#### RETURN TO CAMPUS: CLICK TO LEARN MORE



**HOME / FACULTY STAFF / ASSOCIATE FACULTY INFORMATION** 

Select Language

IN THIS SECTION

# **Associate Faculty: Essential Information**

- Instructional Services Contact List Fall 2022
- Department Chairs List Fall 2022
- Configuring Your MiraCosta Account for Two Factor Authentication (2FA)
- How to Access MiraCosta Email
  - o iPhone and Android
- Who to Contact for Assistance
- Associate Faculty Fact Sheet Fall 2022
- Accepting Your Term Workload in SURF
- Syllabi Checklist
- Key Distribution Procedure for Oceanside Campus Classrooms
- Protecting Student Privacy: Guidance for Synchronous Instruction at MiraCosta College
- How to Drop Students in SURF
- Issuing Permission Numbers
- Room Reservations (25Live)
  - 25Live Help & Training
- Online Census Rosters
- Distance Education
  - Distance Ed Handbook
  - Mandatory Distance Ed Teaching Compliance Training
- **L** ASK THE SPARTAN <u>culty CBA Section 7.1.4</u>
  - Faculty Unline Training Step by Step Instructions

- MiraCosta Online Class Requirements Checklist
- MiraCosta Online Class Quality Guidelines
- <u>Canvas Information and Resources for Faculty</u>
   Canvas Login from <u>this Online Education link</u>, click the "Log In To Canvas" button
- Online Education Faculty Resource Center
- Closed Caption in Zoom
- MCC Commitment to Equitable Use of Cameras in Online Instruction & Assessment
- Flex Criteria and Deadlines
- Core Competencies (formerly Student Learning Outcomes (SLOs))
- Textbooks on Reserve
- <u>Textbook Loan Program</u>
- Ways Faculty Can Reduce Textbook Costs

### **Associate Faculty Forms**

- INSTRUCTIONS: Office Hours SCHEDULING CONFIRMATION form vs. Office Hours TIME REPORT form
  - Office Hours SCHEDULING CONFIRMATION Form
  - Office Hours TIME REPORT
- <u>Field Trip: Excursion Liability Release and Agreement Form</u>
- Field Trip (MINORS): Excursion Liability Release and Agreement Form (Modified for Minors)
- School Contact List for Assistance with Travel/Online Event Registration in Workday

# Workday

- Workday Essentials
- Getting Started in Workday
- Setting up the Workday App
- Your Worker Profile in Workday
- Training Aids for Reporting Time and Absence in Workday
- School Contact List for Assistance with Travel/Online Event Registration in Workday
- Travel Spend Authorization Job Aid

# **Associate Faculty Evaluations...Updates Coming Soon**

- <u>Timeline</u>
- Criteria
- Associate Faculty Evaluation Report
- Response to Associate Faculty Evaluation Report

### **Associate Faculty Collective Bargaining Agreement**

- Collective Bargaining Agreement Effective 7/1/2021 6/30/2024
- Article 12 of CBA (p.29): Salary Schedule Placement Effective 7/1/2021 6/30/2024

# **Support Services & Programs**



- Nordson STEM Center
- o Tutoring & Academic Support Center (TASC)
- o Writing Center
- Academic Information Services (AIS)
- Academic Proctoring Center
- Curriculum Management System
- SAS (formerly DSPS): FAQ's for Accommodating Students
- Email: How to Access
  - Web Access-Outlook 365
  - <u>iPhone and Android Set Up</u>
- Employee Help Desk
- Human Resources
- Library
- Lost and Found Procedures
- Minors on Campus
- Portal
- Professional Development Program / Flex (PDP)
  - FAOs
- Room Reservations (25Live)
  - o 25Live Help & Training
- SURF Login
- C3 Teaching & Learning Center (Former TIC)

#### **Contact Information**

- Who to Contact for Assistance
- Department Chairs List Fall 2022
- IS School Contact Info Fall 2022
- <u>Faculty Directory</u>
- Instructional Services Division Organizational Chart

# **Associate Faculty Union Representatives**

- ☑ <u>Krista Warren-Yagubyan</u> President
- ■ Al Nyman Vice President
- ☑ Joe Chirra Secretary
- Dawn Diskin Treasurer
- Union website: www.mccaaf.org

### **Associate Faculty Representatives To Academic Senate**

- ☑ Brian Page (A-E)
- ■ <u>Ingrid Bairstow</u> (F-J)
- ► Karla Cordero (K-0)
- ■ Hossein Ravanbaksh (P-T)
- ASK THE SPARTAN <u>yan</u> (U-Z)