

INSTRUCTIONAL ADMINISTRATION**ACADEMIC MATTERS****Office of Instruction**

The Office of Instruction is located in Room CAB101 at the Classroom/Administration Building and is open Monday through Friday from 8:00 a.m. to 9:15 p.m. and 8:30 am to 1:00 p.m. on Saturday. During semester breaks and vacation time, the Office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. The Vice President for Instruction is the chief instructional officer, and is responsible for all educational programs. This responsibility is carried out through the Deans and Directors of specific disciplines and/or programs. Any problems or questions associated with instruction, academic standards and policies, class scheduling, room assignments or other related matters should be directed to your Area Dean/Director first, and if unresolved, to the Office of Instruction.

To aid evening and weekend instructors with such services as, phone messages, general problem solving, and emergencies, an evening/weekend manager is available to assist you. In addition, instructors may leave messages in the Office of Instruction for delivery to the Area Deans or other weekday staff.

The evening/weekend manager of instruction is here to discuss any problems or questions concerning your responsibilities, classroom management, administrative procedures or Hartnell policies. Evening instructors in particular, are encouraged to consult the evening/weekend manager about any concerns relative to teaching at Hartnell.

Academic Freedom and Responsibility

The Hartnell Community College District Board of Trustees believes that faculty and students have the right to pursue teaching and learning with full freedom of inquiry. In order to assure that this viewpoint is understood by all, the Board has adopted the following policy:

Academic freedom gives the faculty member the right to interpret findings and to communicate conclusions without being subjected to any discriminating interference or pressure because those conclusions are at variance with constituted authorities or organized groups. In the classroom, therefore, the faculty member is entitled to exercise this freedom within the course objectives and policies approved by the Board of Trustees.

Academic freedom carries with it corresponding responsibility, which emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas relevant to the curriculum in all branches and fields of knowledge. The faculty member will acknowledge controversial views, identify any biases or advocacy, and show respect for opinions held by others.

In general terms, Hartnell's goal is to provide the highest quality education to all students in an environment of intellectual and personal integrity. All College policies are intended to aid in the accomplishment of that mission. The faculty, administration and staff are expected to make decisions and act in a professional manner appropriate to that end.

Course Outline

An instructor is selected to teach a specific course of the College curriculum. The course outline is the official document that has been approved by the Hartnell College Board of Trustees and must be adhered to by the instructor. Course outlines should be provided to the instructor at the time of hiring, and are available at the Area Dean's Office. The course outline is the basis for the preparation of the College Catalogue and is used extensively by counselors and the Office of Admissions and Records. The hours for lecture, lecture/laboratory per semester required for the course is stated in the course outline.

First Class Meeting

The first class meeting of any course is probably the most important of the semester. This session combines the impact of a first impression of the instructor and classmates with the first impression of the enterprise embarked upon. The success of the entire semester's effort can rest on making a good beginning. For this reason, certain Do's are recommended:

- **Do** over-plan for the first meeting. Be more than fully prepared and teach the entire scheduled time.
- **Do** begin the class punctually. Starting late or ending early gives the students the impression you are not serious about the importance or amount of work to be done.
- **Do** ensure that each student is registered or receives and processes an Add Card within the next 24 hours.
- **Do** emphasize your name by writing it on the board and pronouncing it for the students. Write it on the board at each class meeting for at least four weeks.

- **Do** hand out a syllabus or “Greensheet” (see next section), and discuss it slowly and fully. You can easily post your syllabi online using Hartnell’s Intranet—see Instructor Homepage/Syllabi Creation and Administration.
- **Do** dismiss class at the scheduled time (end of class includes the last break).

Please see the Classroom Techniques section of this Handbook for a compendium of successful classroom ideas suggested by faculty at Hartnell.

First Class Handout - Greensheet (Syllabus)

Instructors are required to prepare a Greensheet (syllabus) for each course taught. It is advisable to distribute this handout during the first class meeting and to give one copy to the Area Dean and one to the evening/weekend manager in the case of evening courses. The Greensheet should provide the students with the following information about the course:

- Instructor's name, and method of contact (i.e., phone number optional),
- Course name, section number, dates, room and time,
- Titles and authors of all required texts,
- Titles and authors of recommended texts,
- Course objectives - a brief statement of what the course is about and the main concepts or skills to be covered,
- Teaching methodology - a brief statement of the instructor's intended teaching method, i.e., lecture, discussion etc.
- Grading criteria - a statement of how grades are to be earned, i.e., tests, projects, attendance, participation, comprehensive final exam, etc.
- Classroom management policies-a statement covering such topics as tardiness, make-up examinations, absences, etc. The purpose of the Greensheet is twofold. First, it gives the student a clear statement of what the instructor expects, and second, it avoids much controversy about instructional policies later in the semester.

Hartnell College has a Faculty and Staff Intranet where you can access Departmental Information and frequently asked questions, create and administrate your online homepage and course syllabi, participate in online discussion forums, sign up for free trainings and seminars and more. The Intranet is located at <http://panther.hartnell.edu> and requires a password and username for entry. The Intranet username is **hartnell** and password is **highway**.

Instructor Homepage/Syllabi Creation and Administration

Online Instructor Homepages and Syllabi are the easiest way for students to quickly view current course and contact information. Additionally, homepages serve as the gateway for instructor web sites and additional online course support material. These homepages and syllabi can be easily edited and removed at any time.

All instructors are requested to create an online instructor homepage by filling out the “Add a Homepage” form available on the Intranet at <http://panther.hartnell.edu/faculty>. The Intranet requires a password and username for entry. See previous page for password and username. Once your homepage is established you can add multiple syllabi using the “Add a Syllabus” form, available at the same location.

Website Administration

All Faculties are allotted 20 MB (negotiable) of server space for websites and online course support material. An academic account username is required and can be obtained by signing up for an account in the Computer Lab. Both the Faculty Resource Center and the Website Online Resource Center (www.hartnell.edu/tutorial/) are available for website assistance and further information. Websites can be created/managed on-campus or off-campus through FTP.

A note on faculty names: *Instructors are encouraged to write their names on the board at the beginning of each class session.* A surprising percentage of students who call to leave messages for their instructors, even late in the semester, do not know their instructors' names.

Positive Faculty/Student Relations

Many of our students are fragile. By that is meant that many of them come to us without any personal or even family experience of a college environment. They don't know how to act or know what is expected of them. Some are insecure because their command of English is inadequate, some because they did not complete high school; some have financial and family responsibilities which conflict with their desire to get an education; some don't know what “getting an education” really means. Whatever their situation, we as educators want them to find Hartnell a welcoming, encouraging, challenging, place of growth. We want them to succeed. To help make that happen certain practices are suggested in the Classroom Techniques section of this Handbook.

Achieving Positive Course Closure and Encouraging Re-registration

A couple of weeks before the end of the semester, go around the class, calling on each student, asking what classes he/she is thinking of registering for in the next semester. Hearing the other students' plans frequently encourages students to make plans of their own. This is not only a powerful tool for building enrollment; it is positive incentive for the students.

Because the last class meeting is usually the final exam, many students are left without any feeling of closure. Often they do not even get their final exams back. There is a "let down" feeling at the end of the course that can easily be avoided. Before the final exam, encourage students to hand in stamped, self-addressed envelopes so you can return each exam with a short comment, the exam grade and the course grade. Words of encouragement in your notations achieve positive closure for your students even if their grades are lower than hoped for.

Textbook Selection

While individual disciplines may differ in the procedure used for textbook selection, faculty must choose textbooks that conform to their course outlines. Full-time faculty generally carries out textbook selection. Where an adjunct faculty member makes selection, full-time faculty in the discipline or in a related discipline will review the selection if there is no full-time faculty in the discipline. The Area Dean prior to being sent to the Bookstore will review textbook requisition forms. If a question arises concerning a textbook selection, the selection will be reviewed by the discipline. (Refer to Board Policy #4200).

Attendance Policy

Regular attendance and consistent study are student responsibilities and the two factors that contribute most to a successful college experience. A college student is expected to attend all of his/her class sessions. Failure to attend class can result in a lower grade or dismissal from class. The College's attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting will be dropped and may be replaced by other students unless the student notifies the instructor in advance. (Allow original students at least one half of first class period to arrive before replacing with other students.)
2. ANY absence from class is detrimental to a student's progress in that class; therefore, an "excused" absence is no less serious than "unexcused." Participation in curricular and extracurricular College activities is acknowledged to be an integral part of a student's total educational experience. PRIOR APPROVAL from the instructor is necessary for this participation not to be considered an absence.

3. ANY lack of attendance which leads an instructor to judge that unsatisfactory progress is being made, may result in the student being dropped. Absence from a full semester class in excess of two weeks (consecutive or non-consecutive) will result in the instructor dropping the student. A student will be dropped upon missing one more class meeting than the number of class meetings in two weeks.
4. When a student is dropped for violation of the attendance policy, the assignment of a "W" or "F" will be determined by the date of the last day to withdraw with a "W" (see Admissions and Records Deadlines in the Student Services section of this Handbook.) It is the student's responsibility to withdraw formally from courses by the last day to withdraw with a "W."
5. If the student has been dropped for violation of the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
 - a. the student had been doing satisfactory work,
 - b. in the judgment of the instructor the student has a reasonable chance of passing the course, and
 - c. the student verifies extenuating circumstances beyond his/her control.
 - d. The student must complete a student reinstatement form with supporting documentation. Student Reinstatement forms can be obtained from the Admissions and Records Office. If the student is denied reinstatement, the student may petition the Vice President for Instruction.

Class Break Policy

Each class must meet state requirements regarding attendance and student-teacher contact hours. The California Education Code specifies that for each scheduled clock hour of class, fifty consecutive minutes must be spent in instruction. Any scheduled clock-hour in which fewer than fifty minutes is spent in instruction does not count toward apportionment. This rule affects the break policy at Hartnell.

In the past, some three-hour classes have chosen to go straight through and dismiss early (i.e., 6:00 p.m. to 8:50 p.m. class might take no breaks and dismiss at 8:30 p.m.). This practice is not encouraged and jeopardizes the unit accreditation for those classes and is in direct violation of the Chancellor's Accounting Procedures.

Each scheduled clock hour of any course must include fifty minutes of instruction. Break periods should not be accrued to the end of a three-hour session. Instead, breaks for

lecture classes should be taken each hour. However, a 6:00 p.m. to 8:50 p.m. class may choose to take a twenty minute break in the middle and still be within the law. That provides a twenty-minute break toward the middle and dismissal, as scheduled, ten minutes before the hour.

Field Trips

Field trips require the approval by the Area Dean/Director at least 5 working days prior to the trip using the appropriate form. Field Trip Forms are available from your Area Dean or from the Office of Instruction. After the Area Dean/Director has approved the request, it will be forwarded to the Office of Instruction. A signed Student Voluntary Field Trip/Excursion Notice form must be submitted for each participating student along with the request/authorization form. It is the instructor's responsibility to distribute, collect and turn in these forms to the Area Dean prior to the field trip.

The following should be adhered to when considering field trips:

- Field trips must be related to the course objectives.
- All field trips must be voluntary, i.e. any student who cannot attend must be provided with an optional assignment of equal value in grading.
- Unless the College is providing the transportation, the instructor shall not mandate any aspect of the transportation including route of travel, "caravanning", rider ship, time of travel, etc.
- No student shall participate unless the Student Voluntary Field Trip/Excursion form has been signed;
- During the field trip all Hartnell rules and regulations are to be observed since the field trip is an official function of Hartnell College.

Final Examinations

Governing Board policy #4115 reads as follows:

Final examinations are mandatory in all courses except laboratory courses. The examinations will include essays, term projects and/or term papers and/or, where appropriate, use symbol systems and/or skill demonstrations by students. In laboratory courses, final examinations are given at the option of the instructor. Each final examination should be comprehensive and be based upon the entire semester's work. Mid-semester and other examinations are encouraged.

Final examinations must be comprehensive. Essay examinations are encouraged to reinforce the importance of written literacy for all students. The Office of Instruction and the Area Deans have supplies of Scantron answer sheets for the instructor's preparation of examination keys. Students are responsible for purchasing their own Scantrons. Scantron answer sheets and "blue" books are available in the College Store for purchase by students. Scantron grading machines are available in CAB322, TECH11, and MER22.

Final Examination Date

For full semester day classes, the date, time, and place of the final examinations is published each semester in the Schedule of Classes. For daytime short courses and all evening classes, the final examination date is the last class meeting. **Evening classes and short courses do not end when day classes end; they continue to meet as scheduled throughout the examination week**, and hold the final exam during the last scheduled class session. The only exception is that if the evening class meets twice a week, the instructor may, if he/she so desires, give the final exam during the first class meeting of the week, and return and review the final exam during the last class session. Such an evening class must meet for both full sessions during the final week of the semester. Final examinations in evening classes must be comprehensive, just as in day classes. Faculty may not change the date, time or location of the final examination in either day or evening classes.

Students Changing Final Examination Date

Students wishing to deviate from the Final Examination Schedule, as printed in the Schedule of Classes, should obtain a "Request to Change Exam Date" form from the Office of Instruction. They should complete the top section and submit it to the instructor. The instructor's agreement to oblige the student is entirely voluntary. The form, signed by the student and the instructor, must reach the Area Dean's office at least one week prior to the scheduled final. After review by the Area Dean, one completed copy will be returned to the instructor, and one given to the student.

Make-Up Examinations

It is the option of the instructor whether or not to allow make-up examinations. The instructor's policy on make-up examinations should be announced PRIOR to examinations and clearly stated in the course Greensheet.

The instructor should make certain that students taking make-up examinations are properly proctored or supervised. It is not feasible for the Office of Instruction to administer examinations of any type during the day, and the Library does not have the staff to supervise students taking examinations. Daytime instructors must work out their own arrangements concerning make-up examinations. Evening instructors may make such requests to Frank Henderson, at x6738, in the Academic Learning Center.

Return of Papers, Examinations, and the Posting of Grades

Instructors should make arrangements with students about the timely return of papers, class projects, and examinations. The instructor should indicate to the students how materials will be returned. It is not feasible for the Office of Instruction to handle the return of materials to students. At the end of the semester, the instructor may ask students for self-addressed, stamped envelopes in which papers and examinations may be returned.

Instructors may post students' grades in the classroom by using the colleague ID number as identifiers. The colleague ID number is recommended since this is the number on the roster.

Student Conduct and Grievances

Hartnell College is structured around the goal of providing quality education in a safe, clean, intellectually stimulating environment. Any conduct which disrupts that environment violates College rules. The following is a summary of Hartnell's policy. For a more detailed explanation of conduct and discipline policies please refer to *Policies and Procedures Relating to Student Rights, Responsibilities, and Grievance Procedures* for guidance in the Student Services section of this Handbook.

The classroom instructor, as an official representative of Hartnell College policies, is the sole arbiter of both academic and behavioral standards within that class. Instructors should make their standards clear to the students in writing at the beginning of the course, (see First Class Handout). If a daytime instructor becomes aware of a potential student conduct problem, he/she should inform the Area Dean and the Vice President for Student Services. An evening instructor should inform the evening/weekend manager who will pass the information along to the appropriate Area Dean and the Vice President for Student Services. If, in your judgment, a student's behavior is disruptive to the instructional process, that student may be asked to leave the class.

If such behavior occurs repeatedly the instructor may drop the student from the class. It is necessary, however, to advise the Area Dean and the Vice President for Student Services before taking final action. If you suspect that a student is cheating, investigate the circumstances. Consult the student. Discuss the situation with the Dean and the Vice President for Student Services to decide what course of action is appropriate. For further explanation of student rights, refer to *Student Conduct and Due Process* in the Student Services section of this Handbook.

As an instructor, you have complete authority in awarding grades. Ensure that your grading standards are provided in writing to the students at the beginning of your course. A student may appeal your decision to the Area Dean, the Vice President for Instruction, the Superintendent/President, and the Board of Trustees. Absenting fraud or error, in no case can the instructor be compelled to change a grade. The final decision lies solely with the instructor. You must, however, maintain attendance rosters, all grade and census rosters, and any existing justification for grades. Originals of these records must be turned in to the Admissions Office at the end of each semester.

In summary, as long as the instructor's rules and procedures are consistent with overall Hartnell policies, he/she has complete classroom authority. Refer to this Handbook, the current College Catalogue and/or the brochure entitled *Policies and Procedures Relating to Student Rights, Responsibilities, and Grievance Procedures* for guidance. If any doubt remains, the Area Dean or the Vice President for Student Services should be consulted.

Credit By Examination

Course credit by examination is offered only to the student who can demonstrate to the satisfaction of the instructor of the course that he/she has had substantial prior experience or study with respect to the content of the course to justify the examination. The method for applying for credit by examination and the procedure for evaluation are to be found on the Petition for Credit by Examination Form, which is available in the Area Dean's office and in the Office of Instruction.

Special Projects Contract

The purpose of the Special Projects Contract is to provide students an opportunity to work independently and experience a personal interchange with the instructor in an area of special interest and competency. The following procedures should be followed:

1. The student should have an exploratory conference with an instructor in the discipline.
2. In the initial interview, the instructor must determine if the student is qualified for a special project. Special attention should be given to courses that have been taken in the area or their equivalent. If the instructor determines that the student is competent to work independently in the subject area, and if the instructor teaches in that particular discipline, then the instructor should fill out the Special Projects Contract, which is available in the Area Dean's office.
3. The instructor should make sure all items are as specific as possible on the Special Projects Contract. See course outline in the discipline for units/credits allowed.

Routing of the Special Projects Contract:

1. A Special Projects Contract may be obtained from the Area Dean's office.
2. Instructor and student must agree on the project. Both student and instructor must sign the form.
3. The contract must be submitted to the appropriate Dean/Director for approval PRIOR to the beginning of the work.
4. The Dean will forward the contract to the Vice President for Instruction for approval and signature. The Vice President's office will then forward to Admissions and Records for processing.
5. Admissions and Records will then process and send the original to the instructor and a copy to the student who upon receiving it will need to go the cashier to pay the appropriate fees.

Selected Topics

Selected areas of study are offered on an experimental or trial basis and may be offered through any discipline title contained in the College Catalogue by using the number 39, 139 or 239. The same content may not be offered more than three times under Selected Topics. Selected Topics may be repeated for credit if taken with different course content. Selected Topics are initiated by the Area Dean.

INSTRUCTIONAL ADMINISTRATION

EMPLOYEE MATTERS

Certificated Absences

Instructors are responsible for reporting any anticipated absence or tardiness to the appropriate Area Dean/Director as early as possible. The Area Dean will notify students of the absence or tardiness of an instructor whenever possible, and will process the absence.

If an evening or weekend instructor's absence is unanticipated after 5:00 p.m., he/she must notify the Office of Instruction at 755-6721. This will enable the evening/weekend manager to post a sign for students.

If the instructor teaches at an off-campus location, he/she should phone in the absence or tardiness to that site's office before closing time. In addition, the off-campus instructor must notify the Area Dean or the Office of Instruction.

Substitute Instructors

DO NOT ARRANGE FOR YOUR OWN SUBSTITUTE

No one is allowed to teach any class for Hartnell College (whether on or off campus) without the approval of the Hartnell College Board of Trustees. This requirement also applies to "last-minute" and "one-time only" substitutes. In short, any substitute instructor must follow the same employment procedure as the adjunct instructor. All substitutions must be arranged through the appropriate Area Dean/Director's office. There are no exceptions. Substitute instructors must submit a timesheet for payment to the appropriate office.

Evaluation of the Faculty

All regular full-time and contract faculty are evaluated in accordance with Articles 13 and 14 of the current agreement between the College and the Hartnell Faculty Association CTA/NEA. Personal copies of this agreement may be obtained from the Association or from the College web page, www.hartnell.edu.

An evaluation of temporary and hourly (adjunct) faculty is in accordance with Article 21 B of the CTA/NEA agreement. Temporary and hourly faculty shall be evaluated by the management staff at least once during the first year of employment and thereafter at least once every six semesters. In accordance with provisions of the Education Code, employment of temporary and hourly faculty is at the will of the district. A satisfactory evaluation by itself does not guarantee continued employment with the College.

Conference Attendance/Request for Leave

Conference Attendance Request and Request for Leave forms are available through the Area Dean's Administrative Assistant.

Approval of College Courses for Faculty Professional Growth

All courses to be counted for additional units on the salary schedule must have prior approval. Approval of College Courses forms is available in the Office of Instruction.

Accident Report

All accidents involving employees should be reported to Human Resources using the Report of Accident/Injury form. All accidents involving non-employees i.e., students or guests should be reported on the Non-employee Accident Report form. In the event of medical emergency follow the procedures outlined inside the front cover of this Handbook.

During the day, the Office of the Vice President for Administrative Services, Ext 6995, should be notified of any student accident as soon as possible. If the accident occurs after 5:00 p.m., the evening/weekend manager (Ext 6721) should be notified immediately. Fill out the appropriate Report of Accident Form and forward it to the Vice President for Administrative Services. Forms are available in both the Administrative Services Office and the Instruction Office.

Sick Leave

Full-time faculty - See the CTA Contract.

Adjunct day/evening faculty - An adjunct instructor teaching a semester length course is entitled to paid sick leave per semester not to exceed the number of hours taught per week, however, there is no pay for non-sick absences. Sick leave for adjunct instructors is not cumulative.

Summer Sessions - During the Summer Session there is no sick leave allowance for Not-In-Contract or adjunct faculty.