

NEW ADJUNCT FACULTY WELCOME

SPRING 2023

SAN DIEGO MIRAMAR COLLEGE

WELCOME



Michael Odu
Vice President of Instruction
modu@sdccd.edu

AGENDA

- I. Welcome – Michael Odu, Vice President of Instruction
- II. Academic Success Center – Nessa Julian, Associate Dean
and Donnie Tran, Academic Success Center Coordinator
- I. Audio/Visual Services – Bill Pacheco, Multimedia Specialist
- II. Jet Fuel Resource Center – Cheryl Barnard, Dean of Student Affairs
- III. Student Conduct & Academic Honesty – Cheryl Barnard, Dean of Student Affairs
- IV. Census Rosters & Grade Reporting – Dana Stack, Admissions & Records Director
- V. Flex – Allen Andersen, Flex Coordinator
- VI. Faculty Evaluations – Denise Maduli-Williams, Faculty Evaluations Coordinator
- VII. Job Placement Services – Alex Ortega, Job Placement Coordinator
- VIII. AFT – Kevin Petti and Kelly Morelewski, AFT Representatives
- IX. Q&A/Closing
- X. School and Department Meetings – Will Be Held on Thursday after the college's morning Kick-Off event

Donnie Tran
ASC Faculty Coordinator
dtran@sdccd.edu

Nessa Julian
Associate Dean of Academic Success
and Integrated Support Services
njulian@sdccd.edu

ACADEMIC SUCCESS CENTER (ASC)

TUTORING, WELL (FORMERLY THE ENGLISH CENTER),
INDEPENDENT LEARNING CENTER (ILC), MATH LAB



ASC Twitter, FB, & IG Account: @MiramarASC

ASC (L-101)

M-Th 9:00 am – 6:00 pm
F– 9:00 am – 1:00 pm

Zoom (Online)

M-Th 12:00 pm – 4:00 pm

Math Lab (M-210)

M-Th 10:00 am – 5:00 pm
F - Closed

**Tutoring available 1/30/23 - 5/26/23*

STAR-CA (online Tutoring)
by CCC Consortium

NetTutor (online Tutoring)

Subjects and
tutoring availability on
Canvas

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ASC Faculty Coordinator
dtran@sdccd.edu

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MyWCO

- All students will need to create an account to access tutoring services

Services for Faculty

- Class Orientations at ASC – Bring your students for a tour to learn about all available services
- Class Visits – Similar to an orientation, but an ASC representative will come to your classroom
- Student Attendance at ASC – Include ASC visits in your syllabus
- Embedded Tutors – Have a tutor assigned to your class. They act as a model student and hold study sessions outside class time.
- Access to Learning Resources – Your students will have access to textbooks, manipulatives, and models. You can donate or loan materials to the ASC.
- Office Hours – You can hold your office hours at the ASC. Just let us know your days and times.

Donnie Tran
ASC Faculty Coordinator
dtran@sdccd.edu

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and Integrated Support Services
njulian@sdccd.edu

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Services for Students

- One-on-one tutoring on a walk-in basis in English, math, biology, chemistry, physics, & other subjects
- Individual, and group study spaces
- Reserve rooms for workshops, and group study
- Access to resources: Pay-for-print stations, scanners, computer lab, and anatomy models
- Embedded Tutors in English and math X-courses & Career Education courses

Bill Pacheco
Multimedia Specialist
bpacheco@sdccd.edu

AUDIO & VISUAL

AV Services (L-111) Overview

- Faculty/Staff Technology Training
- Multimedia Services
- Technology Design & Integration

avmira@sdccd.edu



SAN DIEGO MIRAMAR COLLEGE

Bill Pacheco
Multimedia Specialist
bpacheco@sdccd.edu

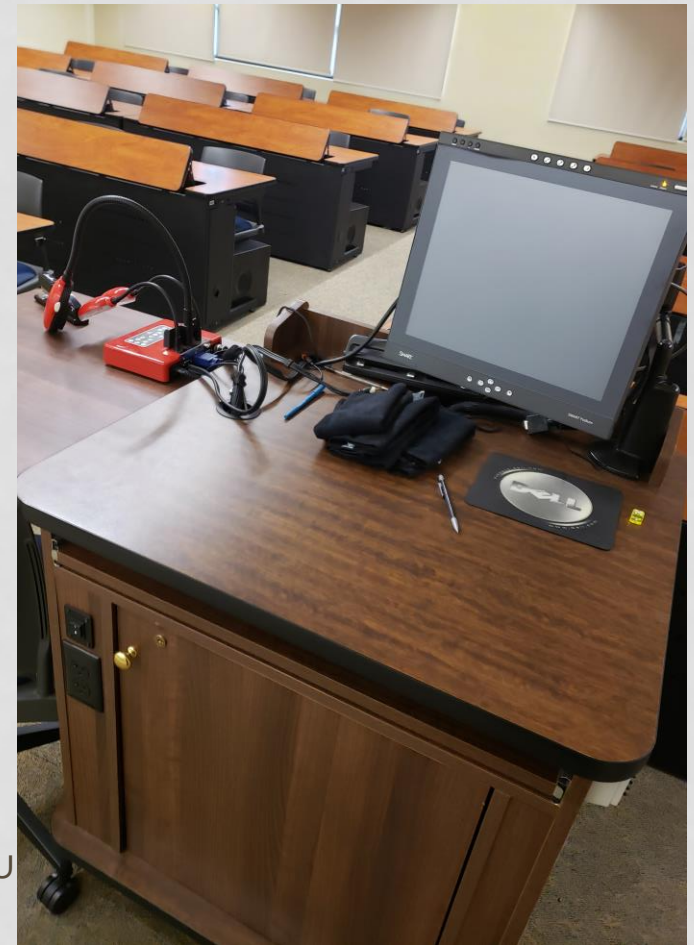
AUDIO & VISUAL

Faculty/Staff Technology Training

- Smart classroom **faculty technology training**
- **May be FLEX credit eligible**

AV Technology training *must be completed prior to accessing the classroom audiovisual equipment.*
Schedule a training appointment with us ASAP.

avmira@sdccd.edu



Bill Pacheco
Multimedia Specialist
bpacheco@sdccd.edu

AUDIO & VISUAL

Multimedia Services

- Special Event Assistance
- Equipment Checkout
- Faculty Media Checkout
- Audiovisual Production Services
 - Instructional Videos
 - Marketing Videos
 - Other production requests
- Student Viewing Stations



avmira@sdccd.edu

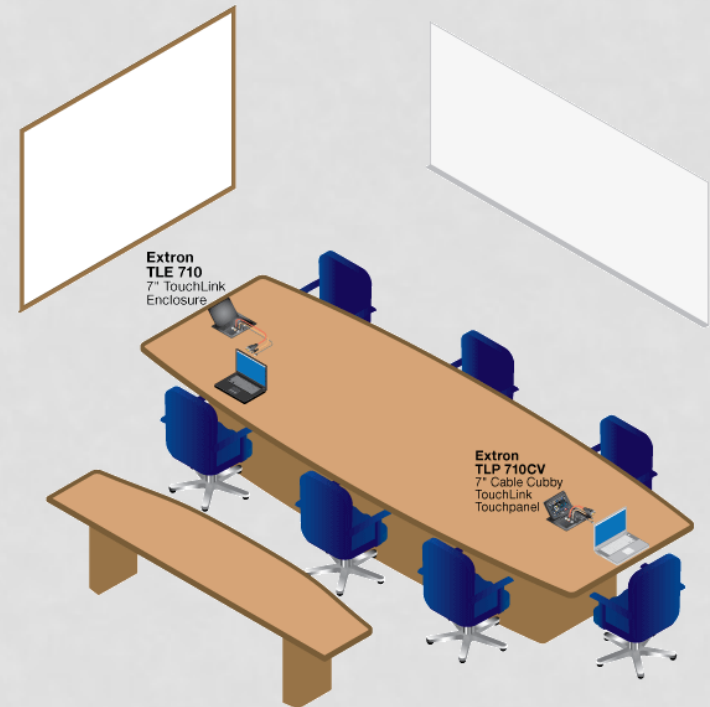
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Multimedia Specialist
bpacheco@sdccd.edu

AUDIO & VISUAL

AV Design & Integration

- Maintenance and troubleshooting
 - Projectors, lecterns, system audio
 - **Not computers** (contact ICS at 619-388-7387)
- Planning and procurement
 - Request through your dean or department chair
 - Technology refresh and renovations for Program Review



avmira@sdccd.edu

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Bill Pacheco
Multimedia Specialist
bpacheco@sdccd.edu

AUDIO & VISUAL

**Schedule your classroom technology training
A.S.A.P!**

CONTACT US:

avmira@sdccd.edu

619-388-7317

www.sdmiramar.edu/library/av

Multimedia Specialists:

Bill H. Pacheco

SAN DIEGO MIRAMAR COLLEGE

Caitlyn Morgan
Basic Needs Coordinator
Cmorgan@sdccd.edu

JET FUEL RESOURCE CENTER

Pantry

- Mon-Tues 11AM-3PM; Wed-Thurs 9AM-3PM
- Must have a San Diego Miramar ID and be currently enrolled in classes
- Students are allotted 1 visit per day



The Really, Really Free Farmer's Market (every other Wednesday)

- 9AM- While supplies last; In-front of K1 Building
- Spring dates: 2/1, 2/15, 3/1, 3/15, 4/5, 4/19, 5/3, 5/19



CalFresh Connection

- Email Caitlyn to be connected to Miramar's CalFresh liaison
- Can also sign up through [Feeding San Diego](#)
- Referrals to external [food pantries](#) through the San Diego Food Bank



Resources also available for housing, transportation, clothing, hygiene items – please refer directly to Caitlyn

SAN DIEGO MIRAMAR COLLEGE

Cheryl Barnard

Dean of Student Affairs

cbarnard@sdccd.edu

STUDENT SERVICES

Policy 5500 Violations Plagiarism Removal of a Disruptive Student Students of Concern

Cheryl Barnard
Dean of Student Affairs
cbarnard@sdccd.edu

**K1-210
x7313**

SAN DIEGO MIRAMAR COLLEGE

Cheryl Barnard

Dean of Student Affairs

cbarnard@sdccd.edu

STUDENT SERVICES

Board Policy 5500 Violations

- **BP 5500** - STUDENT RIGHTS, RESPONSIBILITIES, CAMPUS SAFETY AND ADMINISTRATIVE DUE PROCESS
- This policy outlines the rights and responsibilities of all District Students.
- It also outlines the District's commitment to a safe learning environment for all students

Cheryl Barnard

Dean of Student Affairs

cbarnard@sdccd.edu

STUDENT SERVICES

What do I do when a student cheats or plagiarizes?

- If there is an incident of academic dishonesty, collect evidence. Meet with the student and share the evidence. If student accepts responsibility, faculty needs to determine appropriate academic sanction (lowering of grade, zero given on assignment/test, re-do work or re-take exam).
- Complete the Faculty Academic Sanction Form (found under employee resources). Send a copy to Department Chair, Dean of the School and Dean of Student Affairs.
- If incident involves more than one student and/or is severe in nature, consider referring the incident to the Dean of Student Affairs by submitting an Incident Report form (found under employee resources).

Cheryl Barnard

Dean of Student Affairs

cbarnard@sdccd.edu

STUDENT SERVICES

What do I do when a student disrupts the classroom and discipline is required?

- Fill out the [Removal of Disruptive Student](#) Form & provide to Dean of Student Affairs immediately. Prompt attention is given to these matters. The form is located on the [Student Affairs website](#).
- You may remove the student for up to 2 class sessions for classes that meet 2 times per week, and 1 class session for a class that meets once a week.
- If the level of disruption is severe enough and there is a level of threat, call **Police Dispatch at (619- 388-6405)**

Cheryl Barnard

Dean of Student Affairs

cbarnard@sdccd.edu

STUDENT SERVICES

What do I do if I have a concern about a student's well-being?

- The College has a Behavioral Intervention Team which meets twice a month
- This inter-disciplinary team meets to review and respond to reports of student behavior that are concerning and at the present time do not meet the criteria for a student conduct violation or an immediate threat to the community (immediate threat call College Dispatch **X6405**)
- Contact Student Affairs or complete form on the BIT Webpage
- When in Doubt, Please Reach out!

Dana Stack

Director, Admissions & Records

dstack@sdccd.edu

619-388-7579

STUDENT SERVICES

OFFICIAL GRADE AND ATTENDANCE ROSTER

The Official Grade and Attendance Roster, located in Faculty Portal, is the permanent record of attendance for all students registered in regular college classes.

Important: Rosters are legal documents that are frequently subpoenaed by the court.

Whose responsibility is it to drop?

Faculty are required to clear rosters of inactive enrollment by the census date. The census date is the “snapshot” the State uses for funding purposes. It's calculated at approximately 20% of the class meetings.

Note: Faculty must submit drops no later than noon the day of census.

To comply with the Department of Veterans Affairs reporting requirements, faculty must report drops/withdrawals within 22 calendar days from the student's last known academic activity.

Dana Stack

Director, Admissions & Records

dstack@sdccd.edu

619-388-7579

STUDENT SERVICES

OFFICIAL GRADE AND ATTENDANCE ROSTER

When are grades due?

The online grade sheet is available one week prior to the class end date. The deadline to submit grades is seven calendar days following the end of the session.

Having trouble navigating the system?

Check out the "Help and Support" link, located in the lower right corner of your Faculty Portal.

Need assistance? Please call or email me.

Allen Andersen
Flex Coordinator
aanderse@sdccd.edu

FLEX OBLIGATION



Flex hours are required of all faculty teaching a primary term (16-week) class

Registering for, completing, and submitting completed Flex is the responsibility of faculty

Deadlines are per AFT Contract (article 7.1.4) & CANNOT BE WAIVED

Independent project proposals must be **submitted by April 17, 2023**

Flex must be marked as complete by **12:00pm, May 22, 2023**

After May 22, your pay will be docked for all uncompleted hours.

SDCCD will not negotiate this!

SAN DIEGO MIRAMAR COLLEGE

Allen Andersen
Flex Coordinator
aanderse@sdccd.edu

FLEX OBLIGATION

Question?



**Access your Flex Contract through
your MySDCCD Portal:**

- 1. College Faculty Dashboard***
- 2. Faculty Quicklinks***
- 3. Flex***

(The Flex Handbook is here too!)

Register for workshops no later than the day of the activity.

Missed registering for a workshop that you attended?

Contact your Flex Coordinator, to be put on the roster retroactively.

Don't Forget: Go into your Flex Contract to confirm Completion/Attendance
(This is NOT Automatic.)

Denise Maduli-Williams
Faculty Evaluations Coordinator
dmaduliw@sdccd.edu

FACULTY EVALUATION

- Section 15.1.14 - AFT Guild Faculty Collective Bargaining Agreement
- Peer Evaluations within first year of employment
- Recommended during first semester of any new assignment

Alex Ortega
Job Placement Coordinator
aortega001@sdccd.edu
619-388-7335

JOB PLACEMENT SERVICES

- Focus on the immediate "In-Field" job opportunities
- Build caseload of students looking for careers in their field of study
- Work with faculty in confirming student aptitude
- Connect with local employers to build leads for students and a talent pipeline for employers

AMERICAN FEDERATION OF TEACHERS (AFT)



- Kelly Morelewski
kmorelewski@sdccd.edu

- Kevin Petti
kpetti@sdccd.edu



SAN DIEGO MIRAMAR COLLEGE

SCHOOL & DEPARTMENT MEETINGS

Please contact your Dean's Office or
Department Chair for information on
School and Department meetings

Q&A/CLOSING

*Thank you for what you do for our students.
Have a Great Semester!*

#studentreadycollege
#miramarlove