




SPRING 2012 INSTRUCTIONAL BULLETIN

Table of Contents

Welcome new Full-Time Faculty Members	4
Welcome new Part-Time Faculty Members.....	4
Admissions and Records Center	4
Assistance for Computer Malfunctions.....	4
Career and Student Employment Center	4
Child Development Center	4
College Hour	5
Community Learning	5
Convening Classes Off-Campus	5
Counseling	5
Course Syllabus Requirements.....	5
Disabled Students Programs and Services (DSPS).....	5
Duplicating Department.....	5
Evening Administrator Duty Schedule Spring 2012.....	5
Extended Opportunity Program & Services (EOPS)	6
Food Services	6
Forms Depot	6
Health and Wellness Center.....	6
Instructor's Office Hours - Scheduling and Posting	6
Late Class Adds	7
Learning Resource Center	7

Library Orientations	7
Mailroom	7
On Line Application and Class Registration	7
Paid Substitute for Classes	7
Part-Time Faculty Workroom & Office Security	7
Payroll Submissions	8
Procedures for Calling In When Unable to Meet Your Class.....	8
Purchase Requisitions:.....	8
Reading and Writing Center	9
Release Form for College Multi-Media Programs	9
Room, Equipment, and Facilities Modifications	9
Schedules	9
Student e-mail System	9
Student ID Cards:.....	9
Student Travel Requirements.....	9
Student Conduct	9
Switchboard	10
Tutoring	10
University Transfer Center	10
Walk-in Hours – Vice President, Instruction	10
Word Processing.....	10
Workforce Development Council.....	10



**Important Notices
For Spring 2012**

- Regular day and evening classes begin on Monday, January 23rd
- Campus will be closed for President's Day Weekend, Friday, February 17th – Monday, February 20th.
- End of first 8-Week Session is March 17th
- Second 8-Week Session begins, Monday, March 19th
- Spring Recess April, 2nd - April 6th
- District Employee Holiday, Friday, April 6th
- Last day to Drop Semester-Length Classes, Friday, April 20th
- End of second 8-Week Session is, May 19th
- Finals begin on Monday, May, 21st and end on Tuesday, May 29th
- Campus will be closed for Memorial Day Holiday, Monday, May 28th
- Close of Spring semester is May 29th, 2012
- Instructors grade deadline is May 30th, 2012
- Commencement Ceremonies are on Wednesday, May 30th

For a more detailed Academic Calendar for Spring 2012 click on [Spring 2012 Calendar](#)

Welcome new Full-Time Faculty Members

Division I:

Robert Anness Chemistry

Welcome new Part-Time Faculty Members

Division I:

Tobey Tam Biology
William Helman Biology
Jeffrey Schmidt Biology
Veronica Casas Biology
Felis Wolven Biology
Tiffany Rynearson Chemistry
Johnny Nguyen MATH
Lamia Raffo MATH

Division II:

Nicole Evans ART
Christopher Corte English as a Second Language
Frances Ajo English as a Second Language
Jessica Thompson Philosophy
Caitlin Phillips Psychology
Maria Berumen Spanish
Felix Garcia Water/Waste Water Technology

Admissions and Records Center

The Admissions and Records Center is located in One-Stop Center, Building A300 (660-4275).

[Admissions and Records](#)

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. [Cuyamaca CalWORKs](#)

Career and Student Employment Center

The Career Center is located in A221 (660-4450) and assists students with career assessment and career decisions. [Career and Student Employment at Cuyamaca College](#)

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. [Child Development Center](#)

College Hour

College hour times and sites can be accessed through: [Cuyamaca College - College Hour Schedule](#)

Community Learning

[Continuing Education](#)

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 [GCCCD Forms Depot](#) 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. [Counseling Home Page](#)

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 A-113, High Tech Center (LRC) is in Room C-116, and Test Proctoring in Room C-114. [DSPS Home Page](#)

Duplicating Department

The Duplicating Department is located in F-201 and is open 5 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@gcccd.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 [Duplicating](#)

Evening Administrator Duty Schedule Spring 2012

Spring 2012 Evening Administrative Duty is from 6:00 PM to 9:00 PM. In case of emergency, contact Public Safety on 619-644-7654, who will contact the assigned Evening Administrator.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Danene Brown	Scott Herrin	Jennifer Lewis	Bruce Farnham
Ray Reyes	Lauren Weiner	Robin Steinback	Madelaine Wolfe
		Bruce Farnham	Arleen Satele
		Julianna Barnes	

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. [EOPS at Cuyamaca College](#)

Food Services

Coyote Market (Student Center, I Bldg.)

The Coyote Market is Cuyamaca 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.

Hours:	Monday – Thursday	7:30am – 7:30pm
	Friday	8:00am – 1:00pm

Coyote Grill (Student Center, I Bldg.)

Stop by Coyote Grill 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	10:00am – 2:00pm
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Coyote Café (Student Center, I Bldg.)

Coyote Café is the gourmet coffee shop located in the Student Center. Danishes, bagels and muffins are baked fresh and available daily.

Hours:	Monday – Thursday	8:00 am – 5:00 pm
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Forms Depot

Most commonly used forms are available on the college website. These include, but are not limited to: timesheets, payroll forms, request forms, hire forms, curriculum, duplicating, purchase and textbook order forms. For a complete list of forms available, visit [GCCCD Forms Depot](#). Some forms are also available on the forms tree in the Mailroom and in the Instructional Operations Office, F-104.

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. [Health Services Home Page](#)

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 [Academic Departments & Disciplines](#), and Counseling info on [Student Services Page](#)

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 2012

http://www.cuyamaca.edu/cc/pdf/catalog10-11/027-037_Academic.pdf or check the Spring 2012 calendar on [Spring 2012 Calendar](#)

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 [Computer Help Desk web-site](#).

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; [Library at Cuyamaca College](#)

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.

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, [GCCCD Forms Depot](#) 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: [Division I](#) 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 (Surveying), Environmental Health & Safety Technology, Mathematics, Astronomy, Biology, Chemistry, Engineering, Geography, Geology, Oceanography, Physical Science, Physics, please call:

Dean: Madelaine Wolfe
Assistant: Kimberly Gioscia 660-4453

Division II: [Division II](#) 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 Brown
Assistant: Cheryl Houston 660-4674

Continuing Education & Workforce Training: [Continuing Education and Workforce Training](#)

Dean: Jennifer Lewis (Acting)
Assistant: Amber Hughes (Spring 2012) 660-4672

Learning and Technology Resources: [Learning Resources Center](#)

Dean: Connie Elder
LR Ops Specialist: 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 [Cuyamaca Reading and Writing Center](#)

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. [Release Form for College Multi-Media Program.](#)

Room, Equipment, and Facilities Modifications

Room changes MUST be accommodated through the department Chair or Coordinator: [List of Departments Chairs and Coordinators](#). 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 2012 can be found on [Spring 2012 Office Hours](#).

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 A-200 of the Student Services One-Stop and at the room E- 121 of the Open Computer Lab, Building E - 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. [Department Chairs and Coordinators at Cuyamaca College](#)

Student Conduct

[Student Code of Conduct](#)

Switchboard

The switchboard office is located in F-113. 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 [Tutoring Center web-site](#) 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 [University Transfer Center](#) or by contacting the Transfer Center in the Student Services One Stop Center – A221, phone 660-4439.

Walk-in Hours – Vice President, Instruction

Please feel free to stop by to discuss ideas, concerns or questions related to the instructional programs at the College. If you would like to reserve a time, please call Debi Miller at 660-4226.

Word Processing

For information on word processing services, procedures and hours of operation:

[Word Processing](#)

Workforce 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.