



SPRING 2010 INSTRUCTIONAL BULLETIN

Dear faculty and staff:

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

FACILITIES NEWS

The Winter Break has been a busy time for the faculty and staff engaged in the moves in and out of the newly opened E (Business and Technology) Building, the H Building, and the L Building. Before and throughout the break, Business and Tech faculty have been transporting themselves and their goods from H to E. Mathematics faculty have been relocating across the road from L to H. And staff associated with our grants efforts have been establishing residence in L, which will become our new Center for Innovation. In addition to the faculty and staff occupying these facilities, many other departments on campus and from the district contributed hugely to the success of these moves. Thanks from all of us to campus and district tech staff, maintenance workers, custodial personnel, and the various vendors who helped (or are still helping) to get us ready for the spring semester.

We held a formal Grand Opening for the Business and Technology Building (which will house the business, accounting, economics, paralegal studies, CIS, graphic design, business office technology, and real estate programs) on Wednesday morning of Professional Development Week. The weather forced us to move indoors, but the ceremony went off virtually without a hitch and assorted dignitaries from government, service organizations, business, and our district offices offered congratulations to the college on its latest campus jewel. The plaque memorializing the grand opening was unveiled by representatives from our student government on behalf of the approximately 1,000 students who will benefit directly from this attractive and state of the art facility.

Although we initially anticipated that big changes would come to the Learning Resource Center in 2009, the planned renovation was delayed by typical red tape, not to mention state-level financial concerns. Completion of the renovation sometime in 2010 is now the target. The “building out” of the LRC to its originally designed dimensions will provide for a better engineered set of offices for our campus technology staff, 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. Among other purposes, this renovation represents a physical centralization of computer technical support personnel, a move designed to provide improved and more efficient service to our campus.

CONTINUING EDUCATION/WORKFORCE TRAINING

Several noteworthy occurrences involving our Continuing Education and Workforce Training (CEWT) division and its staff deserve mention.

First, Continuing Education has at last been integrated with Colleague, which means that students can now register for non-credit and fee-based courses through WebAdvisor. This development has been in process for some time now and its successful conclusion has been eagerly anticipated. Please note that when you access WebAdvisor you will now see an additional button on the far right hand side of the screen. That button is the entry into the Continuing Education registration pages. Please direct your students there, if and when they wish to register in non-credit or fee-based courses.

Second, our workforce grants program will now have its own facility. The L Building (formerly occupied by Mathematics) will become the Center for Innovation and will house all staff members who are associated with our widespread grant efforts and awards. Workforce grants currently are a function of the CEWT division, under the leadership of Darlene Spoor.

Last, but hardly least, this spring CEWT will launch several new workforce (primarily "green" initiative) certificate programs, all developed in response to grant awards recently received from state and federal funding bodies. These certificates represent new opportunities for our students and are further proof that Cuyamaca College is center for and leader of the green movement in southern California. All of you will receive information about these certificates in a separate mailing.

SPRING 2010 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. The college will also be featuring its student success efforts at special pre-Board Meeting presentations related to the CLASS Initiative. Cindy Morrin presented on behalf of the PDC program at the January Board meeting. Immediately prior to the March meeting, Terrie Nichols and Tammi Marshall will speak about the innovative programs developed by our Mathematics faculty to foster higher levels of student success in Mathematics courses.

ENROLLMENT NEWS

Although Enrollment News has been the lead item in recent Instructional Bulletins, we all are aware that enrollment growth cannot be one of our current high-level institutional priorities. Reacting to the reductions in our budget, we once again reduced sections in Fall 2009 and in Spring 2010. And, once again, our enrollment grew or is growing in each of these terms. Current enrollment data show us to be running just slightly ahead of Spring 2009 in head count (at 9200+), despite the fact that we've just recently run our drop for non-payment and academic disqualification processes (both of which temporarily lower our numbers). Our credit generation is slightly behind Spring 2009 – which means that students are being forced to reduce their schedules somewhat. My thanks to all of you who are making valiant efforts to accommodate our students in these financially trying times.

AWARDS

Let me congratulate the many recipients of our *Golden Coyote* awards who were acknowledged recently at our Spring 2010 Convocation. Through their 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, Eric Preibisius, and the Outstanding Part-Time Faculty Member, Barbara Pescar. And, a special standing ovation for Pat Setzer, who was nominated by our college Academic Senate and has been chosen by the state Academic Senate as one of the winners of the prestigious Hayward Award for "Excellence in Education."

WE HAVE A PRESIDENT!

I'm sure that many of you had an opportunity during Professional Development Week to meet Dr. Stuart Savin, the new president of Cuyamaca College, who will officially take office on April 12, 2010. Dr. Savin visited many offices and attended many meetings during his short visit to our campus. He will be returning again in February to check in with all of us. We look forward to his presence and leadership beginning later in this semester.

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,


Tim O'Hare

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

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**Important Notices
For Spring 2010**

- Campus will be closed for Presidents Day Weekend on Friday, February 12th and reopen Tuesday, February 15th
- District Employee Holiday (Good Friday), April 2nd
- Campus will be closed May 31st for Memorial Day
- Last day of classes for 1st 8-week session is Friday, March 19th (M-F classes).
- Last day of classes for second 8-week session is Friday, May 21st (M-F classes)
- Finals begin on Monday, May 24 and end on Tuesday, June 1st.
- Instructor grade deadline is June 2nd
- Commencement Ceremonies are June 2nd

For a more detailed Academic Calendar for Spring 2010 click on
<http://www.cuyamaca.edu/cc/calendarS10.asp>

Welcome new Part-Time Faculty

Rosana Pedroza	Chemistry
Dana Fitch	Business
Kenneth Steitz	Business
Laurie Woods	ESL
Donna Marques	Spanish
Joshua Hall	English

Assistance for Computer Malfunctions

<mailto:c-helpdesk@gcccd.edu>

CalWORKs S.T.E.P.S

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. The office is located in the Students Services Center – A200 at 660-4340. <http://www.cuyamaca.edu/cc/pdf/spring10/pp25-28.pdf>

Career and Student Employment Center

The Career Center is located in A221 (660-4450) and assists students with career assessment and career decisions. . <http://www.cuyamaca.edu/careerserv/>

Child Development Center

The Cuyamaca Child Development Center provides quality child care for children ages 18 months to 5 years old (not in Kindergarten). We serve students, staff and community. If you are interested in enrolling your child, please call the center at ext. 4660.

<http://www.cuyamaca.edu/division3/cdc/>

College Hour

College hour times and sites can be accessed through:

http://www.cuyamaca.edu/ascc/ascc_site/college_hour.asp

Community Learning

<http://www.cuyamaca.edu/preview/>

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 is available from the Forms Depot <http://www.gcccd.edu/formsdepot/> and should be routed for final authorization to the appropriate Division Dean for signature. Please indicate the number of students attending any off-campus class and you will be provided with a Field Trip Consent Form Waiver for each

student. Once the waiver form has been completed by the student and returned to the Office of Instruction, 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.

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. <http://www.cuyamaca.edu/counseling/>

Course Syllabus Requirements

<http://www.cuyamaca.edu/cc/pdf/SyllabusGuide.pdf>

Disabled Students Programs and Services (DSPS)

DSPS provides services to students who have learning differences and challenges due to, physical disabilities, learning disabilities hearing and 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 and LRC-High Tech Center C-102. <http://www.cuyamaca.edu/dsps/>

Duplicating Department

The Duplicating Department is located in F-201 and is open 6 days a week. Every instructor is given an access code to the self service copy machine. Submit online requests by sending materials to be copied as an attachment via email to cuyamaca.duplicating@gccd.edu . 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. For further information go to <http://www.cuyamaca.edu/adminserv/duplicating.asp>

Evening Administrator Duty Schedule Spring 2010

Spring 2010 Evening Admin Duty 6:00-10:00pm, January 25 – June 1. In case of emergency, contact Public Safety on 619-644-7654, who will contact the assigned Evening Administrator.

<u>Mondays</u>	<u>Tuesdays</u>	<u>Wednesdays</u>	<u>Thursdays</u>
Serene Pritchett	Connie Elder	Ray Reyes	Madelaine Wolf
Bruce Farnham	Darlene Spoor	Frank Gonzales	Susan Topham

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 is located in A300 at 660-4204. <http://www.cuyamaca.edu/eops/>

Food Services

Convenience Store “I” bldg Student Center

The C-Store is Cuyamaca’s one stop shop for all your snacking needs! Fresh sandwiches and salads are available and made daily, as well as a wide selection of snack items and beverages. For hours click on <http://www.cuyamaca.edu/cc/officehours.asp>

Grill 150 I bldg Student Center

Stop by Grill 155° for all your breakfast, lunch and dinner favorites, including delicious grilled hamburgers, hot dogs, chicken sandwiches, fries, etc, as well as a variety of breakfast items and other freshly made sandwiches, salads and specials. A large selection of fountain and bottled beverages are also available at the counter.

Hours:	Monday – Thursday	8:00am-7:00pm
	Friday	8:00am-2:00pm

Jazzman’s Cafe

Jazzman’s Cafe´ is the gourmet coffee shop located in the Student Center. Danishes, bagels and muffins are baked fresh and available daily. For opening hours, visit <http://www.cuyamaca.edu/cc/officehours.asp>

Health and Wellness Center

The Health and Wellness Center staff is maintained with registered nurses and support staff who evaluate and care for the health needs of Cuyamaca College students. The Health and Wellness Center, located in the Student Center, (619) 660-4200. <http://www.cuyamaca.edu/health/>

Institutional Advancement

The office of Institutional Advancement has the responsibility of furthering the institutional advancement of the college. 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, Executive Dean, at extension 4479, or email henri.migala@gcccd.edu.

Late Class Adds

Deadline dates for adding and dropping classes vary from class to class. Please instruct students to check last day to add for each class they are enrolled in by going to the following link in **WebAdvisor** and clicking on deadline dates for Spring 2010 http://www.cuyamaca.edu/cc/pdf/spring10/Spring2010_CuyamacaSchedule.pdf or check the Spring 2010 calendar on <http://www.cuyamaca.edu/cc/calendarS10.asp>

Learning Resource Center

If you are in need of replacement bulbs for overhead projectors, on an emergency basis, please come to the Circulation Desk in the LRC or contact them at X4416. For computer help desk information go to <http://www.cuyamaca.edu/fgeoola/guides.asp>

Library Orientations

One of the best ways to integrate IC into your course is to request a library instructional session. Book a library instructional session by contacting Jeri Resto at extension 4423, or jeri.resto@gcccd.edu ; <http://www.cuyamaca.edu/library/>

Mailroom

The Mailroom is located in F116. The actual payroll checks for contract employees are available in the Mailroom on the last working day of the month after 1:00pm. For part-time employees, they are available on the 5th of the month. **ALL DIRECT DEPOSIT PAYSTUBS ARE NOW ELECTRONIC.**

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. www.gcccd.edu/hr

Instructor's Office Hours - Scheduling and Posting

Please be reminded that, in accordance with 7.4.5 of the UF Contract, www.gcccd.edu/hr , 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, the Office of Instruction 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 the Division Offices.** You can contact Academic departments at <http://www.cuyamaca.edu/academic.asp> , and Counseling info on <http://www.cuyamaca.edu/stuserv.asp>

On Line Application and Class Registration

Please advise your students that applications and registration for classes may be completed on-line through **WebAdvisor at** www.cuyamaca.edu.

Paid Substitute for Classes

In the event that faculty is absent from class and a paid substitute is needed, the faculty member needs to follow the directions listed in item 25, and the salmon-colored Certificated Substitute Timesheet must be completed by the **instructor who is substituting.** Timesheets can be found on the Forms Depot at http://www.gcccd.edu/formsdepot/#Payroll_Forms Substitutes must meet the "minimum qualifications" as required by AB 1725; instructional aides may not be used as class substitutes. A paid substitute must be an employee of the District. The request must be previously approved by the Chair/Coordinator and forwarded to the Division Dean for approval. Payroll will not process any substitute pay unless the form is properly completed. Forms are also available from Sharron Hamlett (A Bldg), Cheryl Houston (B Bldg), or

Kimberly Gioscia (H Bldg) . In addition to arranging for a substitute, you will still need to notify the Office of Instruction of your absence on that day.

Part-Time Faculty Workroom & Office Security

The part-time faculty workrooms are F-625, H-135, B-264 and B-267. To request keys to these workrooms, you must fill out a 'key request form,' have your Chair or Dean's signature of approval, and submit the form to the Switchboard office in the F-100 building.

Payroll Submissions

Please note that the Payroll Department, <http://www.gcccd.edu/payroll/>, 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 are available on the Forms Depot, <http://www.gcccd.edu/formsdepot/> and should be submitted to the Division Dean's office.

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: <http://www.cuyamaca.edu/OI/DivI.asp> For Auto Tech, Electronics Tech, Ford Asset, GM ASEP, Accounting, BOT, Business, Economics, Entrepreneurship, Exercise Science, Health Education, Graphic Design, Real Estate, Paralegal, Computer & Info Science, Computer Science, CADD Technology, Environmental Health & Safety Technology, Mathematics, Astronomy, Biology, Chemistry, Engineering (Surveying), Geography, Geology, Oceanography, Physical Science, Physics, please call:

Dean:	Madelaine Wolfe	
<u>Secretary:</u>	Kimberly Gioscia	660-4453

Division II: <http://www.cuyamaca.edu/OI/DivII.asp> For Anthropology, Arabic, Aramaic, Art, ASL, Child Development Education, Communication, English, ESL, French, History, Humanities, Music, Native American Studies, Ornamental Horticulture, Philosophy, Political Science, Psychology, Religious Studies, Spanish, Sociology, Theatre Arts, Water/Wastewater Technology please call:

Dean:	Danene Soares	
<u>Secretary:</u>	Cheryl Houston	660-4674

Continuing Education & Workforce Training: <http://www.cuyamaca.edu/OI/DivIII.asp>

Dean:	Darlene Spoor	
<u>Secretary:</u>	Sharron Hamlett	660-4670

Learning and Technology Resources: <http://www.cuyamaca.edu/OI/LRT.asp>

Dean:	Connie Elder	
<u>Assistant:</u>	Sandy Beasley	660-4405

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

- | | |
|---------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Your name | <input type="checkbox"/> Beginning and ending time of class |
| <input type="checkbox"/> Date of absence | <input type="checkbox"/> Number of hours lecture/lab |
| <input type="checkbox"/> Reason for absence | <input type="checkbox"/> Room number |
| <input type="checkbox"/> Class name | <input type="checkbox"/> Message for students (optional) |
| <input type="checkbox"/> Section number | |

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.

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 their 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.

Reading and Writing Center

The Communication Arts Department offers tutoring services to strengthen students' reading and writing skills for any and all classes. For more information go to <http://www.cuyamaca.edu/tpagaard/EnglDept/Tutoring.htm>

Release Form for College Multi-Media Programs

It is critical to insure that permission is obtained for an individual's appearance, voice and/or participation in College video, television or other multi-media programs. For your use, the College Learning Resources Center provides a Release Form for College Multi-Media Programs. For more information, go to <http://www.cuyamaca.edu/OI/LRT.asp>

Room, Equipment, and Facilities Modifications

Room changes MUST be accommodated through the department Chair: <http://www.cuyamaca.edu/academic.asp>. Do not move your class or remove or shift furniture from one room to another without clearing it through the department Chair. Missing or non-functional classroom equipment (e.g., overheads, projectors, etc.) need to be reported to the Office of Instruction!

Schedules

Hours of Operation for offices and services for Spring 2010 can be found on <http://www.cuyamaca.edu/cc/officehours.asp> or for Saturday schedule: <http://www.cuyamaca.edu/cc/calendarS10.asp>

STUDENT SERVICES HOURS FOR WEEK OF JANUARY 26TH:

Admissions & Records	Tues- Thurs Friday	8:00 – 7:00 8:00 – 4:30
CalWORKS	Tues-Thurs Friday	8:00 – 7:00 By Appointment
Counseling	Tues -Thurs Friday	8:00 – 7:00 TBD
DSPS	Monday Tues-Thurs Friday	8:30- 6:00 8:30 – 5:00 Closed
Financial Aid	Mon – Thurs.	8:00-7:00

Student e-mail System

Please inform your students that they have email accounts! Students can access the email log in site by going to <http://students.gcccd.edu> , or www.gcccd.edu and clicking on the ‘Student Information’ link

Student ID Cards:

Students will need a Student I.D. card to use the Library, Fitness Center, and other related services. We would appreciate your informing students of this. Cards are issued in room A201of the Student Services One-Stop for credit classes, and in the office of Continuing Education (A104) for non-credit classes.

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. <http://www.cuyamaca.edu/OI/>

Switchboard

The switchboard office is located in F113. If you have any questions regarding your phone or voice mailbox, please dial 660-4001(off campus) or “0” (on campus) or click on the following link <http://www.gcccd.edu/is/NewVoiceMail/voice.mail.guides.asp>

Tutoring

Cuyamaca College offers tutoring at no cost to enrolled students. Tutoring is available in a variety of subjects in both Academic and Vocational programs. Students can call the numbers

below for hours and availability, or go to www.cuyamaca.edu/tutoring.asp for more information

General Tutoring Center C-111	Phone: 660-4306
Math Study Center L-104	Phone: 660-4396
Reading, Writing, and ESL Center B-167	Phone: 660-4463

University Transfer Center

The University Transfer Center assists students with the process of transferring to four-year colleges and universities by providing useful information, quality programs, and services that support student success through workshops and transfer activities. More information can be obtained through the website at www.cuyamaca.edu/transfer_center or by contacting the Transfer Center in the Student Services One Stop Center – A221, 660-4439.

Walk-in Hours – Vice President, Instruction

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 660-4226. For Spring 2010, the Vice President of Instruction will hold open “walk-in” hours for faculty in his office, F-103, on a weekly basis as follows:

Hours:	Monday	11:00am-12:00pm
	Thursday	1:00pm- 2:00pm

Word Processing

For information on word processing services, procedures and hours of operation: www.cuyamaca.edu/adminserv/wordprocessing.asp

Work Force Development Council

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 Kimberly Gioscia x4453.