New Adjunct & Noncredit Faculty Orientation
Introduction to Instruction
Learning Outcome:

• By the end of the presentation, you will be able to identify key personnel and resources related to instruction at College of the Canyons.
Instruction Office Leadership

• Dr. Jerry L. Buckley…………………………………Vice President, Instruction
  • Office: Library 221
  • Administrative Assistants: Nancy Williams and Steph Paglia

• Audrey Green………………………………………..Associate Vice President, Academic Affairs
  • Office: X-6
  • Administrative Assistant: Marina Barker
# Instructional Deans

<table>
<thead>
<tr>
<th>Instructional Dean</th>
<th>Division</th>
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<tbody>
<tr>
<td>Jennifer Brezina</td>
<td>Dean of Humanities</td>
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<tr>
<td>Carmen Dominguez</td>
<td>Dean of Fine and Performing Arts</td>
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<tr>
<td>Cynthia Dorroh</td>
<td>Dean of Allied Health and Public Safety</td>
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<tr>
<td>James Glapa-Grossklag</td>
<td>Dean of Education Technology, Learning Resources, and</td>
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<td></td>
<td>Distance Learning</td>
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<tr>
<td>Kristin Houser</td>
<td>Dean of Career Technical Education</td>
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<tr>
<td>Len Mohney</td>
<td>Dean of Physical Education and Athletics</td>
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<tr>
<td>Denee Pescarmona</td>
<td>Dean of Instructional Support and Student Success</td>
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<tr>
<td>Deborah Rio</td>
<td>Dean of Enrollment Services (and Counseling)</td>
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<tr>
<td>Patty Robinson</td>
<td>Dean of Social Science and Business</td>
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<tr>
<td>Diane Stewart</td>
<td>Dean of Early Childhood Education, Continuing Education,</td>
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<td></td>
<td>and Teacher Training Programs</td>
</tr>
<tr>
<td>Ryan Theule</td>
<td>Dean of Canyon Country Campus</td>
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<tr>
<td>Omar Torres</td>
<td>Dean of Mathematics, Sciences, and Engineering</td>
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Introduction to Campus

Classroom Keys
Available from the Instruction Office (Valencia) or CCC Switchboard (Canyon Country)

Parking Permit
Campus Safety X8 (Valencia) or Switchboard in Quad 5 (Canyon Country)

Email
http://app.canyons.edu/offices/css/account_request/account_req_form.asp

Security or Emergency
Dial “7” from any Valencia campus phone or “77” from any CCC campus phone

Mailbox
Will be issued either at Valencia Switchboard or CCC Switchboard, depending on primary teaching assignment location

IT Help Desk
Dial extension 3953 (Valencia) or extension 3533 (CCC)
Evening Support Services

Evening Administrator
Dial Switchboard at either campus
Valencia: Dial “0”
CCC: Dial “0”

In Case of Emergency
Valencia: Dial “7”
CCC: Dial “77”

Facilities Maintenance
During regular hours, Facilities Maintenance should be reported to your Dean, who can place a Work Order. During the evenings, please contact the Switchboard for assistance
Instruction

Course Outline of Record (COR)
Available from www.curricunet.com/canyons (no username/password required)

Student Learning Outcomes
Available on the COR, must appear on your syllabus (an Accreditation requirement) and will be assessed based on department assessment schedule

Length of Classes and Final Exams
No formal Final Exams Week at College of the Canyons; finals are given during the last class period of the semester or term, and classes should meet for the entire duration each meeting

Grading and Incompletes
Refer to the COR for Methods of Evaluation for your course. Incompletes should only be assigned at the end of the semester or term for emergency purposes if the student is passing the course.

Attendance versus Participation
Students can be dropped from a course if they miss class for one more time than the class meets for one week (regular semester). Otherwise, attendance should not be used to determine a student’s grade, only participation. See the Adjunct Handbook for examples of effective participation.
# Office Hours (Credit Faculty)

<table>
<thead>
<tr>
<th>On-Campus Units per Week</th>
<th>Number of On Campus Office Hours</th>
<th>Number of On Line Office Hours</th>
<th>Total per Week</th>
</tr>
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<tbody>
<tr>
<td>1-3</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>4-6</td>
<td>1.5</td>
<td>.5</td>
<td>2</td>
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<tr>
<td>7-9</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>10-13</td>
<td>2.5</td>
<td>1.5</td>
<td>4</td>
</tr>
<tr>
<td>14-16</td>
<td>3</td>
<td>2</td>
<td>5</td>
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Instructional Resources

Reprographics
Submitted online via Repro@canyons.edu (Valencia) or ccrepro@canyons.edu (CCC); can also be submitted in person (BONH-125) in Valencia or (CCC-502A) at CCC

Textbooks
Contact your department chair or full-time lead discipline faculty member for copies of the textbook. Alternatively, books can also be ordered from the Publisher. The Campus Bookstore can no longer lend textbooks to faculty.

Printing (in small batches)
Faculty can print in the Adjunct office (BONH-312) in Valencia; on the Canyon Country Campus, please go to either CCC-205 or CCC-507. Class copies should be sent to Reprographics for printing.

Absences
Notify the Instruction Office, preferably both electronically and via telephone – Nancy Williams (extension 3411) or Steph Paglia (extension 3412). It is helpful if you also contact your department chair and dean, as a substitute may be arranged if you are absent for more than one class period at the dean’s discretion. In the evenings, please contact Switchboard to notify them of your absence.
Evaluations

Frequency
New credit and noncredit faculty are evaluated during the first semester and thereafter at least once every 4 semesters of employment.

Evaluator
For credit faculty, designated by the department chair; for noncredit faculty, a full-time faculty member in the related credit department or appropriate educational administrator (or designee).

Components of Evaluation
For credit faculty: student evaluation, evaluation report, and self-reflection; secondary evaluation report is optional.
For noncredit faculty: evaluation report (including summary evaluation).

Conference
Both credit and noncredit faculty may submit a written, signed response regarding any component of the evaluation to the division dean within fourteen (14) calendar days after the Evaluation Conference.
Contact information

• For any Instruction Office question, please contact your department chairs and/or your division deans.