

**Health Education Department – City College of San Francisco**  
**Administrative Policies & Updates**  
**August 2019**

Health Education Department Administrative Team:

The Health Education Department's Administrative Team includes a part-time Department Chair (Beth Freedman) and a part-time Department Administrative Coordinator (Shirlene Kwan) and, dependent upon available funds, several part-time student administrative assistants. **Please remember that each of us works part-time in our administrative capacity** and that *Shirlene works for the Health Education Department on Mondays, Wednesday and Thursdays only*. The Administrative Team is responsible for day to day functioning of the office along with budgeting, ordering supplies, scheduling, processing the thousands of CCSF administrative forms that pass through your hands to ours and onward. We are responsible for supporting 50 faculty, staff and consultants and the more than 3,500 students who take Health Education courses each semester.

We do not have enough staff or time to provide administrative support directly to each and every Instructor. We cannot guarantee that we will be able to return calls for you or copy or assemble your classroom materials/handouts. If you require administrative assistance, please ask Shirlene (in person, by phone – 239-3274 - or email – skwan@ccsf.edu), and she will let you know if we are able to help. Please keep in mind that at the beginning of each semester, precisely when many of us have the most need for administrative assistance, we are unlikely to have additional student workers. Please give least three (3) business days for copies to be made.

Updated Faculty/Staff Contact Information:

**By Monday, August 26th** please submit any **updated contact** information including work and home/mobile phone numbers, mailing and email addresses to the Health Ed Intranet link: <http://tinyurl.com/hlthedcontact>.

Home information will only be provided to the Department Chair and Administrative Coordinator and used to contact faculty/staff in urgent situations. All health information will only be used in emergency situations if they occur within the campus. This information will not be shared publicly.

Please submit **Fall 2019 Course Syllabi by Monday, August 26th, 2019:**

Please submit a **digital copy** of the syllabus for each course (each separate course, not for each section of the same course) for the Fall 2019 semester:

**Credit:** <https://tinyurl.com/ccsfhlthsyllabus>

**Noncredit:** <https://tinyurl.com/ccsfhchthsyllabus>

No log-in is required.

Office Hours:

**By Monday, August 26th**, please submit the dates and times of your office hours for the Fall 2019 semester at: <http://tinyurl.com/HLTH-Office-Hours>. The office hours will be posted at the front desk area for student workers when assisting your students.

Part-time Faculty are eligible to be paid for a limited number of office hours each semester, depending upon the total number of credit units they teach. Part-time faculty teaching credit classes may receive the following pay for office hours:

- Faculty teaching up to and including .20 Full Time Equivalent (FTE)\* may be paid for a total of 4 office hours/semester;
- Faculty teaching between .21 and .39 FTE may be paid for a total of 8 office hours/semester;
- Faculty teaching more than .40 FTE may be paid for a total of 15 office hours/semester;

\* For those of you unfamiliar with the CCSF FTE system, 15 units equal to 1 FTE. A 3 unit course = .2 FTE. A 2 unit course = .13 FTE.

In order to be paid, you must publicize your office hours (on your class syllabus and/or in the Department bulletin board in the hall outside the office) and complete the INSTRUCTIONALLY RELATED TIME REPORT: TEMPORARY, PART-TIME FACULTY OFFICE HOURS form at the end of the semester. Forms are available on the Health Education Intranet. Part-time instructors who receive a temporary full-time upgrade are ineligible for additional office hours.

#### Department Copier:

**Please remember all copy usage should be for departmental use only.**

If you have large copy jobs that needs to be done quickly (i.e. syllabus that was not done by the duplicating department on time), here are a few options Ocean campus:

- Science Building 224
- Batmale 108
- Arts Building (2nd Floor)
- Cloud Hall 352

\*See email or office bulletin board for copier codes

Please remember, if you submitted a copy job to duplicating services, you can follow up with Anita Yee to check on the status. If you submitted a copy job via email and want to cancel, please follow up with an email or phone call to cancel the job.

The process for making copies is as follows:

1. Make small copy jobs yourself with the copier in the Health Education Department's Kitchen.
2. **Send larger requests (syllabus, applications, handouts, etc) directly to Duplication Services in Batmale** at least a week in advance (or earlier). You can email your requests to [dupsrv@ccsf.edu](mailto:dupsrv@ccsf.edu)
3. Send **smaller requests** (one or two page copies) directly to student workers by emailing [ccsfhealthed@gmail.com](mailto:ccsfhealthed@gmail.com) and **include your copy code**. Please send these requests at least 48 hours in advance (or earlier). While we do our best, due to staffing and technology constraints, we cannot guarantee that we will always be able to process last minute requests for copies.

#### **Fall 2019 Pilot Copy Policy**

The copier located in the kitchen is for **limited copies only**. Please use the Duplicating Center locate on the 1<sup>st</sup> floor of Batmale Hall for most of your copy jobs. They request copy jobs to be submitted with at least one week lead time. **Please remember that all staff and faculty have a limit of copies from July 1, 2019 – June 30, 2020. Once you have reached your limit, your copy code will be inactive for the copy function.** You can still scan documents to email. The department copier is not designed for large volume use. Therefore, we strongly recommend that

you send your copying needs to the Duplicating Services on campus in advance. Please remember to log out after every use by first pressing and holding “Reset” then press the top half of the “C” (Clear).

**Faculty will receive 350 copies per Health Education course teaching unit.** If you fall under 350 copies in the semester, you will default to the minimum, 450 copies per semester. To calculate your copies per semester, please use the following formula:

[Total **HLTH units** in semester] x **350 copies** = **Total copies for semester**

**Examples:**

Total HLTH units = **0.5 unit** x 350 copies = 175 copies. This will **default to 450 copies.**

Total HLTH units = **1 unit** x 350 copies = 350 copies. This will **default to 450 copies.**

Total HLTH units = **1.5 units** x 350 copies = 525 copies. This will **default to 450 copies.**

Total HLTH units = **2 units** x 350 copies = **700 copies.**

Total HLTH units = **3 units** x 350 copies = **1050 copies.**

Total HLTH units = **6 units** x 350 copies = **2100 copies.**

Total HLTH units = **12 units** x 350 copies = **4200 copies.**

\*Note: Total HLTH units refer to your total load for the semester.

**Program coordinators will receive an additional 1000 copies per semester.**

**Example:**

Teaching 6 units in semester = 6 x 350 copies = 2100 copies. Additional 1000 copies for program coordination = 3100 copies total for the semester.

Classroom & Conference Room Reservations:

All reservations are done through our online reservation system.

To view the room availability go to: <https://ccsfhlthd.skedda.com>

To submit a reservation request go to: <http://tinyurl.com/hlthdreserve>

You may also email the student workers at: [ccsfhealthd@gmail.com](mailto:ccsfhealthd@gmail.com)

If you would like to self-book, you may request for a log in by emailing Shirlene at [skwan@ccsf.edu](mailto:skwan@ccsf.edu)

Department Instructional Equipment:

Laptops, DVD players, and projectors are in the cabinet next to the kitchen. Please use the “Reserving Equipment” calendar posted in the cabinet outside of the kitchen to reserve and check out equipment. Equipment is available on a first come first served basis. All DVDs and VHS videos are located in the Front Desk Receptionist area, outside of 351.

Department Budget for Supplies:

The Department receives limited funding each fiscal year (July through June) for supplies. The amount is significantly less than what we require to meet all of our resource and supply needs. Please understand that we will not be able to purchase all of the resources – including special paper, texts and videos – that you may request.

### Campus Security:

The campus police are located on the first floor of Cloud Hall. If you experience an emergency or should require an escort, please dial #1 on any campus phone or 239-3200. They suggest that faculty who teach class late at night might ask for a student to accompany them out of the building as they walk to their car or to public transportation. If you have outstanding questions or concerns about this, please contact your Program Coordinator or Department Chair. Should you experience any sort of event which threatens your safety or the safety of students, call campus police immediately and contact the Department Chair.

### Web Grading:

We encourage all faculty to sign-up for on-line grading. If you are interested in grading your classes on-line, from any location, please review information about web grading on the CCSF web site ([www.ccsf.edu](http://www.ccsf.edu)) or ask Shirlene for assistance.

### Faculty Mail/Email/Voicemail:

#### **Please check your mail/voicemail and email regularly!**

Mail that comes to the central Department office, MUB 353, will be placed in the top tray on the reception's desk and will then be delivered to faculty and staff mailboxes. Also, if you are currently using a "non-CCSF" email account, please be sure to check with the Help Desk about possibilities of forwarding CCSF emails to your email account. There are often important messages being sent out by the Chancellor, Special Trustee, and Admissions and Records. It is not the responsibility of the Administrative team to send a copy to you. Please inquire with the Help Desk and stay connected with the college wide emails.

### Late Add Policy:

CCSF has revised the Late Add Policy. **All petitions to add a class late must be received two weeks prior to the commencement of final exams.** Students must complete a Petition to Add a Class Late form to the course instructor. Make sure that the form has been completely and accurately filled out including the circumstances that prevented the student from adding the class earlier. The Instructor will then forward this form to the Department Chair who will approve or deny the petition and return it to the student (if denied) or forward it to the School Dean (if approved). The Dean will forward it to the CCSF Registration Center.

### Student Enrollment for both Credit and Non-Credit Classes:

**Please take time to ensure that all students physically present in your classes have been officially enrolled.** All non-credit and credit short-term course Instructors must complete and submit weekly PAR Sheets (attendance records). All credit course Instructors also have to submit other paperwork such as Census Sheet, Instructor Initiate Withdrawal List, etc. The college will not be reimbursed for these classes if we do not submit the appropriate paper work. It is absolutely crucial to submit these paperwork. Consistent delay or not submitting the necessary paperwork will be noted and reflected on faculty evaluation.

### **Other Administrative Policies that all Faculty/Staff Should Know:**

#### Calling in Sick:

If you are calling in sick, please leave a message for the Dept. Chair. Do not, however, rely on the Chair to post a notice on your classroom or make an announcement to your students. The Chair may well be in meetings on or off the campus and unavailable to follow up on your message in a

timely fashion. **Upon your return**, please be sure to complete a **Faculty Absence Report** form and submit to Beth for signature.

- **Fall & Fall (Day Class)**

**With at least 24 hour notice:** Email student workers to post up a sign. Please complete this form ([Faculty Absence Notice](#)) and include it in the email to: [ccsfhealthed@gmail.com](mailto:ccsfhealthed@gmail.com).

Please email your students for the class cancellation and provide any instructions you may have for your class.

**Without 24 hour notice:** You may also call “**The Absence Line**” at **239-3232**. The Office of Instruction will post a notice on your classroom board, along with any simple instructions that you may have for your class, such as a homework assignment.

- **Evening / Weekend Class & Other Campuses**

If you are calling in sick for an evening or weekend class, or a class that is not offered on the Ocean campus, please refer to the numbers that you should have for Evening and Site Supervision. They will also post an announcement on your classroom door.

**Site Supervisors (Evening & Sat):**

- **Ocean campus:** Andrew Hom (M, T, & Sat) and Jerry Dear (W & Th) | 239-3584

- **Mission Center:** Elba Balderramos | MTWRF 5pm - 9pm | 920-6011

- **Summer**

Please call “**The Absence Line**” at **239-3232**. The Office of Instruction will post a notice on your classroom board, along with any simple instructions that you may have for your class, such as a homework assignment.

#### Arranging for a Substitute Instructor:

Please refer to the CCSF form “Substitute Policy for CREDIT Classes,” available on the Health Ed Intranet. Please note that CCSF prefers not to pay for a substitute for an instructor’s absences from a class. If you will be absent from your class, please find a faculty who can volunteer to sub for your class or that you can sub for them in exchange. In special circumstances, a Dean’s approval will be required.

#### Final Exam Policies:

All Instructors are expected to hold class on the date of their scheduled final exam. If you do not require a final exam or have held the final exam at an earlier date, you are still expected to hold your last class on the date of the scheduled final exam. Instructors who do not hold class on the date of their final exam should report this to the Department Chair and will not be paid for that class/exam session.

#### Disciplinary Problems with Students:

If you encounter disciplinary difficulty with a student and require and/or would like administrative back-up, please refer the student to meet with the Department Chair. If the Department Chair is unable to resolve the issue, the student will be referred to the Dean of Students. Please document significant student disciplinary issues using the form: NOTICE OF INSTRUCTOR’S DISCIPLINE and forward copies to both your Department Chair and the Office of Student Advocacy. *Please remember that Instructors do not have the right to expel students from our class.* We have the right to remove students for up to two consecutive classes, and no more. Further disciplinary action (suspension, expulsion from class, etc.) can only be taken by the Chancellor or their designee (usually the Dean of Students). Please review College Rules and

Regulations in the College Catalog (available online) paying special attention to the section on Student Rights and Responsibilities. Many Instructors copy this section of the Catalog and distribute to their students along with their syllabi.

#### Attendance Policy:

The following attendance policy was developed and presented in the Fall 2013 semester and we have piloted this for the general education classes as the classes in the certificate programs have a separate attendance policy based on the professional standards in the field.

Take the unit load and multiply it by 3 to come up with the maximum number of hours that a student can miss, after that, the student can be dropped. For example, for a 3-unit class, a student would be able to miss 9 hours of class. For a 3-unit class that meets two times per week, that equals a total of 6 classes. For a 2-unit class that equals 6 hours of class ( $2 \times 3 = 6$ ), or 6 class meetings for a 2-unit class that meets two times per week. That's the maximum amount a student can miss. After that, an instructor can drop the student. For classes that are only 1 unit or .5 units, an instructor can require a student be there the entire class or miss 3 hours from a 1-unit class and 1.5 hours from a half-unit class maximum. Three tardies equal 1 absence.

Also, please note that the faculty handbook distinguishes between excused and unexcused absences and so should we (see below):

From the faculty handbook: Student Attendance (page 87)

Students are expected to attend classes regularly and punctually unless extenuating circumstances exist. "Extenuating circumstances" are verified cases of accidents, illness, or other circumstances beyond the control of the student. During the first week of each semester, instructors shall give students a written statement of the number and type of allowable absences that are within departmental guidelines and are based on the objectives and nature of the particular course. Students' excessive unexcused tardiness is considered equivalent to absence. If a student exceeds the allowable number of unexcused absences, the instructor can remove the student from the class roll within certain dates as specified in the Calendar of Instruction in the College Catalog (also see Grading Policy, starting on page 85 of this handbook). A student who is absent from a class for any reason is responsible for the content covered during the absence and should check with the instructor for a make-up policy (refer to page 86 for Grading Policy for Incomplete and W grades.)

The CCSF Faculty Handbook can be found at:

[http://www.ccsf.edu/Offices/Human\\_Resources/handbookpdf/FHandbook.pdf](http://www.ccsf.edu/Offices/Human_Resources/handbookpdf/FHandbook.pdf)