# MiraCosta College Associate Faculty Orientation School of Career Education

Fall Semester 2022

August 16, 2022

## Agenda

- Student Services (9-9:55 a.m.)
- Break (9:55-10:05)
- School of Career Education Meeting (10:00-11:00)
  - Academic Support and Student Resources
  - Student Services Contacts
  - Operational Basics
  - Syllabi and syllabi submission
  - Roster Management
  - Academic Information Services
  - C3 Faculty Resource Center (Remote Education)
  - Questions





### Instructional Services Division

**Functional Chart** 

Mike Fino

Dean, Math & Sciences

New Faculty Orientation

Nordson STEM Center

Biotechnology

Mathematics

Psychology

Social Science

Physical Sciences

Chemistry

Baccalaureate Degree

**Academic Departments** 

**Biological Sciences** 

Biomanufacturina

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#### Denée Pescarmona

#### Assistant Superintendent/VP, Instructional Services

Chief Instructional Officer (CIO) Articulation Class Scheduling Course Catalog

Curriculum Educational Master Plan Instructional Design Joanne Gonzales

**Executive Assistant** 

#### John Makevich

Dean, Community Learning Center; Continuing &

Community Education

Site Administration Adult Education Program Workforce Innovation & Opportunity Act Grant

**Academic Departments** 

Adult High School Noncredit English as a Second Language Noncredit Short-Term Vocalional Noncredit, General

#### Linda Kurokawa

Director, Community Education & Workforce Development

#### Beatriz Agullar

Director, Noncredit & Adult Education Program

#### Antonio Alarcón

Dean, San Elijo Campus; Letters, Humanities & Communication Studies

> Site Administration Contextualized Teaching Program Honors Program

Academic Departments

Communication Studies
Credit English as a
Second Language
History
Letters, Pro-Transfer
Letters, Transfer
Philosophy & Religious Studies

#### Jonathan Fohrman

Dean, Arts & International Languages

> International Education Advisory Group Outcomes Assessment Committee Study Abroad

#### **Academic Departments**

Art
Dance
International Languages
Music
Theatre & Film

#### Al Taccone

Dean, Career Education Child Development Center Designated CE Dean

Academic Departments
Administration of Justice
Automotive Technology
Business

Child Development Computer Science Computer Studies Curriculum Liaison

Design Horticulture Kinesiology, Health & Nutrilion Media Arts & Technologies

#### Benjamin Gamboa

Associate Dean, Career Education

Career Studies
Carl D. Perkins Grant
Center of Excellence for Labor Market Research
CTE Transitions
Employment Services
Strong Workforce Program

#### Donna Davis

Faculty Director, Career Center

#### Associate Dean, Nursing & Aliled Health Professional Development

Academic Departments Nursing & Allied Health

Certified Nursing Assistant Home Health Medical Assistant Licensed Vocational Nursing LVN-to-RN Transition Program Registered Nursing

#### Sudershan Shaunak

Director, Small Business Development Center

Director, Veterans Business Outreach Center

#### Zhenya Lindstrom

#### Dean, Instructional Services

Guided Pathways Dual Enrollment Scheduling Lead Strategic Enrollment Management

Academic Departments Interdisciplinary Studies Library Science

#### Sociology Scott Fallstrom

Faculty Director, Math Learning Center

#### Jim Julius

Faculty Director, Online Education

#### Edward Pohlert

Faculty Director, Tutoring & Academic Support

#### VACANT

Faculty Director, Writing Center



Al Taccone
Dean, School of Career Education
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OC 4819

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Assistant to the Dean of Career Education
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OC 7054

Monique Reeve Administrative Assistant School of Career Education mreeve@miracosta.edu OC 7054

Aimee Barragan
Assistant to the Associate Dean of Nursing and Allied
Heath
abarragan@miracosta.edu

OC 4820

Mallory Fore
Administrative Assistant
Nursing and Allied Health Department
<a href="mailto:mfore@miracosta.edu">mfore@miracosta.edu</a>
OC 4818

#### Al Taccone

#### **Dean, Career Education**

Child Development Center Designated CE Dean

#### **Academic Departments**

Administration of Justice Automotive Technology

Business

Child Development

Computer Science

Computer Studies

Curriculum Liaison

Design

Horticulture

Kinesiology, Health & Nutrition Media Arts & Technologies

#### Benjamin Gamboa

#### **Associate Dean, Career Education**

Career Studies

Carl D. Perkins Grant

Center of Excellence for Labor Market Research

**CTE Transitions** 

**Employment Services** 

Strong Workforce Program

#### **Donna Davis**

Faculty Director, Career Center

#### Associate Dean, Nursing & Allied Health

Professional Development

#### **Academic Departments**

Nursing & Allied Health

Certified Nursing Assistant

Home Health

Medical Assistant

Licensed Vocational Nursing LVN-to-RN Transition Program

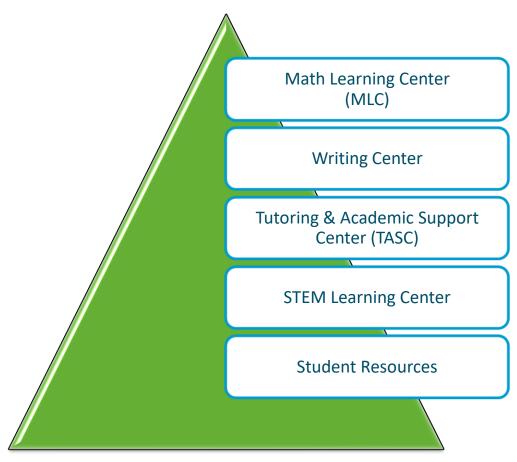
Registered Nursing

#### Sudershan Shaunak

**Director, Small Business Development Center** 

Director, Veterans Business Outreach Center

## Academic Support and Student Resources





## **Student Services**





Student Support



Wendy Stewart Dean, Counseling & Student Development



- Student Accessibility Services (SAS)
- Office of Student Affairs
  - CARE Referral Form
  - Emergency Grant Application Form
  - Student Technology Request Form
- Student Services Organizational Structure
- Student Support Guide



## **Operational Basics**

- Organizational Structure
- Academic Calendar for Important Dates
- Professional Development
- Office Hours
- Keys and Key/Fob Distribution
- Absences: Reporting via e-mail and Workday
- Room Changes Select "Room Scheduling (25Live)" from <u>A-Z Index</u> on the <u>MiraCosta homepage</u>
- Syllabi:
  - Submit by end of week #1 to <u>syllabi@miracosta.edu</u>
    with copy to department chair and dean. See next
    slide for instructions.
- <u>Evaluation Process and Forms</u>
- Vice President, Instruction Welcome Letter



## **SYLLABUS SUBMISSION**

- Submit syllabi for each section assigned by end of week #1 to <a href="mailto:syllabi@miracosta.edu">syllabi@miracosta.edu</a> with copy to department chair and dean (One e-mail per section assigned).
- Save each syllabus in Word or PDF using the following naming convention an include in the subject line of your e-mail submission:

Subject Area Catalog Number\_Class Section Number\_Instructor Last Name

Example: ACCT201\_1275\_Taccone

## INSTRUCTIONAL MODALITIES

For online and hybrid classes please remember to have your Canvas classes published no later than the first day of classes on Monday August 22<sup>nd</sup> and the first day of your classes for all other sessions and formats.

Classes scheduled to mee on campus must meet at their regularly scheduled days and times and may not be substituted with remote or other methods of delivery.

Classes schedule 100 percent online may not have required on campus meetings.



## CLASSROOM MANAGEMENT AND COVID PROTOCOLS

Effective Wednesday, June 1, 2022, the usage of masks inside buildings and classrooms will be done at the discretion of each individual according to personal health preferences.

MiraCosta College strongly recommends wearing masks while indoors but will not require them. Faculty can encourage and recommend students wear masks but cannot require it.

MiraCosta College supports any faculty member who wants to wear a mask while teaching on-ground.

All classrooms have masks provided, and faculty wishing to request additional masks or KN-95 masks can do so through their dean.

Additionally, if you can also contact your dean if you wish to request a microphone for teaching in person.



## STUDENT/FACULTY COVID UPDATES

- Student sick policy will follow current CDPH guidelines. If CDPH changes policy, notice will be sent out.
- Students who are sick should not come to class. Once they feel better, they may return to campus. They are recommended to test for COVID, but a negative test is not mandated. They do not need to notify Risk Management or Health Services and sickness should be handled similarly to pre-pandemic policy, unless they test positive.
  - Positive test cases should be reported to <a href="COVID@miracosta.edu">COVID@miracosta.edu</a> and Health Services.
  - If students test positive, they must isolate for at least 5 days. Between days 6 and 10, they may return to campus if they rapid antigen test negative.

  - After 10 days, students may return to campus regardless of test result.

    Any close contact exposures will be sent by Risk Management to affected class rosters or groups, per most recent CDPH quidelines.
- No QR codes or MiraCosta SAFE app usage necessary.
- No student vaccine mandate, and thus, no red/green light in SURF to check or weekly testing requirement for unvaccinated students.
- No mask mandate, but the District still strongly recommends indoor masking in line with Public Health guidelines.
- No capacity limits for indoor activities.
- The MERV13+ ventilation standard continues in all District-owned buildings and overnight custodial cleaning procedures continue.
- Surgical masks are available for all students who wish to continue masking. KN95 masks or N95 respirators are available to employees by request through Administrative Services. Additional hand sanitizer or disinfection wipes are also available through Administrative Services.
- Students should contact Health Services with any testing questions. Employees should contact Risk Management or COVID@miracosta.edu.
- The CDC Community Risk level is expected to be "Low" at start of semester in the County and hopefully region that way for most of Fall.

## QUESTIONS RELATED TO COVID

All MiraCosta College employees are required to have proof of vaccination or exemption approval on file with the district HR.

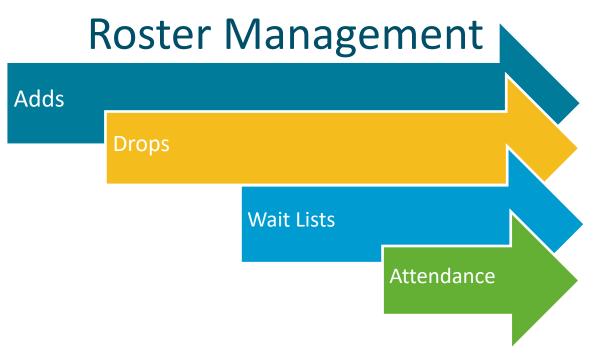
Students are not required to show proof of vaccination or exemption (roster notations have been removed)

If you have any questions related to COVID please contact Director of Risk Management, Justin Crast at <a href="mailto:jcrast@miracosta.edu">jcrast@miracosta.edu</a>.

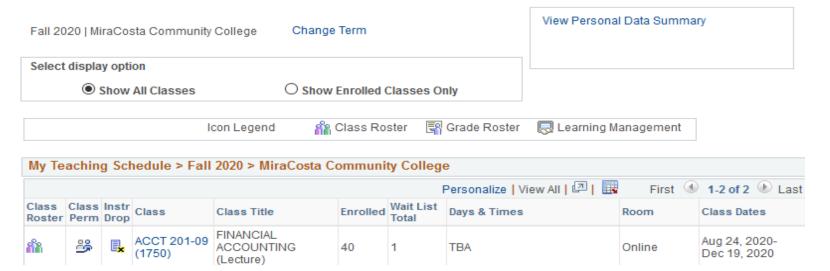
Free COVID testing kits are also available in the risk management office. Please contact Justin for details.







#### My Schedule



## **Academic Information Services**

### **Library & Information Hub**

- <u>Library Orientations</u>, <u>Research Databases</u>, <u>Reserves</u>, Open Computer Labs,
   <u>Writing Center</u>, <u>Math Learning Center</u>, <u>STEM Center</u>, & <u>TASC</u>
- Online Tutoring & Library Reference Desk (including <u>24/7 Chat Reference</u>)

#### **AIS**

- Classroom Technologies, Media Services, Computer Labs
- Employee & Student Helpdesk
- Online Open Computer Lab Support
- <u>SURF</u> Student Information (in partnership with Student Services)



#### C3 FACULTY RESOURCE CENTER

## **Remote Instruction**

MIRACOSTA COLLEGE

Jim Julius, Faculty Director, Online Education Karen Turpin, Online Instructional Technologist Sean Davis, Joyful Teacher in Residence

- Course management system: <u>Canvas</u>
- More tools: Turnitin, CCC Confer (Collaborate and <u>Zoom</u>), 3C Media Solutions, Respondus, VMWare, Snaglt & Camtasia
- Online resources for faculty AND STUDENTS!
- Student Orientation to Online Learning
- AP 4105
- MiraCosta Online Class Quality Guidelines
- Guidelines for Departments: Preparation of Online Faculty



## QUESTIONS?





## **THANK YOU!**

