



Berkeley City College Shared Governance Manual

**2050 Center Street
Berkeley, CA 94704
(510) 981-2800**

Revised 06/01/10

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Mission

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

Vision

Berkeley City College is a premier, diverse student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.

Values

Berkeley City College embraces values which allow all members of our college community to grow and thrive. Our values include:

A Focus on Academic Excellence and Student Learning

We value our students' varied educational and experiential backgrounds and learning styles, as well as educational objectives.

Strategic Intention: Berkeley City College faculty use teaching and learning strategies that respond to the many different needs of Berkeley City College students. The college's scheduling and delivery methods are responsive to students' needs for access, convenience, and different learning styles.

A Commitment to Multiculturalism and Diversity

We value diversity, which fosters appreciation of others, depth of understanding, insight, empathy, innovation and creativity, characteristics our institution seeks in its students, faculty, and staff.

Strategic Intention: Berkeley City College provides students with an environment that supports diversity in learning and self-expression, and with a curriculum supportive of multiculturalism. Berkeley City College hires faculty and staff that reflect the diversity of its communities and students.

A Commitment to Preparing Students for Citizenship in a Diverse and Complex Changing Global Society.

We value the fact that students live and work in an increasingly complex society and world.

Strategic Intention: Berkeley City College faculty members prepare students with learning experiences that help them develop cultural and global perspectives and understanding.

A Commitment to a Quality and Collegial Workplace.

We value the high quality that characterizes everything we do.

Strategic Intention: The college implements review and improvement processes that constantly improve quality. The college develops leadership skills and respectful, close ties among all employee groups, continuously improving the institution.

The Importance of Innovation and Flexibility

We value innovation because it encourages our students to question the typical and expand their thinking in a flexible manner that allows them to understand life's dynamic potential.

Strategic Intention: We celebrate the maverick attitude which challenges conventional ways of viewing life.

Berkeley City College's mission statement defines the college's broad educational purposes, emphasizing that the college mission is "to promote student success, to provide our diverse community with educational opportunities, and to transform lives."

Goals

Advancing student access, equity, and success

1. Implement strategies identified in basic skills inventory in order to improve the transition of basic skills students to college-level courses.
2. Create retention task force as a subcommittee of Berkeley City College's Roundtable.
3. Improve linkages between instruction and student services as a means to improve student success.
4. Incorporate assessment plans for the improvement of learning outcomes for courses, programs, general education courses, and services.
5. Develop action plan for implementation of Student Equity Report.
6. Meet enrollment target established by the District.
7. Maintain or improve productivity of 19 minimum class size for all course offerings.
8. Expand transfer agreements and number of transfers to universities.
9. Connect with high schools and middle schools as part of the Student Ambassador Program.

Engaging our communities and partners

1. Continue partnership with City of Berkeley's Youth Works and Rubicon.
2. Represent the College at Chamber events at Berkeley, Emeryville, and Albany.
3. Expand role of industry advisory committees.
4. Host events to the community in an effort to showcase BCC's programs and services.
5. Expand partnership with UC's Center for Organizational and Workforce Development.
6. Update Strategic Marketing Plan with an emphasis on community relations and outreach objectives.

Goals (Continued)

Building programs of distinction

1. Expand distance learning course offerings.
2. Implement service learning in selected programs.
3. Implement “green initiatives” in selected programs.
4. Expand offerings in multimedia, biosciences, and tourism/hospitality.
5. Pilot learning communities in Foundations Program (basic skills).
6. Develop Faculty Lecture Series.

Creating a Culture of Innovation and Collaboration

1. Complete successful accreditation self study by December 2008.
2. Prepare for accreditation visit in March 2009.
3. Work with district to complete Facility Plan.
4. Work with district to complete Technology Plan.
5. Develop interdisciplinary linkages between instruction and student services.
6. Create a newly formed Facilities Task Force as a subcommittee of BCC’s Roundtable for Planning and Budget.
7. Work with district as representative on Career and Technical Education Coordinating Council.

Developing Resources to Advance and Sustain Berkeley City College’s Missions

1. Expand contract education.
2. Submit grants to support college initiatives.
3. Meet enrollment target.
4. Pilot entrepreneurial initiatives as fundraising opportunity with local bookstores and art organizations.
5. Build human capacity by working with district to hire additional faculty and staff.



Welcome to All Employees!

Welcome to Berkeley City College!

Whether you are a part or full-time faculty member, a part-time or full-time classified staff member, or an administrator, we hope you will find this handbook “handy” for helping you navigate BCC and getting to know the way we do things at BCC. It is meant to be a companion document to BCC’s ***Organization Chart*** and ***Phone Directory*** and will be updated whenever changes need to be made to keep it current. The most current version will reside as a pdf file on Berkeley City College’s web site where you can easily download and print it at your convenience.

You may suggest changes, corrections, or updates by submitting information in writing to Terry Tricomi, ttricomi@peralta.edu.

**Betty G. Inclan, Ph.D.
President**

January 2009

Hours of Operation

(BCC is CLOSED on HOLIDAYS)

Building Hours during Fall and Spring Semesters

Mondays – Fridays.....	7:30 a.m. – 10:00 p.m.
Security Services.....	7:30 a.m. – 10:30 p.m.
Saturdays.....	8:00 a.m. --- 5:00 p.m.
Sundays	Closed
In Summer 2010, the building will be closed Friday, Saturday, and Sunday	

Phone, Room

Admissions & Records - 152

Regular Hours, M-F 8:00 a.m. – 4:30, Loretta Newsom	2805
Evening hours, Mondays & Tuesdays, 4:30 – 7:00 p.m.....	
Administrator in charge: Brenda Johnson.....	2830, 142

Cashier's Office - 153

Mondays – Tuesdays, 8:30 a.m. – 7 p.m., Ressurrection Nicolas	2842, 153
Mondays – Tuesdays, 8:30 a.m. – 7 p.m., Pam Price	2942, 153
Wednesdays – Fridays, 8:00 a.m. – 5:00 p.m., Saturdays, as announced	
Administrator in charge:.....	Shirley Slaughter- 2840

Financial Aid - 151

Mondays – Tuesdays, 8:30 a.m. – 7:00 p.m., Loan Nguyen	2878, 124E
Wednesdays – Thursdays, 8:30 a.m. – 3:00 p.m.	
Fridays, 9:00 a.m. – noon	

Library - 131

Mondays – Thursdays, 8:30 a.m. – 7:25 p.m., Martin McGinn.....	2824
Fridays, 8:30 a.m. – 5 p.m.	
Saturdays, 9 a.m. – 1 p.m.	
Librarians: Joshua Boatright (chair),	2991
Barbara Dorham,	2823
Fred Cisin.....	2964

Organization

Phone, Room

President's Office

President – Dr. Betty Inclan.....	2850, 443
Executive Assistant – Cynthia Reese.....	2851, 441
Public Information Officer – Shirley Fogarino.....	2852, 458
Research & Planning Officer – Vacant.....	2815, 457

Office of Instruction

Vice President – Krista Johns, J.D.	2933, 442
Assistant to the VP – Marline Jenning.....	2861, 452
Staff Assistant – Donna Dorsey.....	2871, 450B
Staff Assistant – Nancy Cayton	2872, 562
Staff Assistant – Sylvia Espinosa	2829, 450D
Staff Assistant—Francine Sosa Lewis.....	2838, 450E
Staff Assistant – Minerva Perez.....	2829, 450F
Clerical Assistant – April Miller.....	xxxx, 450F
Academic Services Specialist – Johnny Dong.....	2862, 450C
Audio/Visual – Brian Gibbs.....	2873, 357

Departments and Programs

American Sign Language

Department Coordinators

Karen Carruthers	Videophone 866-350-9492, 222
Ivanetta Ikeda.....	Videophone 866-350-9492, 222
Relay Service	866-322-8877

Arts and Cultural Studies

Department Chair – Dr. Laura Ruberto	2922, 554
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Business, Office Technology and Computer Information Systems

Department Chair - Neil Dunlop.....	2906, 556
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Counseling

Department Chair:

Allene Young	2908, 253
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English/English as a Second Language

Department Co-Chairs –

English, Jennifer Lowood	2912, 560B
ESL, Laurie Brion	2875, 560A

Office of Instruction: Departments and Programs (Continued)

Modern Languages	
Department Chair	
Dr. Fabian Banga	5033, 243
Multimedia Arts	
Department Co-Chairs	
Lee Marrs	2900, 553
Program for Adult College Education (PACE)	
Program Chair – Dr. David Johnson.....	2935, 353
Math	
Department Chair – Salvador Garcia.....	2837, 551
Social Sciences	
Department Co-Chairs:	
Dr. Linda McAllister.....	2998, 557
Dr. Nola Hadley Torres	
Science	
Department Chair – Dr. Barbara Des Rochers.....	2887, 523
Title III	
Director of Special Programs – Terry Tricomi	2955, 355

Student Services Office

Vice President –May K. Chen, Ph.D.	2820, 242
Dean – Brenda Johnson	2830, 142
Dean’s Secretary Ramona Butler.....	2803, 141
VP’s Staff Assistant – Jasmine Martinez.....	2810, 241
Counseling Assistant—Jennifer Lennahan	261

Departments and Programs

Admissions & Records – Loretta Newsom	2805, 152
Articulation – Dr. Joseph Bielanski.....	2902, 258
Assessment and Orientation – Gail Pendleton.....	2804, 121
Associated Students of Berkeley City College-Eileen Pippins	2905, 511
CalWORKs – Luz Morena	2838, 124C
Counseling - 203	
Department Chair – Allene Young	2908, 122
EOPS	
Ayele Lemma.....	2831, 125
Fatima Shah	2832, 125

Student Services (Continued)

Financial Aid - 151

- Loan Nguyen, Financial Aid Supervisor 2878, 257
 Catherine Nicols, Financial Aid Specialist 2809, 124A

Learning Resource Center – 112

- Jim Ward 2827, 125

Library

- Joshua Boatright..... 2991, 134
 Fred Cisin..... 2964, 135
 Barbara Dorham..... 2823, 132
 Circulation Desk 2824

Program for Adult College Education (PACE)

- Dr. David Johnson, Director 2935, 353
 Marilyn Clausen, Staff Assistant 2864, 353

Programs and Services for Students with Disabilities (PSSD) - 261

- Lynn Massey 2812, 261
 Joni Neilson..... 2813, 261
 Nina Kindblad 2929, 265

Transfer & Career Information Center

- Paula Coil..... 2811, 161
 Allene Hamilton-Young..... 2908, 253

Tutoring Services

- Don Martin, Mathematics 2828, 125
 Jim Ward, Mathematics 2827, 125

Veterans Affairs - 252

- Jasmine Martinez 2810, 241

Business Office

- Business Services Manager – Shirley Slaughter..... 2840, 141
Business Services Supervisor – John Pang 2849, 143
Bursar – Rezi Nicolas 2942, 153
Cashier – Pam Price 2942, 153
Program Specialist – Seraphine Nzomo 2841, 142
Staff Specialist—Roger Tolliver..... 2841, 142

Functions and Tasks

Listed in Alphabetical Order

Absence of Faculty, Canceling Class

Marilyn Clausen (PACE only) 2864, 353
Marline Jenning 2861, 452
Donna Dorsey 2871, 450B
If you are calling during Hours of Operation, please call someone until you get a live voice, not voice mail. If absence is known in advance, contact Department Chair or Dean to arrange for a substitute.

Academic Calendar

Posted in Copy Room, West Wing of 5th floor

American Disabilities Act (ADA) Compliance

May K. Chen, Ph.D..... 2820, 242

Audio Visual Equipment

Bryan Gibbs, and for deliveries to UCB M-Th..... 2873, 221

Bathrooms

Public restrooms on every floor except first floor; restrooms near 143, 459, and 441 open to employees only.

Bids or Quotes for Supplies, Equipment and Services – Requirements

Estimated Cost	Quote/Bid Requirement
\$2,500 - \$10,000	One written quote
\$10,000 - \$72,400	Three written quotes on vendor letterhead
\$72,400 and above	Requires advertised bids Chancellor and Board Approval

Bookstore

Follett Room 517 981-1012, 517

Branding Berkeley City College guide - See Marketing and Public Relations**Break Rooms for Staff**

Room 245 - microwave, no seating

Room 358 – microwave, refrigerator, seating

Room 461 - microwave, refrigerator, water dispenser with hot and cold water, and seating

Room 543 - microwave, refrigerator, no seating

Budget and Encumbrances (Carry Forward)

June end-of-year budget Status Reports are distributed to each cost center manager. These are the final reports for each fiscal year. A copy should be retained for future use. Cost center managers need to carefully review these reports as follows:

1. Encumbrances for orders not received on general funds need to be carried forward as encumbrances on the new Fiscal Year budget, or cancelled.
2. The closing year-end balances for
3. Encumbrances charged to projects to be carried forward are to retain the original project number.

Encumbrances charged to projects with no carry forward funding either must be charged to the new Fiscal Year budget or be canceled. Contact the Business Office, regarding cancellations or if you have questions on carry-forward budgets.

Shirley Slaughter.....2840, 455

Budget Transfers – Peralta

No budget transfers moving money from the right side of the 50% law to the wrong (negative) side of the 50% law will be allowed. However, there are no restrictions on the reverse; you can transfer as many dollars as you wish from the wrong side to the right side of the 50% law.

The *right* side of the 50% law consists of the following object codes:

1100	Certificated Instructors
1300	Hourly Instructors
2200	Instructional Aides, Regular
2400	Instructional Aides, Hourly

All other object codes are considered to be on the *wrong* side of the 50% law.

Calendar, Academic - See Academic Calendar**Calendar of Events – See Events, Scheduling****Canceling Class – See Absence of Faculty****College Hour**

Mondays – Thursdays, 12:20-1:15 p.m.

Computer Lab for Part-time Faculty – See Faculty Resource Center

Computer Technical Support

Vincent Koo	2845, 243
Phu Le	2848, 243
Phi Le	2843, 243
Daniel Park.....	2846, 243

Conference and Travel Requests

Faculty - See *Staff Development, Request for Funds*

Other employees – See administrator or supervisor

Copiers

Copy Center, 155 (inside mail room) for high-volume copying	
Karen Shields	5017, 155

Location of copiers:

Library, 131 - See librarians for copy code

Second floor, small copier:

Jasmine Martinez for copy code	2810, 241
Third floor, small copier for copy code	2832, 341

Fourth floor, Room 454A

Marilyn Montague for copy code	2800, 450A
Fifth floor, each end corridor, for faculty use:	

Karen Shields or department chairs for copy code	5017, 155
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For problems with copiers, contact:

Karen Shields	5017, 155
Marilyn Montague	“O”450A

They will contact appropriate repair services

Copyright Policy

Board Policy includes written material, audio and visual material, as well as computer software.

“It is the intent of the Peralta Community College District to comply with U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.) This policy represents the District’s effort to observe the copyright law. Employees are prohibited from copying copyright works unless the action is authorized by (a) specific exemptions in the copyright laws, (b) the principle of fair use, (c) the fair use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved on a case-by-case basis. Employees are prohibited from “performing” copyright works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1) (4) or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner or the owner’s agent. Employees, who willfully disregard the District’s Copyright Policy, do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements in accordance with Board Policy, collective bargaining agreements, and law.” (Board policy, 6-20-95)

Custodial Service, Request for

For routine requests, submit Request for Custodial Services form available from
Shirley Slaughter.....2840, 141
For urgent requests, Dwayne Cain..... 2849 or 2840, 25

Email

Faculty – For login and password, see Marline Jenning2861
Other employees – Contact your supervisor/administrator to request an email account
For technical difficulties:
BCC Help Desk.....2844

Emergency Purchases – See Purchasing - Questions and Answers

Emergency Services – See Security Services

Equipment Keys

All locking equipment has a duplicate key. Place duplicate key in an envelope with your name and office number, and turn in to:
John Pang.....2849, 142

Events, Scheduling

Community – At least four weeks in advance, complete and submit a Campus Event Proposal form available from:
Shirley Slaughter.....2840, 141
Marilyn Montague450A
Access for facilities *rental* events are arranged through the Business Office
Employees –complete a Campus Event Proposal form available from reception
Brenda Johnson.....2884, 341
Students – At least two week in advance, complete an ASBCC Campus Wide Event Proposal form available from:

Facilities, Access to College - See Section on Hours of Operation

Faculty Resource Center

542 - computers, shelves, and copy machine

Field Trip Permission

Submit a Field Trip Permission form to Dean or Department Chair at least one week in advance of trip. All students must complete waiver form available from:
Marline Jenning2861, 452

Final Exam Schedule

Posted in Copy Room, West Wing of 5th Floor

Flyers, Brochures – See Marketing and Public Relations

Grade Change/Record Correction

Admissions & Records, Loretta Newsom..... 2805, 152

Helpdesk

BCC bcc-it@peralta.edu, 2844, 523
District helpdesk@peralta.edu; (510) 466-7800

ID Cards

ID cards are supplied by the district. Contact Rosemary Vasquez at 466-7346

Keys

The Peralta Community College District will maintain safe and secure facilities for students, employees and the public through a lock and key system designed to provide security through locked controlled access.

Keys are issued to personnel because they have the responsibility for unlocking and/or locking the facility.

Keys are not issued to personnel for areas that are staffed and therefore unlocked.

Keys are not issued to personnel for areas that are unlocked during regular operating hours.
Example: General-purpose classrooms.

Request for Keys - Issuance Criteria

Request for keys must be accompanied with a Key Request Form. The form must be signed by the employee's manager. Keys will be issued by the Business Office.

John Pang 2849, 142

Please do not allow anyone to use keys issued to you as this may result in unnecessary fees entailed by you (key requester) in the event keys are lost. Lost keys must be reported immediately to the business office.

Key Replacement Charges:

\$20 - Classroom/Office Key
\$25 - Sub-Master Key
\$50 - Grand Master Key

Keys must be returned to the Business Office when no longer needed on a regular basis or due to termination of employment with BCC.

Part-time Instructors/Counselors not returning the following semester must return keys to the Business Office.

Learning Resource Center/Tutoring	112
Jim Ward.....	2827, 113
Library	131

Faculty Services:

Orientation – Schedule a general or special-topic library orientation lecture for classes. Standard orientation is a 50-minute lecture-demonstration of basic information resources in the BCC Library. The content and length of an orientation can also be tailored to meet your specific needs.

Reserve Materials – Place book, articles, videos, etc. on reserve as required or recommended reading for courses. To place materials on reserve, bring items to any library staff member.

Request Materials for Purchase – Contact Librarian

Reading Lists – Request selected bibliographies or lists of subject headings on specific topics for your classes. Contact Librarian

Databases – Access all BCC Library databases offsite by password, issued by Librarian

UCB Library Access – Full-time faculty may obtain a borrowing privileges card. See Librarian to issue a letter to UCB that will allow this privilege.

Locked Classrooms – See Security Services

Lost and Found

Security Services..... 2975, Lobby
Unclaimed items are retained for 30 days then donated.

Mailboxes/Mailroom

The Mailroom is located in Room 155 behind the financial aid office. Faculty with no personal mailbox should see Karen Shields to request one. Entry to the mailroom is by code; please see Marilyn Montague for the code.

1. Due to limited working space in the mailroom, it is extremely important that each Instructor collects mail at least once a week.
2. Pickup of extra-large parcels: Notice of large packages will be placed in the individual's mailbox.

There are times when personal mail/packages are received at the College. Please note, Berkeley City College is not responsible for your personal mail or stolen packages.

3. Outgoing U.S. Mail: In order for your U.S. Mail to be processed on regularly scheduled basis, it is requested that mail be received in the mailroom no later than 3:00 P.M. each day. Receipt of outgoing U.S. Mail by 3:00 p.m. each day will permit adequate time for postage metering and processing.

Mailboxes/Mailroom (Continued)

Postage will be affixed only to official college business mail in a Berkeley City College envelope. Always indicate name and department in order for identification in case of returned mail.

Should your office anticipate an unusually large mailing of several hundred letters, notify the Business Office, extension 2841, 24 hours in advance in order that adjustments can be made in work schedules.

4. District and intra-college mail: In addressing district office and intra-college mail, indicated on your envelope the employee's full name, college/district as well as the college office. This expedites the processing of your mail and helps to ensure its delivery.

Marketing and Public Relations

Shirley Fogarino, Public Information Officer.....2852, 458
The department works with college departments and units to develop and implement annual strategic marketing plans which are integrated with BCC's institutional strategic plans. Department chairs and unit supervisors meet with the Public Information Officer in March to develop plans. Publications (catalogs, class schedules, occupational brochures, and flyers) all must conform to BCC's common "brand" templates. All class and department publications must be planned and reviewed with the Marketing and PR office to conform to institutional standards.

Contact the Public Information Officer for "Branding Berkeley City College" guidelines. BCC has no budget for paid advertising in print or electronic media; paid advertising for all four Peralta Colleges is generated by Peralta's Office of Marketing, Public Relations, and Communications. However, BCC does generate press releases and PSAs for newsworthy events and unique success stories. Press releases and PSAs must be on BCC press release and PSA letterhead, must follow the form of the *Associated Press Stylebook and Libel Manual*, and must be reviewed by Marketing and Public Relations. If you have a story idea for *BCC Today*, BCC's bimonthly newsletter, or, if you wish to have a more immediate internal news item published in *The Messenger*, check the BCC master calendar for deadline dates.

Meetings - See Scheduling Rooms

Newsletters, College (BCC Today and the Messenger) – See Marketing and Public Relations

Offices for Contract Faculty

Berezin, Joan (History)2884, 355
Bielanski, Joseph (Counseling).....2902, 258
Boatright, Joshua (Library)2991, 134
Braman, Jennifer (Art)2904, 552
Offices for Contract Faculty (Continued)

Brion, Laurie (ESL)2875, 560A
Cisin, Frederick (Library)2964, 135

DeHaan, Pieter (Biology).....	2930, 523
DesRochers, Barbara (Biotech/biology)	2887, 523
Djurkich, Vladeta (on leave spring 09) (CIS)	2876, 556
Dorham, Barbara (Library)	2823, 132
Doyle, Joe (Multimedia Arts)	2945, 553
Dunlop, Neil (CIS).....	2906, 556
Garcia, Salvador (Mathematics)	2837, 551
Hadley-Torres, Nola (History)	, 557
Harris-Coleman, Tamara (Counseling).....	2962, 254
Hamilton-Young, Allene (Counseling).....	2908, 253
Hoshida, Scott (English)	2897, 355
Ikeda, Ivanetta (ASL).....	2872, 222
Johnson, David (History/PACE).....	2935, 353
Kindblad, Nina (Learning Disabilities).....	2929, 265
Kocel, Katherine (Psychology)	2856, 559
Lizzaraga, Willie (Spanish)	2911, 554
Lowood, Jenny (English)	2912, 560B
Manheimer, Robert (Spanish).....	5033, 254
Marrs, Lee (Multimedia Arts).....	2900, 553
Matthews, Jayne (Business).....	2913, 541
McAllister, Linda (Sociology)	2998, 557
Moniz, Tom (on sabbatical spring 09) (English)	2855, 558
Montoya, Juana Alicia (Art)	5032, 552
Omar, Siraj (Chemistry).....	2889, 523
Pisano, Gabriela (Spanish).....	2917, 554
Ruberto, Laura (Humanities)	2922, 552
Simpson, Rachel (Multimedia Arts)	2868, 553
Smith, Cheri (ASL).....	2919, 222
Smith, Cleavon (English).....	2914, 355
Thananjeyan, Paramsothy (CIS)	2921, 556
Weiner, Gabrielle (ESL)	2825, 560
Wing, Rick (Mathematics).....	2923, 551
Wollenberg, Charles (History/Political Science)	2924, 559
Wozniak, Sonya (English)	2853, 560B
Yam, Hermia (Counseling).....	2909, 255
Zhiv, Dimitry (Mathematics)	2987, 551

Part-time teaching faculty may have access to a desk, bookshelf space and locking storage space on the 5th floor. Part-time counselors are assigned office space as needed.

Office Hours for Full-time Teaching Faculty

Five hours must be scheduled on at least four days of the week, but not between 12:20 and 1:15 p.m. Monday through Thursday (see **College Hour**). Give schedule of office hours to:
Marline Jenning 2861, 452 |

Office Keys - See Keys

Ordering Supplies, Textbooks – See Supplies and Equipment; and Bookstore

Overtime Authorization Form

Request authorization from president's office 2851

Parking

At BCC – Park in Standard Parking Garage, 2061 Allston Way, between Shattuck and Milvia. Before 4 p.m., enter on Allston Way or Center Street; after 4 p.m., enter on Center Street. (Note: Center Street is one way going east) To validate parking ticket for employees, go to Security Services Desk in Lobby

At UCB or other off-campus site – Donna Dorsey 2871, 450B
Purchase daily parking passes for UCB for \$7 each at UC Parking Office, 2150 Kittredge Street; show BCC ID card (see ID Card). Faculty only: save receipts and submit to Donna Dorsey, Room 450B, with a Parking Reimbursement form by the end of each semester

Paychecks/Payroll

Full and part-time employees are paid the last working day of the month. Please do not call the Cashier's Office to ask for an earlier paycheck.

Pick up paychecks at Cashier's Office, 153, the last (working) day of the month. When the last day of the month falls on a weekend, checks are available the Friday before that weekend.

Arrange for Direct Deposit by completing and submitting a form available at the Cashier's Office, 153, or on the Peralta web site. Contact Rose Ilagan, Payroll, at the District Office, 466-7273.

Faculty contact at BCC:

Johnny Dong 2862, 450C
Hourly classified staff should turn in a time sheet by the 15th of the month to be paid on the last working day of each month.

Student workers should turn in a time sheet by the 30th of the month to be paid on the 15th of the next month.

Time sheets are turned in to the immediate supervisor, who then takes them to the dean for processing

Paychecks/Payroll (Continued)

The Cashier's Office, 153, disburses payroll checks early, from 10 a.m. until 4 p.m., Monday through Friday. [According to Board Policy 3.09, disbursement of checks doesn't need to begin until 12 noon.] "Warrants will be released after 12:00 Noon on the last working day of the month or on the preceding Friday when the last day of the month falls on Saturday or Sunday."

The following options are available for staff members who are unable to pick up their checks:

1. Sign up for electronic deposit of payroll checks. This service is available to all full and part-time employees. Applications for electronic banking are available in the Business Office.
2. Provide a self-addressed, stamped envelope to the Cashier's Office, 153, to have your check(s) mailed.
3. Arrange for someone else to pick up the check. If so, written permission must be provided.

District Policy states that payroll checks not picked up within ten (10) working days are to be returned to the District Office. BCC abides by this policy.

Petty Cash Procedures

Petty cash is considered an emergency fund, and should be used sparingly. Petty Cash is not intended to bypass the district's purchasing procedures.

1. All petty cash expenditures must have prior approval before items are purchased. Without prior approval, you will not be reimbursed.
2. When requesting reimbursement, your managers' signature must appear on the Petty Cash Reimbursement Form along with the budget code to be charged. Original receipts and two copies must be submitted with the Petty Cash Reimbursement Form.
3. Items totaling more than \$50 are not to be considered as petty cash. Purchases in excess of \$50 should be submitted for reimbursement in the form of Pay To Requisition. This will enable us to reimburse those items that are truly petty cash in a timely manner.

Phones Assignment/Features/Malfunctions

Marilyn Montague "O", 450A

Press Releases and Public Service Announcements – See Marketing and Public Relations

Psychological Services for Students

If a student appears dangerous to himself or others, contact Security Services. See **Security Services**. To refer students for psychological services, see the Vice President of Student Services.

May K. Chen, Ph.D., Vice President of Student Services2810, 242
Brenda Johnson, Dean, Student Support Services2830, 142

Purchasing - Questions and Answers

SEE BUSINESS SERVICES MANUAL ON WEB SITE

How can I obtain goods and services?

It is possible for you to obtain nearly all goods and services in advance of your needs through several purchasing alternatives. These preclude any need for "after-the-fact" written justification and insure that you will not be held personally liable.

Who has the authority to purchase goods and supplies for the District?

Board policy permits the Chancellor to authorize purchases up to \$76,700 or as adjusted by the Price Deflation Index. Purchases above this threshold require Board approval. No district department or individual may order directly by letter, telephone, telegraph or any other manner without definite and prior written permissions. The District will assume no obligation except in previously issued and duly authorized purchase order.

Emergency Orders

Emergency purchases can be made for repairs or other situations where it is not practical to prepare for in advance

Contact your Dean/VP/Business Office for emergency orders

Failure to plan ahead is seldom justification for an emergency

Unauthorized Purchases

The District will not reimburse any employee for any purchases made arbitrarily unless advance arrangement and prior written approval have been made with employee's immediate supervisor. NO EXCEPTIONS.

Staff is reminded that all supplies, equipment, and materials must be ordered following District purchasing procedures. The District's policy on unauthorized purchases is as follows:

"Unauthorized purchases will be returned to the department for one of three actions:

1. The goods may be returned and invoice canceled.
2. The goods will be considered a personal purchase and the manager/person responsible will be obligated for payment.
3. Subsequent approval by Chancellor authorizing payment.

The request for payment will be returned if options (1) or (2) apply. The only recourse for option (3) is to request the District to make the unauthorized purchase “good.” To accomplish this, requests for payment of unauthorized purchases must be accompanied with a full, written explanation as to why purchasing procedures were not adhered to. This request is still subject to the District’s discretion and will be returned to employee upon rejection by the District.

For supplies, equipment, and materials that are needed immediately, there is a “just in time” procedure. Staff must work with and have the approval of their manager. Please note that these requests are exceptions and should be kept to a minimum.

Recycling

Use bins placed throughout the campus
For Offices: Use blue bin for paper only

Restrooms – See Bathrooms

Scheduling Rooms

Atrium Cultural Plaza, Auditorium, 21 – Brenda Johnson.....	2884
Conference Rooms –451A, 451B, 457 - Marilyn Montague.....	“O”, 450A
Conference Room 543 - reserve by signing up on Bulletin Board in Copy Room, 5 th floor, West Wing	
Classrooms—Johnny Dong	2862

Security Services

Security Services Desk	2975, Lobby
Security Services are provided by an outside agency; Security Officers are on duty Mondays - Fridays, 7 a.m. to 11 p.m.; and Saturdays, 8 a.m. to 5 p.m.	
All public bathrooms are equipped with devices that connect directly to Emergency Services (red button – 911); and BCC Security Services (black button - BCC Security Services Desk)	
For concerns about Security Services, contact: Shirley Slaughter.....	2840, 455

Signage for Events

Each department is responsible for producing and paying for its events signage. Templates are available; see ***Marketing and Public Relations***

Student Lounge - 516

Supplies and Equipment

Faculty – See your department chair
Other employees – See your department chair or supervisor

Telephone Services – See Phones

Textbook Orders – See Bookstore

Timesheets

Hourly classified staff should turn in a time sheet in order to receive a paycheck. See

Paychecks/Payroll

Part-time faculty should turn in a time sheet for Office Hours to

Johnnny Dong 2862, 450C

Travel Requests – See Conference and Travel Requests

Unauthorized Purchases – See Purchasing - Questions and Answers

Voice Mail

Marilyn Montague "O", 450A

ZZ Forms – See Appendix – ZZ Forms

Shared Governance, Committees and Groups

Assessment Under Title III

Bookstore Committee

Chair: May K. Chen.....2820, 242

Membership: Faculty, Students, and Staff

Length of Term: One year

How Selected: Volunteer

Purpose: To oversee issues related to the bookstore

Recommends to: Vice President of Student Services

College Roundtable for Planning and Budget

Chair: Dr. Betty Inclan.....2850, 443

Membership: Betty Inclan, Krista Johns, Joseph Bielanski, Paula Coil, Shirley Fogarino, Jenny Lowood, Brenda Johnson, Gabriela Pisano, Katherine Kocel, Jasmine Martinez, Marc Chan, May Chen, Shirley Slaughter, Cleavon Smith, Bonita Schaffner, Gloria Vogt, Stephanie Sanders-Badt, Joshua Boatright, Siraj Omar, student body president

Length of Term: Indeterminate

How Selected: Appointed by Senates

Recommends to: President

Purpose: The charge of the committee is to advise the administration on planning issues.

Initially the charges will address the college strategic missions in the following ways:

- Give college-wide input on planning and budget
- Link planning documents to district missions and goals, strategic plans, and accreditation standards to inform budget decisions
- Assess college needs to ensure systematic development of policies and procedures
- Review programs planned and in place in order to make recommendations as to what resources are needed for those programs. Develop a framework or model for this.
- Prioritize resource allocation based on recommendations that are informed by defined criteria and outcomes.
- Inform the college about strategic goals and the activities of this group.

Frequency of Meetings: Twice per month on Wednesdays at 12:20 p.m.

Classified Senate

President: Marc Chan.....2841, 450F

Vice President: Ramona Butler.....2803, 142

Secretary: Marilyn Clausen.....353

Membership: All full and part-time classified staff members

Purpose: The Classified Senate shall represent classified employees in the college's governance system. It is intended to provide: a body representing the various needs, concerns, and viewpoints of the classified staff not related to union negotiation matters; a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process; a body

through which the professionalism of classified staff is articulated and valued; an opportunity for enhancing the democratic process of informed decision-making at Berkeley City College; and an opportunity to develop individual leadership contribution and development among the college's classified staff.

Recommends to: Leadership Council

Frequency of meetings: Once per month on Friday at 2:00

Officers are elected for a term of one year

Commencement Committee

Co-Chairs:

Paula Coil.....2804, 121

Jasmine Martinez2810, 241

Membership: May Chen, Shirley Fogarino, Marilyn Clausen

Length of Term: Indeterminate

How Selected: Volunteer

Purpose: To plan and oversee commencement ceremony

Recommends to: Vice President of Student Services

Frequency of meetings: As needed in spring semester

Community Relations and Outreach Committee

Chair: Shirley Fogarino.....2852, 458

Membership: Stephanie Sanders-Badt, Victor Flint, ASBCC President, two Student Ambassadors

Length of Term: Indeterminate

How Selected: By responsibilities of positions held

Purpose: The purpose of BCC's Community Relations and Outreach Committee is to build and foster partnerships and collaboration with businesses, nonprofits, government, educational, faith-based organizations, and the community at large. The committee currently includes members of the college community who engage in community relations, outreach and marketing activities. It coordinates all college outreach activities.

Recommends to: Leadership Council

Frequency of meetings: As needed

Curriculum Committee

Chair: Jayne Matthews.....2913, 541

Membership:

Krista Johns, Administration, Instruction2933, 442

Vacant Faculty, Articulation/Counseling..... xxx

Curriculum Committee (Continued)

Barbara DesRochers, Faculty, Science/Math.....2887, 551

Neil Dunlop, Faculty, CIS2876, 556

Johnny Dong, Classified, Office of Instruction2862, 450C

Joshua Boatright, Faculty, Library.....2823, 132

Lee Marrs, Faculty, MMART2900, 553

Jenny Lowood, Faculty, English/ESL/COMM.....2912, 560B

Jayne Matthews, Faculty, Business/Econ/Coped/Intrd,.....2913, 541

May Chen, Administration, Student Services.....2820, 242

Gloria Vogt, Administration, Instruction.....2870, 453

Linda McAllister, Faculty, Social Sciences 2898, 557
Purpose: To provide guidance, advocacy, and oversight for the college's curriculum by ensuring that it is academically sound, comprehensive, and responsive to the evolving needs of the community, so that the college mission, goals, and educational delivery to students are well served.

Overview

The Curriculum Committee is a subcommittee of the Academic Senate and a shared governance committee. It reviews and recommends course and program additions, revisions, and deletions, and recommends policy related to academic offerings to the district's Council of Instruction, Planning, and Development (CIPD). See Faculty (Academic) Senate for details of Board policy 2.23, Role of the Faculty Senate in District Governance.

Functions

- To provide leadership in curriculum development at the college
- To provide oversight of all new courses and programs to ensure that academic standards are maintained
- To recommend all new credit and noncredit courses for approval by the Peralta Board of Trustees, through CIPD
- To recommend all new credit and noncredit programs for approval by the Peralta Board of Trustees, through CIPD
- To recommend program changes and course revisions for approval by the Peralta Board of Trustees, through CIPD
- To recommend graduation requirements and general education requirements for the associate of arts and associate of sciences degrees to the general education subcommittee of CIPD
- To assure the district and the Peralta Board of Trustees that all of the above comply with the standards set forth by the Education Code and Title 5
- To provide a forum for innovation in teaching and learning
- To review programs and courses in a systematic manner on a regular basis to ensure that courses are kept current and relevant

Recommends to: Vice President of Instruction, District Curriculum Committee, and Board of Trustees

Frequency of Meetings: Twice per month during academic year on Thursday at 10:00 a.m.

Faculty (Academic) Senate

Dr. Pieter DeHaan, President	2930, 521
Stephanie Sanders-Badt, Vice President.....	2932, 541
Secretary & District Academic Senate Representative	
Hannah Chauvet.....	553

Membership: All full and part-time faculty

Purpose: Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. According to Title 5 and Board Policy 2.23, “academic and professional matters” means the following policy development and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

“Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- a. Rely primarily upon the advice and judgment of the academic senate, OR
- b. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

According to Board policy 2.23, the Board acknowledges that this choice means that:

1. It shall receive and consider any advice the academic senate wishes to offer on matters defined by the regulations as “academic and professional,”
2. It shall accept the Academic Senate’s advice on “academic and professional” matters unless there are exceptional or compelling reasons not to, and

Faculty Senate (Continued)

3. If the Senate’s advice is not accepted the Board shall, if requested, promptly communicate to the Senate, in writing, the reasons (May 14, 1991).

Recommends to: Leadership Council

Frequency of Meetings: Twice per month during academic year on Wednesdays at 12:20

Leadership Council

Chair: President, Dr. Betty Inclan	2850, 443
Membership: Vice President of Instruction – Krista Johns, J.D.	2933, 442
Vice President of Student Services – May K. Chen, Ph.D.	2820, 242
Dean of Student Services – Brenda Johnson	2830, 124D
Business Manager – Shirley Slaughter	2840, 455

Director of Special Projects – Terry Tricomi	2955, 355
Public Information Officer – Shirley Fogarino.....	2852, 458
Academic Senate President:	
Dr. Pieter DeHaan	2930, 521
Stephanie Sanders-Badt, Vice President.....	2932, 541
Classified Senate President – Marc Chan	2947, 521
Associated Student Body President – Yvonne Thompson	2905, 511
Executive Assistant to the President – Cynthia Reese.....	2851, 441
Length of Term: As long as holding the position	
How Selected: By virtue of the position held	
Purpose: The purpose of the Leadership Council is to receive and review college policy recommendations from all college groups, obtain constituent opinions, advise the President as to policy recommendations, provide a venue for college-wide initiatives and provide a means of communication with the college community. The College Council is the forum in which all proposed broad-based college policy and procedural changes are discussed collegially before they are acted on or implemented by the College President.	
The Leadership Council will consider issues of college-wide importance in depth with the goal of ensuring that the institution as a whole is true to its mission, clear in its identity, and effective in serving students. Issues brought forth from other bodies or from college constituencies will be considered in the leadership council and either (1) a recommendation will be given to the president or (2) the matter will be referred to another, more appropriate, body such as the College Roundtable for Planning and Budget. In some instances, recommendations made by other bodies will be given clear implementation strategies by the Leadership Council.	
Recommends to: the President	
Frequency of Meetings: Twice per month on Wednesday at 9:30 a.m.	

Safety and Disaster Preparedness Committee

Co-Chairs:	
Stephanie Sanders-Badt	2907
Shirley Slaughter	2840, 455
Membership: Nancy Cayton; Pieter De Haan; Brenda Johnson; Nina Kindblad	
Lynn Massey; Marilyn Montague; Gloria Vogt;	
Length of Term:	

Safety and Disaster Preparedness Committee (Continued)

How Selected: Voluntary	
Purpose: The purpose of the Safety and Disaster Planning Committee is to assist management with promoting a safe and healthful environment for staff, students and visitors.	
Recommends to: Business Officer	
Frequency of meetings: As needed	

Scholarship Committee

Co-Chairs:	
May Chen	2820, 243
Brenda Johnson:.....	2830, 143
Membership: Ayela Lemma, Ramona Butler, Jennifer Lennahan	
Length of Term:	

How Selected: Voluntary from student services
Purpose: To publicize scholarships and forward applications to funding bodies.
Recommends to: Vice President of Student Services
Frequency of meetings: As needed

Student Senate (Associated Students of Berkeley City College)

Chair, Yvonne Thompson President 2905,511
Membership: Student body officers
Length of Term: 1 year
How Selected: Elected
Purpose: To advocate for students
Recommends to: Leadership Council
Frequency of Meetings: Weekly on Friday afternoons

Student Services Planning Committee

Chair: May Chen 2820, 242
Membership: By virtue of position held
Length of Term: As long as position held
Purpose: Department heads come together to plan staffing, program review, Student Learning Outcomes, categorical budgeting
Recommends to: Vice President of Student Services
Frequency of Meetings: Two Tuesdays per month

Technology Committee

Distance Education Coordinator –Fabian Banga
College Network Coordinator – Vincent Koo 2845, 523
Computer Network Technician – Phi Le 2843, 523
Network Technician – Phu Le 2848, 523
Audio/Visual Technician—Brian Gibbs..... 2873, 021A
Staff Assistant, Student Services – Jasmine Martinez 2810, 241
Public Information Officer, Shirley Fogarino..... 2852, 458

Technology Committee (Continued)

English Faculty—Distance Education Instructor—Anna Mantzaris 560
Length of Term: Open
How Selected: Voluntary
Purpose: planning committee with oversight of distance education, web sites, smart classroom technology, and other college technology needs. Sends representatives to the various district technology committees
Recommends to: Leadership Council

Unions

Peralta Federation of Teachers (PFT) - Faculty

Joe Doyle	2945, 553
Vacant for spring 09	2876, 556

International Union of Operating Engineers (IUOE) Local 39

Javier Lopez	2969, 026
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Service Employees International Union (SEIU) Local 1021 – Classified (except for Confidential Employees)

Lynn Massey	2812, 261
Marilyn Montague	“O”, 450

APPENDICES

Code of Instructional Standards

The Peralta colleges shall adhere to the 1940 statement of the AAUP on academic freedom and tenure, using as their guidelines the AAUP statement of October 31, 1971 on Freedom and Responsibility; the Ethical Standards of the American personnel and Guidance Association; and the Code of Ethics for Librarians of the American Library Association.

Approved by Board of Trustees March 15, 1965

Revised by Board of Trustees July 26, 1994

Department Chair Responsibilities

1. Recruit hourly faculty for teaching positions and instructional assistant positions.
2. Participate in evaluation of all department faculty.
3. Participate in recruitment and marketing planning with marketing/community relations office.
4. Present curriculum changes to curriculum committee and CIPD.
5. Provide leadership in program evaluation.
6. Respond to student inquiries about program-related issues.
7. Attend all department chair meetings.
8. Participate in strategic college planning and collaborate with other college staff (e.g., student services, matriculation) on retention issues and determining program directions.
9. Recommend supply, equipment needs to budget committee through deans.
10. Work with career/transfer center on student outcomes.
11. Assist with orientation of new staff with matters relating to instruction and district policies.
12. Develop process for regularly working with industry advisors and with articulation representatives.
13. Work with deans on developing schedule.
14. Conduct department meetings (including minutes to appropriate deans).
15. Other assigned duties.

Faculty Assignments and Responsibilities

Faculty members are assigned to teach by the Dean of Instruction at each college. The maximum certificated base load shall be by mutual agreement between the faculty member and the college.

All faculty members are expected to meet their classes at the scheduled day and time. Classes will be held for the full time period on the first day/evening and throughout the session.

At the first class session, faculty are expected to distribute their syllabi with written expectations of students, an outline of material to be covered, and procedures by which students will be graded. Instructors are no longer required to file a CR/NC option form for students who choose a CR/NC grade. You are required only to note on the Census 1 Roster “CR/NC” next to those students’ names that opt for the CR/NC grade prior to the second week of instruction.

The Dean of Instruction is responsible for keeping on file in the Office of Instruction, Room 452, an up-to-date copy of your course syllabus for each of your classes. Please provide course syllabus before or on the first day of class. Please note the dates of Add, Drops and Withdrawals in your course syllabus. The syllabus must be handed out at the first class meeting. Wide differences in subject and content make it impractical to prescribe the format, but at minimum a statement of the college mission, course goals and objectives or Student Learning Outcomes (SLOs), a week-by-week breakdown of material to be covered, some indication of grading/assessment and notice to students of deadline dates for credit/no credit or letter grade requirements for course should be included in the syllabus.

A faculty member who cannot meet a class for any reason must call the college in order for students to be informed if a class is cancelled. Please notify the college as much in advance as possible if you are going to be unavoidably late or absent. Call 981-2800 and/or 2861, 2871, or 2864 and leave a voice message if there is no answer. [NOTE: If you are calling during “Hours of Operation,” please call until you get a live voice]. State where your class is located and the time that it meets so that notices can be placed on the door of your classroom. An absence form must be completed, signed and sent to personnel (**at ???**). Never arrange for your own substitute. The Dean and/or Vice President of Instruction will make the substitution or approve the cancellation of your class for the day.

Final examinations or culminating activities are to be given as close to the end of the term as possible.

NOTE: Berkeley City College does not always follow the Peralta Colleges final examination scheduling listed in the Academic Calendar. The final exam schedule is posted in the Copy Room, West wing of 5th floor

Grading Policy

This official grading policy is mandated by the State of California and adopted by the Peralta Community College District.

Grade Points		Definition	Policy for Repeating Course with this Grade
A	4	Excellent	Not Permitted
B	3	Good	Not Permitted
C	2	Satisfactory	Not Permitted
D	1	Passing. Less than satisfactory	Permitted. Upon petition, original “D” will remain but will not be computed.
F	0	Failing	Permitted. Upon petition, original “F” will remain but will not be computed.
CR	0	Credit (at least satisfactory; units awarded, not counted in GPA). Only assigned for courses with CR/NC option.	Not Permitted
NC	0	No credit. “NC” means the student did not fulfill the academic requirements of the course. (Only assigned for courses with CR/NC option.)	Permitted. Original “NC” will remain but will not be computed.
W	0	Withdrawal. “W” is assigned for Students who withdraw officially from a class.	Permitted. Original “W” will remain but will not be computed.
MW	0	Military Withdrawal. Awarded only for members of a military unit who receive orders compelling withdrawal from a course. May be given in lieu of a grade or “W.”	Permitted. Original “MW” will remain, but will not be computed.
I	0	Incomplete. (incomplete academic work at end of the term for unforeseeable and justifiable reasons.	Not Permitted.
IP	0	In Progress	Permitted. Original “IP” will remain but will not be computed.
RD	0	Report Delayed	Not Permitted.

Units and Grade Points

For the purpose of building a student's cumulative record, grades are treated in the following manner:

Grade	Units Attempted	Units Completed	Grade Points
A, B, C, D	Counted	Counted	Counted
F	Counted	Not counted	Counted
Inc	Not counted	Not counted	Not counted
CR	Not counted	Counted	Not counted
NC	Not counted	Not counted	Not counted
MW	Not counted	Not counted	Not counted
W	Not counted	Not counted	Not counted

The cumulative grade point average (GPA) is computed by dividing the total number of units attempted into the total number of grade points earned.

Procedure for Awarding “CR”, “NC”, “W”, “MW”, “I”

CREDIT/NO CREDIT COURSES: In designated courses, students may elect to take a course on a credit/no credit basis rather than receive a letter grade. This decision must be made by the end of the first week of instruction. Upon successful completion of a credit/no credit course, the student earns the specified number of units and the record will show “CR”. If the student's work is unsatisfactory, the record will show “NC”. The course will not be used in computation of GPA.

All courses listed in the Announcement of Courses are identified by a symbol that appears directly after the number of the course. Courses fall into one of three categories:

Courses that may be taken either for a letter grade or on a credit/no credit basis.

Courses that may be taken for credit/no credit only.

Courses that may be taken for a letter grade only.

Students planning to transfer to four-year institutions are cautioned that in most cases courses in which a grade of “CR” was earned will not be counted toward the courses required in a major. Furthermore, limitations are imposed on the number of units of “CR” that will be counted toward a Bachelors Degree. The student should consult the catalog of the transfer institution for more specific information. **The designation of “CR” or “NC” may not be changed to a letter grade.**

MILITARY WITHDRAWAL: The “MW” shall be assigned only for students who are members of an active or reserve military unit and who receive orders compelling a withdrawal from courses. Upon verification of orders, the “MW” symbol may be given in lieu of a grade or a ‘W’ at anytime. The “MW” shall not be counted in determining progress probation or in calculating grade points for dismissal.

WITHDRAWAL: A course, for which a withdrawal is reported by **the date noted on the Academic Calendar** shall not be noted on the student’s academic record.

A “W” symbol can only be awarded to a student **after the date noted on the Academic Calendar.**

The academic record of a student who has withdrawn from class, or dropped by an instructor **must reflect a grade other than a “W.”** The “W” symbol shall be used for progress probation only, not for academic probation.

**Peralta Community College District
Board Policy 5.02-5.15**

Also, see Board Policy 5.22 **Standards of Scholarship.** Approved March 17, 1981; revised June 25, 1991

Intellectual Freedom

Intellectual freedom at each College is to be guarded as a vital right of mankind. Each College, in training students for full participation as citizens, must encourage free discussion and inquiry in the pursuit of truth. Recognizing that only in the free exchange of ideas can maximum potential of any educational institution be reached, the faculty and students are urged to study any and issues and problems.

The freedom to think, to read, to speak, and to question is necessary to the development of an intelligent citizenry. These freedoms constitute a part of the philosophy of the instructional program at the Colleges in the Peralta Community College District and are guaranteed to the faculty and students.

Personnel Action Form

What: A form that is generated when any employee is hired, changes status, or is terminated (whether voluntarily or involuntarily)

Who: Generally the staff assistant assigned to the department in question. The form must be signed by the administrator in charge of the area, the business manager, and the president.

Schedule Change

What: A Schedule Change Form is a form to indicate any additions (new class sections), cancellations, or changes in days, times, rooms, or instructors.

Who: Department chairpersons and/or division deans complete the forms.

When: Department chairpersons or division deans complete a Schedule Change Form for all additions, cancellations, or changes that occur for a class schedule after the college sends the final schedule for that particular semester to the District Office. Department chairpersons and deans make any changes before that time on the “greenbar” or hardcopy of the schedule as cloned from the previous year.

Why: A Schedule Change Form is a way of ensuring that the appropriate people have approved all schedule changes. This will prevent individual faculty members from going to the academic support specialist requesting room or time changes and will ensure that faculty members communicate with their department chair. It also ensures that department chairs work through their deans to avoid canceling wrong classes, ensuring that a classroom is available, etc. Since changes in instructors can affect an instructor’s load and can affect the cost of the schedule when the change involves part-time faculty, it is important that the deans be able to track all changes to eliminate problems that can occur.

Where: Submit the completed forms to the appropriate administrator for review. They, then, send them to the academic support specialist, who enters the information into the mainframe. The academic support specialist makes changes only if the forms are e-mailed directly from one of the division deans.

ZZ Forms

What: A ZZ assignment involves all non-teaching assignments for which a faculty member receives credit toward his or her workload, for example, serving as department chairperson, or for any activities that the person will receive compensation for beyond what the person receives for his or her contract. The activities range from attending workshops to developing curriculum, from serving on various committees to being an officer in the faculty senate. The following information explains the procedures for completing the form.

Who: Generally, department chairs, program directors, and administrative assistants generate the ZZ forms.

When: To enable the Office of Instruction and the Office of Student Services to budget and manage costs, ZZ forms should be submitted prior to the beginning of the semester for which the intended activity will occur. Supervisors need this information to determine whether fulltime faculty members are at load (or, in some cases, over load) and to ensure that the

college has sufficient funds to pay for the activities. ZZ's must receive approval prior to the activity.

Why: ZZ forms allow the academic support specialist to enter non-teaching assignments and office hours into the system so that fulltime faculty receive proper credit for meeting their contracted load obligation or so that they receive proper extra compensation for any overload they work. Additionally, submission of the ZZ forms ensures that all part-time faculty receive payment for non-teaching work that they do.