



ASSOCIATE FACULTY Spring 2025 Fact Sheet

Full-term Classes begin Tuesday, January 21, 2025

Your [school dean and their assistants](#) are looking forward to the start of this new semester and are available to assist you as needed. This [school contact list](#) provides information on how to reach them and where their office is located, when they are working on campus. For additional information related to your work as an associate faculty, be sure to visit and bookmark the [Associate Faculty Information page](#).

Handling Fraudulent Enrollments

Since 2021, all California Community Colleges have been impacted by a variety of threat actors who are engaging in fraudulent enrollment activities. These “fake” students are enrolling primarily in online asynchronous classes with the intent of engaging in financial aid fraud. MiraCosta College staff work diligently to try and prevent fraudulent enrollments from occurring. However, as the threat agents get smarter and as AI and other machine learning bots advance, it is not possible to stop every fraudulent enrollment. All faculty play a key role in mitigating fraudulent enrollment and financial aid fraud.

1. Please make sure to [review your roster prior to the start of term](#). If you see significant shifts (rapid growth overnight) in your enrollment, please reach out to the Admissions & Records [Analyst Team](#) at studentservicesbsa@miracosta.edu with the course information and request that they review your roster for any potential enrollment fraud. It’s much easier to stop fraudulent enrollment prior to the start of term.
2. Make sure to [drop any “no show” students](#) during the first week of the term. This is a Title 5 requirement and is one of the easiest ways to get fake students off the roster. ***If you drop an actual student accidentally***, it is easy to reinstate that student. Just send the student’s information along with your course information to admissions@miracosta.edu to reinstate the student.
3. **Create engaging assignments in your first week.** Assignments that are creative and interactive (student videos, Canvas quizzes, group work) all create a culture of inclusivity and belonging; they also help to highlight any fraudulent enrollments as these types of assignments are not conducive to the use of AI or bots.
4. If you believe you have a fraudulent enrollment or “fake” student in your class, **please contact that student and request a Zoom meeting, right away.** If students fail to respond or refuse to meet with you, then you can email that student and let them know that you will be dropping them due to suspected fraudulent enrollment. If the student fails to meet with you, drop them from your roster.
5. **Be mindful of suspicious emails requesting permission codes after the start of term.** As faculty drop students, threat agents will attempt to add more classes to maximize the amount of financial aid they receive. Faculty may receive emails in rapid succession from “students” requesting “add codes.” Please review the email address and ask the student for additional information prior to issuing a permission code to any student.

If you have any questions or concerns about potentially fraudulent enrollments in your class, please [reach out to your deans](#) for additional support and information.

Office Hours: Scheduling, Submission & Payment of Office Hours

Eligibility for office hours is outlined in Article 11 of the [Collective Bargaining Agreement](#) and are paid at \$50 per hour.

Associate Faculty must include their scheduled office hours on [their syllabus](#) and submit their syllabus to their dean via the syllabi@miracosta.edu email address **by the end of the first week of the class**. **NOTE:** Faculty who do not email their syllabi to their dean will **not be eligible to receive compensation** for their office hours. **By Monday, May 19th**, information that enables the District to evaluate the services shall be reported to your dean, via the [Office Hours Time Report](#).

Office hours must be scheduled to ensure the maximum availability for student consultation and shall be held in an appropriate location as requested [via the online reservation system, 25Live](#), or may be held virtually.

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](#)** that was updated by Academic Affairs in Spring 2024. 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.

By the end of the first week of the semester, email your dean 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_Smith)*. **NOTE:** Faculty who do not submit their syllabi to their dean by the end of the first week of the class will not be eligible to receive compensation for office hours.

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, [CurriQunet META](#), which you can view as a guest.

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

School Support & Associate Faculty Information Homepage

Your [school dean and assistants](#) are available to assist you as needed. Please refer to the attached [Instructional Services Spring 2025 Contact Info](#) document for who to contact.

Faculty Support in the Evenings

For those of you teaching in the evenings, Monday through Thursday, at the Oceanside or San Elijo campuses, there is administrative support available from Marilyn Roybal at the Oceanside campus and Kelly Brooking at the San Elijo campus during the following times:

<u>OCEANSIDE</u>	<u>SAN ELIJO</u>
Marilyn King mroybal@miracosta.edu	Kelly Brooking k.brooking@miracosta.edu
Monday – Thursday 3:00 - 8:00 pm	Monday – Thursday 2:30 - 7:00
Friday 8:00 am – 12:00 pm <i>Works Remotely</i>	Friday 8:00 am – 4:30 pm <i>Works Remotely</i>
<u>Office Location</u> Bldg. 4600 Room 4606	<u>Office Location</u> Bldg. 1100 1118

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 the end of the 12th week of the Spring 2025 semester, Friday, April 18th, professional development transcripts must reflect that the faculty member has accrued enough hours to fulfill their professional development (flex) obligation for the Spring 2025 term. This may include hours for projected activities that may occur beyond Week 12 but before the end of the semester. Failure to complete the required hours of professional development by the final reporting deadline of April 18th will result in a deduction of that pay and could impact eligibility for future assignments.

For Spring 2025, MiraCosta has set aside January 13 - 17 for Flex week that includes in-person, HyFlex and Zoom professional learning presentations. Flex activities may also occur throughout the semester. Many Zoom workshops are recorded to allow for asynchronous participation. Please [see the Flex schedule](#) for any Zoom recordings. Faculty may engage in other activities that support their professional development goals throughout the semester. Please see the [Collective Bargaining Agreement](#) for additional information.

There is a [comprehensive PDP website](#) in Canvas. It includes “how to” videos on a range of topics:

- *Where Do I Find the PDP Canvas Site and MyFlex*
- *How the Flex Transcript Works*
- *Entering Professional Development Activities on the Transcript*

There is an [FAQs](#) page. You can also learn how you can qualify for [PDP Travel Funds](#). Feel free to contact [Ariel Locke](#) or [Aaron Roberts](#) for more information.

Orientation for Associate Faculty

All new associate faculty members are encouraged to participate in the online orientation program scheduled that is scheduled to take place via Zoom on Tuesday, January 14th. If you are unable to attend the orientation, please check the [Associate Faculty Information Page](#) for the Zoom recording of the Orientation that will be posted. For information related specifically to your school, please contact [your dean](#).

IMPORTANT: If you attended the orientation and updates be sure to log into [the Professional Development Canvas page](#) and click “Record My Flex Hours” to record your completion of this 2-hour orientation and updates session.

Classroom Keys

For those of you who are teaching on ground please read the instructions below for how to obtain your classroom fob/key card. **NOTE:** As the Facilities department continues to transition more towards electronic doors and away from brass keys, if you, as an associate faculty already have a key card or fob assigned to you, access will be added automatically to your key card or fob, remotely. Facilities will NOT send you an individual email regarding your key card/fob access update.

Oceanside and CLC

Associate Faculty who will teach on the Oceanside and/or CLC campus will receive an email from the Facilities & Civic Center Coordinator, [Carrie Everts](#) confirming when your classroom keys/fob are ready to be scheduled for pick up from [the Facilities Office on the Oceanside campus in T600](#). Review [Key Distribution for Credit Associate Faculty](#) for additional information about classroom fob/key processes.

If you cannot make one of those days, you will need to **make an appointment** with Carrie by emailing her at ceverts@miracosta.edu. You will then pick up your keycard/fob at the [Facilities Office on the Oceanside campus, located in T600](#).

San Elijo: All San Elijo Campus classroom keys will be pre-ordered for you. If you have an existing key card/fob, the key card/fob will automatically be programmed remotely to access your San Elijo classroom for the Spring 2025 semester. If this is your first semester teaching at San Elijo, you may pick up your new fob the first week of your class from either Becky Kessab or Susan Corley, between 8:00-4:30, Monday through Friday or from Kelly Brooking between the hours listed in the Faculty Support in the Evening section above. Becky, Susan, and Kelly are located in the new San Elijo Student Services & Administration Building (Bld. 1100, Office of Instruction on the north side of the building). All classrooms will be locked, so if you are a new faculty member, please pick up your fob prior to the first class meeting.

Additional notes/reminders for Associate Faculty:

- If a key/fob is no longer needed, please notify Facilities.
- Keys and fobs are only kept for 2 months. If not picked up, we will check back into the system and the process will need to start over.
- Keys and fobs are only assigned to an individual and should NOT be shared. Please turn keys into Facilities when no longer needed.
- Neither Key nor fobs will be issued to faculty whose assignment is 100% online.
- If you are still using a white key card and would like to exchange it for a fob, please [enter a Key Request via the Portal](#). Facilities is no longer issuing the white keycards. They are only issuing the black fobs.

Assignment Letter for Spring 2025

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.

Distance Education

All faculty should review [Administrative Procedure on Distance Education, AP 4105](#). Key requirements for faculty and department chairs include:

- Establish regular and substantive interaction in distance education between instructor and students. Depending on the [Course Outline of Record](#), you may also need regular and substantive interaction *among* students in a distance education class – consult with [your department chair](#) if you are unsure.
- Monitor students' engagement and success, and promptly and proactively initiate substantive interaction with students when needed on the basis of such monitoring and upon request by a student.
- Help students in a DE course section to be aware of MiraCosta College support services and resources, especially [those available online](#).
- Communicate with students in the syllabus and/or other course documents regarding instructor contact, feedback, and absences.
- Monitor progress and track attendance: Students in distance education (DE) courses should not be considered "present" through course accesses alone. Rather, attendance online requires

participation in an activity. See the [section on "Tracking Attendance" from the DE Handbook](#) for more details. Verifying authentic participation of your DE students has added importance currently with a recent proliferation of fraudulent enrollments, which may attempt to avoid being dropped through minimal, often non-sensical or formulaic completion of required class activities.

- Comply with federal authentication requirements. Faculty who do not make their DE courses available in the Canvas system by the first day of the week in which the class begins should be prepared to describe how they are using proctored exams or "new or other technologies and practices that are effective in verifying student identification." [See more details about this requirement and procedures for ensuring compliance.](#)
- Ensure that distance education classes fully [comply with state and federal accessibility requirements.](#)
- The [MiraCosta Online Class Quality Guidelines](#) provide further helpful, faculty-friendly principles and ideas for good practice in online instruction at MiraCosta College.

Distance Education Training Requirements

All faculty members assigned to teach distance education courses at MiraCosta College are required to **meet the following, two minimum requirements:**

- Mandatory compliance training provided by the District.
- Completing the *MiraCosta Online Class Requirements Self-Checklist*, which can be found in [Exhibit G \(p. 64\) of the Collective Bargaining Agreement.](#)

The District has created a self-paced, online course, that starts in Canvas, to meet mandatory compliance training requirements for distance education courses. The open Canvas course is titled: [Faculty Online Compliance Training for Distance Education.](#)

Please be advised that the compliance training is required as part [Exhibit G \(p.64\) of the Associate Faculty Collective Bargaining Agreement.](#) It is also not intended to substitute for complete preparation for successful online teaching and is not a substitute for online teaching certification requirements that other higher education institutions may require.

Electronic Online Census Rosters

[Census rosters will be available online via SURF.](#) We 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. To access and certify your [census day roster](#) log onto SURF, click the green check mark located next to the courses needed.

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. You will have 3 days after the census date to submit your online census roster.

If you do not certify your online census by this date, you will need to manually print your roster. To obtain your census day roster [log onto SURF.](#) Click on the green check mark located next to the course needed. Scroll to the bottom of the page to find the "*printer friendly version*" link to obtain a PDF copy of your census roster. Once in PDF format, sign it, save it, and email the document to Brenda Cruz, Interim Assistant Business Systems Analyst, at bcruz@miracosta.edu.

Minors

[Your rosters](#) identify which students are minors in your class(es). This information is being provided to assist you in meeting your responsibilities as a mandated reporter of suspected child abuse and/or neglect. If you have any questions, please contact [Val Saadat](#) or [Justin Crast](#).

How to Add Students

Students may be added to your class via [permission numbers](#). Permission numbers are available on your roster for you to issue to any student you agree to add. Permission numbers are valid through Sunday, September 3rd (*the end of Week 2 of a full-semester course*).

Reminders:

Permission Numbers: Once class starts, students will need [a permission number from you](#) in order to register for your class. Please alert students for whom you issue permission numbers that simply having a permission number does NOT constitute registration. The student must register **and pay** fees BEFORE they are officially enrolled.

Late Add Petitions

After the add/drop deadline for the class, **you must complete and submit** the *Credit Late Add Petition* form to [your dean](#). Note, the dean will not sign the petition without an adequate justification for how the student will make up the contact hours and classwork the student has missed. If the Dean approves the request, the dean's assistant will [email the form to Admissions](#) for processing. Once the form has been processed you will receive an email from Admissions confirming that the student is officially registered. At which point, **you will need to notify the student that they are officially registered for the class** and help them to understand how to make up for the lost class time and classwork.

Dropping Students

Remember that Title 5 requires all instructors to [drop "no shows"](#). As the instructor, it is your responsibility to clear the rosters of inactive students **prior to census**. (Your class census date is listed on the top of the roster.) A "no show" is defined as a student who is enrolled in a class, but never shows up or only shows one time. For Distance Education classes, "no shows" are students who have not participated in any activity, simply logging-in is not sufficient to consider the student active in the course.

Title 5 also specifies that students may be involuntarily removed from a class for excessive absences. Excessive absence can be defined based on the needs of a course, as long as the instructor can defend their policy as necessary for the course.

It is important to note, however, that dropping a student is different than grading a student. The Education Code does not allow instructors to use simple attendance as part of the grading criteria used in a class. *Faculty may not lower the course grade because of absences since grades need to be based upon performance measures—not attendance.*

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, unless otherwise noted, the wait list size is the same as the class size maxima). [Wait listed students](#) can be found in SURF on the online roster. Students on a wait list are instructed to email the instructor for permission to enroll.

Request from Student Accessibility Services

[Student Accessibility Services \(SAS\)](#) is requesting assistance by including the following statement on your syllabus:

Academic Accommodations:

If you have a disability or medical condition impacting learning and have not yet been authorized to receive academic accommodations, you are encouraged to contact the [Student Accessibility Services \(SAS\)](#) office. The SAS office can be reached at (760) 795-6658, or by email at sas@miracosta.edu. The SAS office will help you determine what accommodations are available for you. If you're requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

Accessibility Statement

I have made every attempt to ensure this course is accessible for all students. If you encounter any accessibility-related difficulties with required or optional course materials, please contact me as soon as possible so that we can investigate the matter further and provide equally effective alternatives, if needed.

Attendance

Attendance accounting for on-ground as well as distance education courses is important for many reasons, including compliance with state and federal regulations. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course related question. To establish attendance early in the semester, many instructors require participation in an introductory discussion forum or completion of a syllabus quiz within the first few days of class and drop students who do not participate.

You should not let students attend class who are not registered and are 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 in order to remain in your class. Those without proof must be **referred** immediately to Admissions & Records 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 students 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 until their names appear on your official roster in SURF.

Academic Dishonesty/Plagiarism/Cheating

A student who is found to have plagiarized or engaged in other violations of academic integrity may receive a verbal warning, a lowered assignment grade, "no credit," or a "zero" for the **assignment** in question. The student's overall grade must be cumulative. Please see [BP 5505: Academic Integrity](#) and [AP 5505: Academic Integrity - Appeal Process](#) for details. Since academic integrity concerns are a violation of [AP 5500: Standards of Student Conduct](#), faculty should report any concerns about academic integrity by submitting a [CARE Referral Form](#) and selecting "Academic Dishonesty" as the nature of the report. The [Office of Student Affairs](#) and [Student Conduct](#) team typically provide a student conduct warning for first-time academic integrity violations, while more severe resolutions are considered for repeatedly violating the Standards of Student Conduct. For those needing additional assistance with academic integrity processes, please contact the Dean of Student Affairs, [Nick Mortaloni](#) (January-February) then [Devon Boone](#) from March – June while Nick Mortaloni is on leave; the Director of Student Life & Leadership, Oceanside Campus, [Terrence Shaw](#); the Director of Student Services at the San Elijo Campus, [Colleen Maeder](#); the Director of Student Services, Community Learning Center, [Mitra De Souza](#).

Breaks in Classes

If you are teaching online, class break times are no longer applicable in an asynchronous online setting. They are still calculated into on-ground classes. If you have any questions about this, consult [your dean](#) regarding the amount of break time allowed for your classes. Bear in mind that breaks may not be taken at the end of class to allow your students to leave early. Rather, the breaks are legally intended to provide periods of rest for students and faculty alike, throughout the class session.

Finals

The [final exam week for Spring 2025](#) schedule has now been posted. Below are some guidelines to consider as you plan for your classes. If you need further assistance or guidance about your final exam week, do not hesitate to contact [your dean or department chair](#).

Online classes (asynchronous) with finals should be delivered during finals week with as large a window for students to complete as practicable (i.e., allow students to find time in their lives to engage it). While it may not be optimal to hold synchronous exams (via Zoom) in an asynchronous class, under the circumstances, doing so may be necessary. If you need to hold synchronous midterm and/or final exams, the dates and times of those exams must be included in the syllabus at the outset of the class, with multiple exam date/time options provided to students. Any required on-ground finals must be published in the Schedule of Classes when students register. Faculty cannot change to an on-ground final or other examination if the class has been advertised as to students as an asynchronous online class.

Scheduled online classes (synchronous) with asynchronous finals should operate in the same manner as above. If you are requiring a synchronous final, please adhere to the posted [final exam schedule](#) based on your published Zoom times in the Schedule of Classes.

For scheduled online, on-ground, and hybrid classes, the final exam schedule allows for synchronous exam sessions and is [posted online](#). If you are not giving a final exam (*it is not required that you do*) there are still two hours of instructional minutes included in the credit schedule during finals week, so some instructional learning activity is required during that time.

Submitting Final Grades for Credit and Noncredit

Final grades are submitted via SURF. If you need assistance in submitting grades, or positive attendance records, please contact [Brenda Cruz via email](#), through Microsoft TEAMS or request a Zoom meeting.

Faculty Absences & Substitutes

If you are going to be absent, notify your [Academic Division Assistant](#) 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 class(es) you will be missing.

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

Noncredit faculty who will be absent must email ncabsence@miracosta.edu as well as enter their absence [in Workday](#).

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 [this link for instructions on how to sign up for direct deposit in Workday](#).

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 Ariel Locke at alocke@miracosta.edu

Campus Copy Services

All copying (syllabi, tests, handouts, etc.) should be sent to the [Copy Center/ Printing Services](#) using the [Copy Center Order Form](#). Once complete, email the form to copycenter@miracosta.edu. If additional support is needed, please contact [Marilyn Roybal](#) at the Oceanside campus and [Kelly Brooking](#) at the San Elijo campus.

Security While on Campus

[Campus Police](#) are on duty whenever you are teaching. On any classroom/campus phone, the [Campus Police Emergency](#) number is 6911 (if no answer, dial 9-911). Call boxes are placed on the perimeter road for your safety.

Emergency Response

Our safety procedures and protocols are detailed on [the College Police webpage](#). We have the detailed Emergency Operations Plan which requires a MiraCosta log in. We also have an Emergency Response App. which requires no login. The Emergency Response App. provides short bullet point response plans for a variety of different emergency scenarios. Both plans can be found on the College Police website. [Click here for additional campus safety tips!](#)