issues related to District services and the production of the reports, while still maintaining the autonomy of each institution.
SHARED DECISION MAKING MODEL

General Principles:

1. Shared governance is a method of collegial interaction by the Board of Trustees, administration, faculty, classified staff, and students participate in the decision-making process. The paramount goal is consensual agreement on specific issues.

2. The Board of Trustees receives input from all appropriate constituencies through the shared governance model. The Board establishes District goals, adopts policies, authorizes the annual budget, awards bids and contracts, appoints and terminates personnel, and serves as an avenue of final appeal within the District for unresolved issues.

3. The College Council is composed of representatives of all appropriate College constituencies. This group is the primary advisory body to the President, the focal point for referral of issues within the College’s organizational structure, the final review body within the College for proposed changes in College regulations, administrative rules and procedures, and the final recommending body to the President for the resolution of issues within the College.

4. College committees are composed of all appropriate constituencies, and continually review and analyze relevant issues, prepare alternate courses of action. Committees make recommendations to the appropriate administrator on operational issues and to the College Council on proposed changes to College regulations, administrative rules and procedures.

5. Task Forces, composed of all appropriate constituencies, review and analyze on an as needed basis assigned issues, prepare alternative courses of action, and make recommendations to the appropriate administrator or the body that constituted the task force and to the College Council.

6. Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications. They assess, develop, recommend, and implement activities related to District/College goals. They participate actively on College committees through the Academic Senate. They perform other contractually identified professional responsibilities.

7. Classified staff performs a variety of support services for which they possess appropriate training and experience. They participate actively on College committees and through the Classified Senate to provide advice and counsel regarding relevant policies and procedures.

8. Students learn through enrollment in approved courses and other college activities. They participate actively on college committees and through ASB Senate and clubs to provide advice and counsel regarding relevant policies and procedures.
9. Administrators execute District/College policies and procedures. They receive recommendations from college committees and make appropriate decisions within their area of jurisdiction. They assume responsibility for ensuring implementation of activities based on applicable recommendations and District/College goals, and evaluate the effectiveness of the activities to support the educational process.

10. The Academic Senate expresses the formal position of the West Valley College faculty regarding academic and professional matters and is responsible for selecting faculty to serve on College committees and task forces. It reviews and responds to proposed changes in College regulations, administrative rules and procedures recommended by College committees. The Senate makes recommendations to the President regarding academic and professional regulations and procedures and makes appropriate operational decisions consistent with its approved Constitution and by-laws.

11. The Classified Senate provides classified staff the opportunity to participate in shared decision making with regard to college goals, operations, and policy issues consistent with its approved Constitution and by-laws.

12. The Associated Student Body (ASB) Senate is the official voice of the West Valley College student body. It is responsible for nominating students to the President for service on college committees. The ASB Senate makes recommendations to the Dean of Student Services regarding academic and extra-curricular student concerns. It makes appropriate operational decisions consistent with approved Constitution and by-laws.

13. Collective Bargaining units negotiate for their membership with the Board of Trustees through the Administration regarding salaries, wages, and working conditions. They work with Administration to fairly implement all aspects of negotiated collective bargaining contracts.

14. The Confidential Staff are those employees whose duties normally require access to confidential information, such as executive staff and Human Resources staff. Appointed representatives participate in a meet and confer process with the District regarding salaries, wages, and working conditions.

**PROCESS**

1. Within instructional and student services, shared governance is reflected in the relationships faculty have among themselves and with their Division and Department Chairs. Faculty teach, counsel students, develop, plan and implement curriculum, prepare instructional materials, and assist in the hiring and evaluating of their colleagues.

2. Faculty and Staff concerns with compensation, load, and others aspects of working conditions are handled through the collective bargaining unit and formalized through binding contracts.
3. Policy and procedure of the college are determined by the educational philosophy of the institution, admission standards, degree requirements, curriculum, professional standards, teaching methods, staff development, and long range planning. Faculty express their opinion on academic issues through their elected representatives to the Academic Senate and the committees established by the Senate.

WEST VALLEY COLLEGE SHARED DECISION-MAKING POLICY
First Adopted 10-10-96
First Revision. 11/8/01
Second Revision 12/22/07

PREAMBLE
In compliance with AB 1725 and the California Administrative Code Title 5, Sections 51023 and 53200, it shall be the policy of the West Valley-Mission Community College District to implement a process wherein faculty, students, and classified staff participate in collegial decision-making and policy recommending activities.

The West Valley College Shared Decision-Making Plan defines and implements this policy at West Valley College.

This plan seeks to accomplish the following:

• Utilize the full range of skills, talents, and interests of our staff and students by providing for a process that allows decision-making at the lowest most appropriate level of the system structure.

• Complement the administrative structure of the college.

• Provide a mechanism that empowers committees to make substantial contributions to the operations and policy decisions of the college.

• Provide efficient utilization of committees and task forces by establishing a system that clusters activities by similar functions. Each functional area will be led by an executive council.

• Formalizes record keeping and project control through the establishment of electronic information management systems.

HISTORICAL BACKGROUND
AB 1725 (70902 of the Education Code) requires that governing boards of community college districts establish standards "to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards."
These standards, commonly referred to as shared governance, were interpreted in Board Policy 3.17.2 and West Valley College's "Shared Governance Plan".

However, West Valley College's commitment to shared decision-making is based on more than a legislative mandate. West Valley practices shared governance out of respect for the expertise and experience of its faculty, staff and students and because it believes that shared governance results in better decisions.

The Shared Governance Task Force, approved by the Academic Senate in accordance with AB1725 on March 3, 1993, and formally adopted by the College Coordinating Committee on October 19, 1993, agreed upon the original “Shared Governance Plan”, developed in accordance with AB1725.

The 1996 the West Valley College process was called shared decision-making instead of shared governance. The perception was that the term decision-making was more appropriate than those formed from the word governance. The body meeting regularly to develop recommendations for the West Valley College is called the College Council and is composed of representatives from the governance senates, the councils and the College President. The governance senates and councils at West Valley College are called Executive Councils. Recommendations made by the College Council are developed by consensus, meaning general agreement in opinion, and not majority vote whenever possible.

**MISSION**

Shared decision-making at West Valley College is designed to:

1. Provide an opportunity for input from all college constituencies.
2. Base the decision-making process on open communication and shared information.
3. Rely on representatives to maintain open communication between constituencies and groups of which they are members.
4. Encourage all to hear and respect the needs and expectations of faculty, staff, students and administrators, developing consensus wherever possible.

**VALUES**

1. Participants of all governance structures are expected to effectively represent their constituency. Therefore it is expected that:
   a. The opinions of all staff and students be treated with respect and given reasonable consideration.
   b. The interests of each constituency are to be accepted as having equal legitimacy.
   c. Constituency representation will take place within the context of collegial/consensus-based process.
   d. Each participant is committed to ensuring the consensus-based process is collaborative and non-adversarial.

2. Meetings will be open.
3. West Valley College’s goals will be the focus for decision-making.

4. West Valley College’s organizational structure will be designed to accommodate and encourage shared decision-making.

5. Shared decision-making should lead to understanding and acceptance of decisions, as well as commitment to their implementation.

6. Shared decision-making should lead to trust, cooperation, mutual understanding, team identity, and coordination.

7. The process should provide opportunities for consensus building and conflict resolution.

**GUIDING PRINCIPLES**

1. Decisions made in the spirit of shared decision-making are more likely to result in outcomes that are in the best interest of the college as a whole.

2. Shared decision-making requires that all members of the college, either directly or through representatives, share responsibility for making decisions and recommendations.

3. Decisions should be made as close to the issue as possible and should therefore be made at the department, division, committee, council, task force or administrative level, etc. whenever possible.

4. Some decisions cannot be made through the shared decision-making process because they are specifically delegated; e.g. AB 1725 delegates certain areas of responsibility by law to the Academic Senate that makes recommendations directly to the Board of Trustees. Such decisions are, however, made in the spirit of shared decision-making, and it is the Academic Senate's responsibility to receive appropriate input from the various constituencies of the college in making their recommendations.

5. There are issues that should be decided with input from all constituencies at the college through the College Council. At the College Council, the consensus-based recommendations/decisions will be reached by a two-staged process:

   • First, the interest(s) of each constituency will be identified.
   • Second, the Council is to develop a recommendation that encompasses as many of the identified interests as is possible.

6. Representatives to senates, councils, committees, task forces, and other groups have a two-fold responsibility to:

   • Solicit and accurately represent the position(s) or the group they represent.
   • Provide effective and timely communication between their constituencies and the governance group.
7. Groups have a responsibility to:
   • Communicate their meeting schedule and their agendas.
   • Maintain written records of their activities, decisions, and recommendations and disseminate this information in a timely manner.

8. Before final recommendations are forwarded by the Executive Councils to the College Council, constituencies within the college affected by the recommendation shall have opportunity for input.

9. The ultimate responsibility for college decision-making rests with the President.

**SHARED DECISION MAKING ORGANIZATIONAL STRUCTURE**

**COLLEGE COUNCIL** (2nd & 4th Thursdays, 12:30 - 2:00, Club Room)

Issues of a college-wide nature that are not specifically related to the function of other Executive Councils may emanate from the College Council. Issues that are appropriately addressed by the College Council include (but are not limited to): college-wide planning, operations of the college, maintenance of the facilities, parking and security, admissions and records, and registration. College Council can also function as the steering committee for college-wide planning or other projects.

**Membership:**
- College President – Chair of College Council
- Chair (or Designee) from each of the Executive Councils
  (See “Executive Councils”, page 17.)
- Vice President, Administrative Services - voting member
- Vice President, Instruction - voting member *(Representing President’s Cabinet)*
- Vice President, Student Services - ex-officio, non-voting member*
- Representative – Diversity and Inclusion Committee – ex-officio, non-voting member*
- Accreditation Liaison – ex-officio, non-voting member*
- Professional Development Coordinator – ex-officio, non-voting member*
- Research Analyst – ex-officio, non-voting member*
- SEIU Representative – voting member

Approved recommendations proceed to College President for implementation and/or forwarding to the Board.

*Note: Ex-officio members on the College Council act as informational resources to the College Council if they are not representing an Executive Council as a voting member.

**Responsibilities:**
Facilitate communication and appropriate involvement of all members of the college community through:

- Assigning issues to Executive Councils as appropriate.
- Tracking the work effort of the councils.
- Organizing the flow of communication among and between the councils.
• Reporting on the status of issues before the councils.
• Coordinating maintenance of the governance information system.
• Serving as an avenue of appeals in matters of process and equity (but not concerning the specific recommendation).
• Develop consensus through the use of a "Consensus Recommendation" form for all decisions or recommendations emanating from the College Council (since consensus may not mean total agreement on every issue brought to the College Council, it is recognized that a minority opinion shall be recorded on the "Consensus Recommendation" form before forwarding).
• Create committees or task forces as needed.
• Serving as a steering committee for college-wide projects.
• Resource allocation, prioritization of final list—merging instruction, Student Services and all-college lists.

The above objectives are accomplished through such activities as:

- Reaching consensus on decisions through the use of the "Consensus Recommendation" forms.\(^1\)
- Receiving requests, proposals, or projects from any member of the college community and directing them to the appropriate executive council.
- Maintaining a project/report calendar to track the progress of all tasks directed to the various Councils.
- Facilitate maintaining an electronic information retrieval system in order to allow access to all decisions and resolutions of all committees and task forces as well as the Executive Councils. This database will be freely available to all members of the college community.
- Organizing and maintaining archives of decision memos, adopted resolutions, and attending reports.

All College Council agendas and meeting summaries are posted on the following WVC web link:
http://westvalley.edu/committees/College_Council/

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\(^1\) While the Vice President, Instruction, Vice President, Student Services and Dean of Administrative Services, will sit with the College Council to serve as a resource to the council, only one vote on the Consensus Recommendation form will be cast on behalf of the Executive Staff Council.
EXECUTIVE COUNCILS
West Valley College has established seven executive councils that participate in both operational concerns as well as policy recommendation. Various committees operate under the auspices of these Executive Councils.

The Executive Councils are as follows:
  Academic Senate (AS)
  Classified Senate (CS)
  Division Chair Council (DCC)
  Facilities & Safety Advisory Council (FSAC)
  President’s Cabinet (PC)
  Student Senate (ASC)
  Student Services Council (SSC)

The Vice President of Administrative Services, who serves as an advisor and voting member to the College Council, represents Administrative Services.

All committees of the college (except those authorized by the unions, e.g., Performance Goals Committee) will be organized into a reporting relationship with one of the above mentioned councils. Each council will determine the need to accept, eliminate, or modify its associated committees. Each council is empowered to create committees or task force as needed.

Each Executive Council decision will be formally communicated to the college community through the shared decision-making process. Each council and its committees will keep a file of decisions and recommendations.

The chair of each Executive Council shall be elected by its members on a regular basis. Each council will develop, publish, and disseminate its procedures for processing requests, proposals, or projects, which may be received from the College Council, or any other member of the college community.

EXECUTIVE COUNCILS - MEMBERSHIP and AREAS OF RESPONSIBILITY
Academic Senate (2nd & 4th Tuesdays, 2:05-4:05 - Board Room)
Membership: As defined by the Academic Senate Constitution
Responsibilities:
  • Curriculum and educational program development
  • Degree and certificate requirements
  • Grading policies and standards for students
  • Program Improvement and Program Discontinuance procedures
  • Accreditation
  • College Program Review
  • Professional matters
  • Appoint/validate faculty representatives to WVC committees and councils
  • Flex activities

Web link: http://westvalley.edu/wvcas/
Classified Senate  (1-2 meetings per month; TBA)
Membership:  As defined by the Classified Senate Constitution.
Responsibilities:
- Provide an opportunity for input from classified constituency on the operations and policy decisions of the college.
- Promote and organize classified staff development activities.
- Appoint classified representatives to WVC committees and councils.
- Communicate activities and actions to classified staff.

Web link: http://westvalley.edu/wvccs/

Division Chair Council  (2nd & 4th Wednesdays, 2:30 - 4:30 p.m., Fox Center, Room 211)
Membership:
- Vice President, Instruction
- Division Chair of each of the eight Divisions: AAS, BUS, FA, LA, PE, SM, SS, and Student Services
- Vice President, Student Services
- Dean, Instruction
- Dean, Career Programs/Workforce Development
- Dean, Information Technology and Services
- One (1) Representative of the Classified Senate
- One (1) Representative of the Student Senate
- One (1) Representative of the Academic Senate

Responsibilities:
- Educational program planning.\(^2\)
- Recommend annual faculty hiring priorities and procedures.
- Recommend resource allocation, prioritization of instructional requests.
- Review and make recommendations for organizational structure.
- Review and recommend instructional computer planning and equipment planning.

Web link: http://www.westvalley.edu/committees/Division_Chair_Council/

Facilities and Safety Advisory Council  (Schedule and Location for 2010-11 TBA)
Membership:
- Vice President, Administrative Services
- One (1) Representative from each division
- Other Representatives from: Administrative Services, A&R, ASB, Campus Center, Child Development, Counseling, Custodial, Facilities, Library, Health Services, Human Resources, Police, DESP, Tech Center

Responsibilities:
- Recommend to College Council policies and procedures related to facilities and budget.
- Facilitate decisions regarding facility modifications.
- Furniture, space planning and other concerns associated with campus buildings.

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\(^2\) Recommendations to be approved by the Academic Senate as per Title 5, Section 53200.
President’s Cabinet  (Tuesdays, 9:00 - 12:30, President's Conference Room)

Membership:
   President
   Vice President, Instruction
   Vice President, Student Services
   Vice President, Administrative Services
   Dean, Instruction
   Dean, Student Support Services
   Dean, Career Education and Workforce Development
   Dean, Information and Technology Services

Responsibilities:
   • Coordinate administrative functions across the campus
   • Provide administrative leadership and support for all college functions in instruction, student services, and budget/planning
   • Participate in problem solving and planning as college-wide activities
   • Facilitate the change processes that contribute to increased student success
   • Serve as the administrative link between the college, the president, administrative and district-wide services and the Mission College administration
   • Facilitate communication and information exchange throughout the district and with the public
   • Develop a strategic focus for the college administration

Student Senate  (Tuesdays, 3:00 p.m., Location for 2010-11 while Campus Center in being renovated: Portables between AAS and Science and Math Buildings)

Membership:  As defined by the Student Senate Constitution

Responsibilities:
   • Student welfare
   • Student Activities programming
   • Oversee, maintain and regulate Senate property and assets
   • Communicate activities and actions to student body
   • Promote, control and regulate functions of the Inter-Club Council
   • Appoint student representatives to WVC committees and councils

Student Services Council  (1st & 3rd Tuesdays, 12:30 - 2:00 p.m., Location for 2010-11 while Campus Center in being renovated: Portables between AAS and Science and Math Buildings)

Membership:
   Vice President, Student Services
   Dean, Student Support Services
   Dean, Matriculation & Counseling
   Division Chair, Student Services
   Two (2) faculty appointed by the Academic Senate
   One (1) student appointed by the Student Senate
One (1) representative of the Classified Senate
One (1) Admissions/Records Director
One (1) Financial Aid Director
One (1) DESP Coordinator
One (1) EOPS Coordinator
One (1) Tutorial Coordinator
One (1) Counseling Department Chair
One (1) Research Analyst
One (1) Student Activities Director
One (1) Health Services Coordinator
One (1) ET Coordinator
One (1) representative from Career Programs/Workforce Development
One (1) Outreach Supervisor

Responsibilities:
A policy-recommending group to the College Council on issues related to Students Services.
COMMITTEES
Many of the policy and decision-making processes at West Valley College are carried out through the committee structure. **Faculty members are expected to serve on committees, which may be on the District, College, or department levels.** In addition to standing committees, ad hoc committees and task forces may be formed to resolve specific issues that may arise from time to time.

Faculty may be appointed to the following committees:

**DISTRICT**

**Professional Growth and Development:**
The PG&D Committee is composed of four faculty members chosen from the two colleges by ACE and one administrator selected by the President of each college. The term of office is a four (4)-year term. The Committee is responsible for establishing all rules and regulations necessary for implementation of the Professional Growth and Development policy, subject to the approval of the Chancellor. The committee is also responsible for approving PG&D proposals and compliance reports.

**Sabbatical Leave Committee:**
The Sabbatical Leave Committee is composed of appropriate representatives including four full-time faculty members selected from the two colleges by ACE, and two administrators selected by the Presidents of each college. Members serve a three (3)-year term. The Committee is responsible for establishing all rules and regulations necessary for implementation of the Sabbatical Leave policy, subject to the approval of the Chancellor.

**WEST VALLEY COLLEGE**

**Academic Senate:**
The West Valley College Academic Senate is to act as the representative body for the West Valley College full-time faculty and to make recommendations to the College administration and to the Board of Trustees, with respect to academic and professional matters. As outlined in Title 5, the Senate’s responsibilities include curriculum, degree and certificate requirements, grading policies, instructional program development, standards regarding student success, professional development, accreditation process, program review, institutional planning and budget development.

**Academic Appeals Committee:**
The Academic Appeals Committee provides an avenue of appeal for student seeking academic appeals and petitions pertaining to admission, re-admission, residency, tuition or fees, degree or certificate standing, grade extensions, and extensions of deadlines and other grading issues.
Curriculum Committee:
The Curriculum Committee reviews, evaluates and recommends to the Board new and revised curriculum, degree and certificate programs that adhere to Title 5 requirements.

Division Chair Council:
The Division Chair Council, facilitated by the Vice President of Instruction, consists of the division chair from each division, along with administrative deans. The divisions are: Applied Arts and Sciences, Business, Fine Arts, Language Arts, Physical Education, Science and Math, Social Science, and Student Services. The DCC reviews and recommends procedures for all divisions, as well as operational decisions in cooperation with the Academic Senate and the College Council.

Matriculation Advisory Committee:
The Matriculation Advisory Committee chaired by the Director of Matriculation and Counseling, provides ongoing advice and recommendations to the Vice President, Student Services to address the needs in the areas of admissions, orientation, assessment, advisement and follow-up and research. The committee also advises the Academic Senate in matters of policy related to the matriculation process as required by Title 5.

Performance Goals Committee:
The Performance Goals Committee determines annual WSCH/FTE goals for each of the departments, and the workload goals for the other services areas in order for the College to obtain overall assigned work-load planning.

Program Review Committee:
The Program Review team develops questionnaires to the instructional and non-instructional departments for the purpose of evaluating each program. Coordination with IS and the Data Analyst, the Curriculum Committee Chair, the SLO Coordinator, and the Vice President of Administrative Services provides data and facilitate analysis. The process allows each department or program to annually assess accomplishments, goals, and budgetary needs.

Scholarship Committee:
The Scholarship Committee develops scholarship criteria to identify worthy student applicants who satisfy the established criteria, and to recommend student nominees to the Financial Aid Office and/or the West Valley-Mission Community College District Foundation for appropriate funding and recognition.

Student Services Council:
The Student Services Council is an advisory committee for the Vice President, Student Services and policy-recommending group the College Council. The committee works to improve services, activities, and procedures that affect students and faculty. Student Services augment and compliment the instructional programs of the College.

Technology Advisory Committee:
The Technology Advisory Committee provides recommendations to the college regarding the development and use of instructional and information technology at West Valley College.
WEST VALLEY COLLEGE

SHARED DECISION MAKING STRUCTURE

- Board of Trustees
- Chancellor
- President
- College Council
- President’s Cabinet
- Academic Senate
- Classified Senate
- Student Senate
- Division Chair Council
- Student Services Council
SECTION 2

ORGANIZATIONAL STRUCTURE
SECTION 2

ORGANIZATIONAL STRUCTURE

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West Valley College Administration

Dr. Lori Gaskin, President
David Fishbaugh, Vice President, Instruction
Dr. Victoria Hindes, Vice President, Student Services
Michael John Renzi, J.D., Vice President, Administrative Services

Dr. Celine Pinet, Dean of Instruction
Ginny Aragon, Dean of Student Support Services
Dr. Fred Prochaska, Dean of Career Education and Workforce Development
Fred Chow, Dean of Information Technology & Services
Lisa Kaaz, Interim Coordinator of Instructional Technology/Distance Learning

Program Managers
Mae Conroy, Title IV-E Grant
Donna Erickson, Foster/Kinship Care Education
David Esmaili, Advanced Transportation Technologies
Frank Kobayashi, Contract Education

Division Chairs
Diane Hurd, Applied Arts & Sciences
Jim Henderson, Business
Chris Cryer, Fine Arts (Fall, 2010) and Brad Weisberg (Spring 2011)
Randy Fujishin, Language Arts
Joan Worley, Physical Education
Rebecca Wong, Science/Math
Janis Kea, Social Science (Fall, 2010) and Steve Juarez (Spring 2011)
Carol Pavan, Student Services

Senior Office Coordinators
Maria Lopez, Applied Arts & Sciences
Darlene Specht, Business
Teri Langworthy, Fine Arts
Vacant, Language Arts
Lisa McNiven, Physical Education
Carol Rhoads, Science/Math
Jennifer French, Social Science

(See directory listings as well as organizational charts in this section.)
DISTRICT ADMINISTRATION

John Hendrickson, Chancellor
Ed Maduli, Vice Chancellor, Administrative Services
Brad Davis, Associate Vice Chancellor, Human Resources
Ruth Carlson, Director, Public Affairs & Community Relations
Cynthia Schelcher, Dean, Advancement Foundation
Javier Castruita, Director, Facilities Maintenance and Construction
Ron Smith, Director, Information Systems
Linda Francis, Director, Fiscal Services
Bridget Espinosa, Director, Central Services
Lt. Chris Nolan, Acting Chief, Director, Public Safety

BOARD OF TRUSTEES

Robert T. Owens, President
Adrienne Grey, Vice President
Jack Lucas
Buck Polk
Chris Stampolis
Chad Walsh
Nick Heimlich

WVC Student Trustee
MC Student Trustee
STATE/DISTRICT/COLLEGE RELATIONSHIPS

STATE OF CALIFORNIA
The California public community colleges are administered by a state Board of Governors consisting of fourteen members, appointed by the Governor and approved by the State Senate. The California Community College System is coordinated by the State Chancellor’s office located in Sacramento. The Chancellor executes the duties and responsibilities delegated to him by the Board of Governors.

The California Community College Board of Governors through the State Chancellor’s office implements applicable legislation, appropriates monies to local colleges, approves all course and program offerings, and ensures compliance to the laws of the State of California. Quality education for the citizens of the State of California is offered through the local Community Colleges. Local community colleges are divided into districts governed by local governing boards. West Valley College and Mission College constitute the West Valley-Mission Community College District.

The web site for the State Chancellor’s office is: http://www.cccco.edu/

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
A seven member Board of Trustees elected at large to four-year terms and two non-voting student members, (one from each campus), govern the West Valley-Mission Community College District. The Board of Trustees is responsible for the quality and integrity of the institution, selects a chief executive officer, approves the purposes of the institution, and responsibly manages available fiscal resources. It establishes broad institutional policies and delegates to the chief executive officer the responsibility to administer these policies.

DISTRICT ORGANIZATION
The Chancellor, John Hendrickson, who reports directly to the Board of Trustees, administers the district. Dr. J. Laurel Jones, President of Mission College, and Dr. Lori Gaskin, President of West Valley College, report to the Chancellor. District administrative services are housed on the West Valley College campus.

DISTRICT SUPPORT:
The College receives the following support services from District offices:
1. Business Services: Budget preparation, monitoring, and analysis, Accounting, Finance, Purchasing, and Payroll
2. Facilities/Planning and Operations
3. Grants and Development
4. Human Resources/Staff Diversity
5. Information Systems (Computer Services/Support and Data Information)
6. Labor Relations
7. Public Safety
8. Staff Development
9. Public Relations
10. Community Services
11. Advancement/Foundations
DISTRICT COUNCIL:
The District’s highest level participatory governance body, the District Council, meets the week prior to each Board meeting and provides input and advice to the Chancellor on matters of district wide importance. The Council holds “orientation” sessions at its first meetings in the months of February and October to provide an opportunity for new members to be oriented to the workings of Council, for current members to refresh their memories, and for the Council as a whole to review its Operating Principles (which include mission, purpose, ground rules, operational guidelines, and membership).

The Council consists of the Chancellor, the two Presidents, the Vice Chancellor of Administrative Services, the Vice Chancellor of Human Resources, the Presidents of the two College Academic Senates, the ACE President, (Association of Certificated Educators), SEIU President, Dean of Research & Grants, two members from the Classified Senates, and the Student Senate Presidents.

DISTRICT ACADEMIC SENATE
Faculty members are represented at the District level by the District Academic Senate, which is composed of members of both the Mission College and West Valley College Academic Senates. It is presently co-chaired by the Mission College Academic Senate President and the West Valley College Academic Senate President. The Senate takes district-wide faculty positions by acting on resolutions from both college Academic Senates and recommending policy to the Board of Trustees.

DISTRICT ORGANIZATIONS AND COMMITTEES:
Complimenting the District/College administrative structures are a variety of organizations and committees designed to address specific issues. All faculty members are encouraged to participate in these organizations and committees as part of their professional responsibility.

District-wide committees include:
- ACE District Load Committee
- Benefits Review Committee
- District Academic Senate
- District Council
- District Budget Advisory Committee (DBAC)
- Equivalency Committee
- Faculty and Staff Diversity Advisory Council (FSDAC)
- Information Systems Steering Committee
- Master Plan Advisory Council
- Professional Growth and Development Committee
- Sabbatical Leave Committee
- Staff Development Advisory Committee
FACULTY AND STAFF DIVERSITY ADVISORY COUNCIL:
The college believes that a diverse faculty and staff support a dynamic environment for learning and working. In late 2006, the District Council re-affirmed the important role of the district-wide Faculty and Staff Diversity Advisory Council, (FSDAC), which will be representative of participatory governance groups. FSDAC is chaired by James Andrews, the Associate Chancellor of Human Resources and is a district-wide participatory committee. FSDAC meets monthly to address concerns and legal requirements. Currently, FSDAC is completing a new Equal Employment Opportunity Plan for the District.

DISTRICT POLICY MANUAL:
The District has a Policy Manual that is kept in the office of each administrator. The board agenda and minutes are distributed to each division and various other offices throughout the college.

(Click on “Policies” in box on upper right.)

DISTRICT EMPLOYEE BARGAINING GROUPS:
The Service Employees International Union (SEIU)), Local 715 of the AFL-CIO represents basic unit non-supervisory classified employees. The Professional and Vocational Division, Teamsters Union, Local 856, represents supervisory employees. The Peace Officers' Association represents the public safety officers. The Association of College Educators (ACE) represents certificated faculty. These organizations are recognized by the Board of Trustees as the sole and exclusive representative of personnel within these areas.

Copies of the written contracts between the District and unions are available in various administrative offices, the Library and the President's Office for employees who want to review these documents. Union contracts are also available for viewing through the following link:

The West Valley/Mission District organizational charts are shown in this section.
WEST VALLEY COLLEGE ORGANIZATION

West Valley College has a shared decision making model. The College Council is the group that facilitates decision and makes recommendations to the President. The College Council meets twice a month.

Planning activities are conducted according to the model of shared governance. Regularly scheduled meetings of groups representative of all campus constituencies conduct planning sessions, often in conjunction with their counterparts at Mission College. District Advisory groups and Task Forces also provide guidance in the planning process.

The West Valley College organizational charts are shown in this section.

WEST VALLEY COLLEGE - ACADEMIC SENATE

The Academic Senate at West Valley College is charged with representing all full-time and associate faculty members in academic and professional matters. The shared governance provisions of AB 1725 have greatly increased the role of the Academic Senate in college policy, and specify eleven broad areas in which the Board of Trustees must rely primarily upon the Senate. The Senate also consults with ACE on work-related issues to ensure a uniform faculty voice. Senators represent each division and are elected by the full-time faculty in the division. The associate faculty at-large elects senators representing associate faculty. The Senate president represents the Senate on most shared governance committees and is elected by the full-time faculty at large. Recommendations of the Senate are regularly communicated to the College President, the College Council; the Division Chair Council, the Performance Goals Committee, the Chancellor’s Advisory Council, and the Board of Trustees.

Web link: [http://westvalley.edu/wvcas/](http://westvalley.edu/wvcas/)

WEST VALLEY COLLEGE - CLASSIFIED SENATE

The Classified Senate at West Valley College represents basic unit, confidential, and supervisory classified staff. The Senate provides a formal structure to ensure the role and participation of classified staff in the college's formation of campus goals, objectives, policies, procedures, and regulations, and represents the aggregate interests of the classified staff. Membership includes representation from the District Office.

Web link: [http://westvalley.edu/wvccs/](http://westvalley.edu/wvccs/)

WEST VALLEY COLLEGE – INSTRUCTIONAL ADMINISTRATION

Vice President, Instruction

Dave Fishbaugh, Vice President of Instruction, coordinates instructional programs, services and resources. Leadership and direction is provided to staff in areas of curriculum, curricular activities, learning resources and vocational education. The Office of Instruction, through the Division Chair Council, prioritizes requests for new faculty, monitors enrollment and enrollment goals, assists with prioritizing instructional resource allocation, and assists in reviewing curriculum to ensure adherence to Title 5 regulations. The Office of Instruction also monitors, processes and tracks all faculty evaluations, tenure achievement and the re-employment preference program for associate faculty.
Dean of Instruction:
Dr. Celine Pinet, the Dean of Instruction, assists in the planning and development of the college’s instructional programs and support services, develops enrollment management strategies, and evaluates performance goals and other workload measures. The Dean works closely with college staff in the publication and distribution of the college catalog and schedules of classes. In addition, the Dean oversees the Library and related learning resources, and coordinates the New Faculty Orientation Program, (NFOP). The Dean of Instruction also oversees the Program Review process, including development and distribution.

Dean, Career Education and Workforce Development:
Dr. Fred Prochaska, the Dean of Career Education and Workforce Development, ensures there is a comprehensive plan addressing the career education and workforce development needs of students, the College and the community. The Dean directs the Career Programs Center and its services, including CalWORKs, Job Placement, Work Experience Program, and Career Programs information and counseling. The Dean also oversees the Campbell Center satellite campus, which houses classrooms as well as the Economic Development entities, such as the Center for International Trade and Development, the Foster Kinship Care Education Program, Title IV-E Grant Program, and Contract Education. The Dean also manages the Community Education office, which offers fee-based, non-credit classes, an Older Adults Program, and College for Kids. The Dean supervises VTEA allocation and Career Pathways grants and collaborates with faculty and staff to design alternative education and training programs to meet the needs of the community, business, and industry.

Dean, Information Technology and Services:
Fred Chow, the Dean of Information Technology and Services coordinates all instructional technology functions at the college. This includes planning, budgeting, acquisitions, equipment repair, and allocation of computer and communication services, training and development. The Dean integrates college programs with district-wide initiatives on information technology and distance learning, and monitors regulatory changes and technology trends in order to forecast the impact of those changes/trends upon West Valley College. The Dean manages the use and maintenance of the college's computer classrooms and laboratories, and oversees the new M.E. Fox Center building, the AAS Technology Center, including facilities and staff. The dean also directs the Television Operations Department and AV Support Services, and Graphics/Marketing print media for ads and publications.

Distance Learning Coordinator:
Lisa Kaaz is currently the acting Distance Learning and Instructional Technology Coordinator, organizing distance learning and the related instructional technology activities on the campus. The Coordinator collaborates with faculty to design online courses and produce instructional development projects utilizing Internet resources, including maintaining the Angel Learning course management system for all online classes.
**DIVISION CHAIRS:**
With direction from the Vice Presidents of Instruction or Student Services, or the President (or designee), the West Valley College Division Chairs coordinate administrative functions and provide support and assistance to faculty colleagues in assigned area divisional areas.

There are eight divisions at West Valley College:
- Applied Arts and Sciences (AAS)
- Business (BUS)
- Fine Arts (FA)
- Language Arts (LA)
- Physical Education (PE)
- Science and Math (SM)
- Social Sciences (SS)
- Student Services (S/SV)

Division Chairs are elected to serve consecutive three-year terms and are elected by a majority vote of the total number of full-time faculty in their divisions. The role of the Division Chairs include the following:
- Promote effective communication between the faculty within the division as well as with the Senior Office Coordinator.
- Work closely with the Senior Office Coordinator on issues related to job assignments, schedule input, and faculty load and contract deadlines.
- Encourage shared governance participation among faculty and staff.
- Create an environment of mutual trust and fairness among faculty, staff and students.

As primary leaders of instructional areas, Division Chairs accept responsibility and accountability for:
- Promoting the cultivation of proactive and creative approaches on all educational matters and concerns;
- Assuring that college-wide deadlines are met;
- Planning and conducting division meetings;
- Providing requested data/information;
- Responding to departmental needs in the division;
- Being present and involved in key governance meetings;
- Assisting with shared policy development and administration of the college;
- Assuring that the recruitment, hiring orientation and evaluation of full-time and associate members are conducted in accordance with the bargaining agreement and the Board procedures;
- Assisting in the resolution of student complaints and grievances;
- Promoting areas(s) with the college and to the external community.

The Division Chair Council (DCC) meets twice per month during the academic year. The DCC designs training session to address management issues for both Division and Department Chairs.

For a more detailed description of duties for Division Chairs, please refer to in the current ACE Collective Bargaining Agreement.

*West Valley College Faculty Handbook*  
*Section 2, Page 9*
DEPARTMENT CHAIRS:
Each department within a division has a Department Chair, who is elected annually by faculty from within their respective departments. With direction from the Office or Instruction, Dean of Instruction, or Division Chairs, the Department Chairs are responsible for the day-to-day operations and academic issues within the department. A department chair is given reassigned time for carrying out his/her duties, which include:

- Coordinating and updating course syllabi;
- Establishing close liaison with the community through advisory boards or meetings to keep current of instructional needs and possible curriculum changes;
- Preparing class schedules for the department;
- Assist in updating departmental information for the college catalog;
- Assist in the recruitment, orientation, hiring and evaluation of regular and associate instructors;
- Act as the first line of authority relative to student grievances, and inform the Division Chair of the nature, status and action taken while maintaining the professional and academic integrity and privacy of all parties involved.
- Coordinate efforts of department/program faculty to set annual goals and objectives and complete Program Review as scheduled.

For a more detailed description of duties for Department Chairs, please refer to in the current ACE Collective Bargaining Agreement.

The following pages list all current Division/Department/Administrative contacts for instructional programs as well as student services programs.

CURRICULUM COMMITTEE:
The Curriculum Committee is composed of representatives from each division in West Valley College. The committee is responsible for approving all curriculum prior to implementation. CurricUNET is the on-line system that automates the College’s curriculum development process from beginning to end.

For further information on the Curriculum Committee’s membership, charge, and processes, refer to Section 3, Page 21.
**DIVISION CHAIR COUNCIL**

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>DIVISION CHAIR</th>
<th>EXT.</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts &amp; Sciences</td>
<td>Diane Hurd</td>
<td>2110</td>
<td>AAS 1A</td>
</tr>
<tr>
<td>Business</td>
<td>Jim Henderson</td>
<td>4609</td>
<td>BUS J</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Chris Cryer</td>
<td>4013</td>
<td>FA -1A</td>
</tr>
<tr>
<td>Language Arts</td>
<td>Randy Fujishin</td>
<td>2493</td>
<td>LA 4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Joan Worley</td>
<td>2420</td>
<td>PE 1C</td>
</tr>
<tr>
<td>Science/Math</td>
<td>Rebecca Wong</td>
<td>2631</td>
<td>SM –V-4</td>
</tr>
<tr>
<td>Social Science</td>
<td>Janis Kea</td>
<td>2538</td>
<td>SS 2</td>
</tr>
<tr>
<td>Student Services</td>
<td>Carol Pavan</td>
<td>2441</td>
<td>Couns. 11</td>
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**DCC MEMBER AREA**

<table>
<thead>
<tr>
<th>MEMBER NAME</th>
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<tbody>
<tr>
<td>Academic Senate President</td>
<td>2436</td>
<td>BUS O</td>
</tr>
<tr>
<td>Vice Pres., Student Services</td>
<td>2020</td>
<td>Counseling</td>
</tr>
<tr>
<td>Classified Senate Rep</td>
<td>2183</td>
<td>Ofc. of Inst.</td>
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**INSTRUCTIONAL ADMINISTRATORS – DCC Members**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>EXT.</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>Vice President, Instruction</td>
<td>Dave Fishbaugh</td>
<td>(Fall only)</td>
<td>2052</td>
</tr>
<tr>
<td>Dean, Instruction</td>
<td>Celine Pinet</td>
<td>2140</td>
<td>Library</td>
</tr>
<tr>
<td>Dean, Career Ed.&amp; WF Dev.</td>
<td>Fred Prochaska</td>
<td>2117</td>
<td>AAS 35</td>
</tr>
<tr>
<td>Dean/Information Technology</td>
<td>Fred Chow</td>
<td>2635</td>
<td>Fox 207</td>
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</tbody>
</table>

**SR. OFFICE COORDINATORS - INSTRUCTIONAL DIVISIONS**

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>SR. OFFICE COORDINATOR</th>
<th>EXT.</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts &amp; Sciences</td>
<td>Maria Lopez</td>
<td>2013</td>
<td>AAS Div.</td>
</tr>
<tr>
<td>Business</td>
<td>Darlene Specht</td>
<td>2012</td>
<td>BUS Div.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Teri Langworthy</td>
<td>2014</td>
<td>FA Div.</td>
</tr>
<tr>
<td>Language Arts</td>
<td>Vacant</td>
<td>2016</td>
<td>LA Div.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Lisa McNiven</td>
<td>2017</td>
<td>PE Div.</td>
</tr>
<tr>
<td>Science/Math</td>
<td>Carol Rhoads</td>
<td>2018</td>
<td>SM Div.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Jennifer French</td>
<td>2019</td>
<td>SS Div.</td>
</tr>
<tr>
<td>Off. Coord./Child Studies</td>
<td>Cheryl Massa</td>
<td>2409</td>
<td>AAS: CHS</td>
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**INSTRUCTIONAL ADMINISTRATORS' ASSISTANTS**

<table>
<thead>
<tr>
<th>Role</th>
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<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>Sandy Dinh/Cora Marandino Sr. Admin. Assistant to Michael Renzi</td>
<td>4023</td>
<td>Admin.Serv.</td>
</tr>
<tr>
<td>Career Programs Center</td>
<td>Cathy Aimonetti Sr. Admin. Asst. to Fred Prochaska</td>
<td>2655</td>
<td>AAS 35</td>
</tr>
<tr>
<td>Library</td>
<td>Tanya Hanton Sr. Admin. Asst. to Celine Pinet</td>
<td>2021</td>
<td>Library</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>Sandra Carter Sr. Admin. Asst. to Fred Chow</td>
<td>2144</td>
<td>Fox 208</td>
</tr>
<tr>
<td>Office of Instruction: Curriculum, Catalog, and Class Schedules</td>
<td>Thuy Tran Administrative Specialist, Office of Instruction</td>
<td>2618</td>
<td>Couns. Bldg.</td>
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</table>
## WEST VALLEY COLLEGE - DEPARTMENT CHAIRS
### FALL, 2010

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>DEPARTMENT</th>
<th>CHAIR</th>
<th>EXT.</th>
<th>OFFICE</th>
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</thead>
<tbody>
<tr>
<td>APPLIED ARTS &amp; SCIENCES</td>
<td>Architecture/Engineering</td>
<td>Sorosh Ghahramani and Tom Sanford</td>
<td>4097</td>
<td>AAS 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4608</td>
<td>AAS 9D</td>
</tr>
<tr>
<td></td>
<td>Child Studies</td>
<td>Leslie Hotta</td>
<td>4603</td>
<td>AAS 46</td>
</tr>
<tr>
<td></td>
<td>Fashion Design</td>
<td>Tiina Keller</td>
<td>4039</td>
<td>AAS 44</td>
</tr>
<tr>
<td></td>
<td>Interior Design</td>
<td>Jane Lily</td>
<td>2081</td>
<td>AAS 9A</td>
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<tr>
<td></td>
<td>Health Care Tech.</td>
<td>Kris Gaiero</td>
<td>4019</td>
<td>AAS 1A</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
<td>Peggy Mathieson</td>
<td>4635</td>
<td>AAS 1G</td>
</tr>
<tr>
<td></td>
<td>Park Management</td>
<td>Chris Cruz</td>
<td>2622</td>
<td>AAS 37</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>Accounting</td>
<td>Randy Castello</td>
<td>2427</td>
<td>BUS M</td>
</tr>
<tr>
<td></td>
<td>General Business &amp; Real Estate</td>
<td>Heidi Diamond</td>
<td>2426</td>
<td>BUS G</td>
</tr>
<tr>
<td></td>
<td>Court Reporting</td>
<td>Jim Henderson, with duties Split among 4 Assoc.Faculty</td>
<td>BUS F</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Technology: Computer Apps, C.I.S. &amp; Digital Media/Internet</td>
<td>Pat Fenton</td>
<td>2433</td>
<td>BUS P</td>
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<tr>
<td>FINE ARTS</td>
<td>Art</td>
<td>Jason Challas</td>
<td>2542</td>
<td>FA Art 30</td>
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<tr>
<td></td>
<td>Music</td>
<td>Lou De La Rosa</td>
<td>4663</td>
<td>MU 11</td>
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<td></td>
<td>Theater</td>
<td>Brad Weisberg</td>
<td>4012</td>
<td>FA Scene Shop</td>
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<td>LANGUAGE ARTS</td>
<td>Commun. Studies</td>
<td>John Hannigan</td>
<td>2629</td>
<td>LA 4E</td>
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<td></td>
<td>English &amp; Women’s Studies</td>
<td>Leigh Burrill</td>
<td>4054</td>
<td>LA 3F</td>
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<tr>
<td></td>
<td>ESL</td>
<td>Sylvia Ortega</td>
<td>2465</td>
<td>LA 39</td>
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<td></td>
<td>Reading</td>
<td>Whitney Clay</td>
<td>2619</td>
<td>LA 20C</td>
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<td>World Languages</td>
<td>Marc Accornero</td>
<td>4011</td>
<td>LA 4D</td>
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<tr>
<td>LIBRARY</td>
<td>LIBRARY</td>
<td>Maryanne Mills</td>
<td>4661</td>
<td>Library</td>
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<tr>
<td>PHYSICAL EDUCATION</td>
<td>Athletic Director</td>
<td>Joan Worley</td>
<td>2420</td>
<td>PE 1B</td>
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<tr>
<td></td>
<td>Health Education</td>
<td>Patricia Louderback</td>
<td>4604</td>
<td>PE 1K</td>
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<tr>
<td></td>
<td>Nutrition</td>
<td>Wendy Bowers</td>
<td>4003</td>
<td>PE 1U</td>
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<tr>
<td></td>
<td>Physical Education</td>
<td>Steve McCann</td>
<td>4005</td>
<td>PE 1R</td>
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<td>SCIENCE &amp; MATH</td>
<td>Biology</td>
<td>Nathan Norris and Peter Svensson</td>
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<td>SM – V-5</td>
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<tr>
<td></td>
<td>Chemistry</td>
<td>Blaine Harrison</td>
<td>4017</td>
<td>SM 52C</td>
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<tr>
<td></td>
<td>Math</td>
<td>Gretchen Ehlers</td>
<td>2054</td>
<td>SM 4K</td>
</tr>
<tr>
<td></td>
<td>Physical Sciences</td>
<td>Lungyee Lin</td>
<td>4658</td>
<td>SM 4E</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>Admin. of Justice, Poli Sci &amp; Humanities</td>
<td>Jim Smith and Nichola Gutierrez</td>
<td>2553</td>
<td>A/J Building</td>
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<tr>
<td></td>
<td>Anthropology &amp; Geography</td>
<td>Andrew Kindon and Joe Hasty</td>
<td>2554</td>
<td>SS 1A</td>
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<tr>
<td></td>
<td>Economics, Sociology &amp; Photography</td>
<td>Janis Kea, Tom DeDen &amp; Brian Tramontana</td>
<td>2538</td>
<td>SS 1D</td>
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<tr>
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<td>History</td>
<td>Stephen Juarez</td>
<td>2556</td>
<td>SS 2C</td>
</tr>
<tr>
<td></td>
<td>Psychology &amp; Philosophy</td>
<td>Jose Bautista and Don Ciraulo</td>
<td>2492</td>
<td>SS 2E</td>
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<td>MU 5</td>
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### WEST VALLEY COLLEGE – STUDENT SERVICES
#### FALL, 2010

#### STUDENT SERVICES

<table>
<thead>
<tr>
<th>Role</th>
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<th>Phone</th>
<th>Department</th>
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<tbody>
<tr>
<td>VP of Student Services</td>
<td>Victoria Hindes</td>
<td>2020</td>
<td>Counseling</td>
</tr>
<tr>
<td>Coordinator/Interim Asst. to VP</td>
<td>Angela Sias</td>
<td>2119</td>
<td>Counseling</td>
</tr>
<tr>
<td>Dean, Student Support Services</td>
<td>Ginny Aragon</td>
<td>2002</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Sr. Admin. Asst. to Dean</td>
<td>Azar Babakan</td>
<td>2080</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Position Vacant</td>
<td></td>
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</tr>
<tr>
<td>Adm. &amp; Records Supervisor</td>
<td>Barbara Ogilvie</td>
<td>4630</td>
<td>A&amp;R</td>
</tr>
<tr>
<td>Financial Aid Director</td>
<td>Maritza Cantarero</td>
<td>2611</td>
<td>A&amp;R</td>
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<tr>
<td>Financial Aid Supervisor</td>
<td>Lien Pham</td>
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<tr>
<td>Outreach Director</td>
<td>Joe McDevitt</td>
<td>4643</td>
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#### COUNSELING DEPARTMENT

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<thead>
<tr>
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<tbody>
<tr>
<td>Counseling Dept. Chair</td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>Assessment Coordinator &amp; Curriculum Chair</td>
<td>LeAnn McGinley</td>
<td>2402</td>
<td>Couns. 23</td>
</tr>
<tr>
<td>Athletic Counselors</td>
<td>Wanda Wong</td>
<td>2528</td>
<td>Couns. 14</td>
</tr>
<tr>
<td></td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>International Students -Coordinators</td>
<td>Wanda Wong</td>
<td>2528</td>
<td>Couns. 14</td>
</tr>
<tr>
<td></td>
<td>Sara Patterson</td>
<td>2694</td>
<td>Couns. 13</td>
</tr>
<tr>
<td>Middle College Program - High School Instructors</td>
<td>Annie Blank and Josh Hancock</td>
<td>2529</td>
<td>Couns. 12</td>
</tr>
<tr>
<td>Middle College Counselor – WVC</td>
<td>Carol Pavan</td>
<td>2441</td>
<td>Couns. 11</td>
</tr>
<tr>
<td>PUNTE Program</td>
<td>Melissa Salcido</td>
<td>2102</td>
<td>Couns. 9</td>
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<tr>
<td>SUCCESS Program</td>
<td>Carolyn Nash</td>
<td>2608</td>
<td>Couns. 8</td>
</tr>
<tr>
<td>Transfer Center/Career Resources</td>
<td>Tom Golbetz</td>
<td>4022</td>
<td>Couns. 18</td>
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#### STUDENT SERVICES - SPECIAL PROGRAMS

<table>
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<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Program</th>
</tr>
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<tbody>
<tr>
<td>CalWORKs Program - Counselor</td>
<td>Marta Mora Evans</td>
<td>4007</td>
<td>AAS-35</td>
</tr>
<tr>
<td>Campus Center Director</td>
<td>Michelle Donohue-Mendoza</td>
<td>2185</td>
<td>Campus Center</td>
</tr>
<tr>
<td>Office Coord. – Campus Center</td>
<td>Yalem Lakew</td>
<td>2006</td>
<td>Campus Center</td>
</tr>
<tr>
<td>DESP (Disability &amp; Ed. Support Program)</td>
<td>Cheryl Miller, Coordinator</td>
<td>2620</td>
<td>LS; DESP</td>
</tr>
<tr>
<td>Sr. Office Coordinator. – DESP</td>
<td>Colleen Butterfield</td>
<td>3010</td>
<td>LS; DESP</td>
</tr>
<tr>
<td>Educational Transition Director</td>
<td>Elise Johnson</td>
<td>2606</td>
<td>LS; ET</td>
</tr>
<tr>
<td>Admin. Assistant - ET</td>
<td>Bernie Walker</td>
<td>4030</td>
<td>LS; ET</td>
</tr>
<tr>
<td>EOPS Director</td>
<td>Irene Serna</td>
<td>2593</td>
<td>EOP</td>
</tr>
<tr>
<td>Health Services Director</td>
<td>Becky Perelli</td>
<td>2159</td>
<td>Health Services</td>
</tr>
<tr>
<td>Admin. Asst. – Health Services</td>
<td>Rachel Metz</td>
<td>2142</td>
<td>Health Services</td>
</tr>
</tbody>
</table>
FINANCE DEPARTMENT

Ed Maduli
Vice Chancellor
Administrative Services

Christina Booth
Senior Executive Assistant

Linda Francis
Director, Fiscal Services

Vacant
Accounting Manager

Christine Gray
Financial Assistant (80%)
Accounts Payable

Sue-z Gaskin
Financial Assistant
Accounts Payable

Vacant
Budget Manager

Vacant
Principal Financial Analyst

Cher Vinson
Financial Assistant Accounts Payable

Alice Fuentes
Financial Technician

Pari Sadri
Payroll Supervisor

Jeanette Froelich
Payroll Technician

Virginia Mitchell
Financial Technician

Susan Hutton
Principal Accountant

Vacant
Payroll Technician

WVC Faculty Handbook, Section 2, Page 18

08/2010
West Valley-Mission Community College District
14000 Fruitvale Avenue
Saratoga, CA

HUMAN RESOURCES

Bradley Davis
Associate Vice Chancellor

Vacant
Director of Human Resources

Francine Caracciolo
Executive Coordinator

Barbara Brundage
Faculty Specialist - MC

Rose Schultz
Classified Specialist (A-L)

Karen Ostrowski
Recruitment Specialist

Genina Gonzales
HR Assistant
NCE's & STSPE's

Quyen Lenshoek
Faculty Specialist - WV

Kelly Murphy
Classified Specialist (M-Z)

Lucy Clementi
Benefits Specialist

03/18/2010
Vacant
Director of Human Resources

Bradley Davis
Associate Vice Chancellor

Vacant
Administrative Specialist Personnel (WV)

Francine Caracciolo
Executive Coordinator

Barbara Brundage
Faculty Specialist - MC

Quyen Lenshoek
Faculty Specialist - WV

Rose Schultz
Classified Specialist (A-L)

Gloria Gutierrez
Classified Specialist (M-Z)

Christopher Teresi
Recruitment Specialist

Venita Atwal
Benefits Specialist

Michael Renzi
Vice President, Administrative Services (WV)

Nancy Parker-Cornejo***
Administrative Specialist Personnel (MC)

Worku Negash
Vice President, Administrative Services (MC)

***Supervision: Macro direction will be provided by Human Resources; day-to-day supervision (schedules, vacations, etc.) are approved by the local supervisor in consultation with Human Resources.
HUMAN RESOURCES

Bradley Davis
Associate Vice Chancellor

Michael Renzi
Vice President,
Administrative Services (WV)

Worku Negash
Vice President,
Administrative Services (MC)

Vacant
Director of Human
Resources

Vacant
Administrative Specialist
Personnel (WV)

Vacant
Administrative Specialist
Personnel (MC)

Francine Caracciolo
Executive Coordinator

Barbara Brundage
Faculty Specialist - MC

Quyen Lenshoek
Faculty Specialist - WV

Rose Schultz
Classified Specialist (A-L)

Gloria Gutierrez
Classified Specialist (M-Z)

Christopher Teresi
Recruitment Specialist

Venita Atwal
Benefits Specialist

Nancy Parker-Cornejo***
Administrative Specialist
Personnel (MC)

***Supervision: Macro direction will be provided by Human
Resources; day-to-day supervision (schedules, vacations,
etc.) are approved by the local supervisor in consultation
with Human Resources.
WEST VALLEY COLLEGE: STUDENT SERVICES ORGANIZATION CHART
Revised 7/2010

STUDENT SERVICES REPORTING STRUCTURE

Dr. Victoria A. Hindes
Vice President, Student Services

Ginny Aragon
Dean of Student Support

Matriculation/Student Success
Director (40%)
Dr. Angelica Bangle

Counseling Dept.
Chair (.5FTE)

Transfer Center
Coordinator (.5FTE)

Director of Admissions & Records
(Vacant)

Director of Health Services
Becky Perelli

Director of Financial Aid
Maritza Cantarero

DESP Coordinator
Cheryl Miller

Student Recruitment Supervisor
Joe McDevitt

Director of Student Activities
Dr. Michelle Donohue

EOPS Director
Irene Serna

ET Coordinator/Counselor
Elise Johnson

Director of Financial Aid
Maritza Cantarero

DESP Coordinator
Cheryl Miller

Student Recruitment Supervisor
Joe McDevitt

Director of Student Activities
Dr. Michelle Donohue

VP Direct Responsibility
Counseling
- International Students
- Matriculation/Student Success
- Orientation
- Puente
- SUCCESS
- Transfer Center
- Challenges

Admissions & Records
Tutorial
Health Services
Assessment
Student Discipline/Student Issues
**Proposed TRIO Grant Program

Dean of Student Support
Direct Responsibility
Financial Aid
Veterans Program
Student Recruitment (Outreach Program)
K-16 Bridge Program
DESP Program
EOPS Program
ET Program
Student Activities/Campus Center

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Associate Librarians:
- Judith Girardi
- Sharon Kelly
- Susan Ma
- Angie Miraflor
- Pam Parker
- Michele Rowic
- Aloha Sargent
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/

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 proceeding 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

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 h/wk, 1 d/wk</td>
<td>60 min</td>
<td>70 min</td>
<td>75 min</td>
<td>85 min</td>
<td>95 min</td>
<td>125 min</td>
<td>150 min</td>
<td>190 min</td>
</tr>
<tr>
<td>0 breaks</td>
<td>0 breaks</td>
<td>0 breaks</td>
<td>0 breaks</td>
<td>0 breaks</td>
<td>1 break</td>
<td>1 break</td>
<td>2 breaks</td>
<td>3 breaks</td>
</tr>
<tr>
<td>1.0 hrs</td>
<td>1.4 hrs</td>
<td>1.5 hrs</td>
<td>1.7 hrs</td>
<td>1.9 hrs</td>
<td>2.3 hrs</td>
<td>2.8 app. hrs</td>
<td>3.4 hrs</td>
<td>4.5 hrs</td>
</tr>
</tbody>
</table>

### Class Schedule

- **A** 7:45 AM to 8:15 AM
  - 8:15 AM to 8:45 AM
  - 8:45 AM to 9:00 AM
  - 9:00 AM to 9:10 AM
  - 9:10 AM to 9:50 AM
  - 9:50 AM to 10:15 AM
  - 10:15 AM to 10:55 AM
  - 10:55 AM to 12:00 PM

- **B** 9:20 AM to 10:15 AM
  - 10:15 AM to 10:45 AM
  - 10:45 AM to 11:25 AM
  - 11:25 AM to 11:50 AM
  - 11:50 AM to 12:30 PM
  - 12:30 PM to 1:35 PM

- **C** 10:55 AM to 12:00 PM
  - 12:00 PM to 12:20 PM
  - 12:20 PM to 1:00 PM
  - 1:00 PM to 1:25 PM
  - 1:25 PM to 2:05 PM
  - 2:05 PM to 3:10 PM

- **D** 12:30 PM to 1:15 PM
  - 1:15 PM to 2:05 PM
  - 2:05 PM to 2:35 PM
  - 2:35 PM to 3:00 PM
  - 3:00 PM to 3:40 PM
  - 3:40 PM to 4:45 PM

- **E** 2:05 PM to 3:00 PM
  - 3:00 PM to 3:35 PM
  - 3:35 PM to 4:10 PM
  - 4:10 PM to 4:35 PM
  - 4:35 PM to 5:15 PM
  - 5:15 PM to 6:20 PM

- **Eve** 6:00 PM to 7:00 PM
  - 7:00 PM to 7:15 PM
  - 7:15 PM to 7:25 PM
  - 7:25 PM to 8:05 PM
  - 8:05 PM to 9:10 PM

- **Eve** 6:30 PM to 7:00 PM
  - 7:00 PM to 7:15 PM
  - 7:15 PM to 7:25 PM
  - 7:25 PM to 8:05 PM
  - 8:05 PM to 9:00 PM

- **Eve** 6:40 PM to 7:00 PM
  - 7:00 PM to 7:15 PM
  - 7:15 PM to 7:25 PM
  - 7:25 PM to 8:05 PM
  - 8:05 PM to 9:10 PM

- **Eve** 6:50 PM to 7:00 PM
  - 7:00 PM to 7:15 PM
  - 7:15 PM to 7:25 PM
  - 7:25 PM to 8:05 PM
  - 8:05 PM to 9:10 PM

---

**Spring 2011**
WVC Guidelines
2011 Wintersession Schedule of Classes

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

Lecture or Lab

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

Hours by Arrangement

<table>
<thead>
<tr>
<th>Weekly hrs by arr in 17.5 week term</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly hrs by arr in wintersession</td>
<td>4.5</td>
<td>9</td>
<td>13.5</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total hrs by arr in wintersession</td>
<td>18</td>
<td>36</td>
<td>54</td>
<td>72</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.]

<table>
<thead>
<tr>
<th>Day Blocks (95 minutes each)</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>7:45</td>
<td>9:20</td>
<td>10:55</td>
<td>12:30</td>
<td>2:05</td>
</tr>
</tbody>
</table>

Classes may not start before 8:30 a.m.

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

<table>
<thead>
<tr>
<th>Hours in 17.5-Week Semester</th>
<th>Sessions per week</th>
<th>Scheduling Guidelines</th>
</tr>
</thead>
</table>
| 1 hr/wk                     | 1 day/wk          | Days: M, T, W, Th, F, or Sa  
Start times: Any block start time  
Duration: 65 minutes, no breaks  
Stop times: See the Start/Stop Time Scheduling Grid  
Contact hours: 1.0 hours per day, 16.0 hours per semester |

| 2 hr/wk                     | 1 day/wk          | 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 Start/Stop Time Scheduling Grid  
Contact hours: 3.4 hours per day, 54.4 hours per semester |

| 2 days/wk                   |                    | 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 Start/Stop Time Scheduling Grid  
Contact hours: 1.7 hours per day, 54.4 hours per semester |

| 3 hr/wk                     | 1 day/wk          | 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 Start/Stop Time Scheduling Grid  
Contact hours: 3.4 hours per day, 54.4 hours per semester |

| 2 days/wk                   |                    | 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 Start/Stop Time Scheduling Grid  
Contact hours: 1.7 hours per day, 54.4 hours per semester |
<table>
<thead>
<tr>
<th>Sessions per week</th>
<th>Scheduling Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 hr/wk</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1 day/wk</strong></td>
<td></td>
</tr>
<tr>
<td>Days:</td>
<td>M, T, W, Th, F, or Sa</td>
</tr>
<tr>
<td>Start times:</td>
<td>Any block start time</td>
</tr>
<tr>
<td>Duration:</td>
<td>255 min per day, includes three 10-minute breaks</td>
</tr>
<tr>
<td>Stop times:</td>
<td>See the <em>Start/Stop Time Scheduling Grid</em></td>
</tr>
<tr>
<td>Contact hours:</td>
<td>4.5 hours per day, 72 hours per semester</td>
</tr>
</tbody>
</table>

| **2 days/wk**     |                       |
| Days:             | MW, TTh, MF, TF, WF or ThF |
| Start times:      | Pattern 1: 7:45, 10:15, 12:30, and 3:00 |
|                    | Pattern 2: 8:30, 10:55, 1:15, and 3:45 |
| Duration:         | 125 minutes per day, includes one 10-minute break |
| Stop times:       | See the *Start/Stop Time Scheduling Grid* |
| Contact hours:    | 2.3 hours per day, 73.6 hours per semester |

| **3 days/wk**     |                       |
| Days:             | MWF, TThF, MTW, MWTh, TWTh, or MTTh |
| Start times:      | Any block start time |
| Duration:         | 75 minutes per day, no breaks |
| Stop times:       | See the *Start/Stop Time Scheduling Grid* |
| Contact hours:    | 1.5 hours per day, 72 hours per semester |

| **5 hr/wk**       |                       |
| **2 days/wk**     |                       |
| Days:             | MW, TTh, MF, TF, WF or ThF |
| Start times:      | Any block start time |
| Duration:         | 150 minutes per day, includes one 10-minute break |
| Stop times:       | See the *Start/Stop Time Scheduling Grid* |
| Contact hours:    | 2.8 hours per day, 89.6 hours per semester |

| **3 days/wk**     |                       |
| Days:             | MWF, TThF, MTW, MWTh, TWTh, or MTTh |
| Start times:      | 7:35 a.m., or block start times D or E |
| Duration:         | 95 minutes per day, no breaks |
| Stop times:       | See the *Start/Stop Time Scheduling Grid* |
| Contact hours:    | 1.9 hours per day, 91.2 hours per semester |

| **4 days/wk**     |                       |
| Days:             | MTWTh |
| Start times:      | Any block start time |
| Duration:         | 70 minutes per day, no breaks |
| Stop times:       | See the *Start/Stop Time Scheduling Grid* |
| Contact hours:    | 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 of 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.

<table>
<thead>
<tr>
<th>Weekly Hrs in 17.5-Week Semester</th>
<th>Sessions per Week</th>
<th>16-Week Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Minutes per Session</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>125</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>190</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>85</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>255</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>125</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>320</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>150</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>95</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>70</td>
</tr>
</tbody>
</table>

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.

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

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:

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

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/
ACADEMIC FREEDOM

4.9 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.

4.9.1 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.
4.9.2 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.

4.9.3 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:

Add Code Slip via the Web

| Course and Section # | ADD CODE # | (Only issued by Instructor, e.g. – CHS 63 - #1234) |

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 date. For the Fall 2010 semester, that is September 10, 2010.)

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 “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)
- 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).

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. 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
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:

<table>
<thead>
<tr>
<th>Life Threatening Emergency (any type)</th>
<th>9-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9-1-1</td>
</tr>
<tr>
<td></td>
<td>Dial 911 from any campus phone or from any pay phone. From cell phone, dial: 408-299-2311.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Police (in non-life threatening situations)</th>
<th>299-2311</th>
</tr>
</thead>
<tbody>
<tr>
<td>For County Communications</td>
<td></td>
</tr>
<tr>
<td>Request a West Valley College Police Officer</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Health Services</th>
<th>Ext. 4000 (urgent response)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse to help with first aid, assessment and accident reports.</td>
<td>Ext. 2027 (info, appointments, etc.)</td>
</tr>
<tr>
<td></td>
<td>8:30 am – 7:00 pm, Mon. – Thurs.</td>
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<tr>
<td></td>
<td>10:00 am – 4:00 pm on Fridays</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Safety Escort Service</th>
<th>Ext. 2092</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided 4 – 10 pm, Monday-Thursday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counseling Department</th>
<th>Ext. 2009</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Facility Problems</th>
<th>Ext. 4121</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Facility Office is closed, call the Evening Supervisor or District Police</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening Supervisor</th>
<th>(408) 593-2086</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 – 10 pm, Monday -Thursday</td>
<td></td>
</tr>
</tbody>
</table>

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 friends 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
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

Other Emergency Resource Contacts:

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

(continued)
<table>
<thead>
<tr>
<th>CR</th>
<th>Credit (satisfactory): units awarded</th>
<th>Not counted</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory)</td>
<td>Not counted</td>
</tr>
<tr>
<td>I</td>
<td>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.</td>
<td>Not counted</td>
</tr>
<tr>
<td>IP</td>
<td>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.</td>
<td>Not counted</td>
</tr>
<tr>
<td>RD</td>
<td>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&amp;R Office. It is to be replaced by a permanent symbol as soon as possible.</td>
<td>Not counted until permanent grade symbol is issued.</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
<td>Not counted</td>
</tr>
<tr>
<td>MW</td>
<td>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.</td>
<td>Not counted</td>
</tr>
</tbody>
</table>

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  -- 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

Refer to the next page (Section 3, Page 45) for a flow chart indicating the West Valley College procedure for student behavior concerns.
WEST VALLEY COLLEGE PROCEDURE FOR
STUDENT BEHAVIOR CONCERNS

Violent or Threatening Behavior; Criminal Act

Disruptive Behavior

Student Emergency/Crisis or Personal Concern

Campus Police

Classroom instructor consultation with student; Formal warning

Student Health Services (Student Intervention team)

Counseling

Option: Remove student from that class and next class (Ed Code)* Report to VPSS

Referral to resources

Division Chair/Dean consultation

VP SS for Appropriate Action

Status report provided to VP SS who will update dept/instructor
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 grad 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.
SECTION 4

FACULTY SUPPORT SERVICES
SECTION 4

FACULTY SUPPORT SERVICES

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AV/TV EQUIPMENT AND MEDIA SERVICES

AV Services provides the college community with AV equipment and technicians, free of charge, for various events and presentations. Priority for covering events will be based on a first come, first served basis. There is no charge for this service except when additional staff, equipment or supplies must be hired, rented or purchased. The Television Operations Department, AV Support Services, Instructional Development Services, and Library Media Services offer equipment, staff assistance, and production facilities to support instructional and college related activities.

- Services available: Dell or Mac laptops, LCD projectors, TVs, DVD players, sound systems (microphones, mixers, speakers, amps, recorded music from an iPod).

- For recording of your event, either audio or video, please complete the Multimedia Production Request Form.

- AV EQUIPMENT SERVICES
- TV/VIDEO EQUIPMENT CHECKOUT
- DVD/VIDEO DUBBING
- OFF-AIR OR SATELLITE RECORDING

AV EQUIPMENT SERVICES

AV/TV Operations provides support for AV equipment. If there are any problems with the equipment in your classroom, call ext. 2032, the AV Hotline. Staff will respond as quickly as possible to your request but rely on your help to keep things running. Make sure all equipment is plugged in and there is power to the outlet. Familiarize yourself with the equipment in your classroom(s). If a bulb is out, check inside the machine for a spare or with the division senior office coordinator to see if spare bulbs are available in the division office.

If you borrow a piece of equipment from another room to replace your non functioning equipment please return the replacement piece after your class is done and report the problem ASAP at ext. 2032. Borrowing equipment from another room and not returning it can cause a domino effect of problems for other faculty and students.

**PLEASE MAKE SURE ALL LCD PROJECTORS ARE TURNED OFF AT THE END OF YOUR CLASS. REPLACEMENT BULBS COST MANY HUNDREDS OF DOLLARS.**

AV/TV EQUIPMENT CHECKOUT

Equipment is available for short-term loan to Faculty and Staff. Please call ext. 2032 to reserve the equipment at least 24 hours in advance.

- RECORDING EQUIPMENT
  - Camcorders
  - Lighting Kits
  - Tripods
  - Microphones

- PRESENTATION TOOLS
  - Laptops
  - LCD projectors
  - Sound systems
You can download a pdf of the **AV SERVICES REQUEST FORM** from the following link:

**TV PRODUCTION SERVICES**
TV and video production services are provided to the college, for instructional and promotional TV, video, or web based programs. Audio and video recording services are also available to record guest lectures and special events. Priority for productions will be based on the following criteria: educational value, promotional value and urgency. Requester is responsible for getting clearance from any speakers who will be recorded and obtaining a signature on our model release form.

**NOTE:** For production services please fill out a TV/Video Production Request Form available through the Multimedia Coordinator, Scott Ludwig, ext. 2031, or you may download a pdf copy from the following web link:  

Once completed and signed by your department and division chairs the request will be processed through this office and sent for approval to the Dean of Information Technology and Services. Once approved you will be contacted to arrange pre-production meetings and a shoot schedule.

**DVD/VIDEO TAPE DUBBING**
TV Operations offers DVD or VHS duplicating services of non-copyrighted or copyright released material.

**OFF-AIR OR SATELLITE RECORDING**
Recording of off-air or satellite programs in accordance with copyright guidelines.

**FEES:** License fees for any broadcast are the responsibility of the requester.

**VIDEO TAPING - Single camera event recording**
TV Operations Staff are available to videotape college events. Upon completion of the taping you will receive one copy. Additional copies for the library AV reserve desk can be made.

**VIDEO TAPING - Multi camera studio and remote productions**
TV Operations has a full production package available for multi camera onsite videotaping of College events. Please fill out a production request form as mentioned above.

**VIDEO EDITING AND GRAPHICS**
Non linear digital editing systems are available to staff, students and instructors in or near the TV office. Call x2032 for more info.
VIDEOCONFERENCING
The College operates a portable videoconferencing system that uses the internet to connect to distant sites. Because of the nature of the internet connection there are limited sites on campus that can accommodate the video conference. Currently the TV Studio, the ILC, The Ranganathan Room, in the library, and the Club Room, in the Campus Center, are configured for videoconferencing. Videoconferences can be one on one or support a campus group of up to 50 people. Contact Scott Ludwig at ext. 2031 for more information.

INSTRUCTIONAL DEVELOPMENT SERVICES
The IDS staff provides tools and expertise to facilitate the following media production: lamination of maps, charts, etc., slide duplication, photography from books and magazines, dry mounting and overhead transparency production. Staff will also assist faculty in the overall design of their courses and course materials. They will also assist and advise on the creation of web pages.

AV/TV OPERATIONS STAFF
Scott Ludwig Multimedia Operations Coordinator 741-2031
Alfred Yee Classroom Technology Specialist 741-2167
AV Services Hotline 741-2032

INSTRUCTIONAL DEVELOPMENT STAFF
Lisa Kaaz Distance Learning Coordinator 741-2065
Carl Jones Graphic Designer 741-2647

LIBRARY MEDIA SERVICES
AV media (DVD, video, film, audio media, etc.) for instructional purposes (for preview, loan, rental, or purchase) is available through the Library. Call the AV Circulation Desk at ext. 2624 for details.
Janet Lin Library/Media Technician 741-2623
Katy Lienhart Library/Media Technician 741-2624

MEDIA SERVICES ADMINISTRATION
Fred Chow Dean, Information Technology and Services 741-2635
Celine Pinet Dean, Office of Instruction 741-2140
BOOKSTORE

TEXTBOOKS, INSTRUCTIONAL PACKAGES, and TEXT REQUISITIONS:

Please be aware that our Campus Bookstore has moved to a new temporary location during the 2010-11 academic year to accommodate a renovation of the Campus Center. The temporary location is east corridor of the Applied Arts and Sciences Building.

The Viking Bookstore is contracted through Barnes and Noble.
Manager: Steve Higginbotham, ext. 2664

Faculty are responsible for the selection of textbooks for their classes, consistent with departmental and College guidelines. Selection of new textbooks now must be done at the time the class schedule is assembled for the following semester. This will allow textbooks to be ordered by the Bookstore for arrival prior to the beginning of the new semester and be in compliance with the new HEOA (Higher Education Opportunity Act) regulations. (See page 7 in this section.) Also, this will help leverage the more cost effective used textbook distribution for keeping prices low for our students.

The College has a "book loan" program administered through the Admissions and Records office whereby students are loaned money to purchase their textbooks and then repay that loan. There are also textbooks held on reserve in the Library for student use.

Faculty who need to have instructional packages available to students for purchase in the bookstore, (simple, stapled, 3-hole punched, plastic wrapped instructional packages), should:

• Contact the Bookstore Manager at ext. 2664 for planning purposes;
• Provide a camera-ready master;
• Be prepared to sign a form acknowledging copyright responsibility;
• Process a Text Requisition that shows the Bookstore as the publisher;
• Allow at least six (6) weeks for publication.

The fall 2010 schedule has been uploaded to the bookstore’s online textbook ordering site, and orders can be placed online. As the college makes progress to enhance the textbook ordering process, and meet the federal HEOA requirements online orders for texts will help meet these requirements.

Online Orders:

1) Submitting online book: please log in, fill out the information in the 5 step process. Once the book order is completed and submitted, you will receive an email confirmation that the bookstore received your order.

2) Use the following link to submit your order online:
https://secure.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView
Manual Orders:
1) Please look at the book order form (available from the Division Office Senior Office Coordinator) to verify the correct book information prior to placing the order. Enclosed you’ll find last year’s book order list. You are welcome to use this information.

2) On the book order form, fill out the estimated enrollment, section #, and course # work with other faculty to see whether orders can be grouped if the textbook is the same.

3) Circle the required or recommended option listed on the form.

4) Important: Sign the book order form with your contact information (home, cell or email)

5) Send the book order form to the bookstore or fax it in 408-867-2542

Or if you are having trouble, please feel free to submit your order to Tina or Steve at the bookstore via email:

Tina: TM361@bncollege.com
Steve: Steve_Higginbotham@westvalley.edu

Tina or Steve can also assist with textbook pricing.

Please refer to HEOA Textbook information table on the next page.
**HEOA (Higher Education Opportunity Act - 2008)**

**SEC. 112. TEXTBOOK INFORMATION.**

| PURPOSE AND INTENT | This bill affects every college in the USA that receives any federal funds. The purpose of this section is to ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials. It is the intent of this section to encourage all of the involved parties, including faculty, students, administrators, institutions of higher education, bookstores, distributors, and publishers, to work together to identify ways to decrease the cost of college textbooks and supplemental materials for students while supporting the academic freedom of faculty members to select high quality course materials for students.

| COURSE SCHEDULES | To the maximum extent practicable: 1. ISBN and Retail Price must be listed on the college’s internet course schedule or linked from the schedule to another appropriate web site such as the bookstore. 2. If ISBN is not known the author, title, and copyright date must be posted. 3. If the college determines this information is not available or posting this information is not practical, then the college must post “to be determined” for any such affected course.

| INFORMATION FOR COLLEGE BOOKSTORES | All colleges must supply this information to their bookstore(s): 1. The course schedule for the next term 2. The adoption information. 3. The number of students enrolled 4. The maximum student enrollment for such course or class.

| ADDITIONAL INFORMATION | If a college has these programs they are encouraged to publicize information about them. 1. Available programs for renting textbooks or for purchasing used textbooks; 2. Available guaranteed textbook buy-back programs; 3. Any available institutional alternative content delivery programs; or 4. Other available cost-saving strategies.

| GAO REPORT | The GAO report must examine and report on: 1. The availability of textbook information on course schedules. 2. Have Publishers made pricing information available to faculty. 3. The use of bundles 4. The implementation of this law by colleges and the costs and benefits to the institutions and students for doing so.

| RULE OF CONSTRUCTION | Institutional Autonomy and Faculty Academic Freedom to choose books remains unimpeded by this law.

| NO REGULATORY AUTHORITY | The Education Department may NOT promulgate any regulations regarding this law as it applies to textbooks. What is written is to be interpreted just as it is written.

| EFFECTIVE DATE | July 1, 2010 (The effective date applies to this section only)

For a complete set of HEOA regulations, contact the Office of Instruction, ext. 2183, or the office of Administrative Services, ext. 4023.
COMMUNITY EDUCATION
The Community Education provides non-credit fee based courses classes and special events. Courses are created and implemented to respond to community needs outside of traditional credit programs. In addition to non-credit courses, Community Education offers on-line courses, College for Kids, a Tennis Academy, Senior Classes and the WVC Travel Club. It also administers programs eligible for State-support, such as Classes for Older Adults, and Childbirth and Parenting classes.

Community Education is located in the Gerlani House, just behind the Applied Arts and Sciences Building. Refer to this web page for a map showing the location:
http://www.westvalley.edu/ce/location.html

Phone: (408) 741-2096

Also, refer to the Community Education Website: http://www.westvalley.edu/ce/

COPY MACHINES
Copy machines for faculty use are located in each Division Office. Faculty can contact their Division’s Senior Office Coordinator or Department Chair for the appropriate “PIN” number to access copier usage. Division Office copiers are to be used for quick "walk-up" convenience copying. Jobs requiring over 50 copies should be submitted to Printing Services. All staff members are encouraged to used the online option for Printing Services. (See ‘PRINTING SERVICES” listed alphabetically in this section.)

Legal size paper (8-1/2" x 14") will be available in white only. The operating instructions are posted on each copy machine.

Refer to “Copyright Guidelines” in Section 3, Page 22.

CUSTODIAL SERVICES
District custodial services are provided on a regular basis. For any additional maintenance or repair services, or if you wish to move furniture or equipment, notify the Division’s Senior Office Coordinator. Requests for services are approved by the Division Chair and forwarded to the District Facilities Office. Requests or notification of immediate facilities concerns can be made through calling the Facilities Office, ext. 4121.

EVENING SUPERVISION
During each semester, Evening Supervision is be provided by college administrators and assigned faculty, Monday-Thursday from 6:00-10:00 p.m. Faculty may reach Evening Supervisors by calling the cell phone number: (408) 593-2086. This number is only to be called during the Evening Supervisor’s on-duty hours of 6:00-10:00 p.m. to report problems with facilities or other concerns.
TO REPORT AN ABSENCE AND CANCELLATION OF A CLASS:
Faculty that teach evening classes must call their Division Office by 3:45 p.m. to report an absence due to illness or any other reason for that evening. After 3:45, faculty can dial 741-2150, and leave a detailed message for the Evening Supervisor so that a cancellation notice may be posted on the classroom door at 6:00 p.m. or later.

For faculty that teach as Saturday class and need to cancel, they must call their Division Office before 3:45 p.m. on Friday and leave a detailed message. If after 3:45 on Friday, the faculty member must call all of his/her students to let them know the Saturday class is canceled. There is no Saturday Supervisor on duty.

IN AN EMERGENCY SITUATION:
In an emergency (threat to person or property), call 911. In a non-emergency situation that requires police assistance, call 9-299-2311, and ask for a West Valley Police Officer. Escort Services are available if arrangements are made 24 hours in advance by calling Ext. 2092.

INSTRUCTIONAL SUPPLIES & EQUIPMENT
All instructional supplies are furnished through the division office and may be requested from the Senior Office Coordinator. All instructional equipment must be included in the appropriate department/division budget. Equipment needs are to be researched and planned by the faculty member, and requests are submitted to the Division Chair. This will be incorporated into the department planning and reflected in its Program Review.

INFORMATION SYSTEMS FOR THE DISTRICT
District Information Systems Department is responsible for the Administrative Systems (hardware and software) utilized by both colleges (Mission and West Valley) as well as the District Offices. This includes on-going support of the existing systems, as well as the planning and implementation of new systems and infrastructure. The Information Systems Organization is currently organized into three groups:

- Application Development and Support
- Operations
- Microcomputer Support

Application Development and Support
The Districts primary application system is Datatel, which includes Financial Systems, Purchasing, Human Resources, Financial Aid, Student/Course Management, Student Registration, Curriculum Mgmt, Academic Records, etc. State and Federal mandated reporting is another key area of responsibility.

Desktop Support
This group is responsible for support the more than 1000 personal computers used by the faculty and staff throughout this District. The scope of responsibility includes support of Mac and PC hardware, as well as software and printer support.
Operations
Information Systems Operations manages the District Network, Server Operations, Data Center, and Telephone systems. The District network provides access to the Internet, E-mail, and other applications such as Datatel and SARs. The servers that are managed include HP 9000 HP-UX for Datatel, Sun Solaris for E-Mail and other network services. In addition there are many other servers that provide file sharing, printing, department applications (e.g. Meeting Maker), and Web servers. The voice network includes telephones, wiring, voicemail, PBX, and telecom vendor management.

IS HELP DESK: Ext. 2696

For information on e-mail, web mail, voice mail, directory services, Datatel and work order requests, refer to the intranet support site: P.A.R.I.S. (Planning and Resource Information System) - http://paris
Click on "Employee Handbook for Information Systems" (6th link listed)

INSTITUTIONAL SUPPORT: Keys, Mail, Phones, E-mail

KEYS
The Division Office Senior Office Coordinator can submit an online work order request for any needed keys. For all requests, indicate:
- Date of request
- Faculty name
- Faculty office location
- Faculty office phone extension
- Key number requested (determined by Department Chair)
- Approval by Department Chair
- Approval by Budget Administrator - Division Chair (if different)

The division office Senior Office Coordinator will be notified when the key(s) are ready to be picked up.

The faculty requester will go to the Maintenance & Plant Operations office, (located in Parking Lot #7), in person to pick up the keys. The requestor’s signature and photo identification are required.

MAIL
Inter-Office Mail: Inter-Office mail should always be placed in Inter-Office mail envelopes available from the division office. Print the name or department and campus on the Inter-Office Envelope.

U.S. Mail: All outgoing U.S. mail must be clearly addressed and must include the zip code. The sender's name and department must appear above the District or College return address.

Special Mail: For special mail services including bulk mail, registered mail, mail to be wrapped or packaged, see your Division’s Senior Office Coordinator.
Foreign Mail: Please paper clip a large identification note or affix a “Post-it” to the front of all outgoing mail destined for foreign countries to identify it as foreign mail needing additional postage.

Faculty mailboxes are located in their respective Division offices and are an important means for college/student communication. Faculty should make it a habit to check their mailbox before each class meeting. Many important documents are routinely placed in mailboxes, e.g., class rosters, correspondence, assignments, etc.

**PHONES**

Faculty can retrieve phone messages through voice mail. Associate faculty members should request a Voice Mail extension by placing a request to IS (Information Services). This Voice Mail extension should be announced to students via green sheets during the first week of classes. (408-741-2045, then faculty member’s extension number.)

Installation, operation, and maintenance of phone and voice-mail systems on both campuses are administered through Information Systems. In addition to basic telephone and voice-mail features, special features such as call-forwarding, conference calls, consultation calls, or group pick-up are available.

Voice-mail is included in the phone system. Users are given individual accounts, and can access the phone mail system from on campus as well as off campus.

From on campus, call extension **2044**, or press the “Message” button on your phone.

From off campus, call **(408) 741-2044**, and follow prompts.

The phone system allows the user to customize it to meet his/her needs. Group lists for frequently called numbers, password, and internal and external greetings, can be set up by the user.

Directory services are available through the web site: 
**www.westvalley.edu**
Click on “Faculty and Staff”
Click on “Directories” on the green bar at the top.

Employee contact information is also available through the e-mail system.

Long distance calls can be placed with a Personal Identification Number (PIN) provided by Information Systems/

**E-MAIL**

E-mail accounts are available to all full-time staff, and are set up through Information Systems. The WVMCCD Email server system includes an anti-spam appliance. E-mail can be accessed from a faculty member’s on-campus office computer or from home.
For information on personal options, password, vacation message or other questions, contact the IS Help Desk at x2696.

PC Platform: Outlook
Mac Platform: Entourage

Also, refer to web page: http://wvm.edu/group.aspx?id=4321

**PARKING & PARKING PERMITS**

Parking permits are required for all STAFF parking spaces.

*Faculty/Staff Parking Permits*

Human Resources authorizes employee parking permits and ID cards. New employees are provided this authorization at hire. Campus Police will issue all staff parking permits with instructions on use.

*Guest Parking Permits*

Temporary Parking Permits for guest speakers, advisory board members, etc. are available from the division’s Senior Office Coordinator.

*Disabled Parking*

All drivers who are disabled (as defined in section 295.5 CVC), and who have been issued a valid disabled parking placard or plates by the California Department of Motor (D.M.V.) vehicles, are authorized to park in any disabled parking stall on campus. To be legally parked in a disabled stall, the disabled placard or plates must be properly displayed pursuant to the California Vehicle Code and D.M.V. guidelines. Vehicles properly displaying a valid disabled parking permit do not need to display any other District parking permit to park in a disabled parking stall. In addition, any vehicle properly displaying a valid disabled parking permit may park in any student, staff or time-zone stall without displaying any other District permit. However, disabled permits are not valid for use in E-plate, Service Vehicle, Special Permit stalls or other restricted areas.

**POSTING GUIDELINES**

*Policy Statement:* West Valley College is committed to promoting a learning and collaborative environment through community building. We strive to enrich the lives of our campus by promoting an interactive, diverse and inclusive learning atmosphere.

*Purpose:* The following posting procedures have been established as a guide for employees and students. It is expected that these procedures will continue to provide an opportunity for clubs, organizations, programs and divisions to publicize events and activities that are sponsored on campus.

All procedures and regulations in regards to posting flyers and other West Valley College sponsored events will be fairly, equally and consistently enforced by each division/area.
1. Each division/area will have an approval stamp. All materials may be stamped with approval from the sponsoring division/area. Stamped materials may be posted in any designated posting location on campus.

2. Division/areas can post information/flyers in other divisions if it is promoting a West Valley College event, program, service, class or club.

3. Each division/area is responsible for posting, monitoring, removal and clean up of all area related materials in a division/area.

4. Posters/flyers placed on bulletin boards in a division area without an approval stamp must be removed by the division/area immediately.

5. The maximum number of flyers/posters (30) for West Valley College sponsored events and (10) for non-West Valley College/community organizations.

6. Flyers may be posted with thumbtacks or tape. PLEASE: NO STAPLES OR GLUE.

7. Posting is allowed on designated areas only. Do not post on windows, doors, inside classrooms, restrooms, trees, poles or parked cars.

8. The Campus Center/Activities office is responsible for approving, monitoring and removal of all student organization and non-West Valley College materials from off campus organizations.

9. In general, flyers should be no larger than 11”x17”. At the discretion of the division/area, larger posters/flyers may be posted.

10. All posters with any of the following items will not be approved for posting:
   a) Posters advertising smoking and alcoholic beverages
   b) Posters indicating illegal activities
   c) Posters with objectionable photos, illustrations and/or language
   d) Posters advertising parties in private residences.

11. Flyers in a foreign language must include English translation.

**HANDOUTS:**

- Campus groups and organizations must have prior approval from the Campus Center Office to hand out materials or sponsor an off-campus organization to do so.

- The Campus Center Office reserves the right to refuse posting and/or distribution of materials deemed obscene, offensive, inflammatory, or pornographic.
• Offenders will lose future rights to have materials posted at West Valley College and may be reported sponsored events will be fairly, equally and consistently enforced by each division/area

There are always grey areas and possible exceptions, which will be acted upon on a case-by-case basis. If you believe you have an extenuating circumstance, please contact and discuss your concern with your Division Chair.

Also, refer to: **TIME, PLACE AND MANNER POLICY** on page 18 of this section.

**PRINTING SERVICES**

Requests for graphics or computer graphics, printing and/or bindery, texts, exams, business cards, etc. can be ordered through Printing Services, which is located on campus behind the Library. Print order forms are available from Division’s Senior Office Coordinators and are to be processed through the Division Chair. Printing costs are charged to the department for these services. The turn-around time is approximately two to three days.

Printing can also be e-mailed to the Printing Service:
Chung_Lai@wvm.edu
Telephone: (408) 741-4151
For best duplicating results, save your item as a pdf and attach it to the e-mail.

**PURCHASING GUIDELINES**

District Purchasing Guidelines: **Board Policy 6.2.16 states that “a purchase order is required before merchandise is ordered or received by the District”**.

The most efficient way to purchase supplies and materials is to submit a Purchase Requisition. Check Requests and Petty Cash should be used only in exceptional circumstances. (Refer to "Petty Cash" and "Check Request" procedure on page 13.)

**DO NOT order anything without having first issued a Purchase Requisition.** It is not an acceptable practice to issue a Purchase Requisition after receiving an invoice, as it runs the risk of having the College and the District refusing to pay the supplier.

Purchasing will not process a Purchase Order if there are not sufficient funds in the account number used.

There are three processes that can be used to procure supplies. *(None of these methods may be used to pay “people”. Payroll transactions must go through the normal Human Resources/Finance channels.)*

- **Purchase Requisition:** A purchase requisition is to be used for supplies, equipment, services, and software. Purchase requisitions are processed daily, and the normal turn around time is four working days. For merchandise/services needed on an emergency basis, contact the Purchasing Department. Requisitions can be faxed or hand-carried to Purchasing for immediate processing.
The Purchasing Dept. has established corporate accounts with various vendors such as Office Depot for office supplies, DHL for shipping and Amazon.com for various items. Please contact the Purchasing dept. for additional vendor referrals. Check the department’s budget before submitting a Purchase Req.

- **Budget Transfer:**
  Complete a Budget Transfer if there are insufficient funds in the account. Attach a copy of the Budget Transfer to the purchase requisition to alert the Purchasing Department that funds will be available. Send the Budget Transfer with the budget administrator’s signature to the WVC Administrative Services Office.

- **Credit Cards:**
  In order to expedite the purchase of low cost items and items from vendors who will not accept purchase orders, the District issues credit cards to administrators when there is sufficient benefit to the District. Furniture and equipment items that exceed $1,000 are considered fixed assets and may not be purchased with a credit card. Card-holders are established with the approval of the requester’s budget administrator and Dean of Administrative Services at either college or Vice Chancellor for District personnel. A monthly credit card log must be forwarded to Purchasing with original receipts. 
  **NOTE:** Budget Administrators are responsible for preparing expense transfers to move credit card charges from “54250” object codes to the appropriate codes on a monthly basis.

- **Petty Cash:**
  The petty cash limit is $100 per employee **per month.** Anything over that limit should be purchased with a purchase order. Petty cash can be used for supplies, miscellaneous employee reimbursements, or miscellaneous student reimbursements. **Petty cash requests may not be submitted for food, alcohol, or non-supply related items.** Original receipts must be submitted with all requests for reimbursement. The appropriate Budget administrator must sign petty cash forms.

- **Check Requests:**
  District checks requests have no maximum limit per request. District check requests should only be used in the following situations:
  - Registration fees/conference fees
  - Airline tickets – Palo Alto Travel – Statewide Travel Program
  - Memberships/ Subscriptions
  - Child care reimbursements appropriated through grants such as EOPS, CalWORKs, etc.
  - Guest speakers and accompanist when the fee is under $500
  - Meals and Lodging for Athletic events and Student Activities
  - Student Tuition reimbursements
  - Honorariums
- Deposit returns
- Express mailing bills

Original detailed receipts or appropriate back-up documentation is required for reimbursement. Special circumstances will be allowed, but must have the approval of the College Budget Office or the Director, Fiscal Services and the signature of the Accounting Manager.

Please remember that you cannot “pay yourself.” If you are the budget administrator requiring reimbursement, the check request must be signed by your appropriate supervisor.

“Equipment” is defined as any single item that costs $1,000 or more. Equipment must be ordered on a Purchase Order.

For questions regarding Petty Cash and Check Requests, contact Pat Minicucci, ext. 2051.

For questions regarding Credit Cards and Purchase Requisitions, contact Kim Habian, ext. 2133.

SATELLITE CAMPUSES
West Valley College offers off-campus classes at a variety of times and days at two locations: the Campbell Center and at Leigh High School. The courses taught at both satellite locations are listed in the front of the class schedule, as well as throughout the schedule under course names. The Campbell Center also houses other programs related to grant partnerships.

CAMPBELL CENTER
The Campbell Center site was secured in September 2006, utilizing the Campbell EDD building. Three classrooms are available for scheduling, including the Oak Room, the Redwood Rom, and the Maple Room. The classrooms are coded in the class schedule as RDW, OAK, and MPL, and the building location code is CMB. The Oak and Redwood room can seat approximately 40 students each and can open onto one another to accommodate 80 students. The Maple Room can accommodate about 30 students. Classes are held during the fall and spring semesters. Both colleges and the district office frequently use the site for meetings.

New students may apply and register for classes in person at the Admissions & Records office. Continuing students may register for the following classes using MyWebServices.

Location: Campbell Educational Development Center
2450 S. Bascom Ave. (between Camden Ave., and Dry Creek Road)
San Jose, CA 95008-4303

Phone: (408) 879-1803
Refer to web page: http://www.westvalley.edu/campbellcenter/
The Campbell Center also houses the following grant partnership programs:

- **The Foster and Kinship Care Education Program:**
  This program provides education and support opportunities for caregivers of children and youth in out-of-home care to help providers meet the educational, emotional, behavioral and developmental needs of foster children.

  Program Manager: Donna Erickson
  Phone: (408) 879-1802
  Web Page: http://www.westvalley.edu/services/foster/

- **Title IV-E Grant**
  West Valley College has partnered with EMQ Training and Education to provide training for EMQ employees who help emotionally challenged children and their families build mental and social well-being. EMQ Children & Family Services (a.k.a., Eastfield Ming Quong) is a leading provider of children's mental health and social services.

  Program Manager: Mae Conroy
  Phone: (408) 741-4602, or 879-1803

**LEIGH HIGH SCHOOL –**
Several evening class sections are held at Leigh High School, which is in the Campbell Union High School District. This satellite location serves the community in the Almaden area of San Jose. In the West Valley College class schedule, the building location code is LHS, along with the room number.

**Location:**
Leigh High School  
5210 Leigh Avenue  
San Jose, CA 95124

Phone: (408) 377-4470

For a map, refer to web page: [http://www.westvalley.edu/maps/gmap/leigh.html](http://www.westvalley.edu/maps/gmap/leigh.html)

**TIME, PLACE AND MANNER POLICY**
This policy relates to public forums and campus visitors distributing printed materials or other information.

The Colleges of the District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

The administrative procedures issued by the Chancellor or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of
bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the Colleges designated as Free Speech areas, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to this policy and District procedures.

Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of law. Students may be disciplined for harassment, threats, intimidation, or hate violence as detailed in this Chapter unless such speech is constitutionally protected.

Note: (Additional information to policy) The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms. The use of areas generally available to students and the community is subject to the following:

- Persons using areas generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede progress of passerby, nor shall they force passerby to take material. No person using areas generally available to students and the community shall touch, strike, or impede the progress of passerby, except for incidental or accidental contact, or contact initiated by a passerby.

- Persons using areas generally available to students and the community shall not use any means of amplification that creates a noise diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time. No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a non-profit corporation or is an approved Associated Students organization or club.

- Distribution Of Literature and/or Soliciting Petition Signatures To Students On District Property: Pursuant to the provisions of California Educational Code, Section 76120, all persons using the area generally available to students and the community shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the areas generally available to students and the community.

- Material distributed in the areas generally available to students and the community that is dropped in and around the areas generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas generally available to students and the community that day.
• A copy of all materials distributed shall be provided to the Student Activities Office by the distributor along with the name and address of the organization responsible for the material, and the name(s) and addressee(s) of the person(s) performing the distribution.

• Commercial distributors of materials and commercial petition signature gatherers will be required to pay a commercial vendor fee. Commercial vendors/distributors shall sign in and arrange for fee payment in the Student Activities Office. Non-commercial distributors of materials and non-commercial petition signature gatherers shall not be charged a vendor fee.

• Posting - Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the expiration date of posting. Materials displayed shall be removed after the passage of the expiration date (usually no more than 30 days). Date stamping of material to be posted will be performed by the Student Activities Office. Directions for using the bulletin boards are available in the Student Activities Office. These directions describe how materials may be affixed, etc., for the maintenance and utility of the boards.

WVC OR OFF-CAMPUS ROOM RESERVATIONS
Should faculty or staff require a room facility for a meeting, group activity, special presentation or other event, the following table (page 21) lists facilities available for reservation and the contact persons.
# WVC ROOM RESERVATION CONTACT SHEET

<table>
<thead>
<tr>
<th>ROOM/Capacity</th>
<th>CONTACT PERSON</th>
<th>EXT.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPBELL CENTER: Redwood Room (50-60) Oak Room (30-40) Maple/Pine Room (20) Cedar Room (15) Palm Room (15)</td>
<td>Patrice LaSala &lt;br&gt; or &lt;br&gt; Mona Harris &lt;br&gt; Campbell Center Offices</td>
<td>879-1803 &lt;br&gt; 879-1806</td>
<td>Campbell Educational Development Center &lt;br&gt; 2450 S. Bascom Ave. &lt;br&gt; Campbell, CA 95008-4303 “Study/Reading Fireside Room” In Temp modular buildings for Campus Center. Tables/seating can be arranged in square or u-shape configuration.</td>
</tr>
<tr>
<td>CAMPUS CENTER: TEMPORARY MODULARS Located between AAS &amp; SM One meeting room (25)</td>
<td>Nick Bedel &lt;br&gt; or &lt;br&gt; Hugh Leonard – Temp. Campus Center</td>
<td>4081</td>
<td>“Free Parking” for college events only, contact Sandy Dinh in the Administrative Services Office, X-4023</td>
</tr>
<tr>
<td>CAREER PROGRAMS Conference Rm. (12-14)</td>
<td>Cathy Aimonetti</td>
<td>2655</td>
<td>Located in AAS 35, within the Career Programs Center. (Can bring in food.)</td>
</tr>
<tr>
<td>CLASSROOMS for non-class events (e.g. - testing, extra meetings, clubs, outreach events, etc.)</td>
<td>Cindy Watkins, Temp. Campus Center</td>
<td>2188</td>
<td></td>
</tr>
<tr>
<td>Board Room (20-75)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking lots (For outside events only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theater (For outside events only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISTRICT Business Services (8-10)</td>
<td>Christina Booth &lt;br&gt; Business Services Office</td>
<td>2085</td>
<td>Located in the District Finance Office, near Payroll.</td>
</tr>
<tr>
<td>FOX CENTER Rm. 211 -upstairs (10-14) Lecture Rm. 120 (94)</td>
<td>Sandra Carter &lt;br&gt; Fox Center Building</td>
<td>2144</td>
<td>Other classrooms in the Fox Center with high-level technology can also be reserved. Contact Sandra Carter.</td>
</tr>
<tr>
<td>Library - Ranganathan Rm. (25)</td>
<td>Tanya Hanton &lt;br&gt; Library Senior Admin.</td>
<td>2021</td>
<td>No food allowed. (Water only)</td>
</tr>
<tr>
<td>President’s Conference Room (10-14)</td>
<td>Brenda Rogers &lt;br&gt; Sr. Exec. Asst. –President</td>
<td>2668</td>
<td>(Can bring in food.)</td>
</tr>
<tr>
<td>Theater - Main (400) Theater - Small (100)</td>
<td>Gerald Carter &lt;br&gt; Performing Arts Technical Director</td>
<td>2037</td>
<td></td>
</tr>
<tr>
<td>Tech Center – AAS and Computer Rooms - in Business Div. area</td>
<td>Max Crumley &lt;br&gt; Tech Center Lab Faculty Specialist</td>
<td>2487</td>
<td>No food allowed. (Water only)</td>
</tr>
</tbody>
</table>
SECTION 5

PROGRAMS AND SERVICES FOR STUDENTS
SECTION 5

PROGRAMS AND SERVICES FOR STUDENTS

Included in the section:

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    Job Placement Services......................................................5.4
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Campus Center .......................................................................5.5
Child Development Center .......................................................5.5
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Educational Transition (Adult Re-Entry)....................................5.9
Extended Opportunity Program and Services (EOP&S) .............5.9
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    College Catalog ..............................................................5.11
    Fees and Charges ...........................................................5.11
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ADMISSIONS AND RECORDS
The Admissions and Records area supports all students at West Valley College through the application, registration, student transaction, and records management processes. A&R is a key element of the student services experience and matriculation process. It supports the open enrollment aspect of the West Valley College mission in supporting the appropriate and applicable regulatory and legal mandates: residency, FERPA, Ed Code and Title 5, etc. A&R interfaces with the other student service programs supporting the needs of students and regularly interacts with the Instructional areas supporting any shared functions. Admissions and Records is a key gateway to the college experience.

BOOKSTORE
Barnes & Noble operates the campus bookstore for the convenience of students in securing textbooks, reference books, art and office supplies, and sundry items.

PLEASE NOTE: The bookstore has relocated from the Campus Center to the east wing of the Applied Arts and Sciences Building for the 2010-11 academic year.
Phone (408) 741-2015
Bookstore Manager: Steve Higgenbotham

The bookstore accepts personal checks and bankcards with proper identification. Receipts are required for any exchange or refund. It is the policy of the Bookstore to buy back used books during finals week, provided that the textbook(s) is being used for the upcoming semester or term. The bookstore operates at hours convenient to students.

Students may also order books online through the West Valley College web site: www.westvalley.edu - Click on “Student Services” on the top bar of the home page. Under “Bookstore”, click on “Order Your Textbooks Today.”

CalWORKs PROGRAM
The California Work Opportunity & Responsibility to Kids Program, or CalWORKS is designed to provide students receiving TANF (Temporary Aid to Needy Families public assistance) an opportunity to obtain an education and earn a vocational certificate or degree in a variety of high demand occupational fields. The goal of the program is to assist students to succeed in school, obtain family-supporting employment and become economically self-sufficient. The program partners with County Social Services and CalWORKs students engage in pre-collegiate basic skills, vocational training, certificate and degree programs, transfer to further educational goals.

Refer to web site: http://www.westvalley.edu/careers/calworks.html

CAREER PROGRAMS CENTER
The Career Programs Center serves as the college’s connection between students and instruction for career exploration, job placement, workplace learning and career advancement. The center supports faculty, staff, students, employers, and the community to meet educational, employment, and economic needs. The staff provides program
information on Career Programs degrees and certificates, labor market information, career and academic counseling. The Career Programs Center houses the CalWORKs Program, Job Placement services and the Work Experience Program, and is located in the Applied Arts and Sciences Building, Room 35.

Refer to web site: [http://www.westvalley.edu/careers/](http://www.westvalley.edu/careers/)

**Job Placement Services**
A Career Placement Advisor provides job placement services both individually and in groups to students and the public in the areas of job search, networking, career transition, resume development, interviewing and job readiness. As a stakeholder and partner with CONNECT! - (the workforce investment collaborative of Silicon Valley) - job placement referrals are extended to adult learners who many not have known of these services. Students who participate in programs such as Educational Transition, (ET), EOPS, and DESP are also referred to Job Placement for help specifically related to their employment needs. The Career Programs Center hosts a job fair each year, as well as other career development events. Phone: (408) 741-2508.

Refer to web site: [http://www.westvalley.edu/careers/jobplacement.html](http://www.westvalley.edu/careers/jobplacement.html)

**Work Experience Program**
Work Experience education offers qualified students working and learning in jobs related to their career and educational goals and the opportunity to earn college credit. One of the benefits of this program is the community and college interaction, which involves employers, students and faculty in a positive learning and skill building effort. The Work Experience Program offers three General Work Experience courses in 2, and 3 units as well as four Occupational Work Experience courses in 2, 3, and 4 units.

*General Work Experience* courses involve the supervised employment of students in positions that will develop their general job skills, vocational awareness, and understanding of the requirements for successful employment. No more than six (6) units of general work experience may be counted toward the associate degree.

*Occupational Work Experience* courses also involve supervised employment of students, but employment that is directly related to their selected field of study, thereby extending the learning experiences of the classroom to the field. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

Each student participating in the program is assigned to a faculty advisor who meets with the student and his/her employer to discuss and develop learning objectives. Work Experience units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities. To register for Work Experience, students must attend an orientation session as listed in the class schedule. Students cannot register online for Work Experience class sections.

Refer to web site: [http://www.westvalley.edu/careers/workexperience.html](http://www.westvalley.edu/careers/workexperience.html)
CAMPUS CENTER

Student life is a vital part of the educational experience at West Valley College. Students’ involvement with the Associated Student Body, (ASB) and various student clubs enables them to explore and develop their talents, network with others, and realize their leadership potential.

PLEASE NOTE: Although the Campus Center facilities have been previously located in the building next to the Counseling building, those facilities will be renovated during the 2010-11 academic year. The Campus Center will be moved early in the fall 2010 semester to temporary modular buildings set up in the area between the Applied Arts and Sciences Building and the Science and Math Building. Michelle Donohue is the Director of Student Activities and Campus Center. Phone: (408) 741-2185

Food Service/Cafeteria is will also be located in the temporary modular buildings. These buildings will contain one meeting room available for staff/student use. It will be called the Study/Reading Fireside Lounge, and will have a seat capacity for up to 25. This room can be reserved by calling Nick Bidel or Hugh Leonard. Phone: (408) 741-4081. (See “WVC or Off-Campus Room Reservations” in Section 4, Page 20.)

The temporary Campus Center will also house resource materials for students, including:
- Campus Maps
- Clubs and Student Activities
- Housing information
- Bus Schedules
- Schedules of Classes and Student Handbooks
- Athletic Schedules and Campus Activity Boards
- Lost and Found (also through Campus Police*)
- Blood Donor information
- Health and Dental Insurance information

*Campus Police will relocate to the modular building in the P.E. area, to the north side of the swimming pool in late October of 2010.

Refer to the Campus Center web site: http://www.westvalley.edu/stuact/campuscenter/

CHILD DEVELOPMENT CENTER

The early childhood programs offered through the Child Development Centers at West Valley College provide convenient and affordable child care and education services for students who might otherwise be unable to attend college. The program is for children 2 to 5 years of age; children must be two years old prior to enrollment in the program. Services and subsidized tuition are available for low-income families and families with special needs, including parents with disabilities. Students, staff, faculty and community families are eligible for the program. Eligibility is determined based on family size, gross monthly income, and reason for needing childcare. This program is an integral part of our Child Studies Department Early Childhood Education Teacher Training Program.
For more information on the Child Development Center, located in AAS 50:
Phone: 408 741-2409
Email: cheryl_massa@wvm.edu
Also refer to the Child Development Center web site:
http://www.westvalley.edu/services/childcenter/

COLLEGE ADVANTAGE PROGRAM
The College Advantage Program is open only to Los Gatos-Saratoga Union High School District seniors. It is designed for high achieving seniors, with a grade point average of 3.5 or higher, to complete their senior year at West Valley College while taking college level courses not offered by their respective high school. Students are to be on-line to graduate and possess the ability to deal with the independence of a college campus, including a strong work ethic, good study skills, and motivation.

The program will place these students on the West Valley College campus for all of their classes for their senior year, obtaining an early start on transferable college credits. The students are concurrently enrolled at the home high school as well as at West Valley College and can take at least six (6) college units each semester and no more than eleven (11) college units each semester. Concurrent high school students do not pay tuition for their college courses. This necessitates certain registration requirements that have been included as part of the application process for the program, which involves forms, essays, letters of recommendation and interviews. To assist the students through this process, the application packet outlines the necessary steps and information for those interested in the program.

For more information, contact Patti Yukawa, College Advantage Counselor in the Counseling Department:
Phone: (408) 741-2401
Email: patti_yukawa@wvm.edu

COUNSELING AND STUDENT DEVELOPMENT SERVICE
To foster and encourage student development, West Valley College offers comprehensive programs in counseling, advising, and special services. The College maintains a Counseling Center staffed by diversely experienced counselors who provide advisement and resource information towards enhancing student success. Counseling activities play an instrumental role in retention of students, increasing graduation rates, and encouraging transfer. Counseling classes not only meet GE requirements for associate degrees and transfer but also focus on techniques for students to succeed in college.

The Counseling Department has many special programs such as Puente, Success, and International Students Program whose goals are to increase the success rate of minority students in higher education.

The primary goal of the College’s Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction, and self-esteem.
Toward this goal, the following Counseling programs and services are offered:

- **Academic Counseling:** This begins with educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information of all types.

- **Career Counseling:** This service provides the student with an opportunity for clarification, assessment, and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers and special career counseling events and courses.

- **Personal Counseling:** Personal counseling is provided on a limited basis to students who need and seek assistance in resolving personal, relational, self-identity or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.

- **Testing and Assessment:** Aptitude, ability, interest, achievement and personality testing and assessment provide students with information about themselves. This provides students with data necessary for continued growth and development as students in the College. A variety of counseling courses cover such topics as College Survival Skills, Careers and Life-Styles, Job Search Methods, Communication, Study Skills, and a wide range of personal growth subjects. The courses offer students academic exploration, career and personal development within a structured group setting.

- **Transfer/Career Resource Center:** This is located in the front of the Counseling building and has the dual mission to assist students in preparing to transfer to a four-year school and to assist students in making career choices.

  The Transfer function, supported by a Transfer Advisor, provides detailed information about requirements of institutions, application assistance, career advisement, and other transfer information. Representatives from four-year schools are scheduled through the Transfer Center on a regular basis. A transfer fair is held in the fall every year where over thirty colleges and universities are available to discuss their transfer programs.

  The Career Resource function is broad in scope and is primarily self-service. Career classes, individual student use of career materials and library, and exploration of possible areas provide a diversity of career assistance.

  The Transfer/Career Resource Center has an array of computer-based information, college catalogs, books and other materials that assist students in exploring the transfer process and careers.

Phone: (408) 741-2009  
Refer to the Counseling Department web page:  
[http://www.westvalley.edu/services/counselingservices.html](http://www.westvalley.edu/services/counselingservices.html)
DISABILITY AND EDUCATIONAL SUPPORT PROGRAM (DESP)
The Disability and Educational Support Program (DESP) is the primary organization at the College that promotes and facilitates the diversity and inclusion of students with disabilities. It promotes integration of disabled students into classes and programs across campus. It is a program that insures that the college, including instructors, complies with existing federal and state laws pertaining to the education of students with disabilities. In addition, it promotes the development of a learning community for students, through department courses, accommodations and activities and through interaction with other campus departments and programs.

Academic classes taught within the department include Learning Skills courses, are pre-collegiate basic skills classes, primarily in writing, reading, arithmetic and learning strategies. Course offerings are listed under DESP in the College catalog.

Services include:
- Interpreters
- Note Takers
- Readers
- Mobility assistance
- Special parking
- Vocational counseling
- Specialized equipment
- Registration priority
- Liaison with faculty
- Community liaison
- Tutoring
- Test taking assistance
- Braille transcription
- Counseling and Assessment

There are many other services offered based on individual situations and needs. Referral and liaison with the State Department of Rehabilitation is provided where students may qualify for vocational and financial assistance while attending college.

Specific DESP programs include:
- **Adaptive Physical Education:** Physical Education courses designed for students with disabilities.
- **Learning Disability Services:** Assessment of learning problems as well as instruction for students with learning disabilities.
- **Communication Disability Services:** Hearing screenings and assistance for hearing impaired students. Evaluation and instruction for people who demonstrate communication difficulties including dysfluency, articulation, as well as voice and language challenges.
- **Assistive Technology:** A variety of assistive technology and adaptive devices are available in the DESP Computer Lab. They may be moved or installed in other classrooms on an individual as needed basis. DESP provides evaluation and training in the use of computer technology to assist students in the achievement of educational and/or vocational goals.

If you feel your students would benefit from DESP, contact the Coordinator in the Learning Services building.

Phone: (408) 741-2010

Refer to web site: [http://www.westvalley.edu/desp/](http://www.westvalley.edu/desp/)
EDUCATIONAL TRANSITION
The Educational Transition (ET) Program is a re-entry program designed for adults who have had a break of several years in their schooling and now wish to continue or begin their college education. The ET Program offers multi-component support services to decrease barriers and facilitate access, retention and success for distinctive adult populations that may have economic, cultural, linguistic, familial, academic, personal or geographic challenges. Enrollment in a West Valley course is the only requirement for accessing on-going ET services.

Re-entry students are:
- Adults whose college careers were interrupted because of work family or personal circumstances.
- Adults who decided not to go to college after high school, but who now recognize its value to their lives.
- Adults who want to improve specific skills or fulfill particular goals
- Adults who want a career or life-style change

The ET Program provides pre-entry, academic and career counseling and other support needed to help an adult student feel confident, successful, and welcome at the college.

Phone: (408) 741-2022
Refer to the ET web page: http://www.westvalley.edu/et/

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)
EOPS offers educational support services and grants to students affected by language, social, and economic hardships, and assists those students to successfully achieve their educational goals. The EOPS staff is bilingual and reflects the multi-ethnic population of the college.

EOPS educational support services include:
- Academic, career, and personal counseling
- Assistance with registration and selection of classes, and priority registration
- Orientation to college
- Monitoring of student’s academic progress
- Contact with instructors and other college student services personnel
- Tutorial assistance
- Help with Financial Aid forms
- Outreach and recruitment
- Information and assistance with transfer process to four-year colleges and universities
- Cultural awareness activities
- Summer Readiness Program for incoming first year students

Phone: (408) 741-2023
Refer to the EOPS web page: http://www.westvalley.edu/eops/
FINANCIAL AID
The Financial Aid Office at West Valley College provides current and potential students with complete information on various student financial assistance programs available. The office coordinates and provides information about programs funded by the federal, state, and local agencies. These come in the form of grants, fee waiver, part-time employment through federal work-study, student loans, and others.

Federal programs include:
- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Stafford Loan

State programs include:
- Board of Governors Fee Waiver (BOGW)
- Cal Grant
- Extended Opportunity Program and Services (EOPS)

Student Financial Aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement and not replace the amount students and their families are expected to contribute. Some awards are subject to the availability of funds.

Board of Governors Fee Waiver (BOGW): This grant pays the enrollment fee and one half of the parking fee for all applicants who meet eligibility of being a California resident for one year, along with one of the following requirements:
- Currently receive benefits from AFDC or SSI, or General Assistance/General Relieve or be eligible for a Deceased/Disabled Veteran’s Department Fee Waiver.
- Meet specific income levels.
- Have demonstrated financial need and have qualified for financial assistance such as Pell, FSEOG, Cal Grant, or EOPS.

Veterans Administration Educational Benefits: Veterans enrolled at WVC may be eligible for benefits under the Veterans Administration Educational Program. Included in these benefits is a monthly allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits.

Scholarship Program: The WVC Scholarship Program is administered through the Financial Aid Office. Funds are provided by the WVC Scholarship and Development Fund (Payroll Deduction Program from staff Donors), the West Valley-Mission College Foundation, and other organizations and individual donors. The application process takes place during the months of December, January and February. Scholarship awards are made for the following school year. The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.

Phone: (408) 741-2024
Refer to Financial Aid web page: http://www.westvalley.edu/financialaid/
GENERAL INFORMATION

College Catalog
The official catalog is revised and published annually, and is usually available mid-April for the upcoming academic year. The catalog contains comprehensive information on West Valley College, including:
- General admissions and residency requirements
- Advanced placement and credit by examination
- Registration fees and charges
- Academic regulations
- Grading system
- Final examinations
- Academic probation and disqualification
- Graduation requirements for the Associate Degree
- General Education Transfer Requirements for California State University
- Code of student conduct and disciplinary sanctions
- Student family educational rights and privacy act
- Student grievances
- Complete course descriptions and program requirements

Faculty members may secure a copy of the most current Catalog from the Senior Office Coordinator in their Division Office. It is also online via the WVC website:
http://www.westvalley.edu/catalog/

Fees and Charges
All fees and charges are subject to change by action of the California Legislature, the CCC Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District. Fees are due and payable at the time of registration, with a 10-business day grace period.

Basic fees: Students are required to pay certain fees at the time of registration, or when requesting certain documents from the College. Included in these fees are transcript or document fees a campus center fee, a parking fee, and health fee. The amount of each of these basic fees is published in the Schedule of Classes, and in the College Catalog.

Campus Center Fee: A Campus Center fee is required of all students taking classes that meet on the West Valley College Campus. Currently, it is $12.00 if a student is taking six or more units, and $6.00 for .5 to 5.5 units.

Associated Student Services Card Fee: This membership supports a wide range of student services, activities and program. All students enrolled are automatically assessed a membership fee of $4.00 per semester, (excluding summer and winter sessions). Should a student choose not to be a member, the fee is refundable.

Community College Enrollment Fee: Fees shown in the class schedule or college catalog are those in effect at the time of publication and are subject to change. The current enrollment fee is $20.00 per semester unit. Using the BOG Waiver through the Financial Aid Office may exempt the enrollment fee for low-income students.
Health Fee: A health education/health services fee is required of all students. Currently, the fee per fall or spring semester is $17.00; summer session is $14.00. This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee must contact the Financial Aid office in the Admissions and Records Building.

Parking Fee: Parking permits are required at all times except in visitor parking. Daily parking permits can be obtained at red or yellow machines throughout parking lots. There is a grace period the week before the semester begins and during the first week of the semester. There is no grace period during the Summer Session.

A semester-length student parking permit may be purchased at the Admissions and Records Office or ONLINE @ http://www.westvalley.edu/parkinginfo/ (Click on "Get your Parking Permit"). Due to construction projects, there may be sporadic closures of certain parking areas or roadways. Refer to the web site for parking and traffic related construction updates as well as maps of the affected areas.

Four-wheel vehicle permits are $40.00 for fall and spring semesters, and $20.00 for summer. Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Motorcycles do not need to display a parking permit; however, they are required to park only in designated motorcycle parking areas. Vehicles properly displaying a valid Disabled Parking Placard, issued by the California Department of Motor Vehicles, may park in student or staff parking stalls without displaying any other permit.

Non-Resident Tuition: In addition to basic fees and enrollment fees, non-residents of California are required to pay tuition $199.00 per semester unit. Non-resident students are those who have not resided in the state of California long enough to meet the California residency requirements, or international students, or aliens whose status of length of residence has prevented them from meeting the residency requirement. A California resident is one who has resided in the state at least one year and one day before the beginning of the applicable semester and has proven clear intent to become a California resident.

For nonresident students who must withdraw from the college or reduce their program of study, for semester length the following tuition refund schedule applies:
- Full refund: Through the second week of instruction.
- Two-Thirds: During the third and fourth weeks of instruction.
- One-Third: During the fifth and sixth weeks of instruction.

No refund will be made after the sixth week of instruction. Short-term classes go by percentage of class meetings.
Frequently Asked Questions by Students

Also, refer to the West Valley web site: http://www.westvalley.edu/faq.html

How do I register for classes?
If you did not attend in the previous semester, you will need to file an application. If class has not started and is not closed you may register via phone or web. If class has begun or is closed you will need to obtain an add code from the instructor.

How do I get a listing of classes I have registered for?
A record of registered classes is downloadable on the web or in person at the Admissions and Records office.

Where do I get an Add code?
ADD codes are obtained through the Instructor and may be added using T-REG or My Web Services.

Do I need my instructor's signature to drop a class?
Generally, no signature is needed, except for classes in Photography, Chemistry and PE (if a locker was issued).

How do I know which books I need for my class?
The instructor generally provides this information in the class syllabus (green sheet); Login to My Web Services, go to student menu and then click on the link "My Textbooks".

I went to my class and no one showed up. Does this mean my class was canceled?
No, there is usually a sign posted for canceled classes. If no one is there after 15 minutes of start time, check your class schedule. If no errors are apparent, you can check with the Division Office.

When is the last day to drop with a full refund and without a "W"?
You can use MyWebServices to drop your classes. The deadline to drop full semester-length classes without a "W" and receive a refund is two weeks after the start of the semester. You may still drop without a "W" one week later, but no refund will be issued. For short-term classes that meet less than 5 class meetings, you must drop before the class begins to avoid a "W" on your record and receive a refund.

Can I register for a class that begins tomorrow if isn't listed on the closed class list?
As long as the class has not started and there is room, you may register via the phone or web registration systems.

I am unable to attend the first class meeting(s). What should I do?
Obtain the instructor’s email and/or telephone extension number and leave a message. Instructor e-mail and phone numbers can be located: www.westvalley.edu, select tab at top of screen "Faculty and Staff". Then click the link for faculty and staff listing.
How do I pay for my classes?
There are several ways to pay your fees. Login to My Web Services, select the student menu and then click on the link titled "Pay on My Account". On campus at the Cashier's Window located in the Admissions and Records Office. On T-REG (phone registration) you can pay using your Visa or Master Card to pay for current semester fees. You may Fax your payment with you Visa or Master Card to (408) 867-5033. You may also pay by sending your payment U.S. mail to:
West Valley College
Attn. Cashiers Office
14000 Fruitvale Ave.
Saratoga, CA 95070.

How do I get my loan check?
The student picks up loan checks in person. They should go to Financial Aid first to get a release form and then to the Cashier's Window in Admissions and Records to pick up their check.

I was told that I'd get the Board of Governor's Fee Waiver (BOGW) and that my fees will be waived? Why am I being charged a fee?
The fees waived by the BOGW are the cost per unit Enrollment fee. Parking permits for Spring and Fall are discounted for BOGW recipients. Other fees such as, Campus Center, student Health fee, ASB and web registration fee, are the responsibility of the student.

I am a high school student and I was wondering how my school will know what grade I got in my class?
Students must request an official copy of their transcript at Admissions and Records.

Do I need to take the assessment test in order to register for my classes if I don't want a degree?
Assessment is not required to register in classes other than English and ESL.

How can I study for my class when I can't afford to buy the book?
Emergency book loan assistance is available through the Dean of Student Support Services Office the first week of the semester for Fall and Spring. This is an interest free loan. Due to limited funding, there is no book loan program during the summer.

What does it mean to audit a class? How do I sign up for the class when I audit? What about high school students?
Some departments allow students to audit their classes for a reduced fee. Audit slips are obtained through the Division Office, signed by the instructor and processed at the Cashier's Window. No academic credit, record or grade is given. Concurrent enrollment students are not allowed to audit.

How do I prove I have met a course prerequisite?
If a prerequisite course was taken at West Valley College or Mission College, the system will automatically verify it and allow registration. If taken at another institution, an
unofficial transcript, grade report or in progress print out should be submitted to the Assessment or Admissions and Records Office. Students also have the option to submit a challenge form along with supporting documents at the time of registration. (Registration is allowed while departments review the challenge form.) Final decision will be made within 5 working days of submittal. If denied the student will be dropped from the class.

**When can I make an appointment to see a counselor?**
Appointments may be made by dropping into the Counseling Center located behind the Admissions Building, or by calling 741.2009. Drop-in counseling is also available. Drop in counseling is for quick questions (10 minute maximum time allowed). Counseling hours are Monday through Thursday 8:30am-7pm, Friday 9am-2pm. You can find open hours and phone numbers on the campus services page.

**Schedule of Classes**
A schedule of classes is published in printed form and posted on the West Valley College web site, (www.westvalley.edu), prior to each semester. It is provided to students, staff, and community members free of charge. The Summer Session and Fall Schedules are combined for classes offered June through December, and the Winter Session and Spring Schedules are combined for classes offered January through May.

Included in the schedule of classes is information pertaining to:
- Registration Information
- Listing of courses being offered; location, times, online, tele-courses, etc.
- Orientation, Assessment
- Add and Drop procedures
- Financial assistance
- Fees and Tuition
- Challenges: Prerequisites, Co-requisites, Academic Appeals Process
- Transfer Admission Agreements
- Final Exam Schedule
- West Valley College Map

**Student Services Non-Discrimination Policy**
With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity in every aspect of its educational programs and activities, which prohibits discrimination based on sex, color, religion, age, physical or mental status, parental status, or sexual orientation, as well as its commitment to maintain an environment free from sexual harassment and intimidation.
HONORS PROGRAM
The Honors University Transfer Program at West Valley College emphasizes connections in subject matter across the disciplines, collaborative and experimental learning (working in groups, doing field research, attending cultural events), and higher levels of critical thinking with an emphasis on writing skills. To qualify, a student must:
- Earn a GPA of 3.25 or higher in at least 9 units of transferable work at WVC
- Complete English 1A with a grade of A or B (or take 1A concurrently with first semester of Honors courses and earn an A or B
- Schedule an interview with the Honors Coordinator
- Students may qualify directly out of high school with a qualifying GPA.

This program benefits students in the following ways:
- Provides an interdisciplinary approach to fulfilling IGETC requirements.
- Limits class size to 20 students for more individual attention from instructors.
- Emphasizes skills needed in university-level work such as written analysis, research, collaborative learning, and oral presentation.
- Results in an AA degree in Liberal Arts with Honors upon completion of six courses (18 units) with a GPA of 3.25 or higher.
- Earns priority consideration for transfer admissions into majors in the College of Letters and Sciences of highly competitive universities such as UCLA, University of Southern California, UC Santa Cruz, UC Irvine, UC Riverside, Pomona, Pepperdine, Chapman, and Santa Clara University.
- Qualification for scholarships and grants available only to Honors students at UCLA, USC, and Pomona.
- 97% successful transfer rate from Honors Program to 4-year universities.

Ann Malmuth-Onn is the Honors Coordinator. The Honors Office is located in Room 16 in the Counseling Building.
Phone: (408) 741-2614
Web Page: http://www.westvalley.edu/acad/honorsprg/honorspg.html

INTERNATIONAL STUDENTS
West Valley College welcomes international students with a comprehensive curriculum that includes:
- University transfer courses
- Occupational training programs
- Personal or skill development opportunities

Admission Standards: The Committee on International Students will select for admissions those students with a successful academic record. The college has established specific admission guidelines and will usually not admit an international student on academic probation status at any other college, university, or one who is "out of status" per Immigration guidelines.

For additional information on International Student Admission Requirements, application deadline dates, and counselor contacts, see the WVC International Students web page: http://www.westvalley.edu/services/international/
MATRICULATION
Matriculation is a process that enhances student access to the California Community Colleges system and promotes the efforts of students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their objectives through the assistance of the matriculation process components: admissions, orientation, assessment and testing, counseling, and student follow-up. Director of Matriculation is Dr. Angelica Bangle, and her office is in the Counseling Building.
Phone: (408) 741-2136

MIDDLE COLLEGE PROGRAM
The Middle College Program at West Valley College offers a special opportunity to students who are seeking a more challenging academic program and who have the social and academic skills to successfully function in college level classes. Students also need to be motivated to do independent research and to report their findings in both oral and written form. Students selecting and qualifying for the program are usually seeking a wider choice of electives and are usually anxious to get an early start on college credits.

The program is housed entirely on the West Valley College campus, so students are no longer actively involved on their campuses of origin. They do, however, receive a diploma from their “home” high school, and they are allowed to participate in that school’s graduation ceremonies.

Students are enrolled in a weekly in-class four-hour high school program, which they supplement with six or more college units per semester. The four-hour program for juniors includes:

1. U.S. History (3 hr.)
2. English 11 (3 hr.)

The senior program includes:

1. English 12 (3 hr.)
2. Govt./Econ. (3 hr.)

To qualify for the program, students must have completed 110 academic units, with recommended minimum GPA of 3.0, and be 16 or 17 years of age at time of enrollment or during the academic year. They must also enroll in and PASS a minimum of two (2) West Valley courses per semester, for a minimum of six (6) units.

The Outreach Office coordinates information sessions with instructions and application packets for parents/students each semester. More information can be obtained through the high school instructors assigned to this program:

Josh Hancock and Annie Blank, located in the Counseling Building, Room 12.
Phone: (408) 741-2829
NON-SMOKING POLICY:
West Valley and Mission Colleges are non-smoking campuses as implemented with the WVMCC District Policy approved 8/7/08 as follows:

2.9 NON-SMOKING POLICY
It is the policy of the District to provide a safe learning and working environment for students and employees. It is the intent of the District to provide a smoke-free environment to the greatest extent possible.

2.9.1 - Smoking is prohibited in all indoor locations within the District.

2.9.2 - Smoking is prohibited in all areas of the Mission and West Valley campuses except in parking lot areas that are at least twenty five (25) feet away from buildings and pathways.

For Smoking Cessation Support, call WVC Health Services at (408) 741-2027

OUTREACH
The Outreach Program is responsible for carrying the message of access to the college throughout the community. Outreach distributes information on college planning, admission requirements, degree and certificate programs, guaranteed transfer programs, financial aid, campus life, student services, and much more. Through on and off-campus programs, students, parents, counselors, and career coaches are provided with detailed information on how to benefit from the variety of educational opportunities offered at the college.

The Outreach Program facilitates:

- **High School Outreach:** Our Outreach team directly reaches high school students and their parents, in close cooperation with high school career counselors, to help high school students make a successful transition to college.

- **Early Admissions Program:** This brings West Valley College orientation and assessment testing directly to high school seniors at 15 area high schools.

- **Concurrent Enrollment Program:** Concurrent Enrollment enables eligible high school students to earn college credit for courses taken at the college, (up to 6 units per semester, 5 units for summer and winter sessions), while they are still enrolled in high school. With prior approval from a high school principal or designee, the student may also receive high school credit for the college work.

- **Workshops & Campus Tours:** Throughout the year, the Outreach Office provides workshops to high school students and their parents to share valuable information about planning for college and financial aid opportunities.

- **Information Tables:** At the start of each semester, Information Tables are strategically placed in high-student-traffic areas across campus. Information tables are set up, supplied and staffed to assist and direct students.
- **Community Outreach:** The Outreach office works with community organizations to offer college planning and financial aid workshops, prearranged campus tours to organization members, and provides informational exhibits at community events.

Refer to the Outreach web page:  [http://www.westvalley.edu/or/outreach.html](http://www.westvalley.edu/or/outreach.html)
The Outreach Office is located in the Admissions and Records Building. The Outreach supervisor is Joe McDevitt. Phone: (408) 741-2672

**PUENTE PROGRAM**
Puente translates to “bridge” in Spanish. The mission of the Puente Program is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. Puente is a year-long program that consists of three equally important parts: counseling class, writing class, and mentor connection.

Puente integrates the skills of an English instructor, a Mexican-American/Latino counselor, and Mexican-American/Latino mentors into a team structure. Working together, they provide students with writing instruction that facilitates improvement in all courses. The counselor and mentors also offer individual, academic, personal, and career counseling, and contact with professionals who offer a vision of career access and commitment to the community. Mentors invite students to professional conferences and work-related activities, and provide resources for student writing assignments.

Refer to the Puente Program web page:  [http://westvalley.edu/la/english/puente/index.html](http://westvalley.edu/la/english/puente/index.html)

**STUDENT GOVERNMENT AND ACTIVITIES**
The Associated Student Body (ASB) formulates and executes student body policies, prepares its own budget, and plans and implements social, club, and student awareness programs. ASB participation provides students with practical leadership training and education in government and leadership functions. The ASB elects the student trustee to sit on the District Board of Trustees, and along with appointments to committees on campus, students help formulate and influence education decisions. Student activities include both educational and social events sponsored by the ASB and the many diverse students clubs. The ASB office is located in the temporary Campus Center modular buildings between AAS and Science and Math.

The Inter Club Council (ICC) serves the campus as the organization that oversees and finances all 25 recognized and chartered student clubs. The ICC’s mission is to support club officers and members, student events and activities, and fundraising efforts that promote student life at West Valley College.

Phone for ASB President:  (408) 741-2107

Refer to web page:  [http://westvalley.edu/stuact/as.html](http://westvalley.edu/stuact/as.html)
STUDENT HEALTH SERVICES
The Student Health Center provides care for on-campus injuries and symptoms of illness. There is a self-help medication center, health education, nursing, and medical assessment and advice. Also available is limited physician and medical services, referral information and personal counseling. Student Health Services collaborates with other college programs, as well as off-campus resources, to promote health and wellness educational activities and events throughout the year.

The Student Health Center is located next to the EOPS office, in the middle of the campus, behind the Learning Services building.

The Program Coordinator is Becky Perelli, RN, MS.
Phone: (408) 741-2027

For more information on clinical and wellness services, clinic hours, Tuberculin Skin Testing, personal counseling, and other health related resources, refer to the WVC Student Health Services web page:  http://www.westvalley.edu/services/health/

In case of medical emergency on-campus, 9 – 911 should be called.

SUCCESS PROGRAM
Students Using Cross-Cultural Educational & Support Services, or SUCCESS program, seeks to assist students in developing skills for a successful college experience. The Program targets African Americans yet includes those from other ethnicities who feel that they might benefit from the services of the program. The purpose of the SUCCESS Program is to provide academic and personal support that will significantly increase graduation and transfer rates. The courses offered by the Program focus around the African American experience.

Carolyn Nash is the program counselor, and is dedicated to providing every SUCCESS student with the proper guidance necessary to transfer successfully. Her office is located in the Counseling Building.

Phone: (408) 741-2608
Refer to web page: http://www.westvalley.edu/services/success.html

TRANSFER AGREEMENT PROGRAM
A Transfer Admission Agreement (TAA) is a "contract of understanding" between a student and a university guaranteeing that upon completion of the conditions of the agreement the student will be admitted to the university for the agreed upon term of enrollment. Courses and programs, which provide comprehensive lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.
Participating Universities:

University of California
- Davis
- Irvine
- Merced
- Riverside
- San Diego
- Santa Barbara
- Santa Cruz

Transfer agreements for UC’s are all processed ONLINE. Students need to contact a Counselor in the Counseling Department to make sure they qualify.

Private Universities
- Santa Clara University

Honors Program (Honors Program Students Only)
- UCLA (University of California, Los Angeles)

California State University
- Cal State East Bay (Hayward and Concord)
- Monterey Bay

Refer to web page: http://www.westvalley.edu/services/transfercenter/taa.html

TECHNOLOGY CENTER
Access to the Internet and availability of computers with course software are two requirements that are becoming standards for most classes at West Valley. The Tech Center provides both of these for any registered student who needs them. This is the electronic study hall with over 700 PC, Macintosh, and Sun computers and a resource library for students. The Tech Center is a state of the art computer center located in the Applied Arts and Sciences Building, (AAS).

Additionally, the Tech Center provides assistance for faculty as they develop and integrate technology into their classroom presentations and online classes. The Technology Center provides support to the computer classrooms and instructional facilities located in satellite locations across campus. The Center coordinates the scheduling of classes and special meetings in the four rooms in the Tech Center and the four computer rooms in the Business Building.

The lab 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.
Fred Chow is the Dean of Information Technology and Services. His office is located on the second floor of the Fox Center and he directs the primary interface with District Information Systems in coordinating standards for the District-wide technology infrastructure, project coordination, and coordination of desktop replacement for the classrooms, faculty and staff.

Technology Center Phone: 408.741-2666
Refer to web page: http://www.westvalley.edu/tc/

TUTORIAL SERVICES
The West Valley College Tutorial Services provides free tutoring to assist students in understanding and improving in a particular subject of study. Tutors review class materials and assignments, and empower students with the tools necessary to succeed in classes.

To be eligible for tutoring, students must:
- Be a West Valley College student
- Be currently enrolled in the subject that he/she wishes to be tutored.
- Have an honest desire to learn the material

Tutoring options include drop-in, scheduled individual sessions, or scheduled group sessions. During drop-in, students show up or walk-in for tutoring based on the published schedules of tutor and subject availability (or subject coverage). Students using drop-in services share the tutors who are on duty with the other students in drop-in area. In addition to drop-in, if a student is in danger of failing or dropping a class, that student can have a private weekly tutor for one hour per week. With a faculty referral, any student can have a free, one-hour weekly appointment with a successful student-tutor. Instructors can also notify the Tutorial Center of potential tutors that could be hired to assist other students. The Tutorial Center is located adjacent to the library.

Phone: (408) 741-2038
Refer to: http://www.westvalley.edu/ss/tutorial

For a listing of Student Services Administrators, Program Directors and Staff, along with their respective phone extensions and office locations, please refer to Section 2, page 13.
SECTION 6

FACULTY RIGHTS AND PROTECTION
SECTION 6

FACULTY RIGHTS AND PROTECTION

Included in the section:

AAUP Ethics Statement:
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AAUP Ethics Statement.........................................................................................6.3
Developing Scholarly Competence .................................................................6.4
Maintaining Honest Academic Conduct............................................................6.5
Insuring Cultural and Gender Sensitivity: Respecting Students ad Individuals...6.5

Encouraging the Free Pursuit of Learning:
Securing Student Access & Success.................................................................6.6
Avoiding Exploitation of Students.................................................................6.6
Establishing Academic Standards.................................................................6.7
Maintaining Academic Freedom........................................................................6.7

Non-Discrimination and Unlawful Discrimination Policy .........................6.8

Sexual Harassment Grievance Policy ..............................................................6.12
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Free Speech and Discriminatory Harassment................................................6.15
FACULTY ETHICS: EXPANDING THE AAUP ETHICS STATEMENT
(From: Academic Senate for California Community Colleges)

INTRODUCTION
The Academic Senate for California Community Colleges adopted the "American Association of University Professors (AAUP) Ethics Statement" in 1987 and in April 1988 released a paper entitled, "Why The Academic Senate Has Adopted The AAUP Ethics Statement." The AAUP statement and explanation for its adoption have been quite helpful to local senates in discussions of ethics. However, community college faculty face situations that are distinctly different from those faced by university professors. Furthermore, since the ethics statement was first adopted by the Academic Senate, AB 1725 has become law, and the bill's redefinition of the community college faculty profession has resulted in an abundance of ethical questions regarding faculty roles, responsibilities, and obligations. Hence, the purpose of this paper is to offer expanded discussions on the AAUP Ethics Statement focusing on issues that typically face faculty in California's Community Colleges.

The AAUP ethics document consists of five statements outlining faculty responsibilities to their disciplines, students, colleagues, institutions, and communities. The text of these statements is included in Section II of this Handbook. It serves as an excellent foundation in principles upon which decisions of ethical behavior can be based.

Those principles are expanded in Section III in the areas of scholarly competence, honest academic conduct of students, academic standards, cultural and gender sensitivity, the free pursuit of learning, avoiding exploitation of students, academic freedom, and contributing to the profession.

AAUP ETHICS STATEMENT
Professors, 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 professors 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 professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students
reflect each student's true merit. They respect the confidential nature of the relationship between professor 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.

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

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors must give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it.

When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. 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, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

**DEVELOPING SCHOLARLY COMPETENCE**

Every discipline requires scholarship. Faculty must keep up with new developments in their disciplines and in teaching methods just as doctors are obligated to keep abreast of new developments in medicine and attorneys are required to know evolving laws. It is a faculty member's ongoing obligation to pursue professional and academic development.

In addition, faculty have the obligation to pursue the truth. The intellectual virtues of being open-minded, fair, honest and objective in the consideration of differing views, being thorough in research, avoiding the manipulation of data, and reaching a well-reasoned viewpoint should all be fostered within the intellectual character of the faculty member.
These attitudes toward learning are precisely what faculty are trying to get students to acquire, therefore, faculty are obligated to teach and lead by example. Modeling and teaching critical thinking and attempting to instill in students intellectual virtues which foster critical thinking are key responsibilities for faculty.

In other words, modeling a democratic style rather than an authoritarian one is more appropriate. Instead of trying to control the beliefs, opinions and values of students, encouraging pluralistic dialogue is an ethical necessity. Teaching students to respect differing views and helping them to benefit from the wisdom often found in ideas with which they disagree can provide a profound learning experience.

**MAINTAINING HONEST ACADEMIC CONDUCT**
Colleges should have a policy on honest academic conduct, developed by the Academic Senate working with the student leadership. Faculty are obliged to make sure that such a policy exists, is published, and provides appropriate due process standards. In addition, faculty need to adopt a zero tolerance policy toward academic dishonesty. Students who behave dishonestly should face retributive consequences consistent with the institution's policies.

Faculty have an obligation to prevent academic dishonesty by ensuring that students do their own work. Types of dishonesty include copying from others, turning in work that is not the student's own, and using references without appropriate citation. Faculty should provide a definition of acceptable academic conduct on the first day of class through discussion and in writing. An essential strategy for preventing academic dishonesty is to set up testing situations that minimize the potential for misconduct.

Finally, there are rules and expectations of proper academic behavior that should be articulated and taught within the framework of the respective academic disciplines. Respect for students requires that all be held to the same standard of conduct. Holding students to different standards is demeaning and insulting.

**INSURING CULTURAL AND GENDER SENSITIVITY: RESPECTING STUDENTS AS INDIVIDUALS**
Respecting students as individuals is an ethical imperative for faculty. All students, as individuals, deserve the respect of faculty regardless of their cultural background, ethnicity, race, gender, religious beliefs, political ideologies, disability, sexual preference, age, or socioeconomic status.

One of the challenges of being an educator is to reach students at their current point of understanding. When relating to students as individuals, faculty must recognize the unique circumstances of each student's life. In particular, some students may possess learning styles, which hinder them from benefiting from traditional methods of instruction. Faculty have the responsibility to use all possible effective pedagogical tools to reach those students.
Students look to faculty as role models. Not only must faculty exhibit an appreciation and respect for students from all backgrounds, but it is also imperative that they teach and model behavior which is tolerant and shows appreciation and respect for others. Affirming individual students' abilities, strengthening their self-identities, and assisting them to reach their full potential are qualities of an effective faculty member.

**ENCOURAGING THE FREE PURSUIT OF LEARNING: SECURING STUDENT ACCESS AND SUCCESS**

The concept of a community college as defined by the California Community Colleges' Master Plan is one of the best examples of an egalitarian educational model of a system of higher education in the world. One could say that the idea of open access is the quintessential expression of democracy in education and that open access exemplifies the free pursuit of learning.

As participants in the development of educational policies at our institutions, we must remain diligent to protect students' right to freely pursue their education, watching closely to prevent barriers to access, particularly to those from historically under-represented groups. These barriers may include restrictive or difficult to accomplish admission procedures, lack of access to counseling, or unjustified prerequisites. Faculty may incorrectly assume that references, examples, or methodologies they use are part of the students' experience or cultural heritage. Methods should be sought which can make learning more achievable to students. Faculty have an ethical responsibility as educators to reduce as much as possible all barriers to the pursuit of education and to seek new methods to assure students' success.

**AVOIDING EXPLOITATION OF STUDENTS**

Exploitation of students by faculty members can take many guises. Be it for personal financial gain, sexual gratification, or any other reason, such exploitation is totally unacceptable. It is a fundamental ethical principle that individuals possessing power and authority should not use their advantaged position for their own gain or to advance their own self-interest. In light of the fact that the educational profession is one in which trust between faculty member and student maximizes the results of the learning experience, it is especially reprehensible for faculty to use their power and authority for such self-gratification or self-gain.

Faculty have power over students by virtue of their position. There is no greater violation of that power than when a faculty member exploits this relationship with students. Students may have fears and insecurities about their abilities and what the future holds for them. They may tend to view faculty with a sense of awe that is based on a projected expectation rather than personal experience of proven expertise or trustworthiness. They tend to trust faculty beyond areas of academic
expertise. To take advantage of individuals under these conditions is ethically inexcusable.

For example, in cases where some students are being evaluated on the basis of academic standards while others are being evaluated on the basis of responsiveness to inappropriate advances or where personal services or favors are traded for grades, privilege or recognition, one can easily see that such behavior is a violation of ethics. Students must be evaluated solely on the basis of academic standards.

Faculty must be cognizant of the possible perceptions and interpretations their students may formulate in response to faculty-student interactions. Therefore, faculty members are obligated to create a learning environment free of insensitivity, hostility, and coercion. Faculty must realize that such an environment often can be more contingent upon the perceptions of students than on the intentions of faculty.

**ESTABLISHING ACADEMIC STANDARDS**

California Community Colleges have the dual mission of preparing individuals for work and citizenship. Successful careers depend on acquiring the skills, knowledge and abilities to perform competently in the work place. To prepare students for the world of work and to avoid misleading them as to what they can expect once they leave the campus, it is important to evaluate students in a manner which is consistent with the academic standards of the discipline.

Academic standards should be determined in the context of one's academic discipline by the community of scholars within the discipline. They should not differ significantly from one faculty member to another within the same discipline. If, for example, there is significant variation in grading criteria and standards among faculty who teach courses that are prerequisites for courses further in a sequence, then clearly students, subsequent courses, and the disciplines, are harmed. While the mastery that faculty have of their own discipline and scholarship entitles them to the freedom of the presentation of their subject matter, it is unethical for a faculty member to persistently interject material unrelated to the course such that the instructor fails to offer the agreed upon subject matter of the course.

**MAINTAINING ACADEMIC FREEDOM**

By nature and definition, a college campus embraces the value of academic freedom. In order to pursue truth, survey the marketplace of ideas, and acquire knowledge and understanding, both faculty and students must have the freedom to express their views and be safe from reprisals. However, there are obligations that accompany academic freedom.

The first obligation in maintaining academic freedom is to create a learning environment that fosters the free exchange of ideas. In other words, faculty should encourage the expression of diverse views and the understanding of those views.
The second obligation, which is required to maintain academic freedom is to clearly distinguish when one is speaking for one's self and when one is speaking as a representative of the educational institution. The classroom in particular should not be used as a forum for the advancement of personal causes. Our obligation is to inform, not to indoctrinate. If a stormy political issue arises, we can certainly encourage a lively discussion of all facets of the situation. However, we cannot present just our view or advocate only our own position unless we do so in the context of debate or other such pedagogical structures where opposing views may be presented.

As members of a profession that has a high degree of autonomy and flexibility in determining how work is accomplished, it is important that faculty discharge all of their responsibilities conscientiously.

A recommendation on a framework and processes for developing local faculty professional expectations and accountability processes is currently under consideration by the Academic Senate's Educational Policies Committee.

**NON-DISCRIMINATION AND UNLAWFUL DISCRIMINATION POLICY**

Public demand for greater accountability in the delivery system of programs and services calls for an educational and work environment free from discriminatory practices. To meet these challenges brought about by legislative action and the public interest, the District must be innovative and results-oriented in the implementation of its equal opportunity programs.

The District is committed to provide each individual with the opportunity to participate in all institutional programs and activities without regard to ethnicity, gender, or other non-relevant criteria. Additionally, the District has an obligation to promote cultural, racial, and human understanding within the community it serves as well as within its sphere of influence.

To have available positive images provided by individuals from historically underrepresented groups, and to observe that such individuals can assume responsible and diverse roles in society is educationally sound for all students attending Colleges of the District. The richness that cultural and racial diversity brings to our national heritage and the exercise of democratic principles can be best taught in the presence of a staff and student body of both genders, diverse ethnic groups, handicapped individuals, and veterans.

The policy of the District is to provide an educational and employment environment in which no person shall be unlawfully subject to discrimination on the basis of ethnic group identification, national origin, race, color, ancestry, religion, creed,
age, sex, sexual orientation, marital or parental status, medical condition, or physical or mental disability, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. In so providing, the District hereby implements the provisions of California Government Code sections 11135 through 11139.5, California Code of Regulations, Title 5 §59300, the Sex Equity in Education Act (Education Code, §66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Americans with Disabilities Act of 1990 (42 U.S.C. §12100 et seq.), and the Age Discrimination Act (42 U.S.C. § 6101).

The Board:

a. Affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination in the delivery and provision of employment and educational and related services to the public;

b. Declares its commitment to maintaining an environment of equal employment opportunity which prohibits discrimination based on ethnic group identification, national origin, race, color, ancestry, religion, creed, age, sex, sexual orientation, marital or parental status, medical condition, or physical or mental disability, in every aspect of personnel policy and practice in the employment, advancement, and treatment of employees and qualified applicants for employment, as well as its commitment to maintain an environment free from sexual harassment and intimidation;

c. Prohibits discrimination against women, ethnic and racial minorities, veterans, and individuals with physical and/or mental disabilities in its work force;

d. Affirms its commitment to the development and maintenance of an educational curriculum that is free of bias and provides educational relevance for all people;

e. Affirms its commitment to admission, recruitment, and retention policies that encourage a student body of all races, ethnic groups and genders, as well as persons with physical and mental disabilities, and veterans; and

f. Affirms its commitment to use District resources, facilities, and services in a manner that will benefit all residents of the District and that ensures women, ethnic and racial minorities, individuals with physical and mental disabilities, and veterans will be fairly represented in the use of such resources, facilities, and services.

2.6.2 Definitions applicable to this policy on non-discrimination and unlawful discrimination are those found in State law and regulations.
2.6.3 The Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall in no event constitute any form of unlawful discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty’s right to teach and the student’s right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity. (Cohen v. San Bernardino Valley College (1995) 883 F. Supp. 1407, 1412-1414 affirmed in part and reversed in part on other grounds, (1996) 92 F. 3d 968; and California Code of Regulations, Title 5, §59302.)

When investigating unlawful discrimination complaints containing issues of academic freedom, the District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

2.6.3 The Chancellor is charged with the responsibility of implementing this general policy statement through the development and administration of specific component plans including, but not limited to, administrative regulations, data collection methods, analysis, reporting procedures, compliance procedures, grievance mechanisms, and delegation of responsibilities. Further, that there shall be one such component planned for each of the following areas: employment, curriculum, student enrollment, District resources, facilities, and services.

A copy of the policy on non-discrimination and unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the District’s rules, regulations, procedures, and standards of conduct are posted (California Code of Regulations, Title 5, §59300 et seq. And 59326; Education Code, §66281.5; 20 U.S.C. §1681 et seq.; and 34 C.F.R. §106.8(b)).

2.6.6 The District has identified the Associate Vice Chancellor of Human Resources to the State Chancellor’s Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to California Code of Regulations, Title 5, §59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.
a. The Associate Vice Chancellor of Human Resources or designee shall make arrangements for or provide training to employees and students on the District’s nondiscrimination and unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and all members of the support staff will be provided with a copy of the District’s written policy on non-discrimination and unlawful discrimination at the beginning of the first semester of the school year after the policy is adopted.

b. All District employees will be provided this training and a copy of the nondiscrimination and unlawful discrimination policy and procedures during the first year of their employment. Considering their special responsibilities under the law, supervisors will undergo mandatory annual training. Thereafter, in years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

c. A training program or informational services will be made available to all students at least once annually. The student training or informational services should include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District’s written policy on nondiscrimination and unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session, as applicable. (Education Code, §66281.5; California Code of Regulations, Title 5, §’s 59300 et seq., 59324, and 59326; and 34 C.F.R. §106.8(b).

2.6.7 It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy. (20 U.S.C. §1681 et seq.; 34 C.F.R. §106; California Code of Regulations, Title 5, §59300 et seq.; and Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office of Civil Rights, January 19, 2001.)
SEXUAL HARASSMENT GRIEVANCE POLICY

It is the policy of The District to maintain a learning and work environment that is free of sexual harassment. In accordance with District policy, employee complaints of sexual harassment are referred to the Associate Vice Chancellor of Human Resources.

Student complaints of sexual harassment are defined in this section of the Discipline/Grievance Policy. Sexual harassment, as defined by Title VII of Civil Rights Act, Title IX of Educational Amendments of 1972, Office of Civil Rights, and current District Policies is defined as:

A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, when made by a student to another student, or when made by a student to a staff member.
   1. Submission of such conduct is made, either explicitly or implicitly a term of condition of an individual’s employment or education; or
   2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting such individual; or
   3. Such conduct has the purpose or effect of substantially interfering with an individual’s educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

B. Sexual harassment may include, but is not limited to:
   1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
   2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
   3. Implying or withholding support for an appointment, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
   4. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunity, grades, and/or learning environment of a student.
5. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Complaints Against College Employees

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality.

The State Education Code, Title 5, Section 59334, requires that a single person investigate and report formal sexual harassment (and discrimination) complaints. That person for the District is the Mr. Brad Davis, Associate Vice Chancellor of Human Resources.

The CSSO is designated as the Title IX responsible office for Mission College. The CSSO will assist students at both the formal and informal grievance levels and answer any questions or concerns.

Many complaints may be resolved at the informal level. Often discussion with the College employee will successfully change the behavior to the student’s satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contact with the individual or their supervisor is possible. In those situations the student should immediately report the incident directly to the CSSO and to the Associate Vice Chancellor of Human Resources.

A. Informal Level
   1. The Step 1 level encourages the student to approach the person who has caused the complaint. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.
   2. At the Step 2 level the student approaches a third party, either the Department Chair or the immediate supervisor of the employee. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.

B. Formal Level
   1. The Step 3 level is directly with the CSSO and to the Associate Vice Chancellor of Human Resources. Appeal procedures beyond this level are determined by the District Personnel Policies. The student begins the formal discrimination procedure at this level if he or she believes it is necessary.
C. Timeline
1. Formal complaint must be filed in writing within 60 days of occurrence to the Associate Vice Chancellor of Human Resources.
2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336).

Complaints Against Other Students
Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanction for this behavior. Complaints are filed with the CSSO (Vice President of Student Services) at each campus.

Refer also to the District Policy Manual, SEXUAL HARASSMENT AND SEX DISCRIMINATION POLICY, Chapter 2, Section 7, pages 16 – 22.

The District Policy Manual is posted on the following link:
http://wvm.edu/group.aspx?id=36
Click on “Policies” in box on upper right.

DISCRIMINATION GRIEVANCE PROCEDURES
It is the policy of the District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical or mental handicap.

Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources and Employee Relations at any time.

A. Informal Level
The lowest level of complaint is informal (Step 1), which is with the individual who caused the complaint. The student informally attempts to resolve the situation to his or her satisfaction. At this level, the student may meet with the supervisor of the employee who has created the complaint. The student may also meet with the CSSO for information or assistance at any time.
B. Formal Level
1. Formal complaints are filed with the Associate Vice Chancellor of Human Resources and must be filed in writing within 60 days of occurrence.
2. Investigation will be completed within a 90-day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Associate Vice Chancellor of Human Resources, will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336).
4. A student may appeal the decision of the Associate Vice Chancellor of Human Resources to the Chancellor and then to the Board of Trustees.

C. Timeline
1. Formal complaint must be filed in writing within 60 days of occurrence to the Associate Vice Chancellor of Human Resources
2. Investigation will be completed within a 90-day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Associate Vice Chancellor of Human Resources will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336)
4. Appeal procedures are defined in the District policy.

Free Speech and Discriminatory Harassment
The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.
SECTION 7

OTHER INFORMATION

Calendar, Deadline Dates, Map
Professional Development Program
Student Forms
WVCCD Acronyms
SECTION 7
OTHER INFORMATION

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Campus Map ..................................................................................7.6
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WVCCD Acronyms ........................................................................7.13-16
# West Valley-Mission Community College District

## Academic Calendar 2010-11

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### Notes:
- **FA**: All Faculty Dev. Day
- **SP**: First Day of Instruction
- **Fix**: Holidays
- **FLX**: Final Exams
- **Teaching Days**: Teaching Days
- **Spring Break**: Spring Break
- **New Faculty Dev. Day**: New Faculty Dev. Day
- **Summer Session**: Summer Session
- **Wintersession**: Wintersession
- **Non-Workdays**: Non-Workdays

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West Valley College Faculty Handbook  
Section 7, Page 3
## Fall Semester • 2010 Calendar Timeline

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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>August 27</td>
<td>All Faculty Flex Day</td>
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<td>August 30</td>
<td>First Day of Instruction</td>
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<tr>
<td>September 10</td>
<td>Last Day to ADD Semester-Length Classes</td>
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<tr>
<td>September 10</td>
<td>Last Day to DROP Classes without Notation</td>
</tr>
<tr>
<td>September 13</td>
<td>FIRST CENSUS DAY (Monday of 3rd week)</td>
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<tr>
<td>October 1</td>
<td>Deadline to petition for Fall graduation</td>
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<tr>
<td>November 19</td>
<td>Last Day to DROP classes (12th week) with W</td>
</tr>
<tr>
<td>December 13-18</td>
<td>Final Exam Period</td>
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<tr>
<td>December 20-22</td>
<td>Non Instructional Days (Offices Open)</td>
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<td>December 30</td>
<td>ALL GRADES DUE</td>
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<td>November 12</td>
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<td>November 25-27</td>
<td>Thanksgiving Holiday</td>
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<td>Dec. 23 - Jan. 4</td>
<td>Semester Break</td>
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## Winter Session • 2011 Calendar Timeline

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<tr>
<td>January 4</td>
<td>First Day of Instruction</td>
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<tr>
<td>January 26</td>
<td>Winter Session ends (Final Exam: Last Class Meeting)</td>
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# Spring Semester • 2011 Calendar Timeline

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<tr>
<td>January 31</td>
<td>First Day of Instruction</td>
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<td>February 11</td>
<td>Last Day to ADD semester length Classes</td>
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<td>February 11</td>
<td>Last day to DROP Classes without a “W” (with refund)</td>
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<tr>
<td>February 14</td>
<td>FIRST CENSUS DAY (Tuesday of 3rd week)</td>
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<tr>
<td>February 17</td>
<td>Last day to DROP a class without a “W” (no refund)</td>
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<tr>
<td>March 5</td>
<td>Deadline to Petition for Graduation</td>
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<tr>
<td>April 29</td>
<td>Last Day to DROP classes (12th week) with a 'W'</td>
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<tr>
<td>May 21 - 27</td>
<td>Final Exams</td>
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<td>May 27</td>
<td>Graduation</td>
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<thead>
<tr>
<th>Date</th>
<th>Campus Closed - Non Instructional Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28</td>
<td>All Faculty Flex Day</td>
</tr>
<tr>
<td>February 18 – 21</td>
<td>President's Holiday</td>
</tr>
<tr>
<td>March 31</td>
<td>Cesar Chavez Observance</td>
</tr>
<tr>
<td>March 28 - April 2</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day Holiday</td>
</tr>
</tbody>
</table>
West Valley College
West Valley-Mission Community College District
Professional Development Program  FLEX CONTRACT

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Year</th>
<th>Original</th>
<th>Amended</th>
<th>Full Time</th>
<th>Adjunct</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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.

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.

<table>
<thead>
<tr>
<th>Title of PD workshop</th>
<th>Time and Place</th>
<th>FLEX Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Fall  x  Spring  x  Year 2010

Full Time  x  Adjunct  

Partial Contract %

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.

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.

<table>
<thead>
<tr>
<th>Title of PD workshop</th>
<th>Time and Place</th>
<th>FLEX Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All College Day General Session</td>
<td>9:30-11:00</td>
<td>1.5</td>
</tr>
<tr>
<td>Break Out—1. Before Shots Are Fired: What You Need to Know and Do</td>
<td>11-12:30</td>
<td>1.5</td>
</tr>
<tr>
<td>Lunch Seminar: What YOU Can Do To Make Textbooks More Affordable</td>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>Division Meeting</td>
<td>2-5</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Faculty Member
(12-hour annual FLEX commitment)

All College Day
PD Workshops

- Obtain “Passport” to document participation
- “Passport” + Absence Report Authorization ScanTron
- Division Chair/Supervisor signs verifying FLEX hours
- Documentation + Signed Absence Authorization ScanTron (Do not staple!)

Office of Instruction

Professional Development sponsored activity

- Obtain PD Activity “Ticket” to document participation
- “Ticket” + Absence Authorization ScanTron

ALL Absence Authorization ScanTron Forms and documentation for FLEX hours goes to the Office of Instruction regardless which supervisor signs the form.

- Documentation to faculty file in Office of Instruction
- Absence Authorization Form to HR for data input and recording.
- Faculty can view status on MyWebService
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 2.0 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:

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>COLLEGE ID NO.:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STUDENTS NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST</td>
<td>FIRST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER OF WORK (Circle One)</th>
<th>SUMMER</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>COURSE NUMBER</th>
<th>SECTION NUMBER</th>
<th>COURSE NAME</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>DEFAULT GRADE</th>
<th>INSTRUCTOR'S SIGNATURE</th>
</tr>
</thead>
</table>
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:

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>3CDUG</td>
<td>California Datatel User Group</td>
</tr>
<tr>
<td>4CS</td>
<td>California Community College Classified Senates</td>
</tr>
<tr>
<td>A&amp;R</td>
<td>Admissions &amp; Records</td>
</tr>
<tr>
<td>ABOC</td>
<td>Audit and Budget Oversight Committee</td>
</tr>
<tr>
<td>ACCCA</td>
<td>Association of California Community Colleges Administrators</td>
</tr>
<tr>
<td>ACCJC</td>
<td>Accrediting Commission for Community and Junior Colleges</td>
</tr>
<tr>
<td>ACE</td>
<td>Association of College Educators (bargaining unit)</td>
</tr>
<tr>
<td>ADA</td>
<td>Average Daily Attendance</td>
</tr>
<tr>
<td>ANGEL</td>
<td>On-line Course Management System</td>
</tr>
<tr>
<td>AS</td>
<td>Academic Senate</td>
</tr>
<tr>
<td></td>
<td>(MCAS – Mission College; WVCAS – West Valley)</td>
</tr>
<tr>
<td>ASB</td>
<td>Associated Student Body</td>
</tr>
<tr>
<td>ASC</td>
<td>Administrative Services Council</td>
</tr>
<tr>
<td>BACCD</td>
<td>Bay Area Community College District Joint Powers Authority</td>
</tr>
<tr>
<td>JPA</td>
<td>(property and liability)</td>
</tr>
<tr>
<td>BAMS</td>
<td>Budget Allocation Model Subcommittee</td>
</tr>
<tr>
<td>BEOG</td>
<td>Basic Educational Opportunity Grant (also Pell Grant)</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>BOGG</td>
<td>Board of Governors Grant</td>
</tr>
<tr>
<td>BoT</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>CACC</td>
<td>California Association of Community Colleges</td>
</tr>
<tr>
<td>CACCRAO</td>
<td>California Association of Community College Records and Admissions Officers</td>
</tr>
<tr>
<td>ACRONYM</td>
<td>NAME</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>CalSACC</td>
<td>California Student Association of Community Colleges</td>
</tr>
<tr>
<td>CalWorks</td>
<td>California Opportunities &amp; Responsibility to Kids Program</td>
</tr>
<tr>
<td>CAN</td>
<td>&quot;California Articulation Number (postsecondary course numbering system for CCC, CSU &amp; UC)&quot;</td>
</tr>
<tr>
<td>CAPI</td>
<td>California Association of Part-time Instructors</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative Agencies Resources for Education</td>
</tr>
<tr>
<td>CB</td>
<td>Collective Bargaining</td>
</tr>
<tr>
<td>CBAC</td>
<td>College Budget Advisory Committee (Mission College)</td>
</tr>
<tr>
<td>CBO</td>
<td>Chief Business Officer</td>
</tr>
<tr>
<td>CBOC</td>
<td>Citizens Bond Oversight Committee (Prop 39 Bond)</td>
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<tr>
<td>CC</td>
<td>College Council</td>
</tr>
<tr>
<td>CCCSC</td>
<td>California Community College Software Consortium</td>
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<tr>
<td>CCCT</td>
<td>California Community Colleges Trustees</td>
</tr>
<tr>
<td>CCLC</td>
<td>Community College League of California</td>
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<tr>
<td>CDC</td>
<td>Child Development Center</td>
</tr>
<tr>
<td>CDV</td>
<td>Child Development</td>
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<tr>
<td>CENIC</td>
<td>&quot;UC, CSU and Community College Network&quot;</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Instructional Officer</td>
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<tr>
<td>CISOA</td>
<td>Chief Information System Officer's Associations</td>
</tr>
<tr>
<td>CMS</td>
<td>Content Management System</td>
</tr>
<tr>
<td>COCCC</td>
<td>Chancellor's Office of California Community Colleges</td>
</tr>
<tr>
<td>COE</td>
<td>County Office of Education</td>
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<tr>
<td>COGNOS</td>
<td>Business Intelligence Tool</td>
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<tr>
<td>COLA</td>
<td>Cost of Living Adjustment</td>
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<tr>
<td>COPS</td>
<td>Certificates of Participation</td>
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<tr>
<td>CPI</td>
<td>Consumer Price Index</td>
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<tr>
<td>CR</td>
<td>Credit</td>
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<tr>
<td>CSSO</td>
<td>Chief Student Services Officer</td>
</tr>
<tr>
<td>CTA</td>
<td>California Teachers Association</td>
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<tr>
<td>DATATEL</td>
<td>&quot;Integrated Enterprise System (HR, Finance, Student)&quot;</td>
</tr>
<tr>
<td>DBAC</td>
<td>District Budget Advisory Committee</td>
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<tr>
<td>DCC</td>
<td>Division Chair Council (West Valley College)</td>
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<tr>
<td>DESP</td>
<td>Disability and Educational Support Program</td>
</tr>
<tr>
<td>DUG</td>
<td>Datatel Users Group</td>
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<tr>
<td>E&amp;FMP</td>
<td>Educational and Facilities Master Plan</td>
</tr>
<tr>
<td>EMT</td>
<td>Executive Management Team</td>
</tr>
<tr>
<td>EOPS</td>
<td>Extended Opportunity Program and Services</td>
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<td>ESL</td>
<td>English as a Second Language</td>
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<tr>
<td>ETS</td>
<td>Educational Testing Service</td>
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<tr>
<td>FACCC</td>
<td>Faculty Association of California Community Colleges</td>
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<tr>
<td>FASFA</td>
<td>Free Application for Federal Student Aid Program</td>
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<tr>
<td>FAT</td>
<td>Financial Aid Transcript</td>
</tr>
<tr>
<td>FCMAT</td>
<td>Fiscal Crisis and Management Assistance Team</td>
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<td>FERPA</td>
<td>Family Education Right and Privacy Act</td>
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<td>ACRONYM</td>
<td>NAME</td>
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<td>---------</td>
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</tr>
<tr>
<td>FTE</td>
<td>Full-time Equivalent</td>
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<tr>
<td>FTEF</td>
<td>Full-time Equivalent Faculty</td>
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<td>FTES</td>
<td>Full-time Equivalent Students</td>
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<tr>
<td>FWS</td>
<td>Federal Work Study</td>
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<td>GAP</td>
<td>Governance and Planning Committee (Mission College)</td>
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<td>HBA</td>
<td>Hours-by-Arrangement</td>
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<td>HM</td>
<td>Hospitality Management</td>
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<td>Heating Ventilation Air Conditioning</td>
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<td>IPEDS</td>
<td>Integrated Post Secondary Education Data System</td>
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<td>IRC</td>
<td>Instructional Resource Center</td>
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<td>IS</td>
<td>Information Systems</td>
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<td>JPA</td>
<td>Joint Powers Authority</td>
</tr>
<tr>
<td>LAIF</td>
<td>Local Agency Investment Fund</td>
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<td>LAND CORP</td>
<td>Mission-West Valley Land Corporation</td>
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<tr>
<td>LRC</td>
<td>Learning Resource Center</td>
</tr>
<tr>
<td>M&amp;C</td>
<td>Meet &amp; Confer</td>
</tr>
<tr>
<td>M&amp;O</td>
<td>Maintenance &amp; Operations</td>
</tr>
<tr>
<td>MCS</td>
<td>Microcomputer Support</td>
</tr>
<tr>
<td>MESA</td>
<td>&quot;Math, Engineering, Science Achievement&quot;</td>
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<tr>
<td>MIS</td>
<td>Management Information System</td>
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<tr>
<td>NC</td>
<td>No credit</td>
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<tr>
<td>NCCCP JPA</td>
<td>Northern California Community Colleges Pool Joint Powers Authority (Workers’ Compensation)</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>National Student Loan Clearing House</td>
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<td>NSLDS</td>
<td>National Student Loan Data System</td>
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<td>OIC</td>
<td>Operation and Infrastructure Committee</td>
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<td>OPEB</td>
<td>Other Post Employment Benefits</td>
</tr>
<tr>
<td>PARIS</td>
<td>Planning and Research Infrastructure System</td>
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<tr>
<td>PERS</td>
<td>Public Employees Retirement System</td>
</tr>
<tr>
<td>PFE</td>
<td>Partnership for Excellence</td>
</tr>
<tr>
<td>PGC</td>
<td>Performance Goals Committee (West Valley College)</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
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<td>PO</td>
<td>Purchase Order</td>
</tr>
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<td>POA</td>
<td>Police Officers’ Association</td>
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<tr>
<td>PR</td>
<td>Purchase Request</td>
</tr>
<tr>
<td>PRTF</td>
<td>Program Review Task Force</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>S&amp;FMP</td>
<td>Services and Facilities Master Plan</td>
</tr>
<tr>
<td>SAFERS</td>
<td>Student Aid Financial Evaluation and Recordkeeping System</td>
</tr>
<tr>
<td>SEIU</td>
<td>Service Employees International Union</td>
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<tr>
<td>SELF</td>
<td>Schools Excess Liability Fund</td>
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<tr>
<td>SEMS</td>
<td>Standardized Emergency Management System</td>
</tr>
<tr>
<td>SEOG</td>
<td>Supplementary Education Opportunity Grant</td>
</tr>
<tr>
<td>SLO</td>
<td>Student Learning Outcome</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>STRS</td>
<td>State Teachers Retirement System</td>
</tr>
<tr>
<td>SWACC</td>
<td>Statewide Association of Community Colleges</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance to Needy Families</td>
</tr>
<tr>
<td>TOP</td>
<td>Taxonomy of Programs (classification of disciplines and programs)</td>
</tr>
<tr>
<td>TRAN</td>
<td>Tax Revenue Anticipation Note</td>
</tr>
<tr>
<td>TTIP</td>
<td>Telecommunications Technology Infrastructure Project</td>
</tr>
<tr>
<td>VATEA</td>
<td>Vocational and Applied Technology Education Act</td>
</tr>
<tr>
<td>VTD</td>
<td>“Vavrinek, Trine, Day &amp; Co, LLP (District auditors)”</td>
</tr>
<tr>
<td>WSCH</td>
<td>Weekly Student Contact Hours</td>
</tr>
</tbody>
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