

Columbia College – Spring 2019

Division of Arts, Sciences, and Human Performance (ASHP)

Location: Manzanita 271

Office Hours: Monday – Friday 8:00am-4:30pm

Contact Information

To Be Determined

Administrative Specialist

209-588-5195

- Instructional Supplies (located in ASHP)
- Requisitions (purchases)
- Work Orders
- Field Trips
- Travel Requests
- Technology Requests
- Key Requests
- Name Plates and Badges
- Faculty Directory Pages



Kasey Fulkerson

Administrative Secretary

Phone: 209-588-5087

fulkersonk@yosemite.edu

- Scheduling
- Faculty Evaluations
- Payroll
- New Hires
- Alternative Class Site Location
- Facility Reservations (instructional-related events)
- Professional Improvement Activities (step-and-column advancement)



Raelene Juarez

Dean of ASHP

209-588-5087

juarezr@yosemite.edu



Core Values

Focus on Students

Support Teaching and Learning

Embrace and Drive Change

Build Open and Honest Relationships with Communication

Create a Little Fun and Weirdness

Office Description

The Arts, Science, and Human Performance (ASHP) Office is responsible for scheduling courses, completing faculty and staff evaluations, and initiating the payment of employees within the division. The office also supports the basic needs and operations of each department for teaching and learning purposes. The focus of the division is doing what is best for students and providing exceptional customer service to all – faculty, staff, students, administrators, district personnel, and community.

ASHP Office Objectives

1. Follow the Scheduling Timeline established by the Vice President of Instruction (VPI)
2. Implement the faculty and classified evaluation timelines as outlined in the respective union contracts
3. Provide feedback, data, and insight as needed for courses and programs being vetted through the curriculum process
4. Collaborate with faculty, staff, students, and counseling on developing two-year plans and guided pathways
5. Collaborate with faculty, staff, students, and administration when implementing new initiatives and ideas
6. Support faculty in completing program review to identify resource needs
7. Educate the division on budget terminology, definitions, funding, and timelines
8. Communicate important dates, pressing issues, and other pertinent information in appropriate venues and in a collegial manner
9. Process requisitions, work orders, travel, and other requests in an efficient and timely manner
10. Process all new hires and contracts in an efficient and timely manner
11. Improve the onboarding process for new employees
12. Support faculty and staff in providing quality teaching and learning experiences for students

Student Learning Outcomes

- Offer a balanced schedule of courses (face-to-face, online, off-campus, etc.) to best meet student needs that is cognizant of award completion, two-year plans, productivity, and barriers
- Complete all faculty and classified evaluations according to the respective timelines

Emergencies and Other Adverse Situations

- Emergencies..... 911
- Security..... 5176 (209) 588-5167
(209) 566-5467 – cell
- College Nurse..... 5204 (209) 588-5204
- Mental Health Counselor..... 5346 (209) 588-5346
- Work-Related Injuries: Contact ASHP Office and Call Company Nurse
1-877-854-6877 or 1-888-770-0929 (within 24 hours)
- [See Something, Say Something](#) – online reporting form
- [CC Alert](#) – information and sign-up
- Campus Closures – during operational hours
- Campus Closures – outside of operational hours



Required Readings

- Emails, handouts, etc. from the ASHP Office
- California School Employees Association (CSEA) Contract – classified staff
- Yosemite Faculty Association (YFA) Contract – faculty

Optional Readings

- *Mindshift*
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Special Notes

- Disabled Student Program Services (DSPS) Statement
 - Service Animal Statement
 - Academic Policies and Procedures regarding Academic Integrity and Student Code of Conduct will be followed as referenced in the College Catalog
 - Only students enrolled can be in the class – no children, no parents, no ex-students, etc.
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Expectations

- Faculty Contracts and Load Sheets
 - Verify faculty HLOAD Report for current semester – full-time instructors
 - Sign the Load Allocation Form and indicate what to do with Overload (OL) – full-time instructors
 - Adjuncts Sign Contract – usually 3-4 weeks in the semester and you will be notified by email
- Faculty Directory Page
 - Post course syllabi for the semester with Student Learning Outcomes (SLOs)
 - Personalize with a picture and a short biography
 - Update office hours
- Class Rosters
 - Drop no shows and Certify Rosters (before census)
 - Post grades and submit paper copies to Admissions and Records AFTER class ends
 - No Late Adds
- Contact the ASHP Office for the following:
 - ANY Absence – Plus, fill out absence form if it's non-school related
 - ANY Instructor Substitutions
 - Alternate Class Site Location (ON-campus)
 - Alternate Class Site Location (OFF-campus) – Plus, fill out form
 - Arriving late or leaving early from classes and office hours
 - Work-related injuries
- Faculty Evaluations and Flex Obligation – details will follow

Email blast, text, use communication app, etc. to notify students when you will be absent

Fall 2018
Arts, Sciences, and Human Performance
Important Dates

- August 17
 - Faculty Retreat
 - August 20-21 Instructional Skills Workshop
 - August 22 Adjunct In-Service
 - August 23 College In-Service Day and Division Meeting
 - August 24 Flex Day

 - August 27 Fall Classes Begin
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- September 9 *** **CERTIFY ROSTERS!!!**

 - September 3 Labor Day (Holiday)
 - September TBD Faculty Hiring Proposal Workshop

 - September 29 *** **50th Celebration Picnic 11:00am-2:00pm**
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- October TBD Curriculum Workshop
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- November 12 Veteran's Day Observed (Holiday)
 - November 22-23 Thanksgiving (Holiday)

 - November 30 *** **Division Meeting**
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- December 10-14 Final's Week [Meet according to Final Exam Schedule](#)
- December 15 Fall Classes End

- December 17 *** **GRADES DUE (and Flex Obligation completed)**

- December 17-21 College Open
- December 24-31 Winter Break

Resources

- [IT Help Desk](#) - Issues regarding login for Outlook, connectColumbia, StaffNet, etc.
 - Staff: helpdesk@yosemite.edu or 209-575-7800
 - Student: studenthelpdesk@yosemite.edu or 209-575-7900
- [Curriculum – Course Outline of Records \(COR\)](#)
 - ✓ Kathy Schultz, Curriculum Chair, ext. 5364
 - ✓ Jessica Anselmi, ext. 5381
- [Student Learning Outcomes \(SLO\)](#)
 - ✓ Joe Manlove, Student Learning Outcomes Coordinator, ext. 5083
 - ✓ Don Dickinson, SLO Data Wizard, ext. 5135
 - ✓ Lahna VonEpps, SLO Data Wizard, ext. 5147
- [Canvas Login](#)
 - ✓ Melissa Colon, Distance Education Coordinator, ext. 5092
 - ✓ Jessica Anselmi, ext. 5381
- [Academic Senate](#)
 - ✓ Nate Rien, President, ext. 5182
 - ✓ Pam Guerra-Schmidt, President-Elect, ext. 5377
- [Classified Senate](#)
 - ✓ Doralyn Foletti, President, ext. 5111
 - ✓ Tiffany Flies, President-Elect, ext. 5202
- [Yosemite Faculty Association](#)
 - ✓ Erik Andal, YFA VP, ext. 5200
 - ✓ Craig Johnson, YFA Rep, ext. 5149
- [California School Employees Association](#)
 - ✓ Wendy Hesse, Union Steward, ext. 5114
 - ✓ Joey Partridge, Union Steward (in-training), ext. 5190
- [Academic Achievement Center](#) – Lindsay Laney, Coordinator, ext. 5176
- [Library](#) – Brian Greene, Librarian, ext. 5179
- [Teaching, Learning, and Community](#)
 - ✓ Lindsay Laney, Co-Facilitator, ext. 5176
 - ✓ Adrienne Seegers, Co-Facilitator, ext. 5275

“Nothing will work unless you do.” – John Wooden