



C U Y A M A C A
· C O L L E G E ·

CUYAMACA COLLEGE Office of Instruction

SPRING 2009 BULLETIN

To: All faculty and staff:

Welcome back to the beginning of a new semester and a new year!

ENROLLMENT NEWS!

It is a pleasure to report to you that Spring 2009 enrollments are UP! As of January 21, the college headcount stood at 8779 or 8.4% over last year (9000 is again well within reach) and units are up an even more impressive 11.8% -- all this in spite of the fact that we build a Spring 2009 schedule with slightly few sections than Spring 2008.

Intersession 2009 was also a success for us. We reduced our schedule by 16% from one year ago and, though our enrollment did decline slightly, it fell by only 8% and our efficiency skyrocketed to a truly remarkable 91.6% fill rate. Thanks for your help in managing the Intersession 2009 schedule so effectively while continuing to serve our students so well.

ON-GOING CONSTRUCTION

After successfully launching our new Communication Arts Building and our new Science and Technology Building (and dedicating the latter to Wendell Cutting), we have forged ahead with other construction projects to further beautify our already impressive campus.

Last fall we held the Kickoff Ceremony to recognize the work being done on yet another new major campus structure. The Business/Computer and Information Science Building, planned for the open area between the Exercise Science/PE complex and the F Building complex, will house the business, accounting, economics, paralegal studies, CIS, graphic design, business office technology, and real estate programs. This wonderful addition to our campus will include 20 classrooms and laboratories, attractive offices for faculty, and administrative workrooms and offices devoted to administrative functions. It will provide much-needed academic space for approximately 800 students.

A portion of the new facility will be designed specifically for our business and professional students and faculty, allowing them to move out of their remaining portable classrooms and into a more corporate-looking environment. Similarly, the new building will make it possible for the high-demand CIS and Graphic Design programs to expand lab-based courses/programs and will help address the college's need for additional computer lab space. Occupancy of this most recent enhancement of the college's expanding service mission is slated for Spring 2010.

Big changes are coming to the Learning Resource Center in 2009. The Teaching Learning Center (TLC) has been reconfigured to create four offices to support the college network services. Steve To, Joe Souza, and Robert Mountain will be moving to this newly created space next week, joining Rocky Rose, Deanna Thompson, and

Rhonda Bauerlein who are already located there. This renovation represents a physical centralization of computer technical support personnel, a move designed to provide improved and more efficient service to our campus.

In late May, the LRC expansion project will commence and is expected to take 7-9 months, making the newly refurbished LRC open at roughly the same time as the new Business/CIS building in January 2010. The “building out” of the LRC to its originally designed dimensions will provide for a better engineered set of offices for Rocky and Rhonda, a state of the art faculty work room supporting high end development on both Apple and PC platforms, a significantly expanded Tutoring Center and High Tech Center, four group study rooms with projection capabilities, and a conference room. Additionally, equipment will be purchased to further support iTunes University student generated content as well as other instructional support activities.

As always, our faculty and staff will be pursuing a number of special projects and activities that support our college goals of Academic Excellence and Student Success. In the spring semester we always look forward to exciting year end activities: The college scholarship and transfer ceremonies, Math Field Day, Forensics Night, the Student Art Show, Automotives Skills Day, and the Ornamental Horticulture Spring Festival and Scholarship events, just to mention a few!

Finally, let me congratulate the many recipients of our **Golden Coyote** awards. Through your efforts, Cuyamaca College continues to be the wonderful family and premier learning community that it is! As well, KUDOS to the Academic Senate Outstanding Full Time Faculty Member of the year, Pat Setzer in Music, and the Outstanding Part-Time Faculty Member, Kelley Nielsen from our ASL Department.

As always, I want to extend on behalf of the entire Instructional Team a sincere WELCOME BACK and a commitment of support to you! Best wishes on a successful semester.

Sincerely,

Wm. T. O'Hare, Ph.D.
Interim Vice President, Instruction

Important Notices

- Campus will be closed for President's Holiday weekend February 13– February 16, 2009 and will reopen on February 17.
- Classes will not be in session for Spring Break April 6-10: Classes will resume on April 13. The campus will be closed on Friday, April 10 for a district holiday and on Saturday, April 11.
- Last Day of class is May 22.
- Instructor Grade Deadline is June 3.
- Commencement is scheduled for June 4, 2009.

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1. Welcome New Part Time Faculty*

Auto Tech	Jason Hughes
Child Development	Jodie Pebbles Jessica Alvarado
Foreign Languages	Maricruz Cabrera
History, Social & Behavioral Sciences	Stephen Griffin
Humanitie, Philosophy & Religious Studies	Andrew Younan
Math	Franz Wrasidlo
Ornamental Horticulture/WWTR	Pedro Porras
Science & Engineering	Robert Cristensen
*Reflects staffing changes received through January 16, 2009	

2.

Welcome New Full-Time Support Staff

Name	Title/Department	Location	Phone
James Read	Grounds Maint, Sr.	Compound	4277
Melissa Lanning	Chemistry Technician	H211	4315
Charles Walker	Instructional Lab Asst., Int.	B204	4288
Connie Sterling	Multi Media Technician Sr.	LRC	4407
Bryan Cooper	Theatre Production Design Tech	B106	4661
Joy Tapscott	Academic Senate Secretary	F113	4224

3. Welcome New Faculty

Name	Title
Jesus Miranda	Counselor

4. Welcome New Administrators

Name	Title
Dr. Tim O'Hare	Interim Vice President of Instruction
Susan Topham	Dean, Admissions & Records

5. Adjunct Workroom Security

Please be reminded that the workroom should be locked at any time that it is left vacant; valuable equipment may otherwise be lost. Keys are available to adjunct faculty upon request to Pam Lawless (X4234), who is located in the F Building.

6. Assistance for Computer Malfunctions

If you are experiencing computer problems in your classroom, lab, or office, please contact the Cuyamaca Help desk at x 4395. It is important to give a thorough description of the problem to the Help Desk staff. If no one is available to take your call and receive voicemail, you must provide your contact information and describe the nature of your request so that it can be prioritized and processed in a timely manner. Alternatively, you may submit a detailed description of your problem to c-helpdesk@gcccd.edu. If the network is down or an entire class is affected by a computer problem, please contact the switchboard operator at Cuyamaca who will contact the Administrator on duty.

7. CalWORKs

S.T.E.P.S is Cuyamaca Colleges' CalWORKs Program. S.T.E.P.S. is an acronym for Success Through Education Produces Self-Sufficiency. This program provides comprehensive services to support CalWORKs students in achieving individual educational goals as well as learning employable skills with the ultimate goal of increased wage-earning power to become economically self-sufficient.

Services include eligibility documentation, counseling, preparation of student education plan (SEP), childcare assistance, tutoring referrals, self-sufficiency planning, referrals to on and off campus resources, on-campus paid work study, assistance with county and school paperwork, and assistance with books and supplies (i.e., pens, pencils, paper, notebook, backpack, etc). We also provide liaison with a student's Employment Case Manager or Health and Human Services worker as needed.

The office is located in the Students Services Center – A200 at 660-4340.

8. Career Center

The Career Center assists students with career assessment and career decisions, and can be reached at 660-4450. Students may take career assessment tests in our computer lab to determine appropriate careers for their interests and personality type.

The Student Employment Office assists students with part-time and full-time jobs. The Center also helps students with resumes, interviewing skills and other job search skills.

9. Child Development Center

The Cuyamaca Child Development Center provides quality child care for children ages 18 months to 5 years old. The Center's fall hours are 7:45 am – 5:15 pm. We serve students, staff and community families. If you are interested in enrolling your child, please call the center at ext. 4660.

10. Closed Saturday Schedule for Spring 2009

The campus will be closed on the following Saturdays. No classes will be held and no services will be provided.

February 14, 2009

April 11, 2009

May 30, June 6 2009

President's Day weekend

Easter weekend – end of Spring Break

In between semesters

11. Colleague Help Desk

If after attending one of the Colleague training sessions for faculty, you still have questions or difficulties using the software, the Cuyamaca College help desk is available to assist you. The help desk can be reached through email at c-helpdesk@gcccd.edu or by calling 660-4395. Additionally, the lab technicians in the open computer lab in the H building have gone through the training and are available to assist with your concerns.

12. College Hour

Just a reminder that four (4) dates have been identified in Spring 2009 for College Hour:

Day	Time	Theme	Location
2/19	6:00p - 7:00p	Black History	Student Center
3/18	11:30a-12:30p	Women's History	Grand Lawn
4/21	10:00a-11:00a	Health Fair	Grand Lawn
5/18	11:30a-12:30p	Mexican Cultural Celebration	Grand Lawn

College Hour is designed to provide students with an opportunity to participate in collegiate experiences outside the classroom. As you plan your syllabus, you are encouraged to make every effort to release students at these times, particularly as some students are obliged to attend certain activities. However, it is at the instructor's discretion whether or not to hold class meetings.

13. Community Learning

Remember to pick up the new Community Learning PREVIEW to see this semester's class offering. We offer a wide variety of classes. If you would like to offer a non-credit or fee-based class, please visit us at the Student Services One Stop Center, Community Learning, Building 100, Monday – Thursday 8:00 am – 5:00 pm, Friday 8:00 am - 4:30 pm, or call 660-4350.

14. Convening Classes Off-Campus

Please be aware that any change in the time or location of a regularly scheduled class - on or off campus - needs to receive prior approval from the Department Chair/Coordinator. The Request to Convene Class Off-Campus form should be routed for final authorization to your division dean for signature. Please indicate the number of students attending any off-campus class so we can provide you with a Field Trip Consent Form Waiver for each student. Once the waiver form has been completed by the student and returned to the Division Dean, it will be kept on file for the entire semester. Pay may be docked for "missed classes" that have been scheduled without approval at alternative sites.

15. Cooperative Agencies Resources for Education (CARE)

This resource is available for EOPS/CalWORKs recipients who are single parents with a child under age 14. Please contact Nanyamka Hill in EOPS at 660-4293.

16. Course Syllabus Requirements

The Academic Senate has recommended a College-wide policy for syllabus review and submission. Each semester, all instructors are required to submit copies of current syllabi for all of their course assignments. (For multiple sections of same course, submit only one sample for course.)

By the end of the first week of instruction, please submit course syllabi to your Division Office.

First time course instructors are encouraged to confer with Department Chairs/ Coordinators or send copies to them prior to filing with Office of Instruction.

In accordance with College policy and sound instructional practice, please be reminded that it is essential to distribute to your students a course syllabus which should include, at minimum, the following:

- The goals, objectives and content for the course
- Required and supplementary textbooks
- Attendance requirements
- Planned schedule of assignments and exams (including dates)
- Grading criteria
- Student behavior guidelines as you deem necessary
- Important deadline dates and holidays

Additionally, before planning your semester, be sure you are familiar with the department course outline for your class. It can be obtained through your Department Chair/Coordinator or online at www.gcccd.edu/research/disciplines.asp

17. Counseling

Counseling provides services to all Cuyamaca College students. Services include: (1) Personal and Crisis Counseling; (2) Academic Advising; (3) Educational Planning; (4) Career Assessment and Advising; (5) Transfer Planning; (6) International Student Advisement; (7) Veterans and Military; (8) New Student Orientation; (9) Counseling support for Athletics; (10) liaison with instructional departments; and (11) Articulation. Personal development courses are also offered in traditional, blended and online formats.

Counseling is available through walk-in or appointments. We are located in the Student Services One Stop Center (A200). Please call 660-4429 for more information.

Monday & Thursday	8:00 am – 7:00 pm
Tuesday & Wednesday (1/20-2/4)	8:00 am – 7:00 pm
Tuesday & Wednesday (2/10-6/2)	8:00 am – 5:00 pm
Friday	8:00 am – 4:30 pm
Saturday (1/24, 1/31)	9:00 am – 1:00 pm

18. “Coyote Market” Convenience Store

When you’re in hurry and need a snack fast, the “Coyote Market” Convenience Store next to the Student Center is your best bet. Premade sandwiches and salads are available for a quick bite, and drinks, candy, chips, and other snack items can be purchased as well.

Monday – Thursday	7:00 am – 9:00 pm
Friday & Saturday	7:00 am – 2:00 pm

19. Curriculum Committee Meeting Dates

The College Curriculum Committee meets regularly on the first and third Tuesday of every month at 2:00 pm in Room F106. In all cases, new course or modification forms must be submitted through Department Chairs or Coordinators.

20. Disabled Students Programs and Services (DSPS)

DSPS provides services to students who have learning differences and challenges due to learning disabilities, physical disabilities, hearing impairments, visual impairments, speech and language impairments, psychological disabilities and other disabilities that effect a student’s learning. The office is located at the One-Stop in building A113. Professional staff is available to assist in counseling, identification of disabilities and the

appropriate accommodations, and as a resource to faculty, staff and administrators who have questions. The office extension is 4239.

21. Duplicating Department

The Duplicating Department is located in F201. Every instructor is given an access code to the self service copy machine. This machine is intended for small orders of 10 copies or less. You can also make your own transparencies on this copier. For large copy orders, fill out a duplicating order form, attach to the materials to be copied and drop them off in the tray located in the duplicating room. While we try to accommodate next day turn-around service, **we ask for 2 days notice when possible**. For large jobs, orders that require binding or cutting, NCR paper or other special requests, we ask for 3 to 4 days lead time. You can submit your requests by sending your materials to be copied as an attachment via email to cuyamaca.duplicating@gcccd.edu. We will respond via email or by telephone if there is a problem reading your file.

Monday – Thursday	7:30 am – 7:30 pm
Fridays	7:30 am – 4:30 pm
Saturdays	7:30 am – 4:00 pm

22. Evening Administrator

An evening administrator is designated to provide support from 6:00 p.m. to 10:00 p.m., for every night of the week that the College provides regular instruction. If you need to contact the evening administrator, please call:

Monday and Wednesday	619-504-5149
Tuesday and Thursday	619-729-9888

23. Extended Opportunity Program & Services (EOPS)

EOPS is a state-funded program designed for the orientation, recruitment and retention of California residents who are low income and educationally disadvantaged. EOPS assists students in reaching their educational goals through academic support and possible financial assistance. Available services include: Academic, Career and Personal Counseling; Transfer and Job Search Assistance; Priority Registration; Book Voucher; Grant and Work Study. Contact EOPS at 660-4204.

Monday & Thursday	8:00 am – 7:00 pm
Tuesday & Wednesday	8:00 am – 5:00 pm
Friday	8:00 am – 4:30 pm

24. Faculty Workroom Security

Please be reminded that the part-time faculty workroom F625, should be locked at any time that it is left vacant; valuable equipment may otherwise be lost. Keys are available to part-time faculty upon request from Pam Lawless, who is located in Building F. The part-time faculty office for Communication Arts, Performing Arts and Fine Arts classes taught is located in B267. The faculty workroom is located in B264.

25. Grill 155

Stop by Grill 155 °, located on the second floor of the Student Center, for all your breakfast, lunch, and dinner cravings. Enjoy hot, fresh, made to order dishes including breakfast burritos, sandwiches, and flame grilled hamburgers, as well as a large selection of gourmet salads and weekly specials.

Monday – Thursday	7:00 am – 7:00 pm
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26. Health and Wellness Center

The center is located in Room I-134, and can be reached at 660-4200. The Health and Wellness Center staff is dedicated to the success of Cuyamaca College students. The Registered Nurses provide services including medical emergency response, TB clearance tests for students and employees, tetanus shots, body compositions analysis, student insurance information, and care and community referrals for illness, injury and mental health issues.

Monday – Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 4:00pm

New “Crisis Response Procedure” posters are posted in all classrooms and offices. Please review them for your own information. Please notify the Health and Wellness Center if your classroom does not have this poster.

27. Institutional Advancement

The office of Institutional Advancement has the responsibility of furthering the institutional advancement of the college through resource development, promoting college and community relations, and providing institutional support services, especially in the area of institutional planning.

Institutional Advancement also provides support to the Cuyamaca College Foundation, providing administrative support, serving as the liaison between the college and the Foundation, and coordinating and supporting the Foundation’s fundraising efforts.

The office coordinates the college’s grants program including working with staff and faculty to identify and develop grant resources appropriate for college needs. If you would like to pursue a grant or would like assistance with your efforts to identify, write, and submit a grant, please contact Henri Migala at extension 4479, or email henri.migala@gcccd.edu

28. Jazzman’s Cafe

Jazzman’s Café, located on the second floor of the Student Center, is a quick stop for gourmet drinks and desserts. Enjoy a hot cup of coffee or a refreshing fruit smoothie along with their selection of muffins, cookies, and other freshly baked items.

Monday – Thursday	7:00 am – 2:00 pm
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29. Late Class Adds

Your assistance is needed to make sure that students seeking to add semester—length classes late (i.e., crashers) have been added by:

For MW classes -	2/6/2009
For TTH classes –	2/6/2009
For MTWTH classes –	2/6/2009

See page 3 of the schedule for short—term class add deadlines.

Refund Deadline	2/6/2009
No Penalty Drop	2/6/2009

To be officially enrolled, the student’s name either appears on your attendance roster or on an add/drop notification list from the Admissions and Records Office. Students attending your class whose names do not appear on one of the above listed documents **should not be allowed to remain in class until they have**

submitted their Add/Drop cards to the Admissions and Records Office and provided you with verification of their enrollment (their Student Class and Fee Statement).

Alternate Method of Adding In-progress Classes:

Students will be allowed to add in-progress classes that are **not closed** using **WebAdvisor**. Once a class has started, an ADD CODE will be REQUIRED to add the class. The ADD CODES are your control, the same as your signature on an Add/Drop card. Although we wish to encourage this new process, adds (and drops) can still be processed in the Admissions and Records Office as usual. If you have questions, please feel free to contact the Admissions and Records Office –Olivia Krausie – Extension 4282.

30. Learning Resource Center (LRC)

Library:	Monday – Thursday	8:00 am – 9:00 pm
	Friday	8:00 am – 1:00 pm
	Saturday	9:00 am – 3:00 pm
Computer Lab:	Monday – Thursday	7:30 am – 8:30 pm
	Friday	8:00 am – 1:00 pm
	Saturday	9:00 am – 3:00 pm

If you are in need of replacement bulbs for overhead projectors, on an emergency basis, they are available in the LRC, and can be obtained by completing the appropriate form also available in the LRC.

31. Library Media Services:

All audio-visual (AV) materials in the library can be found in the online catalog. AV materials [can be checked out](#) of the library to faculty. A faculty ID card is needed to check-out all media. Faculty may borrow video and DVD materials from the Grossmont College Library by contacting Terri Noble (terri.noble@gcccd.edu) to make an interlibrary loan request.

Faculty can also obtain additional AV materials by booking [them](#) from the County Media Consortium. Delivery of AV material from the Consortium is only on Tuesdays and Thursdays. Materials are booked for one week, but can be extended. Media materials from the Consortium are checked out at the library's circulation counter.

Further information on AV materials can be found on the library website under "Faculty Services" → "Media Services" (<http://www.cuyamaca.edu/libserv/mediaserv/mediaserv.asp>)

Various media equipment items are available for checkout. Please call the circulation desk @ 619.660.4416 or come by in person to reserve media equipment. A faculty ID card is needed to check-out all equipment.

32. Library Orientations

Did you know that all General Education courses must have an information competency (IC) component? One of the best ways to integrate IC into your course is to request a library instructional session. Book a library instructional session as soon as possible by contacting Jeri Resto at extension 4423, or jeri.resto@gcccd.edu. The Library encourages faculty to arrange library/research orientations to acquaint students with library resources. Orientation sessions usually focus on specific research assignments, but general orientation sessions are also possible. Please plan on attending with your students.

33. Mailroom

The Mailroom is located in the "F" building. The payroll checks will now be available in the Mailroom in the "F" building on the last working day of the month. The Mailroom has a supply of white board markers, along with in-house office supplies. If you need supplies after 4:30 pm, please refer to the Switchboard paragraph below.

34. No-Show Rosters

GOAL: 100% No-Show Roster Collection!!! The deadline is printed at the top of every roster. Please be sure to submit your No-Show rosters so that students will not be held to fees and grades and so our college can meet our state reporting requirements. Submission of No-Show rosters is a Title V requirement, even if you are not dropping any students. **If your No-Show roster is not submitted, your division dean will be notified.** Your assistance in helping us meet our goal is appreciated.

35. Office Hours - Scheduling and Posting

Please be reminded that, in accordance with 7.4.5 of the UF Contract, all full-time instructors are required to schedule five (5) office hours per week at times most convenient to meet student needs. Under separate cover, your Division Office has sent out an office hour grid to complete. **Please make sure your name appears on the grid.** In addition, instructors are to post approved office hours. **Please return the completed grid to your Division Office.**

36. On-Line Application and Class Registration

You are now able to submit your application and register for classes on-line. Online applications are filled out through CCCApply. Our online registration system is called **WebAdvisor** and can be accessed from the college and Admissions home pages of both Cuyamaca and Grossmont Colleges.

Applying on Line is done through CCCApply and accessed from www.cuyamaca.edu.

- 1) No fees are charged for your application
- 2) You will create your own user name and password for applying
- 3) You will be sent a confirmation email

Registering on Line is done through **WebAdvisor** and accessed from www.cuyamaca.edu

- 1) Your default password for registration will be your birth date (MMDDYY). You will be prompted to change it. (It is different from the application password.)
- 2) Students must have a current application on file.
- 3) Students can purchase parking permits, benefit cards (until just before the semester begins).
- 4) Students can make credit card payments on-line.
- 5) Students can also view and print their personal class schedules as well as grades from previous semesters.

WebAdvisor will be available Monday thru Saturday 7:00am-10:00pm.

Please announce to your students that registration transactions can now be processed through **WebAdvisor**. Questions or suggestions for improvement please call Admissions and Records at 660-4231.

37. Paid Substitute for Classes

In the event that faculty is absent from class and a paid substitute is needed, follow the directions listed in item 27, and departments' procedures for substitutes.

Substitutes must meet the “minimum qualifications” as required by AB 1725; instructional aides may not be used as class substitutes and requests must then be pre-approved by the Chair/Coordinator and forwarded to the Division Dean for approval.

A substitute timesheet must be submitted to your Chair/Coordinator and Division Dean for Payroll to process substitute pay. Forms are available from the Division office staff.

38. Payroll Submissions

Please note that the Payroll Department requires instructor absences and/or instructor substitute pay to be submitted by the 10th of the month. Time sheets for hourly employees (non-certificated) are due by the 14th of the month. The above forms should be submitted to the Division Dean’s office.

39. Procedures for Calling In When Unable to Meet Your Class

When you are unable to meet your class for any reason, notify your Division Deans’ Secretary:

Division I: For Auto Tech, Electronics Tech, Ford Asset, GM ASEP, Accounting, BOT, Business Administration, Economics, Entrepreneurship, Graphic Design, Management, Real Estate, Paralegal, Computer & Info Science, Computer Science, CADD Technology, Environmental Technology, Mathematics, Astronomy, Biology, Chemistry, Engineering, Geography, Geology, Physical Science, Physics, Science, and Survey, Please call:

Dean: Madelaine Wolfe
Secretary: Kimberly Goscia 660-4453

Division II: For Anthropology, Aramaic, Art, ASL, Communication, English, ESL, French, History, Humanities, Music, Ornamental Horticulture, Philosophy, Political Science, Psychology, Reading, Religious Studies, Spanish, Sociology, Theatre Arts please call:

Dean: Danene Soares
Secretary: Cheryl Houston 660-4674

Division III: For Child Development, Education, Exercise Science, Health Education, Please call:

Dean: Darlene Spoor
Secretary: Sharron Hamlett 660-4670

If you reach a voice mailbox, call the Cuyamaca College Switchboard at 660-4000 and leave the following information:

- Your name
- Date of absence
- Reason for absence
- Class name
- Section number
- Beginning and ending time of class
- Number of hours lecture/lab
- Room number
- Message for students (optional)

Note: Although you may have a pre-approved off-campus activity or other absence, please follow the procedures listed above to secure the posting of your class for your students.

40. Purchase Requisitions

Purchase Requisitions must be input through Insight/IFAS, the District on-line purchasing system. Faculty need to submit all Purchase Requisitions for approval through Chairs & Coordinators. Correct account number, complete address of the vendor, item info, part numbers & costs must be included on the purchase requisition or it will be returned. Please submit all other instructional requests through your division office. Please keep in mind that a reasonable lead-time of five (5) working days to input a requisition is required. IFAS training workshops will be scheduled throughout the semester.

41. Release Form for College Multi-Media Programs

As more and more use is made of multi-media technology for instructional purposes, it is critical to ensure that permission is obtained for an individual's appearance, voice and/or participation in video or audio clips or any other multi-media programs. For your use, the College Learning Resources Division provides a Release Form for multimedia video or audio recordings made available through online, podcast, or other streaming media vehicles.

42. Room, Equipment, and Facilities Modifications

Please be aware that room changes, if needed, may be accommodated through the department chair. Do not move your class without reporting it as problems may arise with students, staff, or anyone who may need to contact you or a student in your class. Also, you may find yourself bumped by a late starting class or activity that has been authorized in your "new" room.

Please do not remove or shift furniture from rooms. Please be aware that Fire Marshal and instructional space requirements are used to determine the maximum occupancy in rooms, and by transferring furniture, code violations may occur. Also, missing or non-functional classroom equipment (e.g., overheads, projectors, etc.) needs to be reported to the Office of Instruction!

43. Saturday Administrator

1/24, 2/7, 3/21, 4/4, 4/18, 5/9	Susan Topham
1/31, 2/21, 4/25, 5/30	Leon Hoffman
2/28, 5/23	Philip Jordan
3/7, 14, 5/2	Madelaine Wolfe
3/28, 4/16	Jennifer Lewis

Please check with the operator on duty at Public Safety (660-4456) or call them directly at 619.792.4023 during Saturday school hours (7:30 am - 4:30 pm).

44. Schedules

Hours of Operation for various campus services can be found on Page 49 of the Spring Class Schedule.

45. Smart Classrooms

Most of the classrooms on campus are "Smart classrooms". These, typically, are classrooms with multimedia projectors and other advanced technology and for security reasons, these are usually locked in a cabinet or cart. The key requests for these cabinets/carts must be made with Pam Lawless at ext. 4234 during regular office hours with at least 48-hours notice. The key(s) may then be picked up during business hours from Pam or during off-hours from the switchboard in the "F" building. Adjunct faculty must have the chair of the department which

oversees the Smart Classroom sign the Key Request Form. If you have an emergency key request outside of business hours, please notify the Evening or Weekend Administrator (Section 22 and 44 above). Specific information about this process is available from the switchboard in the "F" building.

If you are experiencing problems with the "smart" equipment in your classroom, please contact the Cuyamaca Help desk at x 4395 or email at c-helpdesk@gcccd.edu.

46. Student ID Cards

To get a FREE card, students must have completed the registration process and paid their fees (new students must wait 24 hours). They must present a valid government-issued identification card. ID cards are available in two locations on campus: CalWORKs (A200) and Open Lab (H Building).

CalWORKs Hours:

	Monday & Thursday	8:00 am – 7:00 pm
1/20-2/4	Tuesday & Wednesday	9:00 am – 7:00 pm
2/10-6/2	Tuesday & Wednesday	8:00 am – 5:00 pm
	Friday and Saturday	8:00 am – 1:00 pm

Open Lab Hours:

Monday – Thursday	7:30 am – 8:30 pm
Friday	8:00 am – 1:00 pm
Saturday	9:00 am – 3:00 pm

47. Student Travel Requirements

Students traveling on College activities (Forensics, Athletics, etc.) must be accompanied by an Advisor/Instructor. Advisors/Instructors are responsible for submitting all required documentation prior to departure. These policy requirements protect you and your students. Please contact your Division Dean if you have any questions.

48. Student e-mail System

Please inform your students that they have email accounts!

- New **student** email address format is FirstLast@students.gcccd.edu (ex. johnsmith@students.gcccd.edu)
- New **student** network login format is **FirstLast** (ex. johnsmith) (for those labs where students log in to individual accounts)
- Their passwords are their PIN.

The following are features and information regarding the new email system:

- Students will have access to their Grossmont/Cuyamaca email from home (students still require their own ISP)
- They will no longer need floppies to access and store their email
- An easy to use web interface is used to access their email
- A more user friendly email address (No more numbers in their email address, like jsmith20)
- New email address format: FirstLast@students.gcccd.edu
- In those rare instances when "FirstLast" is not unique, we'll use "FirstMiddleLast@student.gcccd.edu". The data for the name will come from the Student Information System. This is the same name as printed on class rosters.
- Students will access their email the same way from home and on campus using their favorite web browser.

- Students will have up to 5MB of email disk space storage on our server
- Students will access their email via a web browser using the URL of <http://students.gcccd.edu/exchange>

We've set up a link on our web page (www.gcccd.edu/is) to inform you of project status and to provide further information.

Students now have the ability to update their address, phone and e-mail address information via **WebAdvisor**. Please encourage students to keep their information up-to-date so that they will receive important communications from the college.

49. Switchboard

The switchboard office is located in F113. If you have any questions regarding your phone or voice mailbox, please dial "0" for the operator on duty. Note: If you have a 3000 extension, it is not accessible by adding the 660 prefix. Callers must dial 660-4000 and then enter your mailbox number. Voice mailboxes have a 20-message capacity including saved messages. Please clear your mailbox daily. We encourage every instructor to record a greeting on your voice mailbox. If you do not wish to use your voice mailbox, please record a greeting stating your alternative method of contact. This gives the students the means to contact you.

Switchboard also assists with after hour mailroom needs and paycheck distribution.

Monday – Thursday	7:00 am – 8:00 pm
Friday	7:00 am – 4:30 pm
Saturday	7:00 am – 12:30 pm

50. Teaching & Technology Support

- Maintains faculty workrooms & workstations and produces technology-related professional development workshops and seminars for faculty.
- Staffs the Help Desk. To report a computer problem in a classroom, lab, or faculty office, or to ask a computer-related question, faculty can call the Cuyamaca Help Desk at ext. 4395 or email at helpdesk@gcccd.edu.
- Supports online and hybrid instruction. Rhonda Bauerlein is available to help any faculty member enhance their skills and incorporate greater technology in teaching and learning. Feel free to contact her at x4013.
- Includes the office of the college Webmaster. Rocky Rose is available to help any faculty member with here/his webpage. He can be contacted at x4466.

51. Tutoring

General Tutoring (C111)

General tutoring is available for individual students enrolled in most of our courses. The tutoring is conducted by other students and we rely on departments to assist in identifying good potential tutors. It may be helpful for you to announce to all of your students that this service is available should they discover a need for it. The General Tutoring Center is located in the LRC and the telephone number is 660-4306.

Math Tutoring (L104)

Please call 660-4396.

Reading and Writing Center

The Communication Arts Department offers tutoring services to strengthen students' reading and writing skills for any and all classes. Tutoring and instructional software are available for students with a desire to improve their

reading, writing, and ESL skills in the spacious new Reading, Writing and ESL Center located in B167. Reading, writing, and ESL tutoring begins the third week of classes. Please contact Mary Graham at extension 4247 or the Center at 660-4463 to learn about these opportunities for your students. We encourage students to make appointments, but they can drop in and be helped if there is an open staff member available. American Sign Language tutoring is also available through the Center (hours TBA).

Monday –Thursday	9:00 am – 6:00 pm
Friday	9:00 am -12:00 pm

52. University Transfer Center

The University Transfer Center assists students with the process of transferring to four-year colleges and universities by providing useful and current information to ensure a smooth transition. This is achieved by providing quality programs and services that support student success through workshops, transfer activities and a Transfer Resource Center and recently revamped, dynamic Transfer website www.cuyamaca.edu/transfer_center. It promotes coordination with student services units and instruction within the college and works to strengthen ties with the external agencies that affect student transfer. The Transfer Center is located in the Student Services One Stop Center – A200. Please call 660-4425 for more information.

Monday and Thursday	8:00 am – 7:00 pm
Tuesday, Wednesday, and Friday	8:00 am – 4:30 pm

53. Walk-in Hours – Vice President, Instruction

For Spring 2009, the Vice President of Instruction will hold open “walk-in” hours for faculty in the office in the F Building on a weekly basis as follows:

Mondays	11:00 am - 12:00 pm
Thursdays	1:00 pm - 2:00 pm

Please feel free to stop by to discuss ideas, concerns or questions related to the instructional program at the College. If you would like to reserve a time, please call Debi Miller at x4226.

54. Word Processing

Word processing staff provides services to the faculty and staff of Cuyamaca College, staffed by Barbara Modica @ 619.660.4260 located in F113. Word processing is involved with the preparation of various documents including class outlines, syllabi, tests, letters, flyers, forms, and transcribe from audios.

If the source document is on a disk in any format, please submit the disk with the work order. If the material is recorded in an audio file we need to be able to pause, rewind, and forward the recording in order to type it. Typical turnaround time: 1-15 pages – 1 full day; 15-20 pages – 2 full days; for more pages, allow additional time to complete. *If your request needs a quick turn-around time, please give us a call and we will accommodate your needs.*

Requests can be submitted by e-mail to: barbara.modica@gcccd.edu . Please stop by for your word processing needs. Requests forms can be obtained in the F115.

Monday – Thursday	8:00 am – 5:00 pm
Friday	7:30 am – 4:30 pm

55. Workforce Development Committee

To address the goals of Business and Vocational Education, the Work Force Development Council is scheduled to meet regularly on the third Monday of each month from 2:30 to 4:00 pm if you have an agenda item, please call Jonas Weeks at extension 4666.

From all of us in the Office of Instruction, we wish you a successful semester!