



ASSOCIATE FACULTY Spring 2022 Fact Sheet

Classes begin Monday, January 24, 2022

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](#).

1. **Healthy Return to Campus & COVID-19 Updates**

Please review the [Healthy Return to Campus](#) page that outlines the protocols and procedures regarding daily home pre-screening and building/room check-in requirements; instructions on how to download the self-assessment clearance app; answers to Frequently Asked Questions.

Be sure to also review the [COVID-19 Updates](#) page for COVID information [for faculty](#) and [for students](#).

2. **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 2022 Contact Info](#) document for who to contact.

Please review the [Healthy Return to Campus](#) page that outlines the protocols and procedures regarding the self-assessment clearance app; daily home pre-screening and building/room check-in requirements; answers to Frequently Asked Questions.

3. **Faculty Support in the Evenings:**

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

OCEANSIDE	SAN ELIJO
Monday – Thursday 3:00 - 7:00 pm <i>Working on Campus</i>	Monday – Thursday 2:30 - 7:00 <i>Working on Campus</i>
Saturday 8:00 am – 12:00 pm <i>Working Remotely</i>	Friday 8:00 am – 4:30 pm <i>Working on Campus</i>
Name: Marilyn King	Name: Kelly Brooking
Email: mking@miracosta.edu	Email: k.brooking@miracosta.edu
Office Location Bldg. 4600 Room 4606	Office Location Bldg. 1100 1114

4. **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, April 22nd (the end of the 12th 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 the Spring 2022 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 Spring 2022, MiraCosta has set aside January 14-21 for a virtual/online Flex week. Flex activities will also be scheduled throughout the semester and most Zoom workshops are being recorded to allow for asynchronous participation. 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 also a dedicated page for [Associate Faculty](#), as well as, a [FAQs](#) page. You can also learn how you can qualify for [PDP Travel Funds](#).

Feel free to email or call [Debby Adler](#) or [Denise Stephenson](#) at 760-795-6873.

5. **Orientation for Associate Faculty**

All new associate faculty members are encouraged to participate in the online orientation program scheduled for Tuesday, January 18th from 9:00 am to 11:00 am. Here is the schedule as well as the Zoom meeting links:

TIME	ACTIVITY
9:00-9:50	Meet and Greet Instruction & Student Services
9:55-10:00	BREAK
10:05-11:00	SCHOOL ORIENTATIONS (<i>Click Zoom links below</i>): <ul style="list-style-type: none"> • Arts and International Languages: Dean, Jonathan Fohrman • Career Education: Dean, Al Taccone • Continuing and Community Education: Dean, John Makevich • Letters, Humanities and Communication Studies: Dean, Antonio Alarcón • Library: Dean, Zhenya Lindstrom • Math and Sciences: Dean, Mike Fino • Nursing and Allied Health: Associate Dean, Sandy Comstock
DON'T FORGET... After the orientation be sure to log into the Professional Development web page and click on "Record My Flex Hours" to record your completion of the 2-hour orientation.	

If you are unable to attend the orientation, contact [your dean](#) to assist with any questions you have.

San Elijo Orientation - Are You Teaching On-Ground at the San Elijo Campus in Spring?

If you will be **teaching on-ground at the San Elijo campus**, the Dean/Site Administrator, Antonio Alarcón will host an orientation, [via Zoom](#), on Tuesday, January 18th from 4:00-5:00. If you are not able to attend, the Orientation will be recorded, and the recording link will be posted to the Flex Calendar.

DON'T FORGET... After the San Elijo Orientation be sure to log into the [Professional Development web page](#) and click on "Record My Flex Hours" to record your completion of the 1-hour orientation.

6. **Picking Up Classroom Keys Card**

For those of you who are teaching on ground please read the instructions below for how to obtain your classroom fob/key card. Also, be sure to [follow the Healthy Return to Campus protocols and procedures](#) by filling out the self-assessment questionnaire, prior to coming to campus. Then when you arrive to campus, be sure to check into the building using the mobile app on your phone.

Oceanside Appointment Required: The Director of Facilities, Tom Macias is requesting that all faculty who need to pick up a key card/fob for their Oceanside classroom(s), email the Facilities Assistant, Carrie Everts at ceverts@miracosta.edu to schedule an appointment to pick up your key card. This will ensure that there is someone in Facilities office to assist you and it will also ensure that there are not too many people in one room at a time, in order to maintain proper social distance.

Credit Associate Faculty who will teach on the Oceanside campus will receive an email from the Facilities Assistant, [Carrie Everts](#) confirming when your classroom keys are ready to be scheduled for pick up. **Prior to picking up your keys** from the [Facilities Office on the Oceanside campus in Bldg. 4200](#), you must email Carrie at ceverts@miracosta.edu to **set up an appointment** to pick up your keys. Review [Key Distribution for Credit Associate Faculty](#) for additional information about classroom fob/key processes.

San Elijo: All San Elijo Campus classroom keys will be pre-ordered for you. If you have an existing key card, the key card will automatically be programmed, remotely to access your San Elijo classroom for the Spring 2022 semester. **If this is your first semester teaching at San Elijo**, you may pick up your new key cards the first week of your class from either [Becky Kessab](#), between 7:30-4:00, Monday through Friday or from [Kelly Brooking](#) between the hours listed in the *Faculty Support in the Evening* section above. Becky's and Kelly's desks are located in the new San Elijo [Student Services & Administration Building \(Bld. 1100, Office of Instruction\)](#)

Most San Elijo classrooms will be accessible and remain unlocked on the San Elijo Campus during the first week of classes with the exception of lab and computer classrooms. The following lab and computer classrooms will be locked:

- SAN 101
- SAN 112
- SAN 404, 405, 409
- SAN 502
- SAN 1001
- SAN 1002

For these classrooms:

- New associate faculty must pick up their key card **prior to the first class meeting**
- Returning associate faculty, who have existing key cards for San Elijo, your key cards will automatically be programmed remotely.

Community Learning Center (CLC): The Facilities Assistant, Carrie Everts will be at the CLC from 9:00 – 11:30 am on Tuesday, January 25th, Wednesday, January 26th and Thursday, January 27th to distribute classroom keys.



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 Bldg. 4200](#).

7. **Assignment Letter for Spring 2022**

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.

8. Students Vaccine Clearance Status on Your SURF Roster

For those of you who will be teaching on-ground classes, you can see which students on your roster have submitted proof of vaccination clearance and therefore have been cleared to be on campus. See page two of [the SURF Roster tutorial](#) for instructions on how to view the *On-Campus Clearance* column on your roster. Students who have provided proof of clearance will show a green box with a white checkmark  in that column. Students who have not provided proof of clearance will have a red X  in that column. We recommend that you check your rosters on a regular basis, to confirm that a student's vaccination clearance status has not changed. For additional information about the COVID-19 vaccine requirements for students please [visit this page](#).

9. Distance Education

All faculty should review [Administrative Procedure on Distance Education, AP 4105](#) and the [MiraCosta Online Class Quality Guidelines](#) which were both updated significantly in 2021. Key requirements for faculty and department chairs to attend to include:

- Establish regular, effective contact in distance education not only between instructor and students via instructor-initiated interaction, but also among students.
- 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.
- 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 revised [MiraCosta Online Class Quality Guidelines](#) also provides helpful, faculty-friendly principles and ideas for good practice in online instruction at MiraCosta College.

Beginning in Fall 2022 -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:**

1. Mandatory, compliance training provided by the District.
2. Completing the *MiraCosta Online Class Requirements Self-Checklist*, which can be found in [Exhibit G \(p. 70\) 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.70) 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.

Training Completed by July 31, 2022 Eligible for Three (3) Hours of Pay

Associate Faculty who complete this training **by July 31, 2022** are **eligible to receive 3 hours of compensation**. Training hours completed **after July 31, 2022** are **eligible for Flex time**. The compliance training will not exceed three (3) hours, total.

IMPORTANT: Training completed by July 31, 2022 is **not eligible for Flex time**, only compensation. Your dean's office will notify Payroll that you are eligible to be paid the three (3) hours once they receive your certificate of completion.

10. 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. **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. 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 Eva Viveros, the attendance accounting specialist, at eviveros@miracosta.edu.


11. 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 [Freddy Ramirez](#), [Charlie Ng](#), or [Hayley Schwartzkopf](#).

12. 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, February 6th (*the end of Week 2 of a full-semester course*).

Reminders:

1. [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.
2. [COVID-19 Vaccination Clearance](#): For students being added to your on-ground class using a permission number will also have to [submit documentation to confirm their vaccine clearance](#). **Do not allow students into your classroom** who have not submitted proof of vaccine clearance, as indicated by the green box with a white checkmark  in the *On-Ground Campus Clearance* column on your roster.

13. Late Add Petitions

After the add/drop deadline for the class, **you must complete and submit** the *Credit Late Add Petition* form (see email attachment) 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 the lost class time and classwork.

14. 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**. 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.*

15. 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.

Waitlist for On-Ground Classes

Students who are on the wait list for an on-ground class **must receive [vaccination clearance in SURF](#) before** attending the first meeting of the class to [obtain a permission number](#). **Do not allow waitlisted students into your classroom** who have **not submitted proof of vaccination clearance** and therefore **have not been cleared to be on campus**, as indicated by the red X  in the *On-Ground Campus Clearance* column on your roster.

16. 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 Fall 2021**. 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 database, [CurricUNET META](#), which you can view as a guest.

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

Request from Student Accessibility Services

[Student Accessibility Services \(SAS\)](#), formerly known as Disabled Students Programs and Services or DSPS, is requesting assistance with getting the word out about their new name and updated contact information 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 (formerly known as Disabled Students Programs and Services or DSPS). 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.

17.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. And as mentioned earlier, students attending on-ground classes, will also have to [submit documentation to confirm their vaccine clearance](#).

Be sure to match names on [your SURF roster](#) with students in your class to ensure accurate and up-to-date rosters and to ensure the student has received COVID-19 vaccination clearance to be on campus. 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. If a student attends your on-ground class without having cleared their vaccine status, kindly direct them to the [Health Services](#) office ([OCN: 3300 Bldg/SEC: 900 Bldg](#)) where staff can assist them in completing the required documentation. Please allow time for students in this situation to attend to this issue before clearing your roster.

18.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](#); the Director of Student

Life & Leadership, Oceanside Campus, [Terrence Shaw](#); the Director of Student Services, San Elijo Campus, [Chelsea Kott](#); and/or the Director of Student Services, Community Learning Center, [Mitra De Souza](#).

19. Breaks in Classes

For most of you, class break times are no longer applicable in an asynchronous online setting. However, 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.

20. Finals

Because we are still primarily in a virtual environment this Spring, [the final exam week](#) may look similar to what has been done in recent semesters. 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 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
- Scheduled online classes (synchronous) with asynchronous finals should operate in the same manner as above.
- 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.

21. Submitting 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. 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 noncreditsupportstaff@miracosta.edu and [Dana Ledet](#). Noncredit associate faculty should contact the appropriate [department chair](#) to request a substitute. The [Dean of Continuing and Community Education, John Makevich](#) must give final approval.

23. 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](#).

24. Office Hours

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

Office hours should be scheduled to ensure maximum availability for student consultation. At the beginning of the semester, fill out the [Office Hours Scheduling Confirmation form](#) and email the form to your [dean's Administrative Assistant](#) by the end of the first week of your class. Your dean will review and approve your proposed office hours. At the end of the semester, your office hours are reported on the [Office Hours Time Report](#) form. **By the last day of the semester, Friday, May 27th**, email your [Office Hours Time Report](#) form to your [dean's Administrative Assistant](#) to obtain your dean's approval for payment.

IMPORTANT: Do not "lock" or add a password to your *Office Hours Scheduling Confirmation* or *Office Hours Time Report* pdf fillable forms before you submit them to your school assistant. Your school's assistant must provide additional information on the form before it is submitted to the dean for approval and ultimately, to Payroll for payment.

25. 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.

26. 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 King](#) at the Oceanside Campus or [Kelly Brooking](#) at the San Elijo campus, the evening assistants for associate faculty.

27. 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.