



Community Education Part-Time Faculty Resource Handout

Welcome to the **Spring 2023** term. Below you will find information to help you get started.

Community Education (CE) Support Staff/Faculty

Noncredit Admission, Registration, Cashiering, x3209
Dean's Secretary - Dana Avila, x3242
Community Education Secretary – Gabriella Trevino, x3587

Community Education Coordinator – Ashleigh Valero, x3467
For NESL, Andria Keiser, x3701

Dr. Sofia Ramirez Gelpi is the academic dean overseeing Community Education (CE). The office location is S-128, the office phone (805) 922-6966, ext. 3325, and the email address is sgelpi@hancockcollege.edu.

COVID-19 Guidelines

The college continues to map out safety guidelines for Spring classes and information will be shared online, via emails to students, faculty, and staff, and on the college's official social media pages. For more information, please visit <https://www.hancockcollege.edu/covid/>.

Allowable Leaves of Absence

Please refer to Article 9 (Leaves of Absence) of the part-time faculty bargaining agreement to understand the types of allowable leaves, the qualifying criteria under each, and the process connected to each leave type. You may find a copy of the agreement via [my Hancock portal](#). Personal necessity requests will need advanced notice and approval by the dean.

If You Need to Be Absent

If a family emergency, illness, or personal matter will keep you from teaching during your **scheduled class**, please notify the Community Education secretary, Gabby Trevino, by phone **as soon as possible**. Alert your coordinator as well. Please get in touch with your students directly to let them know.

Instructors must complete and submit a *Leave of Absence* form within **three (3) days of the absence** to their appropriate coordinator first. Please use the most updated *Leave of Absence* form (available via [my Hancock portal](#)).

Personal Necessity leave requests need to be approved in advance. Please discuss this with the academic dean **prior** to submitting these. Please alert your coordinator if you have scheduled medical leave, so a substitute can be identified with enough time to avoid an instructional disruption to students.

Spring 2023 Notices of Assignment

Ensure that you have signed and dated your noncredit notice of assignment **before** the start of classes. Without a signed/dated copy, **payroll cannot generate a paycheck**. Return original to Community Education. Keep a copy for your records.

Class Cancellations

- Noncredit classes require a minimum of 15 students officially enrolled **and** regularly attending (*AHC Board Policy 4922*). Under-enrolled classes are in jeopardy of being canceled.
- **Class cancellations start TWO WEEKS before the start of classes (credit and noncredit).**
- **To avoid class cancellations:**
 - (1) Check the enrollment online (via class search) and start outreach for your classes early before cancellations occur.
 - (2) Contact students and/or send them reminders about your classes. Some faculty use the Remind app for this purpose.
 - (3) Reach out to past students and encourage them to re-enroll.
 - (4) Encourage students to invite others to join the class (noncredit courses are FREE!).
 - (5) Community Education also promotes classes via Signal Vine to enhance enrollment. At this time, we are not printing flyers.

Last Day of Instruction

For Spring 2023, the last day of instruction for semester-length classes will be **May 17**. Please note that the last day of instruction **may be different** for your section. This date is located on your class roster, your notice of assignment, and in Class Search. **Check this date and include it in your course syllabus.** For any questions and/or concerns connected to the last day of instruction for noncredit classes, please consult with the office of the dean.

AHC Email

Email communication is done through the AHC email system. Please check and use your AHC email throughout the academic year. Time-sensitive correspondence from the college, Community Education, CE staff, and/or others **will be delivered to your AHC email.** If you haven't done so, have your Hancock mail forwarded to your personal email address. Instructions are available on the [my Hancock portal](#).

Campus Graphics

Develop class materials in a timely manner and submit them to Campus Graphics. **Don't use the dept. copier for this.** The Campus Graphics print shop is open M-TH 7:30a.m.-7:00p.m. & Fridays from 7:30a.m.-4:00p.m. Campus Graphics provides self-service copying as well. Emergency (same day/unexpected) print requests will be accepted during those times. As always, the turnaround time may be a little longer at the start of the semester due to high volume. Remember that online photocopying ordering is available via [Campus Graphics](#).

Photocopy Copyright Alert

Please be mindful of copyright violations. Common violations include making copies from texts or workbooks or copying articles or stories of more than 2500 words. Develop your materials in a timely manner and submit them to campus graphics. Don't use dept. copiers. Copyright guidelines may be found on the web at <https://thehub.nacs.org/copyrightpolicy>.

Mailbox Location

Please check your mailbox regularly. Mailboxes are set up each semester (SM, LVC and SYVC) and **time sensitive correspondence may be placed in your campus mailbox.** If you teach on the Santa Maria Campus, you will have a mailbox in building S. For LVC, head to Building 2. For SYVC, head to the main office.

Maximum Occupancy Classroom Limits

The college and the fire marshal have reviewed the maximum occupancy for classrooms. All classrooms comply with fire code. Maintaining the allowable number of student seats in each classroom is very important. Please do not add or remove any seating. If you require a larger classroom, please get in touch with Community Ed.

Course Syllabus Requirements

- **Course Outline of Record** – Your course syllabus should be an interpretation of the official Course Outline of Record (COR). If you would like a copy of the official COR, visit the [Faculty Resource Page](#).
- **Electronic Course Syllabus File** - Please fax or email a copy of your course syllabus to the **dept. secretary, Gabriella Trevino @ gabriell.trevino@hancockcollege.edu**, on or before **February 3, 2023**. You may also drop off your course syllabi at Bldg. S. Ensure all required elements appear on your course syllabus.
- Course syllabus copies should be provided to students.
- The PT Faculty Syllabus Checklist & Course Syllabus Template can be found on the [Faculty Resource Page](#).
- **Student Learning Outcomes** - You must include the approved Student Learning Outcomes (SLOs) in your course syllabus. If you need this information, please get in touch with your coordinator. Use the official SLOs developed for your course(s), which are located in the official COR.

myHancock Portal

Noncredit faculty **must use [my Hancock portal](#)** to complete their responsibilities, such as entering weekly student attendance hours. The portal is available 24/7 and provides you with access to class roster(s), online copy services, multi-media equipment requests, weekly positive attendance report (WPAR), and numerous college forms.

If you are new to the college, a Hancock logon and email account will be created when Human Resources has processed your employee information. You will obtain your account information when you attend your Human Resources orientation session. Contact the ITS Help Desk at ext. 3345 or email helpdesk@hancockcollege.edu for your account information. You will be asked security questions to verify your identity.

Attendance and Rosters

Instructors are required to take attendance for **every** class session and to enter these hours on a **weekly** basis via the Weekly Positive Attendance Reporting (WPAR) link. Please encourage registered students to regularly attend every class meeting in order for students to fully benefit from instruction, for you to assess their skills or proficiency progression, and to avoid class cancellations. All students who attend class must be officially enrolled and appear in your class roster.

Auditing classes is not permitted at the college. Only students listed in official class rosters can attend classes.

If you have students not showing up on your class roster, contact Community Ed at ext. 3209 for appropriate follow-through. Front counter staff does not discuss student registration status with instructors as this is confidential information.

If you are teaching BASK 7004B, BASK 7008A, BASK 7014, BASK 7015, or NESL 7060, please refer to the PA Hours Attendance Handout for instructions on how to submit your attendance hours.

Last Day to Register

The last day to register for a noncredit class is when the class hits the 60% instructional threshold for the class term. For example, an 8-week class hits the 60% threshold at 5 weeks, so registration closes after 5 weeks of instruction. Please use the 60% rule to determine the last day to register.

The last day to register for 16-week noncredit classes is Friday, April 8, 2023.

Students can submit registration forms through a variety of strategies. Please see the next page for the campaign poster being used. Have students submit a reg form or reg info as soon as possible. The sooner these are processed, the sooner students show up in your class roster.

If students are not showing up, please have the student(s) contact Community Education ASAP, as there could be issues with the admission and/or registration process.

Field Trips

All field trips must have prior approval by the dean. Field trips cannot be mandatory. Instructors need to fill a Request for Field Trip Approval form and submit to the dean at least two weeks prior to the activity. Students attending must complete an Acknowledgement and Assumption of Potential Risk form. Please refer to **BP/AP 4300. Field Trips and Excursions** for details and procedures.

Staff Parking Permit Rates

Parking permits are required for fall 2022. Part-Time faculty will receive information through the AHC email on how to obtain one. AHC is using a new system.

Noncredit Counseling

The mission of the Noncredit Counseling department is to help students enrolled in adult basic education, noncredit English as a Second Language, citizenship, and short-term vocational skills classes navigate the educational systems of the college from admission until students reach their educational goals.

Services include the following:

- Orientation
- Assessment and Placement
- Counseling and Advising (academic, career, and personal)
- Student Educational Planning (SEP)
- Registration Assistance
- FAFSA/CA Dream Act Assistance
- Workshops
- Campus Tours

For more information or to schedule an appointment with a counselor, please have students call at 1-805-922-6966 ext. 3740.

Students can:

Visit the Noncredit Counseling webpage.

Call (805) 922-6966, ext. 3740.

Email noncreditcounseling@hancockcollege.edu.

Visit the Cranium Café site to chat with one of their team members.

Community Education – Tracking, Collecting, and Entering Positive Attendance Hours

Please encourage students to regularly attend classes because: (a) it helps them achieve their educational, personal, and/or vocational goals, (b) it ensures a consistent learning environment for everyone in the class, (c) it allows instructors to better assess student learning outcomes, and (d) it also results in better student retention and a robust enrollment for your class.

IMPORTANT:

Since the college receives state reimbursement for noncredit classes, we must fulfill the Chancellor's Office requirements for collection, submission, and reporting of PA hours. The Office of the Dean performs an internal positive attendance hour audit every semester, to ensure accurate data entry. For the spring, the internal audit will start on

Tuesday, February 8, 2022.

Help us help you:

1. Do you have questions and/or concerns as to whether you are entering data correctly? Do you need training or a refresher on how to enter weekly hours?
2. Would you like someone to take a quick look at your work to ensure there are no errors with hours and/or any other mathematical calculations?

Please contact the office of the dean for help. We encourage all instructors to be proactive and start checking earlier rather than later.

Things to keep in mind:

1. Track your student attendance **every class session** and enter it into the WPAR **on a weekly basis**.
2. Ensure that the hours entered in your class roster **match** the hours entered in the WPAR.
3. Lost, dazed, confused? Contact your program coordinator.

Spring 2023 Requirements:

EVERY WEEK:

1. Faculty may use the official class roster to track registered students' attendance.
2. If faculty create their own attendance record (i.e. Word or Excel document), this record **must** include the following information: (a) Course prefix and number, (b) Course title, (c) Course CRN, (d) Course Meeting Days/Times, and (e) Instructor's Name. Students listed in your document **must** be registered in the class. Therefore, always check students against the official class roster.
3. Please track attendance hours for every registered student in **every class session**.
4. Faculty enter student attendance hours ONLINE **weekly** via the "Weekly Positive Attendance Reporting" (WPAR), available on the Hancock portal (FACULTY tab, scroll down to the WEEKLY POSITIVE ATTENDANCE REPORTING channel).



5. Faculty must enter student attendance hours ONLINE as reflected in the instructor's class attendance roster. Please ensure the hours entered via WPAR **match** the hours in your class roster or attendance record. Please correct any discrepancies in the WPAR.
6. For registered students who did not attend class, enter a zero on your class roster and in the WPAR field.
7. In the WPAR, every cell must list a number. Do not leave cells blank.
8. Your class attendance roster **must** match the numbers entered in the WPAR
9. For students that have stopped attending, fill out and submit a CE Instructor's Drop Form, found on the [Faculty Resource Page](#).

EVERY MONTH:

LECTURE CLASSES:

1. Please submit your class roster/attendance record (not sign-in sheets) **AND** printed WPAR report, every FOUR WEEKS. Submit these directly to the office of the dean (Dana Avila) via email as a legible, scanned, PDF attachment.

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| • For all hours entered through February 4, due Tuesday-February 7 |
| • For all hours entered through March 4, due Tuesday-March 7 |
| • For all hours entered through April 1, due Tuesday-April 4 |
| • For all hours entered through April 29, due Tuesday-May 2 |
| • For all hours entered through May 17, due Monday-May 22 |

2. When the month breaks in the middle of a week, include the dates/hours through to the end of the week and turn in on the following Monday.
3. After your last class session for the month, make sure that the total hours on your attendance roster match the Weekly Positive Attendance Reporting (WPAR) total hours. Please correct any discrepancies.
4. Print a copy of the Weekly Positive Attendance Reporting (WPAR). Use the VIEW ALL button. Make sure you print in landscape mode. Make sure all info appears in the printed copy and that it is not cut out.
5. Sign and date both your attendance roster **and** the VIEW ALL WPAR report, attach them together, and turn in the original signed/dated copies to the dean's office, in Bldg. S. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smart phone.
6. You must keep copies for your records for three years!

TBA LAB CLASSES:

1. If you teach **BASK 7004A, BASK 7008A, BASK 7014, BASK 7015, and/or NESL 7060**, use this process.

2. These will be submitted at the end of the term. After your last class session for the term, total the hours for each student on your paper roster, OR, if your lab uses CI Track, print out the semester report by adjusting the date range.
3. Click on Final Grades/Positive Attendance and follow the directions.



- Only enter the total hours under ATTEND HOURS. **Do not enter any other info.**
- If you are using CI Track, you must convert your hours to whole and quarter-hour increments. For example: a CI Track report of 3:30 = 3.5 hours; 3:15 = 3.25, etc. Round up or down to the nearest 15- minute increment.
- Capture the window using Window's snipping tool, MAC's Grab Tool, or highlight the whole page, making sure you get all the student information and hours, and then print it out.
- Sign and date both the attendance roster or CI Track report and the printed Final Grades/Positive Attendance report/screen and attach them together.
- Make a copy of these documents for your records. Turn in the original signed/dated copies to the dean. The preferred method is to email Dana Avila these documents as legible, scanned, PDF attachments. You can download CamScanner for free on your smart phone.
- You must keep copies for your records for three years!

Final Reporting

- For semester-length classes, all attendance hours should have been entered, and required paperwork completed and submitted to Dana Avila no later than **4:00 PM on May 22, 2023.**
- For short-term courses, all attendance hours should have been entered, and required paperwork completed and submitted **within 3 business days after the last day of instruction for the course.**
- You must keep copies for your records for three years!