

**Science and Technology Division Memo**

**Spring 2022**

**Mental Health and Basic Needs Resources**

There are a variety of mental health resources available for students, staff, and faculty.

* [List of resources available to Cañada College students](https://canadacollege.edu/pcc/mentalhealthresources.php)
* [Personal Counseling Center](https://canadacollege.edu/pcc/index.php)
* [Timelycare virtual resource](https://timely.md/schools/index.html?school=SMCCD&)
* [Food and housing resources](https://smccd.edu/basicneeds/)
* [Employee Assistance Program](https://www.claremonteap.com/covid-19-resource-center/)

**Return to Campus Information**

This District has compiled [a guide to navigating the return to campus for students, the public, and employees.](https://smccd.edu/return-to-campus/) You can find guidance on topics including, but not limited to, COVID-19 testing and face covering requirements.

**PPE requests**

* Please contact the Division Office for basic PPE (e.g., surgical masks, sanitizer, wipes, etc.).
* Requests for N95 and face shields should be submitted using [this form](https://app.smartsheet.com/b/form/be7e34cd732b44c8b910b42af93f22a1).

**Isolation / Exposure / Quarantine Decision Tree**

The District has provided a [decision tree](https://smccd.edu/return-to-campus/docs/SMCCCD%20isolation.quarantine%20decision%20tree%2011.17.2021.pdf) for what to do in you are COVID-19 symptomatic, COVID-19 positive, or if you are exposed to a COVID-19 positive individual. The document provides guidance specific to vaccinated and unvaccinated individuals.

If you have tested positive, are experiencing COVID-19 symptoms or think you may have been exposed to someone who tested positive, please report this to:

* Dr. Ameer Thompson- Thompsona@smccd.edu
* COVID-19 Health Officer (Ray Hernandez, MPH, RRT, RRT-NPS)-hernandezr@smccd.edu or (650) 738-7969

**Building Ventilation**

All of the buildings on the Cañada College campus are equipped with either new or modernized ventilation systems. A comprehensive listing of the ventilation systems can be found [here.](https://smccd.edu/return-to-campus/Ventilation%20Systems%20Information%20Report%20-%20Appendix%20CAN.pdf)

**Parking Permits**

SMCCD is introducing a virtual parking permit system for all San Mateo Community College District campuses. Essentially, your vehicle’s license plate will act as your virtual parking permit.

Parking permits can be [ordered here](https://smccd.thepermitstore.com/purchase.php). Please visit the [FAQs page](https://canadacollege.edu/parking/faqs.php) for more information.

**Faculty Door Cards**

At the start of the semester, all instructors are responsible for posting door cards with office hours and teaching or other assignments. Visit <https://doorcard.smccd.edu/> to complete door cards online.

**Course Syllabi**

We will be using SharePoint for the submission and storage of syllabi. Please deposit your syllabi to the appropriate SharePoint folder by Friday, January 21, 2022.

* [Astronomy](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EhNKVDklGp1EqAZJ5byL7TkBg7pph9VCGfM3hfPhKyAO6w?e=lR2pQ6)
* [Biology](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EtA9SKrtNchPoZtWCOFADEwBduDOCWzXJMesHILpYLznJw?e=IUeG87)
* [Chemistry](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Em8ttOo3yVNErCX29CMrixIBJjXPll6JXYfxyutXlqTv1A?e=7HdGDS)
* [Computer Science](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EtudMgqxZ49Jlrir0zAmA1MBYRKAecr1W8AdbJKUFPq7tA?e=bH57y3)
* [Engineering](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Ep-VfI9IdqFKjPFt7zF_k_QBmxjFb838sEyGGJtpC27ykA?e=JIwFtc)
* [Environmental Science](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Ep_idlicVNdPoLc7CWduIk0Bb_3jazP56sduPwCBzbeATA?e=lc2SXI)
* [Geography](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EuQbxpOigIVLhM1XUBzLseoBxELjepTKei2LyI5rx7TBdw?e=Rmd51b)
* [Geology](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Ej0juLLtsYhOolb_o10Co3UBE8gpaaAfHYzTfIf0im06ig?e=RQhOTF)
* [Mathematics](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EvKrG7LkoOJAhexE_dOiM20BwFuTI7NQ0jni0ONKy2r2Pw?e=Wn5ABh)
* [Oceanography](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/EnvMjt_TaTVHmsyGiomNpxEBI6tOjkfEzo2xnbU8x3DzIQ?e=fw0rza)
* [Physics](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Ekc1JJbuBmBOkmnFSCPNilABOaqeBhO5G59WsFzRgbYh9g?e=28adpB)
* [Radiologic Technology](https://smccd.sharepoint.com/%3Af%3A/s/CaadaCollegeDivisionofScienceandTechnology/Ek56xYIRT9hAupghFozSXTABTVVfbna2qbqY7rdrvYdA5A?e=vXFatI)

To review course SLOs and other important information, visit <http://www.curricunet.com/SMCCCD/search/course/>. Search “Active” courses by “Course Number” in your discipline to review the official Course Outline of Record.

**All course syllabi should clearly identify:**

* Faculty name and office number
* Faculty contact information—office number and work email
* Office hours
* Course name, number, description, and classroom location
* Final examination day and time
* Student Learning Outcomes
* Required and Recommended Texts
* Course Requirements
	+ Assignments
	+ Detailed Grading Policy
	+ Course Policies
	+ Attendance Policy (**Note**: It is a violation of Title V to use "attendance" as a criterion for final grades; however, “participation” can be used as a criterion as long as it is clearly stated in the syllabus.)

**Important: Course Syllabi Policy Statements**

If you do not already have policy statements regarding disability accommodations, plagiarism, and Title IX in your syllabus, please include them.

You may use the following as models:

* **Disability Accommodation Statement and a note Confidentiality:**

A disability policy statement can be written as follows:

*If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact The Disability Resource Center (DRC) for assistance. The DRC office is located in Bldg. 5, Room 303.  (650) 306-3259; TDD (650) 306-3161.* **A note on confidentiality**—Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA).  Please understand confidentiality and do not identify the person or their disability information to other students. *Taping Lecture*: Students who are unable to take or read notes have the right to tape record class lectures only for their personal study.

* **Course and College Policies on Academic Dishonesty:**

The academic dishonesty (cheating/plagiarism) policy statement can be written as follows:

 “*Violations or attempted violations of academic integrity include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty” (Cañada College Catalog, 2017-2018).*

* **Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:**

A policies and procedures statement addressing sexual misconduct, harassment, and assault can be written as follows:

*“The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault,* [*http://smccd.edu/titleix/*](http://smccd.edu/titleix/)*.”*