



***I*nstruction**

Instruction

Academic Due Process

(Approved by the Board of Trustees, February 15, 1984)

Policy

Faculty members of the Coast Community College District academic community are expected to govern their conduct in accordance with the laws of the State of California and the written policies of the Board of Trustees of the District.

In order to insure that each member of the certificated staff and administration will be given the full protection afforded under the constitutions and statutes of the United States and the State of California, the Chancellor shall establish and maintain administrative procedures which provide such due process as may be required by State or Federal law.

Academic Freedom

Refer to CFE/AFT Contract, Article VI Academic Freedom and Responsibility.

BusinessLink - Contract Education

Golden West College offers worksite training and contract education programs through the Business-Link Program. This program is a partnership between the college and business organizations. Assessment as well as expert training are offered; training modules are completely customized to fit the needs of the contracting organizations. For further information contact the Dean of Business and Information Systems, (714) 892-7711, Ext. 55035.

Curriculum Process

The Office of the Vice President of Instruction is responsible for production of the class schedule and catalog. This office also provides support and assistance to the Council on Curriculum and Instruction (CCI). Curriculum development and review is the responsibility of the CCI. Curriculum development information packets are available in the office of the Vice President of Instruction.

Duties and Responsibilities, of Faculty, Counselors, Librarians

Contracts – Full-time Faculty* **

The Coast Federation of Educators, American Federation of Teachers (CFE/AFT), is the exclusive bargaining agent for all full-time faculty in the Coast Community College District. The Faculty Unit represents all faculty having 50 percent or more of a full-time teaching load. This includes regular faculty members (those having attained tenured status with the District), contract faculty members (those on probationary status employed for more than 60 percent of a full-time load), categorical and other faculty members who have a load of at least 50 percent but not more than 60 percent of a full-time load.

The collective bargaining agreement, negotiated between the union and the District, covers the working conditions of the faculty including but not limited to salary, benefits, grievance procedures and evaluation. Copies of the agreements and further information may be obtained from CFE/AFT, Local 1911. The campus telephone number is (714) TBA. The number of the main office at Orange Coast College is (714) 432-5037.

Additional information about the responsibilities of faculty is contained within the Faculty Hiring Policy and Procedures for Coast Community College District.

Contracts – Adjunct Faculty* ***

Coast CCA/CTA-NEA is the bargaining agent elected to represent all adjunct hourly faculty (those with less than a 50 percent load or less than 7.5 lecture hour equivalents). The association has negotiated a collective bargaining agreement with the District that covers salary, specified conditions of employment and grievance procedures on matters covered by the agreement. Any adjunct instructor who does not have a copy of the agreement or wishes to consult an association representative regarding any issues related to the contract, should contact the Coast CCA/CTA-NEA office.

Additional information about the recommended responsibilities of faculty are contained within the Faculty Hiring Policy and Procedures for Coast Community College District.

Faculty Assignments

- ** The standard work week for full-time faculty, instructors, counselors and librarians shall comprise forty hours of professional activities, on and off campus. These hours include, but are not limited to, instructional assignments, regular librarian and counselor assignments, preparation for such assignments, evaluation of student performance, participation in student and faculty committee assignments, professional and educational development, curriculum development, maintenance of office hours and participation in consultations with students and colleagues.
- *** The maximum number of hours an adjunct faculty member may teach is 9.0 lecture-hour equivalencies per semester. All adjunct faculty are invited to participate in Division and Department meetings, and in Flex and in-service activities. Flex activities for adjunct and full-time faculty can be satisfied by independent study or campus activity through the Staff Development office.

* See District Policy #050-1-17
** See CFE/AFT Contract
*** See CCA/CTA-NEA Contract

Evening Operations/ Weekend College

The Office of Instruction and Evening Operations/Weekend College jointly provide supervision for the overall operation of the college. Evening Operations staff coordinate instructional, student, and administrative services during the evening and for the weekend college. This office provides both support and informational services for students, faculty, and guests who are on campus during the evening and oversees the safety and security of campus life during the evening hours/weekend college and represents the President's Office.

Faculty Absences

The following are requirements regarding absences and absence reporting:

1. Prior to any absence, faculty members must report the intended absence to their supervisor.
2. The faculty member should recommend appropriate disposition of the class to the supervisor.
3. It is the responsibility of the supervising administrator to determine if a substitute for an absent faculty member is to be obtained and who that substitute is to be. However, faculty may recommend substitutes.
4. With prior administrative approval, faculty members may agree to substitute for each other in that there would be no cost to the District (per the contract).

Field Trips/Instructional

District and Golden West College Policy Regarding Class Field Trip Authorization

1. All field trips shall require prior approval. Field Trip Request Forms are available in the Deans Office. Some requests require prior approval by the Board of Trustees, so advance planning is necessary. At a minimum, forms must be signed by the instructor and the dean prior to the field trip. All overnight and hazardous trips or trips out-of-state involving students must receive

Board authorization prior to trip. Requests for approval must include a list of all participants. It is imperative that careful supervision of students take place at all times when groups of students are away from campus, especially overnight trips. Coast Community College District regulations concerning overnight trips, conferences, and conventions and the CCCD Voluntary Activities Participation Form are to be read and signed by all concerned. Forms for this purpose may be obtained from the division offices.

2. Whenever possible, full-day trips should be taken on Saturday or during a holiday period.
3. Ordinarily trips are not to be taken during the two weeks prior to the start of final examinations each semester if students will miss any classes other than those of the instructor requesting the field trip.
4. Classes during the day or evening may be scheduled to meet at various places off campus in accordance with administrative approval.
5. If a field trip is scheduled at a site near campus (in lieu of the regular class meeting) and requires travel time not exceeding one hour, the trip may be convened and dismissed at the site. A field trip form must be completed and signed by the instructor and the dean. If traveling to the site places the students at a greater risk of injury than if they were traveling to school, attendance cannot be made mandatory. Hazardous Trips – If the instructor or the dean determines the field trip is hazardous (e.g. scaling difficult rock formations), then the student must fill out the revised CCCD Voluntary Activities Participation Form.
6. If transportation by school bus is contemplated, the District Transportation Office should be notified four weeks in advance of the trip to assure vehicle availability. Later requests will be honored if vehicles are available. In the event a trip utilizing District transportation is canceled, notification shall be given the District Transportation Office as soon as possible.
7. Eating, drinking, or smoking by students and staff in a school bus or other vehicle is prohibited by law (State Vehicle Code). Prior to event, staff and student delegates should be informed concerning their legal responsibilities with regard to the use of alcoholic beverages while representing the college.

8. Students departing on a field trip on a District vehicle must also return on that vehicle except in the following situation. With prior approval from the appropriate administrative office or from the staff member directly responsible for the trip, any adult student may choose not to return on District transportation.

9. Student Drivers. There are five situations in which a student may be authorized to drive to or from an authorized field trip.

They are as follows:

- a. As noted in paragraph 8, adult students may choose not to return on District transportation. In this case, the student is neither hired as a District employee nor is the student reimbursed for mileage.
 - b. As noted in paragraph 5, students may meet at an off-campus location. Students are not hired in this circumstance nor are they reimbursed for mileage.
 - c. As noted in paragraph 11, under certain conditions handicapped drivers are reimbursed mileage.
 - d. Students who use their own vehicle to transport other students from campus to an off-campus location must have prior authorization from Public Safety.
 - e. Students who drive District vehicles to an off-campus location must be employed as a District driver.
10. If automobile transportation is used in such a way that reimbursement is provided, it is mandatory that all automobiles so used are registered in the Public Safety Department 48 hours prior to the trip. Authorization to use a vehicle must be given before a car may be used.
11. If it is a hardship for a handicapped student to participate in a field trip utilizing District provided transportation, that student will be allowed to provide his/her own transportation and receive mileage reimbursement at the approved rate.
12. If an accident or injury occurs during the course of a field trip, it will be the responsibility of the field trip advisor to report the incident to his/her supervisor as soon as possible but not later than the next business day. Appropriate written documentation must also be completed and forwarded through the appropriate administrative channels.

13. Receipts for all money spent must be secured and placed on file with the cashier. The staff member directly responsible for the trip may be liable for those expenses for which no receipt is secured.
14. The staff member directly responsible for the trip is accountable to ensure that all policies and procedures have been adhered to and followed.

Cancellation of Field Trips

In the event it is necessary to cancel a trip, the responsible staff member is to notify the appropriate Division Dean who will, in turn, notify the Office of District Administrative Services. (It takes at least 24 hours to contact a driver.)

Grievances, Student Instructional

Students have the right to file complaints against instructors when they feel that they have been unfairly treated, policies have not been followed, or that instruction has been inadequate. Please refer to the grievance section in the College Catalog for the formal grievance procedure.

Institutional Research

The Office of Institutional Research (OIR) supports the college by gathering, analyzing, interpreting, and reporting data to contribute to informed decision-making. Research areas include: state-mandated assessment related studies, documentation of matriculation efforts and an evaluation of its components, and measurement of institutional effectiveness. Additionally, the OIR serves in an advisory capacity to the campus on issues related to research, planning, evaluation, and assessment.

We also reaffirm our commitment to providing meaningful, accurate, and timely information in support of the following areas:

- Program Review
- Matriculation
- Accreditation
- Enrollment management
- College Planning
- College Factbook
- College, Program, and Employee Specific Surveys.

Instructor Tutoring

The rendering of professional advice or consultation on the campus of Golden West College is considered a part of the faculty member's professional duty for which he/she is compensated by the district. The acceptance of fees for professional services rendered on campus is thereby prohibited.

The tutoring of students off-campus for a fee should be conducted with discretion. The ethics of the situation would question:

1. The tutoring of one's own students or potential students for a fee.
2. The faculty member's solicitation of tutoring assignments; or
3. The faculty member's joining any organization for the purpose of procuring tutoring assignments.

Library

Students, faculty, and community members are encouraged to utilize the resources of the Golden West College Library to locate information to meet their educational, vocational, social, and cultural goals. Librarians instruct and assist in the use of the library and are on duty all times when the library is open. In addition, library classes are available to instruct students in the use of libraries and online resources for research and class assignments.

The library's materials collection is comprised of approximately 95,000 books, a magazine browsing collection, full-text online databases, Internet computers, and non-print (videotapes, audiocassettes, laser disks, digital video disks, compact disks, and films) items. The library provides quick and easy access to timely materials.

Other facilities include photocopiers, tele-conferencing, group study rooms, resources for physically challenged students, and the Technology Learning Center (TLC).

All faculty members are encouraged to recommend purchase of print and nonprint materials, which will support and enhance the instructional programs of the college. Librarians are available to work with instructors to create meaningful library assignments.

For further information contact: Dean, Learning Resources

Library Services/Facilities

Classroom individualized library lectures
Reserve materials
Faculty semester checkout for books
Inter-library loans
Faculty checkout of nonprint materials for classroom use

Facilities

Online catalog providing access to the GWC, OCC, Cypress and Fullerton library collections including books, non-print materials, and periodicals
Technology Learning Center (TLC)
Internet computers
Electronic resources, periodicals and newspapers, and discipline-specific full-text databases
Study rooms
Photocopy machines (10 cents per copy)
Visualtek machines for the visually handicapped

New Media Center

The New Media Center provides staff and facilities for faculty and campus staff members to produce multimedia programs for their courses and grant projects. Programs developed by faculty and staff are delivered in classrooms, the Library/Media Center, on broadcast or cable television and over the Internet. Some of the programs or projects are sold nation-wide, establishing Golden West College as a leader of innovative instruction.

The New Media Center staff offer a wide range of services including, CD-Rom and On-Line Course Development, Videotaping, Videoconferencing, Satellite Teleconferencing and Downlinks. All faculty and campus staff members are invited to visit the facility and discuss any ideas they would like to develop.

For further information contact: New Media Center — ext. 58389.

Photocopying of Copyrighted Materials for Classroom and Research Use

Under the copyright laws, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of fair use (presently set forth in Section 107 of the Copyright Act). This principle is subject to limitations, but neither the statute nor judicial decisions give specific practical guidance on what photocopying falls within fair use. To achieve for faculty greater certainty of procedure, to reduce risks of infringement or allegations thereof, and to maintain a desirable flexibility to accommodate specific needs, the following policies are set forth.*

*This set of procedures was agreed to by the American Association of Publishers, Inc. and New York University.

7/83

Guidelines

1. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

2. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and

- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright.

Definitions

Brevity

1. **Poetry:** (a) A complete poem if less than 250 words and if printed on not more than two pages; or (b) from a longer poem, an excerpt of not more than 250 words.
2. **Prose:** (a) Either a complete article, story or essay of less than 2,500 words; or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less; but in any event a minimum of 500 words.

(Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

3. **Illustration:** One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. **Special Works:** Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity

1. The copying is at the instance and inspiration of the individual teacher; and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.

2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author; nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

Prohibitions as to 1 and 2 Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 1. Substitute for the purchase of books, publisher's reprints or periodicals;
 2. Be directed by higher authority;
 3. Be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Permission

1. How to Obtain Permission

When a proposed use of photocopied material requires a faculty member to request permission, communication of complete and accurate information to the copyright owner will facilitate the request. The Association of American Publishers suggests that the following information be included to expedite the process.

- (a) Title, author and/or editor, and edition of materials to be duplicated;
- (b) exact material to be

used, giving amount, page numbers, chapters and, if possible, a photocopy of the material; (c) number of copies to be made; (d) use to be made of duplicated materials; (e) form of distribution (classroom, newsletter, etc.); (f) whether or not the material is to be sold; and (g) type of reprint (ditto, photocopy, offset, typeset).

The request should be sent together with a self-addressed return envelope to the permissions department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be obtained from The Literacy Marketplace (for books) or Ulrich's International Periodicals (for journals), both published by the R.R. Bowker Company. For purposes of proof, and to define the scope of the permission, it is important that the permission be in writing.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters, and to evaluate the request. It is advisable, therefore, to allow sufficient lead time. In some instances the publisher may assess a fee for permission, which may be passed on to students who receive copies of the photocopied material.

2. **Gathering Data on Responses to Requests for Permission to Photocopy**

In order to help assess the effect of this policy statement upon the faculty it will be useful for the administration to compile data on responses by copyright owners. Each member of the faculty is therefore requested to forward a dated copy of each request for permission and a dated copy of each response to the Office of Legal Counsel, Boost Library, 11th Floor, 70 Washington Square South, New York, New York 10012.

The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:

Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester:

Title: Knowledge is Good, Second Edition
Copyright: Hypothetical Book Co., 1965, 1971.
Author: Frances Jones

Material to be duplicated: Chapter 10
(photocopy enclosed)

Number of copies: 50

Distribution: The material will be distributed to students in my class and they will pay only the cost of the photocopying

Type of reprint: Photocopy

Use: The chapter will be used as supplementary teaching material

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member

Property Rights

Refer to Article XXIII of the CFE/AFT contract.

Addendum to Publication Rights Policy from *The Writer's Handbook*, Burack

What Can Be Copyrighted

The copyright law (Title 17, U.S. Code) lists 13 broad classes of works in which copyright may be claimed with the provision that these are not to be held to limit the subject matter of copyright. Within the classes are the following kinds of works:

- Class A — Books
- Class B — Periodicals
- Class C — Lectures or similar productions prepared for oral delivery
- Class D — Dramatic and dramatico — musical compositions
- Class E — Musical compositions
- Class F — Maps
- Class G — Works of art, models or designs for works of art
- Class H — Reproductions of works of art
- Class I — Drawings or plastic works of a scientific or technical character
- Class J — Photographs
- Class K — Prints, pictorial illustrations and commercial prints or labels
- Class L — Motion picture photoplays
- Class M — Motion pictures other than photoplays

Staff Development Office

The Staff Development Office is responsible for coordination of the college's staff development programs for faculty, classified staff, and managers.

Student Absence Policy

Attendance at all class meetings is the student's responsibility.

It is very important that students attend the first class meeting of every class in which they are registered, since a full period of instruction will begin the first day of the semester. Instructors may drop students who miss the first class meeting to make room for students who wish to enroll.

Regular and prompt attendance in class and laboratory sessions is expected of every student. Instructors may drop a student from a course, or lower a student's grade when the student incurs excessive unexcused absences, unless there are verified extenuating circumstances beyond the control of the student (i.e. accident, illness, death in immediate family, etc....) A student who has been absent because of extenuating circumstances should report to the instructor on the day of his/her return.

No absence excuses a student from making up the work missed. Students should realize that absences may adversely affect their grades.

It is the students' responsibility to drop classes they no longer are attending. Please see College withdrawal policy.

Textbooks

As stated in the CFE/CCCD Agreement, Article X, Section 2, Textbook selection: "Faculty Members have the responsibility of evaluating textbooks and related materials in any courses they are assigned to teach and shall make the selection in accordance with faculty departmental procedures."

Textbook Requests

Textbook requests for each semester are to be submitted to the Bookstore.

In order to provide students the greatest possible buy-back opportunities and to help the Bookstore

control its costs, it is strongly recommended that adopted texts be used for at least two years.

Textbook requests must carry complete identifying information: author, title (as it appears on title page), edition (either by number or by year), and publisher. Meeting the deadline for ordering is imperative. If no textbook order is filed with the Bookstore, no books will be ordered.

Instructors must give ample warning to the Bookstore of their intention to change a textbook requirement. The textbook request should carry the notation, "This book will not be used after (specify date) semester." Changes with less than a semester's warning will be approved by a dean only if the Bookstore can dispose of leftover stock.

As revisions to Graphics printed syllabi, etc., are planned, instructors should send a notice of impending revision to the Bookstore to ensure that the update is available as needed.

Supplementary and Optional Texts, Including Paperbacks; Student Supplies

If course expectations include the use of supplementary listings, the original textbook request form must include that information.

The number of copies of a text to be ordered will be determined by the Bookstore based on anticipated enrollment as indicated by a dean and judgment of instructor. The supplies that students will need to complete the course can be requested on the text requisition form.

Complimentary Books and Materials

Complimentary copies of textbooks and materials often are made available by publishers to faculty members as a consequence of the faculty member's position on the staff of Golden West College.

To obtain desk copies of texts, faculty should request a form letter from the Bookstore for use in requesting desk (complimentary) copies of texts from publishers. Copies may also be obtained by phone or by accessing the publisher's website.

It is the instructor's responsibility to acquire a desk copy. The requested copy will be sent to a faculty or residence address, but not to the Bookstore. Delay or failure to send the requested copy is a matter between the instructor and the publisher. The Bookstore will assist by providing current contact information. The Bookstore acts as a conduit only

and has no responsibility for the failure of a publisher to grant the request for a free copy. If a copy cannot be secured, instructors may purchase a copy from the Bookstore. Upon receipt of the complimentary copy, the Bookstore will refund the instructor for the purchase provided the book is new and in saleable condition. The Bookstore will not purchase complimentary copies from faculty.