



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER



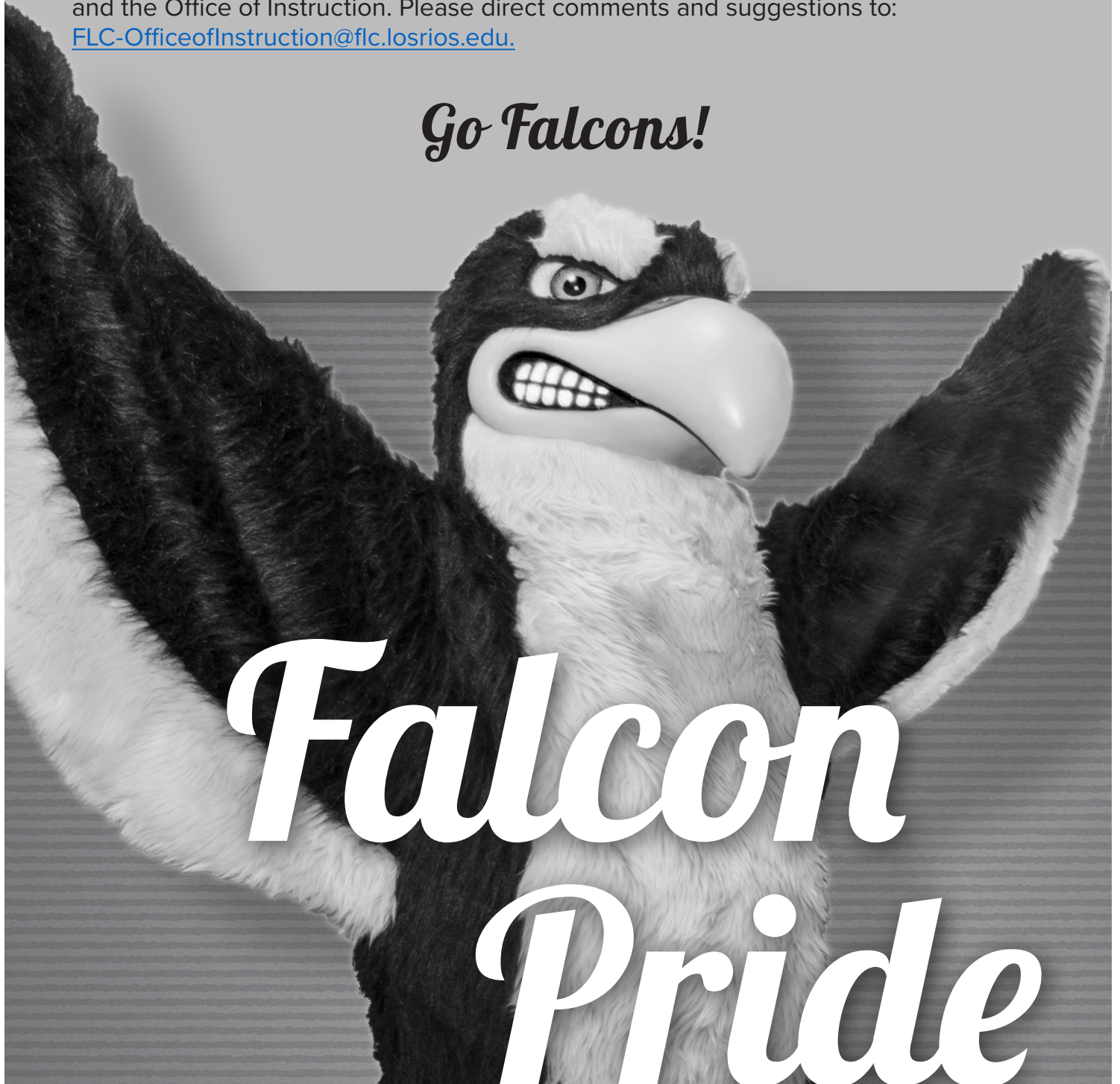
2019-2020
Faculty
Handbook

Greetings Folsom Lake College full-time and adjunct faculty –

Welcome to Folsom Lake College! This Faculty Handbook outlines many of the guidelines, processes, and procedures that are part of campus life and culture; however, the handbook is not intended to be a complete resource. Faculty members are advised to check with their department and area staff for additional references and more detailed information, or consult the college's intranet, the FLC Inside (inside.flc.losrios.edu).

The Faculty Handbook is reviewed and updated yearly through a collaborative effort between the Faculty Professional Development Committee, the Academic Senate, and the Office of Instruction. Please direct comments and suggestions to: FLC-OfficeofInstruction@flc.losrios.edu.

Go Falcons!



*Falcon
Pride*

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SECTION I:

About Folsom Lake College

Our Vision

Folsom Lake College opens minds and doors through the power of education, inspiring all students to become socially responsible global citizens.

Our Mission

Folsom Lake College enriches and empowers all students to strengthen our community by bridging knowledge, experience, and innovation.

Folsom Lake College, serving the diverse communities of eastern Sacramento and western El Dorado counties, offers educational opportunities and support for students to transfer to four-year institutions, to improve foundational skills, to achieve career goals, and to earn associate degrees or certificates.

Our Commitment to Equity

Education should belong to everyone. To nourish this inclusion, FLC champions equity, diversity, social justice, and environmental sustainability as foundational to academic, campus, and community life. We work with the communities we serve toward just and fair inclusion into society in which all people can participate, prosper, and reach their full potential. We commit to equity driven decision-making, planning, and reflective processes that are responsive to the diverse identities and experiences in our community.

We seek to empower marginalized voices, nurture our many identities and social circumstances, foster cultural responsiveness, and stand against all manifestations of discrimination, including (but not limited to) those based on: ability statuses, age, ancestry, body size, citizenship/immigration status, economic status, educational status, employment status, ethnicity, food/housing insecurity, gender, gender identity, gender expression, incarceration experience, language, marital/partner status, military/veteran status, national origin, neurodiversity, political affiliation, pregnancy/reproductive status, race/racial identity, religion, sex, and sexual orientation.

College Administration

President

Whitney Yamamura

Vice Presidents

Administration
Instruction
Student Services

Augustine Chavez
Dr. Monica Pactol
Sonia Ortiz-Mercado (Interim)

Deans

Career Education
El Dorado Center
Kinesiology, Health, Athletics, & Nutrition
Math, Science, Engineering, Library, Learning Skills, CIS
Planning & Research
Rancho Cordova Center, Business, Social & Behavioral Sciences
Student Services
Student Success
Visual & Performing Arts and Language & Literature

Vicky Maryatt
John Alexander
Matt Wright
Greg McCormac
Dr. Molly Senecal
Brian Robinson
Kellie Butler
TBD
Dr. BJ Snowden

PIO

Communications & Public Information Officer

Kristy Hart

Directors/Managers

College Store Manager
Director, Administrative Services
Director, College Advancement
Director, Marketing & Communications, Harris Center
Executive Director, Harris Center for the Arts

Rob Mulligan
Melissa Williams
Sally Buchanan
TBD
Dave Pier

Supervisors

Admissions & Records Supervisor
Business Services Supervisor
Captain, Los Rios Police Department
Counseling Supervisor
Custodial/Receiving Supervisor
Educational Center Supervisor, EDC
Educational Center Supervisor, RCC
Financial Aid Supervisor
IT/Media Services Supervisor
Student Life Supervisor
Student Services Supervisor
Technical Director, Harris Center for the Arts
Ticket Office Supervisor, Harris Center for the Arts

Christine Wurzer
Joany Harman
Cpt. Valerie Cox
Ronda Callaway
Levi Thiessen (Interim)
Adrienne Andrews
Joyce Heiland
Ali Padash
Jeff Lewis
Hannah Blodgett
Sharisse Estomo
Eduardo Garza
Lisa Burrage

as of 8/1/19

Organization of the Instructional Areas by Dean

Career Education

Vicky Maryatt, Dean

Colleen Mesa, Administrative Assistant

Brandi Mitchiner, Grant Coordination Clerk

- **Academic Departments:** Allied Health, Business Technology, Public Safety Education, Water/Waste Water Management, Work Experience
- **Instructional Support:** Career & Transfer Center, Inmate Education

El Dorado Center

John Alexander, Dean

Adrienne Andrews, Center Supervisor

- **Student Services at Site:** Admissions & Records, CalWORKs, Counseling, DSPS, EOPS/CARE, Financial Aid
- **Instructional Support:** English Center, Scheduling and Curriculum

Kinesiology, Health, Athletics, & Nutrition

Matt Wright, Dean

Jeanne Croff, Administrative Assistant

- **Academic Departments:** Athletics, Health, Kinesiology, Nutrition
- **Instructional Support:** Athletic Director, Student Athlete Success Center

Math, Science, Engineering, Library, Learning Skills, and CIS

Greg McCormac, Dean

Linda Santoro, Administrative Assistant

- **Academic Departments:** Chemistry, Computer Information Science, GeoSciences, Life Sciences, Mathematics, Physical Sciences
- **Instructional Support:** Innovation Center/Makerspace, Learning Skills/Tutoring, Library

Rancho Cordova Center, Business, and Social & Behavioral Sciences

Brian Robinson, Dean

Joyce Heiland, Center Supervisor

Jae Anderson, Administrative Assistant for B,SBSH

- **Academic Departments:** Anthropology, Business, Early Childhood Education, History, Human Services, Humanities/Philosophy, Political Science, Psychology, Sociology
- **Student Services at Site:** Admissions & Records, CalWORKs, Counseling, DSPS, EOPS/CARE, Financial Aid
- **Instructional Support:** Learning Resources

Visual & Performing Arts and Language & Literature

BJ Snowden, Dean

Melonie Quintell, Administrative Assistant

- **Academic Departments:** Communication & Media Studies, Dance, English, English as a Second Language, French, Music, Sign Language, Spanish, Theatre & Cinema Arts, Visual Arts
- **Instructional Support:** Reading & Writing Center
- **College-wide Support:** Equity Officer, Office of Civil Rights Contact

as of 8/1/19

Full-Time Faculty by Instructional Area

Business, Library Science, & Information Technology

Al Juboori, Suha (*Computer Information Science*)
Black, Jennifer (*Accounting*)
Brinkley, Amy (*Library*)
Dowell, Zack (*Innovation Center/Makerspace*)
Ellerman, Howell (*Business*)
Fowler, Caleb (*Computer Information Science*)
Mendell, Rebecca (*Library*)
Pitts, Lorilie (*Library*)
Ross, Dan (*Computer Information Science*)
Telles, James (*Library*)
Tran, KieuChinh (*Accounting*)
Vickery, C.D. (*Business*)
Watanabe, Matt (*Business*)

Career Education

Accooe, Reynando (*Public Safety*)
Collier, Julie (*Work Experience*)
Karas, Stephanie (*Administration of Justice*)
Pedro, Jason (*Allied Health/MLT*)
Swithenbank, Elizabeth (*Business Technology*)

Counseling & Student Life

Clark, Chris (*Counseling*)
Cook, Libby (*EOPS*)
Flores, Juan (*Student Success*)
Hansen, Mary (*Health & Wellness*)
Javier, Miriam (*Counseling*)
Longhitano, Amber (*Counseling*)
Madden-Nann, Michelle (*Counseling*)
Morrison, Jill (*Counseling*)
Piedra-Walsh, Lucia (*Counseling*)
Reisner, Carol (*Counseling*)
Tikhonov, Inna (*Counseling*)

Kinesiology, Health, Athletics, & Nutrition

Giordano, Rose (*Nutrition*)
Grahman, Amber (*Kinesiology/Athletics*)
Gregory, Richard (*Kinesiology/Athletics*)
Johnson, Justin (*Kinesiology/Athletics*)
Mollet, Ali (*Kinesiology/Athletics*)
Oliveira da Silva, Debora (*Nutrition*)
Ribaudo, Donny (*Kinesiology/Athletics*)
Richardson, Ron (*Kinesiology/Athletics*)
Torrez, Matt (*Kinesiology/Athletics*)

Language & Literature

Anayah, Bernadette (*ESL*)
Bjerke, Ann Lynn (*ESL*)
Brown, Krisi (*English*)
Danner, Lisa (*English*)
Eckman, Spencer (*ESL*)
Farrand, Brittney (*English*)
Fernandez, Josh (*English*)
Fletcher, Francis (*English*)
Griffin, Nicole (*English*)
Lacy, David (*English*)
Leland, Kathy (*English*)
Lennert, Michelle (*Sign Language Studies*)
Lopez, Carlos (*Spanish*)
Moraga, Juan Carlos (*Spanish*)
Price, Yvonne (*English*)
Raskin, Sam (*Learning Skills*)
Rauschkolb, Tracy (*English*)
Roehr, Rebecca (*English*)
Royer, Tina (*English*)
Sapra, Lisa (*English*)
Siegfried, Danny (*English*)
Tinoco, Diana (*ESL*)
Williamson, Andrew (*English*)

Math, Science, & Engineering

Abraham, Linda (*Biology*)
Armbrust, Kim (*Mathematics*)
Chiang-Yamada, Michelle (*Mathematics*)
Clayton, Keith (*Mathematics*)
Cohen, Sara (*Mathematics*)
Curran, Tim (*Mathematics*)
Eitel, Joe (*Mathematics*)
Eiteneer, Daria (*Astronomy/Physics*)
Foster, Ted (*Chemistry*)
Fuson, Joy (*Mathematics*)
Green, Dominik (*Chemistry*)
Greene, Calvin (*Mathematics*)
Hale, Daniel (*Astronomy/Physics*)
Harden, Jeremy (*Mathematics*)
Holzberg, Steve (*Biology*)
Jahangiri, Sayna (*Biology*)
Jensen, Wayne (*Mathematics*)
Jordan, Denis (*Mathematics*)
Keller, Fran (*Biology*)
Kroencke, Mike (*Mathematics*)
Lagala, David (*Biology*)
Mahoney, Max (*Chemistry*)
Nersesyan, Vadim (*Mathematics*)
Nguyen, Bi (*Mathematics*)
Oberth, Christa (*Chemistry*)
Olsen, Marc (*Mathematics*)
Pietromonaco, Dean (*Mathematics*)
Pipkin, Kevin (*Mathematics*)
Pittman, Jason (*GeoSciences*)
Rogers, Sherry (*Biology*)
Samples, Marjorie (*Chemistry*)
Schritter, Le Le (*Mathematics*)
Wada, Eric (*Biology*)

Social & Behavioral Sciences & Humanities

Aldrich, Christina (*Psychology*)
Beck, Danielle (*Psychology*)
Bradshaw, Jill (*Psychology/Research*)
Carlson, Diane (*Sociology*)
Cheshire, Tamara (*Anthropology*)
Considine, Dan (*Humanities/Philosophy*)
Daly, Lisa (*Early Childhood Education*)
DeVille, Rebecca (*Humanities/Philosophy*)
Estep, Gena (*History*)
Fannon, Sean (*Psychology*)
Jones, Kalinda (*Human Services*)
Kraemer, Jennifer (*Early Childhood Education*)
Moreno, Deborah (*History*)
Mowrer, Richard (*History*)
Peralta, Marsha (*Early Childhood Education*)
Reese, David (*Political Science*)
Tyler, Erica (*Anthropology*)

Visual & Performing Arts

Angove, Philip (*Music*)
Boylan, KC (*Communication Studies*)
Chochezi, Victoire (*Communication Studies*)
Conley, Nino (*Communication Studies*)
Harris, David (*Theatre Arts*)
Haug, Paula (*Communication Studies*)
Hwang, Eunyoung (*Art*)
Prelip, Angela (*Communication Studies*)
Sayago, Marisa (*Art*)
Schmid, Heike (*Art*)
Wallace, Ian (*Theatre Arts*)
Worth, Debi (*Dance*)

Department Chairs

Business, Library Science, & Information Technology

Business	C.D. Vickery/Howell Ellerman
Computer Information Sciences	Caleb Fowler
Innovation Center/Makerspace	Zack Dowell
Learning Skills	Sam Raskin
Library	Lorilie Pitts

Career Education

Allied Health	Jason Pedro
Business Technology	Elizabeth Swithenbank
Public Safety Education	Reynando Accooe
Work Experience	Julie Collier

Counseling & Student Life

Counseling and Student Life	Inna Tikhonov
Human/Career Development	Juan Flores

Kinesiology, Health, Athletics, & Nutrition

Kinesiology/Health/Athletics	Matt Torrez
Nutrition	Rose Giordano

Languages & Literature

English	Tina Royer
English as a Second Language	Bernadette Anayah
French	(Vacant)
Sign Language	Michelle Lennert
Spanish	Juan Carlos Moraga

Math, Science, & Engineering

Chemistry	Max Mahoney
Geosciences	Jason Pittman
Life Sciences	Sherry Rogers
Mathematics	Kevin Pipkin
Physical Sciences	Daniel Hale

Social & Behavioral Sciences & Humanities

Anthropology	Erica Tyler
Early Childhood Education	Jennifer Kraemer
History	Richard Mowrer
Humanities/Philosophy	Rebecca DeVille
Human Services	Kalinda Jones
Philosophy	Dan Considine
Political Science	David Reese
Psychology	Danielle Beck
Sociology	Diane Carlson

Visual & Performing Arts

Art History	Eunyoung Hwang
Communication	Paula Haug
Dance	Debi Worth
Music	Philip Angove
Theatre & Cinema Arts	Ian Wallace
Visual Arts	Heike Schmid

Faculty & Staff Directory

Use the following link to access the most current Faculty & Staff Directory:
www.flc.losrios.edu/about-us/faculty-and-staff-directory.

Los Rios Human Resources

You can use the following link to access general information, or information about recruitment, employment, and training from the human resources page: <https://employees.losrios.edu/hr>.

For more information, or if you cannot find what you are looking for, call HR at (916) 568-3112.

SECTION II:

Instructional Services and Curriculum Development

Instructional Services is responsible for planning, scheduling, development, and delivery of components to instructional leadership and support: instructional dean/area office, department chair, and Office of Instruction.

Academic Calendars and Critical Dates

All district-wide significant academic dates and deadlines are published on the Folsom Lake College website. These include both beginning and ending dates for instruction, holidays and breaks, end of drop periods, and the semester finals schedule, among many others. You can access the Academic Calendar by using the following link: www.flc.losrios.edu/admissions/academic-calendar-and-deadlines.

Area Dean and Area Office

The area dean is the primary contact point with the college administration for faculty. Most instructional activities are carried out through this office. Class scheduling, curriculum activities, and other related activities are the responsibility of the area dean. The area office is also the primary location for all forms and the starting place for most college processes. The area administrative assistant is a valuable resource to faculty and is available to answer questions.

Availability Forms for Adjunct and Overload Teaching Assignments

Faculty must submit an availability form to the Office of Instruction every semester in order to be considered for adjunct or overload teaching assignments. This form assists the area dean and department chair in ascertaining faculty availability should a future assignment become available. The Office of Instruction distributes availability forms to all active faculty each fall and spring semester, per LRCFT Contract, and the forms are due back electronically to the Office of Instruction by the 1st Friday in the fall/spring semesters. You can also access the forms online at: <https://inside.flc.losrios.edu/x13236.xml>. Once you have completed your form, you must email it to the Office of Instruction at: FLC-OfficeofInstruction@flc.losrios.edu.

Catalog

The catalog is published annually by the Public Information Services Office in coordination with the Office of Instruction to advise students about the educational programs and support services offered by Folsom Lake College. The catalog is also available for purchase at the FLC College Store and for free online at: www.flc.losrios.edu/academics/programs-and-majors/catalog-archive. Updates to the college catalog are available as addenda posted to the aforementioned website.

Centers

Classes are also taught each semester at FLC's educational centers, the El Dorado Center (EDC) in Placerville and the Rancho Cordova Center (RCC). Each center has a diverse student body that reflects the community served by the center. Each center strives to offer services for students and faculty equivalent to those on the Main Folsom campus. A center dean provides administrative oversight for the facility, managing the class schedule and day-to-day operations.

Faculty and students with administrative, instructional, or student services needs should check with the staff at the center's main office. If an instructor is assigned to teach a class at one of the centers, they should contact the center's staff for information specific to classroom location. The staff will provide valuable information regarding keys, parking, mail and duplicating procedures, and assist with instructional and equipment needs.

Counseling services are also available to students during the centers' posted hours. Appointments are highly advisable to students, although walk-ins are accommodated when possible.

Textbooks must be ordered online through the FLC College Store at: www.flc.losrios.edu/student-resources/bookstore, and are available for no-cost delivery to El Dorado Center or Rancho Cordova Center.

Class Schedule Development

The Vice President of Instruction supervises the preparation of the college class schedule for each term. The schedule is typically published online in late-March for the summer session and fall semester and in late-October for the spring semester. The schedule can be accessed at: www.flc.losrios.edu/academics/search-class-schedules.

The area deans, in consultation with faculty and department chairs, carry out the preliminary activities of schedule development. Factors considered in schedule-making are: (a) district and college priority guidelines including student success and completion; (b) review of past enrollment patterns and estimates of enrollments in various classes; (c) balance of assignments cover day, evening, and center classes and to meet budget and FTE allocations; (d) qualifications of faculty members in terms of preparation of interest in subject fields; (e) number of preparations and formula hour loads; (f) balance of hour assignments for faculty; and (g) availability of rooms and necessary facilities.

Commencement/Graduation

The annual commencement exercise in May involves academic procession; participation in this ceremony is determined by the College President pursuant to Los Rios Regulations. Full-time and part-time tenured faculty members are encouraged to participate in commencement exercises as part of their professional responsibilities. Participating faculty are expected to wear a cap and gown, and they can order their regalia and pay for a hood rental through the Business Services office. Business Services will send out an email when it is time to order regalia and will remind faculty of deadlines for paying of hood rentals.

Curriculum

Faculty are responsible for initiating development and revision, including establishing prerequisites and planning courses within disciplines [Title 5 §53200(b)], the content of their classes; the method of presentation; and the cohesiveness and comprehensiveness of their academic program.

The Curriculum Committee maintains responsibility for the development, review, renewal, and proposal of curriculum, including curriculum-related policy. The purpose of the Curriculum Committee is to provide guidance, advocacy, and oversight for Folsom Lake College's curriculum by ensuring that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of FLC's students, community, regional work places, and global society; to maintain a commitment to the college mission, vision, and goals and to the principles of the collegial contact with colleagues across the district; and to forward proposals regarding academic and professional matters to the Academic Senate.

Curriculum Development

Curriculum is a primary responsibility of the faculty. Curriculum conceptions and/or recommendations may be considered from such sources as colleagues, students, alumni, and advisory committees. Department faculty are essential to the development of formal course and program proposals for the college. In order for an idea to become reality, the college utilizes an official curriculum process managed by the Curriculum Committee. The Curriculum Committee reviews and approves new and revised curricula. Included in the process are reviews by the appropriate subcommittees: Distance Education, General Education/Baccalaureate/Multicultural Degree Requirement, Prerequisite/Corequisite/Advisory, Program Review and Department Planning, and Technical Review. After local approval, new curriculum proposals are forwarded to the District Curriculum Coordinating Committee, which in turn presents all district curricula to the Board of Trustees for approval. In some cases, curricula are also forwarded to the State Chancellor's Office for state level review and approval. Programs for career education (CE) programs must also seek approval from North/Far North Regional Consortia. Because of the many layers of review and approval that are sometimes required, the college has established a set of timelines for processing curriculum as efficiently and quickly as possible. Agendas, minutes, and more updated information can be found at: <https://inside.flc.losrios.edu/governance/participatory-governance-committees/curriculum-committee>.

Curriculum Management Software/SOCRATES

The district has chosen commonality in curriculum in course number, title, units, academic level, and similar, but not necessarily identical course descriptions and course content. Los Rios uses SOCRATES (System for Online Curriculum Review and Technical Education Support), a curriculum management software program, for the online development and updating of courses and programs. Login at: inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=FLC.

Department Chair

Each department has an elected chair who functions as a liaison between the faculty and the area dean. Curriculum questions and other departmental questions should be directed to this person or the area dean (for current chairs, see page 10 of this handbook). Faculty should refer to the LRCFT Contract for more information at:

<https://employees.losrios.edu/docs/lrcd/employees/hr/cba/lrcft2017-2020.pdf>.

Dismissal of Classes

Faculty shall arrange their class work in such a way that a full class session meets at scheduled times. Attention must also be exercised not to hold students beyond the scheduled time. Such considerations impact both the district's ability to claim apportionment for all class meetings and students' rights to breaks during classes of extended duration.

Faculty Attendance, Substitutes, and Guest Speakers

Faculty members are expected to meet with their assigned classes on each scheduled day of the academic semester. If an instructor cannot meet the assigned class due to illness, an emergency, or other circumstances, the instructor should call the Faculty Absence Reporting Line at (916) 608-6850 as soon as possible. An administrative assistant will make sure that the absence is recorded and classroom notice is posted. Faculty are also strongly encouraged to notify their students when they are going to be late to class or canceling class. They can do this via email, through the class rosters on the Online Grading System, or via Canvas if they use it.

Faculty must obtain approval from the appropriate area dean for requests of substitutes per district guidelines. Substitutes are required to meet the minimum qualifications to teach in a particular subject at the community college level and must be cleared through the district before working at Folsom Lake College so they can be hired and paid. It is not allowed for one to meet or proxy a class without prior approval from the area dean.

FLC values having qualified experts volunteer as guest speakers as part of the learning process. If a faculty member invites a guest speaker to their class, the faculty must be in the classroom when the speaker is present. Guest speakers cannot assume responsibility as substitutes. Faculty should notify the area dean/area office in advance, so the guest speaker can obtain, complete, and sign a Volunteer Release Form and be provided the Volunteer Informational Handout for the Mandated Reporter: Child Abuse and Neglect Reporting Law (Penal Code, § 11166.5) as mandated by district guidelines.

Flex Activities and Obligation

Per legislation AB 1725, a number of days in the instructional calendar are set aside for professional development activities (also known as Flex). Flex days are specific days in the academic calendar exclusively for professional development. Los Rios colleges have Flex days during the week preceding the start of classes each semester; one day (usually Friday) is a mandatory on-campus or in-district day. The FLC Faculty Professional Development Committee designs and approves Flex activities and works hard to offer relevant and engaging learning activities. They include one or more days of workshops and one day of convocation and area/department gatherings. Note: While area and department meetings during Flex week will count toward required Flex hours, area and department meetings throughout the regular semester count towards college service and not Flex for full-time faculty (LRCFT 4.1.3).

Flex obligation is the total number of hours faculty must spend participating in professional development activities. Full-time classroom faculty have a Flex obligation of 12 hours per semester, in addition to any obligation for overload assignments as noted on their Tentative Class Schedule (TCS). Adjunct faculty members will find their Flex obligation noted on their TCS each semester. All faculty who have a Flex obligation, both full-time and adjunct, are required to fill out a Flex Affidavit at: <http://inside.flc.losrios.edu/x13230.xml>.

Flex days are regular work days for non-classroom faculty, which includes counselors, coordinators, college nurses and librarians. Non-classroom faculty are encouraged to attend Flex activities and count these toward college service, but attendance is not required. Please note that non-classroom faculty may have a Flex obligation if they teach overload, which will be noted on the TCS for that overload assignment.

Faculty can contact their area office for questions about Flex obligations and affidavits. More information about FLC Flex can be found at: <http://inside.flc.losrios.edu/x15804.xml>.

Grades/Online Grade Recordkeeping

The information in the grade records is essential to document the process used to establish final grades for students. Faculty should take care that the information in the grade records reflects their syllabus grading criteria. Grade records should be maintained for three years in case a student files a grievance. For more information, see Section III (Classroom Management, and General Procedures) of this handbook.

Faculty are expected to post final grades by using the Online Grading System (OGS) on the Los Rios intranet. (See Appendix for instructions on using the Online Grading System.) It is imperative that faculty post final grades by the published deadline. You can access the Online Grading System at: inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=FLC.

Students require final grades for transfer, job placement, board certification, etc. In addition, grades are required to establish students' academic standing and their ability to progress on to higher level courses. If faculty choose to post grades in a place where multiple people can see them, they should use a code or predetermined ID that cannot be utilized to identify specific students. Specific locations are available at each site for posting grades:

- FLC – Bulletin board outside the Aspen Hall/FL1 staff workroom (FL1-132), or near your office door.
- EDC – Building A bulletin board adjacent to the classroom doors. Building C boards located in the main hallways on both levels or by magnetic clip on the classroom door (clips can be obtained from the Administration office).
- RCC – Bulletin board in the student lounge.

Note: Buildings are typically closed during term breaks. In these instances, students will not be able to access grades or projects.

Faculty members are required by Board policy and regulation (P-7252, R7252 §8.1) to provide a midterm grade to each student. Those students whose performance is substandard [D, F, and NP (formerly NC)] must receive written notice and be directed to Counseling for assistance. At this time, faculty cannot send midterm grade information to students via the OGS so they must utilize another method of communication with students (Canvas or written notice). However, faculty are encouraged to post the midterm grades on the OGS for record-keeping purposes.

Faculty Professional Development Committee (FPDC) Funding

The Travel & Conference Subcommittee of the Faculty Professional Development Committee reviews and makes recommendations on faculty requests for conference and travel funding. Funding proposals must be submitted to the Travel & Conference Subcommittee by any full-time or adjunct faculty member or group requesting funding. Faculty are eligible for FPDC funding once per academic year. Attendees are eligible for up to \$800, and presenters are eligible for up to \$1000 of FPDC funding. Plan to submit all forms at least 30 days before your in-state event. For out-of-state events, submit all forms at least 45 days in advance.

Please see the FPDC Faculty Individual Proposal: How to Apply & FAQs for complete instructions on applying for professional development funding at <http://www.inside.losrios.edu/x15517.xml>.

Faculty Professional Development Leaves (Sabbaticals)

Types A and B

Tenured faculty and faculty members who have completed their third year of the tenure track process are eligible to apply for one or more types of paid professional development leave or sabbatical. The FLC process for applying for leaves is coordinated by the Sabbatical Leaves Subcommittee of the Faculty Professional Development Committee and the Office of Instruction. LRCFT negotiates with the district to determine the amount of leave available to each college. Eligibility, application processes, and faculty responsibilities while on leave and returning from leaves are clearly defined and described in the LRCFT contract <https://employees.losrios.edu/docs/lrccd/employees/hr/cba/lrcft2017-2020.pdf>.

Each semester the Office of Instruction distributes a memo to eligible faculty, which details leave available for the next semester and timelines for applying. Interested faculty members are encouraged to begin planning potential leave requests well before the deadline and to work with members of the Sabbatical Leaves Subcommittee and their immediate supervisors to prepare a competitive application. The Sabbatical Leaves application, guidelines, and timelines can be found at: <http://inside.flc.losrios.edu/x15801.xml>.

Type C

Faculty who teach overloads assignments without taking additional compensation may accrue the equivalent formula hours (EFHs) up to a maximum of thirty (30) EFHs, which may be applied toward a Type C professional development leave. Type C leave allows the faculty member to “bank” or accrue their hours in order to take a paid leave of up to a full year. Fifteen (15) equivalent formula hours must be accrued before a faculty member can request leave. The faculty member must submit the appropriate form prior to the start of the semester or contract year in which the non-paid overload assignment occurs. Prior to taking the leave, faculty must submit a written request (Application for Type C Leave, P-145) to their area dean. The applications are due April 1 for fall semester leaves and November 1 for spring leaves. Forms can be found on the Los Rios Human Resources site at:

<https://employees.losrios.edu/hr-and-benefits/human-resources/human-resources-forms>.

Faculty should refer to the LRCFT contract for more information at:

<https://employees.losrios.edu/docs/lrccd/employees/hr/cba/lrcft2017-2020.pdf>.

Tentative Class Schedule (TCS)/Adjunct and Overload Assignments

Once an instructor’s teaching schedule has been submitted by the area office to the Office of Instruction, a Tentative Class Schedule (TCS) is generated for adjunct and overload assignments. The TCS specifies a faculty member’s assignment and Flex obligation. It is the responsibility of faculty members to review their TCS and report any discrepancies to the area dean as soon as possible.

Travel Request/Authorization and Out-of-State Travel

Travel must be coordinated with the area dean’s office, and faculty must complete a Travel Authorization and Reimbursement Claim (Business Services form 106) prior to traveling on any approved district business, whether or not reimbursement is requested. Forms are available in the area office and faculty workrooms. Supporting documentation of the travel, conference, workshop, expenses, etc. must accompany the travel request form and be submitted at least four (4) weeks in advance of the departure. Out-of-state travel request forms must be submitted at least six (6) weeks in advance of departure. The forms must route from the faculty member to the dean, to the appropriate VP, to the Business Services office, and to the College President before final approval can be assured for out-of-state travel. Receipts for all travel must be turned in with the claim portion of the authorization for any approved reimbursement funds.

If faculty are requesting professional development funding, refer to the “Faculty Professional Development Committee (FPDC) Funding” section on the previous page for more information. Information on field trips may be also be found in this handbook in Section III (Classroom Management and General Procedures). Faculty can contact their area office for questions about travel request/authorization and out-of-state travel.

SECTION III:

Classroom Management and General Procedures

Absence Policy and Student Drops

For students to successfully complete their college work, regular class attendance is necessary, and students are expected to attend all sessions of classes in which they are enrolled. A student may be dropped from a class at any time during the semester for excessive absences, which are defined as six (6) percent of the total hours of class time, according to Los Rios Regulation R-2222. Instructors can drop students who have excessive absences via the Online Grading System (OGS). To be enforced, absence policies for a course must be included in the Student Information Sheet/Course Syllabus. View full policy at: <https://losrios.edu/docs/lrccd/board/regulations/R-2222.pdf>.

A faculty member in an instructional area may establish a policy that is more restrictive than the district policy when required by an outside accrediting and/or licensing agency. When faculty members utilize either the district absence policy or their own policy, they must provide the policy to students in the Student Information Sheet/Course Syllabus.

Faculty members are encouraged to use discretion in excusing student absences. For example, documented illness and official college travel could be considered as valid reasons for students to be excused from class, and faculty may choose whether or not to grant students the opportunity to make up the work missed. In any case, instructor drops should be consistent with the policy outlined in the Student Information Sheet/Course Syllabus.

It is the responsibility of the student to drop the class to ensure that they are officially dropped by the drop deadline and will not receive a grade penalty for the course. However, faculty are responsible for ensuring the accuracy of their class rosters.

Academic Dishonesty and Cheating

Faculty members use their professional judgment in determining the effect on their students' grades should there be sufficient evidence that a student is cheating. Whatever is determined, however, should be based on criteria as stated in the Course Syllabus. Actions taken that are inconsistent with the standards established in the Course Syllabus could be the basis for a grievance by a student. In addition to informing students in writing of the consequences of cheating in class, faculty should also discuss the policy on cheating with the class at the start of the semester. Assigning an F grade for the course, dropping a student from class, or placing students on academic probation or dismissal are not options available to faculty members as a disciplinary measure in the case of cheating. If faculty have questions about discipline issues, they should contact their area dean.

Faculty Options When a Student is Suspected of Cheating

Face-to-Face Courses

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Meet with the student(s) and give counsel regarding the unacceptable nature of the offense. References should be made to the policy and consequences outlined in the syllabus.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper. (Note: Not for the course.)
4. Inform the area dean and Student Conduct Officer (SCO), the Vice President of Student Services, of the offense and instructor response. The SCO will check the student's name and student ID against the college's list of students who have been referred for student discipline actions. If the student has been found to have committed similar or other violations of the Student Conduct Standard, other sanctions may be invoked.

In those cases in which a student has cheated multiple times in one class, the instructor may take one of the following actions:

1. Suspend the student for two class periods. If this sanction is invoked, the area dean and Student Conduct Officer need to be notified for further action before the student is readmitted to class. The suspension days can be counted toward the student's allowed number of class absences, which may cause the student to exceed the college's absence policy.
2. Award no credit for the assignments. This may have the effect of giving the student an F in the course.
3. Refer the student to the Student Discipline Officer for consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the college.

Online Courses

All of the above options also apply to online situations; however, suspending a student from an online class will involve withdrawing the student from PeopleSoft and reinstating the student at the appropriate time. This will have the effect of denying the student access to the course module in Canvas. Please work with Admissions & Records on this process.

Academic Freedom

Academic freedom means that faculty, as trained professionals, have the ability to make teaching-related professional judgments that are unaffected by political or social climate pressures.

Academic freedom at Folsom Lake College is essential for the educational mission of the college and for the ability of faculty members to perform their professional duties. In addition, academic freedom ensures faculty members' rights and obligations of professional protection, autonomy, and responsibility. According to the 2017-2020 LRCCD Collective Bargaining Agreement with LRCFT:

- Faculty members shall be protected from censorship, restraint, or dismissal in their ability to study, investigate, present, interpret, or discuss the relevant facts and ideas within the assigned curriculum and outline.
- They shall also be protected from extraneous considerations such as a faculty member's ethnicity, race, religion, political beliefs or affiliation, sexual orientation, or disability being considered in evaluations of professional performance.
- Faculty members have the principal right and responsibility to determine the methods of instruction, the planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline, the educational mission of the college, and with state laws and regulations.

All faculty members shall provide a classroom environment that is conducive to student learning, growth, and development, in which students are free from discrimination, prejudice, and harassment and in which students are free to express relevant ideas and opinions. Faculty members shall also clearly differentiate for students the expression of the faculty member's personal opinions or convictions from the objective presentation of theory, fact, or ideas.

Adding Students to Class

Each class has been assigned a maximum number of students by the area based on classroom seating capacity and academic and equipment factors. During the first week of the semester, students may enroll into full semester classes that have seats remaining (have not reached maximum class size) without the faculty member's permission. Beginning the second week, a class permission number is required to add the course. A student may not add a semester-length course after the first ten days of the semester. Students may add classes after the last specified date of enrollment only due to extenuating circumstances. Proper forms can be obtained from the area office. See the academic calendar for specific add/drop deadlines.

Students may only be added to a closed class with a permission number issued by the instructor. Faculty with closed classes may add students, at their discretion, based on room capacity and instructional considerations. Students shall be enrolled first by waitlist order. Once the waitlist has been exhausted, faculty may add additional students through an equitable method of their choice (random selection, order of class sign in, etc.). A student is not officially enrolled in the class until the instructor has processed the add by providing the student with a permission number and the student has registered for the course. It is important to add no more students than is instructionally appropriate and only the amount that the room can safely accommodate.

Class Enrollment Counts

Area deans check with faculty during the first two weeks of instruction to monitor enrollment progress. Decisions regarding continuation of classes and the cancellation of sections with inadequate enrollment will be made as soon as possible.

Class Meeting Times and Breaks

The class meeting time is based on a 50 minute period rather than the clock hour. A 10 minute break is required once a class is scheduled for 100 minutes. Thereafter, breaks are required for every 50 minutes or less of meeting time. For example, a class scheduled from 8:00 to 9:20 am includes 80 minutes of instructional time and no breaks. If the class is scheduled from 8:00 to 9:50 am, the class includes 100 minutes of instructional time and one 10 minute break. If the class meets from 8:00 to 11:25 am, the class includes 185 minutes of instructional time and two 10 minute breaks. The state education code does not allow for these break times to be waived or placed at the end of the class, even if the class agrees that it would be acceptable. A class vote to waive breaks in favor of early dismissal cannot be honored.

Classroom Materials

Students are expected to purchase their own textbooks, lab materials, and/or supplemental materials where necessary. The items that students are expected to purchase shall be reported by the faculty to the FLC College Store via an online requisition form. Students may also rent textbooks from the FLC College Store when available. Instructors who choose to use Open Educational Resources (OER) or do not require a textbook can designate their class as a Zero Textbook Cost (ZTC) course in the official class schedule. Please look for an email from the Office of Instruction with instructions for ZTC course designation each semester.

Class Rosters

Instructors are responsible for checking their class rosters for accuracy throughout the term. Class rosters are available by accessing the Employment Self-Service (ESS) page on the Los Rios website (<https://ps.losrios.edu/psp/ess/?cmd=login&languageCd=ENG&>) and selecting the Online Grading System/Rosters option. Faculty will be able to create an intranet account to access class rosters as soon as they have been assigned a Los Rios email account. Instructions for accessing online rosters can be found at: inside.losrios.edu/~intranet/ogs_faq/.

Auditing classes is not permitted, and a student may not remain in class if the student's name does not appear on the online class roster or if the student does not have a copy of their class schedule that includes the class. Students whose names are not listed on the class roster should be sent to Admissions & Records for proper enrollment processing. Graded work should not be returned to students who are not officially enrolled in a course.

Monitoring of class rosters throughout the semester is critical since failure of faculty to drop non-attending students may result in a liability for the college if the student is receiving financial aid (see also Financial Aid Information for Faculty in this handbook). On the census date, faculty should verify that all students listed on their roster are "actively" enrolled. Students who are not attending on the census date must be dropped from the class. If students are dropped in error, faculty may contact Admissions & Records to have the student reinstated. In addition, rosters must be accurate at the time final grades are submitted. For faculty who maintain course materials on Canvas, both the Canvas and the official intranet rosters must be maintained.

Communication

Los Rios Alert

The Los Rios Community College District has an emergency alert messaging system called Los Rios Alert. Once you are signed up, this system will notify you of any emergency situation on campus by sending a text message to your cell phone and by other designated communication channels. Log in to Employee Self Service (ESS), select Contact Information and choose Emergency Alert Sign Up at: <https://ps.losrios.edu/psp/ess/?cmd=login&languageCd=ENG&>.

Copyrighted Materials (Duplication & Distribution)

The policies and regulations governing the development and copyright of materials are fully outlined in Los Rios Regulation R-8333, which can be referenced at: <https://losrios.edu/docs/lrccd/board/regulations/R-8333.pdf>. However, the following excerpt might be useful:

Copyright Protection Guidelines

Single copies may be made of printed materials for purposes of criticism, comment, teaching, scholarship, or research as follows:

- a chapter of a book;
- an article from a periodical or a newspaper;
- a short story, a short essay, or a short poem;
- a chart, a graph, a diagram, a drawing, a cartoon, or a picture from a book, a periodical, or a newspaper;
- a single copy of an entire performable unit of music that is confirmed by the copyright to be out of print or that is unavailable except in a larger work, when made for academic purpose other than performance and solely for the teacher's research or class preparation.

Multiple copies, not to exceed one copy per student, may be made for or by a faculty member for classroom use provided that:

- Each copy carries the copyright notice.
- The copying is not used to substitute for the purchase of printed materials.
- The copying is not used to create or substitute for anthologies or other collective works.
- The copying is not from works described as "consumable" such as workbooks, standardized tests, test booklets, answer sheets, etc.
- The copying meets the tests for brevity, spontaneity, and cumulative effect.

Illegal Distribution of Copyrighted Material

The following statement is excerpted from the college catalog and is a good reminder for all:

"Folsom Lake College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Los Rios Policy P-8861, developed through the consultation process, provides guidelines to students, faculty, and staff to assist in compliance with federal copyright laws. More information on copyright and piracy can be viewed at: <https://losrios.edu/docs/lrccd/board/policies/P-8861.pdf>."

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). In addition to being illegal, file sharing drains the Los Rios network's bandwidth, slows computer connections for students and employees who are using the network for legitimate academic purposes, and ultimately costs the college money.

Credit by Examination

Under special circumstances and with the concurrence of the department, students who are regularly enrolled and in good standing and who believe experience or previous training qualifies them may take a special examination to establish credit in a course in which they are not formally registered. A student who wishes to challenge a course by examination must have successfully completed a minimum of 12 units at Folsom Lake College with a minimum GPA of 2.0. The examining faculty will be responsible for determining the scope and form of the examination.

Successful completion of a course by examination is recorded on the permanent record as a P grade. The P grade does not enter into the computation of the student's grade point average. A maximum of 15 units of credit (Los Rios Regulation R-7252) may be allowed by special examination. The units granted by credit by examination may not be used to establish full-time or part-time status or to satisfy the 12 units residence requirement for graduation. Credit by Examination units cannot be used to establish eligibility for financial aid, athletics, veterans programs, social security, etc. Students will be assessed the regular enrollment fee for all credit by exam courses (Note: The California College Promise Grant, formerly the BOG Fee Waiver, does not apply).

Eligibility is not permissible under the following circumstances:

- Student has completed or enrolled in a more advanced course that follows the course in sequence;
- An examination for the same course was previously taken and not successfully passed;
- Examination would duplicate coursework for which credit was granted previously; or
- Student does not meet the prerequisite or corequisite for the course.

Please note that some four-year colleges and universities do not accept units granted through credit by examination. Please refer students to their counselor for more information. They may also visit Admissions & Records for a petition form and additional information.

Curriculum Course Outline

Copies of the official course outlines are available from deans and online using SOCRATES, the curriculum management system. The course outline contains the basic course structure that must be followed, ensuring that individual courses are consistent with course standards, regardless of which faculty member is teaching the course.

Faculty Weekly Schedule

Each full-time faculty member must post outside their office a weekly schedule indicating classes and required office hours. Faculty may contact the area dean's office for a template to prepare their schedule.

Field Trips

Field trips are permitted if they are planned to support the regularly scheduled educational program of a specific class and relevant to the fulfillment of stated course objectives on the Curriculum Course Outline. Required field trips must be in the course description, which appears in the catalog and the schedule of classes, both located online.

Furthermore, care should be exercised that field trips do not cause inconvenience to students' other class assignments.

Title 5 §55220 states that "no student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds." Faculty should consult with their dean if they have students who are in need of financial assistance. Two months' advance approval is required for all student travel including field trips. Appropriate forms (Agreement to Participate), Waiver/Assumption of Risk, and Student Code of Conduct) must be completed by all participating students and filed in the area dean's office before travel takes place.

Transportation Requests and Fees

A faculty member who plans a field trip must complete the Travel Authorization Request and Faculty Advisory forms and submit them to their dean. A complete roster must be sent to the Dean along with an Assumption of Risk form for each student. Please indicate on the roster any students not attending the trip. One form covers all trips/activities for the entire term. Faculty should keep a copy of the Assumption of Risk forms in their files for the term and give the original to their Dean in advance of the activity. An Agreement to Participate and Waiver/Assumption of Risk form is necessary for each student participating in the field trip.

Students may be charged a transportation fee for non-required field trips. Non-required field trips may not be counted toward a student's grade unless an alternate assignment is provided.

Field Trip Procedures

Distances

- Transportation for field trips to locations/activities within a 25 mile radius of the college sponsoring the field trip will not normally be provided. Students will be expected to reach the location individually through their own means.

Participants

No bus will be scheduled without prior approval. Bus size will be chosen to best accommodate the size of the trip - at the discretion of the scheduler. To request a campus vehicle see your Area Dean's Assistant. To request a bus fill out the Bus Travel Request form on the Inside: <https://inside.flc.losrios.edu/collegewide/forms/travel-forms>.

Note: that busses will not be reserved until Travel Authorizations are completed and signed by dean, and funding has been secured.

- Each campus will be responsible for control of students while using the Los Rios buses.
- Vans that can accommodate wheelchairs can be requested.

Trip Scheduling

A Travel Authorization must be completed when traveling whether or not reimbursement is requested. See chart below for summary of deadlines for paperwork submittal. If requesting Faculty Professional Development Committee (FPDC) funding, refer to directions on the FLC Inside.

Bus Rental: If faculty anticipate using a bus, they will need to fill out the Bus Request form located on the Inside & submit to their Dean's Office with other travel documents. The faculty member will receive emailed verification of the bus reservation when it is confirmed.

Type of Travel	Deadline for submission
Faculty and/or class traveling	Two (2) Weeks prior to departure
Faculty and/or class traveling w/ travel advance or registration prepayment	Four (4) Weeks prior to departure
Faculty and/or class traveling out of state (Must also include a justification statement)	Six (6) Weeks prior to departure
Faculty and/or class traveling out of country (Must also include a justification statement)	Eight (8) Weeks prior to departure

For detailed information on field trips and other travel related to college programs, please refer to Los Rios Regulation R-7133 at: <https://losrios.edu/docs/lrccd/board/regulations/R-7133.pdf>.

Final Course Assessment or Examinations

The Los Rios policy on grading standards and practices (P-7252) states the following with regard to final examinations:

- 9.1 Final projects, portfolios, performances, examinations, or other assessments must be completed by students enrolled in all courses.
- 9.2 A schedule of final examinations will be announced each semester. In addition to the above policies, final course assessment and/or examinations (project, performance, portfolio, exam, etc.) must be offered in accordance with the official course outline in SOCRATES and the individual course syllabus.

The final examination schedule for each semester is published online at: www.flc.losrios.edu/admissions/academic-calendar-and-deadlines/final-exam-schedule. Faculty members must meet their classes during the time scheduled for final assessment or examination, as the hours allocated for such activities are a portion of the total instructional hours for the course. If faculty do not meet their class during finals week, the class may be at risk for not meeting the required minimum course hours necessary to grant credit to the students. The general principles of grading are that every student shall be required to participate in the final course assessment. Each instructor shall plan some type of culminating activity to evaluate the student's overall course progress during the scheduled final examination period for full-term classes or during the last regularly scheduled class meeting for less than full-term classes. Faculty are required to submit their final grades in accordance with the deadlines established and distributed at the beginning of each semester and/or term.

In the case of four or five unit courses that include lecture and laboratory, the examination given at the time scheduled for the lecture must not be longer than two hours. If a third hour is needed, it should be scheduled at the examination time listed for the laboratory portion of the course.

In the case of distance education courses that have a regularly scheduled meeting time, final assessment will be conducted in accordance with the published examination schedule. In the case of distance education courses that do not have a regularly scheduled meeting time, faculty must publish the date and time of the final assessment in the course syllabus and make that information available to students during the first week of the course. Even for these distance education courses, the final exam should take place during finals week.

All faculty must announce to their students via the Course Information Sheet/Course Syllabus the scheduled final examination time and conduct the activity at the scheduled time. Students with documented needs for accommodations will be assisted in their final assessment/exam scheduling by the individual faculty member and the Disabled Students Program & Services (DSPS) staff. Questions regarding procedures related to the schedule or delivery of final course assessments/examinations should be directed to the area dean and department chair.

Financial Aid Information for Faculty

Students receiving financial aid should be held to the same standard as all other students. Managing class enrollment and dropping students for non-attendance on a regular basis helps ensure that students are not receiving financial aid when they are no longer attending. The end of semester grading process requires instructors to report the last date of attendance for a student receiving an F grade. It is important that instructors enter the accurate date of last attendance. Entering an inaccurate date may have negative consequences for both the student and the institution. For more information, faculty should contact the Financial Aid Supervisor.

While faculty members are not expected to know everything about financial aid and should always refer students to the Financial Aid office, it may be helpful to know more about how the financial aid process works. For more information about financial aid opportunities that exist at FLC and forms related to financial aid, go to: www.flc.losrios.edu/student-resources/financial-aid.

Grading

Attendance and Grading

Class attendance, or a student's physical presence in the classroom, is not a measure of performance or proficiency. Title V, Section 55002 (a) (2) (A) states, "Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with Section 55758 of this Area. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students." In other words, attendance may not be used in calculating a grade*, but attendance linked to "participation" in class activities such as discussions or projects does contribute to demonstrated proficiency and could be considered appropriate. Instructors should carefully consider their rationale for any grading practice and be able to explain why the methodology was selected, how it supports course student learning outcomes (SLOs), and how it is linked to "the ability to demonstrate proficiency." Questions about grading practices should be directed to your department chair or dean.

If a course is on "Positive Attendance Reporting," faculty members must report actual hours of student attendance when submitting grades, so attendance tracking is critical. These attendance records must be maintained by the faculty member for a minimum of one year. In the event of an audit, faculty members must be able to provide the attendance records for each student. Faculty members must also indicate the "last date of attendance" when issuing an unsatisfactory grade to students. This requirement is linked to financial aid.

*Some programs leading to licensure may be required to include attendance as a more significant component of students' grades because of the clock hours required by outside regulatory agencies.

Midterm Grades

Faculty members are required by Los Rios policy and regulation (P-7252, R-7252 §8.1) to provide a midterm grade to each student. Those students whose performance is substandard [D, F, or NP (formerly NC)] must receive written notice and be directed to Counseling for assistance. Faculty are encouraged to submit midterm grades via the Online Grading System (OGS); however, at this time, faculty cannot send midterm grade information to students via the OGS, so they must also utilize another method to communicate with students (ex. Canvas or written notice). In addition, Student Services has Early Alert, a program to identify and assist students who are in need of academic assistance to ensure successful course completion. Upon request, faculty will provide progress reports on the academic standing of students on probation, those being considered for scholarship recognition, and those participating in student government or intercollegiate sports.

Final Grades

Final grades are entered using the intranet (rosters/SOCRATES) website so it is imperative that faculty check the accuracy of course rosters prior to the start of the final examination period. Faculty may not submit final grades before final examinations have been completed. In deciding the final grade for each student, faculty should collectively weigh all factors that were stated as being used for the course, such as exam scores and the grades on any graded assignments, and presented in the Student Information Sheet/Course Syllabus. Items not clearly identified on the Student Information Sheet cannot be utilized as part of the grade.

Faculty are responsible for completing the grade and positive attendance reports (if the latter are required) by the deadlines provided. Positive attendance reporting is used to record the actual number of hours the student participated in the course. Instructors need to make certain that all student withdrawal dates shown on the official attendance record and final grade rosters are correct. The Admissions & Records office will advise faculty of the deadline for submitting final grades. Student grade records should provide appropriate documentation for the final grade awarded to the student and should be consistent with the class Syllabus/Student Information Sheet. These records are essential if a student should file a grievance or if a grade correction is requested. Positive attendance and grading records should be maintained for a period of at least three years.

Incomplete Grades

An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of an unforeseeable emergency at the end of the semester. Examples of such emergencies include physical or mental illness, death in the immediate family, or employment changes. Generally, a student should have completed at least two thirds of the coursework with a passing grade and be attending regularly up until the point the incomplete is requested; it is also expected that the student initiate the process and ask for the incomplete grade on or before the last class meeting. The decision to grant an incomplete is always the instructor's; however, instructors should consider that a large portion of incompletes assigned are never completed by students and turn into failing grades. Please consider carefully before assigning an incomplete grade to students.

To receive credit for the course, the student must finish the incomplete work no later than one year from the end of the semester in which it was assigned. The instructor may, as an option, require the work be finished at the end of the next regular semester rather than one full year if the instructor believes this is in the student's interest. When selecting to issue an incomplete, the instructor must also select the default grade that will be posted if the student's work is not completed within the identified time period. The incomplete grade change is the only grade change that can be processed through the Online Grading System (OGS). A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may also petition for a time extension due to unusual circumstances. A student may not re-enroll in a course for the purpose of completing an incomplete.

Change of Grade

Only the faculty member can submit a grade change for their students. The two most common reasons for changing grades are removal of an incomplete and an error in computing or reporting the original grade. In order to accomplish the change, the faculty member must fill out the appropriate grade change form for the Admissions & Records office.

For more information regarding grading, please refer to the college catalog, Title V regulations, and the Admissions & Records office.

Academic Symbols, Grades, and Grade Points

Per Title V Regulation 51306

<u>Symbol</u>	<u>Definition</u>	<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, Less Than Satisfactory	1
F	Failing	0

Grades of Pass/No Pass

<u>Symbol</u>	<u>Definition</u>
P	Pass (C or better) – Units awarded but not computed in GPA
NP	No Pass (Less than C) – Not computed in GPA, but affects progress, probation, and dismissal

A student may elect one course per semester to be graded on a Pass or No Pass grading basis. A request form must be filed with the Admissions & Records office for this option prior to the end of the fifth week for a regular semester course or by the 30% meeting in a short-term class. The deadlines for filing the request for short-term courses are published in the online class schedule. The equivalent of an A, B, or C received for the course will be recorded as P, with units earned. The equivalent of D or F will be recorded as NP, with no units earned.

Non-Evaluative Symbols

The following are the only non-evaluative symbols that may be used in regard to incomplete student work or lack of complete records in credit courses.

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
RD	Report Delayed
W	Withdrawal
MW	Military Withdrawal

Homework Assignments

One credit hour of community college work is defined in the Education Code, Title V, Section 78206, as “approximately three hours of recitation study or laboratory work per week” throughout a semester. This means one hour of lecture and two hours of study or three hours of laboratory with no outside work. Faculty assignments should be geared to this definition in such a way that students with average college ability, putting in this amount of effort, might earn an average grade (C). Faculty members have the responsibility of making assignments clear so that students understand what is expected of them.

Independent Study

Independent study courses are for an individual student or small group of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among the college, faculty member, and student(s). The student completes an Independent Study Request card stating the reason for taking the course and secures approval of the faculty and area dean.

The faculty member assumes responsibility for supervising the work as an extra voluntary assignment. The time allotment for credit is based on the same number of hours as a regularly scheduled course, i.e., a minimum of 54 hours of lecture equals three units of credit. An application for independent studies must be filed before the end of the eighth week of the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new application is not required if the unit(s) are to be granted in a subsequent semester.

No-Show Students

Any student who does not attend the first class session may be dropped by the instructor as a no-show per Title V 58004(c). This is done by clicking on the drop button next to the student's name on the online drop roster. Faculty must be sure to click on the Never Attended box. The attendance accounting period for full-term classes is the Monday of the third week of instruction. The instructor should drop all students who have stopped attending class before this date. The online roster of active students and dropped students will reflect students still actively enrolled and those who have been dropped.

Faculty who teach distance education should also establish a policy for dropping students who have not logged in or communicated by a specific day of the course.

Office Hours

Full-time faculty members are required to hold five (5) office hours per week as part of their contractual obligation. In addition, due to the compressed calendar, faculty must also complete eleven (11) additional office hours during the academic year (LRCFT Contract 4.7.2). This requirement can be met by either lengthening the time of the weekly office hours or by scheduling additional hours throughout the fall and spring semesters. Faculty members not teaching distance education courses may choose to hold two (2) online office hour off campus.

Faculty must inform their students of their office hours and post their schedule on or near their office door. Faculty members who are unable to attend a regularly scheduled office hour due to an illness or approved leave may reschedule such office hour, up to a maximum of four (4) office hours per semester. Faculty must notify the appropriate administrator of the cancelled/rescheduled office hour(s) as soon as reasonably possible. Faculty must also notify students of the cancelled/rescheduled office hour(s) as soon as reasonably possible by posting a notice on the faculty office door and through other communication methods, which may include email, Canvas, class announcements, or other means. Office hours must be rescheduled within ten (10) instructional days. Faculty may also, with prior approval, reschedule an office hour to fulfill a professional obligation such as participation in a meeting. In these cases, they should provide students with advance notice. Faculty should consult with their dean if they have questions regarding office hours.

Adjunct faculty who teach a minimum of .20 load may be eligible for compensation for an office hour during the fall and spring semesters. The compensation is based on the total load within the four Los Rios colleges. Payment will occur at the completion of the semester. Adjunct faculty members must submit an Office Hour Interest form and a copy of their Course Information Sheet/Course Syllabus, which includes the scheduled office hours, to the Office of Instruction at: FLC-OfficeofInstruction@flc.losrios.edu by the end of the first week of scheduled classes each semester in order to receive payment.

Prerequisite or Corequisite Documentation

For any course with a prerequisite or corequisite requirement, faculty should ask that students bring one of the following during the first few days of class:

- Assessment/Placement Results: The report is from the Assessment Center of any Los Rios college, verifying that the student has placed at the course level appropriate for this course; or
- Los Rios transcripts showing that the student has taken the required courses (if the student is not listed on the automatic prerequisite checker linked to the class roster.) Students can print unofficial transcripts at eServices or request a copy at Admissions & Records.

NOTE: This does not apply to most English, math, and history courses, for which an automated prerequisite checker exists to block enrollment of any student who has not met the prerequisites. However, faculty will need to check that requirements have been met by any student attempting to add the course.

NOTE: English, Math, and ESL instructors should check with their department chairs for the most current information on pre and corequisites in those disciplines, as changes are still occurring as a result of AB705 implementation.

If a student cannot provide one of these documents, the instructor must drop the student from the course unless the student has a prerequisite challenge in process. In that case, faculty should allow the student to attend class during the challenge process period. Students may challenge the prerequisite or corequisite if the course that provides the prerequisite is not readily available or if the student believes that (a) they meet the course requirements, (b) they have knowledge or ability to succeed in the course without the prerequisite, or (c) the prerequisite is discriminatory or being applied in a discriminatory manner.

Prerequisite Challenge Forms can be obtained from the area dean's office. Since processing of a prerequisite challenge may vary slightly by area, please check with your dean or department chair for specifics.

Record Keeping and Attendance

Record keeping is an important faculty responsibility. It is required that accurate and complete student grade records be kept for a period of three years. Attendance records are only required for positive attendance classes. In these classes, attendance records should also be kept for three years. While keeping attendance is optional for all other classes, attendance records are important if it becomes necessary to drop a student for non-attendance. In the event of an audit, faculty members must be able to provide the attendance records for each student dropped because of poor attendance. Faculty members must also indicate the "last date of attendance" when issuing an unsatisfactory grade to students. This requirement is linked to financial aid.

Reserve Books

Course reserves are materials that instructors have made available in the college library to all students in their classes. Items that may be placed on reserve include textbooks, articles, chapters, videos, class notes, study guides, and other course material. Both library-owned and instructor-owned material may be placed on reserve. Most items have a 2-hour loan period, although some can be checked out for longer. The loan period is determined by the instructor. Course reserves are kept behind the Circulation Desk and are not available for browsing. Students must bring the appropriate call number to the Circulation Desk to retrieve the item. Reserve items with 2-hour loans must remain in the library. Items with longer loan periods may be taken out of the library.

Many students depend upon the campus library's course reserves collection to borrow, on a short-term basis, the textbooks assigned for their classes. If possible, instructors should consider providing the library with a copy of the textbooks for their courses; this helps both instructors and students alike as it allows students to access textbooks they may not have during the early weeks of class. Since many students do not receive their financial aid checks until after classes are already underway, having the option to borrow the book from the library may provide the only means for the student to complete assigned reading.

If faculty members want to help the library provide this vital service to students, they can do the following:

- Contact the publisher's representative and ask for an extra copy that may be placed on reserve when ordering books for each term. Most textbook publishers will provide an extra copy of a textbook that has been ordered for a class;
- Take the extra copy to the Circulation Desk in the FLC library; and
- Complete the form specifying the terms under which the book may be loaned to the students. The form can be submitted along with the book to the Circulation Desk.

It is essential that textbooks be available to students on the first day of class. The library staff will need a few days to process the books, so instructors should bring books to the Circulation Desk as soon as possible before the beginning of each term.

For more information, go to: <https://researchguides.flc.losrios.edu/facultyservices/reserves>.

Student Email/Los Rios Gmail

Los Rios Gmail is the student email system for Folsom Lake College and the Los Rios Community College District. Los Rios Gmail is the primary way students receive enrollment information (class adds, drops, payment information, etc.), messages from instructors through the Online Grading System (OGS), reminders on important deadlines, and much more. Please remind your students to activate and monitor their Los Rios Gmail account and use the account to communicate with them.

Student Misconduct and Discipline

A faculty member may remove a student from their class for the day (or evening) and the next class meeting based upon disruption of the learning environment.

Folsom Lake College has a student discipline process (detailed in Section VII: Student Conduct Standards and Student Rights and Responsibilities in this handbook) for faculty and staff to follow in cases in which students are disrupting the learning or service environment:

1. Faculty should set the tone for their classes early. Behavioral expectations should be clarified in the course syllabus and/or in the first class session. If instructors do not permit cell phones or texting in class, the syllabus should say so. If faculty set an expectation, this should be enforced consistently. The time that faculty spend on the syllabus will pay off in more time on instruction and less on behavior issues throughout the semester.
2. If a student starts to exhibit behavior that violates the classroom or service norms that are in the Student Conduct Standards or that have been set for the course, the instructor should talk with the student at the first instance and follow up with a written communication and submit a copy to the dean. At this point, a faculty member has the option of privately showing the student the regulations that allow student removal for two class periods based on disruption of the learning environment; the student is thus forewarned about possible removal.
3. If the behavior persists, the instructor should fill out a Referral for Student Conduct Standards Violations form, located at: <http://inside.flc.losrios.edu/x13236.xml>. Once the form is complete, the faculty member should email their dean as well as the Student Conduct Officer, the Vice President of Student Services, and attach the form to the email. The Student Conduct Officer will crosscheck the student discipline files to see if the student is already on file. If so, the student will be called in for an investigative meeting. If the student is not already on file, the dean or supervisor can meet with the student to reinforce classroom expectations and clarify the student discipline process.
4. Faculty members have the right, under the California Education Code, to remove a student for up to two classroom periods or the equivalent in online settings. If a faculty member chooses that option, the Student Discipline Officer and dean should be notified so that classroom expectations can be set for the student's return or if the incidents indicate that further disciplinary actions are appropriate.
5. If a faculty or staff member feels threatened, they should call Los Rios Police immediately at (916) 558-2221 and press "0." Not only will officers remove the student from the classroom, but they will also notify the Student Discipline Officer of the incident and the student discipline process will be invoked.

Student Information Sheet/Course Syllabus

The terms "Student Information Sheet" and "Course Syllabus" may be used differently in areas and departments across the college. Fundamentally, the Student Information Sheet is a brief overview of key information (ex. requirements, rules, exam dates) about a course. Every instructor is required to give a copy of the Student Information Sheet to each student in their class; these may be hard copies or electronic copies. In addition, the Course Information Sheet should be emailed to the Office of Instruction by the end of the first week of instruction.

The Course Syllabus is a more detailed "roadmap" for the instructional activities that are part of a course. Other information and materials may be included in a Course Syllabus, such as an instructor's teaching philosophy, copies of articles for class reading, study guides, and vocabulary lists, as well as a course schedule, detailed descriptions of assignments, and homework assignments. Note: Faculty are not required to give out a Student Information Sheet in addition to a Course Syllabus if the latter already includes all necessary information.

Information that must be included

When creating the Student Information Sheet or Course Syllabus, faculty **MUST** include the following information:

- Course name, number, and code; meeting day and time, meeting location, semester and year;
- Instructor's name and contact information: phone number, voice mail, or other such as cell; Los Rios email address; office location; and office hours;
- Student learning outcomes from current official course outline in SOCRATES;

- Required and recommended textbooks and supplies; and
- Grading policies, scales, and evaluation criteria. Note: Faculty are not required to include rubrics for specific assignments in their syllabus, but providing that information to students at the time the assignment is given is a good practice.

Using the course outline, faculty should prepare a Student Information Sheet or Course Syllabus for each course they teach. The Student Information Sheet or Course Syllabus is one of the most important documents that faculty can create because it clearly states course policies and requirements and is considered a contract between the faculty and the students. Faculty should make the document as clear and comprehensive as possible in case the grading standards or course content are questioned later in the semester. Even though there are college standards for absences and code of conduct, it is strongly recommended that faculty include information specific to their course in their Student Information Sheet or Course Syllabus rather than refer students to other sources.

Faculty should include the following information for their own protection since, as stated above, this document is considered a contract between the faculty and the student:

- Approved course description from SOCRATES or, at minimum, a reference to the course description in the college catalog;
- Course prerequisites, corequisites, and advisories from the official course outline in SOCRATES;
- Course objectives;
- Instructional methods of choice from the official course outline in SOCRATES;
- Weekly course outline and/or calendar including specific assignments, due dates, and examination dates;
- Behavioral standards for the classroom, including the use of electronic devices (i.e., cell phones, laptops, games);
- Plagiarism/cheating policy;
- Tardiness and attendance policy (see Record Keeping and Attendance section of handbook);
- Make-up policy (at instructor’s discretion);
- Extra credit policy (at instructor’s discretion);
- Accommodations for students with documented disabilities through the college’s Disabled Students Programs & Services (DSPS) office; and
- Field trips, if applicable to the course (see Field Trips section in handbook).

Below are sample statements addressing appropriate behavior and student conduct in the classroom:

- “All students shall adhere to the FLC Student Standard of Conduct. Inappropriate behavior in the classroom may result in a referral to the Student Discipline Officer for disciplinary due process.”

OR

- “Attend class ONLY if you wish to learn and contribute to this class and your own educational goals. If you cannot arrive on time, stay the full meeting, and conduct yourself in a way that is respectful of others’ desire to discuss and learn, please do not attend. If you do not attend, for this or any other reason, you may be dropped for non-attendance.”

OR

- “Standard of Student Conduct: Obstruction or disruption of teaching and learning or any college activity shall not be tolerated. A copy of the FLC Student Standard of Conduct is attached for your reference.”

OR

- “All students shall comply with the FLC Student Standard of Conduct. If a student disrupts the learning environment in any way, they will be asked to leave class for the remainder of the class and the next class meeting and may be subject to further disciplinary action.”

OR

- Faculty can create their own.

Below are additional samples of other statements faculty may wish to include in their information sheets:

- Academic honesty (cheating/plagiarism): Academic honesty is expected. Students are required to do their own work. If cheating of any sort (plagiarism, letting other students copy your work, etc.) occurs, a grade of zero will be assigned for the assignment, quiz, exam, etc. The matter will be referred to the Area Dean and the Campus Discipline Officer for appropriate action which could include, but may not be limited to, failing the class or even being expelled from school, depending on the severity and/or number of times an issue of academic dishonesty has arisen during a student's coursework.
- Accommodations: If you are a student with a learning disability, or other special needs, please let me know as soon as possible if you need special accommodations. These discussions are best handled by a scheduling a special appointment with me. All needs that have been verified through the Disability Resource Center on campus will be accommodated.
- Excessive absences: Students may be dropped for non-attendance in accordance with the Folsom Lake College policy: "Students are expected to attend all sessions of classes in which they are enrolled. A student having excessive absences may be dropped from any course by the instructor any time during the semester. Excessive absences are defined as 6% of the total hours of class time." (See the college catalog for additional information.)

Note for an online class: Attendance is very important in an online class. Completing assignments is the only way to document your attendance. You cannot be passive in an online course; you are required to be active in this class. You are expected to attend class each week. I will use the following to document your attendance: completion of tests and quizzes, submission/completion of assignments (through the digital drop box or discussion forums), or communication with the instructor. One week of non-participation (6% of the class) or two weeks with less than full participation will be grounds for being dropped from the class.

When the Student Information Sheet is complete, faculty should duplicate enough copies to distribute to their students at the start of the course or ensure students can access electronically. A current copy should be submitted to the Office of Instruction at: FLC-OfficeofInstruction@flc.losrios.edu by the end of the first week of the term in progress.

Student Preparation - Prerequisites, Corequisites, or Advisories

Students should have certain skill levels before they can enroll in some classes or programs. The college identifies these courses as prerequisites, corequisites, or advisories. It is important for faculty to know the prerequisites or corequisites for each of their courses. Course prerequisites, corequisites, and advisories are listed on the course outline, in the college catalog, and in the class schedule. Students are not blocked from registering for classes that have prerequisites or corequisites with the exception of most English, mathematics, and history courses (see note below). It is the responsibility of the faculty to check prerequisite and corequisite documentation for any students who are not listed as having met the prerequisite on the Prerequisite Checker in the Online Grading System (OGS).

The OGS Prerequisite Checker has the following known limitations:

- The lists do not show students who may have completed the course prerequisite at a non-Los Rios college;
- The lists reflect only the passing grades that were submitted via the OGS. Grade changes for incompletes or other reasons are not reflected in these lists;
- The lists contain only information from 2003 on. Students who completed the prerequisite prior to 2003 won't be listed; and
- The lists contain only information about students who have completed the given course's prerequisites directly. For a list of students who completed another course with the same prerequisite, or a higher level course whose prerequisite chain includes the given course's prerequisite, please visit the Indirect Prerequisite Checker link on the course Prerequisite Checker page.

NOTE: Students will be automatically cleared to enroll in most English, math, and history courses if they are currently enrolled or have completed the appropriate prerequisite with a C or better at either FLC or another Los Rios college or if they have taken the assessment test and placed into the class they want to add.

Supplementary Books and Materials

Supplementary books are those not required of the student but recommended by the faculty member. The student is not to be responsible for their contents in any way (reports, tests, final examinations, etc.). In addition, there may be supplementary materials, such as goggles, slides, appropriate shoes, etc. that are required for course participation. These items should be included on the Student Information Sheet/Course Syllabus. Some supplemental materials can be made available to students through the FLC College Store. Consult with the FLC College Store Manager to determine if the specific course materials can be ordered.

Teacher Attendance/Punctuality

Instructors are expected to start class on time, provide the required 10 minute break in the middle of class (if the class exceeds 90 minutes), and keep students to the end of the designated class time. It is not acceptable to take the break during the last ten minutes of class and leave early, even if the class votes to do so.

Textbooks and Textbook Adoption

The responsibility for textbook selection and recommendation for adoption rests with the teaching faculty. When there are several sections of a course, faculty may adopt uniform textbooks, but it is up to the department to determine the degree of uniformity required. Faculty are encouraged to utilize a textbook for at least a minimum of two semesters or longer (if appropriate) for instructional needs.

When the department has not adopted specific texts for a course, each faculty member may choose the basic syllabus and textbook materials subject to the following: (a) the materials relate directly to the content of the approved course of study, and (b) the total cost of these materials to the students is reasonable.

Faculty submit textbook orders directly to the FLC College Store by doing the following:

1. Go to: www.flc.losrios.edu/student-resources/bookstore
2. Click the Faculty Adoption Login button.
3. If you have not already done so, you must register to create an account on this page.
4. After you have registered and signed in, follow the guided process for ordering your textbooks.
5. To finalize the order, click "submit."

Textbook orders are due by the following dates:

- Summer Term – March 15
- Fall Semester – March 15
- Spring Semester – October 15

Note: If you are assigned a course that another instructor already ordered books for, the guided process will not work, so you will need to contact the FLC College Store directly.

SECTION IV: Instructional Support Services

Distance Education Courses

Folsom Lake College offers many distance education (DE) courses (fully online, and partially online or “hybrid”) to students each academic year. The college’s rationale for offering DE courses rests on a commitment to increasing educational access for students in the college’s broad service area, including those who may have difficulty traveling to college sites during regularly scheduled on-ground classes, as well as those who may enjoy or benefit from a variety of teaching modalities.

Support for FLC’s DE program is the joint responsibility of District Office IT and the college. College representatives participate in districtwide DE plans [i.e., learning management system (LMS) selection] through their active membership on district level governance committees and IT work groups. DO IT staff and college representatives developed the Los Rios Distance Education Strategic Plan resource document to assist colleges in their individual distance education planning processes.

As an accredited institution, Folsom Lake College complies with ACCJC’s policy on Distance Education and Correspondence Education (2013) for its distance education offerings (Note: FLC does not offer any correspondence education). Through the Office of Instruction, the Curriculum Committee, and the LRCFT contract, the college:

- Ensures the development, implementation, and evaluation of all FLC DE courses and programs take place within the institution’s total educational mission as stated in the college catalog, and in accord with standing curriculum development processes;
- Assumes all responsibility for control over its DE offerings, and clearly communicates DE-related information to students;
- Assures all DE courses contain appropriate, clear, and measurable student learning outcomes (SLOs);
- Provides resources, structure, and communication in support of student success, and promotes/tracks SLO assessment in every DE course and program;
- Complies with ACCJC requirements for substantive change related to DE modalities and program features (i.e., over 50% available online). The FLC Curriculum Committee must approve individual courses for distance education modalities before such offerings can be scheduled. The college also annually identifies courses offered for the first time in a distance education modality to determine when the Commission needs to be contacted for a possible substantive change proposal; and
- Offers distance education with verification processes in place to assure that students who register in a DE course or program are, in fact, the same person who participate every time and complete the course or program. This verification commitment includes such methods as a secure login and password, proctored examinations, and/or new or other technologies and/or practices that are developed and effective in verifying each student’s identity.

Distance Education — Instructional Resources

Faculty members who teach using DE modalities need to stay current with the rapidly changing technologies used to deliver their courses. Thus, faculty access to appropriate technology (physical and virtual resources) and software as well as support personnel is critical to making distance education offerings successful. District Learning Management System (LMS) Coordinators collaborate on training materials, including orientation videos, for both students and faculty. FLC’s Instructional Design and Development Coordinator, Zack Dowell, provides a range of DE training and support, including individual and group instruction and consultation. Faculty teaching online and those considering teaching online are encouraged to attend the FLC Online Educators group which is facilitated by the Instructional Design and Development Coordinator. The group meets monthly to share best practices and discuss emerging technologies.

Note: Los Rios currently utilizes Canvas as its learning management system (LMS). Faculty are not required to make LMS course requests for Canvas; all courses should already be created and available at: canvas.losrios.edu. Faculty who have questions about how to access and set up courses in Canvas can also visit the Canvas Help page at: <https://inside.flc.losrios.edu/instruction/classroom-management/canvas-help>.

Canvas is available to support fully online classes, hybrid (partially online classes), and web enhanced classes. Training on Canvas is offered regularly via scheduled workshops and other instructional development opportunities. Technical support is available to faculty and students through the Los Rios Online Help Desk, Monday-Friday, 7:00am - 6:00pm. The Help Desk can be reached via email at: lrohlp@losrios.edu or by telephone at (916) 568-3012 (local) or (855) 321-3232 (toll-free). Help Desk hours may be extended during peak usage times, such as the beginning of the semester.

Faculty can also contact FLC's Instructional Design and Development Coordinator, Zack Dowell, at (916) 608-6605 or dowellz@flc.losrios.edu if they have any further questions.

Classroom Assistance

Embedded Tutors

Embedded tutors are available for many English, History, Math, Stats, Chemistry, Biology, Accounting, Physics, Language, and other courses. Embedded tutoring is coordinated through the Learning Skills and Tutoring Program and the Reading & Writing Center. Embedded tutors attend each class and help students one-on-one during class activities. Although embedded tutors may help lead activities during class, the instructor is responsible for the instruction and supervision of all students enrolled in the class. In most cases, the tutors are individuals who have taken the class from the specific professor currently teaching. Embedded tutors help students with in-class assignments, lab activities, and/or outside-of-class study groups.

Instructional Assistants

In some classes, instructional assistants are employed to assist faculty with instructional duties by working with students individually or in groups for the improvement of academic knowledge and technical skills and doing related work as required. Instructors are responsible for the instruction and supervision of all students enrolled in the class.

Learning Skills and Tutoring Program

The learning skills department offers students free tutoring for their college courses, both in person and online (for certain courses). Tutoring offers individualized and small group tutoring in various courses, dependent upon the availability of qualified peer tutors. Tutoring is available on a drop-in basis during the posted tutoring hours. Given the availability of student tutors, tutoring hours may change over the course of the semester. The Main Folsom campus tutoring center is located in Cypress Hall FL2-246, the EDC tutoring center is located in C-204 (inside the computer lab), and the RCC tutoring center is located in RCC1-203 (Learning Resource Center). For more information, go to: www.flc.losrios.edu/student-resources/tutoring.

Library Services

Library materials and instructional media are available to both students and faculty to supplement course materials and to support research interests. To check out materials, a Los Rios ID card is needed. To place textbooks and supplemental materials on reserve, please follow the steps on the Library's Faculty Services page <https://researchguides.flc.losrios.edu/facultyservices/>.

Librarians offer research instruction at any site and at any time, day or night. The instruction request form can also be found on the Faculty Services page at <https://researchguides.flc.losrios.edu/facultyservices/instructionrequest>. If you have any questions about instruction, please contact James Telles at (916) 608-6528 or tellesj@flc.losrios.edu. Faculty may also recommend new books, DVDs, and periodicals for purchase. More information is available at: www.flc.losrios.edu/student-resources/library.

Reading & Writing Center/English Center

Students have access to a free resource to help them with their reading and writing assignments for all of their classes. The Reading & Writing Center is located on the Main Folsom campus in Cypress Hall FL2-239 and at the Rancho Cordova Center in RCC1-203. On the EDC campus, the English Center is located in C-213. The Reading & Writing Center and the English Center are staffed by lead faculty coordinators, instructional assistants, and tutors who can assist students with writing more effectively, spotting and correcting errors, understanding English grammar and punctuation, and managing the writing process. Students may drop-in for help, or they may enroll in .5-2 unit courses designed to help them practice specific reading and writing related skills. By enrolling in one or more of the classes, students can receive innovative, individualized, and quality instruction in reading, writing, and language skills from English faculty and trained tutors with degrees. The Reading & Writing Center also offers free workshops to help students with specific writing concerns. Schedules for these workshops are released and advertised at the start of each semester. For information on hours and contact information, please visit: www.flc.losrios.edu/student-resources/tutoring.

Technology Resources

There are a number of options available to faculty who are interested in incorporating technology into their classes. Each full-time faculty member has a computer. Adjunct faculty have access to computers in the adjunct office. There is also a computer located in most faculty workrooms. Classrooms at Folsom Lake College, El Dorado Center, and Rancho Cordova Center are “smart classrooms” with computers, projectors/monitors, DVDs, document cameras, and other equipment.

Every faculty member has a college email account. Full-time faculty have Outlook loaded on office computers. Email can be accessed from off campus and on workstations used by adjunct faculty. Your email account should be activated upon employment. Questions about your email account should be directed to your area office.

FLC has adopted Canvas as its learning management system (LMS). Canvas is available to support fully online classes, hybrid (partially online classes), and web enhanced classes. For information on training in Canvas, see the Distance Education section of this handbook.

FLC also has an Innovation Center/Makerspace, which offers opportunity for innovative and creative learning experiences to take place. For more information on how this space can be utilized, go to: www.flc.losrios.edu/about-us/our-facilities/innovation-center-makerspace.

SECTION V: Business Services (Payroll/Benefits/Leaves), Facilities and Property Use, and Other Campus Services

College Hour

College Hour is time set aside on weekdays (usually Tuesdays) from 12:00-1:00pm for faculty, staff, and students to participate in events and activities. FLC has a policy governing outdoor use of amplified sound during designated college hours. For more details related to college hour policies, faculty should contact Campus Operations at:

FLC: (916) 608-6995

EDC: (530) 344-5716

RCC: (916) 361-6340

Employee Benefits

Questions about employee benefits can be directed to the Los Rios Employee Benefits office, or by going to: <https://employees.losrios.edu/benefits>.

Employee Email/Microsoft Outlook

New faculty will have a Los Rios email account established through an interface with PeopleSoft Human Resources once the hiring process is complete. Faculty will need an account to access the online class rosters/grading system and SOCRATES, the curriculum management system. The employee's official email account needs to be checked regularly as email is the primary communication tool for the college. Computer/internet access is also available in workrooms/offices at all sites. The college email account should be used for all school-related communications; faculty should not use their private email for college business. Note: Adjunct email accounts are terminated 250 days after the last semester taught per the LRCCD Information Security Officer.

Fax Machine

Fax service for official college correspondence is available on the Main Folsom campus in the FLC Printing Services department (located in the Campus Services building, behind Buckeye Hall/FL3). Faculty should check with their area office on the availability of these fax services.

Inside/Intranet

The FLC Inside is an intranet website oriented toward faculty, staff, and administrative needs. Each of the college services areas has a page that includes information on programs, services, plans, forms, calendars, organizational charts, policies/procedures, and other data relevant to its area. Additionally, the Inside provides an access point for information on shared governance processes as, including committee agendas/minutes as well as information on accreditation, planning and research, and instructional and student support resources. The Inside is available at: inside.flc.losrios.edu.

Keys

All classrooms are kept locked, so faculty will need to make sure that they have obtained any necessary keys before the start of class. Keys to Main Folsom campus classrooms and Rancho Cordova Center classrooms are issued to faculty by College Police. Adjuncts who teach at EDC will pick up their keys from the Administration office on the second floor of the B building. Faculty members are expected to return their keys at the completion of their employment or room use. Employees must bring a valid ID and their current FLC issued keys when picking up new keys. Note: Keys are NOT issued to students.

At the end of the semester, you must turn in your keys for the Main Folsom campus and RCC to the College Police, unless you know you will be using them again. If you are teaching at EDC, you should turn in your keys to Adrienne Andrews, located upstairs in Building B. Keys for the following semester will then be issued the week before the semester begins.

Leaves

Information about leaves available to faculty can be found in the Los Rios Colleges Federation of Teachers (LRCFT) contract at: <https://employees.losrios.edu/docs/lrccd/employees/hr/cba/lrcft2017-2020.pdf> through the area office. Also see Professional Development Leaves in this handbook.

Mailbox

Faculty teaching on campus receive mail at their assigned mailbox locations as identified below. Instructor mailboxes are provided for college-related material only and should be checked frequently for messages and other important information:

FLC: Full-time faculty mailboxes are located in staff workrooms: Aspen Hall FL1-132, Cypress Hall FL2-142, Dogwood Hall FL4-127, Harris Center PAC-2270, and Physical Education PE-115 and correspond to their office assignment. All adjunct mailboxes are located in Aspen Hall FL1-132.

EDC: Mailboxes are located in the staff workroom, Building B, 2nd floor.

RCC: Mailboxes are located in the staff workroom, RCC1-114.

Students do not have access to faculty mailboxes and should be referred to the homework dropbox in the lobby area of Aspen Hall/FL1. Homework drop-box pickup times are 10:00 am and 3:00 pm while classes are in session. Contents will be delivered during the following mail delivery.

Parking Permits

Employee parking permits can be picked up at the College Police office on the Main Folsom campus, from the Administration office on the second floor of building B at EDC, or from the Student Services counter at RCC. All faculty should bring a photo ID and adjuncts should bring a Tentative Class Schedule (issued by the FLC Office of Instruction), as well as your vehicle information (make, model, license plate number) when picking up their parking pass. Faculty will be asked to fill out a form with vehicle information before receiving their pass.

Payroll Periods

Payroll warrants for full-time regular faculty are available on the last working day of the month. Payroll warrants for adjunct, substitutes, ESAs, and full-time overload are available on the 10th of the month following the month taught. If the 10th falls on a weekend or holiday, the warrant will be available on the last working day prior to the weekend or holiday. Warrant stubs for those who have electronic transfers are also available through the Los Rios Employee Self Service website at: www.losrios.edu/lrc/lrc_employee.php.

For faculty who do not elect to have electronic transfers, payroll warrants are available for pick-up at the FLC Business Service office (BSO). The BSO is located in the College Administration building at the Main Folsom campus. Warrants not picked up within 60 days will be returned to the District Office. Warrants not picked up within six (6) months will be shredded. The BSO will make one attempt to call the employee first. Employees picking up their warrant must present a photo ID. If faculty members have questions about their pay, they should first contact their area dean or district Payroll Services.

Printing Services

There are copiers in the faculty workrooms where faculty may print their own copies; however, each faculty member is allocated a limited number of copies per semester. Once these copies have been exhausted, faculty will not have access to more copies, even if the semester is not over.

Printing requests sent to Printing Services will not count against the allocation. Normal turnaround time is 1-3 business days. Allow an extra day for transit to EDC and RCC, and at least 5 business days during Flex week and the first week of each semester. Requests can be emailed directly to: flc-printing@flc.losrios.edu, or they can be submitted online at: <http://inside.flc.losrios.edu/x16292.xml>. When emailing directly be sure to include name, delivery location, due date, quantity, and printing specifications (color paper, hole punch, etc.). Note: printing defaults are white paper, two sided, and stapled.

Tips

1. PDF files work best.
2. Do not send requests to individual Printing Services staff.
3. Please review the FLC Style Guide for detailed information on logo usage, design requirements, etc. at: <http://inside.flc.losrios.edu/x16293.xml>.
4. Review the Los Rios copyright regulation R-8333 at: <https://losrios.edu/docs/lrccd/board/regulations/R-8333.pdf>.
5. For more information on Printing Services go to: <http://inside.flc.losrios.edu/x16292.xml>.

FLC Printing Services is located on the Main Folsom campus in the Campus Services building, behind Buckeye Hall/FL3. Printing Services can be contacted at: flc-printing@flc.losrios.edu or (916) 608-6650.

Purchasing/Supplies

Routine supplies are available in staff workrooms:

FLC staff workrooms: Aspen Hall FL1-132, Cypress Hall FL2-142, Dogwood Hall FL4-127, Harris Center PAC-2270, and Physical Education PE-115.

EDC staff workroom: Building B, 2nd floor.

RCC staff workroom: RCC1-114.

Faculty should consult with their department chair for supplies that are not routine as each department has a fixed budget for the academic year. The college uses the requisition/purchase order process to acquire goods and services. Faculty should not purchase anything without prior approval since they could be denied reimbursement. Faculty should check with their area office and department chair for ordering information.

Security of College Facilities

All faculty and staff are asked to assist with the security and care of physical facilities and equipment. Anyone entering a locked building on a weekend or holiday must first notify Los Rios Police at (916) 558-2221 of arrival and departure times. Faculty should be certain facilities are locked when they leave. Upon discovery of theft or unlawful entry, faculty should make an immediate report (by telephone or in person) to the Los Rios Police office or to the appropriate dean or supervisor.

Instructors may not move their classes or offices to other locations without the express approval of the area dean. Scheduling and safety issues must be taken into consideration.

To reserve a room for an event, instructors can contact Campus Operations at their appropriate site and complete a Facilities Use Request. Faculty are asked to provide as many details about the event as possible so consideration can be given to possible fees and sufficient space. Only designated rooms are approved for serving food and refreshments. For more information, faculty should contact the appropriate Campus Operations office:

FLC: (916) 608-6995

EDC: (530) 344-5716

RCC: (916) 361-6340

Staff ID/Proxy Cards

Staff ID/proxy cards are issued by College Police. Adjunct faculty need to go to College Police and bring a valid photo ID and documentation of employment, such as a Tentative Class Schedule (TCS) to obtain a card.

Telephone and Voicemail

Long distance calls for anything other than approved college or district business are not allowed. Adjunct faculty can obtain a voice mailbox through their area office.

Directories

For the most current full-time and adjunct faculty directory, go to:

www.flc.losrios.edu/about-us/faculty-and-staff-directory.

Use Policies

Campus Vehicles

Campus Vehicles may be used for district-related business or activities and are handled by the Campus Operations office located on the Main Folsom campus in Campus Services CS-212. All drivers must have a valid California driver's license and must have completed the district training course. A Request for Vehicle Use form (R-8343) must be completed and signed by the area dean or supervisor and turned into the Campus Operations office.

District Property

Use of district property/equipment for private or personal purposes is prohibited. Employees and officers of the district may be authorized to use district/property equipment on a limited basis (not to exceed 15 days) to conduct district related business. Property/equipment to be used away from the district area and facilities in excess of 15 days must be authorized by the Board of Trustees. Forms are available in each area office.

FLC Facilities

Faculty and staff may reserve rooms for class/club functions through Campus Operations. If the event is not a campus function, it will be reviewed to determine if charges or insurance requirements apply. Use of district facilities is categorized as either "college use" or "rental"; district regulations do not allow "co-sponsorships." Note: If food is going to be served at the Main Folsom campus, by contract FLC Food Services (Aramark) has the first right of refusal to provide food for both on campus and rental events. If Aramark is unable to support the event, outside food service may be procured. Faculty should contact their area dean if they have questions or the appropriate Campus Operations office as follows:

FLC: (916) 608-6995

EDC: (530) 344-5716

RCC: (916) 361-6340

If facility use requires audio or video support, faculty should first reserve the facilities, and then submit the Audio/Visual (AV) Request form at: <http://inside.flc.losrios.edu/x16288.xml>.

Standard campus facility reservations and AV setups require a minimum of two (2) weeks lead time. When food is involved (via FLC Food Services/Aramark), three (3) weeks lead time is necessary; custom set-ups require a minimum of four (4) week lead time. Note: The Quad, Peregrine Room, Falcon's Roost, athletic fields, and conference rooms may be scheduled for the entire year. Classrooms must be scheduled on a semester-to-semester basis. Facilities are in high demand, so for best availability of a facility, faculty should schedule an event as early as possible.

SECTION VI: Participation in College Governance and Planning

Academic Senate

The faculty is organized through the Academic Senate. Senators are elected by each area to serve a term of two years. The officers are elected college-wide for a term of two years. The responsibility of the senators is to be an information conduit between their areas and the Senate and to act on behalf of the area faculty they represent. The president of the Academic Senate represents the views of faculty on the President's Advisory Council and makes all faculty appointments to standing committees.

The Academic Senate, as the official representative body of the faculty, makes recommendations to the administration of Folsom Lake College with respect to academic and professional matters including, but not limited to, the following:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities and instructional improvement days;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Other academic and professional matters as mutually agreed upon between the College President and the Folsom Lake College Academic Senate (Title V Regulations, Subchapter 2, Section 53200, 53203).

Additional responsibilities of the academic senate include the following:

- Present a formal, representative voice on any matter affecting the conduct and welfare of the college;
- Recommend appointment of faculty representatives to committees requiring faculty representation. Appoint faculty to serve on college or district committees, task forces, or other groups dealing with academic and professional matters (section 53202,f);
- Assume such appropriate responsibilities and functions as may be requested of it by college faculty including any senator as defined in Article III;
- Implement responsibilities, powers, and duties not denied faculty by union contract or law;
- Promote communication and mutual understanding among and within all segments of the Folsom Lake College community and with the other colleges of the Los Rios Community College District;
- Promote the best interests of higher education by sharing in the governance of Folsom Lake College;
- Direct the development of college hiring criteria and job descriptions as they affect college-wide faculty positions (section 87360); and
- Participate in the implementation of district policies and procedures regarding equivalencies to minimum qualifications (section 87359), reassignment of administrators (section 87458), and exceptions to the minimum degree requirements for tenure (section 87615), and provide the administration with the advice and judgment of the faculty in regards to these matters.

Refer to the Academic Senate page on the Inside for more information on matters such as Academic Senate Membership, Bylaws, Agendas and Minutes from Senate meetings, and a copy of the College Governance Agreement at: <http://inside.flc.losrios.edu/x13258.xml>.

Annual Department Plans (ADPs)/Annual Unit Plans (AUPs)

There is an annual planning process by which departments/disciplines, service areas, and work units ensure the development and maintenance of high quality programs and services to support student learning. ADP/AUP planning focuses on a one-year timeframe and contains data that informs resource allocation decisions. Summaries of ADP/AUP findings, themes, and resource requests are reviewed by the Institutional Effectiveness Committee and the Executive Management Team (president and vice presidents) and influence annual goals and objectives. Areas utilize summaries of ADP/AUP findings, themes, and resource requests to inform prioritization decisions.

Associated Students of Folsom Lake College

The Associated Students of FLC (ASFLC) is a team of student leaders whose mission is to improve the quality of life for students by effecting change in regard to policy and campus development and by overseeing student activities, both social and academic. ASFLC represents the interests and welfare of students through its elected officials and representatives on the Student Senate and Clubs and Events Board (CAEB). Additionally, ASFLC has as its purposes, the encouragement of student participation in college affairs and the promotion of understanding among students, faculty, and administration. The Student Senate advises college administration on student issues, recommends students to serve on student-faculty committees, and administers programs and services consistent with the privileges granted in its constitution. The ASFLC also works to create a unique and inviting college atmosphere by facilitating opportunities for students to socialize, hear local bands, join clubs, volunteer, and much more. For more information, contact the Office of Student Life at (916) 608-6603.

Classified Senate

The classified staff interacts with administration, faculty, and the student body providing a unique perspective into the needs and goals of the college. The Classified Senate represents the collective voice of the classified staff, facilitating communication and representation in order to enhance the entire college community. The Classified Senate is made up of the Executive Board (President, Vice President and Secretary/Treasurer) and five Area Senators. All officers and senators are appointed through an election process and serve a two-year term.

The primary responsibility of the Senate is to act as the formal representative voice and body of the classified staff at Folsom Lake College (FLC), including its educational centers. The Senate has the power to make recommendations to the college and district administration on all issues and activities pertaining to classified staff not covered by their collective bargaining units and on all recommendations made to the Institutional Effectiveness Committee through the college collegial consultation process. The Senate may assume such responsibilities and perform such functions as requested by FLC's classified staff.

The Senate shall also make all classified staff appointments to, but not limited to, state, district and college standing committees, ad-hoc committees, task forces and councils dealing with collegial consultation, planning, special college events/activities, and policies. The Classified Senate President shall also make recommendations on classified appointments to hiring committees and represents the views of classified staff on the President's Advisory Council and Chancellor's Cabinet.

College Decision-Making

In a complex organization, the systems for making decisions can be equally complex. Decisions often affect a broad segment of the organization and are, themselves, influenced by institutional, professional, and personal considerations. How a decision is made is often as crucial to its effectiveness and usefulness as the decision itself.

FLC treats the full decision-making system as a shared system. All decisions whether in the administrative structure, in the committees, or within constituent groups should be characterized by an appropriate level of employee and student involvement. The degree of appropriate involvement will be directly related to the extent of the impact of the decision. Each constituent group is organized to contribute to the decision-making process. A more thorough description of the various groups, councils, and committees that participate in FLC's decision-making process can be viewed at: <http://inside.flc.losrios.edu/x13241.xml>.

College-Wide Plans

Folsom Lake College has seven official college-wide plans in place, including the College Master Plan, the Enrollment Management Plan, the Health and Safety Plan, the Strategic Plan, the Student Equity Plan, the Student Success and Support Plan, and the Technology Plan. All plans are available at: <http://inside.flc.losrios.edu/x15531.xml>. A brief description of each plan and its purpose is provided below.

College Master Plan

Folsom Lake College, with over a decade of service to students and the community, developed the College Master Plan to drive the college's planning and decision-making processes over the next ten years. This College Master Plan, intended to be inclusive and comprehensive, aligns the planning efforts of instruction, student services, and administration, with Folsom Lake College's overarching goals.

Enrollment Management Plan

Enrollment management is defined as "a comprehensive process designed to help achieve and maintain optimum enrollment (recruitment, retention, and graduation rates). It is an institution-wide process that permeates virtually every aspect of the college's function and culture." The FLC Enrollment Management Plan is designed to delineate how the various programs, services, and processes intersect to help students achieve success in reaching their educational goals, and to provide a comprehensive set of strategic actions for the college to pursue over the next three years to further enhance its enrollment management processes to increase student success.

Health and Safety Plan

Folsom Lake College is committed to promoting a safe learning and working environment for its students, employees, and visitors. Safety is a community responsibility and the Health and Safety Plan was developed to help guide planning and decision-making processes over the next three years. This Health and Safety Plan, intended to be inclusive and comprehensive, aligns with the overarching goals of the college and the district's Strategic Plan.

Integrated Plan (Tri-Plan)

The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations.

Strategic Plan

The Folsom Lake College Strategic Plan 2017-2020 provides the college community with a guide for the next three years. This plan is designed to align with FLC's mission, vision, and equity statements and to set goals aligned with FLC's College Master Plan and the district Strategic Plan. FLC's Strategic Plan focuses on five goals:

1. Increase Student Engagement
2. Provide High Quality Education
3. Support Community Engagement
4. Incorporate Innovation and Technology
5. Foster an Outstanding Working and Learning Environment

Technology and Distance Education Plan

The Technology and Distance Education Plan is designed to include all facets of technology at FLC's sites that are either a shared responsibility with District Office Information Technology department (DO IT) or the college's sole responsibility, and to provide a comprehensive set of strategic technology directions for the college to pursue over the next three years.

Executive Team

The Executive Team consists of college administrators from the college service areas, including the President, the Vice President of Instruction, the Vice President of Student Services, and the Vice President of Administration. The team serves as the administrative arm in the shared governance process and is the venue for reviewing proposed governance, district, and college issues.

Participatory Governance Standing Committees

In addition to individual participation in department and area decision-making processes, faculty, staff, and students can participate in the college's standing participatory governance committees. The committees' responsibilities are college-wide and are advisory to the college president. Each faculty member is encouraged to participate; tenured faculty members are expected to participate. The Academic Senate President makes all faculty appointments to committees.

Folsom Lake College has ten college governance committees as follows:

1. Budget and Facilities Planning Committee
2. Classified Professional Development Committee
3. Curriculum Committee
4. Diversity and Equity Committee
5. Faculty Professional Development Committee
6. Institutional Effectiveness Committee
7. Matriculation and Student Success Committee
8. Safety Committee
9. Student Learning Outcomes (SLOs) Committee
10. Technology Committee

Each participatory governance committee can assign work to its respective standing and/or ad hoc subcommittees. Standing subcommittees meet at least once a semester and have work that is expected to extend over a number of years. They are listed under their parent committees with a brief description of their objectives, purposes, and responsibilities. Standing subcommittees are required to post agendas and minutes. Ad hoc subcommittees meet to complete specific tasks and may have extended intervals of one or more semesters when they do not meet. They are listed under their parent committees without any description.

A complete list of current standing committees can be found on the Participatory Governance page at: <https://inside.flc.losrios.edu/governance>.

Program Review

Program review is the process by which individual functions, service/support areas, and departments systematically evaluate their past performance to facilitate continuous improvement, guide resource allocation, and assist faculty, staff, administration, and the Board in making decisions about programs. Program review is a required activity spelled out in Accreditation Standards and Los Rios policy.

All units will undergo self-study during the five years preceding the college's self-study year (in preparation for an accreditation visit). This means that approximately one-fifth of all instructional departments, student service areas, and administrative units will complete a self-study report each year with no program reviews taking place in year six of the cycle.

SECTION VII:

Student Conduct Standards and Student Rights and Responsibilities

Faculty members need to be aware of the guidelines for student behavior and college expectations for the student body. To that end, the following information is provided, excerpted from the college catalog and other resources. College students have the same rights as other members of the community and are accountable to the same federal and state laws and statutes.

Please Note: For additional information regarding Student Rights and Responsibilities, please refer to the Los Rios Regulations and Policies, Sections 2400-2443 (<https://losrios.edu/about-us/board-of-trustees/policies-and-regulations>). Please contact the Vice President of Student Services should clarification be needed.

Alcohol and Drug Policy

The abuse of illicit drugs and alcohol disrupts classes, compromises one's physical and mental health, subjects one to criminal penalties, and impairs one's ability to benefit from the learning experience. We therefore ask the college community to actively support a drug-and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse.

Los Rios Policy P-2443 states that the district "is committed to maintaining a drug-and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and a drug-and alcohol-free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."

Legal Sanctions

The Los Rios Standards of Student Conduct prohibit the use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance. Controlled substances include cocaine, marijuana, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

Students who abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled, and/or criminally prosecuted. The penalties for more common offenses are:

- Possession or use of alcohol: year in jail and/or fine.
- Possession of marijuana: criminal citation and fine.
- Possession of cocaine: imprisonment in a state prison.
- Sales of any illegal drug: imprisonment in a state prison.
- Possession or use of alcohol by a minor: one year in jail and/or fine.
- Student employees may be terminated.
- Students are required to report any convictions within five days of the occurrence.
- Students will be ineligible for financial aid.

Health Consequences

Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

Occasional misuse may cause:

- Impaired learning due to drowsiness, memory loss, and indifference to academic environment.
- Impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems.
- Any drug used intravenously can spread AIDS or hepatitis.

For confidential assistance call:

FLC Health & Wellness Services: (916) 608-6782

On-Campus Counseling: FLC: (916) 608-6510
 EDC: (530) 642-5645
 RCC: (916) 361-6321

Off Campus Resources: Sacramento Mental Health Center: (916) 875-1055
 El Dorado County Mental Health: (530) 621-6200
 Alcoholics Anonymous – Sacramento: (916) 454-1100
 Placerville: (530) 622-3500
 Narcotics Anonymous: (800) 600-4673
 Cocaine Anonymous: (916) 927-5740
 Dept. of Alcohol & Drug Programs: (800) 879-2772
 Alcohol & Drug Bureau: (916) 874-9754

Catalog Rights

For purposes of graduation from any of the colleges of the Los Rios Community College District, students who remain in attendance in one regular session (quarter, semester, or summer session) at any California community college, or any combination of California community colleges, campuses of the California State University, the University of California, or any regionally accredited institution of higher education, may elect to meet the requirements in effect at the Los Rios college from which the student intends to graduate, in one of three ways:

- Requirements in effect at the time of admission to a Los Rios college; or
- Requirements in effect at the time a student originally enrolled in a regionally accredited college or university; or
- Requirements in effect at the intended date of graduation from a Los Rios college.

Please note:

- A college may authorize or request substitution for discontinued courses.
- Students changing their major field of study may be required to complete those requirements for the major in effect at the point of change.
- For purpose of this section, “attendance” means taking classes in at least one session in each calendar year. Absence for attendance at another regionally accredited institution shall not be considered an interruption in attendance (Los Rios Policy P-7242).

Computer Use Policy

- Equipment use in the lab is intended for class assignments only. Use of computers is closely monitored for compliance with acceptable use standards.
- Computers are available on a first-come, first-served basis.
- Food and/or drinks (including water bottles) are not allowed in the facility at any time.
- Please turn off cellular phones. Phone conversations are not allowed in the facility at any time.
- Children (under 18) are not allowed to use computer equipment unless they are current Folsom Lake College students.
- Students are to supply their own headphones for sound control.
- Pets are not allowed, except for service animals.

- Students need to show consideration for others around them by keeping noise to a minimum, using one workstation per person, keeping backpacks out of walkways, and reporting problems with computers and/or printers to computer lab staff.
- A valid login may be used for assigned purposes only. Sharing access with others is not permitted.
- All downloading and saving must be to removable media.
- Software may not be copied from the computers or network drives.
- Installing any software or games on college computers is prohibited.
- Playing games on college computers is prohibited except for class assignments.
- Directions from any lab assistant or instructor concerning equipment/facilities or student conduct must be followed in order to continue use of the facilities.

Copyright/Piracy

Folsom Lake College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Los Rios Policy P-8333 provides guidelines to students, faculty, and staff to assist in compliance with federal copyright laws. More information on copyright and piracy can be viewed at: <https://losrios.edu/docs/lrccd/board/regulations/R-8333.pdf>. Also see more information in the Classroom Management and General Procedures section of this handbook.

Decision-Making

Students have the right to:

- Be informed and participate in campus matters that can be shown to be directly relevant to them by having a voice in decision making that affects their academic future, with the exception of staff appointment, termination, and tenure; and/or
- Be members of faculty and administrative committees related to students' concerns, such student representatives shall have votes as committee members.

Discipline/Misconduct

A student enrolling in one of the Los Rios colleges may rightfully expect that students, faculty, and administrators will maintain an environment in which there is freedom to learn. Student conduct must comply with federal and state laws, college rules and regulations, and district policies and regulations. Students who violate such rules and regulations are subject to disciplinary action.

Student Conduct Standards

Any student found to have committed, or to have attempted to commit, the following misconduct is subject to appropriate disciplinary action (the list of offenses follows):

- Willful disobedience, disruptive behavior, profanity or vulgarity, or the abuse of members of the college community;
- Persistent serious misconduct;
- Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials;
- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college;
- Unauthorized entry to, or use of, the facilities;
- Forgery, alteration, or misuse of college documents, records, or identification;
- Obstruction or disruption of teaching, or other authorized college activities;
- Theft of, or damage to, property, or the possession of stolen property belonging to the college, a member of the college community, or a campus visitor;
- Misconduct which results in injury or death to a student or college personnel, or which results in damage to any real or personal property owned by the district;

- Soliciting or assisting another to do any act which would subject a student to discipline;
- Assault or battery, sexual assault, abuse, or any threat of force or violence directed toward any member of the college community;
- Use, possession, distribution, or being under the influence of alcoholic beverages, narcotics, or dangerous drugs;
- Knowing possession of, or use of, explosives, dangerous chemicals, or deadly weapons on college property;
- Without permission, accessing, altering, damaging, copying, deleting, destroying, or otherwise using any data, computer program, computer system, or computer network; or
- Willful or persistent smoking in any area where smoking has been prohibited.

Student Discipline Process

An instructor may remove a student from the class and the next meeting for good cause (Education Code 76032). This removal shall be immediately reported by the instructor to the Student Conduct Officer, the Vice President of Student Services.

Procedure for reporting student conduct violations

1. The Student Conduct Officer is notified verbally and in writing within three (3) instructional days of an infraction committed by a student.
2. The student is informed by the Student Conduct Officer of the alleged infraction and of the time and place of the investigative meeting with the Student Conduct Officer.
3. The Student Conduct Officer shall interview the student for the purpose of discussing the alleged misconduct and disciplinary action, if any, which should be taken.
4. The Student Conduct Officer may initiate disciplinary action by serving notice on the student charged.

Action

If found in violation of student conduct, students are subject to the following disciplinary actions:

- Warning;
- Loss of college privileges;
- Probation via verbal or written reprimand;
- Suspension from classes/activities for a specified time; or
- Expulsion from the district.

Appeal

The notice of disciplinary action shall contain a statement affording the student the right to file a letter of appeal.

1. If the appeal is filed within seven (7) days of the service of notice of disciplinary action, the matter shall be referred to the Disciplinary Appeals Committee and a hearing shall be conducted. The Committee shall prepare a written decision that includes findings of facts, conclusion regarding whether the infraction occurred, and a recommendation for disciplinary action within ten (10) days of the hearing.
2. The decision of the Disciplinary Appeals Committee is transmitted to the President for approval, rejection, or modification. The decision of the college president is final.

Expulsion

If the President recommends expulsion, the decision is referred to the District Chancellor for approval, rejection, or modification. The Board of Trustees must approve a recommendation for expulsion. The decision of the Board of Trustees is final.

Equal Opportunity

Folsom Lake College is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

It is against the law for this recipient of federal financial assistance to discriminate on the following basis: against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or, making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a Workforce Innovation and Opportunity Act (WIOA) Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose):

FLC Equity Officer
Email: equity@flc.losrios.edu
Phone: (916) 608-6752

Civil Rights Center (CRC)

Mailing Address: U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Free Speech

Assembly and Speech

Students have the right:

- To hear speakers on any subject and college recognized student organizations shall have the right to present speakers on any subject; and/or
- To freely assemble, subject to regulations that assure the continued regular functioning of the college, which shall include reasonable provisions for the time, place, and manner of conducting these activities.

Expression which is obscene, libelous, or slanderous according to the current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district or college regulations, or the substantial disruption of the orderly operation of the college, shall be prohibited.

Causes

Students have the right to:

- Take stands on issues;
- Examine and discuss questions or interest to them; and/or
- Support causes by orderly means, which are in harmony with the regular functioning of the institution.

Demonstrations

Students have the right to demonstrate in a responsible manner, under the following conditions:

- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus;
- Demonstrations will neither interfere with free ingress or egress from buildings nor block normal traffic flow, pedestrian or vehicular;
- Voice amplification is permitted only during specified time periods (contact the Office of Student Life for information on time periods). Excessive noise will not be permitted;
- Only persons connected with the college will be permitted to participate in student demonstrations;
- Students will not be granted excused absences from classes to participate in demonstrations;
- No obscenities, nor challenges that might incite physical reactions will be tolerated; and
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

Student Publications

Student publications are generally free from censorship and advance copy approval, providing they:

- Adhere to canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo; and
- State on the editorial page that the opinions expressed are not necessarily those of the college or of the student body.

Internet Use Policy

Internet access is limited to classroom assignments only.

The acceptable use standards concerning internet use must be followed where applicable. The following activities are not allowed:

- Transmitting unsolicited information, which contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Using the internet to gain unauthorized access to any computer.
- Engaging in personal attacks (writing bullying, intimidating, threatening, or harassing entries).
- Making threats (directed towards others or yourself) without expecting the recipients of those threats, the college, and the police to consider them real.
- Transmitting information that contains obscene, indecent, lewd, or lascivious material or other material that explicitly or implicitly refers to sexual conduct. This includes displaying such material where other individuals could potentially view it.
- Inappropriate mass mailing, which includes multiple mailing to news groups, mailing lists, or individuals.

Attempts by students to obtain, manipulate, delete, or change the contents of another user's files, passwords, etc. are regarded as infractions of the January 1980 California Computer Crime Penal Code (Senate bill No. 66). Attempts to "break" the operating system constitute a felony under this law.

Non-College Persons on Campus

Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and legal actions by the president of the college or their designee(s).

Plagiarism and Cheating

Academic Integrity and responsibility mean acting honestly, conscientiously, and most important, honorably in all academic endeavors. Students are accountable for all that they say and write. Since trust is the foundation of an intellectual community, and since student work is the basis for instructors to evaluate student performance in courses, students should not misrepresent their work nor give or receive unauthorized assistance.

In contrast to academic integrity and responsibility, academic dishonesty takes the form of plagiarism and/or cheating. From the Latin word “plagiarius,” meaning kidnapper, plagiarism is generally the taking of words, sentences, organization, or ideas from another source without acknowledging the source(s).

Plagiarism can include:

- Submitting papers, examinations, or assignments written/completed entirely or in part by others;
- Directly copying portions of another’s work without enclosing the copied passage in quotation marks for written work or without citing appropriately in an oral presentation and without acknowledging the source in the appropriate scholarly convention whether the work is presented in written or oral form;
- Using a unique term or concept without acknowledging the source;
- Paraphrasing or summarizing a source’s ideas without acknowledging the source; or
- Replicating a visual presentation, representation, or performance without acknowledging the source.

Cheating is similar to plagiarism in that it involves representing another’s work as one’s own; however, cheating often involves more overtly deceptive or fraudulent acts of academic dishonesty designed to gain credit for academic work that is not one’s own.

Cheating includes, but is not limited to:

- Giving or receiving unauthorized assistance during an examination;
- Fabricating or altering a source of data in a laboratory or experiment;
- Collaborating with others when collaboration is not permitted, or when the contributions of others are not made clear;
- Using authorized materials or aids during an examination, including calculators, dictionaries, or information accessed via any electronic devices; or
- Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.

Consequences of Plagiarism and Cheating

When plagiarism or cheating is suspected, a faculty member has the right to choose whether or not to pursue suspected cases of plagiarism and cheating. When reasonable evidence to suspect plagiarism or cheating exists, the faculty member should notify the student of the concern.

A faculty member may consult with other faculty, the pertinent area dean, and the Student Conduct Officer when evaluating whether plagiarism or cheating has occurred.

In situations where plagiarism or cheating has been confirmed, the faculty member will determine the consequences in compliance with the Los Rios policy and regulations. The consequences may include the following options:

- Giving the student a written warning;
- Giving the student an additional assignment; or
- Giving the student a zero or F on the assignment.

Other appropriate consequences that comply with Los Rios policies and regulations, including suspension or expulsion, may be pursued if the faculty member has gone through the appropriate steps, including disciplinary referral (Los Rios Regulation R-2441, par. 3.2e).

Disciplinary Referral Process

- In situations where plagiarism or cheating has occurred, the faculty member may notify the student that a Referral for Student Standards of Conduct Violation will be filed through the Student Conduct Officer.
- In the event that referral is made, students have the right to grieve the action if they believe the action violates their student rights as defined in Los Rios policies and regulations (P-2411, P-2412; R-2411, R-2412). However, students should be aware that grievances relating to grades are subject to the conditions of the Education Code 76224(a).
- The office of the Vice President of Student Services will be responsible for maintaining records of reported cases of plagiarism and/or cheating.

Posting on Campus/Bulletin Board Guidelines

Materials should be designed to inform the Folsom Lake College, El Dorado Center, and Rancho Cordova Center communities, on-campus and off, about classes and special events of interest.

The following guidelines are established with the purposes of:

- Providing simple to understand procedures for producing and posting flyers, announcements, and posters.
- Maintaining the aesthetics of the buildings.
- Ensuring that all college-related groups have equal access.

Guidelines:

- College posting areas are not public forums. They are designed as a place for the college, its students, and employees to provide information for students and faculty/staff about: student activities and events, college-sponsored activities and events, course promotion, student election information, scholarship opportunities, job listings (on designated bulletin boards only), and personal goods and services, ex. books for sale, rooms for rent, vehicles for sale (on designated bulletin boards only). All postings must be sponsored by a College student, faculty, or staff member, or a registered college organization or department.
- Fliers, posters, banners, and other materials on behalf of any college-affiliated organization or department should follow the logo, style, and branding guidelines outlined in the current Folsom Lake College Style Guide. Please Note: Templates are available at inside.flc.losrios.edu/piso.
- All materials to be posted must specifically state:
 - The type of activity/event.
 - The date, time, campus, and location of activity/event.
 - The sponsoring individual, club, organization, or department.
- No postings shall include content which is obscene, libelous, or slanderous.
- No posting shall include:
 - Content that is based upon a legally protected classification (race, ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status)
 - Unreasonably interfere with students or staffs' work or learning environment, or which creates an intimidating, hostile, or abusive work environment or which is sufficiently severe or pervasive as to adversely alter the conditions of the learning or work environment.

Approval & Posting Process:

- All college interior posted materials (see "Posting Locations" below) should be stamped for approval prior to posting by the following offices (please allow appropriate time for approval of materials):
 - ASFLC or club-related materials: Must be approved by the Student Life Supervisor, flc-studentlife@flc.losrios.edu or FLC - Falcon's Roost FR-108.

- Job listings: Must be approved by Cameron Whitfield, WEXP Jobs Developer, whitfic@flc.losrios.edu or FLC - Falcon's Roost FR-115.
- Other materials: Must be approved by the Public Information Service Office (PISO), flc-piso@flc.losrios.edu or FLC - Aspen Hall FL1-8
or
- Angie Williams, Student Success & Support Programs Specialist, williaa@flc.losrios.edu or the Welcome & Student Success Center (WSSC), FLC - Aspen Hall FL1-26
- The sponsoring individual, club, organization, or department is responsible for posting their own materials, once approved.
- Publicity materials shall be posted no earlier than 10 instructional days preceding the activity/event.
- The sponsoring group or individual is responsible for removing all fliers, postings, and adhesive materials within two instructional days of the end date indicated on the item. All non-dated info may be posted no more than 30 days.

Posting Locations:

- All materials may be posted on designated bulletin boards only. Materials may not be affixed to: any painted, brick, or slate walls; poles; fixtures; doors; or windows. Materials shall not be placed over or obstruct the view of previously posted materials or directional, emergency, or warning signs.
 - Interior Posting Boards:
 - Only college-related fliers, posters, and other promotional materials may be posted.
Please Note: Some posting boards are specifically set aside for specific content (ex. Job Postings, ASFLC, Career & Transfer Center, etc.) and will be designated accordingly.
 - Faculty Posting Boards: Individual faculty members have supervision of their respective boards. Materials are displayed there only by permission of respective faculty in accordance with Education Code 76120. Faculty members are encouraged to routinely review their boards for appropriate content.
 - Exterior Posting Boards:
 - General community postings (for activities not specifically related to the college) may be posted on the exterior boards at the Main Folsom campus in the Quad area (between Aspen Hall and Cypress Hall).
Please Note: No exterior posting boards are available at the El Dorado Center or Rancho Cordova Center at this time.
 - All materials may be posted no more than 30 days.
- Materials must be posted using push-pins (interior board) and tape (exterior boards). Staples and glue may not be used.

Please Note: Any item that has not followed the guidelines is subject to removal.

Service Animal Guidelines

It is important for all members of the campus community to feel secure in our facilities and on our grounds. The following guidelines welcome service animals that assist persons with disabilities consistent with ADA regulations in all public areas of the District/College buildings. (Service animals in training and research animals are included in these guidelines.) The District/College will not permit animals (including therapy animals and pets) in public areas.

The College will allow service animals on campus subject to the following guidelines (LRCCD Regulations 2426):

1. A service animal is any dog or a miniature horse that is trained to do work or perform tasks for an individual with a disability.
2. The College's Vice President of Student Services, Vice President of Instruction or Vice President of Administration or designee must determine whether the Service Animal meets the definitions of a Service Animal.
3. Owners must provide documentation of their service animal's current shot/vaccination records at the time of registration. Visitors should check in with the Vice President's offices.
4. Owners must provide documentation of appropriate licenses. (i.e., means the dog must be licensed with the appropriate city or county agency and does not refer to service animal licensing.)

5. The service animal must be in good health, and free of fleas and external parasites.
6. The service animal must be on a leash at all times.
7. Owners are responsible for all clean-up of animal feces.
8. Service animals that disrupt the learning environment and the ability of others to learn may be excluded from campus.
9. Service animals that are ill, unclean, noisy, or bedraggled will not be allowed on campus.
10. Service animals that show unprovoked aggressive tendencies or are deemed potentially dangerous will not be allowed on campus.
11. Service animals are not permitted to be in the following areas: mechanical rooms/custodial closets, any room where protective gear is worn, or any room that poses a potential danger to the animal.
12. Owners will be financially responsible for any damage or cleaning costs resulting from the animal being brought on to campus. Animals that cause damage may be excluded from the campus.

If individuals choose to bring a service animal to campus grounds for outdoor activities, courtesy and respect must be extended by and to colleagues, students and visitors in the area. Owners will be required to keep service animals on a leash and should always consider safety, health and the possible fears others may have in the presence of animals.

Sexual Harassment/Title IX

It is the desire of Los Rios to provide for all students and employees an educational environment and workplace free from sexual harassment. Sexual harassment in any situation is unacceptable and is in violation of state and federal laws and regulations. Where evidence of harassment is found, appropriate corrective action shall be taken.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work or education setting.

Sexual harassment includes, but is not limited to the following:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Continuing to express sexual interest after being informed that the interest is unwelcome;
- Making reprisals, threats of reprisal, or implied threats of reprisal, following a negative response to a sexual advance, such as:
 - o Suggesting or actually withholding grades earned or deserved;
 - o Suggesting a scholarship recommendation or college application will be denied; and/or
 - o Offering favors, or education or employment benefits, such as grades, assignments, or recommendations, in exchange for sexual favors.

For a complete review of FLC's Sexual Harassment Policy, refer to the college catalog, or to Los Rios Policy P-2424 and Regulation R-2400, Sections 1.0, 2.0, 3.0, 4.0, and 5.0.

Smoking Policy

Per [Los Rios Regulation R-1411.2.23](#), smoking, vaping and the use of tobacco is prohibited on all District/College property. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any matter or in any form. Smoking also includes the use of e-cigarettes. An e-cigarette is any oral device that provides a vapor of nicotine or any other substance for inhalation. E-cigarettes do not include products approved by the United States Department of Food and Drug Administration for medical treatment.

For individuals interested in quitting smoking or smokeless tobacco use, free cessation services are provided at Health & Wellness Services. Additionally, for help quitting, contact the California Smokers' Helpline at 1-800-NO-BUTTS or visit www.nobutts.org.

Social Media Policy

As institutions of higher learning, Folsom Lake Colleges and the colleges of the Los Rios Community College District – by their very nature – embrace the free and open exchange of ideas. To that end, we are committed to the community’s First Amendment rights and the core values of free speech.

We believe in fostering a thriving online community. We support the various channels of social networking – Facebook, Twitter, YouTube, Instagram, etc. – as valuable tools for engaging students, staff, faculty, alumni, friends, and supporters in a constructive two-way dialogue about the college and its mission.

At the same time, the long-term value, vibrancy and success of any social media community depend on a shared philosophy of how to behave. It’s important that members of the Folsom Lake College community become familiar with Facebook’s Terms of Service, Twitter’s Rules and Policies, YouTube’s Policies, Instagram’s Terms of Use, and similar support sites for social media. The emphasis for all participants – including site administrators – should always be transparency, honesty, respect, and civility.

All content, information, and views expressed on social media belong to the individuals posting the content, and do not necessarily reflect the official policies or positions of the college, the district, or its Board of Trustees. We are not responsible for unanswered posts or inaccurate information posted by others.

Here are guidelines for engaging in Folsom Lake College social media platforms:

- Publicity materials shall be posted no earlier than 10 instructional days preceding the activity/event.
- Be respectful of the rights and opinions of others. Be willing to agree to disagree and move on.
- Stay on topic. FLC social media sites are established as forums for the open and honest discussion of matters and developments related to – and limited to – the college’s mission.
- Be transparent and honest.
- Add value: Be part of the conversation but don’t take it over.
- Avoid hateful speech, personal attacks, flaming, profanity, vulgarity, pornography, nudity, and abusive language.
- Keep personal information (e.g. your phone number and address) out of your posts.
- Think before you write/post: Almost everything you write or post to a social media site – words, pictures, video – is public or can be discovered. If you post anything on any FLC site, you consent that it can be published and waive any expectation of privacy regarding the post. What you choose to add to the conversation today will live on long after the subject matter has come and gone as a topic of conversation.
- We encourage you to post comments and “like” articles, photos, and videos you enjoy.

On our Facebook, Twitter, YouTube, and Instagram pages and other social media platforms, our goal is to post interesting, entertaining, and educational content; we welcome your comments and suggestions. We encourage conversation and dialogue, but we want to ensure a respectful online environment and invigorating conversation for the broader college community. FLC page administrators review posts and comments regularly to ensure any issues or concerns are addressed in a timely manner.

We may or may not reply to comments, but if it’s provocative, fair, and insightful, chances are others will engage in the conversation.

We reserve the right to determine and remove from Folsom Lake College social media sites any of the following:

- Making unsolicited written, verbal, visual, or physical contact with sexual overtones;
- Comments, links, images, or videos that are illegal or encourage illegal activity, or are obscene, defamatory/libelous/slanderous, indecent, lewd, lascivious, sexually harassing or explicit in nature, or pose risks to the health or safety of individuals
- Comments that personally attack or threaten any person
- For students, anything that would violate District policies regarding student regulations
- For staff and faculty, anything that would violate District policies regarding staff and faculty regulations
- Successive off-topic posts by one or more individuals or groups

- Repetitive posts copied and pasted or duplicated by one or more individuals or groups
- Solicitations or advertisements
- Any materials that infringe upon the intellectual property or other rights of any third party

The Public Information Services Office maintains the official college pages on Facebook, Twitter, and Instagram. If you would like to submit an item for inclusion, please send full information, appropriate high-quality photo(s), and the requested publish date to flc-pio@flc.losrios.edu. If you have a concern about any posted content, or about any content that has been removed by a site administrator, please email: flc-pio@flc.losrios.edu.

Student Grievance Policy

It is the intent of the Los Rios Board of Trustees to provide prompt and equitable means for resolving student grievances.

A student may file a grievance or grieve an action or decision of the district or one of its colleges when the student's status and/or rights have been adversely affected.

Grievances relating to grades are subject to Education Code Section 76422(a), which reads:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

Students interested in filing a grievance should contact the Student Grievance Officer, Kellie Butler, Dean of Student Services, at butlerk@flc.losrios.edu or (916) 608-6780, who will guide them through the following procedures.

Steps to Filing a Grievance

Informal Grievance Resolution (Mandatory): LEVEL 1

- Timeline: Must be initiated within ten (10) days of alleged act.
- With Whom: Student shall meet with staff member involved OR with staff member's immediate supervisor
- Purpose: To attempt informal resolution AND if no resolution is reached within ten (10) days after being initiated, student may proceed to formal grievance process.

Formal Grievance Process: LEVEL 2

- Timeline: Within five (5) days of completion of the informal process AND not later than twenty-five (25) days from date of alleged wrongful act.
- With Whom: Formal grievance form (completed) to be filed with Student Grievance Officer.
- Purpose: To determine if problem is grievable AND if grievable, a hearing will be scheduled.

Formal Grievance Process (Hearing): LEVEL 3

- Timeline: Within ten (10) days of appointment of a Hearing Officer, a hearing will be scheduled.
- With Whom: All parties and Hearing Officer.
- Purpose: To determine the merit of the grievance.
- Decision: Within ten (10) days of completion of hearing.

Formal Grievance Process (Appeal): Level 4

- Timeline: Within five (5) days of Hearing Officer's decisions.
- With Whom: Vice President of Student Services.
- Process: Written appeal, stating specific grounds for appeal (see Los Rios Regulation R-2412, 3.9.1). Review of record only.
- Decision: Within ten (10) days of receipt of appeal documents. Decision is final.

Student Organizations

Students have the right to:

- Form an organization around any particular interest not in violation of campus and district regulations; and/or
- Join established student organizations.

Program Sponsorship

A recognized student organization presenting programs solely for its members requires only the approval of its faculty advisor.

Student Records – FERPA

The Los Rios Board of Trustees, in order to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Education Code, have established policies giving students and parents of dependent students access to certain designated records. The primary rights afforded each student are the right to inspect and review their educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from records.

Los Rios Regulation R-2265 provides for the release, without student consent, of Student Directory information such as:

- Student's name;
- Major field of study;
- Participation of officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees and awards received; and
- Most recent previous public and private school attended.

In addition, federal law provides that representatives of the U.S. Department of Defense shall be provided a student's name, address, and telephone number for recruitment purposes. Students have the right to refuse the release of one or more such designated categories by submitting a written statement to Admissions & Records office.

Note: It is the practice of the Folsom Lake College Admissions & Records office NOT to release any student records or information without the written consent of the student, other than to school officials with a "need to know."

For more information about FERPA guidelines, go to: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Faculty Access to Student Records

Faculty members are normally considered "school officials," but a faculty member will have to demonstrate "legitimate educational interest" (e.g., advising students, retention study, etc.) to receive access to student records beyond their class and grade rosters. Instructors do not have access to student academic records unless their normal job duties specifically require access.

Crisis Situations and Emergencies

If non-directory information is needed to resolve a crisis or emergency situation, the college may release that information if it determines that the information is "necessary to protect the health or safety of the student or other individuals." In any case of an emergency, contact Los Rios Police at (916) 558-2221 and press "0."

Parents Requesting Information

Such things as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student's education record. This information is protected under FERPA, and parents may not have access unless the student has provided the instructor with written authorization that specifically identifies what information may be released to the parent(s). If faculty have questions, they should contact Admissions & Records prior to the release of any information

Posting and Sending Grades

It is imperative that final grades are posted by faculty through the Online Grading System (OGS) at: inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=FLC by the published deadline. If faculty choose to post grades in a place where others may see them, they should use a code or predetermined ID that cannot be utilized to identify specific students. Specific locations are available at each site for posting grades:

- FLC: Bulletin board outside the Aspen Hall/FL1 staff workroom (FL1-132), or near your office door.
- EDC: Building A bulletin board adjacent to the classroom doors. Building C boards located in the main hallways on both levels or by magnetic clip on the classroom door (clips can be obtained from the Administration office).
- RCC: Bulletin board in the student lounge.

Note: Buildings are typically closed during term breaks. In these instances, students will not be able to access grades or projects.

Faculty members are required by Board policy and regulation (P-7252, R7252 §8.1) to provide a midterm grade to each student. Those students whose performance is substandard [D, F, and NP (formerly NC)] must receive written notice and be directed to Counseling for assistance. At this time, faculty cannot send midterm grade information to students via the OGS so they must utilize another method of communication with students (Canvas or written notice).

Returning Graded Papers and Assignments

Distributing graded work in a way that exposes the student's identity (such as on a website) or leaving identifiable graded papers unattended is no different from posting grades publicly. If the papers contain "personally identifiable" information, then leaving them unattended for anyone to see is a violation of FERPA. Possible solutions for distributing grade information to students would be to leave the graded papers (exams, quizzes, and homework) with the area office where students will be asked for proper identification prior to distributing them or leave graded work in a sealed envelope with only the student's name on it.

Section VIII: Emergency Services, Safety, and Crisis Intervention Services

Folsom Lake College is committed to maintaining a safe campus environment and supporting an on ongoing comprehensive safety program. FLC faculty and staff are trained to lead response to any number of incidents. The Los Rios Police Department (LRPD) employs armed police officers who are responsible for protecting life and property on district-owned property.

All faculty, staff, and students are encouraged to exercise a sense of personal responsibility for their own safety and the well-being of others.

If you observe a suspicious person or activity, please call the Los Rios Police Department at (916) 558-2221 and press “0”. *If you see something, say something!*

Accidents, Emergencies, and Power Outages

If an emergency, accident, or injury occurs to an employee or student, Los Rios Police can be reached at (916) 558-2221 and press “0”. Assistance will be dispatched immediately. Once the Los Rios Police have been contacted and the emergency has been addressed, faculty members need to contact their area office. All who are injured on the job must report the accident to the immediate supervisor and complete the injury report within 24 hours after the accident. The report should include:

1. Name of the injured or ill person;
2. What happened;
3. Location of Occurrence;
4. Date and time of occurrence;
5. Nature of injury or sudden illness;
6. How the person was cared for; and
7. What referral was made, if any.

If the injured person is unable to complete the form, a designated college employee may complete it.

If a power outage occurs, notify Los Rios Police at (916) 558-2221. Note: Buildings will not normally be evacuated during power outages as most buildings are equipped with lighting that will go on automatically. A decision to evacuate a building will be made by college administrative staff in consultation with Los Rios Police, faculty, and the Office of Instruction.

Behavioral Intervention Team

This Folsom Lake College group seeks to provide more proactive support to students who have been identified as potentially at risk. They review issues that warrant an action plan but are not disciplinary in nature. Depending on your teaching site, instructors should follow the recommended action plan located under Safety Resources in the Behavioral Intervention Team tray: <http://inside.flc.losrios.edu/x13249.xml>.

Blue Emergency Phones

Outdoor emergency telephones are strategically located throughout campuses. These phones are marked and easily identified by a blue light. When accessed, these emergency telephones will automatically connect the caller to the Los Rios Police Dispatch.

Crime Statistics

In 1998, the federal government passed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly The Student Right to Know Act of 1990. Folsom Lake College must annually distribute statistics on the reported occurrences of some offenses. These statistics reflect the number of crime reports occurring from both Los Rios Police and other security authorities for the offense categories under The Clery Act. Criminal activities, if any, at off-campus locations are required to be monitored and recorded through local police agencies. This is required under 20 USC 1092(f) The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The annual report can be accessed at: <http://inside.flc.losrios.edu/x16317.xml>.

Emergency Procedures

<https://police.losrios.edu/emergencies/emergency-procedures>

Download the [RAVE Guardian Safety App](#) on your cell phone. Receive important campus notifications, communicate with campus safety, and gain access to campus safety information, a safety timer, text crime reporting, and a mobile duress button.

ERNI – Emergency Response Notification Icon

ERNI (Emergency Response Notification Icon) is accessible on college desktop computers. When the icon is double-clicked, it will send an email to the Los Rios Police. Note: Only use this Icon when you cannot make a phone call; please be careful not to click the icon accidentally or unnecessarily, as it does indicate an emergency situation to Campus Police.

Los Rios Alert/Emergency Notification

Los Rios is committed to providing an environment that is safe for all employees. The District may need to notify faculty of an emergency situation. Emergency notification will be done through Los Rios Alert System. In order to contact faculty by email or cell phone, their current and correct information must be on file. Faculty can provide their emergency contact information by logging into the Los Rios Employee Self-service webpage at: <https://ps.losrios.edu/psp/ess/?cmd=login>, clicking on “Los Rios Alert Sign-Up,” and entering their information.

More Resources

Folsom Lake College offers many resources for emergency services and safety preparedness to maintain a safe environment for students and faculty if an emergency situation occurs. Trained participants from the FLC campus community serve on evacuation, disaster preparedness, and emergency response teams, ensuring the continuity of operation of the college. For a more detailed list of these resources, go to: <http://inside.flc.losrios.edu/x13249.xml>.

Section IX: Appendices

Appendix A: New Hire Steps for Adjunct Faculty

This section provides help for newly hired adjunct faculty members through their employment process. The adjunct faculty new hire process starts when your dean offers you a position. You must wait for your formal offer from the dean before beginning the new hire process with Human Resources (HR).

Employment Processing

Online access to information about the employment process for adjunct faculty can be found at the Los Rios Information for New Adjuncts website: <https://employees.losrios.edu/hr-and-benefits/hiring-resources/hiring-adjunct-faculty>.

This process walks you through the necessary steps for:

- Fingerprinting
- Orientation process
- Documentation required
- Getting a Los Rios email account
- Getting a parking permit
- Salary schedule placement

Step One: Fingerprinting

At the time the offer is given, you should receive a fingerprint packet. The fingerprint packet should include:

1. Request for Live Scan Service form.
2. Fingerprint Cost: A form authorizing the payroll department to withhold \$32 from your first payroll warrant.
3. TB Clearance: A memo regarding the tuberculosis (TB) clearance requirement.

There are two options for fingerprinting: on-campus or off-campus.

Being Fingerprinted On-Campus

Follow the instructions below if you are going to one of the Los Rios campuses. If you choose to have your prints taken on campus, please call (916) 558-2365 for Live Scan availability *before* driving to the campus.

- Complete all sections on the Request for Live Scan Service form marked by an “x”.
- Both you and your hiring manager need to fill out the Los Rios Police Fingerprint Scanning Authorization form.

Follow the “Instructions to Applicant” section on the form.

- Go to the Business Services office to pay the fingerprinting fee (\$15).
- Take that receipt to the Los Rios Police office to get your prints done (call ahead to, (916) 608-6631 to be sure someone is available to run the scan).
- There will be an additional \$32 fee withheld from your first paycheck.

You will need to bring one copy of the completed Live Scan form with you to your orientation appointment.

Note: Please do not give the HR copy to campus personnel.

Being Fingerprinted Off-Campus

Follow the instructions below if you are NOT having your prints taken at one of the Los Rios campuses. You can use the following link to view other locations that offer fingerprint Livescan services: www.oag.ca.gov/fingerprints/locations.

- You must use the Request for Live Scan Service form provided by Los Rios.
- Note: Fingerprint clearances are sent electronically to HR; you do not need to wait for the clearance.
- Pay whatever the fingerprinting vendor fees (usually this runs \$50-\$75).
- There will be an additional \$32 fee withheld from your first paycheck.
- You will need to bring one copy of the completed Live Scan form with you to your orientation appointment. Note: Please do not give the HR copy to campus personnel.

Step Two: Documentation

Call the appropriate Los Rios Human Resources Specialist to set up an orientation appointment. Please do not drop-in. New hire orientations are conducted at the District Office Human Resources Office, located at 1919 Spanos Court, Sacramento, CA 95825, which is off of Howe Avenue between Northrop Avenue and Fair Oaks Boulevard.

Find Your HR Specialist

Your specialist is determined by the first letter of your last name:

A – G	Nighina Khripunov	khripun@losrios.edu or (916) 568-3119
H – Pa	Kenya Runyan	runyank@losrios.edu or (916) 568-3148
Pb – Z	Arcelia Montes	montesa@losrios.edu or (916) 568-3172

When you call to schedule your appointment, you will be asked for some personal information (date of birth, name, address, social security number, etc.). You will also be asked the discipline that you are teaching and your date of hire.

Preparing For Your Appointment

You will need to bring the following items with you to your appointment:

- Your completed Request for Live Scan Service form.
- Your Social Security card. It is the practice of Los Rios to request copies of Social Security cards from new employees as they will need to verify that the district will be paying and issuing W-2 forms under the same name that is on your Social Security card.
- Documents indicating that you have the right to work in the United States. Generally, most people use their Social Security card and their driver's license. Other items are acceptable; however, you will still need to provide your Social Security card, as noted above.
- You must complete the Faculty Application before meeting with a HR Specialist.
- A voided check, if you are interested in direct deposit.
- Emergency contact information: names, phone numbers, and addresses of two emergency contacts.

Transcripts

You will also need to order official, sealed, un-opened transcripts. Your transcripts will be due in HR no later than 60 days after your date of hire. The transcripts are required for two reasons:

1. To verify that you meet the minimum qualifications for the discipline that you are teaching.
2. To establish your salary placement, based upon education. Note: All adjunct faculty members start on Step 1.

You can request that your transcripts be sent to your home and you can drop them off with HR; or, you can have them sent directly to your HR Specialist. If you choose to have your transcripts sent to your home, make sure that the envelope does not get opened! Human Resources cannot accept the transcripts if the envelope has been opened.

Because salary placement is based on degrees and units earned, you will want to order ALL of your transcripts (bachelors, masters, etc.). If you have a doctorate degree AND if the discipline that you are teaching is the same discipline as your doctorate degree, you will only need to order the doctorate. If the disciplines are different, then you will need to order all of your transcripts because according to the LRCFT contract, section 2.8.3.5.1, "Doctoral Degrees must be earned in a field directly related to the initial assignment."

Degrees earned outside of the United States must be evaluated in the United States in order to be used.

Tuberculosis Clearance

You are also required to have a tuberculosis (TB) clearance and it is required within 15 days of your date of hire. Los Rios offer TB tests, free of charge, at the campus health centers. Please call Health & Wellness Services at (916) 608-6782 for hours. You can also go to your own physician if you so choose. Note: TB clearances from other school districts are accepted as long as they are less than four years old.

Retired New Hires

If you have retired from the State Teachers' Retirement System (STRS), you will be required to submit a Freedom From Disabling Disease form, which you can access by using the following link:

<https://employees.losrios.edu/docs/lrccd/employees/hr/forms/b-38-freedom-from-disease.pdf>.

The form must be mailed directly from your physician to your HR Specialist before you start working. A physical is required for your physician to be able to complete the form, unless you have already had a physical within the past six months.

Step Three: Orientation and Processing

Los Rios Human Resources orientation and employment processing takes approximately one hour and is usually done in a group setting. Please let your HR Specialist know in advance if you need special accommodations.

Arrive On-Time

HR schedules group appointments and cannot hold up an entire group or start over after they have already started the orientation. Therefore, if you are late, you will be rescheduled.

Bring Your Paperwork

The fingerprint paperwork and your documents that indicate that you have the right to work in the United States (see step two) are crucial. Please do not forget them as your appointment will have to be rescheduled.

What You Will Receive

You will receive information during your HR orientation on the following:

- Information on available medical and dental benefits. Note: You are not eligible until you have taught two of the last five semesters, excluding summer, among other requirements.
- Information on Unemployment Insurance (UI). Your work is covered by unemployment; however, Los Rios employees do not pay into State Disability Insurance (SDI).
- How class and step placement works (for salary placement purposes) and where and when to pick up your payroll warrant or direct deposit "stub."
- Information on the Los Rios College Federation of Teachers (LRCFT), the union that represents the faculty employees at Los Rios. The collective bargaining agreement is online at the following link: <https://employees.losrios.edu/docs/lrccd/employees/hr/cba/lrcft2017-2020.pdf>. Note: You will be required to pay either union dues or agency fees.
- The option of enrolling in the State Teachers' Retirement System (STRS), or, you might be eligible to enroll in the Public Employees' Retirement System (PERS), if you are already a member of their system.

Step Four: After Orientation and Processing

Congratulations, you are officially an employee of the Los Rios Community College District!

Email Account

- A Los Rios email account will be created for you once your Tentative Class Schedule (TCS) is finished processing. You will be notified when the email account is available. Please contact your HR Specialist or the Help Desk if it has been two full weekdays after your orientation and you still do not have an email address.
- Log onto the Los Rios intranet portal at the following link: www.inside.flc.losrios.edu. Follow the instructions for your college. Note: You will not be able to log into your class rosters until you have activated your email account.

Parking Permit

- Staff parking permits are valid on any Los Rios Community College District property. Staff parking permits are valid in designated staff spaces (painted yellow). Staff parking permits are transferable to a second vehicle. Two passes are issued to each staff member free of charge. An additional or replacement pass can be purchased for \$5. Staff parking passes are available at any Los Rios Police office.
- Please bring the license plate number of each vehicle utilizing the pass, proof of Los Rios employment, and photo identification.
- Disabled personnel are allowed to park in any vehicle parking space (student parking, staff parking, designated disabled parking spaces, timed parking spaces). To park in any parking space on campus, the vehicle must display both a valid Los Rios semester or daily parking permit and a disabled persons placard or license plate. Note: Loading zones are intended for active loading and unloading and are not considered to be parking spaces.

Salary Schedule

- Within a couple of months you will receive a letter from your HR Specialist indicating where you have been placed on the salary schedule. You can access the salary schedule by following this link: <https://employees.losrios.edu/hr-and-benefits/human-resources/salary-schedules>. The letter will tell you from which educational facilities official transcripts have been received and will give you a detailed explanation of how you were placed.
- If you have been paid incorrectly and as long as your transcripts were received by the deadline date, you will automatically receive an adjustment for any monies for which you are owed. Please notify your HR Specialist immediately, in writing, if you find an error in your transcript evaluation.
- Please sign one copy of your letter and return it to your HR Specialist by the requested due date.

Complete these steps as soon as your Tentative Class Schedule (TCS) paperwork is processed in order to open up the lines of communication with the Folsom Lake College community and gain access to your classroom(s).

Step Five: Establishing Communication and Access

Obtain Your Los Rios ID Number

When all new hire forms are completed, you will be given a Los Rios ID number. You will use your ID number to access Employee Self-Service, the district intranet, and Canvas, the online learning management system.

Find Your Mailbox

FLC: Adjunct faculty teaching on the Main Folsom campus receive mail in the staff workroom next to the adjunct office in FL1. The workroom is located at Aspen Hall FL1-132. Faculty teaching at outreach centers will have a mailbox set up for them at that location.

RCC: Mailboxes are located in the staff workroom RCC1-114.

EDC: Mailboxes are located in the staff workroom on the second floor of Building B.

Note: Instructor mailboxes are provided for college-related material only and should be checked frequently.

Set up Your Email Account

New faculty will have a Los Rios email account established once the hiring process is complete. Faculty will need your email to access the online class rosters/grading system and SOCRATES, the curriculum management system. The employee's official Los Rios email account needs to be checked regularly as email is the primary communication tool for the college. Computer/internet access is also available in workrooms/offices at all sites. The Los Rios email account should be used for all school-related communications; faculty should not use their private email for college business. Note: Adjunct email accounts are terminated 250 days after the last semester taught per the Los Rios Information Security office.

Request Your Voicemail

Adjuncts have access to voicemail, which forwards directly into your Los Rios email, allowing you to access them easily even if you are not on campus. If you wish to have a voicemail account activated contact your dean's office.

Appendix B: Instructions for the Intranet Online Grading System

Using the online grading system, instructors will be able to:


- Print out rosters that have been updated nightly;
- Get a list of the students on the waiting list to add the class;
- Get a list of the permission numbers to give to students who want to add the class;
- Drop students from the course;
- Enter final grades and positive attendance;
- Send an email to all their students in a class;
- Get a list of student phone numbers;
- Access a list of students who have been given an Incomplete grade; and
- Access rosters from previous semesters.

Logging on to the Online Grading System (OGS)

Open your web browser and go to: inside.flc.losrios.edu.

College and District Intranets


[Instructions](#) | [News](#)



ARC



Los Rios
COMMUNITY COLLEGE DISTRICT



SCC
EST. 1916

Text links to college and district intranets: [ARC](#) | [CRC](#) | [FLC](#) | [SCC](#) | [LRCCD](#)

Enter the required information to login

- Enter your 7 digit employee number.
- Enter the same password you use to login to your Los Rios email and/or campus computer.

Note: If you don't know your Employee ID#

- You can look it up at: <https://employees.losrios.edu/idlookup>.
- Your Employee ID# can also be found on your paycheck.

Once your account is set up, use any of the college intranet links to go to the Intranet Unified Login screen.

Intranet Unified Login

[About](#) | [Instructions](#) | [News](#)

Employee ID:
(e.g. 1234567 or W1234567)

Password:
(e.g. same as email and desktop password)

Once you have logged into the system, you will be directed to a Welcome screen.

It should say: Welcome, and **your name!**

Intranet Services

Welcome, Leilani Rexius!

- Online Grade Reporting and Class Rosters
- Incomplete Grade Report
- Faculty Web Page Generator
- My Committee Assignments
- D2L Faculty Request Interface
- ARC Professional Development / Flex Attendance Record
- Official Elections/Appointments Ballot (Reporting Deadline: April 30)
- Course Number Converter
- SOCRATES Curriculum Services
- Course Renumbering Information

Recent News and Updates

01-04-2010 **Fall 2009 Grades Due (January 4, 2010)**
Final grades for the Fall 2009 term are due on or before January 4, 2010.

12-16-2009 **Fall 2009 Grades Due (January 4, 2010)**
Final grades for the Fall 2009 session are due on or before January 4, 2010.

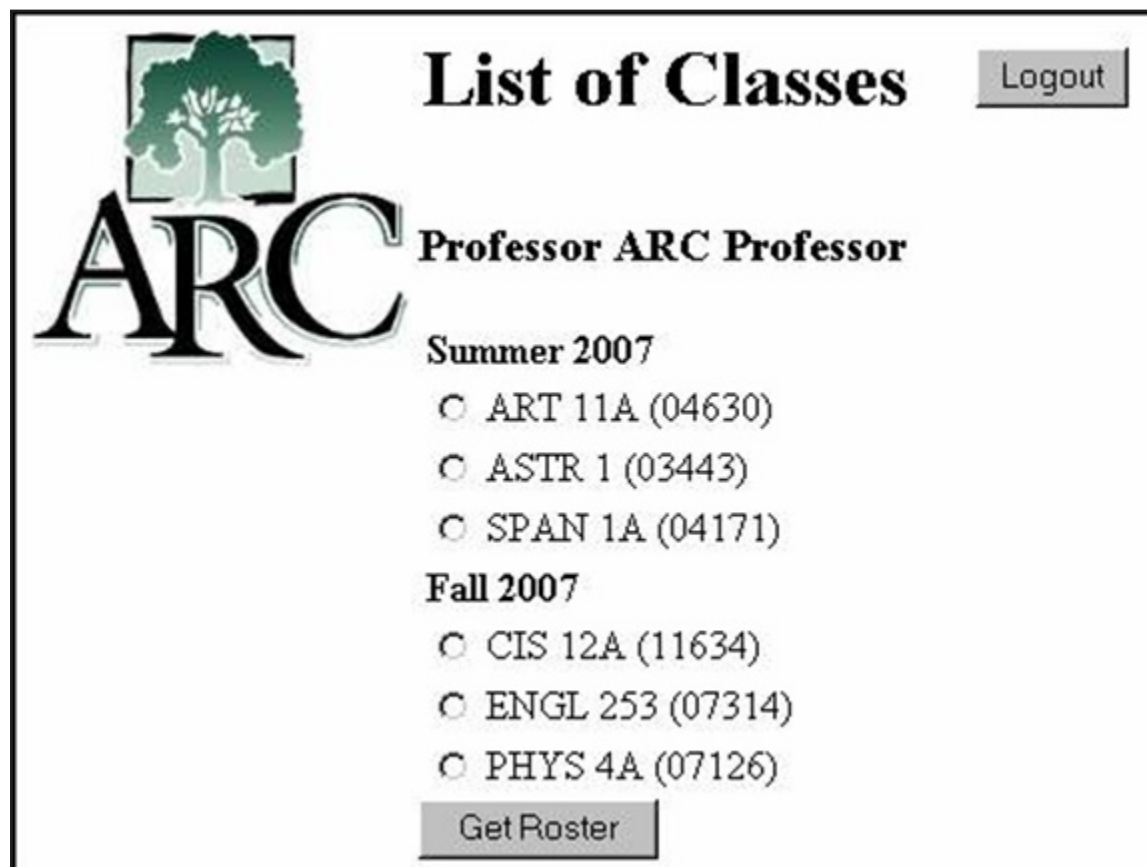
Select the service that you want by clicking into the small circle beside the name of the service and then click on the "Go to Service" button. Note: The Online Grade Reporting and Class Rosters is selected by default.


If you select Online Grade Reporting and Class Rosters, you will see a screen similar to the one below. It should have a list of all of your classes.

NOTE: If you teach at more than one Los Rios college, you can access ALL your classes from the same list.

Even if you only have one class, you MUST click into the small circle beside the class and then click on "Get Roster."

To view previous classes, click on the "Archived Rosters" tab.



 **List of Classes** [Logout](#)

Professor ARC Professor

Summer 2007

- ART 11A (04630)
- ASTR 1 (03443)
- SPAN 1A (04171)

Fall 2007

- CIS 12A (11634)
- ENGL 253 (07314)
- PHYS 4A (07126)

[Get Roster](#)

Accessing Rosters via the Online Grading System

After you log in

- Select the class for which you need a roster from the list.
- Select “Get Roster.”
- From this screen, you can do many tasks; click on the tab related to the task you want.

About rosters

- Rosters are updated nightly;
- Uses Student ID#s;
- No longer show student’s SSN#; and
- Shows course codes and course meeting times.

Class Roster Logout

Professor: Professor, College
Course: ACCT 1A: Financial Accounting (01096)
Meetings: MTuWTh 10:15 am-12:20 pm Room TBA
Term: Summer 2007

[Roster](#) [Download Rosters](#) [Add Slips](#) [Withdraw Students](#) [Midterm Grades](#) [Final Grades](#) [Contact Students](#)

Current Students

1.	Albright-Byrd, Leah J	0049627	
2.	Amador, County	0049846	
3.	Arch, Jennifer L	0049635	
4.	Bassett, Brian T	0049686	
5.	Blakemore, Gary E	0049696	
6.	Brown, Jacqueline Y	0049669	

Before your class begins

- You should print out the roster yourself using the instructions prior.
- Also, print out the add slips. (They are a handy tool to make it easier for students AND for you!)
- Review information on the eServices system for students.

There is a link to eServices on each of the college’s websites.

Printing Your Roster

The roster has been designed so that you can:

- Use it as an attendance sheet by ruling it off with dates; or
- Pass it around your class and have students sign in.

For best printing results, use the link which says “Printable Class Roster.”



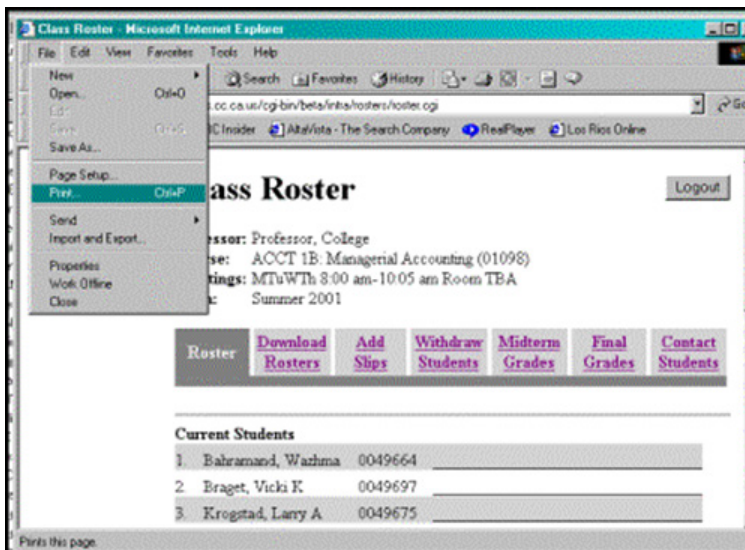
Term: Spring 2006 | 2nd 9 weeks | Mar 24, 2006 - May 30, 2006
Units: 1.00

Roster [Download Rosters](#) [Add Slips](#) [Withdraw Students](#) [Midterm Grades](#) [Final Grades](#) [Contact Students](#)

Other Rosters [Printable Class Roster](#)

Student Name:	ID Num:
1. Brabec, Charles N	0840707
2. Bryant, Leslie A	0836142
3. Buono, Rhiannon	0765536
4. Burns, Lindsay N	0797206
5. Chmil, Natalya	0775428

Once you see the printable version on your screen, use the “Print” option on the File menu of the browser.



Class Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites History

cc.ca.us/cgi-bin/mba/mba/roster/roster.cgi

Class Roster

Professor: Professor, College
Course: ACCT 1B: Managerial Accounting (01098)
Days: MTuWTh 8:00 am-10:05 am Room TBA
Term: Summer 2001

Roster [Download Rosters](#) [Add Slips](#) [Withdraw Students](#) [Midterm Grades](#) [Final Grades](#) [Contact Students](#)

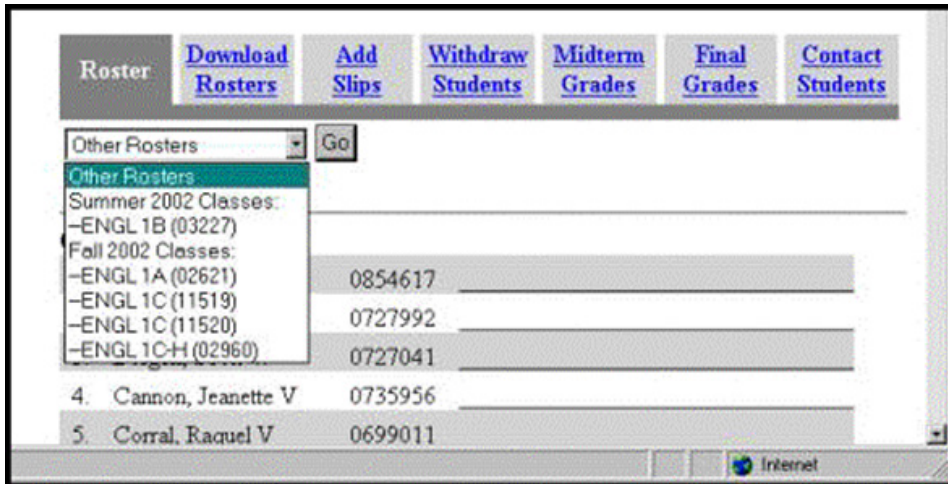
Current Students

1. Bahramand, Wazhma	0049664
2. Braget, Vicki K	0049697
3. Krogstad, Larry A	0049675

Prints this page.

To get a roster for another class

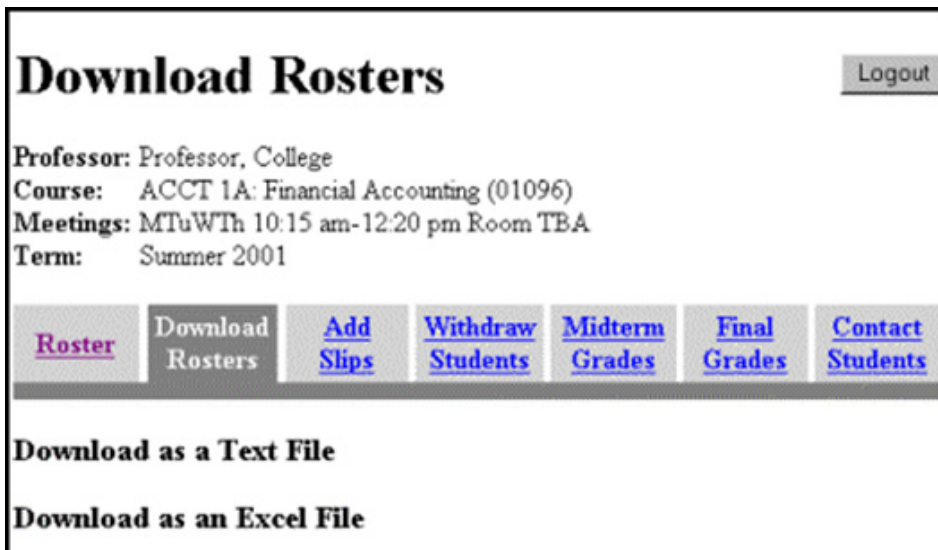
- Click on “Other Rosters.”
- Choose the class you want from the list.



Saving Your Roster as a File

Click on the “Download Roster” tab; choose type of file you want.

- If you use Excel as a gradebook, click on “Download as an Excel File.”
- If you use a commercial gradebook program, not Excel, choose “Download as a Text File.”



Windows users:

- Right-click on the link; then select “Save Target As” from the menu.
- This will save the file to your computer.

Mac users:

- Click and hold the mouse down over the link.
- Choose “Save File” from the menu.

NOTE:

- You are **NOT** required use an electronic gradebook as part of the Online Grading System; these instructions are provided for your convenience if you choose to do so.
- You can continue to use whatever grading system you currently have. However, at the end of the course you must use this interface to enter your final grades.

How to Add Students to Your Class

Information on Wait Lists

- Students who enroll online can now choose to put themselves on a Wait List for a class which is already full.
- Before a course has started:
 - Up to 20 students can add themselves to the Wait List;
 - The system will let students know their position on the Wait List; and
 - Before the first day of class, if a space in the class becomes available because someone drops the class, the first student on the Wait List is automatically added to the roster.
- On the first day of class:
 - Students who are still on the Wait List **MUST** come to the first class meeting and ask to add the class.
 - If a student who is already enrolled does **NOT** attend the first meeting, an instructor can choose to drop them from the course and add a student from the Wait List. (Note: Check with your dean to see if your department has a different policy.)
 - The first student added should be the first student on the Wait List who also attends the first class meeting.
 - If the person who is first on the Wait List does not attend the first class meeting, the instructor should instead take the next person on the Wait List who **HAS** come to the first meeting.
- The roster shows a copy of the Wait List.
- Students are added to the Wait List in the order in which they asked to enroll in the class after it was closed because it was full.

Wait List	
1. Lane, Christopher	0049814 _____
2. Douglas, Otha	0050036 _____

Permission Numbers

Every class has 20 unique permission numbers.

- Students can use the permission number to add the class via eServices.
- Instructors should write the name of the student whom they give a permission number to on the roster as a temporary record.
 - This prevents students from giving their permission number to another student.
- 20 unique Add Slips are provided for each class.

Wait List		
1.	Lane, Christopher	0049814
2.	Douglas, Otha	0050036

Dropped Students		
1.	Espiritu, Ann M	0049810 Jan 31, 2002
2.	Kleman, Lisa M	0049749 Apr 04, 2002

Permission Numbers	
1.	200220
2.	274932
3.	312411 Kleman, Lisa M
4.	305946
5.	212832
6.	350737
7.	755430
8.	493290
9.	128268
10.	284446

- Click on the “Add Slips” tab.
- Print the “Permission to Add Slips” page.
 - Use the Print option on the File menu of the web browser.
- Cut or tear the Add Slips so that they are ready to give to students.
- Give the Add Slips to the students on the Wait List who are allowed to add the course.
- After the student uses the permission number to enroll, the student’s name will appear on the roster of current students and the permission number will be crossed off the permission number list at the bottom.
- The name of the student who used the permission number will also appear so that you can check that it is the same student to whom you gave the permission number.
- Permission numbers can only be used once.

Permission to Add Slips							Logout
Professor: Professor, College							
Course: ACCT 1A: Financial Accounting (01096)							
Meetings: MTuWTh 10:15 am-12:20 pm Room TBA							
Term: Summer 2001							
Roster	Download Rosters	Add Slips	Withdraw Students	Midterm Grades	Final Grades	Contact Students	
ADD SLIP ADD SLIP ADD SLIP ADD SLIP ADD SLIP							
To add ACCT 1A: Financial Accounting, please login to the eServices (http://www.losrios.cc.ca.us/lrc/lrc_current.html) web site. Use permission number 274932 to register for class section 01096 101 . This permission number expires on Friday, January 25, 2002.							

ADD SLIP ADD SLIP ADD SLIP ADD SLIP ADD SLIP ADD SLIP							
To add ACCT 1A: Financial Accounting, please login to the eServices (http://www.losrios.cc.ca.us/lrc/lrc_current.html) web site. Use permission number 305946 to register for class section 01096 101 . This permission number expires on Friday, January 25, 2002.							

Prerequisite Checking

If you are teaching a course with prerequisites, you can use the prerequisite checking tool on the opening page of your class rosters (next to the Printable Class Roster link) to see a partial list of students who have completed the course prerequisites. Note: It is not a complete list of all the students who have completed the prerequisites (non-Los Rios grades and grades before 2003 are not available), but it does provide you with a substantial list of students who have already officially met the course prerequisites.

Dropping Students From Your Course

- Rosters are updated nightly.
- Students may drop classes via eServices.
- Instructors may drop students via the Online Grading System:
 - o Click on the “Withdraw Students” tab.
 - o A list of all the current students will appear.
 - o Click in the small box to add a check mark beside each student that you want to drop from the class.
 - o Additionally, if the student to be dropped has never attended your class, check the appropriate box under the Never Attended column
 - o Click “Submit.”
- Drop requests are processed automatically by the system the next day.
- You will receive a confirming email.
- The students will be dropped from your class.
- The changes should be reflected on your roster the next day.

Withdraw Students

Professor: Collega, Professor
Course: ACO1101: Fundamentals of College Accounting
Meetings: 1:00 am-1:00 am Room Online (LEC - 11197)
Term: Fall 2010 | Full 8 weeks | Jun 07, 2010 - Jul 30, 2010
Drop Date: October 01, 2010
Units: 3.00

Roster	Download Rosters	Add Slips	Withdraw Students	Midterm Grades	Final Grades	Contact Students
------------------------	----------------------------------	---------------------------	-----------------------------------	--------------------------------	------------------------------	----------------------------------

Other Rosters [Go]

Name	Student Number	Drop Student	Never Attended
Ahrens, Roman	9090333	<input type="checkbox"/>	<input type="checkbox"/>
Antes, Gwendolyn	9090812	<input type="checkbox"/>	<input type="checkbox"/>
Brown, Raymond	9090846	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Canero, Donald	9090402	<input type="checkbox"/>	<input type="checkbox"/>
Carrasco, Michael	9090025	<input type="checkbox"/>	<input type="checkbox"/>
Clyburn, Jennifer	9090142	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Davidson, Karina	9090528	<input type="checkbox"/>	<input type="checkbox"/>
Dunbar, Judith	9090872	<input type="checkbox"/>	<input type="checkbox"/>
Estrada, Marsha	9090701	<input type="checkbox"/>	<input type="checkbox"/>
Garnace, Lindsey	9090185	<input type="checkbox"/>	<input type="checkbox"/>

Input Final Grades

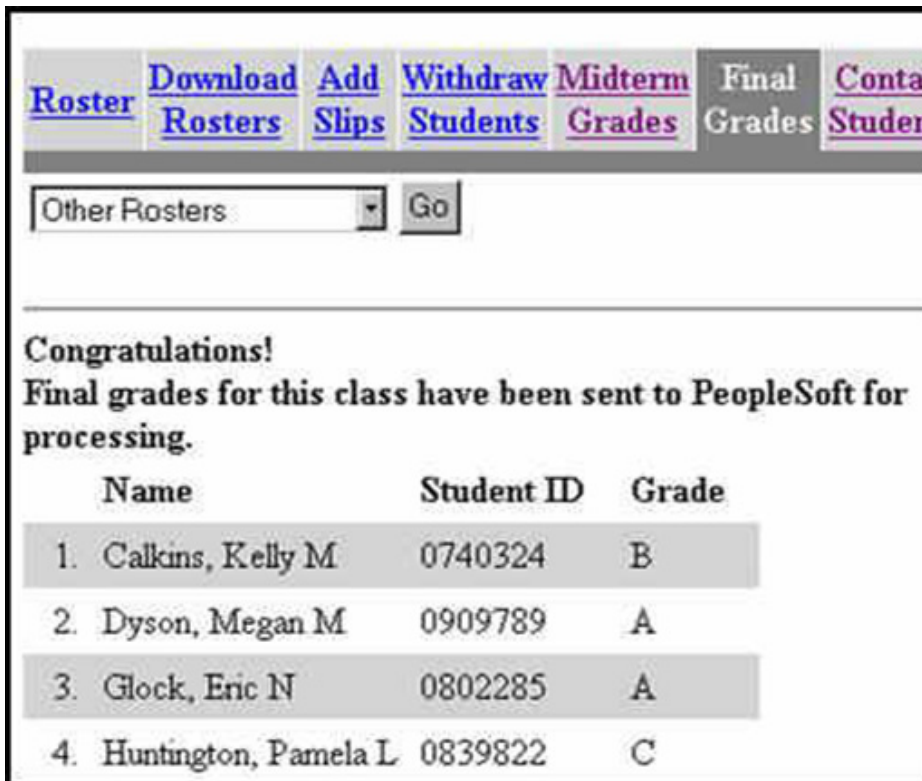
All grades must be entered before grades can be submitted.

- It is a three step process to input final grades.
 1. Enter the Grades;
 2. Confirm the Grades; and
 3. Send the Grades.
- Click on the “Final Grades” tab.
- Use the pull-down list to select a grade for each student or you can just click into each cell and type the grades.
- The buttons to complete each step are at the bottom of the grade input screen.
- Do not logout or leave the grade input screen until you see the message saying that your grades have been submitted with a date and time indicated.
- If you logout or move to another class prematurely, the grades will not be stored or sent to PeopleSoft.

Once grades have been submitted, they cannot be changed online.

- To change a grade, contact Admissions & Records at the college to obtain a paper Change of Grade form.

Be sure you complete each of the steps before you logout or move on to enter grades for another course.



Name	Student ID	Grade
1. Calkins, Kelly M	0740324	B
2. Dyson, Megan M	0909789	A
3. Glock, Eric N	0802285	A
4. Huntington, Pamela L	0839822	C

- If you do not enter grades for each student on the roster, the system will provide an error message.
- Go back and enter any missing grades.
- Once you have entered all the grades, click on the button labeled: **Step 1 of 3: Enter Final Grades.**

Note: See following pages for special types of grades such as incompletes, credit/non-credit, etc.

Final Grade Submission Units: 3.00

You are about to submit **official** final grade information for these students to the PeopleSoft system.

Once submitted, final grades **cannot be changed** until the following semester using the standard grade change process.

Please review grades for accuracy. If they are incorrect, press the back button, enter the correct grades, and resubmit. If they are correct, press the Send Final Grades button.

[Roster](#) [Download Rosters](#) [Add Slips](#) [Withdraw Students](#) [Midterm Grades](#)

Step 3 of 3: Send Final Grades

Name	Student ID	Grade
1. Calkins, Kelly M	0740324	A
2. Dyson, Megan M	0909789	B
3. Glock, Eric N	0802285	C
4. Huntington, Pamela L	0839822	A
5. Lo, Jamie	0765611	C
6. Nguyen, Binh N	0716466	B
7. Olson, Kimberly	0007686	A
8. Patel, Mayur J	0903042	C
9. Purlee, Michael J	0905822	A

- A new screen will appear, showing the grades that you have entered.
- If you need to make corrections, use the **BACK** button on your browser to go back to the previous screen where you can enter a corrected grade using the pull-down list for that student.
- Once you have checked all the grades and are sure they are correct, click on the button labeled: **Step 2 of 3: Confirm Final Grades.**
- A new screen will appear advising you that you are about to submit Final Grades for the course.
- Once you are sure that all the grades have been entered correctly, click on the button labeled: **Step 3 of 3: Send Final Grades**

[Roster](#)
[Download Rosters](#)
[Add Slips](#)
[Withdraw Students](#)
[Midterm Grades](#)
[Final Grades](#)
[Contact Student](#)

Other Rosters

Congratulations!
Final grades for this class have been sent to PeopleSoft for processing.

	Name	Student ID	Grade
1.	Calkins, Kelly M	0740324	B
2.	Dyson, Megan M	0909789	A
3.	Glock, Eric N	0802285	A
4.	Huntington, Pamela L	0839822	C

- Once grades have been submitted, you will see a congratulations message.
- After that point, the grades cannot be changed online.
- To change a grade, contact Admissions & Records at the college to obtain a paper Change of Grade form.
- You can access the grades for review at any time.

Incomplete Grades

If you need to give an student an incomplete:

- Select the "I" from the grade list.
- An additional form will appear at the bottom when you try to submit the grades.
- Enter a default grade for the student.
 - o A default grade is what the student has earned so far and will receive if they do NOT clear the incomplete.
- Enter the work that is still outstanding and which is needed to clear the Incomplete grade.

12.	Straley, Jennifer L	0026062	<input type="button" value="v"/>
13.	Viera, Esther G	0049761	<input type="button" value="v"/>
14.	Wegat, Eric J	0049618	<input type="button" value="v"/>
15.	Williams, Tamika L	0049694	<input type="button" value="v"/>

Incomplete Grade Report Forms

	Name	Student ID	Grade	Default Grade
1.	Arch, Jennifer L	0049635	I	<input type="button" value="C"/>

Work to be made up:

In Progress Grades

- If you choose an IP grade, an additional window will appear to remind you of the distinction between an incomplete grade and an in progress grade.
- Only a few special classes can use the in progress grade option.

Pass/No Pass Grade

- Some classes are pass/no pass.
- Some students may select to take a class credit/non-credit.
- If either of these issues apply to a class, the system will make appropriate adjustments:
 - o If the instructor enters A, B, or C, the system will convert this to credit.
 - o If the instructor enters D or F, the system will convert this to non-credit.

Special Requirements for F Grades

The Online Grading System will ask for additional information for each student who receives a non-passing grade. In each case, professors will be asked if the student participated in the class beyond the 60% mark of a given term (yes/no).

Roster	Download Rosters	Add Slips	Withdraw Students	Midterm Grades	Final Grades	Contact Students
------------------------	----------------------------------	---------------------------	-----------------------------------	--------------------------------	---------------------	----------------------------------

Step 2 of 3: Confirm Final Grades

Name	Student ID	Grade
1. Borat, Karen	9850134	F
2. Brosin, Sarah S	9645408	F
3. Bynam, Richard N	9695872	B
4. Eckmeder, Jennifer J	9962350	D
5. Flanagan, Vicky F	9731230	F
6. Hernandez, Sondra	9859832	A
7. Jones, Kent S	9730963	A
8. Keller, Darren W	9975125	A
9. Myers, Tatyana	9800293	B

Enter Last Documented Date of Attendance for Each Failing Student

(If there is no documentation available to support a specific date, answer "No" and select "No Doc" from the drop down date menu.)

Name	Student ID	Grade	
1. Borat, Karen	9850134	F	
<input type="radio"/> Yes, I have documentation that the student participated in this class through:			Oct 11, 2003
<input type="radio"/> No, the last documented date of participation was:			<input type="text"/> <input type="text"/> , 2003 <input type="text"/>
2. Brosin, Sarah S	9645408	F	
<input type="radio"/> Yes, I have documentation that the student participated in this class through:			Oct 11, 2003
<input type="radio"/> No, the last documented date of participation was:			<input type="text"/> <input type="text"/> , 2003 <input type="text"/>
3. Flanagan, Vicky F	9731230	F	
<input type="radio"/> Yes, I have documentation that the student participated in this class through:			Oct 11, 2003
<input type="radio"/> No, the last documented date of participation was:			<input type="text"/> <input type="text"/> , 2003 <input type="text"/>

Step 2 of 3: Confirm Final Grades

If the answer is yes, the professor simply selects the “Yes” radio button. If the answer is no, the professor selects the last documented date in which the student participated in the class. If the last date of participation cannot be supported by documentation, then the professor selects “No Doc” from the drop down.

Roster	Download Rosters	Add Slips	Withdraw Students	Midterm Grades	Final Grades	Contact Students
------------------------	----------------------------------	---------------------------	-----------------------------------	--------------------------------	------------------------------	----------------------------------

Step 2 of 3: Confirm Final Grades

Name	Student ID	Grade
1. Borat, Karen	9850134	F
2. Brosin, Sarah S	9645408	F
3. Bynam, Richard N	9695872	B
4. Eckmeder, Jennifer J	9962350	D
5. Flanagan, Vicky F	9731230	F
6. Hernandez, Sondra	9859832	A
7. Jones, Kent S	9730963	A
8. Keller, Darren W	9975125	A
9. Myers, Tatyana	9800293	B

Enter Last Documented Date of Attendance for Each Failing Student

(If there is no documentation available to support a specific date, answer "No" and select "No Doc" from the drop down date menu.)

Name	Student ID	Grade
1. Borat, Karen	9850134	F
<input type="radio"/> Yes, I have documentation that the student participated in this class through:		Oct 11, 2003
<input checked="" type="radio"/> No, the last documented date of participation was:		<input type="text" value="Oct"/> <input type="text" value="02"/> <input type="text" value="2003"/>
2. Brosin, Sarah S	9645408	F
<input checked="" type="radio"/> Yes, I have documentation that the student participated in this class through:		Oct 11, 2003
<input type="radio"/> No, the last documented date of participation was:		<input type="text"/> <input type="text"/> <input type="text" value="2003"/>
3. Flanagan, Vicky F	9731230	F
<input type="radio"/> Yes, I have documentation that the student participated in this class through:		Oct 11, 2003
<input checked="" type="radio"/> No, the last documented date of participation was:		<input type="text" value="No Doc"/> <input type="text" value="No Doc"/> <input type="text" value="2003"/>

Step 2 of 3: Confirm Final Grades

Once final grades have been entered, including additional attendance information for non-passing grade entries, the professor is ready to submit final grades.

Roster	Download Rosters	Add Slips	Withdraw Students	Midterm Grades	Final Grades	Contact Students
------------------------	----------------------------------	---------------------------	-----------------------------------	--------------------------------	---------------------	----------------------------------

Step 2 of 3: Confirm Final Grades

Name	Student ID	Grade
1. Borat, Karen	9850134	F
2. Brosin, Sarah S	9645408	F
3. Bynam, Richard N	9695872	B
4. Eckmeder, Jennifer J	9962350	D
5. Flanagan, Vicky F	9731230	F
6. Hernandez, Sondra	9859832	A
7. Jones, Kent S	9730963	A
8. Keller, Darren W	9975125	A
9. Myers, Tatyana	9800293	B

Enter Last Documented Date of Attendance for Each Failing Student

(If there is no documentation available to support a specific date, answer "No" and select "No Doc" from the drop down date menu.)

Name	Student ID	Grade
1. Borat, Karen	9850134	F
<i>The last documented date of participation was:</i>		Oct 02, 2003
2. Brosin, Sarah S	9645408	F
<i>The last documented date of participation was:</i>		Oct 11, 2003
3. Flanagan, Vicky F	9731230	F
<i>No documentation available.</i>		

Step 2 of 3: Confirm Final Grades

Positive Attendance

- Some special classes require instructors to record Positive Attendance as well as grades.
- Positive Attendance fields will only appear on your roster if it applies to your class.
 - o Enter the number of hours that each student attended class in the field provided.
 - o Enter positive attendance for students who have dropped the class based on the hours that they attended before they dropped.
 - o You can enter partial hours by using decimals, such as 1.5 hrs.
 - o You must also enter grades for each student.
- See above for credit/non-credit courses.

Final Grades

Logout

Professor: Professor, College
Course: ACCT 1B: Managerial Accounting (01098)
Meetings: MTuWTh 8:00 am-10:05 am Room TBA
Term: Summer 2001

[Roster](#)
[Download Rosters](#)
[Add Slips](#)
[Withdraw Students](#)
[Midterm Grades](#)
Final Grades
[Contact Students](#)

Name	Student ID	Grade	Positive Attendance
1. Bahramand, Wazhma	0049664	B ▾	54 hours
2. Braget, Vicki K	0049697	A ▾	53 hours
3. Krogstad, Larry A	0049675	C ▾	51 hours
4. Robles, Franklin	0049620	D ▾	47 hours

Name	Student ID	Drop Date	Positive Attendance
1. Carson, Todd E	0049695	Mar 20, 2002	18 hours
2. Date, Test	0049838	May 29, 2001	15 hours

Archives of Rosters from Previous Semesters

Rosters from previous semesters are now available on the “Archived Rosters” tab.



Contact Students

Click on the “Contact Students” tab. A list of:

- Student names;
- Student ID#s; and
- Phone numbers will be provided.

You can also send email to your students from this interface.

- All students are given a Los Rios Gmail account when they register.
- You can send email to an individual student, to a group, or to the entire class at their Los Rios Gmail account.
- For more informatin about Los Rios Gmail for students, please refer to the Los Rios Gmail FAQ.

Having Problems?

Printing Tips and Suggestions

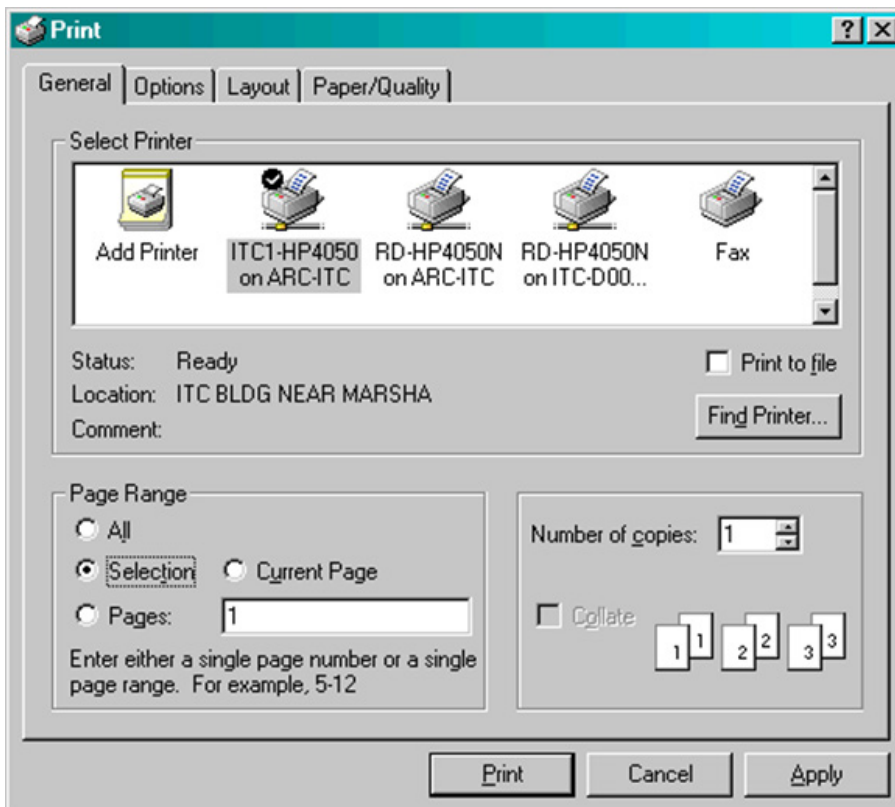
A special version of your roster is available on the “Printable Class Roster” link at the top of the page showing your roster near the “Go” button. Click on this link for best results when you need to print out your roster.



If you are still having trouble getting your rosters to print correctly, it could be due to some of the differences between versions of the web browsers. (Even the most careful webpage design person cannot create a document that will print perfectly from every possible web browser version or every printer.)

If the roster is NOT printing correctly, try the following:

- Use your mouse to select the part of the page that you want to print. (Typically this is the name of the class and the list of student names and numbers AND NOT the logo.)
- From the File Menu, choose Print.
- In the Print Dialog box, select Print Selection in the Page Range section.
- This will omit the logo and then the names and numbers will print correctly.
- See the example below.



Session Expired Message

If you get a message as soon as you login saying "Session Expired," there could be several reasons.

1. You may need to Enable Cookies on Your Web Browser.

The intranet system sends a cookie to your computer so you must enable cookies in order to use the system. How to do this depends on which program you are using.

In your browser open up a search engine such as Google or Yahoo and search for: How to enable cookies in [name of your browser]. Click on one of the links that comes up. You should be able to find instructions on how to enable cookies for whatever browser you are using.

2. Check the clock time on your computer.

The cookie that the system uses has an expiration time of one hour. If the system time is wrong on your computer, the cookie will think the page has expired. This will prevent your system from being able to access the class roster information.

Again, in your browser open up a search engine such as Google or Yahoo. Search for: How do I change the time on my computer. You can also put the operating system in the search query as well. You should be able to find instructions on how to enable cookies for whatever browser you are using.

3. Remove any old cookies from your computer.

If you still can't login, this could be the problem.

How to do this depends on what version of the web browser you are using.

In your browser, open up a search engine such as Google or Yahoo. Search for: How do I remove cookies from [name of your browser]. You should be able to find instructions on how to delete cookies for what ever browser you are using.

If you still can't login, then you should call the Los Rios Help Desk to see if there is some other problem with your account.

The Los Rios Help Desk can be reached at (916) 568-3012.

Appendix C: Links to Calendars

- Academic Calendar and Deadline Calendar
www.flc.losrios.edu/admissions/academic-calendar-and-deadlines
- Faculty & Staff Calendar (Participatory Governance meetings, Professional Development events, and college-wide events)
<http://inside.flc.losrios.edu/x13218.xml>
- Final Exam Schedule
www.flc.losrios.edu/admissions/academic-calendar-and-deadlines/final-exam-schedule
- Folsom Lake College Event Calendar
www.flc.losrios.edu/campus-life/calendar-and-events
- Harris Center for the Arts Calendar of Events
www.harriscenter.net/events
- FLC Meeting Schedule
<http://inside.flc.losrios.edu/x13241.xml>
- Testing Calendars (Assessment)
www.flc.losrios.edu/admissions/placement/assessment-testing/assessment-testing-schedule

Appendix D: Links to Forms

- Early Alert Referral Form
<http://inside.flc.losrios.edu/x16702.xml>
- Faculty Professional Development Committee Faculty Individual Proposal Form
<http://inside.flc.losrios.edu/x13230.xml>
- Flex Affidavit Form
<https://inside.flc.losrios.edu/collegewide/forms/professional-development-and-flex-forms>
- Flex Proposal Form
<http://inside.flc.losrios.edu/x13230.xml>
- Incomplete Grade Report
<http://inside.flc.losrios.edu/x13236.xml>
- Instructor Availability Form- Summer
<http://inside.flc.losrios.edu/x13236.xml>
- Instructor Availability Overload Form - Spring and Fall
<http://inside.flc.losrios.edu/x13236.xml>
- Instructor Availability- Adjunct Form
<http://inside.flc.losrios.edu/x13236.xml>
- Online Print Request Form
<https://inside.flc.losrios.edu/collegewide/forms/printing-and-mail-services-forms/print-request-form>
- Performance Review Workstation Observation Report Form
<http://inside.flc.losrios.edu/x13229.xml>
- Prerequisite Challenge Form
<https://www.flc.losrios.edu/docs/FLC-Documents/FLC-Support-Services/Admissions-Records/Prerequisite-Verification/Prerequisite-Challenge-Form.pdf>

- Professional Development and Flex Forms
<http://inside.flc.losrios.edu/x13230.xml>
- Behavioral Intervention Referral Form
<http://inside.flc.losrios.edu/x13236.xml>
- Student Review of Faculty Form
<http://inside.flc.losrios.edu/x13229.xml>

For additional forms related to instruction, go to: <http://inside.flc.losrios.edu/x13236.xml>

Appendix E: Links to College and District Websites

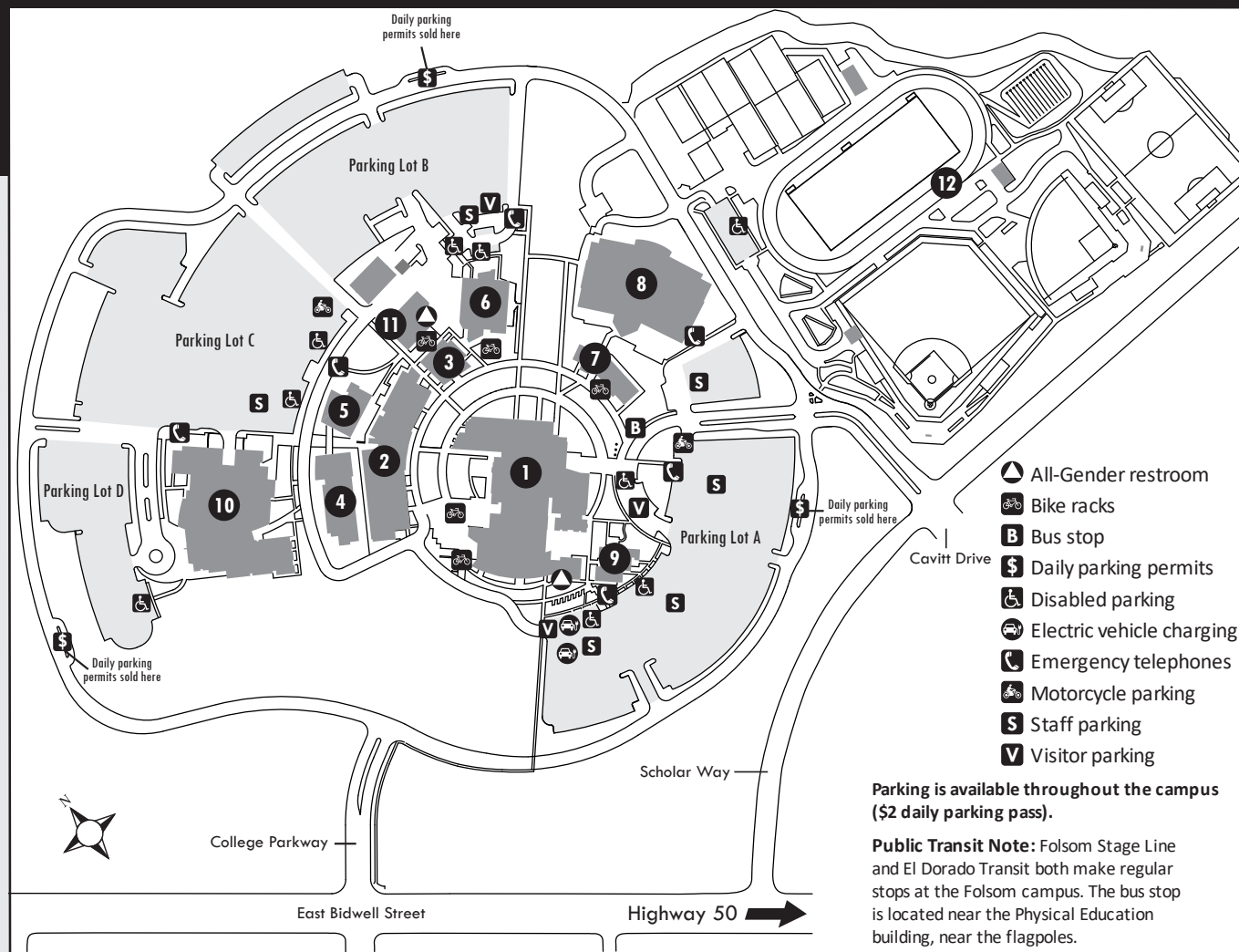
- Bookstore (FLC College Store)
www.flc.losrios.edu/student-resources/bookstore
- Canvas
canvas.losrios.edu
- Catalog
www.flc.losrios.edu/academics/programs-and-majors/catalog-archive
- Class Schedule
www.flc.losrios.edu/academics/search-class-schedules
- Early Alert
<http://inside.flc.losrios.edu/x16290.xml>
- Email
ex.losrios.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fex.losrios.edu%2fowa%2f
- Emergency Procedures
<https://police.losrios.edu/emergencies/emergency-procedures>
- Employee Self-Service
ps.losrios.edu/psp/ess/?cmd=login&languageCd=ENG&
- Faculty Directory
www.flc.losrios.edu/about-us/faculty-and-staff-directory
- Faculty Professional Development Activities and Resources
<http://inside.flc.losrios.edu/x13250.xml>
- Human Resources
<https://employees.losrios.edu/hr>
- Library Instruction Request
<https://researchguides.flc.losrios.edu/facultyservices/>
- Los Rios Police Department
<https://police.losrios.edu/>
- Los Rios College Federation of Teachers (LRCFT)
www.lrcft.org
- Maps
www.flc.losrios.edu/about-us/maps-and-parking

- Printing Services
<http://inside.flc.losrios.edu/x16292.xml>
- Rave Guardian App
www.raveguardian.com
- Rosters/Grades/SOCRATES (intranet)
inside.losrios.edu/~intranet/cgi-bin/intra/login.cgi?college=FLC
- Student Learning Outcomes
<http://inside.flc.losrios.edu/x15537.xml>

MAIN FOLSOM CAMPUS

10 COLLEGE PARKWAY, FOLSOM, CA 95630
(916) 608-6500 | www.flc.losrios.edu

FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER



Parking is available throughout the campus (\$2 daily parking pass).

Public Transit Note: Folsom Stage Line and El Dorado Transit both make regular stops at the Folsom campus. The bus stop is located near the Physical Education building, near the flagpoles.

- | | | |
|--|---|---|
| <p>1 Aspen Hall / FL1
Admissions & Records
Assessment Center (FL1-107)
Center for Excellence (FL1-108)
Community Room (FL1-20)
Computer Lab
Counseling
Financial Aid
Innovation Center Makerspace (FL1-130)
Library
Public Information Services (FL1-9)
Welcome & Student Success Center</p> <p>2 Cypress Hall / FL2
Reading & Writing Center (FL2-239)
SOAR Central (FL2-238)
Tutoring Center (FL2-246)</p> | <p>3 Buckeye Hall / FL3
Large Lecture Hall (FL3-173)</p> <p>4 Dogwood Hall / FL4</p> <p>5 Lilac Hall / FL5</p> <p>6 Falcon's Roost / FR
Associated Students (FR-106)
Cafeteria
Career & Transfer Center (FR-115)
College Police
College Store
Java City Coffee Cart
Peregrine Room (FR-240)
Student Life (FR-108)</p> | <p>7 Physical Education / PE
Student Athlete Success Center (PE-112)
Veterans Success Center (PE-119)</p> <p>8 Gymnasium / GYM</p> <p>9 College Administration / CA
Business Services</p> <p>10 Harris Center for the Arts / PAC</p> <p>11 Campus Services / CS
Custodial
Maintenance
Printing/Mail
Receiving</p> <p>12 Athletics Complex</p> |
|--|---|---|

3/14/19

Directions

From the Sacramento area, take Highway 50 east toward Lake Tahoe. Take the East Bidwell Street/Scott Road exit and turn left at the end of the exit ramp. Proceed north on East Bidwell for 1.6 miles. Turn right at College Parkway at the signal.

From the Lake Tahoe area, take Highway 50 west toward Sacramento. Take the East Bidwell Street/Scott Road exit and turn right at the end of the exit ramp. Proceed north on East Bidwell for 1.6 miles. Turn right at College Parkway at the signal.

From the Roseville area, heading east on Douglas Boulevard, turn right onto Folsom Auburn Road. Continue south 4.4 miles and turn left on Greenback Lane. Follow Greenback Lane, which becomes Riley Street, as you pass through Historic Folsom and just past Sutter Middle School turn left on East Bidwell Street. Continue southeast for 3.5 miles, passing Oak Avenue Parkway, and turn left at College Parkway at the signal.

EL DORADO CENTER

6699 CAMPUS DRIVE, PLACERVILLE, CA 95667

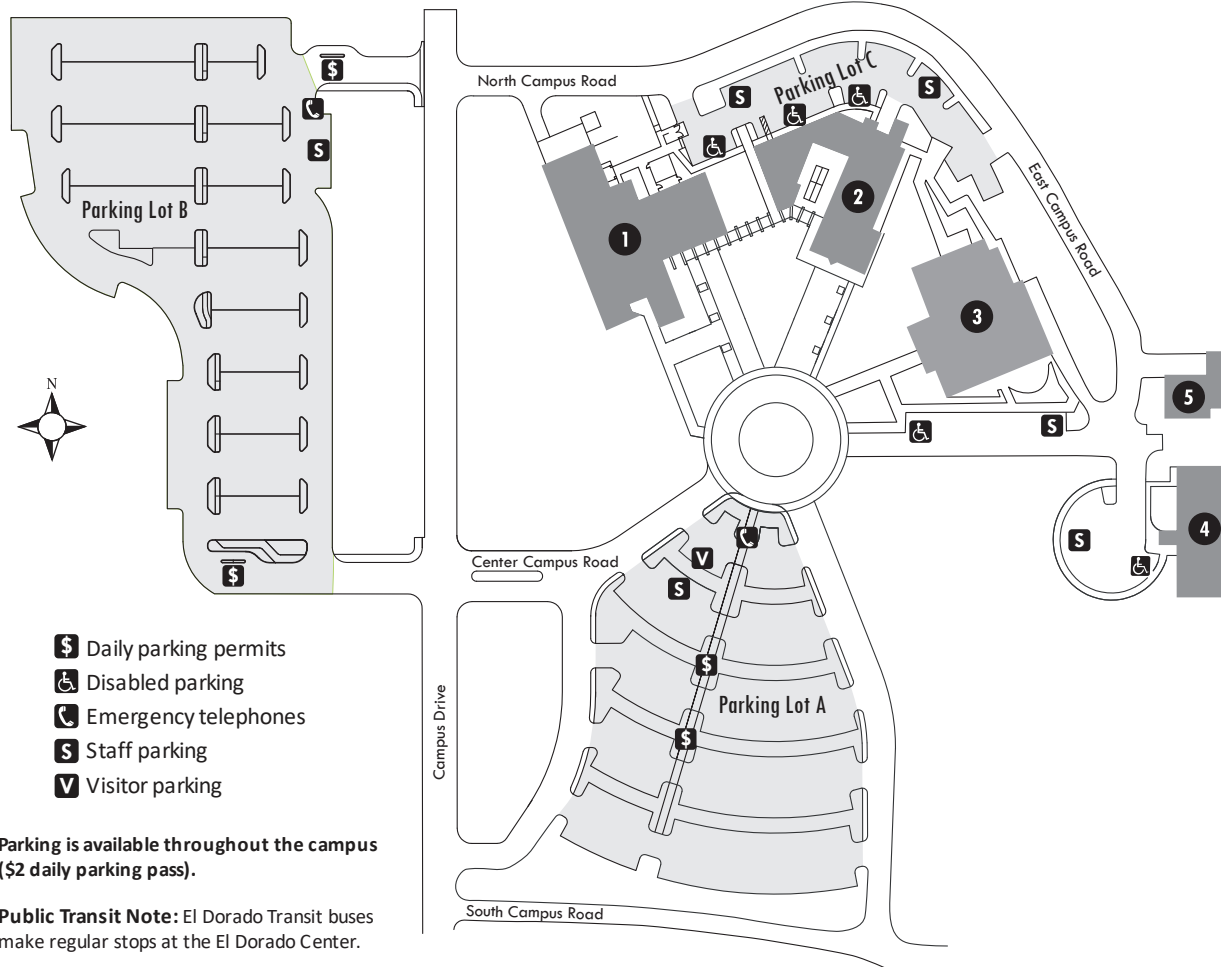
(530) 642-5644 | www.flc.losrios.edu



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

Sherwood Demonstration Garden
UCCE Master Gardeners of El Dorado County

Cameron Park Rotary Club
Community Observatory



1 Building A

Classrooms A-101 through A-214
Library

2 Building B

First Floor

Admissions & Records
Assessment (B-125)
Associated Students (B-143)
College Police (B-132)
College Store (B-126)
DSPS (B-122)
Financial Aid (B-120)
Prairie Falcon Room (B-141)

First Floor continued

Student Lounge
Student Services Offices

Second Floor

College Administration
Faculty Offices

3 Building C

Assessment Testing Room (C-217)
Classrooms C-101 through C-217
Community Room (C-102)
Computer Lab (C-210)
English Center (C-213)
Tutoring (C-204 inside Computer Lab)

4 Fitness Center

5 Campus Services

Custodial
Facilities Management/Grounds
Maintenance
Receiving

3/14/19

Directions

From the Sacramento area, take Highway 50 east towards Placerville. Take the El Dorado Road exit and turn left at the first stop sign off the highway. Continue on this road for 1.3 miles. Turn left at the first traffic signal (Missouri Flat Road). Continue on Missouri Flat Road (which becomes Green Valley Road) for 1.5 miles. Turn right on Campus Drive, which is just past the El Dorado County Office of Education and elementary school.

From the Lake Tahoe area, take Highway 50 west towards Sacramento. Take the El Dorado Road exit and turn left at the first stop sign off the highway. Continue on this road for 1.3 miles. Turn left at the first traffic signal (Missouri Flat Road). Continue on Missouri Flat Road (which becomes Green Valley Road) for 1.5 miles. Turn right on Campus Drive, which is just past the El Dorado County Office of Education and elementary school.

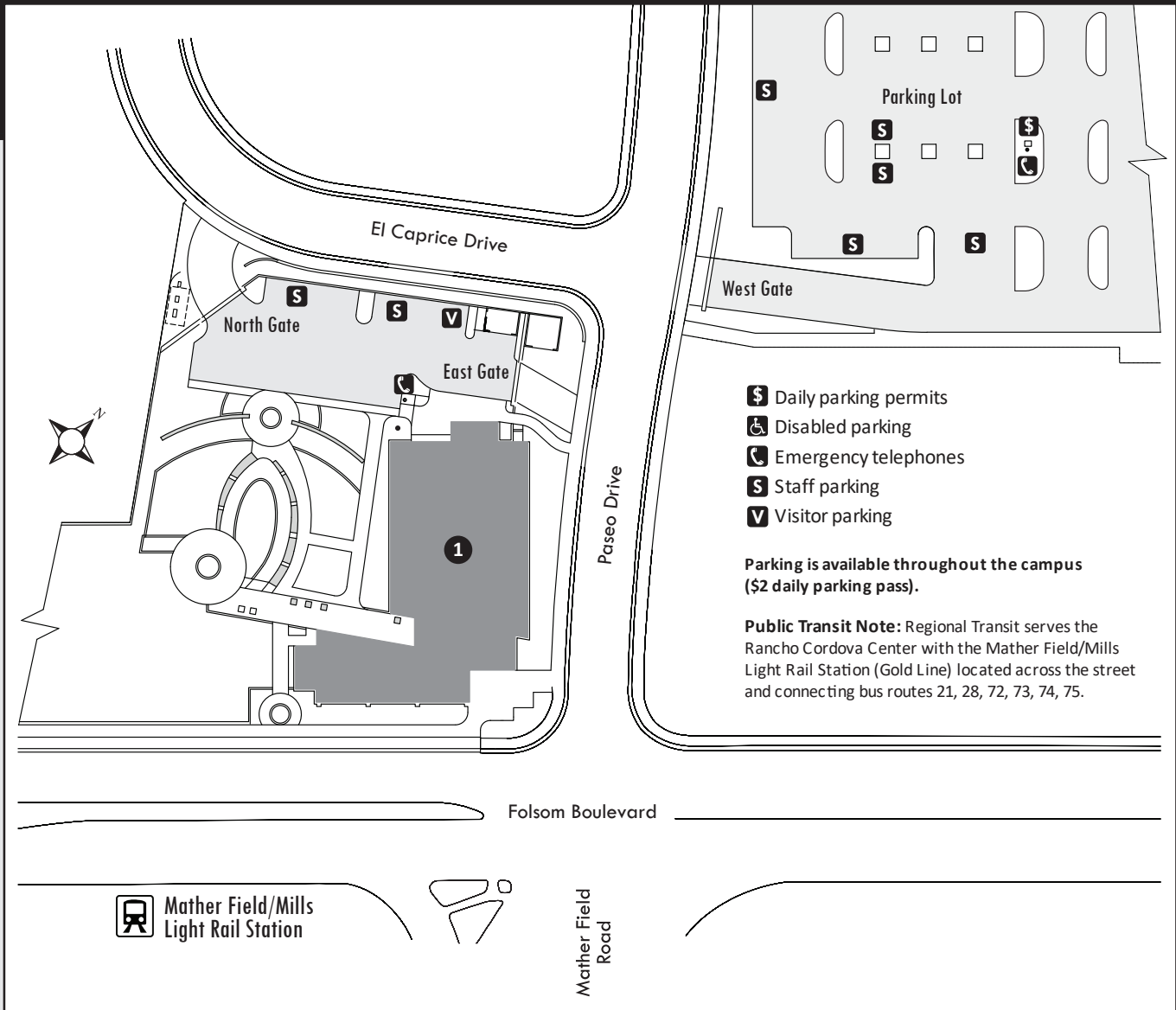
RANCHO CORDOVA CENTER

10259 FOLSOM BLVD., RANCHO CORDOVA, CA 95670

(916) 361-6321 | www.flc.losrios.edu



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER



1 Building 1

First Floor

- Admissions & Records
- CalWORKs
- Classrooms (RCC1-105, RCC1-125, and RCC1-134)
- College Store
- Conference Room (RCC1-141)

First Floor *continued*

- Counseling
- DSPS
- EOPS
- Faculty Offices
- Financial Aid
- Student Lounge

Second Floor

- Classrooms (RCC1-210, RCC1-211, RCC1-212, and RCC1-227)
- Computer Lab (RCC1-229)
- Learning Resource Center (RCC1-203)

3/14/19

Directions

From the Sacramento area, take Highway 50 east towards Folsom. Take the Mather Field Road exit. Turn left at the first traffic signal off the highway. Go over the highway and as you approach Folsom Boulevard, get in the middle lane. Once you cross over Folsom Boulevard, the road becomes Paseo Drive. Parking lot entrance will be on your right. The Center entrance is across the street.

From the Lake Tahoe area, take Highway 50 west towards Sacramento. Take the Mather Field Road exit. Turn right at the first traffic signal off the highway. As you approach Folsom Boulevard, get in the middle lane. Once you cross over Folsom Boulevard, the road becomes Paseo Drive. Parking lot entrance will be on your right. The Center entrance is across the street.

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