

9. CONTINUING AND COMMUNITY EDUCATION INSTRUCTORS

CERTIFICATE OF RECEIPT

The Full-time and Adjunct Faculty Handbook is available online (www.glendale.edu) as source of information about your adjunct assignment with the Glendale Community College District. While this handbook does not substitute for the Board Policy or Administrative Regulations of the District, your expected performance in regard of these policies and regulations is addressed in this handbook.

In addition to the handbook, each adjunct faculty member will receive a contract for the semester. This is the official contract and is valid for only one semester.

Under the Collective Bargaining Agreement with the Guild, you are entitled to teach the class if your name appears in the class schedule. This is subject to (a) a minimum in the class of fifteen (15) students, and (b) a need to use the class to fill out a full-time faculty member's load. You will be notified by an appropriate division chair or administrator in the event one of these conditions will affect your class.

Often an adjunct faculty member will be contacted regarding their assignment during development of the class schedule – this does not constitute an official offer of employment. All oral offers or inquiries of interest in a faculty assignment must result in a written contract to be binding on the College.

You are eligible to join the Guild as an adjunct faculty member. Your rights as a member of the bargaining unit are addressed in the Guild Agreement.

I have access to online copy of the Full-time and Adjunct Faculty Handbook and understand that I am to abide by the policies and regulations of the Glendale Community College District.

Faculty Member (Signature)

Date

Please print your name

**** PLEASE BE SURE TO RETURN THIS CERTIFICATE TO
CONNIE MONTGOMERY AT GARFIELD CAMPUS.**

NOTE: *Of real importance to adjunct faculty is the fact that if you should teach (or substitute) 60 hours or more in any 30-day period, you will, without prior notification, be enrolled in the State Teachers' Retirement System, and a retirement contribution will be deducted from all subsequent paychecks. This can = a short check = frustration = an immense amount of additional work for our payroll clerk. Please be cautious about this.*

G L E N D A L E C O M M U N I T Y C O L L E G E

Continuing and Community Education Division

HANDBOOK INSERT

FOR

CONTINUING EDUCATION INSTRUCTORS

THIS INSERT has been prepared to serve as a general reference for instructors during the 2009-2010 school year.

THIS INSERT presents matters of concern to the instructor, to the student, and to the program. School regulations, salary, and sick leave policy are included; along with the academic year calendar, textbook procedure, audiovisual information, copyright law, waiting lists, et cetera.

THE INSERT hopefully, will assist the instructional staff in achieving and maintaining the kind of program of which everyone connected with the College can be proud. It is the responsibility of the administrative staff to help in any way possible to achieve this kind of success.

It is most important that Continuing Education instructors present their subject matter according to adult interest levels and work with their students as individuals.

We, in the office, hope this proves to be a most satisfying year for you!

Note: See map at back of insert for Continuing Education site locations.

Continuing and Community Education classes are general interest or vocational courses in which students 18 years of age or older may enroll. Students under 18 years of age may enroll under special circumstances and with approval by the Associate Vice President or the designee.

It is required that all persons entering a class be enrolled. It is essential that each student be officially enrolled and signed in daily in order for our program to receive State funds.

GARFIELD CAMPUS

OFFICE HOURS

**1122 E. Garfield Ave. (*between Adams & Chevy Chase*)
Glendale, CA 91205**

Continuing Education Office (818) 240-1000 X 5678

Noncredit ESL (818) 240-1000 X 5033

Monday - Thursday 8:00am. - 9:00pm.

Fridays 8:00am. - 4:30pm.

Continuing Education Business Dept. (818) 240-1000 X 5690

Monday - Fridays 8:00am. - 4:30pm

Life Skills: (Main Campus) (818) 240-1000 X 5670

(Parent Education/Lifelong Learning) (818) 243-5196

Monday - Thursday 8:00am. - 5:00pm. & 6:00pm. - 9:00pm.

Fridays 8:00am. - 3:00pm.

STUDENT I.D. CARDS

Students may purchase a photo identification card each semester from the Garfield Campus bookstore. Check with the bookstore to determine the hours and days that the photos will be taken.

ATTENDANCE MATERIALS/STUDENT REGISTRATIONS

Each student who enters your class must be registered, using the online Noncredit Registration form. Each student must submit to their instructor a registration confirmation. The instructor will submit all confirmation sheets to the office. **All new students** must first complete an online application.

ONLINE REGISTRATION INSTRUCTIONS

STEP 1:

Go to www.glendale.edu/ce

STEP 2:

Click the “Apply & Register” button.

STEP 3:

Click on “Instructions” button.

STEP 4:

Fill out the application form. Once you press “Submit,” you will receive a Noncredit Student ID number. Save that number! It is your permanent ID number. In the future, you can use it to register without having to fill out another application form.

STEP 5:

Click on the “Register for a Class” button.

STEP 6:

Click on the type of class you would like to register in.

DEVELOPMENTAL SKILLS LAB

(basic reading, math, writing, GED preparation, high school diploma subjects)

ENGLISH AS A SECOND LANGUAGE –NC

(ESL or citizenship)

LIFELONG LEARNING

(classes in a variety of topics designed to the interests of mature adults; classes in home arts such as sewing)

OFFICE SKILLS & BUSINESS TECHNOLOGY

(computer classes, keyboarding, accounting, business English, job search)

PARENT EDUCATION

(classes for parents that you attend with your child)

STEP 7:

Find the class, the day, and the time you want to take and click the “Register” button.

STEP 8:

Click the “Yes, register me” button. Print out the Registration Confirmation page, sign it, and **bring it with you to the class.**

Noncredit Web Registration

The Noncredit Web Application and Registration system is designed to allow students to apply and register for classes anywhere there is internet access. With this system is the introduction of Noncredit Student identification numbers. The Student ID's allow easier access to the system, fewer steps to apply and register and the greater ability to track student progress.

The steps to apply and register are:

1. Choose the term you want to apply/register for in the drop-down box. Only those terms open to registration will show.
2. If you have already been assigned a Student ID and PIN number, enter them in the appropriate fields and click the Submit button. If you do not yet have a Student ID, click the Apply button. This will take you to a page where you can enter your SSN or Z-number and click the continue button. If you do not have either number you just need to click the Apply button. The advantage of entering your SSN / Z-number is that any prior application you have filled out will be available and the information on it will be used to partially fill out your present application.
3. **If you entered your Student ID / PIN** you will either go to the application page or the registration page. If this is the first time you have entered the system for a particular term, you will go to the application page where your last submitted application will be available for your review. Please make any updates to the information and click the Submit button to go to the registration page. If you have already applied for the chosen term, you will go straight to the registration page.

--- OR ---

If you did not enter your Student ID / PIN you will go to the application page. If you entered a SSN / Z-number and you have applied for a previous term, the prior application will be available for your review and submission before being sent to the registration page. If you did not enter a SSN / Z-number or you have not applied before, you will have a blank application to fill out and submit before being sent to the registration page. Once you submit your application, a page will appear with your Student ID. Print this page and retain for your records.

4. At the registration page, you can view any classes you have already registered for, drop any classes that have not started yet, reprint any registration confirmation sheet or register for additional classes. To register for a class, click on the list of class types. This will take you to a list of classes. To register for a particular class, click on the Register link. This will take you to a registration confirmation page. To register, click the "Yes, register me" button and then print the confirmation page when the Print popup appears. If you do not want to register, click the "No, don't register me" button to return to the registration front page.

5. The signed registration confirmation sheet must be brought to the classroom on the first day of class and given to the instructor.

 	free classes for adults	
Home Classes Services Staff		GCC Home
NONCREDIT APPLICATION  Map and Directions		
* Required Field		
Personal Information		
1. SSN or Z-Number: - - 1a. Alien ID: Credit Student ID: 2. *Last/Family Name: 3. *First Name: 4. M.I.: 5. *Telephone: () - E-Mail Address:		
Current Mailing Address		
6. *House No.: 7. *Street Name: 8. Apartment No.: 9. *City: or write-in City name: 10. *State: California 11. *Zip Code:		
Student Information		
12. *Student Birthdate: mm / dd / yyyy 13. *Student Gender: ☐ Female ☐ Male		

14. *Student Citizenship:☐

U.S. CITIZEN

☐**NON U.S. CITIZEN**☐

Permanent Resident

☐

Temporary Resident

☐

Refugee/Asylee

☐

Student Visa (with an F-1 or M-1 Visa)

☐

Other Status

15. *Primary Language:☐

English

☐

Not English

16. Annual Household Income:

Select Annual Income

Do not include Social Security, TANF, welfare or other government assistance**17. *Student Ethnicity****ASIAN**☐

Chinese

☐

Asian Indian

☐

Japanese

☐

Korean

☐

Laotian

☐

Cambodian

☐

Vietnamese

☐

Other Asian

☐

Black/African American/Non-Hispanic

☐

Filipino

HISPANIC☐

Mexican/Mexican-American/Chicano

☐

Central American

☐

South American

☐

Other Hispanic/Latino

☐

American Indian/Alaskan Native

☐**PACIFIC ISLANDER**☐

Guamanian

☐

Hawaiian

☐

Samoan

☐

Other Pacific Islander

☐Other Non-White
(All persons who do not fall into one of the other categories)☐

White/Armenian

☐

White/Middle Eastern

☐

White/All Others

18. *Student Educational Goal (Choose one)☐

Obtain a bachelor's degree after completing an associate degree

☐

Obtain a bachelor degree without completing an associate degree

☐

Obtain a two-year associate degree without transfer

☐

Obtain a two-year vocational degree without transfer

☐

Earn a vocational certificate without transfer

☐

Discover/formulate career interests, plans, goals

☐

Prepare for a new career (acquire job skills)

☐

Advance in current job/career (update job skills)

☐

Maintain certificate or license (e.g., Nursing, Real Estate)

☐

Educational development (intellectual, cultural)

☐

Improvement of basic skills in English, reading or math

☐

Complete credits for high school diploma or GED

19. *CalWORKs/GAIN Status:

- ☐ Student is a participant in CalWORKs or GAIN
- ☐ Student is not a participant in CalWORKs or GAIN

20. *Marital Status:

- ☐ Single ☐ Married
- ☐ Separated ☐ Widowed
- ☐ Divorced

21. *Number of dependent children:

Select number of dependent(s):

Select ▼

22. *Many students fall into more than one ethnic and/or racial category. We need to find out how many of our students have Latino, Hispanic or Spanish origin or heritage as part of their background. Before you answer, please review the definition of "Latino, Hispanic or Spanish" origin:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Note: By identifying yourself as having "Latino, Hispanic or Spanish" ethnicity, you are not excluding your racial identity (e.g., Filipino, White, Black, Asian) or other heritage.

Please choose the one category that reflects your ethnic background:

- ☐ Latino, Hispanic or Spanish
- ☐ Not Latino, Hispanic or Spanish

23. If a high school graduate, what year?Enter year: **24. *Last high school attended (indicate one of the following):**

- | | | |
|---|---|---|
| ☐ Did not attend high school | ☐ Glendale | ☐ Franklin |
| ☐ Not in the United States/Foreign | ☐ Hoover | ☐ Hollywood |
| ☐ U.S. High School not in California | ☐ Crescenta Valley | ☐ La Canada |
| ☐ Currently enrolled in K-12 | ☐ Daily | ☐ Lincoln |
| Current High School, if applicable | ☐ Burbank | ☐ Marshall |
| <input type="text"/> | ☐ Burroughs | ☐ Verdugo Hills |
| | ☐ Eagle Rock | ☐ Other California high school |

25. VATEA Status (Check all of the following that apply to you):

☐	I have worked mostly in the home and have few or outdated job skills.
☐	I have been dependent on public aid or a relative, but that support is no longer available.
☐	I have dependent children who will lose eligibility for AFDC/TANF/CalWORKs within the next two years.
☐	I have a job.
☐	I am having difficulty finding a job or finding a suitable job.
☐	I am unemployed due to a layoff in the past 12 months..
☐	I am receiving AFDC/TANF/CalWORKs payments.
☐	I am receiving Supplemental Security Income.
☐	I am receiving General Assistance payments.

This is a secure form. The information provided here is encrypted and cannot be read by anyone. Online registration is processed within 24 hours upon receipt. For immediate assistance or to check status of a course, please call (818) 240-1000, ext. 5678.

Please note: You will be asked to enter a value for a required field. Most fields are required. Some of our courses have a limited enrollment and may fill quickly. While the online registration process provides you with a quick and convenient way to enroll for classes in the GCC Continuing Ed / Noncredit Program, it does not guarantee you enrollment.

Click the "Submit" button once to send your completed form.

E D U C A T I O N T H A T M A K E S A D I F F E R E N C E

Offsite locations without computer access may have students enroll by completing the form on the following pages. The form must be completely filled.

NONCREDIT STUDENT REGISTRATION FORM

All students must fill out a registration form or register online. All registration confirmation forms must be turned in to the instructor on the students first day of class. Confirmation forms must be submitted by the instructor to the division office. The division will then submit to the Continuing Education office

REMEMBER, NO STUDENT HOURS OR ATTENDANCE MAY BE REPORTED UNLESS THERE IS A VALID REGISTRATION IN THE COMPUTER FOR EACH STUDENT. This is not our rule; it comes from the Chancellor's Office MIS staff. **It is critical that the registration process be accurately completed on each student if we are to be credited with their attendance for state reimbursement.** Unfortunately, we are like everyone else; unless we get paid, we can't afford to pay for our classes and teachers.

**GLENDALE COMMUNITY COLLEGE
NONCREDIT REGISTRATION
PLEASE PRINT CLEARLY**

Instructor Name: _____

Course Title: _____ Ticket #: _____

1. Social Security Number: _____

2. Last/Family Name: _____ 3. First Name: _____ 4. MI: _____

5. Telephone Number: (____) _____

6. House No.: _____ 7. Street Name: _____ 8. Apt. No.: _____

9. City: _____ 10. State: _____ 11. Zip Code: _____

12. Student Birth date: Mo ____ Day ____ Year ____ 13. Student Gender: ☐ Female ☐ Male

14. Student Citizenship:

☐ U.S. Citizen

☐ Refugee/Asylee

☐ Temporary Resident

☐ Permanent Resident

☐ Student Visa (with an F1 or M1 Visa)

☐ Other Status

15. Primary Language: ☐ English ☐ Not English

16. Annual Household Income: Do not include Social Security, TANF, welfare or other government assistance

☐ \$0 to 14,700

☐ \$14,701 to \$19,800

☐ \$19,801 to \$24,900

☐ \$24,901 to \$30,000

☐ \$30,001 to \$35,000

☐ \$35,001 to \$40,200

☐ \$40,201 to \$45,300

☐ \$45,301 to \$50,400

☐ \$50,401 or higher

17. Student Ethnicity:

Asian

☐ Chinese

☐ Asian Indian

☐ Japanese

☐ Korean

☐ Laotian

☐ Cambodian

Pacific Islander

☐ Guamanian

☐ Hawaiian

☐ Samoan

☐ Other Pacific Islander

☐ Other Non-White

(All persons who do not

Hispanic

☐ Mexican/Mexican-American/Chicano

☐ Central American

☐ South American

☐ Other Hispanic/Latino

☐ American Indian/Alaskan

- | | | |
|---|---|--------|
| ☐ Vietnamese | fall into one of the other | Native |
| ☐ Other Asian | categories) | |
| ☐ Black/African/American | ☐ White/Armenian | |
| ☐ /Non-Hispanic | ☐ White/Middle Eastern | |
| ☐ Filipino | ☐ White All Others | |

18. Student Educational Goal (Choose one):

- ☐ Obtain a bachelor's degree after completing an associate degree
- ☐ Obtain a bachelor's degree without completing an associate degree
- ☐ Obtain a two year associate's degree without transfer
- ☐ Obtain a two year vocational degree without transfer
- ☐ Earn a vocational certificate without transfer
- ☐ Discover/formulate career interests, plans, goals
- ☐ Prepare for a new career (acquire job skills)
- ☐ Advance in current job/career (update job skills)
- ☐ Maintain certificate or license (e.g., Nursing, Real Estate)
- ☐ Educational development (intellectual, cultural)
- ☐ Improvement of basic skills in English, reading or math
- ☐ Complete credits for high school diploma or GED
- ☐ Undecided on goal

19. CalWORKs/GAIN Status:

- ☐ Student is a participant in CalWORKs or GAIN
- ☐ Student is not a participant in CalWORKs or GAIN

20. Marital Status:

- ☐ Single ☐ Separated ☐ Married ☐ Divorced ☐ Widowed

21. Number of Dependent Children:

- | | | |
|-------------------------------|--------------------------------|--|
| ☐ None | ☐ Three | ☐ Six |
| ☐ One | ☐ Four | ☐ Seven or more |
| ☐ Two | ☐ Five | |

22. Many students fall into more than one ethnic and/or racial category. We need to find out how many of our students have Latino, Hispanic or Spanish origin or heritage as part of their background. Before you answer, please review the definition of "Latino, Hispanic or Spanish" origin:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Note: By identifying yourself as having "Latino, Hispanic or Spanish" ethnicity, you are not excluding your racial identity (e.g., Filipino, White, Black, Asian) or other heritage.

Please choose the one category that reflects your ethnic background:

- ☐ Latino, Hispanic or Spanish
- ☐ Not Latino, Hispanic or Spanish

23. If a High School Graduate, What year? — — — —

24. Last High School Attended (Indicate one of the following):

- ☐ Did not attend High School
- ☐ Not in the United States/Foreign
- ☐ U.S. High School not in California
- ☐ Currently Enrolled in K-12

Current High School, if applicable

- | | | |
|---|------------------------------------|---|
| ☐ Glendale | ☐ Burroughs | ☐ Marshall |
| ☐ Hoover | ☐ Franklin | ☐ Verdugo Hills |
| ☐ Crescenta Valley | ☐ Hollywood | ☐ Eagle Rock |
| ☐ Daily | ☐ La Canada | ☐ Other California High School |
| ☐ Burbank | ☐ Lincoln | |

25. VATEA Status: (Check all of the following that apply to you):

Yes No

SECTION 1

I have worked mostly in the home and have few or outdated job skills.	☐	☐
I have been dependent on public aid or a relative, but that support is no longer available.	☐	☐
I have dependent children who will lose eligibility for AFDC/TANF/CalWORKs within the next two years.	☐	☐
I have a job.	☐	☐
I am having difficulty finding a job or finding a suitable job.	☐	☐
I am unemployed due to a layoff in the past 12 months.	☐	☐

SECTION 2

I am receiving AFDC/TANF/CalWORKs payments.	☐	☐
I am receiving Supplemental Security Income.	☐	☐
I am receiving General Assistance payments, medi-cal, and/or food stamps.	☐	☐
I am receiving California Training Benefits (CTB) from the state Employment Development Department.	☐	☐

CLASS ROSTER

Each student who attends your class must sign your class roster each time they attend class. Instructors must print a class roster from the computer daily. The student's signature must be legible. Sometimes a second page will be required to sign everyone in. In and out times, and total hours are to be completed BY THE INSTRUCTOR.

Information from these rosters should be recorded online after each class session. Class rosters should then be submitted to the department administrative assistant. It is important NOT to hold onto class rosters for a mass surrender at the end of the month.

Your signature is required on each class roster!

Roster Access Instructions

- STEP 1:** Click on Faculty and Staff on the GCC Homepage
- STEP 2:** Click on **Private Internal Links**
- STEP 3:** Enter your **GCC email user name** (use lower case only) and password (case sensitive)
Click on **OK**
- STEP 4:** Click on Noncredit Rosters “Instructor Rosters”
- STEP 5:** Several times in the process, you may encounter a security alert message
Click on **OK**
- STEP 6:** **Roster Log In**
Enter your **5 digit Instructor Code** (same as Instructor ID #)
Choose the **term** and **year**
Enter your **password** (last 4 digits of your Social Security #)
Click on **Submit**
- STEP 7:** **Roster Calendar**

First day, No Show*, Class, Census, Early Alert*, Final Drop and Grade rosters will be available for you to access from your roster calendar; you do not need to go in and out of several screens to access rosters.

** No Show and Early Alert rosters are only available during the fall and spring terms for 16-week classes.*

If you have questions on how to complete a particular roster, click on the **HELP** button.

Noncredit Admin System

Class Roster Lookup

Tuesday, September 09, 2008



Ticket	Course	Instructor	Class Size	Start Date
9228	ESL 001 - LEVEL O/LIT	GARTMAN, GLENDA	35	09/2/2008

Enrolled Students

	Student ID	Student Name	Contact Info
1	999999999	John Doe	View
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Waitlisted Students

	Student ID	Student Name	Contact Info
1	999999999		View
2	999999999		View
3			

Class Roster Sign-in Sheet

Fall 2008

Tuesday, September 09, 2008



Ticket	Course	Instructor	Days	Times	Room
9029	ESL 001 - LEVEL 0	STAFF	T Th	1800-2130	METAPT

	Student ID	Student Name
1.	999999999	Doe, John
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Sign-In for Waitlisted and Inactive Students. Registration Confirmation letters must be turned in when adding waitlisted students.

Student ID	Student Name and Signature

Registration Confirmation

Summer 2007

Registered on: 6/25/2007



OBT 120 - ESL LAB

<u>Ticket</u>	<u>Starts the week of</u>	<u># of Weeks</u>	<u>Days</u>	<u>Hours</u>	<u>Room</u>
9004	06/18/2007	10	MTWTh	5:00 PM to 9:00 PM	GC121

Location: Garfield Campus, 1122 E. Garfield Ave

Please sign this page and bring it with you to your first day of class. If you cannot attend this class, please call (818) 240-1000 x5678 or email.

JOHN DOE
Student ID: 9999999

NONCREDIT GLENDALE COMMUNITY COLLEGE

Positive Attendance Roster

Ticket 9568

TICKET	COURSE & NO	COURSE TITLE	WEEKS	INSTRUCTOR	SEMESTER
9568	OBT 070	INTRO COMP	2	VACAS, FERNANDO	FALL 2008

Click on the week number to view the submitted roster

WEEK NUMBER	START DATE	END DATE
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NONCREDIT POSITIVE ATTENDANCE CLASS ROSTER

Ticket	Course Title	Min-Units	Max-Units	Hours	TBA-Hours
9411	DSL 010 BASIC ENG		0.00	16.00	0.00
Instructor	Days	BldgRm	Semester	Start-Stop Dates	
STAFF	M T W H	GC116	SUMMER 2007	6/18/2007 - 8/24/2007	

Week 1 - 6/18/2007 to 6/24/2007

	Student ID	Student Name	18 M	19 T	20 W	21 TH	22 F	23 S	24 SU	Total
1	9999999	Doe, Jean				3				3
2	1111111	Doe, John				3				3
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
		Totals	0	0	0	6	0	0	0	6

ATTENDANCE (SIGN-IN) SHEETS

Sign-in sheets should be submitted promptly after posting hours from them into your online "Class Roster". It is advisable to make a copy of each roll sheet and retain the copy for a while as "insurance" since roll sheets occasionally can be misplaced at home, in the school mail, in the office, etc. **Please do not hold a sign-in sheet for a month.**

Failure to submit online hourly attendance in a timely fashion will result in an unsatisfactory performance and adjunct faculty may not be hired to teach future classes.

Grade Roster Page

Fall 2008

Monday, September 9, 2008



Ticket	Course	Instructor	Days	Times
9599	OBT 080 - WINDOWS XP	GABRIEL, TONY	T Th	1230-1630

Student ID	Student Name	Grade	Reset
999999999	John Doe	☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	
		☐ P ☐ NP ☐ W ☐ O	

School Holidays

Veterans' Day	November 13, 2009(F)
Thanksgiving Vacation	November 26 - 28, 2009 (Th, F, Sa)
Christmas/Campus Closed	December 24, 2009 to January 3, 2010
Martin Luther King Jr. Day	January 18, 2010 (M)
President's Day (Lincoln)	February 12, 2010 (F)
President's Day (Washington)	February 15, 2010 (M)
Spring Break	April 12 - 17, 2010 (M – Sa.)
Memorial Day	May 31, 2010 (M)

Note: *Fall semester ends Wednesday, December 16. No classes in session December 24, 2009 - January 3, 2010.*

When a class is not to meet because of a school holiday, it is the instructor's responsibility to notify the students well in advance. **INSTRUCTORS ARE NOT TO CHANGE THE MEETING DAY OF A CLASS IN ORDER TO MAKE UP A HOLIDAY OR OTHER ABSENCE WITHOUT PRIOR APPROVAL OF THEIR DIVISION CHAIR.**

INSTRUCTOR ATTENDANCE AND ABSENCE

Instructors are expected to be in the classroom several minutes before starting time of the class, and except for a regularly scheduled **15-minute break**, to continue the class in session for the **full-time for which class is scheduled**. Adults attend class for what they can get out of it. Among the quickest ways to lose attendance and student respect are for the instructor to be habitually late, to lengthen the break period, and to close the class before the scheduled dismissal time.

SICK LEAVE POLICY FOR ADJUNCT INSTRUCTORS

Sick and Personal Necessity Leave. Employees shall be granted Sick and Personal Necessity leave, with pay, within the following provisions:

Sick Leave

Sick leave is the absence of an employee because of illness or injury.

Adjunct instructors shall receive one (1) hour of sick leave for each eighteen (18) hours of teaching during the year.

An instructor may accumulate unused sick leave without limit. At the beginning of each fiscal year, sick leave which is already accumulated shall be increased by the number of hours of paid sick leave which he would normally earn in the ensuing fiscal year.

Instructors who fail to return to service following illness must refund to the District all amounts paid for unearned sick leave.

No payment or time off will be allowed for unused accumulated sick leave.

Personal Necessity Leave

A maximum of seven (7) full days (*or proportionate number of hours for less than full-time*) of the instructor's sick leave time shall be granted each fiscal year for Personal Necessity leave within the following provisions. The employee using Personal Necessity leave under this Section shall notify his immediate supervisor as early as possible indicating which of the circumstances listed below necessitates this absence. Personal Necessity leave shall be granted for the following reasons:

- a) Death of a member of immediate family, if bereavement leave is exhausted;
- b) Accident involving the instructor's person or property, or the person or property of a member of his/her immediate family. Such accident must be serious in nature, involve circumstances the instructor cannot reasonably be expected to disregard, and require the attention of the instructor during his assigned hours of service;
- c) Appearance of the instructor in court as a litigant. The instructor must return to work in cases where it is not necessary to be absent the entire day;
- d) An appearance of the instructor as a witness under an official governmental order for which salary is not allowed under this Section, provided that each date of necessary attendance under such order, other than the date specified in a subpoena, shall be certified to by the Clerk or other authorized officer of a court or other governmental jurisdictions; in any case in which a witness fee is payable, such fee shall be collected by the instructor and remitted to the District Payroll Office; and the instructor must return to work in cases where it is not necessary to be absent the entire day;
- e) A serious illness of member of the instructor's immediate family, which under the circumstances the instructor cannot reasonably be expected to disregard and which requires one's attention during assigned hours of service;
- f) The birth of a child making it necessary for an instructor who is the father of the child to be absent from his position during assigned hours of service;

- g) Any other significant event of personal necessity to the instructor, which does not disrupt the normal operation of the District and which, in the instructor's reasonable judgment, cannot reasonably be disregarded. This personal necessity provision (g) shall not be used during a labor dispute.

Instructor's Absence/Substitute Request Form

Continuing Education

Instructor Name _____ Date _____

Date(s) of Absence _____

Reason:

- | | | |
|---|---|---|
| ☐ <i>I (Illness)</i> | ☐ <i>B (Bereavement)</i> | ☐ <i>A (Industrial Accident)</i> |
| ☐ <i>P (Personal Unpaid)</i> | ☐ <i>PN (Personal Necessity)</i> | ☐ <i>D (District Approved)</i> |
| ☐ <i>M (Military)</i> | ☐ <i>S (Subpoena)</i> | ☐ <i>Q (Quarantine)</i> |
| ☐ <i>J (Jury Duty)</i> | ☐ <i>Other</i> _____ | |

Approved by: _____ Date: _____

Dr. Karen Holden-Ferkich and Div. Chair

Ticket # _____ Level/Class _____ Time _____

Location _____ Room _____

Ticket # _____ Level/Class _____ Time _____

Location _____ Room _____

Text(s) used _____

Lesson Plan _____

Notes: _____

For Office Use Only

Name of Substitute: _____

Completed by: _____

Form must be completed and turned in to the Division Administrative Assistant.

FLEX

All instructors are required to complete flex activities equivalent to their assigned teaching load for the spring semester. Please see your division chair for more information regarding the flex requirement of the College.

TB REQUIREMENT

State Law (E.C. 76406, 87828) and Board Policy 4117.2 provide that if any employee fails to submit evidence of freedom from tuberculosis by the anniversary date of his/her prior examination:

1. He/she shall immediately be relieved of his/her duties, shall be placed on personal leave with full loss of pay, and shall be reinstated only after an examination has been completed and satisfactory evidence has been submitted to the District Personnel Office.
2. His/her pay warrant will be withheld until satisfactory evidence has been submitted directly to the District Personnel Office.

(The District Personnel Office will notify the employee in advance of their anniversary date.)

SUBSTITUTE INSTRUCTORS

If an instructor is to be absent from class, the office should be notified **early enough in the day** for a qualified substitute to be obtained. If the instructor knows ahead of time, please turn in the "Instructor's Absence/Substitute Request Form" (sample following) to Marie Bartholomew/Barbara Keegan/Jan Vunder

Instructors are not to ask another teacher to substitute in his/her class.

WHO IS ELIGIBLE TO ENROLL

All persons at least 18 years of age and high school graduates regardless of age are eligible to attend classes for adults. In many cases, non-graduates as young as 16 years of age may attend classes for adults. Ordinarily, these exceptions must not be attending regular day classes, but an occasional regular high school student does receive special permission via a special form from his principal to attend evening classes to make up school work. **Instructors are not to accept students under 18 years of age without permission from the office.** *Please see a noncredit academic counselor.*

NO CHILDREN permitted to attend except Parent Ed child observation classes.

MINIMUM CLASS SIZE

As a basic policy there must be at least 15 students registered and attending class before it can continue beyond the first week. If the enrollment is less than 15 at that time, the instructor should contact the office before continuing the class. Regardless of class size, instructors are to have students register online and sign the class roster each session they attend. Classes may be discontinued at any time when attendance is less than 15 students.

WAITING LISTS

Waiting lists are online and in the office, not kept by the instructor. When openings occur in a closed class because of drop-outs, it is the instructor's responsibility to notify the office as to the number of new students that can be accommodated. The office then notifies that number from the top of the waiting list, and **no one is to be accepted in the class without a registration confirmation form.**

CANCELLING CLASS MEETINGS

Because the class schedule is an official document, permission to cancel any scheduled class meeting must be obtained from the Associate Vice President of Continuing Education before the class is canceled.

DUPLICATING MATERIAL

The office is not prepared to do duplicating of materials for the instructors. **The office observes the copyright laws and requires instructors to do the same.**

COPYRIGHT LAW

This notice is a reminder to all Glendale College staff members that the Copyright Law places specific limits on duplication of copyrighted materials for academic use. (See "INSTRUCTIONAL PROCEDURES: Copyright Laws", p.24-25.)

NO FOOD OR DRINK IS PERMITTED IN THE CLASSROOM.

Please do not allow the students to eat or drink in the classroom. We do not have the custodial staff to clean after every class. Ants and rats can become a problem.

PUBLICITY

Many instructors desire to promote their classes via signs or newspaper stories. This personal initiative is welcomed with the important provision that the Continuing Education Division of Glendale Community College or Glendale College Continuing Education is mentioned as the sponsor of the course and is cleared through the Associate Vice President of Continuing Education.

Newspapers take liberties with lengthy submissions. It is wise to tell who, what, where, when and how in the initial paragraph, then expand into content, etc. in the following paragraphs.

A sample format that has been successful might be similar to the following:

____ (Title of course) _____ is a ____ (New or continuing) ____ (Semester) offering of the Continuing Education Division of Glendale Community College. The class will be held on ____ (Days) ____ and ____ (Day) evenings from _____ to _____, with online registration. (If applicable) a lab/materials fee may be charged for this (# of weeks) class (Instructor name), the instructor, will cover (list the contents briefly) during the course. The class has proven to be helpful to persons who (etc.).

The Public Information Office at the College will be willing to finalize instructor's copy and will submit copy to appropriate newspapers. It is important to note that they will need a minimum of two weeks lead time to prepare your announcement. The phone number is (818) 240-1000, Ext. 5931.

STUDENTS' RIGHTS TO PRIVACY

Federal legislation is effective which assures the privacy of students. No grades or other personal information regarding anyone can be divulged to a third party, including members of the family, without consent of the party involved. In fact, it is illegal even to indicate whether a student is enrolled in your class or in attendance at any time. Refer any persistent inquiry to the office.

ADDRESSES AND TELEPHONE NUMBERS

Students should be informed that the office does not give out the addresses and telephone numbers of instructors. However, it is the instructor's privilege to give out such information about himself/herself if he/she wishes to do so.

CELL PHONE POLICY

Please inform your students that **all phones must be turned off in class.**

FIELD TRIPS

Some classes find field trips of special value. Permission should be obtained from the office before a field trip is announced to the students, and then care should be taken that all students are notified about it sufficiently in advance so that all may participate. Under no circumstances is the instructor to arrange for transportation because that seems to make the instructor and District legally responsible in case of an accident. Please check with the office on procedure. A field trip request form must be

completed and signed by the Division Chair, and then the Associate Vice President of Continuing Education prior to the field trip.

**GLENDALE COMMUNITY COLLEGE
CONTINUING & COMMUNITY EDUCATION
APPLICATION FOR FIELD TRIP**

DATE: _____

INSTRUCTOR: _____

DIVISION: _____

CLASS(ES): _____

DATE(S) OF TRIP(S): _____

DEPARTURE TIME(S): _____ **RETURN TIME(S):** _____

LOCATION OF TRIP(S): _____

PURPOSE OF TRIP(S): _____

NAMES OF ADDITIONAL SUPERVISORS, IF ANY _____

INDICATE ADMISSION, OR ANY SIMILAR COST, PER STUDENT\$ _____

NOTE: *According to our understanding of the laws of personal liability, we cannot have any part in planning the transportation for field trips unless we're prepared to assume any possible suit for damages. Because we do not wish to assume such a responsibility, should students not have transportation, they should be given the option of doing an alternate assignment in place of going on a field trip. In addition, the students who decide to go are to be advised that they will be met at the site by the instructor. It is to be understood that they will provide their own transportation or make their own plans to go with anyone else.*

APPROVED BY:

*Associate Vice President,
Continuing and Community Education*

Division Chair

ADVERTISING, SELLING OR POLITICIZING IN CLASS

Instructors should never permit advertising, solicitation, selling, or political or social reform recruitment in the class without the authorization of an administrator. This is a matter of professional responsibility. Refer any questions to the office.

ACCIDENT REPORTS

In case of any accident, a detailed report is to be completed as soon as possible and left in the office. According to Board regulation, the instructor should administer as little first aid as is absolutely necessary but should refer the student to the family doctor immediately. In a severe injury case, the instructor should see that the person is given emergency treatment immediately. ALL EMERGENCY CASES SHOULD BE REFERRED IMMEDIATELY to Deanna ext. 5011.

The emergency extension for Campus Police is 4000

The number to call for Emergency assistance is 911.

DANGEROUS PERSONS IN THE CLASSROOM

In light of current trends in society, it is possible that a student or visitor may pose a danger to himself/herself, or another student or students, or to the instructional staff in a classroom. These guidelines are provided for the benefit of staff in the case of such an occurrence.

GUIDELINES:

The teacher on duty in a given classroom is the person responsible for making the determination that a person or persons within the classroom poses an immediate danger (not merely a disruption) to the class in session.

At the door of each classroom, affixed with Velcro, is a yellow laminated room number card. In case of extreme danger where the teacher is requesting immediate assistance from the police and campus security in addition to assistance from on-site administration, the teacher should, in a very low-key or discreet manner, request any students or person who is capable deliver this card to the office. You do not have to provide an explanation or any other information. *Do not send this card to the office unless you need immediate assistance from the police.*

The instructor needs to remain in the classroom with the individuals posing the immediate threat, if other students are present, in an attempt to assure the safety of the other students. The instructor needs to take prudent measures to attempt to minimize the danger to other students and to de-escalate the dangerous situation if possible.

Memo

To: All Faculty at Garfield Campus
From: Dr. Karen Holden-Ferkich
Date: December 3, 2009

A bright yellow laminated card is posted by the main door of your classrooms. If, for any reason these are not in place, please inform the office.

I would suggest that you read the attached “GUIDELINES” and be familiar with them. Hopefully we will never have to use this system.

Depending on the nature of your class and comprehension level of your class, you may want to use this information to familiarize students with the procedures should it ever need to be implemented. Remember – this yellow card will tell the office to immediately call Glendale P.D. for a response. Do not use the card unless you, in your professional opinion, feel that the GCC Campus Police or Glendale Police Department are required.

If your emergency is a medical or other emergency, do not use the yellow card. Send a student with a note to the office.

Off-Campus Locations:

Garfield Campus

Continuing & Community Education

1122 E. Garfield Ave., Glendale

(818) 240-1000 x 5678

Professional Development Center

2340 Honolulu Ave., Montrose

(818) 957-0024

Life Skills Building

2 Fwy. & Mountain, Glendale

(818) 243-5196

