



# MORENO VALLEY COLLEGE

## Information for Faculty

### CLASSES BEGIN MONDAY 2/13/12

Dean of Instruction Humanities 113 951 571-6165  
MONDAY— THURSDAY 7:30 AM—8:45 PM  
Friday 7:30 AM—4:00 PM

SPRING 2012

OFFICE OF INSTRUCTION

**Carlos Tovares**  
Interim Dean of  
Instruction  
571-6162

**Liz Romero**  
Administrative  
Assistant  
571-6163

**Gilbert De Leon**  
College  
Receptionist  
571-6165

**Christina Leon**  
Support Center  
Technician  
571-6145

**Ted Jackson**  
Clerk Typist  
571-6145

**INSTRUCTIONAL  
DEPARTMENT  
SPECIALISTS  
(IDSs)**

**Sabina  
Fernandez**  
BITS/MSK  
571-6125

**Peggie Negrete**  
COMM  
571-6325

**Teri Currie**  
HSS  
571-6134

The Office of Instruction welcomes faculty to the Spring 2012 semester. Our mission is to support faculty.

#### **FOR THE FIRST DAY OF CLASS:**

- Use WebAdvisor to obtain and print rosters.
- You may wish to print lists of waitlisted students and then use the waitlists, if you choose, to fill available spaces in your sections.
- Waitlisted students will be automatically enrolled prior to the first day of class, but the waitlist will disappear at midnight prior to the first day of class.
- Print authorization codes. Be sure students understand that the codes expire.

#### **SYLLABUS:**

- Make sure each syllabus includes the student learning outcomes for the course and contact information for Disabled Student Programs & Services.
- **Email a copy of the syllabus to your IDS.**

#### **ROSTER MANAGEMENT:**

- Please remind students that an authorization code is only valid from the first day of class through a certain date.
- Check **WebAdvisor** for important dates for your classes.
- Faculty are not obligated to add students; if you believe that too much instructional time has passed, it is your prerogative not to admit additional students; PLEASE HONOR THE POSTED ROOM CAPACITY (for fire code compliance) WHEN ADDING STUDENTS.
- Unless the authorization has been processed through WebAdvisor or the Admissions Office, the student is not enrolled in your class.
- Please check your roster on WebAdvisor for confirmation that students have added.
- You are expected to complete your census roster within 5 days of the due date.
- Please check the census roster carefully with your attendance records and drop all "no shows" and inactive students. **THIS IS AN ED CODE REQUIREMENT.** In addition, it is the primary reason cited by students petitioning for removal of unsatisfactory grades from their transcripts.
- Print out the WebAdvisor roster and use it to take attendance prior to submitting the census roster report on WebAdvisor.
- **PLEASE INFORM STUDENTS WHOSE NAMES DO NOT APPEAR ON THE CENSUS ROSTER THAT THEY ARE NOT OFFICIALLY ENROLLED IN THE CLASS. DO NOT PERMIT STUDENTS WHO ARE NOT ENROLLED TO ATTEND CLASS OR PARTICIPATE IN ANY WAY, ESPECIALLY AFTER THE LAST DAY TO ADD.**
- The Veterans' Administration requires that you drop veterans ("V" on your roster next to a name) who are no longer attending classes.
- You will not be able to post course grades unless your census rosters have been submitted.
- If you have a class that requires positive attendance, be sure to complete that report as well.

#### **WEBADVISOR:**

- As of midnight prior to the first day of class, student registration via **WebAdvisor** will close and authorization codes obtained from faculty will be required to complete registration.
- Faculty may also use **WebAdvisor**, once you have completed the Family Educational Rights and Privacy Act of 1974 (**FERPA**) **Tutorial**, to contact your students via the student e-mail system.
- Please encourage your students to activate their free college email accounts by using the tutorial on WebAdvisor.
- For assistance using **WebAdvisor**, use the tutorial or contact the Computer Helpdesk: [helpdesk@rcc.edu](mailto:helpdesk@rcc.edu) or (951) 222-8388.

**Julia Buckley**

HHPS  
571-6284

**Vivian Gonzales**

HHPS  
571-6251

**Mary Gallardo**

PSET  
571-6313

**Jan Ponder**

PSET  
571-6312

**Administrators****Tom Harris**

Acting President  
571-6161

**Lisa Conyers**

Vice President,  
Academic Affairs  
571-6351

**Greg Sandoval**

Vice President,  
Student Services  
571-6120

**David Bobbitt**

Interim Vice  
President,  
Business Services  
571-6341

**Cordell Briggs**

Dean, PSET  
571-6320

**Cid Tenpas**

Dean, Technology  
and Instructional  
Support Services  
571-6344

**Eugenia  
Vincent**

Dean, Student  
Services  
571-6384

**CLASSROOM SUPPLIES:**

- Supplies such as whiteboard markers and erasers are available in HM 113.

**KEYS:**

- All classrooms—including the Science Labs, Writing and Reading Center, Computer Lab, foreign language lab, art lab and computer classrooms—will be locked prior to class time and will not be unlocked unless an instructor is onsite.
- Keys can be obtained in HM 113 for general education faculty.
- You will be responsible for returning all keys at the end of the term.
- Instructors will be responsible for unlocking and re-locking classrooms.

**INSTRUCTOR ABSENCES:**

- If you are going to be absent, call your IDS. Leave a message if she is not available.
- After 2 PM, call **951 571-6165** and speak with the receptionist or leave a message. HHPS & PSET faculty, consult with your deans about procedures and protocols.
- Please utilize the ability to email your students using the class contact roster on WebAdvisor to provide instructions to students.

**E-MAIL:**

- Every instructor is provided an e-mail account. Your school e-mail account is the primary mechanism for transmitting important information to you, including information about your teaching assignment and your pay.
- Domains: full-time faculty -@mvc.edu; part-time faculty- @rccd.edu; students-@student.rcc.edu.
- If you are having difficulty with your e-mail account, please contact the Helpdesk at [helpdesk@rcc.edu](mailto:helpdesk@rcc.edu) or (951) 222-8388.

**FACULTY WORKROOMS:**

- All faculty members are welcome to make use of the phone, fax machine, computers, Scantron and ParScore machines in the Office of Instruction (HM 113).
- A computer, a Scantron machine, and several laptops are available in the Faculty Development Center (PSC-11).

**STUDENT ATTENDANCE POLICY:** The following is printed in the **MVC 2011—2012 CATALOG**. You may wish to include it in your course syllabi.

- All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose.
- Students who fail to attend the first class meeting and/or week are subject to being dropped from the class.
- Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.
- Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course.
- After an absence, it is the responsibility of the student to check with the instructor about the completion of missed assignments.

**EXAMS:**

- Faculty members are responsible for the administration and proctoring of all examinations, including make-up exams taken individually.
- Please do not request support staff to proctor exams.
- **FINAL EXAMINATIONS:** The last class meeting.

**MAILROOM/MAIL DELIVERY:**

- You have a mailbox in the mailroom located in the warehouse. If you designate mail delivery to Moreno Valley College, you will not have a mailbox at another location.
- Please inform the Support Center Technician (951) 571-6145 of any difficulty in receiving your mail.
- The Mail Room is open Monday—Thursday: 7:30 AM—6 PM and Friday 7:30 AM—4:00 PM.
- **Students are not allowed in the mailroom.**

**PHOTOCOPYING AND WORD PROCESSING:**

- There are photocopy machines on each floor of the Humanities building for emergency copying. First floor is for BITS & MSK. Second floor is for HHPS. Third floor is for COMM & HSS. The access code is the last four digits of your social security number.
- Self-service copies are restricted to 750 copies for full-time faculty and 500 copies for part-time faculty each month.
- There is **no limit** to the number of copies an instructor may request if the work is done by the support center technician, Christina Leon, who will deliver copies to your mailbox. Please provide four days for copy requests. All copies will be double-sided.
- Requisition forms for copying and word processing are available in the mailroom. You may also request copies electronically at [copyrequestsmvc@mvc.edu](mailto:copyrequestsmvc@mvc.edu).
- Help us save money by utilizing Christina Leon as much as possible instead of the Humanities building copy machines.

## **Important Dates**

**Required District FLEX Day, Full-Timers**  
RCC, Landis PAC  
Friday,  
February 10  
9 AM-12 PM

**First Day of Spring Classes!**  
Monday, Feb. 13

**Holidays**  
Fri. Feb. 17  
Mon. Feb. 20  
Fri. Mar. 30  
Mon. May 28

**Census Rosters Due-Varies**  
Feb. 27 for most  
16 week classes

**Spring Break**  
April 8 -14

**Spring Classes End**  
Thu. May 31

**Final Exams**  
Fri. June 1 to  
Thu. June 7

**Commencement**  
Fri. June 8  
3:00 PM

**Grades/Attendance Rosters Due**  
Tue. June 12

**First Day of Summer Classes!**  
Monday, June 18

## **INSTRUCTIONAL MEDIA CENTER (IMC):**

- The IMC is located in LIB 230. Phone 951 571-6201.
- For equipment usage, fill out an IMC Request Form available in the IMC, LIB 230, in SCI 164, and in the Instruction Office.
- IMC requests are also available on Resource 25 (R25) which is a district scheduling program, <http://r25.rcc.edu/moval>. Forty-eight-hour advance notice is required. More notice may be required for large or unusual requests.

**ASSISTANCE FOR STUDENTS:** A full array of assistance for MVC students is available. Supervised Tutoring in the Computer and Math Labs and in the Writing and Reading Center (WRC) is available through the ILA-800 section referrals.

Please refer your students to the Student Services Building for

1. Admissions and Records, including Transcripts
  2. Counseling & Support Services (including Assessment)
  3. Financial Aid
- The Library and Learning Resource Center includes:
    1. Reference Materials and Computers
    2. Tutorial Services
  - The Disabled Student Programs and Services (DSP&S) office is located on the first floor of the Science & Technology Building.
    1. Trained professionals are available to assist each student in acquiring the support services needed to attain individual academic and career goals.
    2. For further information, call 951 571-6138 and TDD 951 222-8061.
  - Student Health Services is located in the Parkside Complex (PSC-6). Phone 571-6103.

## **EATING AND DRINKING IN THE CLASSROOMS:**

- **THERE IS ABSOLUTELY NO EATING OR DRINKING PERMITTED IN THE CLASSROOMS.** Please announce the no-food, no-drink policy to your students.
- Please make use of the patios and other exterior spaces for activities involving food and beverages.

## **STUDENT-INSTRUCTOR CONFLICTS:**

- Encourage students with concerns to speak with you privately.
- If you and the student cannot come to agreement, 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 the dean.

## **DISRUPTIONS IN THE CLASSROOM:**

- The Standards of Student Conduct are outlined in the Student Handbook on pages 62 & 63. Notify the chair about disruptive students. The chair should inform the dean who in turn will notify a Student Services administrator.
- IN AN EMERGENCY call campus police and dispatch at 951 222-8171 OR 222-8172. Notify the dean.

## **COLLEGE SAFETY AND POLICE:**

- The college has 24-hour coverage by college police personnel. If you or any of your students would like to be escorted to your cars after dark, college police can be notified through dispatch, 951 222-8171.
- Be advised that officers will ticket for moving violations on and near college property.
- Faculty who need to come on campus after regular work hours or on weekends should contact the dean of instruction ahead of time so that their names can be forwarded to college police.

## **PARKING PERMITS:**

- A spring parking permit or an annual staff permit must be displayed to avoid ticketing. Parking permits are available in Admissions and Records. Daily pay per park is also available.
- Parking regulations are being enforced 24 hours a day, 7 days a week.

## **WORTH REPEATING:**

- Use WebAdvisor to obtain and print attendance rosters.
- If you are going to add students, please do so by the deadline to add.
- Encourage students to use their district email account.
- Take attendance with an up-to-date WebAdvisor roster. Drop no-shows. Submit your census rosters on time. Submit grades on time. Submit attendance rosters to your IDS.
- Have a great term!

Feedback on this document is welcome.

Contact the Office of Instruction with your comments and suggestions.