



2017-2018

My To-Do List...

...and useful places to visit

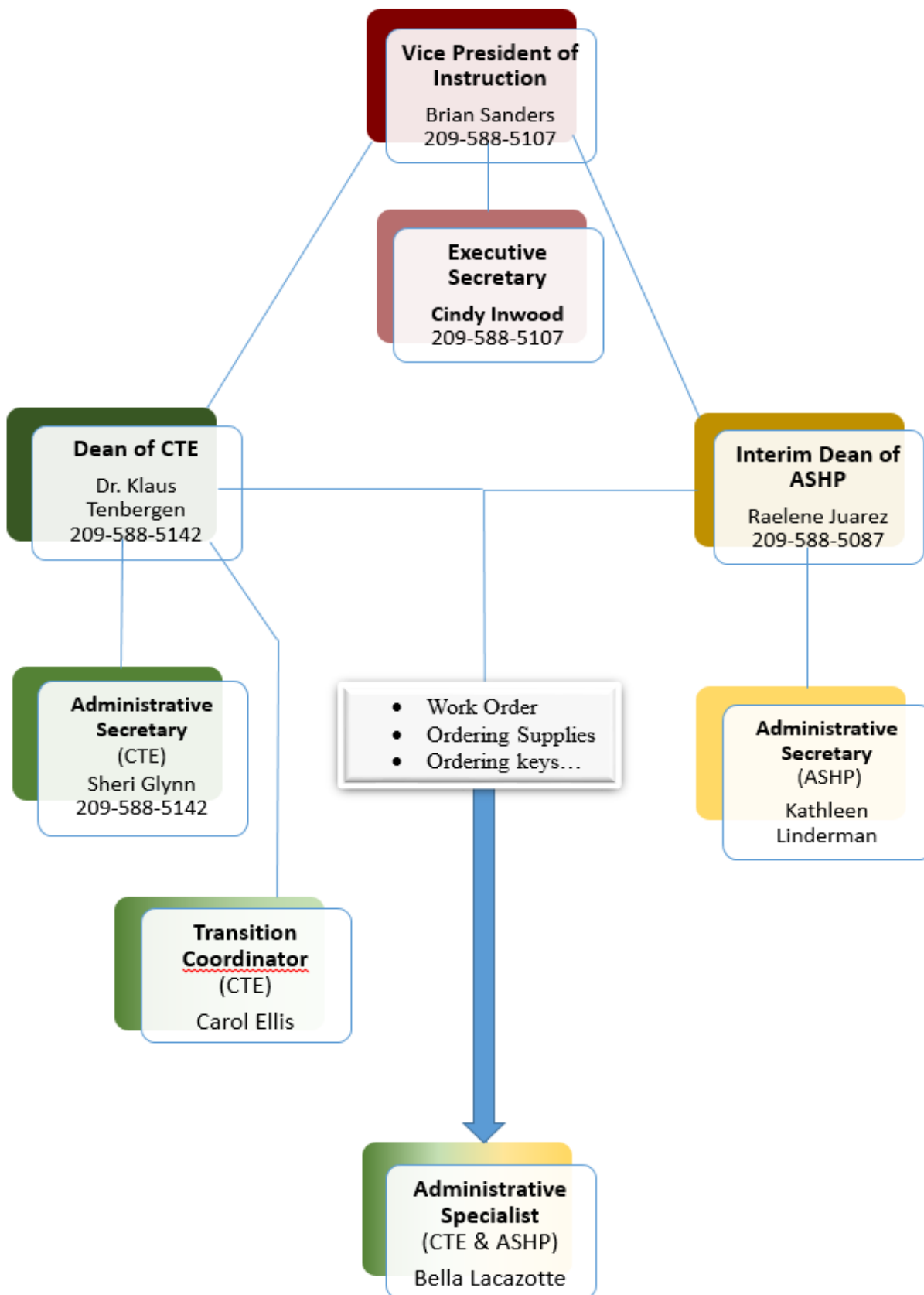


Career Technical Education (CTE) and Arts, Sciences & Human Performance (ASHP)

COLUMBIA COLLEGE

Last Updated August 16, 2017

Meet Your Administrative Team



Instructor's To-Do List

Date	Item
<input type="checkbox"/>	FACULTY LOAD REPORT (Full-time Only).
<input type="checkbox"/>	LOAD ALLOCATION SHEET (Check for <u>accuracy</u> and <u>sign</u>).
<input type="checkbox"/>	BANKING – Contact your Division TODAY if you want to bank time or take any banked leave: CTE: Sheri Glenn: glenns@yosemite.edu or Arts, Sciences & Human Performance: Kathleen Linderman: lindermank@yosemite.edu.
<input type="checkbox"/>	OFFICE HOURS (Insert your office hours on your website or Columbia College webpage).
<input type="checkbox"/>	SLO's (Include the current CSLOs in every syllabus).
<input type="checkbox"/>	SYLLABI - Upload each course syllabus to your CC webpage.
<input type="checkbox"/>	ROSTERS – <ul style="list-style-type: none"> • <u>Drop no-shows early</u> • Verify rosters <u>BEFORE</u> census day. • <u>No late adds</u>
<input type="checkbox"/>	TRAVEL REQUESTS - Travel requests need to be filled out and turned in for signature one month in advance. (Failing to turn in your travel request on time may result in having the request denied). Out of State travels requires Board Approval.
<input type="checkbox"/>	SIGN WORK EXPERIENCE CONTRACT (If applicable)
<input type="checkbox"/>	FULFILL FLEX TIME - sign up for FLEX activities, and mark when completed. https://flex.gocolumbia.edu/
<input type="checkbox"/>	SIGN CONTRACT (Adjuncts only).
<input type="checkbox"/>	TURN IN GRADES within 48 hours after class ends, no later than noon the Tuesday after.
<input type="checkbox"/>	PLACE ORDER FOR CLASSROOM SUPPLIE (form available on: <u>CTE Division webpage:</u> http://www.gocolumbia.edu/career_technical/default.php under Faculty Resources “ Forms For Faculty Only ” (CTE password: 2017cte) <u>Arts, Sciences and Human Performance (ASHP) webpage:</u> http://www.gocolumbia.edu/arts_sciences/default.php

Institutional Self-Evaluation Report (ISER) says...



... Let's make it true

Why visit the YCCD website?

1. Human Resources
 - Benefit
 - Employee forms
 - Current classifications list
2. Help Desk
 - Campus permit
 - Campus Wi-Fi
 - Office 365 (free for Students and YCCD staff)
 - Password reset
3. Board of Trustees
4. Fiscal Services
 - Account payable
 - Payroll
 - Purchasing

Why use Connect Columbia?

1. Webpage – You will have one for yourself through Faculty and Staff Directory
2. Rosters
 - Printing them (Print two copies: one for attendance and one for grading)
 - Certifying then on Census Day
 - Access codes
3. Paycheck (money, honey)
4. Canvas
5. Password
6. Grading
7. Email blast

Connect Columbia

<http://www.gocolumbia.edu/>

Places To Go

<u>Bookstore and Textbooks</u>	Manzanita Lower Level	209-588-5126
<u>Library</u>	Tamarack Hall	209-588-5119
<u>Duplicating/Mailroom</u>	Manzanita Upper Level	209-588-5309
<u>Campus Safety</u>	Public Safety Building	209-588-5167
<u>Facilities</u>	Facility Office (Behind Fire Station)	209-588-5366
<u>Health Services</u>	Juniper 2	209-588-5204