



MERCED
COLLEGE

Faculty Handbook

Board of Trustees

John Pedrozo, President
Joe Gutierrez, Vice President
Ernie Ochoa, Clerk
Mario Mendoza
Sue Chappell
Carmen Ramirez
Kory Benson

Superintendent/President

Chris Vitelli, Ed.D.

MESSAGE FROM THE SUPERINTENDENT/PRESIDENT



Merced College Faculty,

You are the core of our mission and purpose—to provide students with a quality education and workforce training. Merced College is committed to providing you the resources, tools, and support needed to help our students succeed in achieving their educational goals.

Since first opening our doors in 1962, thousands of students have pursued and achieved their academic and professional goals at Merced College. With more than 15,000 students enrolled on an annual basis, we provide cutting edge and innovative programs to prepare our students with both regional and global perspectives. Thanks to you, we are known for putting students first—whether we are providing academic counseling, teaching in the classroom or online, or assisting with academic support services and programs.

At Merced College, we honor and pursue our mission, institutional philosophy, and core values and beliefs. We also pursue the goals of our current strategic plan, striving always to improve our institutional effectiveness and our learning outcomes for students.

With more than 135 associate degrees and certificate programs available, guaranteed transfer agreements with four-year institutions, and comprehensive career technical education programs, Merced College is prepared to equip students for the career of their choice. Merced College is accredited with the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. A number of our specialized programs maintain their own professional accreditation as well.

On behalf of the Merced College Board of Trustees and administration, thank you for your dedication to student success and the hard work you put into making the classroom a safe, engaging, and rigorous place for learning. I am often reminded by our alumni that their best instructors, regardless of other prestigious research institution(s) they may have attended, were the ones at Merced College. This speaks volumes to the talent and dedication you bring to your classrooms.

Please use this handbook as a resource tool of best practices, procedures, and information to help in your role as a faculty at Merced College. And, as always, feel free to let us know if you need assistance, clarification, and/or more information.

Sincerely,

A handwritten signature in blue ink that reads "Chris Vitelli". The signature is written in a cursive, flowing style.

Chris Vitelli, Ed.D.

GREETINGS TO OUR FACULTY



Hello Faculty,

Welcome to the 2023-2024 academic year! I am excited about the growth and changes occurring across campus as we come out of the global pandemic with an even greater sense of purpose to serve every student who crosses the threshold of a Merced College classroom. This year has the potential to create continued and sustained change in the lives of our students as we grow programs like our Rising Scholars Justice Impacted services, start a Math Engineering and Science Achievement (MESA) Program, build an A2MEND and Umoja support network for our Black students, and work collaboratively across Instruction and Student Services divisions with an integrated approach to student needs. I look forward to working with each of you this year as we focus on reducing barriers to student academic success with creativity and intention. Together we will continue to move closer to equity for all of the students of Merced College.

Respectfully,

A handwritten signature in black ink that reads "K. Marino Morehouse".

Karissa Marino Morehouse
Assistant Superintendent/Vice President of Instruction

Table of Contents

MESSAGE FROM THE SUPERINTENDENT/PRESIDENT.....	2
GREETINGS TO OUR FACULTY	3
About Merced College	9
Vision.....	9
Mission.....	9
Core Values	9
Merced Community College District.....	10
History.....	10
Accreditation.....	10
Campuses in the Merced Community College District	10
The Merced Campus	10
The Los Banos Campus.....	11
Textbooks.....	11
Obtaining Desk Copies	11
Ordering Textbooks	11
Custom Textbooks	12
Textbook Rental Program	12
Used Textbooks.....	12
Contact Information.....	12
Tips and Policies.....	12
Merced Community College District Board Policy 4031 Textbook Selection	12
Administrative Procedure 4031 – Textbook Selection	12
Copyright.....	13
Higher Education Opportunities Act (HEOA)	13
Selection.....	13
Follett Bookstore.....	13
Follett Access	13
OER/ZTC	14
Class Management.....	14
Syllabus Requirements.....	14
Course Outline of Record (COR).....	15
Academic Honesty	15

Ethics Statement	19
Grading System	21
Submitting Final Grades.....	22
Posting of Grades.....	22
Student drops (Instructor-Initiated Drops).....	22
Student Drop or Withdrawal from Classes	23
Student Admission to Class.....	23
Student Attendance Requirement/Reporting	24
Census Dates.....	24
Navigate Early Alert	25
Recording in Classrooms.....	27
Classroom Equipment.....	27
Classroom Usage.....	28
Instructional Periods.....	28
Lecture Classes.....	28
Starting and Ending Times	28
Distance Education Courses.....	28
Online Certification	28
Instructional Design Assistance	29
Field Trips and Excursions Procedures.....	Error! Bookmark not defined.
Procedures	29
Guest speakers.....	32
Duplicating and Print Services	32
Academic Honesty	Error! Bookmark not defined.
Student Misconduct: Academic Dishonesty	Error! Bookmark not defined.
Examples of Violations of Academic Honesty.....	Error! Bookmark not defined.
Student Misconduct: Removing a Student from Class	Error! Bookmark not defined.
Classes with Hours by Arrangement.....	33
Facilities	Error! Bookmark not defined.
Accessibility Resources	33
Travel	Error! Bookmark not defined.
Travel, Field Trips and Excursions Procedures.....	Error! Bookmark not defined.
Travel.....	Error! Bookmark not defined.

Vehicle Use (District).....	Error! Bookmark not defined.
Conferences/PD	Error! Bookmark not defined.
Mileage	Error! Bookmark not defined.
Travel Request and Travel Claim.....	Error! Bookmark not defined.
Technology Support.....	34
Acceptable Use Policy	34
Communication.....	35
Absences	35
Instructional Minute Requirement and Reporting	Error! Bookmark not defined.
Form	Error! Bookmark not defined.
Requesting a Substitute	Error! Bookmark not defined.
Contact Information.....	35
Email, Voice Mail, and Canvas	37
Day and Evening Assistance.....	37
ITS and Audio Visual.....	37
Who can use AV?	38
Equipment types available.....	38
Period of check-out.....	38
Lead time for the use of equipment	38
How to order materials.....	38
Catalogs.....	38
Access to materials and equipment.....	38
Off-Campus classes	39
Off-Campus	39
Faculty responsibility	39
Service contacts	39
Contact Numbers	39
Mail Distribution	40
Safety & Facilities.....	40
Campus Shield Free App	40
Emergency Procedures	41
Important contact information.....	41
Accidents, Illness, First Aid, Medical Emergencies	42

Keys	42
Parking	42
Facilities Request	43
Student Services.....	43
Counseling Services.....	43
Student Retention.....	43
Student Course Repetition.....	44
Student Privacy Rights of Students	44
Informed Consent	44
Special Programs.....	45
Rising Scholars.....	45
Rising Scholars Office/Locations	45
Merced College Online.....	46
Credit for Prior Learning (CPL)	46
Trident Innovation Center.....	46
Faculty Support	47
Remote Worker Lounge.....	47
Recording Studios	47
Constituent Groups.....	47
Faculty Responsibilities	47
Student Responsibilities.....	47
Administrative Responsibilities.....	47
Classified Staff Responsibilities.....	48
Participatory Governance	48
Academic Senate Committees and Task Forces	48
Participatory Governance Committees with Academic Senate.....	49
Representation	49
Merced College Faculty Association (MCFA)	49
Community College Association (CCA).....	50
Faculty Governance and Organization.....	50
Academic Senate of Merced College	50
Academic Senate for California Community Colleges (ASCCC).....	51
Human Resources	51

Benefits	51
Leave	52
Evaluations.....	52
Full Time Faculty	52
Part Time Faculty	52
Important Documents.....	52
Organizational Chart	52
District Calendar.....	52
Important Dates Calendar (A & R) including Census Dates	52
FLEX Dates.....	52

About Merced College

Vision

Enriching our community through educational experiences and support services:

- Degree/Certificate Programs
- Transfer
- Career Technical Education
- Workforce Training
- Lifelong Learning
- Basic Skills
- Community Engagement

Merced College promotes student success through equitable access, continuous quality improvement, and institutional effectiveness, all with a focus on student achievement.

Mission

At Merced College, students are our focus, and we are known by their success. We transform lives through education and workforce development.

Core Values

Student Engagement & Support

Merced College prioritizes student access and success. Here are a few ways in which we support our dedication to student access and success.

Trust & Communication

Merced College promotes an atmosphere of trust where communication and teamwork cultivate an environment rich for teaching and learning.

Innovation & Technology

Merced College utilizes agility, innovation, technology, and responsible risk-taking to anticipate the needs of the future.

Collaboration

Merced College actively engages with the campus community and community partners to respond to cultural, educational, economic, and technological needs.

Critical Thinking

Merced College strives for continuous improvement based on data-driven self-reflection, objective assessment, and dialogue to develop creative solutions for current and future challenges.

Inclusivity

Merced College celebrates the diversity in our community by cultivating an inclusive and equitable college environment. We value the experiences of our diverse college community and recognize that our collective identity is strengthened by all our lived experiences.

Well-being & Happiness

Merced College fosters and values an environment supporting student and employee well-being, engagement, and happiness

Merced Community College District

History

Merced College is a California public community college operated by the Merced Community College District, which was formed by a vote of the people of the Le Grand and Merced Union High School Districts on February 27, 1962. The District became effective for all purposes on July 1, 1963. The District, which included the eastern half of Merced County at that time, consisted of the areas served by these two high school districts. The Board of Trustees consisted of five elected-at-large members.

In later years, the Board of Trustees was expanded with two additional trustees, one to specifically represent the Dos Palos/Los Banos area, and one to represent the Chowchilla area. Elections were also changed from at-large elections to District elections. Thus, the Board now numbers seven trustees, each elected within a specific area of the District.

Accreditation

Merced College is fully accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), under the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Merced College is also approved by the State Department of Education to train veterans under provisions of the G.I. Bill of Rights, and by the United States Immigration Service. The College offers a lower division program consisting of courses parallel to those of four-year colleges and universities, the credits of which are transferable to all other accredited colleges and universities.

Campuses in the Merced Community College District

The Merced Campus

The Merced Campus is located one mile north of Olive Avenue in Merced, on the east side of M Street. Originally comprised of 110 acres presented as a gift to the College by the C-H-M and the Yosemite Land & Cattle Companies through the efforts of Merced city officials, the campus expanded to 269 acres with additional purchases of adjacent land.

Classes began on September 10, 1963 at a temporary site located at the Merced County Fairgrounds. Classes at the permanent campus began in the summer of 1966. The new campus was completed in spring 1967, and dedication ceremonies were held on April 23, 1967. The Administration Building, the Science Building, and a temporary library facility were the first buildings constructed. The Student Union was completed in November 1967.

Since then, facilities have been added, including a gymnasium, an automotive shop, agriculture facilities, and technical labs for drafting, engineering, and vocational nursing. The Leshar Library and the Theater were completed for use in fall 1972. Over the next 30 years, many facilities were completed or modified to meet current needs. The Child Development Center was completed in spring 2002, expanding the outer perimeter of the College's educational facilities northward.

In 2002, voters passed a \$53.5 million bond measure for the Merced Campus (Measure H). The following projects have been completed: the North Loop Road, a campus-wide energy retrofit, the Learning Resources Center, the Science Building renovation, the Business Resource Center, the Leshar Building

renovation, Administration Building renovation, Student Union Building renovation, and the Allied Health Complex Project. In 2012, the Theater was renovated to provide ADA access to the Theater Basement. On June 14, 2021 Merced College broke ground to begin construction on the final project included in the bond, the Raj Kahlong Agriculture and Industrial Technology Complex. The project is scheduled to be completed in August 2022.

The Los Banos Campus

The Los Banos Campus, an educational center 40 miles west of the Merced campus, serves the people of Los Banos, Dos Palos, and the surrounding areas. It began as a full-service campus in September 1971 in rented facilities. In 1973, the Los Banos Unified School District's voters approved joining the District, and the Dos Palos Joint Elementary School District's voters approved moving from the West Hills Community College District to the District in 1978.

The Los Banos Campus was formally approved by the California Community Colleges Chancellor's Office as an educational center in 1979. In 1982, thanks to a donation of 10 acres by Richard Menezes, the campus moved to a site on Mercy Springs Road with modular buildings providing educational opportunities and serving as a cultural and intellectual center for the residents of the westside of Merced County.

Thanks to a donation of 125 acres by Larry and Georgeann Anderson and to the passage of a local bond measure, construction of a new campus began in 2005. The new campus, located on Highway 152 on the western boundary of Los Banos, opened in 2007. The campus offers a variety of programs for day and evening classes and provides a wide range of academic and vocational classes, enabling a student to stay in Los Banos and take all the courses necessary for an associate degree and fulfill all the breadth requirements of four-year state colleges. Los Banos Campus students may also complete several certificate programs.

Textbooks

Obtaining Desk Copies

On-campus instructors are to obtain desk copies of textbooks from the textbook publisher representative. If teaching off-campus, contact the Area Dean or Coordinator for assistance.

Ordering Textbooks

Legislation (HEOA – Higher Education Opportunity Act), became public law July 2010 requiring students to have access to the required and optional textbooks and supplies for a course at the time they register for the upcoming semester. Therefore, the bookstore must have time to process textbook/supplies requests before students begin registering before the next semester. Questions, please contact the Textbook Buyer for the Bookstore, Mary Murphy murphy.m@mccd.edu, can also assist you.

Textbook selections are to be submitted to the bookstore by March 1st each year for summer and fall semesters and by September 1st each year for the spring semester. Orders are to be submitted via [Follett Discover](#) (link found on the left side navigation panel in Canvas).

Open Educational Resources (OER) are materials for teaching or learning that are either in the public domain or have been released under a license that allows them to be freely used, changed, or shared

with others. Any course that utilizes OER must so stipulate clearly in the printed schedule. For questions about OER, contact one of the librarians. For more information, visit the [OER Commons](#), the [UNESCO OER pages](#), or the [Edutopia OER Resource Guide](#).

Custom Textbooks

Custom textbooks reduce the cost of textbooks and can save students money. If considering using a custom textbook or textbook bundle and have any questions, please contact blanca.torres@mccd.edu.

Textbook Rental Program

The Merced College Bookstore offers students a textbook rental program that significantly reduces the costs of new and used textbooks. Faculty who would like their textbooks considered for the Textbook Rental Program can contact Blanca Torres at the bookstore for further information. Some custom textbooks can also be rented. Contact Blanca Torres for information at blanca.torres@mccd.edu.

Used Textbooks

The bookstore tries to help students by ensuring the lowest possible prices on textbooks and course materials. One principle way the bookstore does this is by stocking as many used books as possible. Used textbooks are bought back from students each semester as well as purchasing used books from national wholesale companies, who buy them from students at other campuses.

Contact Information

For questions or concerns or need further assistance, please contact Blanca Torres at the bookstore. Phone: 381-6488 Email: blanca.torres@mccd.edu.

Tips and Policies

The following are tips and policies to assist faculty when considering the textbooks for a course:

Merced Community College District Board Policy 4031 Textbook Selection

Recognizing that faculty have professional responsibility for curriculum, and textbooks are an integral part of curriculum, the Board of Trustees hereby delegates the responsibility for selection of textbooks and supplemental materials jointly to the faculty and Areas. (Administrative Procedure 4031, Revised 12/12/17).

Administrative Procedure 4031 – Textbook Selection

Textbook and supplemental materials change or adoption requests shall be submitted to the Area Dean for review. Upon review by the Area Dean, the request form will be forwarded to the Bookstore for processing. Textbooks and supplemental materials adopted shall be continued in use for a minimum of two years subsequent to the effective date of use. Exceptions may be made by the Area Dean. (Revised 12/12/17).

Verify that the chosen publisher of the selected textbook will:

- a) Have the edition required available for the semester needed.
- b) Provide instructors with desk copies upon adopted textbook selection.

Copyright

Information regarding copyright and Merced College can be found on the [Copyright for Merced College: Libraries and Copyright lib guide](#). Scanning of chapters of textbooks will no longer be available in order to comply with copyright law.

Higher Education Opportunities Act (HEOA)

Textbook Information Provision

In August 2008, the Higher Education Opportunities Act (HEOA) was signed into federal law. There are a number of HEOA provisions that impact the Merced Community College District (MCCD). Complying with the HEOA requirements is a condition for the MCCD receiving student financial aid from the Federal government.

Beginning JULY 1, 2010, HEOA went into effect. The Textbook Information section in the HEOA defines requirements for campuses to implement new practices that provide students access to information about textbook and course materials associated with the individual MCCD classes scheduled for each semester. You can access the [Higher Education Opportunity Act of 2008](#).

Selection

Textbook and supplemental materials change or adoption requests shall be submitted to the Area Dean for review. Upon review by the Area Dean, the request form will be forwarded to the Bookstore for processing. Textbooks and supplemental materials adopted shall be continued in use for a minimum of two years subsequent to the effective date of use. Exceptions may be made by the Area Dean. (Revised 12/12/17).

Verify that the chosen publisher of the selected textbook will:

- a) Have the edition required available for the semester needed.
- b) Provide instructors with desk copies upon adopted textbook selection.

Follett Bookstore

In the Spring of 2023, Follett Discover was introduced as the new textbook adoption process. Adoption requests shall be submitted via Follett Discover. Follett Discover can be accessed via Canvas. If faculty need assistance navigating Follett ACCESS they can contact the Bookstore

Follett Access

Faculty shall adopt their course material via Follett Discover by the posted deadline for each Semester. The faculty shall let the bookstore know via Follett Discover (“Bookstore Instructions”) or any form of communication about the preferred format of textbook material. If the faculty wants students to receive only digital or print material, they must notify the bookstore by the textbook adoption deadline.

Digital Material: Faculty are to set up the Brytewave Redshelf integration in Canvas to ensure students are able to access digital material.

Courseware: Faculty are to set up their publisher courseware links in CANVAS prior to the start of class to ensure students access their material successfully. Faculty are to work with Canvas help or their publisher for additional assistance. If faculty do not have current knowledge of their publisher representative, they can contact the bookstore.

Print Material: If faculty want the bookstore to distribute print material to students, they shall notify the bookstore by the adoption deadline.

Faculty are to verify that the chosen publisher of the selected textbook will:

- a) Have the edition required available for the semester needed.
- b) Provide instructors with desk copies upon adopted textbook selection.

Old Editions: If the print material adopted is an old edition or out of print and the bookstore is not able to source, faculty will be notified. Faculty will be notified of any digital options or new edition textbooks.

OER/ZTC

Faculty who are using OER/ZTC are to notify the bookstore.

The bookstore will update the bookstore adoption system which will allow students to see that OER/ZTC will be available in the class. Faculty shall notify the bookstore when a print version is desired. The bookstore will ensure copyrights allow for resale of printed OER material. The bookstore shall notify the faculty member know if printed material is available for their OER selection. Printed material for OER material is sold at a reduced cost.

Class Management

Syllabus Requirements

- **Course Info:** Title of course, course description
- **Section Info:** Location, meeting time, semester taught
- **Instructor Info:** Name, college phone number, college email, mailbox #
- **Office Location and Hours** (For Full Time Instructors)
- **Requisites and Advisories:** Prerequisites, co-requisites, advisories, limitations on enrollment
- **Text Required:** Name, author, edition
- **Academic Honesty Policy:** Statement, consequences/action to be taken if caught cheating
- **Attendance Statement:** Number of absences allowed before a student is dropped
- **Grade Determination and Grade Cutoffs (Grading Scale):** Points, percentages, rubrics associated with assignments, tests, quizzes, homework, and other graded material including class participation; total points that may be earned (if using point system); percentage (of points) used to determine the grade
- **Make-Up Policy:** For assignments, essays, tests, quizzes, homework, and any other class materials used in grade determination
- **Learning Activities Schedule:** Reading and writing assignments, tentative exam/quiz dates
- **Student Learning Outcomes (SLOs):** Must be current and up-to-date for the semester.
- **SLOs Correlated to Lecture Outline/Assignments/Tests**
- **American Disabilities Act:** Merced College makes reasonable accommodations for persons with documented disabilities. The Disabled Students Program & Services (DSPS) office coordinates accommodations and services for all students who are eligible. Our staff will review your needs and determine what accommodations are necessary and appropriate. All information and documentation provided to us is confidential. If you have a disability for which you wish to request accommodations and have not already done so, please contact the DSPS office by

calling (209) 384-6155 or by emailing us at dsps@mccd.edu. In Merced, DSPS is located in the Leshler Building, Room 234 and in Los Banos is located in Building A.

- **Sexual Misconduct:** Merced College is committed to a safe and productive learning environment. Merced Community College District and Title IX policy prohibit sexual misconduct which includes sexual assault, sexual harassment, domestic or dating violence, and stalking. For more information on community resources, prevention information, and reporting options proceed to the [Merced College Title IX](#) page.
- **Diversity, Equity, Inclusion, & Social Justice Statement:** Diversity, equity, inclusion, and social justice are core values of the faculty at Merced College. The faculty are invested in cultivating and maintaining a climate where these values are both intrinsic and explicit by respecting individuals and groups from all backgrounds, demographics, and experiences. This requires us to make intentional, ongoing efforts to create a learning environment that is inclusive of those directly impacted by racism, classism, sexism, homophobia, biphobia, transphobia, ableism, xenophobia, ageism, colorism, and sizeism, as well as discrimination based on religion, family status, medical condition, or pregnancy, and all other forms of structural discrimination that create and sustain privileges for some and disadvantages for others.
- **Late Work Policy**
- **Homework policy-formats, due dates**
- **Cell Phone Policy**
- **Late Arrival/Early Departure Policy**

The [course syllabus](#) must be housed in Canvas using a link in the course navigation column. The [course syllabus](#) must be routed from Canvas to the Area Dean and Area Coordinator using the Area Canvas Repository Shell, contact the Area Coordinator for more information.

Course Outline of Record (COR)

To view the Course Outline of Record, go to [eLumen](#). Login information is the same as MC login. Select Curriculum button and then click on the Curriculum Library folder to search for the COR. Please contact the Area Dean, Faculty Lead, or Academic Support Specialist or Area Coordinator if experiencing technical difficulties retrieving the COR.

Student Misconduct: Removing a Student from Class

The removal of a student must be for good cause as defined below, and NOT for reason of inadequate preparation or lack of prerequisites. Removal of a disruptive student by an instructor is limited to the remainder of the class on the day of removal and the next class meeting. Unless administrative action is taken (usually at the request of the instructor), the student must be allowed to return to the third class meeting. See [Administrative Procedure 5500](#).

Academic Honesty

Student Misconduct: Academic Dishonesty

Academic dishonesty is a violation of the Student Code of Conduct and is handled by the Vice President of Student Services.

Merced College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

Faculty Responsibilities

Faculty have a responsibility to encourage academic honesty in their classrooms. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are encouraged to do the following:

1. Explain the meaning of academic honesty to their students.
2. Include information about academic honesty in their course syllabi.
3. Conduct their classes in a way that discourages cheating, plagiarism and other dishonest conduct.
4. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see “Procedures for Dealing with Violations of Academic Honesty which follow.)

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to do the following:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.

Administrative Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to discourage cheating, plagiarism and other dishonest conduct.
3. Provide appropriate software and technology to identify students who have borrowed or downloaded essays and have claimed them as their own.
4. Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Examples of Violations of Academic Honesty

Academic dishonesty includes cheating, plagiarism, collusion, misuse of college computers and software, and other dishonest conduct as outlined below. It is not limited to the following examples:

Cheating

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own. This would include downloading essays from the Internet or using another student's work from a disk.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized materials (such as notes or "cheat sheets") or unauthorized equipment (such as dictionaries or calculators) during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Misreporting or altering the data in laboratory or research projects.

Plagiarism

- Purposefully presenting as one's own ideas, words, or creative product of another.
- Carelessly or through lack of knowledge presenting as one's own ideas, words, or creative product of another.
- Purposely failing to credit the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.
- Failing to credit the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge through carelessness or lack of knowledge.
- Changing only slightly the wording of another.
- Using another person's catchy work or phrase.
- Paraphrasing without using proper citations.
- Copying word-for-word.

Misuse of College Computers and Software

- Unauthorized use of computer accounts.
- Unauthorized copying of programs or data belonging to others.
- Making, acquiring, or using unauthorized software on college equipment.
- Using college computers to play computer games when users need the resources.
- Attempting to crash the system.
- Removing licensed software from offices, classrooms, labs, and the library.
- Using the computers or telecommunications systems in a way that interferes with the use of those systems by others.

- Using the computers or telecommunications systems for the personal or for-profit ventures.

Other Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Intentionally impairing the performance of other students' laboratory samples or reagents, by altering musical or athletic equipment, or by creating a distraction meant to impair performance.
- Forging or altering attendance records.
- Supplying the college with false information.

Procedures for Dealing with Violations of Academic Freedom

Action by the Instructor

An instructor who has evidence that an act of academic dishonesty has occurred shall notify the student of such evidence by speaking with the student or notifying the student in writing.

AFTER notifying the student and giving him or her the chance to respond, the instructor may take one or more of the following disciplinary actions:

Issue an oral reprimand and/or give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, in first cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty.) No report form is necessary.

Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination. A written memo of this action (Use "Academic Dishonesty Report" Form [Maxient Academic Dishonesty Reporting Form](#)) is to be sent to the Vice President of Student Services and a copy to the Vice President of Instruction.

Assign an "F" to the student for the course in cases where the dishonesty is more serious, premeditated, or a repeat offense. A written memo (Use "Academic Dishonesty Report" Form) must be completed by the instructor and sent to the Vice President of Student Services and a copy to the Vice President of Instruction. *NOTE: A grade of "F" assigned to a student for academic dishonesty will not be final if the student chooses to drop the course before the 14th week of the semester. In that case, the student would receive a "W" grade on his/her transcript.

Action by the Administration

Upon receipt of the first Academic Dishonesty Report Form concerning a student the Vice-President of Student Services shall send a letter of reprimand to the student which will inform the student of the following:

Academic dishonesty is grounds for academic disciplinary probation for the remainder of his or her career at Merced College.

Another incident of academic dishonesty reported by any instructor shall result in a hearing by the Student Discipline Committee and may result in a one-year suspension from the college.

The student may make an appointment with the Vice President of Student Services to discuss the incident and its ramifications.

Upon receipt of a second Academic Dishonesty Report Form concerning a student, the Vice President of Student Services shall immediately refer the student to the Student Discipline Committee. If the Committee finds the charges to be valid, the Committee will suspend the student for one calendar year (two full semesters and one summer session).

For more serious incidents of academic dishonesty, the Vice President of Student Services will meet with the student and immediately take appropriate disciplinary action or refer the student to the Student Discipline Committee. Offenses warranting suspension on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another student or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

If, after a student returns from a suspension for Academic Dishonesty, the Vice President of Student Services receives yet another Academic Dishonesty Report Form, the Vice President of Student Services shall recommend to the Merced College Superintendent/President that the student be expelled from the District.

NOTE: Disciplinary actions which are taken by the Vice President of Student Services or the Student Discipline Committee and which are based on alleged cheating may be appealed as specified in the Student Grievance Policy.

(This Academic Honesty Procedure has been adapted from the Academic Honesty Policy of Golden West College with permission.)

PASSED BY THE MERCED COLLEGE FACULTY SENATE MAY 16, 2002

Ethics Statement

(As adopted by Senate 3/26/09)

The statement on professional ethics below sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the academic profession. These standards

are intended as an ethical guide for professors; they do not supersede already established laws or contractual agreements between the district and the Merced College Faculty Association.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibility placed upon them. They hold before them the best scholarly and ethical standards of their discipline. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.

1. Professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. They observe the stated regulations of the institution, provided the regulations do not contravene academic freedom: they maintain their right to criticize and seek revision.
2. Professors demonstrate respect for students as individuals and adhere to proper roles as intellectual guides and counselors.
 - a. They encourage the free pursuit of learning in their students.
 - b. They respect the confidential nature of the relationship between professor and student.
 - c. They protect the students' academic freedom.
 - d. They avoid exploitation, harassment, or discriminatory treatment of students.
 - e. They ensure that their student evaluations reflect each student's true merit.
 - f. They acknowledge any significant academic or scholarly assistance from students.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars.
 - a. They, above all, seek to be effective teachers and scholars.
 - b. They respect and defend the free inquiry of associates.
 - c. They show due respect for the opinions of others in the exchange of criticism and ideas.
 - d. They avoid discrimination against or harassment of colleagues.
 - e. They acknowledge academic contributions and strive to be diplomatic in their professional judgment of colleagues.
 - f. They accept their share of faculty responsibility for the governance of their institution.
4. As members of their communities, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When speaking or acting as private persons, professors avoid creating the impression of speaking or acting for the college.
5. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry or primary teaching obligations. They give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it.

6. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program or the institution and give due notice of their intentions.

Grading System

A student's work is considered satisfactory when they maintain an average of "C" (G.P.A. of 2.0) or higher.

The achievement of the student in each course will be recorded on their permanent record at the end of each semester in terms of the following evaluative grades:

Evaluative Grades	Description	Point Value
A	Excellent	4 grade points
B	Good	3 grade points
C	Satisfactory	2 grade points
D	Passing, less than satisfactory	2 grade points
F	Failure	0 grade points
FW	Failure, stopped attending	0 grade points

Non-Evaluative Grades	Description
I	Incomplete, given after consultation and agreement between the student and instructor
P	Credit on a Pass/No Pass Basis (formerly CR/NC)
NP	No Credit on a Pass/No Pass Basis (formerly CR/NC)
IP	In-Progress, Continuing work
W	Withdrawal
EW	Excused Withdrawal
MW	Military Withdrawal
RD	Report Delayed-Earned grade has not been reported

The symbols "I," "P," "NP," "W," "EW," "MW" and "RD" are non-evaluative and not used in calculating grade points averages.

I – Incomplete: The "I" for an "Incomplete" should only be given by the instructor after consultation and agreement between the student and the instructor as to the work required to change the incomplete to a letter grade.

P – Credit on a Pass/No Pass Basis: *The "P" symbol may be assigned by the Registrar only.* Students may choose the Pass/No Pass option for up to 12 units of course work. Units earned on a P/NP basis are not calculated in the student's GPA. A "P" symbol denotes a grade earned of A, B, or C.

NP – No Credit on a Pass/No Pass Basis: *The "NP" symbol may be assigned by the Registrar only.* Students may choose the Pass/No Pass option for up to 12 units of course work. Units earned on a P/NP basis are not calculated in the student's GPA. An "NP" symbol denotes a grade earned of D, F or FW.

IP – In Progress: *The “IP” symbol may be assigned by the Registrar only.* The “IP” symbol indicates that work is “in Progress” but that assignment of an evaluative symbol (grade) must await its completion.

W – Withdrawal: *The “W” symbols may be assigned by the registrar only.* The “W” symbol may be used to denote withdrawal after the census date.

EW – Excused Withdrawal: *The “EW” symbol may be assigned by the registrar only.* It is to be used “...when a student must withdraw from a course for reasons beyond their control.” [Title 5, Section 55024(c)(1)].

MW – Military Withdrawal: *The “MW” symbol may be assigned by the registrar only.* It is to be used “...when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.” [Title 5, Section 55024 (2)(A)]

RD – Report Delayed: *The “RD” symbol “... may be assigned by the registrar only.* It is to be used “...when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.” [Title 5, Section 55023]

Submitting Final Grades

All grades must be kept and submitted electronically using either the:

- [Canvas Grade Import Tool](#) if you are submitting grades on-campus and in-network, or
- Final Grading tab in Self-Service accessed through the MC Portal if off-campus.

Final grades are to be submitted **no later than the Tuesday following the last day of course instruction.** If that following Monday is a holiday, you have until midnight that Wednesday to submit grades.

Posting of Grades

Faculty are prohibited from publicly displaying any student grades in a fashion that would allow anyone other than the instructor and the student to identify the person whose grade is posted. Grades, if they are posted, must not be listed in alpha order or by any identifiable number, e.g. student Colleague ID, the last four digits of a social security number, etc. A random number selected by the student and posted in numerical order would be acceptable. Please contact the Office of Instruction with further questions. Faculty are strongly encouraged to use Canvas solely (the Gradebook feature) as a means of communicating academic progress on a regular basis throughout the semester.

Student drops (Instructor-Initiated Drops)

If dropping a student from class, do so by choosing “D” for Drop on one of the electronic progress reports submitted during the semester, or by completing an Instructor Initiated Drop Form.

Admissions & Records will email specific instructions at the time of Progress Reports as to how faculty may drop students. Be aware that the **T-1 Progress/Census report is a mandatory submission, and reports for all sections of all classes must be submitted for auditing purposes.**

Students who are first class meeting “no shows” or are not attending per instructor attendance policy may be dropped in a timely manner. Be cognizant of the constraints that many students face during this unprecedented time and be accommodating. Be sure to note “never attended” or provide the “last date of attendance” on the process report or drop form. For positive-attendance classes, the drop notation should be made on the monthly attendance report.

Student Drop or Withdrawal from Classes

1. A student can initiate a drop either online through Student Planning or by submitting the appropriate form to the Admissions & Records office in-person or at admissions@mccd.edu.
2. A student who drops or is dropped from a class prior to the fourth week of classes (of an 18-week class) will receive no grade entry for the class on their permanent record.
3. A student who drops or is dropped from a class between the beginning of the fourth week and the end of the fourteenth week will receive a “W” for the class on their permanent record. Instructors may check their roster through Canvas for the most up-to-date picture of student enrollment in their class.
4. Students who fail a class because they stopped attending after the fourteenth week should receive a grade of “FW.” An “FW” grade requires a last date of attendance entry.
5. EW-Excused Withdrawal: *The “EW” symbol may be assigned by the registrar only.* It is to be used “...when a student must withdraw from a course for reasons beyond their control.” [Title V, Section 55024(e)(1)].
6. Students enrolled in classes in which they have had equipment such as locks, tools, or lab materials checked out to them must check the equipment in with the instructor prior to dropping the class. The penalty for not doing so can result in a charge against the student

Student Admission to Class

Faculty may admit a student to class only under the following conditions:

1. The student's name appears on the Canvas class list; or
2. The student is listed on class waitlist, there are available seats, and instructor is authorizing the student to add into the class by releasing a permission to add or the instructor can sign a Schedule Request Form (SRF) giving the student permission to add. **If the instructor uses add permissions, be sure to revoke unused add permissions by the section census date.**
3. A student who appears in class without one of the above items should be allowed to remain for one class meeting. They should be instructed to complete the appropriate registration process prior to the next class meeting.

Student Attendance Requirement/Reporting

Students are expected to attend all class meetings and laboratory sessions for which they are registered, unless they are officially excused.

Instructors are encouraged to keep accurate attendance records. The state financial reimbursement for community colleges is based on a total of reported student contact hours. There are three methods used to gather these contact hours.

1. **Weekly (Regular) Census:** Used with courses that have a regular weekly meeting schedule and meet for the entire 18-week semester. In these courses, attendance information is gathered on the Census Date of the semester, and a predetermined formula is applied to generate reported contact hours.
2. **Daily Census:** Used with courses that meet at least five times, have a regular meeting schedule and meet less than the entire 18-week semester (this includes the summer sessions). In these courses, attendance information is gathered once during the course at a point predetermined by a formula. This attendance information and another predetermined formula is then used to generate reported contact hours.
3. **Positive Attendance and noncredit:** Used with courses that do not meet either of the above definitions. Attendance must be kept for each class meeting. Each attendance hour for each student is then counted and reported as a contact hour. Any questions regarding attendance accounting should be directed to the Registrar.

Census Dates

Census Reporting Due Dates (Academic Year 2023 – 2024)

Fall 2023

Number of Weeks	Fall Instruction Dates	Census Due Date
18 Week	8/14 – 12/15	9/5/23
16 Week	8/28 – 12/15	9/18/23
12 Week	9/25 – 12/15	10/10/23
9 Week (1 st)	8/14 – 10/13	8/23/23
9 week (2 nd)	10/16 – 12/15	10/26/23
6 week (1 st)	8/14 – 9/22	8/21/23
6 week (2 nd)	9/25 – 11/3	10/2/23
6 week (3 rd)	11/6 – 12/15	11/2/23

Spring 2024

Number of Weeks	Spring Instruction Dates	Census Due Date
18 week	1/16 – 5/24	2/5/24
16 week	1/29 – 5/24	2/15/24
12 week	2/26 – 5/24	3/11/24
9 week (1 st)	1/16 – 3/15	1/25/24
9 week (2 nd)	3/18 – 5/24	3/27/24
6 week (1 st)	1/16 – 2/23	1/22/24
6 week (2 nd)	2/26 – 4/12	3/4/24
6 week (3 rd)	4/15 – 5/24	4/19/24

Summer 2024

Number of Weeks	Summer Instructional Dates	Census Due Date
4 week (1 st)	6/3 – 6/27	6/5/24
4 week (2 nd)	7/1 – 7/25	7/3/24
6 week	6/24 – 8/1	7/1/24
8 week	6/3 – 7/25	6/11/24

Formula:

Census = 20% of Class Meetings ($0.2 * \#$ of instructional days), round to nearest whole number, e.g.
Summer 4-week (1st Session) - # of instructional days (15), M – TH, sans Juneteenth Holiday $15 * 0.2 = 3$
meeting days (6/5 is the third instructional day and thus census)

[Navigate Early Alert](#)

How to Submit a Tutoring Referral in Navigate

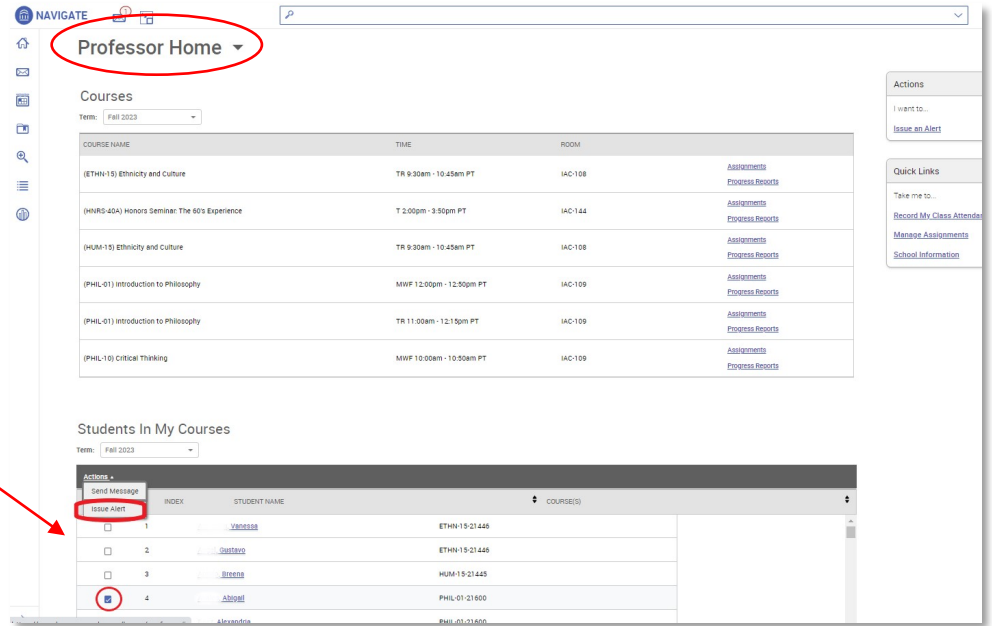
Logging in to Navigate



- ✓ You can submit a tutoring referral at any time for student/s in your courses.
- ✓ Login to Navigate through the MC Portal and use your MC network credentials and password.
- ✓ Once you are logged in, make sure you use the toggle button (see below) to ensure you are on your professor home page. Some faculty are also students and the platform will default to the student page

Selecting the Student

- ✓ Select the student - **do not select more than one at a time***
- ✓ Click "Actions" in the top left of the box
- ✓ Select "Issue Alert"



- ✓ Select “Tutoring Referral”
- ✓ Select the class. Please do not leave this blank
- ✓ Enter any comments that you would like the

- ✓ Click “Submit”

Issuing the Alert/Referral

counselor and/or outreach staff to know.
 These comments are utilized for follow-up

* It is important that an alert for tutoring is submitted for one student at a time and the course is selected in the alert screen. This allows SSTC staff, counselors and others to complete the appropriate outreach.

Recording in Classrooms

**For more information see Administrative Procedure 3570
 PROHIBITED USE OF ELECTRONIC LISTENING OR RECORDING DEVICES
 (Education Code § 78907)**

The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Any student violating this section shall be subject to appropriate disciplinary action.

Classroom Equipment

An inventory has been made of the equipment in each classroom and office. No equipment of any kind should be removed from any room or moved from one room to another without authorization from the Purchasing Department. Most classrooms are equipped with either a standard multimedia system (digital projector with screen, sound system, multimedia podium/lectern with a District Standard PC and

related equipment) or a HyFlex synchronous learning system (multimedia system plus dual PTZ cameras and microphone system for use with Zoom and other teleconferencing platforms).

Classroom Usage

Instructors are asked to leave the classrooms in an orderly condition, ready for use by the following class. If tables, chairs, or other equipment are rearranged for a specific class meeting, the classroom **MUST** be returned to its original condition.

Instructional Periods

Lecture Classes

Classes are scheduled in accordance with the State Chancellor's Office guidelines. The time printed in the class schedule represents the start and end times. Ten-minute breaks should be given for each hour of instruction. Contact the Area Dean if unsure of how many ten-minute breaks should occur during the class time. Breaks cannot be added up to start class later or end it earlier.

Starting and Ending Times

Classes should begin and end at the time indicated in the Schedule of Classes. Instructors should cover sufficient material in each class session to ensure that the entire time span of the class is utilized effectively. *Do not dismiss classes early or start late.*

Distance Education Courses

Merced College has a wide variety of Distance Education courses that are offered in several modalities, which include fully asynchronous, synchronous, and HyFlex. However, the name distance education can be misleading because Distance Education offers a variety of services for all modalities. Any modality of delivering content where the students and instructor are separated falls under the DE umbrella.

Merced College utilizes the Canvas Learning Management System (LMS), and all faculty are expected to utilize the LMS in some capacity, no matter the modality. Merced College is committed to ensuring that Distance Education courses support Regular and Substantive Interaction (RSI) between the students and instructor, as well as between the students themselves, in compliance with both Federal and State regulations. Additionally, any use of technology must adhere to all accessibility regulations and requirements. For more information about Distance Education policies and procedures at Merced College, please contact the Dean of Innovation.

Online Certification

In order to teach online starting spring semester 2021, the Chancellor's Office requires all faculty teaching online to be certified teach a course of their own design or teach a certified blueprint course. Merced College offers an Excellence in Online Teaching certification series to support faculty in becoming certified to teach online. Use the [Online Support Hub](#) (OSH) for information regarding certification to teach using a distance modality.

Instructional Design Assistance

Merced College offers the instructional design services of two faculty Instructional Designers. The Instructional Designers can assist with a variety of tasks including course design training, pedagogical assistance, and building courses to be accessible to all students. The Instructional Designers have rich backgrounds in Universal Design for Learning (UDL) practices, understanding cognitive overload in terms of design, and technological design best practices. The Instructional Designers can be found in person at the Trident Innovation Center or by email at canvashelp@mccd.edu.

Travel

Travel, Field Trips and Excursions Procedures

Definitions of related terms:

- **Travel:** When faculty member attends conferences, trainings or on approved College business as a part of their duties without students.
- **Field Trip:** Travel with students in connection with course of instruction and is outlined in the course of record for the class. Generally considered an extension of the class and required for the student to attend.
- **Excursion:** Travel with students for college-related social, educational, cultural athletic or musical activities. Participation and attendance for the student is voluntary.

Procedures

For any district related travel, all MCCD staff must first be cleared to drive by the District. Forms are available from Transportation. Allow minimum 5 days processing.

Travel Within District Boundaries

- Refer to the [District Boundaries Map](#)
- Requests for individual travel to attend approved College business (site visits, career days, meetings, training, etc.) must be pre-approved by the Area Dean.
- Reimbursement for mileage must be submitted on the [District Mileage Expense Claim form](#). Please refer to the MCFA CBA Article VII 2b. for mileage reimbursement conditions.
- Use of a District vehicle is allowed for travel of approved College business. District vehicles are requested by contacting Transportation at 381-6142 and completing a Vehicle Request for Local Use form. *Budget code would be required for the use of a district vehicle.

Outside of District Boundaries

- Refer to the [District Boundaries Map](#)
- Individual travel outside the district boundaries requires completion of the [District Trip Request form](#) regardless whether or not expenses are being claimed.
- This form must be approved by the Area Dean and Vice-President prior to travel. Please allow sufficient lead time to obtain appropriate approvals (Must submit forms at least two weeks prior travel). *Pre-approval is required prior to making any non-refundable deposits!
- Use of a District vehicle is allowed for travel of approved College business. District vehicles are requested by contacting Transportation at 384-6142. Copy of the [District Trip Request form](#) is required.

- Fiscal Services can be contacted at 384-6203 for questions or further information on the Trip Request form processing.

Field Trip

All travel with students requires completion of the [District Trip Request form](#), student chaperone roster, and the [Hold-Harmless/Code of Conduct form](#). Risk Management and Fiscal Services will review the trip packet to verify completion of required forms and funds availability. Please allow sufficient lead time (must submit trip packet at least two weeks prior to travel) to obtain appropriate approvals by the Dean and Vice-President. Pre-approval is required prior to making any non-refundable deposits.

All student participants and adult volunteers who travel on a District field trip or excursion must complete the following forms prior to travel:

- [District Hold-Harmless/Code of Conduct form](#).
- Medical Authorization form, if travel is outside the local area (see [District Boundaries Map](#)), or involves an overnight stay.

These forms must be completed and submitted to Risk Management prior to travel (two weeks minimum). These forms will remain on file with Risk Management along with a copy of the [District Trip Request form](#).

Transportation of students for District sponsored field trips or excursions should be by either District vehicle, Chartered transportation services or other arranged transportation services. Use of a privately-owned vehicle operated by students is discouraged. Such use requires approval by your Area Dean and completion of a Student Request to Use Private Vehicle form.

Multiple field trips during course of instruction

1. One Trip Request form along with a class roster can be completed for all the field trips during the same semester. Note the course number, title and specific semester in Purpose of Trip area. (i.e.: Dair-10 field trips Spring 2016).
2. Students enrolled in a class that has multiple field trips during the same semester may complete a single [Hold-Harmless/Code of Conduct form](#) at the beginning of the semester that is valid for all the field trips. Note the course number, title and specific semester in the "Description of Class" or "Activity" block.
3. The field trips must be similar in nature, are not overnight and do not involve high hazard activities not normally associated with the course of instruction.
4. The forms are valid for the present semester only.
5. For each individual field trip an updated student roster must be submitted indicating which students are actually participating in that field trip. A copy must be on file with Transportation, if District vehicles are used, the Area Coordinator and Risk Management.
6. Travel and participation restricted to students currently enrolled in the class.
7. If privately owned vehicles operated by students are to be used, completion of the Student Use of Private Transportation for District Field Trip or Excursion form must be completed and approved by the Dean prior to travel.

Single field trip during course of instruction

1. A [District Trip Request form](#) must be submitted with all approvals prior to travel.
2. Each student must complete a [Hold-Harmless/Code of Conduct form](#).
3. If outside the local area (see [District Boundaries Map](#)) or involves an overnight stay, each student must complete a Medical Authorization Form.
4. A student roster must be submitted and a copy must be on file with Transportation, and if District vehicles are used, with the Area Coordinator and Risk Management.
5. Travel and participation restricted to students currently enrolled in the class.
6. If privately owned vehicles operated by students are to be used, completion of the Student Use of Private Transportation for District Field Trip or Excursion form must be completed and approved by your Dean prior to travel.

Overnight trips and Out of State Travel

- Overnight travel with students or travel outside the state have unique considerations and must be carefully planned and may require additional or separate medical or travel insurance.
- Out of state with students requires approval by the Superintendent/President.
- A trip itinerary and a participant roster of students and staff is required.
- Each student and adult volunteers must complete the [Hold-Harmless/Code of Conduct form](#) and the [Medical Authorization form](#).
- Contact the Risk Management Office to review the travel and trip details to determine what additional requirements may be needed.
- Additional time is required to ensure all waivers and insurance requirements are fulfilled so advance planning (6-8 weeks) is recommended.

Excursions

Travel with students for trips other than field trips specific to a class are considered voluntary. These excursions are generally not a regular part of the classroom instruction and involve more complex risks. Procedures are the same as with field trips with the following exceptions:

- Review of the travel and trip details must be completed by the Area Dean, the appropriate Vice-President and the Risk Management Office prior to making non-refundable deposits.
- The [Hold-Harmless/Code of Conduct form](#) is required to be completed by students and any volunteers. If outside the local area or involves an overnight stay, then the Medical Authorization Form is required.
- Travel and participation are restricted to MCCD staff, currently enrolled students, or volunteers as screened per [AP 7500](#) - Volunteers.

Vehicle Use (District)

District vehicles are to be used only for authorized trips for District business. Personal use of college vehicles or other property is an improper use of public funds and is therefore illegal.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval from the Vice President of Administrative Services or designee.

Further, anyone using a college car for unauthorized use is not covered by District liability insurance, and there is some question as to whether, in case of an accident, your personal liability insurance would be effective. If you are using your personal car for District business, your personal auto insurance is primary, District vehicles cannot be used for personal use.

Travel Request and Travel Claim

The Business & Fiscal Services office is responsible for processing all College travel related documents. Fiscal Services works closely with department managers and special program managers to ensure that travel is appropriate for the funds that will be used to pay for the travel and to ensure that there is sufficient funding. Please refer to the [Business and Fiscal Services](#) page for the appropriate forms and further information.

References

CCR Title 5, 55220

[MCCD BP/AP 4300](#) – Field Trips and Excursions

[MCCD BP/AP 7400](#) – Travel

[MCCD AP 6530](#) – District Vehicles

Guest speakers

Faculty may invite a guest to speak to their class. Complete the [Guest Lecturer Form](#) and submit it to the Area Dean for approval prior to the speaking engagement.

Duplicating and Print Services

Faculty are encouraged to contact the appropriate Area office for duplicating assistance and to request needed class materials and supplies. Proper authorization/approval from the Dean of Instruction to print and the correct billing/charge-to information is required for all print orders. The department recovers costs by allocating them to the requestor's duplicating account lines/s through a charge-back system. Charges are based upon incurred expenses (materials, supplies, additions).

To submit duplicating materials electronically, please visit the [Print Services webpage](#).

To make a print request, [log in to PrintNet](#) via the Campus Community tab. This will open the Okta window to log in with MCCD credentials. Complete the form, and select an account line through which print jobs will be charged. For any questions, concerns, or problems contact the Area Coordinator. Digital files uploaded through PrintNet are preferred, however, print requests with hardcopy attachments may be left with Area Coordinators, sent via department mail, or dropped off at the department.

The Graphic Communications department is located in the Service Building off University Avenue. Please give adequate lead time when submitting materials for duplication. Same day, walk-in, print-on-demand

services are not offered due to workflow constraints. Due to workload demands, no guarantees can be made to accept or complete any work submitted less than 24 hours before date due. Specific turnaround times are determined by the project on a case-by-case basis. Please consult with staff for time-sensitive projects. It should be noted that turnaround times may be lengthened at the beginning and end of each semester due to increased volume. Please plan accordingly. Unexpected downtime caused by equipment issues or campus closures, while infrequent, may occasionally interfere with timely completion of services. Print Services staff appreciates understanding in such circumstances. Evening instructors who cannot come to campus during the daytime should contact their Area Coordinator before 4:00 p.m. regarding arrangements for assistance.

Guidelines from the association of American Publishers for copying material for the classroom which does not require permission to duplicate have been included as a reference. Please note that the requestor assumes full liability for any work submitted for duplication. Any person requesting, or using, copyrighted work for purposes in excess of "fair use" is liable for copyright infringement and is subject to civil and criminal penalties. Materials submitted for duplicating to the Graphic Communications department or bookstore which include copyrighted material (without the explicit permission of the copyright holder) will be returned to the instructor.

Classes with Hours by Arrangement

"To Be Arranged" (TBA) hours should be limited to those classes that must have flexible hours in order to meet objectives. There must be clear identification of all hours that are "arranged." The instructor must be available for the entire "arranged" time period and at the locations designated.

If a class is scheduled with "To Be Arranged" hours, the following procedure should be implemented:

- Determine when and where the students will accomplish the required hours, and what type of supervision will be provided for the students while in the instructional activity. Notify the Dean of the hours for approval. Enrollment logs for all TBA classes are required to be submitted to the dean's office at the end of the term for auditing purposes.
- Determine a mechanism for keeping a record of the students' hours; i.e., through the use of a time clock, sign-in cards, logs, student notebooks, etc.
- Give the students, in writing, an explanation of when, where and how they must meet the to-be-arranged hours. Included in this explanation must be an explanation of the required hours per week. This information is to be included on the course information sheet (syllabus) given to the students and/or in an addendum given soon after the semester begins (by census week).

Accessibility Resources

Accessibility is not only the law, it helps all students gain better access to content. We have a variety of resources readily available on our [accessibility website](#).

- **Style Headings:** Heading styles are consistently used to aid navigation. Heading checks make sure that Heading styles are used and that Heading levels (H1, H2, H2, H3, etc.) are used/nested in the correct order. Fonts, colors, and formats (bold, italics, etc.) are not used in lieu of heading styles.
- **Chunking:** Content exceeding 3/4-page is chunked using meaningful section headings and/or proper page breaks like HTML snippets.
- **Links:** Links are embedded within meaningful and unique text in place of displaying the URL.

- **Lists:** Lists are created using the bullet or numbered list tool and not formatted manually.
- **Color Contrast:** There is sufficient color contrast between the foreground text and background to meet ADA requirements.
- **Color & Meaning:** Color is not used as a means of conveying information, adding emphasis, indicating an action, or otherwise distinguishing a visual element.
- **Images:** All images have appropriate alternative text that describes the image and explains the instructional value. The alternative text does not contain “image of,” “picture of,” or file extension (e.g., “.jpg”).
- **Decorative Images:** Banners are tagged appropriately. Images are not used for decorative purposes.
- **Tables:** Column and/or row header cells are designated so that screen readers can read table cells in the correct order. A table caption is included.
- **Underlining:** Underlining is reserved for hyperlinks only.
- **Slide Decks:** Slides are created using built-in accessible slide layouts, with each slide having a unique title. All text is visible in ‘Outline View’ to ensure that it can be read by assistive technology.
- **Captions:** Videos have accurate captioning and do not rely on auto-generated captioning
- **Audio:** Audio files include appropriate transcripts.
- **Players:** Video/audio media players are not set to auto-play
- **Flashing Content:** There is no flashing, blinking, or moving content.

**The list above is not exhaustive. For more in-depth training and resources, contact the Innovation Team.*

Technology Support

At Merced College, we have numerous avenues for technology support.

- Faculty Canvas issues- Contact Canvashelp@mccd.edu
- Faculty and Staff IT Support- Contact helpdesk@mccd.edu or call 209-384-6180
- Student Tech Support- [Tech Support Website](#), In person visit in the Downey Learning Resource Center email myhelp@mccd.edu or call 209-381-6514

Acceptable Use Policy

This policy applies to students, faculty, and staff.

The Merced Community College District (hereinafter referred to as MC) owns and operates a variety of communication systems that are provided for statewide use by students, faculty, and staff in support of the programs of California community colleges and are to be used for education, research, academic development, and public service only. Commercial uses are expressly excluded. All students, faculty, and staff are responsible for seeing that these systems are used in an effective, efficient, ethical, and lawful manner.

This document establishes rules and prohibitions that define the acceptable use of these systems.

Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline and/or legal sanctions under federal, state, and local laws.

Communication systems are defined as services such as E-mail, Internet access, the telephone system, and campus electronic networks.

adopted 6/15/04 updated 12/13/22

[See Administrative Procedure 3720](#)

Communication

Absences

An Administrator is the **only one** with authority to cancel class. If you must be away during a scheduled class, you must notify your Area Dean and take the appropriate leave. The Dean will find a substitute or cancel class, whichever is appropriate.

1. When calling to report an inability to meet a class(es), make sure to reach a “live” human voice. Do not simply leave a message on voicemail.
2. The first call should be to the Area Coordinator. They will make sure the classroom is posted. It is the faculty’s responsibility to complete and submit absence forms to the Area Dean in a timely manner. Please send the completed form to the Area Coordinator to route for signatures. In addition, call the Area Dean on their preferred phone (office or cell).
3. If unable to reach the Area Coordinator, call the switchboard operator at 384-6000 and select option 8 any time between 8:00 a.m. and 5:00 p.m. The switchboard operator will then contact a staff member in the Office of Instruction. This staff member will post the classroom and relay the information to the Area Coordinator so an absence form can be sent to the instructor to complete.
4. If for some reason there is no answer at the Administration reception desk, call the Office of Instruction at 381-6576 or 384-6199 and leave the message with whomever answers.

Note for instructors who teach classes which begin at 7:00 a.m.:

Instructors should inform students that if the instructor has not arrived by a certain time (typically 15 minutes after the start time of the class), they should not remain. Inform them that the classroom door will not be posted if and when if instructor is absent. The instructor is still obligated, of course, to report the absence as outlined above.

Contact Information

Department	Position	Name	Contact Number	Building Location
------------	----------	------	----------------	-------------------

Agriculture & Industrial Technology	Dean	Bryan Tassej	(209) 384-6396	AGTIC
	Administrative Coordinator	Veronica Mungia	(209) 384-6250	AGTIC
	Faculty Lead (Automotive)	Michael Weepers	(209) 384-6175	IT
Arts & Social Sciences	Dean	John Albano	386-6777	IAC
	Administrative Coordinator	Renee Dekker	384-6073	IAC
	Administrative Coordinator	Leyla Polk	386-6644	ART
	Faculty Lead (History)	Michael Lorenz	381-6509	IAC
	Faculty Lead (Arts)	Louisa Benhissen	384-6063	ART
Business & Economics	Dean	Caroline Dawson	381-6477	BRC
	Administrative Coordinator (Business)	Corina Jimenez		
	Administrative Coordinator (Non-Credit)	Denise Dupree		
	Faculty Lead (Business)	Toni Pirtle	384-6153	BRC
Allied Health & Public Safety	Dean	Valerie Albano	386-6730	AHC
	Administrative Coordinator	Norma DeLaTorre (Allied Health)	384-6309	AHC
	Administrative Coordinator	Maria Soto (Public Safety)	384-6058	PSC
	Faculty Lead (Allied Health)	Dan Smith	384-6127	AHC
	Faculty Lead (EMT/Fire)	David Noblett	384-6172	AHC
	Faculty Lead (CDC)	Libby Soria	386-6639	AHC
English, Humanities & Rising Scholars	Dean	Travis Hicks	384-6489	IAC
	Administrative Coordinator	Donna Torrez (retiring)	384-6150	IAC
	Faculty Lead (English)	Jeremy Mumford	384-6178	IAC
	Faculty Lead (Philosophy)	Max Hallman	384-6327	IAC
	Faculty Lead (Communications)	Lee Anne Hobbs	384-6255	IAC
Science, Technology, Engineering, and Math (STEM)	Dean	Marie Bruley	384-6082	SCI

	Administrative Coordinator	Angelica Campos	384-6293	SCI
	Faculty Lead (Math)	Mark Sutterfield	386-6784	SCI
	Faculty Lead (Chemistry)	Denisha Dawson	384-6290	SCI
Education & Innovation	Dean	Garrick Grace	384-6085	TIC
	Administrative Coordinator	Carmen Moreno	384-6151	TIC
Los Banos Campus	Dean	Jessica Moran	381-6410	Los Banos
	Administrative Coordinator	Margo Pulido	381-6412	Los Banos
	Faculty Lead	Jennifer Gardner	386-6721	Los Banos
	Faculty Lead	Scott Coahran	386-6718	Los Banos
Athletics and Sport Sciences	Dean	Bob Casey	386-6762	GYM
	Administrative Coordinator	Lupe Ramirez	384-6322	GYM
	Faculty Lead (Kinesiology)	Scott McCall	384-6027	GYM

Email, Voice Mail, and Canvas

Each faculty member, including adjunct faculty, is issued a network login and Merced College email address. A significant amount of information is sent to faculty via e-mail. E-mail can be received and sent from off-campus locations. For more information, contact the dean or the faculty lead.

All full-time faculty have voice mail. Each adjunct faculty member has the option of requesting a voicemail number. For more information, contact your dean.

Each faculty member is assigned a network login and Merced College email address for access to the Merced College Portal, Canvas, and Microsoft 365. Canvas is the campus Learning Management System (LMS) and is used for managing materials and instruction, as well as posting and submitting final grades through the Grade Import tool.

Day and Evening Assistance

Day or Evening - In case of emergency or assistance, contact the Campus Police at 209-386-6600 for the Merced and BRC campuses or 209-381-6425 for the Los Banos campus

If requiring assistance during the day, contact the Area Dean or the Area Coordinator. Deans and faculty leads can also be available during the day to work with adjunct faculty in developing teaching techniques and strategies. The instructor for a class held at an off-campus center should contact the Area Dean to whom they report or the Area Coordinator.

ITS and Audio Visual

Audio Visual falls under the Information Technology Services Department and is located in the Downey Learning Resource Center. The contact phone number is (209) 384-6180 (press 1 for Audio Visual) or e-mail AVHelp@mccd.edu. As of June 30, 2019, the District no longer supports VHS media or technology.

Who can use AV?

AV provides selected instructional technology support services for college credit, noncredit, and Community Services classes. Full and part-time professors and staff may use AV resources to carry out Merced College assignments. AV does not routinely provide services or equipment for students or non-college use. AV does not loan materials or borrow materials from other groups, institutions, or individuals.

AV services include on-campus delivery of select instructional technology items (projectors, document cameras, voice-lift/amplified audio, etc.), troubleshooting and repair/rectification of inoperative instructional technology, consultation on selection and installation of instructional technology, and support for Zoom teleconferencing technology (inclusive of hy-flex classrooms and conference room systems). Please note that all media, such as videos and music are only available through the library circulation process. See the Library section for more information.

Equipment types available

Digital projectors, document cameras, voice-lift/amplified audio systems, CD players, multimedia carts, Zoom teleconferencing carts, and video playback carts.

Period of check-out

Equipment is usually checked out for a single class period, and each request is determined by need and availability. Most classrooms are already outfitted with multimedia systems or hy-flex systems.

Lead time for the use of equipment

Twenty-four-hour notice is the minimum lead time for requesting materials or equipment. Neither equipment nor materials can be guaranteed on notice shorter than twenty-four hours. Requests are handled on a first-come, first-served basis by AV staff.

How to order materials

Requests may be made in writing by providing the following information: name, class, room, starting/ending times for the class, and what specific equipment is needed. Send a written request to AV, Stop 47, email AVHelp@mcd.edu, or order equipment by calling (209) 384-6180 (press 1 for Audio Visual) with the above information. Please leave a callback number to verify your order.

Catalogs

Media owned by the District, including materials housed in other divisions and departments, can be found online through the Library.

Access to materials and equipment

AV can check out and deliver only materials and equipment housed in the AV office and under the supervision of AV staff. For materials not located in AV or under AV supervision, instructors must contact the division or department listed in the catalog and arrange for the use of the material needed. Materials in the library are for student and faculty use and are checked out with a library barcode. The library does not book media in advance, nor does the library staff deliver or pick up materials. **Please note:** DVDs housed in the library cannot be ordered through AV and do not have public viewing rights. All classroom podium computers have access to several streaming databases for films, including “Ambrose Videos” and “Films on Demand.” If assistance is needed, please contact AV at (209) 384-6180 (press 1 for Audio Visual).

Off-Campus classes

Professors of off-campus classes must pick-up and return materials from the AV office during office hours. Materials should be picked up on the day of the class and returned the following morning. AV media, digital projectors, camcorders, voice-lift equipment, and CD players may be checked out. The Los Banos Campus Library has some AV equipment for faculty teaching at that location.

Off-Campus

Equipment may be checked out to go off-campus (District-owned properties) in support of District Functions (i.e., conferences, speeches, etc.). A completed "Request to Remove District Property must be completed in advance, and the user of the equipment assumes responsibility for the items. For more information, please contact (209) 384-6180 (press 1 for Audio Visual) or email avhelp@mccd.edu.

Faculty responsibility

Professors are responsible for the security and legitimate use of District AV equipment and materials as directed by Board policy, and that responsibility cannot be delegated to others.

Service contacts

All AV Contact and Requests (209) 384-6180 (press 1 for Audio Visual

Contact Numbers

When calling from a campus telephone, dial the 4-digit extension. When calling from an outside telephone, dial the full phone number. Please refer to the [Faculty & Staff Directory](#) for a full listing of phone numbers and email addresses.

Reason	Who to Contact	Phone Number
Accidents, Illness, First Aid, Medical Emergencies	Student Health Services	(209) 384-6045
Accidents, Illness, First Aid, Medical Emergencies	Switchboard Operator	(209) 384-6000, option 8
Accidents, Illness, First Aid, Medical Emergencies	Campus Police	(209) 386-6600 (209) 769-4281
Accidents, Illness, First Aid, Medical Emergencies	Company Nurse	(209) 384-6045
Accidents, Illness, First Aid, Medical Emergencies	Human Resources	(209) 386-6786
Administration	Area Dean	
Admissions & Records, Rosters, Grades	Office of Admissions & Records	(209) 384-6187
Audio Visual	Educational Tech Specialist	(209) 384-6052
Course Outlines, Grading, Academic Procedures & Regulations	Area Dean	
Guest Speakers	Area Dean	
Library Services	Learning Resources Center	MC Campus (209) 384-6083 LB Campus (209) 384-6434
Room Use Problems	Area Coordinator	
Security, main campus	Campus Police	(209) 386-6600

		(209) 769-4281 (209) 384-6000, option 8
Security, Los Banos campus	Campus Police	(209) 381-6425
Time Sheets	Payroll Office	(209) 384-6215 (209) 384-6207
Trips and Travel	Area Dean or Vice President of Instruction	

Mail Distribution

Each department has a “stop number” where mail is delivered... Please call the Area Coordinator for the location and access code. A student mailbox is located in the Student Union Hallway for students to drop off documents to instructors. Each student is responsible for properly identifying their items. Detailed instructions are posted on the drop box. One pick-up per day will be scheduled in the late afternoon with an expected delivery the following District business day before noon. All outgoing mail will be picked up at the same time as delivery. The last mail run is a 2:30 p.m. Monday-Friday. Mail drop-off boxes for outgoing mail are at the following locations:

1. Administration Building Breakroom.
2. Student Union Hallway for Veterans Center, Study Central, Student Health Services and the Cafeteria.

Please call the mailroom at extension #6217 for any questions regarding mail services.

Safety & Facilities

Campus Shield Free App

We want to remind the campus community of our free smart phone safety app, CampusShield. We encourage all students, staff and faculty who have not already signed up to [download the CampusShield app](#) and sign up today. The app is for use while you are at the Merced campus, the BRC, and the Los Banos campus to report any emergencies, non-emergencies, and crime tips. When necessary, you will also receive emails and/or text messages alerting you to urgent campus incidents/emergency notifications.

Please encourage your family and/or friends to sign up to receive CampusShield notifications as well. However, keep in mind that they will not have access to the full suite of options available to current Merced College students and staff (such as anonymous tip reporting). In order to begin receiving notifications, they can do one of the following:

- Text “mercedcollege” (all one word, no spaces) to 58843
 - Completed registration is confirmed with a text message response indicating “Success!”
 - Under Notification Preferences, make sure to select either the Campus Community or Faculty/Staff option
 - Allow access to your location
 - No additional information is required

- [Download the CampusShield app](#) and complete the registration process using a non-MCCD email address
 - They will be prompted to proceed as a guest and will need to provide the District’s 6-digit registration code, 360036
 - Under Notification Preferences, choose the Public option
- Register to receive campus notifications via email with the [Public Safety Cloud Community Alert System](#)
 - An email address must be entered in order to complete the registration process
 - Enter a phone number in order to receive text message notifications (this is optional)
 - There is no need to provide an address
 - Under Public Notification Groups, choose the Public option
 - A password must be created in order to complete the process

If you would like to know more about the app, we encourage you to talk to any of our campus police officers when you see them on campus and ask for an overview. You can also contact Campus Police at (209) 386-6600 (Merced) or (209) 381-6425 (Los Banos) for more information.

Emergency Procedures

Immediate emergency response may be obtained by calling Campus Police or dialing extension 911 on any campus telephone. Please refer to the [Emergency Preparedness](#) webpage for up to date announcements and information. In addition, you’ll find contact information along with helpful links to Campus Police & Behavioral Intervention Team.

Important contact information

The Campus Police Department’s main office is located on the Merced Campus with office hours Monday through Friday, 8:00am to 4:30pm and service hours until 11:00pm. During the summer, office hours are closed on Fridays.

- Merced Campus Police Department: (209) 386-6600
- Los Banos Campus Police: (209) 381-6425

After 11:00pm, ALL calls will be forward to Merced Police Department Dispatch.

Police personnel enforce federal, state, and local laws, including criminal laws and vehicle code violations, as well as investigate all criminal and traffic cases that occur on Merced Campus, Los Banos Campus, and the Business Resource Center. The Campus Police Department also provides policing for a variety of events held on the Merced campus for the community at large.

As a Peace Officer Standards and Training (P.O.S.T.) certified police department, Merced Community College District Police respond to a variety of calls for service which include calls for crimes in progress and medical calls for sick or injured persons in addition to vehicle collisions.

Campus Police operates as a separate jurisdiction working in conjunction with the Merced Police Department.

Accidents, Illness, First Aid, Medical Emergencies

Please refer to the [Risk Management](#) page for safety trainings, forms, additional resources and contact information.

Keys

Faculty members on the main campus will be issued keys to rooms to which they have been assigned. Keys to rooms that are not listed within the class schedule will require a key authorization form. For example, these keys include, but are not limited to, lab rooms and faculty mail rooms. The Maintenance Office is responsible for all cabinet, desk, and file cabinet keys. The Maintenance and Transportation Department is responsible for all building keys and will handle all key requirements. Keys are numbered and are to be turned in at the end of each semester unless an exception is approved by the Vice President of Instruction, Student Services or the Area Dean.

When key(s) are issued, the instructor will be required to sign for it, including a statement to the effect that you will not lend the key or make a duplicate of it, in addition to a fee if the key(s) are lost or stolen. All keys checked out to adjunct faculty members must be returned at the end of each semester before the final paycheck will be issued, unless an exception is approved by the Vice President of Instruction, Student Services or Area Dean. Keys may be issued on a short loan basis when special access to a facility is required, pending the receipt of an authorization form.

Keys are not to be handed to students or others for their use. Because keys can only be used by the individual for which they are assigned and signed out to, at no time should students be left in a room without a professor or advisor. Assigned classroom keys will be issued to instructors who attend the adjunct faculty orientation. Adjunct instructors, who cannot attend the orientation, may contact the Maintenance and Transportation Department and make arrangements to pick up their key(s).

Maintenance and Transportation office hours are from 8:00 am to 4:30 pm. Prior to picking up keys, it is recommended to call ahead of time to make sure the key is ready and that someone will be there when you arrive. Contact Sonja by email at sonja.martinez@mccd.edu or by phone at 209-384-6142 for further assistance.

Parking

Merced College Parking Permits are valid for the duration of an academic year. Faculty and Staff Members of Merced College are provided one staff parking permit free of charge. There are a number of parking areas located about the campus that are restricted to staff only. Parking permits will be issued during adjunct faculty orientation each semester. At other times, parking permits may be obtained at the Campus Police Department. Additional permits or replacements for lost or stolen parking permits must be purchased by the employee from Student Fees. These permits are not supplied to you free of charge.

If a staff member must purchase a day pass, it can be purchased from the gray parking permit dispensers available at various locations on campus at the cost of \$2.00. Day passes are only valid in student parking and cannot be used in staff parking spaces. Purchase can be made with either a debit/credit card or dollar bills in exact amount. The option to purchase consecutive day passes is available. No change will be given.

Parking permits must be displayed prominently on the vehicle hanging from the rearview mirror facing forward. Vehicles not properly identified are subject to ticketing.

If you are a motorcyclist, you may park within any of the areas designated exclusively for motorcycles without a permit being required. However, if you wish to park your motorcycle within any of the regular designated parking spaces, staff or student, you will be required to have a valid motorcycle parking permit on record. For more information, contact Campus Police at (209) 386-6600.

Facilities Request

For use of classrooms outside of instruction, please contact your Area Dean and Coordinator to reserve classroom space for meetings and events.

Student Services

Counseling Services

The Counseling Center is located in the Leshar Student Services Center. Our belief is that college counseling is an integral and essential service that supports all students through a positive and rewarding educational experience. Counselors provide support in achieving academic, personal, career and social development and success. A primary function of counseling is to plan and execute a program of study that appropriately reflects the educational goals, interests, and needs of the student. This function is best accomplished by the counselors maintaining an open and flexible response to a diverse student population including support for students with disabilities, student athletes, disadvantaged student.

Student Retention

1. Maintaining appropriate and consistent contact with students is paramount and key to student retention. Faculty should inform their students where and how to leave messages for them. Each instructor at the main campus and at the Los Banos campus has a mail drop box in which students can leave messages. In addition, students are able to contact their instructors easily through Canvas using email. Faculty are expected to monitor their Merced College email in a timely manner, responding to students' questions or concerns as needed.
2. On Canvas, post a course syllabus outlining the course objectives, instructional methods, texts, grading, attendance policies and assignments. Include information concerning assignment due dates and test dates. Provide each student with a copy at the first meeting.
3. Carefully consider the performance of the students when preparing progress reports. Due dates and forms for progress reporting are provided by the Records Office through your faculty email.
4. When sequential absences occur later in the semester, please contact students to determine if absences are related to the class. If possible, offer possible solutions to study problems.

Optional but Highly Recommended

Late Work Policy - Note to faculty: Please stay flexible and work with students during this trying time. Students are facing some of the most difficult challenges of their lives. Be sure to help them succeed.

Homework policy-Formats, due dates - Note to faculty: Please build in a Plan B, knowing that technology can occasionally become unavailable.

Zoom Etiquette Policy:

- Wear appropriate attire.
- Ensure the background is free of distractions.
- Mute the microphone (and maybe video, too).
- Raise hand and wait to be called upon (Zoom “raise hand” feature).
- Identify by name when speaking in large groups.
- Let others know when done speaking by saying something like: “Thank you.”
- Be respectful and considerate of all participants on the Zoom call.
- Participate to the fullest extent possible.

Student Course Repetition

In general, classes may not be repeated. The following are the exceptions:

1. Students may repeat a course two times in an effort to alleviate substandard academic work. A sub-standard grade is “D”, “F”, “FW”, “NP” or “NC”. Students may repeat a course a third time if the College finds there are extenuating circumstances which justify a third repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
2. Students with special circumstances may petition to repeat a course for additional credit. The Academic Exceptions Committee will rule on the request prior to enrollment.

Student Privacy Rights of Students

The Family Education Rights and Privacy Act (§ 438, Public Law 93-380) gives the student three important rights:

- The right to inspect his/her student records,
- The right to challenge incorrect information in those records, and
- The right to keep his/her records private.

This law authorized the release of directory information (in the absence of student objection) including name, address, date and place of birth, major field of study, current class schedule, participation in activities, date of attendance, degrees and awards, and last institution attended.

Objection to the release of this information is made on the Admissions Application at the time of registration. The Registrar has been designated "Records Officer" as required by the Act. Any questions regarding student privacy may be directed to the Registrar in the Office of Admissions & Records

Informed Consent

Research, including assessment and evaluation of the teaching and learning process, will be conducted at Merced College in established or commonly accepted educational settings and will involve normal educational practices.

Information gathered related to student knowledge, skills, attitudes, and behaviors will be kept anonymous and/or confidential, and participation exposes students to no or minimal risk of harm. By enrolling and attending Merced College courses, students have volunteered as subjects, have been fully informed, and give their consent to participate in education-based research. If the research parameters change, students will be fully informed of changes. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law regarding the privacy of student records and the obligations of the

institution, primarily in the areas of release of the records and the access provided to those records. Students are protected under both FERPA law and the Human Subjects Review process.

References:

[Merced College Board Policy 5040](#)

Merced College Administrative Procedure 5040

Education Code Sections 76200

Title 5, Section 56400

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[HHS - Office for Human Research Protections](#)

Special Programs

Rising Scholars

Currently Incarcerated

In partnership with Valley State Prison, Merced College launched the Rising Scholars program in Spring 2016. Our program's early days and initial successes demonstrated a need in our community to support students on their journey from incarceration to academia. In Fall 2017, we partnered with Central California Women's Facility to expand our program. In Fall 2022, we expanded our course offerings by partnering with United States Federal Penitentiary –Atwater. As of today, our program offers over 30+ courses and serve 600+ students.

Justice Impacted Students

The College offers support to justice-impacted students through our Rising Scholars program. Justice-impacted individuals include those who have been incarcerated or detained in a prison, immigration detention center, local jail, juvenile detention center, or any other carceral setting, those who have been convicted but not incarcerated, those who have been charged but not convicted, and those who have been arrested.

Rising Scholars Office/Locations

Merced College Rising Scholars Office

Bizzini Interdisciplinary Academic Center: IAC Building B – Rising Scholars

Travis Hicks – Dean of Rising Scholars, (209) 381-6489

Michelle Greenwood – Assistant Director Rising Scholars, (209) 384-6399

Jennifer McBride – Faculty Coordinator, (209) 384-6376

Central California Women's Facility (CCWF) – CDCR

Classes are held at Central California Women's Facility; located at 23370 Road 22, Chowchilla, CA 93610.

Iris Garrett Juvenile Justice Correctional Complex

Classes are held online at Merced College and in person at Iris Garrett Juvenile Justice Correctional Complex; located at 2840 W. Sandy Mush Rd., Merced, CA 95341.

Valley State Prison

Classes are held at Valley State Prison; located at 21633 Avenue 24, Chowchilla, CA 93610.

United States Penitentiary, Atwater

Classes are held at USP via Webex and in person at Camp in United States Penitentiary; located at 1 Federal Way, Atwater, CA 95301.

Merced College Online

Merced College Online is an innovative, fully online degree program. Merced College Online is designed to support students seeking an online program, working adults, and returning students. Students will earn a transferable associate degree in one of four disciplines: Administration of Justice, Early Childhood Education, Business Administration, or Psychology. Students complete their programs with the same group of students, working to attain the same degree and building a sense of community and support along the way. Students will develop advanced skills that will benefit them in the workforce, and form lasting relationships vital for networking. Merced College Online provides built-in student support services to ensure students receive and have access to systems that increase their success. From start to finish, students will have the support of a dedicated specialist to ensure ease of navigation of enrollment, financial aid, and support with academics and technology.

Credit for Prior Learning (CPL)

Many non-traditional students (adults age 25+) come to Merced College with skills gained through military, workplace, and civic experiences. These students hold industry credentials, are graduates of public service academies, and were trained for military occupations. Credit for Prior Learning (CPL) is a strategy to help students get credit for what they already know and can do, saving them time and money on their educational path.

Credit for Prior Learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as:

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning
- Validated volunteer and civic activities (e.g., Peace Corps)

It's important to note, CPL does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

Additional information is available on the [CPL Website](#).

Trident Innovation Center

In the world of education, we are presented with new challenges every day. The Trident Innovation Center team offers support and guidance to connect you with the resources you need to meet new challenges, all while streamlining and improving processes along the way. Visit our [Trident Innovation Center website](#) for additional information.

Faculty Support

We offer walk-in assistance with Canvas and classroom technology, as well as various Professional Development opportunities

Remote Worker Lounge

Need a place to work and collaborate? Our remote worker lounge has cubicles, dual monitors, laptops, and a printer readily available for faculty use.

Recording Studios

At Merced College, we have some of the nicest faculty recording studios available. We have a green screen room and a lightboard room to inverse a whiteboard for a dynamic lecture experience. We also have a team to edit your lectures to give it a complete look. Our goal is to make recording engaging videos our problem, not yours. Stop by for a demonstration. You can book recording appointments directly with linje.johnson@mccd.edu.

Constituent Groups

Faculty Responsibilities

Faculty have a responsibility to encourage academic honesty in their classrooms. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are encouraged to do the following:

1. Explain the meaning of academic honesty to their students.
2. Include information about academic honesty in their course syllabi.
3. Conduct their classes in a way that discourages cheating, plagiarism and other dishonest conduct
4. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Violations of Academic Honesty which follow).

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to do the following:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.

Administrative Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to discourage cheating, plagiarism and other dishonest conduct.
3. Provide appropriate software and technology to identify students who have borrowed or downloaded essays and have claimed them as their own.
4. Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Participatory Governance

Academic Senate Committees and Task Forces

Academic Exceptions Committee - Approves or denies requests made by students through a petition process.

Constitution and Bylaws Committee - Meets as necessary and suggests amendments to the constitution and bylaws to the senate for adoption.

Curriculum Committee – Assumes responsibility for making recommendations in the areas of curriculum and academic standards.

Distance Education Committee - Acts under the direction of the Merced College Academic Senate as a subcommittee of the Curriculum Committee to support faculty and make recommendations to the Board of Trustees on all instructional matters regarding distance education at Merced College.

Equivalency Committee - Works to develop, recommend, and implement hiring procedures and policies which will ensure the quality of faculty members.

Executive Committee - Meets and takes provisional action between the regularly scheduled meetings of the senate.

Flex Peer Review Committee – Seeks to fairly and accurately determine, based on the guidelines set forth by Title 5, the Chancellor’s Office, and the Merced College Academic Senate, whether or not activities submitted by an individual faculty member has met the intent of the program.

Program Review Outcome Assessment Committee/Instructional Program Review and Student Learning Outcomes Assessment Committee (PROAC/IPRSLOAC) - Solicits and provides support for evidence-based documentation from instructional programs and courses to assess effectiveness and identify areas for improvement which may lead to requests for financial resources.

Student of the Month Committee - Selects the student-of-the-month for September, October, November, February, March, and April.

Student Success Committee - Provides a place for shared planning for direct student support from the instructional and student services areas.

Participatory Governance Committees with Academic Senate Representation

Administrative Services Master Planning Committee - Promotes the College's strategic priorities by providing support for high-quality, cost-effective administrative services that support Merced College's mission while fostering a safe and engaging multicultural environment.

Budget Committee - Assists the Vice President of Administrative Services on matters pertaining to budget development.

Educational Master Planning Committee - Serves as the oversight committee for all Merced College master planning committees to ensure a student-centered focus in the District.

Equal Employment Opportunity Advisory Committee - promotes understanding and support of equal employment opportunity policies and procedures and assists in the implementation of the EEO Plan in conformance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

Health & Safety Committee – Provides a venue to address safety issues and promote safety in all areas across campus.

Instructional Master Planning Committee - Provides direction and oversight for instructional planning, program review, and resource allocation.

Student Services Master Planning Committee - Provides broad oversight, advocacy, vision, and direction for all Merced College student services programs to help ensure student success.

Human Resource Council Committee

Staff Development Committee

For further information, select the following link to the [Merced College Participatory Governance Handbook](#).

Merced College Faculty Association (MCFA)

The Merced College Faculty Association (MCFA) is the exclusive representative of faculty employees in matters relating to employment conditions including but not limited to, wages, hours, and other terms and conditions of employment.

As a representative body the purposes of MCFA include:

1. Developing group opinion on professional matters to speak with the district and its representatives.
2. Providing the opportunity for study and action on problems of the profession.
3. Striving to raise the standards for community college education.
4. Representing ethnic-minority members.
5. Promoting professional attitudes and ethical conduct among members.
6. Encouraging cooperation and communication between the profession and the community.

Contact:

Megan Igo
MCFA President
Megan.igo@mccd.edu
(209) 386-6704

Community College Association (CCA)

CCA is the higher education affiliate of the California Teachers Association (CTA), the largest and most influential professional association of educators in the state with 310,000 members. CCA has become one of the most powerful voices for community colleges at the state level, striving to improve the working conditions of our members and the quality of the community college system.

Nationally, CCA is affiliated with the National Education Association (NEA), the largest public employee association in the country with almost 3 million members.

Faculty Governance and Organization Academic Senate of Merced College

The Academic Senate deals with all matters of academic and professional concerns not limited by law.

The Senate assumes primary responsibility for making recommendations to the Administration and Board of Trustees in the areas of:

- Curriculum
- Degree and Certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Policies for faculty professional development activities.

Responsibilities of the Academic Senate “10 + 1”

1. Degree and certificate requirements
2. Curriculum including establishing pre-requisites and placing courses in disciplines
3. Grading policies
4. Faculty roles and involvement in accreditation processing including self-study and annual reports
5. Educational program development
6. Standards or policies regarding student success
7. District and college governance structures as related to faculty roles
8. Policies for faculty professional development activities
9. Processes for program review
10. Process for institutional planning and budget development
11. Others as mutually agreed upon.

Contact:
Wanda Schindler
Academic Senate President
Wanda.schindler@mccd.edu
(209) 384-6128

Academic Senate for California Community Colleges (ASCCC)

Formed in 1970, the Academic Senate for California Community Colleges is a 501(c)6 nonprofit organization created for the promotion and advancement of public community college education in California. Its general purposes are:

1. To strengthen local academic senates and councils of community colleges;
2. To serve as the voice of the faculty of the community colleges in matters of statewide concern;
3. To develop policies and promote the implementation of policies on matters of statewide issues;
4. To make recommendations on statewide matters affecting the community colleges.

The Academic Senate gets its authority to strengthen local senates on California community colleges statewide from the California Code of Regulations Title 5 Section 53206, which says:

- a) An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.
- b) The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

Human Resources

Our office is responsible for the administration of personnel functions for the District including recruitment, selection, employment processing, evaluations, employer/employee relations, policy development and interpretation, employee onboarding, training, and professional development. The Human Resources Office is also responsible for maintaining Equal Employment Opportunity (EEO) legal guidelines and Title IX compliance.

Location

Administration Building, Merced Campus
Monday – Friday: 8:00 am to 5:00 pm
Telephone: (209) 386-6786
Fax: (209) 384-6103

Benefits

Please refer to the [HR Benefits](#) page and/or contact HR for further questions.

Important Dates

- Open enrollment for the 2023-2024 plan year is here
 - July 17, 19, 20, 21, 24, 25, 26, 27, 28
 - August 10, 14, 15, 16, 17, 18
 - [Go to the American Fidelity web page](#) and make your appointment today
- Open enrollment changes go into effect on October 1st

Leave

Please refer to the MCFA cba Article V for definitions and processes regarding faculty leave. Contact HR for any further questions about leave.

Evaluations

Please refer to the MCFA cba Article IX for Evaluation and Tenure procedures. In addition, the evaluation timeline can also be found in the MCFA cba Appendix K. Contact your Dean for any questions regarding faculty evaluations.

Full Time Faculty

In accordance with the faculty agreement, evaluation frequency will be in accordance with Education Code 87663(a) relating to college faculty and evaluations.

- a. **Regular (Tenured) faculty:** regular faculty will be evaluated every third year. Evaluation of tenured faculty shall take place during the spring semester. Evaluation may take place during the fall semester with mutual agreement.
- b. **Contract (Non-tenured, tenure track) faculty** and temporary (long-term/one year) faculty: All contract and temporary faculty shall be evaluated in their first year of employment. Contract faculty shall be evaluated at least once a year for four (4) years, unless tenure is granted earlier. Evaluation of contract (non-tenured, tenure track) faculty and temporary (long-term/one year) faculty shall take place during the fall semester.

Part Time Faculty

- a. **Temporary (Adjunct) faculty:** Temporary faculty shall be evaluated in their first year of employment and thereafter at least once every six (6) regular semesters.

Important Documents

Organizational Chart

Visit the Merced College Website to view the current [Office of Instruction Organization Chart](#), found on the Office of Instruction webpage.

District Calendar

Visit the Merced College Website to view current and past [Academic Calendars](#).

Important Dates Calendar (A & R) including Census Dates

Visit the Merced College Website to view [Important Dates & Deadlines](#).

FLEX Dates

The Flexible (FLEX) program consists of staff development activities “in-lieu-of” regular instruction.

FLEX activities can be, but are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials, and other instruction-related activities. At Merced College, two noninstructional days are scheduled each semester for faculty to attend FLEX workshops. A calendar of FLEX courses will be available in advance. Information on activities for FLEX days may be obtained from the FLEX Coordinator. Regular faculty have a 24-hour FLEX obligation for the

academic year, and temporary faculty can be paid for a maximum of 3 hours of FLEX. For more information on FLEX for faculty, click on [Merced College FLEX](#) on the Faculty/Staff homepage.