

NEW ADJUNCT FACULTY ORIENTATION:

INTRODUCTION TO INSTRUCTION

2/4/2025

6pm-7:30pm



HOUSEKEEPING

- All **NEW** adjunct faculty will be compensated directly, separate from FLEX credit.
- If you are NOT a new adjunct faculty and would like FLEX credit, please type “FLEX” in the Chat. We will submit your names to Professional Development.
- If you could, please consider changing your name to include your department/discipline: Example: Jennifer Brezina (she, her, hers): English.
- Please remain MUTED throughout. However, you are welcome to raise your hand, unmute, and participate if you have questions.
- Introductions of Presenters:
 - Dr. Jennifer Brezina, Associate VP, Instruction
 - Steve Erwin, Associate Dean, Admissions, Records, and Veteran Services
 - Dan Portillo, President of AFT

Instruction Office

Dr. Thea Sweo Alvarado..... Interim *Assistant Superintendent/Vice President, Instruction*
Dr. Jennifer Brezina..... *Associate Vice President, Instruction*
Connie Palazzolo.....*Director, Enrollment Support*

Instructional Dean	Unit
Dr. Nadia Cotti	School of Applied Technologies
Dr. Nadia Cotti	School of Business
Dianne Avery	School of Personal and Professional Learning
Andy McCutcheon	School of Humanities
Andy McCutcheon	School of Social & Behavioral Sciences
Dr. Kathleen Welch (Consultant)	School of Health Professions
Dr. David Vakil	School of Math, Science, & Engineering
Chad Peters	School of Kinesiology & Athletics
Dr. Jennifer Brezina (Acting Dean)	Public Safety
Dr. Jennifer Smolos	School of Visual & Performing Arts
James Glapa-Grossklag Chloe McGinley (Acting Associate Dean)	Learning Resources

Introduction to Campus



- **Classroom Keys**
Available from the Administrative Assistant for your School (Humanities, Applied Tech, etc.) or CCC Quad 5 Switchboard (Canyon Country).
- **Parking Permit**
Campus Safety X8 (Valencia) or Quad 7 Room 700A (Canyon Country)
- **Email**
Account already set up once hired; contact Dean or Admin. Assistant.
- **Security or Emergency**
Dial "7" from any Valencia campus phone or "6" from any CCC campus phone (Off campus or external: 661- 362-3229 then 7 or 6)
- **Mailbox**
Will be issued either at Valencia Communication Center (switchboard) or CCC Communication Center (switchboard), depending on primary teaching assignment location

Introduction to Campus



- **IT Help Desk**

Dial extension 3953 (Valencia) or extension 3533 (CCC)

Zoom: <https://intranet.canyons.edu/departments/it/> - You'll need to login to the intranet to access support.

- **Reprographics**

Submitted online via Repro@canyons.edu (Valencia) or cccrepro@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 or order from the Publisher. The Campus Bookstore can no longer lend textbooks to faculty.

- **Printing**

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.

Instruction Office Website



Welcome to Instruction

On behalf of our Board of Trustees, students, faculty, staff, and administration, welcome to the Instruction Office at College of the Canyons. We know that you have many options when choosing where to pursue and accomplish your dreams of engaging in higher education, and we are grateful that you have chosen to consider College of the Canyons, an institution:

- distinguished as the first California Community College to offer a Bachelors of Science in Building Performance (part of the Architecture Program) beginning Winter 2025
- awarded the 2024 Carnegie Community Engagement Classification—one of only 19 community colleges nationwide to hold this prestigious designation
- named a 2023 Champion for Excelling in Equitable Course Placement in Campuswide English Enrollment, Latinx English Enrollment, and Black English Enrollment by The Campaign for College Opportunity
- named a 2022 Champion for Excelling in Equitable Course Placement in Campuswide English Enrollment, Latinx English Enrollment, and Black English Enrollment by The Campaign for College Opportunity
- honored as a 2021 Bellwether College Consortium award winner
- honored in 2021 as well as in 2018 and 2019 with the Champion of Higher Education for Excellence in Transfer award
- ranked #1 in Los Angeles County during 2019 as the best two-year college for adult learners
- featured #1 in Los Angeles County for completion rates by college-prepared students
- distinguished as one of the top transfer institutions in Los Angeles County

Please take a moment to peruse our website for more information about the innovative courses, programs, and student support opportunities currently offered to meet your educational goals. With the singular focus of creating the best possible student experience, College of the Canyons continues to promote access, engagement, and success by emphasizing diversity, equity, inclusion, and discovery through constant pedagogical and andragogical refinement, self-evaluation, continuous quality improvement, and technological development, adapting to the ever-changing economic climate of California while supporting workforce development. During this unique time in

Resources

[Academic Program Maps](#)

[Accessibility](#)

[Adjunct Information](#)

[Articulation](#)

[Canyons Completes](#)

[Canyons Connects](#)

[College NOW! Program](#)

[Credit for Prior Learning](#)

Quick Links

[Canyon Country Campus](#)

[CETL](#)

[Class Schedule](#)

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[Institutional Research](#)

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[SLOs](#)

[Student Services](#)

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[The Learning Center](#)

[University Center](#)

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WEBSITE](#)

[FORMS AND PROCEDURES](#)

Evening Support Services



EVENING ADMINISTRATOR

DIAL SWITCHBOARD AT EITHER CAMPUS

VALENCIA: DIAL "7"

CCC: DIAL "6"

CAMPUS SAFETY

VALENCIA: DIAL "7"

CCC: DIAL "6"

FACILITIES & MAINTENANCE

During regular hours, Facilities & Maintenance needs should be reported to your Dean, who can place a Work Order.

During the evenings, you can also dial the following if immediate assistance is required

VALENCIA: DIAL "7"

CCC: DIAL "6"



MOU OF ACADEMIC EXPECTATIONS

Academic Expectations for all semester and session assignments:

- a. Unit members must accept their teaching assignment, found through MyCanyons (<https://wa.canyons.edu>) via the Contracts icon, before the start of the semester/session or risk losing their assignment. If the contract is not available before the start of the semester/session, the Unit Member should email their Instructional Dean. Unit members are encouraged to save a copy of their signed contract.
- b. Upon acceptance of their teaching assignment, unit members shall order textbooks, through the district's online bookstore system (confirming if no textbooks are needed for the class). The Unit Member may also work through their department chair or curricular coordinator for textbook ordering. Textbook orders are to be submitted for each section to be taught by the appropriate deadline communicated by the district.
- c. Unit members shall fully adhere to the official Course Outline of Record when teaching their class(es).

ACADEMIC EXPECTATIONS (CONT.)

- d. Unit members shall conduct class(es) for the full, required contact hours per established modality in the assigned classroom (where applicable) as noted in the official published Schedule of Classes. Once the semester or session has begun, any requested changes by the Unit Member to what is noted in the official published Schedule of Classes (e.g., location change) must be confirmed with and approved by the respective district administrator (e.g., Dean) in advance.
- e. All learning management system course shells must be activated by the first day of instruction for online, hybrid, onlineLIVE, online/onlineLIVE, and HyFlex classes.
- f. All syllabi must be made available to students by the first day of instruction. Copies of all syllabi must be distributed to the respective district administrator (e.g., Dean) by the end of the first week of classes. Adjuncts will work with the district to ensure all syllabi are 508 compliant (accessible for disabled students) as quickly as possible. The district will provide resources to assist adjuncts in making their documents 508 compliant.

ACADEMIC EXPECTATIONS (CONT.)

- g. Absences must be reported to the Dean before the scheduled class meeting (whenever possible), and the Unit Member shall coordinate with the substitute instructor any planned assignments for their students during the absence period, to ensure continuity of instruction, and in alignment with Administrative Procedure 4024 on Substitute Instructors.
- h. Unit Members shall record the results of all graded assessments for all students using the district's learning management system (e.g., Canvas Gradebook). If the unit member is not officially certified via the district's learning management system (e.g., Canvas), the adjunct must not publish the learning management system course shell.
- i. Unit Members shall grade assignments in a timely manner so that students may monitor their progress throughout the semester or term.
- j. Final grades for all students must be submitted by the Unit Member no later than 48 hours after the last day of instruction per the Schedule of Classes, not including the weekend.

Absences



- Please notify the administrative assistant for your School and your Dean both electronically and via telephone as soon as possible once you know an absence will be necessary.
- 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.
- Before 9am or after 5pm or weekends, please also communicate with the Communication Center (switchboard) as well as with your Dean, administrative assistant and department chair.

Teaching And Learning: The Syllabus



- SYLLABUS

- ACADEMIC SENATE SYLLABUS REVIEW COMMITTEE REPORT
- USC SYLLABUS REVIEW GUIDE
- EQUITY MINDED SYLLABUS CHECKLIST

- COURSE OUTLINE OF RECORD (COR)

Available from <http://canyons.elumenapp.com/public/>

STUDENT LEARNING OUTCOMES

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

Teaching And Learning: Finals and Grading

- **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.



Why Should I Use Canyons Connects?

"CANYONS CONNECTS"

<https://www.canyons.edu/studentservices/connects/index.php>

- Canyons Connects (*Powered by Starfish*) is a student support program intended to improve student retention and success.
- The program allows for an instantaneous referral to help connect a student to support they need to succeed in your course.
- The software connects instructors, students, and campus services together under one umbrella.
- At **any time in the course**, instructors can "raise flags" to encourage students to seek academic assistance from the instructor or from the TLC, Counseling, or other services on campus.
- Instructors can send "KUDOS" (praise) to students to recognize their good work.
- For full-term courses like most dual enrollment classes, faculty will also receive requests to complete PROGRESS SURVEYS on their students within the first few weeks, prior to the midterm point, and before the withdrawal date for the course.



Engage. Connect. Succeed.

Teaching And Learning: Resources



- CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)
 - TEACHING FOUNDATIONS CERTIFICATE
 - ONLINE AND ONLINELIVE CERTIFICATION
- ONLINE EDUCATION SERVICES AND SUPPORT
 - CANVAS AND ONLINE TEACHING RESOURCES
 - OPEN EDUCATIONAL RESOURCES (OER) FOR ZERO TEXTBOOK COST (ZTC)
 - WORKSHOPS
- CULTURALLY RESPONSIVE TEACHING BY PAMELA WILLIAMS-PAEZ
- EQUITY-MINDED PRACTITIONERS

OFFICE HOURS (CREDIT FACULTY ONLY)

Article 20: Office Hours in the AFT Contract

1. Only CREDIT faculty are required to hold office hours and only if they teach one or more classes that meet the 3 Lecture Unit threshold.
2. Office hours are to be scheduled to meet the needs of all on-ground, online, and hybrid students, whether students are enrolled in full semester-length or short-term classes, and the needs of the educational program of the District.
3. Each scheduled period of on campus (or site) office time shall be scheduled during regular college (or site) business hours.
4. “Scheduled” office hours for a course must be conducted on a regular schedule, either on the campus (or site) where the course is scheduled or through virtual means through Canvas. Virtual office hours require instructor login and telepresence throughout the period and must include video or other synchronous communication options for students.
5. If an instructor elects to hold virtual office hours for the scheduled portion of an on-ground (or site) class, and a student in the on-ground (or site) class requests an in-person meeting, the instructor will offer to meet with that student on-ground (or site) at a reasonable day and time within one week.



On-Campus Units per week	Number of Scheduled Office Hours (minutes)	Number of Unscheduled Office Hours (minutes)	Total Office Hours per Week (minutes)
3	30	30	60
4	40	40	80
5	50	50	100
6	60	60	120
7	70	70	140

- Each scheduled period of office time shall be scheduled during a time that students are reasonably expected to be available.
- During the fall and spring semesters, each unit member shall maintain office hours for on-ground (or site), online, and hybrid classes as per the table above & on page 42 of AFT Contract.

Courses that consist of tandem lecture and lab, office hours are based on the units per week associated with the lecture only.

OFFICE HOUR EXAMPLES

Per course, divide **LECTURE hours** by 18 to determine units per week

YES

ECON 201 MACROECONOMICS

Units: 3.00

UC:CSU 54.00 hours lecture

**ECON 291 STATISTICAL METHODS IN
BUSINESS AND ECONOMICS**

Units: 4.00

UC:CSU 63.00 hours lecture, 27.00 hours lab

Course must hit threshold of 3 lecture units to require office hours be scheduled and to qualify for office hour payment.

NO

**MFGT 102 GEOMETRIC DIMENSIONING
AND TOLERANCING**

Units: 2.00

CSU 36.00 hours lecture

ENGR 096 DISCOVER ENGINEERING

Units: 2.00

18.00 hours lecture, 54.00 hours lab

ESYST 101 BASIC ELECTRONICS

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

OFFICE HOURS (CONTINUED)

1. Within one week after the commencement of the semester, the unit member shall prepare and submit their proposed schedule of office hours to the instructional dean via the District's office hours reporting website. **Look for an email from Angelica Franco.**
2. Scheduled office hours may be held at a time to be determined after the unit member has surveyed their students but must be determined no later than the Census date for the course. Changes to scheduled office hours must be communicated to the students via email and must be updated on the District's office hours reporting website.
3. Office hours must be included in each course syllabus along with campus (or site) location or LMS/CCC Confer access instructions.
4. Scheduled office hours will be compensated as per **Article 10**. Please read this Article to understand TOTAL COMPENSATION (including Office Hours)
5. Scheduled office hours may be verified by the instructional dean.
6. Unit members will not be compensated for hours in excess of the minimum requirement, or for additional hours worked either in person or on line.



Evaluations

[CLICK HERE FOR
AFT CONTRACT](#)



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, assigned by the Dean OF SCHOOL FOR PERSONAL AND PROFESSIONAL LEARNING (or designee)

COMPONENTS OF EVALUATION

For both credit and noncredit faculty: student evaluation, evaluation report, and self-reflection; professionalism report is optional

CONFERENCE

Both credit and noncredit faculty may submit a written, signed response regarding any component of the evaluation to the division dean within ten (10) calendar days after the Evaluation Conference

QUESTIONS?



Campus Intranet

[Home](#)

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Faculty Resources

Orientation to Instruction

Adjunct

- [New Faculty Orientation: Admissions & Records](#)
- [Adjunct Orientation Introduction to Instruction](#)
- [Adjunct Frequently Asked Questions \(FAQ\)](#)
- [Adjunct Introduction to Online Education](#)
- [Adjunct Introduction to Student Conduct Issues](#)
- [New Adjunct Orientation Fall 2024 Video](#)

