COLUMBIA COLLEGE

ADJUNCT FACULTY HANDBOOK

2014-2015
This document was created to provide concise information on the processes and procedures that enable instructors to have a successful semester. You will find the information on our Columbia College website, in printed format, and on Blackboard.

Disclaimer: Every reasonable effort to determine that everything stated in this handbook is accurate has been made. Information contained herein is subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.
Dear Adjunct Faculty Colleagues,

On behalf of our students, faculty, staff and administration, welcome to the 2014-2015 Academic year at Columbia College (CC).

I am pleased and grateful that you have chosen to teach at this fine “dynamic institution of learners and creative thinkers dedicated to high standards of student success” (excerpt from the Columbia College Mission Statement).

You have joined a dedicated team of professionals who have a profound commitment to supporting our students in achieving their goals. Your engagement in the campus and contributions to teaching and learning will help transform the lives of our students. You are about to embark on a truly rewarding experience.

Welcome aboard!
THE ADMINISTRATIVE TEAM

Dr. Leslie Buckalew
Vice President of Student Learning
588-5107

Gary Whitfield
Vice President of College and Administrative Services
588-5112

Michael Torok
Dean of Instructional Services- Arts and Sciences Division
588-5087

Kathy Sullivan
Interim Dean of Career and Technical Education & Economic Development
588-5142

Melissa Raby
Vice President of Student Services
588-5132

The Columbia College Organizational Chart is available in the Appendix.
The Manzanita Building is undergoing a major remodel of the second floor as a result of Measure E funds. As a result, many offices have moved to other buildings until the completion of this project. Here is an easy reference to where administrative offices and student services are housed during this time of construction.
PLACES TO KNOW

Find the building you will be teaching in. The main walking paths are indicated on the campus map. Parking is centrally located in the Staff lot. Handicapped parking is located across from Manzanita. If further assistance is needed to get to your classroom contact the Security Department at 588-5167. One time parking close to a building can be granted for delivery of class materials with the permission of Security.

Additional locations that you need to know are:

**Manzanita** - Manzanita (upon completion of the remodel) houses the Instructional Materials Center (IMC)/Mailroom, Admissions and Records, Business Office, Academic Achievement Center, Administration Offices, the Snack Bar, Bookstore, Cellar Restaurant, and all Student Services. Please refer to the Swing Space map for current locations during the remodeling of the building.

**Tamarack Hall** – houses the Library, Office of Development, Instructional Technology Center and technology support staff

OFF CAMPUS LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-TCAA Family Learning Center</td>
<td>18080 Blue Bell Rd., East Sonora, CA</td>
</tr>
<tr>
<td>Baker Station – High Sierra Institute</td>
<td>40000 Highway 108 (58 miles east of Sonora)</td>
</tr>
<tr>
<td>Bret Harte High School</td>
<td>364 Murphy’s Grade Rd., Angels Camp, CA</td>
</tr>
<tr>
<td>First Congregational Church</td>
<td>509 North Algiers St., Murphys, CA</td>
</tr>
<tr>
<td>Mark Twain Elementary School</td>
<td>646 Stanislaus Ave., Angels Camp, CA</td>
</tr>
<tr>
<td>Mountain Springs Golf Course</td>
<td>17566 Lime Kiln Rd., Sonora, CA</td>
</tr>
<tr>
<td>Murphys Fire Station #1</td>
<td>37 Jones St., Murphys, CA</td>
</tr>
<tr>
<td>Murphys First Congregational Church</td>
<td>509 North Algiers St., Murphys, CA</td>
</tr>
<tr>
<td>Oakdale High School</td>
<td>739 West G St., Oakdale, CA</td>
</tr>
<tr>
<td>Sonora High School</td>
<td>430 N Washington St., Sonora, CA</td>
</tr>
<tr>
<td>St. James Episcopal Church</td>
<td>42 Snell St., Sonora, CA</td>
</tr>
<tr>
<td>Stanislaus Culinary Arts Institute</td>
<td>1040 Wakefield Dr. Oakdale, CA</td>
</tr>
<tr>
<td>The Yoga Loft</td>
<td>72 South Stewart St., Sonora, CA</td>
</tr>
<tr>
<td>Tuolumne County Senior Center</td>
<td>540 Greenley Rd., Sonora, CA</td>
</tr>
<tr>
<td>Twain Harte Center</td>
<td>22511 Twain Harte Dr., Twain Harte, CA</td>
</tr>
</tbody>
</table>
1. HOW DO I FIND OUT ABOUT CAMPUS CONDITIONS?

✓ Call 588-5100, select option 1. Current campus conditions are updated by 6 am every morning and throughout the day as conditions warrant.
✓ The College website (www.gocolumbia.edu) also contains information about campus conditions on the home page.
✓ Go to www.mymotherlode.com and check on school delays. The website will indicate any late starts or closures.
✓ The local FM radio stations 92.7 KVML or 93.5 KKBN announce school delays beginning as early as 5:30 am and continually update throughout the day as needed.
✓ Call your respective Dean’s office to find out needed information.

2. HOW DO I FIND OUT ABOUT OFF CAMPUS SITE CONDITIONS?

As the adjunct instructor you are responsible for determining if the off-site location is safe to be utilized. Things to consider are road conditions for yourself and your students to get to the facility and the conditions of the facility itself. You can check www.mymotherlode.com for current road conditions or call the facility itself to determine any problems. A suggestion would be to let the appropriate staff know at the facility that you are teaching in to notify you of circumstances requiring building closure. Classes cannot be held if there is no water service within the building.

In addition, the following steps should be taken:

✓ Contact your respective Dean. If they are not available, contact the Vice President of Student Learning.
✓ Report the current conditions and indicate what class you wish to cancel, and the facility for which the class is scheduled to be in.
✓ You can request your students be contacted by the Dean’s office or utilize an e-blast to your enrolled students to inform them of the cancellation. A sign may be posted on the door of your classroom if this is a feasible option. Students may be called at your discretion.

3. WHAT IF I CANNOT MAKE CLASS?

If you are unable to hold class, you must notify the Administrative Secretary of your respective Dean. The Administrative Secretary will provide a Certificate of Absence for you to sign immediately upon returning to work. All substitutes, whether paid or volunteer, must be pre-approved through your Instructional Dean’s Office. In the event of an absence, students can be notified in a variety of ways, including

✓ An email blast to all enrolled students
✓ Dean’s office will post signs on the classroom door(s)
1. WHERE DO I GET MY PARKING PERMIT

Parking permits are required each semester to give you access to staff parking areas. The current cost is $15 per semester. The permit allows you to park on either Columbia College or Modesto Junior College locations.

There are two ways to purchase your permits:
✓ A representative from the Business Office is available at the Adjunct Faculty
✓ In-service at the beginning of the Fall and Spring semesters
✓ The Business Office, currently located in the Sequoia Building (normal location will resume in Manzanita upon completion of the remodel) has parking permits available for purchase during normal business hours of 8 am to 5:30 pm Monday through Thursday and Friday from 9 am to 4:30 pm.

2. WHAT IS THE COURSE OF RECORD (COR)? WHAT DO I DO WITH IT?

The Course Outline of Record is regarded as a contract between the instructor of a course and the students, as well as among all instructors teaching a specific course. The COR is also regarded as a contract between the College and the following: State, community/public, transfer institutions, and employers. In this case, contract means that the College and instructor of a course agree to teach the class according to the Course Outline of Record. The COR is located in CurricuNet. CORs are public information and can be accessed without user log on authority by anyone at the following link: http://www.curricunet.com/columbia/ The course can be found under the “search” option from the menu on the navigation pane on the left side of the webpage. The course number and department are the only required fields.

3. HOW DO I ORDER MY TEXTBOOKS?

Once a schedule is approved, the instructor will receive an ordering form from the Bookstore/Textbook Buyer that lists the books that were used for your course section the last time the course was offered. The form will ask you for estimated enrollment, as well whether or not the book is recommended or required. If you are considering, utilizing a different text book then what is stated in the Course Outline of Record (COR), consult with your department lead to find out procedures for adopting another text. The timeline for book ordering is mid-March for the summer semester, mid-April for the Fall classes, and mid-October for the Spring classes. All Faculty are responsible for securing their own instructor copy and supporting materials. The Bookstore/Textbook Buyer (588-5106) can assist you with contact information for the publishing company.

4. WHAT IS FLEX TIME?

Adjunct faculty who teach a semester-long course have a flex obligation of three hours per semester. This requirement can be met by attending the Adjunct Faculty in-service scheduled for an evening during the week prior to the beginning of each semester. You will be notified of the time and location. At this meeting, you will receive up-to-date information on enrollment, college policy, services, and other vital subjects. In addition, a Flex Time Form will be distributed to faculty annually for you to
report your flex time activities. Additional FLEX time opportunities can be development between you and your respective Dean as well as Faculty Development activities.

Although not required if you are teaching a short-term course, you are always encouraged to attend this informative session.

5. HOW DO I GET AN E-MAIL ACCOUNT?

E-mail communication is an essential part of staying informed and becoming part of the campus community. Your user name and initial password will be established by the District. This information will be available to you from your respective Dean’s office. Upon your initial entry into the system, you will be asked to revise your password. The initial user name and password will also provide access for you to various other software programs that you will utilize, including ConnectColumbia, and Blackboard. Passwords are to be updated on a regular basis and you will receive information via e-mail when this is required.

To reset your Yosemite Community College District (YCCD) password, go to https://www.yosemite.edu/PasswordReset/. You will also be prompted to change your password periodically.

In addition, if your name changes, you must change your user name through the District and Columbia College. This task is facilitated by the Technology Services Department at 588-5124. The form can be found in the Appendix of this document.

6. DO I HAVE A CAMPUS PHONE NUMBER?

Adjunct Faculty typically do not have a dedicated phone number. You will determine if and how you want students to contact you by phone, texting, etc.

7. WHERE IS MY MAILBOX LOCATED?

Mailboxes are located adjacent to the Instructional Materials Center (IMC) in the Pinyon building (location will resume in Manzanita upon completion of the remodel). Mailboxes belonging to adjunct faculty are arranged in alphabetical order beginning on the left side of the cubbies. They are updated each semester. Large items that do not fit in your box will be placed on the top shelf, and a note will be placed in your mailbox to inform you. Also, you can set up a drop-off box for student assignments.

8. HOW DO I GET COPIES MADE?

The Instructional Materials Center (IMC) is located in the Pinyon Building (but will resume its normal location in Manzanita upon completion of the remodel). The IMC offers counter service for black-and-white as well as color copies. There is also a self-serve black-and-white copier available in the mailroom area for college use. Ask for a user copier code from the IMC staff.

Counter Service – Counter service is available (Mon–Fri. 7:45 am to 4:00 pm) for fast black-and-white copies from your originals. Complex projects (large multiple page booklets, special binding, laminating, etc.) require more time.
Submit a **YELLOW** IMC Duplicating Services Work Order form with your originals in the box on the counter in the mailroom. Your copies will be placed in your campus mailbox by your designated date. For oversized items see Cathy Brown. For questions regarding electronic submissions for your work orders please contact Cathy Brown at brownca@yosemite.edu or 588-5309. Otherwise, please submit electronic work orders to ccimc@yosemite.edu

**Instructor Exams** – For examinations, use the **PINK** IMC Duplicating Services Work Order form and submit to the counter service staff. If the IMC is closed, place your work and completed **PINK** form in the locked Instructor Exam Drop-off Box, located under the paper cutter counter in mailroom. Your exam copies will be placed in the top drawer of the locked black file. Ask for the key from the IMC staff when picking up your exams.

**Note:** The key for the locked black file will not be available after hours. If you need exams placed in your mailbox rather than in the black file cabinet please mark your work order accordingly. We will put your test in a sealed envelope and place it in your mailbox.

**Color Copies** – IMC staff will assist you when color copies are required.

**Self-Serve BW Copier** – Instructions are posted on the machine for making up to 50 self-serve black-and-white copies. The self-serve copier is coded and cannot be used unless you enter an assigned user code. Each code is limited to 1,500 copies per month.

**Creative & Printing Services** – Includes complete design, layout and duplicating. Plan ahead and allow sufficient time for the IMC to develop your materials. Fill out the **GRAY** Creative and Printing Services Work Order, these projects require a meeting with the IMC graphic arts specialist, so make arrangements by emailing Gail Segerstrom at segerstromg@yosemite.edu. Your finished project will be placed in your campus mailbox, or you will be notified regarding pickup if the item is too large to fit in your box.

**Copyright Authorization** – If material for duplication is copyrighted, it is the responsibility of the originator to obtain the appropriate authorization and permission for reproduction by the IMC.

**IMC Charges** – All IMC Work Orders are logged into a database and records are kept to account for materials for each instructor and each administrative support area. Normally, there is no charge for college design or duplicating services. However, special order paper stock, envelopes, spiral binding, laminating, outsourced printing, etc. will be charged back to departments. These charges will be discussed in advance with you when initiating projects.

9. **WHEN IS MY FINAL EXAM SCHEDULED?**

Final examinations are during the week following the last week of instruction. The scheduled time of your final examination is located in the Course Schedule. They may not be at your regularly scheduled class time, so be sure to prepare yourself and your students accordingly.
10. **WHERE ARE ADJUNCT FACULTY OFFICES?**

Adjunct Faculty Offices are located at various buildings around campus. Speak with your department full time faculty or Dean to find available space.

11. **WHERE DO I REPORT A CHANGE TO MY PERSONAL INFORMATION?**

To change your name, address, or phone number, complete the form below and submit it to the Columbia College Business Office.

[http://www.yosemite.edu/hr/Request%20for%20Change%20of%20Address-Name.pdf](http://www.yosemite.edu/hr/Request%20for%20Change%20of%20Address-Name.pdf)
1. **HOW DO I ACCESS MY ROSTERS?**

Class rosters are available through "connectColumbia." When you go into the college website (gocolumbia.edu), connectColumbia is an option under the My Columbia tab. Click on the link, then click on Log-in, enter your District user name and password, click on Faculty, and select Class Roster. The program will ask you to enter user name and password information and the semester you wish to access. Follow the prompts and you will be able to view and print your roster.

2. **HOW DO I VERIFY MY ROSTERS?**

We now have to verify our rosters to be in compliance with the Title V requirements by the first census date. The following is the step by step process to do so. Rosters Must Be verified the day after census!

- Go to the Columbia College web page gocolumbia.edu and click on the "My Columbia" button.
- Click the "Log In" button and enter your user name and password.
- Click the "Faculty" button to access the faculty page.
- Click on the "dropping" link under the Faculty information menu.
- Select the appropriate Term or Start/End Date for the course you need to certify and click "Submit."
- Choose one course at a time from your list of courses and click the "Submit" button.
- Check the certification box found at the very bottom of the screen. Click the "Submit" button.
- Repeat this process for each of your classes.

3. **HOW DO I ADD OR DROP STUDENTS?**

It is the student’s responsibility to add and drop courses according to college regulations and time-lines. **However, instructors must drop any student who has not attended prior to the first census notification sent to you via your college email.** Students have the ability to add and drop classes online utilizing ConnectColumbia at www.gocolumbia.edu The registration system is available seven days a week from 6:00 am to 12:00 midnight.

**ADD SLIP INSTRUCTIONS**

- **DO NOT** allow students to attend if they have not officially enrolled. They may not return until you have official notification that they have added the course.
- Only students can initiate a course add. **DO NOT** agree to deliver an add slip to the Admissions Office, as this has created many problems related to student eligibility, payment issues and grading objections.
- Students may add classes prior to the start of the term and during the first week of the term **WITHOUT** instructor approval providing the course is not closed due to full enrollment. (Pertains to full semester classes)
If you have given students the access code, students may add your course on the college website. The access code is located in the box on the upper left hand corner of your official roll sheet. Please remember the access code will only work prior to first census.

Check your college email daily as you will be notified of adds and drops to your course.

Check your roster on connectColumbia daily to ensure that students attending your class have officially enrolled in your course.

If you allow a student to add your class, you MUST sign the add slip and DATE it as of the First Date the student attended.

DROPPING STUDENTS FROM ROSTER

Instructors MUST drop any student who has not attended prior to first census with the “N” for NO SHOW entry. You will receive an email notification alerting you to the final day to drop before first census.

Instructors MAY drop students who have not attended or who have stopped attending until the published last day to drop with the “Z” for NO LONGER ATTENDING entry. It is, however, the student’s responsibility to drop a class once attended.

In order to drop students:
   a. Log on to connectColumbia for faculty
   b. Under the “Faculty Information” heading, click on ‘Dropping’
   c. Select a term from the drop down menu; Click ‘Submit’
   d. Follow the on-screen instructions

Instructors MAY NOT drop students when final grades are submitted.

Instructors MAY NOT drop students based on the student’s class performance.

In addition, at two times during the semester, you will be asked to drop students based upon their lack of attendance in class. These are the Census dates – usually week 3 and week 12 of the 15 week semester. E-mails are sent to you about 10 days in advance. You will receive an e-mail for the drop dates for summer semester or late start classes as they are required.
ONGOING SEMESTER ACTIVITIES

1. HOW DO I GET ACCESS TO MY CLASSROOM?

Keys to campus classrooms are not usually issued to adjunct faculty. You should find your classroom unlocked — if not, contact Security at 588-5167 or 566-5473.

If your teaching duties require you to enter locked rooms such as storage closets, contact your Dean to request a key. Please refrain from giving students access to classrooms or other college facilities without supervision.

For off-campus classes, contact your Dean to secure appropriate information about access to your classroom.

2. WHERE DO I GET CLASSROOM SUPPLIES?

Classroom supplies including pens, pencils, dry erase marker, and dry erasers are located in the Instructional Materials Center (IMC) / Mailroom.

3. WHAT CLASSROOM EQUIPMENT IS AVAILABLE?

Many rooms are equipped with Smart Boards and lap top computers. You can bring your own laptop and can connect to the network. Wi-Fi is available.

In addition, most classrooms are equipped with the basic items of an overhead projector, projection screen, a VCR/DVD and a video monitor. A more complete inventory of media equipment is available on request, including video/data projectors, DVD players, 35mm slide projectors, and audio equipment. Items not usually stationed in a certain classroom can be delivered for temporary or occasionally long-term use. If a classroom or other facility does not have an item of media equipment that is needed, contact Information Technology/Media Services. Requests should be made as early as possible to avoid scheduling conflicts. For more information, contact Information Technology/ Media Services at 588-5122.

4. HOW DO I PUT CLASS RESOURCES ON RESERVE?

Class resources can be placed on Reserve in the Library at your request. Just provide the materials to the staff at the front desk. Indicate how you want them made available – for check-out or in-house use only.

5. WHERE DO I GET SCANTRONS?

Scantrons can be valuable tools in assisting you in making grading of quizzes or exams easier. The Scantron form is available for purchase in the Bookstore for both yourself and students. The scanning device for grading the form is available in the Adjunct Faculty Offices located on the second floor of Tamarack Hall and the Manzanita Building Instructors office. To complete the master for grading, fill in the “key” choice at the top of the form. If you darken the “verify” choice as well, when your test forms are graded, the correct answer is indicated for the questions that the student answered incorrectly.
6. **HOW DO I PUT A TEST IN THE LIBRARY FOR A STUDENT?**

   If you choose to provide a test for a student on an alternative day, you can put the test in the library for students to take during a designated time frame. At the front desk there is a test drawer, where you will complete a form indicating essential information for the test. The test is then placed in a locked drawer with the instructions. The library staff will proctor the test for the student under the guidelines you have established. The staff will then return it to your mailbox.

7. **WHAT IS A STUDENT E-BLAST?**

   An email blast is a convenient tool to provide mass e-mails to your students. Go to the college website and click on the Academics header, then click on the Online Learning link, Click on Faculty Resources, scroll down to Online Communication Resources, there is a link highlighted in red, for the Student Email Blast. Log in with your District user name and password and follow the appropriate selections. Here is the link: [https://apps.gocolumbia.edu/online/blast/](https://apps.gocolumbia.edu/online/blast/)

8. **HOW CAN I POST COURSE ITEMS ON THE WEB FOR STUDENT ACCESS?**

   Each faculty member has a website within their page in the Faculty and Staff Directory. Go to your page and scroll down to the bottom. There is a tab there that allows you to update your information.

9. **HOW DO I REPORT MAINTENANCE ISSUES?**

   If you notice something in your workspace in need of repair, there are a couple of methods available to report the condition that needs to be addressed.

   - Hardware technology issues such as a broken microphone, blown projector bulb, computer not working, smart board issues, etc. are to be reported to 588-5122.
   - Room maintenance issues, such as a broken chair, light bulb in need of replacement, broken equipment should be reported to the department full time instructor or the Dean’s Office
   - In the Biological Sciences laboratories, Doreen Bass is the contact person. Her number is 588-5157.

10. **HOW DO I ARRANGE AND SECURE A VEHICLE FOR A FIELD TRIP?**

    All field trips must be authorized by the College President. Below are connections to the relevant links on the College website.

    [http://www.gocolumbia.edu/vp_college_admin/field_trips.php](http://www.gocolumbia.edu/vp_college_admin/field_trips.php)

    **Field Trip Procedures/Forms:** Field trips must be directly related to course content and must be justified as being an integral part of the course that cannot be duplicated on campus. Arrangements for field trips must be made two weeks in advance with your Dean. Under no circumstances should transportation for field trips be arranged in private vehicles. Instructors may not be involved in making travel arrangements for students except those that involve the use of a college vehicle. Instructors must complete the form entitled “Request for Transportation” which is available in the Instruction Office.
11. HOW DO I CREATE OR UPDATE CURRICULUM?

The Course Outline of Record is on a five year review cycle. If as an adjunct faculty member, you are interested in updating your current course or developing further curriculum, contact your Department lead. If your request to make revisions are approved by the faculty within the discipline, you will be trained on CurricuNet as needed to accomplish this task by the Curriculum Committee Chair or the Curriculum Administrative Specialist at 588-5381. You may visit the Curriculum Committee web page to learn more about this process: http://www.gocolumbia.edu/curriculum_committee/default.php

12. HOW DO I REQUEST AN ALTERNATIVE SITE MEETING?

On occasion, you may want to hold your class at an alternative site. Alternate site means that your class will be meet on the same day and same time in a location other than your classroom. Any days or times that are outside of the normal class schedule would be considered a field trip and requires additional approvals. The following is a link to the correct form to complete with the appropriate guidelines. http://www.gocolumbia.edu/vp_college_admin/alternative_class_request.pdf

13. HOW DO I SCHEDULE AN OPEN LAB OR STUDY SESSION?

If you want to arrange a time for additional optional instruction such as an open lab, contact your Division Administrative Secretary with your request. Indicate the desired location, the purpose of the session, and approximately how many students will be in attendance. The processing of the request allows Security to open/close the classroom, unlock/lock the closest restroom, and provide heating or cooling.
END OF THE SEMESTER TASKS

1. WHAT DO I NEED TO TURN IN AT THE END OF THE SEMESTER TO ADMISSIONS AND RECORDS?

   AT THE END OF THE TERM
   All grades must be posted within two working days of the culmination of your class, regardless of the length of your class. You will need to submit a printed copy of your online roll sheets and a copy of your connectColumbia grade screen to the Admissions and Records Office.

   • The grading cycle is not complete when grades are entered on connectColumbia. The following is the grading process:
     ✓ Instructor posts grades on connectColumbia
     ✓ Instructor submits final grades/printed online roll sheets to the Admissions & Records Office
     ✓ Admissions and Records verifies accuracy of grades
     ✓ Grades are available on the student’s official record
     ✓ Instructor maintains copies of each semester’s grading documentation for a minimum of two years

   • Any delay in this process affects both the student’s and staff’s ability to:
     ✓ Enroll in classes that require a prerequisite
     ✓ Send accurate transcripts to other institutions
     ✓ Determine final eligibility for graduation, certificate of achievement and skills attainment certificate, and future financial aid.

Please do not hesitate to contact the Admissions & Records Office if you have questions.

POSITIVE ATTENDANCE REPORTING

   As a reminder, if you are teaching a Positive Attendance class, the total student contact hours must be recorded on your official roll sheets and/or grading documents.

   Your roll sheets containing grading rationale, final grades and positive attendance hours should be submitted to the Admissions and Records Office within two (2) working days after the culmination of the class. Confidentiality expectations and standards are kept at the highest possible level. As a result: **DO NOT MAIL, FAX, OR SEND GRADING DOCUMENTS through a THIRD PARTY.**

   Instructor signature is required only on the first page of each class section.

   Thank you for your prompt response to this very important aspect of our record keeping process and adherence to state mandates.
2. CHECKLIST FOR THE END OF SEMESTER FOR ON-LINE CLASSES

• Download the Grade Center Information. Use the Work Offline Button located on the right hand side in the full grade center view. View instructions at: http://www.youtube.com/watch?v=0ySIjBewHw8
• Provide a Student Satisfaction Survey for feedback.
• Check for Summer and/or Fall for Fully Online or Hybrid Shells in Your Course List.
• Request your Summer and/or Fall Enhancement Shells at: http://gocolumbia.edu/fcroster/logon.aspx?COL=CC&BB=ON
• Copy over your fall content to your summer and/or shells.
  ✓ http://www.gocolumbia.edu/online/Course_Copy.pdf - Read Me Instructions
  ✓ http://share.yosemite.edu/go=1E67 – Watch Me Instructions
• Save/Archive your Blackboard shell content offline. From the control panel>Package & Utilities>Export/Archive Course. The zip file will be listed, right-click on the file for option to “Save Target As” to your desktop or click on the chevron, select Open and then Save.
• Perform a Self-Reflection.
  ✓ What worked well in the course?
  ✓ What did not work as planned?
  ✓ What technical difficulties did you encounter?
  ✓ What areas of the course would you like to improve?
  ✓ What content or activities would you like to add?

3. WHAT IS AN SLO?

An SLO is a Student Learning Outcome which is a tool for
  ✓ Increasing student awareness of their own learning,
  ✓ Providing another avenue for Faculty/Staff Self-assessment
  ✓ Providing a common language about learning throughout the College
  ✓ Providing a context for design and revision of Courses, Programs or Services
  ✓ Providing clearer student expectations
  ✓ Improving promotional Materials
  ✓ Accreditation

There is an SLO tool for us to utilize after we teach our course(s) to assess our effectiveness in attaining established course and program SLOs.

Further information can be found at http://www.gocolumbia.edu/SLO/

4. WHAT IS DSPS AND HOW DO I KNOW IF I HAVE A STUDENT IN NEED OF ACCOMODATION?

The Mission of Disabled Student Programs and Services (DSPS) of Columbia College is to make modifications to its academic requirements as are necessary to ensure students with disabilities (as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and California Bill Number AB 422 ) compete academically on an equal basis with their non-disabled peers. The department provides accessibility through support services, special equipment, specially trained staff and removal of architectural barriers. We encourage independence and integration in the pursuit of learning and participation in college life. Revised 1/11 based on section 504 Regulations section 34 C.F.R.

DSPS is a voluntary program and students with verified disabilities are strongly encouraged to contact you (the instructor) at the beginning of the semester (first 2 weeks) with requests for accommodations.
Students with verified disabilities will give you a copy of their Student Educational Contract (SEC) and Letter of Accommodation (LOA) to discuss their academic accommodations.

**Student and College Rights and Responsibilities**

**Students with disabilities have the right to expect:**

- Full and equal participation in the services and activities of Columbia College and Disabled Student Programs and Services office (DSPS).
- Reasonable accommodations, academic adjustments and/or auxiliary aids and services in response to documented disabilities.
- Confidential information about their disability will not be shared without their prior consent unless permitted by law and then only on a "need-to-know" basis.
- Limited access to anecdotal information maintained by DSPS.
- Information about DSPS policies, procedures, accommodations, and services will be readily available in alternate formats upon timely request.

**Students with disabilities have the responsibility to:**

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs and activities.
- Read the current Columbia College catalog section entitled *Student Code of Conduct*. All Columbia College students, including students with disabilities, will be held to the same standards of personal conduct, decorum, and behavior.
- Self-identify and self-advocate for accommodations, services, and auxiliary aids in a timely manner.
- Provide DSPS acceptable documentation of disability prior to the authorization for any accommodation, service, or academic adjustment.
- Demonstrate and/or provide documentation how their disability limits their participation in courses, programs, services, jobs and activities.
- Follow established policies and procedures for obtaining accommodations, services, auxiliary aids or when requesting the removal of an architectural barrier.

**Columbia College has the right to:**

- Establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, and activities.
- Determine the appropriate standards in developing, constructing, remodeling, and maintaining physical facilities.
- Confirm disability status on a student (for accommodation purposes) after requesting, receiving, and reviewing current and appropriate documentation. The documentation must support any request for accommodations, academic adjustments, auxiliary aids, and services.
- Discuss and develop accommodation strategies for students with disabilities.
- Deny a request for an accommodation, academic adjustment, auxiliary aid, or service, if the student's documentation of disability does not corroborate the need or support the student's request.
- Select among equally effective accommodations, academic adjustments, auxiliary aids, and services.
- Deny any accommodation, academic adjustment, auxiliary aid, service, or facility-related
The College has the responsibility to:

- Develop a **Student Educational Contract (SEC)** for each student that chooses to register with DSPS. The college delegates to DSPS the responsibility for developing SEC’s. The SEC will authorize certain accommodations, academic adjustments, auxiliary aids, and service that may mitigate the impact of a student's disability in the major life activity of learning.

- Provide readily accessible information to faculty, staff, students, and community agencies regarding disability policies mandated by law (state and federal) and implementing procedures available by the college and DSPS.

- Ensure that courses, programs, services, jobs, activities and facilities, when viewed in their entirety, are accessible in the most integrated and appropriate settings.

- Evaluate student performance based on ability, not disability.

- Respond to requests for accommodations and access to courses, programs, services, jobs, activities, and facilities in a timely manner.

- Provide authorized accommodations, services, academic adjustments, and auxiliary aids in a timely manner.

- Maintain all documentation verifying disability in a secure environment that ensures confidentiality.

**Subsequent to the receipt of appropriate** documentation, an **SEC** will be developed based on the following Criterion:

- **Does the student have a disability?** "Disability" is defined in the Americans with Disability Act of 1990 (ADA) as a physical or mental impairment that substantially limits one or more major life activities. A physical impairment is a physiological condition, cosmetic disfigurement, or anatomical loss that affects one or more of the basic body systems (e.g., neurological, musculoskeletal, respiratory, cardiovascular, etc.). A mental impairment is a "mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities."

- **Does the disability substantially limit a major life activity?** (e.g., walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, working, sitting, standing, lifting, reaching, thinking, concentrating, interacting with others, and sleeping). Is the student "otherwise qualified" for the course, program, or activity?

- **Did the student initiate a request for an accommodation, academic adjustment, auxiliary aid, or service?** Did the request for an accommodation, academic adjustment, auxiliary aid, or service follow established DSPS policy and procedure?

- **Is the request reasonable and readily achievable?** Does it impose a financial or administrative burden on the college?

- **Does the requested accommodation fundamentally alter the nature or expectations for a course, program, or an activity?**
Academic Accommodations

Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to such requirements, services, facilities or programs. A student with a disability who requests a modification, accommodation, or adjustment is responsible for identifying himself/herself to the Disabled Student Programs and Services (DSPS) office and, if desired, to the instructor. Students who consult or request assistance from DSPS regarding specific modifications, accommodations, adjustments or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office.

Services Offered

There are many services offered here through DSPS at Columbia College, including, but not limited to:

- Alternate Media Format (Audio books, screen readers, echo pens)
- Alternative Testing Services
- Adaptive Physical Education Program
- High Tech Center Mobility Assistance
- Mobility Assistance
- Special Instruction Introduction to Computer Access
- Specialized Academic Assistance
- Real Time Captioning

5. WHAT IS EARLY ALERT?

Early Alert is a tool faculty use to keep the student and academic advising staff aware of academic performance and for students to be referred to needed resources. If you submit an Early Alert, the Counseling Department will contact the student and attempt to make an appointment with the student to address your concerns.

- Early Alert can be accessed through connectColumbia or through the Counseling website. www.gocolumbia.edu/counseling
- Early Alert can be accessed from an off-campus location.
- Early Alert only works with Microsoft Internet Explorer.

How to Send an Early Alert

- Select SARS (Early Alert). Enter your login information. Your login information is the same as your college email/network login.
- On successful login you will see the faculty information screen. This screen gives a brief introduction to Early Alert.
- Select the Continue button when you are ready to proceed.
- Do NOT start by filling out student name and ID number! Skip these boxes and start by selecting your course.
- Under Instructor/Course Information, you will see a menu with a drop down list. these are the course numbers for the classes that you are teaching. Select the course number for the class with the students you wish to place an EarlyAlert on.
- A pop-up box will show your class roster. Place a check in the box next to one of the students. (note: Early Alerts can be placed on only 1 student at a time)
The "Message to Service Area(s)" box is provided for you to send a private message with additional information directly to the counselors. *(Note: This message will only go to the counselors.)*

- Place a check next to any or all of the **Academic Concerns** that apply to the student.
- Type a personal message to the student in the text area on the bottom of the screen labeled **Message to Student.** This message will be included in the e-mail to the student.
- You can select the **Print** button to print and save a copy of the Alert for yourself or to give to the student.
- Select the **Submit** button to send the Early Alert message by e-mail to the student. The service areas will be notified that an Early Alert was sent.
- Once you submit the form you will get an email with a copy of the Early Alert letter that would sent to the student. The letter encourages the student to meet with you and to see a college counselor. Academic resource information is available to the student on the letter and students can link directly to the websites of these resources.
- Contact Dr. Melissa Raby x5132 or Matt Fox x5110 foxm@yosemite.edu with any questions or concerns you have regarding Early Alert.

**How to View Early Alert**

- To "view" your Early Alert submissions, select the **VIEW** button at the bottom of the page. It is not necessary to pre-select your course and list of student. A pop-up window directs you to choose the appropriate semester. A list of students with alerts will show, allowing you to select a particular student and view or modify that particular alert. You can see if the student has accessed counseling services as it will show that the student has satisfied that responsibility.

**6. HOW DO I REFER A STUDENT TO THE ACADEMIC ACHIEVEMENT CENTER (AAC)?**

- The Academic Achievement Center (AAC) has free peer tutoring available for students as well as Supplemental Instruction (SI) for many courses. In order for a student to receive free peer tutoring, you will need to complete a referral form. The link is provided below.

**7. WHAT IS AWE?**

Academic Wellness Educators (AWE) is a college-wide effort to enhance student success and is made up of students, staff, faculty and administrators working toward this common goal. There are several subgroups of AWE that fill crucial roles. The AWE Core Committee is a small group that represents key campus constituencies and is charged with long-range visioning and moving AWE toward constant improvements. The Core meets three times a year in a retreat format. The Steering Committee is a large and dynamic group that oversees budget and action planning for AWE activities at monthly meetings. Focused Inquiry Groups (FIGs) are groups of people who are working toward a shared goal. FIGs can be any size and only continue if there is still work to be done on their project. FIGs meet as often as they need to accomplish their work.

**8. WHAT ARE OTHER FACULTY RESOURCES?**

There are several links available through the college website. The link takes you to the Faculty and Staff web page.

http://www.gocolumbia.edu/faculty_staff/
9. HOW ARE ADJUNCT FACULTY EVALUATED?

Temporary (adjunct / hourly) faculties are evaluated once during their first semester of employment, and once during every six semesters of employment thereafter. (Reference page 5, section 5.7.4 YCCD/YFA Contract.) Your Division Dean will notify you when you are scheduled for evaluation. The evaluation process will be conducted in accordance with the guidelines set forth in Article 5: Evaluation of the YCCD/YFA Contract. For a detailed description of the evaluation process, refer to page 3, Article 5 of your Faculty Contract or contact your Division Dean.
1. WHAT STUDENT RESOURCES ARE AVAILABLE?

Columbia College has a wealth of resources available to help the student be the best they can be! Many may be hidden gems that you do not know about.

Here is a link that provides a list of services and policies for students.

http://www.gocolumbia.edu/students/

In addition, you will see GPS information throughout the campus. This is in reference to a program known as Guidance/Preparation/Success and provides tips in time management, stress management, problem solving, etc. GPS tips can be incorporated into your classroom. You will be notified through e-mail and written material on the program for the month.

2. HOW DO STUDENTS GET AN E-MAIL ACCOUNT?

Student e-mail accounts are a service provided to students free of charge. The student has to activate their e-mail account each semester.

The student will receive all college communications through their student e-mail account, such as:
- ✔ Registration dates
- ✔ Current financial aid information
- ✔ Class adds or drops
- ✔ Emergency campus closures
- ✔ Class day cancellations

Students can access step by step instructions on the College website by clicking on Students, Student E-mail Activation, and then follow the instructions.

3. ARE THERE RESOURCES FOR VETERANS?

Columbia College offers a variety of resources for veterans. The link below provides contact information and services for this student population.

http://www.gocolumbia.edu/financial_aid/veterans_services.php
HEALTH SAFETY AND WELLNESS

1. WHAT HEALTH SERVICES ARE AVAILABLE TO FACULTY, STAFF, AND STUDENTS?

The Health Services Department offers a wealth of services to the campus community. The link below provides the webpage.

http://www.gocolumbia.edu/health_services/default.php

In addition, flu shots are available for faculty and staff at a nominal fee. Notifications are made by e-mail when and where the flu shot is available.

2. CAMPUS SECURITY

We all play a role in campus security by reporting unsafe conditions, campus emergencies, parking in designated places, etc. The link for all services provided is below as well as safety information.

http://www.gocolumbia.edu/safety/default.php

3. WHAT ARE BASIC EMERGENCY PROCEDURES?

IN CASE OF FIRE, IMMINENT DANGER, AND/OR LIFE-THREATENING CIRCUMSTANCES, CALL 911 from any phone.

Campus Security: 588-5167 566-5476 (cell)

Campus Nurse: 588-5204

Emergency phones are located in every classroom and office on campus. Emergency numbers are posted next to the phone for quick reference. In addition, red emergency phones are located outside on the following buildings around campus. Please become familiar with the closest emergency phone to your classroom location:

- Aspen—outside building
- Juniper—outside building
- Manzanita—inside Rotunda
- Redbud—outside building
- Sequoia—outside building
- Tamarack—outside building

Emergency Call Box Locations
- Student Parking Lot “A”
- Oak Pavilion Parking Lot
- Between Redbud and Tamarack

Student Accidents
For all student accidents occurring on campus, the student must complete a Student Incident Form (obtained from the Business Office, Health Services Office, Deans’ Offices or Health and Human Performance Office) within 24 hours of the accident. The student keeps the copy page of the Incident Form and the current Insurance Plan Brochure. All students are covered by a student accident insurance
ON LINE TEACHING AND LEARNING

1. WHAT IS BLACKBOARD AND HOW CAN IT BE UTILIZED?

Blackboard is the software program available to instructors for on-line course, hybrid course, or to enhance a face to face course. Group and individual instruction on the use of this powerful tool is provided by the Instructional Technology Center at 588-5092.

Blackboard is Columbia College’s Web-based Learning Management System, a tool that allows our instructors to develop and support online education. Students use the Blackboard System when they take fully-online classes (no face-to-face instruction), hybrid classes (a blend of face-to-face and online instruction) and in face-to-face classes when instructors use Blackboard as an enhancement tool. The schedule of classes will indicate whether a class is fully online or a hybrid with face-to-face meeting dates and times. Note: Blackboard features and tools used in an online class may vary from instructor to instructor.

Most students will find Blackboard easy to use, especially if they are familiar with the Internet and have some basic computer skills; searching the Internet, word processing, copy and paste, uploading and downloading files. Before logging in, click on the Blackboard Browser Compatibility Check link. It is located on the login page to ensure the browser is correctly configured for use inside the Blackboard classroom.

Username: Your student ID number with a lower case “w” in front of it is your username. Example: w0123456 Password: If you have used the Blackboard 9.1 system before, log in using the existing password. If you are new to Blackboard your initial password is your six-digit birth date, mmddyy, e.g. 041765. Log into: https://yccd.blackboard.com

If you still cannot log in contact the Help Desk Email: onlinehelpdesk@yosemite.edu or call the Help Desk Phone: 209.575.6412. Please check the link on the log in page for days and times the Help Desk is available. Most online classes are available to enter 5 calendar days prior to the start of the semester.

2. WHAT ARE SOME ONLINE TEACHING RESOURCES?

There are very good resources for online instruction on the College website. The link is below:

http://www.gocolumbia.edu/online_learning/default.php
ADJUNCT FACULTY BENEFITS

1. WHAT ARE ADJUNCT FACULTY BENEFITS?

Beyond the joys of teaching, as adjunct faculty our benefits are limited. Benefits of Adjunct Faculty are determined by the Yosemite Faculty Association (YFA) contract with the District. The YFA is the recognized collective bargaining agent for all full and part-time District Faculty.

**Sick Leave:** faculty employed on an hourly basis shall earn Sick Leave at the rate of one hour for each twenty hours of paid service. Sick Leave credit will not be earned for any fraction of twenty hours. Sick Leave earned may not be credited to Sick Leave accrued during other District employment, nor may Sick Leave earned during other district employment be utilized for absence during hourly employment;

**Jury Duty:** A Leave of Absence without loss of salary shall be granted to an adjunct faculty who is officially called for Jury Duty; Jurors fees, exclusive of mileage, received by the adjunct faculty member are deposited to the Credit of the District;

**Personal Necessity Leave:** Sick Leave credit may be utilized for reasons of personal necessity by faculty employed on an hourly basis. Entitlement of such utilization shall be at a rate of one hour for each thirty hours of paid service;

**Retirement:** Designated District and employee contributions to either California State Teachers Retirement System (CalSTRS) or Accumulated Program for Part-time and Limited Service Employees (APPLE) are allowed. Consideration for which plan you are eligible for and what you want your contribution to be is handled through your respective Dean’s Office. Here is a CalSTRS Membership Election Form for your use.

[CalSTRS Membership Election.pdf](CalSTRS Membership Election.pdf)

To determine which option is best for you, consult with CalSTRS or your financial advisor.

**Health Care:** Attached is information concerning the Affordable Care Act as an employee of the Yosemite Community College District.

[ACA Notice.pdf](ACA Notice.pdf)

**Contracts:** Contracts are distributed approximately 3 weeks into the semester for signature. In general, a 3 credit lecture class is considered a 20% load and a 1 credit lab or activity class is considered a 15% load. Review the numbers on the contract to make sure they are accurate for your teaching load. Specific questions about your contract are to be directed toward your respective Dean’s Office.

**Payroll Dates:** Payroll periods are the 21st through the 20th of the month. Adjunct Instructors are paid on the 15th of the following month unless the 15th falls on a weekend or holiday. If this occurs, the pay
date would be the last working day before the 15th. If you have a dispute regarding your pay, please contact your Deans office. Attached are the Direct Deposit Forms and the most current Salary scale.

Direct Deposit.pdf

**Emergency Contact Form:** Attached is an Emergency Contact form to have on file at the College. The form should be updated if any of the information changes.

Emergency Contact Form.pdf

**On The Job Injury:** As an employee of the YCCD, you are eligible for Workers Compensation Benefits in the event of an injury that occurred during your work time. Attached is a form to tell you the process.

On the Job Injury Reporting.pdf

**Oath of Affirmation:** This form is a part of your initial employee affirming you will uphold the Constitution of the United States and the State of California.

Oath of Affirmation.pdf

**Faculty Information Sessions/Classes:** Over the course of the semester, you are informed of several opportunities for training related to current teaching practices, technology, and sharing of information. In addition, individual training or cohort training is available through the Information Technology Center related to Distance Learning and software. The health and Human Performance department offers several class sections that faculty may attend. You will receive an e-mail at the beginning of each semester to identify what sections faculty is eligible to enroll in.

2. **WHO REPRESENTS ME?**

Adjunct Faculty are represented in the Academic Senate by two elected Adjunct Faculty. Bring your concerns to these individuals so they can be brought to the attention of the appropriate group.

The link to the Academic Senate Page describing the constitution, bylaws, guidelines, and other pertinent information is [http://www.gocolumbia.edu/academic_senate/default.php](http://www.gocolumbia.edu/academic_senate/default.php)

**WHAT IS YFA?**

The YFA is the Yosemite Faculty Association is the collective bargaining unit for full time and part-time faculty of the Yosemite Community College District (YCCD). YCCD includes Columbia College and Modesto Junior College.

Here is the link to YFA and current information.

[http://yfa.sites.yosemite.edu/prespage_bolter.html](http://yfa.sites.yosemite.edu/prespage_bolter.html)
GUIDING STATEMENTS AND CORE VALUES

Columbia College Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism, and embrace diversity.

Columbia College Vision Statement

We envision ourselves as an exceptional institution of higher education.

Columbia College will continue to provide comprehensive, exemplary educational programs and services which respond to the individual learning needs of its students and the collective economic and cultural needs of our diverse communities we serve.

Columbia College will be a center for transformational learning promoted through critical and creative thinking that is open to change and personal growth; civic, environmental, and global awareness and engagement; and individual and collective responsibility. We will adopt a holistic approach promote a culture of support for student learning across the institution.

Columbia College will use effective technologies and showcase facilities to enhance teaching and learning. Our vision will be realized through outstanding employees who adhere to high standards of excellence while working in partnership with those we serve.

We envision ourselves developing a passion and capacity for lifelong learning.
Columbia College Core Values

The Columbia College community is committed to following a set of enduring Core Values. These values are focused on the development of a sustainable institution and serve to guide the institution through changing times and shape our Mission, Vision, and Goals.

**Academic Excellence and Success:**
We value the commitment to quality and support continuous improvement through student learning outcomes. We are committed to a comprehensive curriculum and services that support and foster a culture of academic wellness for all of our students.

**Innovation, Professional Development, and Commonality:**
We value creativity, risk-taking, and vision. We value others, ourselves, and our students as unique individuals and embrace the commonalities and the differences that promote the best of who we are.

**Transformational Learning:**
We value and promote critical and creative thinking. We value learning as a lifelong process of change in the pursuit of knowledge and personal growth.

**Vital Community and Access:**
We value and believe it is essential to assist the broader community in gaining access to higher education and achieving success in their chosen endeavors. Columbia College values its role in the community and is dedicated to strengthening and enriching the quality of life of all those we serve.

**Environmental Sustainability:**
We value our living planet. We accept responsibility and adopt practices to protect the environment for future generations and share these values with others.

**Civic Awareness:**
We value civic and global awareness. We promote the understanding and betterment of our planet by engaging our community.

**Shared Decision Making:**
We value shared decision making that provides each of us the opportunity to participate in building consensus. We value individual and collective responsibility and accountability.

**Positive Environment:**
We value the preservation of the unique cultural and aesthetic environment of Columbia College which is welcoming, pleasing, and safe.

**Collegiality and Professionalism:**
We value kindness and respect in all our interactions. We support, promote, and demonstrate understanding, civility, cooperation, and mutual respect among all of its employees, students, and community members.

**Institutional Wellness:**
We value an institutional environment and culture that promotes and supports total health and wellness of staff and students.
SEMESTER CHECKLIST

___ PURCHASE PARKING PERMIT
___ ATTEND ADJUNCT FACULTY IN-SERVICE
___ PRINT OUT COURSE OUTLINE OF RECORD
___ ACCESS CLASS ROSTERS
___ DOWNLOAD/CREATE YOUR CLASS ROSTER, GRADING AND ATTENDANCE FORMS
___ ESTABLISH AN E-MAIL ADDRESS
___ LOCATE MAIL LOCATION
___ GET COPIES MADE AS NEEDED
___ SCHEDULE YOUR OFFICE HOURS (not required for Adjunct Faculty)
___ ELECTRONICALLY SEND A COPY OF YOUR COURSE SYLLABUS TO YOUR RESPECTIVE DEAN
___ ATTAIN KEYS TO THE ADJUNCT FACULTY OFFICE
___ ADD/DROP STUDENTS BY APPROPRIATE DEADLINES
___ REPORT STUDENTS TO EARLY ALERT AS NEEDED
___ INCORPORATE AWE AND GPS PRACTICES INTO YOUR CLASSROOM
___ ORDER BOOKS FOR THE FOLLOWING SEMESTER AS REQUIRED
___ PROVIDE FINAL GRADES AND SUPPORT DOCUMENTS TO ADMISSIONS AND RECORDS BY THE DEADLINE
___ USE THE SLO TOOL TO REPORT AND UPDATE RESULTS