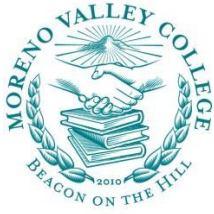




MORENO VALLEY COLLEGE

FACULTY HANDBOOK 2022-2023



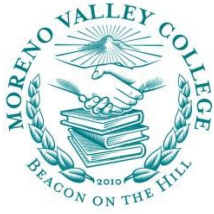
MORENO VALLEY COLLEGE

Welcome to the 2022-2023 Academic Year!

This document contains resources and information that will be helpful for all faculty members, part-time or full-time.

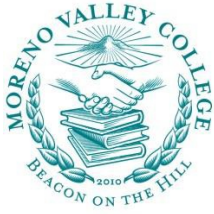
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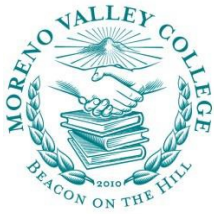
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Contact the [Faculty Development Committee](#) with your comments and suggestions for this document.



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Checklist for Newly Hired Faculty

Human Resources

- Complete all paperwork and requirements (i.e. TB test, LiveScan, benefits) with [Human Resources](#).
- Additional resources and links include Health and Welfare Benefits, Sally Schedules, Title IX, Training & Development, and Union Agreements & Employee Handbooks.
- Once you get your paperwork from Information Technology, activate your [WebAdvisor](#) account and RCCD email address. This process is initiated by [Human Resources](#).

Key Card

- Obtain a key card for access to the employee lounge and faculty workroom from [Facilities Department](#). Email the Facilities Administrative and Utilization Specialist for your request.

Parking Permit

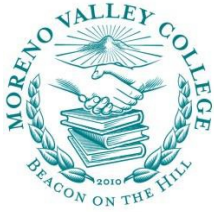
- Parking **permits** are required for vehicles parked at all district locations. Each term permits are available via [Web Advisor](#). As of Fall 2022 **permits** are virtual meaning you will not receive a physical **permit** and will not have to display a physical **permit**. Virtual **permits** are assigned to the vehicle or vehicles chosen by the purchaser and are identified by the vehicle license plate. Visit [Parking Services](#) for additional information.
 - Day use parking may be purchased by using parking meters or the [ParkMobile App](#). Parking meters and Park Mobile signs are located throughout parking areas at each campus. Parking meters accept cash or credit/debit cards and Park Mobile accepts credit/debit cards. Park Mobile does not require a minimum deposit when using the app.

Teaching Checklist and Action Items

Before the Semester Begins

WebAdvisor, Confirming Course, and Syllabi

- Confirm the format of your course (e.g., online, hybrid, face-to-face; location; days and time). Discuss with department scheduler, [WebAdvisor](#), and/or [class schedule](#).
- Approve teaching assignment via WebAdvisor.
 - [WebAdvisor](#) - Faculty – Term Assignments – Faculty – Select A Term – Approve.
 - If there are concerns with what you are seeing contact the [Office of Instruction](#).
- Confirm important dates for the term, including start and end dates, last day to add, census, and last day to drop with a “W”, without a “W”, and with a refund.
 - [WebAdvisor](#) – Faculty Information – My Class Schedule / Deadlines – Select A Term – Select Class.
 - Check [WebAdvisor](#) for important dates for your classes and for revisions to the dates below.
 - Many deadlines during the summer term vary by section. Check [WebAdvisor](#) for the



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deadlines each of your classes. Deadlines to check include:

- a. Last day for a student to add
 - b. Last day for a student to drop with a “W”
 - c. Census date. Census rosters are due 5 calendar days after census date.
 - d. Deadline to drop with a “W”
- o Be aware of holidays by reviewing the MVC [academic calendar](#).
 - o **Important:** Grades are due 5 calendar days after class ends.

Textbook

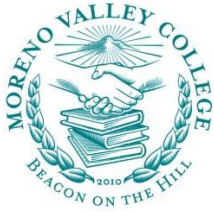
- Please consider visiting the MVC [library](#) in person to determine if your textbooks are available on reserve. If they are not available, please consider donating a copy to place on reserve in the library. Thank you for helping our students to have increased access to needed educational resources.
- If you will be teaching classes at MVC in upcoming terms, please use [Faculty Enlight](#) to order textbooks as soon as your teaching schedule at MVC is finalized. Additional information about this process is available from the MVC [bookstore](#). Please make sure your school is correctly listed as Moreno Valley College. (Some people could see their college as another college in the Riverside Community College District unless they change it to MVC.)
- If you do not plan to have any textbooks, please use [Faculty Enlight](#) and indicate you are not using books.
- If you have any difficulty, please contact the bookstore manager directly at (951) 571-6107 or via email at textbooks@mvc.edu. The general phone number for the bookstore is (951) 571-6222.

Classroom Keys

- If you are teaching on campus, contact Administrative Assistant of [Office of Instruction](#) (SAS 319) if you need keys for a classroom on campus.
- All classrooms and labs—including the Science Labs, Writing and Reading Center, Computer Lab, art lab, and computer classrooms—should be locked prior to class time and will not be unlocked unless an instructor is onsite.
 - o **Instructors are responsible for unlocking and re-locking classrooms.**
- You will be responsible for returning all keys at the end of the term.
- For the SAS building: keycards provide access to all rooms and unlock doors in the SAS building (see SAS Building section for more information).

COVID-19-Related Requirements

- Prior to and throughout the semester, visit the [COVID-19 and Safe Return page](#) to stay updated on any changes and requirements related to mask mandates, COVID-19 vaccine mandates, and the Cleared4 System.
- “I encourage faculty and the professional staff to continue to be champions of education, the most formidable tool for transformation.” – Chancellor Wolde-Ab Isaac, Ph.D., August 3rd, 2022.



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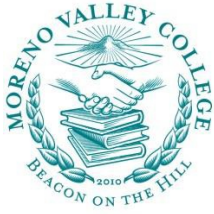
Send a Welcome Letter to Your Class

- Approximately three days to one week before you class begins, send your students a welcome letter introducing yourself and the class, required materials, resources.
- In DesignPLUS, you can use full-page templates for content creation, including welcome announcement templates that provides instructor-initiated, pre-course interaction, and welcomes students to your course.

Syllabus

Content

- Course Description (available from the Course Outline of Record, or college catalog) and Student Learning Outcomes (SLOs) for the course, as listed in the course outline of record available from [CurricuNET](#) and contact information for Disability Support Services (DSS) in LIB 230, (951) 571-6138.
- When constructing your course syllabus, be sure to check that you include the following: Course name and section (e.g., “PSY-35/2222”), term/year (e.g., “Fall 2022”), course modality (e.g., Hybrid, Online), classroom location, and class days/times
- Instructor Information (e.g., full name, your preferred title and pronouns, MVC email address, office location, office phone number)
- Office/Student Hours (days/times and location, if applicable)
- Course Textbook & Materials (e.g., software or equipment, lab materials, Canvas)
- Student Accommodations: Description and contact information for the [Disability Support Services \(DSS\)](#) (Phone: (951) 571-6138. Location: Library Room # 221. Email: dss@mvc.edu or dsscounseling@mvc.edu; [DSS Website](#)).
 - Sample: Moreno Valley College is committed to increasing access for all students. If there are aspects of this course that exclude you in any way or prevent you from learning or if you have a disability and seeking reasonable classroom accommodation under the ADA and/or Section 504 of the Rehabilitation Act of 1973, please contact the [Disability Support Services Office](#) to determine the appropriate accommodations for you. Please notify me of your DSS approval so that we can discuss the accommodation to best serve your needs. Please let me know as soon as possible if:
 - You anticipate barriers related to the format or requirements of this course.
 - You have emergency medical information to share with me.
 - You have specific accommodations when evacuating a building.
- Consider including for a more thorough and inclusive syllabus:
 - Create and adhere to a tardy/absence attendance policy, in writing. If you are inclined, you may find it beneficial if you and your students develop such a policy together early in the term. Remember, we do not grade students based on attendance. We can, however, evaluate students on participation. Be sure that this is clear in your syllabus.
 - [Academic & Non-Academic Services](#) (e.g., Learning center, Tutoring, Mental Health services)



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- Important Dates (e.g., Last Day to Drop With a Refund, etc.) available from [WebAdvisor](#) (MVC website: Employees → [WebAdvisor](#) → Faculty → Faculty Information → My Class Schedule/ Deadlines)
- Method of Communication (e.g., How you will contact students/class; How students can contact you)
- Course Policies & Student Responsibilities
 - Class Attendance & Participation (Please note: Points cannot be awarded for class attendance per se however, you can award points based on class activities and participation)
 - Drop Policies
 - Late and Make-up Work (e.g., Papers, Exams, Quizzes, Discussion Boards)
 - [Standards of Student Conduct](#) (Plagiarism, Cheating, Inappropriate behavior, etc.)
 - Use of technology during class (e., Cell-phones, Laptops, Lecture Recordings)
- Turnaround Time for Grading/Grades (e.g., “Discussion boards and Exam questions will be graded within a week of the specified due-date.”)
- List of Coursework/Assignments (tasks that are Graded, Non-Graded, Extra-Credit)
- Grading Criteria (e.g., Final grade breakdown & point scale, grading doesn’t include -/+)
- Course Schedule (e.g., Lecture dates and holidays, topics to be covered, chapters to read, assignments to complete. Also, how they will be notified if any changes/revisions will be made to the course schedule)
- Tips for Student Success
- Classroom Etiquette or Netiquette for Online/Hybrid Courses

Email Syllabus

- Email your syllabus to syllabusMVC@mvc.edu. ALL syllabi need to be emailed to this address. Unless your IDS informs you otherwise, you do not need to email a copy to your IDS, as was done in previous terms. Please use the following format when emailing your syllabus: **SECTION NUMBER – COURSE NAME – COURSE NUMBER – INSTRUCTOR – SEMESTER.**

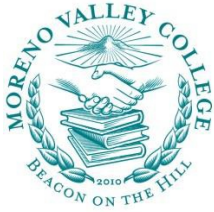
Student Assistance and Services

Student Services

- There are several services available on the Campus for Moreno Valley students and at MVC, you’ll find resources for school and life, a welcoming community, and a network of people who care. Including these services in your syllabus is a wonderful way for students have these resources and information at their fingertips. For more services and information, please see the [MVC Student Support Services Homepage](#).

Academic Schools & Engagement Centers

- Moreno Valley College's degree programs are divided into 6 academic schools, designed to provide well-rounded education and support services. Visit the [Academic Schools page](#)



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to learn about the different schools at MVC.

- **Sample Language:** Engagement Centers are Here to Support You! Have questions about your career path? Want to make sure you are enrolled in the right courses towards your educational goals? Would you like any additional support (tutoring, financial, housing, groceries, join a club, childcare, wellness, etc.)?
- If you'd like to ensure that you're on track to graduate and get general support, visit your school's [Engagement Center](#) to make an appointment with your success team and receive academic counseling. You can also access information via [MVC's Student Engagement Center's Canvas](#).

Health Services

- [Student Health and Psychological Services \(SHPS\)](#) at MVC provides a caring place where a program of health education and services is available to improve student retention and success in college. The SHPS team is comprised of medical doctors, nurse practitioners, registered nurses, and mental health counselors who are trained to assist you in a professional and confidential manner.

Basic Needs: Student Wellness

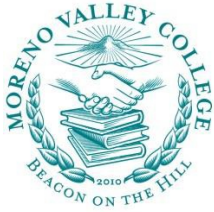
- [Basic Needs](#) include food, clothing, housing, and financial resources, and summarizes the essential elements that students need to thrive. Providing access to these needs serves to support student success and well-being. Available services and resources include food security, clothing closet, financial resources, physical health, and mental health. Student access to nutritious food options is essential. Moreno Valley College and the surrounding community prioritize the need for food security and provide support resources by offering students access to nutritional food options.
- The Moreno Valley College Food Bank and Clothing Closet are here to help alleviate challenging times by gathering donations in response to our students' needs. Students must be currently enrolled, have Moreno Valley as their home college, and fill out an application to access this campus resources.

Academic Support and Tutoring

- [MVC's Learning Center](#) offers students services to help them succeed in classes, in-person or online. They can be located in the Humanities Building, Rooms 219 and 223, or enjoy our services virtually at your convenience. Services and support includes:
 - Tutoring
 - Writing/Essays
 - Reading Help
 - Computers/Technology
 - Mathematics
 - Supplemental Instruction

Library and Technology Resources

- The [Library](#) provides resources, support, access to materials, study rooms, and offers



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materials to borrow. [Technology resources](#) include:

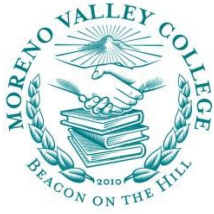
- o Laptops
- o Chromebooks
- o Mobile chargers
- o Hotspots
- o Graphing calculators
- o Saving and printing your work
- o Technology assistance

California Dream Act and DACA

- [MVC's Undocumented Students and Dreamers Common Ground Center](#) supports ALL Dreamers and wants to ensure all students can continue to follow their dreams.
 - o MVC and the other 113 California Community College campuses remain open to ALL students.
- [State based financial aid](#) continues to be available through the California Dream Act.

Disability Accommodations

- If you have a documented disability requiring accommodation in this class, please contact me or [Disability Support Services](#)
- DSS will be happy to work with you in determining appropriate accommodations to meet the educational limitations resulting from your disability. Locations and phone numbers for DSS are provided below; however, please reach out via telephone or online assistance.
 - o [Riverside](#): ADM 121, 951.222.8060
 - o [Moreno Valley](#): LIB (Library) 221, 951.571.6138
 - o [Norco](#): Center for Student Services Building (next door to Health Services), 951.372.7070
- A Message from [Moreno Valley College Disability Support Services](#): For those finding yourself struggling, please remember there are resources available that may help you:
 - o If you are already connected to DSS, please request your Letter to Instructor from DSS to ensure you get your academic adjustments.
 - o Tutorial Services is offering Online Tutoring, check out their [Tutorial Services](#) website.
 - o Disability Support Services (DSS) is also available to students who qualify.
- Not sure if you qualify? Ask yourself the following:
 - o Am I spending hours studying and not getting the grades I feel I deserve?
 - o Do I read things over and over and not understand what I am reading?
 - o Do I run out of time on my exams and quizzes?
 - o Did I have an IEP or 504 Plan in High School?
 - o Do I have a diagnosis from a Doctor, Psychologist, or Psychiatrist?
- If you can answer yes to any of these questions, check out Disability Support Services at the [DSS Website](#) or email dss@mvc.edu to get more information.



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Associated Students of Moreno Valley College (ASMVC)

- Being a Moreno Valley College student affords you several benefits, paid for by your student services fee and arranged by the Associated Students of Moreno Valley College. [Associated Students of Moreno Valley College \(ASMVC\)](#) provide all students with opportunities to develop leadership skills through participation in student government, campus clubs and organizations, and co-curricular programs.
 - The Associated Students of Moreno Valley College (ASMVC) are dedicated to providing all students with opportunities to develop leadership skills through participation in [student government](#), [campus clubs, and organizations](#), and co-curricular programs. We offer several ways to become involved on campus and in the community.
 - Make a difference on the campus of MVC and join ASMVC today!

For the First Day of Class

WebAdvisor and Rosters

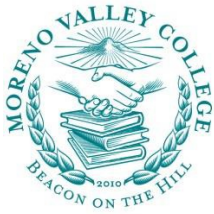
- Use Web Advisor to obtain and print rosters (see below for more about [WebAdvisor](#))
 - Faculty Rosters – Class Rosters – Select Term and Course – Select Roster Type: Active Student Only
 - Select a method for taking roll every class (sign-in sheet, verbal roll call, etc.)
- Any students who are not on your roster as of the first day of class will need an authorization code, available from [WebAdvisor](#) to register for the course.
 - Faculty Rosters – Authorization Code Inquiry – Select Term and Course.
 - Provide each student with a unique add code, class section number, and collect their student ID and full name.
 - Waitlisted students are not automatically added into courses as of the weekend before the term begins. You will need to provide them add codes as well if they continue to be on the waitlist after the weekend before the term begins.
 - Let the students know the following information:
 - Codes expire on the last day to add.
 - They will not be officially added to the course or be able to access Canvas until they submit the add code.

Access and Supplies

- If you have an online class or web-enhanced course, double check to make sure all material necessary for beginning the course is accessible and published on Canvas.
- Whiteboard markers, erasers, and other instructional and office supplies are available in SAS 317.

Safety

- Please do not remove any chairs or desks, from one classroom to another. If you find that you have concerns about the seating capacity, please contact your IDS and/or Dean about



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this matter. We seek to avoid an unwanted safety violations or workplace injuries. If you have a student who needs a special accommodation for a desk, which may not meet their given need, please discuss with the student and/or direct them to the MVC Disability Support Services (DSS) in Library Building, Room 121; dss@mvc.edu; (951) 571-6183.

- Ensure appropriate signage is posted in your class (see topics c-f below). That way, if students are alone in the classroom they have a reference in case of an emergency. If you do not see appropriate signage, contact [Facilities](#).
- Discuss Cleared4 Approval for every day they attend campus, vaccination and testing sites, etc. with the students.
- Take time to identify the evacuation plan for your classroom.
- Identify the nearest fire extinguisher to your classroom.
- Visualize what you will do with your class during a fire, earthquake, active shooter event, etc.
- Discuss with students the protocols for an evacuation, earthquake, fire, or active shooter event. For detailed instructions review the following:
 - [MVC's Emergency Preparedness page](#)

Office Hours and Student Communication

Office Hours and Posting

- When selecting when to host office hours, be sure to not overlap with college hour (Tuesdays and Thursdays from 12:50-1:50pm).
- Full time faculty: Post your office hours outside your office door so students will know when you're available. Even though these times are included in your syllabi, the additional notification is helpful to students and other faculty.
- Part-time faculty: Associate faculty are paid one (1) additional hour for each unit of the course(s) to compensate for non-regularly scheduled time in contact with students and other professional activities required. If you do provide a time for your students to contact you or drop in, you can note these times on your syllabi.

Student Email

- Students will access their district email through the SSO portal (just like faculty). So once they know their district email/password, they can use the SSO portal link (above) to sign into all the apps available to them from the district, Outlook email included.

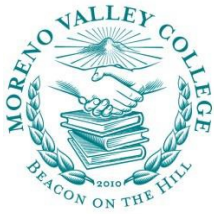
Additional Ways to Contact

- Remind App – This is an external app based in Europe that is needs parental approval for users under 18. I was not able to complete an accessibility review of it, so I cannot at this time recommend it. However, there is Canvas-based communication tool that faculty can use called [Pronto](#) if they do not wish to use [Canvas Inbox](#) or [Announcements](#).

Adding Students

Who Should be Added?

- It is highly recommended to add students from the waitlist first – available on



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WebAdvisor

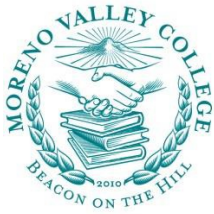
- o Faculty Rosters – Waitlist Roster – Select Term and Course
- o Feel free to skip over a waitlisted student who is not in attendance. If you wish to add students after exhausting the waitlist, it is highly recommended to use a random system for the remaining walk-in students.
- Note: **students on the waitlist are not automatically**
- **enrolled** in the course as of the weekend before the term begins. Eligible students without conflicts are automatically enrolled prior to the weekend day before the class begins; the automatic enrollment is done once each day. See also section 3.a below.
- Be aware of the prerequisites for your course. However, unless allowed through a process described on the course outline of record (available on [CurricuNET](#)), do not use any tests or other skills requirements to screen students before adding them to the class.
- These above practices are recommended to protect both the faculty member and the district against potential legal action. They are also in place to honor the registration priorities and students' expectations when signing up to be on a waitlist. If you have questions, please contact your Dean.

How Many Students Can Be Added?

- On the first day of class, you are expected to add at least up to the section or room capacity, whichever is less.
- After the first day of class (or on the first day, if you prefer), you have discretion about the number of students to add above capacity. Consider the following when making your determination:
 - o Do not compromise the quality of instruction, including your ability to engage with students individually, by over-adding students to your course.
 - o Consider the drop rates of your course, the amount of grading and feedback provided, and anticipated level of student participation. If you're unsure, speak with a senior faculty who has taught the course.
 - o If you believe that too much instruction has been provided prior to a student's arrival or that critically important instruction cannot easily be repeated, do not add any more students.
 - o Do not exceed the posted room capacity, for safety compliance.
 - o Do not add more students than for whom you have seats and desks. Do not move seats from another classroom to increase capacity.

Adding Process

- To add a student, whether the student is on the waitlist or is a walk-in, you must provide an authorization code to the student. Codes are available on [WebAdvisor](#) using the Authorization Code Inquiry.
 - o Faculty Rosters – Authorization Code Inquiry – Select Term and Course.
 - o Record the name and student ID of the students to whom you have given unique authorization codes.
- Students can add the course via EduNav. To help students know how to use the Auth



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Code to add a class, you can provide students with the following link for how to add a class via WebAdvisor: [How to Register for Classes](#).

- The student is not enrolled in your class until the authorization has been processed successfully through [WebAdvisor](#) or the Admissions Office.
- Please remind students that an authorization code is only valid from the first day of class through the last day to add for your course. This date and other critical dates can be found in [WebAdvisor](#).
 - Faculty Information – My Class Schedule / Deadlines – Select Term
- Just before the add deadline, please check your roster on [WebAdvisor](#) for confirmation that students have added. Please speak to students who have received but not used authorization codes.
- Non-registered students should only be able to attend your class after the deadline to add if you are offering a late-add option. Otherwise, do not allow non-registered students to attend class after the add deadline has passed.
 - Late Add Petitions can be found on the [Admissions and Records Forms](#) page under Courses – Late Add Petition.
 - There may be a deadline for which Late Adds are no longer accepted. Contact the [Dean of Instruction](#) to share the circumstances and confirm whether they will be accepted.
 - If approved
 - Suggest that the student see a counselor for assistance.
 - Communicate with the student to discuss what has been missed and how the missed work will be completed. Create a timeline with the student and have this agreement in writing.

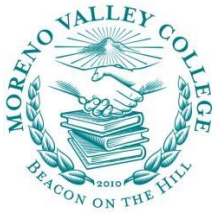
Dropping students

Addressing Policy on Syllabus

- Be sure to explicitly state your attendance policy and policy for dropping students in your syllabus.
 - For example, how long (e.g., weeks) or how many classes (e.g., 4 classes) can a student miss before they are dropped.
 - You may want to consider adding the appropriate deadlines on your syllabus, including the last day to add and the drop dates.

No Shows

- Please drop students who have not attended any classes or accessed Canvas by census date via [WebAdvisor](#).
 - WebAdvisor – Faculty Rosters – Census Roster
- Do not drop students who are late on the first day, but ultimately attended. These students have shown up; they are not “no shows.” The No Show option on [WebAdvisor](#) is reserved for dropping students who have no intention of attending class. Late students have an intention to attend and should be addressed according to your syllabus’ late/attendance policy.



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- Be flexible with students who have communicated with you regarding their absence. This could be due to an emergency, not being able to get approval to be on campus, etc.
 - You are welcome to message/email students who did not attend the first day to confirm they are not interested in taking the course. We suggest adding a “respond by” date in your message.

Attendance Concerns

- If students never attend or stop attending your class, please drop them.
 - Failing to drop students who never attended class creates several challenges for the Admissions office, for Student Financial Services, for the Deans of Instruction, and possibly for the faculty. Failure by a faculty member to clear their roster of non-attending students is the most frequent reason students petition (often successfully) to change grades.

Reinstating dropped students

- If a student was enrolled in your class, later was dropped, and now you wish to add, you can reinstate that student by providing an authorization code and the student will contact Admissions and Records to complete the process via WebAdvisor and EduNav.
- Alternatively, you can obtain an “add card” from the Admissions and Records office in the Student Services building. On the “add card” there is a place to indicate the student is being reinstated instead of added.
- If you have any questions or concerns, you may email the Admissions and Records office (admissions@mvc.edu). Be sure to include the student name, student ID, course name, and section number in your email.

Final Exams

- Please see the [final examination schedule](#) for the day and time of your section’s final exam. If your time is not a perfect match to one of the times listed, please contact your IDS with questions.

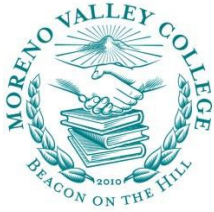
Instructor-Student Conflict, Classroom Disruption, and Academic Dishonesty

Instructor-Student Conflict and Resolution

- Please always consult with the conflict and resolution directives in the current College Catalog. It is recommended to:
 - Encourage students with concerns to speak with you privately and in good faith.
 - If you and the student cannot come to agreement in good faith, please direct the student to speak with the assistant chair or chair of the department.
 - If the chair cannot facilitate a resolution, the student should be directed to your instructional dean.

College & Classroom Safety

- If necessary, contact the [College Safety & Police Department](#) for non-emergency calls at (951) 222-8171.



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- Dial 911 for emergencies. You do not need to dial a 9 to get an outside line, although that will also work (i.e. 9-911 also works). Notify the dean afterwards.

Academic Dishonesty & Classroom Disruption

- The [Standards of Student Conduct](#) outline expectations of students. Notify the department chair and dean about disruptive students, especially if the student is removed from class, by completing forms listed on the [Employee Complaints and Grievances page](#). When appropriate, the dean will notify a Student Services administrator for follow up actions.
- All incidents of academic dishonesty should be reported using the [Disruptive Student Behavior Form](#).
- Here's a full list of [Student Conduct and Reporting Resources](#).

Faculty Absences and Canceling Class

Canceling Class

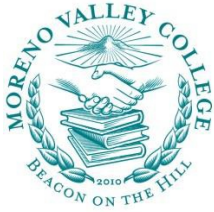
- If you are absent and must cancel class for the day, notify the Dean of Instruction and your IDS as soon as possible that you need to cancel class. IDSs are responsible for tracking and reporting faculty attendance to Payroll monthly.
- For classes that meet face-to-face, the IDS will post a cancellation notice on the classroom door. If the faculty are full-time, the IDS will post the cancellation of the faculty's office hours on their office door.
- Upon the faculty's return, the IDS will email an Absence Affidavit through Adobe Sign for the faculty and the appropriate Department administrator or Dean's signature.
- The signed Absence Affidavit is kept within the Instruction Office's archives. Copies are available if requested.

Sick and Personal Necessity Leave

- All full-time faculty accumulate paid sick leave that is applied annually by Payroll. Part-time faculty also accumulate 1 hour of paid sick leave for every 18 hours (1 unit) they teach.
- Full-time faculty can use up to a maximum of 7 days of paid Personal Necessity Leave annually. Part-time faculty can use up to a maximum of 7 hours of paid Personal Necessity Leave per term.
- The paid leave options should be utilized when faculty miss a class.

Making up for Missed Classes

- Missed classes are not made up because students should not be required to attend class outside of the meeting dates and times that are posted in the course schedule, WebAdvisor and EduNav.
- So that SLOs are met, faculty may provide an outside assignment on the date(s) class is missed. Outside assignments, however, do not void an absence. For example, if the class is a face-to-face lecture, posting an online lecture in CANVAS does not replace the physical presence of the faculty and void the absence. The students enrolled in a face-to-face course, so, online resources should only supplement the face-to-face instruction.



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Requesting a Substitute

- All substitute requests must be considered and approved by the area Dean.
- Funding for substitutes is limited and usually there are extenuating circumstances - jury duty, bereavement, emergency or planned medical leaves - or other emergencies that may require faculty to miss more than one class or be away for an extended amount of time.
- The nature of the absence may require another solution to meet the needs of students.
- Substitute requests should also be short term (no longer than a 20-day span). So, this could mean six classes for a class that meets twice per week or nine classes for a class that meets three times per week, etc... It is important to consider how much of an impact that missing classes will have on SLOs when considering submitting a substitute request.

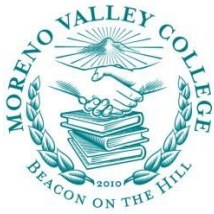
SAS (Student Academic Services) Building

Rooms, Setup, and Items

- **There is an Employee Lounge in room 324**, equipped with a full-size refrigerator/freezer and a microwave for your use. Please be courteous. You will need a keycard to use this lounge.
- **The Faculty Workroom is Room 317 of the SAS building.** See also “Faculty facilities” below for more information about the faculty workroom.
- For classrooms, please do not try to move the instructor’s station in classrooms, even though it is on wheels. Doing so may break or disconnect important audio, visual, and/or power cables and disable the station.
- The student desks in the SAS classrooms are on wheels so that students and teachers can configure the classroom for diverse pedagogical methods. Therefore, it is possible the desks may not be configured in your preferred arrangement when you arrive. Please be courteous and patient with desk arrangements. We hope you enjoy the flexibility these new classrooms offer.
- **Food or drinks are not permitted in classrooms.** Signs have been posted in all classrooms accordingly.
- Please contact the Office of Instruction in SAS 319 with questions or concerns.

Accessing Rooms with Keycard

- The SAS building utilizes keycards, rather than keys, to unlock doors. Faculty keycards can unlock classrooms, the third-floor conference room, the faculty workroom, the office corridor on the third floor, the employee lounge in the third-floor office corridor, and (if applicable) the faculty member’s office.
- If you need a keycard, please set up an appointment with [Facilities Department](#). Walk-in service may be available the first week of school from 7:30am-4pm and by appointment.
- Unlocking doors:
 - When using a keycard, a single tap against the detector will temporarily unlock the door until it is opened or for a brief time.
 - A “double tap” will toggle the lock between locked and unlocked. First tap your



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- keycard against the detector, then move the card at least a foot away, then tap your card again approximately two seconds or so after the first tap. If you unlock the door at the beginning of your class, please use another “double tap” to lock your classroom after class ends.
- o If you need access to a room that is locked and your keycard does not open the door, someone in SAS 319 can assist.
 - o Keycards are the same size as staff ID cards and may be detected by the sensors even if the keycard is inside a wallet
 - o Please always keep your keycard with you that you are on campus.

Improvement of Instruction (IOI) and Tenure Review

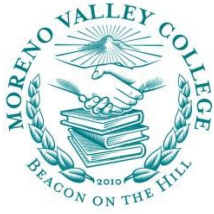
Purpose

- As faculty play an essential role in the delivery of instruction and the academic integrity of the institution, making continuous improvement the goal of evaluation is foundational to teaching and learning. The purpose of the evaluation procedure is to assess the performance of the College faculty, with emphasis on the strengthening of instruction and pedagogy to make recommendations toward continued employment.
- **Full-Time Faculty:** The purpose of evaluation is to assess professional performance and contributions, to identify strengths and areas in need of improvement, and to provide support for improvement of instruction in order to advance the mission of the College and District.
- **Part-Time Faculty:** The purpose of evaluation is to assess professional performance and contributions, to identify strengths and areas in need of improvement, and to provide support for improvement of instruction in order to advance the mission of the College and District.
- *Please review the [current contract on Pgs. 45-58](#) for more detailed information regarding the IOI Process

What You Can Expect During IOI:

Faculty Expectations include but are not limited to: ([Page 46 of the contract](#))

- **Full-Time Faculty:** A tenure review and evaluation committee is formed and will meet during the first six (6) weeks of employment. The scope and process meeting is a crucial component of the faculty evaluation that ensures a professional and collegiate process while also determining the latitude and extent of discussion. The review committee’s yearly report shall include written administrative and peer reviews, and all committee members are expected to attend the follow-up meeting to present their evaluations and written summaries in person. Counseling faculty, library faculty, student activity coordinators, and specific coordinators and directors have responsibilities outside the normal fall and spring semesters. See the Faculty Association Contract under Article X Hours of Work and Faculty Load for more information.
- **Part-Time Faculty:** Prior to initiating the associate faculty improvement of instruction process, Department Chairs shall notify associate faculty members that they are undergoing review. The scope and process for the associate faculty review shall include



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classroom observation (or observation of counseling, librarian, student activities coordinator sessions), student surveys of all classes, review of faculty syllabi as a mandatory component during the faculty evaluation, review of counseling and librarian services (as appropriate), and a Department Chair's report. The Department Chair shall prepare the final report that may include appropriate comments and recommendations to be discussed with the associate faculty member.

Frequency of Evaluation: ([Page 47 of the contract](#))

- **Full-Time Faculty:** Every contract faculty member shall be evaluated formally during the first semester of employment and in the fall semester of each of the following three (3) years For
- **Part-Time Faculty:** Every associate faculty member shall be evaluated during the first term of hire (winter and summer included), once each year for the next two (2) years, and at least once every three (3) years thereafter.

Institutional Service Hours: ([Page 50 of the contract](#))

- **Full-Time Faculty only (Part-Time Faculty is not evaluated):** Institutional service includes, but is not limited to, noninstructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in career technical education (CTE) advisory committees, participating in program review and assessment projects and completing these documents, attending department meetings, and participating in discipline activities (submitted by the end of the third week of the Fall term). 5 hours of institutional service per week is required

Narrative: ([Page 50 of the contract](#))

- **Full-Time Faculty only (Part-Time Faculty is not evaluated):** The faculty under evaluation shall provide a self-reflective narrative statement that addresses how the faculty member fulfills institutional service obligations, including support of equitable student access and success. The narrative should also address other non-instructional duties for which the faculty receives reassigned time. Other non-instructional duties for which the faculty members receive reassign time should be explained in the narrative.

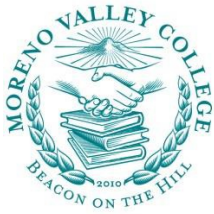
IOI Quick Links:

- [FLEX & FLEX Opportunities](#)
- [RCCD Distance Education Instructor Resources](#)
- [RCCD Faculty Association Site](#)

Service and Flex

Service

- [Faculty Association Agreement:](#) Institutional service is both an essential part of faculty job requirements and is central to the functions of the colleges and the District. Fulfilling institutional service is necessary for full-time faculty to remain in good standing. In



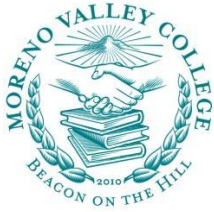
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addition to teaching and service hours heretofore described all full-time faculty, counseling faculty, library faculty, and student activity coordinators shall complete the balance of their expected work week through institutional service. The expectation is that full-time faculty perform five (5) hours of institutional service per week. Institutional service includes, but is not limited to, noninstructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in career technical education (CTE) advisory committees, participating in program review and assessment projects and completing these documents, attending department meetings, and participating in discipline activities.

- **Full-time faculty:** Full-time faculty will document their institutional service by providing an annual Institutional Service Plan, which is submitted by the end of the third week of the Fall term. The Plan is reviewed, approved, and maintained by the area Dean or designee. Faculty who do not fulfill their institutional service may lose good standing and may be subject to progressive disciplinary action by the area supervisor, which may occur in or outside of the Improvement of Instruction process. It is understood that participatory governance requires robust participation on committees and thus institutional service also includes substantive involvement on college or District committees and work groups (e.g., strategic planning committees, Academic Senate, accreditation, etc.), and/or serving as a club advisor for an active club. Attendance at graduation exercises is required.

Flex and Professional Development

- FLEX stands for Flexible Calendar Program and facilitates professional development. Professional development opportunities help full- and part-time faculty improve their instruction, curriculum and learning resource development skills, understanding of diversity and community, explore research opportunities, and more.
- [Faculty Association Agreement](#): As stated in Article IX.D, unless otherwise agreed upon, faculty will complete 24 hours per academic year of professional development (FLEX). The staff development days may be taken at any time during the year (July 1 through June 30) when not in conflict with contractual obligations. Eight (8) hours of these 24 hours shall be dedicated to equity-related training and education for the improvement of instruction. Faculty will submit documentation of completion of annual FLEX hours. Guidance and definitions of training/ education in equity and social justice issues shall be recommended through collaboration among Faculty Development Committees, as standing committees of the Academic Senate, and the District Compliance Officer and Title IX Coordinator.
- **Full-Time Faculty:** Full-time faculty use the online [FlexTrack v2 system](#) to file FLEX requests.
- **Part-Time Faculty:** All part-time professional development requests are completed via electronic approval, which can be accessed through RCCD's single sign-on portal. Review instructions and documentations prior to filling out your FLEX requests.
- To locate Flex forms, review past professional development events, and apply for FLEX credit, visit the [FLEX & FLEX Opportunities page](#).



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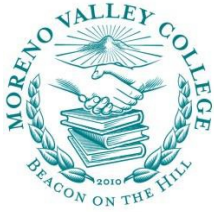
Administration and Governance Structure (Committees)

Below outlines MVC’s Administration and College Leadership and Governance Structure, comprised of the Strategic Planning Council and the Academic Senate.

- The title of the committee is linked to the respective website. Take note of the following:
 - Purpose and mission
 - Meeting dates and agendas
 - Contact, committee chair, and members
 - Bylaws and support documents (e.g., plans, requirements, standards, and policies).

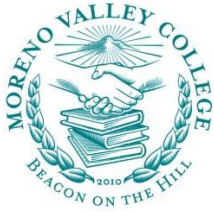
Note: See institutional service section of this document and refer to Faculty Agreement.

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| <u>College President: Dr. Robin Steinback</u> |
| <u>Administration and College Leadership</u> |
| <ul style="list-style-type: none"> • Executive Cabinet <ul style="list-style-type: none"> ◦ Anna Marie Amezquita, Vice President of Academic Affairs ◦ Christopher Sweeten, Vice President of Student Services ◦ Majd Askar, Vice President of Business Services ◦ Mark Figueroa, Vice President of Planning and Development • Academic Affairs <ul style="list-style-type: none"> ◦ Deans ◦ Directors ◦ Managers ◦ Supervisors • Student Services <ul style="list-style-type: none"> ◦ Deans ◦ Directors • Business Services <ul style="list-style-type: none"> ◦ Deans ◦ Directors ◦ Managers ◦ Sergeant |
| <u>Strategic Planning Council</u> |
| <u>Standard I: Institutional Mission and Effectiveness</u> <ul style="list-style-type: none"> • The purpose of this committee is to ensure that Moreno Valley College is meeting the Accrediting Commission for Community and Junior Colleges' accreditation Standard I: The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. |
| <u>Standard II: Student Learning Programs and Services</u> <ul style="list-style-type: none"> • The purpose of the Standard II Subcommittee of the Moreno Valley College Strategic Planning Council is to ensure that the college is meeting the eligibility requirements and accreditation requirements established by Accrediting Commission for Community and |



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| <p>Junior Colleges' and outlined in the commission's Eligibility Standards for Accreditation and Standard II: The institution offers instructional programs, library and learning support services, and student support services aligned with its mission.</p> <ul style="list-style-type: none"> Advisory groups include Student Equity and Achievement Committee and Guided Pathways. |
| <p><u>Standard III: Resources Subcommittee</u></p> <ul style="list-style-type: none"> The purpose of the Resources Subcommittee (RSC) shall be to advise its members, the administration and the Moreno Valley College community, as appropriate, on financial matters of the College; to oversee the development and implementation of the College's Integrated Resource Planning and Allocation process; to assess the Annual Program Review process as it relates to annual and mid-range resource planning and allocation and to forward these and other informational and action items related to finances and budgets, human, physical, and technology resources to the Strategic Planning Council. Advisory groups include Financial Resources, Human Resources, Physical Resources, and Technology Resources |
| <p><u>Standard IV: Leadership and Governance Subcommittee</u></p> <ul style="list-style-type: none"> To bring constituent groups of the college campus together in order to participate in the process of planning and decision making designed to provide an inclusive and collegial environment for students, faculty, staff, and administration. |
| <p><u>Academic Senate</u></p> |
| <p><u>Academic Planning Council (APC)</u></p> <ul style="list-style-type: none"> The Academic Planning Council (APC) is a standing committee of MVC's Academic Senate. The APC provides a forum for discussion and to make recommendations to the Academic Senate on critical planning issues affecting teaching and learning for all academic departments. |
| <p><u>Assessment Committee</u></p> <ul style="list-style-type: none"> The Moreno Valley Assessment Committee is a standing committee of the Academic Senate. Moreno Valley College embraces the principle that effective and meaningful assessment is an integral part of the educational process. This principle is at the heart of our commitment to meet our responsibilities to our students, profession, and the communities that we serve. |
| <p><u>Course Materials and Affordability Committee</u></p> <ul style="list-style-type: none"> As a subcommittee of the Academic Senate, the CMAC advises Moreno Valley College on matters related to open educational resources, and zero and low textbook cost materials. |
| <p><u>Curriculum Committee</u></p> <ul style="list-style-type: none"> The mission of the Moreno Valley College (MVC) Curriculum Committee is to approve all credit and non-credit courses and educational programs of the college and to make recommendations to the Academic Senate related to them. |
| <p><u>Distance Education Committee</u></p> <ul style="list-style-type: none"> As a subcommittee of Curriculum Committee, the DEC advises the Curriculum Committee and Academic Senate on all matters related to distance education, and |



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| coordinates and provides distance education training for faculty and staff. |
| <u>Faculty Development Committee</u> <ul style="list-style-type: none">The FDC sets and implements faculty professional development policy, programs and provides faculty development and learning opportunities (FLEX). The FDC operates in accordance with state requirements. |
| <u>Instructional Program Review Committee</u> <ul style="list-style-type: none">Each instructional discipline at the college was responsible for submitting a Comprehensive Instructional Program Review document every four years using Nuventive Improve (TracDat) Program Review. The Comprehensive Instructional Program Review (CIPR) focused on each discipline's mission and relationship to the college goals, four-year planning objectives, and data analysis for student success, retention, enrollments, and discipline efficiency. Each discipline also conducted program review on an annual basis referred to as the One-Year Report or the Annual Program Review (APR). The Institutional Program Review Committee provides support and institutionalizes the procedures discussed above. |
| <u>Other College Committees and Liaisons</u> |
| <ul style="list-style-type: none">District Program ReviewDistrict Strategic Planning CouncilCommittee for Diversity, Inclusion, and BelongingProfessional Growth & Sabbatical Leave CommitteeDistrict Faculty Association RCCDFA/CCA/CTA/NEAStrategic Planning Council (see detailed outline above)Student Equity and Achievement CommitteeGuided Pathways WorkgroupCollege Safety CommitteeInstitutional Review BoardStrategic Enrollment Management |

Login, WebAdvisor and Email

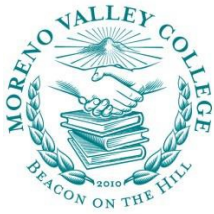
Login Info

- Logins have changed for all faculty. Everyone in the district now uses the SSO portal to login:
 - [RCCD's Single Sign-On portal \(SSO\)](#)
 - URL: <https://myapplications.microsoft.com/>
 - Username = district email
 - Password = district email/login password

WebAdvisor Info

- [WebAdvisor Home Page](#)
- [Frequently Asked Questions](#)

Email Domains



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- Names are (usually) divided in the following manner:
 - full-time faculty= first.last@mvc.edu
 - part-time faculty= first.last@rccd.edu
 - students= first.last#@student.rccd.edu

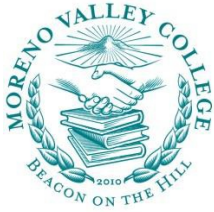
Canvas, Distance Education District Support, and DE Den

Canvas

- RCCD uses the learning management system, Canvas, for all courses. Canvas has built in tools for building accessible content, communicating with students, assessing course objectives, and so much more. Users can create videos, embed external content, and use external tools (LTIs) to assign and assess learning such as VoiceThread, PlayPosit, and publisher LTIs.
- [Canvas shells will be available](#) to faculty for all classes each semester around two month before the start of the semester. Faculty looking to collaborate with colleagues can [add users to their current and DEV course shells](#) on the People Index page.
- RCCD's DE Support has many resources, including [Quick Start Guides & Templates](#).
- In addition to using WebAdvisor to contact students, you may also do the following:
 - Faculty can contact students in a [published course](#) during the [course's availability dates](#) through Canvas in two ways: 1) [send Canvas Inbox messages](#); and 2) [send Canvas Announcements](#). Canvas will push both Inbox messages and Announcements to students' district emails (depending on their [Notification settings](#)); however, Announcements have the advantage of also being [stored for easy access](#) within the course and can be [pinned to the Home page](#).

District Distance Education Support

- District Distance Education Support: District Distance Education personnel provide faculty with training, assistance, and support in preparing and teaching fully online, hybrid, and web-enhanced courses using Canvas. District DE strives to offer the finest in education to our students by providing our faculty with the resources and tools necessary to build and maintain their course content and materials. DE Faculty Training, or DEFT, resources and support are available on-demand and by appointment. Our hope is that these resources will help faculty increase their skills in online instruction or to "become DEFT" in online instruction.
- Check out these support options:
 - Make a [1:1 Appointments](#) for help with Canvas tools, instructional tools, course development, video creation, accessibility, and so much more.
 - Attend an Ask It! Q&A sessions for quick assistance and questions (think of these as our office hours).
 - Register for one of our [Learn It! & Build It! workshops](#) to learn about new tools and online instructional pedagogy.
 - Complete a [request form](#) available 24/7 for common requests such as getting an empty DEV shell and submitting for Document Repair assistance.



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- o Browse our [DEFT Video Library](#) to watch recordings of previous webinars and workshops as well as our quick tutorials.
- o Consider one of the [DEFT Courses and Learning Modules](#) to deepen your online learning and complete your online teaching certification (and recertification) requirements.

DE Den and Sidekicks

- MVC has created a community of practice called the DE Den ([self-enroll to access resources](#)). MVC's DE Den is a collaborative community environment within Canvas that models effective online course design, provides targeted DE information, and offers support through asynchronous Q&A discussions.
- In addition to the [support provided by the District](#), MVC offers a peer-to-peer support model. The Sidekick's role is to complement and personalize those resources that are already available to faculty. Sidekicks are not experts, and they do not fix all problems. They are problem solvers and a peer to partner with as you work through DE challenges. They are faculty with Distance Education experience who desire to help peers in their online courses.

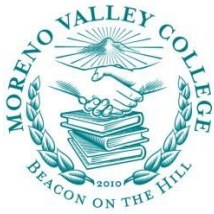
Faculty Facilities: Workroom, Mail Room, Photocopies, Student Drop Box, Media Assistance

Faculty Workroom

- The Faculty Workroom is located in room 317 of the SAS building.
- All faculty members are welcome to make use of the phone, computers, Scantron and ParScore machines.
- Dry erase whiteboard markers, erasers, and some other office supplies are available in the faculty workroom.
- The Dean of Instruction continues to welcome suggestions for the workroom, particularly to improve support for part-time faculty.

Mailroom/Copy Center

- The [Mailroom/Copy Center](#) is open Monday-Friday 7:30 AM – 4 PM and located in the warehouse in the Parkside Complex (PSC; building 13A on the [campus map](#)). Please inform the Support Center Technician, Mr. Terry Janecek, at (951) 571-6145 of any difficulty in receiving your mail.
 - o Students are not allowed in the mailroom. If one of your students needs to get a document to you, you must make arrangements with the student.
- The copy center is located in the Mail Room. Photocopy orders may be submitted by completing the [Copy Center Requisition Form](#) and sending your copy requests to copyrequests@mvc.edu. The copy center should be used for all non-emergency copying.
 - o All copies made in the copy center will be double sided. Please allow a two (business) day turnaround for submitted copy orders.
- Emergency copies can also be made in the Humanities building office suites in HM



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122* and HM 319* (*copy codes are needed and available from your Instructional Dept. Specialist - IDS) or in the SAS building's employee lounge, room 324. But the Humanities and SAS building copiers should only be used for emergencies, not routine copies.

- Copyright Notice: All copies made using district equipment and facilities must comply with copyright laws and RCCD policy. Requests to reproduce copyrighted materials will only be honored if the requests comply with [Board Policy 3750](#).

Student Drop Box

- A drop box is available in SAS 319 for students to submit documents. Students should use the automatic timestamp to indicate when the document was deposited into the box. Items in the drop box will be picked up and distributed to college mailboxes daily. Items submitted by students and distributed to faculty will be logged to help resolve any potential disputes.

Technology Support Services (TSS) – including audio/visual assistance

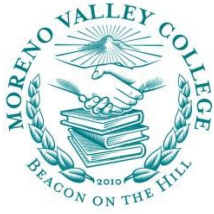
- The [Technology Support Center](#) assists with and provide training for ceiling-mounted projectors, document cameras, TVs, DVD players, audio microphones, and video cameras.
- The TSS offices are located on the first floor of SAS in the corridor near room 103 and their phone number is (951) 571-6200.
- For equipment usage, either fill out a TSS Request Form available in the TSS office.
- Forty-eight-hour advance notice is required. More notice may be required for large or unusual requests.

Safety, Police, Being on Campus After Regular Work Hours

- If necessary, contact the [College Safety & Police Department](#) for non-emergency calls at (951) 222-8171.
- Dial 911 for emergencies. You do not need to dial a 9 to get an outside line, although that will also work (i.e. 9-911 also works). Notify the dean afterwards.
- The college has 24-hour coverage by college police personnel.
- If you or any of your students would like to be escorted to your car after dark, college police can be notified through dispatch, (951) 222-8171.
- Be advised that officers ticket for moving violations on and near college property.
- Faculty who need to come on campus after regular work hours or weekends when the college is closed should contact your Dean of Instruction ahead of time so that their names can be forwarded to college police. College police will unlock rooms as needed and as agreed.

Helpful people

There are many helpful people at MVC. This list is not exhaustive, but provides contact information for Deans of Instruction, IDSs, and RCCD Human Resources.



MORENO VALLEY COLLEGE

Deans of Instruction and Administrative Assistants

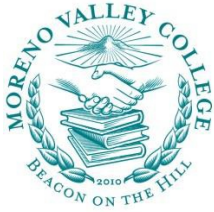
- Dean of Instruction, Communications and Liberal Arts: [Anna Marie Amezcuita](#), (951) 571-6162
 - Administrative Assistant, Katherine Koh, (951) 571-6163
- Dean of Instruction, STEM and Career & Technical Education: [Kevin Stewart](#), (951) 571-6291
 - Administrative Assistant, Liz Romero, (951) 571-6947
- Dean of Instruction, Public Safety: [Phillip Rawlings](#), (951) 571-6320
 - Administrative Assistant, Julie Ruiz, (951) 571-6314

Instruction Department Specialists (IDS) & Engagement Center Faculty Liaisons

- **Career Technical Education (CTE) – School of Business, Health and Human Services (BHHS)**
 - IDS - Stephanie Allen – Stephanie.Allen@mvc.edu; (951) 571-6284
 - Faculty Liaison – Andrea Stoll – Andrea.Stoll@mvc.edu (951) 571-6108
- **School of Communication, English and World Languages (CEWL)**
 - IDS – Sandra Maciel – Sandra.Maciel@mvc.edu; (951) 571-6325
 - Faculty Liaison – Norma Martinez – Norma.Martinez@mvc.edu; (951) 571-6136
- **School of Humanities, Education, Social and Behavioral Sciences (HESBS) & (VPA)**
 - IDS – Sabeen Scott – Sabeen.Scott@mvc.edu; (951) 571-6134
 - Faculty Liaison – Frankie Moore – Frankie.Moore@mvc.edu; (951) 571-6105
- **School of Public Safety (Ben Clark Training Center - BCTC) (PS)**
 - IDS – Jennifer Cruz – Jennifer.Cruz@mvc.edu; (951) 571-6312
 - Faculty Liaison – Kristy Paine – Kristy.Paine@mvc.edu
- **School of Science, Technology, Engineering and Mathematics (STEM)**
 - IDS – John Lee – John.Lee@mvc.edu; (951) 571-6125
 - Faculty Liaison – Esteban “Adam” Navas – Esteban.Navas@mvc.edu
- **School of Visual Performing Arts (VPA) & (HESBS)**
 - IDS – Sabeen Scott – Sabeen.Scott@mvc.edu; (951) 571-6134
 - Faculty Liaison – Lauren “Ally” Johnson – Lauren.Johnson@mvc.edu

RCCD Personnel & Faculty Resources

- Edwina Cardenas – Benefits Specialist - Edwina.Cardenas@rccd.edu; (951) 222-8136
- Silvester Julienne - Human Resource Liaison & Employee Relations – Silvester.Julienne@rccd.edu; (951) 222-8593
- Payroll Technicians:
 - Celeste Baldonado – Alpha Range (Aa – Co); Celeste.Baldonado@rccd.edu; (951)



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222-8766

- o Melissa Loera – Alpha Range (Cp – Ha); Melissa.Loera@rccd.edu; (951) 222-8667
- o Dana Niles – Alpha Range (Hb – Me); Daa.Niles@rccd.edu; (951) 222-8661
- o Josie Essien – Alpha Range (Mf – Sa); Josephine.Essien@rccd.edu; (951) 222-8925
- o Melissa Contreras – Alpha Range (Sb – Z); Melissa.Contreras@rccd.edu; (951) 222-8667
- Risk Management – Beiwei Tu, Risk Management Director – beiwei.tu@rccd.edu; (951) 222-8128
- [RCCD Faculty Resources](#)

Contact for Updates & Thank You!

- Contact the [Faculty Development Committee](#) with your comments and suggestions for this document; revisions usually are included in the next edition.
- **Thank you for your time & have a great semester!**