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The San Diego Mesa College Handbook for Faculty and Staff is a general guide for day and evening instructors, as well as for administrative and classified staff at Mesa College. The handbook is not all-inclusive; it is to be used together with documentation of district policies and procedures, support materials from the district, the college catalogs, and the class schedules. Comprehensive information is also available on the campus web site at www.sdmesa.edu. This handbook is divided into six sections: College Organization, College Governance, Student Services, Instruction, Personnel Matters and General Information. In addition, there is an index in the back of the book.

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San Diego Mesa College is the largest college in the San Diego Community College District, which is the legal entity that provides overall policy direction and has ultimate fiduciary responsibility. An elected governing board and a district chancellor ensure that the entire district serves the best interests of the citizens of San Diego. The governing board holds public meetings twice a month.



SAN DIEGO MESA COLLEGE

Among the largest community colleges in California and the nation, San Diego Mesa College is a fully accredited, comprehensive two-year college serving 25,000 students and offering more than 195 associate degree and certificate programs. With its premier fine art and music programs, robust language offerings and rigorous math and science curricula, Mesa ranks as San Diego's top transfer institution. The college also serves as an important economic catalyst for the region. Its career programs include allied health fields, biopharmaceutical, multimedia, animal health technology, American Sign Language, hospitality, fashion, architecture, interior design and more. Situated on a beautiful, suburban 104-acre mesa in the geographic center of San Diego, the college's small classes, outstanding faculty, and reputation for quality offer an unparalleled academic experience. As a Title III and Title V eligible institution, Mesa College is committed to the success of all students, including underrepresented students and more than 1,000 veterans and their families. www.sdmesa.edu.

MISSION STATEMENT

San Diego Mesa College empowers our diverse student body to reach their educational goals and shape the future. As a comprehensive community college committed to access and success, we promote student learning and achievement leading to degrees and certificates in support of transfer education and workforce training, and lifelong learning opportunities. Faculty and staff collaborate with our students to foster scholarship, leadership, and responsibility to effect positive change within our community.

VISION

San Diego Mesa College shall be a key force in our community to educate our students to shape the future.

VALUES

Access · Accountability · Diversity · Equity · Excellence · Freedom of Expression
Integrity · Respect · Scholarship · Sustainability

STRATEGIC DIRECTIONS

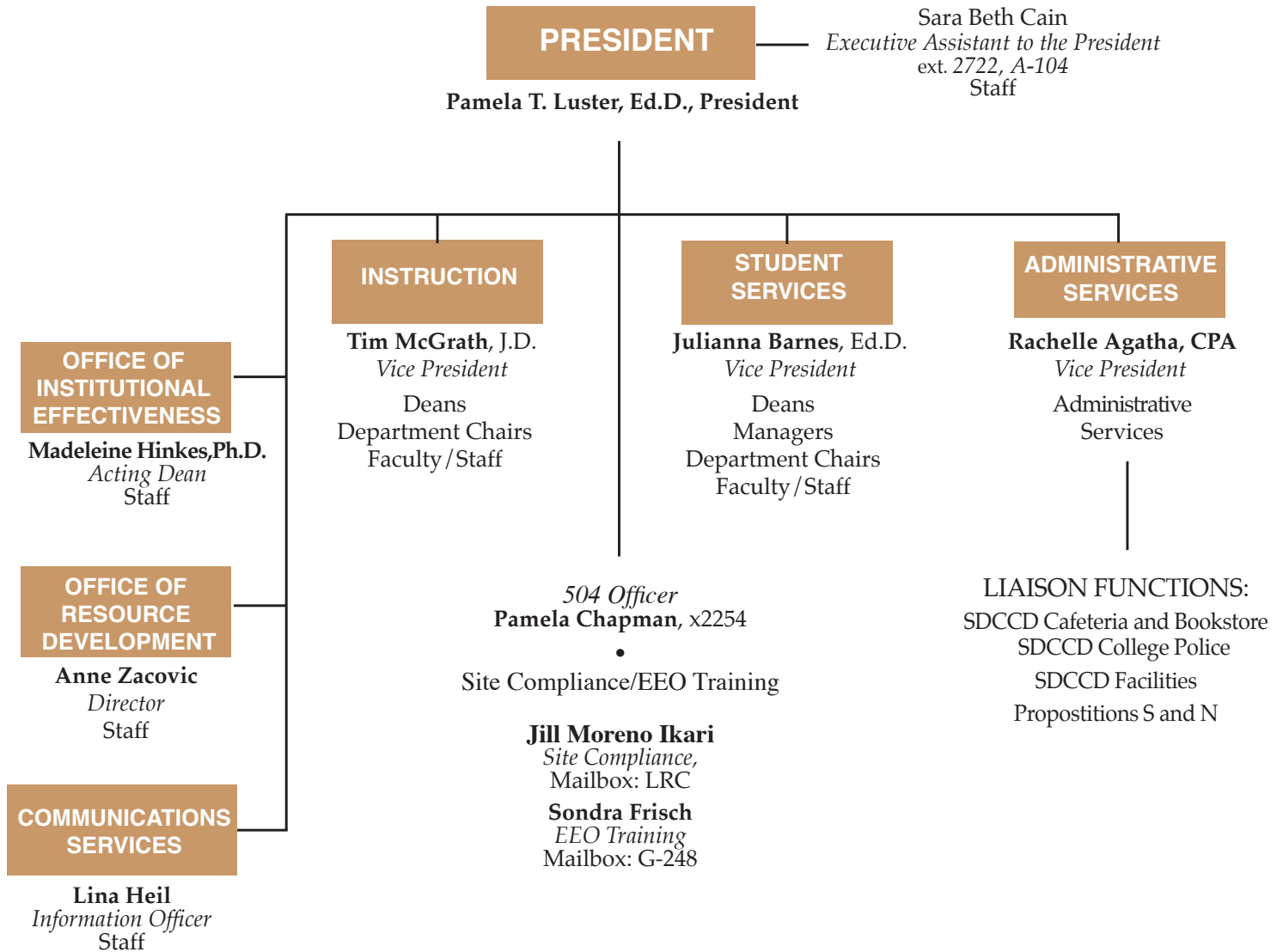
- 1: Deliver, advance, and support an inclusive teaching and learning environment that enables all students to achieve their educational goals.
- 2: Build and sustain a sense of community that extends across campus and constituencies, nurturing collaboration, learning, growth, and diversity.
- 3: Build and sustain pathways in support of the comprehensive community college mission.
- 4: Support innovation in our practices.
- 5: Support personal growth and professional development of our employees.
- 6: Serve as stewards of our resources and advance effective practices in support of accountability.

For the full Education Master Plan, Strategic Directions and Goals, please go to www.sdmesa.edu/institutional-effectiveness.

WE ARE *Mesa*

COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE ADMINISTRATIVE ORGANIZATION



COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE, OFFICE OF THE PRESIDENT

Pamela T. Luster, Ed.D., President



OFFICE OF THE PRESIDENT

Pamela T. Luster, Ed.D.,
President
Sara Beth Cain, ext. 2722
Executive Assistant
to the President
Room A-104
Jane Ponce, ext. 2721
Senior Clerical Assistant
Patricia Davila, ext. 2721
Clerical Assistant

OFFICE OF INSTITUTIONAL EFFECTIVENESS

Madeleine Hinkes, Ph.D.
Acting Dean,
Room A-109, ext. 2509
Brianna Hays, ext. 2319
Campus Based Researcher
Ginger Davis, ext. 2509
Senior Secretary

OFFICE OF RESOURCE DEVELOPMENT

Anne Zacovic, Director
Room A-104, ext. 2721



OFFICE OF COMMUNICATION SERVICES

Lina Heil,
Information Officer
Room A-110, ext. 2759
Carol Beilstein, ext. 2879
Graphic Artist/Photographer
Anabel Pulido, ext. 2356
Graphic Artist/Photographer



SAN DIEGO MESA COLLEGE FOUNDATION



The San Diego Mesa College Foundation was founded to support student success. Over the years, the Foundation has joined with faculty, staff, and other friends of Mesa College to create scholarships and other programs that directly benefit students. The Board of Directors has a dual focus for 2014-15 – to increase the support for student veterans, and to fund a scholarship for students who are close to completing their degrees. Please contact Anne Zacovic at 619.388.2285 or azacovic@sdccd.edu for more information.

BOARD OF DIRECTORS

Public Directors

Elizabeth Armstrong
Barbara Busch
Steve Cooke, President
Petar Krlev, Treasurer
Celeste Kupperbusch
Jeff Marston
Jerry Roxas
Jeremy Sanders, Vice President

College Directors

Kathy Fennessey, Secretary
Laurie Mackenzie
Tim McGrath
Associated Student Representative
Dr. Denise Rogers
Susan Topham

Ex-Officio Directors

Rachelle Agatha
Dr. Julianna Barnes
Lina Heil
Dr. Pam Luster

COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE INSTRUCTIONAL OPERATIONAL STRUCTURE

Tim McGrath, J.D., Vice President, Instruction



OFFICE OF INSTRUCTION

Tim McGrath, J.D.,
Vice President, Instruction
Room A-103
Mila Zagayanskiy, ext. 2755
Administrative Secretary

Brandon Terrell, ext. 2463/2755
Senior Clerical Assistant

Jeannette Leon
Clerical Assistant
ext. 2463, 2801

Arlis Svedberg,
Administrative Technician
J-107, ext. 2931

Steve Manzuk,
Evening Safety Coordinator
ext. 2631

Articulation

Juliette Parker,
Articulation Officer
ext. 2639; J-107

Claudia Cuz-Flores,
Sr. Clerical Assistant,
ext. 2639; J-107

SCHOOL OF BUSINESS AND TECHNOLOGY

Danene Brown, Ph.D., Dean
Susan Gregory, Sr. Secretary
ext. 2803; J-106

Business Administration

Mark Abajan, Chair
Tracy Tuttle, Asst. Chair

Accounting
Business
Economics
Fashion
Hospitality
Marketing
Real Estate

Digital Technology

Karen Owen, Chair
Computer Business Tech.
Geographic Information
Systems (GIS)
Multimedia
Web Development

Computer Science

Walter Duane Wesley, Chair
Computer Information Systems



SCHOOL OF SOCIAL/BEHAVIORAL SCIENCES AND MULTI-CULTURAL STUDIES

Charles A. Zappia, Ph.D., Dean
Denise Costa, Sr. Secretary
ext. 2801; SB304

Jeanette Leon
Clerical Assistant
ext. 2463, SB304

Architecture/Environmental Design

Ian Kay, Co-Chair
Holly Hodnick, Co-Chair
Architecture
Building Construction
Interior Design
Landscape Architecture

Behavioral Sciences

Madeleine Hinkes, Chair
Evan Adelson, Asst. Chair
Dina Miyoshi, Asst. Chair
Anthropology
Psychology
Sociology

Black Studies

Thekima Mayasa, Chair

Chicano Studies

Cesar Lopez, Chair

Social Sciences

John Crocitti, Chair
Donald Abbott, Asst. Chair
Geography
History
Philosophy
Political Science

Interdisciplinary Programs

American Indian Studies
Asian American Studies
Filipino Studies
Women's Studies



SCHOOL OF HUMANITIES

Andrew MacNeill, Ed.D., Dean
Carlota Vidrio, Sr. Secretary
Sue Saetia, Sr. Clerical Assistant
ext. 2797; G-201

Communication Studies

Kim Perigo, Chair

English

Jennifer Cost, Chair
John Gregg, Asst. Chair
Pianta, Asst. Chair

English
ESOL
Humanities
Journalism
UCSD English

Humanities Institute

Denise Rogers, Faculty Coordinator

Teacher Education

Laurie Lorence, Faculty Coordinator

Co-Curricular Programs

College Newspaper,
Janna Braun, Advisor

Honors Program

Leticia Lopez
Alison Primoza
Wendy Smith
Honors Coordinators

International Education

Leticia Lopez

Speech and Debate Team,

Kim Perigo, Linda Farnan,
Directors

Academic Skills Center (Tutoring)

Carol Sampaga,
Clerical Supervisor
ext. 2898; I4-203



COLLEGE ORGANIZATION

SCHOOL OF ARTS AND LANGUAGES

Leslie Shimazaki, Dean

Ruth San Filippo, Sr. Secretary, ext. 2873

Sue Saetia, Sr. Clerical Assistant ext. 2873; G-201

Art/Drama

Mario Lara, Co-Chair
Nate Betschart, Co-Chair

Languages

Leela Bingham, Chair

Jeff Berry, Co-Chair

Chinese	Latin
French	Russian
German	Spanish
Italian	Tagalog
Japanese	Vietnamese

Music

Momilami Ramstrum, Chair

Co-Curricular Programs

Art Gallery, Drama, Mesa College Gallery

Vocal and Instrumental Music

International Education



SCHOOL OF LEARNING RESOURCES AND TECHNOLOGY

David Fierro, InterimDean

Caterina Palestini, Sr. Secretary
ext. 2799; LRC 112

Learning Resource Center

Devin Milner, Chair

Center for Independent Learning

Paul Gomez, Supervisor
ext. 2520

Library & Audio Visual

Charlotta Robertson, Supervisor
ext. 2448

Academic Computing

Michael Davis, Supervisor
ext. 2510

Web Support

Steve Manczuk, Supervisor
ext. 2657

ADMINISTRATIVE COMPUTING

Provides computer and technology services and technical support for administrative and non classroom computing.

LRC, ext. 2615

Ken Einstein, Supervisor



SCHOOL OF MATHEMATICS AND NATURAL SCIENCES

Saeid Eidgahy, Ph.D., Dean

Mary I. Toste, Sr. Secretary
ext. 2795, MS-301

Accelerated College Program

Jarred Collins, Chair

Biology

Leslie Seiger, Chair
Anar Brahmabhatt, Chair

Chemistry

Rob Fremland, Chair

Mathematics

Terrie Teegarden, Chair

Ken Kuniyuki, Asst. Chair

Phyllis Meckstroth, Asst. Chair

Physical Sciences

Donald Barrie, Chair
Astronomy
Engineering
Geology
Physical Sciences
Physics



SCHOOL OF HEALTH SCIENCES/ PUBLIC SERVICE

Margie Fritch, Dean

Gloria Wilder, Sr. Secretary
ext. 2789; S-300

Virginia Enriquez
ext. 2647, S-300

Allied Health

Danielle Laura, Chair

Animal Health Technology

Dental Assisting

Health Information Technology

Medical Assisting

Physical Therapist Assistant

Radiologic Technology

American Sign Language

William Clary, Chair

American Sign Language Interpreter Training

Consumer Family Studies and Culinary Arts

Christine Dupraw, Chair

Child Development

Child Development

Center

Dietetic Service Supervisor Program

Nutrition

Culinary Arts/ Culinary Mgmt.

Work Experience

Gloria Wilder, Sr. Clerical Asst.
ext. 2789; S-300



SCHOOL OF EXERCISE SCIENCE/HEALTH EDUCATION AND ATHLETICS

Dave Evans, Dean, Athletic Director

Anita Lee, Sr. Secretary
Ida Stark, Clerical Asst.
ext. 2737; L-101

Physical Education

Jan Ellis, Chair

Kevin Hazlett, Asst. Chair

Todd Curran, Fitness Certification Coordinator

Lisa Williams, Lifeguard Coordinator

Dance, Health Education, Physical Ed., Fitness Certification

Intercollegiate Athletics

Dave Fager, Asst. Athletic Director

Kim Lester, Asst. Athletic Director

Kevin Hazlett, Asst. Athletic Director



COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE STUDENT SERVICES

Julianna Barnes, Ed.D., Vice President, Student Services



OFFICE OF STUDENT SERVICES

Julianna Barnes, Ed.D., Vice President, Student Services

Room I4-401 • ext. 2678 • Fax 5989

Trina Larson, Administrative Secretary

Disability Support Programs and Services (DSPS) ROOM/EXT.

(TTY 388-2409)

Jill Jansen, DSPS Coordinator, Chair, Counselor 2541

Faculty:

Erika Higginbotham, High Tech Center Instructor 2893

Dawn Stoll, DSPS Counselor 2780

Isaac Arguelles-Ibarra, DSPS Counselor 2780

Kari Crawford, DSPS Counselor 2780

Rebekah Corrales, DSPS Counselor 2780

Melissa Williams, Adjunct DSPS Counselor 2780

Corey Coons, Adjunct DSPS Counselor 2780

Support Staff:

Johanna Bodnar, Sr. Student Services Assistant 2780

Desiree Redulla, Sr. Clerical Assistant 2780

Pete Markall, HTC Instructional Assistant 2893

Extended Opportunity Programs and Services (EOPS) I4-309

Pedro Olvera, Counselor, Acting EOPS Director, Chair 2706

Counselors:

Nellie Dougherty 2706

Karen Geida - CARE Coordinator 2706

Adjunct Counselors:

Support Staff:

Lisa Naungayan, Student Assistance Tech. /EOPS 2706

Jackie Szitta, Student Assistance Tech. /EOPS 2706

Student Tutorial and Academic Resources (STAR) I4-308 2481

Marichu Magaña, Director, Counselor 2481

Andre Sanz, Adjunct Counselor 2481

Thuan Le, Student Assistance Tech. 2461

STUDENT AFFAIRS



Ashanti Hands, Ed.D., Dean I4-408

Kathy Fennessey, Senior Secretary 2699

Commencement, Campus Judicial Affairs, Posting/ Publicity, Policy 3100, Scholarship Program, Assoc. Students, Student Activities, Student Clubs

Support Staff:

Courtney Lee, Senior Student Services Asst. 2699

Financial Aid

Gilda Maldonado, Financial Aid Officer I4-107 2820

Maria del Pilar Ezeta, Student Services Supervisor I 2959

Guadalupe Bueno, SSA: Application F-L 2949

Cindy Conteras, SAT / FA: Packaging 2945

Skyler Dennon, SSSA: Federal Work Study 2952

Terri Galusha, SAT / FA: Pell Grant & Packaging A-E 2956

Randall Gambill, SAT / FA 2954

Florisel Guzman, SAT / FA 2948

Emmanouil Powell, SCA: Record Database Coord. 2947

Julissa Samano, SSA: CalGrant & Application R-Z 2950

Cathy Springs, SSA: Application A-E 2946

Natosha (Tosh) Susoeff, SAT / FA, Packaging F-K 2953

Barbara Young, CA 2951

Outreach and Community Relations I4-101

Genevieve Esguerra, Outreach Coordinator 2611

Karla Gutierrez, Student Services Assistant 2230

Student Health Services I4-209

Suzanne Khambata, Director, RN, MSN, FNP, CS 2774

Nancy Bromma, RN, MSN, FNP, CS, Assistant Professor 2774

Dawn Claphan, RN, MSN, FNP, CS, Adjunct 2774

Dulce Garcia, Health Services Tech 2774

Lisa George, RN, MSN, FNP, CS, Adjunct 2774

Linda Gibbins, MA, LCSW, Adjunct 2774

Rebecca Lee, MFT, MA, Adjunct 2774

Michelle McCurdy, RN, MSN, FNP, CS, Adjunct 2774

Sally Murdock, RN, MSN, FNP, CS, Pro Rata 2774

Adele Nicholas, RN, MSN, FNP, Adjunct 2774

Robin Perry, RN, BSN, Office Nurse, Adjunct 2774

Polly Rose, RN, BSN, Community Health Nurse, Adjunct 2557

Sue Schrader Hanes, MA, MFT, Counseling Advisor 2774

Lori Senini, RN, MSN, MBA, Adjunct 2774

Victoria Swartz, RN, MSN, FNP, Adjunct 2774

Mimi Vu, BPH, Health Services Tech 2774

Calvin Wong, MD, Adjunct 2774

COLLEGE ORGANIZATION

SCHOOL OF STUDENT DEVELOPMENT



Susan Topham, Dean I4-401
Angie Avila, Sr. Clerical Asst. 2896

Admissions/Records I4-102
 FAX 619-388-2960

Ivonne Alvarez, Student Services Supervisor II 2689

Admissions I4-102
Cheri Sawyer, Student Services Supervisor I 2687

James Arnegard, Senior Student Services Assistant, Prerequisites 2686
 Pahua Vang, Senior Student Services Assistant 2686
 Alma Godinez, Student Services Assistance, General 2686
 Sunny Jones, Student Services Assistant, General 2686
 Barbara Phipps, Student Services Assistant 2686
 Verifications, General
 Brunette Purdie, Student Services Assistant, General 2686
 Sibel Sahebamei, Student Services Assistant, General 2686
 Cathy Sullivan, Student Services Technician / 2684
 Special Admissions, Allied Health

ROOM/EXT.

Residency/International Students I4-102
Ivonne Alvarez, Admissions 2689
 Valerie Seals, Senior Student Services Assistant, Residency 2688
 Ebony Tyree, Senior Student Services Assistant 2688
 Helena Hubbard, Student Services Assistant 2688

Veterans and Records I4-102
LaWanda Foster, Student Services Supervisor I 2805
 Laura Rodriguez, Student Services Assistant, Records 2805
 Helen Dinh, Student Services Assistant,
 Transcripts/Records 2805
 Gwen Mitchell, Student Services Assistant 2805
 Grade Sheets / Roster Intake
 Grade Changes / Incompletes
 Gail Fedalizo, Sr. Student Services Assistant 2805

Assessment/Testing I4-201
Barbara Plandor, Student Services Supervisor I 2779
 Josh Taylor, Senior Student Services Assistant 2718

Counseling I4-303
Ailene Crakes, Department Chair 2720
 Barbara Plandor, Student Services Supervisor I 2779

Counselors:
 Gabriel Adona 2672
 Kristina Carson, MAAP 2672
 Irma Dagnino, Puente 2672
 Adrienne Aeria Dines, International Students 2672
 Shirley Flor 2672
 Guadalupe Gonzalez 2672
 Leroy Johnson, Transfer Center 2672
 Chris Kalck 2672
 Guillermo Marrujo 2672
 Laura Mathis 2672
 Kari Parker 2672
 Adam Erlenbusch 2672
 Cynthia Rico 2672
 Anthony Reuss 2672
 Judy Sundayo 2672
 Michael Temple, Mesa Academy 2672
 Ben Weaver 2672
 Kirsten Pogue-Cely 2672

Pro-rata Faculty:

Art Boyd 2672
 Eadie Richards 2672
 Jim Wales 2672

Adjunct Faculty:

Amber Alatorre 2672
 Ricki Block 2672
 Abdimalik Buul 2672
 Ron Dewse 2672
 Alison Do 2672
 Anne Hedekin 2672
 Kelly Corbiseno 2872
 Khrystyn Pamintuan 2672
 Nicholas Demeo 2672

Support Staff:

Kathy Archer, Student Services Assistant 2538
 Dawn McClelland, Student Services Assistant 2538
 Deborah Powell, Senior Student Services Assistant 2538
 Vacant, Student Services Assistant 2538
 Amanda Torres, Student Services Assistant 2538
 Damien Rosales, Senior Clerical Assistant 2538

ROOM/EXT.

Transfer, Evaluations and Career Center I4-306
Monica Romero, Supervisor 2781
 Patricia Roa, Senior Student Services Assistant – Transfer 2473
 Deborah (Dee) Salazar, Student Services Assistant – Evaluations 2680
 Danielle (Des) Short, Student Services Assistant – Career 2777
 Leroy Johnson, Transfer Center Coordinator 2413

STUDENT SERVICES CENTER



FIRST FLOOR

Accounting
 Admissions
 Veterans & Records
 Financial Aid
 Outreach

SECOND FLOOR

Academic Skills Center (Tutoring)
 Assessment / Testing
 Student Health Services

THIRD FLOOR

Counseling
 EOPS
 STAR
 Transfer Center
 Evaluations
 Career Center

FOURTH FLOOR

VP / Student Services
 Dean / Student Development
 Dean / Student Affairs
 Student Government
 DSPS
 Student Affairs



SAN DIEGO MESA COLLEGE ADMINISTRATIVE SERVICES

Rachelle Agatha, CPA, MBA, Vice President, Administrative Services

ADMINISTRATIVE SERVICES

Administrative Services' role is to provide leadership and assistance for the overall administrative functions of the college while coordinating with the San Diego Community College District in these areas. These functions include: business services, employment and payroll, student accounting, reprographics, mailroom, purchasing and stockroom, budget, financial planning and accounting, risk management, facilities planning and construction, maintenance of buildings and grounds. The department also coordinates with public safety, bookstore, cafeteria services, and the Mesa College Foundation.

SUPPORT STAFF

Taj Krumholz
Administrative Technician

TECH. AND TELEPHONE SUPPORT

Juan Ortega,
• Tech. Repair
• Telephone Repairs/
Services

G-240, ext. 2480

STOCKROOM

Provides limited supply services to faculty and staff, including receiving functions, inventory control, maintenance of charge-back system.

K-202, ext. 2761

Frank Fernandez,
Stockroom Supervisor

Jesse Reyes,
Stock Clerk

BUSINESS SERVICES

Monitors all aspects of the campus financial budgets to include grants, contracts and special funding.

Provides technical support to staff and faculty for:

- Purchasing/requisitions
- Charge backs
- Subscriptions
- Co-curricular
- Revolving cash fund
- Budget monitoring
- Conference and travel
- Foundation accounts

A-102, ext. 2771

Fax 619-388-2833

Erica (Patty) Garcia
Accounting Supervisor

Cesar Ochoa
Accounting Tech.

Marco Chavez,
Accounting Tech.

Linda Custer,
Accounting Tech.

EMPLOYMENT/ PAYROLL

Provides services related to the hiring process of faculty and staff, payroll processing, leave reporting and other related services. The office functions as the liaison between District Human Resources and Mesa College.

A-101, ext. 2746

Fax 619-388-2979

Lynn Lasko,
Sr. Office Manager

Classified Timekeepers

A-101, ext. 2746

Luisa Faló,
Administrative Tech.

Lillie Sherman,
Administrative Tech.

Certificated Timekeeping

A-101, ext. 2746

Aracely Bautista
Administrative Tech.

Cris Palmiter
Administrative Tech.

REPROGRAPHIC CENTER

The purpose of the Reprographic Department is to provide services to assist all faculty members in the preparation of instructional material in a timely and economic manner. Reprographics also coordinates mail services, printing services, voicemail, copier services, and other related faculty support services.

- Mail service
- Instructional Word Processing
- Printing Services
- Voice mail
- Faculty Support Services

K-203, ext. 2764

Penny Hedgecoth,
Reprographics/Mail
Services Supervisor

Jose Cabral,
Mail Clerk

Rocio Sandoval,
Lead Production Services
Assistant

Lygia Dela Cruz,
Production Services
Assistant

Leanne Kunkee,
Production Services
Assistant

Gianna Principato,
Production Services
Assistant

Telephone Operator-PBX

K-203, ext. 2600

Petra Montgomery,
Telephone Operator

STUDENT ACCOUNTING

Provides support to maintaining campus accounting records; supervises cashiering functions.

- Student fee collection
- Student refunds
- Fiduciary trust accounts
- Cashiering
- AS/ Clubs/ Agency/ Loan Accounts/ Scholarships

I4-106, ext. 2704

Lynn Ngoc Dang,
Accounting Supervisor

Robert Booth,
Sr. Account Clerk

Nicolas Johnson
Sr. Acct. Clerk

Sharon "Nikki" Smith
Senior Account Technician

Asress Ephrem,
Account Technician

Zod Schultz,
Sr. Account Clerk

Nathan Talo,
Sr. Account Clerk

Michelle West,
Sr. Account Clerk

Consuelo Porto y Taboada
Sr. Acct. Clerk

COLLEGE ORGANIZATION

SAN DIEGO MESA COLLEGE ADMINISTRATIVE PERSONNEL

President	Dr. Pamela T. Luster ext. 2721, Room A-104
Vice President, Instruction	Tim McGrath ext. 2755, Room A-103
Vice President, Student Services	Dr. Julianna Barnes ext. 2678, Room I4-401
Vice President, Administrative Services	Rachelle Agatha ext. 2990, Room A-102
Dean, Arts and Languages	Leslie I. Shimazaki ext. 2873, Room G-201
Dean, Social and Behavioral Sciences/ Multicultural Studies	Dr. Charles A. Zappia ext. 2801, Room A-111
Dean, Business & Technology	Danene Brown ext. 2803, Room J-106
Dean, Health Sciences/ Public Service	Margie Fritch ext. 2789, Room S-300
Dean, Humanities	Dr. Andrew MacNeill ext. 2797, Room G-201
Acting Dean, Institutional Effectiveness	Madeleine Hinkes ext. 2509, Room A-109
Dean, Math and Natural Sciences	Dr. Saeid Eidgahy ext. 2795, Room MS301
Interim Dean, Learning Resources & Technology	David Fierro ext. 2799, LRC-111
Dean, Exercise Science/ Health Education and Athletics	Dave Evans ext. 2737, Room L-101
Dean, Student Affairs	Dr. Ashanti Hands ext. 2699, Room I4-408
Dean, Student Development	Susan Topham ext. 2896, Room I4-401
Admissions and Records Director	Ivonne Alvarez ext. 2689, Room I4-102
Financial Aid Officer	Gilda Maldonado ext. 2820, Room 14-107
DSPS Coordinator	Jill Jansen ext. 2780, Room I4-405
Articulation Officer	Juliette Parker ext. 2639, Room A-110
Information Officer	Lina Heil ext. 2759, Room H-400

PRESIDENT'S CABINET

Pamela T. Luster	President
Tim McGrath	Vice President, Instruction
Julianna Barnes	Vice President, Student Services
Rachelle Agatha	Vice President, Administrative Services
Andrew MacNeill	Instructional Deans' Council Representative
Ashanti Hands	Student Services Dean Representative
Madeleine Hinkes	President, Academic Senate
Terry Kohlenberg	President-Elect, Academic Senate
Rob Fender	Vice President, Academic Senate
John Crocitti	Chair, Academic Affairs
Jennifer Cost	Chair of Chairs, Academic Affairs
Angela Liewen	President, Classified Senate
Michael McLaren	Vice President, Classified Senate
Jesus Esudero, IV	Associated Students President
Marcelo Masur	Associated Students Vice President

ACADEMIC SENATE EXECUTIVE COMMITTEE

Terry Kohlenberg	President
Rob Fremland	President-Elect
Donna Duchow	Vice President
Ken Kuniyuki	Treasurer
Becca Arnold	Academic Senate Secretary
Madeleine Hinkes	Senator-At Large #1
Vacant	Senator-at-Large #2
Jennifer Cost	Chair, Committee of Chairs
Guadalupe "Lupe" Gonzalez	Chair - Professional Development
Inna Kanevsky	Co-Chair of Academic Affairs
Michelle "Toni" Parsons	Co-Chair - Curriculum Review
Dina Miyoshi	Co-Chair - Program Review
Madeleine Hinkes	Immediate Past President
Sue Saetia	Academic Senate Recording Secretary



Terry Kohlenberg
President,
Academic Senate



Angela Liewen
President, Classified
Senate

CLASSIFIED SENATE OFFICERS

Angela Liewen	President
Michael McLaren	Vice President
Neil Bhatia	Treasurer
Amanda Z. Torres	Secretary
Joshua Taylor	Member at Large

COMMITTEES

ACADEMIC SENATE COMMITTEES

Academic Affairs
Asian Pacific American Studies
Curriculum Review
Honors
International Education
Program Review
Teacher and Reading Development Program
Women's Studies

Committee of Chairs
Career/Technical Educational Committee
Committee on Committees
Distance Education Committee
Elections
Executive Committee
LRC Liaison Committee
Professional Development Committee
Tenure and Promotion Review

AD HOC COMMITTEES

Contract Faculty Position Priorities
Facilities Master Plan
Distance Education

CAMPUS-WIDE SEARCH COMMITTEES

(as needed for faculty, staff and administrative vacancies)

CAMPUS-WIDE COMMITTEES

Academic Affairs Committee
Academic Review Committee
Basic Skills Success and Retention Committee
Budget Development Committee
Career Technical Education (CTE) - Perkins Committee
Catalog Committee
Commencement Committee
Crisis Response Committee
Curriculum Review Committee
Deans' Council
Diversity Committee
Environmental Stewardship
Facilities Planning Committee
Global Awareness Committee
Humanities Institute Advisory Committee
Information Technology Committee
Instructional Deans' Council
Matriculation Advisory Committee
Mesa College Marketing Advisory Committee
Mesa College Staff Development Committee (includes Flex and Classified Staff Development Subcommittees)
Planning and Institutional Effectiveness Committee (PIE)
President's Cabinet
Program Review Committee

Research Committee (Includes RERB)
Scholarship Committee
Site Safety Committee
Strategic Planning Committee
Student Services Council
Student Disciplinary/Grievance Committee
Transfer Memorandum of Understanding Committee

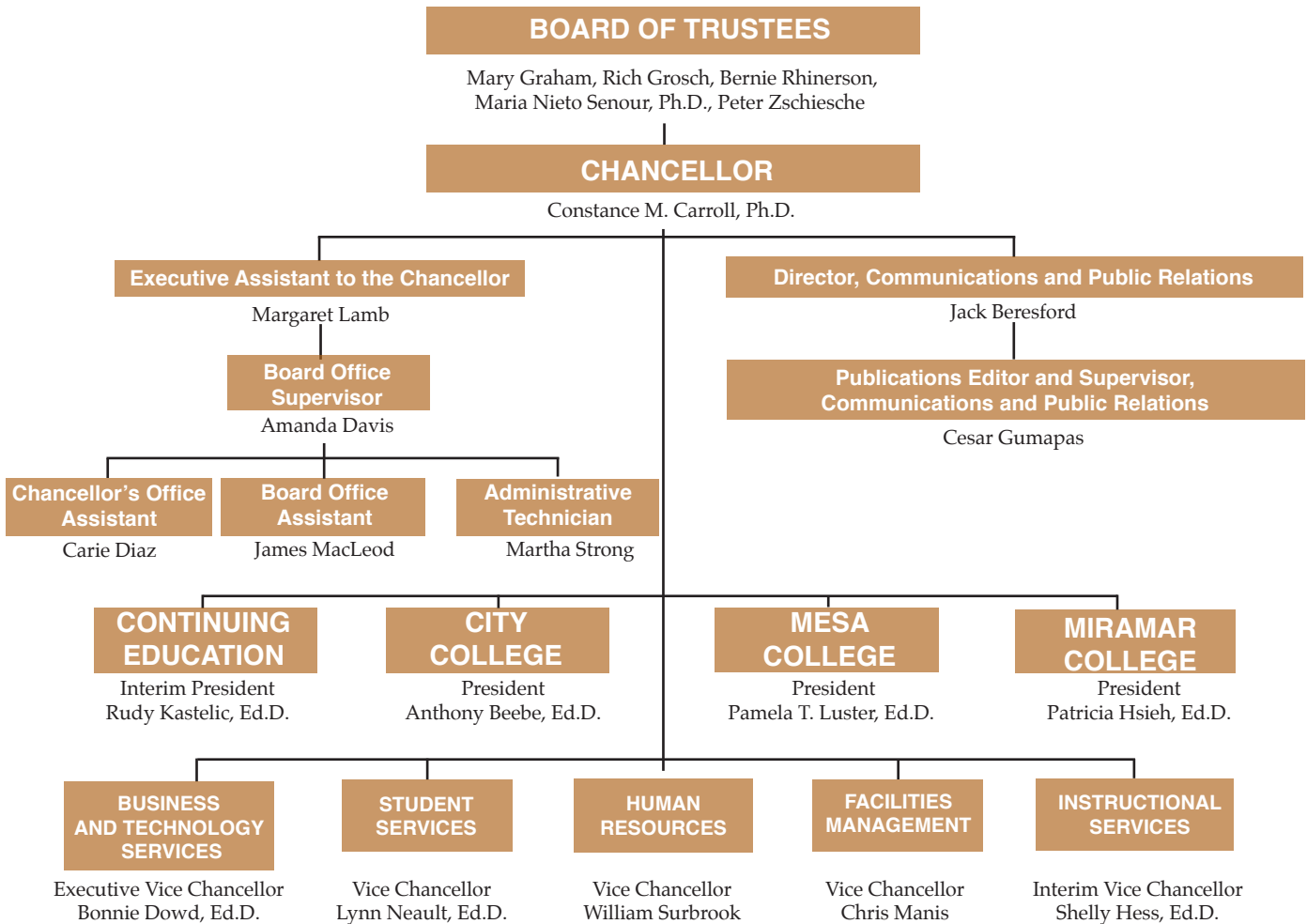
COMMITTEES WITH ASSOCIATED STUDENT MEMBERSHIP

Canyon Day
Commencement
Construction Oversight Committee
Festival of Colors
Mesa College Foundation
Mesa College Marketing Advisory Committee
Mesa Student Services Council
President's Cabinet
Program Review
Scholarship
Student Disciplinary Hearing
Student Grievance
Student Judicial Review
Welcome Week

DISTRICT-WIDE COMMITTEES

Academic Calendar Committee
Auxiliary Business Services Organization
Budget Development and Institutional Planning Committee on Academic Personnel (CAP)
C-Cert
Curriculum Instructional Council
Disaster Preparedness
Distance Education User Group
District Marketing and Outreach Committee
District Strategic Planning Committee/
Technical Working Committee
Educational Resource Development Task Force
Emergency Disaster Preparedness Committee
Faculty Professional Development Council
Faculty Service Area Commission
Humanities Institute Advisory Committee
International Education Task Force
Library Automation User Group
Regional Safety and Health
District Wide Research Committee
Student Services Council

SAN DIEGO COMMUNITY COLLEGE DISTRICT ADMINISTRATION



San Diego Community College District BOARD OF TRUSTEES

(back, left to right)
Peter Zschiesche, Rich Grosch, Mary Graham

(front, left to right)
Maria Nieto Senour, Ph.D.,
Chancellor Constance M. Carroll, Ph.D.,
Bernie Rhinerson

STUDENT SERVICES

ACCESS TO AND REVIEW OF

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, no individual, agency or organization shall have access to a student's records without the written consent of the student, with certain exceptions.

Student records will normally include documents filed for admission to the college, grade reports, permanent records of academic work completed, transcripts received from other schools and colleges, test scores, counseling information, correspondence, and petitions. These documents will normally include but not be limited to a student's name, address, telephone number, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, college major, and identification number.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with verified disabilities have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act, the ADAAA and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 4100, Section 1.10)

Faculty and staff are encouraged to refer students with disabilities and consult directly with Disability Support Programs and Services (DSPS) regarding any accommodation issues. It is recommended that students contact DSPS early for assistance and DSPS will work to meet the needs in a timely manner.

The DSPS department can provide support for proper use of academic accommodations, integrity of curriculum, confidentiality, and use of technology, (High Tech Center, LRC 135). If you are working with students who identify themselves as persons with disabilities, or if you have any questions, call the DSPS office at x2780 or view their website at www.sdmesa.edu/dsps

Service Animals - Procedure 3105.2

The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Procedure 3105.2) in compliance with state and federal law. To access the classroom with a service animal, students are required to contact DSPS, which must review and approve the issuance of SDCCD identification. This ID will allow students to access any non-public areas at their enrolled college with their service animal.

ATTENDANCE AND ACCOUNTING

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student's control.

Rules have been established by the Board of Trustees for management of class attendance:

Faculty shall maintain accurate attendance records.

- Faculty shall take and record attendance at each regularly scheduled class meeting up to the census date for census week and census day based classes.
- Faculty shall record the actual attendance hours for each class meeting for positive attendance classes.
- Any student absent from the first class meeting shall be dropped by the instructor.
- All rosters must be cleared of inactive enrollment as of the census date. Inactive enrollment is defined as: "No shows" or "Is no longer actively participating" such as students who have accumulated excessive unexcused absences.
- After the census date, it is the instructor's discretion to drop students who have accumulated excessive absences as stated in the course syllabus.
- Tardiness and/or leaving class early may be treated in the same manner as absences per the class syllabus.
- Final grades may be affected by attendance to the extent that the instructor has included attendance, noted as participation, in the "method by which the final grade is determined," and has provided this information in the class syllabus.
- Faculty may excuse absences when the absence results from illness, accident, other circumstances beyond the student's control, or participation in authorized professional or college activities.
- Faculty will determine if work missed during any absence can be made up.
- FOR VETERANS ONLY: To satisfy veteran reporting requirements, the Last Date of known activity in the class and the actual drop shall not exceed 22 calendar days.
- All drops (administrative, instructor or student initiated) shall be recorded in the same manner.
- It is the student's responsibility to drop all classes in which he/she is no longer participating. Students remaining in a class beyond the published withdrawal deadline

as stated in the class schedule will receive an evaluative letter grade.

- Faculty will include a statement in the syllabus that it is the student's responsibility to withdraw from a class after the drop deadline.
- It is the instructor's discretion to use excessive absences to drop a student after the drop deadline.
- Faculty will be required to enter the last date of known activity for all students enrolled in specified Federal programs.

For more information regarding class attendance policy, refer to the Attendance and Accounting Manual published each academic year.

COUNSELING

Academic counselors are available on campus to assist students with their educational, career, and personal counseling needs. Please refer students to the counseling office in 14-303.

REGISTRATION AND SERVICES

Reg-e Online Registration

<http://studentweb.sdccd.net>

Help Line (619) 388-2500

Reg-e Online Registration is a district-wide system that allows students to register for classes; add and drop; purchase parking permits and AS memberships; obtain class schedules; review fees owed and payment deadlines; and check their academic history. Grades are available to students by using eGrades.

Wait List - Students who attempt to register in a closed class have the option to place their name on a wait list. While the wait list does not guarantee priority enrollment, instructors are encouraged to adhere to the wait list when filling open seats.

STUDENT COMPLAINT PROCESS

Academic-Related Complaints

Student complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or grading criteria should be resolved by contacting the following persons in order: (1) instructor of the class; (2) department chair; (3) instructional dean; and (4) the vice-president of instruction.

Students with concerns/complaints about Academic Accommodations should contact Jill Moreno-Ikari, 504 Officer, x2254. See more at sdmesa.edu/dsps/adad-adjust.cfm. (Policy 3105)

For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Non-Academic and Miscellaneous Complaints

Student complaints about non-academic staff (e.g., in the bookstore or in student services offices) should be directed to the following persons in order: (1) The employee; (2) the employee's supervisor; (3) the supervisor's manager; and (4) the Dean of Student Affairs.

STUDENT HEALTH SERVICES

Health services are available to all students enrolled at Mesa College. A nurse practitioner is on duty daily. A medical doctor and Licensed Marriage Family Therapist or Licensed Clinical Social Worker are available by appointment only. Nurse practitioner and physician visits are free. Medical procedures and medications may also require a fee.

Health Services provides preventative and disease-focused medical care. This includes; general medical care, GYN and men's health care, laboratory and prescription services, TB tests, immunizations, blood pressure screening, physical exams, smoking cessation and weight management.

For more information call Student Health Services at ext. 2774.

STUDENT RIGHTS AND RESPONSIBILITIES:

The San Diego Community College District Policy 3100 outlines student rights, student responsibilities and the student code of conduct. It is published in the San Diego Mesa College Catalog and the Student Planning Guide.

Copies of the policy and procedures are also available in the Student Affairs Office located in I4-408. Questions or requests for additional information may be directed to the Office of the Dean of Student Affairs at ext. 2699.

Student Rights

San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:

- Freedom to an impartial, objective evaluation

of academic performance;

- Freedom of expression;
- Freedom from acts or threats of intimidation, harassment, or physical aggression;
- Freedom from the imposition of disciplinary sanctions without proper regard for due process;
- Freedom to take reasoned exception to data or views offered in any course of study and to reserve judgment about matters of opinion;
- Freedom to participate in the formation of policy affecting them;
- Freedom to petition to organize interest groups or join student associations;
- Freedom to invite speakers to make presentations on campus;
- Freedom to develop student publications;
- Freedom to receive appropriate accommodations for disabilities.

STUDENT CHEATING AND PLAGIARISM

Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events. Cheating and plagiarism are a violation of the student code of conduct.

STUDENT DISCIPLINARY PROCEDURES

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 3100, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally.

Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing.

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion.

For additional information, please contact the Office of Student Affairs, I4-408, 2699.

STAR TRIO

I4-308

ext. 2481

STAR is 100% funded by a U.S. Dept. of Education TRIO grant. STAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The goal of STAR is to increase the college retention and graduation rates of its participants and to facilitate the process of transition to the four-year university. Students must meet federal eligibility requirements to participate.

INSTRUCTION

ACADEMIC COMPUTING LABS

Academic Computing Labs are scheduled by the departments they support and are usually not available for other uses.

ADD CODES

Add codes provide a means for faculty to allow students to add their classes after the start of the semester. Add codes are assigned to students who wish to add the class and indicate that there is space available in the classroom for the student. An add code will not be valid for a student who does not meet the prerequisite for a class.

Instructors are expected to record the name and CSID of the student who is assigned a particular add code. The add code must be used by the student before the deadline for adding courses. Students must pay all tuition and fees by the date indicated on Reg-e or they will be dropped from the class roster. Instructors are asked to remind students of the add deadlines and the deadline for payment of tuition and fees. **Late add petitions are not accepted.**

ADJUNCT INSTRUCTOR ASSIGNMENTS

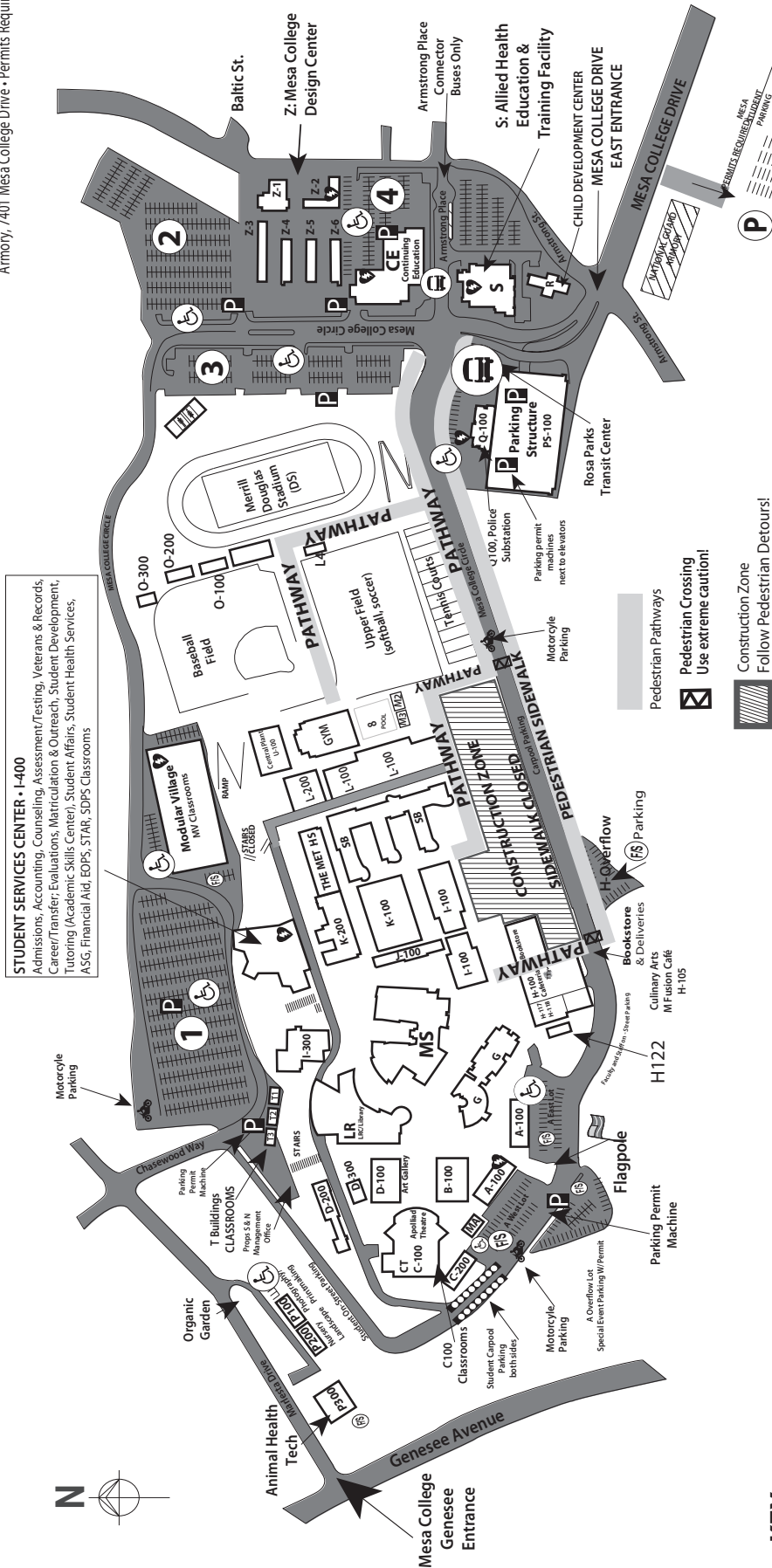
Adjunct instructor assignments may be made at any time between the establishment of the schedule of classes and the start of the semester or summer session. Once the assignments are made, and the Tentative Assignment Offer is signed, faculty may have only a short time to develop their syllabi, check with the bookstore to make sure there are enough text books in stock, and prepare for their classes.

SAN DIEGO MESA COLLEGE — Pedestrian Routes/Detours

7250 Mesa College Drive • San Diego, CA 92111-4998



Parking: Enforced first day of classes • No Grace Period
Additional Mesa College Student parking at National Guard Armory, 7401 Mesa College Drive • Permits Required.



KEY

<p>A-100 Administration, President, VP Instruction, VP Administrative Services Center for Institutional Effectiveness</p> <p>A-109 Communications Services Office</p> <p>B-100 Classrooms</p> <p>CE Continuing Ed/Classrooms</p> <p>CT/C100 Classrooms, Apollad Theatre</p> <p>C-200 Classrooms, Offices</p> <p>D-100 Fine Arts Classrooms</p> <p>D-200, D-300 Classrooms</p> <p>G-Bldg. Classrooms, Dean's Office, Mesa Press</p> <p>H-100 Cafeteria, Bookstore</p> <p>I-100 Classrooms</p> <p>I-300 Classrooms</p>	<p>I-400 STUDENT SERVICES CENTER</p> <p>VP Student Services, Admissions, Accounting, Counseling, Assessment/Testing, Veterans & Records, Career/Transfer/Evaluations, Matriculation & Outreach, Tutoring, Student Development, Student Affairs, Financial Aid, EOPS, STAR, DSPS, Classrooms, Campus Nurse, Health Services</p> <p>J-100 Classrooms</p> <p>K-100 Classrooms, Stockroom, Receiving, Mailroom, Reprographics</p>	<p>K-200 LRC</p> <p>L-100 Physical Education</p> <p>L-200 Handball, Racquetball, Wt. Rooms</p> <p>MA Math/Science Complex</p> <p>MV MODULAR VILLAGE Classrooms</p> <p>O-100, O-200 Facilities/Athletics Equipment</p> <p>O-300 Photography/Printmaking</p> <p>P-100 Organic Garden</p> <p>P-200 Animal Health Technology</p> <p>P-300 Police Substation</p> <p>PS-100 Parking Structure</p> <p>R Child Development Center</p>	<p>S Allied Health Education/ Training Facility</p> <p>SB Social & Behavioral Sciences</p> <p>T1, T2, T3 Temporary Classrooms</p> <p>U-100 Central Plant</p> <p>Z Mesa College Design Center: Classrooms</p> <p>PARKING 1, 2, 3, 4</p> <p>F/S Student Parking with Permit</p> <p>P Faculty/Staff Permit Parking</p> <p>Student Parking also available at National Guard Armory, 7401 Mesa College Drive (permits required)</p> <p>Student Carpool Parking (2 or more occupants)</p> <p>Parking Permit Machines: \$1 Hour/\$5 Daily; cash/coins only</p>	<p>Students with valid permits may utilize FLEX Parking spaces along Mesa College Circle west of the tennis courts after 4 p.m. (look for FLEX signs). Parking Permits are required 7 a.m. to 10 p.m., Mon.-Fri. See sdmesa.edu/parking. Permits are not required Saturday, Sunday, or SDCCD holidays.</p> <p>Motorcycle Parking TTY Phone: near cafeteria MTS Bus Stop, Routes 41, 44 HCADA Parking AED - automated External Defibrillators Stairway</p>	<p>ATHLETIC FACILITIES</p> <p>M1, M2, M3 Gym</p> <p>4 Baseball Field</p> <p>DS Merrill Douglas Stadium</p> <p>7 Tennis Courts</p> <p>8 Swimming Pool</p> <p>10 Upper Field (soccer/softball)</p> <p>Police Escort Service 619-388-6405</p> <p>Parking: Enforced first day of classes • No Grace Period Additional Mesa College Student parking at National Guard Armory, 7401 Mesa College Drive • Permits Required.</p>
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GENERAL INFORMATION

CRISIS RESPONSE FORMAT



CRISIS RESPONSE PROCEDURES

EXAMPLE/DEFINITIONS		INITIAL RESPONDERS	BACKUP
SEXUAL ASSAULT	Rape Sexual battery	College Police	Counselor Administrator
NON-SEXUAL ASSAULT	Battery Fist fight	College Police	Administrator Counselor
ALCOHOL RELATED CASES	Drunkenness	College Police	Administrator Counselor
DRUG RELATED CASES	Possession Use of marijuana / drugs	College Police	Administrator Counselor Medical personnel
VEHICULAR ACCIDENTS	Collision	College Police	Counselor Administrator Medical personnel
DISASTER SITUATIONS	Fire Chemical spills Arson Bomb threats	College Police	Administrator Medical personnel Counselor
DISTURBANCES	Psychological cases Suicidal ideation, attempts or suicide	College Police Counselor	Medical personnel Administrator
	Phone threats	College Police	Counselor
HATE CRIMES	Hate literature, graffiti, anti-Semitic, anti abortion, anti homosexual	College Police	Administrator Medical personnel Counselor
OTHER INJURIES	Minor injuries	College Police	Medical personnel Counselor
	Serious injuries	College Police	Medical personnel Administrator
MISC. INAPPROPRIATE	Stalking / Indecent exposure	College Police	Administrator

CURRICULUM **APPROVAL PROCEDURES**

Faculty interested in initiating program change requests or developing new course proposals, including proposals for Honors courses, should begin the process by contacting their department chairs and the Academic Senate office for referral to the chair of the Curriculum committee.

DISRUPTIVE **STUDENT BEHAVIOR**

Disruptive behavior includes behavior which interferes with the legitimate instructional, administrative, or service functions of the college. However, at the point behavior threatens the personal safety of a student, faculty, or staff person, such behavior is classified as a crisis and will necessitate a call to Mesa College Police Dispatch 619-388-6405. (x2749 Mesa Only or TTY 388-6419).

In identifying disruptive behavior, one should not be confused with the students' right to express their differing opinions, a right fundamental to their academic freedom.

Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/disruption as well as the number of times that a student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into consideration the impact the disruption(s) has/have on students as well as on himself/herself. An instructor's tolerance level may be greater than that of his/her students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s) in identifying behavior disruptive to others.

Prevention

It is recommended that the syllabus define standards of conduct in the classroom. Thoroughly review with your students your behavioral expectations for the class.

Instructors must familiarize themselves with locations and phone numbers (extensions) of the closest source of help (closest phone, Department Chair, School Dean) prior to the start of each semester, in order to prepare themselves on how to respond, if needed.

Recommended Actions

Ask the student to discontinue the disruptive behavior. (Cases involving academic

dishonesty should be directed to the attention of the School Dean.)

If the behavior continues, issue a verbal warning to the student. For example, say something like this: "If the behavior continues, you will not be allowed to remain in class for the day of the offense and the following class period."

In the event the behavior continues, remove the student from the class period and the following class period. Immediately after class, consult with the dean of Student Affairs and the Department Dean to notify them of the situation by completing a "Removal of Disruptive Students Faculty/Staff Incident" form. Submit the original form to the Dean of Student Affairs and a copy to the School Dean.

If the student returns and repeats the unacceptable behavior, the student should be referred to the dean of Student Affairs or the School Dean prior to returning to class.

If in any of the above steps, the student becomes abusive or refuses to leave the class, call College Police at 619-388-6405. In addition, contact the Dean of Student Affairs and School Dean. Document the event. Have the police officer file a report. The School Dean will contact the Dean of Student Affairs regarding further action upon return of student.

For more information, please contact the Dean of Student Affairs in 14-408 (ext. 2699)

FIELD TRIPS

SDCCD for 3120.2, Request/Authorization to conduct Off-Campus Student Activity must be completed and submitted to the appropriate dean at least two class sessions in advance of the activity. If overnight or outside California, prior Board approval is required. See Policy 3120 for further detail.

FINAL EXAMINATIONS

Final examinations for evening classes should be given during the last class session. However, if an evening instructor schedules the final examination prior to the last week of the semester, the last class session should be used to review examination results or to cover additional academic information. Please note that evening classes may not be dismissed during the last week of the semester.

It is important to follow the above procedures for administering final examinations. We are responsible for fulfilling the college's legal obligations under the academic calendar, which requires us to offer sufficient days of instruction.

FACULTY RIGHTS AND RESPONSIBILITIES

San Diego Mesa College Academic Senate Statement of Instructor Rights and Responsibilities

An instructor's primary right and responsibility is to teach. All other rights and responsibilities are grounded in the instructor's role as teacher. Instructors have the right to expect an academic environment free from interference with the teaching and learning process. Also, instructors have the responsibility to avoid any conduct that would interfere with teaching or learning.

1.1. Instructors have the right to free intellectual inquiry and discussion.

1.2. Instructors have the responsibility to design their individual courses within the guidelines of the official course outline.

1.3. Instructors have the responsibility to inform students, through a syllabus at the beginning of the semester, about the course and its requirements and grading and attendance policies.

1.4. Instructors have the right to select textbooks and teaching materials within the guidelines of the official course outline.

1.5. Instructors have the right and responsibility to maintain academic standards.

1.6. Instructors have the responsibility to conduct classes at the assigned times and adhere to their on-campus schedules.

1.7. Instructors have the right to have corrected, any physical plant conditions that may threaten the safety of students or staff or impede the teaching and learning processes.

1.8. Instructors have the right and responsibility to maintain appropriate student behavior in the classroom and to discourage disruptive behavior.

1.9. Instructors have the right and responsibility to foster honest academic conduct and to minimize the potential for misconduct.

1.10. Instructors have the responsibility to make reasonable academic accommodations for students with disabilities.

1.11. Instructors have the exclusive right to authorize a grade change to a student record, except in situations of mistake, fraud, incompetence or bad faith (Title 5, Section 55760).

1.12. Instructors have the right and responsibility to base their evaluations of students solely on the quality of the student's work within the guidelines of the syllabus

1.13. Instructors have the right and

responsibility to engage in professional development.

In Assembly Bill 1725, California's legislature and governor officially recognized that Community College instructors, as discipline experts, must play a central role in the governance of their institutions. Instructors have the right and responsibility to participate in policy and procedure development within their department, college and district.

2.1. Instructors have the right and responsibility to participate in the hiring, evaluation, promotion and tenure review processes.

2.2. Instructors have the right and responsibility to participate in curriculum development.

2.3. Instructors have the right and responsibility to participate in the development and implementation of sabbatical leave and professional growth policies and procedures.

2.4. Instructors have the right and responsibility to participate in departmental, college and district committees.

2.5. Instructors have the responsibility to adhere to departmental, college and district policies and procedures.

While instructors are, first and foremost, teachers, they are also employees whose salaries are paid by all Californians. Instructors have the responsibility to conduct themselves as conscientious employees. And, instructors have a right to the respect and fair and official course outline treatment that are due any worker.

3.1. Instructors have the right to engage in all Constitutionally protected activities, including participating in the political process.

3.2. Instructors have the right to pursue subsidiary interests, so long as these interests do not compromise the ability to fulfill their professional responsibilities.

3.3. Instructors have the responsibility not to exploit students in any way, including, but not limited to, sexually or financially.

3.4. Instructors have the right to be free from acts or threats of harassment, intimidation, insult, mockery, physical aggression, and or assault.

3.5. Instructors have the responsibility not to discriminate against or harass students, colleagues, staff or administrators.

3.6. Instructors have the responsibility to avoid engaging in disorderly, lewd, indecent or obscene conduct or habitual profanity or vulgarity.

3.7. Instructors have the right to expect that both formal and informal mechanisms be in place for mediation or arbitration of conflicts between faculty and all members of the campus community.

Employees' Rights

Article IV—Employee Rights (Employee Handbook)

4.3.1 Employees shall be free from acts or threats of intimidation, and physical or verbal discrimination, harassment or aggression.

4.3.2 Employees shall be encouraged to participate in the formation of policy affecting them.

GRADES SUBMISSION

Faculty must submit their grades online within the published designated time frame, as specified on the memo attached to the opening day roster provided by the Admissions Office. District Office Records Staff will provide immediate and ongoing status of grade non-submittals directly to the College President, VPI, and appropriate Dean. Recognizing that timely grade reporting is critical to students in a number of cases, VPIs will initiate a progressive discipline process for grades not submitted on time.

GRANT PROPOSALS

Faculty and staff are encouraged to use their creativity in seeking external funding by developing grant proposals. The grant concept should be shared with the dean as soon as possible. A form to seek external funding is available from the vice presidents and deans. Information about funding sources and assistance in writing a proposal can be obtained from the college grants coordinator.

GUEST SPEAKERS

To request approval of guest speaker, contact your dean's office for the appropriate form.

LEARNING RESOURCE CENTER (LRC)

Library, Audiovisual Department and Center for Independent Learning

The four-story Learning Resource Center (LRC) consists of the Library (Floors 1 and 3); the Audiovisual Department (Floor 4); and the Center for Independent Learning (Floor 4). The office of the Dean of Learning Resources and Information Technology is located on the 1st floor, room number LRC 111.

Library

LRC, Floors 1 and 3, ext. 2696

<http://sdmesa.edu/library>

The library offers a wide variety of print and computerized sources of information, and its staff assists students in accessing and utilizing these resources. There are also facilities for large and small group study, individual study, and library instruction for Mesa College classes.

Instructors should contact Alison Steinberg at ext. 2938 to sign up their class(es) for a library instruction session.

The library's resources and facilities include:

- Reference and circulating books; periodicals; Course Reserve Collection (at Checkout Counter); online periodical and reference databases; Internet access
- Career Collection (college catalogs and information on jobs, colleges and careers)
- ESL Collection
- 24/7 Live Chat Reference Service
- Computerized workstations with adaptive software to access library catalog, databases and the Internet
- Photocopiers and laser printers for computerized databases (includes a page charge)
- Microfiche/ microfilm readers and printers

Audiovisual Services

LRC, 4th Floor; ext. 2690

The Audiovisual Department provides faculty with audiovisual equipment and materials for classroom use. It also offers guidance and production assistance to students and faculty who are preparing audiovisual materials for classroom presentations. Students may also use the Audiovisual Department's materials and equipment in their classroom with their instructor's written permission. The department also provides support for the purchase, usage, maintenance and troubleshooting of classroom audiovisual/ computing equipment.

The Audiovisual Department's resources, services, and facilities include:

- Videotapes, DVDs, CD's and streaming video.
- Video reference services to identify videos for purchase by faculty
- Access to the Consortium's Video Library
- Wide range of audiovisual and computer equipment for classroom use
- Listening, viewing, and production booths (including video) for faculty and students.
- Audiovisual support for campus events.
- Laminating services *
- Graphic production of signs and posters *
- Digital image production and printing *
- Video production for faculty *

* A materials fee is charged for these services

Center for Independent Learning

LRC, Floor 4; 2769

The Center for Independent Learning (CIL) provides students with workstations and a computerized network of classroom-related software for individualized learning. These instructional materials are designed to improve academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. CIL materials, services and facilities include:

- Student computer lab with numerous networked instructional programs
- Over 130 workstations
- Internet access, word processing, spreadsheets, computer graphics
- Wi-Fi Access
- Scanners, printers and photo copiers.

LANGUAGE CENTER

2nd floor, library, ext. 7906

The Language Center offers students state-of-the-art, computer based language acquisition tools. From individual stations, students are able to access digital audio and video material, interactive multimedia programs and the Internet.

PROGRAM REVIEW

Program Review is an established process that now serves as the vehicle through which the College's integrated planning, evaluation, and resource allocation efforts are accomplished. Program Review consists of a three year cycle, beginning with a comprehensive review in year one, followed by updates in years two and three. The President's Office and all areas of Instruction, Student Services, and Administrative Services participate in program review.

The Program Review Committee reports directly to President's Cabinet. The committee is comprised of faculty, staff, and administrators, with each member serving in a liaison capacity to three lead writers. Liaison responsibilities include peer support during the research and writing of the program review and evaluation of the final product. Components of the program review include program or service area-level overview of instruction or services, compliance with state and federal laws in terms of curriculum and services, data analysis, including disaggregated data where appropriate, analysis of strengths and challenges, summary of student learning outcomes assessment, identification of vision and goals, statement of needs, and follow up on outcomes of planned interventions or actions funded through

requests in previous program reviews. Requests for resources are included within the program review and are provided to the College's three resource prioritizing committees for analysis and ranking purposes. At the conclusion of the Program Review / Integrated Planning Cycle, the following reports or documents are submitted to President's Cabinet for recommendation to the President and final decision making: summary report of all program reviews and a prioritized list of requests for each of the resource areas, including supplies and equipment, faculty, and classified staff.

Program Review is a collaborative process with extensive dialogue, formal training, peer support, and transparent decision making. The Program Review Committee establishes and publishes a comprehensive timeline for program review and the prioritizing committees, conducts training, maintains a website with support materials, and communicates regularly to all campus constituents regarding program review and prioritizing committee activities and processes. For additional information regarding program, contact the Office of Institutional Effectiveness at ext. 2509.

SCHOLARSHIPS FOR CLASSIFIED STAFF

The San Diego Mesa College Foundation offers scholarships for classified staff. Scholarship applications and details can be obtained in the Student Affairs Office, ext. 2699.

STAFF DEVELOPMENT

There are a number of professional development and professional growth opportunities for faculty and classified staff. Please refer to your specific Collective Bargaining Unit Agreement for details. Some opportunities require specific forms.

Staff development activities are organized and/or funded by a college-wide, shared governance committee. This group meets regularly to review request for funding in the following areas:

- Conference and travel
- RFPs for retreats, seminars, training, etc.
- Classified staff scholarships
- Flexible calendar activities

The Flex Days office is located in LRC 434.
Phone: ext. 2799

SYLLABUS

The course syllabus describes how an individual instructor will carry out the course outline with his/her students. It is the syllabus which describes class-specific assignments, instructional methods, evaluation procedures, texts and materials. In addition, the syllabus may go beyond the official course outline in terms of both topics and methods. In short, individual instructors have the freedom to create assignments and employ any instructional methodology as long as they cover the content and objectives of the Course Outline of Record. For more specific information and guidelines for developing the course syllabus, please refer to "Requirements and Recommendations for Class Syllabi" (Dean). In addition, faculty may wish to ask their department chairs for guidance in developing their syllabus and for sample syllabi from their colleagues in the department

TUTORING SERVICES

Mesa College provides comprehensive tutoring services to students. The tutoring programs work together to help meet the wide array of student learning needs. The tutoring centers provide peer tutors and brings resources that help students to achieve his/her educational objectives.

Academic Skills Center (Tutoring)

I4-203 ext. 2898

The Mesa College Academic Skills Center provides free tutoring in math, writing and selected subjects for all Mesa College classes. Tutoring is available on a walk-in basis. Tutoring is provided by trained peer tutors and volunteers. A schedule of subjects tutored is available in the Center. The service is free for all Mesa College classes and is available on a first-come, first-served basis. For additional information please call the Mesa College Academic Skills Center.

The Bridging Lab

I4-203 ext. 2869

The Bridging Lab provides walk-in instruction for English, ESOL and basic mathematics, as well as test preparation for the TOEFL and GED. Computers are available for learning tutorials as well as for preparing term papers. The Bridging Lab is open to all students. Students are served on a first-come, first-served basis.

ADMINISTRATIVE SERVICES

STAR TRIO

I4-308

ext. 2481

STAR is 100% funded by a U.S. Dept. of Education TRIO grant. STAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The goal of STAR is to increase the college retention and graduation rates of its participants and to facilitate the process of transition to the four-year university. Students must meet federal eligibility requirements to participate.

ADMINISTRATIVE SERVICES

ADDRESS/NAME CHANGE

Promptly report any change of address, name, phone or other significant contact information via completion of a Payroll Addressor Name Change Notice form, available on the District website or from the Business Office. If you have WebAdvisor, you will also need to update your information online.

BOOKSTORE (H110)

Bookstore hours are available at www.bookstore.sdccd.edu/mesa. Extended hours are available during the beginning of the semester and other events. The campus store provides printed and digital materials requested by faculty members.

CAFETERIA SERVICES

There are several Café locations on the Mesa campus. Hours are sent out each term via email.

CLASSIFICATION

Classifications and job descriptions are generally described in the District Policy as well as on the SDCCD Human Resources web site. Employee agreements negotiated between the respective bargaining units and meet & confer groups and the SDCCD, describe working conditions, work load, benefits, etc. Please refer to the above respective agreements for specific personnel information, or call the Mesa Employment/Payroll Office at ext. 2746.

COLLEGE POLICE BUSINESS OFFICE (Q-100)

Any time a police officer is required, faculty and staff should contact College Police Dispatch at (619) 388-6405 and an officer will be dispatched to your location.

CONSENSUAL RELATIONSHIPS

BP 4120 Consensual Relationships, prohibits faculty from entering into a consensual relationship with a student under the employee's authority. Situations of authority include, but are not limited to: teaching; counseling; recommending employment of a student for an hourly work experience or other non-academic position; exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student. In addition, faculty should discourage a student with whom he/she has had a consensual relationship from enrolling in a course the employee is teaching, or seeking other District-related services from the faculty. <http://www.sdccd.edu/docs/policies/Human%20Resources/BP%204120.pdf>

ELECTRONIC MAIL (E-MAIL)

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy reflects these principles within the context of the District's legal and other obligations. This policy can be found on the District website on the policy page (<http://www.sdccd.edu/public/district/policies/>).

FACILITIES SERVICES, (J108)

Facilities services can be contacted at 619-388-2814.

KEYS/ALARM CODES

Key request forms may be obtained from your school dean, Business Office or College Police. The request must be approved by the immediate supervisor/dean and forwarded to the Business Office. Instructors will be notified via email or campus mailboxes when keys/codes are available. Once notified, keys can be picked up in the College Police Office, Q100

LEAVES

Please refer to your specific Collective Bargaining Unit Agreement for details. Some leaves require prior approval from your supervisor/administrator in addition to adequate time of notification. All leaves require a completed form with your signature and your supervisor/dean's signature within the timeframe indicated in your specific Collective Bargaining Unit Agreement.

MAIL SERVICES

All mail services are provided in K-203, by the Reprographics/Mail Services Department. Bulk mail service can also be provided if arrangements are made with the supervisor of the Reprographic Department.

All US Mail must be received in the mailroom by 12:15 pm to meet the USPS pick-up deadlines. You must write your department name on the upper left portion of your envelope along with a return address, otherwise your mail will have to be opened to determine which department to charge for postage.

Mailbox questions should be directed to Reprographics at ext. 2764

PARKING

Staff and faculty must have a parking permit for all lots and areas at Mesa College. Important parking information can be found on the Business Services webpage <http://www.sdmesa.edu/about-mesa/institution/administrative-services/parking/>. Obtain a temporary SDCCD parking permit from the College Police Business Office, Q100. This valid parking permit must be displayed in/on the vehicle. Information/applications for parking permits are available in the College Police Business Office, Q100. Request for Parking Permit forms are available in the Business Office and deans' offices and are processed in approximately two weeks. Follow up with the College Police Business Office after two weeks.

PAY RATE

If you have questions regarding your pay rate, contact Human Resources, Classification/Compensation Department, District Office, Room 330; Phone: 619-388-6576.

ADMINISTRATIVE SERVICES

PAY CYCLE AND TIME CARDS

If you have any questions regarding your timesheet(s), pay cycle or direct deposit, please contact Employment Services at ext. 2746.

PHONE

Any problems with telephone instruments or lines should be communicated to Telephone Repair Services at ext. 2480.

PROHIBITION OF DISCRIMINATION AND HARASSMENT IN THE ACADEMIC SETTING

The District prohibits illegal discrimination. District policy provides "No person shall be unlawfully subjected to discrimination or denied full and equal access to, or the benefits of, district programs or activities on the basis of ethnicity, national origin, religion, age, sex, gender identity, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics." BP 3410 Nondiscrimination. <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf>

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, and District policy and will not be tolerated. BP 3430 Prohibition of Harassment provides: "The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: ethnicity, national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical disability or mental disability of any person, or because he or she is perceived to have one or more of the foregoing characteristics." <http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf>

If you would like to take an online training program regarding Sexual Harassment Prevention, you may access at <http://sdccd.keenan.safecolleges.com/>. Simply enter your complete District e-mail address or the e-mail address you have provided as your contract address in order to access the training.

PROPERTY DAMAGE, INSTRUCTOR OR STUDENT

Any damage to personal property, to college property or to property at one of the satellite locations should be reported as soon as possible to College Police. To make a report, call College Police Dispatch at ext. 6405 (619-388-6405). The report should state what was damaged, how it was damaged, who caused the damage if known, and how much occurred. Contact Dispatch if you see any crime in progress.

REPROGRAPHICS CENTER

The Reprographics Department is located in K-203 and provides the following services to faculty and staff: digital printing, stapling, collating, coil binding, cutting, padding, graphic design, color printing, Adjunct Faculty voice mail and many more services.

REVOLVING CASH

Reimbursement from the Revolving Cash Fund account is subject to procedure AP 6300.10 established by the District. Revolving Cash information can be found on the Mesa College website under Business Services <http://www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/rcf/>.

SMOKING POLICY

Mesa College became a non-smoking campus effective October 1, 2012. For the complete District Smoking Policy, please reference Administrative Procedure AP 0505.02 – SMOKE AND TOBACCO-FREE DISTRICT PROPERTY ENFORCEMENT which can be found at <http://www.sdccd.edu/public/district/policies/>

STOCKROOM (Supplies)

The stockroom is located at K202 at ext. 2761. The stockroom provides supply services to faculty and staff, including receiving functions, inventory control, and maintenance of charge-back system.

STUDENT ACCOUNTING

The Student Accounting Office provides the financial piece of the registration process. It does so as streamlined and problem free as possible so students can concentrate on achieving their educational goal. They also provide accounting support to the Associated Student Government and other Fiduciary Fund accounts. These accounts provide various funding sources to help to enrich student life.

SUBSTITUTES

All substitutes must meet established District requirements. Hourly substitutes must be approved by the Dean's office. For questions, contact your Dean or the Mesa Employment office at xt2746.

TRAVEL AND MILEAGE

Travel and local mileage information can be found at: <http://www.sdmesa.edu/about-mesa/institution/administrative-services/business-services/tr/>. Also refer to Board Policy 6310 Travel. Prior approval by the appropriate administrator must be obtained and the necessary travel request forms must be processed through the Business Office (A102).

TUITION REIMBURSEMENT FOR CLASSIFIED STAFF

Tuition reimbursement may be available to support continued education. For forms and inquiries, please refer to the respective bargaining agreement/handbook, your immediate supervisor, the Mesa Employment/ Payroll Office (x 2746) or the District department listed above (x 6373).

VOICE MAIL

Voice mail is available for all tenured/tenure-track faculty members and departments. It is important to check your voice mail messages frequently, particularly in the first few weeks of the semester. Voice mail is often the only way students are able to contact their instructors directly, and they rely on the faculty to respond in a timely manner. The District Phone Directory offers instructions in the use of the Voice Mail system. If you need any assistance, contact Penny Hedgcock in the Reprographics Center, ext. 2764.

GENERAL INFORMATION

CHILDREN IN CLASSROOM/WORK SITE POLICY

No children are allowed in any classroom or work site. Children are allowed in the LRC under supervision of their parent/guardian, and no children may be left unattended on the campus.

COMMERCIAL ADVERTISING IN CLASSROOM POLICY

Posting or distribution of commercial literature of any kind is prohibited in classrooms. (District Policy 3925)

DRUG-FREE WORKPLACE POLICY

It is the intent of the Board of Trustees of the District to establish and maintain a drug-free work place. District policy 4115 shall be applicable to all activities of the District which are under the trusteeship of the Board. Further, this policy shall be liberally construed to satisfy the requirements of the DRUG-FREE WORK PLACE ACT OF 1988, 41, U.S.C. 403(8), requiring federal grant recipient's certification to provide a drug-free work environment.

EMERGENCY PROCEDURES

For life threatening emergencies, dial 9-911. After completing the first call, notify College Police at ext. 6405.

EQUAL OPPORTUNITY EMPLOYMENT & DIVERSITY

The San Diego Community College District is committed to equal opportunity in educational programs, employment and access to institutional programs and activities.

EQUIPMENT AND FACILITIES REPAIRS

All equipment and facilities repair request must be entered into the work order system. To initiate a Facilities Work Order go to <https://dl.megamation.com/SDCC.htm>. You may also call Facilities Services (J-108) at ext. 2814.

FACULTY WORK CENTER

There is a Faculty Work Center in K108A. There is also a work center/LAB in LRC-422/423 with many services available:

- Internet
- iMacs and PC's

- Office Applications
- Scanning/Printing (b/w & color)
- Camtasia Studio-screen capture and
- Captioning
- CIL Personal Video Studio
- One-on-one assistance by Instructional
- Technology faculty member
- Building-wide Wi-Fi

INTERNET

Students can access the Internet on selected computers in the library/LRC. Faculty and staff can access the internet in the CIL and the above computer labs as well. WIFI is available on several campus locations and buildings.

KEYS & ALARM CODES

Keys for campus buildings are issued based on District Policy (AP 7350.1 KEY MANAGEMENT/CONTROL). Buildings with alarm access require alarm codes which are issued by the Campus Police following District policy.

PARTICIPATORY GOVERNANCE

San Diego Mesa College is governed through a participatory governance process. The role and purpose of all committees and councils in the governance process is to provide input in college decision making and assist in the communication of the nature and the necessities of college projects throughout the college community. College Governance Councils and Committees also make recommendations, through the College President, to the Chancellor and the Board of Trustees.

WORK-RELATED INJURY, ACCIDENT PREVENTION

In order to maintain a safe and healthful working environment, Mesa College has established an injury prevention plan campus wide. This plan is overseen by a site safety steering committee.

WORKPLACE VIOLENCE

It is the policy of the San Diego Community College District to immediately investigate all allegations of workplace violence and take appropriate corrective action to remedy any situation in which any employee of the district is threatened. The District has a "zero tolerance" policy in which personal threats or violent behavior from another person will not be tolerated (Policy 4870). Incidents involving threats or acts of violence by students should be processed through Policy 3100.

GENERAL INFORMATION

WHO IS RESPONSIBLE: INDEX OF RESPONSIBILITIES

ASSIGNMENT	INDIVIDUAL RESPONSIBLE	ROOM	PHONE
Academic Senate President	Terry Kohlenberg	A-117	-2733
Academic/Accommodation-Disabled 504 Officer	Jill Moreno Ikari	F-208A	-2254
Accident Reports (Day)	Immediate Supervisor		
Accident Reports (Eve./Sat)	Administrator on Duty	LRC 1st	-2463
ADMINISTRATION			
Office of the President	Pamela T. Luster, Ed.D, President	A-104	-2721
Office of Instruction	Tim McGrath, VP	A-103	-2755
Student Services	Julianna Barnes, VP	I4-401	-2678
Administrative Services	Rachelle Agatha, VP	A-102	-2990
Admission of Students	Ivonne Alvarez	I4-102	-2687
Equal Employment Opportunity/Site Compliance	Jill Moreno Ikari		-2440
Apolliad Theater	Kris Clark	C	-2621
Art Gallery	Alessandra Moctezuma / Pat Vine	D-101	-2829
Articulation	Juliette Parker	A-110	-2639
Associated Students	Jesus M Escudero, IV	I4-409	-2903
Athletics	Dave Evans	L-101	-2737
Audiovisual (Day)	Charlotta Robertson	LRC 443	-2448
Bookstore	Carol Rohe	Bookstore	-2568
Book Orders	Melissa Copeland	Bookstore	-2735
Business Services	Erica Garcia	A-102	-2771
Cafeteria	Aaron Trapp	Cafeteria	-2727
Campus Tours (Students)	Genevieve Esguerra	I4-101	-2611
Career Center	Monica Romero	I4-306	-2777
Center for Ind. Learning	Paul Gomez	LRC	-2769
	Hank Beaver	LRC	-2517
Civic Center Rooms	Patricia Davila	A-102	-2990
Classified Senate	Angela Liewen, President	LRC	-2459
Clerical Services/Word Processing	Penny Hedgecoth	K-203	-2764
College Police	Lt. Jack Doherty	Q-100	-2749
Commencement	Ashanti Hands, Ed.D., Student Affairs	I4-408	-2699
Communications/Media	Lina Heil	H-400	-2759
Computer Support	Ken Einstein, Dion Aquino, Tony Lo		
	Alex Napoles	LRC 446	-2615
Counseling	Ailene Crakes, Counseling Chair	I4-303	-2672
	Barbara Plandor, Counseling Sup.	I4-303	-2779
EOPS Director	Pedro Olvera, Acting EOPS Dir.	I4-309	-2706
Crisis Response	Police Dispatch	Q-100	-6405
Curriculum Committee Chair	Michelle (Toni) Parsons	K-202	-2850
Disability Support Programs and Services	Jill Jansen, Coordinator	I4-405	-2780
			tty x2409
Discipline, Student	Ashanti Hands, Ed.D., Dean	I4-408	-2699
Duplicating or Copy Services	Penny Hedgecoth	K-203	-2764
Employment/Payroll	Lynn Lasko	A-101	-2746
EOPS	Pedro Olvera	I4-309	-2706
Equipment Transfers	Frank Fernandez	J-202	-2761
Evaluations	Monica Romero	I4-306	-2680
Evening Supervisor	Erica Specht	S-309	-2631
Evening/Saturday Duty Dean	Various	A-104	-2755
Facilities Services	Dave Warczakowski	J-106	-2814
First Year Experience	Genevieve Esguerra	I4-101	-2611
Foundation	Anne Zacovic	A-104	-2285
Financial Aid	Gilda Maldonado	I4-107	-2817
High Tech. Center (LRC)	Erika Higginbotham	LRC	-2893
Honors	Wendy Smith	G-239	-2893
Information Services/PBX	Penny Hedgecoth	K-203	-2600
Instructional Improvement (Flex)	Vacant	LRC-434	-2799
International Education	Leticia Lopez	G-238	-2353

GENERAL INFORMATION

WHO IS RESPONSIBLE: INDEX OF RESPONSIBILITIES

ASSIGNMENT	INDIVIDUAL RESPONSIBLE	ROOM	PHONE
International Students			
Advisor	Adrienne Aeria Dines	I4-303	-2888
Keys	College Police	Q-100	-2749
Learning Resource Center	Vacant, Dean	LRC 111	-2799
Instructional Support			
Library	Devin Milner, Dept. Chair	LRC 445	-2550
Library and Audiovisual	Charlotta Robertson, Supervisor	LRC 443	-2696
Center for Indep. Learning	Paul Gomez, Supervisor	LRC 4th	-2769
Mesa Academy	Michael Temple	I4-303	-2834
Mesa Academics			
and Athletics Program (MAAP)	Kristina Carson	I4-303	-2535
Mail Service	Penny Hedgecoth	K-203	-2764
Maintenance	Dave Warczakowski	J-108	-2814
Mesa College Foundation	President's Office	A-104	-2722
Mileage Reimbursement			
Forms	Deans' Offices		
News Media Liaison	Lina Heil	H-400	-2759
Outreach and Community Relations	Genevieve Esguerra	I4-101	-2611
Parking	Debra Picou		-6416
Photography	Carol Beilstein / Anabel Pulido	H-400	-2879
Publications, College	Lina Heil	H-400	-2759
Puente Program	Irma Dagnino	I4-303	-2837
Records, Student	LaWanda Foster	I4-102	-2806
Requisitions, Supplies	Barry Coleman	J-201	-2761
Residency	Ivonne Alvarez	I4-102	-2688
Room Reservations	Mila zagyanskiy	A-103	-2755
		A-104	-2755
	LRC	LRC	-2799
Scholarships	Ashanti Hands, Ed.D., Kathy Fenessey	I4-408	-2699
Security/Police	Lt. Jack Doherty	Q-100	-2749
Service Learning/			
Humanities Institute	Denise Rogers	A-110	-2416
Site Compliance /Equal			
Employment Opportunity	Jill Moreno-Ikari		-
Social Media	Lina Heil	H400	-2759
Stockroom	Barry Coleman	K-202	-2716
Student Accounting	Lynn Dang	I4-106	-2704
Student Affairs	Ashanti Hands, Ed.D.	I4-408	-2698
Student Clubs		I4-408	-2698
Student Employment	Monica Romero	I4-306	-2777
Student Health Services	Suzanne Khambata	I4-209	-2774
Student Newspaper	Janna Braun	G-122-F	-2966
STAR TRIO	Marichu Magaña	I4-308	-2481
Substitutes, Faculty	School Deans		
Testing/Assessment Office	Barbara Plandor	I4-303	-2779
Telephone Repair/			
Support Technician	Juan Ortega	A109	-2480
Test Proctoring for DSPS	DSPS	I4-405	-2780
Theater Box Office	Kris Clark	C	-2621
Transfer Center	Leroy Johnson	I4-306	-2473
Travel and Conference Request	Deans' Offices or Immed. Supvsr.		
Tutorial Services-			
	Academic Skills Center, Carol Sampaga	I4-203	-2869
	STAR TRIO	I4-308	-2481
Veterans Affairs	LaWanda Foster	I4-102	-2805
Veterans Resource Center	LaWanda Foster	I4-102	-2805
Voice Mail (Adjuncts)	Penny Hedgecoth	K-203	-2664
Voice Mail (all others)	Juan Ortega	G351	-2480
Web Development	Steve Manczuk	LRC-440	-2690
Work Experience	Margie Fritch	S-300	-2789

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