

# HIGHER EDUCATION CENTER AT NATIONAL CITY

## FACULTY GUIDE SPRING 2014



880 National City Boulevard National City, CA 91950  
619-216-6665 [www.swccd.edu/hecnc](http://www.swccd.edu/hecnc)



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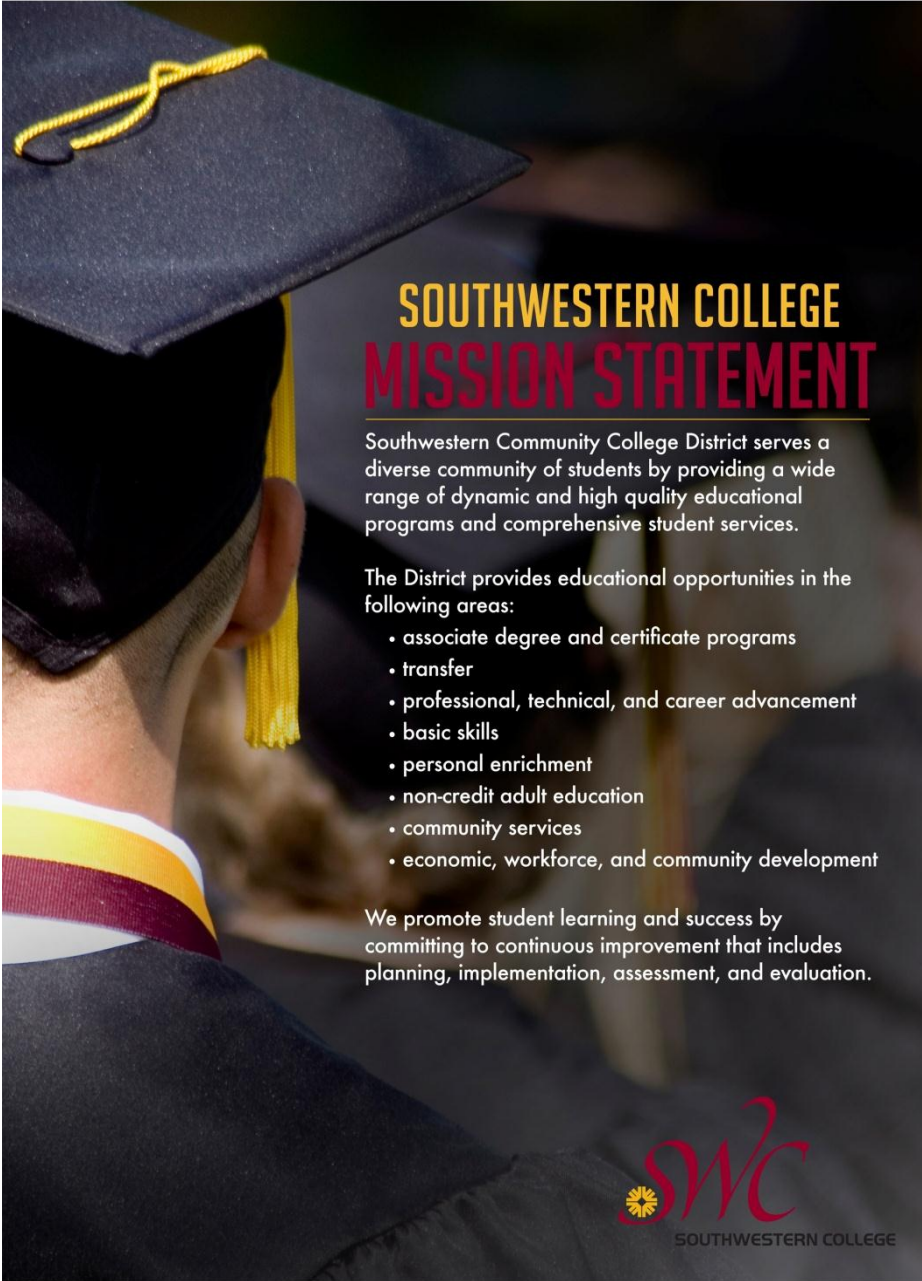
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## **SOUTHWESTERN COLLEGE MISSION STATEMENT**

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.

The District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- non-credit adult education
- community services
- economic, workforce, and community development

We promote student learning and success by committing to continuous improvement that includes planning, implementation, assessment, and evaluation.



**SOUTHWESTERN COLLEGE**



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***Welcome,***

*As the Dean of the Higher Education Center (HEC, NC) at National City, let me be the first to welcome you to the Center. We are pleased to have you join us as an instructor for the HEC, NC students. We appreciate your willingness to provide your teaching expertise and experience in partnership with the staff of the HEC, NC to insure that the student body is provided an academic experience that upholds the standards of rigor and student-faculty interaction and involvement that have come to be expected of the "SWC Experience." The HEC, NC offers over 200 classes for students to choose from, including occupational, transfer and general education courses. In addition to academic course offerings, we provide many services to assist students, including academic counseling, admissions/registration, cashiering, assessment, financial aid, and tutoring.*

*These are very exciting times for the Higher Education Center at National City as we are located in a new, state-of-the-art facility. The Center includes 15 "smart" classrooms, a biology laboratory, medical assisting laboratory, 30-station open computer lab, a health services center, physical exercise room, a bookstore and an 18-chair Dental Hygiene Clinic offering free cleanings to the college community. During the last seven years, the HEC, NC has increased in enrollment and now tops 3,500 students per semester.*

*We appreciate your commitment to continue this level of service to the growing HEC, NC student body and to help us build on the legacy of service and support that has been established by our staff. To assist you in providing this experience for your students, the HEC, NC staff provides a wide array of services and support for you, the faculty, and for the students enrolled in your classes. Those services are outlined in this handbook.*

*Thank you for joining us! We wish you tremendous success and know you will enjoy your time with the HEC, NC family.*

*Sincerely,*



*Christine Perri, RDH, MA*

*Dean, Higher Education Center, National City & Crown Cove Aquatic Center*



## **The History of the Higher Education Center**

Established in 1961, Southwestern College (SWC) is the only institution of public Higher Education in the southern portion of San Diego County. The key component to the mission of SWC is providing access to quality education for all residents of its entire service area. With that in mind, the first education center was established 15 years ago in San Ysidro. The San Ysidro campus proved that satellite campuses are a vital part of providing access to education for South Bay residents.

In 1998 city leaders of National City requested the administrators of SWC and SDSU to explore the idea of offering courses in National City. From that meeting emerged what we fondly call the HEC, NC – The Higher Education Center at National City. The HEC, NC officially opened its doors for the Fall 1998 to 423 students!

In the Spring of 2000, Southwestern College offered San Diego County residents its only Dental Hygiene Program, in collaboration with the US Naval Dental Center SW. The dental hygiene program has distinguished itself by ranking 3rd out of 236 dental hygiene programs nationwide. Additionally, the program boasts a 100% pass rate on National board examinations.

On July 29, 2003 the ground breaking ceremony was held at the new location and the grand opening was held in January, 2005. Enrollment has steadily grown and we now serve well more than the original 420 students.

The Higher Education Center prides itself in being able to provide an intellectually stimulating environment for our students, faculty, and staff where we work together to serve the educational needs of the South County community. As a valuable member of the SWC teaching faculty, your contribution to the learning experience of our students is of utmost importance.

The following are interesting statistics about the students taking classes at the Higher Education Center:

- Over 52% of the students have declared their goal as transfer preparation.
- Approximately 24% of the students indicate they are the first in their family to attend college.
- Approximately 49% of the students are employed, with 18% full-time and 31% part-time.
- Students at the HEC, NC tend to be older in age than students at the Chula Vista campus (28 compared to 26 average age).
- Students enrolled at the HEC, NC carry an average unit load of 8.8 units.



The information contained in this abridged Faculty Guide has been developed to assist your orientation to Southwestern College and the Higher Education Center at National City. It is ***not*** a substitute for official college publications regarding policies and procedures. Therefore, you are strongly urged to read the ***Southwestern College Curriculum Faculty Handbook*** (available in the Administrative Offices), ***SCEA Contract*** and the ***College Catalog*** with special attention to attendance, grading and final examination policies and procedures.



## Important Dates

### SEPTEMBER 30

Spring 2014 application period begins. Applications may be completed online at [www.swccd.edu](http://www.swccd.edu)

### NOVEMBER 1

Email registration information to continuing students

### NOVEMBER 11

- Holiday—Veteran's Day

### NOVEMBER 12

- Registration begins by appointment for continuing students
- Wait list available (as classes fill)
- Students will be able to register for up to 14 units maximum

### DECEMBER 2

- Registration begins by appointment for new and returning students (up to 14 units maximum)

### DECEMBER 4

- Students will be able to enroll in a maximum of 19 units

### DECEMBER 21–JANUARY 5

- College closed

### JANUARY 20

- Residency determination date

### JANUARY 20

- Holiday—Martin Luther King, Jr. Day

### JANUARY 21

- Spring instruction begins for full-term and first 8-week session

### JANUARY 21

- Add/drop period/class change period—Admissions

### JANUARY 25

- Last day to receive a refund in the Bookstore

### FEBRUARY 1

- Last day to add classes
- Refunds—Last day to withdraw from full-semester classes and qualify for a full refund or enrollment fees and non resident tuition (See information below for short session deadline)
- Last day to get a refund for Student Activities Stickers

### FEBRUARY 7

- Last day to file a petition for independent study

### FEBRUARY 9

- Last day to withdraw from a class without receiving a "W" grade

### FEBRUARY 13

- Last day to file a petition for Pass/No Pass

### FEBRUARY 14–17

- Holiday—President's Weekend

### FEBRUARY 28

- Last day to file a petition for Credit by Challenge Examination

### MARCH 1

- Last day to submit Graduation Petition for Spring 2014

### MARCH 24

- 2nd Short Session begins

### MARCH 30

- No Sunday classes in observance of Cesar Chavez Day

### MARCH 31

- Holiday—Cesar Chavez Day

### APRIL 11

- Last day to withdraw from full-semester courses and receive a "W" grade for full-semester (18-week sections)

### APRIL 14–20

- Spring Break

### MAY 6–8

- Grad Fest Chula Vista  
Please call Bookstore for other location

### MAY 22

- No Classes/Flex Day

### MAY 23–30

- Final Examination Week

### MAY 26

- Holiday—Memorial Day

### JUNE 3

- Commencement—Sleep Train Amphitheatre

\* You may add classes with an add code or drop from classes via WebAdvisor at [www.swccd.edu](http://www.swccd.edu). (Click on **WebAdvisor** or go to <https://webadvisor.swccd.edu>)

### Short Session Deadlines:

Short Sessions begin **January 21** and **March 24**

Deadlines for less-than-full-semester classes are determined as indicated below: (Note: Contact Admissions for specific dates for a specific class.)

- **Deadline to add classes:** First week class meets
- **Deadline for refund:** 10% of actual class meeting days  
(Note: in some cases this may be the first day of class)
- **Deadline to apply for pass/no pass option:** 30% of actual class meeting days.
- **Deadline to withdraw from class without receiving a "W":** 20% of actual class meeting days
- **Deadline to withdraw from class and receive a "W":** 75% of actual meeting days



## Final Exams Week

**FINAL EXAMINATION SCHEDULE****May 23–30, 2014**

All examinations will be held in the room where the class regularly meets or online. In classes composed of both laboratory and lecture hours, the lecture period will determine the examination schedule. For any class with a starting time not designated below, the instructor should consult with the cognizant School Dean to determine examination time. No student will be excused from a final examination. Final examination meeting times may not be altered from this published schedule. NOTE TO FACULTY: Please review Faculty Handbook Final Examination Week Activity Procedure.

Day	Classes Regular Class Time	Regular Class Day	Exam Date	Exam Day	Exam Time
	6:45, 7, 7:30 a.m.	MWF or Daily	May 23 & 28	(FW)	7–7:50 a.m.
		OR	May 23	(F)	6–7:50 a.m.
	6:30, 7, 7:30 a.m.	TTh	May 27 & 29	(TTh)	7–7:50 a.m.
		OR	May 27	(T)	6–7:50 a.m.
	7:45, 8, 8:30 a.m.	MWF, MW, Daily	May 23	(F)	8–10 a.m.
	7:45, 8, 8:30 a.m.	TTh	May 27	(T)	8–10 a.m.
	9, 9:30 a.m.	MWF, MW, Daily	May 28	(W)	8–10 a.m.
	9, 9:30 a.m.	TTh	May 29	(Th)	8–10 a.m.
	10, 10:30 a.m.	MWF, MW, Daily	May 23	(F)	10:30 a.m.–12:30 p.m.
	10, 10:30 a.m.	TTh	May 29	(Th)	10:30 a.m.–12:30 p.m.
	11, 11:30 a.m.	MWF, MW, Daily	May 28	(W)	10:30 a.m.–12:30 p.m.
	11, 11:30 a.m.	TTh	May 30	(F)	10:30 a.m.–12:30 p.m.
	Noon, 12:30 p.m.	TTh	May 27	(T)	10:30 a.m.–12:30 p.m.
	Noon, 12:30 p.m.	MWF, MW, Daily	May 23	(F)	1–3 p.m.
	1, 1:30 p.m.	MWF, MW, Daily	May 28	(W)	1–3 p.m.
	1, 1:30 p.m.	TTh	May 29	(Th)	1–3 p.m.
	2, 2:30 p.m.	MWF, MW, Daily	May 30	(F)	1–3 p.m.
	2, 2:30 p.m.	TTh	May 27	(T)	1–3 p.m.
	3, 3:30 p.m., 4 p.m.	MWF, MW, Daily	May 23	(F)	3:15–5:15 p.m.
	3, 3:30 p.m., 4 p.m.	TTh	May 29	(Th)	3:15–5:15 p.m.
	4:30 p.m., 5 p.m.	MWF, Daily	May 28	(W)	3:15–5:15 p.m.
	4:30 p.m., 5 p.m.	TTh	May 27	(T)	3:15–5:15 p.m.

Friday ONLY sections will have finals on Friday, May 30, 8–10 a.m.

Classes that begin at 5:30 p.m. or later or Saturday/Sunday (anytime)	Exam Date	Exam Day	Exam Time Final exam time for evening and Saturday/Sunday classes will begin at the regular class meeting time and are scheduled for a two-hour period unless stated otherwise under 'Exceptions'.
M or MW	May 23	(F)	<b>Exceptions:</b> <ul style="list-style-type: none"> <li>Evening classes that meet twice a week for 1 hour and 15 minutes: Final examinations may be given either on one night for 1 hour and 15 minutes OR split over two nights for one hour each night.</li> <li>First Session Fast Track classes ending mid-semester will have final examinations given during the last regularly scheduled class meeting.</li> <li>Second Session Fast Track classes ending prior to Finals Week will have final examinations given during the last regularly scheduled class meeting.</li> </ul>
T or TTh	May 27	(T)	
W (only)	May 28	(W)	
Th (only)	May 29	(Th)	
Sat (only)	May 24	(Sat)	
Sat/Sun, or F/Sat/Sun, or Sun (only)	May 25	(Sun)	

**Reminder to Faculty!**

Grade rosters must be submitted electronically on WebAdvisor and are due by **MIDNIGHT on TUESDAY, JUNE 3, 2014.**

**Note:**

- Any short session section scheduled during Finals Week will need to follow the Finals Examination Schedule.

**Online classes**

Check your syllabus and contact your faculty with any questions.



**Spring 2014 Hours**

<b>Building Open for Classes</b>		
Monday – Friday		7:45AM – 10:00PM
<b>Campus Bookstore</b>	Room 7115	<i>Subject to Change</i>
Tuesday, January 21 – Thursday, January 23		8:00AM – 12:30PM 4:00PM – 6:30PM
Friday, January 24		8:30AM – 12:30PM
Monday, January 27 – Thursday, January 30		8:30AM – 12:30PM 4:00PM – 6:30PM
Friday, January 31		8:00AM – 12:30PM
<b>Counselor*</b>		
Monday – Friday*		<i>*Please call Student Services to schedule an appointment</i>
<b>Health Services</b>	Room 7119	<i>Subject to Change</i>
Monday		8:00AM – 1:30PM
Wednesday		4:00PM – 6:30PM
<b>IT Department</b>	Room 7209	<i>Subject to Change</i>
Monday - Wednesday		8:00AM – 8:45PM
Thursday		12:30PM – 8:45PM
Friday		8:30AM – 4:00PM
<b>Computer Lab</b>	Room 7208A	<i>Subject to Change</i>
Monday – Thursday		8:00AM – 8:45PM
Friday		8:00AM – 2:00PM
<b>Library Services</b>	Room 7120	
Monday		9:00AM – 11:00AM
Tuesday		4:30PM – 6:30PM
Wednesday		9:00AM – 11:00AM 3:30PM – 6:30PM
Thursday		9:00AM – 12:00PM
<b>Student Services</b>	Room 7116	<i>Subject to Change</i>
Monday – Friday		8:00AM – 6:30PM
<b>Tutoring Services</b>	Room 7208A	<i>Subject to Change</i>
<b>Computer Literacy Tutor</b>		TBA



**Telephone Directory****Main Number** 619-216-6665**Fax Number** 619-216-6678

Last Name	First Name	Department	Extension	Room
Anderson	Heather	Biology Lab Tech Office	4872	7206
Aragoza	Dean	Counseling	4856	7112
Arman	Marcelo	IT Department	4893	7209
Banda-Ramirez	Sylvia	Dental Hygiene	4862	7103
Bonilla	Jose	Evening Admin	4853	7111
Castillo	Gabby	Dental Hygiene Clinic Lab Tech Office	4870	7217C
Castillo	Virginia	Student Services	4853	7116
Harris	Andre	Administrative/Instructional Office	6669	7103E
Kimbrough-Walls	Vickie	Dental Hygiene Program	6670	7103D
Montejano	Frank	Dental Hygiene Clinic Lab Tech Office	4870	7217C
Osuna	Luis	Medical Assistant Program	5704	7110
Peinado	Evana	Student Services	4852	7116
Perri	Christine	Administrative/Instructional Office	6668	7103B
Pineda	Veronica	Medical Laboratory Technician Program	4896	7103C
Redublo	Alberto	Medical Laboratory Technician Program	6673	7103C
Silvestre	Jay	Health Services	4855	7119
Sisco	Elizabeth	Administrative/Instructional Office	4886	7103
Thele	Barry	IT Department	4877	7209



Department Name	Extension	Room
Administrative/Instructional Office	6669	7103
Counseling Services	4856	7112
Dental Hygiene Clinic	4875	7217A
Dental Hygiene Program	4862	7103
Faculty Lounge	4873 / 4874	7207
Health Services	4855	7119
IT Department	4877	7209
Medical Assistant Program	4886	7103
Medical Laboratory Technician Program	6673	7103C
Multi-Purpose Room / Library / Tutoring	4868	7120
Sciences and Allied Health Laboratory	4872	7206
Student Services	4851	7116



### Important Numbers

Dial **619-216-6665 + extension**. Any extension beginning with a six (6) you can dial directly.

Name	Extension	Room
<b>Administrative/Instructional Office</b> <ul style="list-style-type: none"> <li>Christine Perri, Dean</li> <li>Andre Harris, Center Coordinator</li> <li>Elizabeth Sisco, Clerical Assistant II</li> </ul>	<b>6668</b> <b>6669</b> <b>4886</b>	7103B 7103E 7103
<b>Sciences and Allied Health Laboratory</b> <ul style="list-style-type: none"> <li>Heather Anderson, Instructional Lab Technician</li> </ul>	<b>4872</b>	7206
<b>Counseling Services</b> <ul style="list-style-type: none"> <li>Dean Aragoza, Counselor</li> <li>Leticia Aguirre, Adjunct Counselor</li> </ul>	<b>4856</b> <b>4857</b>	7112
<b>Dental Hygiene Program</b> <ul style="list-style-type: none"> <li>Vickie Kimbrough-Walls, Director</li> <li>Sylvia Banda-Ramirez, Administrative Secretary I</li> <li>Linda Lukacs, Associate Professor</li> <li>Kesa Hopkins, Associate Professor</li> <li>Beth Gray, Associate Professor</li> <li>Gabby Castillo, Dental Hygiene Clinical Facility Coordinator</li> <li>Frank Montejano, Evening Instructional Assistant II</li> </ul>	<b>6670</b> <b>4862</b> <b>6667</b> <b>4861</b> <b>4860</b> <b>4870</b>	7103C
<b>Health Services</b> <ul style="list-style-type: none"> <li>Campus Nurse</li> </ul>	<b>4855</b>	7119
<b>IT Department</b> <ul style="list-style-type: none"> <li>Barry Thele, Education Center IT Support Coordinator</li> <li>Marcelo Arman, Instructional Lab Technician Microcomputer</li> </ul>	<b>4877</b> <b>4893</b>	7209
<b>Library Services</b> <ul style="list-style-type: none"> <li>Campus Librarian</li> </ul>	<b>4868</b>	7120
<b>Medical Laboratory Technician Program</b> <ul style="list-style-type: none"> <li>Alberto Redublo, Acting Director</li> <li>Veronica Pineda, Project Clerk</li> </ul>	<b>6673</b> <b>4896</b>	7103C
<b>Medical Assistant Program</b> <ul style="list-style-type: none"> <li>Luis Osuna</li> </ul>	<b>4884</b>	7110
<b>Student Services</b> <ul style="list-style-type: none"> <li>Evana Peinado, Education Center Technician</li> <li>Virginia Castillo, Education Center Technician</li> </ul>	<b>4852</b> <b>4853</b>	7116

**Note:** In case of an emergency, please contact the Dean, HEC, NC Coordinator, or Administrator on Duty.

\*Hourly

EMERGENCY	Phone Number
Emergency	<b>911</b>
National City Police Department	<b>619-336-4411</b>
National City Fire Department	<b>619-336-4550</b>



## Academic Accommodations

Academic accommodations are modifications made in an academic setting to afford the student with a disability an equal opportunity to learn in a lecture and lab course and to show what they have learned on tests. Examples of common accommodations include a note-taker in class, extra time on tests, and enlarged print. The educational institution, via instructional faculty, must provide reasonable accommodations to the student with a known disability.

In order for the student to receive an accommodation, she/he must request the "reasonable" accommodation in a timely manner by providing the instructor or Disability Support Services Office with written documentation of the disability. The instructor and the student discuss the requested accommodation(s) and how the accommodations(s) will be provided. All communications are confidential. DSS verifies the existence of a disability, functional limitations, and authorizes reasonable academic accommodations according to the Title V regulations. Faculty will receive a copy of the "Authorized Academic Accommodations" form verifying student qualification. DSS can help instructors organize and provide accommodations using their standard procedures/forms. Forms are available in the HEC, NC Student Services Office. DSS is not responsible for providing academic accommodations, which are a faculty/institutional responsibility.

The Disability Support Services Office recommends all students discuss accommodation requests in the first two weeks of the semester; however, students are not required to do so. Students with a disability have the right to decide when to disclose their disability and request accommodations from a professor.

If you need additional information on academic accommodations, please stop by the HEC, NC Student Services Office in Room 7116. Faculty cannot deny reasonable Academic Accommodations. If a conflict exists, and it is not resolved in five (5) instructional days, the student has the option to request its review by the College Academic Accommodations Panel. For students whose disabling condition has been verified, the accommodation will be allowed for a maximum of three (3) weeks during which time a resolution will be achieved. Recent case laws mandate the need for this procedure. While the district is ultimately responsible for providing academic accommodations, a faculty member may be held personally liable for not allowing an accommodation. (Wood v. Strickland, 1979; Howe v. Hull, 1994; US v. Morvant, 1994).



DSS recommends the following statement be included on your course syllabi:

*"Southwestern College recommends that students with disabilities discuss academic accommodations with their professors during the first two weeks of class. An alternate format of the syllabus and class handouts is available upon request."*

Alternate format refers to the translation of print into a format that a person with a disability can comprehend, e.g. tape, e-text or Braille for blind or visually impaired. The Disability Support Services (DSS) can assist with these requests and can be reached at 619-482-6512.

Other services the DDS Office provides include:

- Disability counseling
- Test proctoring
- Note-takers (when a volunteer from class cannot be found)
- Training in the use of adaptive computer hardware and software
- Testing for learning disabilities and speech/language disabilities
- Short term equipment loan
- Sign language interpreters
- Specialized classes in basic skills and learning strategies
- Tutoring
- Community liaison with outside agencies

Please stop by the HEC, NC Student Services Office, Room 7116, or call the DSS Office if you have any questions. The DSS Office is located at the Chula Vista campus in Room 1400 (One-Stop) and can be reached at 619-482-6512.

### **Books on Reserve**

Instructors may place books on reserve to be used by students during the semester. Students will be required to provide an ID prior to checking out the material for a limited amount of time. Please refer your students to the HEC, NC Student Services Office for assistance.

### **Classroom Security**

Your assistance is needed in securing our existing equipment. Please do not change or alter the equipment connections or transfer the equipment without notifying the HEC, NC IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893. All classrooms are equally equipped and we need to keep an accurate inventory of equipment location as part of our security measures. It is especially important to lock lab rooms and rooms that contain audio-visual equipment; i.e. video/DVD player, computers, when you leave.



**Clean Classroom**

Drinking and eating are not permitted in classrooms. A trash can is provided in each classroom.

**IT Department Services**

If you plan to use the computer lab as a classroom and need special freeware installed, or have any questions regarding the operation of the equipment, please contact the HEC, NC IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893. For installation of special freeware and/or files, contact the HEC, NC IT Support Specialist two (2) weeks in advance.

<i><b>IT Department Services Spring Hours</b></i>	
Monday – Wednesday	8:00AM – 8:45PM
Thursday	12:30PM – 8:45PM
Friday	8:30AM – 4:00PM

**Counseling Services**

The HEC, NC has one on site counselor who is ready to work with students on a variety of topics that include academic, personal, and career issues. Please remind students to schedule a counseling appointment early in the semester to develop a Student Educational Plan (SEP) that will serve as their roadmap to reaching their individual career/academic goals. A counselor is available to provide class presentations on a variety of counseling services provided at the HEC, NC. The counselor is available Monday through Thursday, with some evening hours. Students can schedule an appointment in the HEC, NC Student Services Office, Room 7116.

**Copiers**

The HEC, NC has a self-service copier located in Student Services, Room 7116 for your convenience. The Office Support Services (OSS) at the Chula Vista Campus, Room 101A offers duplicating services and also has self service copiers for your use.

**Course Material Reproduction Services and Clerical Assistance**

All classroom materials requiring typing, word-processing, and/or duplication must be submitted directly to Office Support Services (OSS), Room 101A at the Chula Vista Campus on an OSS request form, in person or via interoffice mail, with approval from your School Dean. The form is available from the Administrative/Instructional Services Office.



### Faculty Absence

If you are unable to meet your class or will be arriving late to class, you must call the HEC, NC Administrative/Instructional Office at 619-216-6669 (*before 4:30 p.m.*) or 619-216-6665 ext. 4852 (*after 4:30 p.m.*). This will allow the staff on duty to provide students with proper notification of your absence or delay.

### Faculty Classroom Attendance

All faculty members are required to remain in class for the ***full meeting time, including the first day***. However, mid-point class breaks are encouraged and necessary to facilitate the retention of student interest and motivation.

Length of Time	Amount of Break Time
50 Mins. – 1 Hr. 35 Mins.	- 0 -
1 Hr. 50 Mins. – 2 Hrs. 35 Mins.	10 Minutes
2 Hrs. 50 Mins. – 3 Hrs. 20 Mins.	20 Minutes
3 Hrs. 50 Mins. – 4 Hrs. 30 Mins.	30 Minutes
4 Hrs. 50 Mins. – 5 Hrs. 30 Mins.	40 Minutes

### Faculty Evaluations

Faculty members will be evaluated in accordance with the policies and procedures that are contained in the ***Instructional and Non-Instructional Faculty Evaluation & Tenure Review Policy and Procedures Manual***.

### Faculty Substitutions

If you require a substitute, please contact your respective school to make arrangements and approval.

### Field Trips

Classes being held off-campus require approval of the **HEC, NC Dean** and the completion of a ***Field Trip Request*** form to be submitted no later than ***fourteen days prior*** to the scheduled event. Forms may be obtained from the HEC, NC Administrative/Instructional Services Office, Room 7103E.

### Final Exams

Instructors ***cannot cancel the final exam period*** or tell their students that they do not need to attend. Any activity, which will not be graded, requires the prior approval of the School Dean



and notification to the **HEC, NC Dean and/or program Directors**. Please review the final examination schedule published in the semester class schedule.

### **First Aid and Emergency Services/Health Services**

A first aid kit is located in the HEC, NC Student Services Office, Room 7116. Serious injuries or accidents should be reported, as follows:

<b>IF LIFE-THREATENING</b>	<b>911</b>
Health Services	<b>619-216-6665 ext. 4855</b>
SWC College Police	<b>619-482-6691</b>
National City Police Department	<b>619-336-4411</b>
National City Fire Department	<b>619-336-4550</b>

Serious injuries or accidents should be reported to the HEC, NC Administrator on duty and to the HEC, NC Administrative/Instructional Office immediately. Instructors may give first aid to minor injuries sustained by students in the classroom; however, it is recommended that the injured be referred to Health Services.



## Grade Rosters

It is very important that grade rosters be submitted to the Admissions Office at the Chula Vista Campus or at the HEC, NC Student Service Office on the due date listed at the bottom of each grade roster. ***Please make sure to check your HEC, NC mailbox on a regular basis.***

## Online Grading

Faculty can enter grades online via **WebAdvisor** at [www.swccd.edu](http://www.swccd.edu) under the E-Tools menu. Procedures for online grading can be downloaded via WebAdvisor (see below).

The image displays three screenshots of the Southwestern College WebAdvisor system, illustrating the steps to access faculty grading procedures.

**Top Screenshot:** The main WebAdvisor page. A red box highlights the "Use WebAdvisor Now" button. A black arrow points to the "WebAdvisor" link in the "E-Tools" menu.

**Middle Screenshot:** The "WebAdvisor for Faculty" page. A red box highlights the "WebAdvisor for Faculty" link. A black arrow points to the "WebAdvisor for Faculty" link.

**Bottom Screenshot:** The "WebAdvisor for Faculty" page, showing the "Faculty Information" section. A red box highlights the "Procedures for faculty grading" link. A black arrow points to the "Procedures for faculty grading" link.

## Guest Speaker

Faculty who plan to have a guest speaker during classroom instruction should notify the Dean of the HEC, NC prior to the presentations. A guest parking pass will be issued.



**Keys**

Classroom keys can be picked up in the Administrative/Instructional Office, Room 7103E. Please contact the HEC, NC Coordinator, to complete the necessary form. All keys are to be returned at the end of each semester. If keys are lost, the member must write a memo to the Dean listing the keys lost, when they were lost, and if possible the approximate location. The Dean of the HEC, NC must then approve the memo and forward it to the Facilities Office at which time new keys will be issued.

**Library Services**

Library collection information may be accessed through the easy-to-use online catalog ([www.swccd.edu.library](http://www.swccd.edu.library)). Faculty can request books/materials to be sent to them at the HEC, NC by making advance arrangements in the Administrative/Instructional Services Office, Room 7103. Contact a Librarian to schedule a library orientation for your class, access handouts and tutorials.

**Mailboxes**

The major means of formal communication is through the faculty mailboxes. Faculty mailboxes are located in Room 7207. It is essential for each instructor to check his/her mailbox on a regular basis.

**Materials/Equipment/Supplies**

College equipment and supplies are for instructional use only and should not be employed for personal use. For your convenience, the adjunct faculty lounge, Room 7207 has a PC, a Scantron Test Scanner, printer, and a telephone available for faculty use.

Audiovisual equipment is available in your assigned classroom. If you need assistance with the operation of equipment in the classroom, or if equipment does not work, please contact the IT Department in Room 7209 or by calling 619-216-6665 ext. 4877, ext. 4893.

Supplies for classroom instruction may be obtained by completing a requisition form in school offices on the main campus (or the HEC, NC for Dental Hygiene instructors). However, the HEC, NC provides limited instructional supplies for use in the classroom only (e.g. dry-erase markers, erasers).

**Parking**

The Human Resources office issues staff parking permits to all new instructors. Parking permits **are required** at the Chula Vista Campus and at the HEC, NC. This applies to students and staff. The



parking structure can be accessed from Roosevelt Avenue (right behind the Higher Education Center, National City).

### **Salary Payment**

Salary payment for part-time instructors is made in four monthly equal warrants that are available and sent to the location designated by the faculty member with Payroll Services at the Chula Vista campus. Checks that are to be picked up at the HEC, NC will be available by the end of the day at the beginning of the month (or the previous working weekday if the first falls on the weekend) from the Administrative/Instructional Office, Room 7103E.

### **Smoking Policy**

Southwestern Community College Policy Manual #5005, 1/00 **prohibits** smoking in all interior spaces of any building, including enclosed patios, or vehicles that are under the direct jurisdiction of Southwestern Community College District. This prohibition shall apply to all on-campus buildings, including enclosed patios, as well as all extension sites that are owned or leased by the District. Smoking shall be prohibited in all District owned vehicles. Smoking shall be permitted 20 feet away from the Center.

### **Student Material Pick-up**

If you wish to leave student materials at the end of the semester for students to pick-up at the HEC, NC, please contact the Administrative/Instructional Office, Room 7103E or by calling 619-216-6669.

***Please note that materials will be held for two weeks after the end of the semester and then discarded.***

### **Syllabus**

After familiarizing yourself with the **course outline**, a **syllabus** must be prepared and distributed to each student on the first day of instruction. The syllabus must include, when appropriate, the following information:

- Goals and objectives for course
- Content for the course of study
- Attendance requirements and Tardy Policy
- Behavior/discipline requirements as deemed necessary
- Planned schedule of examinations, field trips, or other special activities
- Out-of-class assignment policy



- Method of evaluating student progress toward, and achievement of course goals and objectives, including method by which the final grade is derived
- Information about office hours availability and appointment procedure
- Information which advises students of requirements established by the instructor for meeting course objectives
- Information about student accommodations provided by Disability Support Services
- Academic Dishonesty Policy
- Faculty Contact Information, i.e., Email, Voice Mail
- Faculty Name, Course Title and Number (ex. COMM 103-70, Oral Communication), Times/Days the class meets.
- Instructor's Grading Policy
- Required and Optional Textbooks
- Required and Supplementary Tools and Materials

***Instructional and Non-Instructional Faculty Evaluation and Tenure Review Policy & Procedures, 1993, p. 34***

***You are required to submit a copy of each course syllabus by the end of the first week of instruction to the following:***

- *Respective School Dean (or Dental Hygiene Director for DH faculty or MLT/MEDOP)*
- *Administrative/Instructional Office at the HEC, NC, NC Room 7103E*



**Telephone Instructions**

Telephones in all the classrooms are for ***emergency situations only***. A telephone is available for your convenience in the Faculty Lounge, Room 7207.

- To place a call within the HEC, NC, just dial the extension.
- To place a call to the main campus, just dial the extension.
- To make a call outside of the HEC, NC, dial 9, then the number.
- To call the HEC, NC, dial 619-216-6665, 1, and the extension.
- The National City Police number is 619-336-4411.
- The SWC Campus Police number is 619-482-6691.

**Voice Mail:** Every instructor has been assigned a telephone extension number. The Higher Education Center at National City staff seeks to serve the needs of faculty and students; therefore, if you require assistance, do not hesitate to ask for help. Welcome and enjoy the semester!



## How to Operate a Smart Podium

### SMART Classrooms

Everything you need to know to launch your multimedia lesson



1

### Open the cabinet

- Grab the handle and gently pull it towards you...



2

### Familiarize yourself with the Lectern Podium



3

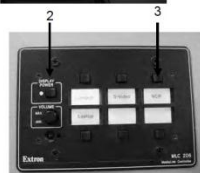
### How to use the Computer

1. Turn on the PC (computer)
2. Turn on the Display Power button
3. Select "Computer" on the Display Panel



### How to use the VCR/DVD

1. Turn on the VCR/DVD player
2. Turn on the Display Power button
3. Select "VCR" on the Display Panel



### How to Use a Laptop

1. Turn on the Display Power button
2. Connect the video cable from the Laptop Compartment to the laptop
3. Turn on the laptop
4. Select "Laptop" on the Display Panel

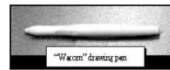


6



### Writing Tablets

- Many instructors like to use the tablets and special pens
- These tablets can be plugged into the rear of the computer



7

### Power Off!!!

1. Shut down PC
2. Power off all equipment
3. Hold down "Display Power" button for 3 seconds until green light flashes.

\*LCD projector fan will keep running for a few minutes before it powers off.



8

### Close the Cabinet

- Push gently on the podium lid to close, making sure the area is free of obstructions, including the mouse.



9

### You are now a Smart Classroom Expert!

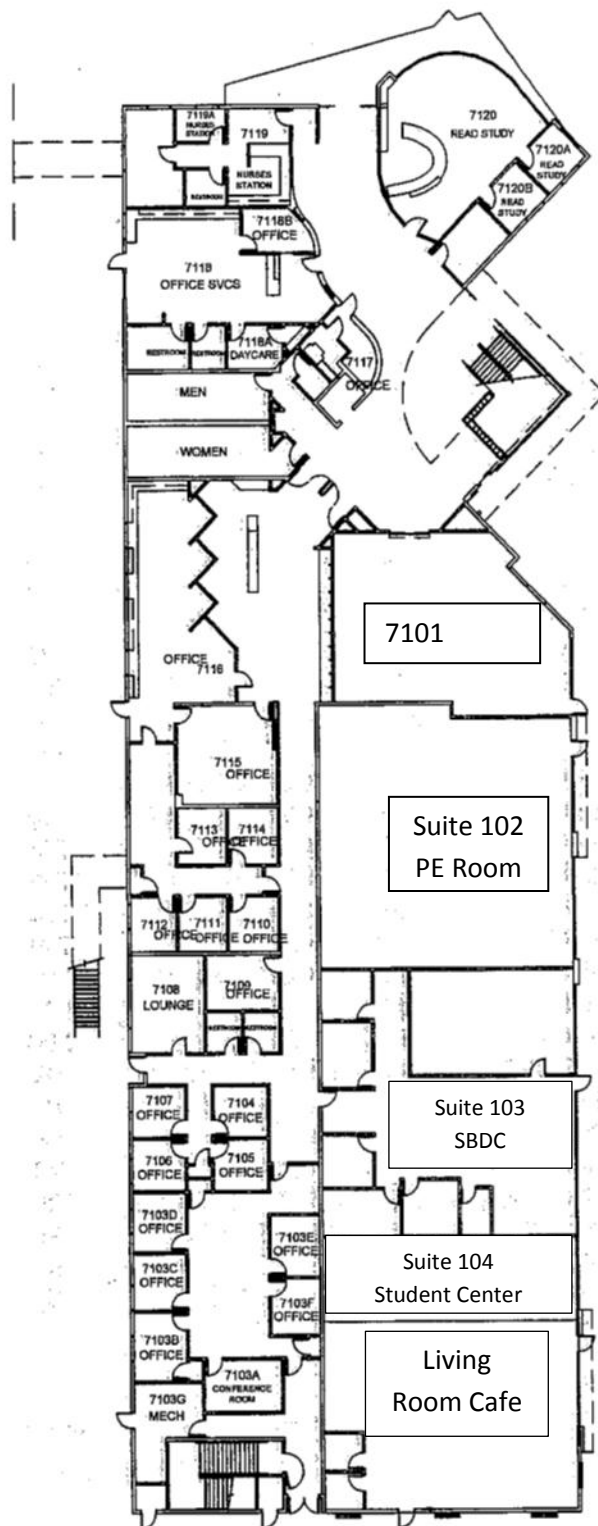
For more information, contact...

- Your **dean**
- Your **school lab tech**
- Your **Instructional Designer**
- The SMART classroom Helpline: Ext. 5188
- Off-campus: 619-421-6700, ext. 5188



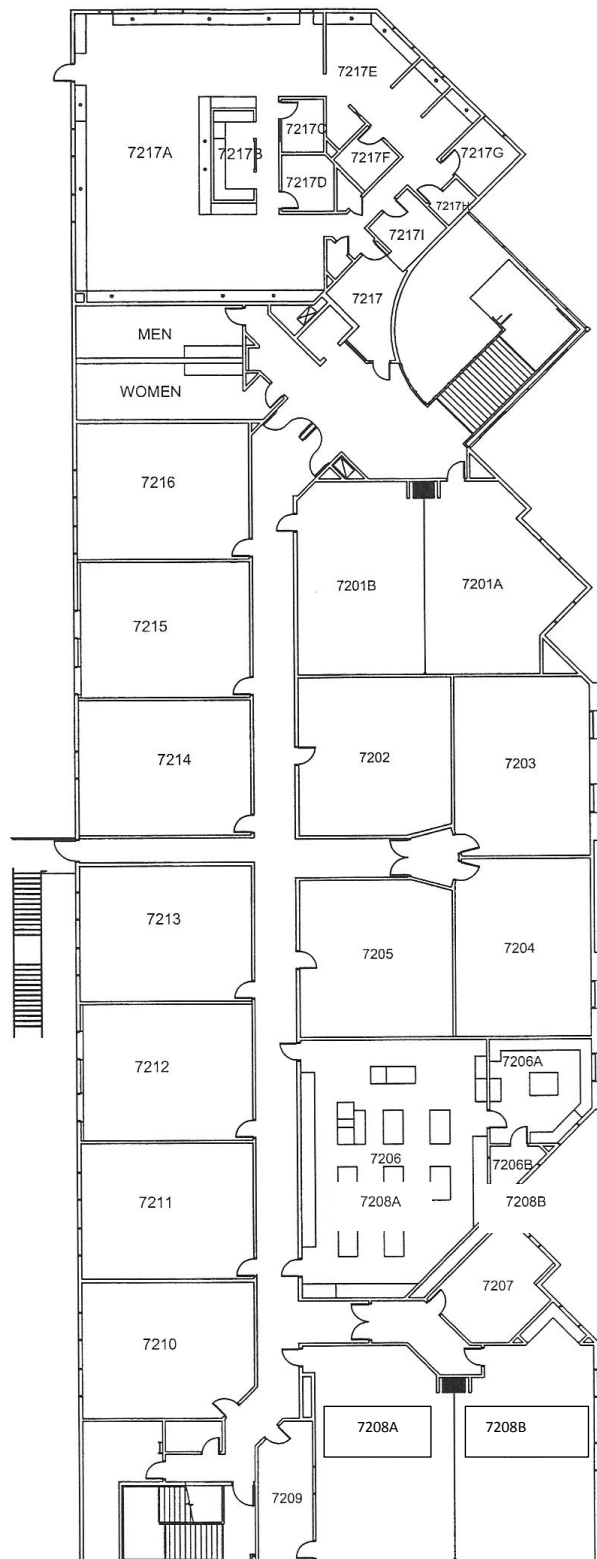
10



**Building Map****Legend – First Floor**

- **Legend – First Floor**
- Instructional/Administrative Office **7103**
- Transfer/Career Center **7115**
- Student Services **7116**
- Family Resource Center **7118**
- Health Services/Campus Nurse **7119**
- Library/Tutoring/Multipurpose **7120**
- Bookstore **7115**
- Student Center **Suite 104**





### Legend - Second Floor

- Biology Lab **7206**
- ITC Computer Lab **7208A**
- Dental Hygiene Clinic **7217A**
- Faculty Lounge **7207**



## City Map and Directions



### From 900 Otay Lakes Road Chula Vista, CA 91910-7299

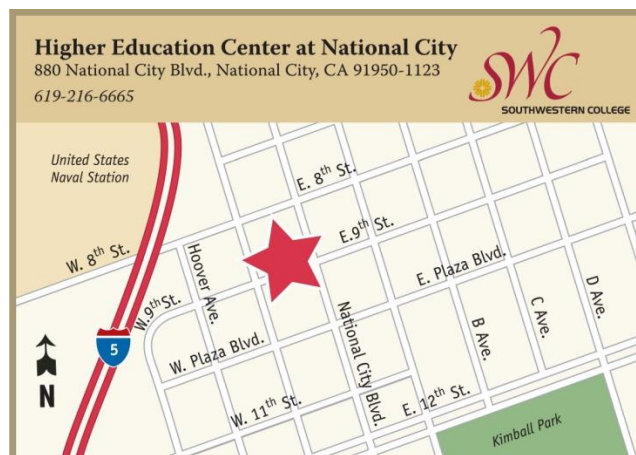
- Take **I-805 North** ramp.
- Merge onto **I-805 North**.
- Take the **CA-54 W/CA-54 E** exit.
- Keep **LEFT** at the fork in the ramp.
- Merge onto **CA-54 W**.
- Take **I-5 North**.
- Take the **PLAZA BLVD** exit towards **DOWNTOWN**.
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into the parking structure located on **ROOSEVELT AVE**.

### From I-5 South

- Take **I-5 South** to the **8th STREET** exit
- Merge onto **8th STREET**
- Turn **RIGHT** onto **ROOSEVELT AVE**.
- Turn **LEFT** into parking structure located on **ROOSEVELT AVE**.

### From I-5 North

- Take **I-5 North** to the **PLAZA BLVD** exit towards **DOWNTOWN**
- Turn **LEFT** onto **ROOSEVELT AVE**.
- Turn **RIGHT** into parking structure located on **ROOSEVELT AVE**.



## Schools and Departments Contact List

Main Campus Phone Number 619-421-6700

### SCHOOL AND DEPARTMENT HOURS

#### Crown Cove Aquatic Center

Christine Perri, Dean  
Patrice Milkovich, Director  
619-575-6176  
Mon.–Fri. .... 8:30 a.m.–5p.m.

#### Office of Student Services

Mia McClellan, Dean  
619-482-6369, Building 1400, Room S109  
Mon.–Thurs. .... 8 a.m.–5 p.m.  
Fri. .... 8 a.m.–1 p.m.

#### School of Arts and Communication

Donna Arnold, Dean  
619-482-6372, Room 702B  
Mon.–Thurs. .... 7:45 a.m.–6:45 p.m.  
Fri. .... 7:45 a.m.–4:30 p.m.

#### School of Continuing Education, Economic and Workforce Development

Mink Stavenga, D.B.A., Dean  
619-482-6479, Building 660  
Mon.–Fri. .... 7:30 a.m.–4 p.m.

#### School of Counseling and Personal Development

Beatrice Zamora-Aguilar, Dean  
619-482-6471, Room S204  
Mon.–Tues. .... 8 a.m.–6:30 p.m.  
Wed.–Thurs. .... 8 a.m.–5 p.m.  
Fri. .... 8 a.m.–1 p.m.

#### School of Health, Exercise Science, Athletics and Applied Technology (CIS, Electronics, Administration of Justice)

Terry Davis, Dean  
619-216-6626, Room 1000K  
Mon.–Thurs. .... 7:30 a.m.–6 p.m.  
Fri. .... 7:30 a.m.–4:30 p.m.

#### School of Language and Literature

Joel Levine, Ed.D., Dean  
619-482-6461, Room 430J  
Mon.–Thurs. .... 7:30 a.m.–6:45 p.m.  
Fri. .... 7:30 a.m.–4:30 p.m.

#### School of Mathematics, Sciences and Engineering

Janet Mazzarella, Dean  
619-482-6344, Room 215  
Mon.–Thurs. .... 7 a.m.–6:45 p.m.  
Fri. .... 7 a.m.–4:15 p.m.

#### School of Social Sciences, Business, and Humanities

Mark Meadows, Ph.D., Dean  
619-482-6582, Room 470K  
Mon.–Thurs. .... 7:45 a.m.–6:45 p.m.  
Fri. .... 7:45 a.m.–4:30 p.m.

#### Higher Education Center at National City (HEC, NC)

Christine Perri, Dean  
619-216-6665  
Mon.–Thurs. .... 7:45 a.m.–6:30 p.m.  
Fri. .... 7:45 a.m.–4:30 p.m.

#### Higher Education Center at Otay Mesa (HEC, OM)

Silvia Comejo, Dean  
619-216-6750  
Mon.–Thurs. .... 7:45 a.m.–6 p.m.  
Fri. .... 7:45 a.m.–4 p.m.

#### Higher Education Center at San Ysidro (HEC, SY)

Silvia Comejo, Dean  
619-216-6790  
Mon.–Fri. .... 7:30 a.m.–6:45 p.m.  
Sat. .... 7:30 a.m.–4 p.m.

