

**PORTERVILLE
COLLEGE ADJUNCT
FACULTY RESOURCE
GUIDE
Fall 2021**

**PORTERVILLE
COLLEGE**

Table of Contents

Section 1:	About Porterville College	2
Section 2:	Professional Expectations	5
	General Expectations	5
	Communication	6
	Covid-19	
	Academic Freedom	
Section 3	Things to Include – Syllabus	6
	Student Learning Outcome	
	Syllabus	6
Section 4	Administration Resources	8
	Class Roster	
	Class Cancellation	10
	Record Keeping	10
	Grades	11
	Class Breaks	12
	Guest Speakers	12
	Absences	13
	Final Exam Schedule	13
	Textbooks	13
	Additional Resources	13
Section 5:	Student Resources	14
Section 6:	Personnel	15-16
	Evaluation	15
	Compensation	15
	ID Number	16
	Parking Permit	16
	College Admin & Division Chairs	16
Section 7:	Appendix	22

PORTERVILLE COLLEGE

WELCOME

Welcome to Porterville College. We are happy you have chosen to teach here! All of us are proud of the work we do and the results we have achieved both as a community college. Your Program Chair and Division Dean are available to address any concerns or question you may have. As an adjunct faculty member, you should become familiar with the College's mission, philosophy, and values.

This handbook is to assist you in getting started with understanding College system issues including computer and email access, parking, office and building access and business cards. The Division Chair and executive secretary in the Office of Instruction can assist you with this process. Information Technology staff will assist with establishing printer access, computer operational issues. Technology service requests can be submitted online under Inside PC employee quick links. All college courses rely heavily on Canvas course management software via online access. New faculty not familiar with Canvas will need to contact the Education Media Design Specialist. Faculty are expected to be computer literate as administrative support for word processing development of lectures and syllabi is not available.

Again, welcome to the Porterville College family! We hope you find the handbook a helpful tool.

Thad Russell

Vice President Office of Instruction

The Faculty Handbook – Overview and Purpose

Section 1 - About Porterville College

Porterville College was established in 1927 as a part of the Porterville Union High School and College District and has been a unit of the Kern Community College District since July 1, 1967.

Porterville College Mission

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

- Provide quality academic programs to all students who are capable of benefiting from community college instruction.
- Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
- Prepare students for transfer and success at four-year institutions.
- Provide courses and training to prepare students for employment or to enhance skills within their current careers.
- Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
- Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Porterville College Values

Porterville College's core values define the character of the institution and are active ingredients in all that the College does. Through our commitment to these values the College can better serve and be more responsive to its students, staff, and community:

- Collaboration - working together to encourage input and dialogue in a collegial and cooperative manner.
- Respect - treating each other with respect, trust, and dignity.
- Innovation - nurturing and supporting exploration of new ideas, programs, and services to enhance our service to the community.
- Accountability - continuously assessing where we are as a College and to assume responsibility for all that we do.
- Participation - fostering and encouraging the involvement of staff and students in campus activities and the various aspects of the College decision-making process.

Porterville College Institutional Goals

1. Provide quality instruction and programs
2. Provide quality student support services and programs
3. Foster a positive and supportive learning environment
4. Foster a positive and efficient institutional, fiscal, and personnel process
5. Develop and promote community partnerships and linkages
6. Develop and promote positive campus and district-wide working relationships

The Adjunct Faculty Resource Guide: Overview & Purpose

The purpose of this handbook is to provide information and guidance to adjunct faculty regarding policies and procedures specific to the Porterville College. This handbook is to be used in conjunction with the Kern Community College District Board Policy manual, the KCCD CCA Contract, and/or other State regulating agencies rules and regulations. The goal is that this Handbook will anticipate your questions, so you can find answers when you need them.

This Adjunct Faculty Handbook is to serve as a guide on several administrative & instructional processes involved with teaching. These elements include: record keeping, entering/submitted grades, student drops/withdrawals, faculty evaluation, course outlines, class syllabus, parking, etc. The handbook is meant to assist you as the instructor in your work at Porterville College. THANK YOU for your willingness to teach at Porterville College and your service to the students.

Additional Resources - The “InsidePC” Portal

In addition to this handbook there are also additional resources. These resources are found on the portal “InsidePC”. There are many resources on the “InsidePC” portal, specifically under the employee and faculty tabs. (Porterville College email account and password are needed to access the InsidePC portal)

- Go to the PC Homepage www.portervillecollege.edu
- Click on InsidePC

Grants (Fed & ST)	2,359	\$9,651,895	40.6%
Fee Waivers	3,793	\$3,102,654	65.3%
Workstudy	54	\$98,190	0.9%

Section 2 - Professional Expectations

General Expectations

Thank you again for agreeing to teach at Porterville College. We value your time and commitment to our students. According to the Collective Bargaining Agreement, the general expectations include in part the following:

1. Provide instructional and/or non-instructional services specified by the faculty member's contract and/or staff assignment sheet.
2. Maintain currency in subject matter and/or service area.
3. Instruct courses in a manner consistent with curriculum committee approved course outlines. Provide non-instructional services in a manner consistent with approved position description.
4. Provide current course orientation materials to each student on the first day of class and discuss orally the course content. These materials will minimally include the following: approximate dates of outside activities; an approximate weekly assignment plan; an approximate examination schedule; grading criteria; contact information; availability of accommodations and policies for students with disabilities; and general rules that will affect student grades (such as, drop/add deadlines, withdrawal deadlines, tardiness, student class participation). A copy of the orientation materials shall be provided to the supervising administrator upon request.
5. Secure written permission to print copyrighted material in faculty handouts or syllabi.
6. Provide instructional or non-instructional activities with due regard to the level and purpose of the course or service area.
7. Use media aids, the library, and other resources as appropriate to enhance student learning.
8. As appropriate, utilize alternative instructional delivery approaches to enhance student access.
9. Not, except in the case of emergency, leave a class, program, or activity unattended. An appropriately qualified KCCCD academic employee must always be responsible and present.
10. Provide for supervision of students throughout assigned activities, events or field trips.
11. Not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.
12. Reasonably assist in the maintenance of facilities and equipment.
13. When reasonably possible, report absences in sufficient time to provide proper substitution.
14. File an injury report with the College President or designee if a personal or student injury occurs while on duty.
15. Provide and maintain a current mailing address, e-mail address, and telephone number with Human Resources.
16. Communicate with others in a professional manner

Additionally, as an adjunct faculty member,

- Read and answer emails in a timely fashion.
- Follow the approved course outline of record
- Provide a class syllabus for each course taught. A course syllabus must be provided to each student. A copy of the course syllabus to be submitted to the Office of Instruction.
- Review and assess the student learning outcomes (SLO) for the courses taught
- Maintain current roster of classes taught

- Abide by deadlines and procedures necessary for attendance, drops, grade submission

For further details about 2020-2023 faculty agreement, check the link <https://www.kccd.edu/human-resources/employee-contracts>.

Communication

Your Porterville College email is the official communication method. You need to check your email frequently.

COVID-19

At the August 12, 2021 Kern Community College District Board Meeting, the board unanimously passed a resolution directing the chancellor to develop and implement a COVID vaccine requirement to increase vaccination rates for students, faculty, and staff. Please contact your campus human resources department with any questions.

» [Read the resolution](#)

You will need to complete a daily health screening and do contact tracing throughout the day with the KCCD App.

Here is how:

1. Download and install the KCCD App to your phone:
2. Choose your campus and log into the app with your InsidePC username and password.

Download Links: iOS: <https://apps.apple.com/us/app/apple-store/id1547484922>

Android: <https://play.google.com/store/apps/details?id=com.readyeducation.kerncc>

3. Make sure notifications are enabled in the app by clicking the bell-shaped icon at the bottom of the screen and then the preferences icon at the top right.

Daily Home Pre-Screening

1. Within the app, you will receive a daily reminder to complete the Daily Health Status Screening form at home. If you tap on the notification, you can fill out the form right away. If you miss the notification or need to fill out the prescreen, you can tap on this “tile.”
2. Your health pass will reset every time to fill out the form.
3. If you do not have a smartphone, you can fill out the At Home Pre-Screening form on a computer by visiting www.PortervilleCollege.edu and selecting the “COVID Self-Screening” menu at the top of the page. You can also use the link provided below: [PC Web Screening Form](#)
4. Based on the answers you provided, the app will issue a health pass. A “Green” health pass indicates you are clear to proceed to campus. A “Red” pass means do not go to campus.

Please notify your supervisor and call your primary health care provider.

For more instructions

[KCCD Health Screen and Contact Tracing App Instructions \(1\).pdf \(do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com\)](#)

[Important Updates and Notices | Porterville College](#)

Mandated Reporter

The California Community College Chancellor’s Office has determined that all California community college employees are mandated reporters of child abuse. If you reasonably suspect a child is suffering abuse, you are required to report the abuse to law enforcement and/or Child Protective Services.

When Reporting Is Required

Whenever an employee, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child (i.e., a person under the age of 18 years) whom the employee knows, or reasonably suspects, to have been the victim of child abuse or neglect, the employee must report the incident. (Penal Code § 11166(a)). Facts upon which a reasonable suspicion may arise do not have to have been witnessed by the employee, but rather can be learned from other sources.

Training is available for all employees

Academic Freedom

As noted in the Collective Bargaining Agreement,

1. Education in a democracy depends upon earnest and unceasing pursuit of truth and upon free and unrestricted communication of truth.
2. Faculty members shall be free to exercise academic freedom, including freedom of investigation, freedom of discussion in the classroom, freedom to select texts and other instructional materials, freedom of assignment of instructional exercises, and freedom of evaluation of student efforts.
3. Faculty members acknowledge that in the exercise of academic freedom they have a responsibility to be accurate and comprehensive in making reports, to be fair-minded in making interpretations and judgments, to respect the freedoms of other persons, to exclude irrelevant matters from classroom discussions and instructional exercises, and to make appropriate distinctions between statements of fact made as faculty subject matter specialists and opinions made as private citizens.
4. The District recognizes the fundamental right of the faculty member to be free from any censorship or restraint which might interfere with the faculty member's obligation to pursue truth and maintain his/her intellectual integrity in the performance of his/her teaching functions.

For more information, please check the [2020-2023 faculty agreement](#)

Section 3 - Things to Include in your Syllabus

Student Learning Outcomes (SLO)

It is the responsibility of each adjunct faculty member to ensure that any course they teach conforms to the approved curriculum for that course. The chair of your division will provide a copy of the approved elements for each course. These elements will include course content outline, course goals, Student Learning Outcomes (SLO's), specific requirements, and other requirements for testing and evaluation (if applicable). The remainder of the course elements is to be determined at the discretion of the faculty member.

A copy of the approved course outline can also be obtained from the division chair or dean.

Syllabus

The course syllabus constitutes a contract between the student and the faculty member. As such, the faculty member should be careful to be both clear and specific as to what is expected of the student in the course and of what the student may expect from the faculty member. In this manner the syllabus will determine the rights and duties of both the student and the faculty member.

- The syllabus should be written in a way that welcomes students to the class, encourages them to do their best while making the instructor's expectations and guidelines clear.
- A syllabus is required for each student in class.
- The syllabus should be provided to the students the first day of class.

Submit a copy of the syllabus to the division chair and another copy to the applicable dean (and/or executive secretary). Please provide the copy to the appropriate dean/division chair prior to the end of the first week of the semester.

Elements: Class syllabus essential elements -

	1. Faculty name
	2. Course title, course section number, semester/year.
	3. Contact information (email, phone number, etc.)
	4. Office hours and office location (required for full-time faculty)
	5. Methods of instruction
	6. Required components beyond the lecture setting: hybrid, online, lab setting
	7. Course description
	8. Course Level Student Learning Outcomes-SLO's (Must match course outline)
	9. Course Objectives
	10. Planned topics and important dates
	o Sequence of course topics with tentative (or firm) dates
	o Due dates for and nature of assignments, exams
	o Calendar of class activities
	o Readings (including optional) and other preparations
	o Drop/Withdrawal timelines/dates
	o Final Exam Schedule (Date/Time/Length)
	11. Textbook information

	12. Required and optional materials (if any)
	13. Grading policy & methods of evaluation (while not required, grading rubrics are helpful)
	14. Class policies (e.g. absences, attendance, late work, use of technology, etc.) and procedures
	15. Class expectations (Academic Honesty, etc.)
	16. Student Support Services
	o Statement on student disability resources (Disability Resource Center)
	o Plus other support services as applicable

Courses with TBA (To be arranged hours) as a component as described in the official course outline of record

- Include the specific times when the TBA hours will need to be fulfilled.
- Includes the specific instructional activities to be conducted during TBA hours and how participation will be factored into final grade. Activities cannot include homework or activities that should be done independently outside of class time.
- Include the specific location where the TBA hours will be fulfilled.

Syllabus Statement for Students with Disabilities

The following statement must be used in your syllabus:

If you have a disability that may require assistance or accommodation, or you have questions related to any accommodation for testing, note takers, readers, etc., please speak with the instructor as soon as possible. Students may also contact the Disability Resource Center (located in AC 115) and by calling (559) 791-2215 with questions about such services.

Syllabus Statement regarding Classroom Management and Student Conduct

Course Enrollment

The maintenance of accurate records is the responsibility of each faculty member. This includes but is not limited to:

- taking roll,
- ensuring all students attending class are registered,
- updating class rosters prior to the census dates, and
- the timely posting of grades.

The Office of Admissions and Records provides information and dates/time frames to ensure accurate records prior to the start of each academic semester/year. It is critical that instructors understand and aware of such information. Keeping accurate records will keep the Porterville College in compliance with audit criteria and state funding requirements. Additionally, keeping accurate records helps the college to track and monitor the progress of our students. Please refer to the Faculty Start of Term Informational Guide Sheet that is sent via email from the Director of Enrollment Services. This includes important information regarding waitlist procedures, enrollment and grading responsibilities, etc.

Class Roster/Roll Sheets

Faculty members should print the class roster the day of your first class meeting. The instructor may drop students who do not show up the first day of class. It is recommended that you drop students the same day the class meets to allow students to roll from the waitlist. It is recommended that you take roll every class meeting for the first few weeks. Drops and new Adds from the waitlist happen each evening when the system is updated. Because new students are added to your classes from the waitlist system, it is recommended that you re-print your roll sheets for each class period daily at least until census date.

Roll sheets can be accessed through Banner (MyBanWeb).

STEP 1: Go to the Porterville College website www.portervillecollege.edu

STEP 2:

- From the Porterville College website www.portervillecollege.edu
- Log in to **InsidePC** (you will need your PC email address and password in order to login)
- Click on MyBanWeb, choose MyBanWeb Main Menu
- Click on the **Faculty Services** tab
- Click on Class Roster

STEP 3: Click “term selection” then select the current term from the drop-down button. Submit.

STEP 4: Next, choose/select the CRN from the drop-down menu and submit.

STEP 5: Next in this screen, instructors have many options.

- In this section, instructors can complete several activities, for example:
 - Add/drop Listing
 - Registration Drop/Withdraw
 - Final Grades and Attendance Hours - Enter
 - View/print class rosters
 - To access and print the class roster - Click on “Class Roster”.

Personal Information Student Financial Aid **Faculty Services** Advisor Services Employee Finance

Faculty Services

- 📄 [Term Selection](#)
- 📄 [CRN Selection](#)
- 📄 [Class Roster](#)
- 📄 [Wait List](#)
- 📄 [Add/Drop Listing](#)
- 📄 [Registration Drop/Withdraw](#)
- 📄 [Final Grades and Attendance Hours - Enter](#)
- 📄 [Faculty Schedule](#)
- 📄 [Faculty Detail Schedule](#)
- 📄 [Electronic Gradebook \(by special permission\)](#)
- 📄 [Electronic Gradebook by Student \(by special permission\)](#)

At this point you can either print the “print-friendly roll sheet” OR you can download the roster to an excel spreadsheet. Both options are at the top of the page.

Class Cancellation

Once the semester class is underway, there may be times when the faculty member will need to cancel a class meeting (illness, car accident, etc.). The CCA Bargaining Agreement: Professional Expectations states that the faculty member shall not combine, cancel or change

meeting times or places of classes or activities without the permission of the College President or designee.

1. Notify the applicable division chair
2. Use one or both of the following procedures for reporting absences and assurance your class (es) will be posted:
 - a. By Email - [PC CCAR pc_ccar@listserv.portervillecollege.edu](mailto:pc_ccar@listserv.portervillecollege.edu) (Class Cancellation/Absence Reporting)
 - b. By Phone - Information Desk at 559-791-2200
If no answer, leave voice mail message and for back-up call to the Office of Instruction (Miranda Warren) 559-791-2333 OR (Kristen Plunk) 559-791-2411 OR (Nora Figueroa) 559-791-2298

Record Keeping

Census Dates - Are the documented calendar times for determining the actual enrolled student population for the college. The census date is the date enrollment is final for the semester. It is the census date enrollment numbers which are used by the State to determine college funding. Therefore, the State Education Code requires that accurate records be maintained. Census dates are listed on your class roster.

- State regulations/attendance reporting requires instructors to drop all students who are not actively participating by 11 p.m. on the day before the census date for each specific class (check the top of each roll sheet for the date).
- Please check your roll sheets regularly during the term. Students who are no longer on your official class roster must not attend class.
- Instructors should check class rosters after each class meeting during the first two weeks and regularly for the rest of the semester to ensure that all students are officially enrolled.
- Students will not be added to classes after the census date.
- All drops must be completed via MyBanWeb.
- Please see the Academic Calendar that the Director of Enrollment Services sends out yearly. It has important dates for both students and faculty.

Dropping Students for Non-Attendance: Faculty members may drop students who do not show up for the first day of class. Instructors may drop a student from a course when absences number the equivalent of two weeks of class recorded from the first day of instruction. If circumstances warrant and can be justified academically, faculty members may drop students after less than two weeks of absences. Please note, when you enter grades at the end of the semester, you are required to certify that you dropped all non-participating students by the census date. Monitoring your class rosters is extremely important during the first two weeks of school.

Non-Participation Policy ***Academic Senate Approved 1/30/2015***

Students are expected to attend, complete assignments, and participate fully in all classes in which they are enrolled. Students may be dropped at any point in the semester for non-attendance and/or

non-participation. At the end of the term, faculty will be responsible for determining the last participation date for students who have failed or withdrawn after the 20 percent date.

Faculty may determine the appropriate date for each student that stops participating using criteria, such as:

- Student fails to complete class assignments
- Student stops attending class
- Student is not engaging in classroom discussions
- Student is not participating in classroom activities

Grades

To enter final grades for a course, follow the Accessing MyBanWeb through InsidePC directions.

A. From the faculty tab, the following options will appear. Select **Final Grade and Attendance Hours - Enter**



Faculty Services

-  [Term Selection](#)
-  [CRN Selection](#)
-  [Class Roster](#)
-  [Wait List](#)
-  [Add/Drop Listing](#)
-  [Registration Drop/Withdraw](#)
-  [Final Grades and Attendance Hours - Enter](#)
-  [Faculty Schedule](#)
-  [Faculty Detail Schedule](#)
-  [Electronic Gradebook \(by special permission\)](#)
-  [Electronic Gradebook by Student \(by special permission\)](#)

B. Next, **select the term**. The following message should appear:

Information Select the Term for processing then press the Submit button.

I understand I have access to student records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA). I understand that the disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. I understand that by using Faculty Services I accept full responsibility for complying with the FERPA regulations.

Select a Term: (Down arrow selection of terms) Click the applicable one for the semester/term for the grades you are about to enter

- C. On the next tab will be the **CRN**, select the applicable course based on the CRN for the class you will be entering the grades
- D. Next, **Final Grades Worksheet** - In this section,
- instructors will enter the grades for each student in the class: There should be a down arrow with option of grades to be entered for each student.
 - If the student has stopped attending after Census, the instructor will need to enter the last date of attendance for both F and W grades before you can submit grades.
 - Once completed, click the submit button.
 - Print out a copy of the grade sheet, sign, and submit with your supporting documentation to the Admissions & Records Office.

For further questions or assistance, please contact:

Veronica Cruz at 559-791-2228 - veronica.cruz@portervillecollege.edu

or

Janice Halopoff at 559-791-2269 - jhalopof@portervillecollege.edu

- Grades are due 3 business days after the last class meeting.

Positive Attendance Hours

Courses requiring documentation of positive attendance hours are labeled on the BanWeb final grade-reporting site. On the right side of the page on which you have entered course grades, there is a column for positive attendance hours. Determine the number of hours required for your course. This is listed in the college catalog with the course description. Subtract the number of hours the student has missed from the total hours for the course. This is the positive attendance hours to be entered. Please note the following: when submitting grades at the end of the semester and a student didn't complete any positive attendance hours, you would enter "0".

For example

If the course has a total of 54 hours and meets 1.5 hours twice a week. If the student is absent two times (3 hours) then $54 \text{ hrs} - 3 \text{ hrs} = 51 \text{ hrs}$. Enter 51 for the positive attendance hours.

Assigning a "W" Grade

A grade of "W" is assigned to students who drop after the initial drop date, but no later than the 60% date of the course. These dates are listed on your course roster. These "W" grades will be seen on the final grade roster; it is not a grade the faculty member literally enters on the form. You can also refer to the Academic Calendar that is sent out from the Director of Enrollment Services or visit the webpage under "Important Dates".

Assigning an "I" Grade

An "I" (Incomplete) grade may be assigned to students who have completed 75% of the course work and the instructor is willing to give additional time (when submitting grades, the system

automatically sets a 1-year default date) for the student to complete all necessary assignments for the class. Prior to assigning an "I" grade the instructor must notify the student. Incomplete grades are to be used for compelling reasons only (accident, extenuating circumstance, etc.) and the student should not be failing at the time the incomplete is granted. At the time an "I" grade is entered the instructor will be required to enter the grade to be issued if the missing work is not completed and the date by which the work must be made up. Although college policy allows an instructor to give the student until the end of the term, one year later, to complete the work, most instructors find it advisable to allow a shorter time period. When all outstanding work has been completed, the instructor will then submit a completed Grade Change Form to the Admissions & Records Office.

Attendance Records

It is the responsibility of each faculty member to maintain accurate attendance and grading records for each class. When a faculty member submits grades/supporting documentation, the faculty member is certifying that they have dropped all non-participating students by the census date. Attendance records are legally required for each course and may be requested during yearly audits. The final documentation for grades and attendance are to be taken to Admissions & Records at the end of each semester. (Suggestion: keep your records for one year).

Class Breaks

California Education code permits a ten-minute break for each whole clock hour of instruction. Break periods must occur within the instructional hour and they may not be accumulated and taken as a block at the end of the class session. Holding to the scheduled class hours is the professional expectation of all faculty members.

Guest Speakers

Porterville College recognizes that discussion of public issues on the campus plays a significant role in promoting the education of its students and in preparing them for intelligent participation in society. Guest speakers are at the discretion of the instructor but must have prior approval from the applicable Dean.

- Guest speakers do not remove the instructor's responsibility for managing the class; the instructor must be present during the class time and ensure that the appropriate classroom environment is maintained.

Absences

An Adjunct Faculty Academic Extra-Pay Absence Report is to be submitted for each absence from an extra pay class upon return to duty. This needs to be completed and submitted to the applicable division chair (and then to appropriate dean) upon return.

Accessing the Form can be done through InsidePC as listed above, click on Absence Report (adjunct).

Final Exam Schedule

The final exam schedule is also located on the Porterville College website under the Important Dates Tab <https://www.portervillecollege.edu/important-dates>.

Any changes to the final exam time must be approved prior to the week of finals. Contact your division chair and dean.

Textbooks

Unless the division requires a specific textbook, the selection of course materials is at the discretion of the faculty member. Should the faculty member desire to use another textbook aside from what is currently used, the faculty member should discuss with the applicable division chair. Field representatives for textbook publishing companies may be a resource in obtaining review copies of textbooks which you may wish to consider for adoption in future courses.

Instructors needing a desk copy will need to order a desk copy from the publisher. Please check with your division chair prior to ordering a desk copy.

Student Conduct

Porterville College is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the College's educational missions, and violations of academic integrity constitute serious offenses against the entire academic community and the PC Student Code of Conduct.

As faculty you have the option to investigate and adjudicate these matters, however, it is requested that you report the incident and finding, to the Dean of Instruction by using the following link:

[PC Academic Integrity Form \(maxient.com\)](https://maxient.com)

Navigate for Faculty

Navigate is a **user-friendly program** that allows PC faculty to follow along on each student's journey. To learn more about Navigate, please email navigate@portervillecollege.edu

What Can Faculty do in Navigate?

Submit Early Alerts, Grade Reports, check on student's academic success all in one place. Follow up on early alert referrals and student communication.

Navigate **should not** replace Canvas for instructional use and communication. It should be used as a supplement to instruction.

Porterville College Student Complaint Procedures

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities.

[Complaint Procedures | Porterville College](#)

Additional Resources

Library Services: The Porterville College Library provides access to information in a variety of ways and formats. Using the Library webpage, students are given access to the Library catalog and several periodical databases as well as guidance to useful Internet sites. To access these services from an off campus site use your employee ID number. More information is available on the Library website, which can be accessed from the PC Homepage,

Photocopying/Printing Services: The Porterville College Graphic Center can make copies/printing of materials as needed for your classes.

- Complete the Graphics Center [Duplication Request Form](#)
- Email the completed form to dolores.meurer@portervillecollege.edu

Instructional Supplies: Requests for instructional supplies should be directed to your Department Chair and Dean.

Adjunct Computers: Computers are available for adjuncts to use located in the Graphics Center/Technology Building

Section 4 - Student Resources

Counseling/Advising: Students needing academic, career, or personal counseling should meet with a counselor/educational advisor. Appointments can be made with a counselor/advisor by contacting the Counseling Center at 559-791-3663 or 559-791-2329. Location: AC-126

Job Entrepreneur Career (JEC) Center: For assistance regarding job search, job placement, internship, resume, etc. Resources about business start-ups. Contact 559-791-2216. Location: AC

Disability Resource Center (DRC): The DRC is to ensure access to the college and its programs and to provide accommodations and support services for students with disabilities. The program provides services for students with disabilities. The program provides accommodations and support services to meet students' disability-related academic needs. Services will be based on the level of disability and the academic needs of each student. Students can make alternate media requests through the Disability Resource Center. Contact: 559-791- 2215 Location: AC 115.

Learning Resource Center: Students may receive additional support services such as tutoring through the Learning Resource Center. Contact: 559-791-2227 Location: LRC Building

- Tutorial Services: Free tutoring services are available to PC students who feel a need for assistance. Appointments with tutors are made in the Learning Center.
- Students can receive assistance from Peer and Embedded Tutors virtually via appointment.
- Tutoring is on a first come, first served basis with the tutor on duty for the desired subject. Tutoring sessions are approximately 20 minutes. Students can arrange to have designated, recurring appointments with a specific tutor.
- Embedded Tutors also attend classes with students and provide tutoring assistance during the class. All tutors are CRLA International Tutor Training Program Certified.
- Virtual Tutoring is available at:
<https://www.portervillecollege.edu/learningcenter/learning-center>

Computer Commons: In the Learning Resource Center (LRC) is the Computer Commons. This area houses numerous computers that provide students and faculty with Internet access as well as word processing capability.

Stem and Literacy Center: Our Centers provides Tutoring, Employment/Internship Opportunities, study spaces, and Speaker series talks. The centers are located on the eastside of the campus.

Veterans Resource Center

Student veterans can access services through this center. Such services include: veteran's priority registration, counseling, study room with computers, lounge for camaraderie, referral, plus other support assistance. Location: AC 116 Contact: 559-791-2222
pcvetcenter@portervillecollege.edu.

[Transfer Center](#)

The Transfer Center is available to assist students in making their transition to a four-year college or university a successful one. Here you will find resources and services that will assist you in researching public and private universities. Contact: 559-791-2329 Location: AC 121

[Student Wellness/TimelyCare](#)

Porterville College students have access to wellness resources through 24/7 Virtual Medical and Mental Healthcare. Students requiring non-emergency services should be directed to the following site:

<https://www.portervillecollege.edu/pc-timely-care>

Students requiring emergency services should call 911.

For more information about student services and all available resources, visit the [student services page](#) on the Porterville College website.

Section 5 - Personnel

Adjunct Faculty Evaluation

Adjunct faculty are to be evaluated by the division chair or their designee.

- First semester adjunct faculty members will be evaluated during their first semester assigned at a college (designated as ADJ-1). Upon completion of the first evaluation, the adjunct faculty member will be designated as ADJ-3.
- A “satisfactory” evaluation rating after the second evaluation or any future evaluations results in placement on an ongoing three-year evaluation cycle.
- A “needs improvement” evaluation rating on any evaluation results in another evaluation the following semester.

Refer to the CCA Bargaining [Agreement](#): Evaluation of Adjunct Faculty for more information regarding all aspects of the evaluation process.

Compensation

Adjunct faculty shall be compensated on a lecture hour equivalent basis in accordance to Article Eleven Appendix I. Refer to the CCA Bargaining Agreement: Compensation and Benefits for detailed information regarding salary progression.

<https://www.kccd.edu/human-resources/employee-contracts>

Adjunct faculty will provide one half hour of student contact for each class taught. Student contact time can be met through a variety of ways such as providing supervision in an open lab, hosting office hours, using online meeting software like CCC Confer, or meeting with students face to face on campus.

Payroll is computed based on load; if there are any class cancellations or absences, these must be submitted to payroll and will be deducted from the monthly payment. Adjunct faculty are paid on the 15th of the month beginning in September for the Fall term and in February for the Spring term. Adjunct faculty can teach to a maximum of 67% of a full-time faculty load.

Safety and Security

Porterville College is an open campus filled with people who care about each other. Because of its open accessibility, all students, faculty, and staff are encouraged to exercise a sense of personal responsibility for their own safety and well-being, and the safety and well-being of others. While crime can happen anywhere, when we act as a community that knows and cares about the safety of others, ourselves, and our property, we lessen the likelihood of being victimized, and we showcase our Pirate Pride.

Porterville College has security officers that have previous law enforcement experience and receive specialized training in campus police and safety operations. Also, the campus uses cadet student interns enrolled in criminology classes to aid in parking enforcement and security. The college receives additional support from the Porterville Police Department and other agencies. For more information on campus safety, reporting an incident, and resource providers please view the respective links from this page. You can also follow campus safety & security on Porterville College’s social media. Contact: Security Office at 559-791-2440

Visit <https://www.portervillecollege.edu/about-pc/safety-security>

ID @ number

Your identification number is sometimes referred to as your user ID or the @ number. It begins with the @ symbol followed by eight (8) numbers. It is found below your name on your staff assignment sheet. It should be used in place of your social security number (SSN) on any KCCD document.

Accessing e-mail from off campus

You can access your email through the exchange network or through your InsidePC page

Parking permit

At Porterville College, faculty members do not have to pay for a parking permit. To order a parking permit, go to www.permitsales.net/PortervilleCollege

Campus Mail

Adjunct faculty shall check their mailboxes periodically throughout the semester. The mailboxes are located in the Graphics Center/Technology Building.

College Administration

Dr. Claudia Habib, President
Dr. Thad Russell, Vice President of Instruction
Ms. Primavera Arvizu Vice President of Student Services
Dr. Arlitha Williams Harmon, Vice President Finance and Administrative Services
Dr. Michelle Miller Galaz, Dean of Instruction
Ms. Kim Behrens, Associate Dean of Health Careers
Mr. Osvaldo Del Valle, Dean of Instruction
Ms. Erin Wingfield, Dean of Student Success and Counseling

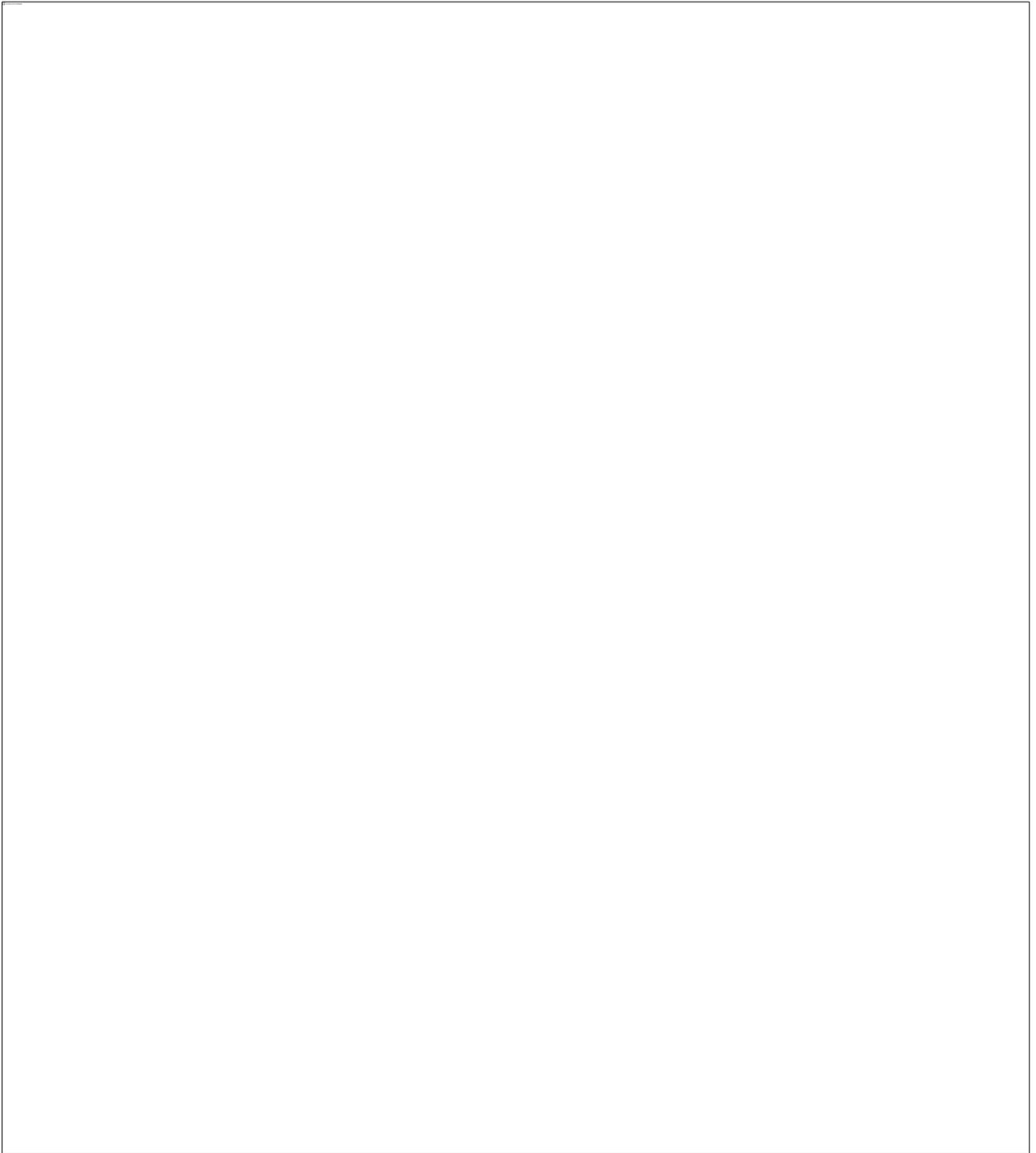
Division Chairs

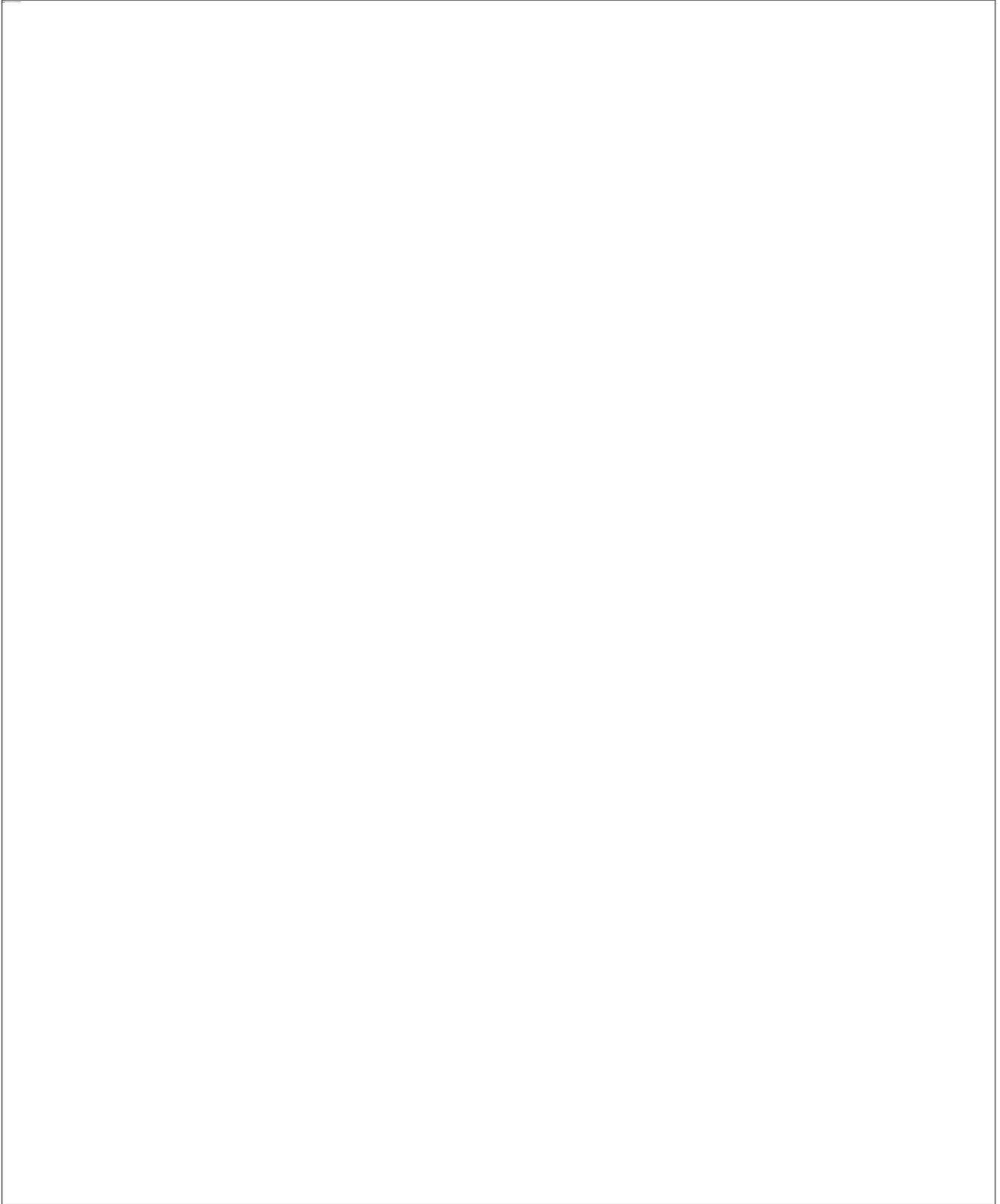
Career & Technical Education, Jim Carson 559-791-2369 jcarson@portervillecollege.edu
Fine Arts, James Thompson, 559-791-2238 jathomps@portervillecollege.edu
Health Careers, Elizabeth Keele, 559-791-2493 ekeele@portervillecollege.edu
Health/Physical Education, Vickie Dugan, 559-791-2294 vdugan@portervillecollege.edu
Language Arts, Elizabeth Buchanan, 559-791-2356
elizabeth.buchanan@portervillecollege.edu
Natural Science, Kendra Haney, 559-791-2280 kendra.haney@portervillecollege.edu
Mathematics, Sherie Burgess, 559-791-2261 shburgess@portervillecollege.edu
Social Science, Karen Bishop, 559-791-2340 kbishop@portervillecollege.edu
Student Services, Patricia Serrato, 559-791-2376 pserrato@portervillecollege.edu

APPENDIX

References

Agreement between the Kern Community College District and the Kern Community College District, Community College Association/California Teachers Association/National Education Association.





ORGANIZATIONAL CHART

