ASSOCIATE FACULTY
Fall 2022 Fact Sheet

Full-term Classes begin Monday, August 22, 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.

Healthy Return to Campus & COVID-19 Updates
For returning associate faculty, please be aware that COVID-19 protocols for the fall 2022 semester have changed. Faculty and students are no longer required to complete daily health screenings or scan the QR code to check-into buildings and rooms on campus. If you still have a QR code posted in your classroom or office, please remove it to minimize any confusion for students.

Be sure to also review the COVID-19 Updates page for all COVID-related information and updates.

Vaccine and Mask Requirements
Students and community members present on a MiraCosta College facility will not be required to receive the COVID-19 vaccine. However, they are highly encouraged to do so.

The employee vaccine mandate, BP/AP 7330: Communicable Disease, will remain in effect unless an approved exemption for religious or medical reasons has been granted. All new employees will still be required to be vaccinated. Exempted employees will receive appropriate accommodations.

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 wishes to wear a mask while teaching on-ground. All classrooms have masks provided, and faculty wishing to request additional masks or KN-95 mask can do so through their school dean. Additionally, if you can also contact your dean if you wish to request a microphone for teaching on campus.

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 Fall 2022 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 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 *Working on Campus* **Saturday** 8:00 am – 12:00 pm *Working Remotely*	**Monday – Thursday** 2:30 - 7:00 *Working on Campus* **Friday** 8:00 am – 4:30 pm *Working on Campus*
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

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 semester), professional development transcripts must reflect that the faculty member has accrued enough hours to fulfill their professional development (flex) obligation for the fall 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 Fall 2022, MiraCosta has set aside August 15-19 for Flex week that includes in-person, HyFlex and Zoom professional learning presentations. 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 Aaron Roberts at 760-795-6873 for more information.

Orientation for Associate Faculty
All new associate faculty members are encouraged to participate in the online orientation program scheduled for Tuesday, August 16th from 9:00 am to 11:00 am. Here is the schedule as well as the Zoom meeting links:

9:00-9:55: Meet and Greet and Student Services
9:55-10:00: *BREAK*
10:00-11:00: School Orientations (Click the links below)

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 Fall?*
If you will be **teaching on-ground at the San Elijo campus**, the Dean/Site Administrator, Antonio Alarcón and team will host an orientation on Tuesday, August 16th from 5:00 to 6:00 pm in SAN 1131.

CLC Fall Welcome Day – *Are You Teaching On-Ground at the Community Learning Center in Fall?*
Dean / Site Administrator John Makevich and team will be hosting the CLC Fall Welcome on Wednesday, August 17 from 8:45 am to 12:15 pm at the CLC. Please make sure to RSVP for this in-person event here: https://forms.office.com/r/mxM05mTNN5.

DON'T FORGET… After any orientations be sure to log into the Professional Development web page and click on "*Record My Flex Hours*" to record your completion.

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.

Oceanside and CLC
Associate Faculty who will teach on the Oceanside and/or CLC campus will receive an email from the Facilities Assistant, Carrie Everts confirming when your classroom keys are ready to be scheduled for pick up from the Facilities Office on the Oceanside campus in Bldg. 4200. The Facilities Office will be **open Monday - Friday 7:00 am – 3:30 pm for key pick-up**. If for some reason, someone is not in the office when you arrive, please call ext. 6875, or email Carrie Everts at ceverts@miracosta.edu ahead of time to schedule an appointment to pick up your key card. This will ensure that there is someone in Facilities office to assist you. 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 Bldg. 4200.

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 Fall 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.

Additional notes/reminders for Associate Faculty:
- If a key/fob is no longer needed, please notify facilities.
- Keys/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/Keycards/Fobs are only assigned to an individual and should NOT be shared. Please turn keys into Facilities when no longer needed.
- Key fobs will not be issued to faculty whose assignment is 100% online.

Assignment Letter for Fall 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.

Distance Education
All faculty should review Administrative Procedure on Distance Education, AP 4105 which was updated at the end of spring 2022 semester to fully align with federal DE regulations. Key requirements for faculty and department chairs to attend to include:

- Establish regular and substantive interaction in distance education not only between instructor and students, but also among students (note: the interaction "among students" requirement is being removed from Title 5, but for this fall it remains a requirement for all MiraCosta DE classes).
- 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. Note that the requirements in these Guidelines will be updated this year to align with the updates to AP 4105.

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**:

- Mandatory, compliance training provided by the District.
- 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 completed 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.

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 Brenda Cruz, the attendance accounting specialist, 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 Freddy Ramirez, Charlie Ng, or Hayley Schwartzkopf.

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:

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 *(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.

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.*

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.

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 2022**. 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_Smith).

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.

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.

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. 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; the Director of Student Life & Leadership, Oceanside Campus, Terrence Shaw; and/or 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 Fall 2022 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

Final grades are submitted via SURF. If you need assistance in submitting grades, please contact Brenda Cruz 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.

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.

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.

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**, 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.

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.

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.

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.