

Feather River College



FACULTY HANDBOOK

2022-2023

Prepared by:
Instruction Office

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Resources

Office of Instruction Staff:

Derek Lerch, Chief Instructional Officer – dlerch@frc.edu – Ext. 321
Kim Beaton, Assistant Dean of Instruction – kbeaton@frc.edu – Ext. 361
Lori Bergum, Administrative Assistant - lbergum@frc.edu – Ext. 242
Lisa Noia, Scheduler – lnoia@frc.edu – Ext. 214

Board of Trustees and Foundation Board

Board of Trustees - <https://www.frc.edu/administration/board-of-trustees>
Foundation Board - <https://www.frc.edu/foundation/board-of-directors>

Forms and Where to Find Them

We have made every effort to make the forms referred to in this handbook available through the FRC website. Forms that are needed for each of the following departments are noted in website links below...

- Instruction Office – <http://www.frc.edu/instruction/Forms>
- Admissions – <http://www.frc.edu/admissions/forms>
- Human Resources - <http://www.frc.edu/humanresources/forms>
- Business Office (go to appropriate area for form) - <http://www.frc.edu/businessservices/>

Instructional Resources

Catalog (current and archived): <https://www.frc.edu/instruction/catalogs>

Learning Resources: <https://www.frc.edu/instruction/learning-resources>

Faculty Resources (including calendars, evaluation info, etc.): <https://www.frc.edu/instruction/faculty-resources>

SLO Assessment: <https://www.frc.edu/instruction/sloac-info>

Curriculum Development: <https://www.frc.edu/instruction/curriculum-development>

Distance Education: <https://www.frc.edu/distanceeducation/index>

Student Services

Student Services, Support Programs, and Student Life:
<https://www.frc.edu/studentservices/studentlanding#Sec1>

Admissions and Records: <https://www.frc.edu/admissions/index>

Advising: <https://www.frc.edu/advising/index>

INTRODUCTION

FEATHER RIVER COLLEGE MISSION STATEMENT

Feather River College provides high quality, comprehensive student education as well as opportunities for learning and workforce preparation and achievement in a small college environment. The College provides general education, associate and bachelor's degrees, certificates, transfer programs, and life-long learning for a diverse student population by serving local, regional, national and international students through traditional face-to-face instruction as well as distance education. The College also serves as a cultural and economic leader for all communities that lie within the District and embraces the opportunities afforded by its natural setting.

NONDISCRIMINATION POLICY

The goal of the Feather River Community College District is to have a process that is sensitive to both the needs of students, staff and individuals who interact with the college community, and the rights of those against whom allegations have been made.

The policy of the Feather River Community College District is to provide an educational and employment environment in which no person shall be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, marital status, or physical or mental disability or be unlawfully denied full and equal access to or the benefits of, any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Feather River Community College District, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act, Age Discrimination in Employment Act of 1967, does not discriminate on the basis of race, color, national origin, religion, sex, disability, lack of English language or age in any of its policies, procedures, and practices; nor does the District, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment because they are disabled veterans or veterans of the Vietnam era, or because of their medical conditions (cancer related) as defined in Section 12926 of the California Government Code, their ancestry, sexual orientation, gender identity, gender expression, or marital status.

In conformance with College policy and pursuant to Executive Order 11246 and 11375, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, FRCCD is an equal opportunity employer.

SEXUAL HARASSMENT

It is the policy of the FRCCD to provide an environment free of unlawful discrimination in its programs, activities, and work environment. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District. Sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational environment which offends, causes discomfort or humiliation, or interferes with job or academic performance. (For further information, see AP3430).

DISABLED STUDENTS

Disabled Student Programs and Services (DSP&S) (Education Code, Section 84850 and Title 5, California Code of Regulations [5 CCR] Sections 56000-56076) were enacted in California in 1976 through the passage of Assembly Bill 77 (Lanterman), which funds support services and instructional programs for students with disabilities in the California Community Colleges (CCCs). DSP&S assists CCCs to provide services and accommodations for students with disabilities that support student success and that meet the requirements of federal and state non-discrimination laws, including Sections 504 and 508 of the federal Rehabilitation Act, the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments (ADAA), and state Government Code Sections 11135-1139.5. While all CCCs are required to meet the requirements of Sections 504 and 508, the ADA, and the ADAA, the acceptance of CCC DSP&S funding is voluntary on the part of each college. With the acceptance of DSP&S state funding, FRC has developed an office of DSP&S that is additionally subject to the requirements of state Title 5 regulations and state Government Code Sections 11135-11139.5. Under the federal and state non-discrimination laws, FRC is required to provide appropriate accommodations as requested by any eligible disabled student. Accommodations may include, but are not limited to: Readers, writers, interpreters, mobility assistance, extended time on tests, disability management counseling, assistive/adaptive equipment loan, and assistive technology. Disabled students interested in receiving accommodations should contact the FRC DSP&S office for assistance at ext. 318.

COMPLIANCE

Questions or disputes regarding the college's compliance with nondiscrimination policies, EEO, Title IX and Section 504/ADA, should be directed to the Director of Human Resources/ EEO Officer, Feather River College, 570 Golden Eagle Ave., Quincy, CA 95971, (530)283-0202, ext. 280.

DISCRIMINATION COMPLAINT PROCEDURES

Discrimination and harassment are prohibited at Feather River College in accordance with Federal, state, and local regulations. The prohibition of harassment and discrimination is described in AP 3430, followed by AP 3435, which provides detailed instructions as to how complaints are to be filed and subsequently investigated. AP 5300 provides the protocol for student complaints and grievances.

Academic Senate

&

**Internal
Governance**

ACADEMIC FREEDOM

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Philosophy

Academic freedom is defined as the freedom to teach and learn in an atmosphere of free inquiry and expression, including freedom in presenting and discussing subjects, as well as any other relevant matters, including controversial matters, as long as the difference between personal opinion and factual information is clearly delineated. This applies to all members of the Feather River College community: faculty, students, classified and administrative staff, and trustees.

The Board of Trustees recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom enunciated in contracts negotiated between the District and bargaining units (e.g. Article 4 on academic freedom, Agreement Between Feather River Federation of Teachers AFT/CFT, AFL-CIO and Feather River Community College District; and Article 4 on academic freedom, Agreement Between Feather River Federation of Teachers, Associate Faculty Chapter, AFT/CFT, AFL-CIO and Feather River Community College District) or, in the case of students, as outlined in the policy on Standards of Student Conduct.

(Source: *BP4030*)

The Policy

- A. It shall be the policy of the District and the Federation to encourage full freedom for faculty to teach, research, and pursue knowledge as set forth in this Article and subject to the applicable provisions of law.
- B. In the exercise of this freedom, the faculty member may, as provided in the United States and California constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as he/she distinguishes between personal opinions and factual information.
- C. Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.
- D. The District shall not interfere with a faculty member's freedom of speech or use of materials in any teaching assignment, except as allowed by law.
- E. This Article is intended to declare the District's and the Federation's intent to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States.
- F. Faculty members shall maintain the exclusive right and responsibility to determine grades based upon their professional judgment. When grades are given for any course of instruction taught, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.
- G. The freedom to think, to read, to speak, and to question is necessary to the development of an intelligent citizenry. These freedoms constitute a part of the philosophy of the instructional program at the college and are guaranteed to the faculty.

(Source: *Federation of Teachers (AFT/CFT) Contract – Article 4*)

**CONSTITUTION AND BY-LAWS
OF THE FEATHER RIVER COLLEGE ACADEMIC SENATE**

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CONSTITUTION

Article I - PURPOSE

The primary function of the Feather River College Academic Senate, as the representative of the faculty, is to make recommendations to the college administration and governing board with respect to academic and professional matters. "Academic and professional matters" refers to the following policy and implementation matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon by the governing board and the Academic Senate.

(Source: *California Education Code*, section 70902; *Title 5, California Code of Regulations*, section 53200)

Article II – AUTHORITY

The governing board or its designees will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the Academic Senate, which are specifically provided in statute or other Board of Governors regulations.

While in the process of consulting collegially, the Academic Senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the Senate. In addition, after consultation with the administration of the college and/or district, the Academic Senate may present its views and recommendations to the governing board.

"Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

1. Relying primarily upon the advice and judgment of the Academic Senate; or
2. Agreeing that the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

(Source: *California Education Code*, Section 70902; *Title 5, California Code of Regulations*, Sections 53200 and 53203)

Article III – MEMBERSHIP

The Feather River College Academic Senate shall include:

1. All full-time, teaching and non-teaching faculty;
2. Two associate faculty, to be elected for a one-year term by the members of the associate faculty at their August meeting;
3. All full-time faculty, as defined by Title 5, are voting members of the Academic Senate.

Article IV – OFFICERS

A. Duties, Powers

1. President. The Academic Senate President shall preside over all meetings of the Academic Senate, represent the Academic Senate to the Board of Trustees and Administration, attend all Board meetings, and serve on the following shared governance committees: Academic Senate Executive Committee, Budget, Cabinet, and Council on Instruction, Curriculum, and Equivalency. The President shall be the representative of the college Academic Senate at statewide Academic Senate meetings.
2. Vice President. The Academic Senate Vice President shall assist the President and shall preside over the Academic Senate meetings and represent the Senate to the Board of Trustees in the absence of the President. The Vice President shall chair the Academic Policies Committee and serve on the Academic Senate Executive Committee. If requested, the Vice President may represent the college Academic Senate at statewide Academic Senate meetings as the designee of the President.
3. Treasurer. The Academic Senate Treasurer shall be responsible for the collection of dues and the disbursement of funds, and shall provide an oral financial report at monthly Academic Senate meetings. Written financial reports shall be provided if requested by the Academic Senate.
4. Executive Committee. The Executive Committee shall consist of the Academic Senate President, Vice President, Past President, and Division Chairs. The Executive Committee shall be empowered to make policy recommendations in exceptional circumstances, when a convening of a meeting of the Academic Senate is not possible.

B. Elections - Terms of Office

1. All officers of the Academic Senate shall be elected for a term of one year, beginning July 1 and ending June 30. Division Chairs shall be elected for a term of two years, beginning July 1 and ending June 30.
2. Officers of the Academic Senate shall be elected by a secret ballot of the majority of those voting. The names of nominees shall be submitted to the faculty secretary any time after the March Academic Senate meeting. Nominations shall be announced at the April Academic Senate meeting, at which time nominees will have time allotted to them to address the Academic Senate regarding their candidacy. Nominees must have paid their membership dues for the current year in order to be eligible for election to office. Ballots shall be disseminated by the faculty secretary after the April Academic Senate meeting and returned to the faculty secretary no later than one week before the May Academic Senate meeting. Election results shall be announced at the May Academic Senate meeting and the results confirmed by a majority vote of Academic Senate members.
3. Elections for the position of Division Chair shall be conducted as described in the *Academic Senate Constitution and Bylaws*, and in accordance with the relevant portions of the *Agreement Between the Feather River College Federation of Teachers and the Feather River Community College District*, with the following exceptions: Nominees shall address the members of their division regarding their candidacy; voting shall be by secret ballot in the respective divisions.

Any officer of the Academic Senate may be removed from office for malfeasance or nonfeasance of duties. The motion to conduct a vote to remove an officer must receive a 2/3 vote of the entire Academic Senate. The vote to actually remove an officer must be by 2/3 of the entire Academic Senate. If an officer is removed from office, that office shall be filled by a special election of the Academic Senate. If the President resigns or is removed, the Vice President will complete the term of presidency.

Article V – MEETINGS

1. The Academic Senate shall meet once each month during the regular school year. The Academic Senate President may schedule additional meetings as required.
2. Academic Senate meetings may begin when quorum is achieved. Quorum shall be 50% + 1 of all Academic Senate members. Any Senate member who is on sabbatical or other leave, or who does not have a work assignment of 50% or more in the current semester, shall not be considered in the total number required to achieve quorum. This rule does not affect the right of the Senate member to vote, either in person or by proxy. Once quorum is achieved, the departure of Senate members shall not affect the Senate’s ability to conduct votes, unless quorum is challenged and sustained by a majority vote.
3. To ensure full discussion and debate on all issues, only items designated on the agenda for “action” should be voted on during meetings. A motion to vote on an item not designated for “action” on the agenda shall require 2/3 vote of those Senate members present. If the motion passes, the vote on the item not designated on the agenda for “action” shall require a simple majority.
4. Academic Senate meetings shall be conducted according to *Robert’s Rules of Order* (revised edition, 1990 or later).

Article VI - DUES

Dues in the amount of \$50 shall be collected by the Treasurer in September from each member of the Academic Senate. Dues may be used for the following purposes:

1. The Academic Senate Scholarship Fund
2. To purchase gifts, cards, flowers, etc. for a hospitalized Senate member, or in response to the death of an immediate family member (including spouse, siblings, children or parents, or any relative living in the immediate household of the Senate member) in an amount up to \$100.00
3. Any purpose approved by a majority of the Academic Senate.

Article VII - AMENDMENTS TO THE ACADEMIC SENATE CONSTITUTION & BYLAWS

The *Academic Senate Constitution and Bylaws* may be amended by 2/3 vote of the Academic Senate.

Approved by Academic Senate on 4/12/01

FULL-TIME FACULTY MEMBERS

<u>Member</u>	<u>Field</u>
TBD	Math/Physics
Baumgartner, Terry	Men's Baseball Coach
Campbell, Susannah	Equine Studies/Agriculture
Dr. Connell, Chris	English
Dr. Desmond, Katie	Political Science/Sociology
Dr. Easley, Becky	Math
Flett, Dana	Environmental Studies/ORL
Flett, Saylor	Outdoor Recreation Leadership
Gooley, Conrad	(Interim) Head Soccer Coach
Goulet, Nick	Head Football Coach
Dr. Grose, Nicole	English
Dr. Heaney, Thomas	History
Johnson, Keshawn	Head Men's (Interim) and Women's Basketball
Leonhardt, Rick	Business
Dr. Lombardi, Will	English
Moore, Nancy	Nursing
Oertle, Darlene	Nursing
Olivera, Josh	Studio Arts
Potter, Monica	EOPS Counselor
Reid, Russell	Agriculture/Equine Studies
Rusky, Merle	Child Development
Smart, Kurt	Chemistry/STEM
Swarm, Darryl	Library Director
Tanner, J.P.	Agriculture
Thompson, Anna	Biology
Tracy, Bridget	Environmental Studies/Earth Sciences
Turk, Tess	Head Rodeo Coach

INTERNAL GOVERNANCE COMMITTEES (Those on which faculty serve)

THE ACADEMIC SENATE: Functions as the sole representatives of the faculty, for the purpose of making recommendations and “consulting collegially” with the administration and college governing board. The role of the Academic Senate by statute, AB 1725 (1988), and Title 5 of the California Code of Regulations (53200-53206) is to assume “primary responsibility for making recommendations in the area of curriculum and academic standards.” [CA Ed. Code 70902(b)(7)].

1. The governing board will consider policies for approval, relying primarily upon the advice and judgment of the Academic Senate in curriculum, degree and certificate requirements, grading policies, and in the hiring of faculty (through the ranking of candidates) [Title 5, 53200(c), 1, 2, 3, & 11] provided that:
 - a. The Senate will ask for and receive comment from the Superintendent/President for policy under consideration. The Superintendent/ President’s comments will be considered by the Senate prior to final approval.
 - b. Once approved by the Academic Senate, the policy will be sent to the Cabinet as an informational item.
 - c. The Superintendent/President will place the policy on the Board of Trustees' agenda for final approval.
2. In all other academic and professional matters the Superintendent/President and president of the Academic Senate (upon a vote of the Senate) shall reach mutual agreement by written resolution. [Title 5, 53200(c), 4,5,6,7,8,9,10]
3. The Board, Superintendent/President, and Academic Senate will review these as defined above on a periodic basis to determine if revisions to this process are necessary. Please see “The Role of the Academic Senate in Academic and Professional Matters,” for further elaboration. [Appendix B, Chapter IV, Board Policy Manual].

Membership:

Full-time Faculty

Part-time Faculty (2)

[AP 2510 Participation in Local Decision Making](#)

Reference:

**Education Code Section 70902(b) (7); Title 5, Sections 53200 et seq;
51023.5; 51023.7; Accreditation Standard IV.A.2, IV.A.5**

District Commitment

The Feather River Community College District is committed to shared internal governance. Participation in decision making at the college is achieved through a variety of constituencies and mechanisms.

Continue to review this policy by clicking on the link above.

**ACADEMIC
POLICIES
AND
PROCEDURES**

ACADEMIC INTEGRITY POLICY

Students of Feather River College (FRC) are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. FRC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education. For more details on this policy, go to this link:

<https://www.frc.edu/student-services/student-policies>

SYLLABUS STANDARDS

This is intended to provide guidance to faculty in the preparation of course syllabi. The standards presented here are specific enough to improve consistency in communication across the College, yet general enough for faculty to be able to create individualized course syllabi within the parameters of the course outline of record (COR). Most items/topics listed in this document are required of syllabi, although items listed in italics are only recommended. There are courses for which some of these syllabus items do not apply (e.g., textbook information for an activity course) and, as such, it is assumed that the instructor will include items as applicable.

1. General class information
 - a. Recommended Title for Document – Sample: MATH101 – SYLLABUS
 - b. Class name
 - c. Class meeting times/days
 - d. Class meeting location(s)
 - e. Instructor name
 - f. Instructor phone number (required for full-time faculty, recommended for associate faculty)
 - g. Instructor email
 - h. Instructor office location
 - i. Office hours (required for full-time faculty, recommended for associate faculty)
2. Course content and outcomes
 - a. Course description per COR
 - b. Student learning outcomes per COR
 - c. Textbook information, including ISBN and reference to availability at campus bookstore
 - d. *Other course materials as appropriate, this may include technological requirements*
 - e. *Course transfer/articulation information*
3. Course policies
 - a. Attendance/drop (note: in most cases attendance cannot directly affect student grades)
 - b. Academic honesty
 - c. Late assignments
 - d. Class etiquette
 - i. Sample language: Class begins promptly at 10:00 a.m. on Mondays, Wednesdays, and Fridays. Out of courtesy to your classmates, you are expected to be in class on time. Tardiness and leaving early will count as absences. During the class period, you will be expected to participate fully, and respect your classmates, guest speakers, and myself. If your behavior is disruptive, I will ask you to leave the class for the remainder of the period: this will count as an unexcused absence.
 - e. Respect for diverse perspectives
 - i. Sample language: FRC is committed to creating an environment free of discrimination and promoting the safety of all individuals on campus. The goal of a safe learning environment in this class is to prevent the occurrence of discrimination on the basis of sex, race, color, age, national origin (ethnicity), religion, sexual orientation, gender expression, disability, or veteran status and to prevent sexual harassment, sexual assault, or bullying. A safe learning environment also means that a student should not fear retaliation if they express concerns or report a violation of this policy to the instructor.

- f. Use of electronic devices
 - i. Sample language: Use of electronic devices during class for personal reasons is disrespectful and distracting. If I see you texting during class you will be considered absent and will be asked to leave class. Quietly step out of the classroom if you must answer a call, text, or get your electronic fix. Use of laptop computers for taking notes and working on class material may be considered, but abuse of these privileges may result in the banning of all laptops from the classroom. Laptop users must sit in the first two rows of the classroom. Charge your computer before class to ensure compliance. Repeat violations of this policy may result in an administrative drop.
 - g. *Protocol for corresponding with instructor*
 - h. *Accommodations for students with disabilities, including reference to DSPS*
 - i. Sample language: Please bring me your official documentation for any required accommodations. See Disabilities Support Program for Students at <https://www.frc.edu/dsps/index>
4. Course structure and assignments
- a. Course topics, both lecture and lab as applicable
 - b. If applicable, addresses and passwords for online course resources and/or the Learning Management System, e.g., Moodle. Include information about any technical requirements such as the installation of applications (Skype, e-text readers, or textbook supplied software).
 - c. Grading policy
 - d. Broad description of assignments and significant course components (*may include assigned readings and location of these readings, due dates, etc.*)
5. Other
- a. *Policies more directly related to students:*
<http://www.frc.edu/studentservices/student-policies>
 - b. Feather River College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Coordinator, Carlie McCarthy. Please be aware that under Title IX regulations effective August 14, 2020 the College has designated all employees as having the responsibility of reporting sexual misconduct to the Title IX Coordinator.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the following people on campus and in the community:

Mental Health and Wellness Center Counselor, Heather Caiazzo, at Ext. 234 or Ext. 205

Extended Opportunity Program & Services Counselor, Monica Potter, LPCC, Ext. 354

Plumas District Hospital Emergency Room – 911 or 530-283-2121

Plumas County Mental Health - 530-283-6307

Plumas County Intervention and Resource Center - 530-283-5515 or 1-877-332-2754

(Established and approved by the Council on Instruction: October 2012, revised November 2015, July 2018, December 2018, July 2019, and October 2020 [*updated COVID section by L. Bergum per Lerch condensing COVID language August 2021].)

FRC recommends the phone application of My3 – available for free in the Apple App Store and Google Play: <http://my3app.org/>. This app is a safety plan which links you to a network of three people (of your choice) for support and intervention should you have thoughts of suicide.

- c. *As COVID continues to be a challenge, and health and safety remains our priority, please refer the [COVID-19 Planning and Updates](#) webpage for the most up to date information.

DOCUMENT NAMING CONVENTION FOR ARCHIVES –

At the beginning of each term, the Instruction Office will email a request for all current syllabi to save in

the archives. The following is a sample on to label/name/save as your documents for archives retrieval:

Course Dept and #, Term, Last Name

For example: HES166 SP22 Johnson

Please reply to the request for syllabi by attaching one for each class you are teaching.

ADMISSIONS AND RECORDS

The mission of the Admissions & Records Office (A & R Office) is to be a vessel of information and knowledge that will enhance and support the diverse community we serve. We provide information to students, faculty and staff about admissions requirements, policies and procedures, student accounts, and athletic eligibility. We retain and maintain all student permanent records and faculty rosters.

The A & R Office is open Monday-Friday, 8:00 a.m. to 4:30 p.m. Our office is located with the Financial Aid Office within the Student Services Center.

Meet our staff by visiting our webpage at <http://www.frc.edu/admissions/index> which also includes the Academic Calendar, international student information, residency requirements, A & R forms, and links to other FRC departments.

FACULTY SELF SERVICE PORTAL: ON-LINE ROSTERS AND GRADING SYSTEM

The purpose of the Faculty Portal (MyFRC) is to provide convenient, accessible information for instructors regarding their classes and student enrollment in those classes.

Up-to-date rosters may be viewed 24/7 on your portal. The portal is available through the Internet and can be accessed through FRC's home page. Just click on the "MyFRC" link in the upper right hand corner and enter your FRC identification number (900#) and PIN. Contact Human Resources to obtain ID# and PIN information. Please contact the Director of Admissions & Records for any portal training. The State of California Education Code, the California Commission on Athletics (COA) and State and Federal Financial Aid programs require that accurate enrollment reports be maintained and reported every semester. The A & R Office relies on faculty to report student attendance information so that these mandated reporting regulations will be accurate - this is done by verifying attendance via census and clean up rosters.

Instructors may view or print their rosters from their Faculty Portal. The online rosters provide actual enrollment at the time of viewing. Students are adding through the first two weeks of classes and can drop classes until the last day to drop with a "W." Please review your rosters frequently to guarantee that student enrollment is updated and correct. (See details on how to access your Faculty Portal on page 71).

CENSUS ROSTERS

Census rosters are the HEADCOUNT rosters that are reported to the State of California for apportionment and are the only HARD COPY rosters you will receive. **Instructors are responsible for verifying census rosters for State reporting.** For all full-term courses, the Admissions and Records Office will provide hard copies to all instructors the third week of the semester. First/second nine week and short term courses will be distributed according to the Academic Calendar census dates. Please make sure rosters are returned to the Admissions and Records Office by the due date!

THESE ARE THE METHODS IN WHICH CENSUS ROSTER VERIFICATION MUST OCCUR:

*Students who were enrolled but never attended will be marked as NO SHOWS. Write "NS" next to the student's name.

* Students who attended at least one time, but QUIT ATTENDING as of the census date will be dropped the LAST DATE OF ATTENDANCE. Write "DROP" next to the student's name with the LAST DATE OF

ATTENDANCE.

*Please sign and date all rosters in ink and return to the Admissions and Records Office by the due date.

If a student is dropped in error, please contact an Admissions & Records Technician immediately so that the student's record can be corrected. **PLEASE DO NOT WAIT UNTIL THE END OF THE SEMESTER.** Attempting to reinstate students after the semester ends will delay the distribution of grade reports, could affect the student's athletic eligibility and financial aid awards, and will delay state reporting and projections.

CLEAN UP ROSTERS

Instructors will be reminded via email before the second Financial Aid disbursement to drop students who have quit attending. Please see the Financial Aid webpage for information in regards to disbursement dates. To drop students who stopped attending, print a "Summary Class List" from your Faculty Portal, indicate the student who needs to be dropped, write the last date of attendance next to the student's name, sign and date the roster and submit to the A & R Office for processing.

FINAL GRADES

Final grades are due at the end of the semester for all full-term courses, the following Monday for first & second week courses and short-term courses. Positive attendance hours are posted on the "Final Grade" roster under the column "Attend Hours 0-999.99". (See details on Page 86).

POSITIVE ATTENDANCE (PA) HOURS

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If a course is structured as positive attendance you must report the number of hours that students attended, even if the student drops the course you can post positive attendance hours for that student. If you're unsure whether or not you're teaching a positive attendance course, please contact Lisa Noia (lnoia@frc.edu, x214) immediately to find out if your class is set up as positive attendance. New regulations require that hard copy backup be submitted at the end of a term with recorded hours for the daily attendance.

In your daily attendance documentation, you'll need to list all students who were enrolled and their attendance for all the days that the class met. For faculty members who already keep track of their positive attendance electronically, email your file to Gretchen Baumgartner (gbaumgartner@frc.edu) and Lori Bergum (lbergum@frc.edu) when the class is over. For those who keep track of attendance with paper and pencil; this means scanning your attendance records at the end of the class, saving as a PDF, and emailing that document to Lori Bergum. Terrea VanCleve (tvance@frc.edu, x200) can help you with scanning your documents. Phone screenshots are also acceptable as long as they are legible. Like many of the other documents that we ask you to provide to the Office of Instruction, we'd like you to follow a specific document naming convention to allow for easier file handling on our end.

DOCUMENT NAMING CONVENTION FOR ARCHIVES –

At the start of each term, the Instruction Office will call for all daily attendance document to save in the archives. The following is a sample on how we need you to label/name/save as your documents.

Course Dept and #, Term, Last Name

For example: HES166 SP22 Johnson

Multiple classes = HES161, HES201, HLTH100 SP22 Johnson

Please attach all of your attendance documents in a reply to the call for PA tracking documentation from the Administrative Assistant in the Office of Instruction.

ATTENDANCE RECORDS

Instructors are responsible for maintaining class attendance records for all courses taught for a minimum of 3 years (California Education Code).

AUDITING CLASSES

In accordance with Education Code 72252.3 and District Policy, students may audit courses **under the following conditions:**

- 1) The student has taken the course the maximum number of times.
- 2) Admission of audit students will not result in a credit student being denied access.
- 3) Audited courses do not receive credit.

Fees:

- 1) A fee of \$15.00 per semester unit will be charged except as noted in #2 below.
- 2) Students enrolled in ten or more semester units shall not be charged a fee to audit three or fewer units; they will be charged for units in excess of three at the rate of \$15.00 per unit.
- 3) Individuals who are not currently enrolled must either pay the health fee of \$18.00 or show evidence of medical and accident insurance.

Registration Procedures:

- 1) Submit a completed "Petition to Audit" form to the Admissions & Records Office before the semester begins.
- 2) Audit petitions will be approved the last day to enroll for classes. If the class is full, priority will be given to students enrolled for credit.
- 3) Audit students will not appear on class rosters.
- 4) Final determination to permit a student to audit a course is made by the Chief Instructional Officer or his/her designee.

Student Responsibilities:

- 1) Students who audit will be expected to participate in all class activities with the exception of examinations.
- 2) Auditors are expected to provide and/or pay for all required course material(s).

ADD AUTHORIZATIONS

Faculty members may allow students to enroll in closed courses. An Add Authorization form with the instructor's signature must be submitted to the Admissions & Records Office during registration dates for processing. Students will be officially enrolled for the course. Emails from a faculty member will suffice in place of a signature, the email should include the student's name, ID, course and CRN number.

PETITION TO ADD OR DROP A COURSE LATE

Students may petition to register late, be reinstated into a course, or drop a course after the last day to drop. A Petition to Add or Drop a Course Late must be approved and signed by the instructor and the Chief Instructional Officer prior to being processed in the Admissions & Records Office.

CREDIT BY EXAMINATION

Credit for prior learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as:

- Military training
- Industry training
- State/federal government training

- Volunteer and civic activities (e.g. Peace Corps)
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning

CPL is not awarded for knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

- I. Credit for Prior Learning through external examinations - Credit for Prior Learning may be obtained by one of the following external examination methods:
 - a) Achievement of a score of 3, 4, or 5 on an Advanced Placement Examination administered by the College Entrance Examination Board.
 - b) Achievement of a score that qualifies for credit for prior learning in the College Level Examination Program.
 - c) Achievement of a score that qualifies for credit for prior learning in the International Baccalaureate Program
- II. Credit for prior learning through internal examinations - Students are eligible to seek "credit for prior learning" through internal examinations in a maximum of 6 unit's worth of coursework if they:
 - a) Student must follow the petition process as outlined below.
 - b) Are currently enrolled in at least one course (other than the course to be challenged);
 - c) Have completed 12 units at FRC. (Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree); and
 - d) Have a 2.0 or higher GPA in all college units attempted.
 - e) Assessment approved or conducted by proper authorities of the college.

OR

Have completed coursework for which an articulation agreement exists between Feather River College and the student's high school.
- III. Evaluation of Industry Recognized Credential – May be appropriate for some disciplines to award based on industry recognized credentials as recommended by the appropriate department chair or faculty designee:
 - a) Student must follow the student petition process as outlined below.
 - b) Enrollment services may grant credit for industry recognized credentials that have prior approval of the department chair or faculty designee
 - c) The evaluation process for an industry recognized credential is as follows:
 1. Student meets with department chair for assessment and further instructions where needed.
 2. The student submits all industry recognized credentials document to the department chair or faculty designee for assessment.
 3. If deemed prior certification meets the course content as in alignment with the Course Outline of Record, the department chair or faculty designee shall sign the petition along with a recorded grade, attach industry recognized credentials, and submit to Admissions and Records.
- IV. Evaluation of Student Created Portfolios – Portfolios may be appropriate for Career Education Disciplines and must be recommended by the appropriate Department Chair or Faculty Designee
 - a. Students must follow the student petition process as outlined below.
 - b. Portfolios must demonstrate the Student Learning Outcomes for the course.
 - c. The student meets with department chair or faculty designee for further instructions for student-created portfolios assessment requirements
 - d. Student submits all portfolio documents to the department chair of faculty designee for assessment of prior learning

Examination Approval

- The faculty in the discipline who normally teaches the course for which credit is to be granted, in accordance with policies and procedures approved by the Curriculum Committee, shall determine the nature and content of the examination. The aforementioned faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may

accept an examination conducted at a location other than the community college for this purpose.

- If a course includes extensive writing or laboratory exercises, these will be included in the comprehensive exam. There may be courses for which a comprehensive exam cannot be developed or administered. It is the responsibility of the Curriculum Committee to determine which course is appropriate for credit for prior learning which will be noted on the Course Outline of Record. Should an instructor deny an opportunity for the student to receive credit for prior learning, the student has a right to appeal to the Chief Instructional Officer. The Chief Instructional Officer will forward appeal to COI (Council of Instruction). The instructor who denied the request will be present for the appeal with the COI committee to help in understanding the decision. The student will be notified of the final decision in writing.
- A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
- Students may only challenge a course by credit for prior learning one time. If they fail the challenge, they will receive an F on their transcript. The student has the option of repeating the course to remove the failing grade.

Credit for Prior Learning Grading

☐ Grading shall be according to the regular grading scale approved by the governing board, except that students shall be offered a credit-no credit option if that option is ordinarily available for the course. The standards for determining the grades received may differ for credit by exam at the discretion of the faculty member.

☐ The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency.

Student Petition Process

1. The student must submit the Petition for Credit for Prior Learning to the Admissions and Records Office within the first eight weeks of the semester.
2. The course must be listed in the current catalog.
3. If a student has failed a course, he/she/they cannot challenge that course through credit for prior learning.
4. Students may not challenge introductory or less advanced courses if they have successfully completed sequential, or the pre-requisite courses, or advanced courses in the discipline.
5. The student should not enroll in the course that is to be taken through "Credit for Prior Learning."
6. An instructor qualified to teach the course and who has agreed to supervise the exam must approve the petition. Agreement to supervise the exam is at the discretion of the individual faculty member.
7. The student has the option of receiving credit/no credit, or a grade, and the course will be identified as a "Credit by for Prior Learning."
8. When the examination has been completed, the instructor must provide the Admissions and Records Office with the student's test, copy of the original test, and grade (use the change of grade form).
9. Pay the required fees.

Credit by Exam Fee

According to the current credit-by-exam fee schedule, students must pay for the credits being attempted before taking the exam. BOG Waiver students are NOT exempt from this fee and must pay the per unit fee. In the spirit of cooperation with partner institutions the fee schedule may be waived or reduced by the district.

When the examination has been completed, the instructor must provide the Admissions & Records Office with a copy of the student's test and final grade.

PLEASE NOTE: Examination fees are \$20.00 per unit and must be paid before taking the examination.

GRADE CHANGES

Students may request that an instructor change a grade recorded in error by completing and submitting a Change of Grade form available at the Admissions and Records Office. Grade changes must be appealed within one year from the end of the semester in which the course was taken.

GRADING SYSTEM

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of each course, the instructor will outline the course objectives and explain the basis upon which grades will be determined. Grades from the following grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average (GPA). Beginning the Fall 2004 term, grades will be calculated using plus and minus. The highest grade shall receive four (4) points and the lowest grade shall receive zero (0) points, using only the following evaluative symbols:

Grade		Grade points per unit
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B		2.7
C+	Satisfactory	2.3
C		2.0
D+*	Passing	1.3
D*		1.0
F*	Failure	0.0

* may not be used for college-level English, Math, or major requirement courses

The following designations are not included in computing grade point averages, but may be used in determining progress probation and dismissal:

P	At least satisfactory completion of course
NP	Less than satisfactory completion of course or failure
I	Incomplete
IP	In progress (class extends beyond term)
RD	Report delayed (beyond student control)
W	Withdrawal
MW	Military withdrawal
FW	Failing Withdrawal (Stopped attending after last day to drop with a "W" grade)

Also, by law, the instructor is solely responsible for the grades he/she assigns; no instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code, Section 75224.

Education Code, Section 76224(a). "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

FW Grading Option

The FW grade symbolism used to indicate that a student has both ceased participating in a course sometime after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.

Pass/No Pass

Students who do not wish to receive a letter grade may enroll in 3 units (or one class exceeding 3 units) per

semester on a Pass/No Pass grading basis.

- **(P)** - Credit will be awarded for work equivalent to a grade of "C" or better.
- **(NP)** - No credit will be given for "D" or "F" work.
- Students may not take classes in their majors on a P/NP basis.
- A maximum of 12 P/NP units may be applied toward completion of the Associate Degree at Feather River College.
- Transfer institutions may not accept P/NP classes.
- Once the P/NP form is filed, the designation may not be converted to a letter grade.

Students who wish to be graded on this basis must change their grading option on their Student Portal **no later than before the end of the first 30% of the duration of the course.**

P/NP grades will be recorded on the student's permanent record and appropriate unit credit will be awarded. P/NP grades will not be used to compute a student's grade point average. However, units attempted for which a NP grade is recorded will be used in determining Financial Aid eligibility, progress probation and dismissal.

INCOMPLETE GRADES

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An incomplete grade of "I/A, I/A-, I/B, I/B-, etc." with the final grading mode may be given in the event of an unforeseeable emergency and justifiable reason, if a student does not complete all requirements of a course by the end of the academic term.

Students requesting an incomplete grade must contact the instructor and complete an Incomplete Grade form outlining the conditions the student must meet to receive the final grade. Instructors are responsible for submitting the completed Incomplete Grade form to the A & R Office.

Coursework for an incomplete contract must be completed within one year of the end of the semester during which the incomplete grade was posted. If the final grading mode (A, A-, B, B-, etc.) is different than the original posted incomplete grade, the instructor must submit a Grade Change form to the A & R Office with the correct grade.

INDEPENDENT STUDY/DIRECTED STUDIES

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Independent Study is designed for a student who, due to special circumstances, cannot attend a class as regularly scheduled. A student may only petition for a FRC curriculum approved course. Academic standards, procedures for evaluations of student progress, and access to the instructor are the same as those applied to other credit courses or conducted by other instructional methods. If the requirements of the learning contract are not completed by the designated completion date, a grade of F will be awarded.

APPLICATION/APPROVAL PROCESS:

1. The Independent Study form must be filed in the A & R Office during the first eight (8) weeks of classes.
2. The student and the instructor meet collaboratively to initiate the Independent Study contract.
3. The faculty member will electronically forward the Independent Study contract to the Administrative Assistant/CIO for review and approval by the Chief Instructional Officer. <http://www.frc.edu/instruction/Forms>
4. The Instruction Office forwards the approved contract to the Instructional Scheduler for assignment of the course registration number.
5. The Class Scheduler will forward via email a copy of the final approved contract to the faculty member.
6. The faculty member will contact the student to inform them that they may now enroll.
7. The student enrolls online in the course and pays all applicable fees.

Directed Study is designed for a student who wishes to take additional coursework in a field of study after having completed sufficient coursework within their field as determined by the faculty member in the discipline and approved by the Chief Instruction Officer. Check the college general catalog for courses numbered 291.

INSTRUCTIONAL (FACULTY) ADVISING

The purpose of the faculty advising is to involve teaching faculty in providing students majoring in their instructional program with course and career information. The objective of the faculty advising is not to supplant the counseling function, but to bring a greater communication, understanding, and cooperation between academic and student support services for the benefit of greater student success, persistence, and retention at FRC. For more detailed information on faculty advising, contact the Office of Instruction/Derek Lerch, at ext. 321.

INSTRUCTIONAL GRIEVANCE POLICY AND PROCEDURES

Students have the right to file complaints against instructors when they feel that they have been unfairly treated, policies have not been followed, or the instruction has been inadequate.

By far, the great majority of differences arise as a result of grades assigned. By law, the instructor is solely responsible for the grades he/she assigns; no instructor may be directed to change a grade except in certain narrow circumstances authorized by Education Code, Section 76224. (See AP 5530 for further info.)

Education Code, Section 76224(a). "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."(For detailed information on the Instructional Grievance Policy and Procedures, please refer to the College Catalog or go to this link <http://www.frc.edu/studentervices/documents/StudentComplaintsandGrievanceProcedures.pdf>

OPEN CLASS POLICY

Unless specifically exempted by statute, every class for which the average daily attendance is reported for state funding is open to enrollment by any person who has been admitted to the college and who meets established prerequisites. Exception to this policy will be made when safety or legal requirements are limiting factors in the conduct of a course. Students denied enrollment by policy may apply directly to the Chief Instructional Officer.

Concurrent high school students must complete a **High School Co-Enrollment Student Permit** form with approval from their parent/guardian and school principal and submit to the Admissions & Records Office for processing. Assessment testing is not required for non-academic courses. Concurrent enrollment for an activity course cannot exceed 10% of the total enrollment with an overall enrollment of 5%.

OVERLAPPING CLASSES

Permission to enroll in overlapping classes is granted under rare and exceptional circumstances. The student and instructor must complete an Overlapping Classes Form and list the dates/days and times that the student will make up the missing hours. Completed forms must be submitted to the A & R Office for processing.

The instructor must directly supervise the portion of the class being made up due to the overlap. Without a completed form being processed by the A & R Office, the student **will not** be enrolled in one of the overlapping classes. Please check your Faculty Portal to verify that the student is enrolled for your course.

An alternative to overlapping of classes is "Contract Independent Study." By using a contracted independent study the student will sit in on the non-overlapping portion of the class and complete the rest of the hours (the overlapping portion) through independent study which requires indirect supervision of study.

STUDENT ATTENDANCE/ABSENCE

Regular attendance promotes success in class work and students are expected to attend all sessions of each class in which they are enrolled. Instructors set the attendance policy for each class and have the option of lowering grades due to excessive absences. **Any student enrolled in a course that does not attend the first two class meetings without prior notification to the instructor, may be dropped from the course as a "No Show" by the instructor without notice.**

Students are responsible for making arrangements with their instructors to complete missed coursework.

If it becomes necessary for a student to take an emergency leave of absence, permission must be obtained from each instructor for an Incomplete Grade prior to the leave request or an *Official Withdrawal* form must be filed with the A & R Office.

STUDENT CONDUCT AND DISCIPLINARY ACTION

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Admission to Feather River College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Feather River College (FRC), the student likewise assumes the obligation to observe standards of conduct that are appropriate to the pursuit of educational goals. It is expected that each student will obey Federal, State, and local laws; will show respect for properly constituted authority, and will exhibit and maintain integrity and honor in all manners related to the College.

All employees are expected to report alleged violations of student conduct and other disruptive behavior to the Chief Student Services Officer utilizing the Incident Report form. Feather River College may take appropriate disciplinary action when student conduct is deemed by the Chief Student Services Officer or designee to be disruptive to the operation of the College. For more details on the policy, please go to this link below...

<https://www.frc.edu/studentservices/student-policies>

STUDENT TRANSPORTATION

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Instructors who plan to take their class on a field trip, athletic event or other student travel should first contact their Division Chair (Budget Authority) to be sure sufficient funds are available. If funds are available, then a **"Travel Request Form and Policy"** form (blue form) must be completed, approved, and on file with the Facilities/Maintenance Office prior to **ANY** travel.

- The **"Travel Request Form and Policy"** form can be obtained from the Business Office.
- The faculty member is to complete the form in full and must include: budget code, estimated cost of trip, driver's license number, and a copy of the class roster. (The FRC Travel Policy is printed on the back of the form for reference.)
- The form is to be submitted to the Division Chair (Budget Authority) for approval and signature. The Division Chair is responsible for verifying that the budget code is correct and funds are available.
- The form must then be forwarded to the Chief Instructional Officer for administrative approval. The Instruction Office staff will forward the approved forms to the Facilities/Maintenance Office.

To secure a college vehicle, as much advance notice as possible should be given because vehicles are available on a first-come, first-served basis. Call (ext. 307) in the Maintenance Office for vehicle availability. They will pencil you in and tentatively hold the vehicle.

- Complete the **"Travel Request Form and Policy"** form using the process outlined above.
- Please note that the vehicle will not be considered officially reserved until the "Travel Request" form has been approved and submitted to the Motor Pool Office.

See Nick Boyd or TBD in facilities for list of vehicles available.

If you plan to contract with another agency for the use of a bus, you must first contact the agency for availability and to obtain a cost estimate. You must then complete: 1) a **"Travel Request Form and Policy"** form (blue form, with class roster attached) to obtain District approval to travel; and 2) a **purchase requisition** to encumber the funds that will be covering the costs (attach to the requisition any additional forms that may be required by the agency).

These forms must be completed, signed by the appropriate site manager and/or administrator, and submitted to the Facilities/Maintenance Office a minimum of three (3) weeks prior to the date of the trip.

Once a Travel Request form has been approved, each student attending the field trip must complete a **"Student Travel Release & Agreement to Hold Harmless and Indemnify"** form (yellow form). These forms are to be carried with you on the field trip and then are to be in your possession for one year.

NOTE: For classes that take many small field trips locally (in the Quincy area) during lab hours, one Travel Form and a Student Release Form for each student can be filed to cover an entire semester. If you want to reserve a college vehicle for these trips, specific dates and times of all trips must be listed on the Travel Form. If you want to take a chance on vehicle availability you can book vehicles through the Maintenance Office, at extension 307, just before the trip; however, they cannot guarantee a vehicle will be available.

If the instructor would like to request to have the class meet at an off-campus site other than the scheduled classroom, there is a request form that must be completed and approved by the Chief Instructional Officer. Please check with the Instruction Office for details and to obtain the "Request to Meet Class Off-Site-Location" form, go to this link...

[HTTP://WWW.FRC.EDU/INSTRUCTION/FORMS](http://www.frc.edu/instruction/forms)

BASIC FIELD TRIP GUIDELINES:

- 1) Whenever possible, trips involving more than four hours should be taken on Saturday or during a holiday period. All field trips must be approved by the Chief Instructional Officer.
- 2) If possible, field trips should be taken during hours regularly scheduled for the class making the trip.
- 3) Field trips that will cause students to miss classes are not to be scheduled during the two weeks prior to the beginning of final examinations unless the classes to be missed are classes taught by the instructor requesting the field trip or the trip is specifically approved by the Chief Instructional Officer.
- 4) Students must go and return in college transportation. The instructor must report violations to the Chief Instructional Officer.
- 5) Instructors must use chartered, contracted, or District vehicles for all trips involving the transportation of students. No student is to be permitted to use personal transportation from campus to a required activity of the college held off campus. Students may use personal vehicles to travel from home to an off-campus location. The Chief Instructional Officer must approve any official college trip other than those made in busses or district automobile.
- 6) A person who serves as a volunteer for a field trip must be Board approved (see Human Resources for details). Volunteers must be at least 18 years of age and when Board approved, may ride on District transportation and are covered by District liability insurance. Non-enrolled children under 18 years of age may not participate in college field trips.

(For more detailed information on Student Transportation, please refer to AP7400)

AUDIO RECORDERS IN CLASSROOM

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The use of a recorder in a classroom requires the instructor's permission. However, a recorder may be authorized by the DSP&S office for a disabled student whose functional limitation educationally restricts, impairs, or prevents adequate note taking. In this case, a recorder may be used to enhance short or long-term memory, or to aid in auditory processing. Students requiring the use of a recorder as the result of a disability should be referred to the FRC DSP&S Office for assistance.

COURSE PROPOSALS

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To propose a new course, the following procedure must be followed:

- 1) Please refer to the "Curriculum Handbook" to write a course proposal.

- 2) Review the course proposal with the appropriate Division Chair for review and approval to forward to the Curriculum Committee. Course proposals are to be entered into the CurricUNET (CNET) database.
- 3) Submit the course proposal to the Curriculum Committee through CNT at least one week prior to Curriculum Committee meetings. (The Curriculum Committee calendar of meetings can be found in Appendix B – Academic Senate Calendar of Meetings.)
- 4) After it is approved by the Curriculum Committee, the course is submitted to the Academic Senate and to the FRCCD Board of Trustees for approval. In all cases, the course outline requires Chancellor's Office approval.

PLEASE NOTE: A new course cannot be offered in the schedule until final approval has been received.

FACULTY ABSENCE FROM CLASS

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If you need to be absent from class due to illness, accident, injury, personal necessity, an emergency, etc. and cannot cover your class, **it is your responsibility to notify the Instruction Office, the class scheduler and the switchboard (in case someone is not in), prior to the class meeting via email or telephone.** If a class session must be canceled, we ask that you have students' telephone numbers at hand so that you can try to save them a trip to class especially for those who live out of town. It reflects poorly on the institution when a faculty member does not show up for class without notification of a cancellation. In addition, a "**Report of Absence**" form must be completed and approved by the Chief Instructional Officer. Absence forms can be accessed at this web site: <http://www.frc.edu/humanresources/forms.cfm>

Full-time Faculty: are allowed 7 Personal Necessity days per year (3 of which can be Privacy Days).

Associate Faculty: are allowed 2/3 of accumulated sick time

FACULTY PARKING

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There are 18 parking spaces in the lower parking lot designated as FACULTY PARKING. Only the instructors who receive a yellow faculty parking pass have authorization to park in the designated area.

Parking passes are to be placed on the left front dashboard or hung on the rear view mirror. Anyone who parks in the FACULTY PARKING area *without* a pass and/or during an incorrect time-block will be ticketed. Guest Parking – Please make arrangements with switchboard in advance to mail or hand deliver parking pass. (*The complete Vehicle Use, Parking, and Traffic Policy can be found in the BP6750*).

INSTRUCTIONAL RESOURCES

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Catalog (current and archived): <https://www.frc.edu/instruction/catalogs>

Learning Resources: <https://www.frc.edu/instruction/learning-resources>

Faculty Resources (including calendars, evaluation info, etc.): <https://www.frc.edu/instruction/faculty-resources>

SLO Assessment: <https://www.frc.edu/instruction/sloac-info>

Curriculum Development: <https://www.frc.edu/instruction/curriculum-development>

Distance Education: <https://www.frc.edu/distanceeducation/index>

INSTRUCTIONAL SERVICES

BOOKSTORE/ TEXTBOOKS/ ONLINE ACCESS CODES

Bookstore Hours: Monday through Thursday.....9:15 a.m. - 1:30 p.m.
Friday.....10:00 a.m. - 1:00 p.m.

Bookstore Website, Contact Info & Current Booklist

<https://www.frc.edu/bookstore>

E-book Website

<https://frc-store.vitalsource.com/>

Many books are available in electronic format. Please direct students to shop on this website and support your local, independent college bookstore. 10% of all sales on this Vital Source website go to FRC Bookstore.

Cengage Unlimited

This is an e-book program available for purchase in-person at FRC Bookstore. Students can pay a flat-fee of \$119.99 for four months to gain access to all e-books published by Cengage Learning. It can also be purchased through our Vital Source E-book Website.

Online Access Codes

FRC Bookstore can order and resell online access codes from most publishers.

Class Supplies

Instructors can request specific class supplies to be stocked at the bookstore, for example calculators for math classes, grid paper for science classes, maps for environmental studies or specific sized notebook journals. These will be ordered based on availability.

Instructor Copy of Textbook

The bookstore does not order complimentary teaching materials for instructors. The bookstore staff will provide publisher information for the instructor to contact the publisher or sales representative directly. Please be advised, complimentary textbooks can take up to six weeks to receive. The bookstore **does not** loan textbooks.

New Edition of Textbooks

It is the policy of the bookstore to order the latest edition of a textbook (new or used). When possible, the bookstore will notify the instructor of an edition change. It is the **responsibility of the instructor** to obtain a copy of their textbook in the current edition. The bookstore will provide publisher information.

Textbook Ordering Information

It is the **instructor's responsibility** to submit online the FRC Bookstore Textbook Adoption Form every semester. In general, the deadline is in April for Summer and Fall book orders, and in November for Spring book orders.

All instructors must complete one Textbook Adoption Form for each class. If you do not plan to order through the Bookstore, then please indicate "0" under Total Number of Books Needed. Please use the Textbook Adoption Form; you can use a spreadsheet for multiple classes, or use whatever works best for you to submit all of the required information on time. Thank you in advance!

The FRC Bookstore Textbook Adoption Form can be found on the website for FRC Bookstore “Faculty Resources: Textbook Orders.”

<https://www.frc.edu/bookstore/textbook-orders>

Reserve Books at the Library

Some textbooks are available on Reserve at FRC Library. Students can checkout these books for two hours to use in the library for studying. There may be grant funding available for this resource.

Textbook Vouchers

Students receiving financial aid assistance account for a large volume of the sales through FRC Bookstore. There are several programs on-campus and off-campus to help with costs of textbooks and school supplies, including EOPS, Equity/SSSP, CalWorks, Workability, Department of Rehabilitation, DSPS, Veterans Services, Alliance for Workforce Development and Burton.

When a student is approved for an on-campus book voucher program, then the student can shop with their voucher at the FRC Bookstore only. By submitting your Textbook Adoption Form on-time, you are helping this population and all students to be better prepared so they can find their required materials on the shelves by the beginning of the semester.

Used Textbook Buyback

Buyback is only done during finals week at the end of each fall and spring semester. FRC Bookstore can pay up to 50% of the purchase price, no matter where you bought your books! No guarantees of the buy back of any book at any time. Bring all CD’s, DVD’s and supplemental materials purchased with your textbooks. No original receipt needed. Highlighting and writing in books OK. No water damaged books.

LIBRARY RESOURCES AND SERVICES AVAILABLE TO FACULTY

LIBRARY HOURS

Monday - Thursday 8:00 a.m. - 9:00 p.m.

Friday: 8:00 a.m. - 4:30 p.m.

Sunday: Computer Lab 4:00pm – 8:00pm (except holiday weekends)

Summer and academic break hours vary; hours are subject to change due to the pandemic or other disruptions

530-283-0202, x236

<http://library.frc.edu/library/>

Library Facilities – The FRC Library and Learning Resource Center (LRC) is a 9,957 square foot facility designed to support and promote student learning and scholarly research. 104 seats are available for students, faculty, and staff at the study desks, study tables, and in the open areas of the library. The LRC area includes a 30-station computer lab, two A/V equipped group study rooms, and a multimedia room with a film screening area, a language lab for French and Spanish self-study, and a screen reader with magnification, enhanced contrast, and text-to-speech capabilities for vision impaired patrons. The library’s open space, computer lab, and group study rooms are designed to be readily available for students so they can accomplish their learning objectives. Large gatherings, recurring classes, and campus meetings are not regularly scheduled in these spaces, but we encourage you to make an appointment with the Library Director, Darryl Swarm (dswarm@frc.edu) to discuss any ideas you have on compatible use of this space.

Library Website and Subject Guides – The library website link is located under Quick Links along the left side of the FRC campus website (<http://www.frc.edu>), and includes an intuitive search box and a 24/7 Chat

reference service interface. Also, a useful guide to Faculty Resources is located under the Subject Guides dropdown link near the top left side of the library website. There are also subject guides for each subject area in the curriculum to help students navigate information in their area of interest. Please send any ideas or suggestions for content in your subject guide area to the Library Director, Darryl Swarm (dswarm@frc.edu).

Scholarly Research and Library Collections -- The FRC Library has a collection of approximately 24,000 print books and 197,000 e-books as well as 50 electronic databases with over 170 million articles in 28,000+ full-text journals. The library also subscribes to more than 90 print periodicals including local and regional newspapers, scholarly journals and popular reading magazines. The non-print media collection consists of over 2,500 physical titles along with over 34,000 streaming video titles. All of the books and non-print media can be searched for by author, title, subject, keyword and other categories from the library website, accessible under Quick Links along the left side of the FRC campus website (<http://www.frc.edu>). The full text e-book and electronic database subscriptions are available to anyone with an FRC network account and Internet access using your FRC network or email login and password. Faculty may borrow books for the duration of the current semester. Videos and other non-print media have a one-week loan period for faculty unless other arrangements are made with library staff. Reference materials and periodicals do not circulate outside of the library without special permission but may be photocopied for a fee on the library's photocopy machine.

Special Requests -- If the FRC library does not have a book, video, or magazine/journal article needed by a faculty member, it is likely that outstanding selections may be found in our print book, e-book, streaming video or electronic database collections with the assistance of library faculty and staff. We will also consider book or video recommendations for acquisition or obtain available materials from the NorthNet Library System, Chico State University, or the California State Library in Sacramento at no cost. The University of California as well as the University of Nevada both charge significant fees for any type of interlibrary loan, so they are not options unless the requester wishes to pay the fee. The library does not pay the fee. Students should make a research appointment with library staff to determine if an Interlibrary Loan request will best serve their needs. Faculty may contact Venice Lombardo, Senior Library Assistant, at 530-283-0202, Ext. 236 if they need a book or article not available directly from the FRC Library. Note: non-print media (DVDs and other video material) are almost never loaned by other libraries.

Reserve Material -- Faculty may request that material be put "on reserve" in the library for in-house use by FRC students. Reserve material is usually an instructor-supplied textbook, a library book for course reading, or a periodical or a video that several students in a class may need access to during a semester. Most reserve material is designated for library use only and is available for use in the library/LRC or the IRC while the student is studying. All personally owned material on reserve is returned to faculty at the end of the semester. Contact Venice Lombardo, Senior Library Assistant, to place material on reserve: 530-283-0202, Ext. 236.

Library Research Instruction -- Faculty are encouraged to make arrangements with the library director for in-class library research instruction sessions on performing general or subject-specific library research. Research instruction sessions usually take 40-50 minutes as students are taught how to find material using the book and media catalog, the library's numerous subscription electronic databases, and quality Internet resources pertinent to their research topics. The interactive discussion may involve dialogue between the students, instructor and library director on topics like the evaluation of information sources, plagiarism, citation management, selecting a research topic, and discipline-specific resources. Research instruction may also be take the form of a 1-3 hour interactive laboratory session or may cover specialized research techniques that build on research skills developed across the curriculum.

Please fill out [this form](#) to arrange for a library research instruction session. It is recommended that you schedule research instruction sessions early in the semester shortly after the research project is assigned.

Suggestions for Library Acquisitions -- Suggestions for improving the collection, whether in the area of books, periodicals or non-print media, are always welcome and often acquired when relevant to the curriculum and the collection. Please email Library Director, Darryl Swarm (dswarm@frc.edu), to make recommendations for library resources. Textbooks are not part of library collection development practice, but Student Services has some resources in this area to help students in need. Due to ADA (Americans with Disabilities Act) restrictions, the library only purchases non-print media which is either closed-captioned or subtitled.

PRINTING CENTER POLICIES AND PROCEDURES

The services of the Printing Center are for the use of college staff for educational purposes only. The Duplicating Center is open from 8 a.m. – 5 p.m. weekdays. Typically, the Duplicating Center is available for instructional copy needs until 7 p.m., Monday through Thursday. **EVENING HOURS will be announced after the 1st week of each semester.**

FOR YOUR PHOTOCOPY NEEDS, you are encouraged to leave work in the provided "IN BOX" in the Printing Center or in the Printing Center mailbox located in the Administration foyer. Please attach a job order form (available in the printing center or print center mailbox). You may also email requests to the Print Center staff. **Please plan for a minimum two-four hours turn-around time for photocopy requests.** Your materials will be delivered to your mailbox upon completion. In order to keep a photocopy machine free for campus staff use in completing small jobs, job requests requiring more than 300 copies total are to be submitted to the print center staff for completion. Most job requests of larger quantities (1,500+) and jobs requiring colored ink will require a minimum of 24 hour notice. Contact the Switchboard desk, in the printing center, at extension 200, regarding large job requests of 1,500+ copies.

COPYRIGHT: Copy work infringing upon the copyright laws will not be allowed. Copyright materials require approval from the publisher.

WHITE PAPER RECYCLING: All white papers are acceptable for recycling with the exception of glossy white paper (advertisements and brochures) and window envelopes with plastic cellophane. Call the printing center (ext. 200) and we will empty your recycle bin.

PERSONAL PHOTOCOPIES: Personal black and white photocopies are @ 10 cents per copy; 15 cents two-sided, and color copies are 50 cents per copy and \$1.00 two-sided.

EQUIPMENT

Canon Photocopier
Laser Printer/Scanner
Spiral Binding Machine
Paper Cutter
Heavy Duty Stapler
Three-hole Punch

SERVICES:

Printing of college materials
Transparencies
Binding of reports, workbooks
White paper recycling
Copyright guidelines

SUPPLIES:

FRC letterhead stationery and envelopes
Colored paper stock, parchment

HEALTH SERVICES

Feather River College provides health services to all its students through a special agreement with the

Plumas County Public Health Agency (PCPHA). This agency is not a full scope medical clinic but provides family planning, physical assessment, referral, counseling, and health education. All services are provided by a licensed health care provider.

Plumas County Public Health Agency offers the following services to FRC students:

- Family planning, pregnancy testing, education, and referral
- HIV & STD testing, counseling, education, and referral as needed
- Immunizations -Tdap, MMR, Flu (if eligible)
- TB skin testing
- Physical assessment and referral
- Health and lifestyle education

NOTE:

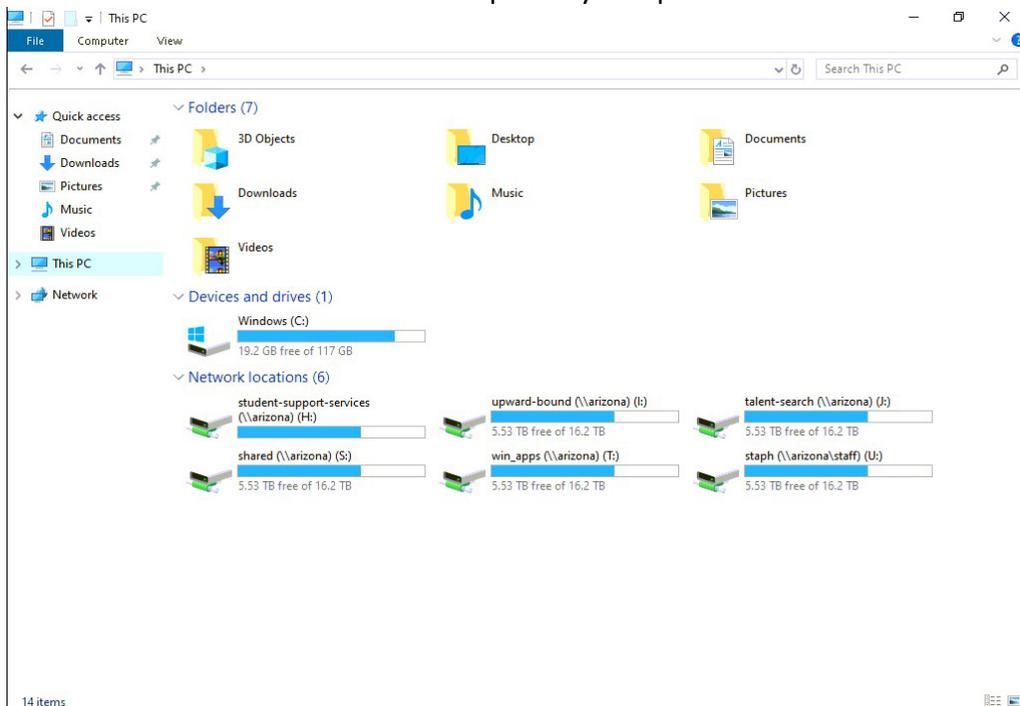
- ✓ Students are responsible for all costs as a result of referral visits, including but not limited to prescription medications, lab tests, x-rays, and any hospital emergency room or patient fees.
- ✓ Students must make an appointment with the Plumas County Public Health Agency at 530-283-6330 or 800-801-6330 to receive services.
- ✓ Students will be seen Monday through Friday, 9:00 AM - 4:00 PM.
- ✓ Students must show their FRC ID card with the current semester’s validation sticker to receive health services.
- ✓ Students under the age of 18 years must have parental consent to receive services, except family planning services, and must provide documentation of such consent before an appointment is made.

Plumas County Public Health Agency is in the building complex next to the FRC Residence Hall.

COMPUTER RELATED INFORMATION ON DRIVES

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What are all those drives that show up on my computer?



The screen shot above is what you will see when you click on “This PC” on a typical staff or faculty

networked computer. If you have a USB (“flash”) drive, it should show up among the removable storage drives a minute or so after you plug it in.

The C: drive is installed inside your computer (it is a “local” drive) and contains most of your files and programs. It is your central storage device, and is the drive you should use to store your documents as you create and modify them (except on Podium computers). Most of the other drives are for adding files or programs from disks, distributing information to others over the network or on a disk, or backup.

Most campus computers can access drives over the campus network. Drives are accessed over the campus network through cables on campus, not the Internet. Networked computers includes all staff and faculty computers, computers in the classroom “smart podiums,” and lab computers. The campus network cannot be accessed over the Internet or the campus wireless system.

Drives are identified with a letter followed by a colon. C: traditionally refers to the main hard drive. The local drives on campus (drives in or attached to your computer) are typically named as follows:

Local Drives
(Drives In or Directly Connected To Your Computer)

C:	Local Hard Drive (Your main storage)
D:	DVD or CD/DVD drive
E:	Additional DVD or CD/DVD Drive, or USB Drive

If you only have one DVD or CD/DVD drive, the E: drive may refer to a USB (“flash”) drive. You may also see F: and G: drives if you have more than one USB port that can accept a “flash” drive.

Network drives usually start with higher letters, like H: These are drives that you can access over the network but are not attached to or in your computer. Computers have access to different network drives depending on the user account, so if you login to someone else’s computer with your own account, you should see the same network drives as your own computer.

Faculty and staff have an S: drive for sharing files with work associates over the network. Contact IT to request as necessary.

The U: drive (backed up nightly) is for backing up your C: drive. Clicking on the C icon on your desktop will automatically copy any new files you have created from your C: drive to your U: drive. Since the U: drive is not physically attached to your computer, even if your computer failed or was destroyed, your data would be available on your U: drive. Mybackup needs to be set-up for users after they have logged in to the computer, you will need to contact IT for help. At the end of a significant amount of work or at the end of the day, get in the habit of clicking on the “mybackup” icon to make sure your data is safe!

Network Drives
(Drives Accessed Over the Hardwired FRC Network)

S:	Use for sharing documents among work associates
T:	Use for distributing documents to students over the campus network
U:	Use to back up your computer by clicking “mybackup” on your desktop

Since all smart podiums in the classrooms are networked and have Internet access, you can gain access to

your documents in the classroom by logging in and using the S: or U: drives, or by placing your documents on Canvas and accessing the site through the Internet. You can also store data on a USB (“flash”) drive and plug it into the smart podium computer.

Making Material Available to Students over the Internet

Canvas, our learning management system, is used for all online courses. Please see the FRC main website under “Academics > Distance Education” for information about Canvas training, the project status, and links to resources for using Canvas.

Our Canvas website address is <http://frc.instructure.com>, 24/7 phone support, a help desk, links to guides and videos on using Canvas, and suggestions from the Canvas community are accessible within Canvas.

Canvas is used by all California Community Colleges through funding from our Chancellor’s Office. This is part of a broader state-wide initiative that includes expanded online student services, an integrated sign-in process for all FRC online services, and improved online instructional support

Call the Assistant Dean of Instruction, at Ext. 361, for further information.

Classroom Technology

Almost all classrooms have a smart podium (a podium with a computer built into it, with Internet access and the ability to project the screen using a video projector mounted on the ceiling). You can display your computer desktop, programs such as PowerPoint, and CD/DVDs played on your computer. Most rooms also have Blue Ray, DVD and VHS players, and an audio amplifier with stereo speakers.

For training in how to use classroom equipment, for its maintenance or repair, or for assistance with campus computer hardware or software installation, call Mark Downey, the Desktop Support Specialist, at ext. 206.

EMAIL ACCOUNTS

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All Full-Time and Associate Faculty must use an FRC email account in their teaching capacity. This will facilitate timely communications on college-related matters. The form required to open an account is included with new hire paperwork, and is also available in the Human Resources office. Please contact Juanita Lujan, at extension 257, for any questions.

COMPUTER USAGE

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REMINDER - In order for the various updates to occur on your computer, it is imperative that you sign out every day before you go home. Do NOT turn your computer off (shut down).

How to Login to your Faculty Portal

1. To access your Faculty Portal, go to the FRC homepage, www.frc.edu, click “MyFRC”.



The annual FRC Summer Bridge program is coming up, register now!

Summer Bridge is a free 2-week program designed to help students transition to college from either high school or the work place. Daily workshops cover student success skills, plus math and English review. First-time FRC students will have the opportunity to get acquainted with class mates, faculty and staff and learn about college programs and services. Lunch is being provided, along with school supplies. Click below to learn more and register today!

[Summer Bridge Info](#)



MyFRC login



Canvas login



Email



Classes



Library



IT Support

2. Enter your "User ID" 900xxxxxx and "PIN" and click "Login".

If you forgot your "PIN", click the "Forgot PIN?" button and the system will ask you your security question and reset your "PIN" to your six-digit date-of-birth (mmddyy). Follow the instructions to continue.

[FRC Home Page](#)

[Request Official Transcript](#)

User ID:

PIN:

[Login](#) [Forgot PIN?](#)

3. Click the "Faculty" tab or the "Faculty and Advisors" link.

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[WebTailor Administration](#)
[Finance](#)

Search [Go](#) [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, Leslie A. Mikesell, to the WWW Information System! Last web access on May 18, 2011 at 10:33 am

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student](#)
Apply for Admission, Register, View your academic records.

[Financial Aid](#)
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides; View Class Lists and Student Information

4. Click the "Term Selection".

[Personal Information](#)
[Student](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee](#)
[WebTailor Administration](#)
[Finance](#)

Search [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty and Advisors

[Student Information Menu](#)
[Term Selection](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Week at a Glance](#)
[Detail Class List](#)
[Summary Class List](#)

- Click the drop down box and select the appropriate semester. Outdoor EDUC 107 click "Spring 2014" and EDUC 108 click "Summer 2014". Click "Submit".

Personal Information Student Financial Aid **Faculty Services** Employee WebTailor Administration Finance

Search

RETURN TO MENU SITE MAP HELP EXIT

Select Term 900010013 Leslie A. Mikesell
Apr 03, 2014 03:06 pm

Select a Term:

- Fall 2014
- Fall 2014
- Summer 2014
- Spring 2014
- Winter 2014

RELEASE: 8.5.4

- Select "Final Grades".

- [Student Information Menu](#)
- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)

- Using the "Grade" drop down box select P or NP grade and enter the Positive Attendance Hours for each student in the "Attend Hours 0999.99" field. (Last Attend Date is not required)

Sample Course

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999999.999	Registration Number
1	Allman, J B.	900146032	1.000	**Registered** Jan 10, 2014	None	N			1
2	Ashwell, Deirdre	900153675	1.000	**Registered** Jan 10, 2014	None	N			2

- Click the "Submit" button to post grades and positive attendance hours.

⚠ Please submit the grades often. There is a 15 minute time limit starting at 09:58 am on May 18, 2011 for this page.

Return to "Step 3" for additional courses.

GENERAL INFORMATION

CHILDREN AND NON-STUDENTS ON CAMPUS

The College seeks to provide an environment which is conducive to study and work. Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on college properties.

Due to safety and liability issues, except as otherwise defined in AP3519, under no circumstances may unsupervised children be on college properties, including playing, roaming, and occupying campus grounds or buildings. Any College employee who finds an unaccompanied child on college properties should inform Campus Safety of the location of the child and follow the procedures described in AP3519.

EMERGENCY/ACCIDENTS

In the event of an emergency, contact the Day/Evening Administrator, call 911 or the Switchboard for assistance and follow the appropriate procedures outlined below.

It is your responsibility as an instructor to be prepared if there were an emergency while class is in session. Be sure that you know where the nearest Telephone, First Aid Kit (see Appendix C for a location list), Bodily Fluid Clean-Up Kit (see Appendix C for a location list), and Emergency Exits are located. There is also a campus map outside of each classroom to use in case of evacuation.

In case of a **fire**, have students evacuate out of the nearest/safest building exit and proceed down to the nursing parking lot or to “the green” Depending on where your classroom is located. Make sure students are a safe distance from the fire, stay clear of emergency vehicles, render first aid as necessary, and keep access roads open for emergency vehicles.

In case of a **bomb threat**, have students evacuate out of the nearest/safest building exit and proceed down to nursing parking lot or to “the green” Depending on where your classroom is located. Do not touch or move any strange objects and advise others not to.

In case of an **earthquake** take a “protective position” and instruct your students to do so. A “protective position” means drop to knees, cover eyes, clasp both hands behind neck, bury face in arms, and cover ears with forearms. Keep back from windows and get under a desk, if possible. Once the earthquake is over, leave the building and do not allow anyone to return until it has been declared safe by security/safety officers. Avoid fallen electrical wires and do not use anything that will cause a flame due to potential chemical/gas leaks. Render first aid as necessary.

In case of a **security/safety emergency** after 5:00 p.m., contact the Evening Administrator immediately. Security emergencies include, but are not limited to, drunk/disorderly and/or threatening person(s) on campus, security alarm sounding, and individual(2) with weapons on campus, etc. If there is an immediate threatening situation whether it be a student behavior issue or a physical threat (e.g. fire, flood or a personal threat or danger) call 911 immediately.

In case of an **accident/injury**, please follow the procedure appropriate to the situation as outlined below.

Student Accidents/Injury (Student in Student Role):

For a student who is officially enrolled at FRC and sustains an injury/accident during course of regular programmed hours and/or approved college sponsored activity, the following would apply:

- ◆ **Immediately**, student and college instructor/official must complete and file the Accident/Injury Report form and Student Insurance Claim forms. Make sure the forms are complete, accurate, and detailed. Student athletes insurance claim forms go to athletics. All other forms go to Human Resources.
- Submit the completed forms to the Human Resources Office as soon as possible after the incident has occurred. Student Insurance Claim forms are available at the Human Resources Office or from an Evening Administrator.

The College provides students with limited secondary accident insurance coverage in the event of an injury occurring in the course of a college class or activity. All such accidents should be reported immediately to the Athletics' Office or the Human Resources Office. **It is the student's responsibility to file any insurance claims with their primary carrier, then with the secondary accident insurance.** Claim forms, and general information are available at the Office of Human Resources.

Student Accident/Injury (Student in Student Employee Role):

A student who has been appropriately hired as a student employee and authorization to begin work activity has been issued by the Human Resources Office who sustains an injury/accident during the course of their duties as a student employee for the District, the following should apply:

- ◆ **Immediately,** Student and Supervisor/official must complete and file appropriate Workers' Compensation Claim forms and the Accident/Injury Report. Make sure the forms are complete, accurate, and detailed.
- ◆ Submit the forms to the Human Resources Office as soon as possible after the incident has occurred.
- ◆ Workers' Compensation Claim forms are available from the student's Supervisor, the Human Resources Office, or from an Evening Administrator.

Employee Accident/Injury:

- ◆ **Immediately,** Employee and Supervisor/official must complete and file appropriate Workers' Compensation Claim forms and the Accident/Injury Report. Make sure the forms are complete, accurate, and detailed.
- ◆ Submit the forms to the Human Resources Office as soon as possible after the incident has occurred.
- ◆ Workers' Compensation Claim forms are available from the employee's Supervisor, the Human Resources Office, or from an Evening Administrator.

NOTES:

Feather River Community College does not provide treatment or medication for illness or injury. However, it is the responsibility of the instructor/supervisor to seek first aid for an injured or ill person and see that transportation to medical care is made available.

FRC IS A DRUG-FREE CAMPUS

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In an effort to provide a drug-free learning environment, FRC has adopted a drug-free policy that applies to all aspects of the college. As a responsible member of this community, we ask you to support a drug and alcohol free learning environment by being aware of the policies, legal consequences and health risks of abuse. We ask you to familiarize yourself with the policy (*see BP/AP 3550*)

HAZARDOUS CLASS, EVENT, SPORT OR ACTIVITY-RELEASE OF LIABILITY

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The nature of some courses, events and activities pose a higher risk of injury than in standards courses, events and activities. As an extra measure of liability protection to the District, each student within such a course or activity will be required to complete a **Hazardous Class, Event, Sport or Activity Release of Liability** form. It is the responsibility of the instructor to be sure every student completes a form. All forms are then to be stored with the instructor of record for the duration of the course.

LOAN OF DISTRICT EQUIPMENT

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Loan of District equipment shall be made to District employees only for the completion of District business. Such loan of equipment to a faculty member may only be made upon the prior written authorization of the Chief Instructional Officer and upon filing of an **"Equipment on Loan"** receipt in the Instruction Office.

Loan of instructional equipment to students may be made only upon the prior written authorization of the Chief Instructional Officer and filing an "Equipment on Loan" receipt in the Instruction Office. A security deposit may be required at the discretion of the Chief Instructional Officer. Instructors that have instructional equipment that is loaned to students on a semester basis (i.e. cameras, binoculars, lab equipment) please see

Virginia Jaquez, in the Instruction Office, to process the appropriate form. She will also assist with follow-up on the return of equipment. Students that have filed an "Equipment on Loan" receipt with the Instruction Office will have their FRC transcripts placed on hold until all equipment has been returned in the same condition as when received from the District. Use of District equipment for personal use is prohibited.

MAILBOXES

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Mail boxes are located in the Administrative Building near the President's office and are provided for all full-time faculty and staff as well as the part-time faculty who have on-campus classes. Part-time instructors who have mailboxes should check their box regularly so that dated material and requests are picked up in a timely fashion and handled accordingly. Off-campus instructors will receive their materials and correspondence by direct mail.

EXEMPTION FROM TRANSIENT OCCUPANCY TAX:

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The Transient Occupancy Tax (TOT) is the tax paid for hotel or motel accommodations. This tax varies from city to city but often exceeds 10%. Most locations throughout the United States have included language in their TOT ordinance that specifically exempts the employees of federal or state agencies from paying this tax when traveling on official business. When traveling on college business, complete the '**Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim for Government Agency**' form and present it to the hotel/motel registration clerk at the time of registration. Most locations will accept this exemption and waive the tax.

For more detailed policy information, see FRCCD Board Policy, Chapter 7, Article 7.1, Sections 7.1.11, Staff Transportation, and Section 7.1.12, Staff Travel.

PURCHASING AND TRAVEL EXPENSE INFORMATION

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The following is an outline of the process for purchasing and reimbursement to be followed by all faculty. This will give you a guideline of how the paperwork should flow through your department to ensure accurate recordkeeping and adherence to the college's policies and procedures. Please be familiar with and follow them both as it will expedite your purchasing and reimbursement requests.

Planning ahead is key when it comes to purchasing, receiving an advance, or a reimbursement.

NOTE: Please contact your Division Chair for preparation of processing through department management for approvals should you have any questions.

Travel Request Form is available from the Business Office or the Office of Instruction. Appropriate approval signatures are required from the Budget Authority. Please allow ample time for approval.

Travel Request Form and Policy (Blue Travel Form) – See Attachment A

This form is required for any type of travel for college business and it is important for liability issues should an accident happen. It must be completed, approved, and on file with the Maintenance Office prior to ANY travel, even if a College vehicle is not being requested.

- The "**Travel Request Form and Policy**" form can be obtained from the Business Office or the Instruction Office. Please be familiar with the policies on the other side of the form.

Fill out form completely and including the following:

- Name, Departure/return info
- Location/reason for trip
- Budget code/cost estimate
- **Note: If you are taking a college vehicle for your trip, you will be charged for the mileage from your budget travel codes.** Please estimate the cost of the motor pool charges by multiplying the

mileage by charges set by Maintenance as noted below and enter on “Maximum estimated cost of trip” section. **See Attachment C for list of miles to commonly used destinations.**

Green Honda - .60¢ Gold Honda - .72¢	Bus 218/245(blue/white) – 2.10¢
Vans - .80¢	Other Service Vehicle. - .80¢

- List all drivers/passengers
- Type of vehicle used/request for college vehicle – Please note, in order to drive one of the college vans, you must first complete our Van Driver Safety Training Class. Please contact Facilities to schedule a time to take the class if you haven’t already done so.
- Classes missed/class coverage (if applicable)
- Signature and list of all drivers’ license and phone number (including yourself and/or any other drivers who will be driving)
- Submit the form to your Division Chair (Budget Authority) for approval and signature. The Division Chair is responsible for verifying that the budget code is correct and funds are available. The form must then be forwarded to the Chief Instructional Officer for administrative approval. The Instruction Office will forward the approved form to the Maintenance Office.

To secure a college vehicle it is advised that you first call Megan Morris, in Maintenance (Ext. 307) for vehicle availability. They will pencil you in and tentatively hold the vehicle while the “**Travel Request Form and Policy**” form is being processed. The vehicle will not be considered officially reserved until the “Travel Request Form and Policy” form has been approved and submitted to the Maintenance Office.

If your form is not completed correctly, it will be returned to you causing further delay.

A Guide to Purchasing Services

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Please go to this link for the most current Purchasing process:

<https://www.frc.edu/businessservices/purchasing>

TRAVEL EXPENSE VOUCHERS - SEE ATTACHMENT B

Travel Expense Vouchers are used to request a travel advance or to request reimbursement of expenses upon returning from a trip. They may not be used to request reimbursement for the purchase of supplies or other non-travel expenses.

This is the online link to the form...<https://www.frc.edu/businessservices/purchasing>

ADVANCE REQUEST

- Estimate expenses.
- Turn in to Admin Asst. (Instruction Office) for processing and signature of budget authority.
- ALLOW 2 WEEKS PROCESSING TIME, SO PLAN AHEAD!
- Your original Travel Expense Voucher will be enclosed with your advance check. Use it to submit an expense report, which is due within 10 days of your return.
- Failure to submit expense reports on time may result in loss of privilege and/or future advances being held until past expense reports are reconciled and turned in.

EXPENSE REPORT

- Meal Per-Diem
 - Breakfast - \$13.00 (Travel must begin before 7AM)

- Lunch - \$14.00 (Travel must begin prior to Noon)
- Dinner - \$23.00 (Travel must begin prior to 6PM)
- Hotel receipt must itemize charges (room charge, tax, fees). A room folio with a zero balance showing is an acceptable receipt. Please ask for one when checking out.

If you have a problem or if in doubt, call the Purchasing Agent, Tamara Cline, at ext. 231

Appendix A

FEATHER RIVER COLLEGE
FIRST AID KIT AND BLOOD AND
BODILY FLUID CLEAN UP KIT LOCATIONS

BOOKSTORE

Located behind Rayen's desk.
Rayen Lowry responsible (sm. kit# 16)

BUSINESS OFFICE

Located under business forms cabinet
Shawna Lindsay responsible (sm. kit #4)

ADVISING & COUNSELING CENTER

Reception desk.
TBD responsible (sm. kit #40)

CHEMISTRY LAB

Located at the back of the classroom
Kurt Smart is responsible (sm. Kit #15)

CHILD DEVELOPMENT CENTER

Large wall kit located in CDC Office
TBD responsible
Sm. kit #9 located in other building

STUDENT SERVICES

Located in Financial Aid area
TBD responsible (sm. kit #6)

FISH HATCHERY

Located in restroom
Adam Fuller responsible (sm. kit#14)

TRIO CENTER

Located on wall in computer room.
Billy Ogle responsible (sm. kit #32)

LIBRARY

Located in the processing room
Darryl Swarm responsible (sm. kit #2)

INSTRUCTIONAL RESOURCE CENTER

Located near the Tip Sheet Display
Joan Jarrett responsible (sm. kit #17)

MAINTENANCE BUILDING

Large industrial kit # 7
Nick Boyd responsible

ROOM 403

Small kits #26 & #27
Used for fire classes.

MULTIPURPOSE BUILDING

Located in weight room 102
Merle Trueblood (Training Room -ER kit)

NURSING OFFICE

Located in Nurse's office room 209
Darlene Oertle responsible (Small kit #13)

EQUINE CENTER

Large kit #28 & sm. kit #12
Russell Reid responsible

SCIENCE BUILDING

Located in classroom 104 (lg. kit #10)
BIOL Lab Room 107 (lg. kit #11)
Anna Thompson responsible

DSPS

Located in closet 104 (sm. kits 24 & 26)
Danielle Westmoreland responsible

SNACK BAR

Located in manager's office (sm. kit #13)
Sean Conry responsible

MAIN OFFICE

Located in left mail closet
Scott Koeller responsible (lg. kit #31)

VOCATIONAL BUILDING

Located outside office room 107
Located in Art Room 101 (sm. kit #8)
Josh Olivera responsible

***Persons named as "responsible" are only report if items need to be replaced in the kits.
Please report to Nick Boyd at Ext. 259/210, for refills.***