HIGHER EDUCATION CENTER AT SAN YSIDRO (HEC SY)

460 West San Ysidro Blvd., San Ysidro, CA 92173

FACULTY INFORMATION GUIDE
SPRING INTERSESSION 2017

IMPORTANT CONTACT INFORMATION

Administration Office	**(619) 216-6793**	**Office #5101 (1st floor)**
Computer Tech Support	**(619) 216-6790, Ext. 4911**	**Office #5202 (2nd floor)**
Student Services	**(619) 216-6790, Ext. 4903**	**Front Counter (1st floor)**

HEC SY HOURS

Spring Intersession 2017: January 3 – January 26, 2017

- **Services available to <u>STUDENTS</u>:**
  - Monday-Thurs: 7:45 a.m. – 5:45 p.m.;
    Friday: 7:45 a.m.–3:45 p.m.

- **Services available to <u>INSTRUCTORS</u>:**
  - Monday – Thursday: 7:45 a.m. – 5:45 p.m.;
    Friday: 7:45 a.m. – 3:45 p.m.

EMERGENCIES

- **Pick-up the handset of the black telephone in any classroom (see #9 below), or**
- **Dial 911 (cell phone), or**
- **Campus Police Emergency Line (619) 216-6691, or**
- **Ext. 6691 from any campus phone, or**
- ***91 from the onsite pay phone outside the entrance**

1. ***<u>Absences</u>***

   The HEC SY Administration Office must be informed in advance of all requests for time off.

   During regular office hours, please call the Administration Office at (619) 216-6793, if you expect to be late or absent. For reporting purposes, please indicate if your absence

is due to illness, or due to personal reasons. Your absence will be reported to your School accordingly. We will post a "No Class Today" Student Attendance Sign-In Sheet on your classroom door for students to sign. We will place this in your HECSY mailbox afterwards for your student attendance records.

Note: Academic Staff Request for Personal Necessity Leave Forms are available in the Administration Office #5101, and in the Faculty Workroom #5102.

2. ***Class Meeting Time - Faculty Responsibilities***

All faculty members are required to remain in class for the full meeting time, including the first day. Mid-point class breaks, however, are encouraged and necessary to retain student interest and motivation. (Refer to the enclosed Recommended Instructional Break Schedule Document).

3. ***Classrooms***

Please ensure that you LOCK your classroom when you leave. Students are not permitted to be present in classrooms without the supervision of the instructor.

4. ***Computer Lab Hours – Open for Students***

An open Computer Lab for students is available in Room #5203, (2nd floor). Printing is available for students for 10¢ (black & white) and 25¢ (color) copies.

Open Lab Hours are as follows:

Monday – Thursday: 7:45 a.m. – 5:30 p.m.
Friday: 7:45 a.m. – 3:30 p.m.

Computer Technical Support will be available as follows:

Monday - Friday: 7:45 a.m. – 5:45 p.m.

Please speak with the Computer Lab Technician if you would like to reserve the Computer Classroom (5201) for your class. This is reserved on a first come, first served basis.

5. ***Campus Safety Officer (CSO)***

A CSO is available at HEC SY during specific hours to be on hand and assist with any safety-related issues. In addition, Monday through Friday, the CSO will randomly monitor both HEC SY Faculty and Staff Parking Lots. If you are at HEC SY and need help with a dead battery, lock-out, or escorting to your vehicle, you may request this from the CSO, or call 619-421-6700, Ext. 5128, or Ext. 6380 from any campus phone.

6. ***Computer/Software Policy***

The computer equipment in the Faculty Workroom and in classrooms is intended to assist with your instructional assignments. Faculty may not install software on any Southwestern College computer. Please consult with the Computer Lab Technician regarding any special software needs you might have.

7. ***Copies – Duplicating Assistance***

Central Services at the Chula Vista Campus provides a variety of duplicating services to faculty. They require 3-4 working days to fill your request. The Duplicating/Printing Request Forms may be accessed at the College Website and may be submitted electronically to www.swccd.edu/oss. You may also submit these forms in the Faculty Workroom located in the HEC SY. The station near the Faculty Mailboxes has blank forms, inter-office envelopes and a tray where to place your requests. Mail Services picks up daily. Note: If you would like your duplicating request to be delivered to the HEC SY, please make sure that you mark with an (X) the HECSY box on the form. When it arrives, we will place it in your mailbox. For further information, you may contact the staff at Central Services by calling them directly at 619-421-6700, Ext. 5210.

8. ***Copies – Faculty Self-Service Copier***

There is a heavy duty photo copier located in the Faculty Workroom. Each instructor is issued a Copy Code, with a copy limit of 1,500 copies per class for each semester/session. Note that the copier also scans documents. Your Copy Code is the first five digits of your Southwestern College I.D. number. Note: The copiers located in the HEC SY offices are not available for student or faculty use.

9. ***Disability Support Services (DSS) for Students***

Students who are eligible for DSS services may qualify to receive accommodations to assist them in the classroom and/or with test-taking. It is the responsibility of a DSS student to identify him/herself to the instructor. He/she should provide the instructor with a copy of the approved "Authorized Academic Accommodations" form. Please review this form together with the student, initial and return the form to him/her.

Students must present the "Test Accommodations" form to the instructor for EACH test, no later than 4 days prior to the test. Instructors are requested to complete the instructor portion (Section B) of the form and return it back to the student. The DSS Office Test Proctoring Coordinator will email each instructor to confirm the accommodation (including name of test proctor, date, time, etc.). Please try to avoid changing the date of the test as proctors will have already scheduled their time based on the original date. We recommend that instructors pass a copy of the exam(s) for the entire semester to Student Services on the same day the "Test Accommodations" form is signed. However, instructors must provide the exam to the HEC San Ysidro Student Services (front counter) no later than 24 hours prior to the test. For any questions, please contact the DSS Office at the Chula Vista 619-482-6512.

10. ***Duplicating/Student Self-Service Copier***

A student copier is available in the Student Center #5109, (1st floor) – students may make copies for 10¢ per copy (black & white), 8 ½" by 11" (letter size) only.

11. ***Emergencies***

Emergency Phones in Classrooms – Every classroom has a black telephone affixed to the wall. Note: This is NOT a regular phone. As soon as the receiver is raised it

will immediately call our Southwestern College Campus Police in Chula Vista. If there is a life-threatening emergency in your classroom, please use this phone and inform Campus Police of the emergency. They will immediately call 911 as needed. Please ensure that someone also notifies our HEC SY Administration Office #5101 as soon as possible of the emergency.

- **Emergency Evacuation**
  Affixed to the wall and adjacent to the door of every classroom, office, and room in the building are two documents:
  a.) **Evacuation Plan – If the fire alarm sounds or the order is given to evacuate the building, this Plan shows the nearest escape route for the office/classroom that you are located in. It also indicates the location of all fire extinguishers.**
  b.) **Emergency Evacuation Assembly Area – In case of an evacuation, you will need to lead your class to the back of the Student Parking lot across the street (exit the building, cross the street at the crosswalk and proceed to your right until you reach the Student Parking Lot). Stay with your class and take roll so we can account for all students.**
- **AED (Automated External Defibrillator) – This is located in front of Student Services, mounted in a special case. In the event of an emergency where CPR needs to be administered, please access it!**
- **Medical Situations – In the event of a life-threatening emergency, call Campus Police or 911 directly. In addition, please inform the HEC SY Administration as soon as possible. If the Health Services Nurse is on duty, we will involve her immediately. For basic first aid needs, a First Aid kit is located in Student Services, in the Administration Office, and on the 2nd floor in the Computer Technician's Office.**

12. ***Faculty/Staff Lounge***

The Faculty/Staff Lounge is located on the first floor of the Center (#5107). The lounge is equipped with a microwave oven, toaster oven, refrigerator, dining table, and sink. No utensils or paper goods are provided. This room is for use by staff and faculty only. Student meetings may not be held here.

Please keep the door of the Faculty/Staff Lounge locked at all times.

13. ***Faculty Workroom***

The Faculty Workroom, #5102 (1st floor) is equipped with three Computer Stations, a Printer, an Epson Photo Scanner, a SCANTRON Test Scoring Machine, a heavy duty copier (SHARP) which also scans, a Shredding machine, and two working tables with chairs around them. If you need SCANTRON Test Scoring Forms, these are available in the Administration Office. A telephone is available for campus calls and for external local calls (dial 9 to obtain an outside line). Long distance calling service is not available.

The computer stations and/or any other equipment in the Faculty Workroom may be used on a first-come-first-served basis. For questions or concerns with the computer equipment, please consult with the Computer Lab Technician at Ext. 4911.

Limited storage space is available to faculty on a first-come, first-serve basis in the

cabinets above the long counter and in the drawers beneath the computer stations. These storage spaces are not lockable so leaving items is at your own risk. To occupy a space, please write your full name on a blank name card affixed to the outside of the cabinet or drawer. If you vacate the space, please remove your name card so that others are aware that the space is free.

NOTE: Your classroom key will also open the door to the Faculty Workroom and Faculty/Staff Lounge. It is critical to please keep the door of the Faculty Workroom locked at all times.

14. ***Field Trip Requests***

All field trip requests must be submitted and approved by the Director of the HEC SY no later than one week prior to the date of the field trip. Field Trip Requests and Student Waivers may be obtained in the Administration Office, or for your convenience, they are available in the Faculty Workroom.

~~15. *Final Exams*~~ ***(Does not apply)***

~~**The Final Exam Schedule for HEC SY will be emailed to you by the HECSY Administration Office. This schedule will be set up following the parameters of the District Final Exam Schedule (see copy included in this Faculty Packet of Information), HOWEVER, there is also the possibility that adjustments are made due to the limited classroom availability at HEC San Ysidro. Therefore, please follow this document closely.**~~

16. ***Food/Beverages***

Please assist us in keeping our facility clean. Per Center Policy, food and beverages (bottled water is the only exception) are not permitted in the Center. The Student Center is the only exception. Please enforce this policy at all times.

If you wish to have a special event with food and beverages, please contact the Administration Office staff to assist you with arrangements. Events with food and drinks are not permitted in the classrooms.

17. ***Forms/Documents***

Copies of the following documents and information are available in the Administration Office for your review/use.

1. **Duplicating Request Forms (for Chula Vista Office of Support Services)**
2. **Academic Requests for Personal Necessity Leave**
3. **Field Trip Requests Forms and Student Waivers Forms**
4. **Report of Student Grievance Forms**
5. **Report of Student Misconduct Forms**

18. ***Library Services***

The Library is located in Room #5105 (1st floor). Librarians are available on site on a part-time basis and can provide library orientations in your classroom as requested.

The Library is open as a Study Area:
Tuesday & Thursday: 10:00 a.m. – 2:00 p.m.

19. ***Lost and Found***

Lost items should be turned into the Student Services front counter.

20. ***Mail***

The District's interoffice mail is picked up/dropped off twice per day—once at approximately 9:45 a.m., and again at approximately at 1:45 p.m. *Note:* It may take up to two days (maximum) for mail to reach designated offices at the Chula Vista campus or any of the Centers once it is picked up from HEC SY. Incoming mail is distributed to instructors' mailboxes upon arrival. If you receive a packet that doesn't fit in your mailbox, you will receive an email notice advising you of the package on hold and will be kept in the Administration Office.

~~21. ***Office Hours for Part-Time Faculty***~~ **(*Does not apply)***

~~**Adjunct faculty have the OPTION to do office hours and be compensated. The specific, maximum number of hours you can be paid for is based on LHE (between 2-8 hours maximum, per SEMESTER).**~~

- ~~**a) < 3 LHE = 2 hours per semester,**~~
- ~~**b) 3 and < 6 LHE = 4 hours per semester,**~~
- ~~**c) 6 LHE = 8 hours per semester.**~~

~~**The "Request for Paid Adjunct Office Hours" must be submitted to the Administrative Office by no later than the end of the first week of classes. The HEC SY staff will work with you to confirm the date(s), time(s) and location(s) of your office hours. Since space is very limited at HEC SY, we appreciate your flexibility as we will make every creative effort to fit your requested hours.**~~

22. ***Parking (Students)***

a. **The Student Parking Lot is located at 455 West San Ysidro Boulevard Northeast from the HEC SY building and (across from the U.S. Post Office). A Southwestern College sign is posted at the entrance of the lot.**
b. **All regulatory signs on campus sites are enforced.**
c. **A Southwestern College Parking permit must be displayed. A parking permit dispenser is located on the south end of the lot. Note: Faculty may park in the Student Lot by displaying their Faculty Parking Permit.**
d. **Overnight parking is <u>not</u> permitted.**

23. ***Parking (Staff/Faculty)***

a. **The Faculty/Staff Parking Lot surrounding the HEC SY building is for staff, faculty, and those with the disabled placard *<u>only</u>*. A Southwestern College faculty/staff parking permits must be displayed. HEC SY <u>does not</u> issue parking permits to faculty; these must be requested on-line via WebAdvisor,**

https://webadvisor.swccd.edu, and must be picked up at the Chula Vista Campus Police Department #105D. *Note:* To pick up your permit at HEC SY, email Parking Services at swcparking@swccd.edu and notify them to mail your permit, via inter-office mail, to HEC SY (Attention: Cynthia Nagura).

b. Three metered parking spaces are available in this lot for short term visitors only (45 minute limit).
c. Note: Citations are enforced year round.

24. ***Parking Regulations (Off-Campus)***

a. Averil Road (public street parking).
   - Do not block private driveways or park in red zones.

b. San Ysidro Boulevard (public street parking).
   - Do not block driveways or park on private property.

c. Shopping Centers adjunct to the Center
   - Parking is prohibited.

d. San Ysidro Post Office
   - Parking is available after 7:00 p.m. only. Anyone parking in this lot prior to this hour will be cited and their vehicle may be towed at the owner's expense.

Note: Please share this important information with your students.

25. ***Rosters***

Faculty is responsible for viewing and printing Enrollment Rosters, Wait Lists, and Add Codes directly from WebAdvisor https://webadvisor.swccd.edu. It is important that you review your class rosters on a regular basis to make certain that all students in your class have been properly registered; only registered students are permitted in the class. Individuals may only audit courses if they have filed the appropriate paperwork with the Student Services. Proof of clearance to audit must be presented to the instructor by the individual.

26. ***Syllabus***

Please submit a copy of your course syllabus electronically for each class that you are teaching *no later than the first day* of your teaching assignment. Only an electronic version of your syllabus is needed. Please email it to swcsyllabus@gmail.com. In the subject line, write "Syllabus for" and include your name, course name & course number. The syllabus is required to assist the Center staff and instructional substitutes in the event of your absence.

~~27. *Student Orientation Presentations and Announcements -*~~ *(Does not apply)*

~~We appreciate your support in informing our students of the important services, updates and events which we offer here for the students' benefit.~~

~~1. Student Orientations - At the beginning of the semester the HEC SY staff will come at the beginning of the class period to make a presentation of the services and important information for students. We request your permission to give the comprehensive presentation which is 30 minutes in duration. If you are not comfortable with this length of time, then we will instead give a brief, 5-minute~~

~~overview. If the day that a staff member approaches your class to make this presentation is not convenient, we will be happy to return at a different time.~~

2. Important Student Announcements - We appreciate your help to share important information with your students. At the Computer Podium located in your classroom, throughout the semester we will occasionally leave an "Important HEC SY Student Announcements" notice. Please announce the important workshop, deadline or upcoming event to your class. Your support is greatly appreciated.

28. ***Technical and Audio Equipment***

- Each classroom is equipped with a technology Smart Podium that provides access to a computer (MS Office/Internet), LCD Projector and DVD/VCR player.
- Document cameras are available in the following classrooms: 5206, 5207, 5208, 5209, and 5210.
- Camera, camcorders, laptops, and CD players are available for instructional use. Please contact the Computer Lab Technician in office #5202, (2nd floor)..
- Wireless Remote Clickers for Power Point presentations can be checked out daily/as needed at the Administrative Office.
- An Overhead Projector may be checked out on an as-needed basis at the Administration Office.
- The Computer Lab Technician is available to provide assistance with technology, as needed. You may reach him at 619-216-6790, Ext. 4911, or in office #5202, (2nd floor).

We hope this Faculty Information Guide is helpful to you. Please be aware that the HEC SY staff is here to assist you in any way possible. Feel free to share your questions and/or concerns with us at any time.

