Cañada College
Science and Technology Division
Spring 2024 Memo

Important: Final Grades Due: June 4, 2024, 11:30 AM

Important Online Resource Links
OneLogin Portal: https://smccd.onelogin.com/portal/
Faculty Gateway/Instructional Technology: https://faculty.smccd.edu/instructionaltechnology.php
ITS Help Center/Work Request: https://helpcenter.smccd.edu/requestform/index.php
Faculty Door Cards: https://doorcard.smccd.edu/

Division Assistant
Krystal Martinez is now the sole division assistant. You can reach her via email at martinezk@smccd.edu.

Course Assignments
Faculty must meet all courses as assigned—day/evening, time, modality—and hold office hours per the faculty contract (7.4, 7.5, MOU, pp. 102) and as noted in the course syllabus. If you have any questions about your course assignment, course meeting requirements, or office hours, contact the division office or call Ameer Thompson, Dean, Science and Technology (650) 306-3322.

Course Registration
All students must be registered to remain in class. "Late adds," those after census, decrease enrollment (which reduces funding to categorical programs). *Be sure that all students use the add codes you give them.*

Drops for Non-Attendance (In-Person) or Non-Participation (Online)
Per standard practice, "no-show" students or students who do not complete initial tasks or assignments online, "non-participation," and who are unresponsive to your emails or phone calls should be dropped pior to census.

Statewide, we are seeing an increase in registration fraud. "Fraudulent actors" are registering for classes and committing financial aid fraud. The State Chancellor's Office has put in place screening mechanisms in CCCApply while college districts and local colleges are enacting screening and identity checks as possible. Still, "fraudulent actors" may skirt these measures and be registered in classes. Dean of Enrollment Services Wissem Bennani will be sending his regular reminder to "clear" your rosters of registrants who have not attended in-person classes or not participated in online classes. Here is a resource link to a recent California Academic Senate article containing excellent suggestions for how faculty may mitigate enrollment fraud in ways consistent with effective pedagogical practices:
https://www.asccc.org/content/how-student-engagement-can-mitigate-enrollment-fraud.

Spring 2024 Final Exam Schedule
By contract, "instructors must meet all assigned classes for final examinations at the appropriate hour as published in the College final examination schedule" (7.10). To help students plan appropriately, please

list the final day and time on your syllabus.
IMPORTANT: <u>Short-Courses and Evening Classes</u> hold finals during *the last scheduled class meeting*.
https://canadacollege.edu/academics/finalexams.php

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 doorcards online.

a. **Office hours, face-to-face and online:** Office hours are defined as "regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students" (7.4). One hour per week for every 3 unit course. Per the faculty contract, **virtual office hours** are to be included on door cards: "Virtual office hours must be scheduled and noted in the faculty online syllabus and door card" (AFT Agreement, MOU, pp. 102).

b. **Paid office hours for part-time faculty:** 1 hour per week for every 3 unit course.

c. **Online courses:** Instructors may schedule a "virtual" office hour per online course: "A 'virtual' office hour in this context means an hour in which the faculty member is available for synchronous conferences or message exchange with students online. Such 'virtual' office hours must be scheduled and noted in the faculty online syllabus and door card" (AFT Agreement MOU, 2019-2022).

d. **Faculty Coordinators:** One unit of coordination is equivalent to 2.5 hours weekly. So, for example, a three unit coordination reassignment would be noted as 7.5 hours weekly.

Course Syllabi Requirements, Guidelines, and Language
Submit syllabi by Friday, **January 19, 2024**, to Krystal Martinez, martinezk@smccd.edu.

The division office is required for college accreditation purposes to have on file a syllabus for every course in the division each term. Additionally, the division office may answer student questions with a quick reference to your syllabus. 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.

Library Textbook and Reserve Materials
Here is a link to the Textbook Request Form, where you can submit your requests for print copies of textbooks that you would like to have available in our reserve textbook collection. Additional information regarding Textbooks and Reserve Materials can be found here.

If you have any questions please contact Tessa Noriega noriegat@smccd.edu, or canlibrary@smccd.edu.