



COMMUNITY EDUCATION

Faculty Orientation

WELCOME TO SPRING 2025



Agenda

- Key Constituents
- Building S Hours
- Faculty Responsibilities
- Policies & Procedures
- Attendance & Reporting
- Resources & Support
- Open Discussion



Key Constituents



COMMUNITY EDUCATION



Dean's Office

- Dean: Alicia Paniagua | alicia.paniagua@hancockcollege.edu | ext. 3325
- Interim Admin III: Gabriella Trevino | gabriell.trevino@hancockcollege.edu | ext. 3587
- Interim Admin II: Annette Huicochea | annette.huicochea@hancockcollege.edu | ext.
- Interim Admin II: Marissa Vela | marissa.vela@hancockcollege.edu | ext.
- Public Affairs Specialist: Francisca Ullman | francisca.ullman@hancockcollege.edu | ext. 3286

Coordinators

- Serve as the first point of contact for faculty, implement local and state curriculum policies and initiatives, and assist the dean with scheduling
- Andria Perdue-Keiser | akeiser@hancockcollege.edu | ext. 3701 | ELDN, ELDV
- Dana Avila | danaavila@hancockcollege.edu | ext. 3242 | HEAL, HOEC, OLDR, PARN, Fee-based
- Delicia Navarette | delicia.navaret@hancockcollege.edu | ext. 3492 | BASK, CITZ, TRCK, VOCE, WKPR

Support Staff

- Front Counter Staff: Student's first point of contact, register students, processes fees
- Student Navigators: Outreach, participate in community events, intentional student support, manage signal vine



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New Office Hours

Building S-122

Monday - Thursday

8am - 7pm

Friday

8am-4pm

**Effective Tuesday, January 21, 2025*

Faculty Responsibilities



1 **READ YOUR BARGAINING AGREEMENT**

- Know your rights and responsibilities.

2 **NOTICE OF ASSIGNMENT**

- Outlines your contractual hours
- Shows your pay rate and frequency of pay
- Must be signed to get paid
- Subject to change
- For questions, contact [Gabriella Trevino](#)

3 **KEY REQUESTS & PROCESS**

- Gabby manages key requests
- All keys and fobs for cabinets and off-site locations need to be returned at the end of every semester to Gabby.
- Key Codes are assigned by Campus Police – Building S2
 - If you forget your code, contact CP, who will notify you once it's ready.

4 **ROOM ASSIGNMENT**

- Ensure you visit and inspect your classroom and technology setup before classes begin
- If there are any issues submit ticket for IT/Facilities
- Email Admin II and CC your Coordinator

Faculty Responsibilities



5 SYLLABUS

- Incorporate student complaint process:
 - 1. Talk to your instructor
 - 2. Talk to the coordinator
 - 3. Talk to the dean
- Syllabi **must be emailed** to Admin II by Feb. 4
- [Syllabus Checklist](#)
- [Syllabus Template](#)
- [Course Outline of Record \(COR\)](#)

6 FIRST 2 WEEKS CANCELLATIONS

- Noncredit classes typically require a minimum of 15 students officially enrolled and regularly attending
- **To boost enrollment and possibly avoid class cancellations:**
 - Contact students and/or send them reminders about your classes
 - Request SignalVine messages for each section through your coordinator
 - Encourage students to invite others to join the class (noncredit courses are FREE!)

7 STUDENT ADD & INSTRUCTOR DROP FORM

- Drop students that you've contacted and who haven't attended class.
- [Link to Drop Students](#)
- Use the [Instructor Drop Form \(Admissions Override\)](#) **if you receive an error message when dropping a student online**, resulting in the drop not going through.
- **Before** the end of the term, **drop** any students who are no-shows or who have stopped attending.

Faculty Responsibilities



8 ATTENDANCE

- [First Week Attendance Report](#)
- Positive Attendance

9 SP GRADING INSTRUCTIONS

- If you are teaching a class that has been as identified as a CDCP class AND is set up for the “SP” grading, you will enter the SP grade for each noncredit student
- As per Title 5, only courses with the following prefixes may be identified as CDCP courses with the “SP” grading: BASK, CITZ, ELDN, ELDV, TRCK, VOCE, WKPR
- All other noncredit programs (HEAL, HOEC, PARN, DISA, OLDR) **DO NOT** enter grades
- Unsure of the grading designation for your class, contact your program coordinator.



Passing Time

The **other ten minutes** of the clock hour:

- Each clock hour is composed of one class hour segment, and a segment referred to as “**passing time**” or “**break time**”
- No additional attendance may be claimed for the 10-minute segment except for multiple-hour classes
- The 10-minute break time permitted in each clock hour **may not be accumulated** during a multi-hour block scheduled class to be taken at the end of the session and be counted for FTES purposes

**From the Academic Senate California Community Colleges (ASCCC) at the Curriculum Institute*



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Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

California Community Colleges
Calculation of Contact Hours

Session Minutes	Hrs:Min	Contact Hours
50	0:50	1.0
55	0:55	1.0
60	1:00	1.0
65	1:05	1.3
70	1:10	1.4
75	1:15	1.5
80	1:20	1.6
85	1:25	1.7
90	1:30	1.8
95	1:35	1.9
100	1:40	1.9
105	1:45	1.9
110	1:50	2.0
115	1:55	2.0
120	2:00	2.0
125	2:05	2.3
130	2:10	2.4
135	2:15	2.5
140	2:20	2.6
145	2:25	2.7
150	2:30	2.8
155	2:35	2.9
160	2:40	2.9
165	2:45	2.9
170	2:50	3.0

Session Minutes	Hrs:Min	Contact Hours
175	2:55	3.0
180	3:00	3.0
185	3:05	3.3
190	3:10	3.4
195	3:15	3.5
200	3:20	3.6
205	3:25	3.7
210	3:30	3.8
215	3:35	3.9
220	3:40	3.9
225	3:45	3.9
230	3:50	4.0
235	3:55	4.0
240	4:00	4.0
245	4:05	4.3
250	4:10	4.4
255	4:15	4.5
260	4:20	4.6
265	4:25	4.7
270	4:30	4.8
275	4:35	4.9
280	4:40	4.9
285	4:45	4.9
290	4:50	5.0
295	4:55	5.0



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Multiple-hour Class Example

7:00 pm to 10:05 pm

- 7:00 to 9:50 = 3 hours
- Partial Class Hour 9:51 – 10:05 = 15 min
- $15/50 = 0.3$
- Total Contact Hour = 3.3
- Includes 20 min of “break” time

Breaks may not be accumulated and taken at the end. However, when a section is scheduled over a full day, breaks can be combined for a “lunch” break w/o change in attendance.



COMMUNITY EDUCATION

Attendance Accounting

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First Week Attendance

- Due the Monday of the first week (01/27, 03/31)
- We are no longer using the paper form
- A digital form will be emailed to you

Daily Attendance

- Daily attendance is required
- Verify your roster is updated
- People who are not registered for the class are not permitted to be in attendance (liability issue)

Weekly Positive Attendance (WPAR)

- Due after your last class of the week (every week)

Monthly Reports

- Due on the following dates (2/4, 3/4, 4/8, 5/6, 5/20)

Weekly Positive Attendance

Course Information Intro to English D -- NESL 7007

CRN:41603

Instructor: Keiser, Andria E.

Start/Stop: 24 JAN 2022 -- 21 MAY 2022

Days	Times	Bldg.	Room	Enrolled
TTh	9:00am - 11:50am	S	105	25

Andria Keiser 3/15/22

Print Page Return ↓ ↓ ↓ ↓ ↓

#	Name/ID	Reg.	Hours	wk 1 01/24	wk 2 01/31	wk 3 02/07	wk 4 02/14	wk 5 02/21
			1045.5	57	37	95.5	80.5	83
1	[REDACTED]	RE	79.00	0.00	3.00	6.00	3.00	6.00
2	[REDACTED]	RA	28.50	3.00	0.00	3.00	0.00	3.00
3	[REDACTED]	RE	0.00	0.00	0.00	0.00	0.00	0.00
4	[REDACTED]	DJ	24.00	3.00	3.00	6.00	3.00	6.00
5	[REDACTED]	RE	70.50	3.00	3.00	6.00	6.00	3.00
6	[REDACTED]	RE	18.00	6.00	3.00	0.00	6.00	3.00
7	[REDACTED]	DJ	3.00	0.00	0.00	3.00	0.00	0.00
8	[REDACTED]	DB	0.00	0.00	0.00			

Faculty Responsibilities



10 LEAVES

- Leaves of Absence Article 9 of [CBA](#).
- [Noncredit Faculty Resource Page](#)
- If you have an emergency and need to be absent
 - Directly contact front-counter staff at 805-347-7553
 - to request a note on your door
 - to request a Signal Vine text to students
 - Email your coordinator and Gabby
 - Complete the [Leave of Absence Request/Report Form](#) within 3 days of absence
- Personal Necessity Leave Process
 - Personal Necessity leave must be approved in advance
 - Contact your dean prior to submitting the request with the reason and copy Gabby and your coordinator
 - If you know in advance that you will be absent, please arrange for a qualified substitute and notify your coordinator

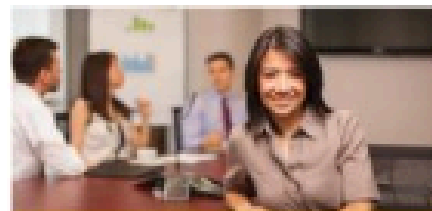
11 FIELD TRIP REQUEST

- All field trips must be pre-approved by the dean, cannot be mandatory, and require instructors to submit a Request for Field Trip Approval form at least two weeks in advance
- Attending students must complete an [Acknowledgement and Assumption of Potential Risk form](#), as outlined in BP/AP 4300: Field Trips and Excursions.

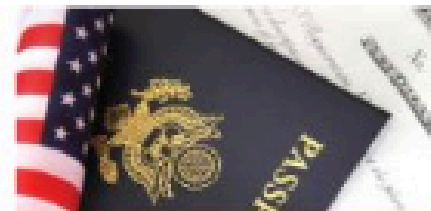
Step One: Submit a COCApplly Application

Step Two: Find a Noncredit Class

Step Three: Register for Noncredit Courses



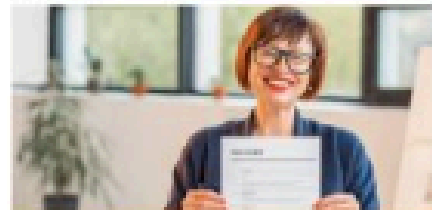
Learn English



Become a U.S. Citizen



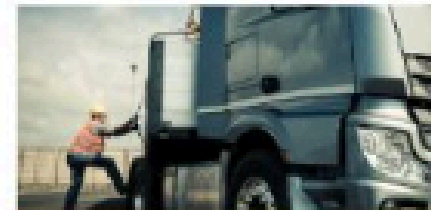
Learn Computer Basics



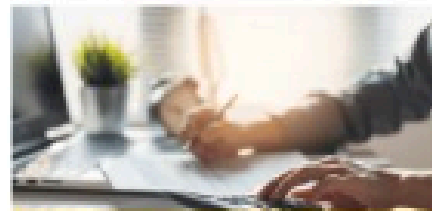
Find or Enhance Your Career



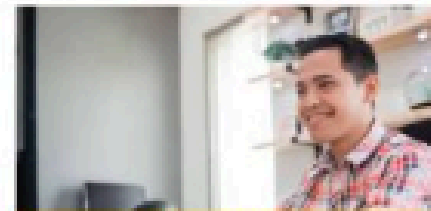
College for Kids (Youth Education)



Commercial Truck Driver



Income Tax Preparation



Prepare for the GED/HiSET



Classes for Personal Development

[Forms](#)

[Parking Information](#)

[Locations](#)

[Community Education Staff](#)

[Community Education Faculty and Teaching Resources](#)

Faculty Resources

Campus Graphics

- Opens M-F at 7:30 a.m.
- Closes M-Th at 7:00 p.m. and F at 4:00 p.m.
- Develop class materials in a timely manner and submit online
- Department copier is only for positive attendance reporting

Mailboxes

- Santa Maria building S
- LVC building 2
- SYVC main office

Part-Time Faculty Association (PFA)

Staff Parking Permits

- Register your vehicle through your portal



COMMUNITY EDUCATION

Reporting Concerns

Report it!

- Sexual Misconduct
- Unlawful Discrimination
- Student of Concern
- Disruptive Behavior/Conduct Violation
- Academic Dishonesty
- Basic Needs
- Student Complaint/Grievance
- Grade Review

Bulldog Intervention Team (B.I.T)

- AHC strives to provide a safe environment for all who study, visit and work here
- If you feel the need to report behaviors that concern you for the safety of our faculty, staff or students, procedures are in place for addressing disruptive, suspicious, or unusual behavior.
- [B.I.T. Referral Form](#)



[ABOUT](#) [SERVICES & SUPPORT](#) [ACADEMICS](#) [ADMISSIONS](#) [PAYING FOR COLLEGE](#)

REPORT IT

[Home](#) / [Report It](#)

Reporting Matters: Your Voice for a Safer Community

Allan Hancock College is committed to fostering a safe and supportive environment for learning and working.

The college relies on its community to identify and report behaviors of concern so the proper support services and resources can be provided to students, faculty, staff, and employees. We are all responsible for campus safety and we take all reports seriously. If you see something, say, and do something about it.

Accident Reports & Guides

- [Active Shooter Guidebook](#)
- [Distressed Students Response Protocol](#)
- [Victim Resource Guide](#)

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse.

All injuries to District employees, student workers, and volunteers will report the incident to their supervisor who will report the incident immediately to Human Resources.



Accessing Funds for Books & Materials

Books

- Admin II is responsible for overseeing classroom books and materials.
- Books used at off-site locations must be returned on the last day of instruction each semester.
- Classroom books are intended for in-class use only and should not be written in nor taken home by students.
- Faculty members are required to keep track of all books, with a set of 30 books per class.

Bookstore

- If you have books or materials for students to purchase, please include a picture on your syllabus to help bookstore staff locate them, as our books are not linked to specific courses in the bookstore.

Basic Needs

- Once classes begin, students can request funds for books and other classroom materials through Basic Needs, provided they are registered for the current semester. To help Basic Needs staff determine the required amount, please include a picture of the book and/or materials on your syllabus.



COMMUNITY EDUCATION

Students can get admission and registration help via text.

QUESTIONS? WE ARE ALWAYS HERE TO HELP.

If you have questions or need help with completing your noncredit Community Education admission and registration forms, our staff is available by phone, email, text message, or in person at our office. We are open Monday through Thursday from 8 a.m. to 7:30 p.m., and on Fridays from 8 a.m. to 7 p.m.



Call us

at 805-347-7553



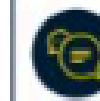
Fax us

at 805-352-1046



Email us

at CommunityEducation@hancockcollege.edu



Send us a text

at 805-214-4855, or by entering CommunityEducation@hancockcollege.edu



Find us on Facebook

at AHC Community Education & Noncredit Counseling



Visit us

at Community Education, building S
800 S. College Drive
Santa Maria, CA 93454-6399

Visit our website for more information
www.hancockcollege.edu/communityed

Noncredit Counseling

How They Help:

- Orientation (Estudiantes Unidos)
- Student Educational Plans (SEP)
- Academic/Career/Personal Counseling
- Workshops
- Noncredit to Credit Transition

To Make an Appointment:

- Santa Maria Campus x 3740
- Lompoc Valley Center x 5178
- Santa Ynez Valley Center x 6604





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Questions?

COMMUNITY EDUCATION TEAM

