



Dear Colleagues:

Many members of the faculty, staff and administration have contributed to this edition of the San Diego Mesa College Faculty and Staff Handbook. As your new president, this handbook will be a useful tool for me, as well as for all of us that work at Mesa College.

I hope that you will find it to be to be a useful resource in understanding the organization, policies and procedures of the college, as well as relevant policies of the San Diego Community College District.

In addition to work-related information, the handbook contains information about participatory governance.

Mesa College embraces the participatory governance concept, and involvement of the faculty and staff at all levels of planning and decision-making is both valued and encouraged. Please use this reference in determining how you can become a part of the college's dynamic processes and activities.

Because San Diego Mesa College is a place for learning and a place for work, all of us make an effort to foster a positive climate. Both the college and the district have a policy of zero tolerance for any form of workplace violence, sexual discrimination or harassment, racial discrimination or harassment, or similar forms of intolerance. Please help us promote a healthy, inclusive and affirmative environment by becoming familiar with these policies.

I look forward to learning from and working with Mesa College's highly qualified, talented, caring and dedicated faculty and staff. This handbook is offered in the service of supporting each wonderful person who works at Mesa College. Let us have a very good year together. Thanks for all you do.

Sincerely,

Pamela T. Luster, Ed.D.
President

WE ARE *Mesa*

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SAN DIEGO MESA COLLEGE

San Diego Mesa College is the largest college in the San Diego Community College District, which is the legal entity that provides overall policy direction and has ultimate fiduciary responsibility.

An elected governing board and a district chancellor ensure that the entire district serves the best interests of the citizens of San Diego. The governing board holds public meetings twice a month.

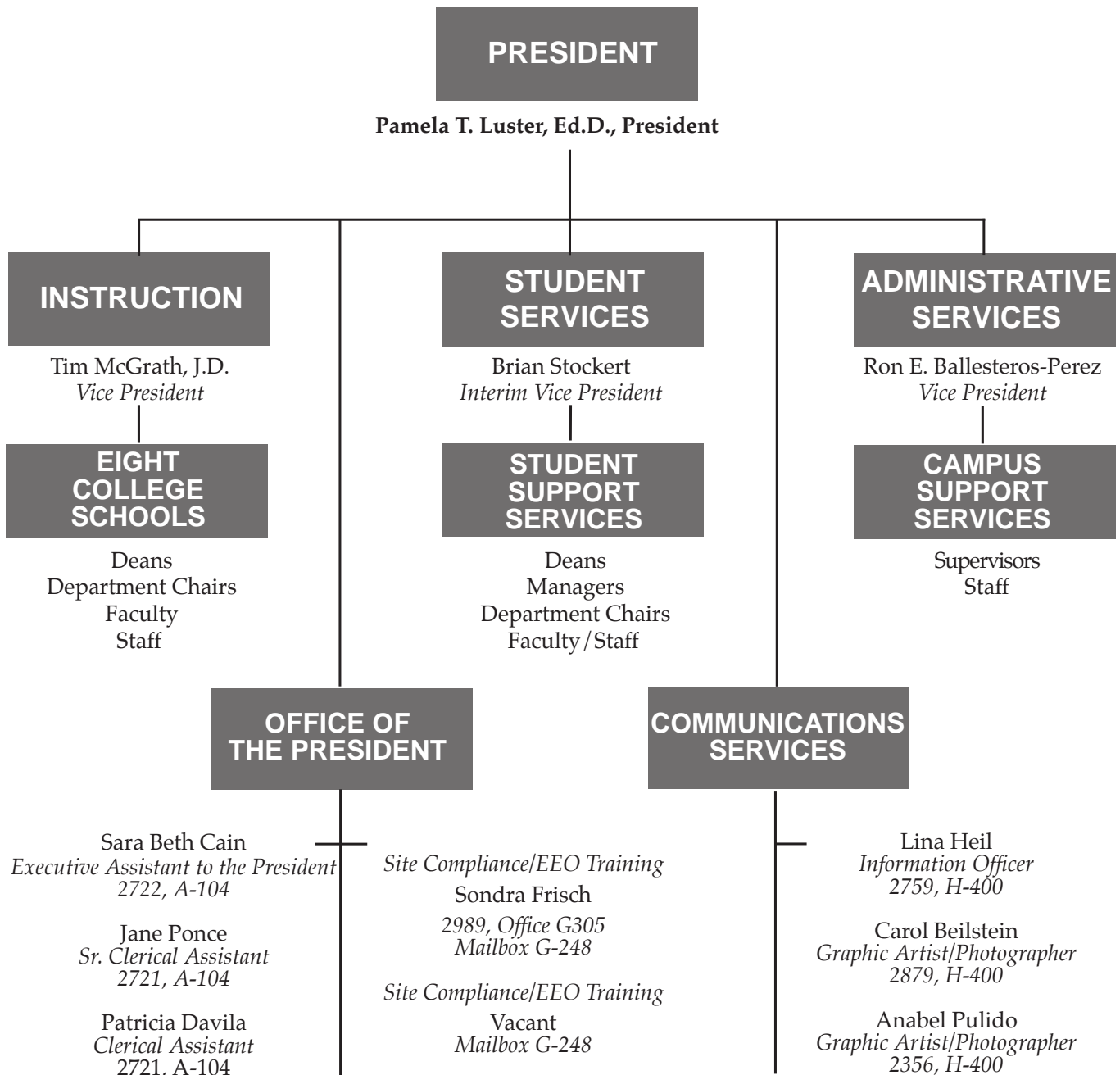


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The Mesa College Handbook for Faculty and Staff is a general guide for the day and evening instructors, as well as for administrative and classified staff at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of district policies and procedures, support materials from the district, the college catalogs, and the class schedules. Comprehensive information is also available on the campus web site at www.sdmesa.edu. This handbook is divided into six sections: College Organization, College Governance, Student Services, Instruction, Personnel Matters and General Information. In addition, there is an index in the back of the book.

COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE ADMINISTRATIVE ORGANIZATION



Liaison Functions:

Custodial and Grounds

Vice President, Administrative Services

College Police

Vice President, Administrative Services

Cafeteria and Bookstore

Vice President, Administrative Services

Vice President, Student Services

COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE INSTRUCTIONAL OPERATIONAL STRUCTURE

Tim McGrath, J.D., Vice President, Instruction



OFFICE OF INSTRUCTION

Room A-104

Mila Zagayanskiy, 2755

Administrative Secretary,
Sue Saetia, 2755

Senior Clerical Assistant
Brandon Terrell, 2463/2755

Senior Clerical Assistant
Accreditation Coordination;

Arlis Svedberg,
Administrative Technician
A-110, 2931

Articulation

Juliette Parker,
Articulation Officer
2639; A-110

Claudia Cuz-Flores,
Sr. Clerical Assistant,
2639; A-110

INSTRUCTIONAL SERVICES, RESOURCE DEVELOPMENT AND RESEARCH

Caterina Palestini, Sr. Secretary
2509, A-109

Susan Mun, Campus-Based
Researcher, 2509, A-109

Angie Avila
Sr. Clerical Assistant, 2509, A-109

SCHOOL OF BUSINESS, COMPUTER STUDIES AND TECHNOLOGIES

Dr. Jill Baker, Dean
Susan Gregory, Sr. Secretary
2803; J-106

Business Administration

Mark Abajan, Chair
Mariette Rattner, Asst. Chair

Accounting

Business

Economics

Marketing

Real Estate

Escrow

Computer Business Technology

Karen Owen, Chair
Computer Business Tech.
Multimedia, Geographic
Information Systems (GIS)

Computer Science

Russ English, Chair
Computer Information Systems

Work Experience

Jill Baker



SCHOOL OF SOCIAL/BEHAVIORAL SCIENCES AND MULTI-CULTURAL STUDIES

Charles A. Zappia, Ph.D., Dean
Denise Costa, Sr. Secretary
2801; A111

Architecture/Environmental Design

Ian Kay, Chair
Architecture
Building Construction
Interior Design
Landscape Architecture
Off-Campus Programs

Behavioral Science

Laurie MacKenzie, Chair
Madeleine Hinkes, Assist. Chair
Evan Adelson, Assist. Chair
American Indian Studies
Anthropology
Asian American Studies
Filipino Studies
Psychology
Sociology
Women's Studies

Black Studies

Thekima Mayasa, Chair

Chicano Studies

Cesar Lopez, Chair

Social Sciences

Jonathan McLeod, Chair
John Crocitti, Asst. Chair
Geography
History
Philosophy
Political Science



SCHOOL OF HUMANITIES

Dr. Chris Sullivan, Interim Dean

Jessica Gonzalez, Sr. Secretary
Jeannette Leon, Clerical Assistant
2797; G-201

Co-Curricular Programs

College Newspaper,
Janna Braun, Advisor

Speech and Debate Team,
Kim Gerhardt and
Linda Farnan, Directors

Communications Studies

Terry Kohlenberg, Chair

English

Jennifer Cost, Chair
John Gregg, Asst. Chair
Christie Allred, Asst. Chair

English

ESOL

Humanities

Journalism

UCSD English

Honors Program

Humanities Institute

Denise Rogers, Faculty Coordinator

Teacher Education

Laurie Lorence, Faculty Coordinator

Tutoring Center

Carol Sampaga,
Clerical Supervisor
2898; I207(M)



COLLEGE ORGANIZATION

SCHOOL OF ARTS AND LANGUAGES

Jonathan Fohrman, Dean
Ruth San Filippo, Sr. Secretary

Jeannette Leon, Clerical Assistant
2873; G-201

Art/Drama
Georgia Laris, Chair

Languages
Alison Primoza, Chair

Jeff Berry, Co-Chair
Chinese Latin
French Russian
German Spanish
Italian Tagalog
Japanese Vietnamese

Music
Momilami Ramstrum, Chair

Co-Curricular Programs
Art Gallery, Drama and Evening Theater, Vocal and Instrumental Music



SCHOOL OF LEARNING RESOURCES AND INSTRUCTIONAL SUPPORT

William Craft, Dean
Joyce Skaryak, Sr. Secretary
2799; LRC 434

Learning Resource Center
Jean Smith, Chair

Center for Independent Learning
Paul Gomez, Supervisor

Library & Audio Visual
Charlotta Robertson, Supervisor

Computing/ Telecommunications Services
Michael Davis, Supervisor
2510

Web Support
Steve Manczuk, Supervisor
2690

ADMINISTRATIVE COMPUTING

Provides computer and technology services and technical support for administrative and nonclassroom computing.

LRC, 2615
Ken Einstein, Tech. Specialist
Dion Aquino, Network Specialist
Tony Lo, Micro Computer Specialist



SCHOOL OF MATHEMATICS AND NATURAL SCIENCES

Dr. Saeid Eidgahy, Dean
Mary I. Toste, Sr. Secretary
2795, J-107

Accelerated College Program
Edwin Fields, Chair

Biology
Leslie Seiger, Chair
Anar Brahmabhatt, Asst. Chair

Chemistry
Rob Fremland, Chair

Mathematics
Michael Reese, Chair
Alison Damoose, Asst. Chair

Physical Science
Donald Barrie, Acting Chair
Astronomy
Engineering
Geology
Physical Science
Physics



SCHOOL OF HEALTH SCIENCES/ PUBLIC SERVICE

Margie Fritch, Dean
Gloria Wilder, Sr. Secretary
Ginger Davis, Sr. Clerical Asst.
2789; S-300

Allied Health
Christine Kinney, Chair
Animal Health Technology
Dental Assisting
Health Information Technology
Medical Assisting
Physical Therapist Assistant
Radiologic Technology

American Sign Language
Joe Halcott, Chair
American Sign Language Interpreter Training

Consumer Family Studies, Hospitality and Culinary Arts
Andrea Marx, Chair
Child Development
Child Development Center
Consumer Studies
Dietetic Service Supervisor Program
Fashion
Nutrition
Culinary Arts/ Culinary Mgmt
Hotel Management
Event Management



SCHOOL OF P.E./HEALTH EDUCATION AND ATHLETICS

Dave Evans, Dean
Anita Lee, Sr. Secretary
Ida Stark, Clerical Asst.
2737; L-101

Physical Education
Jan Ellis, Chair
Kevin Hazlett, Asst. Director

Todd Curran, Fitness Certification Coordinator

Dance, Health Education, Physical Ed., Fitness Certification

Intercollegiate Athletics
Dave Fager, Asst. Athletic Director
Kim Lester, Asst. Athletic Director

Kevin Hazlett, Asst. Athletic Director
Lisa Williams, Lifeguard Coordinator



COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE STUDENT SERVICES

Brian Stockert, Interim Vice President, Student Services



OFFICE OF STUDENT SERVICES

Room A-111 • 2678 • Fax 2908

Diana Hickam, Senior Clerical Assistant

DISABILITY SUPPORT PROGRAMS AND SERVICES (DSPS)

(TTY 388-2974)

Jill Jansen, Acting DSPS Coordinator, Chair, Counselor

Faculty:

Erika Higginbotham, Learning Disability / HTC Instructor 2893
 Jill Jansen, Counselor / LD Specialist 2780
 Julie Pludow, Counselor Specialist 2780
 Dawn Stoll, Counselor Specialist 2780

Support Staff:

Johanna Bodner, Student Services Assistant 2780

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Pedro Olvera, Counselor, Acting EOPS Director, Chair 2706

Counselors:

Nellie Dougherty 2706
 Karen Geida - CARE Coordinator 2706
 Myra Gonzales - FAST Scholars (Foster Youth) Coordinator 2706

Adjunct Counselors:

O. Pierre Romero 2706

Support Staff:

Melanie Cordero, Clerical Asst. 2706
 Lisa Naungayan, Student Assistance Tech./EOPS 2706
 Jackie Szitta, Student Assistance Tech./EOPS 2706
 Barbara Young, Clerical Assistant 2706

STUDENT TUTORIAL AND ACADEMIC RESOURCES

(STAR) I3-201 2481

Marichu Magaña, Director, Counselor 2469

Salem Bernhanu, Adjunct Counselor 5764

Thuan Le, Student Assistance Tech. 2461

STUDENT AFFAIRS

Ashanti Hands, Dean H-500

Kathy Fennessey, Senior Secretary 2699

*Commencement, Campus Judicial Affairs, Posting/
 Publicity, Policy 3100, Scholarship Program, Assoc.
 Students, Student Activities, Student Clubs*

Support Staff:

Courtney Lee, Senior Student Services Asst. 2699



FINANCIAL AID

I3-100

Gilda Maldonado, Financial Aid Officer 2820

Maria del Pilar Ezeta, Student Services Supervisor I 2959

Guadalupe Bueno, Student Services Assistant/FA App F-L 2817

Laura Cormode, Student Assistance Tech/FA Packaging Ri-Z 2817

Skyler Dennon, Senior Student Services Assistant Federal Work Study 2817

Terri Galusha, Student Assistance Tech/FA Pell Grant Coord., Packaging A-E 2817

Jenny King, Student Assistance Tech./FA 2817

Julissa Samano, CalGrant, Application M-RE 2817

Arva "Nell" Simpson, Student Assistance Tech FA, Direct Loan Program Coordinator, Packaging M-RE 2817

Cathy Springs, Student Services Assistant Application A-E 2817

Natosha (Tosh) Susoeff, Student Services Assistance ACG, Applications Ri-Z 2817

STUDENT HEALTH SERVICES

L-504

Suzanne Khambata, Director, FNP, MSN 2774

Nancy Bromma, FNP, MSN, Assistant Professor 2774

Linda Gibbins, LCSW, Adjunct 2774

Joyce LaFleur, Medical Office Assistant 2774

Michelle McCurdy, MSN, RN, CS, FNP, Adjunct 2774

Sally Murdock, RN, FNP, Pro Rata 2774

Polly Rose, RN 2557

Sue Schrader MFT, Counseling Advisor 2774

Calvin Wong, MD 2774

Leslie Cruz, MFT, Adjunct 2774

Lila Ullrich, RN, Adjunct 2774

STUDENT DEVELOPMENT AND MATRICULATION

Dr. Joi Lin Blake, Dean MV-22

Trina Larson, Sr. Secretary 2896

MV-22

ADMISSIONS/RECORDS MV-10

Ivonne Alvarez, Student Services Supervisor II

Jennifer Teh, Senior Student Services Asst.

MV-10 • 2689, Fax 388-2960

Admissions MV-11/12

Cheri Sawyer, Student Services Supervisor I 2687

James Arnegard, Senior Student Services Assistant, 2686

Prerequisites

Lynnda Echevarria, Senior Student Services Assistant 2686

Off-campus Applications/Prereqs. 2686

Alma Godinez, Student Services Assistance, General 2686

Sunny Jones, Student Services Assistant, General 2686

Deanna Louis-Balintec, Student Services Assistant, General 2686

Barbara Phipps, Student Services Assistant 2686

Verifications, General





SAN DIEGO MESA COLLEGE ADMINISTRATIVE SERVICES

Ron E. Ballesteros-Perez, Vice President, Administrative Services

ADMINISTRATIVE SERVICES

Provides services related to the campus budget, physical facilities construction, remodels, switchboard functions, telecommunications support and repair, campus email coordination, disaster preparedness coordination, alarm code review, and the financial aspects of the Mesa College Foundation.

TECH. AND TELEPHONE SUPPORT

Juan Ortega,
*Tech. Repair
*Telephone Repairs/
Services

G-240, 2480

STOCKROOM

Provides supply services to faculty and staff, including receiving functions, inventory control, maintenance of charge-back system.

- Instructional supplies
- Shipping and receiving
- Equipment inventory

K-202, 2761

Barry Coleman, Rec./
Stockroom Supervisor

Irma Buchin,
Clerical Asst.

Jesse Reyes,
Stock Clerk

Frank Fernandez,
Stock Clerk

BUSINESS SERVICES

Provides technical budget support; processes requisitions and charge-backs; responsible for curricular budget and travel and conference.

- Purchasing/requisitions
- Charge backs
- Subscriptions
- Co-curricular
- Revolving cash fund
- Budget monitoring
- Conference and travel
- Foundation accounts

A-102, 2771

Fax 619-388-2833

Erica (Patty) Garcia
Accounting Supervisor

Aracely Bautista
Accounting Tech.

Marco Chavez,
Accounting Tech.

Linda Custer,
Accounting Tech.

EMPLOYMENT/PAYROLL

Provides services related to the hiring process of certificated, classified, and NANCE employees; payroll processing, and leave reporting. The office functions as the liaison between District Human Resources and Mesa College.

A-101, 2746

Fax 619-388-2979

Kathleen Wells,
Sr. Office Manager

Classified Timekeepers

A-101, 2746

Luisa Faló,
Administrative Tech.

Lillie Sherman,
Administrative Tech.

Certificated Timekeeping

A-101, 2746

Vacant
Administrative Tech.

Cris Palmiter
Administrative Tech.

STUDENT ACCOUNTING

Provides support to maintaining campus accounting records; supervises cashiering functions.

- Student fee collection
- Student refunds
- Fiduciary trust accounts
- Cashiering

MV-17, 2704

Lynn Ngoc Dang,
Accounting Supervisor

Robert Booth,
Sr. Account Clerk

Nicolas Johnson
Sr. Acct. Clerk

Sharon "Nikki" Smith
Account Technician

Asress Ephrem,
Sr. Account Clerk

Zod Schultz,
Sr. Account Clerk

Nathan Talo,
Sr. Account Clerk

Michelle West,
Sr. Account Clerk

Consuelo Porto y Taboada
Sr. Acct. Clerk

REPROGRAPHIC CENTER

Provides clerical support and reprographic service to faculty and staff; campus mail receiving and distribution services.

- Mail service
- Instructional Word Processing
- Printing Services
- Voice mail
- Faculty Support Services

K-203, 2764

Penny Hedgecoth,
Reprographics/Mail Services
Supervisor

Jose Cabral,
Mail Clerk

Lygia Dela Cruz,
Production Services
Assistant

Leanne Kunkee,
Production Services
Assistant

Rocio Sandoval,
Lead Production Services
Assistant

Gianna Principato,
Production Services
Assistant

John Ruckle,
Lead Production Services
Assistant

Gary Shadoan,
Production Services
Assistant

Telephone Operator-PBX

K-203, ext. 2600

Petra Montgomery,
Telephone Operator

COLLEGE GOVERNANCE

SAN DIEGO MESA COLLEGE ADMINISTRATIVE PERSONNEL

President	Dr. Pamela T. Luster 2721, Room A-104
Vice President, Instruction	Tim McGrath 2755, Room A-103
Interim Vice President, Student Services	Brian Stockert 2678, Room A-111C
Vice President, Administrative Services	Ron E. Ballesteros Perez 2990, Room A-102
Dean, Arts and Languages	Jonathan Fohrman 2873, Room G-201
Dean, Social and Behavioral Sciences/ Multicultural Studies	Dr. Charles A. Zappia 2801, Room A-111
Dean, Business, Computer Studies & Technology	Dr. Jill Baker 2803, Room J-106
Dean, Health Sciences/Public Service	Margie Fritch 2789, Room S-300
Interim Dean, Humanities	Dr. Chris Sullivan 2797, Room G-201
Dean Math and Natural Sciences	Dr. Saeid Eidgahy 2795, Room J-107
Dean, Learning Resources, Education Technology & Instructional Support	William P. Craft 2799, LRC-443
Dean, P.E./Health Education and Athletics	Dave Evans 2737, Room L-101
Dean, Instructional Services, Resource Development, and Research	Vacant 2509, Room A-109
Dean, Student Affairs	Ashanti Hands 2699, Room H-500
Dean, Student Development and Matriculation	Dr. Joi Lin Blake 2896, Room MV-22
Admissions and Records Director	Ivonne Alvarez 2689, Room MV-22
Financial Aid Officer	Gilda Maldonado 2820, Room 13-100
EOPS and Student Support Services Director	Jill Janson 2706, Room I3-101
Articulation Officer	Juliette Parker 2639, Room A-110
Information Officer	Lina Heil 2759, Room H-400

PRESIDENT'S CABINET

Pamela T. Luster	President
Tim McGrath	Vice President, Instruction
Brian Stockert	Interim Vice President, Student Services
Ron E. Ballesteros-Perez	Vice President, Administrative Services
Dave Evans	Instructional Deans' Council Representative
Ashanti Hands	Student Services Dean Representative
Madeleine Hinkes	President-Elect, Academic Senate
Rob Fender	Vice President, Academic Senate
John Crocitti	Chair, Academic Affairs
Laurie Mackenzie	Chair of Chairs, Academic Affairs
Robin Watkins	President, Classified Senate
Angela Liewen Romeo	President-Elect, Classified Senate
Michael McLaren	Vice President, Classified Senate
Cherie Deogracias	Associated Students President
Tagart Sobotka	Associated Students Vice President

ACADEMIC SENATE EXECUTIVE COMMITTEE

Madeleine Hinkes	President
Cynthia Rico-Bravo	Past-President
Rob Fender	Vice President
Ken Kuniyuki	Treasurer
Lupe Gonzalez	Academic Senate Secretary
Laurie Mackenzie	Committee of Chairs
Katie Holton	State Senate Representative
Erica Specht	Senator-at-Large
John Crocitti	Chair of Academic Affairs
Sharon Hughes	Professional Development Committee
Michelle (Toni) Parson	Chair of Curriculum
Sue Saetia	Academic Senate Recording Secretary



Madeleine Hinkes
President,
Academic Senate



Angela Liewen Romeo
President-Elect,
Classified Senate

CLASSIFIED SENATE OFFICERS

Angela Liewen Romeo	President-Elect President effective Dec. 1, 2011
Robin Watkins	President President through Dec. 1, 2011
Michael McLaren	Vice President
Rocio Sandoval	Secretary
Danielle Short	Treasurer
Cathy Bruce	Member at Large

COMMITTEES

ACADEMIC SENATE COMMITTEES

Academic Affairs
Asian Pacific American Studies
Curriculum Review
Honors
International Education
Program Review
Teacher and Reading Development Program
Women's Studies

Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
LRC Liaison Committee
Professional Development Committee
Tenure and Promotion Review

AD HOC COMMITTEES

Contract Faculty Position Priorities
Facilities Master Plan
Distance Education

CAMPUS-WIDE SEARCH COMMITTEES

(as needed for faculty, staff and administrative vacancies)

CAMPUS-WIDE COMMITTEES

Academic Affairs Committee
Academic Review Committee
Basic Skills Success and Retention Committee
Budget Development Committee
Career Technical Education (CTE) - Perkins Committee
Catalog Sub-Committee
Commencement Committee
Crisis Response Committee
Curriculum Review Committee
Deans' Council
Diversity Committee
Environmental Stewardship
Facilities Planning Committee
Foundation Board of Directors
Global Awareness Committee
Humanities Institute Advisory Committee
Information Technology Committee
Instructional Deans' Council
Matriculation Advisory Committee
Mesa College Marketing Advisory Committee
Mesa College Staff Development Committee (includes Flex and Classified Staff Development Subcommittees)
Planning and Institutional Effectiveness Committee (PIE)
President's Cabinet

Program Review Committee
Research Ethics Review Board (RERB)
Scholarship Committee
Site Safety Committee
Student Services Council
Student Disciplinary/Grievance Committee
Transfer Memorandum of Understanding Committee

ASSOCIATED STUDENT COMMITTEES

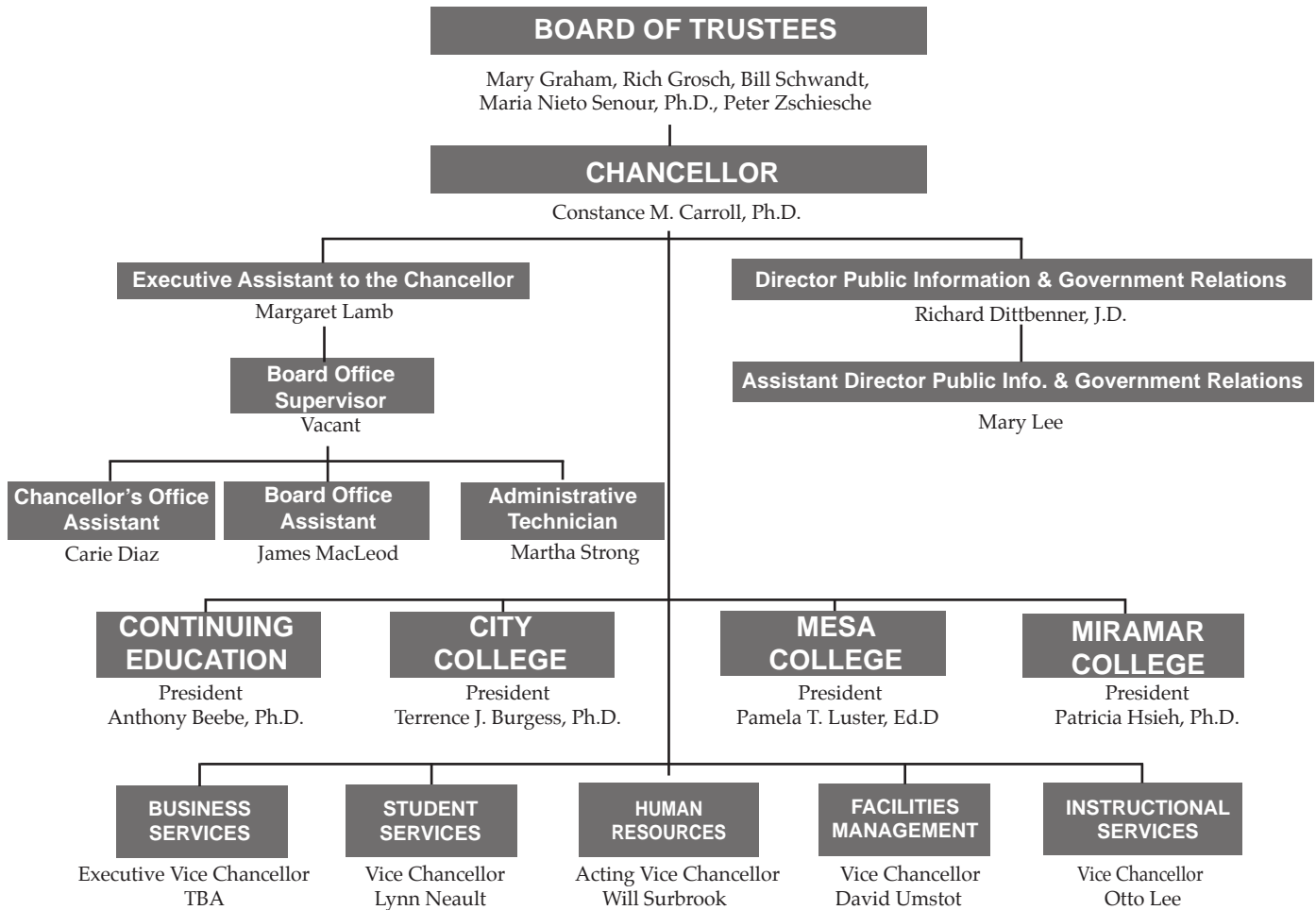
Cafeteria Advisory Committee
Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa Student Services Council
Parking Advisory Committee
President's Cabinet
Program Review
Scholarship
Student Disciplinary Hearing
Student Grievance
Student Judicial Review
Welcome Week

DISTRICT-WIDE COMMITTEES

Academic Calendar Committee
Auxiliary Business Services Organization
Budget Development and Institutional Planning Committee on Academic Personnel (CAP)
C-Cert
Curriculum Instructional Council
Disaster Preparedness
Distance Education User Group
District Marketing and Outreach Committee
District Strategic Planning Committee/
Technical Working Committee
Educational Resource Development Task Force
Emergency Disaster Preparedness Committee
Faculty Professional Development Council
Faculty Service Area Commission
Humanities Institute Advisory Committee
International Education Task Force
Library Automation User Group
Regional Safety and Health
District Wide Research Committee
Student Services Council

COLLEGE GOVERNANCE

SAN DIEGO COMMUNITY COLLEGE DISTRICT ADMINISTRATION



San Diego Community College District
BOARD OF TRUSTEES

(back, left to right)
Peter Zschiesche, Rich Grosch, Mary Graham
(front, left to right)
Maria Nieto Senour, Ph.D., Chancellor Constance M. Carroll, Ph.D.,
Bill Schwandt

STUDENT SERVICES

ACCESS TO AND REVIEW OF STUDENT RECORDS

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, no individual, agency or organization shall have access to a student's records without the written consent of the student, with certain exceptions.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student's name, address, telephone number, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with verified disabilities have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 4100, Section 1.10)

Faculty and staff are encouraged to refer students with disabilities and consult directly with Disability Support Programs and Services (DSPS) regarding any accommodation. Although it is recommended that students contact DSPS early for assistance, DSPS will work to meet the needs in a timely manner.

The DSPS department can provide support for proper use of academic accommodations, integrity of curriculum, confidentiality, and use of technology, (DSPS Computer Lab, LRC 209). If you are working with students who identify themselves as persons with disabilities, or if you have any questions, call the DSPS office at x2780 or view their website at www.sdmesa.edu/dsps.

Service Animals - Procedure 3105.2

Qualified students with disabilities may use service animals at district facilities and campuses in compliance with state and federal law. Once a service animal has been authorized as an appropriate accommodation by a DSPS counselor the student will receive a green sticker that is applied to the student identification card.

ATTENDANCE AND ACCOUNTING

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student's control.

Rules have been established by the Board of Trustees for management of class attendance:

Faculty shall maintain accurate attendance records.

- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: "No shows" or "Is no longer actively participating" such as students who have accumulated excessive unexcused absences.
- After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.
- Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
- Faculty will determine if work missed during any absence can be made up.
- FOR VETERANS ONLY: To satisfy veteran reporting requirements, the Last Date of known activity in the class and the actual drop shall not exceed 22 calendar days.
- All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- It is the student's responsibility to drop all classes in which he/she is no longer

participating. Students remaining in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade.

- Faculty will include a statement in the syllabus that it is the student's responsibility to withdraw from a class after the drop deadline.
- It is the instructor's discretion to use excessive absences to drop a student after the drop deadline.
- Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

For more information regarding class attendance policy, refer to the Attendance and Accounting Manual published each academic year.

COUNSELING

Academic counselors are available on campus both day and evening to assist students with their educational, career, and personal counseling needs. Please refer students to the counseling office in the Modular Village x2672.

REGISTRATION AND SERVICES

Reg-e Online Registration

<http://studentweb.sdccd.net>

Help Line (619) 388-2500

Reg-e Online Registration is a district-wide system that allows students to register for classes; add and drop; purchase parking permits and AS memberships; obtain class schedules; review fees owed and payment deadlines; and check their academic history. Grades are available to students by using eGrades.

Wait List

Students who attempt to register in a closed class have the option to place their name on a wait list. While the wait list does not guarantee priority enrollment, instructors are encouraged to adhere to the wait list when filling open seats.

STUDENT COMPLAINT PROCESS

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or grading criteria should be resolved by contacting the following persons in order: (1) instructor of the class; (2) department chair; (3) instructional dean; and (4) the vice-president of instruction.

For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Non-Academic and Miscellaneous Complaints

Student complaints about non-academic staff (e.g., in the bookstore or in student services offices) should be directed to the following persons in order: (1) The employee; (2) the employee’s supervisor; (3) the supervisor’s manager; and (4) the Dean of Student Affairs.

STUDENT HEALTH SERVICES

Health services are available to all students enrolled at Mesa College. A nurse practitioner is on duty daily. A medical doctor and psychological counselors are available by appointment only. Nurse practitioner and physician visits are free. Psychological counseling appointments are charged on a sliding scale from free to \$10.00. Medical procedures and medications may also require a fee.

Health Services provides preventative and disease-focused medical care. This includes; general medical care, GYN and men’s health care, laboratory and prescription services, TB tests, immunizations, blood pressure screening, physical exams, smoking cessation and weight management.

For more information call Student Health Services at (619) 388-2774.

STUDENT RIGHTS AND RESPONSIBILITIES:

The San Diego Community College District Policy 3100 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and the Student Planning Guide.

Copies of the policy and procedures are also available in the Student Affairs Office located in H-500. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at 2699.

Student Rights

San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:

- Freedom to an impartial, objective evaluation of academic performance;

- Freedom of expression;
- Freedom from acts or threats of intimidation, harassment, or physical aggression;
- Freedom from the imposition of disciplinary sanctions without proper regard for due process;
- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
- Freedom to participate in the formation of policy affecting them;
- Freedom to petition to organize interest groups or join student associations;
- Freedom to invite speakers to make presentations on campus;
- Freedom to develop student publications;
- Freedom to receive appropriate accommodations for disabilities.

STUDENT CHEATING AND PLAGIARISM

Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events. Cheating and plagiarism are a violation of the student code of conduct.

STUDENT DISCIPLINARY PROCEDURES

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 3100, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally.

Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing.

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion.

For additional information, please contact the Office of Student Affairs, H-500, 2699.

THE STUDENT TUTORIAL & ACADEMIC RESOURCES (STAR) PROGRAM

I3-201

2481

STAR is a retention program for low income, first-generation students, and students with disabilities. The program provides intensive weekly tutoring to students who meet Federal financial aid eligibility criteria and have been admitted into the program. Tutoring is available by appointment and in all subject areas. STAR also provides a series of academic success workshops, grants, study skills assessments and some school supplies.

INSTRUCTION

ACADEMIC COMPUTING LABS

Academic Computing Labs are scheduled by the departments they support and are usually not available for other uses.

ADD CODES

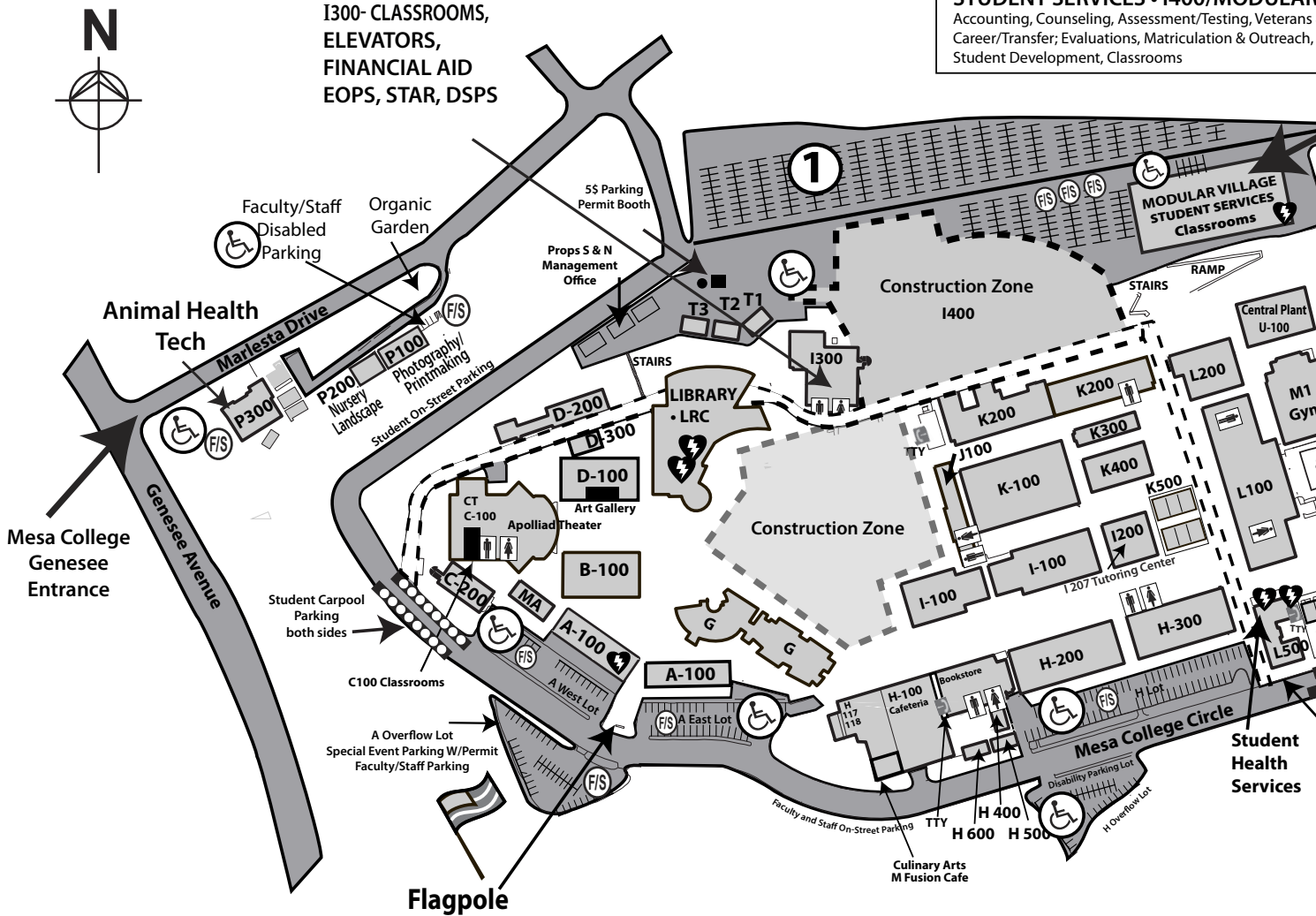
Add codes provide a means for faculty to allow students to add their classes after the start of the semester. Add codes are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. An add code will not be valid for a student who does not meet the prerequisite for a class.

Instructors are expected to record the name and CSID of the student who is assigned a particular add code. The add code must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on Reg-e or they will be dropped from the class roster. Instructors are asked to remind students of the add deadlines and the deadline for payment of tuition and fees. **Late add petitions are not accepted.**

ADJUNCT INSTRUCTOR ASSIGNMENTS

Adjunct instructor assignments may be made at any time between the establishment of the schedule of classes and the start of the semester or summer session. Once the assignments are made, and the Tentative Assignment Offer is signed, faculty may have only a short time to develop their syllabi, check with the bookstore to make sure there are enough text books in stock, and prepare for their classes.

ADMISSIONS/VISITOR PARKING
STUDENT SERVICES • 1400/MODULAR
 Accounting, Counseling, Assessment/Testing, Veterans & Military Services, Career/Transfer; Evaluations, Matriculation & Outreach, Student Development, Classrooms

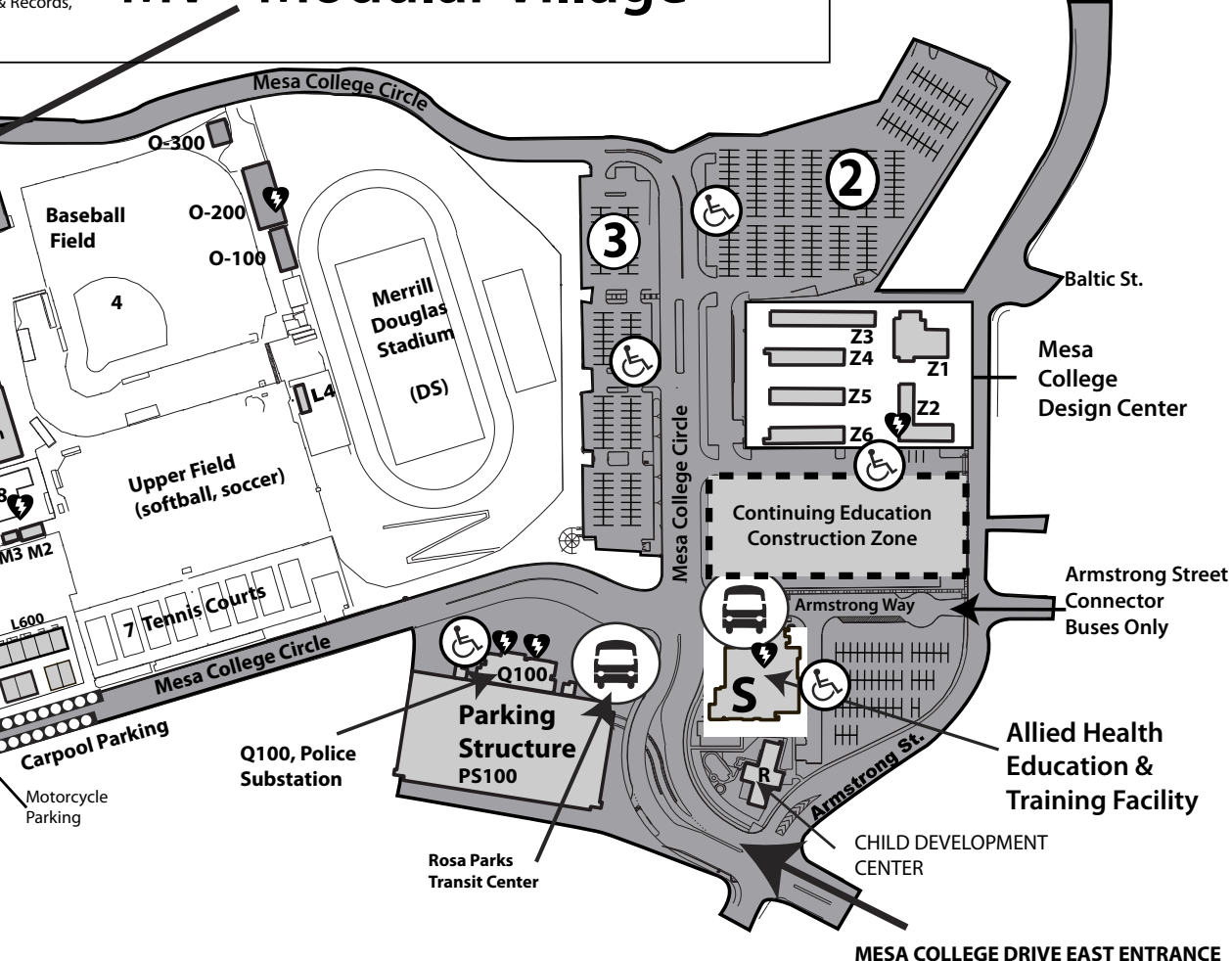


Mesa College is a smoke-free campus.
 Police Escort Service 619-388-6405

Construction Zone
 Pedestrian Walkway

KEY	
A-100	Administration, President, V.P. Instruction, V.P. Administrative Services, V.P. Student Services
A-111	Classrooms
B-100	Classrooms
CT/C100	Classrooms, Apolliad Theatre
C-200	Classrooms, Offices
D-100, D300	Fine Arts Classrooms (Gallery, D-101)
D-200, D300	Classrooms
F-100	Classrooms
F-200	Classrooms
G-Bldg.	Classrooms, Dean's Office, Mesa Press
H-100	Cafeteria, Bookstore
H-200	Classrooms
H-300	Classrooms
H-400	Communications Services Office
H-500	Student Affairs
H-600	Student Government
I-100	Classrooms
I-207	Tutoring Center
I-300	Classrooms, Employment, DSPS, EOPS, Financial Aid, STAR
I-400	Under Construction
J-100	Operations, Offices
K-100	Classrooms, K108 A - Adjunct Workroom, K108 B - Mailroom
K-200	Classrooms, Stockroom, Receiving, Mailroom, Reprographics
K-300	Computer Labs, Classrooms
K-400	Computer Application Labs
K-500	Classrooms
LRC	Library, Audiovisual, Center for Independent Learning, High Tech Center
L-100	Physical Education
L-200	Handball, Raquetball, Wt. Rooms
L-500	Classrooms, Athletic Training Room, Campus Nurse, Health Services, MET High School
L-600	Classrooms
MA	Classrooms
MV	MODULAR VILLAGE-Accounting, Admissions, Evaluations, Counseling, Testing, Veterans/Records
P-100	Transfer Center, Classrooms
P-200	Photography/Printmaking, Nursery/Landscaping, Organic Garden
P-300	Animal Health Tech
Q-100	Police Substation
PS100	Parking Structure
R	Child Development
S	Allied Health Education Facility
T1, T2, T3	Temporary Classrooms
U-100	Central Plant
Z	Mesa College Depts. Classrooms
PARKING	
○ 1,2,3, FS	Student Parking w/ Faculty/Staff Permits
●●●●	Student Carpool (2 or more occupants)
Parking Permits are required for all vehicles on campus. See sdmesa.edu/parking . Permits are available on Saturday, Sunday, or SDCCD holidays.	

VILLAGE MV - Modular Village

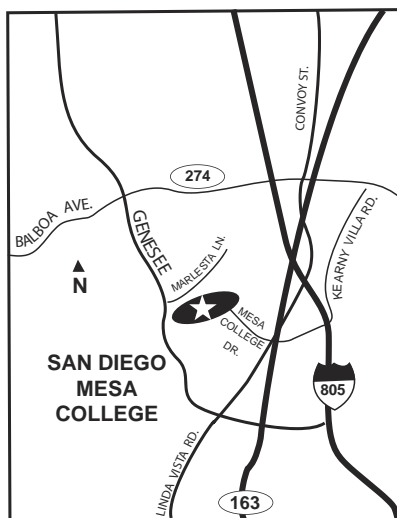


AED - Automated External Defibrillator locations

Fire Lane

one
outside construction boundaries

Technology		TTY Phone: near cafeteria L500 and F200
nt Center cation and Training		MTS Bus Stop, Routes 41, 44
rooms		Student Restrooms
sign Center:		HC-ADA Parking
with Permit mit Parking	ATHLETIC FACILITIES	
Parking ants)	M1, M2, M3	Gym
	4	Baseball Field
	5	Merrill Douglas Stadium (Football, Track, Golf Field)
	7	Tennis Courts
	8	Swimming Pool
	10	Upper Field (soccer/softball)
a.m. to 10 p.m., Mon.-Fri. its are not required olidays. Daily permits arking structure.		



CURRICULUM

APPROVAL PROCEDURES

Faculty interested in initiating program change requests or developing new course proposals, including proposals for Honors courses, should begin the process by contacting their department chairs and the Academic Senate office for referral to the chair of the Curriculum committee.

DISRUPTIVE STUDENT BEHAVIOR

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the college. However, at the point behavior threatens the personal safety of a student, faculty, or staff person, such behavior is classified as a crisis and will necessitate a call to Mesa College Police Dispatch 619-388-6405. (x2749 Mesa Only or TTY 849-3519)

In identifying disruptive behavior, one should not be confused with the students' right to express their differing opinions, a right fundamental to their academic freedom.

Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/ disruption as well as the number of times that a student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into consideration the impact the disruption(s) has/ have on students as well as on himself/herself. An instructor's tolerance level may be greater than that of his/her students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

Prevention

It is recommended that the syllabus define standards of conduct in the classroom. Thoroughly review with your students your behavioral expectations for the class.

Instructors must familiarize themselves with locations and phone numbers (extensions) of the closest source of help (closest phone, Department Chair, School Dean) prior to the start of each semester, in order to prepare themselves on how to respond, if needed.

Recommended Actions

Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the Dean.)

If the behavior continues, issue a verbal warning to the student. For example, say something like this: "If the behavior continues, you will not be allowed to remain in class for the day of the offense and the following class period."

In the event the behavior continues, remove the student from the class period and the following class period. Immediately after class, consult with the dean of Student Affairs and the Department Dean to notify them of the situation by completing a "Removal of Disruptive Students Faculty/Staff Incident" form. Submit the original form to the Dean of Student Affairs and a copy to the School Dean.

If the student returns and repeats the unacceptable behavior, the student should be referred to the dean of Student Affairs or the School Dean prior to returning to class.

If in any of the above steps, the student becomes abusive or refuses to leave the class, call College Police at 619-388-6405. In addition, contact the Dean of Student Affairs and School Dean. Document the event. Have the police officer file a report. The School Dean will contact the Dean of Student Affairs regarding further action upon return of student.

For more information, please contact the Dean of Student Affairs in H-500 (2699)

FIELD TRIPS

SDCCD for 3120.2, Request/ Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

FINAL EXAMINATIONS

Final examinations for evening classes should be given during the last class session. However, if an evening instructor schedules the final examination prior to the last week of the semester, the last class session should be used to review examination results or to cover additional academic information. Please note that evening classes may not be dismissed during the last week of the semester.

It is important to follow the above procedures for administering final

examinations. We are responsible for fulfilling the college's legal obligations under the academic calendar, which requires us to offer sufficient days of instruction.

GRADES SUBMISSION

Faculty must submit their grades online within the published designated time frame, as specified on the memo attached to the opening day roster provided by the Admissions Office. District Office Records Staff will provide immediate and ongoing status of grade non-submittals directly to the College President, VPI, and appropriate Dean. Recognizing that timely grade reporting is critical to students in a number of cases, VPIs will initiate a progressive discipline process for grades not submitted on time.

GRANT PROPOSALS

Faculty and staff are encouraged to use their creativity in seeking external funding by developing grant proposals. The grant concept should be shared with the dean as soon as possible. A form to seek external funding is available from the vice presidents and deans. Information about funding sources and assistance in writing a proposal can be obtained from the college grants coordinator.

GUEST SPEAKERS

To request approval of guest speaker, contact your dean's office for the appropriate form.

LEARNING RESOURCE CENTER (LRC)

Library, Audiovisual Department and Center for Independent Learning

The four-story Learning Resource Center (LRC) consists of the Library (Floors 1-3); the Audiovisual Department (Floor 4); and the Center for Independent Learning (Floor 4). The office of the Dean of Learning Resources and Instructional Support is located on the fourth floor.

Library

LRC, Floors 1-3; 2696

The library offers a wide variety of print and computerized sources of information, and its staff assists students in accessing and utilizing these resources. There are also facilities for large and small group study, individual study, and library instruction for Mesa College classes.

Instructors should contact Alison Steinberg

at x2938 to sign up their class(es) for a library instruction session.

The library's resources and facilities include:

- Reference and circulating books; periodicals; Course Reserve Collection (at Checkout Counter); online periodical and reference databases; Internet access
- Career Collection (college catalogs and information on jobs, colleges and careers)
- ESL Collection
- "Books For Children" collection
- Computerized workstations with adaptive software to access library catalog, databases and the Internet
- Photocopiers and laser printers for computerized databases (includes a page charge)
- Microfiche/microfilm readers and printers
- Change machine for copiers

Audiovisual Services

LRC, 4th Floor; 2690

The Audiovisual Department provides faculty with audiovisual equipment and materials for classroom use. It also offers guidance and production assistance to students and faculty who are preparing audiovisual materials for classroom presentations. With their instructor's written permission, students may also use the Audiovisual Department's materials and equipment in their classroom. The department also provides support for the purchase, usage, and maintenance of audiovisual equipment on campus.

The Audiovisual Department's resources, services, and facilities include:

- Videotapes, DVDs, records, and audiotapes
- Video reference services to identify videos for preview and purchase by faculty
- Access to the Consortium's Video Library
- Wide range of audiovisual and computer equipment for classroom use
- Listening, viewing, and production booths (including video)
- Color photocopier *
- Overhead transparencies for color and black and white *
- Laminating services *
- Graphic production of signs and posters *
- Digital image production and printing *
- Audio and video duplication (fee or provide blank cassettes)
- Video production for faculty *

* A materials fee is charged for these services

Center for Independent Learning

LRC, Floor 4; 2769

The Center for Independent Learning (CIL) provides students with workstations and a computerized network of classroom-related software for individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. CIL materials, services and facilities include:

- Student computer lab with more than 100 networked instructional programs
- Audiocassettes, filmstrips, slides, videocassettes, computer software
- Internet access, word processing, spreadsheets, computer graphics
- A one-unit course can be arranged in conjunction with many 3-credit courses
- Audio cassette duplication for language and music tapes

MULTIMEDIA LANGUAGE ACQUISITION CENTER

I-207L

7906

The MLAC is a state-of-the-art computer based language laboratory. From individual stations, students are able to access digital audio and video material, interactive multimedia programs and the Internet as well as communicate with other students at different stations for paired and small group activities.

PROGRAM REVIEW

Program Review is a process designed to examine all academic programs, student services and administrative services at the college, to determine the overall effectiveness of the institution. The Program Review Committee reports directly to the President's Cabinet and its membership is composed of faculty, classified staff, students, and administrators. Its function is to assess the program review documents submitted by college programs and service areas for completeness and their inclusion of appropriate documentation, the specificity of their goals and plans, and the identification of program needs. A key responsibility of the Program Review Committee is to collaborate with the lead writers to strengthen the program review document for planning and resource allocation decision.

In addition to reviewing a set number of programs/service areas reviews each year

using predetermined and published criteria, the committee provides a report of its findings to the President's Cabinet and to each program/service area being reviewed. The committee also offers training for deans, department chairs, program directors and lead writers. At least once a year, workshops are held about the process and its goals. Members of the committee are assigned as liaisons to lead writers who are available throughout the process to answer questions and offer help. When warranted, the committee reviews, modifies and disseminates its Handbook, a guide to the program review process containing questions, criteria, guidelines and forms. The committee determines and publishes the schedule of programs/service areas to be reviewed as well as establishes and publishes timelines for the process.

SCHOLARSHIPS FOR CLASSIFIED STAFF

The San Diego Mesa College Foundation offers scholarships for classified staff. Scholarship applications and details can be obtained in the Student Affairs Office, 2699.

STAFF DEVELOPMENT

There are a number of professional development and professional growth opportunities for faculty and classified staff. Please refer to your specific Collective Bargaining Unit Agreement for details. Some opportunities require specific forms.

Staff development activities are organized and/or funded by a college-wide, shared governance committee. This group meets regularly to review request for funding in the following areas:

- Conference and travel
- RFPs for retreats, seminars, training, etc.
- Classified staff scholarships
- Flexible calendar activities

The Flex Days office is located in A-109.
Phone: 2509

continued...

SYLLABUS

The course syllabus describes how an individual instructor will carry out the course outline with his/her students. It is the syllabus which describes class-specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the official course outline in terms of both topics and methods. In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record. For more specific information and guidelines for developing the course syllabus, please refer to "Requirements and Recommendations for Class Syllabi" (Dean). In addition, faculty may wish to ask their department chairs for guidance in developing their syllabus and for sample syllabi from their colleagues in the department

TUTORING SERVICES

Mesa College provides comprehensive tutoring services to students. The tutoring programs work together to help meet the wide array of student learning needs. The Tutoring Center provides peer tutors and brings resources that help students to achieve his/her educational objectives.

Tutoring Center

I-207(M) 2898

The Mesa College Tutoring Center provides free tutoring in math, writing and selected subjects for all Mesa College classes. Tutoring is available on a walk-in basis. Tutoring is provided by trained peer tutors and volunteers. A schedule of subjects tutored is available in the Center. The service is free for all Mesa College classes and is available on a first-come, first-served basis. For additional information please call the Mesa College Tutoring Center.

The Bridging Lab

I-207(M) 2869

The Bridging Lab provides walk-in instruction for English, ESOL and basic mathematics, as well as test preparation for the TOEFL and GED. Computers are available for learning tutorials as well as for preparing term papers. The Bridging Lab is open to all students. Students are served on a first come first served basis.

The Student Tutorial & Academic Resources (STAR) Program

I3-201 2481

STAR is a retention program for low income, first-generation students, and students with disabilities. The program provides intensive weekly tutoring to students who meet Federal financial aid eligibility criteria and have been admitted into the program. Tutoring is available by appointment and in all subject areas. STAR also provides a series of academic success workshops, grants, study skills assessments and some school supplies.

ADMINISTRATIVE SERVICES

CLASSIFICATION DESCRIPTIONS

Classified and certificated employees are represented by the different bargaining units as follows:

- AFT-Guild, Local 1931-College Faculty
- AFT-Guild, Local 1931-Office Technical
- AFT-Guild, Local 1931-Food Services
- POA-Police Officers Association
- AFT-Guild, Local 1931-Continuing Education Faculty
- AFT-Guild, Local 1931-Continuing Education Faculty
- AFT-Guild, Local 1931-Maintenance & Operations
- ACE-Confidential Unit Employees
- SPAA-Supervisory and Professional Administrators Association
- Management Association
- AFT-Guild, Local 1931-NTTP
- TIBO, Corry Station, FL

Classifications and job descriptions are generally described in the District Policy as well as on the SDCCD Human Resources web site. Employee agreements negotiated between the respective bargaining units and meet & confer groups and the SDCCD, describe working conditions, work load, benefits, etc. Please refer to the above respective agreements for specific personnel information, or call the Mesa Employment/Payroll Office at ext. 2746.

ELECTRONIC MAIL (E-MAIL)

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy

reflects these principles within the context of the District's legal and other obligations.

Functions and Responsibilities

The District encourages the use of its electronic mail system and respects the privacy of users. The e-mail system shall be used for District business and only incidentally for personal use which does not violate District policies or restrictions. While the District does not routinely inspect, monitor, or disclose electronic mail without the e-mail Holder's consent, the confidentiality of any e-mail message cannot be guaranteed. Subject to the requirements for authorization and notification, the District may deny or revoke access to its electronic mail when required by and consistent with law, when there is a substantiated reason to believe that violations of District policy and procedures or law have taken place, or when required to meet time-dependent, critical operational needs. Except in emergency situations, inspection must be authorized in writing by the Chancellor or appointed designee. When appropriate, the District's legal counsel's advice should be sought. The Chancellor shall: (1) establish procedures for using the District's e-mail system; and (2) appoint a district officer responsible for assuring compliance with the rules of this policy.

Definitions

Mail Holder: An e-mail user who is in possession of a particular e-mail record, regardless of whether that email user is the original creator or a recipient of the content of the record.

Personal use: Electronic mail services may be used for incidental personal purposes provided such use does not (a) interfere with the operation of computing facilities or electronic mail services; (b) burden the District with noticeable costs or (c) interfere with the email user's employment or other obligations to the District. email records are considered to be official District records.

Substantiated Reason: Reliable evidence indicating that a violation of law or District policy or procedures has occurred.

Restrictions

Use of District e-mail shall not be for communications that:

- Discriminate on the basis of race, creed, color, gender, religion, disability, sexual orientation

ADMINISTRATIVE SERVICES

- Constitute sexual or other forms of harassment
- Infringe copyright law
- Breach security of unauthorized access
- Constitute political campaigning for or against any candidate for public office or any ballot proposition, or constitute lobbying any federal, state, or local official (elective or non-elective) with respect to any matter not involving official District business
- Promote personal or commercial business interests
- Violate District policy or state or federal law

EQUIPMENT PURCHASE

Equipment is funded on a college-wide basis. Priorities for equipment purchases are determined each year in accordance with college priorities, replacement needs, and health and safety concerns. Ask your department chair or supervisor for more information.

FACULTY RIGHTS AND RESPONSIBILITIES

San Diego Mesa College Academic Senate Statement of Instructor Rights and Responsibilities

An instructor's primary right and responsibility is to teach. All other rights and responsibilities are grounded in the instructor's role as teacher. Instructors have the right to expect an academic environment free from interference with the teaching and learning process. Also, instructors have the responsibility to avoid any conduct that would interfere with teaching or learning.

1.1. Instructors have the right to free intellectual inquiry and discussion.

1.2. Instructors have the responsibility to design their individual courses within the guidelines of the official course outline.

1.3. Instructors have the responsibility to inform students, through a syllabus at the beginning of the semester, about the course and its requirements and grading and attendance policies.

1.4. Instructors have the right to select textbooks and teaching materials within the guidelines of the official course outline.

1.5. Instructors have the right and responsibility to maintain academic standards.

1.6. Instructors have the responsibility to conduct classes at the assigned times and adhere to their on-campus schedules.

1.7. Instructors have the right to have corrected, any physical plant conditions that may threaten the safety of students or staff or impede the teaching and learning processes.

1.8. Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.

1.9. Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.

1.10. Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.

1.11. Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).

1.12. Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student's work within the guidelines of the syllabus

1.13. Instructors have the right and responsibility to engage in professional development.

In Assembly Bill 1725, California's legislature and governor officially recognized that Community College instructors, as discipline experts, must play a central role in the governance of their institutions. Instructors have the right and responsibility to participate in policy and procedure development within their department, college and district.

2.1. Instructors have the right and responsibility to participate in the hiring, evaluation, promotion and tenure review processes.

2.2. Instructors have the right and responsibility to participate in curriculum development.

2.3. Instructors have the right and responsibility to participate in the development and implementation of sabbatical leave and professional growth policies and procedures.

2.4. Instructors have the right and responsibility to participate in departmental, college and district committees.

2.5. Instructors have the responsibility to adhere to departmental, college and district policies and procedures.

While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair and official course outline. treatment that are due any worker.

3.1. Instructors have the right to engage in all Constitutionally protected activities,

including participating in the political process.

3.2. Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.

3.3. Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.

3.4. Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.

3.5. Instructors have the responsibility not to discriminate against or harass students, colleagues, staff or administrators.

3.6. Instructors have the responsibility to avoid engaging in disorderly, lewd, indecent or obscene conduct or habitual profanity or vulgarity.

3.7. Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.

Employees' Rights

Article IV—Employee Rights (Employee Handbook)

4.3.1 Employees shall be free from acts or threats of intimidation, and physical or verbal discrimination, harassment or aggression.

4.3.2 Employees shall be encouraged to participate in the formation of policy affecting them.

GIFTS AND DONATIONS

Gifts and donations are legal transactions and must follow a college approval and acceptance procedure. Forms for gift/donation acceptance are available in Administrative Services Room A-102 and must be completed and approved prior to the receipt of any gift or donation.

LEAVES

The following are the typical types of leaves offered to SDCCD employees:

- Sick Leave
- Vacation
- Personal Business
- Compensatory Time
- Personal Necessity
- Family Necessity
- Bereavement Leave
- Leave Without Pay
- Jury Duty / Court Appearance

Refer to the respective Collective Bargaining Unit, Association or Meet and

ADMINISTRATIVE SERVICES

Confer unit agreements/handbooks for detailed information regarding leaves of absence.

NOTE: Faculty must call there Dean's office as soon as possible for a day of absence or the Vice President of Instruction or the Evening Dean's office after 5:00 p.m. for an evening absence. The Dean's office is responsible for arranging a substitute for the classroom and/or non-classroom assignment which will be missed."

LONG DISTANCE CALLS

In some instances, long distance calls must be made with the assistance of the campus telephone switchboard operator by calling 619-388-2600.

MAILBOXES

For the majority of adjunct faculty, mailboxes are located at the K-202, Faculty Workroom. Other faculty mailboxes are located in various buildings on campus. For specific mailboxes, consult the Adjunct Faculty List and Mesa Telephone Directory.

MAIL SERVICES

All mail services are provided in K-203, by the Reprographics Department. Bulk mail service can also be provided if arrangements are made with the supervisor of the Reprographic Department.

All U.S. mail must be received in the mail room by 2:00 p.m. to meet pick-up deadlines. Please remember to indicate your department as a return address, otherwise your mail will have to be opened to determine which department to charge for the postage and to add your name and department. In addressing correspondence, put the person's name, location (college and department), and mail box location.

MESA COLLEGE FOUNDATION

The San Diego Mesa College Foundation received exempt status as a 501 (c) (3) organization by the Internal Revenue Service, and is identified as a "California Nonprofit Public Benefit Corporation." The Mesa College Foundation was established and designed to administer the scholarship programs, and to provide a vehicle to accept gifts and donations that directly benefit Mesa College.

To reach the Mesa College Foundation call 2990, or send information addressed to Mesa College Foundation, Room A-102.

PHONE

Any problems with telephone instruments or lines should be communicated to Telephone Repair Services at 2480.

RECLASSIFICATION

The process of reclassifying your job happens only once a year. Reclassification is designed to revise a job classification if the job duties have changed beyond the original job classification/description. It is recommended that you attend the District workshop on Reclassification for the proper form and procedures.

REPROGRAPHICS CENTER

The purpose of the Reprographics Center is to provide services to assist all faculty members in the preparation of instructional material in a timely and economic manner.

The Center is located in K-203 and provides the following services: Offset Printing, stapling, collating, book binding, word processing and test bank, immediate emergency copy service, mail services and voice mail. The material to be duplicated must be camera ready.

For duplicating or word processing, faculty and staff are asked to provide us as much lead time as possible and to keep rush jobs to a minimum. Speak to a staff member if you have an emergency.

SALARY STEP INCREASES THROUGH EDUCATION

Most bargaining units offer salary step increases after successful completion of a predetermined amount of educational units. Refer to respective agreement/handbook for specific details.

For more information contact the Mesa Employment / Payroll Office at ext. 2746 or the Compensation Dept. at the District Office, Human Resources, 6576.

SHREDDERS

A shredder is located in K-202, the Faculty Work Room and LRC Faculty/Staff Computer Lab room 422. The shredders are for faculty and staff use in discarding examinations or confidential files. For assistance in operating the shredder, please contact the clerk in K-202 or K-203. For shredder assistance in the computer lab, please contact any staff member.

STOCKROOM

The Stockroom maintains an inventory of the most commonly used supply items. Some departments have special rules and regulations related to purchasing items from the Stockroom, but the majority allow faculty and staff to purchase items as needed. The Stockroom has a short form that needs to be completed as purchases are made and the expenses are processed and charged to a department's account once per month through a "charge-back" system.

Non-Stock Items

Items that are not carried in the Stockroom can be ordered through the nonstock requisition process. A "San Diego Mesa College Requisition Form" (Requisition) needs to be completed, signed by the Department Chair, Dean, Manager and/or Supervisor, as appropriate, and forwarded to the Business Office in A-102 for processing. The Stockroom and most offices have requisition forms available. Requisitions are processed by the Business Office and then forwarded to the Purchasing Department at the District Office for the issuance of Purchase Orders. Items are shipped to the Mesa College Stockroom and then delivered to the appropriate individual or department.

STUDENT ACCOUNTING

The Mesa Student Accounting Office provides the financial piece of the registration process. It does so as streamlined and problem free as possible so students can concentrate on achieving their educational goal. They also provide accounting support to the Associated Student Government and other Fiduciary Fund accounts. These accounts provide various funding sources to help to enrich student life.

TRAVEL AND MILEAGE

Some expenses for travel and conference may be paid by the college if travel is approved in advance. The travel application form indicates the reimbursable items and expense limits as well as the authorities who must approve travel and related expenditures.

TUITION REIMBURSEMENT FOR CLASSIFIED STAFF

Tuition reimbursement is available to staff to support their continued education. Requests for reimbursement are made to the District Employment Professional and Development Department upon completion of courses from

an accredited educational institution. For forms and inquires, please refer to the respective bargaining agreement/handbook, your immediate supervisor, the Mesa Employment/Payroll Office (ext. 2746) or the District department listed above (ext. 6373).

VOICE MAIL

Voice mail is available for all contract and adjunct faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is often the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner.

The District Phone Directory offers instructions in the use of the Voice Mail system. If you need any assistance, contact Penny Hedgecoth in the Reprographics Center, extension 2764.

VOLUNTEERS

Volunteers are able to work on campus with prior approval from a supervisor or dean. A Volunteer Worker Notification Form, Live Scan, and TB testing must be completed and forwarded to the Employment/Payroll Office, A101 before the volunteer can begin. Volunteer forms are available in the respective departments and Live Scan and TB forms are available from Employment/Payroll.

GENERAL INFORMATION

CHILDREN IN CLASSROOM/WORK SITE POLICY

No children are allowed in any classroom or work site. Children are allowed in the LRC under supervision of their parent/guardian, and no children may be left unattended on the campus.

CLOSURE GUIDELINES FOR DISTRICT OFFICES, COLLEGES & CONTINUING EDUCATION

1) When the District is Officially Closed

When the District is officially closed, all units of the District must also be closed. By observing this practice, the District can ensure the safety of individuals and property, as well as effect energy cost savings.

If there is a need for some unit to function for a period of time due to approved District business necessity, the following procedure is required: the appropriate president or vice chancellor should make a request for discussion at the Chancellor's Cabinet and

some provisional arrangement may or may not be approved by the chancellor. Under no circumstances shall individuals be permitted to visit their District Office or campus locations unless such approval has been granted and necessary security provided.

2) During Spring Break

During Spring Break, although classes will not be in session, the District will still be open for business. Major offices of the District, Colleges, and CE should be open for business during normal business hours. That does not mean all offices, just those that provide major service to the public and students. Many employees will take vacation during this period, but arrangements should be made to continue the conduct of normal business upon which the public relies. If plans are made for shutting down campuses and other offices at this time, it is important to note that staff members may not be required to take vacation, and a provision must be made for those who choose to work to do so at some site during this period.

3) Emergencies and Disasters

Emergencies and disasters are both unique and site-specific. The closure of facilities and operations will be determined and implemented in accordance with the District Emergency and Disaster Operations Guidelines.

COMMERCIAL ADVERTISING IN CLASSROOM POLICY

Posting or distribution of commercial literature of any kind is prohibited in classrooms. (District Policy 3925)

DRUG-FREE WORKPLACE POLICY

The District, under the direction of Human Resources and Administrative Services, intends to make every effort to provide and maintain a drug-free work place. It is the District's policy, pursuant to the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subsection D) to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances at all District work sites and/or while in the performance of District business.

District employees found to be in violation of this Policy will be subject to corrective action, up to and including dismissal, under applicable District Policies, Procedures, and labor agreements; or may be required, at the discretion of the District, to participate to the District's satisfaction, in a drug/controlled substance abuse rehabilitation program.

The Drug-free Work Place Policy (4115.1)

requires that District employees shall abide by this procedure as a condition of employment and shall notify the District within five days if they are convicted of any criminal drug statute.

The District recognizes drug dependency as a treatable condition, and any employee in the District service has available, with the support and approval of the District, a County-supported Employee Assistance Program or a District Employee Assistance Program.

EMERGENCY PROCEDURES

For life threatening emergencies, dial 9-111. After completing the first call, notify College Police at (619) 388-6405.

For other emergencies or urgent matters call College Police at (619) 388-6405. (The TTY number is (619-388-6519). On campus phones, press the speed dial button next to "College Police" in red letters. Most classrooms have a red call box located on a wall. Press the button on the call box. Yellow emergency telephone call boxes are located in parking lots on campus.

Additional campus resources can be obtained by calling:

- Counseling Department - 2538;
- Administrative personnel during evenings and weekends - 2463;
- Student Health Services - 2774.

EMPLOYMENT POLICY

Equal Opportunity

The San Diego Community College District does not discriminate on the basis of ethnicity, race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, ancestry, or political or organizational affiliation.

It is the policy of the District to make affirmative efforts to assure that the recruitment, screening, selection, hiring, and promotional processes are in compliance with principles of equal opportunity. (Refer to District Procedure 4105.1 for details.)

EQUIPMENT REPAIR

For instructional equipment that students use and common business equipment used in the administrative areas, repairs may be under a maintenance contract and are done on-site or carry-in depending on the terms of the contract. Infrequent breakdown of certain equipment may not be covered by either maintenance contract or budget

GENERAL INFORMATION

of a department. Always check with your department chair or supervisor before ordering a repair because the college does not have funds for equipment repair. All funds for equipment repair are budgeted under the district maintenance department.

As equipment repairs are needed, an "Equipment Repair Order" (ERO) needs to be completed and forwarded to the Mesa Operations Office in J-108.

FACULTY WORK CENTER

The Faculty Work Center (K-202) has the following equipment available for faculty use: two thermofax, one ditto machine, two typewriters, shredder, calculator, telephone, FAX machine, and two Scantron machines. Also, all evening hourly faculty mailboxes will be located in K-202.

The Faculty Work Center is for faculty use only. Fax Machines Fax machines are located in various areas on campus. A complete listing of locations is in the front of the Mesa College Telephone Directory. For general faculty / staff business use, a fax machine is provided in K-202.

INTERNET

Students with lab packs can access the Internet www on selected computers in K-300/K-400 labs. Fourteen Internet stations are available in the library. Faculty and staff can access the www in the CIL and the above computer labs as well.

KEYS

Keys for campus buildings are generally issued only to contract faculty and staff. Limited exceptions for hourly employees and vendors are made on a case by case basis. To secure a key, a Key Request Form must be completed and signed by the appropriate administrators and forwarded to the College Police Office for processing. Contract and adjunct instructors must have forms signed by their dean and the Vice President of Instruction. Contract staff and classified hourly employees must have forms signed by their supervisor and the Vice President of Administrative Services.

Once issued, keys are not to be loaned, transferred or copied. When no longer needed, keys are to be returned to College Police. Unauthorized possession of District keys is a criminal offense and is treated seriously by the District.

For more information, contact the College Police office in Q-100 or at (619)388-2749. Please allow up to two weeks to process new key requests.

MAJOR EVENTS

With the exception of class-related projects and events, major events that will be held on campus are to be approved by the President's Cabinet. The request should be submitted on the "Major Event Request Form" by the sponsoring manager via a member of the President's Cabinet. Class-related activities are to be approved by the appropriate school dean and notices to the rest of the campus should be submitted in advance by the school dean. The current form is available on the Mesa website.

PARKING

Parking permits, including temporary passes for guests, are available from College Police. Parking for special events is arranged by submitting a Parking Services Request Form to College Police at least one week prior to the event. Forms are available online or by calling 619-388-6416.

ROOM RESERVATIONS, ALARMS AND CODES

All classroom and lecture hall assignments and faculty office assignments are coordinated and recorded in the office of the Vice-President of Instruction at 388-2755. Several special rooms are assigned elsewhere. A102 and A104 are assigned by the President's Office. MV-32 & MV-33 are assigned by Dawn McClelland in MV-27, dmcclella@sccd.edu, x2538 LRC rooms can be reached by calling Joyce Skaryak at 388-2799

ALARM CODES

Certain rooms and buildings on campus are alarmed to limit access to authorized personnel. Faculty and staff member issued keys to these areas are generally issued alarm codes, however, some keys are issued for use only during hours the building or room is open for normal business operations. Alarm codes are requested from the College Police dispatch Center by deans or by College Police personnel. Personnel assigned alarm codes are required to view a short training video explaining alarm panel operations.

Personnel setting off alarms accidentally should notify the College Police Dispatch Center immediately by calling (619) 388-6405.

UNLOCKING CLASSROOMS

Classrooms are locked and unlocked by Facilities Services according to a schedule corresponding to the college class schedule. Opening certain rooms is the responsibility of designated instructional personnel. During regular business hours, classrooms can be unlocked by arrangement with a dean's office, or by contacting Facilities Services in J-108 or by calling (619) 388-2463. During evening hours and on Saturday mornings, classrooms can be opened by contacting the Evening Dean's Office at (619) 388-2463.

HARASSMENT AND DISCRIMINATION

Non-Discrimination (Policy 4100)

The San Diego Community College District does not discriminate on the basis of ethnicity, race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, ancestry, or political or organizational affiliation.

The board of trustees, administration, faculty and classified staff recognize that the concept of Equal Opportunity is a shared responsibility and will be held accountable for application and compliance of this policy within their area of authority. The San Diego Community College District will strive to achieve fairness and equity to meet established equal opportunity goals and objectives.

1. It shall be the policy to make affirmative efforts to assure that the recruitment, screening, selection, hiring, and promotional processes are in compliance with principles of equal opportunity. The treatment of students on campuses in accordance with district wide Equal Employment Opportunity efforts and the district's policy of non-discrimination in access to programs shall be addressed under separate procedures.

The chancellor (or designee) shall administer a discrimination complaint procedure through which complainants may seek remedy for alleged acts of discrimination in compliance with state and federal laws. The chancellor (or designee) shall be responsible for administration of the district's affirmative action policy and for maintaining community contacts regarding this policy.

2. A Staff Diversity / Equal Employment Opportunity Plan shall be developed and implemented for this policy in compliance with state and federal laws. The plan shall be a deliberate undertaking to recruit and provide

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employment and promotional opportunities for historically under-represented groups. It is the board's goal that the diversity of the district staff at all levels will reflect the mix of the qualified populations within the relevant labor pool.

**Persons concerned about possible violations should contact the Equal Employment Opportunity/Staff Development Manager, Joaquin Hernandez (ext. 6591).*

Elder and Dependent Adult Abuse

Elders, defined as California residents 65 years of age or older, or dependent adults, defined as persons 18 - 64 years, who has a physical or mental limitation that restrict his or her ability to carry out normal activities or to protect his/her rights. Post-secondary educational institutions serving dependent adults are designated as mandated reporters with an individual, personal responsibility to comply with the reporting requirements.

Any mandated reporter, who, in his or her professional capacity, or within the scope of his or her employment, has served or had knowledge of an incident abuse or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects abuse shall report the known or suspected instance of abuse immediately to Adult Protective services at 1-800-510-2020.

Sexual Harassment And Sex Discrimination

Policy 4105, Investigation and Resolution of Complaints of Unlawful Discrimination, and the procedures for addressing complaints of sexual harassment and gender discrimination outlined below are designed to ensure that all persons, regardless of their gender, are afforded equal rights and opportunities in programs and activities conducted by the colleges/sites of the district.

The college is required to provide an educational, employment, and business environment free of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and prohibited by state and federal statutes. Such conduct may result in disciplinary action up to and including dismissal.

Employees, students, or other individuals who feel harassed by conduct which may constitute sexual harassment may tell the person engaging in such conduct that such conduct is offensive and request that it stop.

If the offensive conduct continues after the direct communication described above, or if the offended individual does not choose direct communication, a formal complaint may be filed under Policy 4105. The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity. The complaint shall be filed with the Chancellor of the California Community Colleges or with the District Equal Employment Opportunity Manager using the District Alleged Discrimination Form within one year of the date of the alleged discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

Sexual Harassment Policy Agreement

An agreement was reached between AFT Guild Local 1931 and San Diego Community College District to jointly develop and provide to each faculty member a statement concerning sexual harassment and preferred conduct by which faculty members can avoid charges of sexual harassment against them.

The following statement has been prepared and edited by attorneys that represent AFT Guild and the District. The letter is strongly written but we believe that this will serve to alert you to the risks of certain behaviors which may result in charges of sexual harassment.

"The stories of the faculty member who 'hits on' or dates students are of much a part of college lore and humor that they have taken on the quality of legend. In the current legal and social environment, any objective observer must recognize that these legendary practices so clearly raise the specter of lifelong damage to career, reputation and pocketbook that they can only be described as foolhardy.

Any member of the faculty who dates a student, whether present or former, puts himself / herself in the position which is subject to the claim that the unequal power inherent in the faculty-student relationship is necessarily such that an element of coercion played a part in the establishment of the dating relationship. A student who is unhappy with a grade or the manner in which the dating relationship terminated may well see her / his situation as being that of a victim of the professor who took advantage of this unequal power. The hurt felt by the student, no matter how unwarranted (particularly as seen by the faculty member), coupled with this perception, has a high probability of being reflected in a claim of misconduct, whether asserted

in a complaint brought to the attention of the college administration or by way of an administrative claim or complaint in a lawsuit asserting sexual harassment.

The initial focus of the employer, if such a complaint is made, will be whether what is alleged to have initially established the relationship constitutes misconduct. There is a large body of law which makes clear that exercise of power to achieve sexual advantage is misconduct and that if such misconduct occurs, the employer must take prompt and severe disciplinary action, not only to stop the particular actor, but to make clear the employer will not accept such conduct on the part of its staff.

The second question that will be asked is whether the conduct, for purposes of legal analysis, occurred during the course of employment or was within the scope of employment. Substantial case law makes clear that it is not. The consequences of that determination are important to the decision of what the employer and the union representing the employee will do if help is requested by the employee to fight the charge or its consequences.

Where conduct of an employee engaged in the course and scope of performance of duty causes damage, a public employer must generally provide a legal defense for the employee if legal proceedings are initiated, and must indemnify the employee against the cost of any judgment or settlement that may result. Since sexual harassment or misconduct is not within the course or scope of duty, no defense will be provided and no payment of any part of the settlement or judgment will be made on behalf of the employee. If a judgment is returned against the employer, recent case law reflects many suits by the employer to recover from the offending employee the legal fees and costs of judgments it has paid.

If discipline proceedings are initiated against the employee who then seeks assistance from the union to fight the matter, the employee will again be faced with the rule that such misconduct is not within the course or scope of employment and thus not within the representation and defense obligations of the union in discipline proceedings.

This is about as clear as a 'lose-lose' situation as exists in the employment relationship. It's clear that neither the employer nor the union approach allegations of sexual harassment or misconduct with either a very open mind or charitable outlook. This is something that every faculty member must keep in mind before a decision is made to turn over control of career, reputation and checkbook to a student attending the institution at which they are employed."

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CRISIS RESPONSE FORMAT



CRISIS RESPONSE PROCEDURES

	EXAMPLE/DEFINITIONS	INITIAL RESPONDERS	BACKUP
SEXUAL ASSAULT	Rape Sexual battery	College Police	Counselor Administrator
NON-SEXUAL ASSAULT	Battery Fist fight	College Police	Administrator Counselor
ALCOHOL RELATED CASES	Drunkness	College Police	Administrator Counselor
DRUG RELATED CASES	Possession Use of marijuana/ drugs	College Police	Administrator Counselor Medical personnel
VEHICULAR ACCIDENTS	Collision	College Police	Counselor Administrator Medical personnel
DISASTER SITUATIONS	Fire Chemical spills Arson Bomb threats	College Police	Administrator Medical personnel Counselor
DISTURBANCES	Psychological cases Suicidal ideation, attempts or suicide	College Police Counselor	Medical personnel Administrator
	Phone threats	College Police	Counselor
HATE CRIMES	Hate literature, graffiti, anti-Semitic, anti abortion, anti homosexual	College Police	Administrator Medical personnel Counselor
OTHER INJURIES	Minor injuries	College Police	Medical personnel Counselor
	Serious injuries	College Police	Medical personnel Administrator
MISC. INAPPROPRIATE	Stalking/ Indecent exposure	College Police	Administrator

Complaints Involving Sexual Harassment and Discrimination

Complaints involving sexual harassment or discrimination should be directed to the Equal Employment Opportunity Site Compliance Officer, Professor Donna Duchow x2440.

Employees may file complaints with the Equal Employment Opportunity Site Compliance Officer or with the District Equal Employment Opportunity Manager. Students may file complaints with the Dean of Student

Affairs or the two above mentioned officers.

Details of definitions, fact-finding sequence of events, investigation, and authority can be found in District Policy 4105.2.

PARTICIPATORY GOVERNANCE

The Board of Trustees of the San Diego Community College District is committed to collegial governance. This policy is intended to ensure that faculty, students and staff have the right to participate effectively in the governance of the district. The policy also

ensures the right of the Academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

Academic Senate

The Academic Senate represents faculty and, as such, makes recommendations to the administration and governing board with respect to academic and professional matters, outside of collective bargaining.

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Classified Senate

The Classified Senate represents classified staff and addresses non-union concerns. Its purpose is to work for the general welfare of classified personnel at the College: its administration, staff and students. It works to foster a sense of responsibility for maintaining a superior level of instructional support and professional activity. It works to provide representation in the shared governance process on an equal basis with administrators, faculty and students.

SMOKING REGULATION

Mesa College became a smoke-free campus on January 1, 2007.

In an effort to prevent serious health risks associated with exposure to second-hand smoke, students, faculty, staff and visitors who choose to smoke may now do so only off campus.

Please contact Mesa College's Student Health Services Office for free smoking cessation materials, help, and information. Call 619-388-2774 or stop by L-504.

MESA WEB PROCEDURES

I. The Dean, School of Learning Resources and Instructional Support will manage all San Diego Mesa College web sites in accordance with SDCCD Policy 6100 and SDCCD Procedure 6100.1.

II. Staff members assigned to the School of Learning Resources and Instructional Support will serve as Technical Webmaster, Information Architect, and Web/Media Specialist. These roles are defined in SDCCD 6100.1.

III. Mesa College will maintain an "Official Website" to serve the official needs of the campus community:

A. The entire Official Website will be under the day-to-day direction and control of the Campus Webmaster (Information Architect).

B. The Mesa College Information Officer will be responsible for originating news items and certain special event pages that appear on the website.

C. The Campus Webmaster will be responsible for maintaining consistent style, format, navigation protocols, and color scheme throughout all top, second, and third level pages on the website.

D. The Official Website and all official sub-webs must be accessible to persons with disabilities in accordance with Section 508 of the Rehabilitation Act and with the Americans with Disabilities Act.

1. To this end, all new Official Website pages posted after March 30th, 2005 will:

a. follow the standards established by the World Wide Web Consortium (W3C) and use XHTML 1.0 (Strict) to code page content

b. use Cascading Style Sheets (CSS 2) to control page formatting and styles.

2. Moreover, the Campus Webmaster will establish an ongoing update program to ensure that all those pages already posted on the Official Website are in compliance not later than March 30th 2007. Pages which have not been modified by this date will be removed.

3. To encourage creativity and expression, pages below the third level 1 of navigation may with the permission of the Content Manager, deviate from the format and style established by the college; however, every page on the Mesa Official Website must nevertheless be accessible under the provisions of paragraph 3.4.1 above. All new pages posted after March 30th 2005 must meet all ADA, 508, and W3C compliance criteria before they are posted.

4. The Mesa Learning Resource Center will provide an ongoing training program available to all managers, faculty members, and staff who originate content for the Official Website. This training program will cover web accessibility, XHTML, CSS, and W3C Standards.

E. Sub-webs may be established on the official Mesa College server to support the requirements of individual schools, departments, and programs. The appropriate Mesa Administrator will specifically authorize each sub-web established. The Administrator will either serve as the Content Manager for the sub-web that has been established or will designate a suitable district employee to serve as the Content Manager for the sub-web. In any event, the Administrator who authorizes the sub-web retains overall responsibility for the content of the sub-web.

F. Sub-webs located on the Official Mesa Website server may be established to support the requirements of the Academic Senate and the Classified Senate. The appropriate Senate President will specifically authorize the sub-web established. The Senate President will either serve as the Content Manager for the sub-web or will designate a suitable district employee to serve as the Content Manager for the sub-web. In any event, the Senate President who authorizes the sub-web retains overall responsibility for the content of the sub-web.

G. The Content Manager Authority for each sub-web will:

1. Ensure that the content of each sub-web page is accurate and in accordance with Mesa College operating procedures and protocols.

2. Exercise due diligence to ensure that all applicable copyright restrictions are carefully observed.

3. Work with the webmaster to ensure that any html or css files submitted for posting comply with W3C, ADA, and 508 requirements.

H. Changes will not be made to the content of any page in a sub-web except by the request of the Authorizing Administrator or the designated Content Manager. The webmaster will not accept informal "corrections" from persons other than the Content Manager or Authorizing Administrator.

I. The Home Page of the Official Mesa Website, and the index or opening page of each official sub-web (for example, the homepage for a school or department) will include the appropriate disclaimer required by paragraph III.A.4 in the District Procedure 6100.1. Moreover, the name of the Content Manager, the e-mail address of the Content Manager, and the date of last revision, will be included on all sub-web web index pages.

J. Only the Webmaster or his designated assistant will post pages directly to the official web server. When authorized by the Content Manager, Macromedia Contribute may be used to update Official Webpages since that program provides special security and formatting features that are controlled by the Campus Webmaster.

IV. Individuals who are employed by SDCCD and work at Mesa College may construct an "Unofficial Website" that is hosted on Mesa College servers.

A. To ensure security is maintained, the servers used to support Unofficial Websites will not be the same equipment as that used to host the Official College Website.

B. Unofficial Websites must be published and maintained in strict compliance with SDCCD Procedure 6100.1, paragraph III.C.

C. The first page of any unofficial website must carry the following disclaimer: "This unofficial website or page is maintained and owned by (enter employee name here). Content provided does not reflect the views or opinions of the San Diego Community College District or San Diego Mesa College. Comments about the content on this site should be directed to the website owner at: (employee email address).

D. Due to disc storage space limitations and bandwidth considerations, unofficial websites hosted on Mesa College are limited to those that provide a useful service to the Mesa College community, such as websites maintained by faculty members to support classroom activities or websites used by staff members to learn webmastering techniques. In any event, unofficial websites may never be used for personal profit or gain.

E. Unofficial website owners are allowed to publish directly to their individual sites using either Microsoft Front Page (HTTP) or Dreamweaver (FTP) protocols.

F. Faculty and Staff members may request an unofficial website by using the web-form located on the Mesa Official Website or by taking a training class offered by a member of the LRC faculty or staff as a flex activity. Each person who is granted an unofficial website must acknowledge that he or she understands and will follow the provisions of District Procedure 6100.1.

Note 1: The 3rd level of Navigation is defined as a web page that is two or more clicks from the Home Page of the College. For example: Home Page(0), Instruction(1), Schools(2), Math and Natural Sciences (3). Therefore, the Math and Natural Science School may indulge in a format

GENERAL INFORMATION

or may use colors not identical to the Mesa College Home Page. However, this administrative flexibility does not preclude Administrator or Content Manager from requiring all pages under their control to conform to the college format or to a particular school-wide format. This policy is merely intended to provide a level of flexibility that can be used to acknowledge creativity within a particular department or program. All pages posted to the Official Website must comply with W3C, ADA, and 508 standards.

Submitted by: San Diego Mesa College Information Technology Committee on 4/26/05. Approved by: San Diego Mesa College President's Cabinet on 5/3/2005.

DISTRICT WEB POLICY —

The World Wide Web Policy and Procedure is designed to provide consistent principles, standards and procedures for the San Diego Community College District colleges, the centers for education and technology, district offices, departments, student organizations and individuals publishing information on district websites.

The district supports providing the academic community with the greatest possible freedom to use computing resources creatively and responsibly in accordance with the district's mission. Computing resources are available to faculty, staff and students as a privilege in a manner similar to resources in a library. As activity on the web continues to grow, it is critical that the guidelines for creating and maintaining web pages and sites are followed.

It is the policy of the Board that computing resources must be used in accordance with state and federal law, as well as the guidelines enumerated in procedure 6100.1.

WORK-RELATED INJURY, ACCIDENT PREVENTION

In order to maintain a safe and healthful working environment, Mesa College has established an injury prevention plan campus wide. This plan is overseen by a site safety steering committee that is comprised of the Director of Administrative Services; Deb Canning, Facilities Services Supervisor, and Saeid Eidgahy, Dean of the School of Mathematics and Natural Sciences.

If you have a work-related injury, contact your supervisor who will refer you for medical treatment as needed and supply you with necessary report forms. Sharp Health care will provide medical attention for accident victims unless other arrangements are made through your pre-designated personal physician.

WHO IS RESPONSIBLE: INDEX OF RESPONSIBILITIES

ASSIGNMENT	INDIVIDUAL RESPONSIBLE	ROOM	PHONE
Academic Senate President	Cynthia Rico Bravo	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Pam Chapman	F-208A	-2254
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Administrator on Duty	LRC 1st	-2463
ADMINISTRATION			
Office of the President	Pamela T. Luster, Ed.D, President	A-104	-2721
Office of Instruction	Tim McGrath, Vice President	A-103	-2755
Student Services	Brian Stockert, Interim Vice President	A-111	-2678
Administrative Services	Ron E. Ballesteros Perez, Vice President	A-102	-2990
Admission of Students	Ivonne Alvarez	MV-11	-2687
Equal Employment Opportunity/Site Compliance	Donna Duchow		-2440
Apolliad Theater	Kris Clark	C	-2621
Art Gallery	Alessandra Moctezuma/Pat Vine	D-101	-2829
Articulation	Juliette Parker	A-110	-2639
Associated Students	Shahzeb Naqi	H-600	-2903
Athletics	Dave Evans	L-101	-2737
Audiovisual (Day)	Charlotta Robertson	LRC 4th	-2690
Bookstore	Carol Rohe	Bookstore	-2568
Book Orders	Melissa Copeland	Bookstore	-2735
Business Services	Patty Banda	A-102	-2771
Cafeteria	Aaron Trapp	Cafeteria	-2727
Campus Tours (Students)	Genevieve Esguerra	MV-22	-2611
Career Center	Monica Romero	MV-20	-2777
Center for Ind. Learning	Jack Forman	LRC	-2696
	Paul Gomez	LRC	-2769
Civic Center Rooms	Patricia Davila	A-102	-2990
Classified Senate	Angela Liewen Romeo, President	LRC	-2459
Clerical Services/Word Processing	Penny Hedgecoth	K-203	-2764
College Police	Lt. Jack Doherty	Q-100	-2749
Commencement	Ashanti Hands, Student Affairs	H-500	-2699
Communications	Lina Heil	H-400	-2759
Computer Support	Ken Einstein, Dion Aquino, Tony Lo	LRC 446	-2615
Counseling	Ailene Crakes, Counseling Chair	MV-27	-2532
	Barbara Plandor, Counseling Sup.	MV-27	-2779
	Jill Jansen, Acting DSPS Coord.	I3-202	-2780
EOPS Director	Pedro Olvera, Acting DSPS Dir.	I3-101	-2780
Crisis Response	Police Dispatch	Q-100	-6405
Curriculum Committee Chair	Michelle (Toni) Parsons	K-202	-2850
Disability Support Programs and Services	Jill Jansen	I3-101	-2780 tty x2974
Discipline, Student	Ashanti Hands	H-500	-2699
Duplicating or Copy Services	Penny Hedgecoth	K-203	-2764
Employment/Payroll	Kathleen Wells	A-101	-2746
EOPS	Pedro Olvera	I3-101	-2706
Equipment Transfers	Barry Coleman	J-202	-2761
Evaluations	Monica Romero	MV-20	-2680
Facilities Services	Deb Canning	J-106	-2814
First Year Experience	Genevieve Esguerra	MV-22	-2611
Financial Aid	Gilda Maldonado	I3-100	-2817
Grant Writing	Erica Specht	S-309	-2631
Evening/Saturday Duty Dean	Varies	LRC	-2463
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Information Services/PBX	Penny Hedgecoth	K-203	-2600
Instructional Improvement (Flex)	TBD	A-111	-2509
International Students			
Admissions	Ivonne Alvarez	MV-10	-2687
International Students Advisor	Adrienne Aeria Dines	MV-27	-2888

GENERAL INFORMATION

WHO IS RESPONSIBLE: INDEX OF RESPONSIBILITIES

ASSIGNMENT	INDIVIDUAL RESPONSIBLE	ROOM	PHONE
Keys	College Police	Q-100	-2749
Learning Resource Center	William Craft, Dean	LRC 4th	-2799
Instructional Support			
Library	Jean Smith, Dept. Chair	LRC 1st	-2696
Library and Audiovisual	Charlotta Robertson, Supervisor	LRC 1st	-2696
Center for Indep. Learning	Paul Gomez, Supervisor	LRC 4th	-2769
Math and Science Center	Joe Toto	I-207M	-2898
Mesa Academy Student Success	Michael Temple/Leroy Johnson	MV-27	-2536/2834
Mesa Academics			
and Athletics Program (MAAP)	Kristina Carson	MV-27	-2535
Mail Service	Penny Hedgecoth	K-203	-2764
Maintenance	Deb Canning	J-108	-2814
Mesa College Foundation	Ron E. Ballesteros-Perez		-2746
Mileage Reimbursement			
Forms	Deans' Offices		
News Media Liaison	Lina Heil	H-400	-2759
Night Saturday Duty Dean	(evening Dean's office)	LRC	
Outreach and Community Relations	Genevieve Esguerra	MV-22	-2611
Parking	Debra Picou		-6416
Photography	Carol Beilstein/ Anabel Pulido	H-400	2879
Publications, College	Lina Heil	H-400	-2759
Puente Program	Guillermo Marrujo	MV-27	-2420
Records, Student	LaWanda Foster	MV-7	-2806
Requisitions, Supplies	Barry Coleman	J-201	-2761
Residency	Ivonne Alvarez	MV-10	-2688
Room Reservations	Classrooms: H117-H119	A-103	-2755
		A-104	-2755
		MV-32/MV-33	-2538
		LRC	-2799
Scholarships	Ashanti Hands, Student Affairs	H-500	-2699
Security/Police	Lt. Jack Doherty	Q-100	-2749
Service Learning/			
Humanities Institute	Denise Rogers	A-110	-2416
Site Compliance /Equal			
Employment Opportunity	Sondra Frisch	G-305	-2989
	Suzanne Khambata	L-504	-2774
Stockroom	Barry Coleman	K-202	-2716
Student Accounting	Lynn Ngoc Dang	MV-17	-2704
Student Affairs	Ashanti Hands	H-500	-2699
Student Clubs		H-500	-2699
Student Employment	Monica Romero	MV-20	-2777
Student Health Services	Suzanne Khambata	L-504	-2774
Student Newspaper	Janna Braun	G-122-F	-2966
Student Tutorial and			
Academic Resources (STAR)	Marichu Magaña	I3-201	-2481
Substitutes, Faculty	School Deans		
Testing Center	Barbara Plandor	MV-27	-2779
Telephone Repair/			
Support Technician	Juan Ortega	A109	-2480
Test Proctoring for DSPS	DSPS	I3-101	-2780
			tty -2974
Theater Box Office	Kris Clark	C	-2621
Transfer Center	Monica Romero	MV-20	-2473
Travel and Conference Request	Deans' Offices or Immed. Supvsr.		
Tutorial Services-			
	Bridging Lab	I-207M	-2869
	Tutoring Center, Carol Sampaga	I-207M	-2898
	STAR Program:	I3-201	-2481
Veterans Affairs	LaWanda Foster	MV-7	-2805
Voice Mail (Adjuncts)	Penny Hedgecoth	K-203	-2664
Voice Mail (all others)	Juan Ortega	G351	-2480
Web Development	Steve Manczuk	LRC-440	-2690
Work Experience	Jill Baker	F-204	-2776

WORKPLACE SECURITY: ZERO TOLERANCE OF VIOLENCE

The San Diego Community College District has adopted a zero-tolerance policy on violence in the workplace. All allegations will be immediately investigated with appropriate action taken to remedy any situation that threatens college employees.

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WE ARE

Mesa



VISION – What we strive to be.

San Diego Mesa College shall be a key force in our community to educate our students to shape the future.



MISSION – Why we exist.

To inspire and enable student success in an environment that is strengthened by diversity, is responsive to our communities, and fosters scholarship, leadership and responsibility.



VALUES – What we believe in.

- Access
- Accountability
- Diversity
- Equity
- Excellence
- Freedom of Expression
- Integrity
- Respect
- Scholarship
- Sustainability



PERFORMANCE INDICATORS

Equity/Access, Engagement/Retention, Persistence, Success, Institutional Effectiveness

GOALS

- To deliver and support exemplary teaching and learning in the areas of transfer education, associate degrees, career and technical education, certificates and basic skills.
- To provide a learning environment that maximizes student access and success, and employee well-being.
- To respond to and meet community needs for economic and workforce development.
- To cultivate an environment that embraces and is enhanced by diversity.