



## **Associate Faculty Fall 2019 Fact Sheet**

*Classes begin Monday, August 19, 2019*

### **1. School Support**

Your [school dean and assistants](#) are available to assist you as needed. Please refer to the attached [Instructional Services Fall 2019 Contact Info](#) list for who to contact and where their offices are located.

### **2. New Face in the Associate Faculty Office in the Evenings:**

As most of you know, we said goodbye to Aria Jackson at the end of summer. We have hired a new AFO Assistant, Marilyn King who will take over for Aria on Monday, August 12<sup>th</sup>. Marilyn has been working at the San Elijo campus in the evenings so she is familiar with MiraCosta and the type of assistance faculty who teach in the evenings need. Marilyn will continue to work the same hours as Aria, Monday through Thursday from 3:00-8:00 and Saturdays from 8:00-12:00. Please take a moment to stop by the Associate Faculty Office on the Oceanside campus (Room 4606) and say hello to Marilyn. She's here to assist!

### **3. Faculty Support in the Evenings at Oceanside and San Elijo:**

For those of you teaching in the evenings, we have Academic Division Assistants available to assist you at the Oceanside and San Elijo campuses:

- [Oceanside – Room 4606 \(AFO\)](#)  
The Associate Faculty Office (AFO) at Oceanside is staffed by [Marilyn King](#), from 3:00 pm to 8:00 pm, Monday through Thursday. On Saturdays, Marilyn works in the AFO from 8:00 am to Noon.
- [San Elijo – Admin Bldg. 800](#)  
At the San Elijo campus, assistance is available Monday through Thursday until 7:00 pm.

### **4. Orientation for Associate Faculty**

All new associate faculty members are encouraged to participate in an orientation program. There are two orientations available during flex week. The first will be held on Tuesday, August 13<sup>th</sup> at the Oceanside Campus from 9:00 am-11:00 am in [3601, The Little Theatre](#). The second orientation will be held at the San Elijo campus on Tuesday, August 13<sup>th</sup> from 5:30 pm-7:30 pm in the [Student Center \(Bldg. 900\) Conference Rooms, 925 & 926](#). If you are unable to attend an orientation you can go to the [Associate Faculty Information page](#), look under the Associate Faculty Orientation section of that page after September 6<sup>th</sup> to view the online orientation. Associate Faculty who view the online orientation and complete the necessary flex activity documentation are eligible for two hours of flex credit.

### **5. Classroom Fob/Keys**

**Oceanside:** Credit Associate Faculty who teach on the Oceanside campus should receive an email by Monday, August 12<sup>th</sup> from the Facilities Assistant, [Carrie Everts](#) confirming that classroom keys are ready to be picked up. Faculty can pick up keys from the [Facilities Office on the Oceanside campus in Bldg. 4200](#) on the following days and times:

**Days:**

Monday through Friday

**Hours:**

8:00 am - Noon

1:00 pm - 4:00 pm

**Note:** Facilities is closed for lunch between 12:00-1:00

Faculty are **encouraged to contact the Facilities Assistant**, [Carrie Everts](#) **prior to picking up keys**. If special arrangements need to be made for faculty teaching evening classes, please contact Carrie Everts at [ceverts@miracosta.edu](mailto:ceverts@miracosta.edu) or by phone at ext. 6875 to make those arrangements.

**San Elijo:** With the exception of lab and computer room keys, keys for classes taught on the [San Elijo Campus](#) may be picked up from the [academic division assistants \(formerly called faculty secretaries\)](#) in the Administration Building (Bldg. 800) after the first week of classes. Keys to lab and computer classrooms must be picked up **prior to the first class meeting**. These include keys to:

- SAN 107
- SAN 108
- SAN 402
- SAN 502
- SAN 1001
- SAN 1002

With the exception of the lab and computer classrooms listed above, classrooms will be accessible and remain unlocked on the San Elijo campus during the first week of classes.

**Community Learning Center** – All keys for classes taught at the Community Learning Center (CLC) may be picked up from [Maria Lopez-Aguilar](#) or a noncredit support staff member at the CLC, Monday through Thursday from 8:00 am-7:30 pm and Fridays between 8:00 am-1:30 pm.

## **6. Assignment Letter for Fall 2019**

Some of you may have already received an email from your dean notifying you that your [Term Workload](#) is ready to review and accept in SURF. If not, be on the lookout for this email. Once you receive it, [log in to SURF](#), verify and accept your Term Workload **within five business** days of receipt. If there are any discrepancies, please [contact your dean](#) for an update to your Term Workload, then verify and accept the revised workload within five business days. Payroll uses the accepted Term Workload as the basis for your pay and it is kept in your personnel file. Be sure to keep a copy for your records. **Note: A hard copy of your assignment letter will NOT be sent to you.**

## **7. Associate Faculty Professional Development (Flex) Requirement:**

Associate faculty confirm their flex obligation by electronically signing their load card in SURF by the end of the second week of classes. Associate faculty are required to complete two paid hours of [Professional Development](#) for **each LHE instructional time** assigned during fall and spring semesters. By Friday, November 8 (the end of the 12<sup>th</sup> week of the semester), professional development transcripts must reflect that the faculty member has accrued enough hours to fulfill their professional development (flex) obligation for that term. This may include hours for projected activities that will occur beyond Week 12 but before the final reporting deadline at the end of the semester. Failure to complete the required hours of professional development by the final reporting deadline will result in a deduction of that pay and could impact eligibility for future assignments.

For Fall 2019, MiraCosta has set aside August 9-15 for Flex week. Flex activities are also scheduled throughout the semester, and faculty may engage in other pre-approved activities that support their professional development goals throughout the semester. Please see the [Collective Bargaining Agreement](#) for additional information.

A [comprehensive PDP website](#) has been developed in Canvas. It includes "how to" videos on a range of topics:

- *Where is MyFlex – How do I find it?*
- *How do I record flex activities in MyFlex?*
- *Making edits to myFlex transcript entries.*
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There will also be a dedicated page for Associate Faculty, as well as, a FAQs page. Also, learn how you can qualify for PDP Travel Funds.

You can also come by the PDP office in the [4600 Building in Room 4605](#). Always feel free to email [Debby Adler](#) or [Bruce Hoskins](#) or call the PDP office at 760-757-2121, ext. 6498.

## **8. Electronic Online Census Rosters**

[Census rosters will be available online via SURF](#). We are doing our part to save trees and do not print paper census rosters. Three (3) days prior to census, you will be able to electronically approve the online census roster. Your class census date is listed on the top of the roster. **Important:** No-shows and non-attendees [need to be dropped](#) **prior to** submitting your census roster. California state regulations require that instructors certify class attendance before certifying census. An email will be sent to notify you when your census roster is available. **If you do not submit your online census roster by the census date of the class** the electronic option will no longer be available. **You will need to print your online census roster from SURF, sign it and submit it to Admissions & Records at Mail Station 10A.**

## **9. How to Add Students**

Students may be added to your class via [permission numbers](#) (to add online) or signed add cards (to add in person). Permission numbers are available on [your roster](#) for you to issue to any student you agree to add. Alternatively, students may obtain add cards from [Admissions and Records](#) for you to sign if you agree to add the student. Permission numbers or add cards are valid through Friday, August 30<sup>th</sup> (end of Week 2 of a full-semester course).

**Reminder:** Students will need a permission number from you *after the first class meeting*, in order to add your class. Once the class has met, students can no longer enroll themselves in open seats during the first week of classes – they must use a permission number to add the class.

Please alert students for whom you issue permission numbers or sign add cards that simply having a permission number or your signature does NOT constitute registration. The student must register **and pay** fees BEFORE they are enrolled officially.

After the add period, students MUST obtain a *Petition to Add a Class after the Late-Add Deadline* form from [Admissions & Records \(A&R\)](#) and obtain the instructor's and dean's signatures **by the deadlines indicated on the forms** in order to add a class. This petition requires you, the instructor, to write a justification of how this late-add student will make up the contact hours and class work that the student has missed. Deans will not sign the petition without an adequate justification from you. The *Petition to Add a Class after the Late-Add Deadline* **must be submitted to A&R within 5 business days of obtaining the instructor's signature.**

You should not let students sit in class who are not registered and waiting for a seat to open. This is a potential liability issue. Any attendees who are not listed on [your official roster](#) must provide proof that they are enrolled before you allow them in your class. Those without proof must be sent immediately to A&R where they can become enrolled students

by registering and paying fees. Only then are they officially enrolled and covered by college insurance.

Be sure to match names on [your SURF roster](#) with faces sitting in your class to ensure accurate and up-to-date rosters. It is your responsibility to confirm that all students attending your class are included on the roster. During the first two weeks of class, be sure to follow up with each student to whom you have issued a permission number or signed an add card until their names appear on your official roster in SURF.

## **10. Rate of Pay**

Per the [Collective Bargaining Agreement](#), your salary is derived from your education and previous teaching experience at MiraCosta College. Our Human Resources Department will evaluate your transcripts and application to teach and will determine placement on our salary schedule. **Please be sure to provide Human Resources with current OFFICIAL transcripts.** If you have questions, please call Human Resources at (760) 795-6854. Payroll questions can be answered by our [Payroll Office](#) at (760) 795-6782. Payroll encourages you to enroll in direct deposit with your bank. Click on the link to obtain a [Direct Deposit Authorization Form](#).

## **11. Department Meetings**

Your Department Chair may choose to schedule a meeting for full-time and associate faculty once each semester to discuss important issues as they relate to your discipline. Associate faculty who wish to participate are eligible to [claim flex hours](#). It is up to each individual to determine whether an activity is helpful for professional development and ensure that it passes the [Flex Test](#). If so, you may record the activity in [MyFlex](#). For questions on how to record department meetings as flex time in Canvas contact Debby Adler at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

## **12. Campus Copy Services**

**Oceanside Campus:** All copying (syllabi, tests, handouts, etc.) should be sent to the Copy Center/ Printing Services either by hardcopy to mail station 18 or by email to: [copycenter@miracosta.edu](mailto:copycenter@miracosta.edu) using the [on-line copy center order form](#).

Associate Faculty teaching at the Oceanside campus, who need to use the copy machine in the Associate Faculty Office (OC 4606) for **last minute, emergency copies** will need an individual copy code to access the copier. Marilyn King, the evening assistant in the Associate Faculty Office, will email individual copy codes to all Associate Faculty teaching at the Oceanside campus. This code is **confidential** and should not be used by anyone other than the person it is assigned to. In an effort to assist MiraCosta College in sustaining resources, please **limit your emergency use of the copier to 20 copies** per student per semester. Do not use the copier to copy syllabus or tests.

**San Elijo Campus:** The San Elijo campus uses Del Mar Blue for copy orders. Contact [Becky Kessab](#) for assistance on how to submit copy orders to Del Mar Blue.

## **13. Syllabus and Official Course Outline**

As an instructor at MiraCosta, it is important for you to have a [syllabus](#) that is prepared specifically for each of your class sections. Please consult the [syllabus checklist](#). It is important to review it with your students on the first day of class and is very helpful as you establish your own guidelines, course outline, grading policies, absence policies, assignments, assigned readings, etc.

Please send a copy of your syllabus to [syllabi@miracosta.edu](mailto:syllabi@miracosta.edu). Save your syllabus as a PDF with the following naming convention: Subject Area Catalog Number \_Section #\_Instructor Last Name (example: ENGL100\_1059\_Sullivan).

Your course syllabus and related information must adhere to the official course outline that has been approved via the curricular process for MiraCosta College. This information is stored in our curriculum database, [CurricUNET META](#), which you can view as a guest.

#### **14. Absences & Substitutes**

If you are going to be absent, notify your [Academic Division Assistant \(formerly known as your "faculty secretary"\)](#) via phone or email. Be sure to include the reason for the absence and confirm whether you have notified your students. If possible, email your students. If you teach multiple classes confirm which classes you will be missing. If [your assistant](#) is located on a different campus than your class, your assistant will contact the site assistant to post class cancellation notices. The site assistant will display a note on the classroom door to notify students that class is cancelled. **Noncredit faculty who will be absent must email [noncreditsupportstaff@miracosta.edu](mailto:noncreditsupportstaff@miracosta.edu) and contact Dana Ledet at ext. 6871 or 8807.**

If you need a substitute, submit a request [to your dean](#) before the scheduled absence as the dean must approve all substitutes.

Noncredit associate faculty should contact the appropriate [department chair](#) to request a substitute. The [Dean of Behavioral Sciences, History and Adult Education, Dr. Kate Alder](#) must give final approval.

#### **15. Add and Drop Deadlines**

Admissions & Records asks that faculty include on their syllabi [important add and drop dates](#).

#### **16. Wait Listing**

Once a class is filled, students have the option to be placed on a [wait list](#). The wait list capacity is the same as the class size maxima (for noncredit classes the wait list size is limited to 20). Wait listed students can be found in SURF on the online roster. Students on the wait list are required to attend the first meeting of the class to obtain either a permission number or the instructor's signature for the add card; online students are instructed to email the instructor for permission to enroll.

#### **17. Field Trips**

All field trips are an extension of the classroom and must be approved by your dean *two weeks in advance* and be supervised by district faculty. Contact your dean for more information. The [field trip forms](#) have been updated. Be sure to note that there is a separate [field trip form for minor students](#).

#### **18. Office Hours**

Eligibility for office hours is outlined in Article 11 of the [Collective Bargaining Agreement](#) and are paid at \$44 per hour

Office hours should be scheduled in order to ensure maximum availability for student consultation, and should be held in an appropriate location. A schedule of office hours must be submitted to your [dean's Administrative Assistant](#), via the *Office Hours Scheduling Confirmation* form, and approved by your dean at the beginning of the semester. At the end of the semester, office hours are reported on the **blue Office Hours Time Report** form and submitted to your dean for approval for payment **by the last day of the semester, Friday, December 13<sup>th</sup>**.

#### **19. Reserving Space for Office Hours**

**Oceanside Campus:** If you wish to use a space on the Oceanside campus to hold your office hours, you will need to reserve the room using our online room reservation system, [25Live](#) (use Google Chrome as the browser for 25Live). Instructions on [how to reserve a room using 25Live](#) can be found on the [portal](#) under Resources. **Please confirm your room reservations on 25Live prior to submitting your Office Hours Scheduling Confirmation Form** to your dean for approval.

If you wish to hold office hours in the open areas such as the cafeteria, quads, outside tables, etc. of the Oceanside campus, it is not necessary to use 25Live to reserve that space. Please note that the areas outside of the 4606 Associate Faculty Office and the T430 Associate Faculty Annex are considered areas where office hours can be held. Also, there are small offices in [T432 and T433](#) of the Associate Faculty Annex on the Oceanside campus where office hours can also be held. But you need to reserve those rooms on [25Live](#).

**San Elijo Campus:** Space for office hours is not reserved at the San Elijo campus. Instead, a designated shared space is available in SAN T122, on a first-come, first-served basis. SAN T122 is open Monday through Thursday from 8:00 am to 7:00 pm and Friday 8:00 am-4:30 pm. You can also meet with your students at the library or in the cafeteria. Please contact [Becky Kessab](#) to learn more. Becky can be reached at (760) 634-7879.

## **20. Finals (Tuesday, December 10- Friday, December 13)**

### Monday Only, Wednesday Only, and MW Classes

Classes that meet on Mondays only, Wednesdays only or Monday/Wednesday will not follow a finals schedule. Instead, they will meet during their regularly scheduled class time during finals week.

### All other class meetings

All other class meeting patterns, such as Tuesday/Thursday or MTWTH meetings, will follow the regular [final exam schedule](#) posted at: [http://www.miracosta.edu/instruction/downloads/final\\_exam\\_schedule\\_fall2019.pdf](http://www.miracosta.edu/instruction/downloads/final_exam_schedule_fall2019.pdf)

We recognize the situation for Monday only, Wednesday only, and MW classes has its limitations, however it appears to be the best path forward until we can determine a more systematic approach. Thank you in advance for working with students who may find themselves with back-to-back final exams or scheduling conflicts. We appreciate your patience as we work towards improving these sorts of issues in the future.

If faculty need to change the room location of their final, they should first [request approval from their dean](#) who will notify [Gwen Partlow](#) to make the change in 25Live. If you have any questions regarding the final exam schedule or when your final should occur, please contact Gwen Partlow at [gpartlow@miracosta.edu](mailto:gpartlow@miracosta.edu). This process helps us avoid room conflicts and ensures we are providing accurate information to students.

## **21. Final Grades**

Final grades are submitted via SURF. If you need assistance in submitting grades, please contact [Eva Viveros](#) at (760)795-6624. Noncredit faculty will need to contact [Manuel Acero](#) at 760-795-8712 for any questions on grade submission or positive attendance records.

## **22. Security**

[Campus Police](#) are on duty whenever you are teaching. The [Campus Police Emergency](#) number is 6911 (if no answer, dial 9-911). Call boxes are placed on the perimeter road for your safety, and classrooms are equipped with phones as well.