1. **New This Academic Year: Associate Faculty Professional Development (Flex) Requirement:**

As of August 14, 2015, associate faculty are required to complete two paid hours of Professional Development for **each LHE instructional time** assigned during fall and spring semesters. Payment for the required hours is added to the associate’s paycheck base salary (which now includes both instructional and prep time). By April 22nd (the end of the 12th week of the semester), professional development transcripts must reflect that the associate faculty member has accrued enough hours to fulfill his/her 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.

For spring 2016, MiraCosta has set aside January 15-22 as “Flex” or Professional Development days. 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. Information about the Professional Development Program, including detailed workshop information, informational PowerPoints about PDP, among other resources, is available at www.miracosta.edu/instruction/pdp. You may contact the PDP Coordinator, Kelly Hagen or the PDP Secretary, Debby Adler at 760-757-2121, ext. 6498 with any questions.

To ensure understanding of allowable activities and reporting requirements, all faculty are strongly encouraged to attend one of the following flex workshops:

<table>
<thead>
<tr>
<th>Professional Development Program Overview</th>
<th>Professional Development Exploring the Possibilities</th>
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<tbody>
<tr>
<td><strong>Friday, January 15th</strong>&lt;br&gt;1:00-2:00&lt;br&gt;Room 3606</td>
<td><strong>Tuesday, January 19th</strong>&lt;br&gt;12:00-1:00&lt;br&gt;Room 3606</td>
</tr>
<tr>
<td>Professional Development Program Overview</td>
<td>Professional Development Exploring the Possibilities</td>
</tr>
<tr>
<td><strong>Wednesday, January 20th</strong>&lt;br&gt;1:00-2:00&lt;br&gt;Room 4809</td>
<td><strong>Thursday, January 21st</strong>&lt;br&gt;1:30-2:30&lt;br&gt;Room 3515</td>
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2. **New This Academic Year: Electronic Online Census Rosters**

Census rosters will be available online via SURF. We will no longer be printing paper census rosters. You will be able to electronically approve the online census roster starting three (3) days prior to census. Your class census date is listed on the top of the roster. 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.
3. **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 Week Two 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 have your permission.

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 A&R and obtain the instructor’s and dean’s signatures 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 she/he 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 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, 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.

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, January 19th at the Oceanside Campus from 9:00 am-11:00 am in the cafeteria of the Student Center (Bldg. 3400). The second orientation will be held at the San Elijo campus on Wednesday, January 20th from 5:00 pm-7:00 pm in the Student Center Conference Rooms, 925 & 926. If you are unable to attend an orientation you can log in to Blackboard to view the online orientation. New members who view the online orientation and complete the necessary flex activity documentation are eligible for one hour flex credit. Returning associate faculty who are interested in a “refresher” are also welcome to view the online orientation.

5. **Assignment Letter for Spring 2016**

Some of you may have already received this email. If not, be on the lookout for an email from your dean notifying you that your electronic assignment letter is ready to review and accept. Once you receive this email, log in to SURF, verify and accept your electronic assignment letter before Friday, February 5th. If there are any discrepancies, please contact your dean for an update to your assignment letter then verify and accept the revised assignment letter. We use the accepted electronic copy as the basis for your pay and it is kept in your personnel file. Be sure to keep a copy for your records. Please note that a hard copy of your assignment letter will NOT be sent to you.

6. **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.

7. **School Support**

Your school dean and secretaries are available to assist you as needed. Please refer to the attached Instructional Services Spring 2016 Contact Info list for who to contact and where their offices are located.
8. 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 professional development for him/her and ensure that it passes the Flex Test. If so, then it’s recorded on one’s transcript with appropriate documentation (upload proof of attendance or write a brief reflection statement).

The “Other Activities” tab in MyFlex has activity types that PDP voted to “blanket pre-approve” and one can record at will, given that the individual faculty member understands his/her responsibilities to the program (passing the Flex Test and appropriate documentation) and that it is subject to review.

9. 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 using the on-line copy center order form: http://www.miracosta.edu/administrative/purchasing/printingandcopyservices.html

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. Diana Ferris, Instructional Services Faculty Secretary, will assign individual copy codes to all Associate Faculty teaching at the Oceanside campus and distribute the code to the faculty’s Oceanside campus mailbox at the beginning of the semester. 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 or Ann Quebedeaux for assistance on how to submit copy orders to Del Mar Blue.

10. 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. 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 management system (CurricUNET Meta) which you can view by selecting the Public Access Course Outlines link on the Curriculum Management page.

11. Absences & Substitutes
If you are going to be absent, please notify your Instructional Division Secretary via phone or email. Please include the reason for the absence and confirm whether or not you have notified your students. If possible, please email your students. If you teach multiple classes confirm which classes you will be missing. If your secretary is located on a different campus than your class, your secretary will contact the site secretary to post class cancellation notices. The secretary will display a note on the classroom door that class is cancelled. Noncredit faculty who will be absent must email noncreditsupportstaff@miracosta.edu and contact Cathy Livingood at 760-795-8723.

If a substitute is needed please 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. Final approval for a substitute is given by the Dean of Behavioral Sciences, History and Community Education, Dr. Nikki Schaper.

12. Add and Drop Deadlines
Admissions and Records asks that faculty include on their syllabi important add and drop dates, as noted on page 11 of the spring 2016 schedule of classes. For full semester courses beginning the week of January 25, the last day to add with the instructor’s permission is January 29th, the 10% drop without a
“W” date is February 5th and the 75% last day to drop with a “W” date is April 28th. If your class runs for a shorter duration, use the dates printed on your SURF class roster.

13. **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.

14. **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. We are working on updating the field trip forms. As soon as they are ready we will have a link on the Associate Faculty Resource Page. Until then, if you have a field trip and need a form please contact Joe Mazza.

15. **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 Administrative Secretary, 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, May 27th.

16. **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 tables outside 4606, Associate Faculty Office and T430, Associate Faculty Annex are not considered open areas and should not be used to hold office hours. However, there are small offices in T432 and T433 of the Associate Faculty Annex where office hours can be held. Just be sure to reserve those rooms on 25Live.

**San Elijo Campus:** Space for office hours is not reserved at the San Elijo campus. Instead, designated shared spaces are available, with room for multiple users on a first-come, first-served basis. The shared office spaces in SAN 503, 509 and 603 are open Monday through Thursday from from 8:00 am to 7:30 pm and Friday 8:00 am-4:30 pm. Please contact one of the site secretaries, Becky Kessab or Ann Quebedeaux, to learn more about the available spaces at the San Elijo Campus for office hours. Becky and Ann can be reached at (760) 634-7879.

17. **Final Exam Schedule**
Please familiarize yourself with the final exam dates/time found on page 101 of the Spring 2016 class schedule. If you need to change your room location please request approval from your dean and notify Gwen Partlow to make the change in 25Live. This process helps us to avoid room conflicts and ensures we are providing accurate information to our students.

All classes must meet during finals week as this scheduled time is included in the required instructional hours (including 15-week classes, except Saturday-only and short-term classes). Class meetings during final week of instruction are scheduled in one hour and fifty minute blocks. Please include the correct date and time of your final exam/class meeting on your syllabus. Your assignment and your compensation include the final week of instruction meeting times.

18. **Final Grades**
Final grades are submitted via SURF. If you need assistance in submitting grades, please contact Eva Viveros at (760)795-6624 or Karen Korstad at (760)795-6787. Noncredit faculty will need to contact Manuel Acero at 760-795-8712 for any questions on grade submission or positive attendance records.
19. **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.

20. **Keys**

**Oceanside:** Keys for classes that begin at 4:00 pm or later and are held Monday through Thursday and Saturday can be picked up from *Diana Ferris* in 4606, the Associate Faculty Office between 3:30-8:30, Monday through Thursday or 8:00 a.m. to 12:00 p.m. on Saturday. Keys for daytime classes that begin prior to 4:00 pm are picked up between 8:30-4:30, Monday through Friday from Facilities in OC 4200. Please note, if your class begins between 7:00 am – 8:30 am you will need to pick up your keys the previous business day during the hours listed above.

**San Elijo:** All keys for classes taught on the *San Elijo Campus* may be picked up from the instructional division secretaries in the Administration Building after the first week of classes. 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* at the CLC, Monday through Thursday from 8:00 am-8:00 pm and Fridays between 8:00 am-2:00 pm.