

NEW ADJUNCT FACULTY ORIENTATION: INTRODUCTION TO INSTRUCTION

August 8, 2023



Instruction Office

Dr. Omar Torres.....*Assistant Superintendent/Vice President, Instruction*
 Paul Wickline.....*Associate Vice President, Instruction*
 Jeff Gregor.....*Executive Dean, Instructional Services and Public Safety*

Instructional Dean	Unit
Nadia Cotti	School of Applied Technologies
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
Heather Dotter	School of Health Professions & Public Safety
Dr. David Vakil	School of Math, Science, & Engineering
Jeff Gregor	School of Kinesiology & Athletics
Dr. Jennifer Smolos	School of Visual & Performing Arts
James Glapa-Grossklag Mojdeh Mahn (Associate Dean)	Learning Resources

Instruction 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 to consider 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 that:

- was recently honored in 2018 and 2019 with the Champion of Higher Education award,
- was ranked #1 in Los Angeles County during 2019 as the best two-year college for adult learners,
- is featured #1 in Los Angeles County for completion rates by college-prepared students, and
- is 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, inclusivity, 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 our history where online education is increasingly emphasized, our college also prides itself in offering award-winning professional development to our instructional faculty and staff that culminates in creating engaging and holistic experiences for our students in the virtual classroom.

Whether you are looking to seek employment advancement by taking one class, certification in a particular career (technical) education field, or completion of a degree with the goal of transferring to a 4-year college or university, the Instruction Office offers affordable, accessible, and high-quality lower division undergraduate education over a wide range of subjects. We pride ourselves in selecting renowned faculty experts with exceptional training, knowledgeable and dedicated support staff, along with innovative and forward-thinking administrators that work together to create an unparalleled student experience through instructional innovation, access to state-of-the-art technology, and integrative learning and student support opportunities.

We look forward to helping you become a part of the COC family and partaking on this journey with you. I hope you will reach out to me should you have any additional questions.

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Resources

[Academic Program Maps](#)

[Canyons Completes](#)

[Canyons Connects](#)

[College NOW! Program](#)

[Dual Enrollment Program](#)

[ePortfolio](#)

[Forms](#)

[Guiding Principles](#)

[Professional Development](#)

[Substitute Procedures](#)

Quick Links

[Canyon Country Campus](#)

[CETL](#)

[Class Schedule](#)

[eLumen](#)

[Honors Program](#)

[Institutional Research](#)

[Library](#)

[Online Education](#)

[Student Services](#)

[The Learning Center](#)

[University Center](#)

[CLICK
HERE
FOR
WEBSITE](#)

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, 6

INTRODUCTION TO CAMPUS



- **Mailbox**

Will be issued either at Valencia Communication Center (switchboard) or CCC Communication Center (switchboard), depending on primary teaching assignment location

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.

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 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"



Teaching And Learning



SYLLABUS

- [ACADEMIC SENATE SYLLABUS](#)
- [USC EQUITY MINDED SYLLABUS TRAINING](#)
- [EQUITY MINDED SYLLABUS CHECKLIST](#)

[Click here for](#)
["COR"](#)

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

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.

Office Hours (credit faculty)

[CLICK HERE FOR
AFT CONTRACT](#)

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

SEE ARTICLE 20 of the AFT CONTRACT

ONLINE EDUCATION SERVICES AND SUPPORT



- Instructional design
- Orientation letters
- Online/OnlineLIVE Instructor Certification
- Course templates
- Accessibility and course design guides
- DECT Captioning Grant
- Open Educational Resources (OER) for Zero Textbook Cost (ZTC)
- Workshops
 - Canvas Open Labs
 - One-on-one online instruction & Canvas support
 - Online course design
 - Student engagement strategies
 - Canvas training (for online or face-to-face instructors)

Visit www.canyons.edu/facultysupport for more information

Instructional Resources



REPROGRAPHICS

Submitted online via Repro@canyons.edu (Valencia) or cccpro@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

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.

ABSENCES

Notify the administrative assistant for your School and Dean both electronically and via telephone. 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 5pm or after 5pm or weekends, please also communicate with the Communication Center (switchboard), Dean, administrative assistant and department chair.



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.

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 designed)

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?



[Adjunct Info](#) [Instruction Office](#) [Catalog](#) [Department Chairs](#) [Directory](#) [Employee Report](#) [Instructional Service Agreements](#)

Adjunct Faculty Information

- [Adjunct Handbook](#)
- [Adjunct Frequently Asked Questions \(FAQ\)](#)
- [Admissions & Records Intranet Page](#)

Presentations for Adjunct Faculty

- [Adjunct Orientation Introduction to Instruction](#)
- [Adjunct Introduction to Online Education](#)
- [Adjunct Introduction to Student Conduct Issues](#)
 - If instructional faculty encounter an alleged academic integrity matter (plagiarism/cheating) involving a student, please send a summary of the facts of the matter and all relevant materials (student's paper or exam, source material, etc.) to: studentconduct@canyons.edu

